



हरिश-चन्द्र अनुसंधान संस्थान  
Harish-Chandra Research Institute

## **TENDER FOR**

**“REPLACEMENT WORK FOR CEILING FANS AT HRI,  
PRAYAGRAJ -211 019”**

**TENDER NOTICE NO. HRI/32/2022**

**Harish-Chandra Research Institute**  
Chhatnag Road, Jhunsi, Prayagraj

**INVITING TENDER FOR**

**“REPLACEMENT WORK FOR CEILING FANS AT HRI, PRAYAGRAJ**

Bid Reference No. : NIT – HRI/32/2022  
Last date and time for submission of bids : 05.12.2022 up-to 1100 Hrs.  
Date and time of opening of Bid : 06.12.2022 up-to 1230 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](http://www.hri.res.in/tenders)

Address for any clarification/communication : Mr. Ajay Srivastava SO-C,  
0532-2274333,  
([ajay@hri.res.in](mailto:ajay@hri.res.in)),  
Mr. Manish Sharma SO-E,  
0532-227 4358,  
([manish@hri.res.in](mailto:manish@hri.res.in))

*ENGINEERING SECTION,*  
HARISH-CHANDRA RESEARCH  
INSTITUTE, PRAYAGRAJ

***This document contains : 12 Pages***

It will be the responsibility of the bidders to check website [www.hri.res.in](http://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 of Acting Registrar

## **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.



**SECTION - I**

**NOTICE INVITING TENDERS**

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

**TENDER NOTICE NO. HRI/32/2022**

E-tender in two bids system are invited on behalf of the Director, Harish-Chandra Research Institute from eligible electrical contractors up-to **11.00 a.m.** on **05.12.2022** and only technical bid shall be opened on **06.12.2022** at **12.30 p.m.** for the work “**Replacement work for ceiling fans at HRI, Prayagraj.**”

<b>Estimated Cost</b>	<b>EMD</b>	<b>Security Deposit</b>	<b>Time of completion</b>
<b>Rs 0.85 lakh</b>	<b>Rs. 1,700/-</b>	<b>@ 5% of tendered amount as per the tender condition</b>	<b>03 Month</b>

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

*Sd/-*  
**Acting Registrar**  
HRI, Prayagraj.

**SECTION - II**

**TERMS & CONDITIONS**

## TERMS & CONDITIONS

E-tender in two bids system is invited from eligible contractors for “*Replacement work for ceiling fans 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 **05.12.2022**. Late submission will not be entertained on any account.
3. The Part-I of tender will be opened at the above office at **12.30 p.m.** on **06.12.2022** and your authorised 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 from any of the Commercial Banks guaranteed by the Reserve Bank of India for the **Earnest Money Deposit of Rs. 1,700/-** in favour of 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 DD/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. Proof of average annual turnover of not less than Rs. 0.85 lakh during last three years ending 31.03.2022
    - (i) Year 2019-2020
    - (ii) Year 2020-2021
    - (iii) Year 2021-2022
  - b. 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 required experience party will not be considered in this tender:
    - 3 similar works completed costing not less than Rs. 0.34 lakhs each OR
    - 2 similar works completed costing not less than Rs. 0.51 lakhs each OR
    - 1 similar works completed costing not less than Rs. 0.68 lakhsSimilar work shall mean: Electrical work related to installation/maintenance. 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 receipt of application for tenders.

and

One completed similar work (either part of (b) or a separate one) costing not less than Rs. 0.34 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.
  - c. Profile of firm including name of owner, partner(s), employees who are on their master roll/monthly salary, official telephone no./Fax no./e-mail address:
  - d. Copy of PAN
6. The party should be registered under GST. They have to submit a proof of Registration with their technical bid otherwise 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. 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. Party should quote their rate in consideration of required material, labour, tools & plants, scaffolding etc. and taxes (except GST) in the BOQ. The rate quoted by party will be considered as fixed and no other charges will be paid except GST or any other mentioned in the tender.
10. The contractor will have to get issued new ceiling fans from Engineering office. The old ceiling fans which will be removed from existing place will have to handover in Engineering office. In this regard, required transportation for carrying fan to required location will have to be arranged by the contractor at their own.
11. 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.
12. 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.
13. 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.
14. The time of completion of work is **03 months** and shall be reckoned from the date of issue of work order.
15. The applicable labour cess related to this work will be deducted from the bill amount.
16. 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.
17. Neither the security deposit nor the retention money shall bear any interest.
18. The contractor will have to take all measures at their own cost related to safety of workers during execution of work.
19. 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 motions 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.
20. 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.
21. Incomplete tenders are liable to be rejected.
22. The contractor shall not assign or sublet the contract for the work of any part thereof.
23. The contractor shall allow the Engineer-in-charge or their representative to inspect and supervise the work during its prepress.
24. 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.
25. 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.
26. **Payment terms:** Party may submit RA bill after completion of 50% of work for payment and final bill after completion of work. The party may claim GST if applicable in this work with their bill. Institute will pay the amount for GST. However, the liability of depositing tax (GST) to concerned Department will be totally on the contractor.

27. No escalation clause related to price hike of material & manpower is applicable in this work.
28. An amount equal to 5% of tendered value towards Security Deposit shall be recovered. This amount will be recovered @ 10% from your each bill till the amount deducted is equal to concerned security deposit amount. The security money will be returned after 03 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.
29. 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.
30. In case the contractor leaves the work or shows unwillingness to do work within stipulated contract period then EMD & Security money deposited by party will be forfeited to HRI. The contractor may also be debarred for 2 years for participation any tender in HRI.
31. All labour regulation applicable by the central Labour Commissioner of Govt. of India shall be adhered to strictly.
32. 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.
33. 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.
34. Decision of the Director of the Institute will be final & binding for all concerned.
35. 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.
36. All disputes will be subject to Allahabad jurisdiction.
37. 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 37. 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:  
Address:

Signature:  
Name:  
Designation:  
On behalf of company Seal:

<p><b>Party should sign this page alongwith stamp and attach scan copy of this with their technical bid.</b></p>
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**SECTION - IV**

**PART-2**

**FINANCIAL BID**

Schedule of quantities

Tender Inviting Authority: Director, Harish-Chandra Research Institute

Name of Work: "Replacement work for ceiling fans at HRI, Prayagraj

Contract No: HRI/32/2022

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 (without GST) In <b>Figures</b> To be entered by the <b>Bidder</b> in <b>Rs. P</b>	<b>TOTAL AMOUNT</b> Without GST in <b>Rs. P</b>	<b>TOTAL AMOUNT</b> In Words
1	2	4	5	13	53	55
1	Removing of existing fans and installation, testing & commissioning of new ceiling fans including wiring with 1.5 sq.mm FRLS PVC insulated, copper conductor single core cable, connector and providing and fixing phenolic laminated sheet cover on the fan box etc.	250	Nos.		0.00	INR Zero Only
<b>Total in Figures</b>					<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>		<b>INR Zero Only</b>				