

RAMSADAY COLLEGE

P.O-Amta, Dist-Howrah,
Pin-711401

Memo No.:- 155/MPLAD/E-TENDER/2017

Date:-03/02/2017

NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. WB/RSC/NIT-02/2016-17 of The **RAMSADAY COLLEGE**, Amta, HOWRAH invites e-tender for the work detailed in the table below.

(Submission of Bid through online)

List of Schemes:

Sl. No.	Name of the work (1)	Estimated Amount (Rs) (2)	Earnest Money (Rs) (3)	Tender Fees (Rs.) (4)	Completion Period (5)	Name of The Concerned Officer (6)
1	Construction of Class Room of Ramsaday College, Amta, Howrah	11,12,246.00	22245.00	1000.00	6 Months	Principal, Ramsaday College

- In the event of e-filling, intending bidder may download the tender documents from the website <https://wbenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) and Earnest Money may be remitted through **Demand Draft** issued from any nationalized bank in favour of the **“Principal, Ramsaday College” payable at Howrah** and also to be documented through e-filling. The original Demand Draft against tender fees, Earnest Money Deposit (EMD) or documents in support should be submitted physically in the office of **The Principal, Ramsaday College**.
- Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbenders.gov.in>.
- Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Date and Time Schedule.
- The Technical Bid/Proposal is submitted in two parts. The two parts of the proposal are :-
 - (i) Part – 1 : Technical proposal
 - Folder 1 : Prequalification documents.
 - Folder 2 : Technical submission by bidder.
 - (ii) Part – 2 : Financial proposal
- **Eligibility criteria for participation in the tender :**
- The prospective bidders shall have satisfactorily completed as a prime agency during the last 5 (years) years from the date of issue of this Notice at least one work of similar nature under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies

Constituted under the Statute of the Central / State Government and having a magnitude of 50 % (forty percent) of the amount put to tender.

[Non-statutory documents]

N.B.: Estimated amount, Date of Completion of Project and detail communicational address of client must be indicated in the Credential Certificate.

- Income Tax Return Acknowledgement for the latest Assessment year, P.T. Deposit Challan for the year 2016-2017, Pan Card, VAT Registration Certificate (optional, Terms And Conditions apply), Current Trade License, Credential of execution of similar type of work (50%) are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

- The Working Capital shall not be less than 15 % (fifteen percent) of the amount put to tender out of which minimum 10 % shall be of applicant's own resource.

[Non-statutory documents]

- Registered Partnership Deed for Partnership Firm is to be submitted. The company shall furnish the Article of Association and Memorandum. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, **invariably upload a copy of registered power of attorney showing clear authorization in his favour**, by the rest of the directors of such company or the partners of such firm, to upload such tender.

[Non-statutory documents]

- **Registered Unemployed Engineers' Co-operative Societies / Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M. along with other relevant supporting papers.**

[Non-statutory documents]

- A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.
- Running payment for work may be made to the executing agency as per availability of fund.

The executing agency may not get a running payment unless the gross amount of running bill is **50 (fifty) lakh** or 30 % of the tendered amount whichever is less. Provisions in Clause(s) 7, 8 & 9 contained in W.B. Form No. 2911(ii) so far as they relate to quantum and frequency of payment are to be treated as superseded.

- **No mobilisation advance and secured advance will be allowed.**

- **Security Deposit:** Retention money towards performance Security amounting to 10 % (ten percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on Security Deposit.

- Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials ,
labour shed, laboratory etc. at their own cost and responsibility.

- All materials required for the proposed work including cement and steel shall be of specified

grade and approved brand inconformity with relevant code of practice (latest revision) and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of cement and steel are to be submitted along with challan and test certificate. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

- Constructional Labour Welfare CESS @ 1 % (one percent) of cost of construction will be

deducted from every Bill of the selected agency .

- **There shall be no provision of Arbitration . The Clause No . 25 of 2911 (ii) is omitted vide Notification No . 558 /SPW Dated : 13 th December, 2011 of the Secretary, P .W . Department .**

- Bids shall remain valid for a period not less than 1 2 0 (one hundred twenty) days from the last date of submission of Financial Bid . If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

➤ **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T.& other Documents (online) (Publishing Date)	03/02/2017
2	Documents download / sale start date (online)	03/02/2017 at 04 :0 0 P .M .
3	Bid submission start date (online)	03/02/2017 at 04 :0 0 P .M .
4	Bid Submission closing date (online)	09/02/2017 at 12 :3 0 P .M .
5	Date & time of submission of Demand Draft against Earnest Money Deposit & Tender fees to The Office of The office of The Principal, Ramsaday College. HOWRAH. (offline)	09/02/2017 at 02 :0 0 P .M. to 03 :0 0 P .M.
6	Bid opening date for Technical Proposals - Folder 1 : Prequalification Documents (online)	13/02/2017 at 10 :0 0 A .M.
7	Date of uploading list for Qualified Bidder in Folder-1: Prequalification Documents (online)	After evaluation of Prequalification Documents
8	Bid opening date for Technical Proposals - Folder 2 : Technical submission by bidder (online)	To be notified later on .
9	Date of uploading list for Technically Qualified Bidder in Folder 2 : Technical submission by bidder (online)	After evaluation of Technical Submission by bidder
10	Date for opening of Financial Proposal (online)	To be notified later on .

SECTION - A

INSTRUCTION TO BIDDERS

A . General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

A .1 . Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> The contractor is to click on the link for e -Tendering site as given on the web portal.

A .2 . 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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the W eb Site stated in Clause A .1 .above. DSC is given as a USB e-Token.

A .3 . The contractor can search and download N.I.T ., Tender Document(s) and Addenda &

Corrigenda (if any) electronically from computer once he logs on to the website mentioned in Clause A .1 . using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

A .4 . Participation in more than one work:

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm . If found to have applied severally in a single job all his applications will be rejected for that job.

A prospective bidder (including his participation in partnership) shall be allowed to participate in single road / building work as mentioned in the list of schemes.

A .5 . Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A .1 . in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date &time using the Digital Signature Certificate (DSC) Virus free scanned copy of the documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats) .

A .5 .1 . Technical Proposal:

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

A .5 .1 .1 .**Technical Cover Containing the following documents:**

- (i) NIT (Downloaded from the e-Tender)
- (ii) Demand Draft towards Earnest Money (EMD) & Tender fees as prescribed in the N .I.eT . against the work.
- (iii) SOQ

5.1.2 **Financial Cover Containing the following documents:**

- i) BOQ

A .5 .1 .2 .Non -statutory Cover Containing the following documents :

(i) Professional Tax (PT) deposit receipt challan for the financial year 2016-17,

Pan Card, ITR Acknowledgement for the Assessment year 2016-17, VAT

Registration Certificate with last Acknowledgement.

(ii) Registration Certificate under Company Act. / Trade Licence as the case may be.

(iii) Registered Deed of partnership Firm / Article of Association & Memorandum .

(iv) Power of Attorney (For Partnership Firm / Private Limited Company) .

(v) Valid bye laws , current Audit Report, Minutes of last AGM are to be submitted

by the Registered Labour Co-Operative Society / Engineers' Co-Operative Society.

(vi) Credential for completion of at least one similar nature of work under the authority of State / Central Government, statutory bodies constituted under the statute of the State/ Central Government / Central Government undertaking having a magnitude of 50% (fifty percent) of the Estimated amount put to tender during the last 5 (five) years prior to the date of issue of this N.I.T. is to be furnished. . Scanned copy of Original Credential Certificate as stated in N.I.T. .

THE ABOVE STATED NON -STATUTORY /TECHNICAL DOCUMENTS

SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents ' to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	1. VAT & Service Tax Registration Certificate & Acknowledgement. 2. PAN. 3. P Tax (Challan) (2016-17). 4. Latest IT Receipt. 5. IT-Saral for Assessment year 2016-17.
B.	Company Detail(s)	Company Detail -1	1. Proprietorship Firm (<i>Trade License</i>) Section –B Form-II [Structure & Org.] 2. Partnership Firm (<i>Partnership Deed, Trade License</i>) 3. Ltd. Company (<i>Incorporation Certificate, Trade License</i>) 4. Society (<i>Society Registration Copy, Trade License</i>) 5. Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C.	Credential	Credential -1	1. Similar nature of work done & completion certificate which is applicable for eligibility in this tender as per Form –IV Section –B.
D.	Financial info		1. Audited Balance Sheet & Profit & Loss A/c. for the last year just preceding the current Financial Year

A .5 .2 . Tender Evaluation Committee (TEC)

A .5 .2 .1 .Evaluation Committee constituted by the College Governing Body, will function as Evaluation Committee for selection of technically qualified contractors.

A .5 .2 .2 .Opening & evaluation of tender:

If any contractor is exempted from payment of EMD , copy of relevant Government Order needs to be furnished.

A .5 .2 .3 .Opening of Technical Proposal:

Technical proposals will be opened by the Principal, Assistant Professor, Librarian and his authorized representative electronically from the website using their Digital Signature Certificate (DSC) .

A .5 .2 .4 .Intending tenderers may remain present if they so desire.

A .5 .2 .5 .Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened .

A .5 .2 .6 .Decrypted (transformed into readable formats) documents of the non-statutory cover

will be downloaded & handed over to the Tender Evaluation Committee.

A .5 .2 .7 . Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list

of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals .

A .5 .2 .8 . During evaluation the committee may summon of the tenderers & seek clarification /

information 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.

A .5 .3 . Financial Proposal

A .5 .3 .1 . The financial proposal should contain the following documents in one cover (folder)

i.e.Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ .

A .5 .3 .2 . Only downloaded copies of the above documents are to be uploaded virus scanned &

Digitally Signed by the contractor.

A .6 . Financial capacity of a bidder will be judged on the basis of working Financial Statement. If an applicant feels that his / their Working Capital from own resource may be insufficient, he/ they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting / Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-in-Charge / Employer.

The audited Balance sheet for the last year, net worth, bid capacity, etc. are to be submitted which must demonstrate the soundness of Bidder's financial position , showing long term profitability including an estimated financial projection of the next two years.

A .7 . Penalty for suppression / distortion of facts:

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 any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

A .8 . Rejection of Bid:

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action .

A .9 . Award of Contract

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

The notification of award will constitute the formation of the Contract.

The Agreement in West Bengal Form No . 2911 (ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T . & B.O.Q . will be the part of the contract documents . After receipt of Letter of Acceptance , the successful bidder shall have to submit requisite copies of contract documents along with requisite .of the concerned work within time limit to be set in the letter of acceptance .

Principal,
Ramsaday College
Amta, Howrah