

**INSTITUTE FOR STEM CELL SCIENCE AND REGENERATIVE MEDICINE**  
**(Autonomous Institute of the Department of Biotechnology, Government of India)**

**GKVK Campus, Bellary Road, Bangalore-560065**

**Phone: 080-6194-8166/8167**

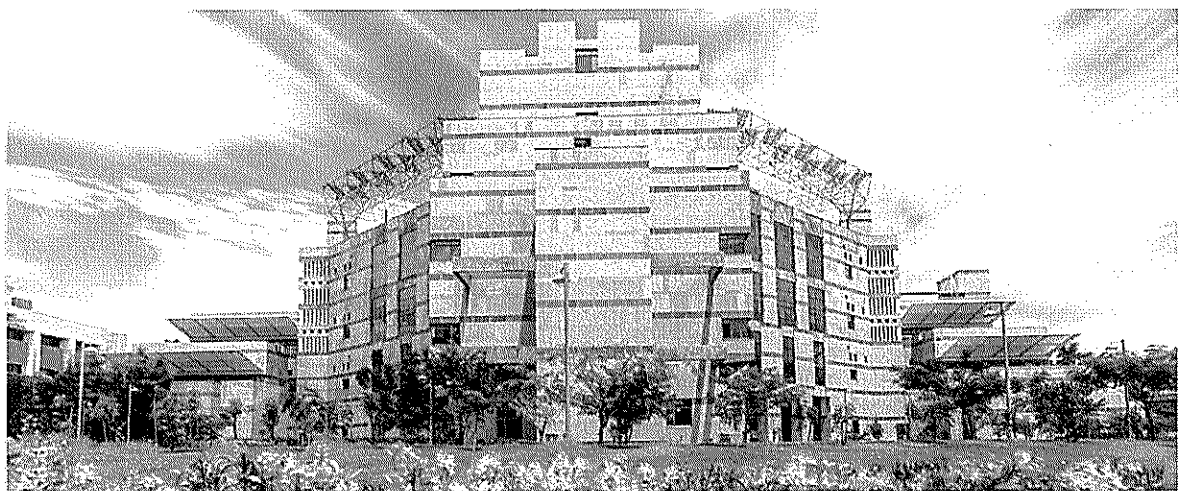
## **E-TENDER NOTICE**

**Tender Document**

**For**

**“inStem- Annual Maintenance Contract for  
Horticulture Maintenance and Landscaping for  
the year 2023-24”**

**inStem/Maint(Civil)/08/NIT- 60/2023-24 DT. 04.08.2023**





**INSTITUTE FOR STEM CELL SCIENCE AND REGENERATIVE MEDICINE**  
(Autonomous Institute of the Department of Biotechnology, Government of India)

GKVK Campus, Bellary Road, Bangalore-560065  
Phone: 080-6194-8166/ 080-6194-8167

**NOTICE INVITING E-TENDER**

**E-TENDER NOTICE NO.: inStem/Maint(Civil)/08/NIT-60/2023-24 DT.**  
**04.08.2023**

E-tender in single stage two-cover system (Technical & Price bid) are invited on behalf of The Director, inStem from the eligible contractors who have executed similar nature and magnitude of works, in respect of the work as detailed below up to 15:00 Hours on 17/08/2023.

**A. Details of Tender:**

1. **Website Url:** <https://dbt.euniwizarde.com> .Bidders are advised to follow the instructions provided in the "Instructions to the participating bidders" in Section No. C of this NIT.
2. **Name of the work:** "inStem - Annual Maintenance Contract (AMC) for Horticulture Maintenance and Landscaping for the year 2023-24 "

3. **Brief details of Tender:**

1.	Estimated cost (ECPT)	Rs.26,07,012.00 (including GST @ 18%)
2.	Earnest Money Deposit	Rs. 52,140.00/- (Fifty-two thousand one hundred and forty rupees only). <i>To be paid through E-payment/NEFT in E-wizard portal or any other instrument indicated in the part-D of this NIT.</i>
3.	AMC period	12 months (extendable for maximum one more year).
4.	Tender fee	NIL
5.	Tender processing fee	As per charges mentioned on e-tender portal
6.	E-tender uploading date and time	04/08/2023 @ 15:00Hrs
7.	Date of Pre-Bid Meeting	14/08/2023 @ inStem - Civil Engineering office
8.	Date & Time of tender closing for submission	17/08/2023 @ 15:00hrs
9.	Date of opening of technical cover	17/08/2023 at 15:30 hrs onwards
10.	Opening of the Price bid cover	Will be communicated separately to qualified bidder

**Incharge – Senior Engineer**  
**DBT-inStem**

## **B. Eligibility, Evaluation and Award Criteria:**

The Bidder shall meet the following eligibility criteria and submit the relevant documentary evidence. The bid received without documentary evidence shall summarily be rejected.

- i) Bidders should submit Copies of valid registration details under the civil works / building maintenance or any other related category with Government organizations / Semi-Government organizations of State or Central Government or Public sector undertakings or Autonomous bodies of State or Central Government.
- ii) Turnover: Average annual financial turnover should be at least 30% of the estimated cost put to tender during the immediate last three consecutive financial years. The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at a simple rate of 7% per annum.
- iii) Profit/loss: The bidders should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive balance sheets (balance sheet in case of private/public limited company means its standalone
- iv) e financial statement and consolidated financial statement both), duly audited and certified by the Chartered Accountant.
- v) Similar nature of work experience: The Bidders should have satisfactorily completed in the last seven years in his own/firm name at least one similar nature of work cost not less than of **Rs. 20.86 lacs** or two similar works of each cost not less than **Rs. 15.64 lacs** or three similar works costing not less than **10.43 lacs**.
- vi) Similar nature of work means: The bidder should have satisfactorily carried out Horticulture Maintenance and Landscaping work for Premier Research Institutes/ Universities/ Public Sector Undertakings (PSUs) institutes/ Multinational Companies (MNCs) etc.
- vii) The Bidders should submit copy of EPF, ESI and Department of Labor Registration certificates issued by appropriate authority
- viii) Certificate of Registration for Goods Services Tax (GST).
- ix) Banker's Certificate from a Commercial Bank or Net worth Certificate: Banker's Certificate of the amount equal to **Rs. 10.43 lacs**, or Net worth certificate of minimum **Rs. 2.61 lacs** issued by certified Chartered Accountant with UDIN.
- x) Affidavit in the following format on the bidder's company letter head shall have to be uploaded in the technical cover:

“I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back-to-back basis. Further that, if such a violation comes to the notice of the institute, then I/we shall be debarred for bidding in institute works in future forever. Also, if such a violation comes to the notice of the institute before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee”.

(Note: Work executed as a sub-contract or joint venture will not be considered for eligibility/ evaluation.)

The Bidder should submit the details of such completed works, in support of having completed these works, the Bidder should submit copies of the completion certificates from the owner companies indicating the name of work, the description of work done by the Bidder, value of contract executed by the bidder, date of start, date of completion (contractual and actual), value of the material supplied by the client. **If required, the evaluation of technical offers opened will be done with inspection of works executed by the bidders by the inStem committee.**

**Evaluation and award of work:** The technical offer of all the participants will be evaluated initially and the price offer of those participants who secures minimum marks and gets eligibility (ref. annexure-1 for eligibility scoring matrix), will be considered for further evaluation. Finally, the work will be awarded to the bidder whose offer was found to be the lowest and responsive bid.



**Incharge – Senior Engineer**

**DBT-inStem**

## **C. INSTRUCTIONS TO THE PARTICIPATING BIDDERS**

The intending bidders must read the terms and conditions of this NIT carefully. Bidder should only submit the bid if considers himself/herself eligible and is in possession of all the documents required.

**The bid should be submitted through e-Wizard portal (<https://dbt.euniwizarde.com/>) only and in the standard formats uploaded in the portal. Any other form of submission and change in the departmental formats will not be acceptable and summarily rejected.**

Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids. A bidder shall be deemed to have full knowledge of the system whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. Submission of a bid by a bidder implies that he/she has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the contract.

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://dbt.euniwizarde.com/>)

### **1. REGISTRATION PROCESS ON ONLINE PORTAL**

- a) Bidders to enroll on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the link "Bidder Enrolment".
- b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.
- c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- e) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
- f) After registration send mail to Helpdesk: [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com) for Account activation.

- g) As per portal norms Registration Fee will be applicable.

## **2. TENDER DOCUMENTS SEARCH**

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'Interested tenders' folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk.

## **3. BID PREPARATION**

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

## **4. BID SUBMISSION**

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.

- d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
- i) As per portal norms Tender Processing Fee will be applicable.

##### **5. AMENDMENT OF BID DOCUMENT**

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

##### **6. ASSISTANCE TO BIDDERS**

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/86/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628,8800526452,9205898228,9122643040,9355030604,eprochelpdesk.01@gmail.com, eprochelpdesk.44@gmail.com , eprochelpdesk.06@gmail.com
- c) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

d) All payments should be done through e-Wizard Payment gateway.

7. **Bid Validity:** The offer submitted shall be valid for minimum 75 days from the date of the submission of the tender.

For site visit and for any queries please contact Senior Technical Officer-inStem, Civil Engineering office, GKVK campus, Bellary Road, Bengaluru-560065. Ph:080-6194-8166/8167 Email : [krakshith@instem.res.in](mailto:krakshith@instem.res.in) , [rajesh@instem.res.in](mailto:rajesh@instem.res.in)



**Incharge – Senior Engineer**

**DBT-inStem**



## **D. INFORMATIONS TO THE PARTICIPATING BIDDERS**

1. **Security Deposit:** 2.5% of total value of the work done will be withheld as security deposit. The recovery on this account will be made from each running bills and final bill. The security deposit recovered will be released after successful completion of the defect's liability period.

2. **Performance Guarantee:** The successful Bidder has to submit the performance guarantee for an amount of 3% of his / their tendered amount in the standard form prescribed in tender document. This performance guarantee will be returned to the contractor after the due date from the satisfactory completion of the work, providing the work has been carried out in accordance with the agreement provision and the same is not forfeited for any reason.

**Note: In the case of PG amount is less than or equal to Rs.50,000/-, it has to submitted in the form of FD/DD/TDR/Banker's cheque and PBG form is not acceptable.**

**In the case where PBG amount is more than Rs.50,000/- along with the above instrument, PBG form will also be accepted. In the case of PBG submission, it shall be in the format annexed along with this tender document. Further, the successful bidder shall have to ensure that PBG issuing bank sent an SFMS to the inStem institute bank and details of the SFMS sent should be recorded on the BG. The details of the inStem bank may be obtained with the office of civil engineering on receipt of the LOA.**

3. **Defects Liability Period:** Twelve (12) months from the date of completion of work.
4. The Director, inStem does not bind herself/himself to accept the lowest or any other tender and reserves the authority to reject any or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete, in any respect, are liable to be rejected.
5. This Notice Inviting Tender (N.I.T) along with its annexures such as information and instructions to the participating bidders shall form the part of the agreement.
6. The Director, inStem reserves the right to postpone the tender issue date, submission /opening date and to accept or reject all your tenders without assigning any reason.
7. The successful Bidder on the acceptance of his tender by the inStem shall within Ten (10) days from the stipulated date of start of the work, shall sign the formal contract.
8. The Bidder should ensure that rates quoted should appear only in the price schedule document and nowhere else, otherwise, the tender is liable to be rejected.

9. The Director, inStem reserves the right of accepting the whole or part of any tender and Bidder shall be bound to perform the same at the rate or amount quoted.
10. The successful Bidder shall be required to execute an agreement with the inStem for carrying out the work as per the agreed conditions. The cost of stamp paper for the agreement shall be borne by the contractor as per the state stamp act
11. The General conditions of contract of CPWD - GCC 2020 (maintenance works) with all the latest amendments and schedule annexed with this tender shall be applicable and form part of this work agreement. The annexed schedule shall be read as part of the CPWD-GCC-2020 (maintenance works) . The CPWD-GCC can be found and available for download in the link below [https://cpwd.gov.in/Publication/GCC Constructions works 2020.pdf](https://cpwd.gov.in/Publication/GCC%20Constructions%20works%202020.pdf)
12. The rates shall be quoted inclusive of all taxes, worker welfare cess, levies etc. except GST, which shall be indicated separately at the end of the offer and as such nothing extra shall be payable.
13. Applicable deductions towards Income tax, workers welfare cess shall be deducted as per rules in force in each bill.

14. **Earnest Money deposit**

It may be noted that, on confirmation of availability of the EMD in the technical bid stage as per prescribed form, shall only be considered for opening of the bid further and all others without EMD will be rejected.

**15.1 Mode of Deposit Earnest Money:**

The Earnest Money is accepted only in the following forms:

- I. Banker's Cheque of a Commercial Bank
- II. Account Payee Demand Draft of a Commercial Bank
- III. Fixed Deposit Receipt (FDR) of a Commercial Bank
- IV. Insurance Surety Bonds
- V. Bank Guarantee from a Commercial Bank.
- VI. E-payment at E-wizard portal

**Note : In the case of EMD in the form of (I) to (V), the original instrument of the EMD shall be submitted to the office of Civil engineering, inStem on or before the due date and time of opening the tender. If valid EMD not received on or before the opening of tender, the tender will be summarily rejected.**

**15.1.1** The FDR is pledged in favour of The Director, inStem, Bengaluru. It is in the tenderer's own interest to keep the FDR valid as long as it is required.

**15.1.2** If the banks are closed on the last date of submission of tenders, the date is postponed suitably.

15.1.3 The MSME firms registered in NSIC under PP policy are exempted from payment of EMD for supply of goods and services only. Bidder should submit valid MSME UDYOG AADHAR MEMRANDOM.

15.1.4 The Bank Guarantee including e- Bank Guarantee submitted as a part of Earnest Money is valid for a period of 90 days for single bid works and 180 days for two bid systems or more from the date of submission of the tender.

15.2 Refund of Earnest Money:

The earnest money of all the tenderers except the lowest tenderer is refunded immediately in the same form as bidders submitted:

- (a) after the expiry of stipulated bid validity period or
- (b) immediately after acceptance of the successful bidder, whichever is earlier.

15.3 Forfeiture of Earnest Money:

1. If any tenderer withdraws his tender or makes any modification in the terms & conditions of the tender which is not acceptable to the institute within 7 days after last date of submission of bids, then the institute shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
2. If any tenderer withdraws his tender or makes any modification in the terms & conditions of the tender which is not acceptable to the institute after expiry of 7 days after last date of submission of bids, then the institute shall without prejudice to any other right or remedy, be at liberty to forfeit 100% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
3. If a contractor fails to furnish the prescribed performance guarantee within the prescribed period, the earnest money is absolutely forfeited to the institute automatically without any notice.
4. In case of forfeiture of earnest money as prescribed in Para (1) and (2) above, the bidder shall not be allowed to participate in the re-tendering process of the work.



**Incharge – Senior Engineer**

**DBT-inStem**

PERFORMANCE EVALUATION REPORT OF TENDERERS - ANNEXURE-1			
Name of Work: inStem- Annual Maintenance Contract (AMC) for Horticulture Maintenance and Landscaping for the year 2023-24			
	Attributes	Marks distribution	Min. Eligibility
(i)	<b>Financial Strength</b>	<b>(20 Marks)</b>	
	(a) Average annual turn over (last 3 years)	16 Marks	(i) 60% marks for minimum eligibility criteria turnover (ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) - on pro-rata basis
	(b) Bankers /Networth Certificate	4 Marks	
(ii)	<b>Experience in similar class of works</b>	<b>(30 Marks)</b>	(i) 60% marks for minimum eligibility criteria turnover (ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) - on pro-rata basis
(iv)	<b>Performance of works (Quality)</b>	<b>(30 Marks)</b>	
	(i) Outstanding	30	
	(II) Very good	25	
	(III) Good	20	
	(iv) Poor	0	
(v)	<b>Registration certificates</b>	<b>(10 marks)</b>	
	Registration certificate from department of labour	2	
	ESI/PF/ESI Registration	4	
	GST registration	4	
(vi)	<b>Man power Deployment plan</b>	<b>(10 marks)</b>	(i) 60% marks for minimum personnel deployment as indicated in the tender (ii) 100% marks for twice the minimum personnel availability as indicated in the tender In between (i) & (ii) - on pro-rata basis
	<b>TOTAL</b>	<b>100</b>	
Note :- To qualify Tenders should obtain (1) Minimum Of 50% of marks in each attributes and (2) aggregate marks of minimum 60% is required for qualification.			

Incharge – Senior Engineer

DBT inStem