

**Visva-Bharati  
Engineering Department**

**Bid Notice and Bid Rules**

**NIT No.VB/ENGG/2023-24/60**

**Date : 01.11.2023**

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.

Sl. No.	Name of the work	Estimated cost (Rs.)	Earnest Money (Rs.)	Time of completion	Tender fee (Rs.)
1.	Construction/improvement of Masonary drain along the southern side boundary wall of Siksha Bhavana Complex,Santiniketan. (Under Capital Ground 2023-24)	11,42,505.00	22,850.00	3 months	500.00

**Last time & date of submission of bid : 03.00 pm. on 21.11.2023**

**Date of opening of bid : 23.11.2023 at 11.00 am.**

**\* 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 date and time of opening of bid, failing which the bid shall not be admitted.**

- 1.1 This estimate mentioned above, however, is given merely as a rough guide. The estimated cost is exclusive of GST and Labour Welfare Cess which will be paid additional as applicable.

- 1.2 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.

One similar work of value not less than **Rs.6,85,503.00** completed in last 5 years ending previous **day of last date of submission of bids.**

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 above from the date of start as defined in work order or from the first date of handing over of the site, whichever is later.
4. The site for the work is available.
5. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed 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 lowest bidder within a week after opening of financial bid failing which the bid shall be rejected. The agency shall be debarred from bidding in Visva-Bharati. An undertaking in this regard in the format attached shall also be uploaded by the intending bidders.

The MSME firms registered in NSIC under PP policy are exempted from payment of EMD for supply of goods and services only.

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

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

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

8. The bid submitted shall become 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 hard copies 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 or 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 bidders 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 bidder 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 Bid shall form a part of the contract document. The successful bidder/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.

*Signature of the bidder*