



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

NOTICE INVITING e-TENDER

E-Tender ID:2024_ISICA_803489_1

NIT No.: ISIKOL/EU/NIT-01/24-25

Date: 08/04/2024

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

Sl. No.	Name of the Work	Estimated Cost (₹) excluding GST	Earnest Money (₹)	Cost of Tender Document (₹)	Time of Completion
1	Rate Contract for day to day maintenance and minor civil work at ISI, Kolkata – 700 108 (F.Y.-2024-25).	24,00,000.00	48,000.00	590.00 (500.00 + GST@18%)	300 (Three-Hundred) Days

SCHEDULE OF e-TENDERING

A)	Date & Time of Publishing of Tender	12/04/2024 at 10.00 A.M.
B)	Downloading of Tender Documents form Web site of www.eprocure.gov.in	From 12/04/2024 at 10.00 A.M. to 18/04/2024 up to 3.00 P.M.
C)	Date & time of online submission of technical and financial bid	From 12/04/2024 at 10.00 A.M. to 18/04/2024 up to 3.00 P.M.
D)	Last date of submission of Original copy of Cost of Tender Document, Earnest Money Deposit (EMD) / MSME registration certificate (Hard copy) and Form of Tender at Engineering Unit, ISI, Kolkata-700108.	19/04/2024 up to 3.00 P.M.
E)	Date & Time of opening of technical bid	19/04/2024 at 3.30 P.M. or thereafter.
F)	Date & Time of opening of price bid	Price Bid 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) **Work Experience:** The tenderer should have experience of executing at least **3 (three)** similar works, each value not less than of **₹ 9.60 Lakhs** or at least **2 (two)** similar works, each value not less than of **₹ 14.40 Lakhs** or at least **1 (one)** similar works, each value not less than of **₹ 19.20 Lakhs** 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 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 may have to be submitted, on demand.

ii) **Following valid and up to date documents are to be submitted online as indicated in Para -9 below:**

a) *Trade Licence*

b) *Pan Card*

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

d) *GST Registration Certificate*

e) *Professional Tax Registration Certificate & Challan*

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

g) *Audited Balance Sheet for Last 3 (Three) Financial Years*

h) *Employees Provident Fund Registration & Bank Challan (Last Month)*

i) *ESI Registration & Bank Challan (Last Month)*

j) *Annual Labour Return (For Last Financial year) electronically submitted in Shram Suvidha Portal.*

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 and to be scanned and uploaded to the e-tendering website within the period of tender submission and the original should be deposited in the office of the Engineering Unit of Indian Statistical Institute. However, Cost of Tender Document is exempted for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of MSME. MSME registration certificate shall be scanned and uploaded to the e-tendering website within the period of tender submission and Hard copy should be deposited in office of the Engineering Unit of Indian Statistical Institute.

5. **“Earnest Money Deposit (EMD)”** in the form of Demand Draft or Pay order or Banker`s Cheque of any Scheduled Bank drawn in favour of **‘Indian Statistical Institute’ payable at Kolkata** shall be scanned and uploaded to the e-tendering website within the period of tender submission and original should be deposited in office of the Engineering Unit of Indian Statistical Institute. However, EMD is exempted for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of MSME. MSME registration certificate shall be scanned and uploaded to the e-tendering website within the period of tender submission and Hard copy should be deposited in office of the Engineering Unit of Indian Statistical Institute.

6. **“Form of Tenderer” as per Annexure-A** 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 the original Form should be deposited in sealed envelope at the Engineering Unit 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), Earnest Money Deposit (EMD) / MSME registration Certificate (Hard copy) and Form of Tender** shall be placed before **Senior Engineer (Civil), Engineering Unit, P.N. Haksar Bhavan, 1st Floor (East), Indian Statistical Institute, 203, B. T. Road, Kolkata -700 108** in **“Single Sealed Envelope”** superscripted as **“Cost of Tender Document, Earnest Money Deposit / MSME registration Certificate and Form of Tender”**, with following information on or before **19/04/2024 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, Earnest Money Deposit (EMD) / MSME registration Certificate, Form of Tender and other information super scribed in the envelope 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) All the documents mentioned in Para 2(i) and (ii) above
- ii) **“Cost of tender Document”** stipulated in Para-4 above
- iii) **“Earnest Money Deposit (EMD)”** stipulated in Para-5 above
- iv) **“Form of Tender”** stipulated in Para-6 above: Annexure - A
- v) **“Check List”** as per Annexure - B

Part-2 (Price Bid)

Price Bid online format

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 **120 (One-Hundred Twenty) days** 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.
12. The Earnest-money received will be refunded or released to the unsuccessful tenderers after awarding of work-order. The Earnest-money of the successful tenderer will be retained and converted as part of security-deposit.
13. The time allowed for completion of the work is stated in the Para-1 above and will be reckoned from the seventh day after the date of issue of work-order.
14. The contractor (successful tenderer) shall maintain the works awarded 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.
15. The Institute reserves the right to reject any prospective application 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.
16. 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)