

ऋषि कुमार वशिष्ठ  
निदेशक (प्रभारी)  
**Rishi Kumar Vashist**  
Director (In-charge)

सांस्कृतिक स्रोत एवं प्रशिक्षण केन्द्र  
**Centre for Cultural Resources and Training**  
(Under the aegis of Ministry of Culture, Govt. of India)

CCRT/11013/8/2019  
17<sup>th</sup> July 2019,

To,  
M/s -----  
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**Notice Inviting Tender**

**Name of Work: Annual maintenance (w/o spares) contract of 125 KVA Cumin's DG Set at CCRT, Dwarka New-Delhi.**

Director I/C, Centre for cultural Resources and Training, New-Delhi invites item rate tender from the reputed and experienced contractors/ firms dealing in the work of annual servicing of DG set as per general terms and conditions, specifications and schedule of work as under :

Estimated Cost	: Rs.29, 600/-
Earnest Money	: Rs. 600/-
Cost of tender document	: Rs. 150/- (non- refundable)
Last date and time of sale of Tender	: 26/7/2019 up to 03:00 PM
Last date of submission of tender	: 30/7/2019 up to 03.00 PM
Date of opening of Technical Bid	: 30/7/2019 at 03:30 PM
Date of opening of Financial Bid	: After evaluation of Technical bid
Time for completion of work	: One Year

**ELIGIBILITY CRITERIA**

Essential qualification for the tenderer/ contractor:

- Should have minimum three years' experience and technical expertise in undertaking similar works with the Government departments. Proof to this effect shall be submitted along with the bid.
- Should have completed three works of similar type executed in govt. departments during the last 7 years. Performance certificate issued from the departments should be attached along with the tender.
- Should have adequate qualified technical staff, skilled and semi-skilled person.

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The tender would be based purely upon their capability, competence, capacity, resources, experience and expertise. The tenderer should require submitting documentary evidence(s) in support of the above criteria along with their qualification proposals.

The bidder should submit the following documents along with the tender:

- a) An undertaking in the form of an affidavit on stamp paper of Rs.10/- to the effect that they (Bidder/Firm) have never been black-listed/debarred in any government / semi-government department / public sector company department and has not left any work abandoned during last 3 years. If any Bidder has been black – listed / debarred by any government / semi-government department / public sector company, his bid is liable to be rejected even if the Bidder meets the eligibility criteria specified in the bid documents.
- b) An undertaking in the form of an affidavit on Stamp-paper of Rs.10/- to the effect that the information given in the bid by Bidder/firm is true. If any information is found to be false /misleading, CCRT shall disqualify the bid and have the right to de-bar the organization/firm from bidding for / working on CCRT's future projects.
- c) An undertaking to the effect that the offer is in strict compliance with tender documents, clarifications issued by CCRT if any till date and there is no deviation.
- d) Copy as proof for recently deposit of ITR, GST No., PAN no. etc.
- e) Copy as proof for registration or ESI and EPF. The copy of latest challan of ESI and EPF both.
- f) The bidders from outside Delhi may preferably provide their local (Delhi) contact Telephone No. & address.
- g) Any bid submitted by bidder, if found, incomplete in any manner shall be rejected. No dispute or claim of any kind shall be entertained in this regard.
- h) The bidder shall submit the tender in triplicate to the office of CCRT.

Interested bidders may inspect the CCRT office and obtain the tender documents from the office of CCRT, Dwarka Delhi during normal office hours on all working days from 17/7/2019 to 26/7/2019 on paying prescribed tender fee.

Earnest money for this work is Rs.600/- which shall be deposited along with the tender in the form of DD/pay order in favour of Director Centre for Cultural Resources and Training, payable at New- Delhi.

Tenders not fulfilling any of the prescribed condition will be liable to be rejected.

The competent authority on behalf of CCRT reserve the right to accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

The tender for the work shall be valid for a period of 90 days from the last date of opening of tender. If the tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, CCRT shall without prejudice to any right or remedy is at liberty to forfeit 50 % of the said earnest money as aforesaid. Further, the tenderer shall not be allowed to participate in the retendering process of the work for one year.

CCRT reserves the right to accept/ reject any of the tender without assigning any reason whatsoever.

The tender documents have been uploaded on CCRT website for information and details of works to be executed in this contract. The tender document will be issued by the CCRT office after deposit/ submission of tender fee in the shape of pay order or cash. Tenders of those firms will be accepted who have deposited their tender fee by last date of sale of tender.

The tender shall be in sealed envelope superscribed with "Tender for annual service contract of DG set "on top of envelope

The successful tenderer/ contractor, on acceptance of his tender by the accepting authority shall have to sign the contract agreement on a non- judicial stamp paper of Rs. 100/- within seven days from the date of issue of Letter of Intent.

*Kohli*  
 Director In- Charge  
 CCRT, New-Delhi  
 17/7/19  
 17/7/17

## INSTRUCTIONS TO BIDDERS

### **SPECIAL INFORMATION REGARDING REQUIREMENT FOR THE WORK LISTED IN N.I.T**

The bidder must be fully conversant with the documents to form part of contract agreement i.e. instructions to bidders, specifications/scope for the particulars nature of work,

The bidder shall submit the offer under two bid systems i.e. Bid Part-A (Technical cum eligibility criteria) & bid Part-B (Financial).

Bid Part-A should contain documents giving details of Bid Processing Fee, Earnest money and Eligibility Criteria.

At any time prior to the deadline for submission of Bids, the CCRT may, for any reason, whether at its own initiative modify the NIT document by issuing clarification(s) and/or amendment(s).

The clarification(s) / amendment(s) (if any) may be notified on CCRT website at least Two (2) days before the proposed date of submission of the Bid. If any amendment is required to be notified within Two (2) days of the proposed date of submission of the Bid, the Bid Deadline may be extended for a suitable period of time.

CCRT will not bear any responsibility or liability arising out of non-receipt of the information regarding amendments in time or otherwise. Bidders must check the website for any such amendment before submitting their Bid.

All the notices related to this Bid which are required to be publicised shall be uploaded on CCRT website.

Each bidder shall submit only one bid by him. A bidder who submits or participates in more than one bid will result in all such bids to be rejected.

The bidder shall bear all costs associated with the preparation and submission of his bid and the CCRT shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

The bidder is advised to visit and examine the site of works and its surroundings before bidding for the work, and obtain for himself on his own responsibility all information that may be necessary for preparing the bid and entering into a Contract. The costs of visiting the site shall be at the bidder's own expense

A prospective Tenderer requiring any clarification on Tender documents may contact the CCRT at the address indicated in the NIT. The CCRT will also respond to any request for clarification, received through post.

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Before the last date for sale of Tenders, the CCRT may modify any of the Contents of the tender Notice, tender documents by issuing amendment / Addendum.

Any addendum/amendments issued by the CCRT shall be part of the tender Document and it shall be informed in writing. To give prospective Tenderers reasonable time to take an addendum into account in preparing their bids, the CCRT may extend if necessary, the last date for submission of tenders.

The bidders who are desirous of participating in tendering shall submit their technical bids, price bids and other documents etc. in the standard prescribed in the tender documents on or before the tender submission date. The bidders shall sign on all the statements, documents, certificates, submitted by him, owning responsibility for their correctness/authenticity.

Similarly if any of the certificates, documents etc. furnished by the bidder are found to be false/fabricated/bogus, the bidder will be black listed and the E.M.D. shall be forfeited.

The technical bids will be opened at the time and date as specified in the tender documents. The clarifications, particulars if any required from the bidders will be obtained by addressing the bidders. The technical bids will be evaluated against the specified parameters/ criteria as per tender, and the technically qualified bidders will be identified accordingly.

The tender document shall be explicitly understood that the CCRT does not accept any responsibility for the correctness or completeness of this schedule. The tenderer should however quote his item rates on lump sum value for deployment of staff and maintenance of the plant based on the schedule of quantities.

The bid offer shall be for all the works and not for individual items / part of the works. Offers for partial items/works shall be out rightly rejected.

All duties, taxes, and other levies payable by the contractor as per State / Central Government rules, shall also be included in the quoted price as on the date of bid submission, and any variation shall be reimbursed/recovered at actual by CCRT on submission of documentary evidence/bill. The details of taxes considered shall be clearly mentioned by the bidder in percentage form.

If the tender is made by a firm, it shall be signed by the authorized signatory and Power of attorney of the signing authority must be attached with the bid.

The tender shall contain no alterations or additions, except those to comply with instructions issued by the CCRT, or as necessary to correct errors made by the Tenderer, in which case all such corrections shall be initialled by the person signing the Tender.

The tenderer shall invariably ensure that the documents to be submitted are as per NIT.

CCRT may extend the dates for issue and receipt of tenders by issuing an amendment in which case all rights and obligations of the CCRT and the tenderer will remain same as previously

Any tender received after the last date / time prescribed in NIT will be summarily rejected.

No tender shall be modified after the last date /time of submission of Tenders.

The tender will be opened as mentioned above and shall be evaluated accordingly.

The tender opening authority may call upon any tenderer for clarification on the statements, documentary proof relating to the technical bid. The request for clarification and response thereto shall be in writing and it shall be only on the qualification information furnished by the tenderer. The clarification called for from the tenderer shall be furnished within the stipulated time, which shall not be more than a week. Only clarifications shall be sought maximum one time however no new documents shall be accepted by CCRT, hence the bidders should go through the tender carefully and submit the bid accordingly.

The tenderer if so desirous, shall agree in writing to furnish the clarification called for within the stipulated time and, for disqualification and rejection of his tender in the event of failure to do so.

The CCRT will evaluate whether each tenderer is satisfying the eligibility criteria prescribed in the tender document and declares them as a qualified tenderer. If the technical bid of a Tenderer is not satisfying any of the eligibility criteria it will be rejected by CCRT.

In case of any deviations noticed in technical bid by CCRT, the same shall be withdrawn and tender shall be exactly as per technical specification and terms and conditions of CCRT. If any tenderer fails to withdraw deviations pointed out by CCRT, the tender will be out rightly rejected.

**Price Bid Opening:**

Only the Price Bids of qualified Tenderer whose technical Bids are found satisfying the eligibility criteria and other terms and condition of tender shall be opened. The Price Bid of the Unqualified Tenderer will not be opened and thereafter E.M.D. will be returned. Tenders shall be scrutinized in accordance with the conditions stipulated in the Tender document. In case of any discrepancy of non-adherence conditions the Tender accepting authority shall communicate the same which will be binding both on the tender opening authority and the Tenderer. In case of any ambiguity, the decision taken by the Tender Accepting Authority on tenders shall be final.

**Process to be Confidential.**

Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of a contract shall not be disclosed to tenderer or any other persons not officially concerned with such process until the award to the successful tenderer has been announced by the tender accepting authority.

Any effort by a Tenderer to influence the processing of Tenders or award decisions may result in the rejection of his Tender.

No Tenderer shall contact the authority concerned with finalization of tenders on any matter relating to its tender from the time of the tender opening to the time the Contract is awarded. If the tenderer wishes to bring additional information to the notice of the CCRT, it should do so in writing.

Before recommending / accepting the tender, the tender recommending / accepting authority shall verify the correctness of certificates submitted to meet the eligibility criteria and specific experience. If required, the authenticated agreements of previous works executed by the lowest tenderer shall be called for verification.

#### **Award of Contract.**

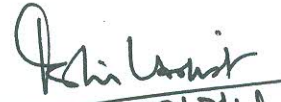

The Engineer-in-Charge will recommend to the competent tender accepting authority for award of the contract to the tenderer who is found technically qualified as per the Tender conditions and whose price bid is lowest.

The tender accepting authority reserves the right to accept or reject any tender or all tenders and to cancel the tendering process, at any time prior to the award of Contract, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the reasons for such action.

#### **Notification of Award and Signing of Agreement.**

The tenderer whose Tender has been accepted will be notified of the award of the work by the Engineer-in-Charge, prior to expiration of the Tender validity period through a letter. This letter (hereinafter called "Letter of Intent"), LOI will indicate the sum that the CCRT will pay the Contractor in consideration of Annual maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the "Contract Amount").

When a tender is to be accepted the concerned tenderer shall attend the office of the Engineer-in-Charge on the date fixed in the Letter of Intent to sign the contract. Failure to attend the Engineer's office on the date fixed, in the written intimation, to enter into the required agreement shall entail forfeiture of the Earnest Money deposited. The written agreement to be entered into between the contractor and the CCRT shall be the foundation of the rights and obligations of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by the contractor and then by Employer. The successful tenderer has to sign an agreement within a period indicated in LOI from the date of receipt of communication of acceptance of his tender. On failure to do so his tender will be cancelled duly forfeiting the E.M.D., paid by him without issuing any further notice and action will be initiated for black listing the tenderer.

  
Director In-Charge  
CCRT, New-Delhi  


**Terms and conditions:**

1. The work shall be carried out as per CPWD specifications and satisfaction of Engineer-in-Charge.
2. No T&P (Tool and Plant) shall be issued to the agency.
3. The agency shall depute qualified person having knowledge and expertise of DG set.
4. No extra cartage shall be paid.
5. The work shall be started after award of work and receipt of award letter.
6. No extra GST or any tax shall be paid to the agency.
7. Payments shall be made to the agency quarterly on receipt of bill from the contractor.
8. The agency shall depute two persons to visit the site for checking the DG set i.e. one mechanic and one helper once in a month. The agency will prepare inspection report and submit the copy of the same to CCRT for record.
9. The agency shall depute two persons i.e. one mechanic and one helper at site, if the DG set give any problem any time during the year.
10. Spares/ material required if any during the execution of work shall be provided by the representative of CCRT.
11. The oil, lubricants etc. to keep the DG set in operation shall be provided by the agency.

  
Director In- Charge

CCRT, New-Delhi

  
17/11/19



Schedule

**Subject:** Annual maintenance (w/o spares) contract of 125 KVA Cumin's DG Set at CCRT, Dwarka New-Delhi..

S.No.	Description of Work	Qty.	Rate	Unit	Amount
1.	Annual Service Charges for 1 No. 125 KVA DG Set	One month		month	

  
Director In- Charge  
CCRT, New-Delhi  
12/11/19

  
12/11/19