

BID DOCUMENT
NOTICE INVITING TENDER

IF THERE IS DIFFERENCE IN ANY INFORMATION/DATA MENTIONED IN THE TENDER DOCUMENT AND UPLOADED IN CPP PORTAL, THE INFORMATION/DATA UPLOADED IN CPP PORTAL SHOULD BE TREATED AS FINAL.

Tender Reference No: IG/CMD/EE(C)/NIT/2021-22/03
Dated:- 21.09.2022

Online bids (Technical & Financial) are invited for and on behalf of the Vice-Chancellor, IGNOU from the eligible bidder/contractor registered in appropriate class and category with CPWD/PWD/DOT/DDA/DJB/MES which are valid for minimum period of 90 days from the date of opening for the work of Tender document for **“RENOVATION OF BOARD ROOM AND OLD V.C. OFFICE IN BLOCK NO.-8 FOR SED AT IGNOU DOWN CAMPUS, MAIDAN GARHI, NEW DELHI-110068.”**

Name of work	Tender document for:- “Renovation of board room and old V.C. Office in Block No.-8 for SED at IGNOU Down Campus, Maidan Garhi, New Delhi-110068.”
Estimated cost	Rs. 6,02,293/-
Period of contract	TWO MONTHS
Earnest Money Deposit to be submitted online only (Mode: NEFT/ ECS/ RTGS) as per following details:- Account No.: 2257000100017009 IFSC Code: PUNB0225700 , Bank Name: Punjab National Bank , Branch Address: IGNOU, Maidan Garhi, New Delhi-110068	Rs. 12,046/-
Date of publishing	22/09/2022 (10:30 Hrs.)
Clarification start date and time	22/09/2022 (11:00 Hrs.)
Clarification end date and time	26/09/2022 (13:00 Hrs.)
Date and time of pre-bid meeting	-N/A-
Bid submission start date	26/09/2022 (15:00 Hrs.)
Queries (If any)	No queries will be entertained after clarification end date and time
Last date and time of uploading of bids	17/10/2022 (11:00 Hrs.)
Date and time of opening of bids	18/10/2022 (15:00 Hrs.)
Note:- If there is difference in date and time mentioned above and mentioned anywhere in the tender document, the above dates should be treated as final.	

Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website <http://eprocure.gov.in/eprocure/app>.

MANUAL BIDS SHALL NOT BE ACCEPTED

Except for the original documents/instruments as mentioned in this tender.

Bidders should regularly visit the website to keep themselves updated.

(A) INSTRUCTIONS TO THE BIDDER

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in](http://eprocure.gov.in)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

1. **Registration:**

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Bidders are advised to register their valid email address and mobile numbers as part of the registration process.

2. **Searching for tender documents**

There are various search options built in the CPP Portal, 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.

3. **Preparation of bids**

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

4. **EMD/Bid security**

Bidder has to select the payment option as “online” to pay the notified EMD **Rs.12,046/- (Account No.: 2257000100017009, IFSC Code: PUNB0225700 Bank Name: Punjab National Bank, Branch: IGNOU, Maidan Garhi, New Delhi.)** Any bid not accompanied by an acceptable bid security will be summarily rejected. The same of unsuccessful bidders shall be returned without interest after finalization of the tender.

5. **Assistance to bidders**

Any queries relating to the tender document, terms & conditions as well as process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 011-29572308, 1800 3070 2232, 91-7878007972 and +91-7878007973.

6. Public notice re-published in newspapers Millennium Post (English) & Punjab Kesari (Hindi) on 18.06.2022 respectively.

7. **The intending bidder must read the terms and conditions & FORM – 6 & 7/8 of GCC carefully** which will be the part of the contract.

8. The bid can only be submitted after uploading the mandatory scanned documents. Therefore, bidders are advised to be careful while submission of online bids.

9. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited EMD and other documents scanned and uploaded are found in order.

10. The department reserves the right to reject any prospective application without assigning any reasons and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

11. Intending bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids the form and nature of the site. The bidders shall be responsible for arranging and maintaining at their own cost all materials, tools & plants. The agency shall be liable in accordance with the Indian law and regulations for any accident occurring due to any cause. No extra payment would be made to the contractor due to the above provisions thereof.

(B) SCOPE OF WORK

Repairs to wall paneling/ flooring / false ceiling and providing and fixing vitrified tiles including anti-termite treatment etc. complete.

Estimated cost of work	: Rs. 6,02,293/-
Earnest money	: Rs. 12,046/-
Performance guarantee	: Rs. 31,620/-
Security deposit	: Rs. 31,620/-
Time allowed	: Two Months

(C) TECHNICAL BID

The following self attested documents to be scanned and uploaded (under cover-1) within the period of bid submission:-

1. The details of online transfer of EMD amounting to Rs.12,046/- be provided.
2. Copy of board resolution/power of attorney/ authorization letter indicating that the person signing the bid has required authority to sign on behalf of bidder and copy of memorandum of association & article of association of the bidder.
3. Enlistment order/certificate of the contractor with any of Govt. depts. e.g. CPWD/PWD/DOT/DDA/DJB /MES which must be valid on the day of submission of tender or extended date of submission of tender whichever is later.
4. Attested certificates of work experience of firms/contractors should have satisfactorily completed **one (01) similar work of value not less than Rs.4,81,834/- (80%) or two (02) similar works each of value not less than Rs.3,61,376/- (60%) or three (03) similar works each of value not less than Rs.2,40,917/- (40%) during last seven (07) years ending previous day of last date of submission of bids.** The work completion certificate(s) must consist similar work, completed cost & actual date of completion and issued by an officer not below the rank of Executive Engineer or equivalent rank of similar work(s).
5. Turn over certificate of the firm as per clause No.-4 of technical bid of this tender document duly signed by the chartered accountant with his UDIN number.
6. Registration certificate of GSTIN & acknowledgment of latest filed return as well as copy of PAN No.

Note : 1. The bid will be rejected, if the bidder does not upload all the documents as stipulated in the bid document.

2. The uploaded scanned documents must be submitted by the lowest bidder within a week physically in the office of e-tendering authority i.e. Executive Engineer (C), CMD for verification of original documents, failing which the tender shall be rejected.

(D) FINANCIAL BID

1. The financial bids should be uploaded online (under cover- 2) as per the specified “.xls” format in Excel sheet attached as ‘.xls’ with the tender and based on the scope of work, service conditions and other terms of the tender document.
2. The financial proposal should be inclusive of all applicable and other charges imposed under the applicable laws.

(E) BID VALIDITY

All the bids must be valid for a period of 90 days from the last date of submission of the tender. However, the quoted rates should be valid from the effective date of the contract and no request will be considered for price revision during contract period.

(F) COMMERCIAL & SPECIAL TERMS AND CONDITIONS

Name of work:-“Renovation of board room and old V.C. Office in Block No.-8 for SED at IGNOU Down Campus, Maidan Garhi, New Delhi-110068”.

1. The time allowed for carrying out the work will be **TWO MONTHS** from the date of start & first date of hand over the site.
2. The successful bidders shall be required to submit a performance guarantee (PG) of 5% of the tendered amount in the form of Bank Guarantee or F.D.R. from Bank within 10 days of issue of letter of intent/acceptance of tender before award of work. In case of failure by the contractor/agency to submit the P.G. within the specified period, full EMD will be forfeited and the tender shall be treated as null and void. The performance guarantee shall be initially valid up-to the stipulated date of completion plus 60 (sixty) days beyond that.
3. The competent authority does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason.

4. This notice inviting bid shall form a part of the contract document. The successful bidder /contractor, on acceptance of his bid by the accepting authority shall within 15 days stipulated date of start of the work, sign the contract consisting of the Notice Inviting Bid, all the documents including additional conditions, if any forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
5. In case any discrepancy is noticed between the documents as uploaded at the time of submission of the bid online and original document submitted by the L-I bidder for verification at IGNOU, New Delhi, then the bid submitted shall become invalid and the IGNOU, New Delhi shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further, the bidder shall not be allowed to participate in the bidding process of the work.
6. The quantities mentioned in the schedule are tentative subject to deviation in plus or minus and the payment shall be made as per actual quantity supplied by the agency.
7. The work executed under the contract shall be subject to inspection carried out by the departmental officers. Any defects regarding workmanship or quality of material to be used as pointed out during or after completion of work by the departmental officers shall have to be rectified by the contractor and in case the contractor fails to do so, it will be got rectified by the department at the risk and cost of the Contractor.
8. Water if available shall be supplied to the contractor and 1% on account of water charges shall be recovered from him on the gross amount of work done. However, if the electricity is required for the work, the same shall be provided to the contractor and 0.25% on account of electricity charges shall be recovered from him on the gross amount of work done.
9. Defect liability period shall be 06 (six) months from the date of completion of work. However, the contractor must submit the guarantee bond for a period of 10 (ten) years on stamp paper duly attested by notary, after the maintenance period prescribed in the contract expires. The copy of approved format shall be issued by the department.
10. All precautionary measures shall be adopted to carry out the work. During the contract in case of any accident/mishaping/traffic challans etc. occurs including damage to buildings/IGNOU property then the agency shall be fully responsible for the same.
11. If an agency does not start the work or does not perform the assigned work properly and/or in time, it shall be dropped from the list of approved/short listed agencies and their deposits including performance guarantee etc. shall be forfeited. Such agencies shall be debarred for tendering for a period of three years. Such action shall be decided by the competent authority of IGNOU.

Executive Engineer (C)