

JAGADIS BOSE NATIONAL SCIENCE TALENT SEARCH

1300, RAJDANGA MAIN ROAD

KOLKATA - 700 107

TENDER DOCUMENTS
FOR
CIVIL WORK (FLOORING)

AT

JAGADIS BOSE NATIONAL SCIENCE
TALENT SEARCH (JBNSTS), KOLKATA

N.I.T. NO. :- JB/Bldg/floor work/17-18/07 dt. August 19, 2017

Issued By : Director

Jagadis Bose National Science Talent Search

1300, Rajdanga Main Road

Kolkata - 700107

Tel : (033) 24428270

ISSUED TO :-

ADDRESS :-

PART - A

1. NOTICE INVITING TENDER

Sealed percentage rate tenders are invited by the Director on behalf of JAGADIS BOSE NATIONAL SCIENCE TALENT SEARCH, Kolkata from reliable & resourceful suppliers/ agencies / firms for the job of “ **Laying vitrified floor tiles (DC) at the first floor** “ at its office at 1300, Rajdanga Main Road, Kolkata – 700 107.

Intending bidders should attach one photocopy (Self attested) of atleast two of the following documents with tender. Otherwise the tender shall be deemed as incomplete and liable to be cancelled :-

- a) Income Tax PAN Card.
- b) Valid Trade Licence Certificate in similar area of work.
- c) GST registration certificate

1.1 **Collection of Tender Documents :-** The tender document can be obtained from the official website of JBNSTS i.e www.jbnsts.org or may be obtained from its office at 1300, Rajdanga Main Road, Kasba, Kolkata-700 107 from **21.08.2017 (Monday) to 31.08.2017 (Thursday)** on all working days between the hours of 12.00 P.M. to 03.00 P.M..

1.2 **Amendment of Tender Documents :-** JBNSTS, Kolkata -700 107 reserves the right to modify the Tender Document before the last day of submission of tenders by issuing Addenda which shall be part of the Tender Documents. The amendment, if any, will be notified.

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- 1.3 **Validity** :- The Price Offer must remain valid for Ninety (90) days from the date of opening the tender, otherwise the same will not be considered at all.
- 1.4 **Submission** :- **Only the Part –B** (Schedule Of Quantities And Rates) of the tender may be dropped in the tender box kept at the JBNSTS ground floor office in a sealed envelop or may be send by post / courier in a sealed envelop clearly subscribing the name of the job and the N.I.T no. on the envelop. It may also be submitted by email to jbadmin@jbnsts.org in PDF format. In case of online submission the scanned copies of required documents as stated in clause 1 should be attached therewith. Tenders should be addressed to **The Director, Jagadis Bose National Science Talent Search, Kolkata – 700107. The last date of the tender submission / receiving is September 01, 2017 (Friday) up to 12.00 hours IST. Tenders will be opened on September 04,2017 (Monday) at 3.00 pm.** In case of any change of time & date of tender opening, bidders will be informed (Notice /Phone / SMS) about such change. For details , please refer to clause 3.6 (Instruction to bidders)
- 1.5 **Pre – bid visit** : Bidders may have a pre – bid visit from August 23 – 25, 2017 between 12.00 pm to 03.00 pm.
- 1.6 **Rejection** :- If any tender is incomplete or not submitted according to the instructions detailed herein or conditional, then that tender shall be liable for rejection. The correction or remarks, if any, shall be clearly and legibly handwritten and signed by the authorized signatory. JBNSTS reserves the right to reject any or all tender(s) without assigning any reason thereof.
- 1.7 **Facility** :- Store, Electric Power (220V) & Water Supply.

2. WORK DESCRIPTION AND SCOPE OF WORK

- 2.1 **Name of work** : Laying of double charge vitrified floor tiles on the 1 st. floor of the office building of Jagadis Bose National Science Talent Search at 1300, Rajdanga Main Road, Kolkata – 700107
- 2.2 **Work Description and / or specification** :- As stated in the “SCHEDULE OF QUANTITIES AND RATES” given in Part - B
- 2.3 **Scope of Work** :-
As stated in the “SCHEDULE OF QUANTITIES AND RATES” given in Part - B. However, the quantity and items of work are indicative in nature only. For details , see clause 4.9 (Variation and its Valuation)
- 2.4 **Site Consultation** :- The work shall be carried out in consultation with the authorised officer / agency of JBNSTS.

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3. INSTRUCTIONS TO THE BIDDERS

- 3.1 **Return of Tender Documents :-** Bidders must return / submit only the Part – B of the tender document alongwith all documents as mentioned in clause 1 of Part – A of the tender document and duly signed with official stamp at required places. Alterations to the conditions of contract, specifications, etc. will not be entertained. Any tender not so signed or incomplete in any respect whatsoever is liable to be rejected.
- 3.2 **Completion period :-** The delivery period is 20 (Twenty) Days from the date of issuing the work order.
- 3.3 **Filling in the Schedule Of Quantities And Rates (Part – B) :-** Bidders must fill the percentage rate both in figure and words.
- 3.4 **Taxes & Duties :-** The bid price must be fully inclusive of all applicable taxes & duties. No other allowances or expenses in any form whatsoever shall be admissible in this matter.
- 3.5 **Mode of Submission of Tender :-** As stated in clause 1.4
- 3.6 The Tenders will be opened by the Director, JBNSTS or any other officer / person duly authorised for that purpose on **04.09.2017 (Monday) at 3.00 pm. at its office at 1300, Rajdanga Main Road, Kasba, Kolkata – 700107**. Bidders or their authorised representatives may remain present at the time of opening the tender.

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4. GENERAL CONDITIONS OF CONTRACT

- 4.1 **Application** :- Unless otherwise provided for in the Contract Documents, these conditions shall apply to the work of all sections of the specifications attached herewith.
- 4.2 **Contractor to satisfy himself / herself on all points** :- The contractor shall inspect and examine the area of work and surroundings and shall satisfy himself / herself or shall be deemed to have satisfied himself / herself before submitting the Tender Documents as to the form & nature of the site & nature of the work, the means of access to the site, the working space he / she may require, any other local conditions and in general shall obtain all necessary information as to risks, contingencies and any other circumstances which may influence or affect the work. No extra claim whatsoever shall be entertained on account of misunderstanding or otherwise of the prevailing conditions as well as scope of work.
- 4.3 **Performance Guarantee / Security Deposit** :-
- a) Security Deposit : An amount equal to 10% of the total bill amount shall be retained as "Security Deposit" for a defect liability period of one year from the date of submission of the final bill and shall be deducted proportionately from each RA bill (if any) and /or the final bill..
 - b) This amount shall be returned, without any interest, after one year provided that no defect in the job, either quantitatively or qualitatively , is occurred and the job has been completed in full satisfaction of JBNSTS and in compliance of the specifications given herein.
 - c) In case any defect is noticed in the job during the defect liability period , the contractor shall remain responsible for rectification of the defect at free of cost. Otherwise, JBNSTS may engage any other agency for rectification of the said defect and the cost of the work shall be recovered from the security deposit.
 - d) Refund of Performance Guarantee / Security Deposit :- On completion of the defect liability period in the manner aforesaid, the Contractor /Agency / Firm may apply for the refund of his / her Performance Guarantee / Security Deposit without any interest.

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- d) If the selected bidder (hereinafter called as Contractor) fails to carry out the work or perform or observe any of the Conditions of Contract, the said Performance Guarantee / Security Deposit shall be liable to forfeiture at the option of the JBNSTS. The JBNSTS will also be at liberty to deduct from the Performance Guarantee / Security Deposit or from any sum due or to become due or under any other Contract with the Contractor sums that may become due to JBNSTS by virtue of any of the terms hereof.

4.5 The Contract & General Obligations of the Contractor (Agency / Firm) :-

- a) The contract shall be governed by acts as applicable only within jurisdiction of the High Court at Kolkata, India.
- b) The Contractor shall at all times indemnify the JBNSTS against all claims, damages or compensation under the provision of the Workmen's Compensation Act, 1923, or any other law for the time being in force as consequences of any accident or injury of any workmen, or other person whether in the employment of the Contractor or not, and also against all cost, expenses or charges of any suit, action or proceeding arising out of such accident or injury & against all sums or sums which may with the consent of the Contractor be paid to compromise any such claim suit or proceedings.
- c) Any required workforce to be employed by the Contractor.
- d) Any labour / worker supplied by the Contractor for the work on a daily work basis either wholly or partly under the direct orders & control of the Contractor shall be still deemed to be person employed by the Contractor (Agency / Firm).
- e) The Contractor shall employ no workmen below the age of 18 years on the work of any nature.
- f) The Contractor shall observe all the safety precautions as stipulated & necessary to ensure safety of his / her staff / workers as well as material. Appropriate Personal Protective Equipment (PPE), and other necessary safety equipment is to be provided to staff / workers while working and the staff / workers are to be properly trained to use such safety equipment & observe the safety norms.

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- g) The Contractor shall not directly or indirectly transfer, assign or sublet the contract or any part thereof without the written permission of the JBNSTS. Even if such permission be granted, the contractor shall remain responsible (a) for the act, defaults and neglect for any Sub- Contractor, his / her agents, servants or workmen as fully as if these were the acts, defaults or neglects of the Contractor himself or his / her agents, servants or workmen, and (b) for his / her full and entire responsibility of the contractor and for active superintendence of the works by him despite being sublet, provided always that the provision of labourers on a "piece rate" basis shall not be deemed to be subletting under this / her clause. However, all lapses delays due to sub-contractor will be treated as contractual failure solely on Contractor's (Agency / Firm) part.
- h) Contractor's rates given in the tender must be fully inclusive of all expenditure including any incidental expenditure related to that job. Unless otherwise specified, the contractor shall be deemed to have included in his / her Tender / Offer all his / her costs for supplying and providing all costs for the main work as well as any temporary work required for completion of the main work, materials both for temporary and permanent works, labour including supervision thereof, transporting to and from the site all materials, garbage , excess material etc.. It must also include costs for any platform, scaffolding etc. loading, unloading, fencing, watching, lighting, payment of fees, taxes and duties to be appropriate authorities, Insurance and other things of every kind required of the construction, erection, completion and maintenance of the work including contractor's overhead and profit.
- i) The Contractor shall provide necessary and adequate supervision during the execution of the work.

4.6 Commencement, Execution and completion of Work :-

- a) The Contractor shall mobilize all men and material for the work. No extra payment for that shall be made by JBNSTS.
- b) Contractor to observe JBNSTS working hours. Unless specified otherwise in the Contract or prior permission of the JBNSTS has been taken, the Contractor shall not execute the work beyond the working hours. The agency shall mutually extend all cooperation for smooth functioning of the office without interrupting its normal work.
- c) Contractor to supply all materials necessary to complete the work. Unless stipulated otherwise in the Contract, all materials of approved make / brand required for the work shall be procured and supplied by the Contractor (Agency / Firm) with the approval of the E-I-C or Authority, JBNSTS . The E-I-C or Authority, JBNSTS shall exercise his / her sole discretion to accept and / or reject any such materials or the final product made by such material. They also arrange for ladder, scaffolding, platforms etc. For execution of the job

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- d) Materials / Work not acceptable :- The E-I-C or Authority, JBNSTS shall have the power to inspect any final product / material /W-I-P at any time and to order at any time – (a) for removal from the site any material which in his / her opinion is not the accordance with the Contract or the instruction of the E-I-C or Authority, JBNSTS (b) for the substitution by the proper and suitable materials, or (c) the removal and proper re-execution of any work, which in respect of material and workmanship is not in accordance with the Contract or the instructions of the E-I-C or Authority, JBNSTS. The Contractor shall comply with such order at his / her own expense and within the time specified in the order. If the Contractor fails to comply, the E-I-C or Authority, JBNSTS shall be at liberty to dispose any such materials and re-do any work in the manner convenient by engaging any outside agency at the risk and expense of the Contractor and after giving him a written prior notice of 7 days. The Contractor shall extend his / her full assistance as required by the E-I-C or Authority, JBNSTS during inspection.
- e) In order to derive rates of extra Items ,if any, which are not included in schedule of work , E-I-C deployed by the JBNSTS at his / her sole discretion may adopt the following :-
- i) The Government norms shall be adopted for labour, materials and any other items respectively.
 - ii) Where rates for extra item of works cannot be established by rate analysis as per (a) above then rate for such item shall be estimated and fixed by the E-I-C based on the market rates and assessment for labour, materials and other factor involved thereon.

4.7 Terms of Payment :-

- a) Payment shall be made only after completion of the work to the full satisfaction of JBNSTS.
- b) All payments shall be made on the basis of actual work done / items supplied.
- c) All payments shall be made by a/c payee cheque only.
- d) All legal deductions, if any, shall be made from the bill amount before the payment.

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Price Escalation :-

- a) The rate quoted shall be firm throughout the tenure of the contract (including extension of time, if any, granted) and will not be subject to any fluctuation due to increase in cost of materials, labour, taxes, etc. unless specifically provided in these documents.

4.8 Variation and its Valuation :-

- a) The Director, JBNSTS or the authorized person, JBNSTS shall have the power to order the Contractor in writing to make any variation of the quantity, quality or design of the works or any part thereof that may, in his / her opinion, be necessary and the Contractor upon receipt of such an order shall act as follows :-
 - (i) Increase or decrease the quantity of any work included in the Contract.
 - (ii) Omit any work included in the Contract.
 - (iii) Change the character or quality of kind of any work included in the Contract.
 - (iv) Execute extra and additional work of any kind necessary for completion of the works, that will be charged extra.
- b) The Contractor shall not be entitled to any claim of extra, additional or substituted work unless they have been carried out under the written orders of the Director, JBNSTS or the authorized person, JBNSTS.

4.9 Liquidated Damage :-

Liquidated Damage or other Compensation.

- a) If the Contractor (Agency / Firm) fails to complete the work / supply the items of contract within the stipulated date, the Contractor (Agency / Firm) shall pay as compensation (Liquidated Damage) to the JBNSTS and not as penalty at the rate of One (1.00 %) Percent of the total value of work (Contract Price) for every week of delay or part thereof provided always that the amount of such compensation shall not exceed 5% of the Contract Price.

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4.10 Termination of Contract :-

- a) Without being liable for any compensation to the Contractor, the Director, JBNSTS may, in his / her absolute discretion, terminate the Contract in part or as a whole after giving the Contractor a minimum Seven (7) days notice in writing, due to occurrence of any of the following reasons and decision of The Director, JBNSTS in this / her respect shall be final and conclusive ;
- (i) The Contractor (Agency / Firm) has abandoned the Contract.
 - (ii) In the opinion of the Director, JBNSTS, the contract is not likely to be completed within the agreed period on account of Contractor's lapses.
 - (iii) The Contractor has failed to commence the works (or any part thereof) or has without any lawful excuse under these conditions, has kept the work suspended for at least 15 days despite receiving written notice from JBNSTS to proceed with the work.
 - (iv) The Contractor has failed to remove materials from site.
 - (v) The Contractor is not executing the works in accordance with the Contract or is persistently or flagrantly neglecting to carry out his / her obligations under the Contract.
 - (vi) The Contractor is adjudged insolvent or being a company goes in to liquidation either compulsorily or voluntarily.
- b) Upon receipt of the letter of termination of work, issued by JBNSTS, the Contractor shall hand over all the tools, plant and materials etc issued by JBNSTS to them at the place to be ascertained by The Director, JBNSTS or The Authorized Person, JBNSTS, within Seven (7) Days of receipt of such letter.
- c) In all such cases of Termination of work the Director, JBNSTS or the Authorized Person of JBNSTS shall have the power to complete the work through any other agency or departmentally at the Contractor's risk and expense and the Contractor shall be debited with any sum or sums that may be expended in completing the work beyond the amount that would have been due to the Contractor, had they duly completed the whole of the work in accordance with Contract.

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d) Upon termination of Contract, the Contractor (Agency / Firm) shall be entitled to receive payment of only 90% of the value of work actually done or materials actually supplied by them and subject to recoveries as per Contract, provided the work done and materials conform to specifications at the time of taking over by the JBNSTS. The payment for work shall be based on measurements of actual work done and priced at approved Contract rates or other rates, as decided by JBNSTS. The payment for materials supplied shall be at the rates as decided by the JBNSTS, which shall in no case be more than market rates prevailing at the time of taking over by the JBNSTS. However, taking over of materials brought to site but not consumed in the work shall be at the discretion of The Director, JBNSTS or The Authorized Person, JBNSTS . The Contractor may be asked to remove such unutilized materials from the work Site at his / her cost. The Director, JBNSTS or The Authorized Person, JBNSTS decision in all such cases shall be final, binding & conclusive.

e) The Director, JBNSTS or The Authorized Person, JBNSTS shall have the power to retain all amounts due to the Contractor (Agency / Firm) until the work is completed by the other Contractor (Agency / Firm) and the Contractor's (Agency / Firm) liabilities to the JBNSTS are known in all respect.

4.11 Clearance of Site :-

- a) Upon receiving the Completion Certificate by JBNSTS, the Contractor (Agency / Firm) shall remove any remaining Contractor's (Agency / Firm) equipment, surplus material, wreckage and rubbish from the Site.
- b) If all the aforesaid items have not been removed within Ten (10) Days after the Contractor receives a copy of the Completion Certificate, the JBNSTS may sell or otherwise dispose of any remaining items without any notice to the Contractor (Agency / Firm). JBNSTS shall be entitled to be paid the costs incurred in connection with, or attributable to, such sale or disposal and restoring the Site.

Director, JBNSTS

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Definitions and Interpretation :-

1. **JBNSTS** :- Jagadis Bose National Science Talent Search.
1300, Rajdanga Main Road
Kolkata – 700 107
2. **E-I-C** :- Engineer in Charge engaged by JBNSTS
3. **EMD** :- Earnest Money Deposit.
4. **IST** :- Indian Standard Time.
5. **N.I.T.** :- Notice Inviting Tender.

To be filled by the JBNSTS.

Remarks (if any) :-

Director, JBNSTS