



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

MAHATMA GANDHI AVENUE, DURGAPUR-713209
(West Bengal), INDIA, www.nitdgp.ac.in

An Autonomous Institution of the Govt. of India under MHRD

Ref: NITD/EST/CandS/26/20

Date: 18.11.2020

e-Tender Notice for repair of iron container (dustbin) at National Institute of Technology Durgapur.

Name of Organization	National Institute of Technology
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Works
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Work
Service Category	Repairing
Source of Fund (Institute/Project)	Institute
Is Multi Currency Allowed	NO
Date of Issue/Publishing	18/11/2020
Document Download/Sale Start Date	18/11/2020 at 17:00 hrs
Document Download/Sale End Date	09/12/2020 at 17.00 hrs
Last Date and Time for Uploading of Bids	09/12/2020 at 18.00 hrs
Date and Time of Opening of Technical Bids	10/12/2020 at 11.00 hrs
Tender Fee	Rs. NIL /-
EMD	INR 5,000/-
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Shri A. K. Bhagat, Security Officer & I/C Estate Section, National Institute of Technology, Durgapur M. G. Avenue. Durgapur -713209, West Bengal. INDIA
Contact No.	0343 275 9215
Email Address	estatehelpdesk@admin.nitdgp.ac.in
ITI Helpdesk Contact No. and mail address	Helpdesk Number - 011-4960 6060/06122520545 ewizardhelpdesk@gmail.com Mr SK Tariq- 9355030608 ewizardtariq@gmail.com Mr. Saikat Pal - 8927976198 ewizardsaikat.pal@gmail.com

CONTENTS OF TENDER DOCUMENT

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National Institute of Technology Durgapur invites e-tenders on ITI e-procurement portal <https://mhrd.euniwizarde.com> in two bid system (Part-I: Technical Bid and Part II: Financial Bid) for award of contract for repair of iron container (dustbin). The contract will be subject to eligibility criteria and terms & conditions of the contract. The Technical and Financial bids, in prescribed format and other required document as per tender notice should be submitted on ITI e-procurement portal <https://mhrd.euniwizarde.com>. Bidders are requested to furnish/upload scanned copies of all documents in pdf format. The estimated tender cost would be around Rs. 2.44 Lakh. The financial bids are to be uploaded only in the prescribed BOQ and bid of any firm which discloses any pricing information in technical bid stage will be summarily rejected. NO MANNUAL BID WILL BE ACCEPTED. The tender document can be downloaded from the website <https://mhrd.euniwizarde.com> and www.nitdgp.ac.in.

Registration

To use the e-Procurement Portal (<https://mhrd.euniwizarde.com>). Vendor/Contractor need to register on the portal. The vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>) and go to the download link then select **Bidders Manual Kit**.

Note: Please contact ITI Helpdesk (as given below), to get your registration accepted / activated:

Technical Helpdesk	
Telephone	011-49606060/06122520545, Mr Tariq Anwar - 9355030608 Mr. Saikat Pal - 8927976198
E-mail ID	ewizardhelpdesk@gmail.com , ewizardtariq@gmail.com , ewizardsaikat.pal@gmail.com
NIT Durgapur	
Contact Person	Sh. A. K. Bhagat, Security Officer & I/C Estate Section
Telephone	0343 275 9215
E-mail ID	estatehelpdesk@admin.nitdgp.ac.in

Registrar

Signature of bidder with seal

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SCOPE OF WORK AND TERMS AND CONDITIONS

Repair of iron container (dustbin) of National Institute of Technology Durgapur as described in Annexure-III.

TERMS AND CONDITIONS

1. EMD of Rs. 5,000/- (Rupee Five Thousand Only) payable through Demand Draft in favour of "Director NIT Durgapur" payable at Durgapur must be submitted to the Estate Section, NIT Durgapur on or before last date of bid submission without which the quotations will not be considered. The scanned copy of EMD should also be uploaded with other documents.
2. The prospective bidders are requested to go through the enclosed. Terms and Conditions of the contract carefully. The bid documents (Technical and Financial) are to be submitted as per Annexure II & III. The rates quoted in the BOQ should be inclusive of all charges. GST will be extra as applicable. Any disclosure of financial bid in the technical bid documents will lead to summarily rejection of the bid.
3. Delay in execution of work in delivery will not be permissible on the grounds that the materials, items etc. are not available. In that case LD will be charged as deemed fit by the Institute.
4. The repair of iron container (dustbin) should be of best quality and a strict view will be taken if found defective at any stage during or after the delivery.
5. It will be the responsibility of the contractor to obtain service reports from the officer/section/ unit concerned in which the works are done. In the absence of service reports, no payments will be released.
6. Tenderers may please quote their unconditional rates. The price quoted at the time of submission of tender should remain valid for 90 days from the date of tender opening and the rates finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during currency of the contract.
7. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/qualified to perform the contract satisfactory as per the terms and conditions incorporated in the tender letter.
8. The earnest money shall be returned to the successful bidder only after receipt of performance security and will not carry any interest.
9. The bills in triplicate, for the services prepared on the basis of rates will have to be submitted in favour of NIT Durgapur for effecting payment together with the copies of job works carried out duly signed by user officers/sections. Payment will be made within 30 working days from the date of submission of bill. No advance payment shall be made for the services. The payment will be released through RTGS system only.
10. The job carried out shall be to the satisfaction of the NIT Durgapur, else no payment will be made. Further, depending upon the severity of negligence, this Institute reserves the right to blacklist the agency for a suitable period or from further participation in any contracts. The decision of the competent authority of the NIT Durgapur shall be final and binding on the firm/agency. Bidder may visit for inspection of existing items before quoting their rate.

11. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice.

12. In case of any loss or damage to any item during repair within the premises of this Institute or at the workshop of the contractor, it shall be the liability of the contractor and the Institute may, at its discretion, deduct total cost of the item or any part thereof from the bill of the contractor.

13. The contractor shall use materials of good quality only for repair/colouring of iron container (dustbin).

14. Institute may provide space for fabrication if required. Necessary electricity charges will be applicable as per Institute rule.

Annexure-I

ELIGIBILITY CRITERIA

The Contractor/Firms shall furnish the following documents attached with the quotation for Technical Bid failing which the bid will be summarily rejected.

1. GST registration certificate.
2. PAN No. of the firm/proprietor
3. Trade License issued from competent authority in relevant filed.
4. Copy of Income Tax Return for last year.
5. The firm must have experience in similar nature of job (repairing of iron dustbin). Completion certificate to be supported.
6. The Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand Only) through a Demand Draft.

ANNEXURE-II

TECHNICAL BID

**PROFORMA FOR SUBMISSION OF TECHNICAL BID-FOR SUPPLY OF FURNITURE
ITEMS ETC**

SI. No.	DESCRIPTION	Document to be uploaded
1	Name & Address of the firm/ Agency	
2	Name of the Proprietor/Partners of the Agency/Firm	
3	GST Registration No.	
4	PAN Number	
5	Trade License	
6	Income Tax Return for the last year	
7	Experience in similar nature of job (repairing of iron dustbin) with completion certificate.	
8	Details of EMD (NSIC registered MSME bidders may support necessary documents for exemption of EMD)	

Note: All documentary proofs to be enclosed for above items.

I hereby agree to abide by all the terms & conditions of the tender document.

Name & Signature of the Authorized Signatory of the firm (With seal of the Agency affixed) Date:

ANNEXURE-III

FINANCIAL BID

PROFORMA FOR SUBMISSION OF FINANCIAL BID - FOR REPAIR OF IRON CONTAINERS (DUSTBIN).

Sl. No.	Name of Work	Quantity (approx.)
1	44"x39" & 1.66 mm Sheet	15
2	37"x39" -1.66 mm Sheet	14
3	Bottom plate / sheet of 3mm	06
4	Wheel	20
5	Paint	08
6	Bracket	04
7	Channel	04
8	Palla	02

Note:

1. Rate should be including of labour, installation, transportation and other charges if any. No extra or advance payment will be made. Billing amount will be processed as per actual.
2. Quoted rate shall be valid for one year from the date of issue of work order. Successful bidder will be selected based on the lowest rate quoted on overall BOQ. Successful bidder shall have to carry out any repairing job further under the same rate.
3. Before quoting rate, bidder may visit for inspection the bins / containers following SOP in view of pandemic COVID-19.

Signature of bidder with seal

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ANNEXURE-IV

PROCEDURE FOR SUBMISSION OF E-TENDER

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the e-Wizard Portal <https://mhrd.euniwizarde.com>

1. REGISTRATION PROCESS ON ONLINE PORTAL

- a. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com> by clicking on the link “Bidder Enrolment” as per portal norms.
- b. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
- c. Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details. The activation process will take minimum 24 working hours. After completion of registration payment, you can also send your acknowledgement copy on our help desk mail id ewizardhelpdesk@gmail.com for activation of your account.
- d. Bidders to register upon enrolment their valid Digital Signature Certificate (DSC: Class III Certificates with signing key and encryption usage) issued by any Certifying Authority recognized by CCA India with their profile.
- e. A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- f. Bidder then logs in to the site through the secured login by entering their user ID/password and the password of the DSC / e-Token.

2. Tender Document Search

- a. Various built-in options are available in the e-Wizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords, etc. to search for a tender published on the Online Portal.
- c. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘Interested Tenders’ folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. Bid Preparation

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/PNG, etc. formats. Documents in PDF format with maximum Five (5) Mb file can be uploaded.

4. Bid Submission

- a. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. Bidder to select the payment option mode as specified in the Schedule (EMD/FORM FEE Section) to pay the form fee/ EMD wherever applicable and enter details of the instrument.
- d. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- e. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- f. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- g. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- i. Kindly have all relevant documents in a single PDF file.
- j. The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

5. Amendment of bid document

At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/ modify/ delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. Instruction to Bidders

- a. Process for Bid submission through MHRD portal is explained in Bidder Manual. Bidders are requested to download Bidder Manual from the home page of MHRD website (<https://mhrd.euniwizarde.com>). Steps are as follows:
(Home page \Rightarrow Downloads \Rightarrow Bidder Manuals).
- b. The tenders will be received online through portal <https://mhrd.euniwizarde.com>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- c. Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://mhrd.euniwizarde.com>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available on the web site <https://mhrd.euniwizarde.com> under the link 'DSC help'.

Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers' for the e-Submission of the bids online through the e-Wizard Portal for e-Procurement at <https://mhrd.euniwizarde.com>

- d. The bidder has to **"Request the tender"** to MHRD portal before the "Date for Request tender document", to participate in bid submission.
7. **All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.**
8. **Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.**
9. **No deviation to the technical and commercial terms & conditions allowed.**
10. **The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bids**

Annexure-V

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To
The Registrar
National Institute of Technology
Durgapur, West Bengal
India.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work:- **Award of contract for repair of iron container (dustbin) in National Institute of Technology Durgapur.**

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' for the the web site(s) namely: _____

_____ as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totally / entirely.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with Official Seal)

Signature of bidder with seal