



बसु बिज्ञान मन्दिर  
BOSE INSTITUTE

Unified Academic Campus, Block EN 80, Sector V, Salt Lake, Kolkata 700 091, West Bengal, India  
Ref : BI-K/E-TEND/13/2022-23



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

## BIDDING DOCUMENTS

For Tender Notice No.  
BI-K/E-TEND/13/2022-23

To be addressed to:

Registrar (Officiating)

[registrar\\_office@jcbose.ac.in](mailto:registrar_office@jcbose.ac.in), [bipurchase@jcbose.ac.in](mailto:bipurchase@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	Electrical repairing works of ten (10) nos. of green house at Madhyamgram Experimental Farm of BI.	Rs. 12000/-

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

Sl. No.	Particulars	Date & Time
1.	Date of uploading of NIT & other documents (Online) (Publishing date)	21-11-2022 at 13:00 hrs.
2.	Documents download start date (Online)	21-11-2022 at 13:30 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> )	21-11-2022 at 14:00 hrs.
4.	Clarification End date	26-11-2022 at 14:00 hrs.
5.	Amendment (if any) (On line)	02-12-2022 at 17:00 hrs.
6.	Bid submission start date (On line)	05-12-2022 at 17:00 hrs.
7.	Documents download end date (Online)	12-12-2022 at 17:00 hrs.
8.	Bid Submission closing (On line)	12-12-2022 at 17:00 hrs.
9.	Last date of submission of Earnest money deposit (hard copy) including the technical brochure, if any (off line) in the Purchase Cell	13-12-2022 at 17:00 hrs.
10.	Bid opening date for Technical Proposals (Online)	14-12-2022 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.

1	<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.
2	<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.
3	<b>Submission of Tenders:</b> Tenders are to be submitted through online 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).
4	<b>Technical Proposal: Statutory Documents</b>  The tenderers are requested to submit the photocopies of following documents duly signed by the proprietors / authorized signatories along with the tender paper positively.
	i) NIT to be submitted by signed and stamped
	ii) PAN card of the owner
	iii) Income Tax clearance certificate for the last three financial years
	iv) Valid GST registration certificate
	v) Firm status (Proprietorship/partnership/Authorized representative of the firm).
	vi) Non blacklisting declaration on company letterhead with duly signed and stamp.
	vii) Work Experience of similar work of last three years (One order of Rs. 4.65 Lakh, OR Two order of 3.5 Lakh OR Three order of 2.3 Lakh)

*Note: Failure to submit any of the above mentioned documents (i) to (vii) 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.*



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**5. Financial Proposal :**

- a. 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.
- b. 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. **Quoted rate** will be encrypted under BOQ. **In case quoting any rate in Tender Form, the tender is liable to be summarily rejected.**
- c. 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.
- d. The BOQ file must be saved after this and should be uploaded using digital signature.
- e. **Bidders are requested not to put any percentage (%) in any column of the BOQ.**

**7. Earnest Money Deposit:**

Demand draft / Bankers cheque / Bank Guarantee / Insurance security bond / FDR towards Earnest Money (EMD) as prescribed in the NIT should in favour of "Bose Institute" payable at Kolkata alongwith a covering letter stating the bank details for releasing the said EMD online by the Institute, as per norms to be submitted to the Purchase Section

***N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. 4 & 7 will render the bidder liable to be rejected.***



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1. Tender Evaluation Committee (TEC): Evaluation Committee constituted 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 Statutory Documents (Ref. Sl. No. 4) will be opened first and if found in order, cover (folder) for Sl. No. 5 & 7 will be opened. If there is any deficiency in the Statutory Documents the bid will summarily be rejected.
5. Decrypted (transformed into readable formats) documents of the technical cover will be downloaded & handed over to the Tender Evaluation Committee.
6. Pursuant to scrutiny & decision of the Tender Evaluation Committee, the summary list of eligible bidders will be uploaded in the web portals.
7. During evaluation the committee may summon of the bidders & seek clarification / information or additional documents 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.
8. **Financial Proposal :**
  - a). The vendor is required to quote the rate online in the designated field marked for quoting rate in the BOQ. For optional items as mentioned in the specifications may be quoted separately in the additional sheet as enclosed in the Financial Cover.
  - 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. Any doubt arises in unit price or total amount then the value of unit price will be prevailing.
2. 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.
3. In case the quotation is accepted and order placed, the contractor shall remain liable to complete the work within the stipulated date.
4. Time of completion **08 (eight) weeks from 3rd** day of receiving the Work Order.
5. 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
6. 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.
7. 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.
8. **Warranty period:** The contractor shall give warranty for a period of six months from the date of final handover and shall remain liable for rectification of defects, if any arises, within the staid period at free of cost.
9. All materials procured by the contractor will be subjected to inspection and/or tests prescribed in the Specifications.
10. R/A or final bills: 90% payment will be made against your bill on actual measurement basis for the tender value. Remaining 10% will be released after successful warranty period.



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11. Incomplete tenders will be liable to cancellation.
12. The tender/offer shall remain valid for acceptance till 03 months from the scheduled date of its opening.
13. The contractor shall remain liable for any incidental charges occurred from natural calamities, accidents etc.
14. **Supplementary/Non-Schedule Items:** Rates for supplementary/Non-schedule items will be ascertained on the basis of C. 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.
15. **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.
16. **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.
17. **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.
18. **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.
19. **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.
20. 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.
21. The contractor shall abide by the Rules and regulations of labour wages act.





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22. Bose Institute reserves the right to reject any or all tenders without assigning any reasons thereof.

23. MSME price preference will be given as per prevailing rules.

In case of any discrepancy, the order of precedence in interpretation shall as follows:

- (i) Schedule of Quantities and Rates.
- (ii) Special conditions of contract.
- (iii) Institute's General Conditions of contract.
- (iv) I.S. Code.
- (v) Best Engineering Practices.

**Registrar (Officiating)**



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**BID SECURITY FORM**

(To be executed by a scheduled Bank in India on non-judicial stamp paper)

To  
The Director,  
Bose Institute,  
Unified Academic Campus  
Kolkata - 700091 (W.B.) India

Dear Sir,

Whereas ..... (Name and address of Bidder) (hereinafter called "the Bidder") in response to your Tender Notification No. .... dated ..... is submitting its bid for the supply of ..... (Name and/or description of the goods) (Hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE ..... (Name of bank) of ..... (Name of country), having our registered office at ..... (Address of bank) (Hereinafter called "the Bank"), are bound unto **Director, Bose Institute, Kolkata, INDIA** (Hereinafter called "the Purchaser") for the sum of ..... (Amount of the Guarantee in Words and Figures) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form;  
or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
3. Fails or refuses to execute the Contract Form if required; or
4. Fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.
5. This guarantee is valid up to .....(six months from date).

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including forty-five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Date:

Signature.....

Place:

Seal of Bankers

(Complete Address/Contact Details with Tel./Fax/email etc)

Witness: 1. ....

2. ....



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Price bid format

Sl. No	Description of work	Unit	Quantity
1.	Earthing with copper earth plate 600 mm X 600 mm X 3 mm thick including accessories and providing masonry enclosure with cover plate having locking arrangement and wateringpipe of 2.7 meter long etc. with charcoal/ coke and salt as required	Set	4
2.	Supplying and laying 25 mm X 5 mm copper strip at 0.50 meter below ground as strip earth electrode, including connection/terminating with nut, bolt, spring, washer etc. as required. (Jointing shall be done by overlapping and with 2 sets of brass nut bolt & spring washer spaced at 50mm)	Meter	60
3.	Wiring for circuit/ sub main wiring along with earth wire with the following sizes of FRLS PVC insulated copper conductor, single core cable in surface/ recessed medium class PVC conduit as required.	Meter	
3.a	2 X 2.5 sq. mm + 1 X 2.5 sq. mm earth wire	Meter	540
3.b	2 X 4 sq. mm + 1 X 4 sq. mm earth wire	Meter	836
4.	Supplying and fixing following modular switch/socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required.		
4.a	15/16 A switch	Each	44
4.b	6 pin 15/16 A socket outlet	Each	44