



बसु बिज्ञान मन्दिर  
**BOSE INSTITUTE**

Unified Academic Campus, Block-EN, Sector V, Kolkata 700 091, West Bengal, India  
Ref : BI-K/E-TEND/01/2022-23



बसु बिज्ञान मन्दिर  
**BOSE INSTITUTE**

**Unified Academic Campus, Block - EN,  
Sector - V, Kolkata 700091**

*(An autonomous Institute under Department of Science and Technology,  
Ministry of Science & Technology, Govt. of India)*

## **BIDDING DOCUMENTS**

For Tender Notice No.

**BI-K/E-TEND/01/2022-23**

To be addressed to:

**Registrar (Officiating)**

[bipurchase@jcbose.ac.in](mailto:bipurchase@jcbose.ac.in) / [registrar\\_office@jcbose.ac.in](mailto:registrar_office@jcbose.ac.in)



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**INVITATION TO BIDS**

Bose Institute, Kolkata, West Bengal, India invites **online** tender your rates for works detailed in the enclosed schedule, subject to the following terms and conditions as integral parts of the contract for the tender

Sl. No.	Name of the item	EMD
1	Supply, fitting & fixing of glow sign board at Unified Academic Campus, Bose Institute.	Rs 3,500/-

**Details of specifications are enclosed in Annexure – I**

Sl. No.	Particulars	Date & Time
1.	Date of uploading of NIT & other documents (Online) (Publishing date)	25-4-2022 at 15:45 hrs.
2.	Documents download start date (Online)	25-4-2022 at 16:00 hrs.
3.	Clarification Start date Queries to be sent to the mail id <a href="mailto:bipurchase@jcbose.ac.in">bipurchase@jcbose.ac.in</a> )	25-4-2022 from 17:00 hrs.
4.	Clarification End date	02-5-2022 at 17:00 hrs.
5	Amendment (if any) (On line)	06-5-2022 at 18:00 hrs.
6	Bid submission start date (On line)	09-5-2022 from 11:00 hrs.
7	Documents download end date (Online)	16-5-2022 at 18:00 hrs.
8	Bid Submission closing (On line)	16-5-2022 at 18:00 hrs.
9	Last Date of submission of Earnest Money Deposit Including the technical brochure, if any (Off line)	17-5-2022 upto 17:00 hrs.
10	Bid opening date for Technical Proposals (Online)	18-5-2022 at 13:00 hrs.
11	Date of uploading list for Technically Qualified Bidder (online)	To be notified later
12	Date for opening of Financial Proposal (Online)	To be notified later



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**SECTION – A**  
**INSTRUCTION TO BIDDERS**

**General guidance for e-Tendering:** Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the vendors to participate in e-Tendering.

A	<b>Registration of Vendors :</b> Any vendor willing to take part in the process of e-Tendering will have to enroll and get registered in the Central Public Procurement (CPP) Portal, NIC, GOI through logging on to <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> and the vendor is to click on the link for e-Tendering site as given on the above.
B	<b>Digital Signature certificate (DSC):</b> Each vendor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders as applicable 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.
C	<b>Submission of Tenders:</b> Tenders are to be submitted through online as stated in Clause A.1. in two folders at a time for each bid, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The uploaded documents are to be virus scanned and duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**Technical Proposal containing the following documents:**

1	NIT (upload the published NIT accepted using <u>digital signature</u> )
2	Pan card copy
3	Income tax return for last three financial years (Assessment year 2019-20, 2020 – 2021 & 2021 – 2022).
4	Valid G.S.T. Registration Certificate
5	Proper authentication of proprietorship / Partnership/ Authorized representative of Firm.
6	Certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the last three years, ending on 31st March, 2021.



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7	i. Three similar completed works in last 07 years each costing not less than the amount equal to Rs 46, 500/- OR ii. Two similar completed works in last 07 years each cost not less than the amount equal to Rs 70, 000/- OR iii. One similar completed works in last 07 years costing not less than the amount equal to Rs 93, 000/-.
8	Non blacklisting declaration on company letterhead with duly signed and stamp.
9	The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be Rs. 1, 20,000/- (Rupees:- One lakh twenty thousand) only. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.

**Note:** Failure to submit any of the above mentioned documents (1-9) may render the bidder liable to be rejected. The tender inviting authority reserves the right to ask for shortfall documents. If the bidder not submit the shortfall within specific time given by the tender inviting authority then the bid will be rejected.

**Financial Proposal:**

1	The financial bid should contain the Bill of Quantities (BOQ) corresponding to this tender, which is available on the tender webpage as an MS-Excel file.
2	This file must be downloaded and opened with MS-Excel. The rate being quoted by the bidder must be entered in the space marked for this purpose in the file. <b>Quoted rate</b> will be encrypted under BOQ.
3	All fields in the BOQ file other than those allocated for the name of the bidder and the rate(s) being quoted are non-editable.
4	The BOQ file must be saved after this and should be uploaded using digital signature.

**Bidders are requested not to put any percentage (%) in any column of the BOQ.**

**Earnest Money Deposit:**

Rs 3,500/- (Rupees Three thousand five hundred) only in the form of Account Payee Demand Draft, Fixed Deposit receipt, Banker's Cheque, Insurance Surety Bond Bank Guarantee from any commercial bank in favor of Bose Institute payable at Kolkata.



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- 1) Tender Evaluation Committee (TEC): Evaluation committee constitute as per order of the competent authority of Bose Institute, Kolkata.
- 2) **Opening & evaluation of tender: If any vendor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished and uploaded in the portal as PDF file.**
- 3) Bidders or their representative may wish to be present during tender opening, if they so desire.
- 4) Cover (folder) for technical proposal will be opened first. If there is any deficiency in the bid will summarily be rejected.
- 5) Pursuant to scrutiny & decision of the Tender Evaluation Committee, the summary list of eligible bidders will be uploaded in the web portals.
- 6) During evaluation the committee may summon of the bidders & 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.
- 7) **Financial Proposal:**
  - a) The vendor is required to quote the rate online in the designated field marked for quoting rate in the BOQ.
  - b) Only downloaded copies of the above documents are to be uploaded upon virus scanning & Digitally Signed by the vendor.
  - c) **Penalty for suppression / distortion of facts:** If any bidder fails to produce the original hard copies of the documents on demand of the Tender Evaluation Committee within a specified time frame, or if any discrepancy is found between the hard and soft copies that amounts to material deviation, the tender inviting authority may treat such a case as submission of false documents by the bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
  - d) **Rejection of Bid:** Director, Bose Institute reserves the right to accept or reject any Bid or cancel the entire Bidding process at any time prior to the award of Contract without thereby incurring any liability to the Bidder or Bidders or any obligation to inform the Bidder or Bidders the ground for Institute's action.
  - e) **Award of Contract:** The Bidder whose Bid has been accepted finally (both technical and financial), will be informed by the Institute authority for award of contract. The notification of award will constitute the formation of the Contract



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<b>General Instruction</b>
<ul style="list-style-type: none"><li>• The bids would be opened in the presence of the bidders who wish to attend the Bid opening. However, the representative should bring with them a letter of authority from the corresponding bidders, without which, they are not permitted to attend the bid opening.</li></ul>
<ul style="list-style-type: none"><li>• The acceptance of the quotation will rest with the competent authority of Bose Institute, Kolkata who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations.</li></ul>
<ul style="list-style-type: none"><li>• The offer shall be valid for ninety days (90 days) from the date of opening of the technical bid. No revision in price will be allowed after opening the quotation.</li></ul>
<ul style="list-style-type: none"><li>• Unsolicited / conditional / in complete / unsigned digitally tenders shall not be considered.</li></ul>
<ul style="list-style-type: none"><li>• The Bidder / Company should not be in the list of black listed firms by any Govt. Dept. / agencies</li></ul>
<ul style="list-style-type: none"><li>• The price comparison will be decided as per BOQ comparative chart on the date of opening of financial bid.</li></ul>
<ul style="list-style-type: none"><li>• To assess in the examination / evaluation, comparison and post qualification of the bids, tender inviting authority may at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the prices or substance of the bids shall be sought, offered or permitted. Any clarification submitted by the bidder in respect of its bid which is not in response to a request by the shall not be considered.</li></ul>



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**SECTION-B**  
**General conditions of the Contract**

1. Tenders received beyond the schedule date and time will not be entertained in any case.
2. The tender/offer should be clear and precise quoting the net price(s) per unit both in words as well as figures, any doubt arises in word or figure then the value of word will be prevailing.
3. Any doubt arises in unit price or total amount then the value of unit price will be prevailing.
4. The price(s) quoted should be inclusive of applicable taxes, and G.S.T., price breakup is to be provided by the bidder as a separate sheet in the financial quote.
5. In case the quotation is accepted and order placed, the contractor shall remain liable to complete the work within the stipulated date.
6. Time of completion **04 (four) weeks from 3rd** day of receiving the Work Order.
7. Time, being the essence of contract, the contractor shall pay or allow the employer the sum equivalent to 1% of the total cost of work awarded per week, subject to a limit of 10% of the order value or the final bill amount whichever is greater, as liquidated damages for the period during which the said works shall remain incomplete beyond the time of completion mentioned above or beyond the time duly extended in writing. The employer may deduct such damages from any money due to the contractor
8. Item prices once quoted will be firm and fixed. No price escalation will be entertained even for the works executed within the extended period, if any.
9. In case the order is cancelled due to non-compliance of the contractual terms and conditions, the Institute reserves the right to execute the job at its own cost and the differential amount, if any, on account of the alternative arrangement will be intimated to and recovered from him.
10. Defect Liability Period: The contractor shall give DLP for a period of 12 (twelve) months from the date of completion of work and shall remain liable for rectification of defects, if any arises, within the said period at free of cost



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11. Final bills: 90% payment will be made against your bill on actual measurement basis. Remaining 10% will be released after satisfactory completion of DLP.
12. Incomplete tenders will be liable to cancellation.
13. The tender/offer shall remain valid for acceptance till 03 months from the scheduled date of its opening.
14. The contractor shall remain liable for any incidental charges occurred from natural calamities, accidents etc.
15. **Supplementary/Non-Schedule Items:** Rates for supplementary/Non-schedule items will be ascertained on the basis of P.W.D. / D.S.R. Schedule of Rates, plus/minus percentage above/below as reflected in contractor's quoted rates or the actual cost of materials and labour plus 15% towards overhead and profit, whichever is less.
16. Water and Electricity: Water and electricity as may be required for the work may be provided free of cost, subject to availability, at our source and contractor will make his own arrangement for distribution. However, no claim will be entertained for non-supply of water and electricity by the Institute.
17. Storage Space: A space for storage of materials may be provided by the Institute but the responsibility for security of the materials and machineries rests with the contractor.
18. **Removal of Rubbish/Debris:** The rubbish/debris etc. out of dismantling worn-out plaster, walls etc., shall be removed by the contractor from the work site from time to time, as per direction of the Engineer-in-charge
19. **Indemnifying against damages:** Contractor shall, during the course of execution, be responsible for all damages to property and for any injury or loss caused to the work or workmen, to persons or things. The contractor shall make good all such damages besides damages out of dismantling plasters/walls/concrete surfaces during the course of execution at their own cost/risk.
20. Work during holidays etc.: Prior approval from the competent authority has to be obtained for persons to be engaged during holidays and/or beyond office hours, in listed form, mentioning, their names and addresses.





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21. The quantities may vary up to 10% and beyond the limit of 10% approval of Competent Authority is required to be obtained prior to execution.
22. The contractor shall abide by the Rules and regulations of labour wages act.
23. Bose Institute reserves the right to reject any or all tenders without assigning any reasons thereof.
24. MSME price preference will be given as per prevailing rules.
25. In case of any discrepancy, the order of precedence in interpretation shall as follows
  - (i) Schedule of Quantities and rates
  - (ii) General Conditions of Contract
  - (iii) I.S. Code
  - (iv) Best Engineering Practices.

**Registrar (Officiating)**



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**Schedule & Quantities**

**Schedule Supply, fitting & fixing of Glow Sign Board at Unified Academic Campus, Bose Institute.**

<b>SL. No</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>
1.	Supply, fitting & fixing of ACP glow sign board, lettering of suitable size including installation of the same with steel structure, with proper foundation, electrical connection and other related job as per direction of Engineer – In – Charge in the designation location of Bose Institute. The context is attached as Annexure – I. (Size 12ft x 5ft).	01	Each



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Annexure - I

