



E-TENDER NOTICE

Reference No.: SU/ET/2022-23/08

Date: 23/09/2022

E-Tender Notice for Construction of aluminum partition and misc. works for academic section at Central Library, Sikkim University

Sikkim University invites item rate e-tenders from the eligible CONTRACTOR those enlisted with Sikkim PWD/MES/CPWD or other PSU engaged with execution of civil and electrical work for the following work:

“Construction of aluminum partition and misc. works for academic section at Central Library, Sikkim University” as per the drawing at Annexure-I and terms and conditions mentioned below:

The tentative scope of work is as stipulated in the following Bill of Quantity; however, this quantity may be considered as a rough guide pertaining to the scope of work and the bidder is expected to inspect the location of work physically before quoting the bids.

The bidder is expected to do the necessary coordination with the LIBRARIAN and Engineering cell of the University for actual scope of work.

The work mainly consists of Civil works such as, Aluminum partition with 3 layered block board/glazed, Replacement of normal partition glass pan to one way colored/black glass, cement putty followed by painting, repairing of plumbing and sanitation etc.

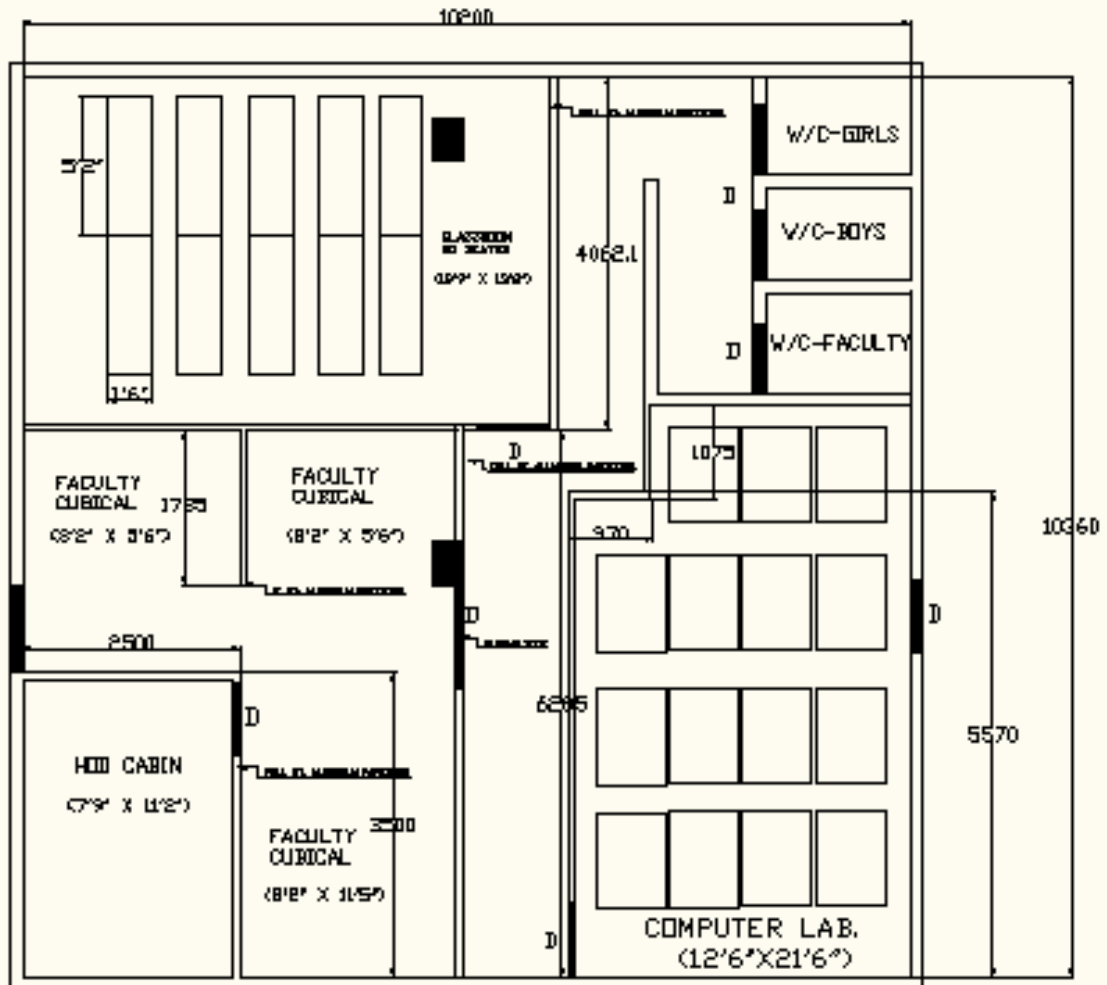
BOQ

Sl.no	Particulars of Items	Unit	Qty
1	Providing and fixing anodized aluminum works for doors, windows, ventilators and partitions with extruded built up standard tubular or other section of approved make confirming IS 733 and IS 1285, fixed with rawl plugs and screws or with fixing clips or with expansion hold fasteners i/capproved brand and manufacture in paneling fixed in Aluminum doors, windows, shutters and partition frames with CP brass / stain less steel screws etc. complete as per architectural drawings and direction of Engineer - in Charge with replacement of glazing or panel and doors in existing aluminum partition.	Sq.m	93.6615
2	Providing and fixing prelaminated sheet three layer medium density (exterior grade) particle board grade - I type - II confirming IS 12823 bonded with phenol formaldehyde synthetic resin of approved brand and manufacture in paneling fixed in Aluminum doors, windows, shutters and partition frames with CP brass / stain less steel screws etc. complete as per architectural drawings and direction of Engineer - in-Charge.	Sq.m	93.66150

3	Providing and Providing and painting with plastic Emulsion paints two or more coats on New surface of required shade to give an even shade including brushing the surface clean of all dirt dust and smoothed by sand paper etc complete	Sq.m	241.368
4	Providing and laying plaster of paris putty of 2mm thick over plastered surface to prepare the surface even and smooth all complete:	Sq.m	241.368
5	Repairing of existing toilet with replacement of wash basin, cistern sewage pipe line and other accessories as per requirement of the dept. all complete as per Engineer incharge.	No	3.000
6	Dismantling of wooden partition including staking of dismantled materials and disposing off, all complete as per engineer incharge.	Job	1

Annexure-I

PROPOSED PLAN FOR ACADEMIC SECTION AT CENTRAL LIBRARY.



PLAN

The offers in the prescribed format shall be submitted online at <https://mhrd.euniwizarde.com/> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with Public Procurement <https://mhrd.euniwizarde.com/> the tender document is also available on website: <https://mhrd.euniwizarde.com/> and CPP Portal <https://eprocure/gov.in/epublish/app>.

a.	Availability of tender document on CPP portal/ website: https://mhrd.euniwizarde.com/	23/09/2022
b.	Request Tender Document from date and time	23/09/2022 & 5.00 pm
c.	Request Tender documents till date and time	14/10/2022 & 5:00 pm
d.	Technical Bid online submission end date	14/10/2022 & 5:00 pm
e.	Date & Time for opening online Technical bid	17/10/2022 & 11:00 am
f.	Financial bid online submission end date.	14/10/2022
g.	Date and time for opening online financial bids	Shall be notified after technical bid is evaluated.
h.	Validity of tenders.	90 Days
i.	Estimated Value of the Contract	7.828 LACS/-

1. The bid should be submitted in compliance to the NIQ at: <https://mhrd.euniwizarde.com>
2. In order to participate, the bidding firm should be registered in the online e-tender portal and should have a valid authorized Digital Signature Certificate – (DSC). Bids submitted otherwise shall not be accepted.
3. An amount of **Rs.1,000/-** (non-refundable cost of downloaded tender form) should be remitted through e-payment gateway available on MHRD portal.
4. The bids shall be uploaded in two cover system consisting of Technical and Financial bid.
 - 5.1. The technical documents required shall be as follows:
 - I. Annexure II (Company Profile)
 - II. Annexure III(Technical bid with item details and eligibility fulfillment)
 - III. Signed and sealed copy of Tender form and authorization letter for signatory person.
 - IV. Company registration certificate.
 - V. Company PAN Card and G.S.T details
 - 5.2. The financial documents required shall be as follows:
 - I. Financial Bid in prescribed format in LUMPSUM basis.
5. **Bids are to be submitted through online mode at <https://mhrd.euniwizarde.com> only no hard copy is to be sent to the University.**
6. The bidder registered with Micro and small scale enterprises (MSEs) are exempted from submitting bid security/EMD based on guide line issue by department of Micro, small and medium Enterprises. (MSME). If EMD and Application fees are claimed for exemption

then the relevant MSME certificate supporting the exemption claim may be uploaded along with the online tender document with Annexure I.

7. Bid Security/Earnest Money Deposit: - Bidder is not required to submit any Bid Security as per the Government Office Memorandum No F.9/4/2020-PPD dated 12th November,2020. However, bidder should submit the Bid Security Declaration form on the firm's letter head.
8. In order to participate, the bidding firm should be registered in the online e-tender portal and should have a valid authorized Digital Signature Certificate – (DSC). Bids submitted otherwise shall not be accepted.
9. Tenderer should have successfully completed or substantially completed three similar work costing not less than the amount equal to 40% of estimated cost of work Or Two similar works costing not less than the amount equal to 50% of estimated cost of work Or One similar work costing not less than the amount equal to 80% of estimated cost of work in “last five & current” financial years. The value of executed work 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 bid.
10. The rate should be quoted including all costs such as labour charges/cess, headload, carriages, materials, GST, ESIC, EPF etc. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid. The copy of ESIC & EPF registration valid up to the last date of bid submission may be uploaded by bidder.
11. The materials to be used should be of reputed make and model and duly approved by the Engineer-in-charge before execution of the same.
12. The work is to be executed at central library Sikkim University, Gangtok. The bidders are advised to visit the site before bidding to access the work to be executed at site including head loads and carriages etc. No additional escalation claims by the contractor would be entertained.
13. The point of completion of work is as at Central library, Sikkim University. Inspection of the completed work shall be done by Department of Engg. Cell, Sikkim University
14. All support related to maintenance and service should be onsite during the warranty period.
15. The work should be completed within 30 days of receiving of the work order failing which delay penalty will be charged @ 1% per week subject to a maximum of 10% will be charged on the total project cost.
16. Participating firm may contact J.E Civil Sikkim University at 9547116279 for any queries related to the tender.
17. a) Payment will be made after successful completion of the work. No part or advance payment shall be made.
b) Performance security shall be retained @ 3% of work order value for minimum period of 180 days beyond the date of competition. Any defect in the executed work should be rectified by the contractor at his own cost during the defect liability period. The defect liability period of the work is 180 days from the date of completion of the work.
c) No interest shall be paid by the University on any amount held as security.

d) The University shall, except as otherwise provided, ascertain and determine by measurement the value of work done in accordance with the contract. All measurements of all items having financial value shall be entered by the contractor and compiled in the shape of the Computerized Measurement Book having pages of A-4 size as per the format of the department so that a complete record is obtained of all the items of works performed under the contract. All such measurements and levels recorded by the contractor or his authorized representative from time to time, during the progress of the work, shall be got checked by the contractor from the Engineer-in-Charge or his authorized representative as per interval or program fixed in consultation with Engineer-in-Charge or his authorized representative. After the necessary corrections made by the Engineer-in-Charge, the measurement sheets shall be returned to the contractor for incorporating the corrections and for resubmission to the University for the dated signatures by the Engineer-in-Charge and the contractor or their representatives in token of their acceptance

18. Arbitration of all disputes related to the procurement, delivery and service of the goods would be done in the Gangtok jurisdiction, Sikkim.
19. Participating vendors should comply to the advertised specifications. If there is any deviation of the product being quoted from the tendered specifications then the same will be rejected during technical bid evaluation. Hence any doubt in the proposal may be clarified by contacting the number given below before submission of the online bids.
20. The Registrar, Sikkim University, has the power to reject any tender or all tender or extend the date of opening of tender without citing any reasons. Decision of The Registrar, Sikkim University will be final and binding to all tenderer.

**Sd/-
Registrar**

Note: All page(s) of Annexures have to be printed in official letter head and have to be duly signed and stamped by the authorized signatory.

**Annexure-II
COMPANY PROFILE**

Supplier's Ref. No.....

Dated.....

Tender Reference No.:SU/ET/2022-23/08

Dated: 23/09/2022

FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM

1. Name of the Firm:
2. Address of the Firm:
3. Contact no:
4. Email address:
5. Registration details:
6. Permanent Account Number:
7. G.S.T number :
8. Bank Account details including Account Number, Bank name, Branch name & IFSC code:

Declaration:

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the E-tender notice and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true and the financial bid has been quoted in compliance to the item specifications listed above in Annexure III (Technical Bid).

Name:

Designation:

[Official Seal with authorized signature]

Place:

Date:

Annexure-III

Enclosure - I
CHECKLIST

SI No.	Descriptions	Enclosed (Yes/No)
1	Company Profile – Annexure II format	
2	Work orders and completion certificate for similar works executed	
3	Undertaking for similar work executed	
4	Signed and sealed copy of Tender document	
5	Letter of authorisation	
6	Company registration/enlistment certificate	
7	Company Pan and GST certificate	
8	EPF & ESIC registration details and documents	
9	Bid security declaration	
10	Financial Bid	

Bid Security Declaration Form

Date: _____ Tender No. _____

To

The Registrar

Sikkim University

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or(ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained a <https://mhrd.euniwizarde.com/>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://mhrd.euniwizarde.com/>) with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
4. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
5. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
6. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
7. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
8. The scanned copies of all original documents should be uploaded on portal.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee Rs. 922/- inclusive of all taxes (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fees, tenders will be moved to the respective “Register” Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. Helpdesk landline No: 011-49606060
2. Mr. Amrendra Kumar (8448288980).