



**CSIR – INDIAN INSTITUTE OF PETROLEUM, DEHRADUN**

**ENGINEERING SERVICES DIVISION**

**Tender Document for the work**

**“Extension & repair of the existing two column diesel shed behind the propane desphalting lab (Electrical Work)”**

**TENDER NOTICE NO: ESD/2/44/2025**



**CSIR-INDIAN INSTITUTE OF PETROLEUM, DEHRADUN**

**DETAILED NOTICE INVITING E-TENDER**

Online bids are invited through e-tendering portal <https://etenders.gov.in/eprocure/app> for the work of **“Extension & repair of the existing two column diesel shed behind the propane desphalting lab (Electrical Work)”** from the contractors who worked with CPWD, Railways, MES, State PWD's, Semi government organizations or from those who have successfully carried out similar works for CSIR or its laboratories, government or semi government organizations or reputed private firms. The bidders should have successfully completed at least one, two or three similar work of 80% / 60% / 40% of the estimated cost in a single contract during the last seven years, ending on the last day on the month previous to the one in which tender is being invited. The contractors may apply with proof of fulfilling the above conditions along with copies of PAN, GST registration number, satisfactory work completion certificates.

1. Similar work shall mean the contractor having work experience of Maintenance of all electrical works and electrical installation related works.
2. Estimated Cost is **Rs. 1,64,907.00/- (One Lakh Sixty Thousand Nine Hurdred and Seven only)** based on DSR-2025 for scheduled items and market rate for non-scheduled items, including **Labour Cess @ 1%**.
3. Duration of contract for carrying out of the work will be **45 Days** from the date of commencement which shall be reckoned from the tenth day of issue of award letter.
4. The tender in two bid system shall be submitted through online at CPPP website: <https://etenders.gov.in/eprocure/app> by the bidder, as per the schedule given in Critical Date Sheet below:

**Critical Date Sheet:**

S No.	Schedule of activities	Date and time
1	Publish Date on CPP Portal	<b>15.12.2025</b>
2	Tender document download/submission start date	<b>15.12.2025 From 10:00 AM</b>
3	Tender document download/submission End date	<b>26.12.2025 Up to 03:00 PM</b>
6	Technical Bid opening date (Cover—I)	<b>29.12.2025 10:00 AM</b>
7	Financial Bid opening date (Cover—II)	<b>To be intimated later</b>

5. Scanned copies of **Tender fee (non-refundable) of Rs.590.00 (Rupees Five Hundred and Ninety Only)** and **Earnest Money Deposit amounting to Rs.3,300.00 (Rupees Three Thousand Three Hundred Only), deposited through E-payment, RTGS / NEFT in IIP Bank account no. 30266912400, IFSC Code- SBIN0002359 of State Bank of India, IIP Mohkampur branch, Dehradun** shall be uploaded in Cover-I of the tender. Tender received without tender cost and Earnest Money Deposit will not be considered.

6. The bidder is to indicate the name & telephone numbers of issuing agency of the completion certificates to enable the verification of the documents, if necessary. It may be noted that even after opening of price bid, the credential submitted found to be false/forged the offer submitted shall be rejected out rightly. No further clarification will be sought from the bidders.
7. The employer does not bind himself to accept the lowest or any bidder and reserves to himself the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rates quoted by him.
8. No bidder shall be permitted to tender for works in the concerned unit of C.S.I.R. in which a relative is posted in the grade between Controller of Administration and Junior Engineer, (both inclusive). He shall also intimate the name 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 wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

9. Tenders submitted shall remain valid for a period of 90 days from the bid submission end date for the purpose of acceptance and award of work. Validity of the tender beyond 90 days from the bid submission end date shall be extended by mutual consent.
10. In e-tendering, tenderer can quote the rates in figure only. The rates in words, amount of each item and total is generated automatically. Therefore, the rate quoted by the tenderer in figure is to be taken as correct.
11. The tenderer should carefully see the contract drawings (as applicable) as no claim whatsoever will be entertained for any alleged ignorance thereof.
12. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the conditions in regard to accessibility of site, nature and area/extent of ground, working conditions of site and locality including stacking of materials, installations of tools & plants etc., conditions affecting accommodations and movement of Labour etc. required for the satisfactory execution of contract. No claim whatsoever on such accounts shall be entertained by the Employer under any circumstances
13. If any tenderer withdraws his tender within the validity period or makes any modification in terms and conditions of the tender, before the award of work, which are not acceptable to CSIR-IIP then CSIR-IIP shall, without prejudice to any other right or remedy, shall be at the liberty to forfeit 50 % (fifty percent) of the Earnest Money deposit absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process for this work.
14. 100% Earnest Money will be forfeited if the contractor fails to commence the work within the stipulated period after the Award of the work.
15. Except writing rates in figure only, the tenderer should not write any conditions or make any changes, additions, alterations and modifications.

16. Some of the major provisions of General Conditions of Contract are given below. Interpretations however, shall be as given in the General Conditions of Contract.

- a. **DEFECTS LIABILITY PERIOD** is of **12 Months** from the date of completion as certified by the Engineer-In-Charge.
- b. **Minimum value of work for the Intermediate Certificate:** - Interim certificate will be **Rupees five Lacs only**. However, a lesser amount can be admitted for intermediate / interim certificate at the discretion of the Engineer-In-Charge.
- c. **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, amounts to 5 % of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5 % of the contract value as performance security within the period prescribed in the letter of award issued to him.
- d. **COMPENSATION:** Contractor shall pay, as compensation, an amount equal to 1% (one percent) or such smaller amount as Employer (whose decision in writing shall be final) may decide on the cost of whole work as shown in the agreement, for every week that the work remains un-commenced or unfinished or due quantity of work remains incomplete after the scheduled dates. Compensation to be paid shall not exceed 10% (Ten percent) of the contract amount as shown in the agreement.
- e. Contractor shall depute qualified engineer for the supervision of work for the entire period of contract.

17. For any queries relating to the Tender Document and the terms and conditions content therein should be addressed to The Head ESD, CSIR-IIP, Mohkampur, Dehradun, Uttarakhand - 248005.

18. All tenderers should submit the proof of their Goods and Services Tax registration. Deduction of GST will be made from their running and final bill as per standard norms of the Government, if required. Contractors are requested to refer clause no.5 of General conditions of contract for quoting rates of tender items. **The contractor shall quote their rates inclusive of all taxes i.e. GST and Labour Cess etc.**

19. As the work is to be carried out in Running Office premises the contractor has to plan accordingly so that the office work is not hampered.

**20. Tender Submission:**

Bids shall be submitted online only at CPPP website: <https://etenders.gov.in/eprocure/app> Bidder/ Contractors are advised to follow the instructions "Instructions To Bidder for Online Bid Submission" provided in the Annexure "A" for online submission of bids.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

21. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.

**22. Submission of Bids:**

**The Bidder shall be submitted online in two part, viz., technical bid and price bid.** All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

### 23. Technical Bid:

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- i. Signed and scanned copy of **proof for payment of Tender document Fee and Earnest Money Deposit.**
- ii. Signed and Scanned copy Certificates like Authorization certificate, PAN No, Goods & Service Tax registration etc.
- iii. Signed and Scanned Copy of **Tender Acceptance Letter** attached as Annexure-I.
- iv. An **undertaking (self-certificate)** that the agency hasn't been blacklisted by any Central/State/UT Government institution and there has been no litigation with any government department on account of IT services attached as Annexure-II.

### 24. Opening of Technical Bid (Cover-I):

- i. The Technical bid will be opened by **Tender Opening Committee (TOC) on 29.12.2025 at 10:00 PM, in the office of Head ESD, CSIR-IIP, Mohkampur, Dehradun** In the presence of such intending tenderers or their authorized representatives who may wish to be present at that time. No claim or any grievances will be entertained what-so-ever by the Tender Opening Committee in this regard.
- ii. The TOC, after evaluation of documents contained in Cover: I i.e. Technical Bid, will decide the eligible bidders, as per the criteria laid down in the NIT.
- iii. The TOC will then open the Financial Bids of only eligible tenderers.

### 25. Financial Bid:

The Financial Proposal bid format is provided as BoQ.xls along with this tender document at <https://etenders.gov.in/eprocure/app>. Bidders are advised to download this BoQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the financial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with IIP.

### 26. Opening of Financial Bid (Cover-II):

The Cover-II of Eligible bidders shall be opened serially. The total amount quoted by the bidders shall then be read out by the TOC for information of those present / participated.

### 27. Tender Liable for Rejection:

**Tender is liable for outright rejection if on opening it is found that —**

- a. The Bidder has not strictly followed the procedure laid down for submission of tender.
- b. If the tender is **CONDITIONAL**.
- c. If the bidder has quoted his offer anywhere else other than specified place provided.
- d. The Tenderer has not uploaded the documents or Failed to fill the prescribed format.
- e. Any other ground as decided by the TOC in view of deviation from Tender Documents.

28. The instructions for the submission of e-tender are available on the CPPP website i.e. <https://etenders.gov.in/eprocure/app> under the "Instruction for Online Bid submission". All the intending bidders are requested to go through these instructions before entering into the process of e-tendering and advised to visit again CPPP website regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment. Manual tenders shall not be accepted.
29. Income Tax, Water charge, Labour Cess & any other taxes on the works contract, if applicable will be deducted according to the rules prevailing in Uttarakhand.
30. Contractor shall follow the security norms of the institute such as prior permission for entering in the institute on a given Performa, police verification of the Labour etc.
31. No Running amount bill shall be paid for the work till the applicable Labour license, registration with EPFO, ESIC to the submitted by the contractor to the concerned Engineer-in-charge.
32. The Contractor is required to remove waste building materials/debris weekly from the site to an identified location. If not then the contractor would be penalized up to 10%. If this is not followed frequently, the contractor is liable to be blacklisted & his work would be terminated immediately.
33. CSIR - Conditions of Contract for Works document can be viewed/downloaded from the link <https://www.iip.res.in/wp-content/uploads/2025/03/Conditions-of-Contract-for-Works-CSIR-1.pdf>
34. List of documents to be scanned and uploaded in Cover: I & II are as per follows:

S No.	Cover-I	Cover-II
1	Receipt of deposit of Tender Fee	<b>Financial bid as per the format given in the tender document (BOQ)</b>
2	Receipt of EMD deposit	
3	Copy of GST registration number	
4	Copy of PAN Card	
5	Copy of valid electrical license or electrical registration of appropriate class, validity should be mention with photo identity.	
6	Tender Acceptance Letter (as per Annexure-I Enclosed)	
7	Self-Undertaking Letter (as per Annexure-II Enclosed)	
8	Copies of experience certificates of similar works completed satisfactorily as per NIT	

### 35. Special conditions:

- i. All materials used shall be as per specifications and ISI marked wherever applicable. ISI marking referred relate to latest BIS code as published by Bureau of Indian Standards up to 30 days before the date of opening the tender.
- ii. The contractor will ensure that at the site, all sub-contractors/ associates work in a co-orddeal manner. It will be a responsibility of contractor to see that there will be close harmony with all agencies. The Contractor is responsible for any damage or delay, which may occur on account of such works. No claim shall be entertained if there is delay on part of associated agencies. It is presumed that the Contractor has considered normal time taken up by other agencies for execution of their part of work and has made due allowances for such agencies, while agreeing to the period of completion of the work.
- iii. The contractor will be understood to have full idea of materials & services involved in the work/job indicated in B.O.Q. The rates quoted will be understood to have covered them.
- iv. All the required materials, tools, tackles, instruments , equipment , transportation, unloading at designated location, materials required of height works at all levels if any etc. complete shall be the responsibility of contractor.
- v. All the debris of the Electrical & related works should be removed and the site should be cleared by the contractor immediately after the accruing of debris. Similarly, any rejected material should be immediately cleared off from the site by the contractor.
- vi. All electrical work will be carried out to conformity IE act, IE rules in standards.
- vii. All minor hardware items such as screws, lugs, G.I. wires etc. which are essentially required for completing an item as per specifications will be deemed to be included in the item even when the same have not been specifically mentioned.
- viii. The bidder may visit / inspect the CSIR-IIP. Dehradun at their own cost with prior permission of CSIR-IIP, if required, before submitting the offer. Bidder shall understand the complete scope of work before prior to participating in the tender by visiting the plant premises if required. Ignorance of the site shall not be accepted as basis for any claim / compensation. The submission of the tender by the bidder will be construed as evidence that such an examination was made and any falter claims/disputes in regard to price quoted shall not be entertained or considered.
- ix. The bidder shall be held responsible for any violation of statutory regulations of Central, State or Local bodies and CSIR IIP instructions that may endanger safety of men, equipment, material and environment in his scope of work. Cost of damages if any, to life and property arising out of such violation.

**FORMAT FOR TENDER ACCEPTANCE LETTER TO BE SUBMITTED BY BIDDER/S (ON BIDDER'S LETTER HEAD)**

**AFFIDAVIT**

I ..... age..... Years ..... is resident of ..... do hereby solemnly stated on oath that, I am the sole Proprietor/Owner/Power of Attorney Holder of the firm/Company .....,

That I have submitted online Tender for the work **“Extension & repair of the existing two column diesel shed behind the propane desphalting lab (Electrical Work)”** on e-tendering official site i.e. <https://etenders.gov.in>.

That I have carefully gone through, read, thoroughly studied and understood all terms & condition, specification included in the tender document (Tender Form, Detail Tender Notice, conditions and specifications common set of Deviations drawings etc.) I hereby accept all these conditions, I agree to abide by the terms & condition in the tender document and agree to execute the work as per terms and conditions, specifications laid down in the tender document.

I do here by state on oath that the documents uploaded by in Cover-I of this tender are true, correct and bona fide. There are no errors and omissions in the uploaded documents.

In case in future, if it is found that, any of the uploaded document/information is false/wrong I will be personally responsible for the same and I will be liable for legal action against me.

(Name, address and signature of Bidder)



## Annexure – II

### PERFORMA FOR UNDERTAKING TO BE SUBMITTED BY BIDDER/S (ON BIDDER'S LETTER HEAD) FOR GENUINENESS OF THE INFORMATION FURNISHED ONLINE AND AUTHENTICITY OF THE DOCUMENTS UPLOADED ONLINE IN SUPPORT OF HIS ELIGIBILITY

#### FORMAT OF UNDERTAKING

I/We ..... Proprietor/Partner/Legal Attorney/Director/Accredited Representative of M/S ..... solemnly declares that:

1. I/We am/are submitting Bid for the work “ **Extension & repair of the existing two column diesel shed behind the propane desphalting lab (Electrical Work)**”. Against NIT No. **ESD/2/44/2025**. I/we offer to execute the work in accordance with all the terms & conditions and provisions of the bid.
2. I/Our Partners/Directors don't has/have any relative as employee of .....  
(Name of the company)
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this bid is completing correct and true.
4. All copy of documents, credentials and documents submitted along with this Bid are genuine, authentic, true and valid.
5. I/We hereby authorize department to seek references / clarifications from our Bankers.
6. **I/We have not been banned or delisted or debarred or blacklisted by any Govt. or Quasi Govt. Agencies or PSUs (In case of JV, all partners are covered).**
7. If any information and document submitted is found to be false/incorrect at any time, department may cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues including Earnest Money and banning/delisting of our firm and all partners of the firm etc.

(Signature of Tenderer / bidder with seal)