

Section- I
NOTICE INVITING TENDER

Self Employment Voluntary Association

NOTICE INVITING TENDER

Tender Notice No. -----

Dated: 04-09-2020

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 Kangmong Agro Processing Cluster, **West Imphal**

Estimated Amount : **Rs. 34,42,568.62/-**

Completion Time : **3 (Three) months.**

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

Intending bidders desirous of participating in the tender are to log on to the website <http://iietraining.org> for the tender.

KEY DATES

A	Date of uploading of NIT & other Documents (Publishing Date)	04-09-2020
B.	Documents Collection date	04-09-2020
C.	Bid submission starting date	04-09-2020
D	Last date of physical submission of Tender	25-09-2020
E.	Techno-commercial bid opening date	28-09-2020

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:

The Chief Executive Officer,
Seva Manipur, North Babupara, Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001
Manipur.

Section II
INVITATION OF BID

INVITATION OF BID

1. SCOPE OF WORK: -

“Construction of Common facility Centre” at **Kangmong Agro Processing Cluster**, per technical specification, schedule of works and approved drawings (as annexure).

2. TECHNICAL ELIGIBILITY CRITERIA OF THE BIDDER: -

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

3. COMMERCIAL ELIGIBILITY CRITERIA OF THE BIDDER: -

- a) Average annual turnover during last three years must be **Rs. 13,77,028/-**

4. OTHER STATUTORY REQUIREMENTS: -

The Bidder shall furnish the following documents

- a. EPF registration, ESIC registration
- b. I.T Return for last three financial years & PAN Card
- c. GST registration No., GSTIN
- d. Performance as prime contractor for execution of similar nature of work for last five years and details of works in hand

5. Earnest Money Deposit amounting to **Rs. 68,852/-** (for General/ OBC) and **Rs 34,426/-** (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 folders - one is Technical Proposal and the other is Financial Proposal. The tenderer 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

- EMD of **Rs. 68,852/-** (for General/ OBC) and **Rs. 34,426/-** (for SC/ST) in favour of “**Kangmong Agro Cluster**” payable at Punjab National Bank, Samaulamlan Branch, Churachandpur.
- 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 of 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 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.
	Company Detail(s)	Company Detail	
03.	Credentials	Credential	a) Performance as prime contractor for execution of similar nature of work for last 3 (three) 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	EMD of Rs. 68,852/- (for General/ OBC) and Rs. 34,426/- (for SC/ST) in favour of “ Kangmong Agro Cluster ” payable at Punjab National Bank, Samaulamlan Branch, Churachandpur

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-I (letter of undertakings as attached), Annexure-II (List of document for qualification of the bidder), Annexure-III (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 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 “**Kangmong Agro Cluster**” payable at Punjab National Bank, Samaulamlan Branch, Churachandpur 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. Tenderer shall not claim any interest on Earnest Money Deposit.

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

5. BID SUBMISSION:

Bids shall be submitted within the stipulated deadline **IIE** may at its discretion, extend the deadline of bid submission by issuing an amendment. In that case all rights and obligations of 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:

IIE and Self Employment Voluntary Association 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, **IIE and Self Employment Voluntary Association** will evaluate and compare the bid, determined to be substantially responsive at each step.

9. AWARD OF CONTRACT

IIE and Self Employment Voluntary Association 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 **IIE and Self Employment Voluntary Association**.

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

**Forwarding Letter Format
(To be provided in the official letter head of the bidder)**

To,

**The Chief Executive Officer,
Seva Manipur, North Babupara,
Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001
Manipur.**

Sub: “Civil Construction of Common Facility Centre at Kangmong Agro Processing Cluster,
West Imphal

Dear Sir,

With reference to the tender notification, we hereby submit our technical credibility and financial quotation for civil construction of **Common Facility Centre at Kangmong Agro Processing Cluster, West Imphal**. We agree that the tender document provided are true to our knowledge and sprit and if found incorrect, our application will be cancelled automatically and we are ready to provide the required bank guarantee for the construction/against the advance amount.

Sd/-

Seal and Signature

Annexure II

List of documents for qualification of commercial bidding by the bidder

SL No	Type of Document	Please Tick
1	The forwarding letter of the tender	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Technical bid document	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Supporting for technical bid	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Financial bid document	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Certificate of registration/proof of ownership along address	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Copy of Pan card/TIN	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	GST registration	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	Income tax return, Audited balanced sheet for last three 3 years	<input type="checkbox"/> YES <input type="checkbox"/> NO
9	Undertaking that the firm is not blacklisted by any government/private Organisation	<input type="checkbox"/> YES <input type="checkbox"/> NO
10	Undertaking that the firm has no pending vigilance/ CBI case,	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Certificate that the firm is not supplying the same item at lower rates quoted in the tender to any government institution during the past one year, as per fall clause adhered by DGS/D and other government Organisation.	<input type="checkbox"/> YES <input type="checkbox"/> NO

SELF-DECLARATION – NO BLACKLISTING

Date:

To,

**The Chief Executive Officer,
Seva Manipur, North Babupara,
Near Council of Higher Secondary Education School
State Guest House Road, West Imphal, PIN-795001
Manipur.**

Dear Sir/Madam

In response to the Tender Document for civil construction of **Common Facility Centre at Kangmong Agro Processing Cluster, West Imphal**, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm _____ is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signature of Authorized Signatory and Seal

Place:

Date: