Name of work: - Comprehensive annual maintenance contract of EPABX system installed at CSIR Hq., CSIR Vigyan Kendra and CSIR Scientist Apartments Guest House, Maharani Bagh at, New Delhi.

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NOTE: Tenderer should confirm that they have received all the above papers. All the documents issued is to be returned duly signed by the tenderer while submitting his offer.

TENDER ISSUED TO:

M/s _________________________
_________________________
TELEPHONE NO: _______________ (IF ANY)

SIGNATURE OF THE OFFICER ISSUING TENDER
NOTICE INVITING TENDERS

1. Item rate sealed short term limited tenders are invited for Comprehensive annual maintenance contract of EPABX system installed at CSIR Hq., CSIR Vigyan Kendra and CSIR Scientist Apartments Guest House, Maharani Bagh at, New Delhi from EPABX contractors having worked with CPWD, Railways, Post & Telegraph Dept, MES, State PWDs, Semi Government Organization or from those who have worked for CSIR or its Laboratories and successfully carried out 1 / 2 / 3 similar works of amounting to Rs 3,08,811.04 / 1,93,006.90 / 1,54,405.52 value of estimated cost respectively or above in a single contract during the last Five years with proof of fulfilling above conditions along with attested copies of Sales Tax registration certificate / TIN No. with department of NCT Delhi, service Tax, PAN Card and work completion certificates for issuing of tender documents.

2. The Estimated Cost of the work is Rs. 3,86,013.80 (Rs Three Lac Eighty Six Thousand Thirteen and Eighty paise Only ) based on present market rates.

3. Time for carrying out the work will be Twelve month and the date of commencement shall be reckoned from the tenth day of issue of award letter.

4. Complete Contract documents to be complied with by the tenderer whose tender may be accepted can be seen at the office of the Director ( EC ), Engineering Services Division, CSIR Complex, Pusa, New Delhi -110 012.

5. Tenders should be on the specified form (Non transferable ) which may be obtained from the office of the Director ( EC ), Engineering Services Division, CSIR Complex, Pusa, New Delhi -110 012 after getting their credentials checked from the office of Executive Engineer, CSIR Hq, 2 Rafi Marg, New Delhi 110001 during office hours on payment of Rs. 500/- (Rs. Five hundred only ) in Cash ( upto 3.00 pm ) or as Demand Draft of a schedule bank drawn in favour of CSIR Complex , New Delhi(Non – refundable ) Sale of tenders shall be from 21.02.2012 to 28.02.2012 .

6. Tenders should be submitted with the documents as per NIT in sealed covers super scribed with the name of the work, date and time of opening written on envelope. They will be received upto 3.00 P.M. on 01.03.2012 and will be opened at 3.30 PM on the same day in the office of the Director ( EC ), Engineering Services Division, CSIR Complex, Pusa, New Delhi-110 012. Tender should be dropped in the tender box before the closing date and time indicated. In case these are sent by post these should be
sent by Regd. post/Speed post addressed to the Section Officer, Engineer Services Division, CSIR Complex, Pusa, New Delhi- 110 012. Tenderers are to ensure that they post the tender well in advance so as to reach before the closing time and date indicated.

7. The Earnest Money amounting to Rs. 7800/- (Rs Seven Thousand Eight Hundred only) will have to be deposited by the tenderer along with tender documents in demand draft in favour of CSIR Complex, New Delhi. The tenders received without or with insufficient EMD will be rejected.

The tender shall be placed in separate sealed envelopes each marked “Tender”

8. The Employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

9. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.

10. The tenderer shall not be permitted to tender for works in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and Junior Engineer. (Both inclusive) He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who relatives are as mentioned above.

NOTE:

A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family; or (b) they are husband and wife; or (c) the one is related to the other in the following manner: Father, Mother (including step mother), Son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

11. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.

12. The tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and writes in both figures and words. On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:
i. When there is a difference between the rates in figures and in words, the
rates, which correspond to the amounts worked out by the tenderer, shall
be taken as correct.

ii. When the amount of an item is not worked out by the tenderer or it does
not correspond with the rate written either in figures or in words, the rate
quoted by the tenderer in words shall be taken as correct.

iii. When the rate quoted by the tenderer in figures and in words tallies but
the amount is not worked out correctly the rate quoted by the tenderer
shall be taken as correct and not the amount.

13. The tenderer should see drawings and in case of doubt obtain required
particulars, which may in any way influence his tender from the Engineer as
no claim whatsoever will be entertained for any alleged ignorance thereof.

14. Before tendering, the tenderer shall inspect the site to fully acquaint himself
about the condition in regard to accessibility of site, nature and extent of
ground, working condition of site and locality including stacking of materials,
installations of tools and plants (T&P) etc., conditions affecting
accommodations and movement of labour etc. required for the satisfactory
execution of the work contract. No claim whatsoever on such account shall
be entertained by the Employer in any circumstances.

15. Earnest money will be forfeited if the contractor fails to commence the work
as per letter of award. If any tenderer withdrawn this tender within the
validity period or makes any modification in terms and conditions of the
tender which are not acceptable to the Department, then CSIR shall without
prejudice to any right or remedy, be a liberty to forfeit 50 % (fifty percent) of
the Earnest Money absolutely.

16. Except writing rates and amount, the tenderer should not write any
conditions or make any changes, additions, alterations and modifications in
the printed form of tenders. Tenderers who are desirous to offer rebate the
same should be brought out separately in the covering letter and submitted
along with the tender.

17. Some of the provisions of General Conditions of Contract are given below.
Interpretation however shall be as given in the General Conditions of
Contract.

a). DEFECTS LIABILITY PERIOD | One month from the date of
completion as certified by the employer.

b). MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE
Rs 25,000 (Rs twenty five thousand only). Intermediate certificate for a
lesser amount can be admitted for payment at the discretion of the Engineer.

c).  **SECURITY DEPOSIT : SECURITY DEPOSIT :** A sum @ 10 % of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with sum already deposited as earnest money, will amount to Security deposit of @ 5 % of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5 % of the tendered value of the contract as performance security within the period prescribed for commencement of work in the letter of award issued to him.

d).  **COMPENSATION |** Contractor shall pay as compensation an amount equal to one percent or such smaller amount as the Employer (whose decision in writing shall be final) may decide on the cost of the whole work as shown in the agreement for every week that the work remains uncommenced or unfinished or due quantity of work remains incomplete after the proper dates. Compensation to be paid shall not exceed ten percent of the estimated cost of the work as shown in the agreement.

18. Clauses No. 28 of conditions of contract i.e. "ESCALATION" will not be applicable in this contract as work is related to **Comprehensive annual maintenance contract of EPABX system installed at CSIR Hq., CSIR Vigyan Kendra and CSIR Scientist Apartments Guest House, Maharani Bagh at, New Delhi.**

19. All tenderers should submit the proof of their registration with the Sales Tax Department Government of NCT Delhi. Deduction of works contract Sale Tax will be made from their running and final bill for the as per standard norms of the Government State.

20. Contractor should quote rates of all the items and should not leave the rate blank/unquoted. The tenders in which rate of the items are not quoted are Liable to be rejected.
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Name of work: - Comprehensive annual maintenance contract of EPABX system installed at CSIR Hq., CSIR Vigyan Kendra and CSIR Scientist Apartments Guest House, Maharani Bagh at, New Delhi.

**SUMMARY SHEET**

<table>
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<tr>
<th>Amount B/ F from page No----</th>
<th>Rs..........................</th>
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<tr>
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<td>Total Rs........................</td>
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<td>(Amount in word Rs ................................ only )</td>
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**SIGNATURE OF TENDERER**
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Name of work:- Comprehensive annual maintenance contract of EPABX system installed at CSIR Hq., CSIR Vigyan Kendra and CSIR Scientist Apartments Guest House, Maharani Bagh at, New Delhi.

ABSTRACT OF COST.

Schedule- A

Amount SH-I B/F from page No----                    Rs......................

Amount SH-II B/F from page No----                    Rs......................

Amount SH-III B/F from page No-----                  ( - )  Rs......................

Total Schedule – A                                     Rs......................

Schedule- B

Amount SH-I B/F from page No----                    Rs......................

Total Schedule – B                                     Rs......................

Total Schedule – A + B                                  Total Rs......................

(Amount in Rs ........................................................................

..............................................................only )

SIGNATURE OF TENDERER