

**NATIONAL CENTRE FOR BIOLOGICAL SCIENCES**



**Annual Maintenance Contract for ‘Low end HVAC Systems’ at EL (Eastern Labs / A&R Block) and other facilities at NCBS.**

***TENDER DOCUMENT***

***SCIENTIFIC, ENGINEERING SERVICES &  
MAINTENANCE DIVISION***

**2016**

**Tender Reference No: NCBS/AC/E-In-C- 60 /2015-16**

NATIONAL CENTRE FOR BIOLOGICAL SCIENCES  
Tata Institute of Fundamental Research  
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Sealed tenders are invited (in 2 Part system) by The Director, NCBS, at the above office from experienced HVAC Maintenance Contractors for operation and maintenance HVAC systems in NCBS Campus. Agency/Contractor who has done similar type of work of AMC nature with proven technical and financial capacity, possessing required infrastructure for the above work only will be considered.

Name of work: - Annual Maintenance Contract for 'Low end HVAC Systems' at EL (Eastern Labs / A&R Block) and other facilities at NCBS

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**ESTIMATED VALUE OF WORK : Rs.35,20,692/-**

**EARNEST MONEY DEPOSIT : Rs.70,413/-**

**COST OF TENDER DOCUMENT : Rs. 500.00**

**PERIOD OF CONTRACT : (3 + 9) MONTHS (EXTENDABLE TO 24 MONTHS)**

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Tender documents can be obtained on written request in the firm's letter head, on any working day up to **16.00Hrs. on 18/02/2016** on payment of the cost of tender document, including sales tax in cash (non refundable) from the Accounts Officer, National Center for Biological Sciences, TIFR, GKVK Campus, Bangalore. Tenders would be issued only to those fulfilling the criteria specified in this tender document.

**IMPORTANT NOTE: All bidders to attend the PRE-BID MEETING on 24/02/2016 at 16.00Hrs. In the office of Head-SES&M, NCBS. It is important for the vendor to attend the pre-bid meeting to understand the exact requirements.**

**TENDER SUBMISSION:**

Tenders shall be submitted in two parts simultaneously in separate sealed covers, super scribed as "COVER-I" and "COVER-II". Tenders will be received up to **14.30 hrs on 29/2/2016**, at the above address.

***TENDERS SHALL BE DROPPED IN THE 'TENDER BOX' KEPT IN THE SECURITY OFFICE AT THE ENTRANCE OF NCBS.***

COVER-I of the tender will be opened on the same day at 15.30 hrs in the presence of attending tenderers. Opening of COVER-II (Price bid) will be intimated only to those tenderers who are qualified after evaluation of Technical Bid.

### **COVER-I shall contain the following:**

1. EMD as specified above in the form of Demand Draft of a scheduled Bank guaranteed by the Reserve Bank of India, in favour of National Center for Biological Sciences, TIFR, Bangalore - 65. Cash or Cheque or any other mode for the EMD will not be accepted.
2. Entire tender document (Inclusive of Annexure-A to Annexure-E), duly signed & sealed in every page by the contractor, along with technical information. "IN OUR EXPERIENCE THE FOLLOWING MINIMUM MANPOWER IS REQUIRED TO BE DEPLOYED AT NCBS FOR ENSURING TROUBLE FREE MAINTENANCE" works.

**Senior Technicians - 5 persons (Highly skilled)**

**Helpers – 9 persons (Semi Skilled)**

However contractors can specify manpower deployment pattern they propose to adopt for this work after going through the scope of work, as it is completely contractor's responsibility to fulfill NCBS requirements. But man power deployment shall not be less than the figures indicated above.

3. Any deviations from the tender conditions, specifications, makes etc in Annexure -C.
4. Reference of similar completed & ongoing works with proof in the form of up to 3 major work orders of highest value for the last 3 years.
5. Confirmation saying that Schedule I (Annexure F) & Schedule II (Annexure G) are completely filled, and kept in price bid.
6. Valid labor license to undertake HVAC AMC works,
7. PF, ESI registration copies etc.
8. Latest solvency certificate issued by the Bank
9. Financial statement for the last 3 years and turn over details
10. Organisation details, proprietorship / ownership details along with details of organization staff Matrix.
11. Major client list where HVAC maintenance works are carried out in the last 3 years with their address, contact person/s name and contact details.

### **COVER-II- Shall contain the following:-**

1. SCHEDULE-I (Annexure-F), as per the given format

If clarifications are sought by the contractor during the bidding period the same should be in writing. Both the clarifications from the tenderer and the response to the clarifications from NCBS should be in writing and all such correspondences should be enclosed along with **COVER-I**.

Director, NCBS does not bind himself to accept the lowest or any other tender, and reserves the authority to reject any or all the tenders or to allot parts of the works to different agencies without assigning any reason thereof.

**NOTE:**

1. Each and every page of the offered bid shall bear the dated signature and seal of the contractor.
2. The vendors, who download the tender documents from the internet website, shall submit a DD for Rs.500/- of a scheduled Bank guaranteed by the Reserve Bank of India, along with technical bid, in favour of National Center for Biological Sciences, TIFR, Bangalore – 65, towards tender document fees. And, such DD shall be drawn on or before the last date of tender sale.

**QUALIFYING REQUIREMENTS AND TENDER EVALUATION:**

**A. Qualifying requirements:**

The bidder shall meet all the following minimum pre-requisites and provide documentary proof for the same in the 'technical bid';

1. HVAC AMC work experience of at least one work of minimum WO value of Rs.28.16Lakhs OR 2 works of minimum WO value of Rs.21.12 Lakh each OR 3 works of minimum WO value of Rs.14.08 Lakhs each (annual cost), in the last 3 years. A tolerance of 5% is allowed on the WO value to take care of marginal short falls.
2. Valid Registration Certificate of the Firm and Contractor license
3. Shall have adequate technical man power on its rolls in the form of supervisors, highly skilled & semi skilled staff. The details on type of organization (i.e., solo-proprietor or partnership or company), organization matrix etc. shall be provided.
4. PAN CARD / Service Tax Registration Certificate
5. Registration for ESIC and PF/PPF (statutory requirements)
6. Average turnover for the previous year shall be at-least 60% or more of the estimated price. The previous year's financial statement of the company shall be enclosed
7. Latest Solvency certificate issued by the bank
8. Performance certificate issued by a client for the services rendered by the bidder.
9. List of client with their address and details of contact person/s along with their contact details like cell phone, telephone, e-mail address etc.
10. Any other document proving the credentials and suitability for the HVAC AMC work.

**B. Vendor and Bid Evaluation**

The Vendors and their bids will be evaluated as per the table given below. All the prequalification requirements indicated above will be checked. Depending upon the vendors meeting all the basic pre-requisites, their bid will be further evaluated with 'marks' based system. The vendors / bids scoring 75 or more marks will be considered for 'price bid' opening.

**NOTE:**

1. The vendor shall score minimum 75 marks in the evaluation as indicated above, for qualifying for 'price bid opening'. Merely meeting the basic pre-qualifications as mentioned in Sl. No. 1 may not suffice.
2. Among the price bids opened, the lowest offer will be considered for further processing. No additional weight age will be given for the marks scored in excess of 75.
3. NCBS reserves the right to re-arrange the pattern of marks for evaluation and revise the ceiling of qualifying marks as deemed fit in the given situation. Decision of NCBS will be

final and binding on all. Aim is to have sufficient proposals to compare, in the event of less than 3 vendors score 75 & above.

4. Issuance of tender documents shall not automatically imply qualification of firm for bidding, which shall be determined during bid evaluation.
5. NCBS reserves the right not to accept the lowest rate quoted by a bidder and may reject any or all the tenders without assigning any reason whatsoever.
6. Any addendum / corrigendum / extension, if required, pertaining to the NIT will be posted in NCBS website only and will not be published in News papers. Bidders are requested to visit NCBS website regularly for any addendum / corrigendum / extension, till opening of the bid.
7. If the last date of sale of tender or date of submission of tender is declared as holiday, the due dates will be the next working day accordingly.
8. All legal suits arising out of the enquiry and subsequent letter of intent / work order, if any, are subject to jurisdiction in the Court of Law of City of Bangalore, India and no other court.
9. NCBS, being Teaching & Research organization, is exempted from service tax payment. The same may be considered while quoting. A declaration towards this is enclosed.

Sd/-

Head SE & M