

DASARATHI HAZRA MEMORIAL COLLEGE

Bhatar, Purbabardhaman, West Bengal, India – 713125

Memo No. DHMC/T/2023-2024

DATE- 11-09-2023

NOTICE INVITING ELECTRONIC TENDER No. 1/2023-2024
(Submission Through Online)
Tender Ref: No. NIT 01

Principal, **DASARATHI HAZRA MEMORIAL COLLEGE** invites *e-Tender (electronic tender process), to obtain a* Sealed percentage rate tender, for the under mentioned works, are invited from suitable bonafide contractors for the work as per list published with this notice. The intending tenderer if found himself eligible to participate in the tender should download the detail Tender Notice along with tender document from “e-procurement link under <http://wbtender.gov.in> website.

The cost of Tender document and the EMD as specified in this NIEB shall be paid by online (Scan Copy) and Earnest Money receipt have to be uploaded as Statutory document.(Scanned copy).

The tenderer will have to submit their bid **on-line** in two cover/folder system containing pre qualification document (**Technical Bid**) in one and **Financial Bid** in another. The list of important dates is also given in **Table-I** of this Notice and Standard Bidding Document (**SBD**).

The detailed tender notice along with Tender Documents and other forms is available at wbtnder.nic in. link under <http://wbtender.gov.in> website.

| Sl No. | Name of Work | Estimated Cost (Rs.) inclusive of all charges | Cost of Agreement (To be paid by Lowest bidder only) (Rs.) | Earnest Money | Time of Completion | Credential | Fund |
|--------|--|---|--|----------------------------|--------------------|---|------|
| 1. | Construction of 01 (one) number of Hall Room and 02 (Two) Class Room of Dasarathi Hazra Memorial College, Bhatar, Purba Bardhaman. | 1356960/ | Rs. 2000/- | 2% of the Estimated Amount | 90days | Bonafide , Experienced at least 30% of similar nature of works and financially capable Contractor | MSDP |

PRINCIPAL

Dasarathi Hazra Memorial College

Memo No. DHMC/T/03/ 2023-2024

DATE- 11-09-2023

Copy Forwarded for information and for favour of wide circulation to:

1. The Sabhadipati , Burdwan Zilla Parishad , Burdwan.
2. The District Magistrate, Burdwan.
3. The SDO, Sadar (North), Burdwan.
4. The BDO Bhatar
5. The office Notice Board.
6. Newspapers

PRINCIPAL

Dasarathi Hazra Memorial College

TABLE - 1

6. DATE, SCHEDULE & DESCRIPTION OF WORK:-

| | | |
|-------|--|---|
| A. a) | Name of the work | : As per List. |
| b) | Eligible for submission of Tender | <ul style="list-style-type: none">• Tenderers should have Valid PAN no., GST Registration.• Should have sufficient experience of at least 30% for the similar nature of works with similar schedule with matching with this work.• Should be bonafide and financially sound contractors |
| c) | Tender paper cost documents | Rs. 2000/- (Rupees Two Thousand only) |
| d) | Documents require to be submitted along with the Application for obtaining quotation paper | <p>Valid PAN No., G.S.T Registration Certificate with up-to-date GST Return Current Professional Tax Clearance Certificate with Professional Tax Payment Certificate. Income Tax Year for the last 3 years i.e. 2023-2024, 2022-23 and 2021-22. Current Trade License (2023-2024) Manpower – 1 Civil Engineer (B. E . / B Tech) and 1 Civil Engineer (Diploma) with adequate 3 three experience. (With Certificate and Documents)</p> |
| e) | Earnest money:- | <p>2% of Estimated Amount in favour of Dasarathi Hazra Memorial College, payable at State Bank of India, Bhatar Branch. document.(Scanned copy).</p> <p>(The Earnest Money such deposited by lowest bidder will be transferred as part of Security Deposit. The remaining 8% will be deducted from successive running account bill)</p> |
| f) | Time of completion of work | : As stated Earlier |

| | | | | | |
|--------------|---|------------|------------------|------------|---|
| B:- | <u>Date and Time Schedule as follows :</u> | | | : | |
| i) | Date of uploading of e-NIT, and Tender | | | : | 11.09.2023 at 17.00 P.M. |
| ii) | Document downloaded/ sale start date (on line) | | | : | 11.09.2023 at 17.00 P.M. |
| iii) | Tender submission start date (on line) | | | : | 11.09.2023 at 18.00 P.M. |
| iv) | Tender submission closing date (on line) | | | : | 26.09.2023 up to 15:00 PM |
| v) | Original Document Verification with Tender Cost and EMD Submission | | | : | 27.09.2023 from 12.00 Noon to 15.00 P.M. |
| vi) | Tender opening date for Technical proposals (on line) | | | : | 30.09.2023 from 11:30 AM |
| vi) | Date of uploading list for Technically Qualified Bidders (on line) | | | : | 05.10.2023 (Date may be changed due to unavoidable circumstances) |
| vii) | Date and place for opening of Financial proposals (on line) | | | : | To be notified during uploading of Technical Evaluation Sheet of Bidders |
| viii) | Authority | who | recommend | the | Tender will be checked for Pre-Qualification as per requirement mentioned in the earlier table by the Engineering Department, Dasarathi Hazra Memorial College |
| | | | | | |
| ix) | Work order issuing authority | | | : | The Principal, Dasarathi Hazra Memorial College |
| x) | Authority for making payment to the Bidders . | | | : | The Principal, Dasarathi Hazra Memorial College |

NOTE :-

1. In case of strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated next working day of the fixed dates and time as scheduled above.

2. Scrutiny of technical proposal and recommendation thereafter and processing of

Comparative Statement for acceptance etc. will be made by The Principal, Dasarathi Hazra Memorial College. Comparative Statement may be forwarded to the appropriate authority depending on the value of the work as applicable as per existing norms and guidelines of similar nature of works.

7. Submission of Tender :

7.1 General process of submission

Tenders are to be submitted online through the website, in two folders, at a time for each work, one is for Technical Proposal and the other is Financial Proposal, before the prescribed date and time mentioned in Table-1.

Using the Digital Signature Certificate (DSC), the documents are to be Uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

a. Statutory Technical folder containing,

- i) Application in letter headed pad duly signed in. Letter head should contain full address, telephone no. mobile no. & FAX, e-mail.
- ii) Notice Inviting e-Tender.
- iii) B O Q /Price Schedule

Note:

i. Only downloaded copies of the documents are to be uploaded, virus scanned and digitally signed by the contractor.

ii. If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

iii. Tenders will be summarily rejected if any item in the statutory cover is missing.

iv. Necessary deduction i.e. G.S.T. I.T. etc. will be made as per relevant Govt. order.

b. Non-Statutory Technical cover containing,

- i. Up to date Professional Tax (PT) Clearance receipts, Income Tax Acknowledge Receipt - Last 3 (three) years, PAN Card & Income Tax Return receipts valid up to the date of opening of the tenders.
- ii. G.S.T Registration Certificate with up to date GST Return.
- iii. Organizational Structure. (For Work more than 10 lakhs)
- iv. Balance Sheet of last year. (For Work more than 10 lakhs)
- v. Previous Experience Certificate (Within 3 years)

THE ABOVE STATED NON-STATUTORY TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the –My Documents list and then click the tab –Submit Non Submit Non Statutory Documents to send the selected documents to Non-Statutory folder. Next, click the tab –Click to Encrypt and upload and then click the

– Technical Folder to upload the Technical Document

| Sl. No. | Category Name | Sub Category Description | Details |
|----------------|------------------------|--|---|
| A. | CERTIFICATES | CERTIFICATES (ALL CERTIFICATE SHOULD BE UP TO DATE) | <ol style="list-style-type: none"> 1. GST Registration Certificate with up to date challan 2. PAN Card 3. P Tax (CHALLN)- 2023-2024 4. Income Tax Return receipts- Last Three years |
| B. | COMPANY DETAILS | COMPANY DETAILS | <ol style="list-style-type: none"> 1. Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) 2. LTD. Company (Registration Certificate, Trade License) 3. Co-Operative Society (Society |
| C. | CREDENTIAL | Credential | Having Completed Similar Nature of work with Similar Schedules |

9. *Financial Proposal*

i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities - (BOQ) the tenderer is to quote the online.

ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

10. *Penalty for suppression / distortion of facts :*

If any tenderer fails to produce the original hard copies of the documents uploaded or any other documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the The Principal, Dasarathi Hazra Memorial College may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies of all certificates, company details, partnership deeds etc. etc. as uploaded by the Tenderer and allied papers in connection with this tender as and when necessary for verification purpose as per convenience of the authority during processing of this tender.

11. *Rejection of Tender*

The employer (Tender accepting authority) receives the right to accept or reject any Tender and to cancel the quotation process and reject all quotations at any time prior to the award of contract without thereby incurring any liability to the affected Tenderer or any obligation to inform the affected tenderer of the ground for employer's (Tender accepting authority) action.

**The Principal,
Dasarathi Hazra Memorial College.**

Other Important Terms & Conditions :-

- A) The detailed N.I.T, documents and other relevant particulars may be seen by the intending bidder during office hours within the date mentioned above in the office of the Principal.
- B) The materials are to be supplied in accordance with the specification of the B.O.Q of the college who would issue the Work Order as per the terms and conditions as laid down hereunder and the payment will be made by them as per the actual materials supplied with entire satisfaction of those authorities. Deduction @ 8 % of the Gross amount of the bill will be made as security deduction against work done value and the same will be returned to the agency after defect liability period as per agreement from the date of actual work done subject to fulfilment of the conditions applied.

Work order shall be issued by the The Principal, Dasarathi Hazra Memorial College and payment will be made by him.

- C) If the agency fails to do the work as per the agreement with the college, penal action in the form of forfeiture of earnest money and or security deposit money, as decided by the authority, will be imposed on the agency and the decision of the authority will be conclusive and binding. In this respect, the The Principal, Dasarathi Hazra Memorial College shall be empowered to invoke the Earnest Money deposited in favour of him.

No price escalation, in any form, within the contract period will be entertained.

- D) If any work executed by the agency with under specification the same will have to be replaced, as per the specified specification, by the agency at their own cost without any claim within 7 (seven) days (or as suggested by the authority). In case of failure to do so the authority shall have the right to recover the whole damage amount from the contractor. In this regard the claim will be ascertained by a competent State Government authority as per the decision of The Principal, Dasarathi Hazra Memorial College.
- E) The rate quoted should be inclusive of all cost of transportation, loading, unloading, staking at site within college area of the State of West Bengal, and all Taxes, etc. what so ever.
- F) Deduction viz (i) G.S.T (ii) IT or any other taxes, due as per rules, will also be deducted from the bill of the agency.

Successful agency shall have to make an agreement (by three copies) with the Authority, in the prescribed pro-forma by depositing the cost of each tender form in cash (as specified earlier) stating that the agency is agreeable to execute the works as and when require (as per the rates quoted and terms and conditions laid down in the quotation papers) to the Authority.

1. Regarding tender for Technical & Financial matter, the decision of Tender Committee shall be final and binding on the applicants in this regard.
2. The authority reserves the right to accept or reject any or all offer without assigning any reason.
3. **Special condition:** A declaration in the form of Affidavit in a non judicial stamp paper with appropriate value should be submitted stating clearly that the applicant is not burred /delisted/blacklisted by any Govt. Deptt. / Govt. undertaking/Statutory Body/ and of the like Govt. Bodies in execution of the similar nature of works during last five years and if any such incident is found at any point of time, the tender will be cancelled summarily without assigning any reason on what so ever. Bidders are hereby requested to upload the above declaration as Technical document.

The Principal,
Dasarathi Hazra Memorial College.

**GENERAL TERMS AND CONDITIONS OF
CONTRACT**

1. ***Definitions and Interpretations***

The following words and expressions used in this Sections as also in the other Sections of these Bid documents shall, unless there is anything repugnant in the subject of context, have the meaning hereby assigned to them except where the contract otherwise refers.

- i) ***“Approved”*** means approved in writing including subsequent written confirmation of any previous verbal approval and approval means approval in writing including as aforesaid.
- ii) ***“Contractor”*** means the persons or person, firm or companies whose bid has been accepted and who have entered into the contract for the performance of the work.
- iii) ***“Contractor Equipment”*** means all appliances and things of whatsoever nature (other than temporary works) required for execution and completion of works and remedying of any defects, therein. But does not include plant, materials or other things intended to form or forming part of the permanent works.
- iv) ***“Contract Price”*** means the sum as stated in the letter of acceptance as payable to the Contractor for execution and completion of the work and fulfilment of all obligations as specified in the Contract document, subject to such addition thereto or deductions there from as may be made under the provisions of the contract documents.
- v) ***“Cost”*** means all expenditure properly incurred or to be incurred whether on or of the site including overhead and other charges properly allocable there to but does not include any allowance for profit.
- vi) ***“Days”*** are calendar days.
- vii) ***“Drawings”*** means all drawings calculations and other technical information of like provided by the engineer to the contractor under contract and all drawings, calculations, samples, patterns, models, operation and maintenance manuals and other technical information of like nature submitted by the contractor and approved by the Principal/Engineer.
- viii) ***“Employer”*** means college Authority.
- ix) ***“Ground Level”*** means the level of the referred point of exposed surface of the ground as indicated in the drawing.
- x) ***“Holiday”*** means a public holiday for the purpose of section 25 of the Negotiable Instrument Act, 1881 or such other day on which the office remains closed for the day.
- xi) ***“Month”*** means English calendar month.
- xiv) ***“Site”*** means the place provided by the Municipal Authority where the works are executed and any other place as may be specially designated in the contract as forming part of the site.

- xv) **“Specification”** means specifications referred to in the Bid and any modification thereof or addition thereto as may from time to time be furnished or approved in writing by the Engineer-in-charge.
- xvi) **“Store”** means such storage areas including Go-down.
- xvii) **“Temporary Works”** means all temporary works of any kind required in or about the execution, completion or maintenance of the work. Permanent works means
the permanent to be executed, maintained in accordance with the
contract.
- xviii) **“Tender”** means the person or persons, firm or company submitting a tender for the work contemplated either directly or through a duly authorized representative.
- xix) **“Tests”** mean such as are prescribed by the specifications or considered necessary by the Engineer-in-Charge/Principal.
- xx) **“Writing”** means any handwritten, typewritten, printed communication including telex, cable and facsimile transmission.
- xxi) **“Supply”** supply at site within college area of West Bengal.
- xxii) **“Agency”** means the bidder whose rate shall be accepted and Work Order issued.
- xxiii) **“Authority”** means the Principal, Dasarathi Hazra Memorial College.

TERMS AND CONDITIONS

- 1) The price offered should remain valid within a period of six months from the date of agreement (i.e. one year) and no escalation of price shall be allowed in any event.
- 2) The quoted offer rate in Tender must be valid for six months from the date of agreement. The Tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful Bidders ; acceptance of such request during actual offer is optional to the offerers.
- 3) Time being essence of execution, execution must be completed within stipulated time as to be given in the Work Order.
- 4) If any part or whole execution is found defective after execution of the same are to be rectified at free of cost within stipulated period as prescribed by the Authority.
- 5) If any Tenderer / Bidder withdraws his / her offer within the validity of the Tender Period without giving any satisfactory explanation for such withdrawal, Tenderer shall be disqualified for participation in any Tender .
- 6) The participating tenderers shall have to transfer **EARNEST MONEY** electronically with at the time of Tender submission and physically in favour of **DASARATHI HAZRA MEMORIAL COLLEGE** (pl. refer Table 1) . After successful execution of Work Order during the contract period and the expiry of security period of all the supplies made to the college without any objection or complaint the Security Deposit (S.D @ 10%) will be released. The agency shall have to inform the The Principal, Dasarathi Hazra Memorial College time to time about the quantity, quality and particulars of work order received by them, schedule of date of supply, execution and actual date of execution or supply, etc. or any other related information as will be desired by authority.
- 7) A security deposited equivalent to 8 (Eight) percent of the total value of work shall be deducted from the bill(s) which will be released after the schedule security period.
- 8) The Contractor is to complete the work on or before the dates mentioned in the work order, failing which he shall be bound to pay or allow one per cent on the total amount of the work for everyday not exceeding ten days that the contractor shall not exceed the time for

execution of and by way of liquidated damages, provided however that the Principal may at his discretion reduce in such cases as he/she may think fit. The said amount to such smaller amount as he/she may decide and his/her decision in writing in that respect shall be final.

9) In every case in which the payment or allowance mentioned in the above clause shall have incurred for ten consecutive days, the The Principal, Dasarathi Hazra Memorial College shall have power either to annul the Supply altogether, or have supply completed without further notice at the tenderers risk & expense as he/she may deem best suited to the interests of the authority and the tenderer shall have no claim to compensation for any loss that he may incur in any way.

10) If the supply or execution of the materials or works is hindered due to the reason beyond the control of the contractor so as to necessitate extension of the time allowed in this tender he shall apply in writing to The Principal, Dasarathi Hazra Memorial College who shall grant it in writing if reasonable ground be shown for it and without such written authority of the The Principal Dasarathi Hazra Memorial College applied for and obtained prior to the expiry of the original date provided for in the agreement, the Supplier shall not claim exemption from the final leviable under clause 2.

11) The contractor shall give notice The Principal, Dasarathi Hazra Memorial College of his intension for making delivery of materials and on the material being approved, a receipt shall be granted to him by the The Principal, Dasarathi Hazra Memorial College or his authorized representatives and no material will be considered as delivered until so approved.

12) On the completion of the delivery of materials the contractor shall be furnished with a certificate to that effect but the delivery will not be considered complete until the tenderer shall have removed all rejected materials and shall have the approved materials stacked or placed in such position as may be pointed out to him.

13) The materials are of the best description and in strict accordance with the specification, and the Supplier shall receive payment for such materials only as are approved and passed by The Principal, Dasarathi Hazra Memorial College

15) If the tenderer or his work-people break or deface any building, road, fence enclosure or grass land or cultivated land, be shall make good the same at his own expense and in the event of his refusing or failing to do so, the damage shall be repaired at his expense by the The Principal, Dasarathi Hazra Memorial College, who shall deduct the cost from any sums due, or which may be become due to the tenderer.

16) The Tenderer shall not sublet without specified order from authority in respect of a specified sub-tenderer. In the event of the tenderer subletting his Supply or execution without

such permission, he shall be considered to have thereby committed a breach of agreement and shall forfeit his security deposit and shall have no claim for any compensation for any loss that may have collected or engagement entered into.

- 17) The decision of the The Principal, Dasarathi Hazra Memorial College shall be final binding and conclusive on all question relating to the meaning of the specification.

The Principal,
Dasarathi Hazra Memorial College

SECTION - B
FORM -I
PRE-QUALIFICATION APPLICATION

To
The Principal
Dasarathi Hazra Memorial College

Ref: - _____

_____ **(with Sl. No.) (Name of Work)**

e-Tender No. : _____ **of the Principal, Dasarathi Hazra Memorial College.**

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of _____ In the capacity _____ duly authorized to submit the order. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- b) Tender Inviting & Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Encl:- e-Filling:-

1. Statutory Documents
2. Non Statutory Documents Date: -

Signature of applicant including title
and capacity in which application is made

SECTION - B
FORM - III
Experience profile

Name of the Firm :

D.1 LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE WORKS HAVING MORE THAN 40% OF THE PROJECT COST EXECUTED DURING THE LAST FIVE YEARS.

| Name of Employer | Name, Location & nature of work | Name of Consulting Engineer responsible for supervision | Contract price in Indian 'Rs. | Contractual Rate in percentage above or below | Original Date of start of work | Original Date of completion of work | Actual Date of starting the work | Actual Date of completion of work | Reasons for delay in completion (if any) |
|------------------|---------------------------------|---|-------------------------------|---|--------------------------------|-------------------------------------|----------------------------------|-----------------------------------|--|
| | | | | | | | | | |

Signature of applicant including title
and capacity in which application is made