



राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, भुवनेश्वर
(परमाणु उर्जा विभाग, भारत सरकार का एक स्वयं शासित संस्थान)
NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, BHUBANESWAR
(AN AUTONOMOUS INSTITUTE UNDER DEPT. OF ATOMIC ENERGY, GOVT. OF INDIA)

Name of Work: -“Repairing and Reupholstery of Godrej make furnitures at CC Lab-3 of Computer Centre NISER Jatni Campus”

NIT No. & Date:-NISER/CC/(2016-17)/003 Dt.14.02.2017

Estimated cost of tender: - ₹1,65,489.00/-

Completion time: - 30 (Thirty) days

This tender documents contains 16(Sixteen) pages.

WORK

“Repairing and Reupholstery of Godrej make furnitures at CC Lab-3 of Computer Centre NISER Jatni Campus”

NOTE

The tenderer should enclose the following documents along with the Bid otherwise tender will be summarily rejected.

- 1)
 - a) Self attested copy of works completed during the last five years from Govt. /Semi Govt. organization not below the rank of E.E as per NIT.
 - b) Self attested copy of valid Registration Certificate.
 - c) Self attested copy of PAN card.
 - d) Self attested copy of VAT clearance certificate.
 - e) The cost of tender paper for the bidders who submit the downloaded tender document and EMD amount in separate D.D's as per NIT.
- 2) Contractors shall enclose the above documents (self-attested) along with the bid. Any conditional/ changed or altered bids are liable for rejection. The bidders shall sign all the pages of technical bid i.e. NIT, Architectural Drawing (if any), as acceptance of the terms and conditions.
- 3) Incomplete/Partial bid or bid not submitted in prescribed format will be rejected. Bids not submitted/received within stipulated date/time as per NIT will not be accepted.



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TENDER DOCUMENTS

File No. NISER/CC/(2016-17)/003

Name of work: -“Repairing and Reupholstery of Godrej make furnitures at CC Lab-3 of Computer Centre NISER Jatni Campus”

I N D E X

Sl. No.	Particulars	Page No.	Remarks
1.	Notice Inviting Tender and General Term and Condition for works.	1- 8	First part i.e. Tech. Bid
2.	Detailed list of completed works by the Contractor	10	-Do-
3.	Detail credential of the Contractor	11	-Do-
4.	Schedule of Quantities	12-13	Second part i.e. Financial Bid
5.	Summary Sheet	14	-Do-
6.	Abstract of cost	15	-Do-
7.	Measurement and final bill	16	-Do-

NOTE: The tenderer should confirm before submission of the bid that they are in possession of all the above papers. All the documents issued are to be submitted along with the bid, duly signed by the tenderer while submitting the bid, as acceptance of the terms and conditions of NIT.

TENDER ISSUED TO:

M/s. _____

Telephone No. _____

REGISTRAR

NISER



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NOTICE INVITING TENDER

Director of NISER invites sealed tender on **Single envelope system** for the following work:-

NIT No.NISER/CC/(2016-17)/003 Dated. 14.2.2017

Name of the work: “Repairing and Reupholstery of Godrej make furnitures at CC Lab-3 of Computer Centre NISER Jatni Campus”

Estimated Cost	:	Rs.1,65,489.00/-	
Earnest Money	:	Rs. 3,310.00/-	
Period of Completion	:	30 (Thirty Days).	
Cost of tender (non-refundable)	:	Rs.500/-(Rupees	Five
Hundred Only)			

Last date of receipt of tender: **27th Feb 2017 up to 3.30 PM**

**REGISTRAR
NISER**



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Tender Notice

Director of NISER hereby invites sealed tender in a Single envelope for the following work from **contractors** those who have worked for DAE or its Organizations or Govt. /Semi Government organizations. In support of fulfilling all the essential conditions the contractor shall submit the past details, mentioning the name of work, estimated cost, tendered amount, gross value of work done, date of commencement as per agreement & actual date of completion as per agreement.

Name of Work	Estimated Cost ₹	Earnest Money ₹	Duration of work
Name of the work:- “Repairing and Reupholstery of Godrej make furniture CC Lab-3 of Computer Centre NISER Jatni Campus.” NIT No. NISER/CC/(2016-17)/003 Dt.14.2.2017	1,65,489.00 /-	3,310.00 /-	30 (Thirty) Days

The tender document can be downloaded from the Institute’s website <http://www.NISER.ac.in> & submitted along with tender cost of ₹500.00 & EMD of ₹3,310.00, separately in the form of A/C payee DD/ Banker’s cheque drawn on any scheduled Bank, in favor of Finance Officer of NISER.

The tender documents are to be submitted in a Single envelope in sealed cover. The documents in support of eligibility criteria of the contractor, tender cost and EMD along with the bid are to be submitted in a sealed cover superscripting the name of work, address of contractor and date of opening. Bids complete in all respects will be accepted up to **3.30 PM on 27th Feb 2017** and **the bid will be opened at 4.00 PM on 27th Feb 2017**.

Director of NISER, reserves the right to accept/reject any/all tenders without assigning any reason whatsoever. Part or incomplete tenders will be summarily rejected. No further correspondences whatsoever shall be entertained in this regard. Canvassing in any manner shall result in rejection of the tender

Any dispute arising out of this shall subject to Bhubaneswar jurisdiction only.

REGISTRAR
NISER

General Terms and Conditions:

1. Sealed tenders are hereby invited for the work of -“Repairing and Reupholstery of Godrej make furnitures at CC Lab-3 of Computer Centre NISER Jatni Campus” The estimated cost of work is ₹1,65,489.00/-.The Earnest Money Deposit is ₹3,310.00/-. The eligible contractors may submit their bid along with supporting documents of fulfilling the above conditions otherwise their bids bear the risk of not being considered. The eligible contractors are also required to submit the self-attested copies of PAN card, registration and VAT certificate.
In support of fulfilling all the essential conditions mentioned in the previous Para the contractor shall submit the details of the past work, mentioning the name of work, estimated cost, tendered amount, gross value of work done, date of commencement as per agreement.
2. The estimated cost of the work is ₹1,65,489.00/-(Rupees One Lakh Sixty Five Thousand Four Hundred Eighty Nine Only).
3. Period for completion of the work will be **30 (Thirty) days** and the date of commencement shall be reckoned from the tenth day of issue of award letter.
4. The tender documents can be made available at the office of **SO-E (Computer)** on written request along with the tender cost through DD. No cash will be accepted towards tender cost.
5. Tenders should be submitted in the prescribed format (Non-transferable), which may be downloaded from NISER website: www.NISER.ac.in, or collected from the office of the SO-E (Computer) by depositing the tender cost of ₹500/-(Rupees Five Hundred Only) through A/c payee DD or pay order from any scheduled bank drawn in favor of the Finance Officer of NISER. In case of downloaded tenders, the cost of tender document shall be submitted along with the bid. Please note that tender documents are not transferable.
6. Tender documents are to be submitted in a sealed cover. The cost of tender (if downloaded), EMD and the documents in support of eligibility criteria along with the bid should be covered in a single envelope super scribing the name of work, address of contractor and date of opening. Tenders complete in all respects, will be accepted up to **3.30 PM on 27th Feb 2017**. The bid shall be opened at **4.00 PM on 27th Feb 2017**. Please note, that bids submitted without tender cost (if downloaded) and EMD are summarily being rejected.

Tenders should be dropped in the Tender Box before the closing date and time indicated above or should be send by regd. /speed post to **Scientific Officer-E (Computer)** of NISER at **Jatni Campus, Bhippur, Dist: Khurda, Pin-752050** to ensure that the same reaches before the date and time indicated above. Late or delayed tenders are liable for rejection.
7. The Earnest Money amounting to ₹3,310.00(Rupees Three Thousand Three Hundred Ten Only) as demand draft or pay order from any scheduled Bank and drawn in favor of the Finance Officer of NISER should be deposited along with the tender documents. Tender received without earnest money will be invalid and reject
8. Director of NISER does not bind himself to accept the lowest or any tender and reserves the right to accept the tender either in whole or in part. The decision of the Director shall be final in this regard.
9. Canvassing in any manner or form will lead to rejection of the Bid.
10. The tenderer shall not be permitted to bid for works in any unit of DAE where any of his/her relatives are employed. He shall also intimate the names of any such persons

who are working with him in any capacity or subsequently employed by him and whose relatives are working in DAE or its units.

11. **OEM** authorization should be provided by the contractor.

12. All the price quoted should be **Exclusive of Taxes**.

NOTE :

A person shall be deemed to be a relative of another if, (a) they are members of a Hindu undivided family; or (b) they are husband and wife; or (c) the one is related to the other in the following manner : Father, Mother (including step mother), Son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

13. The Bid shall remain valid for a minimum period of 90 days from the date of opening of the tender for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.
14. The Tenderer shall quote the rates both in figures as well as words. The cost of individual items shall also be worked out and mentioned in the financial bid (both in figures and words). On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed
- i) When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the bidder for individual items, shall be reckoned.
 - ii) In case, the amount of an individual item is not mentioned by the bidder or it does not correspond with the rate written either in figures or in words, the rate quoted by the bidder in words shall be reckoned.
 - iii) In case the rate quoted by the bidder, both in figures and in words tallies but the amount is not worked out correctly, the total rate quoted by the bidder shall be taken as correct
15. The tenderer should see and obtain the drawings. In case of any queries, necessary clarifications may please be sought from the office of the Scientific Officer-E(Computer). No claim whatsoever will be entertained in this regard for any alleged ignorance, thereof.
16. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility to site, nature and extent of ground, working condition of site and locality including stacking of materials, conditions affecting accommodations and movement of labor, etc., which are required for

satisfactory execution of the work. No ignorance of the same, whatsoever shall be entertained under any circumstances.

17. EMD is liable to be forfeited if the contractor fails to commence the work as per award letter.
18. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed tender form. Tenderer who are desirous to offer rebate the same should be brought out separately in the covering letter and submit along with the financial bid.
19. Some of the provisions of the contract are given below.
 - a). DEFECT LIABILITY PERIOD - Twelve months from the date of completion as certified by the authorized engineer.
 - b). MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE
Intermediate certificate for a lesser amount can be admitted for payment at the discretion of the Institute.
 - c). SECURITY DEPOSIT - A sum @ 5% of the gross amount of the bill shall be deducted from each running bill of the contractor, till the sum along with the sum already deposited as earnest money, will amount to security deposit of 5% of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as **Performance Security** within the period prescribed for commencement of work in the letter of award issued to him.
 - d) COMPENSATION – In the event of any delay in completion of the work beyond the scheduled period, the contractor shall pay an amount equal to one per cent of the total cost of work or such smaller amount as decided by Director of NISER (whose decision shall be final) as compensation to the institute, for every week that the work remains un-commenced or unfinished. Compensation to be paid shall not exceed ten per cent of the estimated cost of the total work as per award letter.
20. Stores to be issued: - No material shall be issued by the Institute. The responsibility for arranging all materials from approved manufacturer as per award letter lies with the contractor
21. There will be deduction of VAT/IT/WCT from every RA bill and also from the final bill of the contractor at the rate prescribed by govt. of India from time to time.
22. The successful bidder will be required to submit the names, qualifications and experiences of the supervising staff to be deployed for execution of the work. In case of any changes occurring during the course of execution of the said work, the same shall also be intimated by the bidder to the institute.
23. The tenderer should also submit the detail list of tools and plants/ machineries/ equipment, etc. that he proposes to place at the site of work.

24. The Contractor shall have to make his own arrangements for storage of materials required for execution of the work and NISER in any manner shall be held responsible for the storage and safe custody of the said materials at work site.
25. Electricity will be supplied to the site of work at one point only if required and Contractor can do onward distribution with metering arrangement as per the requirement. Electricity charges; if any will be recovered from the Contractor's bill based on meter readings towards its consumption.
26. Before commencement of the work, the contractor has to submit the list of tools and plants brought to the site of work. No items other than the list submitted will be allowed to be taken out from the work site.
27. All the mandatory testing charges will be borne by the contractor.
28. Cost escalation in any manner whatsoever, will not be accepted for the said work, where in the stipulated period of completion of work is 18 (eighteen) months or less.
29. **The tenderer shall show all the original documents which he/she has furnished in the tender within two working days after opening of bid, else otherwise the bid of the tenderer will not be considered.**

**REGISTRAR
NISER**

DETAIL CREDENTIALS OF THE CONTRACTOR

Contractors shall fill this form and enclose it with the original copy of tender (Technical Bid)

Name of the Contractor _____

Firm of the Contractor _____

Telephone No. (Official) _____

Office Address _____

Residential Address: _____

Is the firm limited? : Yes/No.

Give name and address of partners:

Name (s) Address (s)

(a)

(b)

(c)

Partnership deed (Please enclose self attested copy with the bid)
Name of Bankers M/s.

Power of Attorney _____ Please enclose attested copy/original Power of Attorney in case of firm

NAME AND ADDRESS OF PERSON HOLDING POWER OF ATTORNEY

Name _____

Address _____

Specimen signature, of persons holding Power of Attorney.

Registration particulars:-

1. Registered with:
2. Registration No.:
3. Financial limit up to which registered:
4. Trade for which registered:
5. Details of BUILDING (if any):
6. Details of Furniture (if any):
7. Details of Electrification(if any):
8. Details of Sanitary Installation (if any):



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Name of work: **“Repairing and Reupholstery of Godrej make furnitures at CC Lab-3 of Computer Centre NISER Jatni Campus”**

SCHEDULE OF QUANTITIES

Sl No	Item Code	Description	Unit	Qty	Rate	Amount
1	ST40570 224PAB	CABLE SOCKET-FEMALE BLACK (Rate in Words: _____ _____)	No's	35		
2	ST40570 211PAB	CABLE SOCKET-MALE BLACK (Rate in Words: _____ _____)	No's	35		
3	FU56832 084AAA	GAS LIFT ASSY-125MM COMPLETE (Rate in Words: _____ _____)	No's	08		
4	FU57713 135AAA	MECHANISM PCH 5302 ATTIRE REVO (Rate in Words: _____ _____)	No's	06		
5	FU97970 972PAB	PAIR OF PP ADJ A/R+BKT JHA 2000 (Rate in Words: _____ _____)	No's	03		
6	STCL41 989809	CAM LOCK-T 8 (Rate in Words: _____ _____)	No's	03		
7	FUKBP TWMTX BL	METAL KBPT+MOUSE TR Words: _____ _____)	No's	18		

Total No. of cuttings:

Total No. of corrections:

Total No. of Over writings

**Signature of tender
With date & address**

	<u>SERVICE</u>				
8	FABRIC TILE-600X600 (Rate in Words:_____)	No's	12		
9	FABRIC TILE-900X600 (Rate in Words:_____)	No's	12		
8	FABRIC TILE-1050X600 (Rate in Words:_____)	No's	40		
9	FOAM REPLACEMENT FOR CHAIRS (Rate in Words:_____)	No's	26		
10	VOILA COOPER MOON FABRIC CHAIR REUPHOLSTERY (Rate in Words:_____)	No's	23		
11	UPHLBACK 5302 ATTIRE REVOL (Rate in Words:_____)	No's	2		
12	UPHL SEAT 5302 ATTIRE REVOL (Rate in Words:_____)	No's	1		
13	SERVICE CHARGES FOR REPAIR(SPARE) (Rate in Words:_____)	No's	1		

Total No. of cuttings:

Total No. of corrections:

Total No. of Over writings:

**Signature of the Tenderer
With date & address**



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TENDER DOCUMENTS

(NIT No. NISER/CC/(2016-17)/003 Dt.14.02.2017)

Tender for “Repairing and Reupholstery of Godrej make furnitures at CC Lab-3 of Computer Centre NISER Jatni Campus”

SUMMARY SHEET

1. Brought forward from Page No.....	Schedule of quantities:	Rs.
2. From page No.....	-do-	Rs.
3. From page No.....	-do-	Rs.
4. From page No.....	-do-	Rs.

TOTAL

(Rupees _____
 _____)

C.O. to Page – ABSTRACT OF COST Rs. _____

SIGNATURE OF THE TENDERER



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ABSTRACT OF COST

TOTAL COST BROUGHT FORWARD FROM PAGE 12 to14

(Rupees _____

_____) only

SIGNATURE OF THE TENDERER

MEASUREMENT AND RA/ FINAL BILL

1. The contractor shall submit his running and final bills with detail measurement for the purpose of payment & bills shall be processed by the various offices for payment, as per existing procedure. He has to sign the MB Book as an acceptance to the measurements carried out by the engineer in charge of NISER, based on which the RA/Final Bill shall be generated for payment.
2. The contractor shall extend all possible co-operations for checking the measurement. Decision of the staff in charge of NISER shall prevail. In case of any dispute, the final decision lies with the Director of NISER, which shall be binding on both the parties.

OTHERS

If, the contractor has to remove/dismantle any old, damaged wiring & fixtures etc. for the purpose of execution of the said work, the same shall be deposited with NISER Stock Yard along with the list of materials under intimate to the concerned staff in-Charge. No extra payment will be made by the institute for this purpose.

SIGNATURE OF THE TENDERER