

**Section- I**  
**NOTICE INVITING TENDER**

## NOTICE INVITING TENDER

Tender Notice No. SWA/15/2020

Dated: 16.01.2020

Tender in two parts is invited from registered & bonafide, experienced and resourceful contractors for the following work:-

Name of the work : "Construction of Common facility Centre" at Village-Tatarpur, Post- Muluk, P.S-Bolpur, Dist- Birbhum, Pin- 731204, West Bengal.

Estimated Amount : Rs.40,47,076/-

Completion Time : 60 days.

Cost of Bid Documents : 1500 /-(Non-Refundable).

Intending bidders desirous of participating in the tender are to log on to the website [www.swadhin.net.in](http://www.swadhin.net.in) for the tender.

### KEY DATES

A.	Date of uploading of NIT & other Documents (Publishing Date)	16.01.2020
B.	Documents Collection Start date	16.01.2020
C.	Bid submission starting date	16.01.2020
D.	Last date and Time of physical submission of Tender	06.02.2020 12.00 PM
E.	Techno-commercial bid opening date and Time	06.02.2020 3.00 PM

If a Holiday falls on any of the schedule date then schedule date shall be considered on next working day.

**Address for Submission of Bid:** SWADHIN TRUST  
Village- Tatarpur, P.O -Muluk,  
Dist-Birbhum,  
PIN-731204, West Bengal

**Section II**  
**INVITATION OF BID**

## INVITATION OF BID

### 1. SCOPE OF WORK:-

“Construction of Common Facility Centre” at Vill-Tatarpur, PO-Muluk, PS-Bolpur, Dist-Birbhum, West Bengal-731204 as per technical specification, schedule of works and approved drawings (as annexure-1).

### 2. TECHNICAL ELIGIBILITY CRITERIA OF THE BIDDER:-

- a) The bidder must have successfully completed similar nature of works (both civil) during last seven years.
- b) Three similar completed works.

### 3. COMMERCIAL ELIGIBILITY CRITERIA OF THE BIDDER:-

Average annual turnover during last three years must be 50 lakhs. (Enclose annexure)

### 4. OTHER STATUTORY REQUIREMENTS:-

The Bidder shall furnish the following documents

- a. EPF registration
  - b. I.T Return for last three financial years & PAN Card
  - c. GST registration No., GSTIN, HSN Code & SAC Code
  - d. Performance as prime contractor for execution of similar nature of work for last seven years and details of works in hand
5. Earnest Money Deposit amounting to Rs.80,942/- (for general) and Rs.40,471/- (for SC/ST) shall be submitted individually along with the offer.
  6. Any bidder against whom FIR/Complaint is lodged with Police shall not be eligible to participate in the bidding process.
  7. The estimated cost is inclusive of GST.

**Section III**  
**INSTRUCTION TO BIDDERS**

## 1. Submission of Tenders:

Tenders are to be submitted offline. All the documents uploaded by the Tender Inviting Authority form an integral part of the Contract. Tenderers are required to submit all the tender documents along with the other documents, as asked for, in the tender, through the above website within the stipulated date and time as given in the Tender Notice. Tenders are to be submitted in two envelopes - one is Technical Proposal and the other is Financial Proposal. The bidder shall carefully go through the documents and prepare the required documents and submit the documents.

## 2. BID DOCUMENT:

The techno-commercial bid shall contain true copy of the original of the following documents

- Earnest Money Deposit amounting to Rs.80,942/- (for general) and Rs.40,471/- (for SC/ST) in favour of "SWADHIN Fashion Accessories Cluster"
- GST registration No., GSTIN, PAN, EPF Registration Certificate, I.T. Return Copy for last 3 (three) financial years, ESI Registration (if applicable) and Documentary evidence(s) regarding fulfillment of Commercial eligibility criteria as per "Invitation of Bid".
- Self-attested copies of orders with work completion certificates from Client to establish work experience as required in the NIT.

Failure to submit any of the above documents will render the bidder liable to be rejected for techno-commercial bid. The above should be arranged in the following manner:

Sl.	Category Name	Sub-category	Details
01.	Certificates	Certificates	a) PAN Card. b) Copy of I.T. return for last 3 (three) financial years. c) GST registration No., GSTIN, HSN Code & SAC Code d) Professional Tax Paid Certificate e) Self attested copy of License with validity in the name of bidder. f) Self attested copy of Electrical Supervisor's Certificate with validity.
02.	Company Detail(s)	Company Detail	

03.	Credentials	Credential	a) Performance as prime contractor for execution of similar nature of work for last 7 (seven) years and details of work in hand.
04.	Financial Information	Financial Information	a) Copy of IT returns for last 3 financial years. b) Annual Audited Financial Report for last 3 years to be submitted for verification in respect of bidders for whom Audit of Accounts is mandatory.
05.	Earnest Money	Earnest Money	Earnest Money Deposit amounting Rs.80,942/- (for general) and Rs.40,471/- (for SC/ST) in favour of "SWADHIN Fashion Accessories Cluster"

Original documents may be required to be verified.

The bidder shall have to go through all the "Annexures" enclosed in this bid document and submit the filled in proforma of the appropriate/relevant annexures with the bid document putting the signature with seal of the Company/firm before submitting the tender viz. Annexure-II (letter of undertakings), Annexure-VII (Bid Proposal), Annexure-XI (List of document for qualification of the bidder), Annexure-XIV (Proforma of declaration of Black Listing/Holiday Listing) etc.

Price bid should contain the priced "Bill of Quantities" (BOQ) in one cover (folder). Bidder is to quote the rate on 'Percentage quotation basis' in the space marked for quoting rate in the BOQ.

### 3. VALIDITY OF BIDS:

Price bid of the tender shall be opened within a stipulated time limit from the date of opening of Part-I preferably within 30 (thirty) days. Bids shall remain valid for a period of 180 (one hundred & eighty) days from the next day of opening of the tender..

### 4. EARNEST MONEY DEPOSIT (EMD):

The bidder shall deposit the requisite earnest money, in the form of 'Bank Draft'/Pay Order in favour of "SWADHIN Fashion Accessories Cluster" by any scheduled Bank payable at "State Bank of India, Santiniketan Branch", within stipulated deadline and shall also be uploaded with the bid. The earnest money shall be valid for 7(seven) calendar months with an additional claim period up to 3 (three) months from the date of submission of bid. Bidder shall not claim any interest on Earnest Money Deposit.

Earnest money will be refunded to the unsuccessful Bidder after finalization of the tender but not later than 60(sixty) days after the expiry of the period of bid validity prescribed by **SWADHIN TRUST**.

### 5. BID SUBMISSION:

Bids shall be submitted within the stipulated deadline. **SWADHIN TRUST** may at its discretion, extend the deadline of bid submission by issuing an amendment. In that case all rights and obligations of **SWADHIN TRUST** and the bidders previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

**6. PROCESS TO BE CONFIDENTIAL:**

a) After the opening of bids, information relating to the examination, clarification, evaluation and comparison of bids, and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.

**7. RIGHT TO REJECT BIDS:**

**SWADHIN TRUST** reserves the right to accept or reject the bid, wholly or partly, or to split the work in parts and to add/delete any of the items, without assigning any reason whatsoever.

**8. EVALUATION AND COMPARISON OF BIDS:**

On examination of documents submitted under different covers **SWADHIN TRUST** will evaluate and compare the bid, determined to be substantially responsive at each step.

**9. AWARD OF CONTRACT**

**SWADHIN TRUST** will award the contract to the successful bidder whose bid has been determined to be substantially responsive, qualified to satisfactorily perform the contract and evaluated as the lowest bidder.

**10. TAXES. DUTIES AND OTHER LEVIES:**

The contractor shall be solely responsible for the taxes that may be levied on the contractor's persons or on earnings of any office employee.

All other duties / levies payable (excluding GST) by the bidder shall be included in the bid price and no claim on this behalf will be entertained by **SWADHIN TRUST**.

**11. GUARANTEE:**

The contractor should give Bank guarantee 5% of quoted amount to the organization.