



**GUWAHATI BIOTECH PARK**

**TECHNOLOGY COMPLEX, IIT GUWAHATI, GUWAHATI-781039**

**PHONE: (0361)2690227/228/229 Fax: (0361) 2690227**

**TENDER DOCUMENT**

**FOR**

**MINOR RENOVATION WORK OF GUWAHATI BIOTECH  
PARK INCUBATION CENTER (GBPIC)**

**NIT NO: GBPIC/1.17.1/2014-15/2287 DTD.22.05.2014**



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Detail notice inviting tender for Minor Renovation work of Guwahati Biotech Park Incubation Center (GBPIC) vide NIT No.GBPIC/1.17.1/2014-15/2287 DTD.22.05.2014 issued to the contractor.

M/s /Sri \_\_\_\_\_  
\_\_\_\_\_

Chief Executive Officer  
Guwahati Biotech Park

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**NOTICE INVITING TENDER**  
**NIT No. GBPIC/1.17.1/2014-15/2287 DTD.22.05.2014**

Sealed tenders are invited for and on behalf of Guwahati Biotech Park at Technology Complex, IIT Guwahati from competent contractors for the work as mentioned below at IITG campus, North Guwahati, Assam

Name of the work	Minor Renovation Work at Guwahati Biotech Park Incubation Center(GBPIC)
Estimated cost of the work	Rs. 286480.00 ( Rupees Two Lakh Eighty Six Thousand Four Hundred Eighty Only)
Earnest money Deposit	Rs.6000.00 in favour of <b>Guwahati Biotech Park Incubation Center</b> payable at <b>Guwahati</b>
Tender Fee	Rs. 500.00 (Rupees Five Hundred Only) in cash or in DD in favour of <b>Guwahati Biotech Park Incubation Center</b> payable at Guwahati.
Date of issue of Tender Paper	23 <sup>rd</sup> May, 2014, 10 a.m. onward
Last date and time for submission	9 <sup>th</sup> June , 2014 upto 2.30 p.m.
Date and Time of opening of bid	9 <sup>th</sup> June , 2014 at 3.30 p.m
Time of Completion of work	30 days.
Place of Submission of bid	Office of Guwahati Biotech Park.

**Qualifying criteria for issue of tender document:**

1. Contractors registered with Govt./Semi Govt. Department or an Autonomous Body in appropriate class.
2. Have completed satisfactorily at least one similar work of value not less than Rs. 2.30 lakhs against single work order during last three years in Govt. /Semi Govt. Department / Autonomous Body. Similar work means both in civil and electrical work.
3. Annual turnover not less than Rs.2.30 Lakhs. In any one of the year during last five years supported by audited balance sheet.
4. Application for Tender Document must accompany the copies of the qualifying documents as stated above along with PAN No, STCC certificate. Tender Document will be issued on any working day on payment of (non refundable )demand draft/ banker's cheque of Rs.500.00 (Rupees Five Hundred only) in favour of **Guwahati Biotech Park Incubation Center** payable at **Guwahati**.

Sd/-  
Chief Executive Officer  
Guwahati Biotech Park

**GUWAHATI BIOTECH PARK  
TECHNOLOGY COMPLEX, IIT GUWAHATI., GUWAHATI-781039  
PHONE: (0361)2690227/228/229 Fax: (0361) 2690227**

**Submission of Tender**

To

The Chief Executive Officer  
Guwahati Biotech Park  
Techonology Complex  
IIT Guwahati  
Guwahati- 781039

1. I/We hereby tender to execute the work of Minor Renovation Work of Guwahati Biotech Park Incubation center as per tender document within the time schedule mentioned herein and accepted by me/ us, at the schedule rates quoted by me/us for the whole work in accordance with terms and conditions, specifications as detailed in tender document.
2. It has been explained to me/us that the time stipulated for job and completion of the work in all respects and in different stages mentioned in Time schedule of the completion of the work and signed and accepted by me/us is the essence of the contract.
3. I/We agree to pay the earnest money and security deposit and accept the terms and conditions laid down in the memorandum below in this respect.

**MEMORENDUM**

- a) General description of work :
- b) Earnest Money : Rs.....  
(Rupees.....only)
- c) Security Deposit: 5% of contract amount will be deducted as Security Deposit from the bill and shall be refunded after a period of **6 (six)** month from the date of completion of work. No interest will be paid on Security Deposit. Any damage or defect in the work during this period shall de made good by contractor at their own expense. Otherwise same will be made good by the engaging other workman and the expenses incurred will be deducted from their Security Deposit.
4. Should this tender be accepted I /We hereby agree to abide by and fulfill all terms and conditions referred to above and in default thereof, to forfeit and pay to the Owner or its successors or its authorised nominees such sums of money as are stipulated in conditions contained in Notice Inviting Tender and other tender documents.
5. I/We hereby pay the earnest money of Rs..... (Rupees.....) in the form of Banker's cheque /Demand Draft/..... (Name and Office of the State Bank of India or any Schedule 'A' Bank) in favour of Chief Executive Officer, Guwahati Biotech Park. Payable at Guwahati.

6. If I/We fail to commence the work specified in the memorandum in para (3) above, I/We agree that the said Owner and its successors without prejudice to any other right or remedy be at liberty to forfeit the said earnest money in full.  
I/We enclose herewith evidence of my/our experience of execution of work of similar nature and magnitude carried out by me/us and also the Income Tax and Sales Tax Clearance Certificate.

Date.....day of.....2014

Witness:

Name in Block Letters:

Address:

Signature of Tenderer(s), with the seal of Firm

## TERMS AND CONDITION OF CONTRACT

1. Scope of work: Minor Renovation work at Guwahati Biotech Park Incubation Center. The work includes the items of painting, Aluminium work, sub main wiring, installation of Air Conditioner, laboratory furniture as per bill of quantities.
2. Only the firms, to whom the tender documents are issued, are eligible to participate in tender. The tender submitted by other firm on behalf of any such firm shall not be accepted.
3. For all clarifications regarding site conditions, items, of work or any other related to tender, concerned Project Manager, GBP may be contacted during office hours of all working days.
4. The tender should be opened at the office of the Guwahati Biotech Park in presence of the intending tenderers or their authorized representative.
5. Tenderer shall inspect the site and surrounding area and satisfy them / himself the existing facilities and shall collect any other information which they / he may require before submitting the tender. Claims and objections due to ignorance of existing conditions will not be considered after submission of the tender and during execution the work.
6. Rates shall be quoted in the Bill of Quantity (BOQ) furnished in **tender** in figure and words. If there is any variation between the rate of figure and word, the rate quoted in word will be considered
7. Rates quoted shall be valid for 90(ninety) days for acceptance by the GBP and shall be remain FIRM till completion of the whole work
8. The work shall be completed within 30 (thirty) days from the date of issue of the formal work order.
9. The rate shall be inclusive of all taxes, cess, octroi, loading, unloading and transportation etc. of all the materials to work site at GBP campus. The VAT chargeable to works shall be deducted from the bills. Service tax will be payable by GBP on Charge.
10. Care shall be taken by the contractor to avoid damage to any part of building or its finishing. He shall be responsible for repairing all damages and resorting the same to their original finish at his cost. He shall also remove at his own cost all unwanted wastes and materials arising out of his work from the site.
11. All the pages of the tender document shall be signed and dated at the lower right hand corner by the tenderer or by a person holding power of attorney authorising him to sign on behalf of the tenderer before submission of the of the tender.
12. The contractor shall arrange all labour, the plants, equipments, machineries etc. required for the works for which no extra charges will be paid.
13. Any abnormal rate quoted in the tender will summarily be rejected for which no communication will be made.
14. The contractor is responsible to execute the work and shall ensure the quality to the full satisfaction of GBP.
15. The earnest money of Rs. 6000.00 (Rupees Six Thousand only) shall be deposited along with the tender in the form of demand draft / banker's cheque in favour of Guwahati Biotech Park Incubation Center payable at Guwahati. EMD submitted in the form of Bank Guarantee will not be acceptable.
16. Five (**5%**) of the Bill Value will be deducted as Security Deposit and will be released after 6 (six)

months from completion of the work. Any damage or defect in the work during this period due to materials supplied by you or bad workmanship shall be rectified or replaced by you at your own cost or the GBP may cause the same to be made good by other workman and deduct the expenses from the security deposit. No interest will be paid on security deposit.

17. Any tender submitted without the authentic qualifying documents mentioned above will be considered as incomplete and the tender will be rejected for which no communication will be made.

18. The tender shall be submitted in sealed envelop

19. All items in **bill of quantities** should be carried out as per relevant **IS specification**.

#### **20. AMENDMENT TO BIDDING DOCUMENT**

At any time prior to the deadline for submission of bids, the GBP may, for any reason, whether at its own initiative or in response to clarification(s) requested by prospective bidder(s), modify the bidding documents by amendment(s). All prospective Bidders who have received the bidding documents will be notified of the amendments in writing. In order to allow prospective Bidders reasonable time in which to take the amendments into account in preparing their bids, the GBP may, at its discretion, extend the deadline for the submission of bids.

**21. TERMINATION OF CONTRACT:** GBP may, without prejudice to any other remedy for breach of Contract, terminate the contract in whole or in parts, if

(i) the Contractor fails to provide service within the period (s) specified in the contract or any extension thereof granted by GBP.

(ii) the Contractor fails to perform any other obligation(s) under the contract.

#### **22. APPLICABLE LAW AND JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive and Procedural, for the time being in force and shall be subject to the exclusive jurisdiction of the Courts at Guwahati.

#### **23. CONCILIATION / ARBITRATION**

If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable solution and settlement through a committee appointed by CEO, GBP.

#### **24. FORCE MAJEUR**

a. In the event of either Party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the Party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

b. The term "Force Majeure" as employed herein shall mean war, or hostility, acts of the public enemy, civil commotion / riots, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, Acts and Regulations of respective government of the two Parties, namely GBP and the Contractor and acts of God (hereinafter referred to as events).

c. Upon the occurrence of such cause and upon its termination, the Party alleging that it has been rendered unable as aforesaid thereby, shall notify the other Party in writing, the beginning of the

cause amounting to Force Majeure as also the ending of the said cause by giving notice to the other Party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, GBP shall have the option of cancelling this contract in whole or part at its sole discretion without any liability on its part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

## 25. Consideration of Tender

**The acceptance of the offers will rest solely with the CEO**, Guwahati Biotech Park, who in the interest of the organization reserves the right to himself to reject or partially accept any or all the bids received without assigning any reason. Guwahati Biotech Park decision shall be final and binding and no claims/representations in this regard shall be entertained. Mere submission of bid by the bidder and being the lowest bidder does not vest any right in them for being selected.

## 26. DISCLAIMER

- a. This BID DOCUMENT does not purport to contain all the information that each Bidder may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for the proposed contract. Each Bidder should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
- b. Neither the bid document nor anything contained herein shall form a basis of any contract or commitment whatsoever. Successful Bidder will be required to acknowledge in the Contract Agreement that he has not relied on or been induced to enter such agreements by any representation or warranty, save as expressly set out in such an agreement.
- c. While the Bid document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by GBP & its employees or advisors or agents as to or in relation to the accuracy or completeness of the bid document or any other oral or written information made available to any Bidder or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- d. Neither GBP nor their employees shall be liable to any Bidder or any other person under any law including the law of contract, distort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this bid document, or any matter that may be deemed to form part of this bid document, or the award of the contract, or any other information supplied by or on behalf of GBP or their employees or bidders or otherwise arising in any way from the selection process for the award of the contract for the Consultancy.
- e. No extension of time will be granted under any circumstances to any Bidder for submission of its bid on the grounds that the Bidder did not obtain a complete set of the bid document.
- f. GBP is not bound to accept any or all the Proposals & reserves the right to reject any or all the bids received without assigning any reasons. No Bidder shall have any cause for action or claim against GBP or its officers, employees, successors or assignees for rejection of his bid.
- g. Failure to provide information that is essential to evaluate the Bidder's qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Bidder.



- h. GBP or its authorized officers / representatives / consultants / advisors reserve the right, without prior notice, to change or modified the procedure for the selection of the Successful Bidder or terminate discussions and the delivery of information at any time before the signing of any Agreement for the contract, without assigning reasons thereof.
- i. This bid document is not transferable.

Sd/-

Chief Executive Officer  
Guwahati Biotech Park

To

The Chief Executive Officer  
Guwahati Biotech Park  
Technology Complex  
IIT Guwahati  
Guwahati- 781039

Sub: Submission of Tender for minor Renovation Work of Guwahati Biotech Park Incubation Center(GBPIC).

I/we hereby submit my/ our tender for above mentioned work as per NIT No----- . The rates quoted by me /us for the whole work in accordance with Notice Inviting Tender and Terms and Conditions.

Name of firm/Contractor

Signature of Contractor with Seal.

**Address for Communication:**

PhoneNo/Mobile No:

Fax No:

Email id:

**Bill of Quantities**

**Name of the Work : Minor Renovation Work of Guwahati Biotech Park Incubation Center (GBPIC)**

Sl. No.	Description of Item	Unit	QTY.	Rate(₹)		Amount (₹)
				In figure	In Words	
A	<b>CIVIL WORK</b>					
1	Applying one coat of cement primer of approved brand on new wall surface after brooming the surface free from mortar dropping and other mater including preparing the surface even and sand papered smooth.	Sq.m.	178			
2	Wall painting two coats with acrylic emulsion paint approved brand and manufacture on wall surface to give an even shade.	Sq.m.	274			
3	Painting with acrylic emulsion paint of approved brand and manufacture on ceiling.	Sq.m	178			
4	Painting one coat on wood or wood base surface with enamel paint to give an even shade including cleaning the surface and sand papering.	Sq.m.	156			
5	Providing fitting and fixing anodised aluminium windows and ventilators of standard section in existing frame without horizontal glazing bars joints mitred and welded.					
a	Fixed window and ventilator, 5mm clear glass in existing frame	Sqm	26.58			
	<b>Total of Civil Work: A</b>					
B	<b>ELECTRICAL WORK</b>					
6	Wiring for sub main line with PVC insulated unsherthed ISI marked single core copper conductor cable in surface rigid PVC casing capping conduit wiring system.					

a	With 2x 2.5 sq.mm+1x 2.5sq.mm	Meter	50			
b	With 2x 4.00 sq.mm+1x 2.5sq.mm	Meter	300			
c	With 2x 6.00 sq.mm+1x 2.5sq.mm	Meter	160			
d	With 2x 6.00 sq.mm+1x 4.00sq.mm +1x2.5sq.mm	Meter	25			
7	Supplying and fixing of switch/socket on the existing metallic board including connection etc.					
a	16 Amps flush type switch	No	32			
b	3 pin 6 Amps flush type socket outlet.	No	30			
c	3 pin 16 Amps flush type socket outlet.	No	22			
8	Supply and fixing of metal box fitted with suitable size phenolic laminated sheet cover ,including painting					
a	200mmx150mmx60mm	No	30			
9	Supplying with fitting and fixing sheet steel, phosphatised, powder painted double door surface mounting SPN, MCB DB					
10	12 Way SPN Double Door	No	2			
11	Supplying with fitting and fixing sheet steel, phosphatised, powder painted double door surface mounting vertical TPN, MCB DB					
a	8 Way TPN(8+24) single Door	No	1			
12	Supplying with fitting and fixing single pole sheet steel, powder painted surface mounting MCB enclosure incorporated with MCB DIN rail, neutral link ect.	No	4			
	Supplying with fitting and fixing sheet steel, phosphatised, powder painted double door surface mounting horizontal TPN MCB DB (8way ,TPN,double door)	No	1			

13	Supply and fitting 6-32 A single pole 10KA 240/415V 50Hz MCB with necessary connection.	No	58			
14	Supply and fitting 40 A DP 10KA 240/415V 50Hz MCB with necessary connection.	No	1			
15	Supply and fitting 32 A TP 10KA 240/415V 50Hz MCB with necessary connection.	No	8			
16	Supply and laying following size PVC/XLPE insulated and PVC sheathed 11 KV gd Aluminium conductor armoured aluminium cable including excavation of cable trench upto depth 75cm,refilling , protecting brick covering etc.					
a	35.00 sqmm, 3.5 core U.G. cable	Meter	40			
17	Installation of earth station with 40mm dia and 4.5 meter long GI pipe with accessories with necessary enclosure with cover plate.	Each	2			
	<b>Total of Electrical Work: B</b>					
C	<b>MISCELLANEOUS WORK</b>					
18	Cleaning & polishing of existing flooring	Sq.m.	1700			
19	Testing and repairing of existing tube light	No	45			
20	Testing and repairing of existing ceiling fan	No	20			
21	Supply and fixing of 36 watt. Fluorescent tube light bulb	No	40			
22	Fitting and fixing of 3 TR Split Air conditioner (A.C would be supplied by GBP)	No	4			
23	Supplying and laying of extra length of copper pipe.	Meter	70			
24	Supplying and laying of extra length of	Meter	70			

	drain pipe.					
25	Fitting and fixing of laboratory modular wall benches(CITIZEN make)	No	4			
<b>Total of Miscellaneous work (C )</b>						
<b>Total (A+B+C)</b>						
<b>Rebate if any</b>						
<b>Grand Total</b>						

In Word:  
(Rupees \_\_\_\_\_ )

Bidder's Signature with Seal