



हरिश-चन्द्र अनुसंधान संस्थान
Harish-Chandra Research Institute

TENDER FOR
“WORK RELATED TO ROLLER BLINDS & SUN CONTROL FILM
FOR WINDOWS AT SOME PLACES IN CAMPUS” AT HRI,
PRAYAGRAJ -211 019

TENDER NOTICE NO. HRI/13/2025

Harish-Chandra Research Institute

Chhatnag Road, Jhunsi, Prayagraj

INVITING TENDER FOR

WORK RELATED TO ROLLER BLINDS & SUN CONTROL FILM FOR WINDOWS AT SOME PLACES IN CAMPUS AT HRI, PRAYAGRAJ

Bid Reference No. : NIT – HRI/13/2025

Last date and time for submission of bids : 22.05.2025 up-to 1100 Hrs.

Date and time of opening of Bid : 23.05.2025 up-to 1200 Hrs.

Place of Opening of Bids : Harish-Chandra Research Institute
Chhatnag Road, Jhunsi,
Prayagraj-211019

The dates for submission and opening of the tender mentioned above are final. In case some other dates for these are mentioned elsewhere in the tender document, the above shall prevail over them.

1. Tenders should be submitted only through CPP portal and obtain the Tender Acknowledgement copy as a proof of successful submission. For instruction of online bid submission, please ref. page – 03.
2. The details of tender notification can be downloaded from “<https://eprocure.gov.in/eprocure/app>”.
3. Tender documents for viewing only are also available on HRI web-site address: www.hri.res.in/tenders

Address for any clarification/communication : Mr. Vijay Srivastava SO-C,
0532-2274362,
(vijay@hri.res.in),
Mr. Manish Sharma SO-E,
0532-227 4358,
(manish@hri.res.in)
ENGINEERING SECTION,
HARISH-CHANDRA RESEARCH
INSTITUTE, PRAYAGRAJ

This document contains : 14 Pages

It will be the responsibility of the bidders to check website www.hri.res.in & CPP portal for any amendment through corrigendum in the tender document. In case of any amendment, bidders will have to incorporate the amendments in their bid accordingly.

Sd/-
Seal & Signature
Registrar, HRI

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, 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.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

Bidders are required to enroll on the E-Procurement module of the Central Public Procurement Portal (**URL: <https://eprocure.gov.in/eprocure/app>**) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III certificates with signing key usage) issued by any certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.) with their profile. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead for misuse. Bidder then logs in to the site through the secured log-in by entering their user ID/password and password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

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. 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/email in case there is any corrigendum issued to the tender document. 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

Bidder should take into account any corrigendum published on the tender document before submitting their 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: Please 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.

Harish-Chandra Research Institute
Chhatnag Road, Jhunsi, Prayagraj

Name of work: Work related to roller blinds and Sun control film for windows at some places in campus at HRI Prayagraj

Tender Notice No.: HRI/13/2025

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SECTION - I

NOTICE INVITING TENDERS

HARISH-CHANDRA RESEARCH INSTITUTE
CHHATNAG, ROAD, JHUNSI, PRAYAGRAJ – 211 019

TENDER NOTICE NO. HRI/13/2025

E-tender in two bids system are invited on behalf of the Director, Harish-Chandra Research Institute from eligible Contractors up-to **11.00 a.m.** on **22.05.2025** and only technical bid shall be opened on **23.05.2025** at **12.00 p.m.** for the work ***“Work related to roller blinds & Sun control film for windows at some places in campus_at HRI, Prayagraj.***

| Estimated Cost | EMD | Performance Security | Security Deposit | Time of completion |
|-----------------------|-------------------|---------------------------------|-----------------------------------|---------------------------|
| Rs. 2.4 Lakh | Rs. 4800/- | @ 5% of work order value | @ 2.5% of work order value | 01 month |

Director, HRI reserves the right to accept or reject any or all the Tenders without assigning any reason.

Sd/-
Registrar
HRI, Prayagraj.

SECTION - II

TERMS & CONDITIONS

TERMS & CONDITIONS

E-tender in two bids system is invited from eligible tenderers for **“Work related to roller blinds & Sun control film for windows at some places in campus at HRI, Prayagraj**

Following instructions should be strictly followed while submitting your tender.

1. The bid submitted by the bidders should be valid for a period of 90 days from the date of the opening of technical bid. However, the bidder to whom work will be awarded, their bid will be considered valid till execution of contract agreement.
2. Deadline for receipt of tenders (Part-1 & Part-2) is **11.00 a.m.** on or before **22.05.2025**. Late submission will not be entertained on any account.
3. The Part-I of tender will be opened at the above office at **12.00 p.m.** on **23.05.2025** and your authorized representatives can be present at the time when the tenders are so opened and opening time of Part-2 (Price Bid) will be intimated later on to qualified bidder of Part-1 only. If on the day of opening of tender, holiday is declared in HRI then tender will be opened on next working day at same time.
4. Account payee demand draft, fixed deposit receipt, banker's cheque or Bank Guarantee from any of the Commercial Banks guaranteed by the Reserve Bank of India for the **Earnest Money Deposit of Rs. 4800/-** in favour of Registrar, HRI, Prayagraj. No exemption for EMD will be entertained. The tender of parties submitted without EMD shall be rejected. The EMD should be valid for a period 45 days beyond the validity period (90 days) of the tender. Bidder should prepare the EMD as mentioned above. The scanned copy of EMD should be uploaded with tender document. The original should be put in Tender box kept at Reception of Institute building, HRI, latest by the last date of bid submission or as specified in the tender documents. The details of the FDR/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
5. Following document/details is to be submitted by tenderer with their technical bid.
 - a. Party should have average annual turnover of not less than Rs. 2.4 lakhs during last three years ending 31.03.2025. They have to submit a proof of that.
 - (i) Year 2022-2023
 - (ii) Year 2023-2024
 - (iii) Year 2024-2025
 - b. Profile of firm including name of owner, official telephone no./ e-mail address:
 - c. Copy of PAN & GST registration certificate
 - d. Experience of having successfully completed works during last seven years ending day before opening of technical bid. The party has to submit work order copy, Performance and completion certificate of the concerned work. Without work experience party will not be considered in the tender:
 - (i) **Three (03) similar works completed** costing not less than Rs. 1.0 lakhs each
OR
Two (02) similar works completed costing not less than Rs. 1.4 lakhs each
OR
One (01) similar works completed costing not less than Rs. 1.9 lakhs
and
 - (ii) **One completed similar work** (either part of (i) or a separate one) costing not less than Rs. 1.0 lakhs with some Central/State Government Organization/Central Autonomous Body/Central Public Sector undertaking during last seven years ending day before opening of technical bid.

Similar work shall mean: Civil work related to construction/maintenance of building. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of submission of tender. If in a composite work there is portion of painting work of concerned amount then it may also be considered.

6. **If the party does not fulfill the criteria of turnover, work experience and registration under GST as mentioned above in point no. 5 then they will not be considered in this tender.**
7. If the bidders do not submit the required document/details with their bids then Institute may ask the bidders to submit the details/documents after opening of their bids. The concerned documents may be asked to submit on portal/e-mail/ by post etc. However, if three or more bidders are qualifying in the tender then bidders will not be asked to submit the details after opening of their bid.
8. The tenders submitted by fax/email will not be considered. No further correspondence will be entertained on this matter.
9. The applicable labour cess related to this work will be deducted from the bill amount.
10. If the contractor fails to execute and complete the work otherwise fail to comply with any of the terms and conditions of this order, then the Institute shall be at liberty without avoiding this order forthwith, to require the contractor to remove his workmen from the site and to take the work out of the hands of the contractor and to employ any other person to execute and use all materials, tools, scaffolding, plants, implements and things on or about the work, and thereafter neither the contractor nor his workman shall have any power to intervene with any person employed by the Institute. All expenses and damages to property incurred by the institute, consequent on the employment and certified by Engineer-in-charge and shall be paid to the Institute by the contractor or deducted by the Institute from any money due to or to become due to the contractor in this work or any other work done by contractor in HRI.
11. Party should quote their rate in consideration of material, labour, tools & plants, scaffolding etc. and taxes all applicable taxes in the SOQ. The rate quoted by party will be considered as fixed and no other charges will be paid.
12. The party will have to get the sample of Sun Control Film & Roller blinds approved from the concerned authority of HRI before bringing the required quantity of Sun Control Film & Roller blinds to the site. If the party brings the material without approval then it will be treated as rejected material and they will have to take back the material at their own cost.
13. The quantity mentioned under schedule of quantities is tentative. The payment will be made based on actual quantities which will be utilized during execution of work.
14. Procedure for dealing with ambiguities in rates: That if on check there are differences between the rates given by the contractor in words and in figures or in amount worked out by him, the following procedure shall be followed:
 - (a) When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the contractor shall be taken as correct.
 - (b) When the amount of an item is not worked out by the contractor, or if it does not correspond with the rates written either in figures or in words, then the rate quoted by the contractor in words shall be taken as correct.
 - (c) When the rate quoted by the contractor in figures and in words tallies, but the amount is not worked out correctly, the rates quoted by the contractor shall be taken as correct and not the amount.
15. If bidder do not quote rate of any item under schedule of quantities or left the rate column blank then their bid will be treated as unresponsive & shall not be considered.
16. The lowest bidder will be finalized based on overall quoted amount in this tender. However, total amount will be considered based on sum of individual items.
17. The time of completion of work is **01 month** and shall be reckoned from 7 days after the date of issue of work order.
18. Neither the security deposit nor the retention money shall bear any interest.
19. Incomplete tenders are liable to be rejected.
20. If the Government imposes any new taxes on this concerned nature of work after issuing the work order then same may be reimbursed to party if they submit the relevant proof of that.

21. The contractor will have to take all measures at their own cost related to safety of workers during execution of work.
22. The contractor shall, at all times, take due and proper precautions against accidents or injury to the workers or any person or property, and shall indemnify the company for all motion's suits or any damage or compensation payable in consequence of any accident or injury sustained by any workman or other person whether in the employment of the contractor or not.
23. Any condition imposed by the party in this tender at their own will not be considered. There will no liability of HRI to take any clearance from party in that regard.
24. The contractor shall not assign or sublet the contract for the work of any part thereof.
25. The contractor shall allow the Engineer-in-charge or their representative to inspect and supervise the work during its prepress.
26. The contractor shall, at his own expenses, within one week from the completion date, remove all tools, plants, scaffoldings, implements and unused materials from the site and leave the same in a clean and proper state, to the satisfaction of the Engineer-in-charge.
27. The Contractor shall agree and undertake to totally indemnify HRI against all expenses, claims, payments, dues, fines, penalties, compensations, liabilities, and losses whatsoever which the HRI may suffer due to the default, violations, omissions thefts, or non-compliance of the statutory and/or contractual obligations committed by the Contractor or its employed. The HRI shall also have the right to deduct and recover all such losses and expenses etc. from any payments due to the Contractor besides seeking appropriate legal remedies for the balance amount or relief, if any.
28. **Payment terms:** Payment will be released after completion of work.
29. No escalation clause related to price hike of material & manpower is applicable in this work.
30. The defect liability period of the work is for six months. During this period if any problem comes related to executed work then party will have to repair the work at their own cost.
31. An amount equal to 2.5% of order value towards Security Deposit shall be recovered from the bill amount. The security money will be returned after 06 months from the date of completion of work and submission of certificate by contractor that there is no statutory liability (taxes etc.) due on him for this work. If the party deposit equal amount of security money in the form of FDR/BG then required security money may be adjusted or released on the request of party. In addition, the contractor shall be required to deposit an amount equal to 5% of the order value of the contract as performance security (in the form of FDR/B.G. of scheduled Bank guaranteed by the Reserve Bank of India) within 7 days from the date of award of letter of intent. If the performance security is not submitted by the contractor within stipulated period then a penalty @0.1% per day of performance security will be imposed. The performance security will be released after completion of work alongwith the final bill. A draft of B.G. for performance security is given (ref. page no. 12, however, some changes in this format may be made by Competent authority of HRI at time of award of LOI).
32. If it is found that quote of lowest party is less than 25% value of estimated cost than party has to submit additional security money (10% of order value) after issue of work order to insure quality of work. This additional security money will be released with the final bill. If it is found that party is delaying the work without justified reason or doing inferior work deliberately then this security money will be forfeited. This security money will have to be submitted in the form of FDR of scheduled Bank guaranteed by the Reserve Bank of India) in favour of HRI, Prayagraj within seven days after the date of issue of work order.
33. If the party delays the work without any justified reasons, the penalty would be imposed on them. This will be @0.25% of the order value per day from the end of stipulated period/ (extended the period if any) of contract till the actual completion of work. However, penalty amount will not be more than 10% of order value. If it is found that party is not taking interest during delay period for completing the work then competent authority of Institute may also take decision for terminating the order/contract of concerned work. In this case, EMD & Security money of the party will be forfeited. In addition party may be debarred to participate in any tender of HRI for a minimum period of two years or decided by competent authority, HRI.

34. All labour regulation applicable by the central Labour Commissioner of Govt. of India shall be adhered to strictly.
35. In case the party shows unwillingness to do work after opening of their tender then their EMD, will be forfeited to HRI. In addition party may be debarred to participate in any tender of HRI for a minimum period of two years or decided by competent authority, HRI.
36. The word party or tenderer or contractor mentioned in the tender documents will be considered for those who are participating in this tender.
37. Party has to ensure gate entry (at Security gate, HRI) for any material before bringing at site. In this connection, they have to submit challan copy of materials in Engineering office at HRI for records.
38. For any information/clarification in this tender, you may contact Engineering Section, HARISH-CHANDRA RESEARCH INSTITUTE, during office hrs. (9.00 a.m. to 5.30 p.m.) on any working days.
39. Decision of the Director of the Institute will be final & binding for all concerned.
40. Director, Harish-Chandra Research Institute reserves the right to reject any or all tenders without assigning any reason whatsoever. Harish-Chandra Research Institute would not be under any obligation to give any clarifications to those contractors whose tenders have been rejected.
41. All disputes will be subject to Allahabad jurisdiction.
42. The party will have to do work as per given specification related to the concerned work.
43. The contractor will have to supply new and good quality of materials as per given specification under schedule of quantities (Price bid). In case of doubt related to any supplied material by the contractor, testing of material may be get done by any agency and for this the cost involved will be borne by contractor. If it is found that contractor has deliberately supplied the defective/wrong material then their tender may be cancelled. In this case, EMD & Security amount of contractor will be forfeited and they also be debarred for minimum period of five year (or as decided by the competent authority, HRI) to participate in any tender of HRI.

Note: The contractor acknowledge that he has satisfied himself as to the nature and location of the work before submitting the tender.

DECLARATION BY THE CONTRACTOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 43. This is also certified that I/We/our principal manufacturing firms have no objection in signing the contract if the opportunity for the items against this tender is given to me/us.

Date:

Signature:

Address:

Designation:

Name:

On behalf of company Seal:

| |
|--|
| Party should sign this page alongwith stamp and attach scan copy of this with their technical bid |
|--|

DRAFT FORMAT OF B.G. FOR PERFORMANCE SECURITY

To,

The Director

Harish Chandra Research Institute,

Chhatnag Road, Jhansi,

Prayagraj (Allahabad)-211019

Dear Sir,

WHEREAS _____ <name of the service provider agency / bidder>, represented by its Managing Director (or whatever designation authorized person holds) having administrative Office at _____) (hereinafter called "Service Provider Agency") has undertaken a job in pursuance of Work Order No HRI/_____ dated _____ 2021 and subsequent contract dated _____ for "Annual Operation and maintenance of Air-conditioning Package units & Comprehensive maintenance of other individual AC units" at Harish Chandra Research Institute (HRI), Prayagraj (Allahabad), an Institution under administrative control of Department of Atomic Energy, Government of India herein after called "**the Contract**".

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider Agency shall furnish you with a bank guarantee by a Nationalised/Scheduled Commercial Bank for the sum specified therein as performance security for compliance with its obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider Agency, up to a total of **Rs. ----- (Rs ----- only)** which shall be referred to as '*amount of guarantee*', and we undertake to pay you, upon your first written demand declaring the Service Provider Agency to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee i.e **Rs. -----**) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between you and the Service Provider Agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be a continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of M/s. _____.

This guarantee shall be valid until the <dd/mm/yyyy). {This date to be defined as per clause 11 of Terms and Conditions of tender

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

SECTION - IV

PART-2

FINANCIAL BID

Schedule of quantities

Tender Inviting Authority: Director, Harish-Chandra Research Institute

Name of Work: Work related to roller blinds & Sun control film for windows at some places in campus at HRI, Prayagraj

Contract No: HRI/13/2025

| | | | | | | |
|--|--|----------------------|---------------|---|--|------------------------------|
| Name of the Bidder/ Bidding Firm / Company : | | | | | | |
| 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 # | TEXT # | NUMBER # | NUMBER # | TEXT # |
| Sl. No. | Item Description | Quantity | Units | RATE (including all taxes) In Figures To be entered by the Bidder in Rs. P | TOTAL AMOUNT INCLUDING ALL TAXES in Rs. P | TOTAL AMOUNT In Words |
| 1 | 2 | 4 | 5 | 13 | 53 | 55 |
| 1 | Providing & Fixing in Position Deco Window Roller Blinds for Windows with Polyester Blend Light Filtering Sun Blockage Corded Roller Curtains Complete UV Protection for Home & Office Roll-Up Colour and shade as per the instructions of the Engineer-in-Charge. | 1000 | Sqft. | | 0.00 | INR Zero Only |
| 2 | Supplying and fixing of reflective type Sun control film to glass panels including surface preparation, removing of old sun control film, cleaning etc complete work of approved quality and shade. Make Garware or equivalent | 400 | Sqft. | | 0.00 | INR Zero Only |
| Total in Figures | | | | | 0.00 | INR Zero Only |
| Quoted Rate in Words | | INR Zero Only | | | | |