



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

TENDER DOCUMENT

FOR

**Providing Acoustic foam panelling in the music room of SAC building
at IISER Kolkata**

Estimated Cost: Rs. 4, 51, 131.00

Earnest Money: Rs. 10, 000.00

Security Deposit: 10 % of the Bill value.

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

Stipulated time for completion of work: 21 days.

PART – I : TECHNICAL BID

- * NIT NO.: IISER-K/CIVIL/24-25/15 DATED: 20.11.2024
- * Date of opening of tender : 29.11.2024.
- * Time and Date for opening of financial bid*** (after scrutiny of Technical Bid)

NOTICE INVITING TENDER



I N D E X

NO	DETAILS	PAGE
1.	Front Cover	1
2.	Index	2
3.	Notice Inviting Tender	3-4
5.	N.I.T. Terms and Condition	5-10
6.	Acceptance	11
7.	Make in India Policy certificate	12

NOTICE INVITING TENDER



ANNEXURE - I

No. : IISER-K/Civil/24-25/15

Date: 20.11.2024

NOTICE INVITING TENDER

Sealed percentage rate tenders in hard copy are hereby invited by the undersigned for the work as mentioned in the schedule below on behalf of the Director, IISER Kolkata. The last date & time for issuing hard copy on or before 04.00 PM on 27/11/2024 and the said quotation should reach to the Undersigned on or before 05.00 PM on 29/11/2024. The undersigned reserves the right to accept or reject any quotation without assigning any reason.

Name of Work:- Providing Acoustic foam panelling in the music room of SAC building at IISER Kolkata.

Estimated Cost: Rs. 4, 51, 131.00

Earnest Money: Rs. 10, 000.00

Security Deposit: 10 % of the Bill value.

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

Stipulated time for completion of work: 21 days.

Date and Schedule

SL No.	Particular	Date	Time
1	Publishing date	21.11.2024	After 11.00 Hrs.
2	Document Sale Start Date	21.11.2024	After 11.00 Hrs.
3	Document Sale End Date	26.11.2024	Up to 17.00 Hrs.
4	Bid Submission Start Date	21.11.2024	After 11.00 Hrs.
5	Bid Submission End Date	27.11.2024	Up to 17.00 Hrs.
6	Bid Opening Date	29.11.2024	After 12.00 Hrs.

BIDDERS MINIMUM ELIGIBILITY:

1. 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 uploaded with the online Technical Bid.

NOTICE INVITING TENDER



2. 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 uploaded with the online Technical Bid.

3. 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: Construction / Repair & Renovation of buildings.

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 31st 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. **Bidders not fulfilling the said requirement shall not be considered.**

4. Tender document has to be collected from the office and submitted in hardcopy only. No Downloaded tender documents are allowed. Tender documents downloaded and submitted through the website will be automatically rejected.

- 5. 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.

Sd/-

Assistant Executive Engineer, IWD
On behalf of IISER Kolkata

NOTICE INVITING TENDER



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH (IISER) KOLKATA

Mohanpur Campus, Mohanpur – 741246

Assistant Executive Engineer

Dist. Nadia, West Bengal

Page 4

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 uploaded with the online Bid.

NAME OF THE ACCOUNT HOLDER: IISER KOLKATA
ACCOUNT NUMBER: 089301000011530
IFS CODE OF THE BRANCH: IOBA0000893
BANK NAME: INDIAN OVERSEAS BANK, SALT LAKE 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 uploaded with the online Bid.

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

3. BIDDERS ELIGIBILITY

2.1 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 year ending of the last day of the month previous to the one in which the tenders are invited.

Similar work shall mean: Construction / Repair & Renovation of buildings.

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

NOTICE INVITING TENDER



- D. The Bidders are supposed to fulfil the terms and conditions given in the Tender Form. **Bidders not fulfilling the said requirement shall not be considered.**

- E. Average annual turn-over during the last 3 years, ending 31st 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 120 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 120 days from the last 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.

NOTICE INVITING TENDER



6. SUBMISSION OF TENDER

The two bid (**Technical Bid and Financial Bid**) system will be followed for this tender. In this system the bidder must submit his offer to this office by post or to office drop box in hardcopy (through **offline bid** system) **only**. The Technical Bid will be opened first and after necessary scrutinee of the Technical Bid, Financial Bid will be opened for the technically eligible bidder. Bidder

is required to submit the bid in hard copy only of the Tender documents. Tender documents duly filled in and signed and stamped by the authorized signatory on each and every page of the NIT.

The **Technical Bid** 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 (scanned and uploaded)** –
 - 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 UPLOADED SHOULD HAVE THE SIGNATURE, DATE AND SEAL OF THE AUTHORISED SIGNATORY.

The Financial Bid shall consist of following:

- (i) BOQ (Schedule of Items) duly typed or clearly filled, signed and stamped by the authorized signatory.

- (ii) Form of Tender as an acceptance to the terms and conditions set in the tender

Technical and financial 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 21 **days** from the date of start from the first date of handing over of the site.

NOTICE INVITING TENDER



- 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

They should have been active business in the last three years.

17. 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 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

NOTICE INVITING TENDER



18. PERFORMANCE GUARANTEE AND SECURITY DEPOSIT:

Standard Institute payment procedure shall be followed. A sum @10% of the gross 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 after the Completion of Work.

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 “**Providing Acoustic foam panelling in the music room of SAC building at IISER Kolkata**”

NIT No. **IISER-K/Civil/24-25/15**

Dt. 20.11.2024

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: _____

NOTICE INVITING TENDER



(to be printed in letter head)

**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/Sare 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/24-25/15..... dated 20.11.2024.... 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: Providing Acoustic foam paneling in the music room of SAC building at IISER Kolkata

SL. NO.	DESCRIPTION OF ITEMS	QUANTITY	UNIT	RATE (Rs.)	AMOUNT (Rs.)
1	Providing and fixing tiled false ceiling of specified materials of size 595x595 mm in true horizontal level, suspended on inter locking metal grid of hot dipped galvanized steel sections (galvanized @ 120 grams/ sqm, both side inclusive) consisting of main "T" runner with suitably spaced joints to get required length and of size 24x38 mm made from 0.30 mm thick (minimum) sheet, spaced at 1200 mm center to center and cross "T" of size 24x25 mm made of 0.30 mm thick (minimum) sheet, 1200 mm long spaced between main "T" at 600 mm center to center to form a grid of 1200x600 mm and secondary cross "T" of length 600 mm and size 24x25 mm made of 0.30 mm thick (minimum) sheet to be interlocked at middle of the 1200x600 mm panel to form grids of 600x600 mm and wall angle of size 24x24x0.3 mm and laying false ceiling tiles of approved texture in the grid including, required cutting/making, opening for services like diffusers, grills, light fittings, fixtures, smoke detectors etc. Main "T" runners to be suspended from ceiling using GI slotted cleats of size 27 x 37 x 25 x1.6 mm fixed to ceiling with 12.5 mm dia and 50 mm long dash fasteners, 4 mm GI adjustable rods with galvanised butterfly level clips of size 85 x 30 x 0.8 mm spaced at 1200 mm center to center along main T, bottom exposed width of 24 mm of all T-sections shall be pre-painted with polyester paint, all complete for all heights as per specifications, drawings and as directed by Engineer-in-charge: GI Metal Ceiling Lay in perforated Tegular edge global white color tiles of size 595x595 mm and 0.5 mm thick with 8 mm drop; made of GI sheet having galvanizing of 100 gms/sqm (both sides inclusive) and 20% perforation area with 1.8 mm dia holes and having NRC (Noise Reduction Coefficient) of 0.5, electro statically polyester powder coated of thickness 60 microns (minimum), including factory painted after bending and perforation and backed with a black Glass fiber acoustical fleece.	95.00	sqm		
2	Providing and fixing of acoustic foam panel of size 300 x 300 / 600 x 600 mm in walls of specified brand and specification as per direction of Engineer in charge.	150.00	sqm		