

Phone no.: 9434788126

**TENDER NOTICE**

Email Id: chiefwarden@admin.nitdgp.ac.in,

Institute website: www.nitdgp.ac.in



**NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR**  
**MAHATMA GANDHI AVENUE, DURGAPUR -713209(WEST BENGAL)**

**Inviting Tender for scrutinising monthly EPF ECR, EPF Paid Challans, ESIC view contribution and ESIC paid challans for the workers of the contractors/ Vendors responsible for catering prepared food in the masses of different hall of residences of NIT, Durgapur.**

**Tender No.: NITD/Dean(SW)/EPF and ESIC/ Hostels/2018/01/R**

**Date: 29.11.2018**

*Quotations are invited from all prospective and resourceful bidders (who are Experts in the field of Various labour laws) to carry out the following tasks on behalf of "NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR (NITD)" for a period of 1 year, as per the terms and condition mentioned below. All bidders are required to address their bid documents to the Chief Warden, National Institute of Technology, Durgapur, (W.B.) and drop the same in sealed condition at the office of the Chief Warden of NIT Durgapur; Durgapur-713209 on and before 2:00 p.m., 20<sup>th</sup> December 2018. A pre-bid meeting will be held on 10<sup>th</sup> December at 11:15 A.M. at the Board Room of the Academic Section of the Institute. Interested bidders are requested to attend the pre-bid meeting and thereafter no queries will be entertained. Only those firms/ contractors with valid certificate of enlistment (Trade Licence), GST, PAN No. etc. will be considered.*

| Sl. no. | Scope of works / Description of the jobs                                                                                                                                                                                                   |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Through checking of statutory compliance under various labour laws ( <b>EPF Act; ESIC Act &amp; Contract Labour Act</b> ) in respect to workers engaged by the contractors/ Vendors working in the Hostel Private Messes of NIT Durgapur . |
| 2.      | Through checking of Registers/Documents maintained under "Contract Labour Act, ESI Act and EPF Act" and maintenance of related records utmost confidentiality.                                                                             |
| 3.      | Verification of monthly EPF ECR; EPF Paid Challans; ESIC view contribution and ESIC paid challans. Checking of bills submitted by contractors/vendors with regard to EPF, ESIC contribution and deposit.                                   |
| 4.      | Submission of "Final Report" along with a note of observation (If any discrepancy/ies found during Inspection) to be filed against each contractor to the concerned officer.                                                               |


### General Terms & Conditions:


- 1) Sealed quotations are invited from all prospective and resourceful bidders (who are Experts in the field of Various labour laws). This includes signed and stamped copy of the Tender Notice and completely filled and signed Form-A & Form-B to this Tender Notice as a token of acceptance of all terms & conditions.
- 2) **Two bid system:** Technical Bid & Price Bid. Each Bid is to be provided in separate sealed envelopes marked as "Technical Bid" & "Price Bid" respectively. Each Bid envelope should be super scribed with tender no. & date, name & contact information of the bidder. Both the bid envelopes are to be put in one single large envelope super scribed with tender no. & date, date of opening of the tender, name & contact information of the bidder and sealed. The technical bids will be opened first.
- 3) **Technical Bid:** Following documents need to be attached:
  - (i) Introductory letter in company's letterhead with list of enclosures. The details of contact person, phone/mobile no., email address, H.O./Registered Office Address should be correctly provided. The Institute is not liable for any loss/delay in information due to non-availability of such information or wrong information provided by the bidder or for any other reason whatsoever.
  - (ii) Self attested copy of Valid GST certificate, Certificate of Enlistment (Trade License) for relevant items & any other special license that may be required for this type of work, must be provided by the bidders, failing which the bid may be rejected without further reference.
  - (iii) EMD of Rs. 5000.00 is to be deposited along with tender, in the form of an bank draft in favor of "National Institute of Technology, Durgapur" payable at SBI, NIT Durgapur branch Dgp-09 and to be enclosed with in part "A" of the tender. Same will be released to the unsuccessful vendors on request, after completion of tendering process and to the successful vendor after submission of Security Deposit/Performance Guarantee of 5 % of quoted value for 1 year. No interest will be paid on EMD and Security Deposit/Performance Guarantee.
  - (iv) Name and contact details of the premier educational institutes/ government organizations where the similar work has been carried out during the last three years should be attached with the Proforma for Technical Bid. Copy of work order should be attached.
- 4) Rates shall be quoted per Contractors/Vendors per month and it shall be inclusive of all taxes with SAC code for services in GST. No price escalation shall be paid. The rate should be quoted as per format of Form-B.
- 5) All pages of the bids should be duly signed and stamped with date. All price quoted must remain valid for acceptance for 180 days from the date of opening of the price bid.
- 6) Director/Institute administration reserves the right to accept or reject any or all the Tender bids and will not be bound to accept the lowest or any other tender bid.
- 7) The bidders may represent themselves personally or through their authorized representative, if any, at the time of opening of bids.
- 8) Technical bids are scheduled to be opened on 20<sup>th</sup> December 2018 at 3:00 P.M. at the Board Room of the Academic Section of NIT Durgapur. In case, the time is


*Handwritten signatures and initials in blue ink.*

insufficient to open the Price Bids after opening the Technical Bids, the Price Bids of technically responsive bids will be opened on a subsequent date which will be intimated at the time of opening the Technical Bids.

- 9) Changes, if any, to this Tender Notice will be intimated as corrigendum/addendum to the same on the Institute website ([www.nitdgp.ac.in](http://www.nitdgp.ac.in)), so bidders are requested to check the Institute website regularly.
- 10) If the date of tender opening/last date of tender submission happens to be a holiday or the Institute remains closed due to any reason, the date for the same will be shifted to the next working day at the same time and venue.
- 11) Bidders who have submitted their bids in the first call (Tender ref No: NITD/Dean(SW)/EPF and ESIC/ Hostels/2018/01 dated 28.09.2018) may submit a revised technical Bids and Price bid if they so desire.

  
Dr. Manas Kumar Mondal  
(Convener)

  
Dr. Rajat Mahapatra  
(Chief Warden)

  
Prof. Biswajit Halder  
(Dean (S/W))

For further information, if required, please contact:

Dr. Rajat Mahapatra (Chief Warden-9434788126)

Dr. Manas Kumar Mondal (Warden Hall XI-9434789016)

**FORM-A**

| <u>S.No.</u> | <u>PARTICULARS</u>                                                                                                                   |  |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------|--|
| 1            | Name of the Supplier /Vendor /Firm/ contractors(who are Experts in the field of Various labour laws):                                |  |
| 2            | Name of the Contact person/Proprietor:                                                                                               |  |
| 3            | Registered / Contact Address of the Supplier/Vendor/ Firm/ ontractors                                                                |  |
| 4            | Contact no.:( Mobile no. /Telephone no.)                                                                                             |  |
| 5            | Email address:                                                                                                                       |  |
| 6            | GST, PAN, Aadhar, TAN, TIN (Attach self attested copy)                                                                               |  |
| 7            | VAT & Service Tax Reg. No. for the specified work (Attach self attested copy)                                                        |  |
| 8            | Valid Trade License No. (Attach self attested copy)                                                                                  |  |
| 9            | Whether rate is quoted as per format mentioned in the Bidding Document or not.                                                       |  |
| 11           | Whether all Scope of works / Description of the jobs mentioned in the Tender Notice are fulfilled or not                             |  |
| 12           | Whether rate quoted is inclusive of all taxes or not.                                                                                |  |
| 13           | Whether EMD of Rs 5000.00in form of DD has been enclosed in case of non-enlisted vendor? Write DD no. & date and Bank Name & Branch. |  |

(Signatures of the authorized signatory with seal of tendering firm/ contractors)

Name:

Contact no.:

Date:

**FORM-A**

| <u>S.No.</u> | <u>PARTICULARS</u>                                                                                                                   |  |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------|--|
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| 2            | Name of the Contact person/Proprietor:                                                                                               |  |
| 3            | Registered / Contact Address of the Supplier/Vendor/ Firm/ ontractors                                                                |  |
| 4            | Contact no.:( Mobile no. /Telephone no.)                                                                                             |  |
| 5            | Email address:                                                                                                                       |  |
| 6            | GST, PAN, Aadhar, TAN, TIN (Attach self attested copy)                                                                               |  |
| 7            | VAT & Service Tax Reg. No. for the specified work (Attach self attested copy)                                                        |  |
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(Signatures of the authorized signatory with seal of tendering firm/ contractors)

Name:

Contact no.:

Date:

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**Date: 29.11.2018**

**FORM-B (PRICE BID)**

| Description of the jobs | Rate per Contractors/Vendors per month (excl. tax) in Rs.P. | Taxes with SAC code for services in GST (mention the percentage of Tax) | Total Rate per Contractors/Vendors per month (incl. all taxes) in Rs.P. |
|-------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|
|                         |                                                             |                                                                         |                                                                         |
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|                         |                                                             |                                                                         |                                                                         |

(Signatures of the authorized signatory with seal of tendering firm/ contractors)

Name:

Contact no.:

Date: