

Tender Notice No DIR/NESAC/CMD/87/2016 dated 05.08.2016

1. On Behalf of the Director, NESAC sealed item-rate tenders are invited for the following work.

Sl.No	Description Details	
1.	Title of work	Repairing of Auditorium at NESAC Office, Umiam
2.	Estimated cost put to tender	Rs 2, 52, 711.00
3.	Period of completion in days reckoned from the date of issue of work order.	15 (fifteen) days
4.	Cost of tender document (a) Original set	Rs 344.00 (Rs.300+ST 43.50)
	(b) Additional set	Rs 344.00
5.	Period during which the request for tender document can be made.	From 08.08.2016 to 16.08.2016
6.	Issue of tender document closes on.	From 16.08.2016 upto 1430hrs.
7.	Last date and time for receipt of tenders.	17.08.2016 upto 1100hrs.
8.	Due date and time of opening of tenders.	17.08.2016 from 1130hrs.
9.	Earnest money deposit (EMD)	Rs 5, 055.00

2. Eligibility Criteria for Issue of Tender Documents –

Tender documents will be issued only to those who satisfy the following eligibility criteria:

Sl. No	Eligibility Criteria	Documentary proof for the eligibility (Self attested copies to be submitted)
1.	Should have satisfactorily completed the works as mentioned below during the last works as mentioned below during the last Seven years. i. Three similar works each costing not less than Rs 1, 01, 085.00 (or) ii. Two similar works each costing not less than Rs 1, 51 627.00 (or) iii. One similar work costing not less than Rs 2, 02, 169.00	i. Certified copy of work orders and completion certificates issued by the authority concerned to establish work experience. ii. Completion certificates for works issued by Private parties shall be supported by TDS (Tax Deducted at Source) certificates.
	Note: i. Similar work shall mean works of <u>Civil & Maintenance works</u> .	
2.	Valid registration certificate	From any State/Central/Public sector organization.
3.	Labour License	From competent Authority
4.	Tax clearance Certificate	Meghalaya value added tax rules.
5.	VAT Registration certificate	
6.	PAN card	
7.	Professional tax	From Autonomous District Council.
8.	Trading License/ Schedule Tribe certificate	for non-tribal contractors/ for tribal contractors

3. Issue of tender documents on the basis of the documentary eligibility alone will not make a tenderer eligible for participating in the bidding. The documents furnished by the tenderers will be subjected to verification subsequently by Department. If found not meeting the requirement, such offers will be rejected.

4. On request in writing, with requisite fee in the form of Deposit at Call receipt/ Term Deposit Receipt/ Demand Draft of any Scheduled Bank issued in favour of **Director NESAC, Umiam, Meghalaya, payable at SBI, Barapani** of and eligibility documents specified above, tender documents along with all required documents can be obtained from **Office of the Director, NESAC, Umiam, Meghalaya.**, on any working day during the period mentioned in Para 1 above, except on Saturdays, Sundays and Public holidays.

5. Tenders should be accompanied with Earnest Money Deposit for value specified in Para 1 above, in the form of Deposit at Call receipt/ Term Deposit Receipt/ Demand Draft of any Scheduled Bank issued in favour of **Director NESAC, Umiam, Meghalaya., payable at SBI, Barapani** (or) in the form of Bank guarantee issued by a scheduled bank. Earnest Money Deposit shall be valid for **180 days** from the due date of receipt of tenders.

6. Tenders should be submitted in three sealed covers as below,

Cover i. Containing Earnest money Deposit -This cover shall be super-scribed with 'Earnest money Deposit' and also the name of the work, NIT number and name of tenderer. Tenders without requisite EMD with full validity as specified in Para (5) above will be summarily rejected.

Cover ii. Containing Techno-Commercial bid -This cover shall be super-scribed with 'Technical & Commercial Bid' and also the name of the work, NIT number and name of tenderer. This cover shall contain the full set of tender documents issued to the tenderer, (except the price bid – which should be in cover iii), duly filled in and signed. In case the tenderer intends any observation / comments / remarks on Departmental conditions and specifications, the same shall be brought out in the technical & commercial bid. Or else a confirmation that the tenderer agrees to the terms and conditions and specifications of the tender 'in toto' shall be enclosed.

Cover iii. Containing price bid – This cover shall be super-scribed with 'Price Bid' and also the name of the work, NIT number and name of tenderer. The tenderers shall quote rates in figure as well as in words and amounts tendered by them. The amount for each item shall be worked out and requisite amount given. All corrections shall be attested by the dated initials of the tenderer. The rates shall be filled only on the price bid format furnished along with the tender document. Any conditions in the price bid will make the price bid invalid and liable for rejection.

All the three covers mentioned above shall be put in another sealed cover super-scribing the name of work, NIT number and Name of Tenderer. Tenders submitted in any other manner will be rejected.

7. Tender documents will be issued only on hard copy form. Price shall be quoted only on the price schedule / bill of quantities forming part of the original set of tender documents issued by Department and returned in original in cover (iii) specified in Para 6 above.

8. Tenderers shall sign all the pages of Technical & Commercial bid and Price bid without fail. The original full set of tender document, duly filled in at required pages should be returned along with the tender.

9. Tenders will be received and opened at the Office of **Director NESAC, Umiam, Meghalaya** on the stipulated date and time specified in Para 1 above. Delayed and late tenders will be summarily rejected. Tenders will be opened in the presence of attending tenderers or their authorized representatives.

10. On the due date of opening, the Cover (i) will be opened initially. Subsequently, on the same day Cover (ii) of those tenderers who furnished valid EMD only will be opened. On opening of Cover ii, Technical & commercial bid, further detailed scrutiny / evaluation will be carried out. During the evaluation of techno-commercial bids, the documents furnished by the tenderers will be scrutinized in detail. Any tender, found as not fulfilling the eligibility criteria will be rejected at this stage and such offers will not be considered for further processing. The price bid of only those tenderers who have been qualified during the scrutiny and technical evaluation will be opened separately on a specified date (with due intimation to the qualified bidders) and further processed, as per tender procedure/ stipulations.

11. Earnest money of the successful contractor will be converted into Performance guarantee. On completion of the work, the same will be converted as security deposit. In cases of exemption for payment of Earnest money, separate performance guarantee at 2% of the estimated cost put to tender to be submitted immediately on receipt of letter of acceptance/ work order.

12. Intending tenderers may inspect the site before submitting the tenders, with the prior permission of **Director, NESAC, Umiam, Meghalaya**.

13. The tender accepting authority on behalf of Director, NESAC is not bound to accept the lowest or any other tender and reserves the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

14. The tender accepting authority on behalf of Director, NESAC also reserves the right to alter the scope/ or reduce quantum of work before issue of work order and the tenderer shall not have any claim what so ever on this account.

15. The tender accepting authority on behalf of Director, NESAC reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

16. Canvassing directly or indirectly, in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

17. The tender accepting authority reserves the option to give preferences to the offers in accordance with the policies of the Government from time to time.

18. The contractor shall not be permitted to tender for works in the Division of that particular Centre of the Department responsible for award and execution of contracts for which his/her near relative is working. He/she shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted Officer in the Department of Space. Any breach of this condition by the contractor would render him liable for rejection of tender or cancellation of contract.

19. The tender should be valid for **minimum period of 120 days** from the due date of receipt of the tender specified in Para 1 above. If any tenderer withdraws the offer within the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% (Fifty Percent) of the Earnest Money Deposit absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.

20. On concluding the tender, an agreement shall be drawn with the successful tenderer.

21. The said work is to be taken up inside NESAC Office Campus which is under CISF control.

Therefore, following points are to be noted:-

(a) List of Staff and labour along with ID proof are to be submitted before commencement of work.

(b) Construction working hour from 0900 hrs to 17.00hrs. Beyond the said timing separate permission are to be accorded in advance from the competent authority with valid reason.

Since the works are to be taken up inside NESAC Office Campus approach area/parking area in front of the gate are to be kept free from any obstruction/debris/dust etc. for smooth and easy movement.

**Sd/-
Director,
NESAC
Umiam, Meghalaya**