

**POUSH MELA-2019**  
**SANTINIKETAN**

Memo no. PM-Pandal / 2019-20/T-05

Date: 01.12.2019

NOTICE INVITING TENDER

<b>Opening date for bid submission</b>	<b>01/12/2019</b>
<b>Last date of submission</b>	<b>07/12/2019</b>
<b>Hours (IST)</b>	<b>2.00 pm</b>
<b>Mode of submission</b>	<b>Hard copy in the 'Tender Box' at Accounts Office, Visva-Bharati</b>

Quotations are invited for the work mentioned below (see 1. SCOPE OF THE WORK) within the due date and time mentioned above. Only one quotation from each bidder is invited.

**Bidders are requested to go through all terms and conditions as well as the requirements of the bid stated below before finally submitting to the tender box.**

**1. SCOPE OF THE WORK**

**Pandal for Exhibition ground of Poush Utsava 2019**

Items	Description of item	Unit	Qty
(i)	Strong bamboo frame work with 75mm dia full bamboo rafters spaced at 350mm centres and tied with transverse bracing at 380mm spacing (each bracing consisting of a pair of quarter bamboo, one at top and the other at the bottom of the rafters) fitted and fixed in position complete for 1 day.  (a) with Tarpaulin roofing and ceiling with colour cloth	m <sup>2</sup>	450.0
(ii)	Supplying of hire Garden chairs during function and arranging those properly on ground as per direction of Engg-in-charge including carriage of chairs to site, their retention till the end of the function and their removal after conclusion of function and including cost of all labour and material complete retain for 1 day	Nos	50
(iii)	Supplying on hire basis TABLES WITH COVER arranging properly at different place as per direction of Engg-in-charge including carriage of table etc complete retain upto 4 days.  (a) size 1200mm x 900mm (wooden)	Nos	25
(iv)	Supplying on hire basis COTs WITH COVER arranging properly at different place as per direction of Engg-in-charge including carriage of table etc complete retain upto 4 days.	Nos	3
(v)	Supplying on hire basis G.I. sheet and fitted and fixed with 10mm dia J or L hook-bolt as per direction, of EIC (excluding the supporting frame work) Payment to be made on area of finished	m <sup>2</sup>	330.0

	work) with 0.90 mm thick sheet (II) in wall		
(vi)	Hire and labour charges for making wooden galary and counter using plank of 25mm thick	m <sup>2</sup>	45.0
(vii)	Hire and labour charges for wooden plateform	m <sup>2</sup>	10.0
(viii)	Fixing of wooden battam for fixing of photo frame	Rmt	650.0

\*All items are coherent and consolidated.

## 2. EVALUATION PROCEDURE OF BID

Bids will be scrutinized in two stages – (a) **Technical bid** and (b) **Financial bid**. However, a Pre-bid evaluation would be done before proceeding to Technical bid.

### I. PRE BID EVALUATION

For Pre-bid evaluation, all bidders must upload **Annexure II** along with the **Technical Bid**. Technical bid of only those bidders who comply to Pre-bid evaluation will be considered.

The bidder has to submit compliance certificate as per **Annexure III** in response to technical bid.

### II. TECHNICAL BID

The Technical bid comprises of following items-

Sl No.	Nature of the document	Remark if any
(i)	A proposal submission form as per <b>Annexure I</b>	
(ii)	Copy of the Partnership deed / Memorandum of Articles / Registration certificate of Firm	whichever is applicable.
(iii)	GST registration copy	
(iv)	Permanent Account number (PAN) copy and ITR-V for 2017-18 (preferably 2018-19)	
(v)	The Satisfactory work (similar type) completion Certificate from registered/Govt. institute during the last three years.	
(vi)	Compliance certificate as per <b>Annexure III</b>	
(vii)	EMD details	

### III. PRICE BID

Price bids of the the bidders who qualify the technical bid will only be considered. The Price bid must be submitted as per the **Annexure IV**.

## 3. HOW TO SUBMIT BIDS

**Bids should be submitted in separate sealed envelopes super scribing 'PM-PANDAL-05' to 'Nodal Officer, Poush Mela-2019, Santiniketan' as described below-**

- (a) **ENVELOPE 1**: Pre-Bid and Technical Bid with relevant documents, EMD, Application Fee
- (b) **ENVELOPE 2**: Price Bid
- (c) **ENVELOPE 3**: ENVELOPE 1+ENVELOPE2

**4. No tender would be received by hand. Authority is not responsible for non-receipt by any other means including postal delay, other than the prescribed mode.**

**5. THE TENDER BOX WOULD BE CLOSED BY 2:00 PM ON 7<sup>TH</sup> DECEMBER, 2019.**

### **TENDER TERMS AND CONDITIONS**

1. All tenders will be scrutinized in two stages – (a) Pre bid and Technical bid, and (b) Financial bid. Technical bid of those who qualify in Pre bid only would be evaluated. Pre Bid and Technical bid would be evaluated on the same day.
2. All vendors must submit the documents in sequence and as per the prescribed format. No deviation/modification of Annexures would be considered.
3. Bidder must submit an '**Integrity declaration**' in the prescribed format given at the end of this tender. This is to be noted that bidder who does not comply/fail to submit the above declaration would be rejected. In any case, if such declaration is found to be false, the bidder would be blacklisted and would invite other legal provisions applicable.
4. Each bid must be accompanied by EMD of Rs. 10,000/- and application fee (non-refundable) Rs. 1000/- in the form of Demand Draft in favour of the **Santiniketan Trust A/c Poush Mela** payable at State Bank of India, Santiniketan.
5. All bids will be opened within one working day of last date of submission. If it turns to be holiday, the next immediate working day would be considered for opening the bid. Bidders willing to participate in the bid opening should mention it in the proposal submission form (**Annexure I**). No separate invitation will be issued to bidders for this reason. Bidders have to submit an authorization letter from the appropriate authority of the bidding firm to attend bid opening event.
6. All decisions regarding the bids will be published online at **Visva-Bharati Website**.
7. Once the work order is issued, the awarded work must be completed within the period mentioned in the work order. No extension would be given without valid justification.
8. All uploaded documents should be self attested and have official stamp.

9. The tenderer reserves the right to amend/cancel the bid for the interest of the work. In case of any amendment by the tenderer to any part of the tender, the same will be notified in the website. The bidders may submit their response to the amended part separately within stipulated period. The tenderer also reserves the right to increase or decrease the quantities mentioned.
10. The tenderer will not pay any charge against packing, forwarding, insurance, transporting, parking or any other purpose to bidder for completion of work.
11. The bidder shall have no right to revise the quote within the period of validity on the plea of fluctuations in the market rate.
12. If awarded, a Performance Security, not more than 10% of the total final bid value would be acquired by the purchaser from the bidder.
13. All payments will be made only after inspection on satisfactory completion/installation of the work ordered.
14. All damaged or unutilized goods shall be taken back at bidders risk and cost and the any incidental damage incurred to institutional property shall be recovered from the concerned bidder.
15. The bids should be unconditional. Any conditions of the firm sent along with the bid shall not be binding on the tenderer.
16. In case the order is not executed within the stipulated period, the tenderer has the liberty to cancel the order and forfeit the earnest money of the bidder.
17. The tenderer shall not be responsible for non-receipt/non-delivery of any documents due to postal delay or delivery at another address.
18. The tenderer is not liable to bear any cost incurred by the bidder in preparing the bid, attending the bid opening event, presentation, demonstration or any other relevant expenditure to the tender.
19. Any grievances/issue should be addressed within 48 hrs from the opening of technical bid. Beyond this period, no grievances will be addressed. All grievances should be addressed to the tenderer at the email: [poushmela2019@gmail.com](mailto:poushmela2019@gmail.com). **Communication in any form to anyone other than tenderer will be treated as canvassing and such bidder will be outrightly rejected without any notice.**
20. The language of the bid should be English.
21. Tenderer reserves the right to impose liquidated damage as and when required; the rate of penalty will be at par with the same of the Govt. Of India's instruction.
22. Bank Commission where applicable will have to be borne by the bidder.
23. No documents, in any form, would be accepted beyond the deadline of submission.
24. All disputes subject to "Bolpur, Birbhum, W.B. Jurisdiction" only.



Nodal Officer  
**Poush Mela-2019**  
Santiniketan

**TECHNICAL PROPOSAL SUBMISSION FORM**  
(To be printed on Bidder's letterhead)

Date .....

**LETTER OF BID**

To  
Nodal Officer  
Poush Mela-2019  
Santiniketan -731235.

**Ref:** Invitation for Bid (Tender Ref. Memo no. PM-Pandal / 2019-20/T-05 dtd. 01/12/2019)

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents.
2. We offer to execute the order in conformity with the Bidding Documents.
3. Our bid shall be valid from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security (if required) @10% of the total quoted value.
5. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept the lowest bid or any other bid that you may receive within the due dates
6. By participating in the bidding process, we express our agreement to the bidding procedure by the tenderer.

Yours sincerely,

(Authorised Signatory\*)



(Sign inside the box)

SEAL

\*Full Name of authorised signatory  
Designation

**ANNEXURE II**

**CHECK LIST FOR EVALUATING PRE BID**

**(Please submit only required number of documents. Any additional documents will not be given weightage)**

(Tender Ref. Memo no. PM-Pandal / 2019-20/T-05 dtd. 01/12/2019)

**Fill up all information**

<b>Sl No</b>	<b>Items required</b>	<b>Submitted/not submitted</b>
<b>1</b>	<b>Filled in Annexure I</b>	
<b>2</b>	<b>Filled in Annexure III</b>	
<b>3</b>	<b>Integrity declaration as per point 3 under tender terms and conditions</b>	
<b>4</b>	<b>Filled in Annexure IV</b>	
<b>5</b>	<b>EMD of Rs. 10,000/-</b>	
<b>6</b>	<b>Application fee Rs. 1000/- (Non-refundable)</b>	

I declare that the above information are supplied as per the requirement of NIT and I agree with the decision of the tenderer in case of any deviation to such requirements.

Signature,  
Name & Stamp of Firm

Date:  
Place:

**ANNEXURE – III****COMPLIANCE CERTIFICATE (FOR EVALUATION OF TECHNICAL BID)**

(Tender Ref. Memo no. PM-Pandal / 2019-20/T-05 dtd. 01/12/2019)

**Fill up all information**

Sl No.	Nature of the document	Complied and submitted/Not submitted
(i)	A proposal submission form as per <b><u>Annexure I</u></b>	
(ii)	Copy of the Partnership deed / Memorandum of Articles / Registration certificate of Firm	
(iii)	GST registration copy	
(iv)	Permanent Account number (PAN) copy and ITR-V Permanent Account number (PAN) copy and ITR-V for 2017-18 (preferably 2018-19)	
(v)	The Satisfactory work (similar type) completion Certificate from registered/Govt. institute during the last three years.	

I declare that the above information are supplied as per the requirement of NIT and I agree with the decision of the tenderer in case of any deviation to such requirements.

Signature,  
Name & Stamp of Firm

Date:  
Place:

**Financial Proposal**

(On Firm's Letter Head)

(Tender Ref. Memo no. Memo no. PM-Pandal / 2019-20/T-05 dtd. 01/12/2019)

Scope of the Work (Write the items quoted)	Total units (m <sup>2</sup> or nos)	Rate per unit (m <sup>2</sup> or nos)	GST as per Govt rules	Any other charges (specify)	Final rate including (column 3+ column 4+ column 5)	Total consolidated cost inclusive of all charges
1	2	3	4	5	6	7
Total (Rs)						
In words		Rs.				

Please Note:

- (i) The above quoted price in column no 6 shall be inclusive of all expenses/charges.
- (ii) The final cost would be based on the price quoted in column 7 or total units (as sq m/nos) of work completed, whichever is less.
- (iii) The firm shall raise its Invoice only after satisfactory completion of said task and in compliance to point (ii) above.
- (iv) In case of any discrepancy in quoted rate between figures and the amount mentioned in words, the Fee mentioned in Words shall be taken into cognizance.

Signature,  
Name & Stamp of Firm

Date:

Place:



## **INTEGRITY DECLARATION**

(On Firm's Letter Head)

We declare that M/s \_\_\_\_\_ has not declared ineligible or black listed on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature by Government of India or any other Government body in the past.

We also declare that no other Firm/Sister concern/Associate belonging to the same group is participating/submitting this tender.

We know that in case of concealment of any fact, if detected later on, such bidder will be black listed and nothing will be paid to them and their EMD deposit will be forfeited

**Sign. of authorized person of bidding firm with seal**

**Date:**

**Place:**