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| **logo1College of Engineering & Technology****Techno Campus, MahalaxmiVihar, Ghatikia****Bhubaneswar- 751029(Odisha)****==============================================** |

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| **Ref. No. 1540/ CET Dated 03.05.2017** |
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**TENDER CALL NOTICE**

Sealed Tenders are invited from reputed registered **Traders**/**Agencies/**C**ontractors** having experience in executing partition work for construction of **“Partition wall including materials in HOD & Faculty room ”** in **Department of Textile Engineering** of the college, details of which are available in the tender papers. The tenderers must possess valid up-to-date VAT /income tax clearance etc. and service facilities at Bhubaneswar. The last date of submission of tender is **31.05.2017** (up to 1.00PM) and will be opened on the same date at 3.00 PM. The sealed tender will be received by Speed Post/Registered Post only. No hand delivery is accepted. The authority is not held responsible for any postal delay. Tender received after the scheduled date and time will not be accepted. More details are available at our college website **www.*cet.edu.in***.

The authority reserves the right to reject/cancel the tender in whole or in part without assigning any reason thereof.

Sd/- PRINCIPAL

**Ref. No. 1540/ CET Dated 03.05.2017**

**BIDDING DOCUMENTS AND INSTRUCTION**

**FOR**

**CONSTRUCTION PARTITION WALL INCLUDING REQUIRED MATERIALS**

**IN**

**DEPARTMENT OF TEXTILE ENGINEERING**

****

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

**(A Constituent College of BijuPatnik University of Technology)**

**Techno Campus, Mahalaxmi Vihar, Ghatilia, Bhubaneswar – 751 029**

**INVITATIONFORBIDS**

**College of Engineering & Technology, Bhubaneswar** invites sealed tender under two bid systems i.e. Technical and Financial Bid from reputed Traders/Agencies/Contractors having experience in executing partition work for construction of partition wall including supplying of required materials in the **Department of Textile Engineering** of this College as per the schedule given below. Interested eligible Bidders may download bid documents for detail information and list of items with technical specifications from the website of the College[**www.**](http://www.nitdgp.ac.in)**cet.edu.in**

 Particulars about submission of bidding document are as follows:-

(a) Price of bidding document : **Rs.500/-**

(non-refundable)

 (b) EMD ( Refundable) : **Rs.6000/-**

(c) First date of availability of Bidding

 Document in the website: : **dt.03.05..2017**

(d) Last date and time for submission of bids**: dt. 31.05.2017upto 1.00 P.M**

(e) Time and date of opening of technical bids:**. dt. 31.05.2017 at 3.00 p.m.**

**(**f)Time and date of opening of technical bids: **Shall be intimated after evaluation of
 technical bids**

(g) Place of opening of bids : **Office of the Principal**

 **College of Engineering& Technology Techno-Campus, Mahalaxmi Vihar,**

 **Bhubaneswar-751029**

(h) Address for correspondence : **Principal**

 **College of Engineering& Technology Techno-Campus, MahalaxmiVihar, Bhubaneswar-751029**

**Sd/**

 **PRINCIPAL**

### Eligibility of Tenderer and General Instructions:

###  1.1 Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

1. The tenderer must be a reputed trader / contractor and/or the authorized agent of a trader / contractor. If the tenderer is an Authorized Agent of a reputed trader / contractor, necessary certificate to this effect must be enclosed.
2. All after sales support should be provided directly by the trader / contractor only.
3. The tenderer must have the willingness for providing comprehensive maintenance support of the work/job by him.
4. The tenderer must provide evidence of successful execution of work orders in Govt./public sector/ ay other reputed organizations.
5. The tenderer must have cleared Sales Tax and Income Tax payment up to date. Attested copies of Sales Tax Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up to date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up to date and PAN Number must be enclosed along with the Tender documents.

###  1.2 General Instructions:

Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or contract cancelled.

All offers should be in English and the price quoted for each item should be firm.

Warranty period, Delivery period and After-work/job-Service conditions, etc. are also to be clearly indicated.

The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from tenderer in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid will not be considered. Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.

If a tenderer find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.

This, however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.

The tenderer must also specify minimum time and maximum time to repair/replace in the event of a failure and penalty thereof.

Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.

Conditional offers and offers qualified by vague and indefinite expression, as ‘subject to immediate acceptance’ ‘subject to prior work/job’, etc. will not be considered.

While tenders are under consideration, tenderers and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.

The tenderer will not be permitted to change the substance of his offer after the tenders have been opened.

In the event of non-compliance with this provision, the tenderer is liable to be disqualified.

###  1.3 Procedure for Submission of Tenders:

a) The Tenderers must submit their bids as required in two parts in separate sealed covers prominently super scribed as Part-I “Technical Bid” and Part-II “Price Bid” and also indicating on each of the covers the “Tender call Notice Number & Date” and due date and time of submission as mentioned in Tender Call Notice.

**Part-I (Technical Bid)**

Excepting the price schedule, all other documents as mentioned in bid document i.e. details of technical specifications, Copy of Firm Registration Certificate from the competent authority, Sale Tax clearance, Income Tax Clearance, PAN Card copy, list of clients, contract license , etc. along with tender document duly signed by the authorized person in each page shall be covered in Part-I (Technical Bid).

**Part-II (Price Bid)**

All indications of price shall be given in Part-II (Price Bid)

#### b) Both sealed covers Part-I **“ Technical Bid” ,** Part-II “**Price Bid**” should be placed in a third cover along with requisite **EMD & cost of Tender documents** (separately in the form of DD drawn in favor of **Principal, College of Engineering & Technology, Bhubaneswar** at any Nationalized Bank payable at Bhubaneswar) , others requisite supporting documents etc. and sealed. The sealed cover containing tender documents as per procedure indicated above should be submitted only by Registered Post/Speed Post/Courier addressing to the **Principal, College of Engineering & Technology, Techno-campus,MahaLaxmiVihar, Bhubaneswar-751029 within the due date and time as stipulated in Tender Call Notice. The College is not responsible for postal delay. The sealed envelope must show the name of the tenderer and his address and should be super scribed as “*Tender for Partition work in Department of Textile Engineering*“on** the top of the envelope.

**c)** All the documents submitted must be in the papers showing signature of the tenderer and printed office name of the tenderer on official seal.

**d)** All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics. Wherever possible, data in tabular form should be given.

### Requirements by Tender after Supply:

###  2.1 Supply:

The work to be executed by the tenderer at the **Department of Textile Engineering, College of Engineering & Technology, Techno-campus, Ghatikia, Bhubaneswar – 751029, Odisha.**

Any component, fitting etc. which may not have been specifically mentioned in the specifications but which are usual and necessary for the equipment, shall be supplied by the tenderer at no extra cost.

In case, articles are found damaged in transit or found short at the time of delivery, the same should be replaced/supplied by the tenderer and full cost of the same will be borne by the tenderer. In case the supplier does not replace the stock within a week from the date of the complain, the total payment of the concerned bill will be withheld.

The work ordered must be completed in one lot within 8 (eight) weeks of placing of the work order.

In case of delay in finishing of work/job, a penalty of 1% (one per cent) per week shall be levied.

CET reserves the right to place work order from alternative sources at the risk and cost of the successful tenderer giving 15 days’ notice.

Any increase in tax and duties after expiry of work order period will be borne by the supplier.

In case the items supplied by the supplier are found not up to the specification shall be rejected.

The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.

The work is to be carried out at **Department of Textile Engineering, College of Engineering & Technology, Techno Campus, Kalinga Nagar, Ghatikia, Bhubaneswar – 751029,** Odisha, India.

**All taxes, levies, surcharges and insurance should be paid and handled by the tenderer.**

### Financial Terms:

**3.1 EMD**

The tenderer has to submit a Demand Draft/Banker’s Cheque/Pay Order/Bank Guarantee item-wise as detailed below in favor of **Principal, College of Engineering and Technology** payable at Bhubaneswar in any Nationalized Bank towards EMD. **Without EMD for an item, the tender will not be considered for the same item**.

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| **Work/Job** | **EMD (in Rupees)** |
| 1. Partition work
 | 6000/- |

There will be no interest paid to the tenderer towards EMD money opening of the bid.

No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful tenderers will be refunded as soon as possible after the tenders are finalized.

**N.B: No one should submit a tender who is unable to furnish the EMD as indicated above and furnish the work within the specified period as indicated in the indent/order issued for the quantities decided in his favor.**

**3.2 PRICES:**

Price quoted should be **FOR College of Engineering & Technology, Bhubaneswar only. Tax components as applicable should be mentioned clearly in the financial bid.**

Price should be quoted for unit area sqft.

**3.3 Sales Tax Concession:**

Central Sales Tax Concession is to be availed on production of the required certificates applicable to Educational Institution.

**3.4 Discount:**

Our Institute is a pioneer Institution in the field of Teaching and Research in Engineering and allied disciplines and do not run with profit motive.

As such we are availing price discount for work order.

The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

**3.5 Payments:**

a) Payment of 100 percent of the ordered value will be made after successful completion of the work subject to submission of satisfactory job completion report by the concerned Head of Department.

**3.6 Penalty:**

If the delivery, installation and commissioning is not carried out in time as specified in other part of the tender document, the tenderer/manufacturer will be charged @ 1 % (one per cent) per week of the total value of the concerned machine / equipment.

### Instruction to the Tenderer:

4.1. Technical Offer and Price Bids should be separately given in two different covers. Each cover should be earmarked as to know the contents within as either ***“Technical Offer” or “Price Offer”***.

Both these covers should be placed in a third cover super scribed as **“*Tender for Partition work for Department of Textile Engineering”.***

**5.0 Solving Disputes:**

CET, the tenderer and the manufacturer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

***\* The above terms and conditions except those otherwise agreed upon shall form a part of the Work Order***.

***Sign on each page of this tender document and Return it along with the offer enclosing this part together with the Technical Offer.***

***\*\* The CET authority has all rights to accept / reject any tender without assigning any reasons thereof.***

### 6. Technical Specifications:

The minimum specifications mentioned below are indicative and not exhaustive.

**6.1 Specification for partition work (Approximate area of 1200 sqft)**

**>Partition wall with particle board- 09mm thickness (Make-branded manufacture)**

**>Aluminum channel-16gauge**

**>Door size-3’6” (W) X6’6” (H) where required**

**>Door frame-4” width**

**>Door with handle in both sides and lock facility (Make-branded manufacture)**

**>Door closer with each door (Make-branded manufacture)**

**>Top 2’ of door with transparent glass fitted.**