



**NATIONAL INSTITUTE OF TECHNOLOGY
DURGAPUR TENDER DOCUMENT**

An Institution of National Importance under Shiksha Mantralaya (Ministry of Education,
Govt. of India.

**(Repair & Maintenance work for Transportation Engineering Laboratory in the Department of
Civil Engineering at NIT Durgapur)**

TENDER No. NITD/CE/TE-Lab/2021/09/01
Dt. 17-09-2021



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

MAHATMA GANDHI AVENUE, DURGAPUR-713209

(West Bengal), INDIA, www.nitdgp.ac.in

An Institution of national importance under Shiksha Mantralaya (Ministry of Education), Govt of India.

Tender No. : NITD/CE/TE-Lab/2021/09/01

Date: 17-09-2021

Notice Inviting Tender Notice

NITD invites online e-Tender from reputed contractors for the **Repair & Maintenance work for Transportation Engineering Lab in the Department of Civil Engineering** at NIT Durgapur for the year 2021-2022.

E-tenders are invited in two-bid system, i.e., i) Technical Bid ii) Financial Bid from bonafide, resourceful and competent contractors for execution of specified works.

Eligibility Criteria of Bidders:

1) The bidders shall have to fulfill the criteria of satisfactory execution of works as given below:

(A) One (1) similar work of value not less than 80% of the estimated cost, (B) Two (2) similar works, each of value not less than 60% of the estimated cost, or (C) Three (3) similar works, each of value not less than 40% of the estimated cost put to tender, all above amounts rounded off to a convenient full figure of nearest Rs.10, in the last 7 years ending on the last day of the month previous to the one in which the tenders are invited in any Govt / Semi Govt / Quasi Govt / Govt Autonomous bodies / Govt Undertaking. Similar work means Civil construction/structural construction/ Civil or structural Maintenance/ Civil or structural Renovation work.

The value of executed work shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of submission of bids.

Relevant documents consisting of general tender documents and scope of work including B.O.Q. can also be downloaded from the portal <https://mhrd.euniwizarde.com> and tender documents from our institute website (www.nitdgp.ac.in). The parties, who will participate in the tender, are required to deposit the cost of the tender documents in the form of a separate demand draft along with necessary documents.

Submission of completion / successful performance certificate along with work order is mandatory. Non-receipt of the same tender may be declared as technically non-responsive.

2) Self attested Photo copy of company's audited balance sheet for the last 03 years.

3) Latest original Bank Solvency Certificate not less than 40% of the estimated value obtained from Nationalized Bank / Scheduled Commercial bank. The solvency certificate should not be more than 06 months old prior to the date of submission of tender or should have validity as on last date of submission of tender. Bank and branch detail along with phone number must be there in the certificate.

4) Details of company profile.

5) Relevant of MSME / NSIC Certificates, if any

6) Tenderer must sign in first and last page of tender documents and Proforma Agreement as a token of acceptance indicating read, understood and accepted the Terms & Conditions mentioned in tender document and Proforma Agreement. Accompany declaration with sign and company seal / stamp stating acceptance of all the terms and conditions provided in Notice Inviting Tender and General Conditions of Contract is mandatory.

- 7) Proof to be submitted / uploaded to the portal <https://mhrd.euniwizarde.com> as a scanned copy of a single Demand Draft of requisite value for the Bid Security / EMD and for the cost of tender paper as per NIT Document and in case of on-line payment, transaction details of EMD & tender fee shall have to be provided in the portal. NSIC Registered MSME bidders who want to claim the EMD exemption need to submit the Scanned copy of Latest and valid MSME Certificate in place of the DD for the EMD and Cost of Tender Paper.
- 8) The bidders should have GST No., ESI & EPF registration No. of government authorities.
- 9) Details of average annual financial turn over on similar works should be at least 50% of the estimated cost during the last three consecutive financial years. Self-attested copy of audited balance sheet to be submitted.
- 10) The contractor shall be registered with Regional Labour Commissioner (Central) and obtain license as per contract labour Act. 1976, if applicable.
- 11) Abnormally, less or more quoted value will be accepted or rejected by the Tender Committee.
- 12) In pursuance to Preference to Make in India Order No. P-45021/2/2017-PP (BE-II) Dt.28.5.2018, vide clause 3(a) issued by the Ministry of Commerce and Industry, Govt. of India, only local bidders are eligible to participate in this tender.

Schedule of Work

Name of Organization	National Institute of Technology Durgapur
Nature of Work	Repair & Maintenance work for Transportation Engineering Lab in the Department of Civil Engineering at NIT Durgapur for the year 2021-2022.
Tender No.	NITD/CE/Transportation Engg Lab/2021/09/01
Tender Estimated Cost (Including GST, Cess And other taxes)	Rs.4,95,000.00
Tenure of Contract	2 months from the date of receipt of work order.
Tender Type	Open
Tender Category	Works
Type/ Form of Contract	Works
Product Category	Civil Works
Source of Fund	Institute
Is Multi Currency Allowed	NO
Date of Issue / Publishing	17/09/2021
Document Download Start Date	17/09/2021
Document Download End Date	22/10/2021(17:30 Hrs.)
Date for Pre-Bid Conference	N/A
Venue of Pre-Bid Conference	N/A
Last Date and Time for Uploading of Bids	22-10-2021(17:30Hrs)
Date and Time of Opening of Technical Bids	25/10/2021(After 9.30 Hrs.)
Tender Fee (Non-Refundable) by DD/e-Payment only	NIL
Tender Processing Fee (E-Payment Mode Only)	Rs.885 /-
EMD by DD/e-payment only	Rs.10,000/- in favour of "NIT Durgapur" Payable at Durgapur
No. of Covers**	02

Bid Validity days	60 days (From last date of opening of tender)
Address for Communication	Dr. Radhikesh Prasad Nanda Associate Professor, Department of Civil Engineering National Institute of Technology, Durgapur M. G. Avenue. Durgapur - 713209, West Bengal. INDIA
Contact No.	9434788118
Email Address	rpnanda@ce.nitdgp.ac.in hod@ce.nitdgp.ac.in
ITI Help desk Contact No. and mail address	Help desk Number -011-49606060 helpdeskeuniwizarde@gmail.com Mr.SK Tariq-9355030608; eprochelpdesk.35@gmail.com Mr. Saikat Pal -8927976198 eprochelpdesk.38@gmail.com

If the last date of tender opening coincides with a Holiday / Bandh, the same will be deferred to the next working day.

Sl. No.	Nature of Work	Earnest Money Deposit in INR	Performance Guarantee (in INR)
1	Repair & Maintenance work for Transportation Engineering Lab in the Department of Civil Engineering at NIT Durgapur for the year 2021-2022.	Rs.10,000/- (INR Ten Thousand Only)	5% of the tendered value of the work (Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance is 15 days)

In case the contractor fails to deposit the said performance guarantee within the period as indicated above, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.

The contractor whose tender may be accepted shall permit NIT Durgapur at the time of making any payment to him for work done under the contract to deduct a sum @ 3.0 % of the gross amount of each running and final bill till the sum deducted will amount to security deposit of 3.0 % of the tendered value of the work.

PROCEDURE FOR SUBMISSION OF E-TENDER

The bidders are required to submit soft copies of their bid electronically on the ITI 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 on line on the ITI e-Wizard Portal. For more information, bidders may visit the ITI e-Wizard Portal <https://mhrd.euniwizarde.com>

1. REGISTRATION PROCESS ON ONLINE PORTAL

- 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.
- 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 helpdesk mail id helpdeskeuniwizarde@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, where in the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other key words, 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 tender scan 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 Help desk.

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.
4. 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 up loaded.

5. Bid Submission

- a. Bidder to log in to 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. Bidders must pay required payments (Form fee, EMD, Tender Processing Fee etc.) as mentioned before submitting the bid
- d. Bidder to select the payment option mode as specified in the Schedule (EMD/ FORM FEE Section) to pay the form fee / EMD where ever applicable and enter details of the instrument.
- e. The details of the Earnest Money Deposit (EMD) / Cost of Tender document submitted physically to the Dept and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
- f. 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.
- g. 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.
- h. 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.
- i. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- j. 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.
- k. Kindly have all relevant documents in a single PDF file.
- l. The off-line tender shall not be accepted and no request in this regard will be entertained what so ever.
- m. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.

6. Amendment of bid document

At any time prior to the deadline for submission of proposals, the NIT Durgapur reserves 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.

7. Instruction to Bidders

- a. Process for Bid submission through ITI E-wizard portal is explained in Bidder Manual. Bidders are requested to download Bidder Manual from the home page of website <https://mhrd.euniwizarde.com>. Steps are as follows:

(Homepage ⇒ Downloads ⇒ 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 'User Guide and FAQ' for the e-Submission of the bids online through the ITIe-WizardPortal for e-Procurement at <https://mhrd.euniwizarde.com>

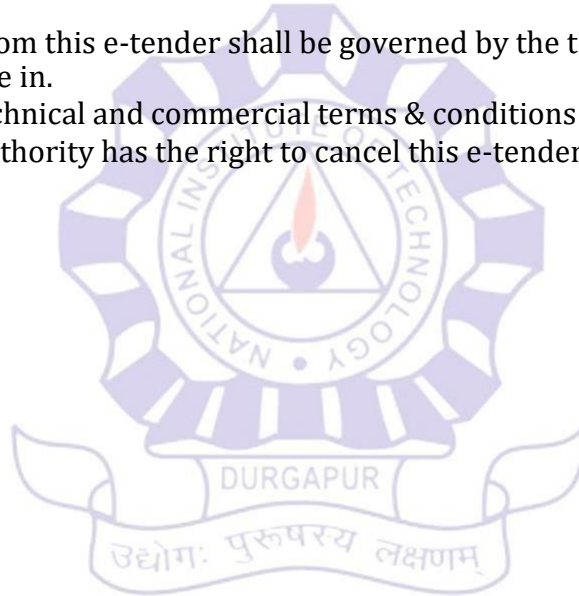
d. The bidder has to "**Request the tender**" to portal before the "**Date for Request tender document**", to participate in bid submission.

8. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

9. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned there in.

10. No deviation to the technical and commercial terms & conditions allowed.

11. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bids.



CHECK LIST OF ATTESTED COPIES OF VALID DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID

List of Documents to be uploaded in the “Technical Bid Folder” and to be filled online. Xls file in cover-1 folder of e-Wizard.

Sr. No.	Particulars	Declaration (Submitted / Not Applicable)
1	Scanned Copy of DD/ BG for EMD	
2	Certificate of Enlistment / Trade License / License Validity	
3	Scanned details of Company's Category (Micro/ Small / Medium unit as per MSME/NSIC)	
4	Copies of 3 years audited balance sheet.	
5	Name & Address of Director / Proprietor / Partners	
6	Scanned copy Registration of firm / Partnership Deed (If any)	
7	Phone Number	
8	E-mail ID	
9	GST Registration along with acknowledgement of up to date filed return	
10	EPF Registration: The bidder should provide last six months EPFO Electronic Challan cum Return (ECR)	
11	ESIC Registration: The bidder should provide last six months ESIC Electronic Challan cum Return (ECR)	
12	Last three years IT Return	
13	Work Experience / Credential	
14	Latest Bank Solvency @ 40% of estimated value	
15	Scanned copy of AADHAR Card and Voter I.D.	
16	Scanned copy of PAN Card	
17	Duly signed tender documents, with company declaration	

Note1: If the information is not pertaining to the bidder, in the third column he should specify as “Not Applicable”

- 1) Tender must be submitted online in two parts, (a) Technical bid (Cover-1) and (b) Price bid (Cover-2).

- 1) Tenderers have to upload the following documents:
- GST Registration Certificate along with acknowledgement of up to date filed return.
 - Latest valid licenses like Trade License, ESI, and EPF [The bidder should provide last six months EPFO & ESIC Electronic Challan cum Return (ECR)], whichever is applicable.
 - Requisite Credentials as mentioned above.
 - Bank Solvency certificate is 40% of the estimated value.
 - Voter I.D., Aadhar Card & PAN card.
 - Latest IT returns
 - Separate demand draft towards cost of tender paper as mentioned above
 - Scanned Copy of a single Demand Draft of requisite value for the Bid Security / EMD as per NIT. NSIC / MSME Registered bidders who want to claim the EMD exemption need to submit the Scanned copy of Latest and valid NSIC / MSME Certificate for the same nature of works in place of the DD of the EMD.

ix) Tenderer must sign in first and last page of tender documents and Proforma Agreement as a token of acceptance indicating read, understood and accepted the Terms & Conditions mentioned in tender document and Proforma Agreement. A company declaration with sign and company seal / stamp stating acceptance of all the terms and conditions provided in Notice Inviting Tender and General Conditions of Contract is mandatory.

- 2) i) Earnest money and the tender fee as mentioned, is to be deposited along with tender, in the form of an A/C payee demand draft in favor of "National Institute of Technology, Durgapur" payable at SBI, NIT Durgapur branch Durgapur-713209 and to be enclosed within part "A" of the tender.
- ii) Bank details for online payment of Earnest money and the tender fee as mentioned:

Division / Department (If any)	Name of Account Holder	Name of the Bank	Account Number	Bank Branch / IFSC Code	MICR Code
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR	NIT (DURGAPUR) SOCIETY	STATE BANK OF INDIA	11520034072	SBIN0002108	713002204

- 3) EMD and cost of tender paper are exempted for bidders having certificate from NSIC / MSME.
- 4) Bidders can also download and get necessary information regarding tender documents from <https://mhrd.euniwizarde.com>
- 5) A) Works will be executed as per latest CPWD/PWD (WB)/PHE (WB) Schedule of Rates and tenderers are to quote their rates in percentage above/below/at par. DSR (Civil) 2018 (Volume- I& II) and PWD (WB) (Civil) -2017 along with latest Addenda / Corrigenda published as on the last day of tender submission will be followed. For items not covered by DSR-2018 / PWD(WB)(Civil)-2017 / latest PHE (WB), analysis of rates shall be prepared based on the prevailing market rates of material + labour + (over heads + profit = 15%) +/- quoted percentage as per procedure laid down in CPWD Analysis of Rates (Civil)-2019. [For percentage rate tender]
- B) Works to be executed as per B.O.Q. attached [For item rate tender]
- 6) The tenderers will have to provide one supervisor for civil work having the requisite qualification (minimum Diploma in Civil Engineering). The technical supervisor will closely monitor the works and coordinate with the concerned officials of NIT Durgapur for smooth functioning. He/ She should be an experienced person with full knowledge of civil maintenance and renovation works.
- 7) (i) GST, Building and other Construction Workers Welfare Cess or any other tax, levy or Cess in respect of input for or output by this contract shall be payable by the contractor and NIT Durgapur shall not entertain any claim whatsoever in this respect except as provided under 8(ii)
- (ii) All tendered rates shall be inclusive of any tax, levy or cess applicable on last stipulated date of receipt of tender including extension if any. No adjustment i.e. increase or decrease shall be

made for any variation in the rate of GST, Building and Other Construction Workers Welfare Cess or any tax, levy or cess applicable on inputs.

However, effect of variation in rates of GST or Building and Other Construction Workers Welfare Cess or imposition or repeal of any other tax, levy or cess applicable on output of the works contract shall be adjusted on either side, increase or decrease.

Provided further that for Building and Other Construction Workers Welfare Cess or any tax (other than GST), levy or cess varied or imposed after the last date of receipt of tender including extension if any, any increase shall be reimbursed to the contractor only if the contractor necessarily and properly pays such increased amount of taxes/ levies/cess. Provided further that such increase including GST shall not be made in the extended period of contract for which the contractor alone is responsible for delay as determined by authority for extension of time.

The contractor shall, within a period of 30 days of the imposition of any such further tax or levy or cess, or variation or repeal of such tax or levy or cess give a written notice thereof to the Engineer-in-charge that the same is given pursuant to this condition, together with all necessary information relating thereto.

- 8) The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, 1970, amended from time to time and rules framed there under and other labour laws affecting contract labour that may be brought into force from time to time.
- 9) Tender calling authority reserves the right to cancel any tender or close agreement any time without giving any reasons.
- 10) Bids with unconditional rebates may be accepted but conditional tenders will be summarily rejected.
Sometimes issue of Corrigendum may be necessary to clarify doubts raised or to make some corrections. All such corrigendum shall be displayed on website <https://mhrd.euniwizarde.com> and NIT Durgapur website. The bidders are therefore advised to refer to this site from time to time to keep them updated.
- 11) For any condition not incorporated in this tender, the relevant clauses from CPWD Works Manual -2019 along with SOPs, CPWD General Conditions of Contract for Maintenance works -2020, and any other latest CPWD publication will be followed.
- 12) The fund amount sanctioned for this work is Rs. 4,95,000.00 and hence the total work order will be limited to Rs. 4,95,000.00 only, irrespective of the percentage rates quoted by the bidders. However, deviation limits as specified in the General Conditions will apply, if required.

****Note 2 : Number of Cover is one for technical bid sand the other one for financial bids.**

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