



# UNIVERSITY OF GOUR BANGA



(Established under West Bengal Act XXVI of 2007)

[Recognized U/S 2(f) & 12(B) of the UGC Act and NAAC accredited University with 'B' Grade (2016)]

Phone & Fax: 03512-252339

**Mr. Binay Krishna Halder**

**Convener,**

**Tender & Purchase Committee**

**URL: [www.ugb.ac.in](http://www.ugb.ac.in) Phone: 03512-252339 E-mail: [audit.ugb1@gmail.com](mailto:audit.ugb1@gmail.com)**

**NIT No: 01/PW-Phy/UGB/C-19**

**Date: 26.07.2019**

## **ABRIDGE NOTICE INVITING TENDER**

Sealed tender are invited from reputed eligible contractors as per details furnished in the work item details. The relevant details are as follows:-

- 1) Name of work---Providing wooden partition in Room No.- S307 of Department of Physics at 2<sup>nd</sup> floor of Science Building-1 within the Campus of the University of Gour Banga at Malda.
- 2) Estimated cost—Rs. 135951.00 (Rupees one lakh thirty five thousand nine hundred fifty one only)
- 3) Earnest money—A sum of Rs.2719.00 (Rupees two thousand seven hundred nineteen only) in the form of CTS Demand Draft from any Nationalized Bank in favour of University of GourBanga payable at Malda is to be attached with the tender documents as earnest money, failing which the tender will be treated as cancelled. The earnest money will be returned to unsuccessful tenderers on application after issuing of work order to the successful bidder.
- 4) Time of completion.....30 (thirty) days.
- 5) Eligibility.....As per notification no-04-A/PW/O/10C-02/14, dt-18/03/2015 by the Principal Secretary to the Govt. of West Bengal, Public Works Department and the photocopies of the credential document(s)/certificate(s) is required to be attached with the tender documents (duly self-attested), otherwise the tender will be treated as cancelled.
- 6) Last date of receipt of application for tender... 30.07.2019 (upto 5.00 p.m.)
- 7) Last date of sale or issue of tender papers..... 02.08.2019 (upto 5.00 p.m.)
- 8) Last date and time of tender submission..... 07.08.2019 (upto 5.00 p.m.)
- 9) Date and time of tender opening..... 09.08.2019 (At 1.00 p.m.)
- 10) Price of tender documents ... Rs 505.00 (Rupees five hundred five only)/set.
- 11) Price of formal agreement--During execution of formal agreement (4 sets) price of tender documents & cost of W. B. F. No.-2911(ii) will have to be paid by the successful tenderer @ Rs 505.00/set.

Application for purchase of tender documents shall be made to **the The Convener, Purchase & Tender Committee University of GourBanga, Malda**. Sale of tender documents and submission of tender documents will be at the office of the The Convener, Purchase & Tender Committee, UGB, Malda. NIT number, name of work should be written on the envelope, otherwise tender documents shall be treated as cancelled. The University authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for such action. Bidders are requested to be present at the time of opening of tenders. For further enquiry, intending tenderers may contact the office of the The Convener, Purchase & Tender Committee, University of GourBanga, in any University's working day between 12.00 noon to 5.00 p.m.

**Sd/-  
The Convener,  
Purchase & Tender Committee  
University of Gour Banga.**

### **Special Terms and Conditions:----**

- 1) Construction Labour Welfare Cess shall be deducted at the rate of 1% of the gross bill value of the selected contractor or as amended time to time by the Government. VAT, Royalty and all other statutory levy/cess will have to be borne by the contractor and the rate in the schedule of rates/BOQ is inclusive of all such taxes and cess as stated above.
- 2) Release of security deposit and defect liability period shall be governed as per Notification no-177-CRC/2M-57/2008, date-12/07/2012 by the Secretary to the Government of West Bengal, Public Works Department.
- 3) Intending tenderers will have to submit self-attested photocopies of Trade Licence, PAN Card, GST registration certificate, Professional Tax payment challan/ certificate (up to date) along with the tender documents.
- 4) Deduction of taxes, security deposit etc shall be governed as per prevailing Government norms or as amended by the Government time to time.
- 5) Mobilization advance or secured advance shall not be paid to the contractor.
- 6) Payment for the work will be made on availability of fund under the respective head of account.
- 7) In case of use of steel material as reinforcement, it should be procured from only primary producers of steel. Also in case of use of materials such as bricks, cement, steel, bitumen, cationic emulsion etc which are to be supplied by the contractor, necessary test certificates (duly self-attested) shall have to be furnished to the University Engineer or to his representatives before using of those materials for the works. The University Engineer, UGB may ask the contractor to arrange for testing of those materials at the laboratory as decided by him and the necessary testing charges shall be borne by the contractor.
- 8) All materials required to be used by the contractor for the work are to be procured from the market by the contractor as per IS/recommended and duly approved by the University Engineer or by his authorized representatives.
- 9) The University Engineer or the University Authority, University of GourBanga, Malda reserves the right for Verification of any original documents of the contractors/bidders at their discretion at any time during tender process or during pendency of the contract against the documents/photocopies submitted by the contractor. If any tenderer fails to produce the original hard copies of the documents (as asked during verification) or any other documents on demand by the University Engineer or by the University Authority within a specified time frame or if any deviation is detected in the hard copies with respect to the photocopies or if there is any suppression, the tender for that tenderer will be treated as cancelled or shall be treated as breach of contract and the tenderer will be suspended from participating in the tenders by this Institution for a period of 3 ( three) years. In addition to that the earnest money deposit will stand forfeited. The University Authority may take necessary legal action against such defaulting tenderers.
- 10) The bidder whose bid has been accepted will be informed by the letter of acceptance/work order. The letter of Acceptance/work order will constitute the formation of the contract. The agreement in W.B.F No-2911 (ii) with all his amendments will incorporate all agreements between the University Authority and the successful bidder. All the tender documents including work order/ letter of acceptance, NIT, BOQ etc will be the part of the contract document.
- 11) Conditional/incomplete tender will not be accepted under any circumstances.
- 12) The bidders, at their own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- 13) Price adjustment in respect of any construction material will not be allowed under any circumstances for this work.

- 14) Prevailing safety norms has to be followed by the contractor, so that LTI (loss of time due to injury) is zero.
- 15) Contractor shall have to arrange plant & machineries, tools and tackles, storing of materials, labour shed, laboratory, water, electricity, site office, godown etc. required for work at their own cost and responsibility.
- 16) Site of work and necessary drawings may be handed over to the agency phase-wise. No claim in this regards will be entertained.
- 17) The contractor shall arrange for all means of transport including Railway Wagons required for carriage and supply of materials and also the materials required for the construction work. The department may however, at their own discretion grant necessary certificates, if required, for procurement of railway wagons. But, in case of failure of the department to help the contractor in this respect, the contractor will have to procure wagons at his own initiative and no claim whatever on the ground of non-availability of wagons shall be entertained under any Circumstances. If railway wagons are not available, the contractor will have to depend on transport of materials by road as necessary to complete the work in time and the contractor must consider this aspect while quoting rate.
- 18) Notwithstanding the provisions made in the related printed tender form (if any) any item of the work which can be legitimately be considered as not stipulated in the specific schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the contractor if so, directed by the University Engineer and the rates will be fixed with manner as stated below—
  - a) Rate of supplementary items shall be analyzed in the 1<sup>st</sup> instant extended possible from the rates of the allied items of work appearing in the tender schedule.
  - b) Rate of supplementary items shall be analyzed to the maximum extent possible from rates of the allied items of work appearing in the P.W. Department, Govt of West Bengal schedule of rates for Building and S&P alongwith all addenda and corrigenda of probable items of work forming part of tender document rates for the working area enforce at the time of NIT.
  - c) In case, addition items do not appear in the above P.W. Department schedule of rates, such items for the works shall be paid at the rates entered in the Public Works (Roads) Department, Govt of West Bengal schedule of rates alongwith all addenda and corrigenda for the working area enforce at the time of NIT.
  - d) If the rates of the supplementary items cannot be computed even after applications of clauses stated above, the same shall be determined by analyses from market rates of material, labour and carriage cost prevailing at the time of execution of such items work. Profit and overhead charges (both together) at 15% (fifteen percent) will be allowed only; the contractual percentage will not be applicable.

Unbalanced market rates shall never be allowed. Contractual percentage shall only be applicable with regard to the portions of the analysis based on clauses (a), (b), & (c) stated above only. It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the work order book/site order book (University Engineer or his representative shall be the custodian of that triplicate book whose pages should be machine numbered. The contractor shall supply this book at his own cost and the contractor or his authorized representative may take away one copy of such every instruction provided in that book by the client for his own record and guidance) or any written order from the University Engineer, University of Gour Banga, Malda.

- 19) Where there are any discrepancies between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern. Besides, if any discrepancies found in the unit rate, the rate of item(s) shall be analyzed from rates incorporated/mentioned in the P.W. Department, Govt. of West Bengal schedule of rates for Building and S&P or Public Works (Roads) Department, Govt. of West Bengal schedule of rates respectively alongwith all addenda and corrigenda of probable items of work forming part of tender document rates for the working area enforce at the time of NIT.

- 20) Whatever the reasons may be, no claim of idle labour, enhancement of labour rate, additional establishment cost, cost of TOLL and hire & labour charges of tools and plants, railway freight etc. would be entertained under any circumstances.
- 21) All risk on account of railway or road carriage or carriage by boat including loss or damage of vehicles, boats, barges, materials or labour, if any, will have to be borne by the contractor without any extra claim towards the University Authority.
- 22) All materials and workmanship shall be in accordance with the specifications laid down in the contract and also as per M.O.R.T &H's specification for Roads and Bridges Works (4<sup>th</sup> revision) and IS codes and the University Engineer, University of GourBanga(or by his representatives) reserves the right to test, examine and measure the materials/workmanship direct at the place of manufacture, fabrication or at the site of works or any suitable place. The contractor shall provide such assistance, instrument machine, labour and materials as the University Engineer may require for examining, measuring and testing the works and quality, weight or quantity of materials used and shall supply samples for testing as may be selected and required by the University Engineer without any extra cost. Besides this, the contractor will carry out tests from outside laboratory as per instruction of the University Engineer. The cost of all such tests would be borne by the contractor.
- 23) Time for completion as specified in the tender shall be deemed to be the essence of the contract and shall be reckoned from the date of issue of letter of acceptance/work order.
- 24) In case of force closure or abandoned of the works by the University authority the contractor will be eligible to be paid for the finished work/actual work done but not for any losses.
- 25) The contractor shall not be entitled for any compensation for any loss suffered by him/her due to delays arising out of modification of the work, drawings, due to non-delivery of the possession of site etc.
- 26) The whole work will have to be executed as per Departmental drawing (if any) available in this connection at the tender rate.
- 27) There shall be no provision for Arbitration under this contract, provision under clause 25 of WBF No.2911 (ii) is thus considered deleted. For any discrepancies, the decision taken by the Vice Chancellor, University of GourBanga, Malda is final and binding.

**Sd/-**  
**The Convener,**  
**Purchase & Tender Committee**  
**University of Gour Banga.**

### **The Copy for information:**

1. The Hon'ble Vice Chancellor University of Gour Banga - Chairman.\*
2. The Registrar (Addl. Charge) - University of Gour Banga
3. Dr. Manindra Chakraborty, Principal, Malda Women's College (EC Member), UGB.
4. Prof. Jitendra Sahoo, Department of Political Science, (EC Member), UGB.
5. Prof. Bikash Roy- University of Gour Banga - Member
6. Finance Officer (Addl. Charge), University of Gour Banga - Member.
7. Controller of Examinations (Addl. Charge), University of Gour Banga - Member.
8. The Inspector of Colleges, University of Gour Banga - Member.
9. The Development Officer, University of Gour Banga - Member.
10. Dr. Goutam Bhowmik, Department of Commerce, UGB – Member.
11. Dr. Atul Bandyopadhyay, Department of Physics, UGB – Member.
12. Central Notice Board, UGB.
13. University website.
14. News paper: , The Uttar Banga , The Echo of India, Ajjkal.



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**NIT No: 02/RW-CS/UGB/C-19**

**Date: 26.07.2019**

## **ABRIDGE NOTICE INVITING TENDER**

Sealed tender are invited from reputed eligible contractors as per details furnished in the work item details. The relevant details are as follows:-

- 1) Name of work---Renovation and upgradation of laboratory for department of Computer Science at 1<sup>st</sup> floor of Science Building-1 within the Campus of the University of Gour Banga at Malda.
- 2) Estimated cost—Rs. 458858.00 (Rupees four lakhs fifty eight thousand eight hundred fifty eight only)
- 3) Earnest money—A sum of Rs. 9177.00 (Rupees nine thousand one hundred seventy seven only) in the form of CTS Demand Draft from any Nationalized Bank in favour of University of GourBanga payable at Malda is to be attached with the tender documents as earnest money, failing which the tender will be treated as cancelled. The earnest money will be returned to unsuccessful tenderers on application after issuing of work order to the successful bidder.
- 4) Time of completion.....60 (sixty) days.
- 5) Eligibility.....As per notification no-04-A/PW/O/10C-02/14, dt-18/03/2015 by the Principal Secretary to the Govt. of West Bengal, Public Works Department and the photocopies of the credential document(s)/certificate(s) is required to be attached with the tender documents (duly self-attested), otherwise the tender will be treated as cancelled.
- 6) Last date of receipt of application for tender... 30.07.2019 (upto 5.00 p.m.)
- 7) Last date of sale or issue of tender papers..... 02.08.2019 (upto 5.00 p.m.)
- 8) Last date and time of tender submission..... 07.08.2019 (upto 5.00 p.m.)
- 9) Date and time of tender opening..... 09.08.2019 (at 1.00 p.m.)
- 10) Price of tender documents ... Rs 505.00 (Rupees five hundred five only)/set.
- 11) Price of formal agreement---During execution of formal agreement (4 sets) price of tender documents & cost of W. B. F. No.-2911(ii) will have to be paid by the successful tenderer @Rs 505.00/ set.

Application for purchase of tender documents shall be made to the **The Convener, Purchase & Tender Committee University of GourBanga, Malda**. Sale of tender documents and submission of tender documents will be at the office of the The Convener, Purchase & Tender Committee, UGB, Malda. NIT number, name of work should be written on the envelope, otherwise tender documents shall be treated as cancelled. The

University authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for such action. Bidders are requested to be present at the time of opening of tenders. For further enquiry, intending tenderers may contact the office of the The Convener, Purchase & Tender Committee, University of Gour Banga, in any University's working day between 12.00 noon to 3.00 p.m.

**Sd/-**  
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**Purchase & Tender**  
**Committee**  
**University of Gour Banga.**

### **Special Terms and Conditions:----**

- 1) Construction Labour Welfare Cess shall be deducted at the rate of 1% of the gross bill value of the selected contractor or as amended time to time by the Government. GST, Royalty and all other statutory levy/cess will have to be borne by the contractor and the rate in the schedule of rates/BOQ is inclusive of all such taxes and cess as stated above.
- 2) Release of security deposit and defect liability period shall be governed as per Notification no-177-CRC/2M-57/2008, date-12/07/2012 by the Secretary to the Government of West Bengal, Public Works Department.
- 3) Intending tenderers will have to submit self-attested photocopies of Trade Licence, PAN Card, GST registration certificate, Professional Tax payment challan/ certificate (up to date) along with the tender documents.
- 4) Deduction of taxes, security deposit etc shall be governed as per prevailing Government norms or as amended by the Government time to time.
- 5) Mobilization advance or secured advance shall not be paid to the contractor.
- 6) Payment for the work will be made on availability of fund under the respective head of account.
- 7) In case of use of steel material as reinforcement, it should be procured from only primary producers of steel. Also in case of use of materials such as bricks, cement, steel, bitumen, cationic emulsion etc which are to be supplied by the contractor, necessary test certificates (duly self-attested) shall have to be furnished to the University Engineer or to his representatives before using of those materials for the works. The University Engineer, UGB may ask the contractor to arrange for testing of those materials at the laboratory as decided by him and the necessary testing charges shall be borne by the contractor.
- 8) All materials required to be used by the contractor for the work are to be procured from the market by the contractor as per IS/recommended and duly approved by the University Engineer or by his authorized representatives.
- 9) The University Engineer or the University Authority, University of GourBanga, Malda reserves the right for verification of any original documents of the contractors/bidders at their discretion at any time during tender process or during pendency of the contract against the documents/photocopies submitted by the contractor. If any tenderer fails to produce the original hard copies of the documents (as asked during verification) or any other documents on demand by the University Engineer or by the University Authority within a specified time frame or if any deviation is detected in the hard copies with respect to the photocopies or if there is any suppression, the tender for that tenderer will be treated as cancelled or shall be treated as breach of contract and the tenderer will be suspended from participating in the tenders by this Institution for a period of 3 ( three) years. In addition to that the earnest money deposit will stand forfeited. The University Authority may take necessary legal action against such defaulting tenderers.
- 10) The bidder whose bid has been accepted will be informed by the letter of acceptance/work order. The letter of acceptance/work order will constitute the formation of the contract. The agreement in W.B.F No-2911 (ii) with all

his amendments will incorporate all agreements between the University Authority and the successful bidder. All the tender documents including work order/ letter of acceptance, NIT, BOQ etc will be the part of the contract document.

- 11) Conditional/incomplete tender will not be accepted under any circumstances.
- 12) The bidders, at their own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- 13) Price adjustment in respect of any construction material will not be allowed under any circumstances for this work.



- 14) Prevailing safety norms has to be followed by the contractor, so that LTI (loss of time due to injury) is zero.
- 15) Contractor shall have to arrange plant & machineries, tools and tackles, storing of materials, labour shed, laboratory, water, electricity, site office, godown etc. required for work at their own cost and responsibility.
- 16) Site of work and necessary drawings may be handed over to the agency phase-wise. No claim in this regards will be entertained.
- 17) The contractor shall arrange for all means of transport including Railway Wagons required for carriage and supply of materials and also the materials required for the construction work. The department may however, at their own discretion grant necessary certificates, if required, for procurement of railway wagons. But, in case of failure of the department to help the contractor in this respect, the contractor will have to procure wagons at his own initiative and no claim whatever on the ground of non-availability of wagons shall be entertained under any circumstances. If railway wagons are not available, the contractor will have to depend on transport of materials by road as necessary to complete the work in time and the contractor must consider this aspect while quoting rate.
- 18) Notwithstanding the provisions made in the related printed tender form (if any) any item of the work which can be legitimately be considered as not stipulated in the specific schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the contractor if so, directed by the University Engineer and the rates will be fixed with manner as stated below—
  - a) Rate of supplementary items shall be analyzed in the 1<sup>st</sup> instant extended possible from the rates of the allied items of work appearing in the tender schedule.
  - b) Rate of supplementary items shall be analyzed to the maximum extent possible from rates of the allied items of work appearing in the P.W. Department, Govt of West Bengal schedule of rates for Building and S&P alongwith all addenda and corrigenda of probable items of work forming part of tender document rates for the working area enforce at the time of NIT.
  - c) In case, addition items do not appear in the above P.W. Department schedule of rates, such items for the works shall be paid at the rates entered in the Public Works (Roads) Department, Govt of West Bengal schedule of rates alongwith all addenda and corrigenda for the working area enforce at the time of NIT.
  - d) If the rates of the supplementary items cannot be computed even after applications of clauses stated above, the same shall be determined by analyses from market rates of material, labour and carriage cost prevailing at the time of execution of such items work. Profit and overhead charges (both together) at 15% (fifteen percent) will be allowed only; the contractual percentage will not be applicable.

Unbalanced market rates shall never be allowed. Contractual percentage shall only be applicable with regard to the portions of the analysis based on clauses (a), (b), & (c) stated above only. It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the work order book/site order book (University Engineer or his representative shall be the custodian of that triplicate book whose pages should be machine numbered. The contractor shall supply this book at his own cost and the contractor or his authorized representative may take away one copy of such every instruction provided in that book by the client for his own record and guidance) or any written order from the University Engineer, University of Gour Banga, Malda.

- 19) Where there are any discrepancies between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern. Besides, if any discrepancies found in the unit rate, the rate of item(s) shall be analyzed from rates incorporated/mentioned in the P.W. Department, Govt. of West Bengal schedule of rates for Building and S&P or Public Works (Roads) Department, Govt. of West Bengal schedule of rates respectively alongwith all addenda and corrigenda of probable items of work forming part of tender document rates for the working area enforce at the time of NIT.

- 20) Whatever the reasons may be, no claim of idle labour, enhancement of labour rate, additional establishment cost, cost of TOLL and hire & labour charges of tools and plants, railway freight etc. would be entertained under any circumstances.
- 21) All risk on account of railway or road carriage or carriage by boat including loss or damage of vehicles, boats, barges, materials or labour, if any, will have to be borne by the contractor without any extra claim towards the University Authority.
- 22) All materials and workmanship shall be in accordance with the specifications laid down in the contract and also as per M.O.R.T &H's specification for Roads and Bridges Works (4<sup>th</sup> revision) and IS codes and the University Engineer, University of GourBanga(or by his representatives) reserves the right to test, examine and measure the materials/workmanship direct at the place of manufacture, fabrication or at the site of works or any suitable place. The contractor shall provide such assistance, instrument machine, labour and materials as the University Engineer may require for examining, measuring and testing the works and quality, weight or quantity of materials used and shall supply samples for testing as may be selected and required by the University Engineer without any extra cost. Besides this, the contractor will carry out tests from outside laboratory as per instruction of the University Engineer. The cost of all such tests would be borne by the contractor.
- 23) Time for completion as specified in the tender shall be deemed to be the essence of the contract and shall be reckoned from the date of issue of letter of acceptance/work order.
- 24) In case of force closure or abandoned of the works by the University authority the contractor will be eligible to be paid for the finished work/actual work done but not for any losses.
- 25) The contractor shall not be entitled for any compensation for any loss suffered by him/her due to delays arising out of modification of the work, drawings, due to non-delivery of the possession of site etc.
- 26) The whole work will have to be executed as per Departmental drawing (if any) available in this connection at the tender rate.
- 27) There shall be no provision for Arbitration under this contract, provision under clause 25 of WBF No.2911 (ii) is thus considered deleted. For any discrepancies, the decision taken by the Vice Chancellor, University of GourBanga, Malda is final and binding.

**Sd/-**  
**The**  
**Convener, Purchase & Tender**  
**Committee**  
**University of**  
**Gour Banga.**

**The Copy for information:**

1. The Hon'ble Vice Chancellor University of Gour Banga - Chairman.\*
2. The Registrar (Addl. Charge) - University of Gour Banga
3. Dr. Manindra Chakraborty, Principal, Malda Women's College (EC Member), UGB.
4. Prof. Jitendra Sahoo, Department of Political Science, (EC Member), UGB.
5. Prof. Bikash Roy- University of Gour Banga - Member

6. Finance Officer (Addl. Charge), University of Gour Banga - Member.
7. Controller of Examinations (Addl. Charge), University of Gour Banga - Member.
8. The Inspector of Colleges, University of Gour Banga - Member.
9. The Development Officer, University of Gour Banga - Member.
10. Dr. Goutam Bhowmik, Department of Commerce, UGB – Member.
11. Dr. Atul Bandyopadhyay, Department of Physics, UGB – Member.
12. Central Notice Board, UGB.
13. University website.
14. News paper: , The Uttar Banga , The Echo of India, Ajjkal.