



**UNIVERSITY OF NORTH BENGAL  
OFFICE OF THE REGISTRAR**

Accredited by NAAC with Grade A

সমানো মন্ত্র: সমিতি: সমানী

**Abridged Tenders**

Rates are invited from the reputed agencies against the works/consultancy service/auction at NBU campus vide NIA no-NBU/CE/130/21-22 (3<sup>rd</sup> Call), NIT no-NBU/CE/131/21-22, NIT no-NBU/CE/132/21-22 and NIEOI no-NBU/CE/133/21-22.

Last date & time of application for purchase of tender paper is 15/02/2022 (up to 12.00 noon) & closing date & time of tender submission shall be 17/02/2022 up to 1.30 p.m. at the Office of the Chief Engineer, NBU. For further details please visit University's website ([www.nbu.ac.in](http://www.nbu.ac.in)) or may be communicated to the Office of the Chief Engineer, NBU.

**Advt. No. 86/ R-2022 Dated: 11.02.2022**

**Registrar (Offg.)**

# UNIVERSITY OF NORTH BENGAL



Email-[chiefengineer@nbu.ac.in](mailto:chiefengineer@nbu.ac.in)

## OFFICE OF THE CHIEF ENGINEER

(Raja Rammohunpur, PO-North Bengal University, Dist-Darjeeling, Pin-734013)

Date:09.02.2022

### NIEOI No.- NBU/CE/133/21-22

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) THROUGH OFFLINE FOR COMPREHENSIVE ENGINEERING CONSULTANCY FOR THE PROPOSED CONSTRUCTION OF TWO STORIED ANNEX BUILDING OF MBA DEPARTMENT WITH (G+3) FOUNDATION WITHIN THE CAMPUS OF NBU AT RAJA RAMMOHUNPUR, SILIGURI, DIST.—DARJEELING.**

An Expression of Interest (EOI) through offline is hereby invited by the Chief Engineer, NBU from the registered, experienced, reliable and resourceful Architects/Architectural Consultancy Firms having experience of not less than **Ten Years** in Planning, Designing, Drawings and preparation of Detailed Project Report (DPR) for engineering construction of similar structures. The proposed structure will be located within the campus of University of North Bengal, Raja Rammohunpur, Siliguri, Dist.—Darjeeling. The plinth area of the building may be considered as 4000 sqft (approx.). The location of the plot may be physically verified by the bidder prior to submitting their bid. It is the sole responsibility of the selected firm to ascertain final project configuration that is compatible for all statutory approvals from designated Government Authorities.

### **PARTICULARS—**

1	<b>Name of Work</b>	CONSTRUCTION OF TWO STORIED ANNEX BUILDING OF MBA DEPARTMENT WITH (G+3) FOUNDATION WITHIN THE CAMPUS OF NBU AT RAJA RAMMOHUNPUR, SILIGURI, DIST.—DARJEELING.
2	<b>Location</b>	Within the campus of University of North Bengal at Raja Rammohunpur, Siliguri, Dist-Darjeeling.
3	<b>Forecasted cost of the project</b>	Rs. 1.75 Crore (Approx.).
4	<b>Agreement fee</b>	4 sets @ Rs.1000.00/set (non-refundable)
5	<b>Building Plinth area</b>	4000 sqft (approx.).
6	<b>Number of floor required at present</b>	2
7	<b>EMD</b>	Rs.10000/-
8	<b>Last date of submission of bid (offline)</b>	17/2/2022 up to 1.30 pm
9	<b>Tentative date &amp; time of bid opening</b>	17/02/2022 after 2.30 pm

## **PROJECT REQUIREMENTS: --**

NBU envisages to expeditiously build the extension of existing MBA building as two storied configurations and having (G+3) foundation with following tentative area and distribution requirements of the users. Consultant is allowed to change this configuration, tentative area, distribution requirements etc during actual planning phase (after award of contract) in consultation with NBU and as per actual need of the University for value additions to the project, subject to the following: --

- i) Overall project cost should remain within the budgetary allocation of the project, which includes total cost including cost of consultancy and contingencies;
- ii) Plinth area remains 4000 sqft, or within ( $\pm 5.0$  %) tolerance,
- iii) Users' functional requirements are not compromised.
- iv) Floor to floor height 3.5 m and plinth height 0.750 m.
- v) Service lines like water, electricity, network, toilets etc. distributed in a durable yet maintenance friendly manner.
- vi) Areas other than specific loading and ambient environment shall be designed as per applicable standards.
- vii) The building shall be designed for comfortable environment, aesthetic and psychological appeal.
- viii) The building shall reflect NBU's prominence, contemporary attitude towards environmental control and aesthetic excellence.
- ix) Special attention shall be given to green and energy saving features with optimum natural lighting.

Floor	Tentative Area (sqft)
Ground Floor Plan	4000
First Floor Plan	4000

**Requirements**—3 Classroom, 1 Seminar Hall, 1 HOD Room, 3 Faculty Room, Toilet for Students, Toilet for Faculty, Toilet for Differently Aabled Personnel, Future Lift Provision, Ramp, Housekeeping Area, Electrical Room, Placement cum Board Meeting Room, 1 Office Room, Student Lobby, Boundary Wall & Gate, Plinth Protection & Surface Drain, Approach Road etc. as required to complete the building in all respect.

## **Scope of Work—**

The work would include necessary survey, soil testing, preparation of site plan, preparation & modification of conceptual floor plans, detail architectural elevation, plan, all working drawing (architectural & structural), structural designs (STAAD input & output) & drawings including preparation of Detail Project Report (DPR) with estimate for the proposed multistoried structure and its ancillary different units with bill of quantities including civil, sanitary & plumbing, electrical, air conditioning, driveway etc. to complete the project in all respect. The detailed estimate/BOQ is to be prepared on the basis of current P.W.D. schedule of Rates, Govt. of West Bengal. In case of non-scheduled items, analysis of rates may be provided with supporting documents as per norms as required for the purpose of rate vetting by the competent authority of Government of West Bengal. In addition to the above, the work would include periodical architectural supervision of execution in the field. The selected consultant would have to provide the following: --

- 1) Survey drawings, Site plan---4 sets.
- 2) preparation/modification of conceptual floor plans, detailed architectural drawings, elevation including plan and sections based on the concept drawings-----10 sets.
- 3) (a) Structural Design of the Building complex including vetting of the structural design and drawing. The vetting would be done by Jadavpur University, IEST-Howrah, IIT-Kharagpur or similar Institute as agreed upon by the Chief Engineer, NBU and the fees for the same would have to be borne by the selected Engineering Consultancy Firm/Architect-----8 sets.  
(b) Necessary soil investigation report will be prepared by the selected Engineering Consultancy Firm after

necessary soil explorations by the expert soil consultant and the fees for the same would have to be borne by the selected Engineering Consultancy Firm----4 sets (duly signed by the Architect Firm & Soil Consultancy Firm).

c) Rate vetting shall be done by the Architects/Architectural Consultancy Firms from the competent authority of the Govt. of West Bengal as per norm and should be done in duplicate. However, necessary charges for vetting to the Government department shall be paid by the University of North Bengal (NBU) on actual basis.

4) Preparation of detailed working drawings of interior works, MEP works, utility services of the complex as required as per specification and guidance of the Chief Engineer, NBU-----8 sets.

5) Preparation of detailed estimate, bill of quantities and specifications for the work and ancillary works like civil, electrical, sanitary & plumbing, air conditioning etc. and also its different ancillary units including the landscaping, driveway etc. within the compound and all finishing works to make the building operational and fit to occupants along with supporting calculations and drawings---8 sets.

6) Preparations of building sanction plans and to get the sanctioned/clearances from various respective departments. However, statutory fees, if any, to the govt. dept./corporation/municipality/panchayet/local bodies shall be paid by the University of North Bengal on actual basis----8 sets.

7) Detail design & drawings of Water Supply, Sewerage, Drainage, Electricals, Air Conditioning and other related activities as required- to complete the project in all respect. ---8 sets.

8) Periodical Architectural supervision during construction period including submission of as-built drawing after completion of work as required--4 sets.

9) Any change/revision in architectural and other designs/drawings of the job as may be suggested by the Chief Engineer or by an Expert Panel must be done by the selected bidder within the quoted value. Also, any other unavoidable change is to be done by the selected bidder within the quoted value/rate.

**10) Plumbing / Sanitation Services: --**

The total scope of Plumbing / Sanitation system Design works shall in general cover the Design, Quality Control of all the items mentioned as follows:

It shall further include the following, as applicable/required for the project: --

- a) Internal Water Supply drainage layout showing the position and diameter of pipe lines, position of various sanitary ware and fixtures;
- b) Internal toilet shaft services detailing;
- c) Down take water and sewerage disposal lines upto Gully Trap/Manhole;
- d) Down take rain water pipe lines;
- e) Schematic riser diagram of water supply;
- f) Detail layout of water storage tank and pumping system;
- g) Detail Water Supply, Drainage layouts for Kitchen;
- h) Water supply network from Municipal Main to underground water tanks and further distribution;
- i) Rain water harvesting layout within the property;
- j) Sewerage Layout within the property and upto Municipal Sewer;
- k) Storm Water Layout within the Property;
- l) Design and selection of Water Treatment Plant;
- m) Design and selection of Sewerage Treatment Plant;
- n) Design and Layout of Boiler System for Hot Water;
- o) Garbage / Solid Waste Management system (Calculations only).

**THE ELIGIBILITY /QUALIFYING CRITERIA FOR THE BIDDERS TO PARTICIPATE IN THE BID AND SHOULD SUBMIT THE RELATED DOCUMENTS--**

- 1) The bidder must be an Architect / Architectural Consultancy Firm (Proprietorship / Partnership / Pvt. Ltd.) having Proprietor/1 Director/1 Partner of Firm to be registered with Council of Architecture, India and the validity of registration should be in vogue. No consortium or Joint Venture will be allowed.

- 2) The bidder must have done at least one similar work in any Government department for a project value of Rs. 2.00 crores or two similar works for projects each of value Rs 1.50 crores during last 5 (five) years ending 31/01/2022. The 'similar work' is defined below:  
Similar work—Comprehensive Consultancy Services for Residential Apartments/High Rise Residential Buildings for an Institute/University/Medical College/Engineering college/ Organization of national repute.
- 3) Comprehensive Consultancy done by the bidder must have included detailed design and engineering pertaining to Architectural, Structural, Electrical, Water Supply & Sanitary, Waste Managements, Site Development and Landscaping including Geo-Technical Investigation for Design of Foundation system.
- 4) The bidding firm must be profit making and average annual turnover of the firm should not be less than Rs.20.00 lakhs per annum and minimum turnover in any single year should not be less than Rs 15.00 lakhs in last 3 (three) financial years. The bidder shall upload/submit audited certified copies of Profit & Loss statements for last 3 (three) financial years ending 31<sup>st</sup> March'2021.
- 5) PAN with IT returns for last 3 (three) financial years.
- 6) Valid professional Tax certificate/challan.
- 7) GST registration certificate in India.
- 8) Valid Trade Licence.
- 9) Scan copy of EMD (no preference shall be given to the MSME or else).
- 10) Intending Architect / Architectural Firm must have an operation office in West Bengal.

### **STAGE OF FEES PAYABLE: -**

The qualified consultancy firm **should quote their total fees** (including all taxes) in Lump Sum against an estimated project cost of **Rs. 1.75 Crore**. However, for any increase in project cost no additional payment will be allowed to the selected consultant under any circumstances. All drawing, designs, estimates, BOQs, rate analysis etc. shall be finalized after getting necessary concurrence of the draft copies from the University Engineer, NBU and the final copies shall be submitted in hard copies (as mentioned above) and also in soft copies (in 'PDF' file format, in 'DRG' file format and in 'EXCEL' file format) at least 2 sets in DVDs. The admissible stage of fee would be as a percentage of the quoted Total Fee against each stage of works as below. Payments to be released only after approval by the competent authority.

- 1) On submission and finalization of survey and site plan, soil testing report, conceptual floor plans, detail architectural drawings, elevation including plan & section-----15%.
- 2) On preparation and vetting and submission and finalization of Structural Designs and Drawings including submission of related working drawings and the items indicated below-35%.
  - i) Details of all Structural designs & drawings including vetting from IITKGP/IIEST(Howrah)/ Jadavpur University.
  - ii) Sanitary and Plumbing designs & drawings.
  - iii) Detailed Electrical designs & drawings.
  - iv) Landscaping, boundary wall, area lighting, driveway and other related activities as required- to complete the project in all respect.
  - v) Any other drawing or detail to complete the Building in all respect to make it operational and fit to occupants.
  - vi) Submission of all working drawings related to aforesaid works.
- 3) On submission and finalization of Detailed Project Report with Bills of Quantities (BOQ), estimates, rate analysis, specifications etc in regards to aforesaid works-20%.
- 4) On getting the vetted copies of the estimates (fully or partially as required by the authority of the North Bengal University) ----15%.
- 5) Periodical Architectural Supervision during construction period including submission of as built drawing after completion of work including checking & approval of fabrication drawing/ shop drawing during execution- 15%.

## **SPECIAL TERMS & CONDITIONS OF THE CONTRACT--**

- 1) (a) The selected Architects/Architectural Consultancy Firms after receiving the L.O.I./Work Order will immediately start the work as per the terms and conditions of this N.I.E.O.I. and will submit the survey report/drawings, soil test reports, GAD/conceptual plans and detailed architectural drawings including plan, elevation, section etc. **within 21 days** from the date of commencement. After acceptance of these drawings by the competent authority, they will start D.P.R. preparation and complete it **within further 4 weeks** and activities up to Stage (4) of payment schedule must be completed **by another 4 weeks** from the date of finalization of DPR.
- 2) Obtaining the approval from the concerned departments will be primary responsibility of the consultant. The consultant will also do the needful for according vetting of estimate from the P.W.D, WB/competent authority of Govt of West Bengal, if necessary (fully or partially as required by the authority of the University of North Bengal). No separate fees or payment will be allowed for such activity by the consultant. However, the vetting charge to be paid will be borne by the University of North Bengal on actual basis.
- 2) The agency will deliver their assignment as per time schedule / work programme, failing which the Authority may take suitable action as deemed fit. However, prior notice, etc., will be issued by the department / authority before taking any action.
- 3) The service of the consulting agency will be provided in such a way that the work of main construction agency may not suffer in any way.
- 4) **The agency will submit RS 10000.00 as EMD in the form of DD from any Bank as recognized by the RBI in favour of University of North Bengal payable at Siliguri. Earnest Money received from the selected consulting agency will be converted into Security deposit and will be refunded after successful completion of the work.**
- 5) The payment shall be based on progress of works and as guided in stage of payment. Maximum of 95% (ninety-five percent) payment shall be made on achieving 100% (hundred percent) of each item of works as classified in the stage of payment and scope of work. Balance 5% (five percent) payment shall be made on completion of the whole project and on carrying out modifications, if any and on submission of as- built drawings successfully. If no component to the work, as stated in the stage of payment, is executed by the successful bidder, for whatsoever reason, no payment shall be made on that account. However, **In the event the project does not executed within five years of the Effective Date, the final payments shall due to the consultant. In the event that the consultancy is terminated by the authority prior to its completion, the consultant shall be entitled to full payment for the deliverables completed by it.**
- 6) The quoted fees in lump will be inclusive of all taxes to complete all necessary consultancy job to complete the construction and commissioning of the multistoried building operational and fit to occupants.

## **GENERAL TERMS & CONDITIONS---**

- 1) Taxes will be deducted from each bill as per prevailing Govt. norms time to time.
- 2) The selected bidder (i.e., the Architects/Architectural Consultancy Firms) will have to enter into an agreement of contract in prescribed format of North Bengal University (NBU) on Rs. 100.00 non-judicial stamp paper.
- 3) Consultant for the project shall be employed through the offline bidding systems.
- 4) The stage of payments will be as mentioned in the above under the head "STAGE OF FEES PAYABLE" & as per "SPECIAL TERMS & CONDITIONS OF THE CONTRACT".
- 5) The EOI, LOI, Work Order, any corrigenda & addenda to the original tender etc will become a part of the agreement and shall be executed within 15 days from the date of receipt of work order.
- 6) The authorized signatory of the selected bidder will sign on the each and every page of the agreement documents. Agreement will be made **in quadruplicate** and the fees shall be **RS 1000.00/set (non-refundable)** of agreement which shall be submitted by the selected bidder in the form of Demand Draft from any bank as recognized by the RBI in favour of University of North Bengal payable at Siliguri.

- 7) All the drawings, design calculations, sketch, D.P.R., estimates etc. shall have to be submitted in both hard and soft copies as detailed above.
- 8) Detailed estimates shall have to be submitted with the supporting sketches along with detail calculation of quantities and analysis of rates.
- 9) The consultant shall not make any deviations, alterations or omissions from the approved drawings, without prior consent of the client.
- 10) The agreement for this consultancy job will remain alive and effective till the completion of construction work.
- 11) Separate tender for construction work will be invited by the authority of the North Bengal University (NBU) after getting drawings, detail estimates, design report etc as mentioned above from the consultant. NBU authority may also engage PMC (Project Management Consultant) for the said work if they desire so. Liaison with all concern is a prime criterion for the consultant/architect.
- 12) The Consultant will have to supply all approved drawings and modified drawings well in time so that the progress of the construction work does not hamper.
- 13) The Tender Accepting Authority/Chief Engineer, NBU reserves the right to reject any or all the tenders without assigning any reason whatsoever and 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 such action. Bidders are requested to be present at the time of opening of tenders. For further enquiry, intending tenderers may contact the office of the Chief Engineer, University of North Bengal, (Ph.no –0353-2776336), in any University's working day between 12.00 noon to 4.00 p.m.
- 14) Payment for the work will be made on availability of fund under the respective head of account.
- 15) The bidders, at their 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 EOI, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- 16) Conditional/incomplete tender will not be accepted under any circumstances.
- 17) Time for completion as specified in the notice shall be deemed to be the essence of the contract and shall be reckoned from the date of issue of letter of acceptance/work order, if not mentioned otherwise.
- 18) In case of fore-closure or abandoned of the works by the University authority the consultant will be eligible to be paid for the finished work/actual deliverables but not for any losses.
- 19) **There is no provision/scope of Joint Venture (JV) under this contract.**
- 20) No documents will be entertained, if sent by post/courier/e-mail or any other hard form, unless otherwise asked for.
- 21) The Chief Engineer, NBU reserves the right to deny or accept or reject any or all the applications and to amend/change/supplement/cancel any clause or the whole tendering process, at any point of time without any obligation & assigning any reasons what-so-ever.
- 22) There shall be no provision for Arbitration under this contract. For any discrepancy, the decision taken by the Vice Chancellor, University of North Bengal is final and binding. And for any court case the jurisdiction will be High Court, Jalpaiguri Circuit Bench.
- 23) **Verification of documents:** All the documents submitted/uploaded by the Bidders should be properly indexed. After opening of bids, qualified bidders may be called for the original copies of their submitted/uploaded documents at the office of the Chief Engineer during office hours, within the stipulated time before/after opening of bids. But after opening of bids, the lowest bidder must have to show his/her original copies of submitted/uploaded documents at the office of the Chief Engineer during office hours, within 5 working days after opening of bids or as asked for. At that time the lowest bidder has to submit the original EMD, affidavits, declarations and other required documents (as asked for) in original at the office of the Chief Engineer. If any document is found to be forged/fabricated/false, his candidature as qualified bidder will be treated as cancelled and permission for qualification will be revoked. Moreover, it will be considered as an attempt to disturb the tendering process which may attract penal action against the bidder including blacklisting.
- 24) The bid for the work shall remain open for acceptance for a period of 120 (One Hundred and Twenty) days from the date of submission of the bids. The period of offer's validity may be extended by mutual agreement.

- 25) The bidding firm is advised to attach any additional information about its competence, which it thinks is necessary for its offer. The bidder is however advised not to attach superfluous information.
- 26) No expenses whatsoever involved in preparation and presentation of Design Concept, shall be made to the participating architectural consultants.
- 27) **Copyright:** The copyright in all designs, drawings, reports, calculations and other documents provided by the consultant/architect shall be vested with the University of North Bengal (NBU).
- 28) **Firm Price:** Tenderer's quoted Rates/Prices for executing the activities under the contract shall remain firm till completion of the entire work & shall not attract any escalation under any circumstances whatsoever.
- 29) **Language:** The English language shall be used in all written communications between the NBU and the Consultant with respect to the services to be performed under the contract and with respect to all documents produced or prepared by the Consultant in connection with the Project.
- 30) **Secrecy:** The Consultant shall use all the documents and other data and information of a proprietary nature received from the NBU, solely for the purpose of performing and carrying out the obligations on his part, under the contract and shall not disclose the same to any other person except to the extent required, in the performance of the work for the Project and shall maintain the utmost secrecy. The Consultant shall bind his employees who are involved in engineering of the Project by a suitable secrecy Agreement. The documents and other data and information received from the NBU shall not be used by the Consultant for any other purpose.
- 31) **Performance Guarantee:** Since Design Engineering is in Consultant Architect's Scope and the specific building/structure shall be executed based on engineering performed by the Consultant Architect, it shall be prime responsibility of Consultant to carry out such design and engineering in accordance with good and sound engineering as per standard codes and good engineering practice.
- 32) In case of any errors/omissions/left outs which may call for re-engineering and result in new requirements the same will have to be carried out by the consultant within his quoted rates without any extra cost to Company.
- 33) **Consultant shall Guarantee Design and Engineering--** The Consultant shall guarantee that the design for the specific building/structure shall meet and comply with the technical requirements specified in Bidding Document, the site criteria, engineering specifications, standard and codes, the basic requirement of the NBU.
- 34) In the event of the structure failing to achieve the NBU's requirement due to reasons attributable to the Consultant, then the Consultant shall be liable for such failure and the liability shall be limited to payment of cost of rectification subject to a maximum on all accounts up to 10% to the fees receivable by the Consultant Architect.
- 35) **Income Tax / GST:** The quote by the bidder shall include all such taxes as applicable.
- 36) **Availability:** The consultant shall make themselves available at reasonable notice to be present for discussion with NBU authority. The consultant shall also provide assistance, advice and information to NBU authority as may be required from time to time for discussions with other agencies or NBU Officials connected with the work without any extra claim.
- 37) Any other items of work not mentioned specified in the scope of work but required/felt necessary for the completion of the project as a whole in all respects shall be deemed to be included in the scope as well as in the fee quoted by the consultant and no extra claim shall be admissible on this account for any reason whatsoever.
- 38) **Compliance to Standards:** The consultant shall be fully responsible for the safe designs as per national standards and requirements. In the absence of National Standards, the requirement would of International Standard.
- 39) **Multiple Buildings—**The authority of University of North Bengal reserves the right to construct multiple identical buildings/building units of similar nature with the drawings, designs, reports, estimates etc as provided by the consultant under this contract and the architect/consultant shall not be entitled to pay/charge any further/additional cost for their deliverables and for its reuse.
- 40) The architect shall ensure the coordination of all services and any other specialist consultant that the CLIENT wishes to appoint.
- 41) Any changes in architectural & other designs may be suggested by an expert panel must be done by the selected bidder free of cost. Also, any other unavoidable changes if required is also to be done by the selected bidder free of cost;



- 42) Sanction/Approval of plans of proposed buildings is to be obtained from the respective regulatory authorities (WBF&ES, NKDA, AAOI, Environment etc.) by the selected bidder & necessary statutory charges shall be borne by the NBU on actual basis.
- 43) The consultant shall have to change design, drawing, if necessary, during construction without any additional cost;
- 44) The design shall conform to all relevant and latest IS-Codes for wind pressure, earthquake resistant design requirements and all also relevant IS Codes.
- 45) To advice Client regarding various investigation & necessary tests to be carried out.
- 46) Revising drawings as per briefs of Client and statutory bodies as may be necessary.
- 47) Preparation and submission of drawings as required by the Statutory Authorities.
- 48) Advance copies of the drawings mentioned above shall be sent to the Client. After receiving approval from the Client, construction drawings shall be sent to the Client.
- 49) Periodic supervision as required by the consultant ensuring that the work is being executed in accordance with our design and specifications and of a desired quality including ancillary works.
- 50) Certification of all Structural design & Construction Work as regards its compliance with the design drawings and details, stability, quality and progress, as and when required for liaison with local authorities and other purposes.
- 51) The architect/consultant shall be fully responsible with regard to all structural drawing designs and calculations to be prepared for the works.
- 52) The architect shall arrange to furnish certificates as and when required by the Local Authorities including Stability Certificate etc.

Chief Engineer  
University of North Bengal

**FORM-I**

**PRE-QUALIFICATION APPLICATION**

To  
The Chief Engineer,  
University of North Bengal,  
Raja Rammohunpur,  
PO-North Bengal University,  
Dist—Darjeeling,  
Pin-734013.

**Ref:** -Tender for .....  
(Name of work) : .....  
.....  
.....

**NIEOI No.:** ..... (Sl. No.....) of 2021-22  
by the Chief Engineer, University of North Bengal.

Dear Sir,

Having examined the NIEOI documents, I / we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of .....  
in the capacity.....duly.....  
authorized to submit the offer. The necessary evidence admissible by law in respect of authority assigned to us on behalf of group of firms for application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- (a) Chief Engineer can amend the scope & value of the contract bid under this project.
- (b) Chief Engineer reserve the right to reject any application without assigning any reason.

**Encl: -Documents as asked for in the NIEOI.**

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

Date: -

**FORM-II**

**Detail of Organization**

1. Name of Applicant: (Indicate whether proprietary firm, Partnership, Limited Company, Corporation/Others)
  
2. Office Address: -
  
  
  
  
  
  
  
3. Telephone No: --
  
4. Mobile No.: -
  
5. Fax No.: -
  
6. E-Mail address: -
  
7. Name and Address of Banker: -
  
8. Attach an Organizational chart showing  
The structure of the company with names  
Of key personnel and technical staff with  
Bio-data: --

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

Date—

**FORM-III**

**DECLARATION BY BIDDER**

**D E C L A R A T I O N**

**Declaration in support of Finance Rule No-11(i) in respect of University works stating that no tender shall be accepted from any person directly or indirectly related with the employees of the University who hold University Service Book:**

**NIEOI No---**

I, ..... son of  
....., aged about.....years  
residing at  
.....  
.....,by occupation  
.....do hereby solemnly affirm and say as follows:--

- 1) That I am the..... (Designation) of  
.....(Name of Tendered) and i am duly authorized  
and competent to affirm on behalf of the said Tenderer.
  
- 2) The undersigned also hereby certifies that neither our firm  
\_\_\_\_\_ nor any of its constituent partners is  
directly or indirectly related with any employee/officials of the University who hold University  
Service Book.
  
- 3) I, the undersigned do certify that all the statements made hereinabove are true and correct. In case of  
any information submitted is proved to be false or concealed, the application may be rejected or the  
work might be revoked at any time and no objection / claim will be raised by the undersigned.  
Moreover, it may be considered as an attempt to disturb the tendering process and the University  
authority may take such legal or administrative action as they deem fit against such misconduct.

Date—

**Seal of Applicant**

**Signature of the Bidder**

**FORM-IV**

**DECLARATION BY BIDDER**

**D E C L A R A T I O N**

I/We have read and examined the bid document, terms and conditions of bid and other documents and rules referred to in the bid and all other contents in the bid documents for the Architectural Consultancy.

I/We hereby submit bid for the Architectural Consultancy as per the stated scope of work of **“COMPREHENSIVE ENGINEERING CONSULTANCY FOR THE PROPOSED CONSTRUCTION OF TWO STORIED ANNEX BUILDING OF MBA DEPARTMENT WITH (G+3) FOUNDATION WITHIN THE CAMPUS OF NBU AT RAJA RAMMOHUNPUR, SILIGURI, DIST.—DARJEELING”** within the specified time schedule.

I/We hereby declare that I/We treat the bid documents, drawings and other records connected with the consultancy as secret / confidential documents and shall not communicate information / derived there from to any person except to whom, I/We may be authorized to communicate the same or use the information in any manner prejudicial to the interest of the company.

**Seal of Consultant**

**Signature of the Consultant**

### **For suppression/distortion of facts: -**

If any Tenderers /Quotationers fails to produce the original hard copies of the documents or any other documents on demand of the Chief Engineer, NBU/Tender Accepting Authority at any stage of tender process or during pendency of the contract within a specified time frame or if any deviation is detected in the hardcopies from the uploaded soft copies or if there is any suppression, the Tenderer/ Quotationer will be Barred from participating the tenders for a period of 3 years. In addition, his Earnest Money Deposit may stand forfeited. Besides, the University authority may take appropriate legal/administrative action against such defaulting tenderer/ Quotationer.

### **EXECUTION STAGE: -**

The construction of work shall be managed by NBU. Services of the consultant shall be needed only in case of any discrepancy or deficiency in the details found at the time of execution. Consultant shall provide required inputs to resolve such issues. Consultant or their representative shall attend meetings called by NBU to resolve such issues. Cost to attend such meetings shall NOT be paid by NBU. This is to ensure that the designs and drawings are fairly detailed and firmed up by the consultant in the planning phase so that no deficiency or discrepancy is found at the time of execution.

### **POST COMPLETION: -**

The consultant shall inspect the completed project and submit a completion certificate and the prescribed number and mode of sets of 'As Built Drawings' for reference and records of the NBU, within 30 days from the date of intimation by NBU about completion of work.

### **FORE-CLOSURE: -**

If at any time after acceptance of the consultancy tender NBU shall decide to abandon or reduce the scope of the work for any reason, the NBU shall give notice to that effect to the consultant and the consultant shall act accordingly in the matter. The consultant shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work. Further, the consultant shall not have any claim for compensation by reasons of an alteration having made in the scope of work which shall involve any curtailment of work as originally contemplated. However, the consultant shall be paid at contract rates full amount for works executed to the extent and accepted by the Engineer-in-charge.

### **PENALTY / LIQUIDATED DAMAGE FOR DELAY IN COMPLETION: -**

The Consultant shall strictly and scrupulously follow to the Time Schedule of the Work and shall earnestly and diligently endeavor to complete the works under their scope in all respect within the date as specified herein above. In case, work could not be completed within the schedule date due to reasons attributable to the Consultant liquidated damages at the rate of 1% of the contract amount per month computed on daily basis subject to a maximum amount of 10% shall be deducted from the Consultant bills.

### **Award of Contract: -**

The Tender Accepting Authority/Chief Engineer, NBU reserves the right to accept or reject any bids and cancel the bidding processes and reject all bids at any time or distribute the work 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 Tender Accepting Authority/Chief Engineer action. The bidder who's bid will be accepted, notified by the Chief Engineer, NBU through acceptance letter. The notification of award will constitute the formation of the contract. The agreement will incorporate all terms and conditions between the Chief Engineer, NBU and the successful bidder. The copy of work order/letter of acceptance, NIEOI, BOQ, special terms and conditions, corrigenda, addenda etc will be the part of the contract documents/agreement.

Chief Engineer  
University of North Bengal