



# University of Calcutta

87/1, College Street, Kolkata-700 073

E-Tender No. - Eng/CT-12/17-18

Date: 25.05.2017

E-Tender for the proposed “work for Repairing and painting of room no NRS 4 & NRS 5 with some windows making aluminum sliding including floor tiles at passage of 2<sup>nd</sup> & 3<sup>rd</sup> floor Campus, C.U. Kolkata - 9.

Name of Work	Estimated Amount (Rs.)	Earnest Money @5% of the Estimated Amount (EMD) (Rs.)	Time of completion	Bid Validity Days	Name of the Concerned Department
work for Repairing and painting of room no NRS 4 & NRS 5 with some windows making aluminum sliding including floor tiles at passage of 2 <sup>nd</sup> & 3 <sup>rd</sup> floor Campus, C.U. Kolkata - 9	Rs. 6,22,605.00/-	Rs.31,130.00/- (To be deposited Online)	30 days	90 days	Office of the Engineer, Darbhanga Building, 87/1 College Street Kolkata-700073, University Of Calcutta

## A. Eligibility Criteria:

1. Valid trade License , Vat & Pan, ESI Registration and credential for satisfactory completion of similar nature of job amounting 75 % of the estimated value in a single tender in the last three financial year of Government and Government Undertaking and Government aided Universities.
2. Agency does not have E.S.I. Registration, must submit 'Workmen's Compensation Insurance Policy' Certificate for the said job from any Govt. undertaking Insurance Company before starting the work.

## B. GENERAL TERMS AND CONDITIONS FOR THE GUIDANCE OF CONTRACT

1. The rate should be quoted after inspection of the site and inclusive of all incidental charges i.e. freight, insurances, labor insurances, handling charges, necessary government taxes, duties etc as well as the Water, Electricity charges which are to be paid to KMC, CESC and other bodies.
2. **Liquidated damage** will be charged to the contractor if they fail to complete the work within the stipulated time, @ 0.10% of the contract value per day.
3. **Time** is the essence of this contract. Normally no time extension will be granted. In case of prayer for extension of time the University authority has the full right reserved to grant it or discard it.
4. The contractor will not be allowed to work on any Saturday, Sunday or University holidays if prior permission in writing is not taken from the Engineer C.U.
5. (a) The University authority will retain a sum amounting 10% of the bill of the contract for a period of six months (which is the defect and liability period) from the date of completion of work as **retention money** for the work.  
(b) For special type of work like roof water proofing treatment the defect and liability period would be 5(five) years and the University authority will retain 10% of the bill of contract for the period for any value of work.  
(c) For work like installation of machines and its repairing the defect and liability period would be that stipulated by the manufacturer/bidder in sealed tenders and the University authority will retain 10% of the bill of contract for the period for any value of the work.
6. Any item executed at the time of work which is not covered in the item listed in the tender will be dealt with as per current PWD Schedule of rates corrected to the extent of percent quoted by the bidder. However the items not covered in the PWD Schedules of the work will be dealt with as per market price subject to approval of the Engineer C.U.

7. The bidders should submit attested copies of current Trade License, VAT Registration Certificate & PAN, ESI Registration, credentials with the bids otherwise the tender may be treated as cancelled.
8. Work is to be carried out as per PWD specification or as per direction of the Engineer C.U.
9. The contractor should procure **I.S.I./B.I.S** marked materials approved by the Engineer C.U.  
The materials brought to site for execution of the work should not be taken out of site without the permission of the Engineer C.U.
10. The rates must be quoted in words as well as in figure otherwise the tender will be cancelled.
11. **The University will not be bound to accept the lowest bidder.**
12. The University will not supply any material to the contractor.
13. The contractor will have to submit bill in printed format in duplicate.
14. The contractor will have to take necessary instruction from the concerned Sub-Assistant-Engineer regarding the execution of work.
15. The allotted time for completion of the work is **30 days**.
16. The defects liability period of the work is **Six months**.

**Engineer (Actg.),  
University of Calcutta**

### C. Important Dates :

Sl. No.	Items	Publishing Date (s) & Time
1	Date of uploading of N.I.T. & Tender documents (online) from this end	29 <sup>th</sup> May, 2017 ; 03:00 PM
2	Starting of Documents download (online)	29 <sup>rd</sup> May, 2017 ; 03:00 PM
3	Bid Submission starting (on line)	13 <sup>th</sup> June, 2017 ; 03:30 PM
4	Bid submission closing date (online)	27 <sup>th</sup> June, 2017; 03:00 PM
5	Bid opening date for Technical Proposal (online)	28 <sup>th</sup> June, 2017; 03:00 PM
6	Date of uploading list for Technically qualified Bidder (on line)	To be notified later on
7	Date and Place for opening of Financial Proposal (online)	To be notified later on
8	Date of uploading of list of bidders along with the approved rate	To be notified later on

## INSTRUCTIONS TO BIDDERS / CONTRACTOR

Instructions / Guidelines for electronic submission of tenders have been annexed for assisting the contractors to participate in E-Tendering.

- I. **Registration of Contractor:** - Any bidder 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>. The bidder is to click on the link for e - Tendering site as given on the web portal.
- II. **Digital Signature Certificate (DSC):** - Each bidder is required to obtain a class - II or class - III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider.
- III. **Collection of Tender documents:** - The bidder can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
- IV. **Cost of Earnest Money (EMD)**

Name of the Works	Earnest Money (EMD) Quoted INR
work for Repairing and painting of room no NRS 4 & NRS 5 with some windows making aluminum sliding including floor tiles at passage of 2 <sup>nd</sup> & 3 <sup>rd</sup> floor Campus, C.U. Kolkata - 9	Rs/- 31,130.00/- (To be deposited Online)

**V. Submission of Tenders:-**

- a. **General process of submission:** - Tenders are to be submitted through online to the website <https://wbtenders.gov.in> in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
- b. **Technical Bid:-** Technical Bid contain scanned copies of the followings further in two cover (folder)

**VI. Statutory Cover Containing**

- i) NIT and Corrigendum if any (Download the NIT and upload the same by digitally sign).

**VII. NON-STATUTORY/MY DOCUMENTS containing the following documents:**

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. VAT/CST Registration certificate
			4. Service Tax Registration Certificate
			5.E.S.I Registration
B.	Company Details		1. Proprietorship Firm (Trade License).
			2. Partnership Firm including LLP (Partnership Deed, Trade License)
			3. LTD Company (Incorporation certificate, Trade License)
			4. Society (Society Registration copy, Trade License)
			5. Power of attorney

**Note: Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.**

**VIII. Financial Bid: - BOQ in INR (in excel sheet)**

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

## **IX. Opening & Evaluation of Tender:-**

Opening of Technical Bid:

- i) Technical bid will be opened by the University of Calcutta Officials. Intending bidders may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified bidders would be uploaded.

**NB: While evaluation, the committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.**

## **X. Opening and evaluation of Financial Bid:**

Financial bid of bidders declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

## **XI. Penalty for suppression / distortion of facts:**

Submission of false document by bidder is strictly prohibited and will be liable for rejection of the tender.

**\*\* Note: For details enquiry & further correspondence feel free to contact the Engineer C.U or the Office of the Engineer at any working day between 11.00 am to 4.00pm.**

The undersigned reserves the right to reject any or all Tenders without assigning any reason what so ever.

**Engineer (Actg.),  
University of Calcutta**