



INDIAN STATISTICAL INSTITUTE

203, BARRACKPORE TRUNK ROAD
KOLKATA-700 108

NOTICE INVITING e-TENDER

E TENDER ID NO: 2020_ISICA_605979_1

NIT No.: ISIKOL/PANDAL/NIT-01/20-21

Date: 28/12/2020

1. e-Tenders are invited through Two Bid System (Technical Bid & Price Bid) from experienced, resourceful and bonafide contractors for the following works at Indian Statistical Institute:

| Brief description of the work | Estimated Cost (₹) put to tender | Cost of Tender Document (₹) | Time of Completion |
|--|----------------------------------|------------------------------|--------------------|
| Erection of a decorative pandal (temporary structure made with bamboo, shalballah etc. and covered with waterproof & fire resistant cloth) and other related works including supplying of generator, installation of PA system, firefighting arrangement and other incidental works etc. as per schedule of works and specification, on the occasion of 55 th convocation to be held in January, 2020 at Indian Statistical Institute, Kolkata - 700 108. | 5,00,000.00 | 560.00 (500.00 + GST@12%) | 10 (Ten) Days |

SCHEDULE OF e-TENDERING

| | | |
|----|--|--|
| A) | Date & Time of Publishing of Tender | 29/12/2020 at 10.00 A.M. |
| B) | Downloading of Tender Documents form Web site of www.eprocure.gov.in | From 29/12/2020 at 10.00 A.M. to 04/01/2021 up to 3.00 P.M. |
| C) | Date & time of online submission of technical and financial bid | From 29/12/2020 at 10.00 A.M. to 04/01/2021 up to 3.00 P.M. |
| D) | Last date of submission of original receipt for cost of tender-documents and Bid Security Declaration Form at Estate Office, ISI, Kolkata. | 05/01/2021 up to 3.00 P.M. |
| E) | Date & Time of opening of technical bid | 05/01/2021 at 3.30 P.M. or thereafter. |
| F) | Date & Time of opening of price bid | Price Bids of the technically qualified bidders only will be opened on a later date to be notified in the website. |

2. The intending tenderer satisfying the following technical criteria may participate in the tender.

i) The tenderer should have experience of executing at least 3 (three) similar works, each with value not less than of ₹ 2.00 Lakh or at least 2 (two) similar works, each with value not less than of ₹ 3.00 Lakh or at least 1 (one) similar work, each with value not less than of ₹ 4.00 Lakh during the last 7 (seven) years ending on the last day of the month previous to the one in which the tenders are invited, under the CPWD, State PWD, Indian Railways, Military Engineering Services, Border Roads Organizations or any other Central / State Government organization or similar Government Institute/University **on the occasion of government programmes attended by top government functionaries.**

ii) **Following valid and up to date documents are to be submitted online as indicated in Para -8 below:**

a) *Trade Licence*

b) *Licence for electrical work*

c) *Pan Card*

d) *Income Tax Return Last 3 (Three) Financial year*

e) *GST Registration Certificate*

f) *Professional Tax Registration Certificate & Challan*

g) *Bank Solvency Certificate Last 1 (One) Year of value being equivalent to the estimated cost of the tendered work.*

h) *Work Experience: Sufficient proof (Work completion Certificate in respect with Work Order) of executing similar works as mentioned in para-2(i) above.*

i) *Check list as per Annexure - A*

Note: Any other relevant document may have to be submitted on demand.

3. The tender document consisting of Notice inviting e-tender, specifications, the schedule of quantities of various items to be executed and the of terms and conditions of the contract to be complied with and other necessary documents can be downloaded from website www.eprocure.gov.in free of cost.

Note: Tenderer not registered on the website mentioned above, are required to get registered beforehand.

4. Interested tenderer who wish to participate in the tender has also to make payments for the **Cost of Tender Document (Non-refundable)** drawn in favour of '**Indian Statistical Institute**' payable at **Kolkata** in the form of Demand Draft or Pay order or Banker's Cheque of any Scheduled Bank which is to be scanned and uploaded on the e-tendering website within the period of tender submission and the original should be deposited in the office of the Estate Office of Indian Statistical Institute.

5. **"Bid Security Declaration Form"** as per **Annexure-B** duly filled in and signed by the tenderer shall be scanned and uploaded on the e-tendering website within the period of tender submission and original should be deposited in sealed envelope at the Estate Office of Indian Statistical Institute.

6. **"Form of Tenderer"** as per **Annexure-C** duly filled in and signed by the tenderer shall be scanned and uploaded on the e-tendering website within the period of tender submission and original should be deposited in sealed envelope at the Estate Office of Indian Statistical Institute.

7. Original Demand Draft or Pay order or Banker`s Cheque of any Scheduled Bank against **"Cost of Tender Document (Non-refundable)"**, **"Bid Security Declaration Form"** as per **Annexure-B** and **"Form of Tenderer"** as per **Annexure-C** shall be submitted to **Administrative Officer, Estate Office, P.N. Haksar Bhavan, Ground Floor, Indian Statistical Institute, 203, B. T. Road, Kolkata -700 108** in **"Single Sealed Envelope"** superscripted as **"Cost of Tender Document, Bid Security Declaration Form and "Form of Tenderer"**, with following information on or before **05/01/2021** up to **3.00 P.M.:**

- i) NIT Number
- ii) E-tender ID Number
- iii) Name of the Work
- iv) Date of opening of Technical Bid
- v) Name and Address of the Tenderer

8. Online tender documents submitted by intending tenderer shall be opened only of those tenderer, whose **"Cost of Tender Document"**, **"Bid Security Declaration Form"**, **"Form of Tenderer"** and other information super scribed in the envelope as instructed in para-7 above are found in order.

9. List of Documents to be scanned (in .pdf format) and uploaded within the period of tender submission:

Part-1 (Technical Bid)

- i) **"Form of Tender"** duly filled and signed by the tenderer
- ii) **"Cost of tender Document"** stipulated in Para-4 above
- iii) **"Bid Security Declaration Form"** stipulated in Para-5 above
- iv) All the documents mentioned in Para 2(ii) above

Part-2 (Price Bid)

- Price Bid shall be submitted online.

10. **Para-9 above should be complied with by the tenderers without which tenders will be considered as incomplete and is liable for rejection.**

11. The tender shall remain valid for a period of 3 (three) calendar months from the date of opening and if, before expiry of this validity period, the tenderer amends his quoted rates or tender making them unacceptable to the institute and/or withdraws his tender, the Earnest-money deposit shall be liable for forfeiture at the discretion of I.S.I. authority.

12. The time allowed for completion of the work is stated in the Para-1 above and shall be reckoned from the next day of the date of issue of work-order. **The work shall be completed in all respect 2(two) days before (by 5.00 P.M.) the scheduled date of the programme. The entire pandal shall be dismantled and taken out of the campus within 3 days after the programme.**

13. The Institute reserves the right to reject any tender without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many tenders are received satisfying the laid down criterion.

14. Tenders, which do not fulfil any of the above conditions or are incomplete in any respect, are liable for rejection.

Sd/-

Chief Executive (Administration & Finance)



INDIAN STATISTICAL INSTITUTE
203, BARRACKPORE TRUNK ROAD
KOLKATA-700 108

INSTRUCTIONS TO THE TENDERER

1. The tenderer shall visit and inspect the site on his own responsibility to obtain all information, which may be necessary for the purpose of quoting and submitting a tender. No excuse or ignorance as to site conditions and local information will be accepted after awarding of the contract. All costs, charges and expenses that may be incurred in connection with the preparation of his tender shall be borne by him and the Institute accepts no liability whatsoever therefore. The tenderer shall submit in writing if there is any clarification required before the last date & time fixed for submission of tender.
2. All measures, Units etc. shown in the tender documents and calculations shall be in metric units. All rates, prices and sums shall be in Indian currency. The language used throughout shall be English.
3. No alteration shall be made by the tenderer in the tender and the tender must be in accordance with specifications.
4. **For General Queries or site visit please contact Shri R.N. Mukherjee, Administrative Officer, Estate Office, Indian Statistical Institute, 203, B. T. Road, Kolkata - 700 108. (Contact No. +91 6291293208)**

GENERAL CONDITIONS OF CONTRACT

1. The 'Contract' means the Conditions of Contract, Instructions to Tenderers, Form of Tender, the Specification, Schedule of Quantities and Rates attached hereto and signed.
2. In the contract the following expressions shall, unless the context otherwise requires, have the meaning, hereby respectively assigned to them.
 - a) The expression 'Work' shall mean the works to be executed in accordance with the contract - temporary or permanent, original or substituted, altered or additional.
 - b) The 'Site' shall mean the land and/or places on, into or through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.
 - c) The 'Contractor' shall mean Messers and shall include their assigns and/or successors, his/their heirs and administrators.
 - d) The 'Director' shall mean the Director of the Indian Statistical Institute, 203 B. T. Road, Kolkata - 700 108 or his successors who shall sign the contract on behalf of the Director.
 - e) The 'Chief Executive (A&F)' means Chief Executive (Administration & Finance) of the Institute or his representatives authorized by the Institute for the purpose of control and supervision of the work and to issue instructions and make correspondence with the contractor on behalf of the Institute.

3. BID SECURITY DECLARATION: -

The Tenderer shall submit "Bid Security Declaration Form" duly filled in and signed by the tenderer as mentioned in the Notice Inviting e-Tender.

4. SECURITY DEPOSITE :-

Not Applicable.

5. NO INTEREST PAYABLE ON EARNEST MONEY/SECURITY DEPOSITE :-

Not Applicable

6. FORFEITURE OF DEPOSITE :-

Not Applicable

7. INTERPRETATION OF CONTRACT DOCUMENTS :-

Several documents forming the contract are to be taken mutually explanatory of one another. Should there be any discrepancy, ambiguity, omission or error in the various contract documents, the Chief Executive (A&F) shall have the power to correct the same and his decision shall be final and binding on the parties on the contract.

8. CONTRACTOR'S PRICE INCLUSIVE OF ALL COSTS :-

Unless otherwise specified, the contractor shall be deemed to have included in his Tender/Offer all his costs for supplying and providing the work including rectification of bad work.

9. APPLICABILITY OF LAWS ON THE CONTRACT :-

The contract shall be governed by all relevant Indian Acts as applicable only within the jurisdiction of the High Court at Kolkata including the following Acts:

- a) The Indian Contract Act, 1872.
- b) The Workmen's Compensation Act, 1923.
- c) The Minimum Wages Act, 1948.
- d) The contract labour (Regulation and Abolition) Act, 1970.
- e) The Indian Arbitration Act, 1940 (in case of a definite Arbitration Agreement only).

10. PAYMENT ON THE BASIS OF MEASUREMENTS AT AGREED RATES :-

All payments shall be made to the contractor after satisfactory completion of the work and on the basis of measurements of actual work done, as recorded in the Institute's Measurement Books and at accepted Tendered or Agreed Rates, as the case may be, except as otherwise provided in the Contract and when the Chief Executive (A&F) decides any other rate for change in the scope of work or omission, if any, on the part of the contractor.

11. RECORDING OF MEASUREMENTS :-

Measurements for works done shall be taken by the Chief Executive (A&F) or his authorized representative and entered in the Institute's Measurement Book. The contractor or his duly authorized representatives shall remain present at the time of such measurement and assist the Chief Executive (A&F) in every manner required by him. After the measurement taken have been entered in the Measurement Book, the contractor or his authorized agent shall sign & stamp the Measurement Book at the end of such measurement, as a token of acceptance of all such measurements, recorded above and prior to such signature.

12. CONTRACTOR TO PREPARE AND SUBMIT HIS BILLS :-

Based on the quantum of work and the value thereof computed in the Measurement Book, the contractor shall type out his bill and submit the same to the Office of the Estate Office in duplicate, duly signed & stamped. The Measurement Book will not be handed over to the contractor but he will obtain the abstracts of quantities, amounts and recoveries to type out the bill.

13. RECOVERY FOR OVER-PAYMENT :-

No Certificate of the Chief Executive shall protect the contractor against or prevent the Institute from obtaining repayment from the contractor, in case of the Chief Executive (A&F) over certify for payment or the Institute over-pay the contractor on any account.

14. INTEREST NOT ADMISSIBLE TO THE CONTRACTOR :-

No claim for interest shall be admissible to the contractor at any stage and in respect of any money or balance or Bank Guarantee, which may be due to the contractor from the Institute, owing to dispute or otherwise or for any delay on the part of the Institute in making Running Account or final payment or otherwise.

15. Chief Executive (A&F)'S POWER TO VARY THE WORKS :-

The quantities set out in the Bill of Quantities of the Tender shall be treated as estimated quantities of the work and the Chief Executive shall have the power to order the contractor in writing to make any variation of the quantity, quality or form of the works or any part thereof that may, in his opinion, be necessary.

16. PAYMENT FOR EXTRA/ADDITIONAL/SUBSTITUTED WORK :-

All extra, additional or substituted work done or work omitted by order of the Chief Executive (A&F) shall be valued on the basis of the rates and prices set out in the contract, if in the opinion of the Chief Executive (A&F), the same shall be applicable. If the contract does not contain any rates or prices directly applicable to the extra, additional or substituted work, then the Chief Executive (A&F) may decide the suitable rates on the basis of P.W.D. Schedule of Rates or current market rates. In all cases the Chief Executive (A&F) shall solely determine the suitable rates in the manner deemed by him as fair and reasonable, and his decision shall be final and binding.

17. DEFAULT OF THE CONTRACTOR AND TERMINATION OF CONTRACT :-

Without being liable for any compensation to the contractor, the Institute may, in its absolute discretion, terminate the contract and enter upon the site and works and expel the contractor therefrom after giving him a minimum 3 (three) day's notice in writing, due to occurrence of any of the following reasons and decision of the Institute in this respect, as communicated by the Chief Executive (A&F), shall be final and conclusive.

1. The contractor has abandoned the contract.
2. In the opinion of the Chief Executive (A&F), either the progress or quality of work is not satisfactory or the work is not likely to be completed with the stipulated time on account of the contractor's lapses.
3. The contractor has failed to commence the works or has without any lawful excuse under any these conditions, has kept the work suspended for at least 7 days despite receiving the Chief Executive (A&F)'s written notice to proceed with the work.
4. The contractor has failed to remove materials from site or to dismantle or demolish and replace work for 3 days after receiving from the Chief Executive (A&F) written notice stating that the said materials or work were condemned and rejected by him under these conditions.
5. The contractor is not executing the works in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.

In all such cases of termination of work, the Institute shall have the power to complete the work through any other agency at the contractor's risk and expense and the contractor shall be debited any sum or sums that may be expended in completing the work beyond the amount that would have been due to the contractor, had he duly completed the whole of the work in accordance with the contract. The Institute shall have the power to retain all money due to the contractor until the work is completed by other agency.

18. REFUND OF SECURITY DEPOSIT :-

On completion of all obligations under the contract the contractor may apply for the refund of his Security Deposit. Upon recommendation of the Chief Executive (A&F), the Deposit held by the Institute shall be returned to the contractor, after making deduction therefrom in respect of any sum due to the Institute from the contractor.

19. PRICE ESCALATION :-

No price escalation on account of changes in the rates of Materials, Labour, P.O.L. or any other account shall be allowed during currency of the contract.

20. CHIEF EXECUTIVE (A&F)'S DECISION FINAL:-

In all disputes, matters, claims, demands or question arising out of or connected with the interpretation of the contract including the meaning of specifications, drawings, designs and instructions or as to the quality or workmanship or as to the materials used in the work or the execution of the work whether during the progress of the works or after the completion and whether before or after the determination, abandonment or breach of the contract the decision of the Chief Executive (A&F) shall be final and binding on all parties to the contract and shall forthwith be given effect to by the contractor.

SPECIAL CONDITIONS OF CONTRACT

1. All brand new cloths and other materials as approved by the Institute to be used must be fire retardant as per the prevailing norms & practice of the Government. Formal procedure of the Govt. and other statutory authorities as required for erection of pandal are to be followed.

2. The choice of material for such temporary construction shall preferably be of non-combustible or fire-resistant type. Wherever materials of combustible nature shall be used, the materials shall be treated with a fire-retarding solution as mentioned below.

- (a) Ammonium sulphate : 4 parts by mass
- (b) Ammonium carbonate: 2 parts by mass
- (c) Borax : 1 part by mass
- (d) Boric acid : 1 part by mass
- (e) Alum : 2 parts by mass
- (f) Water : 35 parts by mass

Annexure-A

| <u>CHECK LIST</u> | | |
|--|---|--------------------------------|
| (NIT No.: ISIKOL/PANDAL/NIT-01/20-21 Date: 28/12/2020) | | |
| Sl. No. | Description | Remarks(Enclosed/Not Enclosed) |
| 01 | Trade Licence | |
| 02 | Licence for electrical work | |
| 03 | Pan Card | |
| 04 | Income Tax Return Last 3 (Three) Financial year | |
| 05 | GST Registration Certificate | |
| 06 | Professional Tax Registration Certificate & Challan | |
| 07 | Bank Solvency Certificate Last 1 (One) Year of value being equivalent to the estimated cost of the tendered work. | |
| 08 | Work Experience: Sufficient proof (Work completion Certificate in respect with Work Order) of executing similar works | |
| 09 | "Form of Tender" duly filled in and signed by the tenderer | |
| 10 | "Cost of tender Document" | |
| 11 | "Bid Security Declaration Form" duly filled in and signed by the tenderer | |

Date: _____

(Signature of the Tenderer)_____
(Seal of the tenderer)

Name of the tenderer: _____

BID SECURING DECLARATION FORM

NIT No.: ISIKOL/PANDAL/NIT-01/20-21

Date: 28/12/2020

To
The Chief Executive (A&F)
Indian Statistical Institute
203, B. T. Road, Kolkata - 700 108.

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed in the capacity of: _____
 (Signature and Designation of the Tenderer)

Name: _____
 (Complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of _____
 (insert complete name of the Tenderer)

Dated on _____ day of _____ (insert date of signing)

 Corporate Seal (where appropriate)

Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.

FORM OF TENDER

NIT No.: ISIKOL/PANDAL/NIT-01/20-21

Date: 28/12/2020

Name of the work: Erection of a decorative pandal (temporary structure made with bamboo, shalballah etc. and covered with waterproof & fire resistant cloth) and other related works including supplying of generator, installation of PA system, firefighting arrangement and other incidental works etc. as per schedule of works and specification, on the occasion of 55th convocation to be held in January, 2020 at Indian Statistical Institute, Kolkata - 108.

To
 The Chief Executive (A&F)
 Indian Statistical Institute
 203, B. T. Road, Kolkata - 700 108.

I/We _____ of
 _____ having
 examined the site of works and read the Instruction to tenderer, Specifications, General Conditions of Contract, Special Conditions of Contract and undertake to execute and complete all the works required to be performed in accordance with the Specifications, Bill of Quantities, General Conditions of Contract and Special Conditions of Contract at the rates and prices set out in the annexed Bill of Quantities within the stipulated time from the second day the date of issuing work order.

I/We have submitted "**Form of Bid-Securing Declaration**" duly filled in with the tender.

I/We agree that the tender shall remain open for acceptance for a period of **90 (Ninety) days**.

Date : _____ (Signature of the Tenderer) _____ (Seal of the tenderer)

Name of the tenderer: _____

Phone No.: _____

Mobile No.: _____

E-mail ID: _____

Address : _____
