



# KALPANI RAJMOHAN HIGH SCHOOL (H.S.)

Government Sponsored

Vill & P.O. - Kalpani P.S. - Kotwali Dist. - Cooch Behar - 736171

Index No. O1-059, H.S. Code : 110190, DISE Code : 19030917902

Memo No.: KAL/HS/16/NIT/16

Date: 15/02/16

## TENDER DOCUMENTS

PLEASE EXAMINE EACH AND EVERY CONDITION CAREFULLY

- Bidders are requested to go through carefully the Tender documents including instruction even therein an enclosed hereto before filling up the page provided therein and signing the Tender documents. Failure to compile with any of the requirements indicated above as also any of NIT would disqualify the Tenderer to participate in Tender Selection Process.
- The Bidders should submit the whole Tender documents along with Rate- Schedule with seal & signature signing and affixing his/her agency's stamp at each page of the Tender and all its Annexure (if any) as the acceptance of the offer made by him/her agency will be deemed as a contract and no separate formal contract will be drawn. No page should be deducted /removed from the Tender Paper containing page No. 1 to 6.
- Date and Time Schedule of Tender and other necessary information to Bidders :

Sl. No.	Particulars	Date & Time
1	Sale of Tender Papers	From 15/02/2016 to 15/03/2016 on working day Time : 11:00 a.m. to 02:00 p.m.
2	Last date of submission of sealed tender papers	15/03/2016 Time : up to 01:00 p.m.
3	Opening of sealed tender	15/03/2016 at 04:00 p.m.
4	Place of opening of sealed tender	Office of the D.P.O, RMSA , Cooch Behar
5	Cost of Tender Paper	Rs.300.00

N.B : If the School or Office of the D.P.O. , RMSA , Cooch Behar remain closed on any of above mentioned days for unavoidable circumstances, the next working day will come into force and scheduled time will remain unchanged.

4. (A)

### SCOPE OF WORK

SL No.	Name of the Scheme	No. of unit to be constructed	Site Address	Estimated Value Rs.	Earnest Money (2%) Rs.	Security deposit (8%) Rs.	Required Credential (50%) Rs.	Time for completion (Days)
1	Construction of Class Room	03 (At Ground Floor)	KALPANI RAJMOHAN HIGH SCHOOL, P.O: KALPANI, DT : COOCH BEHAR, PIN:736171	2608333/-	52167/-	208667/-	2321115/- in a same type of single work during last 3 financial years.	90
2	Construction of Art & Craft Room	01 (At First Floor)		2033897/-	40678/-	162712/-		
3	Construction of Computer Lab	01 (At First Floor)						
4	Construction of Science Laboratory	01 (At First Floor)						
5	Stair Case	Up to 2 <sup>nd</sup> Floor						
			TOTAL	4642230/-	92845/-	371379/-	2321115/-	90

(B). Exact place of construction :

Three class rooms to be constructed at the ground floor and each of one Art& craft room ,Computer Room , and Science Room at the first floor along with Stair Case.

- Details of model Revised Plan for the proposed Construction and aforesaid schemes in Seismic Zone – IV has been specified in Annexure – A . All civil works shall be carried out as per design drawing standardized in Annexure – A.



6. Cost of Bid Document ( Non refundable ) is Rs. 300/- (rupees three hundred )only and it has to be paid in cash only. Bid Document can only be available at the office of the Headmaster of Kalpani Rajmohan High School (HS). Details information will be seen at [www.coochbehar.gov.in](http://www.coochbehar.gov.in).
7. **Bid security / earnest Money** : EMD ( 2% of estimated work value) is to be deposited with Technical Bid and it shall be in favour of the Headmaster , Kalpani Rajmohan High School (HS) in the shape of Demand Draft / Banker's Cheque / Call Deposit on any bank payable at Cooch Behar. Validity of such should not be less than 90 days from the date of opening , failing which the tender will not be considered and will be treated as cancelled. EMD of the unsuccessful Bidders shall be returned as promptly as possible upon award of contract.
8. **Security Deposit / Performance Security** : It shall be calculated as 8% on the estimated work value. It shall be refunded after 6(six) months of the completion of the work at satisfactorily by the concerned Block JE (RMSA). It shall be forfeited in case of the Bidder fails to complete the work satisfactorily.
9. **Credential** : For submission of tender , the Bidder shall submit self attested photocopies of payment or execution certificate of work order with technical bid in support of successful completion of similar type of work of value not less than 50% as total value of the work in any single work in last three financial years ( FY 2012 – 13 to 2014 – 15 ) in any Government Department / Government Undertaking / Semi – Government Organization , failing which the tender shall be rejected.
10. Completion certificate indicating estimated amount , value of work done, Date of completion of work and detail communicational address along with contact number of the client should be submitted by the Bidder.
11. Interested and eligible bidders are requested to submit the Technical and Financial Bids in two separate sealed envelopes super scribing such as “ Technical Tender for Construction work under RMSA Program” and “ Financial Tender construction work under RMSA program “ .
12. Financial Bid only of technically qualified bidders will be opened. The Tender Committee consisting of (i) District Project Officer, RMSA, (ii) Assistant Engineer / Assistant Engineer –in- charge,(iii) Headmaster / Teacher – in charge, (iv) one senior most teacher of the School will compare and evaluate the Technical Bids and Financial Bids of the qualified Bidders.
13. Each corrections made by the Bidder in the tender paper shall be authenticated by the person or persons signing the bid. The bid shall contain no interlineations, erasures or overwriting.
14. No change will be admissible after opening the bids.
15. Last date of submission of sealed Tender papers o0 15/03/2016 up to 01:00 p.m. in the office of the Headmaster , Kalpani Rajmohan High School (HS), P.O : Kalpani, Dist : Cooch Behar – 736171 by registered post with A/D or by hand to the Tender Box kept in the School.
16. Tender will be opened on 15/03/2016 at 04:00 p.m. by the Headmaster, Kalpani Rajmohan High School (HS) or any other person authorized by the RMSA authority in presence of intending Tenderers or their authorized representatives in the chamber of the District Project Officer, SSA & RMSA, Cooch Behar.
17. Rate should be quoted in percentage both in figure as well as in words. Rates shall be unconditional and inclusive of every demand in Indian Rupees i.e. all charges, taxes, royalty, toll charge, carriage etc. No escalation and / or price adjustment shall be entertained under any circumstances.
18. Neither the Tender inviting authority nor the participating Tenderer will be entitled to take under advantage in any form whatsoever owing to any topographical mistake / omission if found subsequently. The same may immediately be brought to limelight for rectification.



19. No consumable material will be supplied to the agency for any work from the office of the undersigned. Agency will be responsible for procuring all materials required for proper execution of entire work at his/her own cost.
20. The contractor shall arrange all equipments , tools, manpower, power and water required for execution of work at his own cost. The Contractor shall make his / their own arrangement for the supply of water for the work and shall provided all tube – well , tanks , fittings and temporary plumbing works required on completion of work at his own cost. Owner shall not provide Power and the Contractor shall be exclusively responsible to make his own arrangements for supply of power without any extra cost to the Owner.
21. The Contractor shall clean and keep the work site from time to time to the satisfaction of the Engineer – in – Charge for easy access to work site and to ensure safe passage, movement and working at his own cost.
22. The Contractor shall make arrangement for First Aid Medical facility at the site for the workmen deployed / engaged by him / his sub – contractor at his own cost.
23. The Contractor shall ensure that local labour skilled and / or unskilled , to the extent available shall be employed in this work. In case of no – availability of suitable labour in any category out of the above persons, labour from outside may be employed.
24. The Bidder shall submit tender in the prescribed form in English. All literature and correspondence in connection with tender shall be in English.
25. The Tender shall be valid up to 90 (ninety) days from the date of opening of the tender
26. The Contractor has to give progress report with photographs every fortnight in hard copy as well as soft copy. The Contractor has to maintain all the site records including measurement sheet on a daily basis.
27. **Time is the essence of this Contract** : Time for completion shall be reckoned from the date of issue of Work Order by the Authority . No extension of time will be allowed except in special cases. If any delay occurs , an amount not exceeding 1% of the estimated work value for each day of delay will be charged as compensation without any prejudice to the generality of this provision or if any contractor fail to complete the work in stipulated time , the work order issued in his favour will be cancelled without assigning any reason therefore.
28. The undersigned may also proceed to get balance work completed by any other means or through other contractors. The excess expenditure , if any for such step would be recoverable from the unpaid bill(s) / Security deposit of the Tenderer. Apart from this any other measures undersigned may take like black listing / forfeiture of EMD / Security Deposit.
29. Cement required for execution of the job under the entire scope of work shall be in the specifications of ACC / Lafarge Concreto / Ambuja Cement / approved equivalent and the contractor will have to produce invoice for the same for every batch of procurement during final payment. Cement shall be procured and brought to site at least 15 (fifteen) days in advance.
30. The reinforcement steel shall be procured from TATA / SRMB / SHYAM / Approved equivalent only and the Contractor will have to produce invoice for the same for every batch of procurement during final payment.
31. Contractor shall construct suitable temporary go down at the site for storage of all items like cement, brick, rod / steel, sand, stone / bazri, etc under his lock and key. The Contractor will be fully responsible for safe custody of the same.



32. Stone of size 3/4<sup>th</sup> and sand shall be in the specification of Raidakh / approved equivalent for entire scope of work.
33. Contractor shall observe in addition to codes specified in respective specification, all national and local laws, ordinances, rules and requirements pertaining to the work and shall be responsible for extra cost.
34. It shall be the responsibility of the Contractor to obtain the approval for any revision and / or modification decided by the contractor from the Owner / Engineer – in – Charge before implementation. Also such revisions and / or modification if accepted / approved by the Owner / Engineer – in – Charge shall be carried out at no extra cost to the owner. Any change required during functional requirements or for efficient running of system, keeping the basic parameters unchanged shall be carried out by the contractor at no extra cost to the owner.
35. Contractor shall be responsible for proper coordination with other agencies operating at the site of work so that work may carry out concurrently, without any hindrance to others. The RMSA Authority / Engineer – in – Charge shall resolve disputes, if any, in this regard, and his decision shall be final and binding on the contractor.
36. Depending upon the requirement , time Schedule / drawing / program and the target set to complete the job in time , the works may also have to continue beyond normal working hours / night hours / holidays or during such periods without causing any inconvenience to the neighbours / others with due permission from the School Authority , for which no extra claim shall be entertained.
37. **Final Inspection** : After completion of entire work as per specification the whole work will be subject to a final inspection to ensure the job has been completed as per requirement. If any defect is noticed , the Contractor will notify by the Engineer – in – Charge and he / she shall make good the defects with utmost speed. If however , the Contractor fails to attend to these defects within a reasonable time ( time period shall be fixed by the Engineer – in – Charge) then Engineer – In – Charge may have defects rectified at Contractors cost.
38. In the event of any disputes or differences between the Contractor and the Owner, such disputes or differences shall be resolved amicably by mutual consultation or through the good offices or empowered agencies of the Government. If such resolution is not possible, the unresolved disputes or differences shall be referred to the competent Authority of RMSA.
39. The partnership firm shall furnish the registered partnership Deed, The power of attorney for the firm for signing the tender by a partner and the company shall furnish the Article of Association and Memorandum.
40. Joint venture shall not be allowed.
41. Registered Unemployed Engineer's Co – operative Societies / Unemployed Labour Co – Operative Societies are required to furnish valid by law , current Audit Report, valid clearance certificate from A.R.C.S. for the current financial year along with other relevant supporting papers.
- 42. List of documents shall be submitted with Technical Bid are as follows :**
- i) Application in prescribed proforma vide Annexure – B
  - ii) Earnest Money Deposit (EMD)
  - iii) VAT Registration Certificate
  - iv) PAN
  - v) Professional Tax Clearance Certificate with challan copy
  - vi) Valid Trade License or Proof of Registration of Company / Firm
  - vii) Current Audit Report (P/L & Balance Sheet)
  - viii) Credential as specified in para 9 & 10
  - ix) Bank Solvency Certificate / Current Banker's Certificate in support of financial capability
  - x) Work in hand
  - xi) Power of attorney for the firm for signing the tender by a partner ( if applicable )
  - xii) Partnership Deed ( if applicable )
  - xiii) Valid N.O.C. from concerned ARCS ( if applicable )
  - xiv) Audit report and Balance Sheet of last year ( if applicable )



**43. The following is to be submitted along with the Financial Bid :**

- i) Rate – Schedule

**44. Payment :**


- No R.A Bill(s) shall be entertained and payment shall be made only on production of final Bill(s).
- The tender inviting authority will provide an approved format for Measurement Sheets, Bill Summary and Bill Abstract during submission of Final Bill. RMSA Authority will utilize these data for processing and verification of the Contractors bill.
- Income Tax at the prevailing rate as applicable from time to time shall be deducted from Contractor's Bills as per Income Tax Act and quoted rates shall be inclusive of this. Owner will issue the TDS (Tax Deducted at Source ) certificate.
- VAT will be deducted as per rules.
- No claim for delay issuance of work order as well as payment will be entertained.

45. Award of contract shall normally be made within 30 ( thirty ) days from the date of opening of the tender.

46. The tender inviting authority reserves the right to negotiate with the Tenderer whose offer is the lowest evaluated p-price for further reduction of price. The same also reserve the right to negotiate with other Tenderers to match the negotiated L1 price.

47. The tender inviting authority reserve the right to reject any or all the tenders without assigning any reason whatsoever and to split up work if necessary and to accept the tender whole or part subject to satisfaction of the tender inviting authority at any point of time and without incurring any liability to the affected bidders , if any.

48. Source of fund : Rashtriya Madhyamik Shiksha Abhijan ( RMSA )

  
16/02/16  
Headmaster  
Kalpani Rajmohan High School (H.S.)  
P.O.- Kalpani, Dist- Cooch Behar  
DISE Code- 19030917902

Headmaster  
Kalpani Rajmohan High School (HS)  
Vill & P.O : Kalpani , Dt : Cooch Behar

Copy forwarded for information and wide circulation through the office notice board of the respective offices to :

Memo No.: KAL/HS/16(9)/NIT/16

Date: 15/02/2016

1. The State Project Director, RMSA, Bikash Bhavan (2<sup>nd</sup> Floor), Salt Lake City, Kolkata – 91
2. The District Project Officer, RMSA, Cooch Behar
3. The District Magistrate, Cooch Behar
4. The Additional District Magistrate (Dev), Cooch Behar
5. The Sabhadhipati, Cooch Behar Zilla Parisad, Cooch Behar
6. The Sub-Divisional Officer, Sadar, Cooch Behar
7. The District Inspector Of Schools (SE), Cooch Behar
8. The B.D.O., Cooch Behar–II Dev. Block, Pundibari, Cooch Behar
9. The District Information & Cultural Officer, Cooch Behar.

