

**Ramakrishna Mission Residential College (Autonomous)
Narendrapur, Kolkata 700103, West Bengal**

Memo No.:- **HE/TENDER/FR/138/2019**

Date:-18/02/2019

NOTICE INVITING E-TENDER

Notice Inviting E-Tender No. **HE/TENDER/FR/138/2018-19** of **Ramakrishna Mission Residential College (Autonomous) Narendrapur, Kolkata 700103, West Bengal** invites e-tender for the work detailed in the table below:
(Submission of Bid through online)

List of Scheme:

Sl No.	Name of the work (1)	Earnest Money (3)	Completion Period (4)	Name of the Concerned Officer (5)
1	Making & renovating Laboratories, Classrooms & Making false ceiling at Ramakrishna Mission Residential College (List of Instruments attached as Annexure-I)	30000/-	30 Days	Principal, Ramakrishna Mission Residential College (Autonomous) (If any enquiry Contact no: 9432592456)

TERMS & CONDITIONS

1. In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
2. Both **Technical Bid and Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in> Submission of Technical Bid and Financial Bid will be done as per Time Schedule stated below:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (Online Publishing Date)	22.02.19
2	Documents download starting date	22.02.19 at 17.30 am
3	Documents download closing date	07.03.19 up-to 12.00 noon
4	Bid submission starting date (online)	22.02.19 at 17.30 am
5	Bid Submission closing date (online)	07.03.19 up-to 12.00 noon
6	Bid opening date for Technical Proposals (Online)	11.03.19 at 12.00 noon
7	Date of uploading list for Technically Qualified & list of Technically Qualified Bidder (online) after disposal of appeals, if any. Bidder(online)	Notified later
8	Date for opening of Financial Proposal (Online)	Notified later

3. The **FINANCIAL BID OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Evaluation Committee' The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidder/Bidders will be displayed in the website.

4. Rate to be quoted in composite form in words and figure clearly, including carrying, loading, unloading packing etc. charges, GST and other taxes if applicable.

5. Attested copies of PAN Card, GST Registration Certificate, current Trade License, valid electrical license, up to date Professional Tax receipts challan, Bank Solvency certificate. etc., should be documented with the e-tender.

6. **Earnest Money Deposit (EMD):** The EMD amount of Rs.30,000/- (Rupees thirty thousand only) will have to be submitted through online in the form of Net Banking or RTGS / NEFT as per order no.- 3975 F(Y) dated 28.07.2016 in e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in>, in favour of "Ramakrishna Mission Residential College (Autonomous)" Payable at Kolkata are required to be documented through e-filing. The E.M.D. of the unsuccessful Bidder will be returned after finalization of Bid.

7. The authority reserves the absolute right to accept or reject/ terminate/ nullify the offers of any or all tenderers without assigning any reason whatsoever.

8. Any information(s) not covered in this notice may be obtained from the Office of the undersigned, on any working day before bid submission closing date.

9. When any dispute occurs and when any dispute is under arbitration, except for the matter under dispute, the parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations as per the agreement based on terms & conditions of the tender.

10. Any other information, corrigendum etc. if required further, will be reflected through the e-procurement portal <https://wbtenders.gov.in> only.

➤ **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 having a magnitude of 50% (fifty 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 **2017-2018**, Pan Card, GST 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]

- 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.

- **Security Deposit:** Retention money towards performance Security amounting to 5% (five 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.

- Bids shall remain valid for a period not less than 180 (one hundred eighty) 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.

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) Proof of Earnest Money (EMD) as prescribed in the N.I.T against the work and any other Documents.

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 2017-18, Pan Card, ITR Acknowledgement for the Assessment year 2017 -18, GST Registration Certificate with last Acknowledgement.
- (ii) Registration Certificate under Company Act. / TradeLicence 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 having a magnitude of 50% 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)	<ol style="list-style-type: none"> 1. GST & Service Tax Registration Certificate & Acknowledgement. 2. PAN. 3. P Tax (Challan) (2017-18). 4. Latest IT Receipt. 5. IT-Return for Assessment year 2018-19.
B.	Company Detail(s)	Company Detail -1	<ol style="list-style-type: none"> 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. Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C.	Credential	Credential -1	<ol style="list-style-type: none"> 1. Similar nature of work (having a magnitude of 50 % (fifty percent) of the Estimated amount) done & completion certificate which is applicable for eligibility in this tender.
D.	Financial info		<ol style="list-style-type: none"> 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 .The President, Teacher-in Charge, IQAC and Member/s of Building Committee will act 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 President, Teacher-in Charge and member/s of Building Committee 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 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 .

Sd/-

(Swami Buudevananda)

Ramakrishna Mission Residential College (Autonomous),

Narendrapur, Kolkata 700103, WEST BENGAL

Annexure-I

Ramakrishna Mission Residential College (Autonomous), Narendrapur Renovation of Laboratory, Class Room and Faculty Rooms

A. Estimate for making & renovating Laboratories, Classrooms & Faculty rooms & Making False ceiling at Ramakrishna Mission Residential College

SI No	Description of item	Unit	Quantity
1.	<p>Supplying profiles of required section made of aluminum alloy extraction Certified make and brand as per direction of E.IC. (payment will be made on finished length of work)</p> <p style="padding-left: 40px;">A) In 10 - 12 micron thickness Anodizing Film</p> <p style="padding-left: 80px;">1) Natural White</p> <p style="padding-left: 40px;">Two track sliding window</p> <p style="padding-left: 80px;">(i) Bottom Frame</p> <p style="padding-left: 80px;">(ii) Top & side frame</p> <p style="padding-left: 40px;">Shutter for all track sliding window</p> <p style="padding-left: 80px;">(i) Bottom and top member</p> <p style="padding-left: 80px;">(ii) Style and side member</p> <p style="padding-left: 40px;">Fixed Glazing</p> <p style="padding-left: 80px;">(i) Top & Bottom side member</p> <p style="padding-left: 80px;">(ii) Glazing Clip</p>	<p>m</p> <p>m</p> <p>m</p> <p>m</p> <p>m</p> <p>m</p>	<p>90</p> <p>243</p> <p>162</p> <p>432</p> <p>54</p> <p>72</p>
2.	Supplying P.V.C. rollers for sliding windows as per direction of E.I.C.	Each	225
3.	Supplying Maruti Lock (100 mm)	Each	108
4.	<p>Supplying EPDM gasket off approved make and brand as per direction of engineer in charge.</p> <p style="padding-left: 40px;">(A) T Shaped EPDM gasket for frames.</p> <p style="padding-left: 40px;">(B) 'U' Shaped EPDM gasket for frames.</p>	<p>m</p> <p>m</p>	<p>63</p> <p>69</p>
5.	<p>Supplying bubble free float glass of approved make and brand conforming to IS 2838 - 1987</p> <p>(II) 4mm thick colour/tinted/smoke glass</p>	m ²	90
6.	<p>Labour Charge for fabrication and installation of composite door window partition made from anodized extracted alloy aluminium section for the following units.</p> <p>2 Track Sliding Window</p>	m ²	135
7.	<p>Supplying fitting and fixing boiling water resistant Ply conforming to IS303- 1989 bonded with as per approval and direction of Engineer In Charge (Excluding the cost of supporting frame work and teak wood batten/lipping) In Ground Floor for Dias</p> <p>19 mm</p>	m ²	75
8.	<p>Supplying fitting and fixing decorative lamination conforming to IS 2046:1995 as per approved make brand finish and thickness with fitting fixing the same on as per the direction of Engineer In Charge. The rate includes the cost of labour adhesive and all incidental charges thereof in the Ground Floor.</p> <p>Glossy/Matt/Suede excluding surface texture or metallic lustre</p> <p>Thickness of Laminate 1 mm</p>	m ²	75

9.	<p>M.F. suspended ceiling made with 12.5 mm thick Gypsum plaster board including G.I. perimeter channel of 0.55 mm flush (having two flanges (20 mm and 30 mm respectively)</p> <p>(12.5 mm thick gypsum plaster boards are to be fixed under ceiling section above by machine screw the board are to be joined and finished with jointing compound paper tape and application of top coat etc.) as per the direction of engineer in charge</p>	m ³	776
10.	<p>Supplying classroom table for students made of 19 mm B.W.R. ply (century/ green) for 3 numbers legs and table top 19 mm B.W.R. ply for leg guard size. Size of the leg 2'6"x1'4"x3 nos.</p> <p>Table top length in RFT width 1'4" and having drawer system 1 mm thick laminate pasting on one side of the table top, one side of the leg guard and both side of the legs.</p>	m ²	138
		m ²	190