

**OFFICE OF THE PRINCIPAL  
SOVARANI MEMORIAL COLLEGE  
JAGATBALLAVPUR , HOWRAH WEST BENGAL – 711408**

Website : [www.smc.edu.in](http://www.smc.edu.in) E-mail : [rusa.srmcollege@gmail.com](mailto:rusa.srmcollege@gmail.com)  
Contact Nos. (03214) 255038/ +919679226106

**Notice Inviting Tender No.SMC/13/06/2022 Dated 20/06/2022**

Notice inviting Tender is floated by the Principal, on behalf of Sovarani Memorial College, for the works mentioned in documents given below, through electronic tendering (e-tendering) from eligible and resourceful contractors with financial capability having executed similar jobs amounting to the estimated amount in a single contract within the last 5 (five) years in any Govt. / Semi- Govt. / Undertaking / Autonomous Bodies / Govt. Aided Educational Institutions etc.

In the e-tendering process, intending bidders may download the tender documents free of cost from the website : <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary earnest money deposit has to be remitted in favour of the Principal, **Sovarani Memorial College**, strictly **through online mode only** in accordance with the **G.O. No. 3975-F(Y) dated 28.07.2016** of the Finance Department, Government of West Bengal.

All bidders are hereby requested to peruse the guidelines meticulously before participating in the e-tender and comply with the terms and conditions contained in this e-tender document in letter and spirit.

Sl. No.	Name of Work in Brief	Estimated Amount in INR	Earnest Money Deposit @2%	Time of Completion of work
1	Construction of a three-storeyed Staircase with the roof at the top in front of the main gate of the academic and administrative building.	<b>12,61,475/-</b> (twelve lakhsixty-one thousand four hundred seventy five) only	25,000 (twenty-five thousand)	90 days (from the date of receipt of the Work Order by the contractor)

**Tendering Schedule :**

Sl. No.	Activities	Date & Time
1	Publication of works	20/06/2022 at 9.00 A.M.
2	Document download start	20/06/2022 at 9.00 A.M.
3	Bid submission start	20/06/2022 at 9.00 A.M.
4	Documents download end	04/07/2022 at 9.30 A.M.
5	Bid submission end	04/07/2022 at 9.30 A.M.
6	Technical Bid opening	06/07/2022 at 11:30 A.M.
7	Uploading of final list of technically qualified bidders	To be notified later
8	Financial Bid opening	To be notified later
9	Uploading of Financial Bid evaluation sheet	To be notified later

## **1. Eligibility for participation :**

1.1. Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India (viz. NIC, nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT). DSC is given as a USB e-Token. After obtaining the Class-2/Class-3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available on the website.

1.2. Bonafide Civil Contractors, with adequate credentials, are eligible to participate, depending on the criteria as detailed below :

The prospective bidders shall have satisfactorily completed as a prime agency during the last 5 (five) years from the date of issue of this Notice at least one work of similar nature having a magnitude of the amount put to tender.

**N.B. :** Estimated amount, date of completion of the Project and the detailed communicational address of the client(s) must be indicated in the Credential Certificate.

## **2. Instruction to Bidders :**

2.1. Bidders may download the NIT documents free of cost from the website; intending bidders desirous of participating in the tender are to log on to the website ><https://wbtenders.gov.in> and click on the link provided. There will be no physical / manual sale of the Tender Document.

2.2. Bidders are advised to download the complete set of the Tender Documents, including the tender details.

2.3. Tenders must be submitted online.

2.4. If the due date of opening falls on a holiday, the Tender will be opened on the next working day.

2.5. In case minimum 03 (three) bids are not received within originally stipulated time, the Bid Submission End Date will be extended.

### **2.6. Bid Security/ Earnest Money Deposit (EMD) :**

The bidder will have to make the payment of EMD through ONLINE mode only. In Online mode the bidder can make payment of EMD either through net banking from designated Bank/s or through NEFT/ RTGS from any scheduled Bank. In case of payment through net banking, the money will be immediately transferred to CMPDIL's designated Account. In case of payment through NEFT/RTGS the bidder will have to make payment as per the Challan generated by the system on e-Procurement portal and will have to furnish online the UTR Numbers before submission of bid. The Bidder will be allowed to submit his / her bid only when the EMD is successfully received in CMPDIL's account and the information flows from the Bank to the e-Procurement system. The Earnest Money/ Bid Security of the unsuccessful bidder(s) will be refunded and will not bear any interest.

### **2.7. Security Deposit :**

Security Deposit towards performance amounting to 10 % of the work value shall be deducted from the Running Account Bills as per prevailing order. No interest will be paid on the Security Deposit. Earnest Money Deposit would be converted to Security Deposit in case of the successful bidder(s).

## **2.8. Security Period :**

Security period for the work will be 12 calendar months from the date of completion of the work and the security deposit of the successful Tenderer(s) would be retained during this period.

Security Deposit may be refunded earlier if the works have been certified by the authority concerned to be completely satisfactory and in accordance with the standards and guidelines mentioned in the NIT.

2.9. An affidavit must be submitted by the intending bidders desirous of participating in the tender separately to the effect that a qualified engineer/technician would be deputed during the work who would be coordinating the entire work with our consultant /college authority.

2.10. The intending bidders must read the terms and conditions of the NIT carefully. He/She should particularly go through the eligibility criteria required and satisfy himself/herself of the requirements for eligibility. He/She should submit his/her bid only if he/she considers himself/herself eligible and he is in possession of all the documents required.

***2.11. All information posted on the website consisting of NIT and related documents, Form Nos.-I, II & III, BOQ, Corrigendum etc. and Drawings, if any, shall form part of the tender document.***

2.12. Both Technical Bid and Financial Bid must be submitted concurrently duly digitally signed on the website ><https://wbtenders.gov.in>

2.13. Submission of Technical Bid and Financial Bid must be done as per Date and Time Schedule provided.

## **3. General Terms and Conditions :**

3.1. General process of submission : Tenders have to be submitted online through the website stated. All the documents uploaded by the Tender Inviting Authority are an integral part of the contract. Tenderers are required to upload all the tender documents along with other documents as asked for in the tender through the above website within the stipulated date and time as given in the NIT. The tenderers shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. They need to fill up the rates of items in the BOQ, downloaded for the work, in the designated Cell and upload the same in the designated location of Financial Bid. The documents uploaded must be virus scanned and digitally signed, using the Digital Signature Certificate (DSC). Tenderers must specifically take note of all the addenda/ corrigenda related to the tender, if any, and upload the latest documents as part of the tender.

## **3.2. The Bid/Proposal must be submitted in two parts, which are as follows :**

### **Part-1 : Technical Proposal (Bid)**

Folder (Cover) - 1: Prequalification documents.

Folder (Cover) - 2: Technical submission

## **Part-2 : Financial Proposal (Bid)**

### **3.3. Part-1 : Technical Proposal (Bid) (Statutory Cover)**

#### **Folder (Cover)-1 : Prequalification documents :**

i) Earnest Money Deposit (EMD) Receipt

i) Application for Tender (vide Form-1).

ii) Filled in Form-II (vide attachment) for organizational details.

iii) Scanned copy of one affidavit before Notary/ 1st class Magistrate will have to be submitted for each serial mentioning the correctness of the documents and a declaration of penalty debarment etc. faced by him under any Govt. /Semi-Govt./Autonomous body/Institution online at desired location (as per Form-III).

iv) Notice Inviting Tender (NIT) and the attachments including Addenda/Corrigenda, Drawings etc., if any.

**N.B. :** Contractors are to keep the track of all the Addenda/Corrigenda issued with this particular tender and upload the same digitally signed along with the NIT. The Tenders submitted without the Addenda/Corrigenda will be liable to be rejected.

#### **Folder (Cover)-2 (Non-statutory Cover) :**

##### **A. Certificates :**

i) Professional Tax (PT) submission Challan

ii) PAN Card copy

iii) Voter/Aadhaar card copy

iv) GST Registration Certificate with last Challan (for Fin Year : 2021-22)

iv) Bank Solvency Certificate of 25% of the estimated amount from any Scheduled Bank

vi) P.F. and ESI Registration Certificate with last Challan (for Fin Year : 2021-22)

vii) An affidavit to the effect that a qualified engineer/technician would be deputed during the work who would be coordinating the entire work with our Consultant /Architect/Civil Engineer/College Authority.

##### **B. Company Details :**

i) Registered Deed for Partnership Firm/Consortiums from the Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered. However, in cases where the applicant is yet to receive registration certificate from Todi Mansion, the applicant must submit an affidavit in non-judicial stamp paper along with the application pledging that "the registration certificate of the Consortium/Partnership firm would be submitted to the Tender Inviting

Authority before making agreement with the Tender Accepting Authority in case he is found lowest". In case of in-ordinate delay in submitting the document, his bid is liable to be rejected and his EMD deposited may stand forfeited. Any change in the constituents of the Consortium/Partnership firm should also be registered from the Office at Todi Mansion, Kolkata, prior to the date of application of tender, otherwise his application will be rejected.

**N.B. :** An affidavit regarding authorized use of DSC for consortiums and a declaration regarding such authorization for Limited companies are to be submitted.

ii) Trade License for Proprietorship Firms.

iii) Memorandum of Articles for Limited Companies.

iv) Society Registration and Bylaws for Cooperative Societies.

### **C. Credentials :**

i) Credential Certificate(s) issued by an officer not below the rank of Executive Engineer / Divisional Engineer/ District Engineer / Project Manager of the other State / Central Government Departments/Head of the Institution/Department of having executed similar works of the estimated amount in a single contract within the last 5 (five) years in the NIT mentioned below in any Govt. / Semi- Govt. / Undertaking / Autonomous Bodies.

ii) Work Order and Payment Certificates.

**D. Balance Sheet :** i) Audited Balance Sheets of the last three financial years regarding annual turnover from contracting business in each year. (If the company was set up less than three years ago, an audited balance sheet for the No. of years since inception is to be submitted).

ii) I.T. Return of the last three financial years.

E. Any other documents found necessary.

**N.B. :** Failure of submission of any one of the above mentioned documents will render the tender liable to summary rejection. The above-mentioned documents should be uploaded in the "All Other Important Documents" folder in Technical Cover.

### **F. Bidders not to be blacklisted :**

The bidder should not have any record of poor performance, or they should not have been blacklisted by any employer during the last five years prior to the date of the NIT. Such abandonment or punishment will be considered as disqualification towards eligibility. A declaration in this respect through affidavit must be furnished by the prospective bidders without which the Technical Bid shall be treated as incomplete. The scanned copy of the affidavit should be uploaded with the non-statutory cover and the hard copy should be submitted, if required.

**3.4. Financial Proposal -** the financial proposal should contain the following documents in one cover (folder) :

**Bill of Quantities (BOQ) :** The contractor has to quote the rate (percentage above or below) online through a computer in the space marked for quoting rate in the BOQ (only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor).

**4. Completion Certificate :**Completion Certificates for fully completed works during the current year and last five financial years will only be accepted. Certificates issued for partly completed works may not be considered.

**5. Penalty for suppression / distortion of facts :**

i) If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if there is any suppression of facts, the Tender Evaluation Committee will bring the matter to the notice of the Tender Inviting Authority concerned immediately and the tenderer may be suspended from participating in the tenders on e-Tender platform and suitable punitive measures may be taken against the tenderer.

**6. Taxes & duties to be borne by the Contractor :**

All types of taxes including Income Tax, GST, Cess and other Taxes as per Govt. Rules must be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges. No additional payments shall be made on this count.

**7. Site inspection before submission of tender :**

Before submitting the tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at the site by actual inspection of the same and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respects including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rates prevailing in the locality etc. No claim, whatsoever, will be entertained on these counts afterwards. In this connection intending tenderers may contact the office of the Principal concerned with the work between 11.30 A.M. and 2.30 P.M. on any working day prior to the date of submission of tenders.

**8. Conditional and incomplete tender :**

Conditional and incomplete tenders are liable to be summarily rejected.

**9. Opening & evaluation of Technical Proposal :**

i) Technical proposals will be opened by the Tender Inviting Authority or his authorized representative electronically from the website stated above, using their Digital Signature Certificate.

ii) Intending tenderers may remain present at the time of opening if they so desire and may contact the authority for the same.

iii) The Cover (Folder) for Statutory Documents will be opened first and if found in order, the Cover (Folder) for Non-statutory Documents will be opened. But if there is any deficiency in the Statutory Documents, the tender may summarily be rejected.

iv) Then decrypted (transformed into readable formats) documents of the Non-statutory Cover will be evaluated to finalize eligible tenderers.

## **10. Uploading summary list of technically qualified Tenderers (1st round) :**

- a) Pursuant to scrutiny and decision of the Technical Evaluation Committee (TEC) (Tender Committee) of the college, the summary list of successful tenderers considered will be uploaded in the web portals.
- b) During evaluation, the Committee may summon the tenderers and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable to rejection.

## **11. Opening and evaluation of Financial Proposal :**

- a) Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- b) The encrypted copies will be decrypted, and the rates will be read out to the contractors, if any, remaining present at that time.
- c) After opening of the financial proposal, the preliminary summary result containing inter-alia names of contractors and the rates quoted by them will be uploaded.
- d) If the Tender Accepting Authority is satisfied that the rate obtained is fair and reasonable and there is no scope for further lowering down of rate, he may after having the comparative statement checked, upload the final summary result containing the name(s) of contractor(s) and the rates quoted by them against each work after acceptance of the rate.
- e) The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

**12. Bid Validity :** The Bid will be valid for 9 Months from the date of opening of the financial bid.

**11. Acceptance of Tender :** Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders for valid reasons as he deems fit.

**12. Execution of Formal tender after acceptance of tender :** The tenderer, whose tender is approved for acceptance, shall within 7 working days of the receipt of the Letter of Acceptance (LOA) issued to him/her, will have to execute 'Formal Agreement' (Contract) with the Principal/ Tender Accepting Authority.

13. The NIT shall form a part of the contract agreement. On acceptance of the bid, the successful bidder shall have to sign the contract consisting of NIT, instruction to bidders, special terms and conditions, specifications, BOQ, Drawings, Rate quoted, LOA and Tender Forms-I, II & III, Addenda & Corrigenda.

**14. Payment :** Payments will be released in three phases - the 1st one following completion of 50% work, the 2nd one after completion of the entire work, and the 3rd & final one after one year following completion of the work.

### **Additional Terms & Conditions :**

1. There shall be no provision for arbitration.
2. Legal jurisdiction for solving disputes, if any, shall be settled in the Honorable Court of Sub-Divisional Judge, Howrah, West Bengal.
3. The Bidder shall have to comply with the provisions of (a) Contract Labour (Regulation & Abolition) Rules, 1970, (b) Minimum Wages Act 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
4. The college authority shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground.
5. The college authority shall not be held liable to any compensation due to any circumstances including other natural calamities, strikes etc.
6. Imposition of any duty/tax/royalty etc. whatsoever of its nature (after work order/commencement and completion of the work) must be borne by the Bidder. Original challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.
7. No mobilization/secured advance will be allowed unless specified otherwise.
8. The Engineer-in-Charge may order the contractor to suspend any work that may be subjected to damage by climate conditions. No claim will be entertained on this account. The contractor will not be entitled to any claim or extra rate on any counts.
9. A machine page numbered Site Order book (with triplicate copy) will have to be maintained at the site by the contractor and the same has got to be issued from the Engineer-in-Charge before commencement of the work. Instructions given by inspecting officers will be recorded in this book and the contractor must note down the action taken by him in this connection as quickly as possible.
10. The work will have to be completed within the time mentioned in NIT. A suitable work program is to be submitted by the contractor within 7 (seven) days from the date of receipt of the work order which should satisfy the time limit of completion. The contractor should inform in writing the name of his authorized representative at the site within 7 (seven) days from the date of receipt of the work order who will receive instructions of the work, sign bills, other Govt. papers etc.
11. All possible precautions should be taken for the safety of the work force deployed at the worksite as per safety rules in force. The Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. The authority shall have no liability regarding this.
12. The authorized contractor will have to maintain qualified technical employees and/or Apprentices at the site as per prevailing Apprentice Act.
13. The contractor will have to accept the work program and priority of work fixed by the Engineer-in-Charge so that most vulnerable items are completed before the date needed due to urgency or other reasons.



14. The quantities of different items of work mentioned in the tender schedule or in work order are only tentative. In actual work, these may vary considerably & substantially. Payments will be made on the basis of works actually done in different items and no claim will be entertained for reduction of quantities in some items or for omission of some items. For execution of quantitative excess of any item beyond 10% or supplementary works, approval of the Engineer-In-charge or College Authority would be required before making any payment.

15. Any materials brought to site by contractor must be subject to approval of the Engineer-in-Charge. The rejected materials must be removed by the contractor from the site at his own cost within 24 hours of issuing the order to that effect. The rates in the schedule are inclusive of cost and carriage of all materials to the worksite. The materials will have to be supplied in phases with due intimation to the authority concerned in conformity with the progress of work. For special types of materials, relevant Data Sheets containing the name of the Manufacturers, Test Report etc. will also be submitted on each occasion. The Engineer-in-Charge may conduct independent tests on the samples drawn randomly before approval of using the materials at the site. In this regard the decision of the Engineer-in-Charge / College authority is final and binding.

16. The contractor shall execute the whole and every part of the work in the most substantial and workmanlike manner in every respect in strict accordance with the specifications. The contractor shall also conform exactly, fully, and faithfully to designs, drawings & instructions in writing related to the work signed by the college authority.

17. No child labour shall be employed on the work.

18. The contractor shall pay his labourers wages not less than what is considered reasonable for the locality & wages shall not be less than fair wages as defined in the contractor labour regulation Act.

19. The contractor will have to leave ducts in walls & floors to run conduit or cables where necessary, and he will not be entitled to any extra payment on this count.

20. No compensation for any damage done by rain or traffic during the execution of the work will be made.

21. Labour hutments & toilets are to be prepared by the contractor & no additional payments will be made in this regard.

22. Water & Electricity charges will be borne by the contractor.

23. If the L-1 bidder does not agree to execute the job after opening of Bid, the Earnest Money Deposit will be forfeited without any further intimation and the bid may be construed as an attempt to disturb the tendering process and dealt with accordingly as per Govt. rules and regulations.

24. If the L-1 bidder does not agree to execute the job after opening of Bid and inform the same in writing, the authority is at liberty to provide the job to the next Bidder or cancel the entire tender.

25. The contractor shall remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, bill of quantities and addenda/corrigenda by seven days following intimation or as per agreed timeframe.

**Note :** The entire Tender documents and its clauses are prepared on the basis of tender rules of the Govt. of West Bengal. However, in the event of any omission of clauses/Rules/ Specifications/Rates etc. the relevant Govt. rule book and its clauses would be considered as final guidelines & decisive authority.

Inadvertent mistakes may be ignored.

**SD/-  
Principal**

**Sovarani Memorial College**

.....

**FORM-I : PRE-QUALIFICATION APPLICATION (FILL UP BY TYPING)**

To The Principal,

Sovarani Memorial College,

Jagatballavpur, Howrah - 711408, WB, India.

NIT No. & Date .....

Name of Work : .....

Estimated Amount : .....

Dear Sir,

Having examined the Statutory, Non-statutory & NIT documents, I/we do hereby like to state that I/we deliberately accept all your conditions and offer to execute the works as per Tender No. and Serial No. stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, bill of quantities and addenda/corrigenda by seven days following intimation.

Full name of applicant (In block capitals) : .....

In the capacity of owner/partner : .....

Duly authorized to sign bids for & on behalf

of the Firm (Name of Firm in block capitals) : .....

Office address (In block capitals) : .....

Telephone No.(s) (Office) : .....

Mobile No. ....

E-mail ID : .....

Signature with date of the owner/

authorized partner (Official Seal) .....

.....

**FORM- II : ORGANISATION DETAILS**

A. Head Office : .....

1. Name of Contact Persons : .....

2. Office Address : .....

3. Telephone No. : .....

4. Mobile No. : .....

5. E-mail Id : .....

3. Bank details :

i) Name and address of Bankers : .....

ii) Account No. ....

iii) Type of account : .....

iii) IFSC Code : .....

iv) MICR Code : .....

v) Mobile No. linked to the Bank Account : .....

vi) Attach a canceled cheque (colour photocopy) : .....

B. Branch Office & Service Centre in/nearby Kolkata/Howrah :

1. Name of Contact Persons : .....

2. Office Address : .....

3. Mobile No. : .....

4. Telephone No. : .....

5. E-mail Id : .....

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

Signature with date of the owner

/authorized partner (Official Seal) .....

.....

**FORM-III : AFFIDAVIT FORMAT**

(One Affidavit before 1st class Magistrate/Notary Public will have to be submitted, mentioning the correctness of the documents and Declaration of penalty, debarment etc. faced by the declarant under any Govt / Semi- Govt / Autonomous Body / Institution / Local Body / Corporate House in hard copy along with serial No. within the stipulated date & time.)

i) I/We (Name), .....

son of .....(Father's Name)

residing at ..... Residential Address),

having office at.....(Business Address),

do hereby solemnly affirm and declare as follows :

ii) Ownership/Partnership Details : .....

iii) Reference of NIT No. & date .....

iv) That all documents submitted by me are genuine, authentic, true and valid.

v) That the Tender Inviting Authority has got full right to cancel my Tendering Bid with penal measure(s), if any, in case any of the statements furnished is proved false.

vi) That I/we have never been blacklisted.

vii) that neither any penalty or debarment was made against me/us nor against my Firm in any way at any Govt./Autonomous Body/Institution/ Corporate House.

viii) That I/we have never abandoned the work assigned to me/us by any Govt. Department/Institution during the last five years.

ix) That I/we am/are a citizen(s) of India.

x) I/We do hereby declare that I/we am/are the authorized user(s) of DSC for consortiums;

xi) That I am liable to be penalized by the Tender Inviting Authority in the event of my/our failure to complete the work in time;

xii) That the above statements are true to the best of my knowledge and belief.

xiii) That I agree to remedy the defects that may arise during the execution of the work.

Signature with date of the owner/authorized partner

(Official Seal)