

BRIDGE AND ROOF CO. (INDIA) LIMITED

KANKARIA CENTRE (4TH & 5TH FLOOR)
2/1, RUSSEL STREET,
KOLKATA - 700071

निविदा आमंत्रण सूचना (ए-एनआईटीए) सं./NOTICE INVITING e-TENDER (e-NIT) NO.
B AND R / HO / HOSTEL / 51259 / IIT- PATNA / NIT / CW / 01 DATED
03.12.2024

भारतीय प्रौद्योगिकी संस्थान, पटना (आईआईटीपी) में मेस और संबद्ध कार्यों के साथ-साथ लड़कों के छात्रावास (दो विंग) के निर्माण और विकास के लिए बोली दस्तावेज।

BIDDING DOCUMENT

FOR

CONSTRUCTION AND DEVELOPMENT OF BOYS HOSTEL (TWO WINGS) ALONG WITH MESS AND ASSOCIATED WORKS AT INDIAN INSTITUTE OF TECHNOLOGY PATNA (IITP).

Sub Head: Civil Work including Electrical work, Fire Fighting including Fire alarm system, Plumbing & Water Supply, CCTV, LAN and other Allied Works etc.



BRIDGE AND ROOF CO. (INDIA) LIMITED
KANKARIA CENTRE (5TH FLOOR)
2/1, RUSSEL STREET,
KOLKATA - 700071

Document Fee: Rs. 1, 24,000.00 + GST @18% (Non-Refundable)

MASTER INDEX

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Sub Head: Civil Work including Electrical work, Fire Fighting including Fire alarm system, Plumbing & Water Supply, CCTV, LAN and other Allied Works etc.

e-NIT Document No: B AND R / HO / HOSTEL / 51259 / IIT- PATNA / NIT / CW / 01 DATED 03.12.2024

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Sub Head: Civil Work including Electrical work, Fire Fighting including Fire alarm system, Plumbing & Water Supply, CCTV, LAN and other Allied Works etc.

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BRIDGE AND ROOF CO. (INDIA) LTD.
"KANKARIA CENTRE" (4TH & 5TH FLOOR),
2/1, RUSSEL STREET,
KOLKATA-700071

INVITATION FOR NOTICE INVITING e-TENDER (e-NIT)

**NOTICE INVITING e-TENDER (e-NIT) NO.: B AND R / HO / HOSTEL / 51259 / IIT- PATNA / NIT / CW / 01
DATED 03.12.2024**

Online **Percentage Rate Bid(s)** in Two Part System are invited from Reputed, Resourceful and Experienced Parties meeting prescribed Qualifying Criteria for "Construction and Development of Boys Hostel (Two wings) along with Mess and associated works at Indian Institute of Technology Patna (IITP). Sub Head: Civil Work including Electrical work, Fire Fighting including Fire alarm system, Plumbing & Water Supply, CCTV, LAN and other Allied Works etc."

Interested Bidder(s) have to enroll & register with the Government e-Procurement System and download the Tender Document through logging on to <https://eprocure.gov.in/eprocure/app>.

Last Date of submission of Bid: 23.12.2024 upto 17:30 Hours.

All Corrigendum / Addendum, if any, shall be hosted in Company's website:

<https://www.bridgeroof.co.in> as well as CPP Portal:

<https://eprocure.gov.in/eprocure/app>

BRIDGE AND ROOF CO. (INDIA) LIMITED
Kankaria Centre (4th & 5th Floor), 2/1, Russel Street, Kolkata – 700 071
CIN No. : U27310WB1920GOI003601

Notice Inviting e-Tender (e-NIT) No.: B AND R / HO / HOSTEL / 51259 / IIT- PATNA / NIT / CW / 01 DATED 03.12.2024

Online **Percentage Rate bid(s)** are invited by BANDR from Reputed, Resourceful, and Experienced Parties meeting prescribed **Qualifying Criteria** for “Construction and Development of Boys Hostel (Two wings) along with Mess and associated works at Indian Institute of Technology Patna (IITP). Sub Head: Civil Work including Electrical work, Fire Fighting including Fire alarm system, Plumbing & Water Supply, CCTV, LAN and other Allied Works etc.”

The Bidder(s) shall submit the documents for any or all the following works:

TABLE-1

Name of Work	Tentative Value put to Tender (Rs. in Cr.) (approx.)	Cost of Tender Document (Non Refundable)	Earnest Money Deposit (EMD)	Time of Completion	Tender Inviting Authority (TIA)
(1)	(2)	(3)	(4)	(5)	(6)
Construction and Development of Boys Hostel (Two wings) along with Mess and associated works at Indian Institute of Technology Patna (IITP). Sub Head: Civil Work including Electrical work, Fire Fighting including Fire alarm system, Plumbing & Water Supply, CCTV, LAN and other Allied Works etc.	Rs. 61.98 Cr. (Approx.)	Rs. 1,24,000/- + GST @18% = Rs. 1,46,320.00 (Rupees One Lakh Forty Six Thousand Three Hundred Twenty only) in the form of Demand Draft (DD) / Pay Order / Banker's Cheque in favour of Bridge And Roof Co. (India) Limited issued by a Nationalised / Scheduled Bank payable at Kolkata. <u>[No A/c Payee Cheque shall be Considered.]</u>	EMD amount shall be considered as Rs. 71.98 Lakh [Rs. 20.00 Lakhs (Rupees Twenty Lakhs) plus 1% (one percent) of the Estimated Cost (put to Tender) in excess of Rs. 10.00 Cr. (Rupees Ten Crores)] and shall be submitted by Bidder(s) along with their offer in the form Demand Draft (D.D.) / Pay Order / Banker's Cheque valid for minimum 90 (Ninety) days / Bank Guarantee (BG) / <u>Insurance Surety Bond</u> in prescribed format valid for minimum 06 (Six) months / Term Deposit Receipt valid for minimum 45 days beyond the validity of bid pledged in favour of “Bridge And Roof Co. (India) Ltd” along with Offer. <u>[No A/c Payee Cheque shall be Considered.]</u>	18 (Eighteen) Months	General Manager (Commercial) Commercial Department, Bridge And Roof Co.(India) Ltd., Kankaria Centre, (4 th & 5 th Floor), 2/1, Russel Street, Kolkata – 700071

Cost of Tender Document & EMD prescribed above shall be submitted alongwith Techno-Commercial Part of offer in **Original**

: CRITICAL DATE SHEET:

Dates & Time For:-		Dates and Time
Bid Document Publishing Date	:	03.12.2024
Bid Document Download Start Date	:	03.12.2024
Bid Document Submission Start Date	:	16.12.2024
Date and Time of Pre-bid Meeting	:	12.12.2024 at 15:00 Hrs.
Place of Pre Bid Meeting	:	Bridge And Roof Co. (India) Ltd. Kankaria Centre, (4th & 5th Floor), 2/1, Russel Street, Kolkata – 700071 Bidder should send their queries at least one day in advance.
Bid Document Submission End Date	:	23.12.2024 at 17:30 Hrs.
Last date of submitting Tender Fee, EMD and physical documents as specified in Tender Document.	:	24.12.2024 at 11:00 Hrs.
Date of Opening of Technical Bid Document	:	24.12.2024 at 17:30 Hrs. through CPP Portal (ON-LINE) System
Date Original Document Verification		shall be intimated after opening of Tender to Initial Short-Listed Bidder(s), if required
Date of Opening of Financial Bid Document	:	Shall be intimated to Techno-Commercially Recommended Bidder(s) only through CPP Portal System.

GENERAL GUIDANCE:-

- Tender documents consisting of Pre-Qualification Criteria and the set of Techno-Commercial Terms & Conditions of Contract, Technical Specification, Drawings and other necessary Documents may be downloaded from the website <https://eprocure.gov.in/eprocure/app>.
- Bids must be accompanied by cost of Tender Document (Non-Refundable) as mentioned in Table-1, in the form of Demand Draft (D.D.) / Pay Order / Banker's Cheque in favour of Bridge And Roof Co. (India) Limited issued by a Nationalised / Scheduled Bank payable at Kolkata.
- Checklist is to be duly filled in.
- Price Bid shall be opened for the Techno-Commercially Recommended / Qualified bidder(s) only through CPP Portal. Bidder(s) shall submit Percentage Price (**to be quoted as "above/ below/ at par" in percentage**) in the allotted space of the Price Bid format. Quoted price shall be inclusive of all but excluding GST.
- If any of the intending bidders wishes to withdraw from participation in the bid, he / she can freely withdraw from the participation before scheduled date and time of closure of Bid Submission.
- B AND R reserves right to cancel the bid without assigning any reason thereof.
- Instructions / Guidelines for tenders for electronic submission of the tenders have been annexed for assigning the agencies to participate in e-Tendering.
- Any agencies willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System; through logging on to <https://eprocure.gov.in/eprocure/app>. The agency has to click on the link for e- Tendering site as given on the web portal.
- Each Tenderer is required to obtain DSC (Enlisted Class- III) for submission of online e-tendering from any Certifying Authorities (CAs) certified by the Controller of Certifying Authorities (CCA) on payment of requisite amount , details are available at the Website www.cca.gov.in.**
- Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted. Tenderer / Contractors are advised to follow the instructions provided in the 'Instructions to Tenderer' for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app> before proceeding with the tender.

NOTE: All corrigendum, addenda, amendments and clarifications to this Tender will be hosted in Company's Website & CPP Portal and not in the newspaper. Bidder shall keep themselves updated with all such amendments.

QUALIFYING CRITERIA

Notice Inviting e-Tender (e-NIT) No. B AND R / HO / HOSTEL / 51259 / IIT- PATNA / NIT / CW / 01 DATED 03.12.2024

Bridge And Roof Co. (India) Ltd., Kolkata as PMC/Executing Agency of IIT-Patna for this Project, invites offers from Capable and Competent Agencies to carry out the works mentioned below:

“Construction and Development of Boys Hostel (Two wings) along with Mess and associated works at Indian Institute of Technology Patna (IITP). Sub Head: Civil Work including Electrical work, Fire Fighting including Fire alarm system, Plumbing & Water Supply, CCTV, LAN and other Allied Works etc.”

Interested Reputed, Resourceful & Experienced Parties having adequate proven experience in similar type of work may download the Tender along with Qualifying Criteria from Company's website: <http://www.bridgeroof.co.in> & <https://eprocure.gov.in/eprocure/app>.

The Company (B AND R) reserves the right to reject any or all offer(s) or cancel the notice at their sole discretion without assigning any reason, whatsoever thereof, which shall be final & binding upon the Bidders.

I. QUALIFICATION CRITERIA FOR PARTICIPATION IN NIT :-

Experience should be in the name of the bidding Company and not in Subsidiary / Associate Company / Group Company etc.

A. WORK EXPERIENCE:

The bidder should have successfully physically completed “similar work” during the last **07(Seven) years** ending on the last date of month previous to the one in which tender is invited, not less than the followings:

(i) **01 (One)** Similar Completed Work costing not less than **the value equal to Rs. 49.58 Cr.**

OR,

(ii) **02 (Two)** Similar Completed Works each costing not less than **the value equal to Rs. 37.19 Cr.**

OR,

(iii) **03 (Three)** Similar Completed Works each costing not less than **the value equal to Rs. 24.79 Cr.**

“Similar Work” shall mean a Project comprising completion of Multi-Storied (Min. G+4 Storey) RCC Framed Structure for Institutional Building / Office / Hospital / Hostel / Residential Building Project including Finishing works, Sanitary and Plumbing work and at least Three Specialized works out of (a) Internal & External Electrical work, (b) Fire Fighting System work, (c) Lift Work (d) External development like Roads and Drains, Rain water Harvesting etc. executed under one Agreement / Contract.”

Note:

- (1) Godown / Warehouses / Factory sheds / Industrial building shall not be considered as eligible similar works.
- (2) Each basement, still constructed in the building will be considered as a storey.
- (3) Machine and Mumty Room will not be counted as storey for this purpose.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for Tender.

Notarized copy of **Completion Certificate mentioning Executed Value of Work & Date of Completion** along with corresponding LOI/WO duly certified by clients from substantiating the above nature as well as Value of Work & Completion Date as mentioned in Sl. No. A by an officer not below the rank of EE or equivalent, to be submitted.

In case the work experience is of Private Sector, the completion certificate shall be supported with copies of letter of award and copies of corresponding TDS Certificates along with the copy of relevant certified invoice. Value of work will be considered equivalent to the amount of TDS Certificates duly Notarized.

Experience gained by executing work on back-to-back contract basis is acceptable. Back-to-back contract means work awarded by owner to first agency and then by the first agency to the second agency. The first agency shall not be eligible for work experience in such a case. To get the weightage of experience, following conditions must be fulfilled.

- (a) Work should be actually executed by the second agency with due concurrence of the owner as tri-partite agreement. It should be backed by valid agreement and experience certificate.
- (b) Payments received by second agency should be reflected in bank accounts and income tax statements.
- (c) Owner of the project and first agency should jointly certify the experience certificate.
- (d) The actual amount of payment received by the second agency shall be considered for experience.

NOTE:-

1. In case, the works executed in Joint Ventures / Consortium / Special Purpose Vehicles shall be accepted subject to submission of Completion Certificate issued by owner / client clearly mentioned proportionate Executed Value of work alongwith Notarized Copy of Work Order & JV / Consortium Agreement.

Details of “**Similar type of work**” executed indicating value of work in each contract with self-attested documentary evidence such as Copy /Copies of completion certificate(s) of work(s) from respective Owner(s)/Client(s) mentioning name and nature of work(s) date(s) of commencement and value(s) of the job(s) executed during last 07 (Seven) financial years and the current financial year upto the date of opening of tender. **[As per Form – C1]** Copy of approved layout used for construction shall be attached to verify the floor area & unsupported width.

B. FINANCIAL STRENGTH :

- i. **Average Annual Financial Turnover** during the last 03 (Three) years ending **31.03.2024** should not be less than **the value equal to Rs. 18.59 Cr.** The value of annual turnover shall be brought to current costing level by enhancing the actual turnover figures at simple rate of 7% per annum; calculation shall be made as per table below:

Financial Year*	2023-24	2022-23	2021-22	2020-21	2019-20
VEF*	1.00	1.07	1.14	1.21	1.28

Copy of Audited Balance Sheet(s) alongwith Turnover Certificate duly signed by Chartered Accountant with his / her Seal, Signature & Registration Number for last 03 (Three) financial years ending **31.03.2024** to be submitted. The year in which no Turnover is shown, Zero would be considered for working out the average. **Turnover should be of the Bidding Company and not for Subsidiary / Associate Company / Group Company etc. Provisional/ Un-Audited Balance Sheets shall not be considered.**

- ii. The Bidder should not have incurred any loss (**Profit after Tax should be Positive**) **in more than two years during the last five years ending 31st March, 2024.** (balance sheet in case of private/public limited company means its standalone financial statement and consolidated financial statement both), duly audited and certified by the Chartered Accountant.
- iii. Bidder has to submit **Bank Solvency Certificate** not less than **the amount equal to Rs. 24.79 Cr. The Solvency certificate being not more than 3 months old from the last date of bid submission.** Bank Solvency Certificate should be on Banker’s Letter Head duly stamped & signed.

or

Net-worth certificate for F.Y.:2023-24 of Rs. 6.20 Cr issued by certified Chartered Accountant with UDIN.

C. BID CAPACITY :

Bidders who meet the minimum Qualification Criteria will be qualified only if their available bid capacity of work is **equal to or more than the total bid value put to tender.**

The Bidder who fulfills the following requirements and having bidding capacity as per the following formula, shall be eligible to apply. **Consortium / Joint ventures are not accepted.**

Bidding Capacity = [{ A x N x 1.5 } - B]

Where,

A = Maximum turnover in construction works executed in any one year during **the last 05 (Five) years** taking into account the completed as well as works in progress. The value of completed works shall be brought to current costing level by enhancing at a simple rate of 7% per annum. **Provisional / Un-Audited Balance Sheet shall not be considered.**

N = Number of years prescribed for completion of work for which bids has been invited. **[N=1.5]**

B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.

D. ADDITIONAL DOCUMENTS TO BE FURNISHED ALONGWITH QUALIFICATION CRITERIA :

- i. Bidder should submit a Declaration in their Letter Head that the bidder should have adequate Engineers in his Company's roll and the bidder should also have own / lease / hiring arrangement for plant and machineries for execution of the work.
- ii. The bidder should have PAN, GST Registration and Current Income Tax Return Filing Acknowledgement.
- iii. Copy of Labour License, P.F. & ESI Registration Certificate (**if not registered with Concerned Department(s), Successful Bidder must take Registration within one month from the date of Award and in this regard bidder has to submit an undertaking in their Letter Head for the same**)
- iv. Bidder(s) should not have been black-listed by any Central / State Govt. / Autonomous Body / PSU in last five years from the original last date of bid submission. Bidder shall submit duly Notarized to this effect as per Format **(Form – F)**.
- v. Constitutional Status i.e. to specify whether Proprietary or Partnership Firm etc. with Documentary Evidence.
- vi. Bidder(s) have to submit copy of valid Electrical License or Bidder must associate himself with Agencies for Electrical Work having valid Electrical License. Therefore Bidder have to submit **"Willingness Certificate"** as per specified format from Associating Electrical Agency alongwith **valid Electrical License**.
- vii. Bidder(s) should have submitted copy of Latest Filed Monthly / Quarterly GSTR-3B Return as GST Clearance Certificate. The bidder must be GST compliant in all respect under the GST Law to execute the aforesaid job.
- viii. Bidder(s) (Private Limited / Limited Company) should submit the Copy of Screenshot of MCA Portal showing 'Active' Status. Bidder(s) (other than Private Limited / Limited Company) should not submit the Copy of Screenshot of MCA Portal showing 'Active' Status.
- ix. Direct or Indirect Joint Venture(s) / Consortium / Special Purpose Vehicle (SPV) / Special Purpose Entity (SPE) are not permitted to participate.
 - **Note for clause I.A. above :**
 - i. If the qualifying work is completed in the **seven (7) year** period specified above, even if it has been started earlier, the same will also be considered as meeting the qualifying requirements.

ii. The one (1) year period means any continuous 12 months period. However, for concurrent works the same 12 months period shall be considered.

❖ **The bidder is liable to be disqualified, even though they meet the Qualifying Criteria, if they.**

- a. **Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or**
- b. **Record of poor performance such as abandoning the works, not properly completing the Contract, inordinate delays in completion attributable to contractor, litigation history with Client / B AND R, or financial failures etc.; and/or**
- c. **Participated in the previous bidding for the same work and had quoted unreasonable prices and could not furnish rational justification to the Engineer-in-Charge.**
- d. **Indulged in unlawful & corrupt means in obtaining bids.**
- e. **Been black listed / cancelled their registrations by the Competent Authority (i.e. Any Govt. Dept. / PSU / Semi Govt. / Local Govt. bodies etc.).**
- f. **If Bidder or any of Constituent Partner had been debarred to participate in Tender by Client i.e. IIT-Patna / B AND R during the last 05 (Five) years prior to the date of this NIT, such debarment will be considered as disqualification towards eligibility. A Declaration in this respect has to be furnished by the Bidder as per prescribed format (Form – F) without which the Technical bid shall be treated as Non-Responsive. Technical Bid shall be treated as Non-Responsive if anything adverse has come to the Notice of the Tender Inviting Authority against Firm / Agency / Bidder so far as his performance within the jurisdiction of this company.**
- g. **If the tenderer deliberately gives wrong information / submit fake, false, fabricated, forged documents in his tender, B AND R reserves the right to reject such tender at any stage or to cancel the Contract if awarded and forfeit the Earnest Money / Retention Money / any other money due and to keep under black list / holiday list for 02 years.**

The Contractor/Firm will indemnify BANDR and CLIENT, as the case may be, against all penal action that may be levied/effected by any concerned authority for default in any Labour Regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the Concerned Authority. An undertaking in this regard is required to be submitted by applicants along with prequalification.

II. DETAILS TO BE FURNISHED WITH THEIR OFFER:

The bidders are requested to furnish the following details seriatim as under.

1. Process Compliance Form :Annexure – D
2. Details of Information to be furnished by the Bidder : Annexure - E
3. Letter of submission : Annexure : F
4. Power of Attorney in favour of the person signing the NIT
5. Letter of Transmittal : Annexure : K
6. Financial Information (Form-A)
7. Solvency Certificate from a Scheduled Bank (Form-B)
8. Details of Similar nature of works (Form-C1) and Project under Execution or Awarded (Form-C2)
9. Performance Report of Works (Form-D)
10. Structure & Organization (Form-E)

11. Affidavit by the Bidder (Form-F) on non-judicial stamp paper of appropriate value duly notarized
12. Affidavit by the Bidder (Form-G) on Bidder's Letter Head
13. Willingness Certificate of Electrical Agency (Form-H)
14. List of Technical Manpower in Company's roll (Form-I)
15. List of Tools & Plants owned by the Company. (Form-J)
16. Information on Litigation History, Liquidated Damages, Disqualification etc (Form-K)
17. Declaration confirming Knowledge about Site Conditions (Form-L)
18. Laboratory Equipments (Form-M)
19. Integrity Pact (Annexure -L)
20. Exhibits – EA to EK
21. Documentary evidence of Permanent Account No. (PAN) with Income Tax Department.
22. Documentary evidence of GST Registration with the concerned department and copy of Latest Filed Monthly / Quarterly GSTR-3B Return.
23. Documentary Evidence of P.F., ESI and Labour License with the Concerned Department. **(if not registered with Concerned Department(s), Successful Bidder must take Registration within one month from the date of Award and in this regard bidder has to submit an undertaking in their Letter Head alongwith their offer or the same).**
24. Documentary Evidence of **Screenshot of MCA Portal showing 'Active' Status of Bidder (for Private Limited / Limited Company).**
25. Format for Input Tax Credit as per **Annexure - O**
26. Bidder(s) have to submit copy of valid Electrical License or, Bidder must associate himself with Agencies for Electrical Work having valid Electrical License. Therefore Bidder have to submit Willingness Certificate as per specified format from Associating Electrical Agency alongwith valid Electrical License.
27. Constitution and legal status along with attested copies of Deeds / Articles and Memorandum of Association etc. as applicable.
28. Documents pertaining to Qualifying Criteria furnished in **Annexure–A** of the e-NIT Tender and Detail of information to be furnished by the bidder as per prescribed format.

By submitting the offer, the bidder authorizes BANDR to seek verification on the information supplied and related matters.

1. Bidders shall, on request, provide any necessary authority and assistance to enable relevant enquiries to be carried out.
2. After submission of their offer, bidder must notify BANDR promptly, if there is any:
 - Substantial change in their financial or technical capacity.
 - Change in their business (such as Company name, address)
 - Change of ownership or holding, including any transfer of key personnel.
 - Any other significant change in information provided in the application.
3. **The bidder must provide any further details required for the review upon request from BANDR. Failure to comply with any request by BANDR for such information will result in rejection of their offer.**

4. BANDR may, in its absolute discretion suspend or disqualify an agency/agencies who, at any time, is considered to have breached any of the qualification conditions or has performed in an unsatisfactory manner without assigning any reason whatsoever.
5. BANDR will not be liable for any loss or damages incurred by the agency/agencies in the above exercise.
6. BANDR reserves the right to disqualify such bidders who had a record of not meeting the contractual obligations against earlier contracts entered into with the BANDR.

**SRI SUBIR KOLEY
GM (COMMERCIAL)
COMMERCIAL DEPARTMENT
BRIDGE AND ROOF CO (INDIA) LTD.**

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

ASSISTANCE TO BIDDERS

- 1) **Any queries relating to the tender document like terms and conditions, EMD contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated below.**

Please send mail to:

a) (Mr. M .Tewari) : commercial@bridgeroof.co.in | Extn 222

b) (Miss R. Chaudhary) : rishita.chaudhary@bridgeroof.co.in | Extn - 298

a) B & R office: - (033) 2217-4469 to 4473, 2217-4053/4054/4056

b) **Any queries relating to the process of online bid submission or queries relating to CPP Portal in general like page not loading, java error, unable to upload document, DSC(Digital signed Certificate) etc.... may be directed to :**

Please send mail to:

- a.) (Shri. Barun Kanti das) barunkanti.das@bridgeroof.co.in
Ph: (033) 2217-4469 to 4473, 2217-4053/4054/4056 | Extn - 268
- b.) (Shri kalyan karar) eprocurement@bridgeroof.co.in
Ph: (033) 2217-4469 to 4473, 2217-4053/4054/4056 | Extn - 295

NOTE :- Requesting bidder to send an e-mail wait for an hour or so. Before making phone call Company holidays on (2nd & 4th Sat).

HELP FOR THE TENDERER / BIDDER WITH DSC

Instructions / Guidelines for tenders for electronic submission of the tenders have been annexed for assigning the agencies to participate in e-Tendering.

Any agencies willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System; through logging on to <https://eprocure.gov.in/eprocure/app> the agency is to click on the link for e-Tendering site as given on the web portal.

Each Tenderer is required to obtain DSC (Enlisted Class- III) for submission of online e-tendering from any Certifying Authorities (CAs) certified by the Controller of Certifying Authorities (CCA) on payment of requisite amount , details are available at the Web Site www.cca.gov.in

THE TENDERERS / BIDDERS CAN APPROACH ANY ONE OF THE FIVE CAS FOR GETTING DIGITAL SIGNATURE CERTIFICATE. IF REQUIRE , THE WEBSITE ADDRESSES ARE GIVEN BELOW.

www.safescrypt.com

www.idrbtca.org.in

www.tcs-ca.tcs.co.in

www.ncodesolutions.com

www.e-Mudhra.com

<http://hrinfracon.com>

[Is LRA and alliance partner of (n)Code Solutions (a div. of GNFC)]

www.crgcorporate.co/

[authorized agent of eMudhra Consumer Services Ltd.]

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> Manual bids shall not be accepted. Tenderer / Contractors are advised to follow the instructions provided in the 'Instructions to Tenderer' for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app> before proceeding with the tender.

**FOR FURTHER INFORMATION, REGARDING SUBMISSION OF TENDER PLEASE VISIT TO BIDDER
MANUAL KID**

<https://eprocure.gov.in/eprocure/app?page=BiddersManualKit&service=page>