



Khatra Adibasi Mahavidyalaya

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NAAC Accredited: B+

Ref. No. : KAM/RUSA/2018-19/ET/01

Date: 26/11/2018

From : Secretary / Teacher-in-Charge.

NOTICE INVITING E-TENDER No.– 01 of 2018-19 of Khatra Adibasi Mahavidyalaya, Khatra, Bankura

NOTICE INVITING E-TENDER

Tenders are invited by the Teacher-in-Charge of Khatra Adibasi Mahavidyalaya for the works mentioned in the following table through e-tendering from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.

Sl. No	Name of the Work	Estimated Amount Put to tender (Rs.)	Earnest Money Deposit (Rs.)	Cost of Tender Documents at the time of formal agreement with L1 bidder (Rs.)	Period of Completion	FUND	Credential (40%)
1.	Construction of the proposed class rooms including two additional smart class room at 2 nd floor at Khatra Adibasi Mahavidyalaya premises	68,89,973.00	1,37,799.00	2500.00	120 Days	Rashtriya Uchcharat Siksha Abhiyan (RUSA2)	RCC Structure Building or Similar nature work within last 5 years
2.	Renovation of Vidyasagar Bhavan, Upgradation of Sanitary Complex, Upgradation of Teachers room and Civil work of existing smart room at Khatra Adibasi Mahavidyalaya premises	31,16,181.00	62,324.00	2500.00			

NOTE:-

- For credential, completion certificate must be provided.
- Tenderer will have to submit the financial and statistical information through Cost /Benefit ratio at the time of dropping of tender and if any unjustified rate analysis will found then his document will be rejected for the same serial no.
- Proper supporting document have to be submitted with respect to the rate analysis.

In the event of e-Filling intending bidder may download the tender document from the website: [http:// wbttenders.gov.in](http://wbttenders.gov.in) directly by the help of Digital Signature Certificate & necessary Earnest Money may be remitted through wbttenders portal only.

Bidders are required make payment of Earnest Money (EMD) through the e-Payment banking system, on-line and should read in advance the instructions carefully, particularly those contained in the challan generated in the e-transaction of the portal, if opted for EMD payment through RTGS/NEFT. Only if the bidder is exempted from payment of EMD by the State Finance Department, the Govt. order for such exemption is to be uploaded while opting for EMD exemption category. Any misjudgement and resultant non submission of EMD will lead to rejection of the bid. Finance Department has exempted from payment of EMD to State Registered Labour Cooperative Societies, Mackintosh Burn Limited, Westinghouse Saxby Farmer Limited & Britannia Engineering Limited only. State & Central Govt. SSI Units are exempted from EMD for tenders for procurements and supply of **Goods only** and not works contracts. However, all other PQ credentials are to be fulfilled by each.

1. Technical Bid and Financial Bid both will be submitted online concurrently duly digitally signed in the Website [https:// wbttenders.gov.in](https://wbttenders.gov.in) as per time schedule stated herein under. The documents submitted by the bidders should be properly indexed.
2. The financial offer of the prospective tenderer will be considered only if the Technical Bid of the tenderer is found qualified by the '**Tender Evaluation Committee**'. The list of qualified tenderers will be displayed in the website on the schedule date and time.

5. **Eligibility criteria for participation in tender:**

i). The prospective bidders shall have satisfactorily completed as a prime agency during the last **05 (Five) years** prior to the date of issue of this Notice at least **one work as mentioned in the Annexure** under the authority of State/ Central Govt., State/Central Govt. undertaking/ Statutory Bodies constituted under the statute of the Central/ State Government and having a magnitude of **40 (Forty) percent** of the Estimated amount put to tender in a single work order. In support of the credential, scanned copy of the **Completion Certificate** (In case of **Gram Panchayat Completion Certificate Must be signed by Executive Assistant**) loaded as **Non Statutory Document** through online **N.B.** Similar nature of work as per BOQ, Estimated amount, Gross bill value, Date of completion of project & detail communication of the client must be indicated in the Credential certificate

ii) **Pan Card, Professional Tax receipts** Challan for the current year, **ITR-I(SAHAJ)** for the last year, **GST registration** Certificate to be accompanied with the Technical Bid document (**Non Statutory Documents**)

iii) The prospective bidders should own or arrange through lease hold agreement the required plant and machineries; Conclusive proof of ownership/ Arrangement must be submitted.

iv) Registered Unemployed Engineers 'Co-operative Societies/ Unemployed Labour Co-Op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid clearance Certificate from A.R.C.S. for the current financial year along with other relevant supporting papers.(**Non Statutory Documents**)

v) A prospective bidder shall be allowed to participate in the particular job either in the financial capacity of individual or as a partner of a firm. During Technical Evaluation of Bid, Financial Capability to execute the work may be verified by the tender inviting authority.

vi) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum (**Non Statutory Documents**).

6. Issuance of work order as well as Payment will depend on site clearance, availability of materials and availability of fund in appropriate head and no claim whatsoever will be entertained for delay issuance of work order as well as payment. Works should be completed within stipulated period. If any, intending tenderers may consider these criteria while quoting their rates.
7. The bidders shall quote rate (Percentage above / below / at par) accordingly considering that no escalation and/ or price adjustment will be allowed by the Department under any circumstances.
8. Bids shall remain valid for a period not less than 90 (Ninety) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith assigning any reason thereof.
9. Constructional Labour Welfare Cess @1(one) % of cost of construction will be deducted from every bill of the selected agency. GST, Royalty & all other Statutory levy/Cess will have to be borne by the Contractor & the rate in the schedule of rates are inclusive of all the taxes & cess stated above.

10. Date & Time Schedule :

Sl.No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. Documents (on line) (Publishing Date)	29/11/2018 (10.00 AM)
2.	Documents download/ sell start date (on line)	29/11/2018 (10.00 AM)
3.	Documents download/ sell end date (On line)	14/12/2018 (5.00 PM)
4.	Bid submission start date (On line)	29/11/2018 (10.00 AM)
5.	Bid Submission closing (On line)	13/12/2018 (5.00 PM)
6.	Bid opening date for Technical proposals (On line)	15/12/2018 (05.30 PM)
7.	Date of uploading list for Technically Qualified Bidders after disposal of appeals if any (On line)	To be informed at the time of Technical Bid Evaluation
8.	Date for opening of Financial Proposal (On line)	To be informed later on
9.	Location of Bid opening	Office of Teacher-in-Charge, Khatra Adibasi Mahavidyalya Khatra, Bankura

11. There shall be no provision of Arbitration. Hence Cl. 25 of 2908 is modified vide notification no. 8182-F(Y dt. 26.09.12 of Secretary to the Govt. of West Bengal.

12. 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 contract for the work as mentioned in the Notice inviting Tender before submitting the offer with full satisfaction. The cost of visiting the site shall be at the Bidder's own expense.

13. 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 Department. The **Tender committee reserves the right to reject any or all the application and/or to accept or reject any or all the offer without assigning any reason.**

Refund of EMD:

i. After decrypting/admitting of all e-bids, the preliminary technical bid evaluation (TBO) summary sheet would be published in the Portal after two working days, and thereafter at least after four working days, the Final technical evaluation (TBE) summary sheet would be published in the Portal with simultaneous electronic processing in the e-Procurement portal by the tender inviting authority done so that status of the all bids as qualified or disqualified; based on the Final Bid Evaluation Sheet (FBE) is made available to all bidders along with the details of the unsuccessful bidders to ICICI Bank by the e-Procurement portal through web services.

ii. On receipt of the information from the e-Procurement portal, the Bank will refund through an automated process the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the EMD on-line transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the Tender Inviting Authority.

iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 will be refunded, through an automated e-process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority.

iv. All refunds will be made mandatorily to the Bank account from which the payment of EMD was initiated.

v. If the e-tender is cancelled, then the EMD would be reverted to the original bidder's bank account automatically after such cancellation order is processed online by the Tender Inviting Authority.

vi. TIA reserves the right to forfeit the EMD electronically in case of breach/violation of tender rules.

14. The intending tenderers are required to quote and submit the rates online only. No offline tender will be entertained.

15. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wage Act. 1948 and any notification thereof or any other laws relating thereto and rules made and order issued to this effect from time to time.

16. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned before bidding.

17. All intending bidders are requested to be present in the chamber of the **Teacher-in-Charge, Khatra Adibasi Mahavidyalya**, Khatra, Bankura during opening of the Tender to observe the tender opening procedure.
18. NO CONDITIONAL / INCOMPLETE TENDER will be accepted under any circumstances.
19. The **TIA** reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
20. During scrutiny, if it is come to the notice to the tender inviting authority that the credential or any other papers of any bidder is incorrect/ manufactured/ fabricated ,that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.
21. In case if there be any objection regarding Pre qualifying the Agency that should be lodged to the **Chairman of TIA** within 2 days from the date of publication of list of qualified Agency and beyond that time schedule no objection will be entertained.
22. Before issuance of the work order, the tender inviting authority may verify the credential & 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 manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
23. The specification for the works made of execution and measurement will be governed by the specification laid down in the Departmental schedule and relevant provision of IS code & as per base practice according to the direction of Engineer-in-charge.
24. All materials to be supplied by the Contractor should be good approved by the Engineer-in-charge or his authorized representative before use. PVC pipes supplied by the contractor for installation of MDTW should be supported by “CIPET” inspection reports. Rejected materials should be cleared from the site within 24 hours of rejection. Payment of materials to be supplied by the contractor will be made as per actual consumption in the work.
25. All Departmental materials will be issued from Departmental store and contractors will carriage the materials from godown to work site at his own cost and store properly at the site of work and unused materials will have to be returned at same godown in good condition. Any damage or lost of materials shall be the contractors liability. If the contractor fails to return the surplus materials in good condition after completion of work the Engineer-in-charge may charge him for surplus materials at assessed rate by the Engineer-in-charge.

Sd/-
Teacher-in-Charge
Khatra Adibasi Mahavidyalya
Khatra, Bankura

INSTRUCTION OF BIDDERS

Instruction / 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 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) for submission of tenders from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-1 of Guideline to Bidder. DSC is given as a USB e-Token.

3. Collection of Tender Documents:

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Submission of Tenders:

4.1 General process of submission:

Tenders are to be submitted through online to the website stated in Cl.1 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).

4.2 Technical proposal:

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

A-I. Statutory Cover Containing.

- i)** Prequalification Application.
- ii)** Tender form no. 2911(ii) & NIT with all agenda & corrigendum (download & upload the same Digitally Signed). *Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911(ii) the tender liable to summarily rejected.*
- iii)** Special Terms, Condition & Specification of works, Drawings (if any).
- iv)** EMD Documents as Challan copy.

Note :- Tenders will be summarily rejected if any item in the Statutory cover is missing.

A-2. Non Statutory/ Technical Documents Cover Containing:

- i) Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, Sahaj (ITR-I) for the last financial year, GST Registration Certificate for the current financial year.
- ii) Registration Certificate under Company Act. (If any)
- iii) Registered Deed for partnership Firm/ Article of Association & Memorandum.
- iv) Power of Attorney (For partnership Firm/ Private Limited Company, if any)
- v) Clearance Certificate for the Current year issued by the Assistant Register of Co-Op(s) (ARCS) by laws are to be submitted by the Registered labour Co-Op(s) Engineers' Co-Op(s).
- vi) Credential certificates (Work order, Payment Certificate and Completion Certificate) for completion of at least one similar nature of work under the authority of state/central Govt. statutory bodies under State/Central Govt. constituted under the statute of the state/State Govt. having a magnitudes **40 (forty) per cent of the estimated amount put to tender** in a single work order during the last 05(Five) years prior to the date of issue of this NIT is to be furnished.
- vii) Self certified document in favour of financial capability to carry out the works.

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

THE ABOVE STATED NON STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGE 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.

Sl.No.	Category Name	Sub Category Description	Details
A.	Certificates	Certificates	1. GST Registration Certificate. 2. PAN 3. P. TAX (Challan) 4.IT–Sahaj (ITR-I) for last financial year.

B.	Company Details	Company Details -I	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. Society Registration Copy. 4. Power of attorney.
C.	Credential	Credential - 1	1. Similar nature of work done & completion Certificate which is applicable for eligibility.
D.	Financial capability	Certificates	1. Self certified documents for carry out the works.

5.3. 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 (Percentage 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.

6. Opening & evaluation of tender:

Opening of Technical proposal:-

Technical proposals will be open by the **TIA, Khatra Adibasi Mahavidyalya**, Khatra, Bankura

- i) Intending tenderers may remain present if they so desire.
- ii) Cover (folder) statutory documents would be open first & if found in order and correct, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory & non statutory documents the tender will summarily be rejected.
- iii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evaluation committee.
- iv). Uploading of summary list of technically qualified tenderers.

NB: While evaluation, the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if those are not produced within the stipulated time frame, their proposals will be liable for rejection.

Opening and evaluation of Financial Proposal:

- i) Financial proposals of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.
- ii) The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

7. Acceptance of Tender:

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance. The Letter of Acceptance will constitute the formation of the Contract. The Agreement in W.B.F. No. 2911(ii) will incorporate

all necessary documents e.g. N.I.T. all corrigendum, special terms & condition ,specification of work, Drawings, different filled up forms ,B.O,Q. and the same will be constituted between the Accepting Authority and the successful Bidder.

8. Penalty for suppression / distortion of facts:

Submission of false document by tenderer is strictly prohibited & if found the tenderer will be suspended from participating in the tenders on e-tenders platform for a period of 3(three) years. In addition this user ID will be deactivated & Earnest money Deposit (EMD) will stand forfeited.

9. REJECTION OF BID:

The Employer (tender accepting authority) 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 (tender accepting authority) action.

Sd/-
Teacher-in-Charge
Khatra Adibasi Mahavidyalya

Memo No: **KAM/RUSA/2018-19/ET/01**
Dated: 26/11/2018
Place: Khatra

FORM 1

(To be submitted in plain paper/letter head as per specimen, duly filled up and uploaded with digital signature which shall be treated as the self declaration of the bidder)

APPLICATION FOR e-TENDER

To,
The Teacher In-Charge,
Khatra Adibasi Mahavidyalaya,
Khatra, Bankura.

e- Tender No:- 01 of 2018-19 of Khatra Adibasi Mahavidyalaya, Khatra, Bankura

Serial No. of Works applied for :-

Amount put to e-Tender: Rs

Dear Sir,

Having examined the Technical PQ cover, OID cover, Corrigendum (*optional) & entire e-NIT documents, I/we hereby would like to state that I/we wilfully accept all your conditions and offer to execute the work as per the tenders rules in e-NIT, terms & conditions, specifications, drawings, bill of quantities and corrigenda/addenda, SoR, and Agreement (WB Form No. 2911(i)/(ii) involving the e-Tender and Serial no of work stated above. I/We acknowledge that the making of our bid shall be regarded as an unconditional and absolute acceptance of the terms & conditions of the e-NIT. I/We also agree to remedy the defects during execution and upto end of security period of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda/corrigenda.

Dated this _____ day of _____ 2018

Full name of Bidder / Contractor: _____

Name in full of Signatory/s*: _____

In the capacity* of: _____

Duly authorized to sign bid

for & on behalf of (Name of Firm): _____

(In block Capital letters or typed)

Office address with seal:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____

SIGNATURE OF BIDDER

*In case of Joint Venture & Consortium the Lead Member to submit this format.