

# CITY COLLEGE

Address:-102/1, Raja Rammohan Sarani, Kolkata - 700 009.

[Email:principal@citycollegekolkata.org]

Memo No. CC/NIT-3 e /2023-24

Dated. 16.11.2023

**NOTICE INVITING e-TENDER NO.: CC/NIT-3e /2023-24 OF THE PRINCIPAL, CITY COLLEGE/RAMMOHAN COLLEGE/ ANANDAMOHAN COLLEGE, FOR THE WORKS DETAILED IN THE TABLE BELOW. (Submission of Bid through online)**

Sl. No.	Name of the Work	Estimated Amount (Rs.)	Earnest Money (Rs.) through Demand Draft	Tender Fees (Non Refundable)	Defect Liability Period	Period of Completion	Eligibility of Contractors
1	PROPOSED ESTIMATE FOR REPAIR RENOVATION OF COLLEGE BUILDING INCLUDING ALL PIPE ARRANGEMENT ,PAINTING & LANDSCAPEING WITH BEAUTIFICATION UNDER CITY COLLEGE, ANANDAMOHAN COLLEGE AND RAMMOHAN COLLEGE	10,270,767.32	205,416.00	10,000.00	6 month	180 Days	Intending tenderer should produce credentials of at least 1 (one) completed work of similar nature, of minimum value of 30% of the estimated amount put to tender during last 3 (three) years prior to the date of notice of this tender.

**A. 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.

Sl. No.	Category	Sub-Category Description	Details
A.	<b>DECLARATION</b>	<b>Declarations</b>	1. Application (SECTION -B FORM-I), 3.. SECTION-B --FORM II, FORM-III, FORM -IV 4. Affidavit - "Y" and other necessary documents , if any.
B.	<b>CERTIFICATES</b>	<b>CERTIFICATES</b>	1. PAN Card issued by Income Tax Department & adhar card 2. Up-to-date Trade Licence for same type of work 3. Professional Tax enrolment certificate (where clearly mentioned that payment of professional against the enrolment no has been made for the year 2022-23), P. Tax (Challan) current year, P tax Payment certificate 4. GST related documents like GST registration certificate, last month's return etc under GST Acts in force for the year as applicable. 5. Last 3 (three) year's Income Tax Return (Financial year 2021-22 will be considered as 1 <sup>st</sup> year) along with last 3 year's Audited balance sheet including trading & Profit & loss account duly signed by the Chartered accountant and showing Name, Membership No., FRN ,address and Contact Phone no. the Auditor. 6. Electrical Supervisory Liacence and Declaration for undertaking it. (In case of Electrical Works)
C.	<b>COMPANY DETAILS</b>	<b>COMPANY DETAILS 1</b>	1. Proprietorship Firm (Trade Licence). 2. Partnership Firm (Partnership Deed, Trade Licence). 3. Ltd. Company (Incorporation certificate, Trade Licence). 4. Co-operative Society (Society Registration copy, Trade Licence). 5. Power of Attorney. 6. Blank Letter Head of the Agency.
D.	<b>CREDENTIAL</b>	<b>CREDENTIAL -1 CREDENTIAL - 2</b>	Documents of Credential for Similar nature of work (in the form of work completion certificates of similar nature of work) as mentioned this N.I.e-T above.
E.	<b>Equipment, Machineries &amp; laboratory</b>	<b>Equipment, Machineries &amp; laboratory</b>	Details of machineries - Declaration as per NIT Clause no 3.B .
F.	<b>Manpower</b>	<b>Technical Person</b>	List of technical staffs along with structures & organization (as per NIT) SECTION-B FORM-III

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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. Tender document will be opened by the THE PRINCIPAL, CITY COLLEGE/ RAMMOHAN COLLEGE/ ANANDAMOHAN COLLEGE or his authorised representative electronically from the web site using their Digital Signature Certificate. Here,

1. Cover(folder) statutory document should be opened first and if found it is in order(folder), then the non statutory documents will be opened. If there is any deficiency in the statutory documents, the tender will summarily be rejected.

2. Uploading the summary list of qualified tenders.

3. Pursuant so scrutiny & decision of the THE PRINCIPAL, CITY COLLEGE/ RAMMOHAN COLLEGE/ ANANDAMOHAN COLLEGE the summary list of the eligible tender & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

**B. Terms & Conditions for Principal Machineries, Tools and Plants are as follows.**

(i) Tilting Drum Mixture 230 – 280 liter capacity with Hopper. (1 No.)

(ii) Internal or immersion vibrator (2 Nos.)

(iii) Steel reinforcement Cutting machine (1 No.)

(v) The prospective tenderers should own/ leasehold/ arrange the required plant and machinery.

**C.**

**Terms & Conditions for Technical staff as follows.**

The tenderer company/firm/entity etc. should have one Diploma Engineer and one Degree Engineer for supervision at site. This is mandatory for all work, unless and otherwise tender will be rejected. Details of staff filled at SECTION-B ,Form-III with all educational certificate of technical persons should be submitted to tender inviting authority and/or displayed at site.

**D. 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 percentage rate (Presenting Above / Below / At per) 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 tenderer.

**E. Penalty for suppression/**

**distortion of facts**

Submission of false document by tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

**F. Rejection of Bid**

The Employer (also read, the 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/about the ground for Employer's (tender accepting authority) action.

**G. Award of Contract**

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

**H. The Bidder must fulfill the following conditions:-**

1. Intending Tenderer may download the tender document from the website <https://wbttenders.gov.in> directly with the help of Digital Signature Certificate .

2. Refund of EMD : As per Government of West Bengal Memo no:- 148-W(C)/1M-23/15 Dt:- 16.03.2018.

3. Tender is to be submitted (uploaded) in Technical Proposal and Financial Proposal. Both Technical Proposal and Financial proposal should be submitted duly digitally signed by the Tenderer through the website <https://wbttenders.gov.in> as per the 'Date & Time Schedule' stated in Sl. No.17. of this N.I.T. (Details of which has been narrated in 'Instruction to Bidders').

4. Eligibility Criteria for participation in the tender:

i) (a) Intending tenderer should produce credentials of at least 1 (one) completed work of similar nature, of minimum value of 30% of the estimated amount put to tender during last 3 (three) years prior to the date of notice of this tender.

ii) Payment Certificate will not be treated as credential.

iii) Credential certificate issued by the Executive Engineer or equivalent competent authority of any State / Central Govt., State / Central Govt. Undertaking, Statutory / Autonomous bodies constituted under the Central / State statute, on the executed value of completed / running work (for civil works) will be taken as credential. (G.O.No.04-A/PWDO/10C-02/14 date 8.03.2015 of PWD). Amount of Final Bill, Estimated Amount, Date of commencement, Date of completion of the work and detail communicational address alongwith contact number of the Client should be submitted by the Tenderer.[Non-statutory Documents].

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iv) All intending Bidders are required to produce PAN Card issued by Income Tax Department, up-to-date Trade Licence for same type of work, Professional Tax enrolment certificate (where clearly mentioned that payment of professional Tax against the enrolment no has been made for the year 2022-23), P. Tax (Challan) of current year, P tax Payment certificate, GST related documents like GST registration certificate, last month's/quarter's return etc under GST Acts in force for the year as applicable, Last 3 (Three) year's Income Tax Return (Financial year 2022-23 will be considered as 1<sup>st</sup> year ) along with last 3 year's Audited balance sheet including trading & Profit & loss account duly signed by the Chartered accountant and showing Name, Membership No., FRN ,address and Contact Phone no. of the Auditor.

v) Registered Partnership deed should be furnished (for partnership firm only) along with Registered Power of Attorney to sign/upload the tender documents (if required) and the company shall furnish the Article of Association and Memorandum. (to be documented through e-filing). The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908. [Non – statutory documents] [Order No. 09-W(C)/1M-286/15 dated 23.09.2015

vi) Declaration regarding present structure and the organization to be documented through e-filing.

vii) Neither prospective Tenderer nor any of the constituent partners had been barred to participate in any Tender by the Dept. of Higher Education or any Govt Dept.. during the last 5 (five) years prior to the date of this NIT. Such debaring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format). [Non-statutory Documents]

viii) Registered Unemployed Engineers / Labour Co-operative Society Ltd. is required to furnish Audit Report of last 5 (five) years (Financial year 2021-22 will be considered as 1st year ) , PAN, Trade License, Professional Tax receipt Challan and GST related documents like GST registration certificate, last month's/quarter's return etc under GST Acts in force for the year as applicable, Society Registration Certificate, valid Bye Law along with other relevant supporting papers.

ix) The following documents are also required in case of registered Unemployed Engineers / Labour Co – Operative Society Ltd. (both Civil and Electrical works) –

a) Bye-laws of the society showing the name of the members & Portfolio holders of the Society duly approved by the Assistant Registrar of Co-operative Societies

b) Area of operation as per Co – Operative guideline.

c) Registered power of attorney [as per Order No. 09-W(C)/1M-286/15 dated 23.09.2015].

d) Current "No-Objection Certificate" from the Assistant Registrar of Cooperative Societies.

e) Name with address and signature of the present Board of Directors of the Cooperative Society.

f) Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities.

g) Registered Unemployed Engineers to submit documents of the society consists at least 10 (ten) members out of which at least 60% should hold degree or diploma in any branch in Engineering as per memo no. 44-A/4M-11/2002, Dt.09.01.2004 of Deputy Secretary-III, P.W.D. (Non Statutory documents).

x) The prospective tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.

xi) Joint Ventures will not be allowed.

xii) No conditional / Incomplete Tender will be accepted under any circumstance.

xiii) In case of Proprietorship/ Partnership Firms/pvt. limited cos./ Regd.Co-op. Societies , Tax Audit Report under I.T. Act in 3CB & 3CD Form is to be furnished along with Balance Sheet, Profit & Loss Account for the last 3 years (Financial year 2021-22 will be considered as 1st year) including all schedules forming the part of Balance Sheet and Profit & Loss Account. The Balance Sheet, Profit & Loss Account should be in favour of Tenderer. No other name along with applicant's name in such enclosure will be entertained.[Non-statutory Documents]

xiv) Where an individual person holds a Digital Signature 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. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.[Non-statutory Documents. {Order No. 09-W(C)/1M-286/15 Date-23.09.2015}]

xv) The successful Bidder shall have to execute the Formal Agreement with THE PRINCIPAL, CITY COLLEGE/ RAMMOHAN COLLEGE/ ANANDAMOHAN COLLEGE in 3(three) copies of printed form no. W.B.F. 2911 within 07 (seven) working days from the issuance of Letter of Acceptance. All documents required for execution of the Formal Agreement along with WBF 2911 should be signed by authorised signatories. The Formal Agreement comprises of the following documents and these all form parts of the Agreement.

a) WBF 2911 printed form

b) Notice Inviting Tender

c) Special Terms & Conditions

d) Letter of Acceptance. & BOQ.

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5. The Work Order may not be issued without getting approval from the competent authority and placement of fund for Deposit work.
6. Payment of work will be Dependent on availability of fund. Intending tenderers may consider this criterion attentively while submission of Tender and quoting their rates.
7. Bid shall remain valid for a period not less than 180 (one hundred Eighty) days after the dead line date for Financial Bid / Sealed Bid submission. Bid validity for a shorter period shall be rejected by the Tender Accepting Authority as non-responsive. If any tenderer withdraws his offer before Bid validity period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submitting tender to this Division and Sub-Divisions under this Division for minimum period of 1 (one) year and legal action will be taken against him.
8. The Tenderer, at the Tenderer'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 Tender and entering into a contract for the work as mentioned in the Notice Inviting Tender. The cost of visiting the site shall be at the Tenderer's own expense.
9. The intending Tenderers shall clearly understand that whatever may be the outcome of the present Invitation of Tender, the Principal , CITY COLLEGE / RAMMOHAN COLLEGE/ ANANDAMOHAN COLLEGE reserves the right to reject any Tender or all Tenders without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at any stage of Tendering.
10. Before issuance of the work order, the Tender Accepting Authority may verify the credential and 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 manufactured or false, in that case work order will not be issued in favour of the tenderer under any circumstances and legal action will be taken against him.
11. The **FINANCIAL OFFER** of the prospective tenderers will be considered only if the tender qualifies in the Technical Bid. The decision of **THE PRINCIPAL, CITY COLLEGE / RAMMOHAN COLLEGE/ ANANDAMOHAN COLLEGE** will be final and binding on all concerned and no challenge against such decision will be entertained. The list of Qualified Bidders will be displayed in the website on the scheduled date and time.
12. **Date & Time Schedule online through the website** <https://wbtenders.gov.in/nicgep/app>

Sl.	Particulars	Date	
1.	Date of Publishing of NIT	18.10.2023	
2.	Date for downloading of Tender Documents	Start	18.10.2023
		End	08.11.2023
3.	Date of Submission of Tender	Start	18.10.2023
		End	08.11.2023
4.	Date, Time & Place of Opening of Technical Bid	To be Notified Letter	
5.	Date, Time & Place of Opening of Financial Bid	To be Notified Letter	

Note:

- (i) If the dates fall on holidays or on days of bandh or natural calamity, or any other reason the dates defer to next working days.
- (ii) List for Technically Qualified Bidder (Online): TO BE UPLOADED LATER.
- (iii) Date and place for opening of Financial Proposal (Online) : TO BE NOTIFIED LATER.
- (iv) Corrigendum/Addendum will be uploaded in the above website only.
13. All Tenderers are requested to be present at the Office of THE PRINCIPAL, CITY COLLEGE / RAMMOHAN COLLEGE/ ANANDAMOHAN COLLEGE , during opening of the Tender to observe the tender opening procedure. THE PRINCIPAL, CITY COLLEGE / RAMMOHAN COLLEGE/ ANANDAMOHAN COLLEGE may call Open Bid/Seal Bid after opening of the said tender to obtain the suitable rate further, if it is so required. No objections in this respect raised by any Tenderer who will be absent at the time of opening of Tender will be entertained. No informal tenderer will be entertained in the Bid further.

14. (a) Earnest Money: The amount of Earnest Money @ 2% (two percent) of the Estimated Amount put to tender in the methodology for submission of EMD [as per order no- 3975-F(Y) Dated-28/07/2016 of Finance Dept , Govt of W.B.] in favour of the "THE PRINCIPAL, CITY COLLEGE / RAMMOHAN COLLEGE/ ANANDAMOHAN COLLEGE ." against the work. This clause is also applicable for all categories of applicants except those are exempted as per prevailing Government Order. In case of successful tenderer, the EMD deposited will be converted into part of security deposit. The balance security deposit 1% (one percent) of the amount of each running bill will be so adjusted as to make the total amount of security deposit equivalent to 3% (three percent) or equivalent to any % as per latest Govt. orders no. 796-F(Y) dt. 25/02/2022 of the Principal Secretary, to the Govt. of West Bengal in this respect of the total value of work as actually executed .

(b) Additional Performance Security @ 10% of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender.

The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per INT like blacklisting of the contractor, etc, may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.

The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered/affected by provision of this Additional Performance Security as per Memo No. 4608-F(Y) dt. 18/07/2018 of Finance Department, Audit Branch, Govt. of West Bengal.

15. Unless otherwise stipulated all the works are to be done as per General Conditions and General Specifications in the "Departmental Schedule" which means the relevant PWD (W.B.) Schedule of Rates for the working area including up to date addenda and corrigenda, if any, published by Public Works Department, Government of West Bengal.

16. Labour Welfare CESS @ 1% (one percent) of the cost of construction works 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 as per Government Rules and the rate in the B.O.Q. inclusive of all the taxes & CESS stated above.

17. Deduction of Tax shall be made as per provision of the CGST/SGST/IGST as per latest Government order with up to date amendments.

18. The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost for a period of Security Period from the date of completion of the work. If any defect/damage is found during the period as mentioned above, the Agency shall make the same good at his own cost. 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. Also the Prospective Tenderers shall have to execute the work in such a manner so that appropriate service level of the work as well as the institution is kept during progress of work and the period of Security Period from the date of successful completion of the work to the entire satisfaction of the Engineer-in-Charge may be considered towards release of "Security Deposit".

19. In case of ascertaining Authority at any stage of application or execution of work, necessary registered power of attorney is to be produced.

20. 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:-

- i) Tender Form West Bengal Form No. 2911(ii)
- ii) Special Terms & Conditions
- iii) Relevant PWD (W.B.) Schedule of Rates
- iv) NIT

21. In case of inadvertent typographical mistake found in the specified Price Schedule of Rates, the same will be treated to be so corrected as to conform to the relevant P.W.D. (W.B.) Schedule of Rates of Building, Sanitary and Plumbing and /or technically sanctioned estimate.

22. Arbitration will not be allowed. Clause No. 25 of Conditions of Contract of West Bengal Form No. 2911(ii) has been omitted as per P.W.D. Notification No. 558/SPW dated 13/12/2011.

23. No Mobilisation Advance and Secured Advance will be allowed.

24. Time / cost overrun and consequent cost of escalation for any materials, labour, P.O.L. etc. will not be allowed.

25. No single tender shall include more than one work, but contractors who wish to tender for two or more works shall submit a separate tender for each work/job. Tenders shall have the name and number of the work to which they refer, mentioned in their Tender Bid/s clearly. That is, a prospective bidder (including his participation in partnership) shall be allowed to participate in a single work out of the mentioned list of Works separately. In all cases, multiple bids for more than 1 (one) job by a single bidder firm shall be required to be accorded for each work/job separately by the single bidder firm. If any firm is found to apply for more than one job in a single bid, the PRINCIPAL, CITY COLLEGE/ RAMMOHAN COLLEGE/ ANANDAMOHAN COLLEGE reserves the right to cancel that firm's all such applications as per his discretion and no objection in this respect will be entertained.

26. Canvassing in connection with the tender is strictly prohibited in the Tender submitted by the Contractor.

27. Site of work and necessary drawings may be handed over to the successful Tenderer phase wise. No claim in this regard will be entertained.

28. The successful Tenderer will have to start the work as per the work order to commence the work.


29. The contractor shall not be entitled for any compensation for any loss suffered by him due to delay arising out for modification of the work, due to non-delivery of the possession of site and /or modification of drawing and design.

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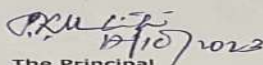
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30. The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility criteria. If any document submitted by a Tenderer is incorrect / manufactured / fabricated or false, his Tender will be out rightly rejected at any stage and legal action will be taken against him with forfeiture of earnest money forthwith.
31. **The tenderer should mention their mobile number clearly along with valid e-mail ID in the application form.**
32. Necessary Completion Certificate has to be submitted to the Concerned Authority after completion of the work as per Govt. Notification No. 474-WC/1M-343/16 dt. 07/09/2016
33. The prospective bidder shall have the following experienced technical personnel in their full time engagement at the work-site of the tender inviting authority:- (Authenticated document in respect of qualification and engagement along with present occupancy shall have to be documented through e-Filing).  
(a) One Diploma Civil Engineer, and (b) One Degree Civil Engineer.
34. Prospective Bidder shall have to execute the work in such manner so that appropriate service level of the Building under improvement is to be maintained during progress of the work and during **Defect Liability Period of three months or one year or three years or five years, as the case may be (depending upon the nature of the work as described in the explanation appended hereto) hereinafter referred to as the Defect Liability Period and 5 (five) years defect Liability Period** for Roof treatment works, from the actual date of completion as per Notification No. 5784-PW/L&A/2M-175/2017 dated 12/09/2017 of PWD, Govt. of West Bengal. If any defect/ damage is detected during this period as mentioned above the contractor shall make the same good at his own expense to the satisfaction of the of the Engineer in Charge of the college or in default the Engineer in Charge may cause the same to be made good by other agency and deduct the cost (of which the certificate of the Engineer in Charge of the college shall be final) from his security deposit or any sums that may be then, or at any time thereafter become due to the contractor. Security Deposit shall become payable only after expiry of the **Defect Liability Period** after making necessary deduction if applicable. Hence condition of refund of Security Deposit as stated in Clause No. 17 (revised) of WBF 2911 (ii) as per Notification No. 5784-PW/L&A/2M-175/2017 dated 12/09/2017 of PWD, Govt. of West Bengal.
35. Supplementary work/ deviation quantity if any should be follow as per Notification No. 6754-PW/L & A/2M-312/2017 dt. 18/12/2017
36. If any contradiction arises regarding rate/rates in B.O.Q., rate /rates of PWD circle schedule will follow in force.
- 37) The prospective tenderers should own/ arrange through lease hold agreement in which the specific work must mention the required plants and machineries. Conclusive proof of ownership (Tax invoice, way bill, delivery challan etc) of all machineries in working condition shall have to be submitted. (Non-Statutory documents). Age of principal machineries shall not be more than 5 (five) years. If the age is more than 5 (five) years old , fit Certificate, calibration certificate must be submitted from the manufacturer company for principal machineries . Maximum age of any machinery and equipment will not be more than 8 (eight) years as on date of publication of the NIT.
- 38) The Successful Bidder will have to submit the receipt of payment of **Royalty** to the Government for use of sand, stone materials, laterite, Moorum, gravel etc. to the Engineer-In-charge before preparation of bill for payment, when they collect the materials directly from the source. If they collect the materials from the authorized quarry holder or commercials establishment who directly or indirectly pay the royalty to the Government, necessary certificate or cash memo for sale in that respect from them shall have to be produced to the Engineer-In-Charge failing which necessary deduction from the dues of the contractor may be made as fixed by the Engineer-In-Charge.
- 39) Before uploading tender document through e-filing each page of the tender documents are to be signed by the Bidder/ owner/ partner / authorized signatories having legal authority to do so, failing which the Bid will be treated as informal.
- 40) Agency shall have to arrange required land for installation of Plant & machineries (Specified for the awarded work), storing materials, labour shade etc. at their own cost and responsibility nearest to the work site.
- 41) No Adjustment of Price or Price Escalation of any kind will be allowed. Notification No. 23-CRC/2M-61/2008 dated 13.03.2009 & Notification No. 38-CRC/2M-61/2008 dated 20.04.2009 shall not be applicable for the job included in this NIT.
- 42) The Earnest Money may be forfeited if:-  
a) If the Bidder withdraws the Bid during the period of Bid validity.  
b) In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.  
c) During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other document which were uploaded& digitally signed by the Bidder are incorrect / manufactured / fabricated.
- 43) Protective measures to be taken by the agency to prevent any damages of the existing assets whatsoever in construction site. No. separate payment will be made for this purpose

  
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Kolkata-9

  
The Principal  
ANANDAMOHAN COLLEGE  
Principal  
Ananda Mohan College  
102/1, R. M. Sarani,  
Calcutta-700 009

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## INSTRUCTION TO BIDDERS SECTION – A (SPECIAL TERMS AND CONDITIONS)

### **1. 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.

### **2. 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.

### **3. 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 2 of Guidelines to Tenderer DSC is given as a USB e-Token.

### **4. Downloading of Tender Documents**

The contractor can search & download NIT & Tender Documents electronically from computer 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.

### **5. Site Visit Before Submission bid is Mandatory**

A prospective bidder can participate more than one work if he want. Contractors will be strictly ordered to visit the site before submission bid. He need to register at College Note Book , otherwise tender will be rejected at technical stage. 6.

### **Submission of ISO Certificate is Mandatory**

A prospective bidder instructed to submit Firm ISO Certificate with proper IFB Audited. This is mandatory ,otherwise tender will be rejected.

### **7. Submission of Tenders.**

General process of submission, Tenders are to be submitted through online 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).

### **8. Penalty for Delay work**

Contractors need to completion that work within the time. If Contractor delay the work without proper permission of authority , then penalty charge will be taken from the bidder @ 1.5 % per week , maximum 10 % of tender amount.

NOTE: -All documents hard copy need to submit to college authority before the last date of Closing.GST Return need to submit both GST 1 and GST 3B. Otherwise bid will be rejected.

### **A. Technical proposal**

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

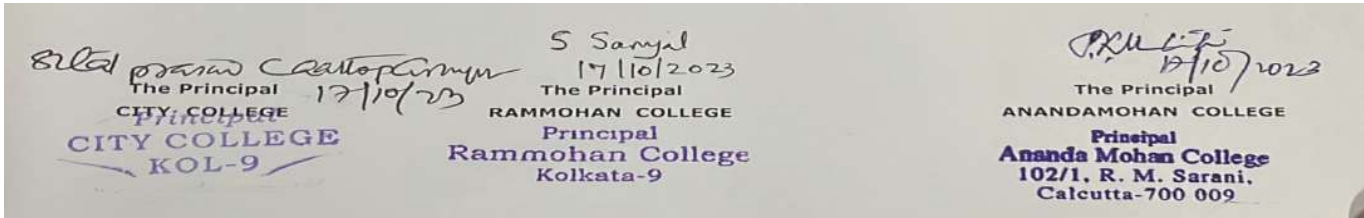
#### **A-1. Statutory Cover Containing**

- i) Prequalification Application ( Form - I)
- ii) Net Banking/RTGS/NEFT towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of the concerned THE PRINCIPAL, CITY COLLEGE.
- iii) Tender form No. 2911(ii) & NIT (Download and upload the same Digitally Signed, quoting rates, 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).
- iv) Special Terms, condition & specification of works.

**A-2. Non statutory Cover Containing**

- i) PAN, Adhar card, Professional Tax (PT), deposit receipt challan, Pan Card, ITR, GST as per latest Government order .
- 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 Balance Sheet & Profit & Loss A/c for the last three years (year just preceding the current Financial Year will be considered as year - 1) duly certified by the Chartered Accountants.
- vi) Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op (S) (ARCS) Bye Laws are to be submitted by the Registered labour Co-Op (S) Engineers" Co.- Opt.(S)
- vii) List of machineries possessed by own / taken on lease along with authenticated copy of invoice, challan & waybill .
- viii) List of Technical staffs along with structure & organization (Section - B, Form - III).
- ix) Credential 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 magnitude of 30 percent of the Estimated amount put to tender during the last 5 (five) years prior to the date of issue of this NIT is to be furnished. Scanned copy of Original Credential Certificate.
- x) Blank " **Letter Head** " of the Agency.

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.





**SECTION - B**  
**Form-I**  
**PRE-QUALIFICATION APPLICATION**

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**To**  
**The** **The Principal,**  
**CITY COLLEGE/RAMMOHAN**  
**COLLEGE/ANANDAMOHAN COLLEGE, Address:-**  
**102/1, Raja Rammohan Sarani, Kolkata - 700**  
**009.**

**Sub- Tender for**

**Ref- eN.I.T. No.**

**DATED**

Dear Sir/Madam

Having examined the Statutory, Non Statutory& NIT documents, I hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me on behalf of ----- in the Capacity ----- duly authorized to submit the offer. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group we are interested in bidding for the work(s) given in enclosure to this letter.

We understand that:

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

Enclo. e-Filling

- 1 Statutory Documents.
- 2 Non Statutory Documents.

Date-

Name of the Firm:  
Address with PIN:  
PAN No.  
G.S.T. Regd. No  
Mobile No.  
[Mail-](#)

Signature of applicant including title and capacity in which
--------------------------------------------------------------------

SECTION-B  
FORM-II  
EXPERIENCE PROFILE

1. Name of Applicant:

2. List of similar type of work completed or partially completed

Name of Employer	Name, Location & nature of work	Contract Price in Indian Rs.	Estimated Value Rs.	Value of work done Rs.	Original date of start of work	Original date of completion	Actual date of starting work	Actual date of work completion	Reason for delay in completion (if any)

**Note: Copy of Completion Certificate is attached**

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

Signature of applicant including title and capacity in which application is
-----------------------------------------------------------------------------

Date-

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 and his Security Deposit will be forfeited.

**SECTION-B**  
**FORM-III**  
STRUCTURE AND ORGANIZATION

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1 Name of Applicant  
(Indicate whether proprietary  
firm, Partnership, Limited  
Company, Corporation / Others)

2 PAN (Mandate)

3 GST Registration No. (Mandate)

4 Office Address

5 Telephone No.

6 Fax no-

7 Mail id

8 Beneficiaries Name, Bank Name  
with IFSC Code & A/c No.  
(Mandate)

Name of Bank

Name of Branch and Address with  
Phone No.

Account No.

MICR No.

IFSC No.

9 Details of Technical Staff  
available

Sl.no	Name of the Personnel	Qualification	Date of Engagem ent	Age	Experience in Years

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

Date-

Signature of applicant including title and capacity in which application is made.
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SECTION-B  
FORM-IV  
FINANCIAL STATEMENT

1. Name of Applicant:

2. List of similar type of work completed / ongoing:

ANNUAL TURNOVER	2019-20	2020-21	2021-22
	YEAR-II	YEAR-III	YEAR-III
TURNOVER RS. IN LAKH			

Date-

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

## **DECLARATION OF TENDERER**

(filled at letter head of firm)

### Contractor's Equipment

Dear Sir/Madam

Whereas it is entirely the responsibility of the Contractor to deploy sufficient plant and mechanical equipment to ensure compliance with his obligations under the Contract, the following list is an indicative list of the minimum essential basic holding of plant and mechanical equipment which the Contractor must own or arrange through lease hold registered agreement. The contractor must furnish the documents in support of ownership or lease hold registered agreement.

Sl.No	TYPE OF EQUIPMENT	CAPACITY	Remarks
1			
2			
3			
4			
5			
6			

Date-

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

AFFIDAVIT – “Y”

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**(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)**

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 Dept. of Higher Education or Any Govt dept. 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 the Firm with Seal

Date\_\_\_\_\_