

OFFICE OF THE PRINCIPAL, JOYA GOGOI COLLEGE

P.O: Khumtai, Dist: Golaghat-785619, Assam, India.

Phone- 9435151654, Website-www. Joyagogoicollege.org

Email-srbsarmah@rediffmail.com

TENDER DOCUMENT

(Includes both Technical & Financial bid documents)

Name of Work:

- 1. Construction of a staircase**
- 2. Construction of 1st floor and 2nd floor RCC building for new class room**
- 3. Construction of a staircase and renovation of existing classroom building**

Issued To:

M/s.....
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.....

Ph/Mb No.....

Signature of the issuing authority with seal

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TENDER NOTIFICATION

Joya Gogoi college, Khumtai Tender notice for Construction(Extension) and renovation works (RUSA)

JOYA GOGOI COLLEGE

P.O: Khumtai, Dist: Golaghat-785619, Assam, India.

Rasthriya Uchatar Siksha Abhiyan

Phone- 9435151654, Website-www.joyagogoicollege.org

Email-srbsarmah@rediffmail.com

NIT No: JGC/RUSA/014/2018

Sealed tenders are invited in separate envelope by the undersigned from the eligible, bonafide and experienced contractors having credential for executing single similar type of works for at least 80% of the cost of work done in last 03 years, for following construction works under RUSA Project Grant. The detail of the work to be done is as follows:

Sl. No	Name of work	Estimate d cost of work	Token earnest money(R efundabl e)	Cost of tender paper (Non-refu ndable)	Date of completion
1	Costruction of Construction of a staircase at Joya Gogoi college, Khumtai in accordance with general APWD specification current in the state	Rs. 1.5 Lacs	0.5%	Rs.500/-	30 th Oct 2018 Subject to the approval of RUSA
2	Construction of 1st floor and 2nd floor RCC building for new class room as per plan and estimate in accordance with general APWD specification current in the state.	Rs. 10.44 Lacs	0.5%	Rs.500/-	30 th Oct 2018 Subject to the approval of RUSA
3	Construction of a staircase and renovation of existing classroom building as per plan and estimate at Joya Gogoi College, Khumtai in accordance with general APWD specification current in the state.	Rs.7.56 Lacs	0.5%	Rs.500/-	30 th Oct 2018 Subject to the approval of RUSA

Terms and conditions for eligibility:

1. Application for tender must include attested certificate copy of valid VAT, I.Tax, P.Tax, GST, Trade License, Pan Card and credential for works done.
2. No quoted price above the cost of work mentioned will be accepted.
3. No extra cost will be borne by the college.
4. If the quoted cost is less than 15% of the estimated cost, an analysis of cost have to be enclosed with the quotation.
5. Retention money: 10% of the cost of work (including earnest money) will be retained for a maximum period of six months along with earnest money.
6. The rate should be quoted both in figures as well as in words.
7. No extension of time will be allowed.
8. All works will have to be done according to specimen and drawing approved by RUSA Project Monitoring Unit in consultation with concerned Engineer, as may be assigned by the College.
9. Payment will be made in favour of the selected bidder as per RUSA guidelines on successful completion of the works and observation of necessary formalities as the authority deems fit from time to time as per RUSA norms.
10. Since the entire work will be financed from RUSA Project Grant, payment will be made as and when the fund is available.
11. The successful bidder has to start of work within five days from the date of issue of work order.
12. Acceptance of the lowest tender is not obligatory and the undersigned reserves the right to accept or reject any or all the tenders without assigning any reason what so ever and also to split up the tendered work to more than one contractor in the interest of scheme of execution.
13. Tender papers have to be collected from office of the undersigned within stipulated dates as mentioned below on showing necessary documents as mentioned and payment of non-refundable tender paper fees in the form of DD/Cheque in favour of Principal, Joya Gogoi College payable at SBI, Golaghat.
14. Token earnest money at the rate of 0.5 percent of total amount has to be deposited in the form of DD/Cheque in favour of Principal, Joya Gogoi College payable at SBI, Golaghat.
15. Eligible bidders may be present at the time of opening tender.
16. Any supplementary work (if necessary) will be allowed on written order from the office of the undersigned in consultation with the concerned Engineer and RUSA Project Monitoring Unit and payment for the same will be made at par with the quoted rate.

17. Schedule:

- a) Date of pre-bid Visit: 16.08.2018 (11.00AM-01.00PM)**

c) Last date of submission of sealed tender: 18.08.2018

d) Tentative Date & time of opening tender: 20.08.2018

I. Technical bid: 11.00 am

II. Financial bid: 01.00 pm

Sd/-

Principal

Sl.No-1

Name of the Work: Construction of a staircase as per plan and estimate at Joya Gogoi college, Khumtai in accordance with general APWD specification current in the state

Estimated cost of work: 1.5 Lacs

Completion of Work – by **30th Oct 2018**

Sl.No-2

1. **Name of the Work: Construction of 1st floor and 2nd floor RCC building for new class room** as per plan and estimate in accordance with general APWD specification current in the state.

Estimated cost of work: 10.44 Lacs

Completion of Work – by 30th Oct, 2018

Sl.No-3

1.Construction of a staircase and renovation of existing classroom building

as per plan and estimate at Joya Gogoi College, Khumtai in accordance with general APWD specification current in the state. Completion of Work – by 30th Oct, 2018

Estimated cost of work: 7.56Lacs

Completion of Work – by 30th Oct, 2018

Amount of E.M.D: 0.5% of total cost of the work in the form of DD/Cheque in favour of Principal, Joya Gogoi College payable at SBI, Golaghat”

Cost of tender document: Rs. 500/-

(Contractors downloading tender document from the website shall submit the DD/Cheque of Rs. 500/ along with the Sealed technical bid for each and every work)

Eligibility Criteria:

- I. The Contractor should have a minimum of three years' experience in successfully executing works of similar nature.
- II. No recovery out standing in respect of any government dues like Contribution to ESIC, Contributions to EPFO, Service tax, Income tax, etc.

III. The Contractor shall also enclose the income tax return of the last three financial years and proof of VAT, ESI-PF registration, forest cess if any.

IV. Contractor should furnish the credentials in support of the work experience claimed in having executed contracts and other eligibility criteria along with their application.

Last date for issue of tender:

Date/s for site visit by Contractors:16.08.2018 (11.00am-01.00pm)

Last date for receipt of completely filled tender applications:18.08.2018

Date and Time of opening of Tender (Technical Bid):20.08.2018 at 11.00am

Date and Time of opening of Tender (Financial Bid): 20.08.2018 at 1.00 pm

Note: In case the said date/s, happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place & as a consequence any change/s in the date/s of the subsequent activities will be informed through suitable media to all concerned. Selection of the agency will be at the sole discretion of the competent authority of the Joya Gogoi College who reserves its right to accept or reject any or all the proposals without assigning any reasons. The tender documents for the above work can be obtained from the Office of the principal, Joya Gogoi College, Khumtai, or can also be downloaded from [www. Joyagogoicollege.org](http://www.Joyagogoicollege.org)

GENERAL CONDITIONS OF CONTRACT [GCC]

I. The persons deployed by the contractor should have requisite educational qualification, experience and skills for carrying out the assigned maintenance task using appropriate materials and tools/equipments.

II. The contractor should ensure that health and safety of the deployed staff is ensured by providing the best available safety gear/s to meet the highest standards of safety & health of his deployed staff. They should ensure regular medical check-up of their workers. Besides, Joya Gogoi College may also conduct health check up of the staff deployed at regular intervals and if the health & fitness of any of the worker is found to be wanting, the contractor is liable for action as provided under the law.

III. The Contractor will be responsible for supply/installation/refilling/maintenance of all such materials/chemicals/items/equipments/machineries, etc., used in various facilities of the College.

IV. The contractor must employ only adult labour only. Employment of child labour will lead to the termination of the contract, besides initiating suitable action against him as prescribed under the existing laws.

DISCRETION OF THE COLLEGE: THE COLLEGE however, reserves the right to terminate the contract at any time with a written notice of seven days.

In case of breach of any terms and conditions attached to the contract, the performance security deposit of the contractor will be liable to be forfeited to COLLEGE besides annulment of the contract.

The wages for the work done on holidays, over-time etc., shall be paid by the contractor as per the existing provisions of the Labour Act.

THE CONTRACTOR SHOULD ENSURE THAT THE TOTAL COST PER STAFF OR PER FACILITY QUOTED SHOULD INCLUDE ALL THE ABOVE AND ANY OTHER INCIDENTAL COST/S AND THE COLLEGE SHALL NOT BEAR ANY OTHER COST/S OTHER THAN THE QUOTED RATE/COST.

The College will provide space for setting up a control room / store room of the contractor in the premises. The contractor will arrange for all items, viz. Time keeping machine, inventory of stores, daily duty roster chart, etc.

ELIGIBILITY CRITERIA

The Contractor should be a Registered contractor having a valid license under the Contract Labour Act and furnish the proof of his experience of providing manpower for the maintenance of various facilities as delineated in this tender document in Govt./Semi Govt./PSU/Private organization or any other similar organization/s of repute.

The Contractor must have an average annual turnover of the value quoted by him for respective facility quoted and should be profit making during the last three years. They should have executed at least one contract of at least 80% of the value quoted, within the last three financial years. Copies of the following documents should be submitted along with the Technical Bid.

- a. Income tax return for the last three years.
- b. Service Tax Registration Certificate.
- c. Shops/ Establishment License.
- d. PAN No.
- e. Details of existing contract, details of works carrying out.

Any communication received later than this date will be summarily rejected.

The Contractor should have sufficient employees/trained employees, required machines on its rolls, specifically trained for handling & maintaining the various facilities as delineated in the tender document. Document in support of ESI, EPF deductions, health and safety measures should be attached with the Technical Bid Details of the Contractor.

Copy of certificates have to be attached with the Technical Bid.

Contractor should submit satisfactory completion certificates from the Client s /Employer s in support of successful completion of contract/s or continuation of the contract failing which the bid liable to be rejected.

INSTRUCTIONS TO TENDERERS

The Contractors are required to submit two separate Bids i.e. Technical and Financial, as per prescribed proforma. The two bids should be submitted in two separately sealed envelopes superscribed “Technical Bid for in Joya Gogoi College” and “Financial Bid forin Joya Gogoi College”. Both sealed envelopes should be put in a third sealed envelope superscribed “TENDER FORIN Joya Gogoi COLLEGE, KHUMTAI.

The Financial bids of only those Contractors who qualify in technical bid evaluation by the concerned committee shall be opened. The financial bids of all those Contractors who have failed to qualify in the technical bid will not be opened under any circumstances. The declaration in the prescribed proforma should be enclosed with the Technical Bid.

The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) as notified elsewhere in the document in the form of Demand Draft Cheque issued by any nationalized bank drawn in favor of “Principal, Joya Gogoi College” payable at SBI, Golaghat”.

The earnest money shall be refunded to all the unsuccessful Contractors, without any interest after finalization of the contract. EMD shall be refunded to the successful Contractor on receipt of performance security deposit. No interest is payable on the EMD to either the successful Contractor or the unsuccessful Contractor. Exemption from payment of EMD is applicable as per the existing law if accompanied by the relevant orders/instructions issued by the appropriate authorities.

All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.

The Contractor may quote for all or any facilities. However, tender in respect of each facility should be complete in all respects failing which the bid shall be considered non-responsive.

Tender incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.

The closing date and time for receipt of tenders will be as detailed elsewhere in this tender document. The technical bid shall be opened at a date & time as specified elsewhere in this tender document in presence of the authorized representatives of the Contractor, who wish to be present at that time. All the technical bids will be scrutinized, relevant documents checked for their authenticity and the Contractor whose technical tenders are accepted will participate in the financial bids on date & time as stipulated elsewhere in this tender document.

In case the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.

The Contractor shall enter into a formal contract with the College within three days from the date of receipt of intimation of their selection. They shall further get prior approval of the draft copy of the agreement from the College.

Each page of the tender document should be signed and stamped by authorized representative of the contractor as a token of acceptance of the terms and conditions laid down by the college.

The competent authority of College reserves the right to withdraw/relax any of the terms and conditions mentioned above, under such circumstances the Contractor will be given adequate time to take the changes into account.

The competent authority of the college reserves it's right to reject all or any tender in whole, or in part or cancel the entire tender process, without assigning any reason thereof.

SCOPE OF WORK:

1. **Construction Works:** Construction of staircase at Joya Gogoi college, Khumtai, under RUSA, as per plan and estimate and in accordance with general APWD specification current in the state. The following provisions are made in the estimate :
 - a. Earth Work
 - b. Cement Concrete works
 - c. Reinforced cement concrete works
 - d. Shuttering
 - e. Plastering works
 - f. reinforcement

2. **Construction : Construction of 1st floor and 2nd floor RCC building for new class room** of RCC under RUSA, at Joya Gogoi College, Khumtai, as per plan and estimate in accordance with general APWD specification current in the state.
 - a. Cement Concrete works
 - b. Reinforced cement concrete works
 - c. Shuttering
 - d. Brick works
 - e. Flooring
 - f. Plastering works
 - g. Reinforcement
 - h. Painting
 - i. Roofing
 - j. Electrification

- A. Construction/Renovation: Construction of a staircase and renovation of existing classroom building under RUSA** as per plan and estimate at Joya Gogoi College, Khumtai, in accordance with general APWD specification current in the state. The following provisions are made in the estimate :
 - a. Earth Work
 - b. Cement Concrete works
 - c. Reinforced cement concrete works

- d. Shuttering
- e. Brick works
- f. Flooring
- g. Plastering works
- h. Reinforcement
- i. Painting
- j. Roofing
- k. Electrification

PRE-BID VISIT TO THE COLLEGE PREMISES:

The Contractors will be permitted to have a pre-bid visit to the college (only on the specified days as contained elsewhere in this notification) to enable them to have a realistic idea of the type & extent of the facilities which they are required to service. PLEASE NOTE THAT EXCEPT ON THE DESIGNATED DAYS, VISIT TO THE FACILITIES WILL NOT BE ALLOWED TO ANY PERSON UNDER ANY CIRCUMSTANCES. BASED ON THEIR VISIT & THE PRE-BID CONFERENCE WITH THE AUTHORITY, THE CONTRACTORS SHOULD SUBMIT THEIR QUOTES IN THE FOLLOWING FORMAT. ANY DEVIATION FROM THE SAID FORMAT WILL ATTRACT REJECTION OF THE BID WITHOUT ANY FURTHER COMMUNICATION.

TENDER DOCUMENT

Name Of Work:

PART-A: TECHNICAL BID

Issued To:

M/s.....

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Ph/Mb No.....

Signature of the issuing authority with seal

Brief description of the firm

1. Sl.No:

2. Name of the Firm:

3. Name of owner/Partners/Directors:

4. Full particulars of office:

(a) Address:

(b) Telephone No.:

(c) Fax No.:

(d) E-mail address:

5. Full particulars of the bankers of the firm:

a. Name of the Bank:

b. Account type:

c. Account No.:

6. Registration Details: **(Self-attested copies of all Certificates / Licenses / Permits / Registrations, etc., should be enclosed failing which the**

application is liable to be rejected outright)

a. PAN/GIR No.:

b. Service tax registration No.:

c. EPF registration No.:

d. ESI registration No.:

e. Labour License issued under the Contract Labour Act, 1970:

7. Details of Earnest Money Deposit

a. Amount:

b. DD No and Date:

c. Drawn on bank:

d. Valid Upto

The above format may be used to provide requisite details.

DETAILS OF EXISTING CONTRACT

a. Sl.No :

b. Name and Address of the organization:

c. Name, Designation and contact, telephone/fax no. of the authorized contact person in charge.

Details regarding the contract:

A

a. Value of contract (Rs.):

b. Duration of the contract From dd/mm/yy To dd/mm/yy

B

a. Value of contract (Rs.):

b. Duration of the contract From
dd/mm/yy To dd/mm/yy

C

a. Value of contract (Rs.):

b. Duration of the contract From
dd/mm/yy To dd/mm/yy

Additional information, if any.

Signature of authorized person

Date:

Full Name:

Place:

Company's seal:

DECLARATION:

ISon/Daughter of Shri
..... Proprietor/Partner/Director/Authorized Signatory of
.....am competent to sign this declaration
and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person.

Date: Full Name:

Place: Company's seal

N.B. The above declaration, duly signed and sealed by the authorized signatory of the company should be enclosed with Technical tender.