



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/Cleaning & Scavenging/27/18

Date: 17.07.18

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	18/07/2018 (dd/mm/yyyy) (13.00 Hrs.)
Document Download/Sale Start Date	18/07/2018 (dd/mm/yyyy) (14.00 Hrs.)
Document Download/Sale End Date	06/08/2018 (dd/mm/yyyy) (12.00 Hrs)
Last Date and Time for Uploading of Bids	06/08/2018 (dd/mm/yyyy)(16.00 Hrs.)
Date and Time of Opening of Technical Bids	09/08/2018 (dd/mm/yyyy)(11.00 Hrs.)
Tender Fee	Rs. NIL /-
EMD	INR 10,000/-
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.	+919434788170
Email Address	estatehelpdesk@admin.nitdgp.ac.in

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National Institute of Technology Durgapur invites e-tenders on CPP portal 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 CPP portal website i.e. <http://eprocure.gov.in/cppp>. Bidders are requested to furnish/upload scanned copies of all documents in pdf format. The estimated tender cost would be around Rs. 3.20 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.

2. The tender document can be downloaded from the website <http://eprocure.gov.in/eprocure/app> and www.nitdgp.ac.in .

3. Bidders may also contact toll free No. 18002337315 of Central Public Procurement portal for obtaining guidance to fill online tender

Registrar

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. 10,000/- (Rupee Ten Thousand Only) payable through Demand Draft in favour of "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 summary 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 charges 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 is 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.

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.

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

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

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 the last three years.
5. The firm should be having minimum experience of the last 3 years in strictly in similar job.
6. The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) through a Demand Draft.

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 three years (2015-16,2016-17,2017-18)	
7	Work Order with completion certificate for similar job	
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
1	44" IS marked MS sheet with 1.66 mm thickness with welding	3
2	Al IS marked MS sheet (size: 39" X 39", thickness 3 mm) with welding	30
3	Paint (premium enamel) – colour as per NIT requirement	30
4	8" rubber wheel with fitment	18
5	Bracket length 16" height 3½ with labour charge	18
6	Channel (3 mm sheet) 36" X 6" change	19

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.

ANNEXURE-IV

Instructions of Online Bid submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site thro' their user ID/ password chosen during enrollment/ registration.
- 4) Then the Digital-Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/Code/eMudra or any Certifying Authority recognized by CCA India on e-Token/Smart Card, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder the logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'any tenders' folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is constructed that the bidder has read all the terms and conditions before submitting their offer.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc under My Space option and these can be selected as per tender

requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

Signature of bidder with seal

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- 16) Bidder should submit the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be "uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
- 19) The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.

- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the Brower.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallel for any further queries, the bidders are asked to contact over phone –18002337315 or send a mail over to cppp-nic@nic.in.

Signature of bidder with seal

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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: NITD/EST/Cleaning & Scavenging/27/18, dated 17.07.18

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 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

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