NOTICE INVITING TENDER

NO. : EU/TENDER/69/14 - 15       DATE : 16.03.2015

1. Sealed tenders in TWO PART BIDDING SYSTEM the Institute’s contract form are invited from experienced, resourceful and bonafide contractors for the following work:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the work</th>
<th>Estimated Cost (₹)</th>
<th>Earnest Money (₹)</th>
<th>Cost of Tender Document</th>
<th>Time of Completion of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Modification of Cubicles including Civil and Electrical Works at A.C.M.U., 5th Floor of PJA Building, 202, B. T. Road, ISI, Kolkata – 700 108.</td>
<td>12,34,315.00</td>
<td>25,000.00</td>
<td>1,000.00</td>
<td>45 (Fortyfive) Days</td>
</tr>
</tbody>
</table>

2. The intending tenderers 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 value not less than of ₹ 5.00 Lakhs or at least 2 (two) similar works, each value not less than of ₹ 7.50 Lakhs or 1 (one) similar work value not less than of ₹ 10.00 Lakhs during the last 3 (three) 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, any other Government organization or similar Government Institute/University. Credential has to be in the form of completion certificate with respect to the work and its work order. Final BOQ of the work if required may have to be shown.

ii) Following valid (up to date) documents are required

   a) Pan Card
   b) Trade Licence
   c) Income Tax Return
   d) VAT Registration Certificate
   e) Professional Tax registration Certificate
   f) Bank Solvency Certificate (Last 1 (One) Year)
   g) Audited Balance Sheet for Last 3 (Three) Financial Years
   h) Employees Provident Fund Registration & Bank Challan (Last Month)
   i) ESI Registration

3. Tender paper & other details may be collected by the Bidders or by his authorized representative from the Office of the Engineering Unit, Indian Statistical Institute, 203, B. T. Road, Kolkata – 700 108 on all working day (Monday to Friday – 10.45 A.M. – 1.45 P.M.) from 23/03/2015 to 27/03/2015 on payment of cost of the tender document noted in the Table – A above at I.S.I. Cash Section. This sum is not refundable under any circumstances.
4. **Two Bid System:**

   The two bid system shall be followed for this tender. In this system the bidder must submit his offer in two separate sealed envelopes. Both the technical bid (Part-1) and commercial bid (Part-2) envelopes should be securely sealed and stamped separately for each quoted equipment and clearly marked as **“Part 1 – Technical Bid”** and **“Part 2 – Commercial Bid”** respectively. Both the sealed envelopes should be placed in a **third larger envelope (Main Envelope)**. The **Main Envelope**, which will contain both the Part-1 and Part-2 envelopes, should be supercribed with our tender enquiry No. **EU/TENDER/69/14 – 15. Dated 16.03.2015 with name of the work** and to be submitted in the Tender Box kept at the following address on or before **03.00 PM on 30/03/2015**.

   **Address:** Sr. Engineer (Civil), Engineering Unit, Indian Statistical Institute, 203, B. T. Road, Kolkata –700 108

5. **Each of the envelopes must be super-cribbed with the following information:**
   - NIT Number
   - Name of the Work
   - Name of the Department
   - Due Date
   - Name of the Bidder
   - “Part 1 – Technical Bid” or “Part 2 – Commercial Bid” as applicable

   **(A) Envelope No. 1 (“Part 1 – Technical Bid”):** Shall contain all the documents mentioned in Clause No.2 above along with “Acceptance of Terms & Conditions”, “Technical Bid” and Earnest Money Deposit (EMD). The technical offer should not contain any price information.

   **(B) Envelope No.2 (“Part 2 – Commercial Bid”):** Shall contain financial bid only.

6. The sealed envelopes of the bidders containing the document marked **“Part 1 – Technical Bid”,** shall be opened on **30/03/2015 at 03.30 P.M.** Each bidder or his authorized representative may participate at the time of opening the bids (The representative must have the valid authorisation from their respective company for attending the tender opening meeting). The **“Part 2 – Commercial Bid”** of only those parties who qualify in **“Part 1 – Technical Bid”** will be opened on a later date. The date of opening will be informed on the day of opening the **“Part 1 – Technical Bid”** and will be notified in the official Notice Board of the Engineering Unit, ISI on that day. Intimation may not be given to each successful or qualified party separately. In case of closure of that day for some unforeseen reason, the same will be opened on the next working day at the same time mentioned above.

7. All enclosures, certificates etc. and each page of the tender document and any corrections in the tender shall have to be signed and stamped by the Tenderer/Authorized Signatory before submission.

8. All rates shall have to be quoted in ink and written both in figures and words. In case of discrepancy in the rate quoted in words & figure, word will prevails. Overwriting/applying correction fluid shall be avoided.

9. Each tenderer (unless exempted) shall have to deposit a sum of **noted in the Table – A above** as Earnest money and its original receipt must accompany the tender without which no tender will be considered.
10. Earnest-money shall be deposited either in cash at the Institute’s cash-section or by a Banker’s cheque/ A/c. payee Bank-draft on any Nationalized Bank of India drawn in favour of 'Indian Statistical Institute' payable at Kolkata.

11. **Clause 5(A)** should be complied with by the tenderers without which tenders will be considered as incomplete and is liable for rejection.

12. The tender shall remain valid for a period of three 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 to forfeiture at the option of I.S.I. authority.

13. In the event of tender being submitted by a partnership firm, it must be signed by each partner thereof or in the event of absence of any partner, it must be signed by a person holding power of attorney authorizing him to do so. Such power of attorney should be produced in the Envelope -1 containing **“Part 1 – Technical Bid”**.

14. The Earnest-money received in cash/Banker’s cheque/draft will be refunded or released as the case may be to the unsuccessful tenderers without any interest subject to the provisions of clause 13 above. The E.M. of the successful tenderer will be retained and converted as part of security-deposit.

15. The time allowed for completion of the work is **noted in the Table - A** above and will be reckoned from the seventh day after the date of issue of work-order.

16. The contractor (successful tenderer) shall maintain the works allotted to him for a period as stated in the work – Order after completion of the work as certified by In charge, Engineering Unit. Defects arising from supply of faulty materials, bad workmanship etc. during this period shall have to be repaired/mended at contractor’s own cost.

17. The acceptance of the tender in part or whole shall rest with Director, I.S.I. who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason thereof.

18. Tenders, which do not fulfill any of the above conditions or are incomplete in any respect, are liable to rejection.

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Senior Engineer (Civil)
Engineering Unit