



**SIR RASHBEHARI GHOSH MAHAVIDYALAYA**  
UKHRID, KHANDAGHOSH, PURBA BARDHAMAN, PIN : 713142  
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NIT No.- DHE/SRGM/e-NIT-01/18-19

Date : 01.06.2018

**NOTICE INVITING E-TENDER**

The **Principal, Sir Rashbehari Ghosh Mahavidyalaya**, Ukhrid, Khandaghosh, Purba Bardhaman, Pin: 713142, West Bengal invites e-Tenders from bonafide contractors having experience in government jobs for the construction of Building works, details of which are given below (Submission of Bid through online).

<b>NAME OF WORK</b>	Construction for Ground Floor College Building of Sir Rashbehari Ghosh Mahavidyalaya Ukhrid, Khandaghosh, Purba Bardhaman, 713142, West Bengal
<b>ESTIMATED AMOUNT PUT TO TENDER</b>	Rs. 25,45,211.00
<b>EARNEST MONEY</b>	2% of Amount Put to Tender
<b>PERIOD OF COMPLETION</b>	Six months (180 Days)
<b>ELIGIBILITY</b>	<p>Intending tenderers should produce credentials of a similar nature of work of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice;</p> <p><b>or,</b></p> <p>Intending tenderers should produce credentials of 2(two) similar nature of work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p><b>or,</b></p> <p>Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at above; In case of running works; only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender.</p> <p>In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.</p>
<b>PRICE OF TENDER DOCUMENT</b>	Rs. 3000/-(three thousand only) to be deposit/submit by the successful bidder in the form of crossed cheque or DD favour of <b>Sir Rashbehari Ghosh Mahavidyalaya</b>

## **TERMS AND CONDITIONS :**

1. The qualified bidder is required to pay the cost of tender documents for the purpose for participating in e-Tender before issuing the Work Order and after the financial evaluation.
2. In the event of e-filing the intending bidder may download the tender documents from the website – <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
3. Submission of the EMD (Earnest Money Deposit) should be done through online payment option as per the given provision of the WB e-Tender Portal ( <http://wbtenders.gov.in> ) with own risk of the bidder. In case of failure of transaction or any other technical issues, the Tender Inviting Authority will not take any responsibility. Unsuccessful bidder will received their deposited Earnest Money against this particular tender automatically after updating the tender status by the Tender Inviting Authority. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the WB e-Tender (<http://wbtenders.gov.in>). Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule stated bellow.The documents submitted by the bidders should be properly scanned with well visibility.
4. The tenderer should have valid I.T clearance, GST registration, PAN card, Professional Tax Registration certificates with latest Challan.
5. The prospective bidders shall have satisfactorily completed as a prime agency during the last 5(five) years prior to the date of issue of this Notice at least one work of similar nature under authority of State/ Central Govt., State / Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central / State Govt. and having a magnitude of 40 (forty) percent of the estimated amount put to tender. Or as per eligibility stated above in Eligibility Criteria
6. The tenderer should submit the copy of submitted Earnest Money
7. The rate should be valid for twelve (12) months from date of financial bid opening.
8. 10 % will be deducted from each running bill as Security Deposit money. The Security Deposit money will be refunded after 12 months from the date of completion, subject to observation of performance of work .Labor cess and Income tax will be deducted in every running bill.
9. The tenderer should arrange for water and make arrangements for everything found to be necessary during construction.  
The tenderer shall be responsible for any untoward incident/ accident arising out of the construction work and the effects thereof.
10. Any supplementary item, if executed, shall be paid for as per current P.W.D schedule, including contractual percentage.
11. Tenders unaccompanied with the uploaded scans of the mandatory Earnest Money shall be rejected.

12. Bids shall remain valid for a period not less than 120 (One Hundred Twenty) days from the last date of submission of Bid.

**Important information:**

A. Payment will be made as per MB to be prepared by Engineer –in -charge.

**B. Date & Time Schedule:-**

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. Documents (Online) (Publishing Date)	01.06.2018 after 11.00 AM
2.	Documents download/sell start date (Online)	01.06.2018 after 11.00 AM
3.	Documents download/sell end date (Online)	20.06.2018 up to 4.00 PM
4.	Bid submission start date (Online) technical& financial	01.06.2018 after 11.00 AM
5.	Bid submission closing date (Online)	20.06.2018 up to 4.00 PM
7.	Date of Opening of Technical Bid (Online)	On or after 22.06.2018, at 4.00 PM
8.	Date & Place for Opening of Financial Bid (Online)	To be notified through WB e tender Portal later.

**15. Location of Critical Events**

Bid opening: Office of the Principal, Sir Rashbehari Ghosh Mahavidyalaya, Ukhrid, Khandaghosh, Purba Bardhaman, Pin: 713142, West Bengal.

16. The tender inviting authority may ask for any clarification any stage of tender or execution of of work from the bidders against if required. Bidder shall be liable to give satisfactory clarification to the tender inviting authority within the certain time schedule.
17. The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting E- Tender. The cost of visiting the site shall be at the Bidder's own expense.
18. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the college. Sir Rashbehari Ghosh Mahavidyalaya, Ukhrid, Khandaghosh, Purba Bardhaman, Pin: 713142, West Bengal, reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer, without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at the stage of Bidding.
19. Bidders shall not be allowed to be present during the opening of bid (both technical and financial). Participated bidder may check the detailed status of the tender through the WB e-Tender Portal.

20. CONDITIONAL/INCOMPLETE TENDER will not be accepted under any circumstances.
21. In the event of acceptance of lowest tendered rate no multiple lowest rate will be considered by the Tender Inviting Authority..
22. The Principal, Sir Rashbehari Ghosh Mahavidyalaya, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
23. During scrutiny, if it comes to the notice of the tender inviting authority that the credentials or any other papers of a tenderer are incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be entirely rejected.
24. Before issuance of the work order, the tender inviting authority may verify the credentials & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either fabricated or false, the work order will not be issued in favour of the tenderer under any circumstances.
25. All Agencies are requested to submit the following documents in support of their Credentials (Non-statutory Documents) with the application.
  - i) Work order and working schedule.
  - ii) Completion certificate showing date of completion.
26.
  - i) Conditional tenders will not be accepted in any case.
  - ii) The accepting authority reserves the right to accept or reject the tender without assigning any reasons what so over.
  - iii) The applicant must inspect the site of work and get acquainted with site conditions, facilities available and problems to be faced during work and take into account all such factors before quoting rate.
27. If any contractor fails to start the work within 15 (Fifteen) days from issuing date of work order the work order will be cancelled. No litigation to this effect shall be entertained by the tender inviting authority, this is incorporated to deliver time bound Public Works.
28. Tender inviting authority reserves the right to issue corrigendum towards the estimated amount and eligibility of contractors in case of any revision. Three days in advance to the date of application under certain unavoidable circumstances.
29. All machineries are to be provided by the contractor.
30. CONDITIONS OF CONTRACT as laid down in 2911/2911(i) 2911 (ii) of the Printed tender Form shall be substituted by the following :-Clause 17 - If the contractor or workmen or servants or authorized representatives shall break, deface, injure or destroy any part of building, in which they may be working, or any building, road, road-curbs, fence, enclosure water pipes, cables, drains, electric

or telephone posts or wires contiguous to the premise work or any part of it is being executed, or if any damage shall happen to the work from any cause whatsoever or any imperfections become apparent in it at any time whether during its execution or within a period of one year after issuance of a certificate of its completion by the Engineer-in-Charge, the contractor shall make the same good at his own expense, or in default, Principal, Sir Rashbehari Ghosh Mahavidyalaya, Ukhrid, Khandaghosh, Purba Bardhaman, Pin: 713142, West Bengal may cause the same to be made good by other workmen and deduct the expense (Sir Rashbehari Ghosh Mahavidyalaya, Ukhrid, Khandaghosh, Purba Bardhaman, Pin: 713142, West Bengal) from any sums, whether under this contract or otherwise, that may be then, or at any time thereafter become due to contractor by the college or from his security deposit, or the proceeds of sale thereof, or of a sufficient portion thereof and if the cost, in the opinion of the Principal, Sir Rashbehari Ghosh Mahavidyalaya, Ukhrid, Khandaghosh, Purba Bardhaman, Pin: 713142, West Bengal (which opinion shall be final and conclusive against the contractor), of making such damage or imperfections good shall exceed the amount of such security deposit and or such sums, it shall be lawful for the college to recover the cost from the contractor in accordance with the procedure prescribed by any law for being in force. Provided that the work shall not be deemed to have been completed unless the "Final Bill" in respect thereof shall have been passed and certified for payment by the building committee. Provide further that the Principal, Sir Rashbehari Ghosh Mahavidyalaya shall pass "Final Bill" and certify thereon within a period of forty five days with effect from the date of submission thereof by the contractor, the amount payable to the contractor under this contract and shall also issue a separate certificate of completion of work to the contractor within the said period of forty five days. The certificate of the Principal, Sir Rashbehari Ghosh Mahavidyalaya whether in respect of the amount payable to the contractor against the "Final Bill" or in respect of completion of work shall be final and conclusive against the contractor. However, the security deposit of the contractor held with the college under the provision of Clause 1 hereof shall be refundable to the contractor after maintenance period.

31. The tender inviting authority have the right to cancel any bids or entire tender without any prior intimation to the bidders.

**Explanation:**

The word 'work' means and includes building work, sanitary and plumbing work, electrical work and / or any other work contemplated within the scope and ambit of this contract. The work may be of original or special repair in nature or, a combination thereof, or of original or special repair in nature in combination with the work(s) of repair and / or maintenance.

*Principal*  
*Sir Rashbehari Ghosh Mahavidyalaya,*

**SECTION – A**  
**INSTRUCTION TO BIDDERS**

*General guidance for e-Tendering* Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

**1. Registration of Contractor**

Any contractor 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://etender.wb.nic.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

**2. Digital Signature certificate (DSC)**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) with Organization Name for submission of tenders, from the approved service provider as a USB e-Token.

3. The contractor can search & download NIT & Tender Documents electronically from WB e-Tender Portal once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**4. Participation in more than one work**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job. A prospective bidder (including his participation in partnership) shall be allowed to participate in a single work as mentioned in the list of schemes.

**5. Submission of Tenders**

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**A. Technical proposal**

The Technical proposal should contain scanned copies of the following in two covers (folders).

**A-1. Statutory Cover / Technical file containing**

- i. Prequalification Application (Sec-B, Form – I)
- ii. Copy of Challan with ref. no against the earnest money (EMD) as prescribed in the NIT,
- iii. Affidavits (Ref:- format for general affidavit shown).
- iv. NIT Special Terms, conditions (if any) – ***Original Files, Digitally signed, should be uploaded.***  
**The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under**

**Financial Bid. In case of quoting any rate in 2911(ii), the tender will be liable to be summarily rejected).**

**A-2. Non statutory / Technical Documents**

- i. Professional Tax (PT) registration with latest upto date challan, Pan Card, Latest IT-Return acknowledgement for last three financial years, GST Registration Certificate, Dealership Certificate as applicable, valid supervisory competency certificate, valid electrical contractor license.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company (if any).
- v. Tax Audited Report along with Balance Sheet & Profit & Loss A/c for the last three years (year just preceding the current Financial Year will be considered as year – I)
- vii. Credential (40% of the estimated value) Certificates of similar nature of works from any Govt. must be submitted (Work order and completion certificates or payment certificate to be attached)
- viii. Solvency Certificate 30 percent of the estimated value from nationalized bank to be uploaded.

**Note:-** Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to summarily rejected for both statutory & non statutory cover. **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 Document 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.

**DETAILED OF OTHERS INPORTANCE DOCUMENTS**

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	<b>1. GST REGISTRATION CERTIFICATE</b> <b>2. PAN CARD</b> <b>3. P TAX (CHALLAN) UP TO DATE</b> <b>4. LAST 3 FINANCIAL YEARS IT RETURN ACKNOLEGEMENT</b> <b>5. DEALERSHIP CERTIFICATE IF APPLICABLE.</b>
B.	COMPANY DETAILS	COMPANY DETAILS-1	<b>1. PROPRIETORSHIP FIRM (TRADE LICENCE)</b> <b>2. PARTNERSHIP FIRM (PARTERNERSHIP DEED, TRADE LICENCE)</b> <b>3. LTD. COMPANY (INCORPORATION CERTIFICATE/MOA, TRADE LICENCE)</b> <b>4. SOCIETY (SOCIETY REGISTRATION COPY, TRADE LICENCE)</b> <b>5. POWER OF ATTORNEY</b>



<b>C</b>	<b>CREDENTIAL</b>	<b>CREDENTIAL-1</b>	<b>1. SIMILAR NATURE OF WORK DONE &amp; COMPLETION CERTIFICATE, WHICH IS APPLICABLE FOR ELIGIBILITY IN THIS TENDER, ALONG WITH FORM – III IN PRESCRIBED FORMAT. 2. AFFIDAVIT – Y IN PRESCRIBED FORMAT.</b>
<b>D</b>	<b>BALANCE SHEET &amp; PROFIT AND LOSS A/C -DETAILS</b>	<b>LAST THREE YEAR BALANCE SHEET &amp; CA CERTIFICATE</b>	<b>AUDIT REPORT AND BALANCE SHEET FOR LAST THREE FINANCIAL YEARS</b>

### **B. Tender evaluation committee (TEC)**

i. Tender will be evaluated by the Tender Inviting & Accepting Authority through an “Evaluation Committee”, who will determine the eligibility of each bidder.

#### **ii. Opening & evaluation of tender:-**

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

iii. **Opening of Technical proposal:** - Technical proposals will be opened by the Nodal Officer. and his authorized representative electronically from the web site stated using their Digital Signature Certificate.

iv. Intending tenderer may remain present if they so desire.

v. Cover (folder) statutory documents should be open first & if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

vi. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evolution committee.

vii. Uploading of summary list of technically qualified tenderers.

viii. Pursuant to scrutiny & decision of the evaluation committee the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

ix. During evaluation, the committee may summon , the tenderer & seek clarification / information or additional documents 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.

### **C. Financial proposal**

i. The financial proposal should contain the following documents in one cover (folder), i.e., Bill of quantities (BOQ) the contractor is to quote the rate (**item wise rate inclusive GST and other charges**) online through computer in the space marked for quoting rate in the BOQ. Details breakup of the quoted rate should be furnished separately on organization letter head in separate folder of the financial cover.

ii. Copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

### **6. Penalty for suppression / distortion of facts**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee 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. Besides, the college may take appropriate legal action against such defaulting tenderer. The college reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders and without any obligation to inform the affected Bidder or Bidders of the ground for said action.

#### **7. Award of Contract**

The Bidder, whose Bid has been accepted, will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract. The Agreement in W.B.F.No.-2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.

***PRINCIPAL***

***Sir Rashbehari Ghosh Mahavidyalaya***

**Section-B**  
**Form-1**  
**PRE-QUALIFICATION APPLICATION**  
**[To be Prepare on Company Letter Head]**

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**To**  
**The Principal**  
**Sir Rashbehari Ghosh Mahavidyalaya**

**Ref:-** Construction for Ground Floor College Building of Sir Rashbehari Ghosh Mahavidyalaya Ukhrid,  
Khandaghosh, Purba Bardhaman, 713142, West Bengal

**NIT No:**

**Tender ID:**

Dear Sir,

Having examined the pre-qualification documents (N.I.T. & Volume-I), 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 works given in Enclosure to this letter. We understand that :

- (a) Engineer -in-Charge/ Employer can amend the scope & value of the contract bid under this project.
- (b) Engineer -in-Charge/ Employer reserves the right to reject any application without assigning any reason ;

Encl. :-

1. Prescribed forms duly filled in duplicate.
2. Evidence of authority to sign.
3. Latest brochures.

**Date:**

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

**FORM-II  
AFFIDAVIT- 'Y'**

**(To be furnished in Non-judicial Stamp paper of appropriate value duly notarized)**

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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 tender by the PW department during the last 5 (five) years prior to the date of this NIT.
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 & I have not applied severally for the same job.

**Signed by an authorized officer of the firm**

\_\_\_\_\_

**Title of the Officer:** \_\_\_\_\_

**Name of Firm with Seal:** \_\_\_\_\_

**Date** \_\_\_\_\_

**SECTION-B  
FORM-III (EXPERIENCE PROFILE)**

**Name of the Firm:** \_\_\_\_\_

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY UP TO A VALUE

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Original date of Start of work	Original date of completion of work	Actual date of starting the work	Actual date of completion the work	Reasons for delay in completion (if any)

**Note:**

- a) Certificate from the Employers to be attached.
- b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.
- c) No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.
- d) Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.
- e) No alteration shall be permitted to be made by the tenderer in any tender after its submission.

**TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME:**

When a Contractor, whose tender has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the tender be annulled his Security Deposit will be forfeited.

**Signature and address of the Tenderer**

**Signature of the Tender Accepting Authority**