



VICTORIA INSTITUTION (COLLEGE)

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MemoNo: - 166/VIC/E-TENDER/24

DATE: -27/06/24

NOTICE INVITING E-TENDER

Notice Inviting E-Tender No. - 166/VIC/E-TENDER/24 of VICTORIA INSTITUTION (COLLEGE), KOLKATA-700009 invites E-Tender for the work detailed in the table below (Submission of Bid through online).

List of Schemes:

Sl. No	Name of the work	Estimated Cost Rs.	Earnest Money Rs.	Tender fees (Non Refundable) Rs.	Period of Completion	Name of the Concerned Officer
1.	ESTIMATE FOR PROPOSED PAINTING OF OUTSIDE THE WHOLE COLLEGE BUILDING OF VICTORIA INSTITUTION (COLLEGE)	NA	34,000.00	12,000	30 days	PRINCIPAL, VICTORIA INSTITUTION (COLLEGE), KOLKATA-700009, WB.

- In the event of e-procurement, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Earnest Money may be remitted through NEFT/RTGS or Net-Banking as per Order No → 3975 – F(Y) Dated: 28th July, 2016 of Finance Department Government of West Bengal and also to be documented through e-procurement portal.
- Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.
- Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Date and Time Schedule.
- Eligibility criteria for participation in the tender:

A two-part tender is sought for the works specified herein. Part I of the quotation must contain the details of qualification and previous work experience/man power and financial capability of the party interested; PF and ESI Registration No.; Current Challan of PF and ESI must be uploaded. Part II will contain the financial bid for the work. If Part I does not satisfy the College authorities Part II of the quotation will not be taken into consideration.

The eligibility criterion must include work experience of similar nature of job at educational institute/ in Government sector/ Government undertaking/ Corporate sector/ others of

considerable size and value.

The prospective bidders shall have satisfactorily completed as a prime agency during the One Similar nature of Single Work done of sizeable value & Completion Certificate which is applicable for eligibility in this tender during the last 3(three) years prior to the date of Issue of this N.I.T is to be furnished. Scanned copy of Original Work Order, Completion Certificate is to be uploaded.

[Non-statutory documents]

N.B: Estimated amount, Date of Completion of Project and detail communicational address of client must be indicated in the credential Certificate.

- Income Tax current Return Acknowledgement for the mentioned Assessment Years, P.T. Deposit Challan for the latest year, Pan Card, GSTIN (Terms and Conditions apply), Current Trade License are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

- The working Capital shall not be less than 15% (fifteen percent) of the amount put to tender out of which minimum 10% shall be of applicant's own resource.
- Registered Partnership Deed for Partnership Firm is to be submitted. The Company shall furnish the Article of Association and Memorandum. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the Firm of which he happens to be a Director or Partner, such individual person shall, while uploading any tender for and on behalf of such Company or Firm, invariably upload a copy of Registered Power of Attorney Showing clear authorization in his favour, by the rest of the Directors of such Company or the Partners of such Firm, to upload such tender.

[Non-statutory documents]

I A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

The executing agency may not get a running payment unless the gross amount of running bill is 5 lakh

I Security Deposit: Retention money towards performance Security amounting to 3% (three percent) of the value of the work shall be deducted from the running account bill of the Tenderer as per prevailing order. No interest will be paid on Security Deposit.

- Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their down cost and responsibility.

I All materials required for the proposed work including cement (ACC/ULTRATECH/AMBUJA), paint materials (Asian Paints/Berger Paints) and steel (SAIL/ELEGANT/SRMD) shall be of specified grade and approved band inconformity with relevant code of practice (latest revision) and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of cement and steel are to be submitted along with challan and test certificate. If required by the Engineer-in-Charge, further testing from a Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

1. Bids shall remain valid for a period not less than 180 (one hundred eighty) days from the last date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

Intending Bidders are requested to generate NEFT / RTGS challan from the website <https://wbtenders.gov.in> and make the EMD payment in his bank before 3 to 4 Banking Working Days earlier from the Last Date of Bid Submission.

The Estimate and Drawing Plan of the Work is Final. Bidders are informed that no claim of extra work will be entertained.

The College Authority does not bind itself to accept the lowest tender and reserve the right to split up the order as and when necessary and accept or reject any or all Tenders without assigning any reason whatsoever. College Authority may ask for detailed analysis of rates of all the items if the rate submitted by the tenderers is found to be non-workable.

Date and Time schedule:

SL. No	Particulars	Date & Time
1	Date of uploading of N.I.T & other Documents (online) (Publishing Date)	27.06.2024
2	Documents download / sale start date (online)	27.06.2024
3	Bid submission start date (online)	27.06.2024
4	Bid submission closing date (online)	11.07.2024
5	Bid opening date for technical proposal	13.07.2024
6	Date of uploading list for Qualified Bidder in Technical Proposal	After evaluation of Technical Proposal
7	Date for opening of Financial Proposal (Online)	To be notified later on.

Submission of hard copy of Bid A and B is totally prohibited and only be submitted through online through NIC portal.

SECTION – A
INSTRUCTION TO BIDDERS

A. General Guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

A.1. Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-procurement System, through logging on the <https://wbtenders.gov.in> The contractor is to click on the link for e-Tendering site as given on the web portal.

A.2. Digital Signature certificate (DSC):

Each contractor is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the web site stated in Clause A.1. above DSC is given as a USB e-Token.

A.3. The contractor can search and download N.I.T., Tender Document(s) and addenda & Corrigenda (if any) electronically from computer once he logs on to the website mentioned in Clause A.1. Using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

A.4 Participation in more than one work:

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

A prospective bidder (including his participation in partnership) shall be allowed to participate in single building or repairing work as mentioned in the list of schemes.

A.5. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) Virus free scanned copy of

the documents are to be uploaded duly Digital Signed. The documents will get encrypted (transformed into non readable formats).

A.5.1. Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

A.5.1.1: Technical Cover containing the following documents:

- i) NIT (Download from the e-Tender)
- ii) Online money transfer of NEFT/RTGS for Earnest Money (EMD) as prescribed in the N.I.T against the work and any other Documents.

5.1.2: Financial Cover containing the following documents:

- i) BOQ

A.5.1.2: Non statutory Cover containing the following documents

- i) Professional Tax Registration Certificate with Challan for the latest financial year, PAN Card,
- ii) Income Tax Returns submitted for the –
 - a) Financial Year 2021-22 relating to Assessment Year 2022-23
 - b) Financial Year 2020-21 relating to Assessment Year 2021-22
 - c) Financial Year 2019-20 relating to Assessment Year 2020-21
- iii) GSTIN with last Acknowledgement.
- iv) Registration Certificate under Company Act. Trade License as the case may be.
- v) Registered Deed of partnership Firm/Article of Association & Memorandum
- vi) Power of Attorney (For Partnership Firm/Private Limited Company).
- vii) Valid by laws, current Audit Report, Minutes of last AGM are to be submitted by the Registered Labour Co-operative Society/Engineers' Co-operative Society.
- viii) **The prospective bidders shall have satisfactorily completed as a prime agency during the One Similar nature of Single Work done of sizeable value & Completion Certificate which is applicable for eligibility in this tender during the last 5 years prior to the date of Issue of this N.I.T is to be furnished. Scanned copy of Original Work Order, Completion Certificate is to be uploaded.**
- ix) The prospective bidders need to mandatory submit
 - A. OEM certificate from ASIAN/BERGER
 - B. Bank solvency of Rs. 5 lakh minimum
 - C. ISO certificate with IFA Audited for quality assurance.

The above stated Non-statutory/Technical Documents should be arranged in the following manner

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder.

Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl.No	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	1. GST Registration Certificate & last month Acknowledgement. 2. PAN Card 3. Professional Tax Registration Certificate with Latest Challan 4. Income Tax Returns submitted for the – a) Financial Year 2021-22 relating to Assessment Year 2022-23 b) Financial Year 2020-21 relating to Assessment Year 2021-22 c) Financial Year 2019-20 relating to Assessment Year 2020-21 5. Valid Trade License for the period 2021-22 for the specific trade or job 6. EPF & ESIC certificate
B	Company Detail(s)	Company Detail-1	1. Sole Proprietorship Firm (Valid Trade License for the period 2022-23 for the specific trade or job) 2. Partnership Firm (Partnership Deed, Trade License for the period 2022-23 for the specific trade or job) 3. LTD Company (Incorporation certificate, Trade License for the period 2022-23 for the specific trade or job) 4. Society (Society Registration copy, Trade License for the period 2022-23 for the specific trade or job) 5. Power of attorney (if required)
C	Credential	Credential-1	Intending tenderers should produce credentials of a similar nature of work of the minimum value of 40% (Gross Value of Work Done) of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice
D	Financial info	P/L Accounts & Balance Sheet	Audited P/L Account & Balance Sheet or a certificate by the chartered accountant clearly stating the nature of the business and annual turnover for the – <ul style="list-style-type: none"> • Financial Year 2021-22 relating to Assessment Year 2022-23 • Financial Year 2020-21 relating to Assessment Year 2021-22 • Financial Year 2019-20 relating to Assessment Year 2020-21

A.5.2 Tender Evaluation Committee (TEC)

A.5.2.1 Tender Committee will act as Evaluation Committee for selection of technically qualified contractors.

A.5.2.2 Opening & evaluation of tender:

EMD submission is mandatory for participating in the tender.

A.5.2.3 : Opening of Technical Proposal:

Technical proposal will be opened by the Tender Committee electronically from the Website using their Digital Signature Certificate (DSC).

A.5.2.4 : Intending tenderers may remain present if they so desire.

A.5.2.5 : Cover(folder) for Statutory Documents will be opened first and if found in order, cover(folder) for Non-Statutory Documents will be opened.

A.5.2.6 : Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

A.5.2.7 : Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

A.5.2.8 : During evaluation the committee may summon of the tenderer & seek clarification / information or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

A.5.3 : Financial Proposal:

A.5.3.1 : The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / Below) online through computer in the space marked for quoting rate in the BOQ.

A.5.3.2 : Only downloaded copies of the above documents are to be uploaded after Virus scan & digitally signed by the contractor.

A.6. Financial capacity of a bidder will be judged on the basis of working Financial Statement. If an applicant feels that his/their Working Capital from own resource may be insufficient, he/they may include with the application letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting/Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-in-charge/Employer.

The audited Balance sheet for the mentioned years above, net worth, bid capacity, etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection of the next two years.

A.7: Penalty for suppression/distortion of facts:

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and Audited Balance Sheets) Or any other documents on demand of the Tender Evaluation. Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

A.8: Rejection of Bid:

Employer Reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

A.9: Award of Contract:

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance.

The notification of award will constitute the formation of the Contract:

The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T & B.O.Q will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents along with requisite of the concerned work within time limit to be set in the letter of acceptance.

PRINCIPAL
VICTORIA INSTITUTION (COLLEGE), KOLKATA