

(An autonomous Institute of Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

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E - TENDER DOCUMENT

FOR

**Fabricating & supplying of furniture in Dr Samrat
Chatterjee lab at 2nd floor THSTI Building at NCR BSC
Faridabad.**

(Tender No.: THS/Civil/NIT/25-26/02)



NOTICE INVITING e-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: THS/Civil/NIT/25-26/02

Dated: 23/06/2025

On behalf of the Executive Director, THSTI, Faridabad, Haryana, INDIA, online bids are invited under one bid systems from reputed contractors for the of work of **“Fabricating & supplying of furniture in Dr Samrat Chatterjee lab at 2nd floor THSTI Building at NCR BSC Faridabad.”** as per enclosed schedule of work and terms & conditions in the office of Engineer, THSTI.

Name of work	Fabricating & supplying of furniture in Dr Samrat Chatterjee lab at 2nd floor THSTI Building at NCR BSC Faridabad.
Estimated cost	Rs.23,364/-
Period of contract	15 Days
Tender Fee to be submitted	Nil
Earnest Money Deposit to be submitted	Nil
Date of Publishing	23.06.2025 (12:00 Hrs.)
Pre-bid meeting Date and Time	N.A.
Clarification (if any) End Date and Time	N.A.
Bid Submission Start Date	23.06.2025 (12:00 Hrs.)
Queries (If any)	N.A.
Last Date and time of uploading of Bids	15.07.2025 (12:30 Hrs.)
Date and time of Online opening of Technical Bids	16.07.2025 (12:30 Hrs.)
Date and time of Online opening of Financial Bids	Will be intimated separately on CPP Portal and THSTI website.

NOTE: IF THERE IS ANY DIFFERENCE IN DATE AND TIME MENTIONED ABOVE AND MENTIONED ANY WHERE IN TENDER DOCUMENT, THE ABOVE DATES SHOULD BE TREATED AS FINAL.

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

MANUAL BIDS SHALL NOT BE ACCEPTED

Bidders should regularly visit the website to keep themselves updated.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

QUALIFICATION CRITERIA

1. The Tenderers must have experience in similar nature of any value. Work Order or completion certificate in evidence of the value of work done shall be submitted. (Annexure - 03 @page No. 09)
2. The firm should have not been blacklisted, debarred, declared non performer or expelled from any work of Union Government/ State Governments/ PSUs etc. during the last 5 years. They should also submit a self-declaration on its letter head for the same. (Annexure-2 @page no. 08)
3. The tenderer may visit / examine the site and its surrounding to assess the accessibility and assess the scope of work before submitting their offer. No claims later on shall be entertained. The tenderers shall arrange & maintain at his own cost all materials, T & P, Water and facility for workers for executing the work. (Annexure-08 @page No.07)
4. The tenderer is required to fill the rates up to two decimal unit and also required to calculate & fill the amount completely without GST. The GST amount has to be calculated and entered in the GST section only. In case of any calculation error, the rates would be considered final and all other calculations would be done as per the quoted rates and the deviated amount would be calculated and considered final.

REGISTRATION

- (i) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal by using the "Online Bidder Enrolment" option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/registration, the bidders should provide the correct/true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/Smart Card.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their user ID / password and the password of the DSC/eToken.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. 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 CPP Portal.
2. 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 CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. 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.

PREPARATION OF BIDS

- i) For preparation of bid Bidder shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids. After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.
- ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall 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.
- iii) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contract details given in the tender document.
- iv) Bidder, should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/ipg formats) to be submitted as indicated in the tender document/schedule.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- v) Bidders can update will in advance, the documents such as experience certificates, annual report, PAN, GST other details etc., under "My Space/ Other Important Document" option, which can be submitted as per tender requirements, this will facilitate the bid submission process faster by reducing upload time of bids.
- vi) The following documents are to be submitted online with the bid in respect of proof of satisfaction of the eligibility conditions laid down in the Tender document:
 - **Attested certificate of work experience (Completion certificate or Work Order) during last seven years.**
 - **Certificate of Registration for GST and acknowledgement of up to date filed return.**
 - **PAN No.**
 - **Site Inspection Certificate (as annexed @ p.no. 07)**
 - **Non Blacklisting certificate (as annexed @ p.no. 08)**
 - **Completely filled Price Bid (as annexed @ p.no. 10)**

SUBMISSION OF BIDS

- i) Bidder should 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.
- ii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- iii) Bidders shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iv) Bidders shall not that the very act of using DSC for downloading the tender document and uploading their offers in deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- viii) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock).

The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

- ix) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- x) Bidders should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc. in the e-tender system.
- xi) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

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. The contact number for query related to tender document is 0129-2848426 & 0129-2848427(10:00 AM to 5:00 PM), Email: narender@thsti.res.in & shubhamgupta2691@thsti.res.in
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. Toll free number 1800-3070-2232.

TERMS & CONDITIONS OF CONTRACT

1. Unless otherwise specified the work shall be carried out in accordance with the printed CPWD specification 2019 for the works at Delhi correction slips issued till the date of opening of tender. In the event of any dispute the followings shall be the order of priority to decide the issue: -
 - a. Nomenclature of item read with special conditions of the contract and general specifications
 - b. CPWD specifications
 - c. ISI specifications
 - d. Instructions of Engineer in charge.
 - e. Measurements as per IS: 1200 code of measurements.
2. Before quoting the contractor shall inspect the site of work and shall fully acquaint himself about the conditions with regard to accessibility of site required for the satisfactory execution of work. No claim whatsoever shall be entertained by the department on this account.
3. The quantities shown in the schedule are tentative and may change as per site conditions. The Contractor shall not claim anything extra on this account. The payment shall be made as per actual quantities of work done and as per the conditions of the contract.
4. 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.
5. All precautionary measures should be adopted for the safety purposes for any accident during the execution of work occurring at site, the contractor shall be overall responsible for the same.
6. THSTI shall provide power & water at one point for the proper execution of the work free of cost under normal circumstances if available at site. In case THSTI is not in a position to supply the water and / or power, the contractor will make his own arrangement so that the work does not suffer. However, no claim of the contractor whatsoever shall be entertained by THSTI on this account.
7. After the award of work, if the agency fails to start the work the earnest money submitted by them will be 100% forfeited and the agency will be debarred for a period of three years to quote tender/quotation for THSTI works.
8. The contractor shall submit GST, PAN and Experience Certificate of firm.
9. Similar work means Civil furniture or repair work.
10. The Contractor shall clean the site after completion of work in all. Any dismantled material shall be stacked in designated place as instructed by the Engineer-in-charge.
11. In case of delay, penalty of 1% of the work order amount shall be levied on the contractor per month up to maximum of 10% of the work order amount.
12. Taxes shall be deducted from the bill as per GOI rules for which the Contractor will submit a PAN, in the name of registered company proprietor for depositing TDS.
13. No advance payment will be made.
14. The deviation limit for the work shall be $\pm 10\%$.
15. No T & P shall be supplied by the THSTI.
16. All materials brought at site shall be got approved from the Engineer-in- charge before being used.
17. The contractor should sign & stamp all pages of the tender.

CERTIFICATE FOR SITE INSPECTION

Certified that we..... (Name of tenderer) have visited the site on dated.....and assessed the nature and amount of work involved before submitting our offer.

We will be able to complete the works within the stipulated time and also certified that we will be able to supply the material/executing the work as per specification to suit the site conditions.

Address of site:

Translational Health Science and Technology Institute, (THSTI)

NCR-Biotech Science Cluster, 3rd Milestone, Faridabad-Gurugram
Expressway, Faridabad 121001, Haryana.

Signature and seal of the Authorized Signatory of the bidder

Undertaking for non-blacklisting

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
Translational Health Science and Technology Institute
NCR Biotech Science Cluster,

3rd Milestone, Faridabad-Gurgaon Expressway, Faridabad

Dear Sir,

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 -----

Authorized Signatory

Date:

Detail of similar work experience

Sl. No.	Name of work / project and location	Owner or sponsoring organization	Cost of work in Lakhs	Remarks

SCHEDULE OF QUANTITY

Name of Work - Fabricating & supplying of furniture in Dr Samrat Chatterjee lab at 2nd floor THSTI Building at NCR BSC Faridabad.

<u>S.N.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Rate</u>	<u>Amount</u>
1.0	Fabrication & Supplying of wooden corner cabinet with louvers on the shutters of the cabinet, including an open shelf in the centre of height 36", necessary opening from the back to provide proper ventilation, made up off 18mm thick commercial plyboard with finishing of 1mm thick laminate or melamine polish of approved colour and shade all fittings & fixtures like lock, handle, tower bolt, lock, hinges etc. all complete as per design drawings and site condition as directed by engineer in-charge Size of Storage: 8' x 1'8" x 1'8"	01	Nos		
2.0	Providing and fixing of working top of required size made up off 18mm thick commercial ply/board with 1mm thick laminate of approved colour & shade including PVC lipping, fixing of MS bracket with SS screws, etc. all complete as per design, drawing and as directed by the Engineer-In-Charge. Description : Size 5'10" x 1'8"	01	Nos		
		Sub Total =			
		GST @18% =			
		Grand Total =			

LIST OF APPROVED MAKE / MATERIALS IN ORDER OF PREFERENCE

S.N.	MATERIAL	Approved Make
01	Laminate	Merino / Greenlam / Century
02	BWP / Commercial board and Ply	Century Ply / Duro (tower model not permitted) /Greenlam / Merino or as approved equivalent
03	SS/Chrome Coated Hardware	OZONE / Dorset / Godrej
04	Enamel Paint	Asian Paints / Berger or as approved equivalent
05	Locks	OZONE / Dorset / Hettich/Godrej or as approved equivalent
06	Hardware's and Fittings	OZONE / Dorset / Hettich/Godrej or as approved equivalent

Note: - The Contractor shall procure and provide all the materials from the manufacturers / suppliers as per the above list attached with the tender documents, as per the item description and particular specifications for the work. The equivalent brand for any item shall be permitted to be used in the work, only when the specified make is not available. This is, however, subject to documentary evidence produced by the contractor for non-availability of the brand specified and also subject to independent verification by the Engineer-in-Charge. In exceptional cases, where such approval is required, the decision of Engineer-in-Charge as regards equivalent make of the material shall be final and binding on the Contractor. Nothing extra shall be payable on this account.