

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

Accredited by NAAC with Grade A



সমানো মন্ত্র: সমমমম: সমানী

**Abridged Notice Inviting Tenders**

Rates are invited from the reputed agencies through online against the works vide eNIT no-NBU/CE/04/22-23 and eNIT no-NBU/CE/05/22-23. For further details please visit [www.nbu.ac.in/wbtenders.gov.in](http://www.nbu.ac.in/wbtenders.gov.in) or may be communicated to the Office of the Chief Engineer, NBU.

Advt. No. 06/R-2022 Dated: 09.04.2022

Registrar(offg.)



## OFFICE OF THE CHIEF ENGINEER

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

Ref. No.:

Date: 08/04/2022

### Abridged Notice Inviting e-Tender E-NIT No. - NBU/CE/ 04/22-23

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

- 1) **Name of work---** Roof treatment works with Screed Concrete and P U roof coat at the roof of Department of Chemistry within NBU Campus.
- 2) **Estimated cost**—Rs. 28,85,467/-.
- 3) **Earnest money**—A sum of Rs. 57,709.00 (Rupees fifty seven thousand seven hundred and nine 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**....90 (ninety) days.
- 5) **Eligibility**..... (i) Intending bidders should produce credentials of a similar nature of completed work of the minimum value of 40% 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 30% 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. 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 (4 sets) price of tender documents & cost of W. B. F. No.-2911 will have to be paid by the successful tenderer @ Rs. 2000.00/set.

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) –	08/04/2022
<b>2</b>	Documents download/ sell start date & time (online)	08/04/2022 from 05.00 p.m.
<b>3</b>	Prequalification, technical and financial bid submission starting date & time (online)	08/04/2022 from 05.00 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)	23/04/2022 up to 11:00 a.m.
<b>6.</b>	Prequalification, technical and financial bid submission closing date & time (online)	23/04/2022 up to 11:00 a.m.
<b>7.</b>	Date & time of opening of prequalification proposals & technical proposal (online)	25/04/2022 after 11:00 a.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 2021-2022/updated.
  - b) GST registration certificate.
  - c) PAN Card.
  - d) Valid Trade Licence.
  - e) Employees' Provident Fund registration certificate along with current Electronic Challan Return (ECR).
  - g) Credential certificate(s) as asked for/ mentioned above.
  - h) In case of partnership firm, a copy of registered partnership deed and in case of company, copies of Incorporation Certificate along with Memorandum and Articles of Association.
  - i) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) about self-declaration regarding the history of arbitration / litigation /suspension and/or banning of the firm /company of last 5 years prior to publication of this e-NIT to be produced duly certified by a 1<sup>st</sup> class Judicial Magistrate/Notary Public.
  - j) Scan copy of EMD.
  - k) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) in regards to General Condition of Contract (proforma attached) duly certified by a 1<sup>st</sup> class Judicial Magistrate/Notary Public.
  - l) In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD/3CB Form supported with Income Tax return are to be furnished along with balance sheet, profit and loss account for the Assessment Year 2021-2022 and all schedules forming the part of Balance Sheet and Profit & Loss Account. Tax Audited report, Balance Sheet and Profit & Loss Account including all schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant.

Only relevant documents (documents sought for) are to be uploaded, unnecessary / junk documents should not to be uploaded. 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) **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 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. 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.
- 5) 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.
- 6) Mobilization advance or secured advance shall not be paid to the contractor.
- 7) Payment for the work will be made on availability of fund under the respective head of account.
- 8) 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. 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.
- 9) 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 representatives.

- 10) The Chief Engineer or the University Authority, University of North Bengal reserves the right for verification of any original documents in regards to the tender process or works executed by the contractor at their discretion at any time during tender process or during pendency of the contract against the documents/photocopies submitted/uploaded by the contractor or materials used in the works. If any tenderer fails to produce the original hard copies of the documents (as asked during verification) or any other documents on demand by the Chief Engineer or by the University Authority within a specified time frame or if any deviation is detected in the hard copies with respect to the photocopies or if there is any suppression, the tender for that tenderer will be treated as cancelled or shall be treated as breach of contract and the tenderer will be suspended from participating in the tenders by this Institution for a period of 3 ( three) years. In addition to that the earnest money deposit will stand forfeited. Other penal actions will be as stated in the 2911. The University Authority may also take necessary legal/administrative actions against such defaulting tenderers and for the court cases the jurisdiction will be Calcutta High Court.
- 11) The bidder whose bid has been accepted will be informed by the letter of acceptance/work order. The letter of acceptance/work order will constitute the formation of the contract. The agreement in W.B.F No-2911 with all his amendments will incorporate the agreement between the Chief Engineer and Contractor. All the tender documents including work order/ letter of acceptance, NIT, BOQ, special terms and conditions, corrigenda, addenda etc. in this regard will be the part of the contract documents.
- 12) Conditional/incomplete tender will not be accepted under any circumstances.
- 13) 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.
- 14) Price adjustment in respect of any construction material will not be allowed under any circumstances for this work.
- 15) Prevailing safety norms has to be followed by the contractor, so that LTI (loss of time due to injury) is zero.
- 16) 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.
- 17) Site of work and necessary drawings may be handed over to the agency phase-wise. No claim in this regards will be entertained.
- 18) 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.
- 19) Notwithstanding the provisions made in the related printed tender form (if any) any item of the work which can be legitimately be considered as not stipulated in the specific 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 Chief Engineer or by his representative and the rates will be fixed with manner as stated below—
  - a) Rate of supplementary items shall be analyzed in the 1<sup>st</sup> instant extended possible from the rates of the allied items of work appearing in the tender schedule.
  - b) Rate of supplementary items shall be analyzed to the maximum extent possible from rates of the allied items of work appearing 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 or from the University's existing approved rate.
  - c) If the rates of the supplementary items cannot be computed even after applications of clauses stated above, the same shall be determined by analyses from market rates of material, labour, carriage cost, GST, sundries, water charges, labour welfare cess etc. as applicable and prevailing at the time of execution of such item of work. Profit and Overhead charges (both together) @ 15% (fifteen percent) be allowed only; the contractual percentage will not be applicable.

Unbalanced market rates shall never be allowed. Contractual percentage shall only be applicable with regard to the portions of the analysis based on clauses (a), (b) stated above only. It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the work order book/site order book (Chief Engineer or his representative shall be the custodian of that triplicate book whose pages should be machine numbered. The contractor shall supply this book at his own cost and the contractor or his authorized representative may take away one copy of such every instruction provided in that

book by the client for his own record and guidance) or any written order from the Chief Engineer or his representative of University of North Bengal.

- 20) 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.
- 21) 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 or the competent authority of the University of North Bengal.
- 22) 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.
- 23) 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.
- 24) 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.
- 25) 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.
- 26) 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.
- 27) 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.
- 28) 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.
- 29) 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).
- 30) 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.
- 31) 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.
- 32) The department reserves the right to send such electrical materials to the manufacturers/authorized test laboratory to verify the genuineness and quality of product.
- 33) All concealed and earthing work shall be done in the presence of the Chief Engineer or his authorized representative for electrical works.
- 34) 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.
- 35) 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.
- 36) The site shall be cleared of malba, debris caused by working at site by the contractor without any extra cost to the department.
- 37) 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.
- 38) 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.

- 39) No documents will be entertained, if sent by post/courier/e-mail or any other hard form.
- 40) 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.
- 41) If any discrepancy/contradiction arises between two similar clauses in same notification, the clause as stated in later notifications will supersede former one in following sequence:
- i) West Bengal Form No. 2911.
  - ii) E-NIT& corrigendum (if any).
  - iii) Special terms & condition (if any).
- 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.
- 42) **There is no provision/scope of Joint Venture (JV) under this contract.**
- 43) 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.

## 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. Form-I, Form-II & Form-III).

## **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 2021-2022/updated.
- b) GST registration certificate.
- c) PAN card.
- d) Valid Trade Licence.
- e) Employees' Provident Fund registration certificate along with current Electronic Challan Return (ECR).
- g) In case of Partnership Firm, a copy of registered partnership deed and in case of Company, copies of Incorporation Certificate along with Memorandum and Articles of Association.
- h) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) about self-declaration regarding the history of arbitration / litigation /suspension and/or banning of the firm /company of last 5 years prior to publication of this e-NIT to be produced duly certified by a 1<sup>st</sup> class Judicial Magistrate/Notary Public
- i) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) in regards to General Condition of Contract (proforma attached) duly certified by a 1<sup>st</sup> class Judicial Magistrate/Notary Public.
- j) In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD/3CB Form supported with Income Tax return are to be furnished along with balance sheet, profit and loss account for the Assessment Year 2021-2022 and all schedules forming the part of Balance Sheet and Profit & Loss Account. Tax Audited report, Balance Sheet and Profit & Loss Account including all schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant.

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

<b>Sl.</b>	<b>Category Name</b>	<b>Sub-Category Description</b>	<b>Details</b>
A	Certificates	Certificate	a) Valid Professional Tax receipt for the year 2021-2022/updated. b) GST Registration certificate. c) PAN Card. d) Valid Trade Licence. e) Employees' Provident Fund registration certificate along with current Electronic Challan Return (ECR).
B	Company Details	Company Details	a) Partnership Deed and Trade Licence for Partnership Firm. b) Incorporation Certificate, Trade Licence for Ltd. Company. e) Society Registration Certificate and Trade License for Society. f) Anything other, as may be relevant.
C	Credential	Credential	a) 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	<p>a) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) about self-declaration regarding the history of arbitration / litigation /suspension and/or banning of the firm /company of last 5 years prior to publication of this e-NIT to be produced duly certified by a 1<sup>st</sup> class Judicial Magistrate/Notary Public.</p> <p>b) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) in regards to General Condition of Contract (proforma attached) duly certified by a 1<sup>st</sup> class Judicial Magistrate /Notary Public.</p> <p>c) Others (All section of tender document i.e. Form-I, Form-II &amp; Form-III).</p>
F	Financial Information		<p>a) In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD/3CB Form supported with Income Tax return are to be furnished along with balance sheet, profit and loss account for the Assessment Year 2021-2022 and all schedules forming the part of Balance Sheet and Profit &amp; Loss Account. Tax Audited report, Balance Sheet and Profit &amp; Loss Account including all schedules forming the part of Balance Sheet and Profit &amp; Loss Account should be in favour of applicant.</p>

**SECTION-B**

**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) : .....  
.....  
.....

**e-N.I. T No.:** ..... (Sl. No.....) of 2022-23 by the Chief Engineer, University of North Bengal.

Dear Sir,

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

Enclo: -e-Filling:

- 1) Statutory Documents
- 2) Non Statutory Documents

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

Date: -

**SECTION – B**

**FORM-II**

**Detail of Organization**

1. Name of Applicant: (Indicate whether proprietary firm,) Partnership, Limited Company, Corporation/Others)
2. Office Address: -
3. Telephone/Mobile No.: -
4. Fax No.: -
5. E-Mail address: -
6. Name and address of Banker: -

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

**SECTION-B**  
**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 those employees of the University who hold University Service Book: --**

**e-N.I. T No.:** ..... (Sl. No.....) of 2022-23 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 Tendered) and I am duly authorized and competent to affirm on behalf of the said Tendered.
- 2) The undersigned also hereby certifies that neither our firm \_\_\_\_\_ nor any of its constituent partners 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 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**

**DECLARATION BY THE TENDERER/ QUOTATIONER**

**IN RESPECT OF GENERAL CONDITION OF CONTRACT**

[Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- (Rupees ten only) and to be enclosed with the Tender Documents which is required to be mentioned in the forwarding letter of the Tenderer/Quotationer]

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

4) 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. - NBU/CE/04/22-23 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 there in. 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.

Solemnly affirmed by the

Said.....

(1st class Judicial Magistrate /Notary Public)

Deponent before me

(Signature of Contractor)

**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 soft copies or if there is any suppression of documents/fact, 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: -**

The Tender Inviting Authority/Chief Engineer/Tender Accepting Authority 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 Inviting Authority/Chief Engineer/Tender Accepting Authority action. The bidder who's bid will be accepted, notified by the Chief Engineer through acceptance letter. The notification of award will constitute the formation of the contract. The agreement in W.B.F. No. - 2911 with its amendments will incorporate all terms and condition between the Chief Engineer and the successful bidder. The copy of work order/letter of acceptance, NIT, BOQ, special terms and conditions, corrigenda, addenda etc. will be the part of the contract documents/agreement.

Chief Engineer  
University of North Bengal



## OFFICE OF THE CHIEF ENGINEER

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

Ref. No.:

Date: 08/04/2022

### Abridged Notice Inviting e-Tender

E-NIT No. - NBU/CE/ 05/22-23

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

- 1) **Name of work---** Roof treatment works with Screed Concrete and P U roof coat at roof of Department of Political Science (old part), Himalayan Studies (old part), Guest House (VIP rooms portion) within NBU Campus.
- 2) **Estimated cost**—Rs. 17,31,396/-.
- 3) **Earnest money**—A sum of **Rs. 34,628.00** (Rupees thirty four thousand six hundred twenty eight 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**....90 (ninety) days.
- 5) **Eligibility**..... (i)Intending bidders should produce credentials of a similar nature of completed work of the minimum value of 40% 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 30% 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. 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 (4 sets) price of tender documents & cost of W. B. F. No.-2911 will have to be paid by the successful tenderer @ Rs. 2000.00/set.

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) –	08/04/2022
<b>2</b>	Documents download/ sell start date & time (online)	08/04/2022 from 05.00 p.m.
<b>3</b>	Prequalification, technical and financial bid submission starting date & time (online)	08/04/2022 from 05.00 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)	23/04/2022 up to 11:00 a.m.
<b>6.</b>	Prequalification, technical and financial bid submission closing date & time (online)	23/04/2022 up to 11:00 a.m.
<b>7.</b>	Date & time of opening of prequalification proposals & technical proposal (online)	25/04/2022 after 11:00 a.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 2021-2022/updated.
  - b) GST registration certificate.
  - c) PAN Card.
  - d) Valid Trade Licence.
  - e) Employees' Provident Fund registration certificate along with current Electronic Challan Return (ECR).
  - g) Credential certificate(s) as asked for/ mentioned above.
  - h) In case of partnership firm, a copy of registered partnership deed and in case of company, copies of Incorporation Certificate along with Memorandum and Articles of Association.
  - i) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) about self-declaration regarding the history of arbitration / litigation /suspension and/or banning of the firm /company of last 5 years prior to publication of this e-NIT to be produced duly certified by a 1<sup>st</sup> class Judicial Magistrate/Notary Public.
  - j) Scan copy of EMD.
  - k) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) in regards to General Condition of Contract (proforma attached) duly certified by a 1<sup>st</sup> class Judicial Magistrate/Notary Public.
  - l) In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD/3CB Form supported with Income Tax return are to be furnished along with balance sheet, profit and loss account for the Assessment Year 2021-2022 and all schedules forming the part of Balance Sheet and Profit & Loss Account. Tax Audited report, Balance Sheet and Profit & Loss Account including all schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant.

Only relevant documents (documents sought for) are to be uploaded, unnecessary / junk documents should not to be uploaded. 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) **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 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. 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.
- 5) 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.
- 6) Mobilization advance or secured advance shall not be paid to the contractor.
- 7) Payment for the work will be made on availability of fund under the respective head of account.
- 8) 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. 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.

- 9) 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 representatives.
- 10) The Chief Engineer or the University Authority, University of North Bengal reserves the right for verification of any original documents in regards to the tender process or works executed by the contractor at their discretion at any time during tender process or during pendency of the contract against the documents/photocopies submitted/uploaded by the contractor or materials used in the works. If any tenderer fails to produce the original hard copies of the documents (as asked during verification) or any other documents on demand by the Chief Engineer or by the University Authority within a specified time frame or if any deviation is detected in the hard copies with respect to the photocopies or if there is any suppression, the tender for that tenderer will be treated as cancelled or shall be treated as breach of contract and the tenderer will be suspended from participating in the tenders by this Institution for a period of 3 ( three) years. In addition to that the earnest money deposit will stand forfeited. Other penal actions will be as stated in the 2911. The University Authority may also take necessary legal/administrative actions against such defaulting tenderers and for the court cases the jurisdiction will be Calcutta High Court.
- 11) The bidder whose bid has been accepted will be informed by the letter of acceptance/work order. The letter of acceptance/work order will constitute the formation of the contract. The agreement in W.B.F No-2911 with all his amendments will incorporate the agreement between the Chief Engineer and Contractor. All the tender documents including work order/ letter of acceptance, NIT, BOQ, special terms and conditions, corrigenda, addenda etc. in this regard will be the part of the contract documents.
- 12) Conditional/incomplete tender will not be accepted under any circumstances.
- 13) 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.
- 14) Price adjustment in respect of any construction material will not be allowed under any circumstances for this work.
- 15) Prevailing safety norms has to be followed by the contractor, so that LTI (loss of time due to injury) is zero.
- 16) 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.
- 17) Site of work and necessary drawings may be handed over to the agency phase-wise. No claim in this regards will be entertained.
- 18) 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.
- 19) Notwithstanding the provisions made in the related printed tender form (if any) any item of the work which can be legitimately be considered as not stipulated in the specific 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 Chief Engineer or by his representative and the rates will be fixed with manner as stated below—
  - a) Rate of supplementary items shall be analyzed in the 1<sup>st</sup> instant extended possible from the rates of the allied items of work appearing in the tender schedule.
  - b) Rate of supplementary items shall be analyzed to the maximum extent possible from rates of the allied items of work appearing 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 or from the University's existing approved rate.
  - c) If the rates of the supplementary items cannot be computed even after applications of clauses stated above, the same shall be determined by analyses from market rates of material, labour, carriage cost, GST, sundries, water charges, labour welfare cess etc. as applicable and prevailing at the time of execution of such item of work. Profit and Overhead charges (both together) @ 15% (fifteen percent) be allowed only; the contractual percentage will not be applicable.

Unbalanced market rates shall never be allowed. Contractual percentage shall only be applicable with regard to the portions of the analysis based on clauses (a), (b) stated above only. It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the

work order book/site order book (Chief Engineer or his representative shall be the custodian of that triplicate book whose pages should be machine numbered. The contractor shall supply this book at his own cost and the contractor or his authorized representative may take away one copy of such every instruction provided in that book by the client for his own record and guidance) or any written order from the Chief Engineer or his representative of University of North Bengal.

- 20) 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.
- 21) 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 or the competent authority of the University of North Bengal.
- 22) 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.
- 23) 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.
- 24) 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.
- 25) 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.
- 26) 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.
- 27) 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.
- 28) 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.
- 29) 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).
- 30) 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.
- 31) 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.
- 32) The department reserves the right to send such electrical materials to the manufacturers/authorized test laboratory to verify the genuineness and quality of product.
- 33) All concealed and earthing work shall be done in the presence of the Chief Engineer or his authorized representative for electrical works.
- 34) 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.
- 35) 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.
- 36) The site shall be cleared of malba, debris caused by working at site by the contractor without any extra cost to the department.
- 37) 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.

- 38) 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.
- 39) No documents will be entertained, if sent by post/courier/e-mail or any other hard form.
- 40) 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.
- 41) If any discrepancy/contradiction arises between two similar clauses in same notification, the clause as stated in later notifications will supersede former one in following sequence:
- i) West Bengal Form No. 2911.
  - ii) E-NIT& corrigendum (if any).
  - iii) Special terms & condition (if any).
- 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.
- 42) **There is no provision/scope of Joint Venture (JV) under this contract.**
- 43) 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.

## 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. Form-I, Form-II & Form-III).

**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 2021-2022/updated.
- b) GST registration certificate.
- c) PAN card.
- d) Valid Trade Licence.
- e) Employees' Provident Fund registration certificate along with current Electronic Challan Return (ECR).
- g) In case of Partnership Firm, a copy of registered partnership deed and in case of Company, copies of Incorporation Certificate along with Memorandum and Articles of Association.
- h) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) about self-declaration regarding the history of arbitration / litigation /suspension and/or banning of the firm /company of last 5 years prior to publication of this e-NIT to be produced duly certified by a 1<sup>st</sup> class Judicial Magistrate/Notary Public
- i) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) in regards to General Condition of Contract (proforma attached) duly certified by a 1<sup>st</sup> class Judicial Magistrate/Notary Public.
- j) In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD/3CB Form supported with Income Tax return are to be furnished along with balance sheet, profit and loss account for the Assessment Year 2021-2022 and all schedules forming the part of Balance Sheet and Profit & Loss Account. Tax Audited report, Balance Sheet and Profit & Loss Account including all schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant.

**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 2021-2022/updated. b) GST Registration certificate. c) PAN Card. d) Valid Trade Licence. e) Employees' Provident Fund registration certificate along with current Electronic Challan Return (ECR).
B	Company Details	Company Details	a) Partnership Deed and Trade Licence for Partnership Firm. b) Incorporation Certificate, Trade Licence for Ltd. Company. e) Society Registration Certificate and Trade License for Society. f) Anything other, as may be relevant.
C	Credential	Credential	a) 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	<p>a) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) about self-declaration regarding the history of arbitration / litigation /suspension and/or banning of the firm /company of last 5 years prior to publication of this e-NIT to be produced duly certified by a 1<sup>st</sup> class Judicial Magistrate/Notary Public.</p> <p>b) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) in regards to General Condition of Contract (proforma attached) duly certified by a 1<sup>st</sup> class Judicial Magistrate /Notary Public.</p> <p>c) Others (All section of tender document i.e. Form-I, Form-II &amp; Form-III).</p>
F	Financial Information		<p>a) In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD/3CB Form supported with Income Tax return are to be furnished along with balance sheet, profit and loss account for the Assessment Year 2021-2022 and all schedules forming the part of Balance Sheet and Profit &amp; Loss Account. Tax Audited report, Balance Sheet and Profit &amp; Loss Account including all schedules forming the part of Balance Sheet and Profit &amp; Loss Account should be in favour of applicant.</p>

**SECTION-B**

**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) : .....  
.....  
.....

**e-N.I. T No.:** ..... (Sl. No.....) of 2022-23 by the Chief Engineer, University of North Bengal.

Dear Sir,

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

Enclo: -e-Filling:

- 1) Statutory Documents
- 2) Non Statutory Documents

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

Date: -



**SECTION – B**

**FORM-II**

**Detail of Organization**

1. Name of Applicant: (Indicate whether proprietary firm,) Partnership, Limited Company, Corporation/Others)
2. Office Address: -
3. Telephone/Mobile No.: -
4. Fax No.: -
5. E-Mail address: -
6. Name and address of Banker: -

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

**SECTION-B**  
**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 those employees of the University who hold University Service Book: --**

**e-N.I. T No.:** ..... (Sl. No.....) of 2022-23 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 Tendered) and I am duly authorized and competent to affirm on behalf of the said Tendered.
- 2) The undersigned also hereby certifies that neither our firm \_\_\_\_\_ nor any of its constituent partners 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 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**

**DECLARATION BY THE TENDERER/ QUOTATIONER**

**IN RESPECT OF GENERAL CONDITION OF CONTRACT**

[Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- (Rupees ten only) and to be enclosed with the Tender Documents which is required to be mentioned in the forwarding letter of the Tenderer/Quotationer]

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

4) 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. - NBU/CE/05/22-23 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 there in. 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.

Solemnly affirmed by the

Said.....

(1st class Judicial Magistrate /Notary Public)

Deponent before me

(Signature of Contractor)

**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 soft copies or if there is any suppression of documents/fact, 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: -**

The Tender Inviting Authority/Chief Engineer/Tender Accepting Authority 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 Inviting Authority/Chief Engineer/Tender Accepting Authority action. The bidder who's bid will be accepted, notified by the Chief Engineer through acceptance letter. The notification of award will constitute the formation of the contract. The agreement in W.B.F. No. - 2911 with its amendments will incorporate all terms and condition between the Chief Engineer and the successful bidder. The copy of work order/letter of acceptance, NIT, BOQ, special terms and conditions, corrigenda, addenda etc. will be the part of the contract documents/agreement.

Chief Engineer  
University of North Bengal