



University of Calcutta

87/1, College Street, Kolkata-700 073

REQUEST FOR PROPOSAL

E-Tender No: - ET/ENG/108/21-22 Date: - 08-10-2021

Engineering Department, University of Calcutta invites e-tender for the following work from the reputed, bonafied and resourceful agencies/contractors/bidders having credentials of similar nature of jobs in Government/ Semi-Govt./ Autonomous bodies/ State Universities under Govt. of West Bengal within last 3(three) years.

Name of work: URGENT REPAIRING AND PAINTING AT 2ND FLOOR AND 3RD FLOOR CORRIDOR AND STAIRCASE AREA OF PALIT BUILDING IN RAJA BAZAR SCIENCE COLLEGE CAMPUS UNDER UNIVERSITY OF CALCUTTA DURING THE F.Y. - 2021-22.

- 1) Estimate amount put to tender: Rs 11,01,236.00 (Excluding GST and other taxes)
- 2) Earnest Money (EMD): Rs 55061 /-(Fifty Five Thousand Sixty One) only (See the page No. 10- 11)

*Exemption of EMD is not allowed in any case.

- 3) Cost of tender document per set: NIL
- 4) Time of completion of work: 45 Days.
- 5) Bid Validity: 180 Days.

Scope of the Work: URGENT REPAIRING AND PAINTING AT 2ND FLOOR AND 3RD FLOOR CORRIDOR AND STAIRCASE AREA OF PALIT BUILDING IN RAJA BAZAR SCIENCE COLLEGE CAMPUS UNDER UNIVERSITY OF CALCUTTA DURING THE F.Y. - 2021-22

SL.NO.	DESCRIPTION OF ITEM.	UNIT.	QUANTITY.	RATE.		AMOUNT.	
				RS.	P.	RS.	P.
1. (page11 Item10).	Stripping off worn out plaster and raking out joints of walls, ceilings etc. Up to any height and in any floor including removing rubbish within a lead of 75m as directed. 2x2x2(68.8+3.0)0.75=430.80 2x2(58.5+3.0)x0.75=184.50	Sqm.	650.00	19.00		12350.00	
2. (page278 Item9).	Labour for propping up overhead members as a precautionary measure against falling as directed with necessary planks, Eucalyptus props, packing nails, wire ropes, iron wires etc. including hire charges of all materials fitting, fixing dismantling and removing the props etc. and all ancillary works in this connection complete. 2X68.8X3X1.15X2=949.44 2X2X13.6X3X1.15=187.68 2X33.3X3X1.15=229.77	Cum.	1400.00	55.00		77000.00	
3. (page45 Item8).	Applying 2 coats of bonding agent with synthetic multi functional rubber emulsion having adhesive and water proofing properties by mixing with water in proportion (1 bonding agent : 4 water : 6 cement) as per Manufacturer's specification [Cement to be supplied by the Department]. 25% of item no. 1						

		Sqm.	170.00	88.00	14960.00
4. (page40 Item27).	Cement concrete (1:1.5:3) with graded stone chips 5.6 mm size with hexagonal square mesh wire netting, I.R.C. fabric mesh or X.P. M. fitted and fixed after tying the existing reinforcement on concrete without distributing the same and with proper scarping and cleaning the reinforcement and disturbed concrete with wire brush etc. after applying a coat of cement including the cost of wire netting I.R.C or X. P. M. & cost of all handling and scaffolding complete as per direction of Engineer-in -charge.	Sqm.	170.00	587.00	99790.00
5. (page76 Item4).	Repairing cracks in floor with cement mortar (1:2) with necessary pigment to match with existing works, including prior cutting and cleaning the cracks as directed.	%mtr.	1000.00	688.00	6880.00
6. (page45 Item6).	Cleaning the exposed reinforcement preferably up to full diameter by wire brush, applying two coats of polymer based rust removing compound left for 24 hours, removing the coating and then applying two (2) coats of polymer modified anti corrosive protective coating formulated to inhibit the corrosion of reinforcement as per manufacturer's specification				

		Sqm.	5.00	782.00	3910.00
7. (page114 Item1).	Wood work in door and window frame fitted and fixed in position complete including a protective coat of painting at the contact surface of the frame excluding cost of concrete, Iron Butt Hinges and M.S clamps. (The quantum should be corrected up to three decimals). Sal-Malayasian				
		Cum.	0.25	83218.00	20804.50
8. (page189 Item1).	Plaster (to wall, floor, ceiling etc.) with sand and cement mortar including rounding off or chamfering corners as directed and raking out joints including throating, nosing and drip course, scaffolding/staging where necessary.[Excluding cost of chipping over concrete surface] With 1:6 cement mortar 25 mm thick plaster.				
		Sqm.	650.00	207.00	134550.00
9. (page99 Item1).	M.S. structural works in columns, beams etc. with simple rolled structural members (e.g. joists, angle, channel sections conforming to IS: 226, IS: 808 & SP (6)-1964 connected to one another with bracket, gussets, cleats as per design, direction of Engineer-in charge complete including cutting to requisite shape and length, fabrication with necessary bolting, metal arc welding conforming to IS: 816-1969 & IS: 1995 using electrodes of approved make and brand conforming to IS:814- 2004, haulage, hoisting and erection all complete. The rate includes the cost of rolled steel section, consumables				

	<p>such as electrodes, gas and hire charge of all tools and plants and labour required for the work including all incidental charges such as electricity charges, labour insurance charges etc.</p> <p>ISMC 100x50- 20x0.5x9.56=95.6kg.</p>				
		Mt.	0.10	59119.00	5911.90
10. (page204 Item5).	<p>Rendering the surface of walls and ceiling with white cement based wall putty of approved make and brand (1.5mm thick).</p> <p>$2 \times 2 \times 68.8 \times 3.0 = 825.6$</p> <p>$2 \times 58.5 \times 3.0 = 351.00$</p> <hr/> <p>$1176.00 \times 25\% = 294.00$</p>				
		Sqm.	294.00	110.00	32340.00
11. (page195 Item7	<p>Applying Interior grade Acrylic Primer of approved quality and brand on plastered or concrete surface old or new surface to receive Distemper/ Acrylic emulsion paint including scraping and preparing the surface 5thoroughly, complete as per manufacturer's specification and as per direction of the EIC.</p> <p>$2 \times 2 \times (68.8 + 3.0) \times 4.7 = 2699.68$</p> <p>$2 \times 2 \times 68.8 \times 3.0 = 825.6$</p> <p>$2 \times (58.5 + 3.0) \times 4.8 = 1180.8$</p> <p>$2 \times 58.5 \times 3 = 351.00$</p>				

		Sqm.	5300.00	33.70	178610.00
12. (page201 Item4).	Applying Acrylic Emulsion Paint of approved make and brand on walls and ceiling including sand papering in intermediate coats including putty (to be done under specific instruction of Superintending Engineer) :	Sqm.	5300.00	70.00	371000.00
13. (page200 Item1b).	<p>Priming one coat on timber or plastered surface with synthetic oil bound primer of approved quality including smoothening surfaces by sand papering.</p> <p>Pan door-$2 \times 38 \times 1.5 \times 3.0 \times 1.3 = 444.60$</p> <p>Skirting-$2 \times 2 \times 0.2 \times 68.8 = 55.04$</p> <p>$2 \times 52.4 \times 0.2 = 20.96$</p> <p>Joist-$110 \times 0.725 \times 3.0 = 239.25$</p> <p>Collapsible gate-$12 \times 3.0 \times 3.5 \times 1.5 = 189.00$</p>	Sqm.	1000.00	38.00	38000.00
14. (page200 Item 2).	Painting with best quality synthetic enamel paint of approved make and brand including smoothening surface by sand papering etc. including using of approved putty etc. on the surface.	Sqm.	1000.00	79.00	79000.00
15. (page12)	Removal of rubbish, earth etc. from the working site and disposal of the same beyond the compound, in conformity with the Municipal / Corporation Rules for such				

Item13).	disposal, loading into truck and cleaning the site in all respect as per direction of Engineer in charge.				
		Cum.	35.00	166.00	5810.00
16. (p-54 i-17)	18 mm. to 22 mm. thick, kota stone slab set in 20 mm thick (avg) cement mortar (1:4) in floor, stair & lobby including pointing in cement slurry with admixture of pigment matching the stone shade, including grinding & polishing as per direction of Engineer - in - charge to match with the existing work. [Slurry for bedding @ 4.4 kg/Sq.m and pointing @2.0				
		sqm	20.00	1016.00	20320.00

TOTAL BASIC COST OF THE ESTIMATE=

RS. 1101236.40

(EXCLUDING GST AND OTHER TAXES, WHICH WILL BE PAID EXTRA AS PER RULES)

GENARAL TERMS & CONDITIONS:

- 1) Traditional process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. will be stopped for e –tender procurement of this Division wef. 01.10.2015. Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e–tendering portal. Intending Bidder will get the Beneficiary details from e–tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e– Proc Ref No.

- 1) Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E –Procurement site.

Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.

- 2) In the event of e-filling, intending bidder may download the tender documents from the website: <https://etender.wb.nic.in> directly with the help of Digital Signature Certificate. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <https://etender.wb.nic.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per tender time schedule stated in NIT documents.

The documents submitted by the bidders should be properly indexed & digitally signed.

- 3) Both Technical document and Financial Bid are to be submitted in technical (Statutory & Non – Statutory folder) and financial folder concurrently duly digitally signed in the website wbenders.gov.in.
- 4) The Technical document and Financial Bid submission: As per Table mentioned at page –4.
- 5) The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL Document (both statutory and non–statutory) of the bidder found qualified by the **CENTRAL TENDER COMMITTEE, University of Calcutta**. The decision of the **CENTRAL TENDER COMMITTEE, University of Calcutta**, will be final and absolute in this respect. The both list of Responsive and Non –Responsive Bidders will be displayed in the website:wbenders.gov.in.
- 6) Eligibility criteria for participation in the tender:
- i) Resourceful & benefited contractors having Valid trade License, GST & PAN and credential for satisfactory completion of similar nature of job of amounting 75 % of the estimated value in a single tender in the last three financial years in Government /Government Undertaking or any State-run University under Govt. of West Bengal. Original documents may be asked for verification of technical evaluation. Failing to produce original documents, the Bidder will be rejected. **Only completion certificate of the work from the respective D.D.O / Head of the concerned Department will be considered as the valid credential.**
- (ii) The prospective bidders shall have satisfactorily completed as a prime agency during the last 5 (five) years from the date of issue of this Notice the **similar nature of work** as per amendments vide Notification No – 04–A/PW/O/10C–02/14 dated 18.03.2015 under authority of State/Central Govt., State/Central Govt. undertaking/Statutory Bodies Constituted under the Statute of the Central/State Govt. [Non statutory Documents]
- N.B.:- Completion certificate should contain a) Name of work, b) Name and address of Client, c) Amount put to tender, and tendered amount d) Date of commencement of work e) Date of completion of work.**
- BOQ for the respective work should be uploaded along with completion certificate.**
- (iii) Valid up to date clearance of Income Tax return / Professional Tax Clearance Certificate / P.T. (Deposit Challan) / Pan issued by the IT Dept., Govt. of India / 15–digit Goods & Service Taxpayer Identification Number (GSTIN) under GST Act, 2017 / GST clearance certificate/ Voter ID Card/AAdhar card for self-

identification to be accompanied with the technical documents [Non statutory Documents] Income Tax Acknowledgement Receipt for last three assessment years to be submitted. **[Non statutory Documents]**

- (iv) In case of Proprietorship and Partnership Firms and Company to Tax Audited Report in 3CD Form is to be furnished along with Balance Sheet & Profit and Loss A/c. for the last 5 (five) years (year just preceding the current financial year will be considered as year –1). [Non statutory Documents]
- (v) Where an individual person holds a digital certificate in his own name duly issued to him by the company or the firm of which he happens to be a director or partner, such individual person, either belonging to an appropriate cadre officer of the company or an authorized partner of a firm, having a registered power of attorney empowered by the board or by the firm shall invariably upload a copy of registered power of attorney showing clear authorization in his favour to upload such tender.
- (vi) Declaration regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application.
- (vii) A prospective bidder shall be allowed to participate in a single 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.
- (viii) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
- (ix) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non statutory Documents]

7) No mobilization / advance will be allowed.

8) In connection with the work, Arbitration will not be allowed. The Clause No. 25 of 2911 (ii) is to be Considered as deleted vide Gazette notification no 558/SPW–13th December 2011.

9) Bids shall remain valid for a period 180 (one hundred eighty) days after the dead line date for Financial Bid/Sealed Bid submission. Bid valid for a shorter period shall be rejected by **Central Tender Committee, University of Calcutta**, as non –responsive. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

- 10) The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the concerned department at his own cost for a period as per prevailing Govt. rule from the date of completion of the work. If any defect/damage is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.
- 11) **The intending bidders are required to quote the percentage rate of the tender. GST will be paid extra as applicable.**
- 12) **Tax invoice (s) needs to be issued by the contractor/agency for raising claim under the contract showing separately the tax charged in accordance with the provision of GST Act, 2017**
- 13) **Additional performance security: Additional performance security@10%** of the tendered amount in the form of Bank Guarantee from a Scheduled bank, valid up to the date of completion, shall be shall be obtained from the successful bidder according to the memorandum vide no. 4608 –F(Y) Dt. 18th July, 2018 of Finance (Audi t), Govt. of West Bengal in case of accepted bid value is 80% (eighty percent) or less than estimate put to tender.
- 14) Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regard will be entertained.
- 15) The Bidder, at his 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, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- 16) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids no cost of bidding documents shall be reimbursable by the Department. **The Central Tender Committee, University of Calcutta, 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 incurred by any Bidder at the stage of Bidding.**
- 17) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.
- 18) **Earnest Money Deposit:**
 - a) The bidders need to submit EMD of **Rs 55061 /- only** through Bank Draft in favour of 'University of Calcutta' or through NEFT or RTGS or Bank Transfer at the given account as mentioned in the Portal along with their bids.

EMD through NEFT or RTGS or Bank Transfer Details:

Particular	Amount	Transaction No. & Date	Bank Name
EMD	Rs. 55061 /-		

- b) **Exemption of EMD will not be accepted in any case, failing which the tender will be rejected.**
- c) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender.
- d) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- e) **No interest will be paid on the EMD (if any).**
- 19) **Security Deposit:** To be deducted @10% of the Bill value from 1st R/A or any subsequent Bills as security deposit and will be retained up to DLP period.
- 20) **Compensation of Delay:** As per rules mentioned in West Bengal Form No.2911 under WBFR, Govt. of West Bengal.
- 21) **Force Majeure:** As per rules mentioned in West Bengal Form No.2911 under WBFR, Govt. of West Bengal.
- 22) **Action and compensation payable in case of Bad work: As per Clause 14 of West Bengal Form No.2911 under WBFR, Govt. of West Bengal.**
- 23) **Procedure for debarment during the contract implementation stage:** As per rules mentioned in West Bengal Form No.2911 under WBFR, Govt. of West Bengal.
- 24) **Liquidated damage:** As per rules mentioned in West Bengal Form No.2911 under WBFR, Govt. of West Bengal.
- 25) **Defect and Liability period: 06(Six) months or as per Clause 17 of West Bengal Form No.2911 under WBFR, Govt. of West Bengal, whichever is more.**
- 26) **Besides the above clauses, the contract of agreement will be enforced as per prevalent rules of West Bengal Form No.2911 under WBFR, Govt. of West Bengal.**

Action to be taken in the cases of suppression / distortion effects

Submission of any false document by the bidders is strictly prohibited and, in such cases, the concerned bid(s) shall be rejected.

27) Important information Date & Time schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other documents (Online)	08/10/2021; 18:00 PM
2	Start of downloading documents (Online)	08/10/2021; 18:00 PM
3	Start of Bid submission (Online)	08/10/2021; 18:00 PM
4	Close of Bid Submission (Online)	25/10/2021; 14:00 PM
5	Date of opening of technical bid (Online)	27/10/2121; 14:00 PM
6	Date of uploading list of Technically Qualified Bidders (Online)	To be communicated later
7	Date of opening of Financial Bid (Online)	To be communicated later

28) **LOCATION OF CRITICAL EVENT:**

**Bid Opening: - University of Calcutta at 87/1 College Street, Darbhanga Building, Ground Floor
Kolkata-700073**

- 29) Conditional/Incomplete tender will not be accepted under any circumstances.
- 30) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
- 31) In case of ascertaining authority of intending bidders at any stage of tender process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the Tender Inviting & Accepting Authority / Engineer-In-Charge.
- 32) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.
- E-NIT
 - EMD (Not Exempted)
 - Credentials
 - GST, PAN
 - P-Tax
 - Relevant trade license
 -

Sl.No.	Category	Sub Category	Sub-Category Description
A.	Certificates	Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration Certificate with GST up to date clearance certificate.
			4. Valid Trade License
B.	Credential	As per Eligibility criteria vide Clause No.6(i)	

- 33) Qualification criteria: – The tender inviting & Accepting Authority will determine the eligibility of each bidder; the bidders shall have to meet all the minimum criteria regarding:
- a) Financial Capacity
 - b) Technical Capacity comprising of personnel & equipment capability.

c) Experience/Credential

- (i) The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b, c above. If any document submitted by a bidder is either manufacture of false, in such cases the eligibility of the bidder/ bidder will be out rightly rejected at any stage without any prejudice.

- 34) During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not allow to participate in the tender and that application will be out rightly rejected without any prejudice. The **Tender Committee, University of Calcutta**, reserves the right to cancel the NIT due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.
- 35) In case if there be any objection regarding prequalifying the Agency that should be lodged to the **Engineering Department, University of Calcutta** within 02(two) day from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the **Engineering Department, University of Calcutta**.
- 36) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest bidder if necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof.
- 37) Declaration must be uploaded by the bidder for the clause mentioned below: “any intending bidder who have failed to execute more than one works contract under any Directorate of this Department and was terminated by any sub –rule under Clause –3 of tender Form No. 2911 or terminated under any clause of Standard Bidding Document by the Engineer – in–Charge/Employer during last 3 (three) years will not be eligible to participate in any bid under any Directorate under this Department for another 2 (two) years from the date of imposition of last termination notice by the Engineer–in–Charge/Employer.”
- 38) **Termination of contract:** The Central Tender Committee of the University of Calcutta reserves the right to terminate the contract without showing any reason in case of deterioration of services.



University Engineer &
Convener of the Tender Committee.

SECTION – A

Instruction to Bidder

- 1 Bids for the tender are to be submitted through online mode 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 scheduled date and time using the Digital Signature Certificates.
- 2 Online bid submission (Bidder/Contractor) process is given in <https://wbtenders.gov.in> portal; please download the pdf file.
- 3 Possession of a valid DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorized certifying agencies.
- 4 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Portal.
- 5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6 The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.
- 7 The portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for ready reference.

The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.

Online Bid Submission Procedure

Cover-1: The file should be saved in a PDF version and should comprise of the following items:

- **Packet-1:** Duly Completed Scanned PDF of Registration Certificate Details.
- **Packet-2:** Duly Completed Scanned PDF of PAN Card.
- **Packet-3:** Duly Completed Scanned PDF of GSTIN.
- **Packet-4:** Duly Completed Scanned PDF of EPF Registration.
- **Packet-5:** Duly Completed Scanned PDF of ESI Registration.
- **Packet-6:** Duly Completed Scanned PDF of Labour License.
- **Packet-7:** Scanned PDF of Address Proof of Bidder's Office in Kolkata.
- **Packet-8:** Scanned PDF of Bank Solvency Certificate.
- **Packet-9:** Scanned PDF of this document (Modified NIT) (*duly signed and stamped on each page*).

Cover-2: The file should be saved in a PDF version and should comprise of the following items:

- **Packet-1:** Duly Completed Scanned PDF copy of Annexure-I.

- **Packet-2:** Duly Completed Scanned PDF copy of Annexure-II.
- **Packet-3:** Duly Completed Scanned PDF copy of Annexure-III with supporting documents.
- **Packet-4:** Duly Completed Scanned PDF copy of Annexure-IV with supporting documents.
- **Packet-5:** Duly Completed Scanned PDF copy of Annexure-V with supporting documents.
- **Packet-6:** Duly Completed Scanned PDF copy of Annexure-VI.
- **Packet-7:** Duly Completed Scanned PDF copy of Annexure-VII.

Cover-3: The BOQ should be downloaded from the website and should comprise of the following item:

Packet-1: Financial Bid in XLS version Filled with all relevant information.

SECTION-B

Technical Documents

Statutory Documents

Following documents are to be provided.

- a) Firm Incorporation/Establishment Certificate
- b) PAN details
- c) GSTIN (**The participant bidder or agency must submit a declaration mentioning that the GST payment has been up-to-date and there is no default of GST payment with duly signed supporting documents, failing which his or her tender will be rejected**)
- d) **Compliance of the Special Terms & Condition as per Sl.No.6(x) vide Page 11-12 of this tender document.**
- e) **Earnest Money Bank Draft.**
- f) Address Proof of Bidder's Office in Kolkata.
- g) Fresh Solvency Certificate from scheduled or nationalized bank for at least Rs. 1.00Crore.

Non-Statutory Documents:

- a) Duly completed Annexure-I (Self-declaration for acceptance of all terms & conditions of tender documents)
- b) A duly completed Annexure-II (notarized certificate stating neither blacklisted nor having any criminal case registered/ pending against the bidder)
- c) A duly completed Annexure-III (annual turnover details) along with supporting documents
- d) A duly completed Annexure-IV (experience details) along with supporting documents
- e) A duly completed Annexure-V (running contact details) along with supporting documents
- f) A duly completed Annexure-VI (running contact details) along with supporting documents

N.B.: If there is any deficiency in the Statutory or Non-statutory documents, the tender may be summarily rejected. During evaluation, the committee may summon bidders and 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; the bid may be liable for rejection.

1. 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 (Presenting Above / Below / At Par) online through computer 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 in XLS format.**

Financial capacity of a bidder will be judged on the basis of information furnished in Section-B.

- (iii) Penalty for suppression / distortion of facts:

If any bidder fails to produce the original hard copies of the documents like Completion Certificates and 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, it may be treated as submission of false documents by the bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

- (iv) Rejection of Bid:

Employer 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 or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

- (v) Award of Contract:

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

2. Tender Evaluation Committee (TEC): Central Tender Committee of the University of Calcutta.

3. Opening of Technical Proposal: Technical proposals will be opened by the Central Tender Committee of the University of Calcutta.
4. Cover (folder) for Statutory Documents will be opened first and 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.
5. Decrypted (transformed into readable formats) documents of the non –statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
6. Summary list of technically qualified bidders will be uploaded online.
7. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
8. During evaluation the committee may summon of the bidders & 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.



University Engineer &
Convener of the Tender Committee.

ANNEXURE - I

(To be provided on letter head of the Bidder)

Ref : - E-Tender No: - ET/ENG/108/21-22 Date: - 08-10-2021

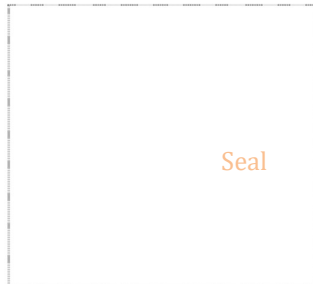
(URGENT REPAIRING AND PAINTING AT 2ND FLOOR AND 3RD FLOOR CORRIDOR AND STAIRCASE AREA OF PALIT BUILDING IN RAJA BAZAR SCIENCE COLLEGE CAMPUS UNDER UNIVERSITY OF CALCUTTA DURING THE F.Y. - 2021-22.)

I hereby certify that the our firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:



Authorized Signatory

Name: Designation:

Contact No.:

Email:

ANNEXURE - II

ANNUAL TURNOVER DETAILS

Ref : - E-Tender No: - ET/ENG/108/21-22 Date: - 08-10-2021

(URGENT REPAIRING AND PAINTING AT 2ND FLOOR AND 3RD FLOOR CORRIDOR AND STAIRCASE AREA OF PALIT BUILDING IN RAJA BAZAR SCIENCE COLLEGE CAMPUS UNDER UNIVERSITY OF CALCUTTA DURING THE F.Y. - 2021-22)

Bidder's Annual Turnover for last three Financial Years		
Sl. No.	Financial Year	Turnover in Rs.
1	2020-21	
2	2019-20	
3	2018-19	

Note: Supporting documents (copies of duly signed profit & loss accounts and audited balance sheet) are to be attached along with the Annexure-IV.

Date:



Authorized Signatory

Name: Designation:

Contact No.:

Email:

Place:

ANNEXURE - III

EXPERIENCE DETAILS

Ref: - E-Tender No: - ET/ENG/108/21-22 Date: - 08-10-2021

(URGENT REPAIRING AND PAINTING AT 2ND FLOOR AND 3RD FLOOR CORRIDOR AND STAIRCASE AREA OF PALIT BUILDING IN RAJA BAZAR SCIENCE COLLEGE CAMPUS UNDER UNIVERSITY OF CALCUTTA DURING THE F.Y. - 2021-22.)

Credentials					
Sl. No.	Name of the Client with contact details	Order No. & Date	Duration		Contract Value
			From	To	
1					
2					
3					
4					
5					

Note: Supporting documents (work order and work completion certificate issued by the clients) are to be attached along with the Annexure-III.

Date:



Place:

Authorized Signatory

Name: Designation:

Contact No.:

Email:

ANNEXURE – IV

RUNNING CONTRACT DETAILS

Ref : - E-Tender No: - ET/ENG/108/21-22 Date: - 08-10-2021

(URGENT REPAIRING AND PAINTING AT 2ND FLOOR AND 3RD FLOOR CORRIDOR AND STAIRCASE AREA OF PALIT BUILDING IN RAJA BAZAR SCIENCE COLLEGE CAMPUS UNDER UNIVERSITY OF CALCUTTA DURING THE F.Y. - 2021-22.)

Sl. No.	Name of the Client with Contact Details	Order No. &	Contract Value
1			
2			
3			
4			

Note: Supporting documents (work order issued by the clients and performance certificate from clients) are to be attached along with the Annexure-V.

Date:



Place:

Authorized Signatory

Name: Designation: Contact

No.:

Email:

ANNEXURE - V
ELIGIBILITY AND TECHNICAL COMPLIANCE SHEET

Ref : - E-Tender No: - ET/ENG/108/21-22 Date: - 08-10-2021

(URGENT REPAIRING AND PAINTING AT 2ND FLOOR AND 3RD FLOOR CORRIDOR AND STAIRCASE AREA OF PALIT BUILDING IN RAJA BAZAR SCIENCE COLLEGE CAMPUS UNDER UNIVERSITY OF CALCUTTA DURING THE F.Y. - 2021-22.)

Sl. No.	Particulars	Compliance by the Bidder (Yes / No.)
1	Scope of Work as per tender document	
2	Tender Fee and EMD as per tender document	
3	Incorporation/Establishment Certificate as per tender document	
4	PAN Card as per tender document	
5	GST Registration Certificate as per tender document	
6	Address Proof of Kolkata Office as per tender document	
7	Bank Solvency Certificate as per tender document	
8	Special terms & condition as per Sl.No. 6(x) vide Page11-12 of this tender document.	
11	Undertaking as per tender document [Annexure-I]	
12	Certificate as per tender document [Annexure-II]	
13	Annual Turnover details as per tender document [Annexure-III]	
14	Signed Profit & Loss Accounts and Audited Balance Sheets of previous three years as supporting documents of Annexure-III	
15	Experience details as per tender document [Annexure-IV]	
16	Work Orders and Work Completion Certificates as supporting documents of Annexure-IV	
17	Running Contract as per tender document [Annexure-V]	
18	Work Orders and Performance Certificates as supporting documents of Annexure-V	

Date:



Place:

Authorized Signatory

Name: Designation: Contact
No.:

Email:

ANNEXURE - VI

COMPANY PROFILE

Ref : - E-Tender No: - ET/ENG/108/21-22 Date: - 08-10-2021

(URGENT REPAIRING AND PAINTING AT 2ND FLOOR AND 3RD FLOOR CORRIDOR AND STAIRCASE AREA OF PALIT BUILDING IN RAJA BAZAR SCIENCE COLLEGE CAMPUS UNDER UNIVERSITY OF CALCUTTA DURING THE F.Y. - 2021-22.)

Name of the Party		
Date of Incorporation/ Establishment		
PAN Number		
GST Identification Number		
EPF Registration		
ESI Registration		
Labour License		
Office Postal Address		
Local (Kolkata) Office Address		
Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	
Contact Details of the In-charge of Kolkata Office	Name	
	Designation	
	Email	
	Phone	

Date:



Seal

Authorized Signatory

Name: Designation:

Contact No.:

Email: