



भा.कृ.अनु.प. – केन्द्रीय कृषिरत महिला संस्थान, भुवनेश्वर

ICAR - CENTRAL INSTITUTE FOR WOMEN IN AGRICULTURE

(ISO 9001:2015 Certified)

Bhagyashri Road, Near Kalinga Studio Chowk, Baramunda, Bhubaneswar - 751003, Odisha

Phone: 0674-2387220, E-mail: director.ciwa@icar.gov.in, Web: https://icar-ciwa.org.in



F. No: IX-12013/01/19-Admn/

Date: 18-12-2024

### **NOTICE INVITING LIMITED TENDER**

**Sub:** Limited Tender Enquiry for **Zebra blind for NABL laboratory at Main office Building at ICAR-CIWA, Bhubaneswar**

**(Note:** The envelope containing the tender as well as subsequent communications should be addressed and delivered to **“The Director, ICAR-CIWA, Plot 50-51, Near Kalinga Studio Chowk, Baramunda Post, Bhubaneswar – 751003”**. All communications must be addressed to the officer named above by title only and not by name.)

To,

Sir(s),

Sealed tenders are invited by post/per bearer from the selected CPWD-enlisted Contractors for execution of work - **Zebra blind for NABL laboratory at Main office Building at ICAR-CIWA, Bhubaneswar** as per categories/specifications and/or quantities detailed in the Schedules/Specifications/Price Bid (Annexure-II) attached.

The “Tender Documents” comprising:-

1. Annexure-I (General and Special Terms & Conditions)
2. Annexure-II (Scope of Work/Schedule of Work)
3. Annexure-III to VII (Checklist of Documents to be submitted and Performa)

You are requested to quote for the contract in accordance with the requirements stated in the attached schedule as per the terms and conditions stated and submit your quotation to this office by end time/date specified in the tender document. The tender documents are attached herewith.

Tenderer are requested that, before quoting their rates or sending tender, the tender forms may please be read out thoroughly (line by line) so as to have a clear knowledge of the requirement contained therein, otherwise purchaser will not be held responsible for any error/oversight of his own and the penalties shall be levied for not complying with the requirements stated herein or supply of the required item/services.

The duly filled in tender application along with duly signed Technical and Price Bid shall be submitted in a single envelope. For details please see general terms & conditions.

The Director, ICAR-CIWA does not pledge to accept the lowest or any tender and reserves the right to accept or reject the whole or any part of the tender without assigning any reason thereof. Canvassing in any form by the tenderer or his representative with any of the officials of ICAR-CIWA shall render the tender liable to be rejected.

-sd/-

(Administrative Officer)  
ICAR-CIWA, Bhubaneswar

**GENERAL TERMS AND CONDITIONS**

**Scope of work: Zebra blind for NABL laboratory at Main office Building at ICAR-CIWA, Bhubaneswar**

**Tender Schedule**

1.	Issue of Tender Documents (By E-Mail/Post/In-person)	18-12-2024
2.	Last date of submission of duly filled in tender form	21-12-2024 by 11:00 AM
3.	Date of Opening of Bid	21-12-2024 by 03:00 PM
4.	Earnest Money Deposit	Not Applicable
5.	Security Deposit	5% (Five percent) of the Bill value, rounded off to the nearest rupee after award of contract.

**Submission of Bid**

The bidders are requested to:

1. Enclose the duly signed tender documents
2. Enclose the duly filled in financial bid.

Bidder shall put all the documents as stated above in a big envelope and super scribe with “Limited Tender Enquiry - **Zebra blind for NABL laboratory at Main office Building at ICAR-CIWA, Bhubaneswar**” on the top of the envelope. This envelope shall be deposited in the tender box earmarked for the purpose in the Office of The Director, ICAR-CIWA, Bhubaneswar on or before the last date as specified in the schedule of the tender documents. Interested bidder may quote the rate for each item of works. The supplier will be selected based on the lowest total quote.

Tender must reach this office not later than the time and date notified in the tender form stated in the schedule of tender. In the event of tender received after scheduled date and time, the tender will not be allowed in bidding and it will be rejected summarily.

- i. All entries in the Tender form shall be legible and entries should be printed in simple font. Any overwriting or cutting, which is unavoidable, shall be signed by the authorized signatory.
- ii. Tender incomplete in any form will be rejected out rightly. Conditional Tenders will be rejected out rightly.
- iii. No Tenderer will be allowed to withdraw the Bid after submission of the tenders within the bid validity period; otherwise the tenderer will be barred for participating in any limited tender of ICAR-CIWA
- iv. Each page of the Tender document shall be signed and stamped by authorized representative of Tenderer in token of acceptance of the terms and conditions laid under the Tender Document.
- v. The financial bid & technical bid received without the signature of authorized person will not be entertained and will be rejected summarily.
- vi. The rates quoted in financial bid shall be in Indian currency and as per details furnished in Financial bid
- vii. **Opening of Bid:** The Tender will be opened at prescribed time in the presence of such tenderers or their authorized representatives who may choose to be present at the time of opening of technical bid.
- viii. **Selection of Eligible Tenderer:** The selection of successful bidder shall be made on the lowest rate offered by the bidder keeping in the view of terms & conditions and specification laid under tender document.  
**Note:** It may be noted that before quoting the rate, the bidders are encouraged to inspect the premises of ICAR-CIWA and assess the proposed work themselves.
- ix. **Rights of Acceptance/Rejection:** The Director, ICAR-CIWA, Bhubaneswar reserves the right to

- reject all or any tender in whole, or in part, without assigning any reason thereof.
- x. **Validity of tender:** The rate quoted in the financial bid shall be valid for three months from the date of opening of the tender.
  - xi. **Acceptance of Bid:** The successful bidder shall give acceptance within 03 days & shall deposit performance security within 07 days from award of work order and required to enter into an agreement with ICAR-CIWA for execution of the awarded work
  - xii. In case, if successful bidder fails to give acceptance or deposit performance security deposit or enter into agreement within stipulated time, the award of contract will be deemed to be cancelled and the tenderer will be blacklisted for participating in future tenders.

## **SPECIAL TERMS AND CONDITIONS**

### **1. SECURITY DEPOSIT / PERFORMANCE SECURITY:**

On acceptance of the tender, within the period specified by The Director, ICAR-CIWA, Bhubaneswar, the successful Tenderer /contractor shall deposit a sum equivalent mentioned above. This has to be in the form of bank draft, drawn in any of the nationalized banks in favour of **ICAR Unit- DRWA, Account Number-10478302130, IFSC code-SBIN0009027, Name of the Bank- State Bank of India, Priyadarshini Market Branch, Branch code- 9027** (Cheque/Cash will not be accepted) for this purpose.

On due performance and successful completion of the contract i.e. 60 (Sixty) days from the supply of the items in question in all respect, the security money deposit shall be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor.

If the contractor fails in fulfilling the terms and conditions mentioned here in different parts of this tender document, such failure will constitute a breach of the contract and The Director, ICAR-CIWA, Bhubaneswar shall be entitled to make other arrangements at the risk and expense of the contractor, Also non-performance/unsatisfactory performance or violation of terms and condition of the contract will make the contractor liable for forfeiture of security deposit. The decision of The Director, ICAR-CIWA, Bhubaneswar shall be final and binding on this count.

### **2. DELIVERY TERMS:**

**Time and date of delivery:** The time and the date of execution of work as stipulated in the schedule shall be deemed to be the essence of contract and delivery/execution must be completed not later than the date(s) specified. The delivery of the stores/ execution of work/providing the services etc. are required within a period as specified in the work order and as the place mentioned therein. In case of non-conformity, the work shall be rejected ought-rightly at risk and cost of the bidder and may attract penal action against the bidder including forfeiture of the Security Deposit.

In case this office does not receive work completion intimation, by due or extended date of delivery, the above stated order will stand CANCELLED, unless extension is sought for and granted by the competent authority for the late execution. In such cases, execution of proposed work will be made at the meanderer's RISK & COST without his/her consent and correspondence in these regards. The competent authority reserves the right to recover the difference of excess expenditure so incurred from the tender's incoming bills or otherwise in addition to forfeiting the security deposit money deposited by the tenderer. But if the delay shall have arisen from any cause, such as strikes, lockouts, fire accidents, riots, etc., which, The Director, ICAR-CIWA may admit it as reasonable ground for further time, and may allow such additional time required by circumstances of the case.

### **3. PAYMENT TERMS:**

100% Payment will be made only after completion of the work assigned and satisfactory certification from the in-house verification team. No advance will be entertained under any circumstances.

### **4. Responsibility for executing Contract:** The tenderer is to be entirely responsible for the execution

of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.

The tenderer shall not sublet transfer or assign the contract to any part thereof without the written permission of The Director, ICAR-CIWA. In the event of the contractor contravening this condition, The Director, ICAR-CIWA shall be entitled to place the contract elsewhere on the contractors account and the contractor shall be liable for any loss or damage, which The Director, ICAR-CIWA, may sustain in consequence or arising out of such replacing of the contract.

5. **Recovery of sums due:** Whenever any claim for the payment of a sum of money arises out of or under this contract against the tenderer, The Director, ICAR-CIWA shall be entitled to recover of such sum by appropriating, in part or whole the security/earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter money become due to recoverable under this or any other contract with the purchaser. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to ICAR-CIWA on demand the remaining balance due.
6. **Insolvency and breach of contract:** The Director may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-
  - a. If the contractor being at individual or if firm, any partner in the contractor's firm, shall at any time be adjusted insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under nay insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements of composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or
  - b. If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.
  - c. If the contract commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.
7. **Arbitration:** In the event of any question, dispute or difference arising under these conditions or any special conditions of the contract, or in connection with this contract, except as to any matter the decision of which is specially provided for by these on the special conditions, the same shall be referred to the sole arbitration as appointed by the Director. The award of the arbitrator shall be final and binding on the parties to the contract.

In the event of his denying, neglecting or refusing to act, being unable to act, for any reason, it shall be lawful for the Director either to proceed with the reference on own accord or to appoint another person as arbitrator in place of the outgoing arbitrator. Upon every and such reference, the assessment of the costs incidental to the reference and award respectively shall be in the discretion of the arbitrator.

Subject as aforesaid the Arbitration Act, 1940 and the rules there under and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitrator proceedings under this clause. Work under the contractor shall, if reasonable possible continue during the arbitration proceeding and no payment due to payable by the purchaser shall be withheld on account of proceeding. The venue of arbitration shall be at Bhubaneswar, Odisha.
8. **Document:** The tenderer should have a valid Trade license/Registration and PAN/TAN/other statutory document as applicable and produce attested copies of such certificates along with the tender papers in Price Bid, failing which the tender is liable to be rejected.

9. **Right to accept/reject:** The Director reserves the right to reject any or all tender without assigning any reason whatsoever. Also the Director reserves the right to award any or part or full contract to any successful agency at its discretion and this will be binding on the tenderer.
10. The quantity or quantum of work shown in the tender can be increased or decreased to any extent depending upon the actual requirement.
11. **Assistance to contractor:** The tenderer shall not be entitled to assistance either in the procurement of raw materials required for the fulfillment of the contract or in the securing of transport facilities.
12. In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the Director reserves the right to award the contract to the next higher tenderer or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the tenderer.
13. The Director, ICAR-CIWA does not pledge himself to accept the lowest or any Tender and reserve to herself the right of accepting the whole or any part of the tender or portion of the quantity offered and the tenderer shall supply the same/execute the work at the rate quoted.
14. **Failure and Termination:** If the contractor fails to execute the work thereof within the period prescribed in the contract, the Director may without prejudice to the right of contractor may recover damages for breach of the contract.  
To recovery from the contractor as agreed liquidated damages, and not by way of penalty a sum equivalent to 0.5% of the contract value, for each week of delay in completing the work, where delivery thereof is accepted after expiry of the aforesaid period.
15. **INSPECTION/INSTALLATION OF ITEMS:**  
Supplies/Work executed shall be accepted and work shall be certified as completed subject to satisfactory and complete installation (up to full potentials claimed for that respective item) of items supplied including supply of all accessories, and certified by the assigned officer, and subsequent inspection by the Director, ICAR-CIWA or his assigned representative. Any defect found in the materials/items supplied/work done will render the supplies/work open to rejection and decision of the Director, ICAR-CIWA, shall be final and legally binding. The tenderers shall have to take the same (rejected store) back at their own cost and risk, and shall replace such rejections with the items of standard specifications/ quality as acceptable to ICAR-CIWA. Alternatively, the assigned work may be executed through others, at the risks and costs of the tenderer, at the discretion of the Competent Authority.
16. **Rejection:**  
Any item fails conformity with specification will be rejected out rightly and it shall be replaced immediately at the risk and cost of the supplier.

SCOPE OF WORK/SCHEDULE OF WORK/FINANCIAL BID

<b>Name of work: Zebra blind for NABL laboratory at Main office Building at ICAR-CIWA, Bhubaneswar</b>					
<b>Sl.No</b>	<b>Description of items</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
1	Providing and fixing rolling blind (Jebra make) with all fixtures, accessoires etc. as required. the Thickness of blind is 1 mm of approved make.				
	60 m x 1.5 m	90.00	m <sup>2</sup>		
				<b>Total</b>	
				<b>Taxes/Cess</b>	
				<b>Grand Total</b>	

**CHECK LIST FOR EVALUATION OF TECHNICAL BID**

Sl. No	Parameters/ Documents to be attached	Included (Yes/No)	Reference Page no. in the
1.	Details of the firm ( <b>Annexure-IV</b> )		
2.	Certificate of Registration of the firm & the license for operating Services as per applicable Rules/ Act.		
3.	Average Annual turnover certificate issued by concerned banker of the firm for not less than <b>Rs. 50.00 lakhs (Rupees Fifty lakh)</b> during the last three financial year i.e. <b>2021-22, 2022-23 and 2023-24 (All three years turnover should be shown separately in the said certificate(s) including the average three years turnover)</b>		
4.	Copy of at least three work orders completion certificate each amounting not less than Rs. 5 Lakh in the field of providing such services as per the tender in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations', etc.		
5.	Certified copies of Balance Sheet by the Registered Chartered Accountants and Income Tax (IT) returns of the firm for the <b>latest three financial or assessment year i.e. 2021 -22, 2022 – 23 and 2023-24</b> , failing which tender is liable to be rejected. A copy of the PAN card <b>also</b> be attached.		
6.	Copy of EPF registration certificate issued by concerned authorities		
7.	Copy of ESI registration certificate issued by concerned authorities.		
8.	Copy of registration certificate with the Contract Labour (Regulation and Abolition) Act, 1970 along with LIN <b>otherwise</b> the contractor shall obtain the labour license under this Act within 30 days from the date of issue of the work order. However, registration with appropriate authority under Contract Labour (Regulation and Abolition) Act, 1970 is mandatory.		
9.	List of labours registered under ESI & EPF should be enclosed separately. A Minimum of 30 labours of the Agency should be registered under ESI & EPF. A documentary proof of latest vouchers / challans is required to be attached.		
10.	Whether the firm has any legal suit/ criminal case pending against it for violation of PF/WCP/ESI, Minimum Wages Act or other law (give details). The firm/ agency must enclose a certificate indicating that there is no criminal/ legal suit pending or contemplated against it & affidavit of non-blacklisting on non- <b>judicial stamp paper of Rs. 10/- or more.</b>		
11.	The firm has to be upload the Local Content Declaration & Self-certification as per the Government of India Order towards Public Procurement (Preference to make in India) vide Letter No. P-45021/2/2017-PP (BE-II), (revised) Dated 16.09.2020 on non-judicial stamp paper of <b>Rs. 100/-</b>		
12.	Bid Undertaking ( <b>Annexure-V</b> )		
13.	Tender Acceptance Letter ( <b>Annexure-VI</b> )		
14.	As per current Government orders, in lieu of bid security, bidders must furnish Bid Securing Declaration (BSD) as 'Form7: A self-attested scan of the Original Form7 should be uploaded along with bids. Bids not complying with these provisions shall be rejected ( <b>Annexure-VII</b> ).		

**Detail of the Agency/firm/contractor**

1. Name the Proprietor of Contractor/ Firm/ Agency: .....
2. Name & address of Firm/Agency/Contractor:  
  
M/S.....  
.....
3. (a) Telephone No.: Off. .... Res. .... Mobile No.....  
  
(b) E-mail ID: .....
4. Particulars of firm/agency/company: .....  
  
(Partnership Deed/ Constitution in case of Society) .....
5. Registration certificate of the firm under the work contract of the Central Govt./State govt. (Indicate no.):  
.....
6. Income Tax P.A.N. Number: .....
7. Service Tax Number/GST IN (Allotted by CED): .....
8. Bank's name & address: .....  
  
IFSC Code: ..... Account No. ....
- (For right information attaché a photo-copy of cancelled cheque)
9. ESI registration No.: .....
10. EPF registration no.: .....

**Signature of Proprietor/ representative of the firm with seal**



**BID UNDERTAKING**

1. I/we, \_\_\_\_\_  
\_\_\_\_\_ son/ daughter/ wife of Shri \_\_\_\_\_  
\_\_\_\_\_ Proprietor/Director/authorized signatory of the  
Company/Firm mentioned above, is competent to sign this declaration and execute this tender  
document.
2. I/we have carefully read and understood all the terms and conditions of the tender and undertake to  
abide to them.
3. The information/documents furnished along with the above tender form are true and authentic to the  
best of my knowledge and belief. I am well aware of the fact that furnishing of any false  
information/fabricated document would lead to rejection of my tender at any stage besides liabilities  
towards prosecution under appropriate law.
4. There is no vigilance/CBI case or court case pending against the firm.
5. This is to declare & certify that the neither myself nor my firm has ever been blacklisted by any  
Govt./Semi Govt./Public/Private Intuition during the past 3 years.

**Place:****Date:**

**Signature &  
Name of the authorized Signatory  
with Seal of the Firm**

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

**Date:**

Full Name of the tenderer	
Address:-	
Telephone No.	
Email:	

To

The Director,  
**ICAR – Central Institute for Women in Agriculture,**  
Bhubaneswar -751003 (Odisha).

Sir,

I/we have read all the particulars regarding the general information and other terms and conditions in the Limited Tender Notice for \_\_\_\_\_ and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached to this tender and I/we agree to hold this offer **open till 180 days**. The rates quoted will be valid for **a period of one year** in the event of award of the Contract. I / we shall be bound by a communication acceptance dispatched within the prescribed time.

2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this Tender \_\_\_\_\_.

4. Every page so attached with this tender bears my signature and the official seal.

Signature & Seal of Tenderer with date \_\_\_\_\_  
Address \_\_\_\_\_  
Name & Signature of witness \_\_\_\_\_  
Address \_\_\_\_\_

**Bid Securing Declaration**  
(On Company Letter-head)

Bidder's Name : \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_

Date: \_\_\_\_\_

To,

The Director,  
ICAR- Central Institute for Women in Agriculture  
Bhubaneswar – 751003.

Ref.: Limited Tender Enquiry for \_\_\_\_\_ at ICAR-CIWA, Bhubaneswar.

Sir/Madam,

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in ICAR Institutes for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) Withdraw/amend/impair/derogate, in any respect, from our bid, within the bid validity; or
- 2) Being notified within the bid validity of the acceptance of our bid by ICAR-CIWA:
  - a. Refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Documents.
  - b. Fail or refuse to sign the contract.
- 3) We know that this bid-Securing Declaration shall expire if the contract is not awarded to us or upon receipt by us of your notification
  - c. of cancellation of the entire tender process or rejection of all bids or
  - d. of the name of the successful bidder or
  - e. Forty-five days after the expiration of bid validity any extension to it.

(Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of \_\_\_\_\_

[Name & address of Bidder and seal of company]

Dated on \_\_\_\_\_ day of \_\_\_\_\_ [insert date of signing]

Place \_\_\_\_\_ [insert place of signing]