

**Visva-Bharati
Engineering Department**

Interested Bidders are requested to refer website of <https://mhrd.euniwizarde.com/> for details of Tender and submission of bid.

Bid Notice and Bid Rules

NIT No.VB/ENGG/2021-22/13

Date : 25.08.2021

1. Percentage rate bids are invited for the under mentioned work from the enlisted contractors of PWD, CPWD, MES, Railways and other Statutory Bodies in appropriate classes and also from the contractors working under the above mentioned organizations. The rates are based on the PWD (WB) Schedule of Rates, November 2017 (upto 12th Corrigenda & Addenda, dt. 14.10.2020).

Sl. No.	Name of the work	Approximate Value of Work (Rs.)	Earnest Money (Rs.)	Period of rate contract	Tender fee (Rs.)
1.	Annual Rate Contract for civil works at Visva-Bharati for one year.	20,00,000.00	40,000.00	365 days	500.00*
Last time & date of submission of bid : 03.00 pm. on 15.09.2021					
Date of opening of bid : 16.09.2021 at 3.30 pm.					

*** Note :** *Tender fees, as mentioned above shall be payable to Visva-Bharati in the form of Demand Draft or Pay Order (drawn in favour of Accounts Officer, Visva-Bharati, Santiniketan) payable at Santiniketan / Bolpur should be sent to the office of the University Engineer, Visva-Bharati within the last date and time of submission of bid, failing which the bid shall not be admitted.*

1.1 Criteria of eligibility for submission of bid documents:

Intending bidders are eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed works specified below. These should be certified by officers not below the rank of Executive Engineer or equivalent.

Contractors should have the experience of repair maintenance in running hostels / quarters / office buildings and completed minimum value of work of total 40.00 lacks in last three years for construction and repair / maintenance of buildings in Govt., Semi Govt., Statutory and Autonomous Organization – out of which, at least Rs. 20.00 Lakhs for repair / maintenance work.

1.2 Process of evaluation and issue of work order:

- (a) Lowest (L1) qualified tender submitted for the job will be identified primarily. Other bidders sequentially from L2 will be offered to accept the lowest rate to work out a panel of ten (10) contractors with whom the University would enter into the rate contract with the terms and conditions stipulated in “**General Direction and Condition of Contract for works**” and “**Standard Civil Engineering Specification**”. These agreements will remain valid for the work orders to be issued within the period of contract. The contract may be extended for a further period on mutual agreement of both the parties.
- (b) As and when required, work orders will be issued to the respective contractors mentioning the location, detail of work, schedule of work, cost and time of completion. All such work orders will be executed under the agreements mentioned above.
- (c) The approximate value mentioned above is tentative and the actual value of work will depend on the requirements of the University, fund availability and the performance of the individual contractor.

1.3 **Scope of Work:** University has buildings for facilities like academic curricula, quarters, hostels, hospitals, auditorium etc. spread over length and breadth of our twin campus at our Santiniketan and Sriniketan. We need to maintain this installation on regular basis as per the requisitions from different sectors from time to time. Contractors so selected, require meeting our repairing works efficiently and completing the job within the schedule given.

2. Agreement shall be drawn with the successful bidders on prescribed Agreement Form. Bidders shall quote his rates as per various terms and conditions specified in the general directions and conditions of contract which will form part of the agreement.
3. The time allowed for carrying out the work will be as specified in work orders.
4. The site for the work is available.
5. The bid document and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen on this website.
6. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
7. ***Earnest Money in the form of Demand Draft or Pay order (drawn in favour of Accounts Officer, Visva-Bharati, Santiniketan) payable at Santiniketan / Bolpur shall be scanned and uploaded to the e-Tendering website within the period of bid submission.***

The physical EMD of the scanned copy of EMD uploaded shall be deposited by the bidders within a week after opening of financial bid failing which the bid shall be rejected and the agency shall be debarred from bidding in Visva-Bharati. An undertaking in this regarding the format attached shall also be uploaded by the intending bidders.

Interested contractor who wish to participate in the bid has also to make following payments / submissions within the period of bid submission:

Copy of certificate of work experience and other documents as specified in the notice shall be scanned and uploaded to the e-Tendering website within the period of bid submission. **However, certified copies of all the scanned and uploaded documents as specified shall have to be submitted by the successful bidders along with the physical EMD of the scanned copy of EMD uploaded within a week physically in the office of the University Engineer.**

Online bid documents submitted by intending bidders shall be opened only of those bidders, ***who has deposited e-Tender Fee and submitted Earnest Money Deposit and other documents scanned and uploaded are found in order.***

8. The bid submitted shall be come invalid and e-Tender fee shall not be refunded if:

- (i) The bidder is found ineligible.
- (ii) The bidder does not upload all the documents as stipulated in the bid document including the undertaking about deposition of physical EMD of the scanned copy of EMD uploaded.
- (iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hardcopies as submitted physically by the lowest bidder in the office of bid opening authority.
- (iv) The bid which proposes for any alteration in the works specified in the invitation of bid or in the time allowed for carrying out the work or which contained any other condition of any sort.
- (v) The lowest bidder does not deposit physical EMD within a week of opening of bid.

9. **The description of the work is as follows:**

Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

- 10. The competent authority does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
- 11. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
- 12. The competent authority reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
- 13. ***The bid for the works shall remain open for acceptance for a period of ninety (90) days from the date of opening of bids*** If any bidders withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the University, then the University shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidders shall not be allowed to participate in the rebidding process of the work.

14. This notice inviting Bids shall form a part of the contract document. The successful bidders / contractor, on acceptance of his bid by the Accepting Authority shall within 10 days from the stipulated date of start of the work, sign the contract consisting of:-
- (a) The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid and the rates quoted at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
 - (b) Condition of contract and standard engineering specifications.
15. In the event of the Bid being submitted by a firm, it must be signed separately by each member thereof, or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney to be produced with the Bid, and it must disclose that the firm is duly registered under the Indian Partnership Act.
16. Receipts for payments made on account of a work when executed by a firm, must also be signed by the several Partners except where the contractors are described in their Bid as a firm in which case the receipts must be signed in the name of the firm by one of the partners or by some other person having authority to give effectual receipts for the firm.

Undertaking regarding EMD to be uploaded by the intending bidders

“The Physical EMD shall be deposited by me / us with the University Engineer, Visva-Bharati, in case I / we become the successful bidder within a week of the opening of financial bid otherwise Visva-Bharati may reject the bid and also take action to debar me / us from bidding in Visva-Bharati.”

Signature of the bidder