

# UNIVERSITY OF NORTH BENGAL



E-mail—tenders.engineer@nbu.ac.in

## OFFICE OF THE CHIEF ENGINEER

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

Date: 17/01/2024

### Abridged Notice Inviting e-Tender

e-NIT No. - NBU/CE/ 131 /23-24

Sealed tenders are invited from the reputed/eligible contractors as per details furnished below: -

- 1) **Name of work**---Day to day maintenance of sanitary & plumbing works including some repair/upgradation works of emergent nature at Eastern Sector and adjacent areas within the main campus of NBU at Siliguri.
- 2) **Estimated cost**—Rs 16,90,513.00
- 3) **Earnest money**—A sum of Rs. 33,810.00 (Rupees thirty-three thousand eight hundred ten only) in the form of CTS Demand Draft from any bank as recognized by the RBI/or, Banker's cheque from SBI, NBU Branch in favour of University of North Bengal payable at Siliguri is to be uploaded with the tender documents as earnest money, failing which the tender will be treated as cancelled. **No exemption or preference will be given to any PSU, MSME, SSI or else from submitting this EMD.**
- 4) **Time of completion**.... 365 days.
- 5) **Eligibility**..... (i)Intending bidders should produce credentials of a similar nature of completed work of the minimum value of 30% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice; or, (ii) Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of the minimum value of 25% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or, (iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of (i) above. In case of running works, only those tenderers who will submit the certificates of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.  
**The photocopy of the credential certificate(s) is required to be uploaded with the tender documents; otherwise the tender will be treated as cancelled. Only payment certificate will not be treated as credentials.** Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State/Central Government, State/ Central Govt. Undertaking, Statutory/ Autonomous bodies constituted under the Central/ State Statute, on the executed value of completed work will be taken as credential.
- 6) **Defect Liability Period**... 1 (one) year from the date of successful completion of the job.
- 7) **Price of formal agreement**---During execution of formal agreement (2 sets for client office), price of tender documents will have to be paid by the successful tenderer @ **Rs. 2,000.00/set**. However, if the agency is desirous to get one copy of agreement then 3 (three) sets of agreement will be executed on payment basis. For delay in submission of agreement fee, late fee charges will be applicable as per University norms which are elaborated in the Special Terms & Conditions.

The University authority 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, in any University's working day between 12.00 noon to 3.00 p.m.

**Date & time schedule: -**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
<b>1</b>	Date of Publishing of e-NIT & Tender Documents (online) –	16/01/2024
<b>2</b>	Documents download/ sell start date & time (online)	17/01/2024 from 2.00 p.m.
<b>3</b>	Prequalification, technical and financial bid submission starting date & time (online)	17/01/2024 from 2.00 p.m.
<b>4.</b>	Pre-bid meeting at the office of the Chief Engineer, NBU	NOT APPLICABLE
<b>5.</b>	Documents download/sell closing date & time (online)	31/01/2024 up to 1:00 p.m
<b>6.</b>	Prequalification, technical and financial bid submission closing date & time (online)	31/01/2024 up to 1:00 p.m
<b>7.</b>	Date & time of opening of prequalification proposals & technical proposal (online)	02/02/2024 up to 1:00 p.m
<b>8.</b>	Tentative date & time of uploading of list of technically qualified bidders (online)	To be notified later.
<b>9.</b>	Tentative date & time of opening of financial bid (online)	To be notified later.
<b>10.</b>	Tentative date of uploading of list of bidders along with their offered rates (online)	To be notified later.

Chief Engineer  
University of North Bengal

## Special Terms and Conditions: ----

- 1) GST, Royalty and all other statutory levy/cess, taxes will have to be borne by the contractor and the rates in the schedule of rates/BOQ are inclusive of all such taxes and Cess as stated above.
- 2) Release of Security Deposit and Defect Liability Period will be governed as per Notification no-5784-PW/L&A/2M-175/2017, date-12/09/2017 by the Law & Arbitration Cell, Public Works Department, Government of West Bengal.
- 3) **Intending bidders have to upload the following documents duly self-attested/digitally signed---**
  - a) Valid Professional Tax receipt for the year 2023-2024.
  - b) GST registration certificate.
  - c) PAN Card.
  - d) Valid Trade Licence.
  - e) Credential certificate(s) as asked for/ mentioned above.
  - f) Valid License to Electrical Contractors from Government of West Bengal (applicable in case of electrical work).
  - g) Filled in Form-I, Form-II, Form-III.
  - h) Affidavit-X, Affidavit-Y & declaration against Form-IV/Agreements.
  - i) EPF registration certificate and Current ECR

Documents those are being uploaded should be indexed in a separate page clearly stating the nature/subject of the document. Uploading of irrelevant documents will be treated as disqualification of bidder.

- 4) **Structure of 'Late Fee' for delayed submission of Agreement Fee--**
  - i) Up to 1-month of late submission=25 % will be added with the prescribed agreement fee.
  - ii) More than 1 month & up to 2 months of late submission=50% will be added with the prescribed agreement fee.
  - iii) More than 2 months & up to 3 months of late submission=75% will be added with the prescribed agreement fee.
  - iv) More than 3 months of late submission= 100% will be added with the prescribed agreement fee.
- 5) **Verification of documents:** All the documents submitted/uploaded by the Bidders should be properly indexed. After opening of technical proposal technically qualified bidders may be called for the original copies of their uploaded documents at the office of the Chief Engineer during office hours, within the stipulated time before/after opening of financial proposal. But after opening of financial proposal the lowest bidder must have to show his/her original copies of uploaded/submitted documents to the office of the Chief Engineer during office hours, within 3 working days after opening of financial proposal or as asked for. At that time the lowest bidder has to submit the original EMD, Affidavits and other required documents (as asked for) at the office of the Chief Engineer, NBU. If any document is found to be forged/fabricated/false, his candidature as qualified bidder will be treated as cancelled and permission for technical 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.
- 6) Deduction of taxes, security deposit etc. shall be governed as per prevailing Government norms (Govt. of WB) or as amended by the Government (WB) time to time.
- 7) Mobilization advance or secured advance shall not be paid to any contractor.
- 8) Payment for the work will be made on availability of fund under the respective head of account.
- 9) In case of use of major construction materials viz. cement, steel, bitumen, cationic emulsion etc which are to be supplied by the contractor, necessary test certificates (duly self-attested) shall have to be furnished to the Chief Engineer or to his representatives before using of those materials for the works, if desired so. The Chief Engineer, NBU or his representative may ask the contractor to arrange for testing of those materials at the laboratory as decided by him and the necessary testing charges shall be borne by the contractor. No additional payment will be made in this regard.
- 10) All materials required to be used by the contractor for the work are to be procured from the market by the contractor as per IS specification/as recommended and shall duly be approved by the Chief Engineer or by his authorized representative(s).
- 11) Conditional/incomplete tender will not be accepted under any circumstances.

- 12) 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 Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- 13) Price adjustment in respect of any construction material will not be allowed under any circumstances for this work.
- 14) Prevailing safety norms has to be followed by the contractor, so that LTI (loss of time due to injury) is zero.
- 15) Contractor shall have to arrange plant & machineries, tools and tackles, storing of materials, labour shed, laboratory, water, electricity, site office, godown etc. required for work at their own cost and responsibility.
- 16) Site of work and necessary drawings may be handed over to the agency phase-wise. No claim in this regards will be entertained.
- 17) The contractor shall arrange for all means of transport including Railway Wagons required for carriage and supply of materials and also the materials required for the construction work. The department may however, at their own discretion grant necessary certificates, if required, for procurement of railway wagons. But, in case of failure of the department to help the contractor in this respect, the contractor will have to procure wagons at his own initiative and no claim whatever on the ground of non-availability of wagons shall be entertained under any circumstances. If railway wagons are not available, the contractor will have to depend on transport of materials by road as necessary to complete the work in time and the contractor must consider this aspect while quoting rate.
- 18) Notwithstanding the provisions made in the related printed tender form, any item of the work which can legitimately be considered as not stipulated in the specific price schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Contractor, if so directed by the Engineer-in-Charge and the rates will be fixed in the manner as stated below: -
  - (a) Rates of Supplementary items will be analysed in the 1st instant as far as possible from the rates of the allied items of works appearing in the tender schedule.
  - (b) Rate of supplementary items will be analysed to the maximum extent possible from the rates of allied items of works appearing in the P.W. Department Schedule of Rates of probable items of work forming part of the tender document. Rates of SOR for the working area at the time of floating of N.I.T. will be applicable.
  - (c) In Case, additional items do not appear in the above Public Works Department Schedule of Rates, such items for the works will be paid at the rates entered in the Public Works Department Schedule of Rates for the working area at the time floating of N.I.T.
  - (d) If the rates of the supplementary items cannot be computed even after application of clauses stated above, the same will be determined by analysis from market rates of material, labour and carriage cost, taxes etc prevailing at the time of execution of such items of work. Profit and overhead charges (both together) at 10% (Ten percent) will be allowed only. In that case the contractual percentage will not be applicable.

Unbalanced market rates will never be allowed. Contractual percentage shall only be applicable with regard to the portions of the analysis based on clauses (a), (b) & (c) stated above only. It may be noted that the cases of supplementary items of claim will not be entertained unless supported by entries in the Work Order Book or any written order from the Chief Engineer.
- 19) Where there are any discrepancies between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern. Besides, if any discrepancies found in the unit rate, the rate of item(s) shall be analyzed from rates incorporated/mentioned in the P.W. Department, Govt. of West Bengal schedule of rates for Building, S&P, Roads & Bridges, Electrical works along with all addenda and corrigenda of probable items of work forming part of tender document rates for the working area enforce at the time of NIT.
- 20) If any part of work is found to be of inferior quality than that specified in the tender or as per IS specification, reduced rate will be applicable as will be finalized by the Chief Engineer.
- 21) The contractor or his authorized representative shall sign the site order book and comply with the remarks entered therein by the representative(s) of the department.
- 22) Whatever the reasons may be, no claim of idle labour, enhancement of labour rate, additional establishment cost, cost of TOLL and hire & labour charges of tools and plants, railway freight etc. would be entertained under any circumstances.
- 23) All risk on account of railway or road carriage or carriage by boat including loss or damage of vehicles, boats, barges, materials or labour, if any, will have to be borne by the contractor without any extra claim towards the University Authority.
- 24) All materials and workmanship shall be in accordance with the specifications laid down in the contract and also as per M.O.R.T & H's specification for Roads and Bridges Works (5<sup>th</sup> revision) and IS codes and the Chief Engineer, University of North Bengal (or by his representatives) reserves the right to test, examine and measure the materials/workmanship direct at the place of manufacture, fabrication or at the site of works or any suitable place. The contractor shall provide such assistance, instrument machine, labour and materials as the Chief Engineer or his representative may require for examining, measuring and testing the works and quality, weight or

- quantity of materials used and shall supply samples for testing as may be selected and required by the Chief Engineer without any extra cost. Besides this, the contractor will carry out tests from outside laboratory as per instruction of the Chief Engineer. The cost of all such tests and arrangements would be borne by the contractor.
- 25) Time for completion as specified in the tender 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.
  - 26) In case of fore-closure or abandoned of the works by the University authority the contractor will be eligible to be paid for the finished work/actual work done but not for any losses.
  - 27) The contractor shall not be entitled for any compensation for any loss suffered by him/her due to delays arising out of modification of the work, drawings, due to non-delivery of the possession of site etc.
  - 28) The whole work will have to be executed as per Departmental drawing (if any) available in this connection at the tender rate. And the drawing(s) may be seen from the office of the undersigned during office hours in any University's working day before submission of rate(s).
  - 29) Supervision of electrical components of works will be carried out by concerned wings of the department (office of the Chief Engineer) under the overall coordination of the Chief Engineer as the case may be.
  - 30) The Electrical work shall be carried out as per the specification of PWD, Govt. of West Bengal for electrical works as amended up to date and as per additional specifications and conditions for this work.
  - 31) The department reserves the right to send such electrical materials to the manufacturers/authorized test laboratory to verify the genuineness and quality of product.
  - 32) All concealed and earthing work shall be done in the presence of the Chief Engineer or his authorized representative for electrical works.
  - 33) The contractor shall be responsible for any damage done to the building or electrical installation during the execution of the work. Damage, if any, shall have to be made good by the contractor at his own cost, failing which the same shall be got rectified/made good at the risk and cost of the contractor.
  - 34) The whole work shall be carried out in engineering like manner and bad workmanship shall be rejected summarily. For redoing the job, no claim of the contractor shall be entertained on this account.
  - 35) The site shall be cleared of malba, debris caused by working at site by the contractor without any extra cost to the department.
  - 36) The electrical contractor will ensure that all the skilled persons managed / deployed for executing the electrical work possesses the wireman license/worksmen permit/supervisory license etc. as required for the work and such license should be from the Government/competent authorities. Consequences arising due to the default of the contractor to comply with this condition would be contractor's responsibility only.
  - 37) The Tender Accepting Authority/Chief Engineer/Tender Inviting Authority 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 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.
  - 38) No documents will be entertained, if sent by post/courier/e-mail or any other hard form, unless otherwise asked for.
  - 39) If there be any objection of any participant regarding prequalification or technical evaluation, that should be lodged to the tender inviting authority within **24 hours** from the date of publication of list of qualified agencies and beyond that time, no objection will be entertained.
  - 40) If any discrepancy/contradiction arises between two similar clauses on different notifications, the clauses as stated in later notifications will supersede former one in following sequence:
    - i) Form No. 2911
    - ii) e-NIT
    - iii) Special terms & Conditions.
    - iv) Technical bid
    - v) Financial bid

In case of inadvertent typographical mistake in the BOQ / Schedule of works/ Price Schedule/rates /elsewhere, the same may be treated to be so corrected as to conform with the relevant schedule of rates and or technically sanctioned estimate.

However, if such discrepancy / contradiction in E-NIT or other documents are noticed by the applicant / intending bidder that has to be brought to the notice of the Chief Engineer, NBU for necessary correction/corrigendum. No advantage could be claimed by the agency for such inadvertent mistakes / errors after finalization of tender or during execution of works.

**41) There is no provision/scope of Joint Venture (JV) under this contract.**

- 42) There shall be no provision for Arbitration under this contract, provision under clause 25 of WBF No.2911 is thus considered deleted. For any discrepancies, the decision taken by the Vice Chancellor, University of North Bengal is final and binding.
- 43) **The payment will be made as and when fund is available from the concerned source.** No claim whatsoever for delay in payment, if any, will be entertained. Retention money towards performance Security amount to 10% (ten percent) of the value of the work will be deducted from the running account bill of the tender as per prevailing order. No interest will be paid on security deposit.
- 44) The successful bidder will have to establish field testing laboratory equipped with requisite instruments in conformity with relevant code of practice and technical staff according to the requirements of works to be executed. The executing agency will have to produce satisfactory test report of all the materials of the work as well as on samples collection jointly by him and concerned authority of the Engineer-in-Charge from all completed items of works as per relevant codes of practice at his own cost from any Govt. approved / Govt. testing laboratory outside the jurisdiction of the Chief Engineer, NBU during execution of works. The successful bidder will have to bring all requisite plants and mechanical equipments and / or technical personnel and / or laboratory and field testing machineries and equipments for all the items of work as per BOQ and / or as per relevant IRC /IS codes of practice and / or as per direction of the Engineer-In-Charge and / or as per relevant PWD Schedule of Rates at the time of execution of work at site even if upon technical evaluation he is declared as “qualified” without having all the requisite plants and mechanical equipments and / or technical personnel and / or laboratory and field testing machineries and equipments at the time of submission of tender.
- 45) Adjustment of Price (increase or decrease) Vide 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. Since B.O.Q. for the works under this N.I.eT. is based upon the current schedule of rates of Public Works Directorate for Building Works(vol-I), Sanitary & Plumbing Works(vol-II) and Road & Bridge Works (vol-III) and Electrical Works as applicable, including all Addenda & Corrigendum upto the date of Technical Sanction/vetting, the bidders shall quote their rate (percentage above / below / at par) accordingly considering that no escalation and/ or price adjustment will be allowed by the department thereto under any circumstances.
- 46) Agencies shall have to arrange required land for installation of Plant & Machineries (specified for each awarded work), storing of materials, labour shed, laboratory, electricity, water etc. for work at their own cost and responsibility nearest to the work site. The agencies have to submit declaration that they will install all machineries on the working site within **3 (three) days** from the date of issue of order from this end positively with application of Tender.
- 47) Bids shall remain valid for a period not less than **120 (One Hundred Twenty) days** from the last date of submission of Financial Bid / Sealed Bid and may be extended on basis of mutual consent. In case of inadvertent typographical mistake found in the specified schedule of rates / BOQ, the same will be treated to be so corrected as to conform with the relevant schedule of rates prevailing at the time of vetting/technical sanction of estimate. No claim whatsoever for such inadvertent typographical mistake will be entertained.
- 48) **Qualification Criteria:**  
As per guideline of NBU Rule a Tender Committee has been constituted for evaluation of bids with the following members where Chief Engineer is the Tender Inviting Authority for all works: -
- i) The Chief Engineer, University of North Bengal – Member & Convenor.
  - ii) Prof. Laxmikanta Padhi, Department of Philosophy, NBU--Member.
  - iii) The Audit & Accounts Officer, University of North Bengal—Member.

The Tender Committee will do the technical and financial evaluation of the bidders for different type of works and make recommendation to the tender accepting authority. The bidders will have to meet all the minimum criteria regarding: -

- a) **Financial Capacity**
- b) **Technical Capability comprising of personnel and plant & equipment capability**
- c) **Experience / Credential**

The eligibility of a bidder will be ascertained on the basis of his digitally signed documents in support of the minimum criteria as mentioned in a, b, c above with the help of his DSC and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such case the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice and further penal action may be taken against him as per rule.

- 49) The Tender Committee reserves the right to ignore minor deficiencies at their discretion in case of first call and no challenge whatsoever against such decision of the said committee/ authority will be entertained. In case of second and subsequent calls, the Tender Committee reserves the right to ignore some deficiencies at their discretion and no challenge whatsoever against such decision of the said committee will be entertained.

- 50) The agency selected for **Day to Day Maintenance** for Building/Sanitary Plumbing/Roads & Bridge/Electrical works, will be intimated from time to time by the Engineer-in-Charge or his authorized representative(s) for the maintenance works to be taken up within specific time schedule. The maintenance work and time schedule so intimated will be binding upon to the agency and he/she is compelled to do the work within specific time schedule, failure of which or any inaction in this regard may leads to termination of the contract and forfeiture of EMD. In addition to that the University authority may take such legal or administrative action at their discretion including blacklisting of the agency as per level of offence(s) to be decided by the University authority.
- 51) Successful agency has to take all sorts of preventive measures for safety of the pedestrians/ commuters during the repairing works for which no extra payment will be made.
- 52) In case of this **Day to Day Maintenance**, one R/A bill will be allowed prior to final bill provided the **bill value should exceed 50% of the tendered amount**. However, item(s) and quantities mentioned in the BOQ are only indicative but not exhaustive. Individual item (s) may get excess/savings as per site condition or new item(s) may be included and shall be binding for the agency for necessary execution. Such alteration(s) will be adjusted at the time of preparation of revised estimate/excess-savings statement on basis of actual work done.
- 53) The Chief Engineer, NBU/The University Authority reserves the right to publish multiple tenders within their jurisdiction in regards to the construction/upgradation/repair/maintenance /renovation/extension/AMC/ Day to Day Maintenance etc of Buildings/Roads/Bridge/Culverts/Electrical works etc as required in addition to this Tender Notice. No claim/appeal of the agency in this event will be entertained.
- 54) Primer should be white in color for priming on plastered and concrete surfaces. And the exterior acrylic emulsion paint should have at least 5-7 years warranty on product by the manufacturer(s) and to be approved by the department. Recommended brand may be considered as Asian Paints / Berger Paints for use in priming and painting works.

## INSTRUCTION TO BIDDERS

### SECTION-A

#### 1. General Guidance for e-Tendering-

Instructions / Guidelines for tenderer/bidder 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 <http://etender.wb.nic.in>. 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 Centre (NIC) on payment of requisite amount details of which are available at the Web Site stated in Clause 2. DSC is given as a USB e-Token.

1. The contractor can search & download E-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.
2. **Submission of Tenders.** General process of submission  
Tenders are to be submitted online through the website stated in Cl. 2 in two folders as per tender schedule, i.e Prequalification with 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 wherever necessary. The documents will get encrypted (transformed into non-readable formats).

### **A. TECHNICAL PROPOSAL---**

**The Technical Proposal to be submitted in the following two covers (Folders): -**

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

**Following Scanned Documents are to be uploaded virus scanned and digitally signed by the Contractor: -**

- (a) e-N.I.T.
- (b) W.B.F. 2911 (No rates to be given)
- (c) Scan copy of EMD.
- (d) Credential certificate(s).

- (e) Notification no-5784-PW/L&A/2M-175/2017, dated-12/09/2017 by the Law & Arbitration Cell, Public Works Department, Government of West Bengal.  
(f) Others (All section of tender document i.e. filled-in Form-I, Form-II, Form-III).  
(g) Affidavit-X, Affidavit-Y & declaration against Form-IV/Agreements.

**A-2. Non-Statutory Cover: -**

**This will contain the following scanned documents to be uploaded virus scanned and duly digitally signed by the bidder: -**

- a) Valid Professional Tax receipt for the year 2023-2024.  
b) GST registration certificate.  
c) PAN card.  
d) Valid Trade Licence.  
e) Valid License to Electrical Contractors from Government of West Bengal (applicable in case of electrical work).  
f) EPF registration certificate and Current ECR

**Intending Bidders should upload documents as per following folders in My Document: --**

Sl.	Category Name	Sub-Category Description	Details
A	Certificates	Certificate	a) Valid Professional Tax receipt for the year 2023-2024. b) GST Registration certificate. c) PAN Card. d) Valid Trade Licence. e) Valid License to Electrical Contractors from Government of West Bengal (applicable in case of electrical work). f) EPF registration certificate and Current ECR
B	Company Details	Company Details	1. Proprietorship Firm (Trade Licence). 2. Partnership Firm (Partnership Deed, Valid Trade Licence & Firm registration certificate). 3. Limited Company (Incorporation certificate, Valid Trade Licence). 4. Co-operative Society (Society Registration Certificate copy, Trade Licence). 5. Registered Power of Attorney. 6. Anything other, as may be relevant.
C	Credential	Credential	Credential certificate(s) as asked for/ mentioned above.
D	Additional Information		Any other information applicant considers being relevant in connection with the eligibility to participate in the tender.
E	Declaration	Declaration	a) Others (All section of tender document i.e. filled-in Form-I, Form-II, Form-III). b) Affidavit-X, Affidavit-Y & declaration against Form-IV/Agreements.
F	Financial Information	P/L and Balance Sheet	a) P/L AND BALANCE SHEET FY-2022-2023 (with Annexure). b) P/L AND BALANCE SHEET FY-2021-2022 (with Annexure). c) P/L AND BALANCE SHEET FY-2020-2021 (with Annexure).



**FORM -I**

**PRE-QUALIFICATION APPLICATION**

**To**  
**The Chief Engineer,**  
**University of North Bengal,**  
**Siliguri.**

**Ref:-** Tender for -----  
-----  
(Name of work)----- (NIT No-----  
of 2023-24 of Chief Engineer, NBU).

Dear Sir,

Having examined the Statutory, Non statutory & NIT 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 order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the 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) Tender Inviting or Accepting Authority/Chief Engineer can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting or Accepting Authority/Chief Engineer reserve the right to reject any application without assigning any reason.

**Encl: - e-Filing: -**

- 1. Statutory Documents.
- 2. Non Statutory Documents.

Date: -

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

**FORM- II**

**STRUCTURE AND ORGANISATION**

**A.1** Name of applicant:

**A.2** Office Address:

Telephone No.:

Cell Phone No.:

Fax No.:

E mail I.D.:

**A.3** Name and address of Bankers:

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

\_\_\_\_\_  
Signature, name and designation  
of Authorised Signatory

For and on behalf of

\_\_\_\_\_  
(Name of the Applicant)

**FORM-III**

**DECLARATION BY BIDDER**

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: --

**N.I.T No:** ..... (Sl. No.....) of 2023-24 by the Chief Engineer, University of North Bengal.

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 Tenderer) 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 partner is directly or indirectly related with any employees/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 proven to be false or concealed, the application may be rejected or the work might be revoked at any stages 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---

\_\_\_\_\_  
Signature, name and designation  
of Authorised Signatory

For and on behalf of

\_\_\_\_\_  
(Name of the Applicant)

## FORM – IV

### MINIMUM PLANT AND EQUIPMENT TO BE DEPLOYED BY THE CONTRACTOR--

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 (not the exhaustive) which the bidder must own or where mentioned in the following list arrange through lease hold agreement.

Sl No	TYPE OF EQUIPMENT	Minimum No. & capacity		Bidders' Responsibility	For NIT Scheme Sl.No.
		No.	Capacity		
1	Tilting / Reversible Drum concrete mixer with Hopper	1	<i>Minimum 230-280 ltr (7/10 cft )capacity</i>	Own/Lease	1
2	Tilting Drum Mixer Diesel or Electric operated with automatic water measuring system and integral weigh batching..	1	<i>Minimum size of 230-280 ltr capacity (Hydraulic/Pneumatic type)</i>	Own/Lease	1
3	Internal or immersion vibrators	2	<i>Adequate Capacity</i>	Own/Lease	1
4	Surface/Screed Vibrator	2	<i>Adequate Capacity</i>	Own/Lease	1
5	Steel reinforcement Cutting & Bending machine	1	<i>Adequate Capacity</i>	Own/Lease	1
6	Steel Shuttering/Ply Shuttering (good quality)		<i>Adequate Capacity</i>	Own/Lease	1
7	Dewatering Pump	2	<i>5 HP Capacity</i>	Own/Lease	1
8	Welding Machine	1	<i>Adequate Capacity</i>	Own/Lease	1
9	Portable Cutter	1	<i>Adequate Capacity</i>	Own/Lease	1
10	Generator	1	<i>Adequate Capacity</i>	Own/Lease	1
11	Survey Equipments	1 Set	<i>Adequate Capacity</i>	Own/Lease	1
12	Laboratory Instruments for Concrete works	One full set of Laboratory Testing Equipments and Field Testing Instruments as required for the execution of the schedule item of works.		Own/Lease	1
13	Steel Props/Sal Bullah/Eucalyptus Bullah		<i>Adequate Capacity</i>	Own/Lease	1
14					

**Note:** - 1) For leased plant & Machineries (wherever applicable), **registered/notarized agreement** is to be submitted. The agreement should mention existing commitments and on-going works taken up with those plants / machineries. More than one commitment with same plant / machineries will not be considered as eligible.

2) Date of completion of existing commitment with the plant / machineries should be mentioned in the registered agreement including present location (working place) where the same are presently engaged.

3) As per order no. 293-W(C)/1M-24/15 Dated: - 15.06.2015 of the Principal Secretary, PWD, (Works Branch), Government of West Bengal, initially for Concrete batching and mixing plant, Concrete mixer with integral weigh batching facility maximum age of the plants, machineries will be 5 years as on the date of publication of NIT. It may be extended up to 7 years after getting fit certificate from the manufacturer and this certificate should be produced at the time of submission of bid. All other machineries and equipments should be in running condition. All plants, machineries and equipments will be verified by the competent authority before execution of the work.

4) **Not applicable for this particular tender.**

**AFFIDAVIT – “X”**

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

**e-N.I.T. No. \_\_\_\_\_ SI No. \_\_\_\_\_ OF 2023-24 OF THE CHIEF ENGINEER,  
UNIVERSITY OF NORTH BENGAL.**

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 is 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 partners had been debarred/delisted/blacklisted by any sub-rule under clause 3 of Tender Form No. 2911/Standard Bidding Document to participate in tender by any directorate of Public Works Department/any State or Central Universities or Institutes/CPWD/PHE/Indian Railway/Any Corporation or Statutory body/NBDD/SJDA/any Municipality/any Organisation of National Repute during the last 5(five) years prior to the date of this NIT.
3. Certified that I have access to or have available liquid assets (aggregate of working capital, cash-in-hand, uncommitted Bank Guarantees) and/or credit facilities not less than 10% of the estimated cost put to tender. In this respect, I have attached necessary documents with this application. 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 and agrees 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.
6. The under-signed also hereby certifies that the Bid shall remain valid for a period not less than 120 (One Hundred twenty) days, after the dead line date for Bid submission and may be extended on basis of mutual consent.
7. I, the under-signed, declare that all the statements made in the attached documents in respect of mode of ownership of machineries are true and correct.
8. Certified that required specified machineries or as required for the work(s) under this e-NIT will be installed at the working site within 3 (three) days from the date of issue of Order.
9. I / we do hereby certify that I shall bring all requisite technical personnel and /or plants/ testing machineries / equipments for all the items of works as per relevant IRC / IS codes of practice and as per BOQ and as per direction of the Engineer-In-Charge at the time of execution of work at site even if upon Technical evaluation I am declared as “qualified” without having all the requisite technical personnel and /or plants/ testing machineries / equipments at the time of submission of tender.
10. I, the under-signed do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found / ascertain to be incorrect / fabricated / misrepresented / fraudulent etc. accordingly tender will be liable to be cancelled / terminated immediately & I / my firm / company shall also be liable to prosecuted under section 197, 199 & 200 of Indian Penal Code, 1860 along with section-71 & section-73 of Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money / Security Deposit.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature, name and designation  
of Authorised Signatory

For and on behalf of

**AFFIDAVIT – “Y”**

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

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

That I am the.....  
(Designation).....of .....(Name of Tendered) and I am duly authorized and competent to affirm on behalf of the said Tendered.

That my / our authorized and competent personnel including myself have inspected all the sites of work covered under **Electronic Tender No. - ..... of the Chief Engineer, University of North Bengal** and have made ourselves fully acquainted with the site conditions and local conditions in or around the site of work. We have also carefully gone through the Notice Inviting Tender and Tender Documents and WBF 2911 mentioned therein. Tender of the above named Tenderer/Quotationer is offered upon due consideration of all factors and if the same is accepted, I, on behalf of the aforesaid Tenderer/Quotationer, being duly authorized, promise to abide by all the covenants, conditions and stipulation of the contract document and to carry out, complete design, construction, supply, erection, commissioning, performance guarantee test and operation and maintenance of the work to the satisfaction of the EIC of the work and abide by his instruction as may be given by him from time to time to that effect. I also undertake to abide by the provisions of law including the provisions of law including the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Apprentice Act, 1961, West Bengal Sales Tax Act., Income Tax, GST as would be applicable to the Tenderer/ Quotationer upon entering into formal contract / agreement with the University of North Bengal.

- 1) That I declare that no relevant information as required to be furnished by the Tenderer/ Quotationer have been suppressed in the Tender Documents.
- 2) That I declare that we will not claim any compensation in any manner whatsoever in the event of becoming unsuccessful Tenderer/Quotationer.
- 3) That I declare that concerned University authority shall not be held responsible for making payment against any anticipated profit and / or compensation for any losses, whatsoever for the works as stated in this Tender Documents and we shall not claim any payment for such purpose in the event of becoming unsuccessful Tenderer/ Quotationer.
- 4) That the statements made in paragraph No. 1 to 5 are true to the best of my knowledge and belief.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature, name and designation  
of Authorised Signatory

For and on behalf of

\_\_\_\_\_  
(Name of the Farm with Seal)

## **B. (II) Financial Proposal: --**

**The financial proposal should contain the following documents in one cover (folder): --**

- a) Financial Bid in which the contractor is to quote the rate online in the space marked for quoting rate in the BOQ. Only downloaded copies of the above Documents are to be uploaded, virus scanned & digitally signed by the contractor.

## **5. Opening & Evaluation of tender: -**

### **5.1 Opening of prequalification & technical proposal: -**

- i. Technical proposals will be opened by the Chief Engineer, University of North Bengal or authorized representative of North Bengal University electronically from the web site using their Digital Signature Certificate.
- ii. Intending Tenderer/Quotationers may remain present if they so desire.
- iii. Statutory documents will be opened first & if found in order, non-statutory documents will be further opened. If there is any deficiency in such documents the tender will summarily be rejected.
- iv. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible Tenderers/Quotationers will be uploaded in the web portals.
- v. While evaluation, the committee may summon the Tenderers/ Quotationers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

### **5.2. Opening of Financial proposal: -**

- i. Financial proposals of the Tenderers / Quotationers declared technically eligible will be opened electronically from the web portal on the prescribed date, by the Chief Engineer, University of North Bengal or authorized representative of North Bengal University.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. The Financial Proposal shall be evaluated by the Tender Accepting Authority/Chief Engineer, University of North Bengal. Final summary result containing inter – alia name of contractors and the rates quoted by them shall be uploaded provided he is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.
- iv. However, if there is any scope for lowering down of rates in the opinion of the Chief Engineer, further negotiation meeting with the lowest bidder may be held at his office which will be done offline. The final negotiation statement shall be uploaded in the website.

## **6. Penalty 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/Tender Inviting Authority/Tender Accepting Authority at any stage of tender process/pendency of the contract within a specified time frame or if any deviation is detected in the hardcopies from the uploaded/submitted soft copies or if there is any suppression of documents/facts, the Tenderer/Quotationer will be barred from participating the tenders for a period of 3 years maximum and shall be judged as per level of offense(s) to be decided by the University Authority. In addition, his Earnest Money Deposit may stand

forfeited. Besides, the University authority may take appropriate legal/administrative action against such defaulting tenderer/ Quotationer.

## **7. Award of Contract: -**

**(i)** The Bidder whose Bid has been accepted will be notified by the Chief Engineer/Tender Inviting Authority through Letter of Acceptance.

**(ii)** The Letter of Acceptance will constitute the formation of the Contract. Issuance of LOA / work order may be delayed due to non-receipt of clear site for the work and no claim, whatsoever, for delay in issuance of LOA/ Work order will be entertained.

**(iii)** The Agreement in W.B.F.No.-2911 will incorporate all necessary documents e.g. N.I.T., all addenda-corrigendum, special terms & conditions, different filled-up forms, B.O.Q., for the works under this N.I.eT. is based upon the schedule of rates of Public Works Department for Building Works(vol-I), Sanitary & Plumbing Works(vol-II), Road & Bridge Works(vol-III) **w.e.f. 01.11.2017** and for Electrical Works as applicable including all up to date Addenda & Corrigenda (date of vetting/sanction), at the time of floating of NIT, and the same will be constituted between the Chief Engineer and the successful Bidder.

Chief Engineer  
University of North Bengal