

Ref. No.: MAKAUT-WB/2020-21/FS&T/TILING/001

Dated: 21-12-2020

Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, WB) invites quotation for Supply and Commissioning of “Vitrified Tiling” on the floor area of the Food Science & Technology Workshop at the Haringhata Campus of the University.

Please follow the Part-A, Part-B, Part-C, Part-D and Part-E of this tender for further details.

PART-A: KEY INFORMATION

<u>Sl. No.</u>	<u>About</u>	<u>Remarks / Date</u>
1.	About the Assignment:	Supply and Commissioning of “Vitrified Tiling” on the floor area of the Food Science & Technology Workshop at the Haringhata Campus of the University.
2.	Name of the Tender Inviting Authority:	Registrar, MAKAUT, WB
3.	Last date of Submission of bids:	28-12-2020
4.	<u>Tender Fee related details:</u>	
	Refundable / Non-Refundable:	Non-Refundable*
	Amount:	Rs.500.00 (Rupees Five Hundred only)
	Bank & Branch:	Indian Bank, Salt Lake Branch
	Bank Account Number:	6360279330
	Name of the Account:	MAKAUT-WB
	Type of Account:	Current Account
	IFS Code:	IDIB000S147
5.	<u>EMD related details:</u>	
	Refundable / Non-Refundable:	Refundable (except the L1 / Eligible Vendor)
	Amount:	Rs.5000.00 (Rupees Five Thousand only)
	Bank & Branch:	Indian Bank, Salt Lake Branch
	Bank Account Number:	6360279330
	Name of the Account:	MAKAUT-WB
	Type of Account:	Current Account
	IFS Code:	IDIB000S147

* May be refunded in exceptional cases. Decision by the University Authority will be the final in such cases.

PART-B: TECHNICAL INFORMATION / DOCUMENTS

(TO BE PROVIDED BY THE BIDDER)

1. Digitally signed copies of the Tender Notice and Corrigendum (if any) downloaded from the University website.
2. Name and Address of the bidder
[If the bidder has more than one business address, all of those may be separately mentioned here as 'Head Office', 'Registered Office', 'Branch', or else.]
3. Date of Incorporation (as per the first Trade License) / No. of years in the current business
4. Official Contact Number(s) & Official E-mail address
5. Tender Fee (Non-Refundable) deposit details:*
 - a) Tender Fees Amount
 - b) Mode of Payment (*NEFT / Net Banking / UPI / IMPS / Any other mode*)
 - c) Transaction Reference No. / Transaction ID / UTR and Date of Transaction
 - d) Bank & Branch and A/c no. of the bidder from where the Tender Fee amount has been sent to the University Account
6. Valid Trade License for Financial Year 2020-2021
[In case the latest Trade License (2020-2021) not yet available to the firm, trade license for 2019-2020 may be enclosed along with a copy of application for renewal / fees payment receipt for the financial year 2020-2021]
7. PAN
8. GSTIN (please mention whether registered under Regular or Composite Scheme)
9. Profession Tax Registration
10. Valid Partnership Deed (for Partnership firm) / Memorandum and Articles of Association (for Company)
11. Valid Contract Labour License / Electrical Contractor License / Supervisory License (As applicable)
12. Valid By-Laws (for Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies)
13. Legal Occupancy of Principal place of Business:
 - (i) Ownership: Current Tax Payment Receipt issued by Corporation / Municipality / Panchayat
 - (ii) Rental: Copy of Latest Rent Receipt and Valid Tenancy Agreement
 - (iii) Rent-Free Accommodation: "No Objection" Certificate given by the Landlord and Copy of Property Tax Receipt of the Landlord.
14. Last paid Electricity Bill and / or Landline Telephone Bill or Payment Receipt thereof (at Business Address)
15. Last three Audited and / or Provisional Profit and Loss Accounts and Balance Sheets.
16. Income Tax Acknowledgement (ITR-V) for last three Assessment Years.
17. Credentials
18. Any other necessary information / document that the bidder would like to mention / furnish.

PART C: SPECIFICATION OF WORK

Supplying & laying true to line and level vitrified tiles of any approved brand (size not less than 600X600X10 mm thick) in floor, skirting etc. complete including the cost of materials, labour and all other incidental charge complete true to the manufacturer's specification and direction of Engineer-in-Charge. White cement, synthetic adhesive and grout, materials to be supplied by contractor.

Colour: White/Deep Colour

PART-D: BOQ

<u>Sl. No.</u>	<u>Name of the Work</u>	<u>Unit of Measurement</u>	<u>Area (in Sq.Ft.)</u>	<u>Rate (Rs.) per Sq.Ft.</u>	<u>Item Value (Rs.)</u>
1.	Cost of "Vitrified Tile"	Sq.Ft.	2393	XXXX	XXXXXX
2.	Cost of Civil Materials	Sq.Ft.	2393	XXXX	XXXXXX
3.	Labour Charges	Sq.Ft.	2393	XXXX	XXXXXX
TOTAL VALUE (excl. GST & Cess)					XXXXXX

INTERESTED VENDORS ARE REQUESTED TO CAREFULLY GO THROUGH THE "PART-E" OF THIS TENDER NOTICE (GENERAL TERMS & CONDITIONS) BEFORE SUBMITTING THEIR BIDS. NON-COMPLIANCE TO THE SAME MAY RESULT INTO REJECTION OF THE BID.

PART-E: GENERAL TERMS & CONDITIONS

- 1) The web tendering process will be two-stage bidding: (a) Technical and (b) Financial.
- 2) All documents should be sent to the University through the following e-mail addresses:
 - a) Technical Bid: purchase@makautwb.ac.in
 - b) Financial Bid: purchase@makautwb.ac.in

This is to mention here in order to maintain confidentiality, the Financial Bid (BOQ) must be a password-protected file and the password of the Financial Bid should be sent to a separate e-mail id. The e-mail id for sending the password: registrar@makautwb.ac.in. Financial bid without having password-protection may not be considered by the evaluating authority of the University.
- 3) The participating vendor / bidder should be a registered firm under prevailing rules having an office in West Bengal.
- 4) Any firm already having any legal dispute with the University need not to submit the bid.
- 5) Any dispute which may arise between the bidder and the University regarding this bidding shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable in this regard.
- 6) If any vendor / bidder is found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.
- 7) All the documents should be authenticated with official stamp and signature / signatures thereon by the bidder. Tenderers who will sign in the tender on behalf of a Company or Firm must produce an authentic document in respect of their competency along with the tender failing which their tenders will not be considered.
- 8) Any document sent in .jpeg / .jpg / .doc / .docx / .xls / .xlsx format will not be accepted.
- 9) The University preserves the right to accept or reject any bid without showing any reason.
- 10) Being the lowest bidder (L1) in term of quoted amount (incl. all) may not be the only condition to receive the order, other criteria like having PAN, GSTIN, location of office, etc. may also be considered during selection of the eligible bidder. Decision of the University in such case will be the final.
- 11) Bidders having office in Nadia, North 24 Parganas or Kolkata and / or having experience of performing similar kind of work in State and Central Government Organisations may be given preference during technical evaluation.
- 12) During scrutiny of documents during technical evaluation process, if it comes to the notice to tender inviting authority that the credential or any other papers found incorrect / manufactured / fabricated, then that the tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.
- 13) Before issuance of the work order, the tender inviting authority may re-verify the credential and other documents of the lowest tenderer the University may ask the bidder for any other document(s) / information apart from the list mentioned in "Part-B" of this tender notice, if required for this purpose. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
- 14) The successful bidder should have to obey the Rules, Regulations, Labour Laws, etc. of the Labour Department, Government of West Bengal.

- 15) Bids shall remain valid for a period not less than 120 days (One hundred twenty days) from the last date of submission of financial bid / sealed bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- 16) The job should be executed as per the specifications mentioned above.
- 17) If the selected vendor fails to start the work within 7 (Seven) days from issuing date of Work Order / Formal Tender the Work Order will be cancelled and relevant classes of the contract shall be deemed to have executed by the tendering authority. No litigation to this effect shall be entertained by the tender inviting authority, this is incorporated to deliver time bound public works.
- 18) In case the selected bidder fails to continue the job after initiating, the bidder must immediately inform the University Authority about the same by an official letter or official e-mail Decision of the University in such case will be the final.
- 19) No departmental materials will be issued to the contractor and materials, tools and plants are to be supplied by the contractor.
- 20) Constructional Labour Welfare Cess @ 1 (One)% of cost of construction will be deducted from every Bill of the selected agency, VAT, Royalty and all other Statutory levy / Cess will have to be borne by the contractor and the rate in the schedule of rates inclusive of all the taxes and cell stated above.
- 21) No mobilization advance and secured advance will be allowed.
- 22) In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.
- 23) All Agencies are requested to submit the following documents in support of their Credential (Non-statutory Documents)
 - a. Work order and working schedule.
 - b. Completion Certificate showing date of completion.
 - c. Payment certificate with the application in support of their credentials.
- 24) All the documents should be authenticated with official stamp and signature / signatures thereon by the vendor.
- 25) Submission of false document(s) / information by the vendor will result into cancellation of bid and the University may take strict action against that vendor.
- 26) The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.
- 27) The intending bidders should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of bidding shall be reimbursable by the Department. Tender Committee reserves the right to reject any application for purchasing bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of bidding
- 28) Tender inviting authority reserves the right to cancel the Tender Notice due to unavoidable circumstances and no claim in this respect will be entertained.
- 29) Tender inviting authority reserves the right to issue corrigendum towards the estimated amount and eligibility of contractors in case of any revision. Three days in advance to the date of application under certain unavoidable circumstances.

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- 30) If the contractor or his workmen or servants or authorized representatives shall break, deface, injure, or destroy any part of building, in which they may be working, or any building, road, road — curbs, fence, enclosure, water pipes, cables, drains, electric or telephone posts or wires, trees, grass or grassland or cultivated ground contiguous to the premises, on which the work or any part of it is being executed, or if any damage shall happen to the work from any cause whatsoever or any imperfections become apparent in it at any time whether during its execution or within a period of three years after issuance of a certificate of its completion by the Engineer, the contractor shall make the same good at his own expense, or in default, the Engineer may cause the same to be made good by other workmen and deduct the expense (of which the certificate of the completion shall be final) from any sums, whether under this contract or otherwise, that may be then, or at any time thereafter before due to contractor by the Government or from his security deposit, or the proceeds of sale thereof, or of a sufficient portion thereof and if the cost, in the opinion of the Engineer (which opinion shall be final and conclusive against the contractor), of making such damage or imperfections goods shall exceed the amount of such security deposit and / or procedure prescribed by any law for the time being in force.
- 31) The security deposit of the contractor shall not be refunded before the expiry of three years after the issuance of the certificate, final or otherwise, of completion of work by the Agency;
- 32) The entire activity to be carried out in consultation with and under the supervision of Authorised Representative(s) of the University. Written permit to work to be obtained from Engineers of MAKAUT, WB and the said to be returned to the concerned Engineers after successful completion of the entire work.
- 33) Govt. levies will be as per existing Government Rules. The University will provide DSIR Certificate against which all permissible tax relief has to be ensured.
- 34) If any vendor is registered under GST Composite Scheme, the same is to be mentioned separately.
- 35) Payment will be released based on Certification and / or Approval by the Competent Authority of the University post successful completion of the job.
- 36) Apart from submitting the hard copies, scanned copy of the bill / invoice and order copy received by the vendor should be mailed to: bill.finance@makautwb.ac.in.
- 37) The vendor should submit GST-compliant bill / invoice for GST bill / invoice. Copy of the order received by the vendor always should be attached to the bill / invoice.
- 38) PAN, GSTIN and Bank details of the vendor are to be mentioned in the bill / invoice.
- 39) Statutory deductions (if any) during payment process will be made as per existing Government Rules.
- 40) The payment will be made only in favour of the vendor's name. Any exception in this regard will subject to the consideration of the University Authority only.
- 41) For any other necessary query related to the bid submission, the vendor may contact the University by e-mailing to purchase.makaut@gmail.com.

**Sd/-
Registrar,
MAKAUT, WB**