

# UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007, 12B Affiliated & NAAC Accredited)



Phone & Fax: 03512-221086 (O)

## Office of the University Engineer

*NH-34 (Near RabindraBhawan), P.O.: Mokdumpur, Dist.: Malda – 732 103*

Ref. No.:41/UGB/UE-17

Date: 17/04/2017

### **ABRIDGE NOTICE INVITING TENDER** **e-NIT No. - UGB/UE/02/17-18, dt-17/04/2017 (1<sup>st</sup> Call)**

Sealed tender are invited from reputed eligible contractors as per details furnished below:-

- 1) Name of work--- Renovation of Three Rooms under NSS Unit at 3rd Floor of Main Administrative Building within the Campus of U.G.B. at Malda.
- 2) Estimated cost—Rs. 299124.00 (Rupees two lakhs ninety nine thousand one hundred twenty four only).
- 3) Earnest money—A sum of Rs. 5982.00 (Rupees five thousand nine hundred eighty two only) in the form of CTS Demand Draft from any Nationalized Bank in favour of University of GourBanga payable at Malda is to be attached/uploaded with the tender documents as earnest money, failing which the tender will be treated as cancelled.
- 4) Time of completion.....30 (thirty) days.
- 5) Eligibility.....As per notification no-04-A/PW/O/10C-02/14, dt-18/03/2015 by the Principal Secretary to the Govt. of West Bengal, Public Works Department and the photocopies of the credential document(s)/certificate(s) is required to be attached/uploaded with the tender documents/application, otherwise the tender will be treated as cancelled.
- 6) Price of formal agreement---During execution of formal agreement (4 sets) price of tender documents & cost of W. B. F. No.-2911(ii) will have to be paid by the successful tenderer @ Rs.505.00/set.

The University authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for such action. Bidders are requested to be present at the time of opening of tenders. For further enquiry, intending tenderers may contact the office of the University Engineer, University of GourBanga, in any University's working day between 12.00 noon to 3.00 p.m.

**Date & time schedule:-**

| <b>Sl.No.</b> | <b>Particulars</b>                                                                     | <b>Date &amp; Time</b>      |
|---------------|----------------------------------------------------------------------------------------|-----------------------------|
| <b>1</b>      | Date of Publishing of e-NIT& Tender Documents (online) –                               | 18/04/2017                  |
| <b>2</b>      | Documents download/ Sell start date & time (Online)                                    | 18/04/2017 from 11.00 a.m.  |
| <b>3</b>      | Prequalification, Technical and financial bid submission starting date & time (online) | 18/04/2017from 11.00 a.m.   |
| <b>4</b>      | Documents download/sell closing date & time (Online)                                   | 02/05/2017 upto 01:00 p.m.  |
| <b>5</b>      | Prequalification, Technical and financial bid submission closing date & time (online)  | 02/05/2017 upto 01:00 p.m.  |
| <b>6</b>      | Date & time of opening of Prequalification Proposals & Technical proposal (online)     | 04/05/2017 at 01.00 PM      |
| <b>7</b>      | Tentative Date & time of uploading of list of Technically qualified bidders (online)   | 08/05/2017 after 04:00 p.m. |
| <b>8</b>      | Tentative Date & time of opening of financial bid (online)                             | 08/05/2017 after 05:00 p.m. |
| <b>9</b>      | Tentative Date of uploading of list of bidders along with their offered rates (online) | 08/05/2017 after 06:00 p.m. |

(Anirban Goon)  
University Engineer (Civil)  
University of GourBanga

## Special Terms and Conditions:----

- 1) Construction Labour Welfare Cess shall be deducted at the rate of 1% of the gross bill value of the selected contractor or as amended time to time by the Government. VAT, Royalty and all other statutory levy/Cess will have to be borne by the contractor and the rate in the schedule of rates/BOQ is inclusive of all such taxes and Cess as stated above.
- 2) Release of security deposit and defect liability period shall be governed as per Notification no-177-CRC/2M-57/2008, date-12/07/2012 by the Secretary to the Government of West Bengal, Public Works Department.
- 3) Intending bidders have to upload the following documents.
  - a) Valid Professional Tax receipt e-challan for the year 2017-2018.
  - b) VAT / CST Registration certificate & Acknowledgement copy of Latest VAT/CST Return.
  - c) PAN Card.
  - d) Valid Trade License.
  - e) Employees' Provident Fund registration certificate along with current Electronic Challan Return (ECR).
  - f) In case of Partnership firm, a copy of registered partnership deed and in case of Company, copies of Incorporation Certificate along with Memorandum and Articles of Association.
  - g) Credential certificate as per notification no-04-A/PW/O/10C-02/14, dt-18/03/2015 by the Principal Secretary to the Govt. of West Bengal, Public Works Department.

Only relevant documents (documents sought for) are to be uploaded, unnecessary / junk documents should not to be uploaded. Documents those are being uploaded should be indexed in a separate page clearly stating the nature/subject of the document. Uploading of irrelevant documents will be treated as disqualification of bidder.

- 4) **Verification of documents:** All the documents submitted/uploaded by the Bidders should be properly indexed. After opening of technical proposal technically qualified bidders may be called for the original copies of their uploaded documents to the office of the Tender Inviting Authority during office hours, within the stipulated time before/after opening of financial proposal. But after opening of financial proposal the lowest bidder must have shown his/her original copies of uploaded documents to the office of the Tender Inviting Authority during office hours, within 3 working days after opening of financial proposal. If any document is found to be forged/fabricated/false, his candidature as qualified bidder will be treated as cancelled and permission for technical qualification will be revoked. Moreover, it will be considered as an attempt to disturb the tendering process which may attract penal action against the bidder including blacklisting.
- 5) Deduction of taxes, security deposit etc shall be governed as per prevailing Government norms or as amended by the Government time to time.
- 6) Mobilization advance or secured advance shall not be paid to the contractor.
- 7) Payment for the work will be made on availability of fund under the respective head of account.
- 8) In case of use of steel material as reinforcement, it should be procured from only primary producers of steel. Also in case of use of materials such as cement, steel, bitumen, cationic emulsion etc which are to be supplied by the contractor, necessary test certificates (duly self-attested) shall have to be furnished to the University Engineer (Civil) or to his representatives before using of those materials for the works. The University Engineer (Civil), UGB or his representative may ask the contractor to arrange for testing of those materials at the laboratory as decided by him and the necessary testing charges shall be borne by the contractor.
- 9) All materials required to be used by the contractor for the work are to be procured from the market by the contractor as per IS/recommended and duly approved by the University Engineer (Civil) or by his authorized representatives.
- 10) The University Engineer (Civil) or the University Authority, University of GourBanga, Malda reserves the right for verification of any original documents of the contractors/bidders at their discretion at any time during tender process or during pendency of the contract against the documents/photocopies submitted/uploaded by the contractor. If any tenderer fails to produce the original hard copies of the documents (as asked during verification) or any other documents on demand by the University Engineer (Civil) or by the University Authority within a specified time frame or if any deviation is detected in the hard copies with respect to the photocopies or if there is any suppression, the tender for that tenderer will be treated as cancelled or shall be treated as breach of contract and the tenderer will be suspended from participating in the tenders by this Institution for a period of 3 ( three) years. In addition to that the earnest money deposit will stand forfeited. The University Authority may take necessary legal/administrative action against such defaulting tenderers.

- 11) The bidder whose bid has been accepted will be informed by the letter of acceptance/work order. The letter of acceptance/work order will constitute the formation of the contract. The agreement in W.B.F No-2911/2911(i)/2911 (ii) with all his amendments will incorporate all agreements between the University Authority and the successful bidder. All the tender documents including work order/ letter of acceptance, NIT, BOQ etc will be the part of the contract document.
- 12) Conditional/incomplete tender will not be accepted under any circumstances.
- 13) The bidders, at their 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, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- 14) Price adjustment in respect of any construction material will not be allowed under any circumstances for this work.
- 15) Prevailing safety norms has to be followed by the contractor, so that LTI (loss of time due to injury) is zero.
- 16) Contractor shall have to arrange plant & machineries, tools and tackles, storing of materials, labour shed, laboratory, water, electricity, site office, godown etc. required for work at their own cost and responsibility.
- 17) Site of work and necessary drawings may be handed over to the agency phase-wise. No claim in this regards will be entertained.
- 18) The contractor shall arrange for all means of transport including Railway Wagons required for carriage and supply of materials and also the materials required for the construction work. The department may however, at their own discretion grant necessary certificates, if required, for procurement of railway wagons. But, in case of failure of the department to help the contractor in this respect, the contractor will have to procure wagons at his own initiative and no claim whatever on the ground of non-availability of wagons shall be entertained under any circumstances. If railway wagons are not available, the contractor will have to depend on transport of materials by road as necessary to complete the work in time and the contractor must consider this aspect while quoting rate.
- 19) Notwithstanding the provisions made in the related printed tender form (if any) any item of the work which can be legitimately be considered as not stipulated in the specific schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the contractor if so, directed by the University Engineer (Civil) or by his representative and the rates will be fixed with manner as stated below—
  - a) Rate of supplementary items shall be analyzed in the 1<sup>st</sup> instant extended possible from the rates of the allied items of work appearing in the tender schedule.
  - b) Rate of supplementary items shall be analyzed to the maximum extent possible from rates of the allied items of work appearing in the P.W. Department, Govt of West Bengal schedule of rates for Civil, S&P, Roads & Bridges, Electrical Works along with all addenda and corrigenda of probable items of work forming part of tender document rates for the working area enforce at the time of NIT or from the University's approved rate.
  - c) If the rates of the supplementary items cannot be computed even after applications of clauses stated above, the same shall be determined by analyses from market rates of material, labour and carriage cost prevailing at the time of execution of such items work. Profit and overhead charges (both together) @ 15% (fifteen percent) and Cess @ 1% will be allowed only; the contractual percentage will not be applicable.

Unbalanced market rates shall never be allowed. Contractual percentage shall only be applicable with regard to the portions of the analysis based on clauses (a), (b) stated above only. It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the work order book/site order book (University Engineer, (Civil) or his representative shall be the custodian of that triplicate book whose pages should be machine numbered. The contractor shall supply this book at his own cost and the contractor or his authorized representative may take away one copy of such every instruction provided in that book by the client for his own record and guidance) or any written order from the University Engineer (Civil) or his representative of University of GourBanga, Malda.

- 20) Where there is any discrepancies between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern. Besides, if any discrepancies found in the unit rate, the rate of item(s) shall be analyzed from rates incorporated/mentioned in the P.W. Department, Govt. of West Bengal schedule of rates for Civil, S&P, Roads & Bridges, Electrical works along with all addenda and corrigenda of probable items of work forming part of tender document rates for the working area enforce at the time of NIT.
- 21) Whatever the reasons may be, no claim of idle labour, enhancement of labour rate, additional establishment cost, cost of TOLL and hire & labour charges of tools and plants, railway freight etc. would be entertained under any circumstances.
- 22) All risk on account of railway or road carriage or carriage by boat including loss or damage of vehicles, boats, barges, materials or labour, if any, will have to be borne by the contractor without any extra claim towards the University Authority.
- 23) All materials and workmanship shall be in accordance with the specifications laid down in the contract and also as per M.O.R.T & H's specification for Roads and Bridges Works (4<sup>th</sup> revision) and IS codes and the University Engineer (Civil), University of GourBanga (or by his representatives) reserves the right to test, examine and

measure the materials/workmanship direct at the place of manufacture, fabrication or at the site of works or any suitable place. The contractor shall provide such assistance, instrument machine, labour and materials as the University Engineer (Civil) may require for examining, measuring and testing the works and quality, weight or quantity of materials used and shall supply samples for testing as may be selected and required by the University Engineer (Civil) without any extra cost. Besides this, the contractor will carry out tests from outside laboratory as per instruction of the University Engineer (Civil). The cost of all such tests would be borne by the contractor.

- 24) Time for completion as specified in the tender shall be deemed to be the essence of the contract and shall be reckoned from the date of issue of letter of acceptance/work order.
  - 25) In case of force closure or abandoned of the works by the University authority the contractor will be eligible to be paid for the finished work/actual work done but not for any losses.
  - 26) The contractor shall not be entitled for any compensation for any loss suffered by him/her due to delays arising out of modification of the work, drawings, due to non-delivery of the possession of site etc.
  - 27) The whole work will have to be executed as per Departmental drawing (if any) available in this connection at the tender rate. And the drawing(s) may be seen from the office of the undersigned before submission of quoted rate during office hours of any working day.
  - 28) Supervision of Electrical components of works will be carried out by concerned wings of the department (office of the University Engineer) under the overall coordination of the University Engineer (Civil) as the case may be.
  - 29) The Electrical work shall be carried out as per PWD specification for electrical work amended up to date and as per additional specifications and conditions for this work.
  - 30) The department reserves the right to send such electrical materials to the manufacturers/authorized test laboratory to verify the genuineness and quality of product.
  - 31) All concealed and earthing work shall be done in the presence of the University Engineer (Civil) or his authorized representative for electrical works.
  - 32) The contractor shall be responsible for any damage done to the building or electrical installation during the execution of the work. Damage, if any shall have to be made good by the contractor at his own cost failing which the same shall be got rectified/made good at the risk and cost of the contractor.
  - 33) The whole work shall be carried out in engineering like manner and bad workmanship shall be rejected summarily. For redoing the job, no claim of the contractor shall be entertained on this account.
  - 34) The site shall be cleared of malba, debris caused by working at site by the electrical contractor without any extra cost to the department.
  - 35) The contractor or his authorized representative shall sign the site order book and comply with the remarks entered therein by the representative of the department.
  - 36) The electrical contractor will ensure that all the skilled persons managed / deployed for executing the electrical work possess the wireman licence/worksmen permit issued by competent authorities. Consequences arising due to the default of the contractor to comply with this condition would be contractor's responsibility only.
  - 37) The tender inviting authority reserves the right to deny or accept or reject any or all the applications and to amend/change/supplement/cancel any clause or the whole tendering process, at any point of time without any obligation & assigning any reasons what-so-ever.
  - 38) If any part of work is found to be of inferior quality than that specified in the tender reduced rate will be applicable as will be finalized by the University Engineer (Civil) or the competent authority of the University of GourBanga.
  - 39) No documents will be entertained, if sent by post/courier/e-mail or any other hard form.
  - 40) If there be any objection of any participant regarding Prequalification or technical evaluation, that should be lodged to the tender inviting authority within 24 hours from the date of publication of list of qualified agency and beyond that time, no objection will be entertained.
  - 41) If any discrepancy/contradiction arises between two similar clauses in same notification, the clause as stated in later notifications will supersede former one in following sequence:
    - i) West Bengal Form No. 2911/2911(i)/2911(ii)
    - ii) NIEt& corrigendum (if any).
- iii) Special terms & condition (if any).  
However, if such discrepancy / contradiction in NIEt or other documents are noticed by the applicant / intending bidder that has to be brought to the notice of the tender inviting authority for necessary corrigendum. No advantage could be claimed by the agency for such inadvertent mistakes / errors after finalization of Tender or during execution of works.
- 42) There shall be no provision for Arbitration under this contract, provision under clause 25 of WBF No.2911/2911(i)/2911(ii) is thus considered deleted. For any discrepancies, the decision taken by the Vice Chancellor, University of GourBanga, Malda is final and binding.

**INSTRUCTION TO BIDDERS**  
**SECTION-A**

**1. General Guidance for e-Tendering**

Instructions / Guidelines for tenderer/bidder for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

**2. Registration of Contractor**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://etender.wb.nic.in> .the contractor is to click on the link for e-Tendering site as given on the web portal.

**3. Digital Signature certificate (DSC)**

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information Centre (NIC) on payment of requisite amount details of which are available at the Web Site stated in Clause 2. DSC is given as a USB e-Token.

1. The contractor can search & download NIT& Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

2. **Submission of Tenders. General process of submission**

Tenders are to be submitted online through the website stated in Cl. 2 in two folders as per tender schedule, i.e Prequalification with Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC), The documents are to be uploaded (virus scanned copy) duly Digitally Signed wherever necessary. The documents will get encrypted (transformed into non-readable formats).

**A. TECHNICAL PROPOSAL**

**The Technical Proposal to be submitted in the following two covers (Folders):**

**A-1. Statutory Cover Containing:**

**Following Scanned Documents are to be uploaded virus scanned and digitally signed by the Contractor:-**

(a) e-N.I.T.

(b) W.B.F. 2911/2911(i)/2911(ii) (No rates to be given)

(c) Scan copy of EMD.

(d) Credential certificate as per notification no-04-A/PW/O/10C-02/14, dt-18/03/2015 by the Principal Secretary to the Govt. of West Bengal, Public Works Department.

(e) Notification no-177-CRC/2M-57/2008, date-12/07/2012 by the Secretary to the Government of West Bengal, Public Works Department.

(f) Others (All section of tender document).

**A-2. Non-Statutory Cover:**

This will contain the following scanned documents to be uploaded virus scanned and duly digitally signed by the bidder:-

a) Valid Professional Tax receipt e-challan for the year 2017-2018.

b) VAT / CST Registration certificate & Acknowledgement copy of Latest VAT/CST Return.

c) PAN Card.

d) Valid Trade License.

e) Employees' Provident Fund registration certificate along with current Electronic Challan Return (ECR).

f) In case of Partnership firm, a copy of registered partnership deed and in case of Company, copies of Incorporation Certificate along with Memorandum and Articles of Association.

g) Credential certificate as per notification no-04-A/PW/O/10C-02/14, dt-18/03/2015 by the Principal Secretary to the Govt. of West Bengal, Public Works Department.

**Intending Bidders should upload documents as per following folders in My Document:**

| <b>Sl.</b> | <b>Category Name</b>   | <b>Sub-Category Description</b> | <b>Details</b>                                                                                                                                                                                                                                                                                                  |
|------------|------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A          | Certificates           | Certificate                     | <p>a) Valid Professional Tax receipt e-challan for the year 2017-18.</p> <p>b) VAT / CST Registration certificate &amp; Acknowledgement copy of Latest VAT/CST Return.</p> <p>c) PAN Card.</p> <p>d) Employees' Provident Fund registration certificate along with current Electronic Challan Return (ECR).</p> |
| B          | Company Details        | Company Details                 | <p>a) Valid Trade License.</p> <p>b) Partnership Deed and Trade License for Partnership Firm.</p> <p>d) Incorporation Certificate, Trade License for Ltd. Company.</p> <p>e) Society Registration Certificate and Trade License for Society.</p> <p>f) Anything other as may be relevant.</p>                   |
| C          | Credential             | Credential                      | <p>a) Credential certificate as per notification no-04-A/PW/O/10C-02/14, dt-18/03/2015 by the Principal Secretary to the Govt. of West Bengal, Public Works Department.</p>                                                                                                                                     |
| D          | Additional Information |                                 | <p>Any other information applicant considers being relevant in connection with the eligibility to participate in the tender.</p>                                                                                                                                                                                |

**SECTION-B**

**FORM-I**

**PRE-QUALIFICATION APPLICATION**

To  
The University Engineer (Civil),  
University of GourBanga,  
Malda-732103.

Ref : -Tender for :  
(Name of work) : .....  
.....  
.....

N.I.e.T No. : .....(Sl. No.....) of2017-18by the University  
Engineer (Civil),University ofGourBanga, Malda.

Dear Sir,

Having examined the Statutory, Non statutory &NIEt documents, I / we hereby submit all the necessary  
informationand relevant documents for evaluation.

The application is made by me / us on behalf of .....in the  
Capacity.....duly.....authorized  
to submit the offer. The necessary evidence admissible by law in respect of authority assigned to us on behalf of them  
group of firms for Application and for completion of the contract documents is attached herewith

We are interested in bidding for the work(s) given in Enclosure to this letter. We understand that:

- (a) Tender Inviting & Accepting Authority/ University Engineer (Civil) can amend the scope & value of the contractbid  
under this project.
- (b) Tender Inviting & Accepting Authority/University Engineer (Civil) reserve the right to reject any applicationwithout  
assigning any reason.

**Encl :-e-Filling:**

- 1. Statutory Documents
- 2. Non Statutory Documents

**Signature of applicant including title** and capacity in which application is made

Date:-



**SECTION – B**

**FORM-II**

**Detail of Organization**

1. Name of Applicant : (Indicate whether proprietary firm,) Partnership, Limited Company, Corporation/Others)
2. Office Address:-
3. Telephone No. :-
4. Fax No. :-
5. E-Mail address :-
6. Name and address of Banker :-

*Signature of applicant including title and capacity in which applicant is made*

**DECLARATION BY THE TENDERER/ QUOTATIONER**

**IN RESPECT OF GENERAL CONDITION OF CONTRACT**

**[Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- (Rupees ten only) and to be enclosed with the Tender Documents which is required to be mentioned in the forwarding letter of the Tenderer/Quotationer. ]**

I, ....., son of .....aged about .....years by occupation .....do hereby solemnly affirm and say as follows :

1) That I am the .....(Designation) ..... of .....(Name of Tendered) and i am duly authorized and competent to affirm on behalf of the said Tendered.

That my / our authorized and competent personnel including myself have inspected all the sites of work covered under **Electronic Tender No. UGB/UE/02/17-18, dt-17/04/2017 (1<sup>st</sup> Call) of the University Engineer (Civil), University of GourBanga** and have made ourselves fully acquainted with the site conditions and local conditions in or around the site of work. We have also carefully gone through the Notice Inviting Tender and Tender Documents and WBF 2911 mentioned therein. Tender of the above named Tenderer/ Quotationer is offered upon due consideration of all factors and if the same is accepted, I, on behalf of the aforesaid Tenderer/ Quotationer, being duly authorized, promise to abide by all the covenants, conditions and stipulation of the contract document and to carry out, complete design, construction, supply, erection, commissioning, performance guarantee test and operation and maintenance of the work to the satisfaction of the EIC of the work and abide by his instruction as may be given by him from time to time to that effect. I also undertake to abide by the provisions of law including the provisions of law including the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Apprentice Act, 1961, West Bengal Sales Tax Act. Income Tax as would be applicable to the Tenderer/ quotationer upon entering into formal contract / agreement with the Government of West Bengal.

- 1) That I declare that no relevant information as required to be furnished by the Tenderer/ quotationer, has been suppressed in the Tender Documents.
- 2) That I declare that we will not claim any compensation in any manner whatsoever in the event of becoming unsuccessful Tenderer/quotationer.
- 3) That I declare that concerned University authority shall not be held responsible for making payment against any anticipated profit and / or compensation for any losses, whatsoever for the works as stated in this Tender Document and we shall not claim any payment for such purpose in the event of becoming successful Tenderer/ quotationer.
- 4) That the statement made in paragraph No. 1 to 5 are true to the best of my knowledge and belief.

Solemnly affirmed by the

Said .....

Deponent before me

(1st class Judicial ,Magistrate /Notary public)

(Signature of Contractor)

## **B. (II) Financial Proposal:**

The financial proposal should contain the following documents in one cover (folder)

- a) Financial Bid in which the contractor is to quote the rate online in the space marked for quoting rate in the BOQ. Only downloaded copies of the above Documents are to be uploaded, virus scanned & digitally signed by the contractor.

### **5. Opening & evaluation of tender:**

#### **5.1 Opening of prequalification & technical proposal:-**

- i. Technical proposals will be opened by the **University Engineer (Civil), University of GourBanga** or his authorized representative electronically from the web site using their Digital Signature Certificate.
- ii. Intending quotationers may remain present if they so desire.
- iii. Statutory documents will be opened first & if found in order, non statutory documents will be further opened. If there is any deficiency in such documents the tender will summarily be rejected.
- iv. Pursuant to scrutiny & decision of the Tender Evaluation committee the summary list of eligible quotationers will be uploaded in the web portals.
- v. While evaluation, the committee may summon the tenderers/ quotationers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

#### **5.2. Opening of Financial proposal:-**

- i. Financial proposals of the tenderers / quotationers declared technically eligible will be opened electronically from the web portal on the prescribed date, by the **University Engineer (Civil), University of GourBanga**
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. The Financial Proposal shall be evaluated by the Tender Inviting Authority i. e. the **University Engineer (Civil), University of GourBanga** Final summary result containing inter – alia name of contractors and the rates quoted by them shall be uploaded provided he is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.
- iv. However, if there is any scope for lowering down of rates in the opinion of the University Engineer (Civil), further negotiation meeting with the lowest bidder may be held at his office which will be done offline. The final negotiation statement shall be uploaded in the website.

### **6. Penalty for suppression/distortion of facts:**

If any tenderer /quotationers fails to produce the original hard copies of the documents or any other documents on demand of the Tender inviting authority at any stage of tender process within a specified time frame or if any deviation is detected in the hardcopies from the uploaded soft copies or if there is any suppression, the tenderer/ quotationer will be Barred from participating the tenders for a period of 3 years. In addition, his user ID might be deactivated and Earnest Money Deposit may stand forfeited. Besides, the University authority may take appropriate legal action against such defaulting tenderer/ quotationer.

### **7. Award of contract:**

The Tender Inviting Authority/University Engineer (Civil) reserves the right to accept or reject any Bids and cancel the Bidding processes and reject all Bids at any time or distribute the work prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tender Inviting Authority/University Engineer (Civil) action. The Bidder who's Bid will be accepted, notified by the Tender Inviting Authority/University Engineer (Civil) through acceptance letter. The notification of award will constitute the formation of the Contract. The Agreement in W.B.F. No. - 2911/2911(i)/2911(ii) will incorporate all terms and condition between the University authority and the successful Bidder. The copy of work order/letter of acceptance, NIT, BOQ etc will be the part of the contract documents/agreement.

(Anirban Goon)  
University Engineer (Civil)  
University of GourBanga