



Government of India  
Ministry of Science and Technology  
Department of Science and Technology  
Administration II (B) Section  
Technology Bhavan, New Mehrauli Road  
New Delhi-110 016

**Tender Enquiry No. 1-4/2008-Admin II (B)**

**Date: 10<sup>th</sup> March., 2017**

**To,**

All the interested and eligible firms

**Sub: 200 Feet long & 6 feet wide green fibre acrylic sheet fixing on the iron angle main Road side at Vigyan Sadan Transit Hostel, R.K. Puram Sector-10, New Delhi-110022.**

Dear Sirs,

For and on behalf of the President of India, sealed limited tenders are invited from all the interested firms, manufacturer or their authorized dealer for **200 Feet long & 6 feet wide green acrylic sheet on the iron angle at Vigyan Sadan, R.K.Puram, New Delhi-110 022 Vigyan Sadan Transit Hostel, R.K.Puram Sector-10, New Delhi-110 022** as per requirements given in the Schedule I to this document.

In case your firm is interested in the above said work, you are requested to quote your lowest prices in the enclosed Proforma in a sealed cover. The sealed cover containing the quotation should be super scribed **"Quotation for 200 Feet long & 6 feet wide green acrylic sheet on the iron angle at Vigyan Sadan Transit Hostel, R.K.Puram Sector-10, New Delhi-110 022 "** and should be dropped in the tender box kept near the Reception of Department of Science & Technology, Technology Bhawan, Shaheed Jeet Singh Marg, New Delhi on or before the **30<sup>th</sup> March, 2017 latest by 1500 hours**, which will be opened on the same day at 1530 hrs in Raman Auditorium (Seminar Hall), S & T Block II in the presence of such tenderns who wish to be present. The Department reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.

2. The sealed envelope must be accompanied by a Demand Draft/ Pay order/ banker's cheque of Nationalized Bank for Rs.5,000/- (Rupees Five Thousand only) as earnest money deposit. The earnest money amount will be returned to the unsuccessful firm immediately after the award of the contract to successful bidders. The earnest money of the successful tenderer will however be returned only after completion of the work to the satisfaction of the Purchaser. Unsolicited bids from parties not invited, if received, will be rejected straightway.

4. Tendering firms fulfilling the requirements in this Tender Document are requested to quote their competitive lowest prices as per the requirements given in the attached schedules.

Yours faithfully,

(Satbir Singh)  
Section Officer (Admin.II B)  
India Tel: 26560780

**Cont'd....02/-**

**IMPORTANT INFORMATION & GENERAL INSTRUCTIONS**

1.	Purchaser	THE PRESIDENT OF INDIA
2.	Single bid system	This tender will be processed in single bid system
3.	Tender Fee	Nil
4.	Firm and fixed rates	Prices should be quoted on a firm & fixed price basis. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straightaway without any consideration.
5.	Non-transferability	This tender is non-transferable.
6.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected at the discretion of this Department.
7.	Earnest Money Deposit	EMD of Rs.5,000/- to be submitted by way of Demand Draft, Pay Order/Banker's Cheque along with the original copy of the tender submitted by the firm in the name of <u>DDO, DST, New Delhi</u> . Payment by any other mode shall not be acceptable. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited. Tenders received not in conformity to the EMD guidelines instructions/ conditions in the Tender Enquiry would be liable to be ignored summarily. The EMD will stand forfeited if the successful bidder withdraws after the closing time of the bid/ on notifying the rates refuses to accept the tender or violate any other terms and conditions of the tender document.
8.	Performance Security	Successful bidders who are awarded the work order for carrying out the jobs on the basis of this Tender Enquiry shall be required to furnish a Performance Security for a period of one year (Warranty period) of an amount equal to <u>5% of the awarded cost of the contract (excluding statutory duties and taxes)</u> in the form of <u>Fixed Deposit Receipt (FDR) or Bank Guarantee from any Nationalized Indian Bank</u> within 15 days of the award of the Contract for a period of Six months. The format for such Performance Bank Guarantee (PBG) will be provided by DST along with the work order. In the event of failure on the part of the successful bidder awarded the Contract to furnish Performance Security, EMD furnished with the Tender by such firm shall stand forfeited. The Performance Security should be made in favour of <u>DDO, DST, New Delhi</u> .
9.	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Bid (s) sent through Telegraphic/ Telex/ Fax/ E-mail/ Letterhead/ Quotations and also by Post/ Speed Post/ Courier etc. will not be accepted and ignored straightaway.
10.	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of Under Secretary (Admn.II-B) will be taken as standard and decisive. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.
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Signature of the bidder

**Cont'd....03/-**

12	Duties Taxes &	<p>Tenderers are requested to enclose a copy of their valid sales tax certificate/ VAT registration number.</p> <p>i) <b>Excise Duty:</b> The tenderers must clearly indicate in their bid the rate/ quantum of Excise Duty applicable and payable by them irrespective of the fact whether the quoted prices are inclusive or exclusive of Excise Duty. If it is intended to ask for excise duty or any other charges extra, the same must be specifically stated. In absence of such stipulation it will be presumed that prices are inclusive of all such charges and no claim for the same will be entertained. They should also indicate their Excise Duty Registration. In the case of Small Scale Industrial Units, they should indicate the rates of Excise Duty in various turnover slabs.</p> <p>If a tenderer states in his bid that the Excise Duty is nil, he must intimate the basis for the same and also confirm that no Excise Duty will be charged by him under any circumstances.</p> <p>(ii) <b>Sales Tax/ VAT:</b> Tenderers should indicate in their Bid whether the prices quoted are exclusive or inclusive of sales tax/ VAT. They should indicate the rate (s) of VAT/ Local Sales Tax (as may be applicable) and Central Sales Tax with &amp; without Form-“C”. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.</p> <p>(iii) <b>Tax Deduction at Source (TDS):-</b> TDS will be deducted from the bill (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax &amp; other Taxes etc.</p> <p>(iv) No claim on account of sales taxes or any other statutory taxes/ charges for execution of work awarded under this contract will be entertained by DST and such taxes and charges should be paid by the contractor himself.</p>
13	Purchaser's Address	<p>The quotation should be addressed to "Under Secretary, Admin II (B) Section, Department of Science &amp; Technology, Technology Bhawan, New Mehrauli Road, New Delhi-16 and should be dropped in the Tender Box of Admn. II B Section kept near Reception Room at the entrance of Technology Bhawan, New Mehrauli Road, New Delhi <b>on or before at 1500 hours on 30<sup>th</sup> March.,2017. Opening Time &amp; Date of bids : 1530 hours on 10<sup>th</sup> March., 2017.</b> In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, Admn.II B or S.O. Admn II B, DST.</p>
14	Earnest Money	<p>Firms shall be required to deposit Earnest Money of specified amount. Offers received without Earnest Money or with Earnest Money lower than the amount specified will be liable to be summarily ignored.</p>
15	Inspecting Officer	<p>Authorized representative of DST, New Delhi</p>
16	Inspection Authority	<p>Department of Science and Technology (DST), Technology Bhawan, New Delhi or any party, a Govt. agency, so authorized by DST.</p>
17	Work site	<p>Vigyan Sadan Transit Hostel, R.K.Puram Sector-10, New Delhi-110 022.</p>
18	Job Execution period	<p>Within 60 days of the receipt of confirmed work order by the firm.</p>
19	Payments Terms	<p>100% payment shall be released on successful execution of the work complete. the work. Advance payment will not be made under any circumstances.</p>

Signature of the bidder

21	Rates	a) Rate should be quoted per unit basis in the enclosed Performa as per <b>Schedule I</b> attached with the tender document. b) Rates should be inclusive freight (free delivery to the consignee's premises) but the all statutory taxes & duties (CST, VAT, Service Charge, Service Tax, ED etc.) and etc should be quoted separately as mentioned in the Schedule.
22	Paying Authority	Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016
23	Liquidated Damages	In case the firm does not complete the work within the work execution period as stipulated, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to ½ % per week of the price of any stores which the contractor has failed to execute/ deliver/install within the stipulated time limit. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total contract price.
25	Other Mandatory terms and conditions	a. The participating firm should be located within Delhi/ NCR. b. The participating firm should submit the original tender document duly filled and signed in all pages. c. <u>JS (Admin), DST reserves the right to accept/ reject any or all bids without assigning any reason.</u> <b>d. Tenders which are not complete in all respects are liable to be rejected.</b>  e. While submitting the tender for this work the tenderers will be <b>deemed to have read, understood and accepted</b> all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from DST at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.  f. Tenderers will indicate the complete address of their firm/ office along with telephone numbers in the Mandatory Information sheet (Annexure I).

Signature of the bidder

**Cont'd....05/-**

**Annexure I**

**Department of Science & Technology  
Admin II (B) Section**

**Contractor's details: Mandatory Information, if not filled, the bid will be rejected straightway.**

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sl No.	Description	Information				
01	Name of the Applicant/ Firm					
02	Nationality					
03	Address (attach separate paper for addresses of other offices)	Regd. Office				
		Head office				
04	Telephone Numbers	Landline No.				
		Mobile No.				
		Fax No.				
		E-mail address				
05	Other Details	PAN Details				
		VAT Registration Number				
06	Constitution	Individual				
		Sole Proprietorship Concern				
		Partnership Firm				
		Public Ltd. Company				
		Private Ltd. Company/ Public Sector Enterprises				
07	Is the Individual/ sole Proprietor/ any Partner of the Firm/ Director of Company	Dismissed Government Servant	yes		No	
		Removed from approved list of contractors	Yes		No	
		Demoted to a lower class of contractors in CPWD/ PWDs	Yes		No	
		Convicted by a court of law	Yes		No	
		Retired official of Govt of India within last one year	Yes		No	
		Director or partner of any other company/ firm with CPWD/ PWDs or any other Govt Department	Yes		No	
		Member of Parliament or any State Legislative Assembly	Yes		No	
		If answer to any of the above is "Yes", furnish details on a separate sheet				

Signature of the bidder

**Cont'd....06/-**

Sl No.	Description	Information
08	Applying firm is manufacturer/ Authorized dealer (if authorized dealer attach valid dealership certificated issued by the manufacturer) If not manufacturer/ authorized dealer, the same has also to be mentioned.	
09	Name of the Bankers with full details/ orders	
10	Place of business	
11	Is any person working with the applicant a near relative of the official of DST? If yes, give details	
12	Certificates	
	a)	I/ we (including all partners) certify that I/ we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them
	b)	I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government.

Note:- The participating firm should supply the item (S) as per attached certificate (Manufacturer/ authorized dealer) as per Point No.8, above.

Signature of the bidder

**Department of Science & Technology**

**Schedule I to T E No.1-4/2008-Admin-II(B)**

**Date:10<sup>th</sup> March,2017.**

Scope of work, specifications, location (s), design, quantity and quality parameters etc. for 200 Feet long & 6 feet wide green acrylic sheet fixing on the iron angle at Vigyan Sadan Transit Hostel, R.K.Puram Sector-10 New Delhi-110 022.

**A. Scope, specification, quantity and quality**

**parameters: Make/ Technical specifications of the item**

Sl No.	Description	Preferable Make	Technical Specification
1	Fibre Acrylic green Sheet	Standard Quality	1.Thickness of sheet 3 mm. 2. 3"iron grip between two sheets 3. Fixing of sheet on Iran Grill with nut & bolt.

Signature of bidder

**Schedule of works & abstract of cost: 200 Feet long & 6feet wide green acrylic sheet on the iron angle at Vigyan Sadan Transit Hostel, R.K.Puram Sector-10, New Delhi-110 022.**

Sl No.	Description of Stores	Qty	Amount in Rs.
	i) Fixing 200 Feet long & 6 feet wide green acrylic sheet fixing on the iron angle at Vigyan Sadan Transit Hostel, R.K.Puram Sector-10 New Delhi-110 022.	Complete work	
	<b>CST/ VAT.</b>		
	<b>Service Tax (if any)</b>		
	<b>Total bundled price inclusive taxes etc.</b>		
<b>*Note: -</b>			
<p>1. The Quantity of items may vary depending upon the requirement.</p> <p>2. The firm should mention the following information positively. Firm not providing the following information, the submitted bid should be treated as invalid and will be cancelled straightway without any further clarification.</p> <p>A. Name of the brand for which the rate is quoted: -</p> <p>B. Material:</p> <p>Signature of bidder</p>			

Signature of bidder



