

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND
POLICY RESEARCH (NIScPR)**

Pusa Campus: Dr. K S Krishnan Marg (Near Pusa Gate) New Delhi-110012

SVM Campus: 14, Satsang Vihar Marg, New Delhi - 110067

NOTICE INVITING TENDER

1. Item rate tenders in two cover (stage) system, are hereby invited, online through e-tendering portal <http://etenders.gov.in>, for the work of **“Upholstery works of sofa & chairs and other allied works at NIScPR campuses at Pusa, S.V. Marg & Maharani Bagh Guest House, New Delhi.”** from the contractors having worked with CPWD, Railways, MES, Post & Telegraph Department State PWD'S, Semi - Govt. Organization, CSIR Laboratories and have successfully carried out at least one similar works of 40% value of the estimated cost amounting to not less than Rs. 4.25 lakh respectively within last Seven years ending last day of month previous to the one in which tenders are invited. The tenderers are required to produce proof of fulfilling these conditions, satisfactory completion certificates along with GST registration and valid PAN card.
2. **Estimated cost of the work is Rs. 10,61,528/** (Rs Ten Lakhs Sixty One Thousand Five Hundred Twenty Eight Only) and is based on market rates.
3. **Time for carrying out the work** will be **365 days** (One Year) and the date of commencement shall be reckoned from the tenth day of issue of award letter. Rates quoted shall remain valid throughout the contract period.
4. **Tender fee (non-refundable) Rs.500/- (Rs. Five Hundred Only) and Earnest Money deposit Rs. 21300/- (Rs. Twenty One Thousand Three Hundred Only) are to be deposited through RTGS/NEFT in favour of Director-NIScPR (Canara bank , Pusa, Delhi A/c No 110003874485 IFSC Code: CNRB0019100**
5. **The entire bid document contains the following:**
 - a. Document related to eligibility criteria (cover-1)
 - b. Financial Bid, complete tender documents (Cover-2)
6. Documents to be uploaded in support of eligibility:
 - i) Receipt of deposit of 'Tender Cost' and 'EMD'
 - ii) Experience certificates of similar works completed as per NIT, The completion certificate should contain all necessary information including date of start, completion amount and scope of work etc.
 - iii) Copy of GST registration number, PAN Card and Cancel Cheque
 - iv) Declaration /undertaking as per annexure-I

7. The entire document uploaded by the eligible agencies, shall be opened in two stages, in the presence of tenderers or their representatives if any.

Stage 1: Documents related to eligibility criteria will be opened by TOC on specified date and time. The bidders shall be qualified after scrutiny of the credentials submitted by the tenderers. All documents scanned & uploaded by the agency, should be clearly visible. If any of the above documents is found missing/not clear in reading or non-satisfactory, **the tender shall be rejected**. No further clarification shall be sought from the tenderer. The decision of T.O.C. shall be final. Financial bid of such agencies shall not be opened.

Stage 2: Financial bids shall be opened only of qualified bidders on notified date and time. In envelop-II the bidders should upload the complete tender document including BOQ carefully. In case any documents (original tender document & BOQ) is found tempered / incomplete / missing / unreadable etc., the tender shall be rejected. No further clarification shall be sought from the tenderer. The decision of T.O.C. shall be final. **Financial bid of such agencies shall not be considered**. The T.O.C. will check firstly appropriateness of tender document folder. If it is found satisfactory then only the committee will open the BOQ folder.

The notification shall be available on the website.

The critical dates are as follows:

Sl. No.	Schedule of activities	Date and time
1	Publish date on CPP Portal	10.02.2023 at 11.00 A.M.
2	Bid document downloaded date	10.02.2023 at 11.30 A.M.
3	Bid submission start date	10.02.2023 at 11.30 A.M.
4	Bid submission end date	20.02.2023 at 11.00 A.M.
5	Prequal. Bid opening date (cover-I)	21.02.2023 at 11.30 A.M.
6	Financial bid opening date (Cover-II)	To be intimate lateron

The certified copies of all credential related to eligibility criteria are to be submitted by the lowest bidder within a week of opening of financial bid (which has been uploaded for tender). In case the lowest bidder fails to submit the said document, the tender may be rejected without any notice.

8. The instructions for the submission of e-tender are available on the CPP portal i.e., <http://etenders.gov.in/eprocure/app> under the instruction for online bid submission. All the intending tenders are requested to go through the instructions before entering into the process of e-tendering.
9. The tendered are advised to go through website to see corrigendum/addendum, if any for detail please log on www.niscpr.res.in or <http://etenders.gov.in>

Administrative Officer