

**CENTRAL INSTITUTE OF TECHNOLOGY
BALAGAON, KOKRAJHAR, BTAD, ASSAM**



TENDER DOCUMENT

NIT NO: CIT/KOK/EC/2021/246 Dt. 29.07.2021

Part - A: Technical Bid

NAME OF WORK

**Design, Supply, Installation and Commissioning
of 15 KWp Rooftop Off Grid/Hybrid Solar Power Plant with
5 (five) years of Maintenance & Performance Warranty Contract
at
Central Institute of Technology Kokrajhar, BTAD, Assam.**

Name of Work: Design, Supply, Installation and Commissioning of 15 KWp Rooftop Off Grid/Hybrid Solar Power Plant with 5 (five) years of Maintenance & Performance Warranty Contract at Central Institute of Technology Kokrajhar, BTAD, Assam.

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INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

1. The intending bidder must read the terms and conditions of Tender document carefully. He should submit his bid if he considers himself eligible and he is in possession of all the certificates / documents required.
2. Information and Instructions for bidders for e-tendering posted on website shall form part of bid document.
3. The bid document consisting of NIT, plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from www.eprocurement.gov.in.
4. The intending bidders must have valid class-III digital signature to submit the bid.
5. The bid can be submitted only after depositing Tender Fee in favor of CIT Kokrajhar and uploading the mandatory scanned documents as specified within the period of bid submission.
6. Copies of eligibility documents and EMD as specified in the notice inviting tender shall be scanned and uploaded on the e-tendering website within the period of tender submission. Bidders can upload documents in the form of JPG format, PDF format and any other format as permissible by the e-tendering portal.
7. Bidders must ensure to quote rate of each item. The column meant for quoting rate in figures appears in dark yellow colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO). After submission of the bid online the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
8. After submission of bid online, it can be revised any number of times before specified time on last date of submission of bid. While submitting the revised bid, bidder can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
9. Financial bids shall be opened online only for bidders for whom EMD and other documents are found in order and who are found to be eligible to bid for work. On opening date, the bidder can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
10. If the contractor is found ineligible after opening of bids, his bid shall become invalid.
11. If any discrepancy is noticed between the eligibility documents as uploaded at the time of submission of bid and hard copies as submitted physically by the bidder, the bid shall become invalid and.

12. List of Eligibility Documents to be scanned and uploaded within the period of bid submission:-

- (a) Demand Draft of any scheduled Bank against EMD in favor of CIT Kokrajhar.
- (b) Certificates of Work Experience and Certificate of Commissioning of Similar work from Client.
- (c) Certificate of Registration for GST and acknowledgement of up to date filed return if required.
- (d) Copies of Contractor's License.
- (e) Copies of ESI Registration.
- (f) Copies of EPF Registration, PAN Card.
- (g) Details of Work Completed during last 07 (Seven) Years and Detailed Information of Bidder duly completed and signed by the Bidder.
- (h) Declarations to be given by the Tenderers.
- (i) Filled copied of all Proforma, Annexures and Forms as mentioned in NIT.
- (j) Profit and Loss Statement, Balance Sheet and Income Tax Return duly audited by Chartered Accountant.

13. The Technical Bid(s) shall be opened first by the Committee on **15.12.2021**. The Financial Bid(s), whose Technical Bid(s) found to be eligible, will be opened later for which intimation will be given through Website. After the evaluation of the Bid(s) CIT Kokrajhar will award the contract to the Lowest Evaluated Responsive Tenderer. Conditional Bid(s) will be treated as unresponsive and will be rejected.

14. EMD, Tender Fees and Self attested hard copies of all supporting documents, Technical Bid in sealed envelope to be submitted on or before last date of submission of bid through person or through courier at the office of Engineering Cell, CIT Kokrajhar. Documents received after the bid submission date will not be considered for further evaluation process.

CIT Kokrajhar will not be responsible for any kind of delay in delivery of the documents and also any problem arise during uploading of the documents in procurement portal.

15. Information & Instruction for Contractor will form Part of NIT.

16. This detailed NIT (Technical Bid) will be part of the contract agreement.

Sd/-

Registrar,

Central Institute of Technology Kokrajhar



**CENTRAL INSTITUTE TECHNOLOGY,
KOKRAJHAR
Kokrajhar - 783370, Assam**

NOTICE INVITING TENDER

Registrar, CIT Kokrajhar invites item rate tenders from eligible Contractors or who are on the approved list of the appropriate class of Central Public Works Department, State Public Works Department, Railways, Military Engineering Services, BSNL and Road & Bridges central or state government, Government autonomous bodies with proven technical and financial capabilities for the following work:

Name of work	Design, Supply, Installation and Commissioning of 15 KWp Rooftop Off Grid/Hybrid Solar Power Plant with 5 (five) years of Maintenance & Performance Warranty Contract at Central Institute of Technology Kokrajhar, BTAD, Assam.
Tender (NIT) No	CIT/KOK/EC/2021/246 Dt. 29.07.2021
Estimated Cost	Rs. 20.00 Lakhs
Tender Fees (Non – Refundable) DD in favour of “CIT Kokrajhar”	Rs. 1000.00 (Rupees One Thousand only)
Earnest Money	2% for general and 1% for ST/SC/OBC
Contract Period	06 Months
Date of publish of tender paper	23.11.2021
Last Date & time of submission of tender	13.12.2021 upto 01:00 PM
Pre- Bid Meeting	01.12.2021 at 11:00 AM
Technical Bid Opening Date & Time	15.12.2021 at 11:00 AM
Price Bid Opening Date & Time	20.12.2021 at 11:00 AM

Intending Bidder is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority of having satisfactorily completed similar works.

1. The indenting Bidder must read the Terms & conditions of CIT Kokrajhar carefully. He/They should only submit his/her/their bid if he/she/they consider himself/themselves eligible and he/she/they is/are in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
3. The Bid documents consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.cit.ac.in or www.eprocurement.gov.in.

4. Eligibility Criteria:-

Intending bidder is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below. Joint ventures are not allowed.

Experience of having successfully completed similar works, during the last 7 years, ending previous day of last date of submission of bids.

(a) Three (03) similar works, each of value not less than 40% of estimated cost put to tender

or

Two (02) similar works each of value not less than 60% of estimated cost put to tender

or

One (01) similar work of value not less than 80% of estimated cost put to tender in last 07 (Seven) Years ending previous day of last date of submission of bids.

Similar work means **“Design, Supply, Installation and Commissioning of Rooftop Solar Power Plant”**.

(b) Sub-Contractor for Electrical work For Electrical works, the contractor shall get it done through a sub-contractor having valid Electrical license with appropriate class and required experience.

(c) The Bidder should have registration with Employee Provident Fund (EPF), PAN Card, GST Registration, Contractor License, Commissioner and Employee State Insurance (ESI) Corporation.

(d) The experience of similar work should be from Central Govt., State Govt., PSU and Govt. Autonomous Body, Govt. Educational Institution or similar Govt. entities.

(e) Latest Solvency Certificate of 40% of the Estimated Cost from any Nationalized Bank of with one year from the last date of tender to be submitted.

(f) Bidder must have average annual turn over on similar works of last three consecutive year costing not less than 50% of the estimated cost put to tender. The turn over of the similar works must be certified by the Chartered Accountant.

Preparation & Submission of Tender through Online. The Tender should be submitted in 02 (Two) parts i.e. Technical Bid and Financial Bid Respectively. The Technical Bid should be sent by the Bidder through online as “Technical Bid” for “.....”.

Earnest Money Deposit. The bidder shall be required to submit the Tender Fees and Earnest Money Deposit (EMD) by way of Demand Drafts/Banker’s Cheque only. EMD submitted in the form of Bank Guarantee or any other form except as stated above will NOT be accepted and tender will be summarily rejected. No interest shall be paid by the Institute on the Earnest Money deposited by the tenderer. The EMD of

the successful Bidder shall be returned after the successful submission of Bank Guarantee/Security Deposit and for unsuccessful bidder(s) it would be returned after Award of the Contract. Bid(s) received without Demand Drafts of EMD will be rejected. The Earnest Money of the unsuccessful tenderer will be refunded within 30 days after financial evaluation.

The Tender paper/documents can be seen/ downloaded from website & submitted through Online. For any query, Engineering Cell, CIT Kokrajhar, may be contacted through email Id:- engineeringcell@cit.ac.in during office hours from Monday to Friday before pre-bid meeting. No correspondence will be entertained for the queries received after pre-bid meeting date.

The competent authority on behalf of the Registrar, CIT Kokrajhar does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.

Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.

This detailed NIT (Technical Bid) will be part of the contract agreement.

Sd/-

Registrar,

Central Institute of Technology Kokrajhar

CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Item Rate Tender & Contract for Works

(A) Tender for the work of :-

Design, Supply, Installation and Commissioning of 15 KWp Rooftop Off Grid/Hybrid Solar Power Plant with 5 (five) years of Maintenance & Performance Warranty Contract at Central Institute of Technology Kokrajhar, BTAD, Assam.

- (i) To be submitted by..... hours on to
- (ii) To be opened in presence of tenderers who may be present at hours on in the office of **Registrar, CIT Kokrajhar**

TENDER

I/We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F Specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the President of India within the time specified in Schedule 'F' viz., schedule of quantities and in accordance in all respect with the specifications, designs, drawing and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respect of accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for **120 days** from the due date of its opening in case of single bid system.....from the date of opening of technical bid in case tenders are invited on 2 /3 bid/ system for specialised work and not to make any modification in its terms and conditions.

A sum of Rs.....is hereby forwarded in cash/receipt treasury challan/deposit at call receipt of a scheduled bank/fixed deposit receipt of scheduled bank/demand draft of a scheduled bank/bank guarantee issued by a scheduled bank as earnest money.

A copy of earnest money in receipt treasury challan/deposit at call receipt of a scheduled bank/fixed deposit receipt of scheduled bank/demand draft of a scheduled bank/bank guarantee issued by a scheduled bank is submitted (strike out as the case may be). If I/We, fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that the said President of India or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/ We agree that President of India or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said Performance Guarantee shall be a guarantee to execute all the works referred to in the tender documents upon the terms

and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the tender form.

Further, I/We agree that in case of forfeiture of Earnest Money or Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in CPWD in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety & integrity of the State.

Dated
Witness:

Signature of Contractor
Postal Address

Address:
Occupation:

A C C E P T A N C E

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the Registrar, CIT Kokrajhar for a sum of Rs.

(Rupees
.....
.....)

The letters referred to below shall form part of this contract agreement:-

- (a)
- (b)
- (c)

For & on behalf of the CIT Kokrajhar.
Signatures
Designation

Dated:

Seal and Signature of the Bidder

General Rules, Directions & Special Conditions

1. Rates shall be quoted in the Bill of Quantity (BOQ) furnished in figures and in words. If there is any variation between the rates quoted in figures and rates quoted in words, the rates quoted in words shall be considered. The rate(s) must be quoted in decimal coinage. Amounts must be quoted in full rupees by ignoring fifty paise and considering more than fifty paise as rupee one.
2. The rates shall be firm up to the completion of work. No price escalation will be paid on any account.
3. The work shall be completed as per time schedule given in Schedule 'F'.
4. The rate shall be inclusive of all taxes including GST, Royalty, loading, unloading and transportation etc. of all the materials to work site at CIT Kokrajhar campus, Kokrajhar-783370. All taxes as applicable to the work as per state/central government shall be deducted from the bills.
5. All the pages of the tender document shall be signed and dated at the lower right hand corner by the tenderer. If the tender is signed by a person holding power of attorney, power of attorney authorizing him to sign on behalf of the tenderer should be submitted along with the tender.
6. In the event of tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act 1952.
7. The documents submitted along with the application for tender in respect of Experience, registration will be verified by the Institute with respect to that stated in the NIT for qualifying for the tender. If after verification any such data/information are not found true or tenderer has attempted to conceal any unfavorable data/information, his/her tender shall be summarily rejected.
8. The owner reserves the right to take inputs regarding performance of a tenderer on any similar work (on-going or completed) from a client whether disclosed in the tender or not. If any such report from the client is found to be unsatisfactory, the tender is liable to be rejected.
9. Any tender submitted without the qualifying documents mentioned in the relevant clause of NIT, it shall be considered as incomplete tender and the tender will be rejected for which no communication will be made.
10. Original or attested copies of work order as well as Certificate of Commissionings from the client should be attached by the tenderer. Otherwise it will not be considered towards qualification.
11. If any information furnished by the tenderer is found incorrect at a later stage, he shall be liable to be debarred from tendering/ taking up of works in CIT KOKRAJHAR. The Institute reserves the right to verify the particulars furnished by the applicant independently.
12. In case the work involves electrical works, the tenderer must have electrical contract license and if the tenderer does not have such license they should submit and undertaking to engage a party which fulfills the qualifying criteria. In such cases, Electrical License with his acceptance to take up the work shall be submitted. In case of specialized jobs like Air Condition works the contractor shall engage party having required experience.
13. The Earnest Money shall be paid in the form of Demand Draft/ Banker's cheque drawn in favour of "CIT Kokrajhar" payable at 'Kokrajhar'. EMD submitted in

the form of Bank Guarantee or any other form except as stated above will NOT be accepted and tender will be summarily rejected. No interest shall be paid by the Institute on the Earnest Money deposited by the tenderer. The Earnest Money of the unsuccessful tenderer will be refunded.

14. Any abnormal rate quoted in the tender will make the tender liable to be rejected for which no communication will be made.
15. The CIT Kokrajhar does not bind himself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part for whole at the discretion of competent authority of the institute.
16. Reasonability of the rates quoted by the tenderers shall be determined by comparing to the justified estimated rates. If the lowest bid is too low and the tender evaluation committee feels that it is not possible to do the work as per specification, the tender shall be cancelled.
17. In case the lowest tendered amount (worked out on the basis of quoted rate of Individual items) of two or more contractors is same, then such lowest contractors may be asked to submit sealed revised offer quoting rate of each item of the schedule of quantity for all sub sections/sub heads as the case may be, but the revised quoted rate of each item of schedule of quantity for all sub sections/sub heads should not be higher than their respective original rate quoted already at the time of submission of tender. The lowest tender shall be decided on the basis of revised offer.
18. If the revised tendered amount (worked out on the basis of quoted rate of individual items) of two or more contractors received in revised offer is again found to be equal, then the lowest tender, among such contractors, shall be decided by draw of lots in the presence of Tender Committee members and Engineer-in-Charge, and the lowest contractors those have quoted equal amount of their tenders.
19. In case of any such lowest contractor in his revised offer quotes rate of any item more than their respective original rate quoted already at the time of submission of tender, then such revised offer shall be treated invalid. Such case of revised offer of the lowest contractor or case of refusal to submit revised offer by the lowest contractor shall be treated as withdrawal of his tender before acceptance and 50% of his earnest money shall be forfeited.
20. In case all the lowest contractors those have same tendered amount (as a result of their quoted rate of individual items), refuse to submit revised offers, then tenders are to be recalled after forfeiting 50% of EMD of each lowest contractors.
21. Contractor, whose earnest money is forfeited because of non-submission of revised offer, or quoting higher revised rate(s) of any item(s) than their respective original rate quoted already at the time of submission of his bid shall not be allowed to participate in the retendering process of the work.
22. In the case of Item Rate Tenders, only rates quoted shall be considered. Any tender containing percentage below/above the rates quoted is liable to be rejected. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall unless otherwise proved be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words, then the rates quoted by the contractor in words shall be taken as correct. Where the rates

quoted by the contractor in figures and in words tally, but the amount is not worked out correctly, the rates quoted by the contractor will unless otherwise proved be taken as correct and not the amount. In event no rate has been quoted for any item(s), leaving space both in figure(s), word(s), and amount blank, it will be presumed that the contractor has included the cost of this/these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.

23. However, if a tenderer quotes nil rates against each item in item rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer and earnest money deposited shall be forfeited.
24. The contractor whose tender is accepted, will be required to furnish Performance Guarantee of 5% (five) of the tendered amount within the period specified in Schedule 'F' from the date of issue of LOI. If contractor fails to furnish the prescribed performance guarantee within the prescribed period, tender will be cancelled and the earnest money deposited by him is absolutely forfeited without any notice. In case of forfeiture of earnest money, the bidder shall not be allowed to participate in the re-tendering process of the work.
25. **If the lowest bid is below 10% of the estimate, additional Performance Guarantee of the value by which the quote is below 10% of the estimate will have to be submitted by the contractor along with the specified initial Performance Guarantee within time limit specified for initial Performance Guarantee, failing which, tender will be cancelled after forfeiting of EMD and debaring the lowest bidder for 3 years from participating in the tenders floated by the Institute.** In case the lowest bidder is not able to complete the work, the Security Deposit, Performance Guarantee and the additional Performance Guarantee will be forfeited and the contractor will be debarred for 3 years from participating in the tenders floated by the Institute after issuing a show case notice. In other cases, the additional Performance Guarantee shall be refunded after issue of Certificate of Commissioning.
26. The initial and additional Performance Guarantee will be in the form as specified in the tender.
27. 5% of the Bill Value will be deducted as Security Deposit and will be released after 12(twelve) months from the date of issue of 'Certificate of Commissioning' or certification of final bill, whichever is later. Any damage or defect in the work during this period due to materials supplied by the contractor or bad workmanship shall be rectified or replaced by the contractor at his own cost or the Engineer-in-charge may cause the same to be made good by other workman and deduct the expenses from the security deposit. No interest will be paid on security deposit.
28. Care shall be taken by the contractor to avoid damage to any part of the building or its finishing. He shall be responsible for repairing all damages and resorting the same to their original finish at his own cost. He shall also remove at his own cost all unwanted wastage and materials arising out of his work from the site.
29. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated in writing to the Engineer-in-Charge.
30. The contractor shall arrange all the plants, equipment, machineries etc. required for the works for which no extra charges will be paid.
31. The contractor will arrange for water and electricity at his own. However, the Institute may provide electricity on the request of the contractor, depending upon