



ICAR-Central Citrus Research Institute

(Formerly National Research Centre for Citrus)

Postal Address: Post Box No.464, Shankar Nagar P.O.

Amravati Road, Nagpur-440 033.

Tel. Phone: 0712-2500249, 2500615 Fax: 0712-2500813. Website: www.ccricar.gov.in,

E-mail: storesectionccri@gmail.com, director.ccricar.gov.in

GST IN: - 27 AAAAI 1830P 4ZG



F. No. CCRI/VC/2021-22/Estt

Dated: 09.03.2023

Notice Inviting Tender (NIT)

Director, ICAR-CCRI, NAGPUR invites **offline tender** in two bid systems from reputed firms for **“Renovation work to be undertaken for converting existing old auditorium to Video Conferencing Room at ICAR-CCRI, Nagpur.**

The information and schedule of dates are mentioned below:

Mode of Tender	Offline
Earnest Money Deposit EMD (DD,FDR,BG)	Rs 42,500 /- (Rupees Forty Two thousand Five hundred only)
Tender ID No.	2023_ICAR_703016_1
Publishing Date & Time	09.03.2023
Bid Submission End Date & Time	23.03.2023 up to 05.00 PM
Submission of Demand Draft of Tender	Before the end date of Bid submission.
Bid Opening Date, Time	25.03.2023 at 11.30 AM
Bidding Procedure	Two bid system
Bid Validity	90 days from the bid submission end date
Submission of Bid Both Technical and financial	I/c. Administrative Officer, ICAR-Central Citrus Research Institute, Opp. NBSS&LUP, Amravati Road, Nagpur – 440 033.

Tender document should be submitted in two Different Sealed covers envelop:-

1. Technical Bid:- In Sealed covers must be super scribed ‘Technical Bid’ along with Tender ID in Tender box before the submission of end date on given office address - **as per annexure V**

- 2. Financial Bid:-** In Sealed covers must be super scribed ‘Financial Bid’ along with Tender ID in Tender box before the submission of end date on given office address- **as per annexure VI**

Important Notes:

2. Before quoting the rates, the site must be mandatory visited / inspected by the party. The certificate of site visit must be obtained from ICAR-CCRI, Nagpur.
3. Party has to make presentation before the dully constituted committee and sample of material which is to be used may be sent / Shown to the committee at ICAR-CCRI, Nagpur.
4. The bidding document should be submitted to Institute within the stipulated date and time.
5. The tender documents may also be downloaded from this office website <https://www.ccri.icar.gov.in>. or <https://eprocure.gov.in/epublish/app>. (Tender Notice).
6. Tenders/Bidders are requested to visit the website (<https://www.ccri.icar.gov.in>.) and CPPP regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
7. Detailed Terms & Conditions, Eligibility, Schedule of Requirement (SOR), Service Level Agreement (SLA) and other information for the assignment are available only on the institute website (<https://www.ccri.icar.gov.in>.) In case of any clarification, contact the following email: storesectionccri@gmail.com.
8. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The ICAR-CCRI reserves the right to accept or reject any or all the tenders.
9. The interested firms are required to deposit (in original) an **Earnest Money Deposit (EMD) of Rs.42,500/-** (Rupees Forty-Two thousand Five Hundred only) in favour of **ICAR Unit, CCRI payable at Nagpur** along with technical bid and may be addressed to the Director, Central Citrus Research Institute, Amravati Road, Nagpur -440033 on or before bid submission closing date. Financial Bid will be opened only to those firms which qualify the technical bid.
10. The Bid Security will be forfeited in the following condition: -
 - (i). If any stage, any of the information/declaration given by the bidder if found false.
 - (ii). if a bidder withdraws his bid during the period of bid validity specified in terms and conditions of tender.
 - (iii). In case of any lapse/default in honouring of terms and conditions at any stage after submitting the tender.
 - (iv). In case of final selection of bidder, if he fails to enter into the contract or fails to furnish performance security in accordance with terms and conditions of the tender

Date :

Place: Nagpur

----Sd----

Administrative Officer

I. INSTRUCTIONS TO BIDDER.

1. GENERALS

- (a) Bidders are advised to study the Bid Document carefully. Submission of the Bid shall be deemed to have been done after careful study and examination of all instructions, eligibility, forms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender Document or submission of a bid not substantially responsive to the tender document in every respect will be at the vendor's risk and may result in the rejection of the bid. Incomplete tender is liable to be rejected. Contracts envisaged under this contract are required to be executed in all respects up to the period of completion mentioned above.
 - (b) All the Bids shall be prepared and submitted in accordance with these instructions.
 - (c) The Bidder should quote for all the items mentioned in the **Annexure-I**.
 - (d) The Bid should be submitted by the Bidder in whose name the bid document has been issued and under no circumstances it shall be transferred/ sold to the other party.
 - (e) The Bidder is expected to examine all instructions, forms, terms & conditions and specifications in the Bid Documents. Failure to furnish all information required in the Bid Documents or submission of a Bid not substantially responsive to the Bid Documents in every respect may result in rejection of the Bid. However, the purchaser decision in regard to the responsiveness and rejection of bids shall be final and binding without any obligation, financial or otherwise, on the purchaser.
 - (f) Only those agencies, who fulfil the Eligibility and Qualification requirements for Bidders should submit the tender documents.
 - (g) ICAR-CCRI reserves the right to accept/reject any or all Tenders without assigning any reason thereof and alter the amount and quantity mentioned in the Tender documents at the time of placing Work orders.
1. **Tender Earnest Money Deposit (EMD) of value INR Rs.42,500/- (Rupees Forty-Two thousand Five hundred only) in shape of Bank Draft in favour of ICAR unit CCRI, payable at Nagpur.**
 2. **Complete Technical and financial bids should be submitted in two envelop separately.**
 3. The successful bidder shall submit performance bank guarantee after notification of award and before signing the contract. The amount of performance bank guarantee shall be 5% of contract value for a period of 15 months.

2. Availability of tender

1. **Eligibility and Qualification requirements for Bidders:**
 - I. The bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the bidding documents. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the support services sought by the CCRI/ICAR, for the entire period of the contract. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the bidding document. The bidder should meet the eligibility criteria as given below:
 - II. **Eligibility for participation:** The prospective bidder must qualify all of the following requirements to be eligible to participate in the bidding.
 - III. To fulfil the technical requirements of the tender, self-attested scan copies of the documents should be submitted as per **Annexure V**
2. **Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case, be responsible or liable for those costs.

3. Price format

- I. Price currency is Indian Rupee. i.e. INR
- II. Price should be quoted with applicable taxes i.e. GST etc. All taxes shall be applicable as per notification of Govt. at the time of bill/invoice.

4. Site Visit

For any clarification, site visit etc. the vendor may visit the site for better understanding and any clarification at ICAR-CCRI, Amravati Road, Nagpur - 440 033.

5. **Address for communications, EMD submission:** Administrative Officer,
ICAR-Central Citrus Research Institute, Opp. NBSS&LUP, Amravati Road, Nagpur – 440 033

Terms & Conditions

1. Security & Payment:

- i. The successful bidder will have to deposit Security Deposit equal to 5-10% of the total value of the contract further reduced to the extent of Earnest Money Deposit which will be accordingly adjusted and also execute the contract within 30 days from the date of placement of order. If the firm fails to provide services to the satisfaction of the Institute as per the order during contract period, the contract will be cancelled and the Security Deposit will be forfeited or Bank Guarantee revoked. The Security Deposit will be released after completion of the contract to the satisfaction of the Institute.
- ii. The Successful tenderer will have to sign an Agreement with the Institute on a non-judicial stamp paper of appropriate value before taking over the contract.
- iii. No advance payment will be made. The vendor can take six monthly payments subject to submission of bills. The payment shall be released on satisfactory completion of assigned services. Income Tax and other taxes as per rules will be deducted from the bill as applicable from time to time

4. Evaluation of bid

- a. **PROCESS TO BE /CONFIDENTIAL:** Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any effort by a bidder to influence the purchaser's processing of bids or award decisions may result in the rejection of the Bidder(s) Bid.

- b. **CLARIFICATION OF BIDS:** To assist in the examination, evaluation and comparison of Bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its Bid. All responses to requests for clarification shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

c. PRELIMINARY EXAMINATION OF BIDS / RESPONSIVENESS

- i. The work will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required its Securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- ii. Prior to the detailed evaluation, the work will determine the substantial responsiveness of each bid to the bidding documents including production capability and acceptable quality of the Goods offered. A substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents without deviation.

d. EVALUATION AND COMPARISON OF BIDS

- i. A duly constituted committee will evaluate the technical bids. EMD and technical bid of the tender will be opened in the first instance. ICAR-CCRI reserved the right to seek fresh set of documents or seek clarification on the already submitted documents.
- ii. The evaluation of Bids shall be done based on the Eligibility Criteria, Financial Lowest Cost Basis Selection (LCBS) and competitiveness basis. The bids will be opened in two bidding i.e. Technical bid and financial bid as per procedure. In the event of the specified date of bid opening being declared a holiday for ICAR-CCRI, the bids shall be opened on the next working day.
- iii. The evaluation of the Bids shall be a stage-wise procedure. The following stages are identified for evaluation purposes: In the first stage, the Bids would be subjected to a responsiveness check for eligibility for participation. The responsive bidders of First stage shall be eligible for technical evaluation.
- iv. Bidders shall base their Bid price on the terms and conditions specified in the Bidding Documents.
- v. The work will evaluate and compare the bids that have been determined to be substantially responsive. The evaluation will be performed assuming that:
 - (a) The Contract will be awarded to the lowest evaluated Bidder for the entire Tender.
 - (b) The Works evaluation of a bid will be made on the basis of prices quoted in accordance with Bid Prices.
 - a. The competent authority of the Institute shall have the right to reject all or any of the offers, accept more than one offer and assign part of the job.
 - b. A Demand draft of Rs. 42,500/- as Earnest money in favour of ICAR Unit CCRI, Nagpur is to be enclosed along with the quotation. No Quotation shall be considered without the earnest money deposit. The earnest money will be refunded only after the finalization of the contract and no interest will be paid on earnest money. However, exemption will be given for the firm having registration certificate issued by National and Small Industries Corporation (NSIC), MSME etc. for the purpose under contract.
 - c. In case of violation of any terms and conditions on the part of the firm is noticed and/or the services are found unsatisfactory, performance security can be forfeited at the discretion of the Competent Authority in the Institute. Further, in case the complaint is not attended to promptly within the specific time, the work will be got done from other sources at the contractors risk and cost. In this regards the decision of the Competent Authority in the Institute shall be final and binding on the contractor.
 - d. Rates once finalized will not be enhanced during the currency/period of the contract.
 - e. If the contractor is not able to rectify the fault within the stipulated period of maximum of three days, it would be open to this office to have the fault rectified through any our source and contractor shall have to bear the expenses so incurred on this account.
 - f. The contract may be considered for extension by mutual consent and for such further period as may be agreed upon subject to proper services provided by the firm and approval of the competent authority in the Institute.
 - g. The competent authority in the institute reserves the right to cancel the contract at any time during the currency/period of the contract without giving any reason.
 - h. Mere quoting lowest rates will not amount to commitment for award of contract. L-1 will be selected on the basis of lowest combined total as per Annexure-I.
 - i. If any dispute(s) arises between the Institute and the firm with reference to the contract, the Director of the Institute will decide and decision will be binding on the firms.

II. Risk & Expense clause

In event of the Vendor failing to honour contractual obligation within stipulated period risk offloading will be invoked by ICAR-CCRI at the expense to the Vendor. Whenever, the risk offloading is restored to, the Vendor is liable to pay the additional amount spent by the Institute.

OTHER TERMS AND CONDITIONS:-

1. The successful firm shall **commence work** within 90 days from the date of confirmed **work order** and if the work not supplied in time then EMD shall be forfeited. The rates quoted shall be valid for one year from the date of opening of tender.
2. All costs including as per govt. norms costs, GST, installation costs etc. to be included in final total costs. No extra or other costs to be given separately.
3. Tenders should be submitted in two bid system i.e. technical bid and financial bid. Financial bid shall be open of those firms who have qualified in technical bid.
4. Firm/ companies/ manufacturer should have registered with NSIC or MSME.
5. The firm should not be blacklisted/ barred by any Central Govt./ State Govt./ PSU/ Govt. Bodies (Certificate signed by the Authorized signatory) on or before due date of this tender should produce an Undertaking on non-judicial paper of Rs. 100/-
6. Civil & Structural drawings should be attached with technical bid
7. List of Clients (by manufacturer) should be enclosed for reference, so that our technical committee could visit site
8. The contractor/bidder or his representative may contact the undersigned at **Tel. No. 0712-2500813** for any further clarification. No variation in terms of quality of the items shall be entertained or else EMD/Security deposit shall be forfeited.
9. Modification in the tender documents after the closing date is not permissible.
10. Rates once finalized will not be enhanced/reduced during the currency of the contract

Terms & conditions are acceptable

Dated:

(Authorized Signatory)

Technical Specification for the Renovation work to be undertaken for converting existing old auditorium to Video Conferencing Room at ICAR-CCRI, Nagpur

Specification of Renovation work to be undertaken for converting existing old auditorium.

Modification & Civil Work

1. Fully Vitrified Floor Tiles of Branded and good quality would be pasted on existing floor with top-grade, ISI mark tile -adhesive or superior quality material. Tiles area (12.010 mtr X 5.900 mtr) or 762.79 Sq feet with thickness of 10-12 mm
2. Dismantling at Wall (a wall between Hindi Cell and Auditorium hall) to open entry Door (700 mm width) to Wash-room. Dismantling of existing wall racks (a wall that has door) in conference hall. Removing 4 Nos. existing windows. The repaired/removed portion of the wall shall be reconstructed with brick work, cement plaster and colour wash of the entire wall to even shade with approved brand of plastic emulsion.
3. Complete Glass Shutters to entry & exit opening including lock security arrangements
4. (2x1.18x2000) = 4.72 Sq.mt [4.72x10.765] = 50.80 Sq feet.
5. Gypsum in ceiling as per design in area [5.90 x 12.010] = 4.725q.mt = 50.80 Sq feet
6. Internal Painting to remaining portion of walls & ceiling as per theme.
7. Painting to the exterior front portion of conference hall .[1x12.46x3.00]= 37.38 Sq.mt
8. [37.38x10.765]=402.3957 Sq. feet
9. Sound Proof UPVC Windows good quality- 4 Nos.

CIVIL WORK (Pantry Section attached to Hindi Cell):

A) Modification & Civil Work.

B) To separate the washroom & pantry section attached to the Hindi Cell, the existing door on the common wall between washroom & pantry section has to be removed and closed with wall. One Entry Door (700 mm) has to be made / constructed in pantry section so as to convenience in movement between VC Hall & Pantry.

C) All plumbing point to be connected from washroom area, disposal of kitchen sink towards wash area.

D) A rack available in the Pantry section needs to provide with laminated shutter to so that it could be converted to cupboard.

E) Provision of kitchen counter, granite top, one sink provision, sink pillar taps, plumbing work.

F) Necessary internal painting to all walls and ceiling.

CIVIL WORK (Washroom)

A) Dismantling the wall portion between conference hall & toilet to construction an opening & providing entry door to washroom.

B) Changing the flooring tiles.

C) Installation of wash basin (1 Number) in Washroom Jaquar or equivalent brand.

D) Provision of One Gents urinal.

E) One Western WC pot is to be provided in washroom. Hindware, Cera or equivalent Brand

F) Basin Pillar tap, WC flush, jet provision & all plumbing work & necessary taps to be provided.

G) Provision of wall Tiles up to the height of complete wall.

H) All the material shall be of reputed brand isi Mark.

Electrical work for Conference room, conference table, Pantry section, Washroom :-

Provision shall be made for electrical concealed wiring modular type Switch/Socket, MCB, Audio Visual aids i.e LCD Projector, TV Screen, Speakers, Lighting and Air Conditioners to be completed at the time of Civil work. Required cable size/Length shall be used in conformity with site/ Client requirement.

All the materials shall be of reputed brand ISI mark, Legrad/ Havells Crompton.

Annexure-II

(On the letter head of the Firm)

(MANDATE FORM FOR BANKING DETAILS)

Name of the firm : -----

Registered/Postal Address : -----

1	Name of the Account Holder	
2	Complete Contact Address	
3	Mobile No.	
4	E-mail address	
5	PAN No.	
6	GST No.	
7	Aadhar Number	
8	Bank Details:- 1. Bank Name 2. Branch Address 3. Account No. 5. Type of Account (Current/Saving) 6. IFSC Code	

Date

Name of the Authorized Signatory

(Stamp & Signature)

The vendor should submit copy of all the relevant documents.

ANNEXURE-III

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,
The Director
ICAR-Central Citrus Research Institute,
Opp. NBSS&LUP, Amravati Road,
Nagpur – 440 033.

Date:

Sub: Acceptance of Terms & Conditions of Tender.
Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(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/ organisation too has/ (have) 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 the 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 full said earnest money deposit absolutely.

Yours Faithfully,

**(Signature of the Bidder, with
Official Seal)**

Annexure-IV

(On the letter head of the Firm)

Details of Works/job during the last 3 years

S.No.	Name of the Department Organization & Name of the Contact Person with Ph. No.	Period		Value of the Work Order (Rs.)	Remarks	Supporting documents Enclosed at Page No.
		From	To			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

(Name & Designation of the authorized official with seal)

Check List of Documents Submitted in Technical cover

Sr. No.	Supporting Documents (self-attested documents should be attached)	Page No.	Enclosed Yes/Not
1.	Submit the firm registration certificate with the bid.		
2.	Self Attested copy of experience of having successfully completed. (Documentary evidence should be enclosed) during last 3 years (Similar civil work).		
3.	Self Attested Scanned copy of Turnover of the business should be Rs. 5 lakh per year, to be certified by Chartered Accountant as per Balance Sheets used for ITR filing.		
4.	Self Attested copy of Income Tax Returns for the last three years (2019-20, 2020-21 and 2021-22)		
5.	Attached self attested copy of PAN & GST.		
6.	The firm should have provide the EMD in favour ICAR Unit, CCRI payable at Nagpur		
7.	If the firm is exempted for EMD, the copy of certificate may be provided		
8.	Annexure-II		
9.	Annexure-III		
10.	Financial Bid should submit in separated sealed cover.		
11.	Tender acceptance letter (Annexure-III) is mandatory.		
12.	The Proof of Site Visit must be attached by the firm		

Check List of Documents Submitted in Financial cover

Sr. No.	Supporting Documents (self-attested documents should be attached)	Page No.	Enclosed Yes/Not
1.	Financial Bid (Annexure- VI)		

Note: the above documents may be attached in the given sequence only.

(Name and Designation of the Authorized Person with seal)

F. No.: CCRI/VC/2021-22/Estt.

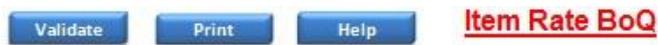
Date: - _____

FINANCIAL BID

To,
Administrative Officer
ICAR- CCRI, Nagpur

Sir,

I/We wish to submit our tender for “**Renovation work to be undertaken for converting existing old auditorium to Conferencing Room at ICAR-CCRI**” at ICAR-CCRI, Nagpur on the following rates:



Tender Inviting Authority: The Director, ICAR-CCRI, Nagpur

Name of Work: "Renovation Work to be undertaken for converting existing old auditorium to Conferencing Room "

Contract No: CCRI/VC/2021-22/Estt/

Name of the Bidder/ Bidding Firm / Company :	
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PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in	TOTAL AMOUNT In Words
1	2	3	4	5	6
1	Civil Work				
1.01	Civil Work: Old Auditorium Hall: Civil Work: Pantry Section attached to the Hindi Cell Civil Work: Washroom	1.000		0.00	INR Zero Only
2	Electrical Work				
2.01	Electrical Work :for Conference room, conference table, Pantry section, Wash room	1.000		0.00	INR Zero Only
Total in Figures				0.00	INR Zero Only
Quoted Rate in Words			INR Zero Only		

GST if applicable:

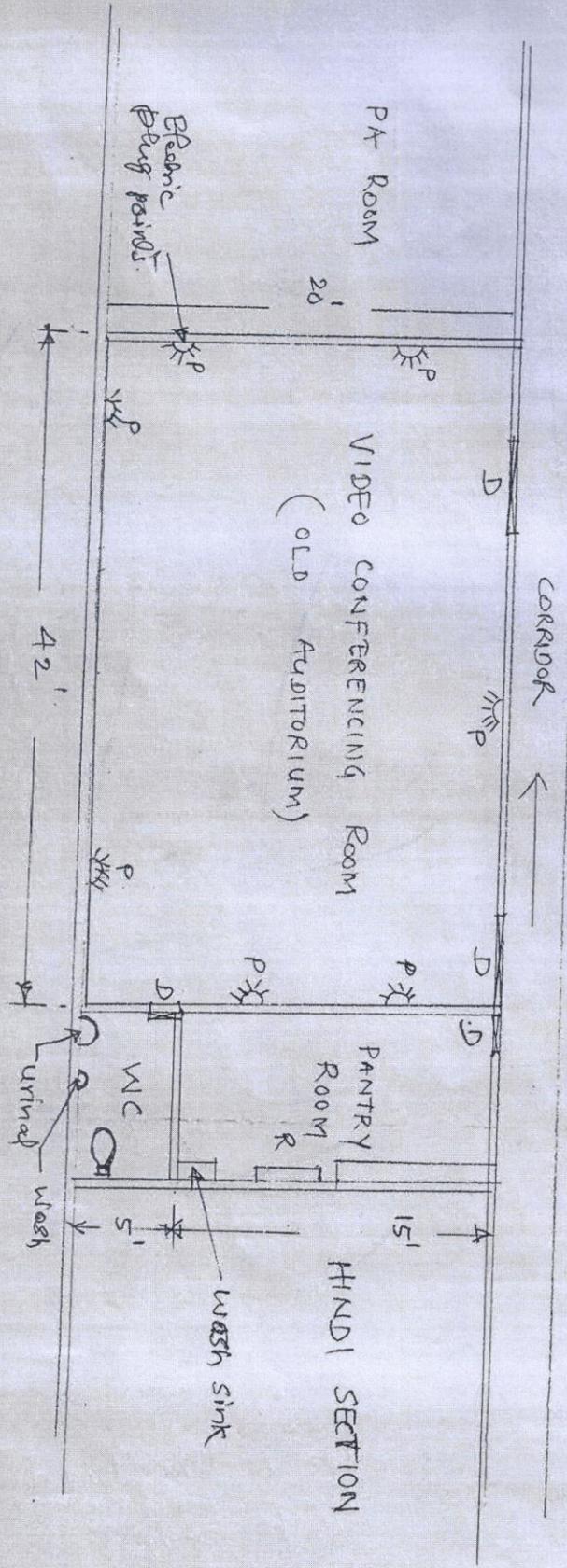
***Financial Bid should be submitted Separately in sealed cover envelop**, Rate should be quote for one time. We have carefully read the terms and conditions of the tender and are agreed to abide by these in letter and spirit.

Signature

Name & Address of the Firm

Mobile No.....

Modification for VC facility (Video Conferencing) Cam Committee Room of old Auditorium



- * Dimensions are not in Scale
- * Minor modifications may be there-
Paralled at later stage
- * materials to be used of Reputed Brand ISI mark.

[Handwritten signature]