



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता  
**INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH (IISER) KOLKATA**  
Mohanpur Campus, Mohanpur – 741246

## **TENDER DOCUMENT**

### **FOR**

Supplying, laying of Selection grass for making lawn including dressing and leveling around the Dining shed area.

Estimated Cost : Rs. 1, 29, 540.00

Earnest Money : Rs.2,600.00

Performance Guarantee : NA

Security Deposit : 10 % of the Final bill value.

Cost of Tender paper : Rs. 500/- (Five hundred only) ( Non – refundable ).

Stipulated date of completion of work : 14 days.

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### **PART – I : TECHNICAL BID**

\* NIT NO.: IISER-K/CIVIL/22-23/05

DATED: 27.04.2022

\* Date of opening of tender:

11.05.2022.

\* Tender forms and other details can be obtained from the Institute website(<http://www.iiserkol.ac.in/announcements/tenders>).

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**NOTICE INVITING TENDER**

ANNEXURE - I

**भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता**  
**INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH (IISER) KOLKATA**  
Mohapur Campus, Mohapur – 741246  
Dist. Nadia, West Bengal

No. : IISER-K/Civil/22-23/05

Date: 27.04.2022

**NOTICE INVITING TENDER**

1. The Superintendent Engineer, IISER KOLKATA on behalf of the Director, IISER Kolkata, invites single **bids** through our website portal from enlisted/eligible contractors from CPWD/PWD/MES/KMDA/Railway/others Government Department and or other bonafide agencies meeting the qualification criteria for the work mentioned below.

**Name of work: Supplying, laying of Selection grass for making lawn including dressing and leveling around the Dining shed area.**

<b>NIT NUMBER</b>	:	IISER-K/Civil /22-23/05
<b>Estimated Cost</b>	:	<b>Rs. 1,29,540.00</b>
<b>Cost of Tender paper</b>	:	<b>Rs.500.00</b>
<b>Earnest Money</b>	:	<b>Rs.2,600.00</b>
<b>Stipulated period of work</b>	:	<b>14 days.</b>

**Date and Schedule**

SL No.	Particular	Date	Time
1	Publishing date	28.04.2022	After 17.00 Hrs.
2	Document Sale Start Date	28.04.2022	After 12.00 Hrs.
3	Document Sale End Date	09.05.2022	Up to 17.00 Hrs.
4	Bid Submission Start Date	28.04.2022	After 12.00 Hrs.
5	Bid Submission End Date	11.05.2022	Up to 15.00 Hrs.
6	Bid Opening Date	11.05.2022	After 16.30 Hrs.

**BIDDERS MINIMUM ELIGIBILITY:**

2. The Bidder should deposit the cost of tender paper of Rs.500.00 (Non-Refundable) through NEFT/RTGS separately in the Bank Account number given below and obtain acknowledgment of the transactions. A self signed copy of these acknowledgments should be submitted with the Bid.

## NOTICE INVITING TENDER



3. The Earnest money should also be deposited through NEFT/RTGS separately in the Bank Account number given below and obtain acknowledgment of the transactions. A self signed copy of these acknowledgments should be submitted with the Bid.

#### 4. Credential:

- A. Those who have completed three similar works of value not less than 40% of the estimated cost put to tender, or
- B. Those who have completed two similar works of value not less than 50% of the estimated cost put to tender, or
- C. Those who have completed one similar works of value not less than 80% of the estimated cost put to tender executed under Central/State Government Department / Central/State Autonomous Body / Central/State Public Sector Undertaking in the last Five years ending of the last day of the month previous to the one in which the tenders are invited.

**Similar work shall mean: Specialised in Horticulture works..**

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of receipt of application for tender.

**Completion Certificate issued by Competent Authority will only be considered as credential. Certificate by private individuals / Organisation for whom such works have been executed shall not be accepted.**

- D. Average annual turn-over during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the approximate estimated amount put to tender.
  - E. The Bidders are supposed to fulfil the terms and conditions given in the Tender Form. **Joint ventures are not accepted. Bidders not fulfilling the said requirement shall not be considered.**
4. Tender documents may be downloaded from the Institute website (<http://www.iiserkol.ac.in/announcements/tenders>) w.e.f. **28/04/2021** to **09/05/2021**. Hard copy of Tender should be submitted along with valid documents of eligibility criteria within the date mentioned above.
5. The Bidders shall submit the tender documents duly filled in and digitally signed and stamped by the authorized signatory on each and every page. **Tenders not submitted in the prescribed form and as per the terms and conditions stated in the Annexure – I shall be liable for rejection.**
6. The Director, Indian Institute of Science Education & Research, Kolkata shall be the "Accepting Authority" hereinafter referred to as such for the purpose of this Contract.
7. E-procurement system is date and time locked. The System will not accept any bid after the scheduled date and time of submission of Bid.

Sd/-  
Superintendent Engineer, IWD  
On behalf of IISER Kolkata

## NOTICE INVITING TENDER



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**INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH (IISER) KOLKATA**  
Mohanpur Campus, Mohanpur – 741246  
Dist. Nadia, West Bengal

### **TERMS AND CONDITIONS OF THE TENDER**

#### **1. COST OF TENDER FORM**

The Bidder should deposit the cost of tender paper through NEFT/RTGS separately in the Bank Account number given below and obtain acknowledgment of the transactions. A self signed copy of these acknowledgments should be submitted with the Bid.

NAME OF THE ACCOUNT HOLDER: IISER KOLKATA  
ACCOUNT NUMBER: 089301000011530  
IFS CODE OF THE BRANCH: IOBA0000893  
BANK NAME: INDIAN OVERSEAS BANK, SALLAKE CITY BRANCH

#### **2. EARNEST MONEY DEPOSIT**

The Bidder should deposit the EMD through NEFT/RTGS separately in the Bank Account number given below and obtain acknowledgment of the transactions. A self signed copy of these acknowledgments should be submitted with the Bid. Tenders not accompanied by **Earnest Money in the prescribed form shall be summarily rejected.**

NAME OF THE ACCOUNT HOLDER: IISER KOLKATA  
ACCOUNT NUMBER: 089301000011530  
IFS CODE OF THE BRANCH: IOBA0000893  
BANK NAME: INDIAN OVERSEAS BANK, SALLAKE CITY BRANCH

#### **3. BIDDERS ELIGIBILITY**

##### **2.1 Credential:**

- Those who have completed three similar works of value not less than 40% of the estimated cost put to tender or
- Those who have completed two similar works of value not less than 50% of the estimated cost put to tender or
- Those who have completed one similar works of value not less than 80% of the estimated cost put to tender, executed under Central/State Government Department / Central/State Autonomous Body / Central/State Public Sector Undertaking in the last Five year ending of the last day of the month previous to the one in which the tenders are invited.

**Similar work shall mean: Specialised in Horticulture works.**

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of receipt of application for tender.

**Completion Certificate issued by Competent Authority will only be considered as credential. Certificate by private individuals / Organisation for whom such works have been executed shall not be accepted.**

- D. The Bidders are supposed to fulfil the terms and conditions given in the Tender Form. **Joint ventures are not accepted. Bidders not fulfilling the said requirement shall not be considered.**
- E. Average annual turn-over during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the approximate estimated amount put to tender.

#### **4. VALIDITY PERIOD OF TENDERS**

- a) The Tenders submitted shall remain valid for acceptance for a period of 90 days from the date of opening of the Tender. If any Bidders withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the IISER, Kolkata, then the IISER, Kolkata shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. In that case Bidders shall not be allowed to participate in the re-tendering process of the work.
- b) The rates quoted in the tender shall remain valid for acceptance for 90 days from the date of submission of tender. The accepted rate shall remain valid during currency of contract. No escalation of price in any event and manner shall be allowed during the contractual period.
- c) In case the Bidders fail to meet the requirement/ quality of works for IISER Kolkata, earnest money/security deposit shall be liable to be forfeited. Thereafter, IISER Kolkata shall have right to get the required quantities of materials from any other Bidders or source without any notice.

#### **5. PRICES**

- a) The rate must be quoted for each item separately as shown in the BOQ (Schedule of Items) inclusive of education cess, excise duty and any other expenses and cash discount, if any. The GST and carriage rate, if any, may also be included in the rates. The rates quoted in any other form shall not be considered. If no rate is specified, it will be treated as nil. If the Bidder wants to offer any discount, the same should be included in the basic rates. The cash discount offered separately shall not be considered.
- b) The Tender form and other document, if any, may be filled in **English** and all entries must be typed or hand-written in ink clearly readable. Overwriting of rates is not permitted. The corrections, if any, should be attested by the Bidders with their signatures.
- c) The IISER Kolkata shall not entertain any increase in the rates during the validity period of Tender stated at Para-6. However, in the event there is a reduction in Government levies/duties during the period of order, corresponding benefit of reduction shall be passed on to the IISER Kolkata. Accordingly in case of any increase in levies/duties during the period of order, the payment of such increase shall be made to the Bidders.

## 6. SUBMISSION OF TENDER

Bidders are required to submit the hard copy of the Tender documents. Tender documents duly filled in and signed and stamped by the authorized signatory on each and every page with his offer in one Cover.

The Cover shall consist of following:

- i) **Earnest Money** – As mentioned in the item No.2.
- ii) **Cost of Tender Form** – As mentioned in the item No.1.
- iii) **Annexure I and II** – Each page of the Annexure shall be signed and stamped by the authorized signatory.
- iv) **Other Documents** –
  - a) Photo copy of GST Registration Certificate.
  - b) Photo copy of PAN Card.
  - c) Photo copy of IT Return for the last three financial years with profit and loss account statement.
  - d) Photo copy of Trade licence
  - e) Photo copy of Credential certificate as mentioned in the item No. 3
  - f) Photo copy of ESI and PF registration certificate

ALL DOCUMENTS SHOULD HAVE THE SIGNATURE, DATE AND SEAL OF THE AUTHORISED SIGNATORY.

Bid duly sealed and super scribed as **Bid for “Supplying, laying of Selection grass for making lawn including dressing and levelling around the Dining shed area.”**Duly sealed Bid Documents may be sent also to the **Despatch Section, Administrative cum Academic Complex, IISER Kolkata, Mohanpur – 741246** before the Bid opening date and time. Institute will not be liable or responsible for any postal delay.

**Bids not submitted in the prescribed manner and without the desired documents shall be summarily rejected.**

## 7. OPENING AND EVALUATION OF TENDER

- a) The Bidders or their authorized representatives may, if they so desire, be present at the opening of the Tenders at the time and date specified in the open tender.
- b) In the event of the specified date for the opening of Tender is declared a holiday or due to any circumstances, if the Tenders could not be opened on the specified date by the IISER Kolkata, the Tenders will be opened at the appointed time and location on the next working date.
- c) The online Technical Bid shall be opened first on the prescribed date. Eligibility related documents shall be evaluated and parties will be qualified /disqualified by the competent authority based on available documents. Financial bid of qualified bidders shall then be opened at notified time, date and place in presence of bidders or their representatives if any present.
- d) Incomplete, ambiguous and Conditional tender shall be rejected. If any Tender does not contain earnest money and cost of tender document in the manner prescribed in the tender documents, then that tender will be rejected and the Bidders will be informed accordingly. All other valid Tenders shall be considered for further process.

## NOTICE INVITING TENDER



### **8. RIGHT OF ACCEPTANCE**

- a) The Institute is not bound to accept the lowest quoted rate of any item, because the quality of works vis-a-vis quoted rates shall be the main criteria in the selection of works by the competent authority.
- b) Canvassing in any form at any stage shall be a disqualification and the Institute reserves the right to reject the Tender of such party without assigning any reason.
- c) The IISER Kolkata reserves the right to either accept or reject any or all the Tenders and accept the whole or any part of any Tender without assigning any reason. The competent authority on behalf of the Director, IISER-KOLKATA reserves to himself the right of accepting the whole or any part of the tender and the bidders shall be bound to perform the same at the rate quoted.
- d) Submission of a tender by a Bidders implies that he/she has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be executed and local conditions and other factors having a bearing on the execution of the works
- e) Any addendum so issued shall be part of the tender documents as well as Contract document and shall be communicated in writing or by email / fax to all the purchasers of the tendering documents. Prospective Bidders shall acknowledge receipt of each addendum by email / fax to the IISER, Kolkata. Original addendum issued by IISER, Kolkata duly signed should be submitted along with tender documents

### **9. COMMUNICATION OF ACCEPTANCE**

Acceptance of terms and conditions of Tender by the Bidder shall be conveyed to IISER Kolkata by the way of signing and stamping the letter as per the format given in Annexure II. In the case of successful Bidders, acceptance of order shall be given to understand that the Bidders is willing and agree to execute the required quantity and quality of works during the validity period of Tender. No separate contract shall be signed.

### **10. TERMS OF EXECUTION**

- a) Bidders have to ensure that the complete stock of materials, used in the work as per the standard laid down by the IISER Kolkata and BIS.
- b) The Bidders shall be responsible for all losses and damages from any cause whatsoever while the work is going on or are in the course of transact to the IISER Kolkata. The Bidders shall alone be responsible to make claim against transportation carrier or loss or damage of the goods. The cost of the transit insurance should be borne by the Contractor.

Before Bidding, the Bidder(s) may visit the site, at their own cost, to satisfy themselves about the local conditions and constraints and other matters. The Bidder shall be presumed to have carefully examined Drawings, General Conditions, Technical Specifications, IS Specifications, BOQ etc. and to have fully acquainted themselves with all details of site location, work front, site constraints, communications, underground utility services, materials, labours, water supply position, electricity and any other general information pertaining to and needed for the work to be completed within stipulated period, and shall quote accordingly taking all these factors into account. No claim whatsoever on the ground of insufficient knowledge about the work site or local condition will be entertained.

- c) The time allowed for carrying out the work will be **14 days** from the date of start from the first date of handing over of the site.



- d) The contractor should take necessary Insurance policy.

**11. INSPECTION OF PAPER**

- a) The work made by the Bidders shall be physically verified as per the set norms by the Competent Authority of the IISER Kolkata. The decision of the Competent Authority of the IISER Kolkata shall be final and binding.
- b) The Bidder or their representative should also be present at the time of physical verification of materials. At the same time, materials shall be taken out at random for the testing.
- c) In case of any variation in quality or specifications in the supply, the complete stock of materials to be used in the work may be liable for rejection. In case of minor variations, IISER Kolkata may consider to accept the supplies after imposing appropriate penalties to be decided by the Director, IISER Kolkata.
- d) Bidders shall have to lift the rejected stock of materials at his own cost on “as is where is basis” within a period of 07 days. The Bidders shall have no claim on the rejected materials if the same is not lifted within a period of 07 days and thereafter.

**12. PAYMENT**

- a) Payment shall be made on Work order basis only on satisfactory compliance of all the tender conditions stipulated and performance of the job satisfactorily and submission of bill by the firm.
- b) Proportionate amount from the bill shall be deducted if the contractor fails to comply with any of the responsibilities under the work order/ contract. Such amounts shall be decided by the IISER Kolkata and shall be binding on the contractor.

**13. LIQUIDATED DAMAGE**

For any delay in completion of the work beyond the stipulated period, liquidated damages @1% per week on contract sum shall be recovered from your bill subject to a maximum of 10% of contract sum.

**14. ANNUAL TURN-OVER**

- a) Average annual turn-over during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the approximate estimated amount put to tender.

**15. ARBITRATION CLAUSE:**

All disputes or differences arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the rules of Arbitration of the Indian Council of Arbitration and the award, made in pursuance thereof shall be binding on the parties. In event of any dispute the arbitration sitting shall be in Kolkata only. The courts of West Bengal only shall have jurisdiction to entertain the matter and not in any other place. The expenditure of

## NOTICE INVITING TENDER



arbitration if any will be equally borne by both the parties. However, the expenses incurred by each party in connection with the preparation, presentation etc. of its case prior to during and after the arbitration proceedings shall be bare by each itself.

### **16. SECURITY DEPOSIT:**

Standard Institute payment procedure shall be followed. A sum @10% of the base amount of the bill shall be deducted as Security Deposit from the bill of Contractor. The security deposit will not be released before the expiry of defect liability period as mentioned in the work order after the Completion of Work.

### **17. SPECIAL CONDITION:**

- a. Any damages happened by the agency during execution, that will have to be rectified by the agency.
- b. The debris materials will have to be cleared from the site within a lead upto 2 km. inside the Campus

# NOTICE INVITING TENDER



## ANNEXURE – II

### ACCEPTANCE OF TERMS AND CONDITIONS BY THE BIDDER

To  
The Director  
IISER Kolkata  
Mohanpur - 741246

**Sub:** Submission of Tender for the work of “Supplying, laying of Selection grass for making lawn including dressing and levelling around the Dining shed area”

NIT No. **IISER-K/Civil/22-23/05** Date: **27.04.2022**

Dear Sir,

With reference to your notice inviting tender, I/We hereby agree to the complete work detailed in the Annexure III or such portion thereof as you may specify in the acceptance of Tender at the price given in the Annexure III and agree to hold this offer open as per terms and conditions stated in Annexure I. I/We have understood the terms and conditions of the Tender as given in the Annexure-I (Clause 1 to 19) and accept the same. I/We have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature and quality of the work required and my/our offer is to execute the work strictly in accordance with the requirements.

**It is certified that we have not been black-listed in any of the Government Department.**

A NEFT/RTGS (No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_) for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as **Earnest Money** is enclosed.

The following pages have been added to and form part of this Tender.

\_\_\_\_\_  
\_\_\_\_\_

Signature with stamp

Date : \_\_\_\_\_

Place : \_\_\_\_\_

[SIGNATURE OF THE BIDDER]

Name of the firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Financial information (Form A)**

- I. Financial analysis details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five financial years duly certified by the chartered accountant as submitted by the applicant to the income tax department (Copies to be attached)

Financial Years					
Amount					

Gross annual turnover on construction works.

Profit/ loss

- II. Financial arrangements for carrying out the proposed work.

Signature of the chartered accountant with seal

Signature of the bidder

# NOTICE INVITING TENDER



## Form B

### DETAILS OF ELIGIBLE SIMILAR NATURE OF WORK COMPLETED DURING THE LAST FIVE YEARS ENDING PREVIOUS THAT OF LAST DATE OF SUBMISSION OF TENDERS

Sl no	Name of project/ location	Owner or sponsoring organization	Cost of work in crores (Rs.)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation / arbitration cases pending / in progress with details	Name & address/ telephone no of the officer whom reference may be made	Whether the work is done on back to back basis

- Indicate gross amount claimed and amount awarded by the arbitrator

\_\_\_\_\_

Signature & Seal of the bidder  
Date: \_\_\_\_\_

(to be printed in letter head)

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**Format for Self Certification under preference to “MAKE IN INDIA”  
policy**

**Certificate**

In line with Government Public Procurement Order No. P-45021/2/2017-PP (BE-II) dated 04.06.2020 and its amendments, we hereby certify that we **M/S .....**.....are local supplier meeting the requirement of minimum local content i.e., **...50....%** as defined in above orders for the material against IPR Enquiry / Tender No. ...**IISER-K/Civil/22-23/05**..... dated 27.**04.2022**.... Details of location at which local value addition will be made as follows: **-NA**-----.

We also understand, false declarations will be in breach of the code of integrity under rule 175(1)(i)(h) of General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

Thanking You,

-----

Signature with date:

Name:

Designation:

Official Seal:

## SCHEDULE OF ITEMS

NAME OF THE SCHEME: Supplying, laying of Selection grass for making lawn including dressing and leveling around the Dining shed area of IISER Kolkata

SL. NO.	DESCRIPTION OF ITEMS	QNTY	UNIT	RATE (Rs.)	AMOUNT (Rs.)
1	Supply, providing & laying of Selection grass lawn as per direction of Engineer in Charge.	540.00	sqm		
2	Surface dressing of the ground including removing of vegetation and inequalities not exceeding 15cm deep and disposal of rubbish, lead up to 2 Km. and lift up to 1.5 m	540.00	sqm		
3	Hiring charges of JCB including all for earth work and laying, spreading of earth supplied by department	12.00	hr		
4	Hiring charges of tractor with trolley including all for loading and unloading of earth as per requirement.	3.00	no.		