

## **e-TENDER DOCUMENT**

**“Design, Supply and Fixing of LED Illuminated Signage  
of RCB” at NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone,  
Faridabad-Gurgaon Expressway, Faridabad-121001  
(Haryana).**

**Tender No. RCB/04-02/81/NIT-14/2019-20**

# Regional Centre for Biotechnology

An Institution of National Importance created through an act of Parliament  
Department of Biotechnology, Govt. of India. under the auspices of UNESCO  
NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad-Gurugram Expressway, Faridabad

**Tender No.- RCB/04-02/81/NIT-14/2019-20**

**Date: 16.08.2019**

Online tenders are invited on behalf of the Executive Director, RCB under Two-Bid System (Technical bid and Financial bid) from established, reputed and experienced agencies in the field of Signages for “Design, Supply and Fixing of LED Illuminated Signage of RCB” at NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad-Gurgaon Expressway, Faridabad-121001 (Haryana) as per schedule, specifications and as per the terms and conditions mentioned in this tender document. Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason.

Web site Url :	<a href="https://dbt.euniwizarde.com/">https://dbt.euniwizarde.com/</a> , <a href="https://rcb.res.in">https://rcb.res.in</a>
Address:	Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3 <sup>rd</sup> Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001, Haryana
Contact Details	Executive Engineer, RCB 0129-2848810, 2848800
Name Of Work	<b>“Design, Supply and Fixing of LED Illuminated Signage of RCB” at NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad-Gurgaon Expressway, Faridabad-121001 (Haryana)</b>
Earnest Money	₹ 5000/- 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 Uploading Date	16-08-2019
Pre-bid meeting	23-08-2019 Time 15:30 Hrs
Tender Closing Date & Time	29-08-2019 Time 15:00 Hrs
Date of Opening of Technical bid	29-08-2019 Time 15:30 Hrs
Date of Opening of Financial bid	Will be notified to the qualified bidders later.

## **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”. Enrolment 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.
5. Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
6. Experience Certificates for two or more similar works in last 03 years.

7. Copy of PAN Card / GST Registration.
8. Annual average Turnover of the agency should be more than rupees 02 Lac per annum since last three years.
9. Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant
10. Earnest Money Deposit: The bidder will be required to deposit the Earnest Money Deposit **(EMD)** for an amount of **Rs. 5,000/- through Online portal**
11. EMD Fee is exempted for MSME / NSIC vendors etc. however Tender **processing fee has to be paid by all the vendors** as this fee is being charged by the Online Portal service provider directly.
12. The bidder should must have their registered office/ branch/ service Centre in Delhi-NCR.
13. 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.

### **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

## **Terms and Conditions**

- a) **The Security Deposit @ 10% of work value will be deducted from bill which will be released after completion of 2 years warranty.**
- b) **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.
- c) **Warranty / Guarantee:** Bidder must provide Two (02) year warranty and it commence from the date of the satisfactory commissioning of signages against any manufacturing defect, workmanship or poor quality of the components. No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods. During warranty defective sinagaes will be replaced free of cost.
- d) **Installation:** All the work shall be completed within 30 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.
- e) **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.
- f) 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.
- g) CAMC payment will be made in arears on half yearly basis. Performance Bank Guarantee of 10% of CAMC value has be deposited before commencement of CAMC and before release of Security deposit.
- h) Centre is at liberty to award or not to award the CAMC.
- i) **No payment will be made for goods rejected.**
- j) 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.
- k) The party shall be deemed to have visited to the site, understood the work prior to quoting of rates.

- l) Penalty of Rs 500/- per day will be imposed for delay in attending the fault beyond one working day excluding day of logging of complaint through mail/ SMS/WhatsApp.
- m) Kindly mention the tender No. & due date, bidders full address, email address and contract number on the sealed envelope.

Note: A payment will be made as per actual measurement basis.

### **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	Completion Certificate for similar one similar works of value not less than Rs16600/- Or two works not less than 1,24,000 Or three works not less than Rs 83,100/-	
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)	

**Financial Bid**

**Name of Work: Design, Supply and Fixing of LED Illuminated Signage of RCB” at NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad-Gurgaon Expressway, Faridabad-121001 (Haryana)**

Sl No.	Item	Unit	Qty.	Rate	Amount
1	Led 3D Letter, 1.5 V with latest water proof <b>Hi Light -Samsung Modules</b> or equally reputed module in 3mm Acrylic sheet with at least three rows or more LED modules, in a letter as per space in the designed letter with, ACP Sheet 3 mm thick, beneath each letter as per cutting to impart mechanical strength to letters fixing, sealed with sealant complete to make IP Grade 67,moisture dust ingress free, in the approved font of white colour light complete with electrical wiring, power drivers as as per site requirement and as per instructions of Engineer-in Charge				
A.)	Letter size 3.5 Ft (Height), colour white 3 mm acrylic sheet	Each	30		
B.)	Letter RCB for 4 ft. letter Led light and fighting 2 years Warranty (light and driver)	Each	3		
2	8 x 4 Feet Board (Iron frame with ACP Sheet and Rataro Print) 2 year Warranty	Sq.Ft.	32		
3	Pad (Scaffolding) if required ( <b>Rate only</b> )	Sq Ft	200		
4.	Comprehensive Annual Maintenance contract of above Item Sl No 1 (A) & (B) sinages after expiry of warranty of two Years) ie Third to Fifth year	Year	03		
	GST				
	Grand 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/04-02/81/NIT-14/2019-20**

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/04-02/81/NIT-14/2019-20**

Name of Tender / Work: **“Design, Supply and Fixing of LED Illuminated Signage of RCB” at NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad-Gurgaon Expressway, Faridabad-121001 (Haryana)”**

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](http://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/04-02/81/NIT-14/2019-20

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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,  
3<sup>rd</sup> 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: