

DASARATHI HAZRA MEMORIAL COLLEGE

Bhatar, Purbabardhaman, West Bengal, India – 713125

Memo No. DHMC/210/ET(1)/BC/60/17-18

DATE-29/03/2018

**NOTICE INVITING ELECTRONIC TENDER No. 1/2017-18
(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 internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal). Every such Transfer shall be done on or after the date of publish of NIEB. Any Bid without such Transfer of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of 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 “e-tender/municipality” link under <http://wbtender.gov.in> website.

SI No.	Name of Work	Estimated Cost (Rs.) inclusive of all charges	Cost of Agreement (To be paid by Lowest bidder only) (Rs.)	Time of Completion		Fund
1.	Construction of Lecture room adjacent two class room at First Floor of Dasarathi Hazra Memorial College at Bhatar, Dist. - Purba Bardhaman.PIN-713125	3378886/-	50+5000 = 5050.00	90days	Bonafide , Experienced at least 30% of similar nature of works and financiay capable Contractor	MP LAD
2.	Construction of class room at First Floor of Dasarathi Hazra Memorial College at Bhatar, Dist. - Purba Bardhaman.PIN-713125	1289701/-	50+2000 = 2050.00	90 days		MLA, LAD

PRINCIPAL
Dasarathi Hazra Memorial College

Memo No. DHMC/210/ET(1)/BC/60/17-18

DATE- 29/03/2018

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

1. The Sabhadipati , Burdwan Zilla Parishad , Birbhum.
2. The District Magistrate, Burdwan.
3. The SDO, Burdwan Division, Burdwan.
4. The BDO Bhatar
5. The office Notice Board, Website of Burdwan Municipality
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 60% for the similar nature of works. • Should be bonafide and financially sound contractors
c)	Tender paper cost documents	Rs. 5000/- for Sl. No 1 and Rs.2000/- for Sl. -2
d)	Documents require to be submitted along with the Application for obtaining quotation paper	Valid PAN No., G.S.T Registration Certificate & Professional Tax Clearance Certificate with up-to-date Income Tax ,credentials. : Organizational Structure,
e)	Earnest money:-	2% of Tendered Amount The requisite cost of Bid documents (If any) and Earnest Money, as specified in this NIEB shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dt. 28.07.2016 of Finance Deptt., Govt. Of West Bengal). Every such Transfer shall be done on or after the date of publish of NIEB. Any Bid without such Transfer of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt have to be uploaded as Statutory document.(Scanned copy). (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)
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 Documents online (Publishing Date)	:	29.03.2018 at 17.00 P.M.
ii)	Document downloaded / sale start date (on line)	:	30.03.2018 at 14:00 P.M.
iii)	Tender submission start date (on line)	:	30.03.2018 at 14:00 P.M.
iv)	Tender submission closing date (on line)	:	14.04.2018 up to 18:00 PM
v)	Tender opening date for Technical proposals (on line)	:	30.03.2018 up to 14:00 PM
vi)	Date of uploading list for Technically Qualified Tenders (on line)	:	To be Notified Later on.
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 Prequalification of Tenderer.	:	Tender will be checked for Pre-Qualification as per requirement mentioned in the earlier table by the Engineering Department, Burdwan Municipality. Purba Bardhaman.
ix)	Work order issuing authority	:	The Principal, Dasarathi Hazra Memorial College
x)	Authority for making payment to the contractor.	:	The Principal, Dasarathi Hazra Memorial College

NOTE :-

1. In case of Bundh/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 only for Sl. No. B) v) to viii) of Table-1.

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, IT PAN Card & Income Tax Return receipts valid up to the date of opening of the tenders.
- ii. G.S.T Registration Certificate.
- 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.

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)	1. G.S.T Registration Certificate 2. PAN Card 3. P Tax (CHALLN) 4. Income Tax Return receipts
B.	COMPANY DETAILS	COMPANY DETAILS	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Registration Certificate, Trade License) 4. Co-Operative Society (Society
C.	CREDENTIAL	Credential	1. Completion Certificate for Similar Nature of Work Done or civil engineering job

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.

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 Burdwan Municipality, 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 Municipality with in the Municipal/Adjoining areas (as the case may be).

1. Regarding tender for Technical & financial The Decision of Tender Committee / principal shall be final & 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 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 cancel summarily without assigning any reason on what so ever. Bidders are hereby requested to upload the above declaration as Technical document.

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 tender whose rate shall be accepted and supply order issued.
- xxiii) **“Authority”** mean the Chairman/Mayor of the municipality/corporation /the
Executive Engineer of Municipal Engineering Directorate as the case may be.
- xxiv) **“Godown”** means delivery place of pipe materials with in any municipal area of
West Bengal.
- xxvi) **“Supplier/ supplier”** same as
Agency xxvii) **“Contractor”** same as
Agency
- xxviii) **“Tendered”** same as Agency

TERMS AND CONDITIONS

- 1) The price offered should remain valid within a period of one year 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 one year from the date of agreement. The Tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful Tenderers; 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 seven days.
- 5) If any Tenderer withdraws his 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 in favour of The Principal, Dasarathi Hazra Memorial College (pl. refer Table 1) . After successful execution of work orders 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 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)

- 17) 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.
- 18) 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.
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The Principal,
Dasarathi Hazra Memorial College

ANNEXUTRE- I

QUESTIONNAIRE TO BE FILLED IN AND SUBMITTED WITH THE TENDER

QUESTIONNAIRE IN GENERAL

Tenderer shall fill in the questionnaire and upload copy of his offer. This information is required in this form to facilitate tender processing even though it may duplicate the information presented elsewhere in this offer. This data shall form a part of the contract with the successful tenderer.

The questionnaire does not supersede instructions in the tender documents relating to the description and other information to be submitted with the offer for a complete understanding of the items offer.

1.0	General	:	
1.1	Tenderers name and address (Telephone no., fax no., e-mail address)	:	
1.2	Tender no. and date	:	
1.3	Name of contact person	:	
1.4	Previous experience and present workload	:	
1.5	Time schedule of completion of supply work	:	
1.6	Tenderers organization chart (to be enclosed by the Tenderer)	:	
1.7	Details of branch and site offices, divisions etc	:	
1.8	Annual turnover Rs.	:	

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ANNEX II

QUESTIONNAIRE TO BE FILLED IN AND SUBMITTED WITH THE TENDER

Financial year	Annual turnover in Indian Rupees		
	Execution of Similar Works	Others	Total
1	2a	2b	3

The following supporting documents should be enclosed:

1. Annual Report
2. Audited Balance Sheet
3. Auditor's certificate indicating Average Annual Turnover
4. Certificate from any authority other than the Auditor shall not be accepted
5. All supporting documents submitted shall be either in original or authenticated.

ANNEXTURE- III

DECLARATION BY THE TENDERER – I

(Affidavit to be affirmed on a non Judicial Stamp paper of Rs. 10/- and enclosed with the Tender Documents which is required to be mentioned in the forwarded letter of the Tenderers as required to be submitted)

To

The Principal, Dasarathi Hazra Memorial College.

Sub.:-

Dear Sir,

I, Son of aged about

..... years by occupation do hereby solemnly affirm and say as

follows :

1. That I am the of (designation) (Name of Tenderer) and duly authorized by a competent to affirm this affidavit on behalf of the said Tenderer.
2. that I am fully aware of the sites of the work covered under NIT No..... and have made myself fully acquainted with the local conditions in or around the site of work, I have also carefully gone through the Notice Inviting Tender and Tender Documents mentioned therein. Tender of the above named tenderer is offered upon due consideration of all factors and if the same is accepted, I, on behalf of the aforesaid tenderer being duly authorized promise to abide by all the covenants, conditions and stipulations of the contract documents and to carryout & complete the supply work to the satisfaction of the Engineer-in-Charge of the work and abide by his instructions as may be given by him from time to time in that behalf. I also undertake to abide by the provisions of law including the provisions of contract labour (Regulation & Abolition) Act, 1970, Apprentice Act, 1961, west Bengal Sales Tax Act, Income Tax Act as would be applicable to the Tenderer upon entering into formal contract with college Authority.
3. That I declare that no relevant information as required to be furnished by the tenderer has been suppressed in the tender documents.
4. That the statement made in paragraph no. 1 to 3 is true to my knowledge.

Solemnly affirmed by the

Said

Deponent Before me

ANNEXURE- IV

DECLARATION BY THE TENDERER – II

To

The The Principal, Dasarathi Hazra Memorial College.

Sub.:-

Dear Sir,

We offer our Tender for the above project, in the capacity of the tenderer for the project we declare that we are interested in earnestly accomplishing the project, should you select us for this purpose.

If selected, we understand that it is on the basis of the organizational, technical, financial capabilities and experience of us as specified in the tender document. We understand that the basis of our qualification proposal, and that any circumstance affecting our continued eligibility under the Qualification Proposal, or any circumstance which would lead or have lead to our disqualification under the Qualification Proposal, shall result in our disqualification under this process.

We understand that you are not bound to accept any or all proposal(s) you received.

We declare that we have neither entered into nor are party to (whether by conduct or by acquiescence) any restrictive trade practice or sub-contracting arrangement or collective arrangement with any other person or entity including the other tenderer for the Project, in connection with the preparation and / or submission of the proposal for the Project.

We undertake that, in competing for (and, if we are selected, in working) the Project Agreements, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We declare that we have disclosed all material information, facts and circumstances to you, which would be relevant to and have a bearing on the evaluation of our proposal and selection.

We declare that in the event that you discover anything contrary to our above declarations, it is empowered to forthwith disqualify us and our proposal from further participation in the process.

Yours faithfully,

Authorized Signature

Name & Title of Signatory

Name of Quotationer:

Address :