

National Centre for Polar & Ocean Research
(An Autonomous Society under the Ministry of Earth Sciences)
Headland Sada, Vasco-da-Gama, Goa-403804



Tender Document

Tender No:-NCPOR/EST/CE/04/18-19

Name of the work: Modification & Automation of main gate at NCPOR, Goa.

**National Centre for Polar & Ocean Research
(Ministry of Earth Sciences, Govt. of India, Headland Sada,
Vasco-da-Gama, Goa-403804**

NOTICE INVITING TENDER

Tender No: NCPOR/EST/CE/04/18-19

The Director, NCPOR, invites sealed tenders in one cover system, for the below mentioned work from the eligible contractors of Government/PSU/Reputed Organizations.

Description of work	EMD (Rs)
Modification & Automation of main gate at NCPOR, Goa	12500/-

The tender documents & other details can be down loaded from NCPOR website www.ncaor.gov.in. Tenders duly completed in all respect should be dropped in the tender box kept in the office of Estate Section on or before 11-12-2018, 11.00 hrs. Tenders will be opened on the same date at 11.30 hrs in presence of the tenderers, if any.

Director, NCPOR

Instructions to the Bidders

1. The Director, National Centre for Polar & Ocean Research, Goa (**NCPOR**) invites sealed tenders in one cover system, for the work of Modification & Automation of main gate at NCPOR, from the eligible contractors of Government/PSU/Reputed Organizations.
2. Eligibility Criteria :
The bidder should have completed at least one single Civil Work of Rs.4 lakh or above OR Two single Civil Works of Rs. 3 lakh or above during last five years ending November 2018.
3. Time period for completion of work is **One Month** from the date of receipt of Work Order.
4. Any/firm/company which is black listed from any organization &/or facing/having faced any legal/criminal action/case is not eligible for this tender & should not apply.
5. The **Earnest Money Deposit Amount (EMD)** is **Rs. 12,500/-** (Rs Twelve Thousand Five Hundred only) to be submitted in the form of a DD from a scheduled bank, drawn in favour of Director NCAOR, payable at Vasco-da-Gama, Goa. Tender received without EMD will be rejected outright. EMD DD of unsuccessful bidders will be returned as it is. EMD of the successful bidder will be converted in to Security Deposit. *(The name of the institute National Centre for Antarctic & Ocean Research (NCAOR) has been changed to National Centre for Polar & Ocean Research (NCPOR) however, it is not yet changed in official bank accounts. Therefore, DD of EMD to be drawn in the name of Director, NCAOR)*
6. EMD of unsuccessful bidders will be refunded after placement of Order on a successful bidder & EMD of the successful bidder will be retained & adjusted against security deposit. EMD or Security Deposit are a non interest deposits.
7. Security cum Performance Guarantee Deposit (SD) : (a) It is 10% amount of the final bill value. EMD of the successful bidder will be converted into SD. The balance SD amount will be deducted from the final bill amount of the contractor. SD will be released only after successful completion of Defect Liability Period. In the event of contractor fails to comply the terms and conditions of the Work Order, then SD shall be forfeited. (b) No partial refund of SD shall be made during the Contract Period. (c) In case of termination of contract, SD shall be forfeited and amount necessary to make up this amount shall be recovered from the contractor.
8. Defect Liability Period : Defects liability period is **Twelve months** from the date of completion of the work. Any defect found during this period shall be immediately rectified/repared/replaced by the contractors at his own cost.
9. Tenderer should quote all items. **If all items are not quoted the tender will be treated as incomplete and will be rejected.**
10. Entire tender document (Signed and Stamped on all pages) should be submitted in a **Single Sealed cover**, super scribed with Tender number, name of the work, date and time of opening. Tenders will be received upto **11.00 am on 11-12-2018** and will be opened at **11.30 am on the same date**. Tenders should be dropped in the tender box kept in the Estate section before the closing date and time indicated. If the tender opening day happens to be a holiday then tenders will be opened on the next working day on the same time. In case of submission of tender by post/courier, NCPOR is not responsible for any postal/transit delay. Late tenders will be rejected outright.
11. NCPOR does not bind to accept the lowest or any tender and reserves 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.
12. Tender submitted shall remain valid for **90 days** from the date of opening for the purpose of acceptance and award of work. The extension of validity beyond 90 days from the date of

opening shall be by mutual consent.

13. The tenderer shall quote RATES both in figures and words. He shall also workout the amount for each item of work and write in figures. On checking if there are differences between the rates quoted by the tenderer in words and figures or in the amount worked out by him, the following procedure shall be followed:
 - a) 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.
 - b) When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figure or in words then the rate quoted by the tenderer in words shall be taken as correct.
 - c) When the rate quoted by the tenderer in figure and in words tallies but the amount is not worked out correctly then the rate quoted by the tenderer shall be taken as correct and not the amount.
14. Before submission of tender, tenderer may inspect the site to 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 etc., conditions affecting movement of labour etc. required for the satisfactory execution of work contract. No claim whatsoever on such account shall be entertained by NCPOR under any circumstance.
15. Tenders with conditional prices / discounts will be rejected.
16. Successful bidder should commence the work within one week from the date of work order, failure of which, EMD will be forfeited.
17. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the Price Schedule of tender.
18. The tender is liable for disqualification, if bidder is found to have mislead or furnished false information in the forms / statements / certificates submitted in proof of qualification requirements or record of performance such as abandoning execution of the works, litigation history &/ or financial failures and or suppression of material facts and information .
19. Checklist : All bidders are advised to submit tender strictly as per the conditions stipulated in the tender document. Please enclose the following documents with the tender,
 - a) Covering letter on letterhead of the bidder.
 - b) EMD in the form of DD
 - c) Annexure ó III (EMD details)
 - d) Annexure ó IV (Particulars of the Tenderer)
 - e) True copy of Trade Registration / GST / PAN / TAN etc.
 - f) Annexure ó V (Work Completion Proforma), along with self attested copies of work orders & work completion certificates.
 - g) Annexure ó VII (Price Bid), with signature & stamp on all pages

*(All above documents should be submitted in a **Single Sealed Envelope** (Single Bid System) superscribing Name of the Tender, Tender Number, Date of opening & Time and address to Director, NCPOR, Headland Sada, Vasco-da-Gama, Goa 403804. Tenders duly completed in all respect should be dropped in the tender box kept in the Estate Section of NCPOR on or before the due date & time)*

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General Terms and Conditions

1. All materials used shall be as per specifications and specified brands. If brand is not specified, it should be ISI marked where ever applicable. ISI marking referred to latest BIS code as published by Bureau of Indian Standards.
2. **MODE OF PAYMENT** : Billing will be done on quarterly basis. Payment to the Contractor will be released within 30 days upon submission of bill in duplicate after satisfactory completion of the entire work as per the actual quantity executed on site, as certified by the engineer after deduction of statutory taxes. No part payment / advance will be made. (As per the Govt. of India norms, payment to the Contractors are made online through Public Financial Management System (**PFMS**). The Contractor should submit his bank & other details in the prescribed format along with the bill.)
3. **PENALTY CLAUSE** : The Job must be completed within stipulated time from the date of receipt of the Work Order. Otherwise 2% of total work value will be deducted from your final bill for a delay of each week, subject to a maximum of 10% of total work value. If work is not completed even 30 days above the Work Completion Period then contract will be terminated without any liability & SD will be forfeited.
4. **STATUTORY VARIATION**: In case of any increase or decrease in the taxes and duties subsequent to the Contractor's offer during the contract period then the Contractor can claim the difference by submitting documentary evidence, in case of increase. And if any decrease in the taxes or duties takes place then benefit will have to be passed on to the Employer.
5. **POST TENDER CORRESPONDENCE / ENQUIRIES**: Any correspondence or enquiry subsequent to opening of the bids is not desirable, if the same is indulged into, it will be considered for disqualifying the tender. The Tenderer will be required to abstain from pursuing / canvassing the matter, directly or indirectly with any Officers of NCAOR, as otherwise the same would also amount to disqualification of the tender. However, bidder can ask their queries in writing regarding bidding conditions, bidding process prior to the bid opening and/ or rejection of its bid, reason for rejecting a tender after opening of bids.
6. **CLARIFICATIONS FROM BIDDERS**: To assist the process of examination, evaluation and comparison of bids, the Employer may ask all the bidders or any bidder individually for clarification, if any, of their bids, including breakdown of unit rates and price. The request for clarification and the response should be in writing, but no change in the price or substance of the bid will be sought, offered or permitted, except as required to confirm the correction of arithmetical errors discovered by the Employer in the course of scrutiny.
7. All measurements shall be at actual and as per site condition. No allowances shall be permitted for rough cast surfaces or for any aesthetical paintings, design bands, etc. Joint measurement shall be recorded with the Engineer.
8. The safe custody and upkeep of material/various items/equipments/tools & plants of various categories of works brought to site is the sole responsibility of the contractor and he shall employ sufficient supervisory personnel to ensure the safety of these items.
9. While executing/ assembly of the work the contractor shall ensure that existing cables/pipe lines/structures/fittings are not damaged and if due to his negligence, these are damaged, the same shall be set right with no extra cost to the Employer.
10. The contractor shall co-ordinate his work with other agencies employed by the Employer and ensure that the works of other agencies are not hampered in any way during the duration of the contract.
11. After the work is completed, the contractor shall clean all the external surroundings, premise etc. to the satisfaction of the Engineer.

12. Materials shall be brought to the site as supplied by the manufacturer and got approved before being used on the work after inspected and approved by engineer.
13. The bidder may visit the site and study the work involved vis-à-vis the quantity and specification before submission of bid. If any discrepancy is observed the same should be brought to the notice of the engineer.
14. Contractor shall provide all necessary tools and plants and safety devices etc. to his workmen as required.
15. The Contractor shall submit the material samples and relevant information for review and approval.
16. The Engineer at his discretion can make variations as specified below, be necessary for work and for that purpose and he has the authority to instruct the Contractor accordingly which Contractor should agree, follow and accordingly complete the work :
 - (a) Increase or decrease the quantity of any work included in the Contract,
 - (b) Omit any such work,
 - (c) Change the character or quality or kind of any such work,
 - (d) Change the levels, lines, position and dimensions of any part of the Works,
 - (e) Execute additional work of any kind necessary for the completion of the Works, or
 - (f) Change any specified sequence or timing of construction of any part of the Works.

However, where if any modification or change of original work necessitated by some fault of or breach of contract by the Contractor or for which he is responsible, any additional cost attributable to such defaults shall be borne by the Contractor.

17. SETTLEMENT OF DISPUTES/ARBITRATION: The decision of the Director, NCPOR shall be final and binding for any dispute whatsoever. All questions, disputes or differences whatsoever which may at any time arise between the parties to this agreement touching the agreement or subject matter thereof, arising out of or in relation there to and whether as to construction or otherwise shall be referred to the decision of the Sole Arbitrator, appointed by the Director of NCAOR and the decision of the said Arbitrator shall be final and binding upon the parties.
18. RIGHT TO CANCEL TENDER/WORK ORDER: In case of strike, accident or any other unforeseen conditions causing stoppage of work, NCPOR reserves the right to cancel and/ or modify the tender / work order without any liability for any compensation and / claim or any description.
19. JURISDICTION: All questions, disputes or differences arising under out of or in connection with the Tender / Contract if concluded shall be subject to the exclusive jurisdiction of the court under whose jurisdiction the place from which the tender / Acceptance of tender is issued, is situated i.e.Goa.

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EMD details

I /we have enclosed,

A crossed DD No. í í í í í í í í í dated í í í í í í í í .
of **Rs. 12,500/- (Rs. Twelve Thousand Five Hundred only)** drawn in
favour of **Director, NCAOR** payable at Vasco-da-Gama, Goa,
towards **EMD**.

Name & Signature of the Tenderer with seal:

** Pl. note : The name of the institute National Centre for Antarctic & Ocean Research (NCAOR) has been changed to National Centre for Polar & Ocean Research (NCPOR) however, it is not yet changed in official bank accounts. Therefore, DD of EMD to be drawn in the name of **Director, NCAOR***

Particulars of The Tenderer

(Providing the following details is mandatory. Enclose it with the tender)

Name of the Contractor : _____

Name of the Firm : _____

Telephone No. (Office) : _____

Telephone No. (Residence) : _____

E-mail ID / website : _____

Permanent office Address : _____

: _____

Residential Address : _____

: _____

Mobile No : _____

*GST No. : _____

*Trade Registration Licence No. : _____

Have you ever black listed from any Company/Organization/Institute etc. : YES / NO

*(*pl. enclose true copies)*

Name, Signature of the Tenderer with seal:

Annexure - V

Work Completion Proforma

Pl. provide details of work experience in the following format. The work of one single Civil Work of Rs.4 lakh or above OR Two single Civil Works of Rs. 3 lakh or above during last five years ending November 2018.

* Work Orders & Work Completion Certificates should be enclosed.

Sr. No.	Name of work	Name of the Client and Location of site	Value of work	Date of completion of work	Name of the Contact Person and contact numbers

Signature of the Tenderer with seal :

Date & place:

Annexure - VI

SCOPE OF WORK AND TECHNICAL REQUIREMENT

Civil Work

- The scope includes modification of existing manually operated MS sliding gate (6500x1700) into Automatic Sliding Gate by replacing with new SS-roller wheel with round groove at bottom, linear roller at top as required for ensuring free motorized sliding movement of the gate along with solid round bar track (10-15mm dia as needed), MS-column (3 nos of ϕ Section-125x75x5mm), 02 nos of inverted channels. The size and thickness of the above MS sections should match and be compatible to the modified gate.
- Modifying the hinge system of the MS swinging gate by fixing of new C-section, necessary new hinges to ensure free swing of the gate.
- Painting the gate by scrapping, removing the rust, with one coat of primer and two coat of the enamel paint of approved brand and shade also oiling, greasing shall be done.
- The work also involve excavation, cutting of road and concrete column, dismantling of existing steel work, welding, straightening of the main gate if actually bend, raising the level of gate, concrete work and any other work required to complete the modification work.
- Appropriate concrete foundation as required for installing the motor system shall be made by contractor.

Electrical Work

- The above modified gate with aprox. weight of 1500kg-2000kg is to be converted into motorized sliding gate by using a suitable heavy duty motor, for movement along 20metres of distance at a speed of 0.10m/s to 0.20m/s.
- Operation: The gate to be provided with dual operating mechanism. The controller should clearly indicate modes of operation i.e OPEN, CLOSE, PAUSE etc.
 - i) 2 nos of Fixed control, each installed at Security Office and FRP security cabin, connected with cable.
 - ii) Wireless remote controlled within the range of 30 mtrs
 - iii) There should also be a provision for operating the gate manually in the event of power failure /motor breakdown.
- The system shall be equipped with flashing light for indicating position of the gate i.e open, closed etc.
- Two pairs of safety sensors such that each pair installed at both sides of the gate. This is for the safety of the vehicles /personnel crossing the path of the gate during gate movement. These sensors will detect any obstacle along the gate path, thus instructing the motor to open the gate. Thus safeguarding the vehicles /personnel during gate movement.
- Supplying and laying of control and power cables between both the security cabins to the gate and to the motor through DWC pipes, as required for completing the power and control cable laying and its terminations.
- After completion of above civil and electrical work towards motorization of gate in all respect the system should be operated electronically and manually (Power disconnected mode) to the satisfaction of Engineer in-charge.

Note: The above scope of work mentioned is not exhaustive; any other work deemed necessary to complete the total motorization process of the sliding gate shall be within the scope of the work of the bidder. Any payment claim for extra work which has not been specified shall not be entertained. The bidder should visit the site to ensure and understand actual requirement of work prior to submission of the bid.

List of makes:

- MS Steel : Jindal, TATA,Apolo.
- Cement: ACC, Ultratech (OPC 43 grade cément)
- Sand: Best available local material fulfilling IS Specifications
- Coarse aggregate: best available local material fulfilling IS Specification.
- Paint:-Asiasn,Berger,Nerolac.
- Reinforcement: TMT Steel reinforcement conforming TO IS 1786 of 1985 : Tisco , Sail, Rinl, Goa Ispat , Essar , Tata.
- Electrical cables and wires - Finolex,Polycab, havells , Anchor.
- Motor: ENTRERMATIC DITEC, FAAC , RIB , SEA.

Note: In case above mentioned product brand is not available in market, the contractor may replace it with other brand of similar quality, by taking prior approval of Engineer in-charge.

Annexure - VII

SCHEDULE OF RATES (PRICE BID)**(Only RATE in words and figures. Amount in figures)**

Sr.	Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1	a)Modifying existing manually operated MS sliding gate (6500x1700) into Automatic Sliding Gate by replacing with new SS-roller wheel with round groove at bottom and linear roller at top as required for ensuring free motorized sliding movement of the gate along with solid round bar track (10-15mm dia as needed) , MS- column (3 nos of I section-125x75x5mm), 2 nos of inverted channel, with painting (by scrapping , applying one coat of primer and two coat of enamel paint) , oiling /greasing etc. all complete as per the direction of Engineer in charge. The size and thickness of the above MS sections should match and be compatible to the modified gate. b) Modifying the hinge system of the MS swinging gate by fixing of new C-section, necessary hinges to ensure free swing of the gate. The above work would also involve excavation, cutting of road and concrete column, dismantling of existing steel work, welding, straightening of the main gate if actually bend, raising the level of gate, concrete work and any other work required to complete the modification work & as per the details specified in Annex-VI	job	01		
	<i>Only RATE in words:</i>				
2	SITC of Industrial Automatic Sliding Gate motor to our existing gate mentioned above at item No.01 ,capable for moving the gate with approx weight of 1500 - 2000 kg by a total distance of 20 meters at a speed of 0.10 m/s to 0.2 m/s, with both Push Button (2 nos) and Remote controlled operation within the range of 30 meters, flashing light, two pairs of safety sensors, chain Bracket etc. with supplying & laying of power and control cables through DWC pies necessary for making the gate in operating condition complete in all respect & as per the details specified in Annex-VI	set	01		
	<i>Only RATE in words:</i>				
P	Sub Total				
Q	GST @ %				
R	GRAND TOTAL (P+Q)				

***all pages of price bid should be signed & stamped.**

(R) Grand Total: Rs. _____

Grand Total in words: Rs. _____

1. Discount offered if any, should be included in the quoted rates & should not be shown separately.
2. Bidders should quote all items given in the price bid. If all items are not quoted then the bid will be considered as incomplete bid and will be rejected outright.
3. Bidder may enclose separate sheet in case of GST variation according to different items.
4. Price Evaluation Criteria - The Lowest Evaluated Bidder (L1) would be arrived from the Grand Total (R) above.

DECLARATION

- 1) I/We have read and understood the terms & conditions of the above mentioned tender and comply to all Terms & Conditions of your Tender. (In case of any deviation the Bidder must attach a separate sheet clearly mentioning the Clause No. of the Tender and Deviation thereto)
- 2) I/We certify that the information mentioned above are true and correct to best of our knowledge.
- 3) In case of receipt of Work Order, I/we assure that the entire work will be satisfactorily completed within the stipulated time.
- 4) I/We agree to accept payment through PFMS.

Place: _____ Signature of Authorised Signatory :

Date: _____ Name:

Designation:

Seal: