

**Rate Contract
for
Providing and Fixing of Glass Films.**

Regional Centre for Biotechnology

An institution of education, training & research

(Established by the Dept. of Biotechnology, Govt. of India under the auspices of UNESCO)

NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram Expressway, Faridabad

File No. RCB/04-02/71/NIQ-09/2019-20

Date 15.05.2019

Online e-tenders are invited in **two bid system** (<https://dbt.euniwizarde.com/>) i.e. Technical Bid and Price Bid from manufacturers/authorized distributors/dealer/traders dealing in the **Providing and Fixing of Glass films on Rate Contract for one year** for Regional Centre for Biotechnology (RCB), BSC BioNEST Bio-incubator (BBB) and Advanced Technology Platform Centre (ATPC) Faridabad by 1030 Hrs. on 24/05/2019. **Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason.**

NOTICE INVITING TENDER

Web site Url :	https://dbt.euniwizarde.com/ , https://rcb.res.in
Address:	Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3 rd Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001, Haryana
Contact Details	Executive Engineer, RCB 0129-2848810, 2848800
Name Of Work	Rate Contract for Providing and Fixing of glass film for one year at RCB, BBB and ATPC Buildings at NCR Biotech Science Cluster, Faridabad
Earnest Money	₹ 4,500/- needs to be deposited Online through e-tender portal.
Tender Fee	NIL
Tender Processing fees	As per charges mentioned on e-Tender portal (minimum Rs. 750/- up to maximum Rs. 7500/- @ 0.1% of the tender value+ applicable GST @18%)
Tender Closing Date & Time	24-05-2019 Time 15:00 Hrs
Date of Opening of Technical bid	24-05-2019 Time 15:30 Hrs
Date of Opening of Financial bid	Will be notified to the qualified bidders.

Regional Centre for Biotechnology, Faridabad Established by the Dept. of Biotechnology, Govt. of India under the auspices of UNESCO, invites Online bids through e-Tender portal in two bid system for providing and fixing of Vertical Blinds on Rate Contract basis as per our specifications/Drawings (where applicable) for the staggered quantities. You are requested to quote your best and competitive offer.

Registration Process

1. Bidders to enroll on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the link "Bidder Enrollment". Enrollment on the e-wizard Portal is free of charge.
2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
3. Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
5. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Tender Documents Search

1. Various built in options are available in the e-Wizard Portal which is further synchronizing with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the Online Portal.
3. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

Bid Preparation

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

Bid Submission

1. Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option as "Online" to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

Assistance to Bidders

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is **011-49606060, 23710092, 23710091**

Preparation and Submission of Tender Documents comprising in technical bid:

- a) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- b) Experience of at least 2 no. similar work or more in last 02 years.
- c) Copy of PAN Card / GST Registration.
- d) Annual average Turnover of the agency should be more than rupees 02 Lac per annum since last three years.
- e) Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant
- f) Earnest Money Deposit: The bidder will be required to deposit the Earnest Money Deposit (EMD) for an amount of Rs. 4,500/- through Online portal
- g) The bidder should have their registered office / branch in Delhi-NCR.
- h) **Specification:** The Contractor must confirm in writing that the goods supplied & installed by them shall be as per specification of goods and in case of any variation, the contract shall be liable to cancel immediately.

Terms and Conditions

- i) **The Performance Security Deposit of 5% tender value** must be deposited by successful bidder within 15 days of award of work in the form of Demand Draft/Bank Guarantee/ FDR, from Nationalized/scheduled bank valid up to 15 Months from issue of work order, drawn in favour of “**Executive Director Regional Centre for Biotechnology**”, Payable at Faridabad. **Performance Security would be released 3 months after expiry of rate contract period.**
- j) **The Security Deposit @ 5%** of each will be released after 12 months from date of first successful completion of work.
- k) **Contract Period:** The contract for supply & installation of Glass films initially will be for a period of (01) one year and can be continued / renewed on mutual understanding for further on same rate and terms & Conditions.
- l) **Validity of the bids:** The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.
- m) **Warranty / Guarantee:** Bidder must provide Six (06) Month comprehensive on-site warranty and it will be started from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components. No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods.
- n) **Installation:** All the work shall be completed within 14 days from the date of issue of work order by the Centre. All the aspects of safe installation shall be the exclusive responsibility of the supplier. If the supplier fails to complete the work on or before the stipulated date, then a penalty at the rate of 0.5% per day of the order value shall be levied subject to maximum of 5 % of the order value.
- o) **Payment Term:** The pre-receipted paste of ₹ 1 revenue stamp on each bill in triplicate may be send to this office for settlement after satisfactorily delivery & Installation of the goods. The bill should have full particulars of the items.
- p) No Payment shall be made in advance nor shall the loan from any or financial institutions be recommended on the basis of the order of award of work. The contractor shall submit the bill only after successfully Installation and commissioning. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted invoice from the Contractor.
- q) **No payment will be made for goods rejected.**
- r) The above rates must be inclusive of all applicable Taxes, handling and freight charges etc. & all applicable taxes shall be deducted at source from the passed amount of the contractor bill.
- s) The quantities mentioned in the price bids are indicative/estimated and are likely to vary significantly as per requirement.
- t) The party shall be deemed to have visited to the site, understood the work prior to quoting of rates.
- u) Kindly mention the tender No. & due date, bidders full address, email address and contract number on the sealed envelope.

Note: Repeat order or part quantity can be ordered after completion of work or before 01 years on same rate terms & conditions. A payment will be made as per actual.

Technical Bid

Check List of Certificates/ Documents required to be submitted in the Technical Bid

If these documents are not submitted/ conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

S. No	Description	Technical Compliance (Yes/No)
1	Undertaking for adherence of Two-Bid System. (Non-violation of Two-Bid System)	
2	Clarification with regard to manufacturer or their accredited agent.	
3	Undertaking for the submission EMD/bid amount along with the bid.	
4	GST registration certificate	
5	Fall clause declaration	
6	Non-black listing declaration	
7	Declaration reg. Proprietorship/partnership/ Pvt. Limited firm	
8	Samples and their test reports, wherever, applicable	
9	Statement of financial standing from C.A. or Bank with address & proof of average turnover of the firm minimum 2 lac for the last 3 years	
10	Different quality samples, if submitted, for one item, that particular item will not be considered for evaluation.	
11	Price Bid Annexure - II	
12	Undertaking for adherence & acceptance to all Tender Terms as per Schedule – ‘A’ (No Deviation of Tender Terms)	
13	The Firm/office/service Centre in Delhi-NCR (Address proof)	

Annexure-II

Price Bid

RCB/04-02/71/NIQ-09/2019-20

Date 15.05.2019

Name of Work: Providing and Fixing of Glass films on rate contract for ATPC, BBB and RCB building at NCR Biotech Science Cluster, Faridabad

SI No.	Item	Unit	Qty	Rate	Total Amount
1.	Providing and Fixing of Glass films for fixing on existing window and aluminium partition glass for reduces the amount of heat and radiation caused by the sun's rays. Make -Garware Sun Control,				
a	Milky white Frosted Film Thickness -1 Mil Visible Light Transmittance 4%	Sq.ft	2000		
b	Film 70% Thickness -1 Mil Visible Light Transmittance -70%	Sq.ft	2000		
c	Ice Cube decorative films Thickness -1 Mil Ultra Violet Transmittance- <1%	Sq.ft	1000		
d	Black out Non Reflective Films Thickness -2.5Mil Visible Light Transmittance- 0%	Sq.ft	500		
2.	Installation Charge	Sq.ft	5500		
	Total				
	GST				
	Total including GST				

Amount in words: Rupees

(Signature of the bidder)

Name:

Place:

Seal

(To be submitted on Company Letter Head).

AUTHORIZATION LETTER

We _____ (name of the bidder) hereby authorize Shri / Smt. _____

(name of the authorized person) to sign and submit the bid to RCB, Faridabad against their tender No. RCB/04-02/71/NIQ-09/2019-20.

Shri / Smt. _____ (name) is also authorized to negotiate the terms and conditions pertaining to the said tender on behalf of M/s _____ (name of bidder). The specimen signature of Shri / Smt. _____ (name) is appended below.

Specimen Signature:
Name:

The undersigned is authorized to delegate the authority on behalf of M/s _____ (name of bidder), as stipulated above.

For _____
(name of bidder)

TENDER ACCEPTANCE LETTER

(To be submitted on Company Letter Head).

Date:

To,

The Executive Director
Regional Centre for Biotechnology
NCR Biotech Science Cluster,
3rd Milestone, Faridabad – Gurugram Expressway,
Faridabad – 121001

SUB: Acceptance of Terms & Conditions of Tender.

Tender Reference No: RCB/04-02/71/NIQ-09/2019-20

Name of Tender / Work: “Rate Contract for Providing and Fixing of Glass films at RCB, BBB and ATPC Buildings at NCR Biotech Science Cluster, Faridabad”

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely: www.rcb.res.in, <https://dbt.euniwizarde.com> as per your NIT / advertisement, given in the abovementioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,
Authorized Signatory.
(Signature of the Bidder, with Official Seal)

FALL CLAUSE DECLARATION

Ref: File No. RCB/04-02/71/NIQ-09/2019-20

Date 15.05.2019

Name of Work: Rate Contract for Providing and Fixing of Glass films at RCB, BBB and ATPC Buildings at NCR Biotech Science Cluster, Faridabad

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____

The prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organisation/PSU's/Autonomous bodies/Pvt. Organisations during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is more, RCB Faridabad will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of the Bidder

Note: This letter of authority should be on the letterhead of the quoting firm and should be signed by a person competent and having the power of attorney to bind the same.

NON BLACKLISTING DECLARATION

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH
REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON - DEBARMENT

To,
Executive Director
Regional Centre for Biotechnology
NCR Biotech Science Cluster,
3rd Milestone, Faridabad-Gurgaon Expressway
Faridabad

We hereby confirm and declare that we, M/s -----, is not
blacklisted/ De-registered/ debarred by any Government department/ Public Sector
Undertaking/ Private Sector/ or any other agency for which we have Executed/
Undertaken the works/ Services during the last 5 years.

For -----

Authorised Signatory

Date: