

TAMRALIPTA MAHAVIDYALAYA

Estd. - 1948

TAMLUK, PURBA MEDINIUR - 721636

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From: Teacher-in-Charge,
Tamralipta Mahavidyalaya

Memo No: 343/2017

Date: 18/05/2017

Notice Inviting e-Tender No: WBDHE/TIC/TM/eNIT-01/2017-18

DETAILED NOTICE INVITING e-TENDER

1. On behalf of the board of councilors, the Teacher-in -Charge, Tamralipta Mahavidyalaya, invites e-Tender (electronic tender) from eligible resourceful & bonafide contractors as per the enclosed list of works (Table- 1).
2. Applicants willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://wbtenders.gov.in> using the option – Click here to Enroll. Possession of a Valid Class II Digital Signature Certificate (DSC) in the form of smart card/e-token in the Company's name is a prerequisite for registration and participating in the Tender submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://wbtenders.gov.in>
3. Intending tenderer can search and download NIT and other tender documents electronically by logging on to the website <https://wbtenders.gov.in> using his Digital Signature Certificate (DSC). This is the mode of collection of tender documents electronically.
4. For participating in the tender, the tenderer shall have to pay the **Earnest Money** in the form of
 - A) **Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment gateway.**
 - B) **RTGS/NEFT in case of offline payment through bank account in any bank**on/after the date of publication of this notice for the amount in the list of works as mentioned in Sl. No.- 11, Table- 1.
Scanned copy of the receipt of EMD (Self Attested) should be uploaded as Statutory Document/Technical File.

Seal and Signature of Tenderer

The Co-operative societies, who want to avail exemption of Earnest Money Deposit, shall have to upload necessary G.O. in this regard which is to be self-attested photocopy of the same.

5. Eligibility criteria for participation in tender :

- i) The prospective tenderers who are eligible to participate (Bonafide Outsider Contractors/Engineers Co.Op./Labour Co.Op. etc. etc.) should have sufficient experience & satisfactorily completed during the last 3 (three) financial year (FY 2014-15 to FY 2016-2017) prior to the date of issue of this Notice at least single work of similar nature under the State/Central Govt. undertaking. Board/Corporation, Local Bodies or similar Govt. organization etc., having a magnitude of 50% (Fifty percent) of the Estimated amount put to tender supported by completion certificate in support of the credential. Scanned copy of the Completion Certificate issued by the Concerned Executing Authority should be uploaded as Non-Statutory Document through online. Payment certificate/work order/certificate stating work under progress will not be considered as credential in this respect.
- ii) Uploading of scanned copies of Pan Card, up to date Income Tax Return receipts, up to date Professional Tax receipts, valid PTPC, up to date VAT registration Certificate including VAT Return in the Technical Proposal as Non Statutory Documents.
- iii) Registered Unemployed Engineer's Co-Operative Societies and registered Labour Co-Operative Societies are to upload the documents apart from the documents mentioned under Cl. 6(i) Registration Certificate, Bye Laws, audited balance sheet showing up to date accounts as Non Statutory Documents.
- iv) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum as Non Statutory Documents.
- v) All Tenderers should have to upload only their self attested copies of the requisite documents in the website for submitting their Tender.

The Tender Documents shall consist of the following documents:

- i. NleT
- ii. Form 2911.
- iii. BOQ/Price Schedule.

6. Submission of Tenders

6.1 General process of submission

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

Seal and Signature of Tenderer

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., and mobile no. & Fax, e-mail.
- ii) Online transfer of Earnest Money receipt (EMD) as prescribed in the NIT in favour of the Teacher-in -Charge, Tamralipta Mahavidyalaya. The Co-operative Societies, who want to avail exemption of Earnest Money Deposit, shall have to upload necessary G.O. in this regard.
- iii) Notice Inviting Tender.
- iv) BOQ/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) Tender will be summarily rejected if any item in the statutory cover is missing.
- iv) In case of any inadvertent typographical mistake the same to be treated to be corrected as to confirm to the prevailing relevant schedule of rates or technically sanctioned estimate.
- v) Necessary deduction i.e. VAT, S.T., I.T., CESS etc. will be made as per relevant Govt. order.

b. Non-Statutory Technical cover containing,

- i. **Up to date** Professional Tax (PT) challan with certificate of enrolment, Clearance receipts, IT PAN Card & Income Tax Return receipts valid up to the date of opening of the tenders. Valid application for such clearance addressed to the competent authority may also be considered, if necessary.
- ii. **Up to date** VAT Registration Certificate and up to date and valid Return Certificate of the last quarter of the current financial year.
- iii. Registered Deed for Partnership Firm.
- iv. Completion Certificate during the last 3(three) consecutive years [as stated in Clauses 5(i)] for one single work of similar nature worth at least 50% (Fifty Percent) of the amount put to tender for the work the contractor intends to participate.
- v. For Registered Unemployed Engineers' Co-Operative Societies and Registered Labour Co-Operative Societies registration papers in support of their registration, Bye Laws, up to date audited balance sheet.
- vi. Experience Profile should be furnished as per following table.

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Experience Profile

Name of Agency	Name location & nature of work	Tender No. & Work Order No.	Name of E.I.C. responsible supervision of for work	Estimated amount put to tender (Rs.)	Contractual rate	Date of commencement	Schedule date of completion	Actual date of completion of work	Reason for delay in completion (if any)

Note: Applicant may add necessary column and space, if required from his end.

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 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 Documents.

Seal and Signature of Tenderer

Information is also given to bidders that they have to submit current updated documents at the time of submission of tender. Old and invalid documents cannot be allowed and if found then technical bid will be rejected of concerned tender.

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. VAT Registration Certificate & VAT Up to Date return Receipt 2. PAN Card 3. P. Tax (CHALAN), Enrollment certificate 4. Income Tax Return receipt (refer clause 6. ii) 5. Pre Qualification Application(Letter Head) (Form I) 6. Professional Tax Payment Certificate(PTPC)
B	COMPANY DETAILS	COMPANY DETAILS	<ol style="list-style-type: none"> 1. Proprietorship Firm (Trade License up to date) 2. Partnership Firm (Partnership Deed, Trade License up to date) 3. LTD. Company (Registration Certificate, Trade License up to date) 4. Co-Operative Society (Society Registration Certificate) Bye Laws, up to date Audited Balance Sheet. 5. Power of Attorney (Registered)
C	CREDENTIAL	CREDENTIAL	<ol style="list-style-type: none"> 1. Completion Certificate for Similar Nature of Work Done (refer clause 5. i)

NOTE: FAILURE OF SUBMISSION OF ANY ONE OF THE ABOVE MENTIONED DOCUMENTS WILL RENDER THE LIABLE TO REJECT.

7. Financial Proposal

- i) Financial proposal should contain the following documents in one folder i.e. Bill of quantities – (BOQ) the contractor is to quote the rate (percentage above/below/at par) online and municipal tender form filled up in all respect. It may please be noted that the rate quoted in BOQ should match with the rate quoted in the tender form.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor

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8. **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 Teacher-in - Charge, Tamralipta Mahavidyalaya, may take appropriate legal action against such defaulting Tenderer. The authority may ask to show hard copies of all credentials, 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 procession of this tender.
 9. **Rejection of Tender:** The employer (Tender accepting authority) receives the right to accept or reject any Tender and to cancel the Tendering process and reject all Tenders at any time prior to the award of contract without there by incurring any liability to the affected Tenderers or any obligation to inform the affected Tenderers of the ground for employer's (Tender accepting authority) action.
 10. All Labour skilled or unskilled must have adequate experience in similar works as in the scope of this Tender. They shall be paid as per Minimum Wages Act, Govt. of West Bengal. The Mahavidyalaya Authority shall not be involved in any dispute between the Contractor and his/their employed Labours.
 11. During evaluation the committee may summon of the tenderers & seek clarification /information or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame , their proposals will be liable for rejection.
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Seal and Signature of Tenderer

12. Date & Schedule (Table-I):

a)	Name of the work :	CONSTRUCTION OF PROPOSED BOUNDARY WALL AND AREA DEVELOPMENT WORK OF TAMRALIPTA MAHAVIDYALAYA AT MOUZA: ABASBARI, J.L. NO.- 141, WARD NO.- VI OF TAMRALIPTA MUNICIPALITY, P.S.- TAMLUK, DIST.- PURBA MEDINIPUR.
b)	Eligibility of Contractor	Govt. bonafide contractor or outsiders or reputed firm having an experience of similar nature of work; value of work at least 50% of the estimated amount within last 3(Three) financial years (FY 2014-15 to FY 2016-2017) in a single work and also should possess valid PAN card, VAT/Sales Tax, Professional Tax Clearance Certificate and Valid trade license, PTPC. MOU/Joint Venture/sub contract in any form will not be allowed or provided in this contract. (refer clause 6-i)
c)	Name & Address of Executing Authority	Teacher-in-Charge, Tamralipta Mahavidyalaya
d)	Estimated value of the work put to tender :	Rs. 1646368.00
e)	Cost Price of Tender documents:	nil
f)	Earnest Money :	<p>Earnest Money Deposit i.e. 2% of the Estimated amount put to tender shall have to be deposited after acceptance of Bid Proposal in the same manner as initial Earnest Money deposit.</p> <p>Rs. 32927.00 as an initial Earnest Money Deposit shall accompany with Bid Proposal via e-procurement portal of the Government of West Bengal http://wbtenders.gov.in using bidders' login ID and password by selecting either of the following payment modes:</p> <p>1) Net Banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.</p> <p>2) RTGS/NEFT in case of offline payment through bank account in any bank.</p> <p>Note:- <u>The Earnest Money, as specified in this NleB 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 NleT. 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 (Scanned copy) shall be uploaded as Statutory document.</u></p>
g)	Time of completion:	Time of completion of the Contract is 90Days from the date of issue of Work Order.

Seal and Signature of Tenderer

h)	<u>Date and Time Schedule as follows :</u>	
i)	Date of uploading of NIT, and Tender Documents online (Publishing Date)	18/05/2017 17.00hrs
ii)	Document downloaded / sale start date (on line)	18/05/2017 18.00hrs
iii)	Tender Submission start date (on line)	19/05/2017 10.00hrs
iv)	Tender submission closing date (on line)	02/06/2017 17.00hrs
v)	Last Date of submission of the hard copies of the technical documents with receipt of earnest money to be submitted at the office of the Tamralipta Mahavidyalaya at Tamluk.	03/06/2017 16.00hrs
vi)	Tender opening date for Technical proposals (on line)	05/06/2017 11.00hrs
vii)	Date of uploading list for Technically Qualified Tenderer (on line)	To be notified later.
viii)	Date and place for opening of Financial proposals (on line)	To be notified during uploading of Technical Evaluation Sheet of Tenderers.
ix)	Date of uploading of list of Tenderers along with the offer rates through on line.	To be notified later.
x)	Also if necessary for further negotiation through offline for final rate	To be notified later.

Teacher-in Charge
Tamralipta Mahavidyalaya

Seal and Signature of Tenderer

13. IMPORTANT TERMS & CONDITIONS

- A) The detail NIT, documents and other relevant particulars may be seen by the intending bidders during office hours within the date mentioned above in the office of the Tamralipta Mahavidyalaya.
- B) The materials related to the work are to be supplied in accordance with the specification of the B.O.Q. of the Tamralipta Mahavidyalaya by the tenderer Deduction @ 10% 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 1 (One) year from the date of actual work done subject to fulfillment of the conditions applied.
- C) If the agency fails to do the work as per the agreement with the Municipal 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 Teacher-in -Charge, Tamralipta Mahavidyalaya 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 complete State Government authority as per the decision of Tamralipta Mahavidyalaya.
- E) The rate quoted should be inclusive of all cost of transportation loading unloading staking at site within any college area of the State of West Bengal and all Taxes, VAT etc. what so ever.
- F) Deduction viz (i) ST (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 (in two copies) with the Teacher-in -Charge, Tamralipta Mahavidyalaya, in the prescribed proforma in W.B. Form No. 2911 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 Corporation, within the adjoining areas (as the case may be).

1. Regarding tender for Technical & Financial the decision of The Teacher-in -Charge, Tamralipta Mahavidyalaya shall be final & binding on the applicants in this regard.
2. The authority reserves the right to accept or reject any of all offers without assigning any reason.

Seal and Signature of Tenderer

3. 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/ Corporation and of the like Govt. Bodies in execution of the similar nature of works during last five years and in 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.
4. One single credential application can be done for one group only.
5. 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.
6. 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.
7. Time being essence of execution, execution must be completed within stipulated time as to be given in the work order.
8. 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.

Teacher-in -Charge,
Tamralipta Mahavidyalaya

Seal and Signature of Tenderer

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. h) (v) to (x) of Table-1.
2. Scrutiny of technical proposal and recommendation thereafter and processing of Comparative Statement for acceptance etc. will be made by Tender evaluation Committee and Teacher-in -Charge, Tamralipta Mahavidyalaya.

Teacher-in -Charge,
Tamralipta Mahavidyalaya

Seal and Signature of Tenderer

FORM – I

PRE-QUALIFICATION APPLICATION

To,
Teacher-in -Charge,
Tamralipta Mahavidyalaya.

Ref: Tender
For

(Name of Work) _____

N.I.T. No _____

Dear Sir,

Having examined the Statutory, Non statutory and 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 work(s) given in Enclosure to this letter. We understand that:

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

Enclo: e-Filling:

- 1. Statutory Documents
- 2. Non Statutory Documents

Date:

Signature of applicant including title
And capacity in which application is made.

Seal and Signature of Tenderer

Self Declaration by the Bidder (To be submitted online through a non-judicial stamp paper)

1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/ claim will be raised by the under-signed.

2) The under-signed also hereby certifies that neither our firm M/S _____ nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this N.I.T.

3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.

4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.

5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

6) We hereby declare that we agree to the terms and condition laid down in the NIT document & form 2911 document as published in the NIT No : **WBDHE/TIC/TM/eNIT-01/2017-18**
This agreement over rides any remarks/observation/ submission made anywhere else in our submitted bid

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date: _____

Seal and Signature of Tenderer

Copy forwarded for information to:

1. e-Tender portal Govt. of West Bengal.
2. Office file.
3. Office Notice Board.

Teacher-in-Charge,
Tamralipta Mahavidyalaya

Seal and Signature of Tenderer