

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
HOWRAH – 711 103, WEST BENGAL**

**NOTICE INVITING TENDER**

**Advt.No.WEB/IIEST/IMP/17-18/43**

NAME OF WORK	Anti - termite treatment (post construction measure) to main building at Metallurgy Engineering Department and vacated portion of Chemistry (ground floor and third floor)
PLACE OF WORK	<i>Indian Institute of Engineering Science &amp; Technology, Shibpur, Howrah- 711 103.</i>
ESTIMATED VALUE	Rs. 1,67,173.12/- (Rupees one lakh sixty seven thousand one hundred seventy three and paise twelve only)
PERIOD OF COMPLETION	7 (seven) days.
COST OF TENDER PAPER :	Rs. 500/- (Rupees five hundred only)
BID SECURITY	Rs 1,700/- (Rupees one thousand seven hundred only).
LAST DATE AND TIME FOR RECEIPT OF BIDS	27/07/2017 upto 01:30 p.m.
TIME AND DATE OF OPENING OF BIDS	27.07.2017 upto 02:00 p.m.
PLACE OF OPENING OF BIDS	Office of the University Engineer
OFFICER INVITING BIDS	<i>Dean, IPM, Indian Institute of Engineering Science &amp; Technology, Shibpur, Howrah-711103</i>

## **TENDER DOCUMENT**

**For the work of:- Anti - termite treatment (post construction measure) to main building at Metallurgy Engineering Department and vacated portion of Chemistry (ground floor and third floor)**

- Part – I Deleted
- Part – II Detailed Bill of Quantities.
- Part – III Instruction to bidders (in two sections)
- Part – IV Guarantee bond.

**INDIAN INSTITUTE OF ENGINEERING, SCIENCE & TECHNOLOGY, SHIBPUR,  
HOWRAH-711103**

**BOQ FOR THE WORK OF: Anti - termite treatment (post construction measure) to main building at Metallurgy Engineering Department and vacated portion of Chemistry (ground floor and third floor)**

Sl No	Description of items of work (Based on PWD schedule of rates w.e.f. 01.12.2015.)	Unit	Unit Rate (Rs)	Quantity	Amount (Rupees)
1	(e) Spot application for insecticides using Aqua base spray for pest (for bugs, cockroaches, silverfish, spider, termites, mosquitoes) to walls and ceiling etc. with chemical emulsion by admixing chloropyrofos emulsifiable concentrates (1% concentration) with water by weight including spraying the emulsified chemical @ 0.5 litres per sq.m. by a hand operated pressure pump on wall surfaces, ceiling, electrical fixture, electrical lines including drilling holes in places where source of termite is detected squirting chemical solution into the holes and sealing the holes with cement grout. (Rate is per sq.m. of the floor area while actual work will be all walls ceiling, rack, partition and furniture). (Page 7, Item 8 e)	Sqm.	49.00	3040.00	148960.00
2	d) Anti-termite treatment to the junction of wood work and masonry walls with chemical emulsion by admixing chloropyrofos emulsifiable concentrates (1% concentration) with water by weight including spraying at the points of contact with the adjoining masonry by drilling 6m. dia holes at a downward angle of about 45 degree at the junction of woodwork and masonry and squirting chemical emulsion into these holes at the rate of half litre per hole. The entire work is to be carried out as per specification of Code I.S.-6313 (Part-III)-1981. The shutters are to be sprayed with emulsion. on both sides. All wooden fixtures like almirahs, racks etc. are also to be thoroughly sprayed with chemical emulsion. (Payment will be made on the basis of outside measurements of doors and windows) (Page 6, Item 8 d)	Sqm.	62.00	293.76	18213.12
				<b>Total</b>	<b>167173.12</b>

I / We offer to execute the Works described in the Bill of Quantities in Part II of the Tender Document in your letter / tender no referred to above in accordance with the Conditions of Contract enclosed therewith at \_\_\_\_\_ percentage above / below (\*) the estimated rates, i.e. for a total Contract Price of

Rs. \_\_\_\_\_ [in figures] \*

Rs. \_\_\_\_\_ [in words]"

Authorized Signature :

Date: \_\_\_\_\_

## PART-III: Instructions to Bidders

### SECTION - A

#### 1. Scope of Works

The Dean, IPM, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103 invites item rate tender for the works as detailed in the table given below

Brief Description of the Works	Value of Works (Rs)	Period of Completion
Anti - termite treatment (post construction measure) to main building at Metallurgy Engineering Department and vacated portion of Chemistry (ground floor and third floor)	Rs. 1,67,173.12/- (Rupees one lakh sixty seven thousand one hundred seventy three and paise twelve only)	7 (seven) days.

The successful bidder will be expected to complete the works by the intended completion date specified above.

#### 2. **Qualification of the bidder:** The bidder shall provide qualification information which shall include :-

- (a) total monetary value of construction works performed for each year of the last 3 years :
- (b) (i) Copy of the up to date Income Tax return submitted to the concerned I.T.O  
(ii) Copy of PAN Card & VAT / GST Registration Certificate
- (c) (i) Valid trade licence.  
(ii) Valid pest control license.  
(iii) The company should preferably be the member of IPCA , PCAI.  
(iv) The company should be registered with E. S. I. C. & E. P. F. as per rule
- (d) Report on his financial standing; and
- (e) Details of any litigation, current or during the last 3 years in which the bidder is involved, the parties concerned and disputed amount in each case.

**3. To qualify for award of the contract the bidder: -**

- (a) should have satisfactorily completed as a prime contractor at least one similar work of value not less than Rs. 1,50,000/- (Rupees one lakh fifty thousand only)

**4. Bid Price**

- a) The contract shall be for the whole works as described in the Bill of Quantities, drawings and technical specifications. Corrections, if any, shall be made by crossing out, initialling, dating and rewriting.
- b) The tenderers are required to quote their rates, both in amount as well as in the percentage below/above the rates entered in the Schedule. In the event of arithmetical error committed in working out the amount by the contractor, the tendered percentage and not the amount should be taken into account.
- c) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The rates should be quoted in Indian Rupees only.

**5. Submission of Quotations**

**5.1** The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the quotation.

**5.2** Each bidder shall submit only one quotation.

**5.3** The quotation submitted by the bidder shall comprise the following :-

- (a) Quotation in the format given in Section **B**.
- (b) Priced Bill of Quantities duly signed by the bidder; and
- (c) Qualification information form given in Section **B** duly completed.
- (d) A **DD of Rs. 500/- (Rupees five hundred only)** in favour of “Registrar, IEST, Shibpur” payable at Kolkata has to be submitted along with the tender as a cost of tender document.
- (e) **Bid security of Rs 1,700/- (Rupees one thousand seven hundred only)** in the form of Bank Draft drawn on any nationalised bank in favour of “Registrar, *IEST, Shibpur*” account payable at *Howrah*.

### 5.3.1 Bid Security:

- a) The Bid Security shall have to be valid for a period not less than 45 days after the deadline date specified for submission.
- b) The Bid Security of the unsuccessful bidders will be returned within 28 days of the end of bid validity period specified in Clause no 6
- c) The Bid Security of the successful bidder will be discharged when the bidder has signed the Agreement and furnished the required Performance Security.

### 5.4 The bidder shall seal the quotation in an envelope addressed to “Dean, IPM, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103”.

The envelope will also bear the following identification: -

**Quotation for:** Anti - termite treatment (post construction measure) to main building at Metallurgy Engineering Department and vacated portion of Chemistry (ground floor and third floor)

**Do not open before \_\_\_\_\_ hours dated \_\_\_\_\_ (time and date of quotation opening).**

### 5.5 Quotations must be received in the office of *The University Engineer, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103* latest by the specified time and date. If the specified date is declared a holiday, quotations shall be received up to the appointed time on the next working day.

### 5.6 Any quotation received by the University Engineer, *Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103* after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

## 6. Validity of Quotation

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

## 7. Opening of Quotations

Quotations will be opened in the presence of Bidders or their representatives who choose to attend at the specified time and date in the office of “*University Engineer, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103*”

## 8. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned

with the process until the award to the successful bidder is announced.

## **9. Evaluation of Quotations**

The Employer will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) meet the qualification criteria specified in clause 3 above;
- (b) contains the bid security as specified in clause 5.3 above;
- (c) are properly signed ; and
- (d) conform to the terms and conditions, specifications and drawings without material deviations.

## **10. Award of contract**

The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria and provided the bid security.

**10.1** Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

**10.2** The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the quotation validity period.

## **11. Performance Security**

Within 15 days of receiving letter of acceptance, the successful bidder shall deliver to the *Registrar, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103*, the performance security either a bank guarantee or a bank draft drawn on any nationalized bank in favour of "*Registrar, IEST, Shibpur*" account payable at Kolkata for an amount equivalent of 3 % of the contract price. The Performance Security shall be valid until a date 28 days from the intended date of Completion in the case of a Bank Guarantee. On receipt of the 3 % performance security and signing of the Agreement the Employer will discharge the Bid Security.

If the Bid of the successful Bidder is seriously unbalanced in relation to the estimate of the cost of work to be performed under the contract, the Employer may require the Bidder to produce detailed price analyses for any or all items of the Bill of Quantities, to demonstrate the internal consistency of those prices with the execution methods and

schedule proposed. After evaluation of the price analyses, the Employer may require that the amount of the performance security set forth herein above be increased at the expense of the successful Bidder to a level sufficient to protect the Employer against financial loss in the event of default of the successful Bidder under the Contract.

**12. Security Deposit:**

The employer shall retain 7% from each payment due to the contractor as security deposit which shall be released when the Period of Maintenance has passed and Engineer has certified that all defects notified by the Engineer to the Contractor before the end of this period have been corrected.

**13 Period of Maintenance.**

The "Period of Maintenance" for the work is seventy two (72) month from the date of taking over possession of the completed works. During the period of maintenance, the contractor will be responsible for rectifying any defects in construction free of cost to the Employer.

- 14.** Purchase of all construction materials including cement and steel as per the specifications (ISI certification marked goods wherever available) shall be the responsibility of the contractor.



## **SECTION - B**

- 1. Format for Qualification Information.**
- 2. Format for Submission of Quotation.**
- 3. Format of Letter of Acceptance.**

## QUALIFICATION INFORMATION

### 1 For Individual Bidders

1.1 Principal place of business: \_\_\_\_\_

Power of attorney of signatory of Quotation.  
**[Attach copy]**

1.2 Total value of Civil Engineering construction work performed in the last three years (in Rs. Lakhs)

	2014 – 2015	_____
	2015 – 2016	_____
	2016 – 2017	_____

1.3 Work performed as prime contractor (in the same name) on works of a similar nature over the last three years.

<u>Project Name</u>	<u>Name of Employer</u>	<u>Description of work</u>	<u>Contract No.</u>	<u>Value of contract (Rs.Lakhs)</u>	<u>Date of issue of work order</u>	<u>Stipulated period of completion</u>	<u>Actual date of completion</u>	<u>Remarks explaining reasons for delay and work completed</u>

Existing commitments and on-going works:

Description of Work	Place & State	Contract No. & Date	Value of Contract (Rs. Lakh)	Stipulated period of completion	Value of works* remaining to be completed (Rs. Lakhs)	Anticipated date of completion
(1)	(2)	(3)	(4)	(5)	(6)	(7)

\* Enclose a certificate from Engineer concerned.**1.4** Proposed subcontracts and firms involved.

<b>Sections of the works</b>	<b>Value of Sub-contract</b>	<b>Sub-contractor (name &amp; address)</b>	<b>Experience in similar work</b>
*	*	*	*
*	*	*	*
*	*	*	*
	*	*	

**1.5** Evidence of access to financial resources to meet the requirements of working capital: cash in hand, lines of credit, etc. List them below and attach copies of support documents.

**1.6** Name, address, and telephone, telex, and fax numbers of the Bidders' bankers who may provide references if contacted by the Employer.

**1.7** Information on litigation history in which the Bidder is involved.

<b>Other party(ies)</b>	<b>Employer</b>	<b>Cause of dispute</b>	<b>Amount involved</b>	<b>Remarks showing present status</b>

**QUOTATION**

To: The Dean, IPM,  
Institute of Engineering Science & Technology, Shibpur,  
Howrah-711103

**Subject:** Anti - termite treatment (post construction measure) to main building at Metallurgy Engineering Department and vacated portion of Chemistry (ground floor and third floor)

**Reference:** Letter No / Tender No..... dated .....  
from.....

Sir,

I/We offer to execute the Works described in the Bill of Quantities in Part II of the Tender Document in your letter / tender no referred to above in accordance with the Conditions of Contract enclosed therewith at \_\_\_\_\_ percentage **above / below** (\*) the estimated rates, i.e. for a total Contract Price of

Rs. \_\_\_\_\_ [in figures] \*\*  
Rs. \_\_\_\_\_ [in words] \*\*

This quotation and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

We hereby confirm that this quotation is valid for 45 days as required in Clause 6 of the Instructions to Bidders.

Yours faithfully,

Authorized Signature : Date: \_\_\_\_\_

Name & Title of Signatory : \_\_\_\_\_

Name of Bidder : \_\_\_\_\_

Address : \_\_\_\_\_

\* Put ✓ mark & Strikeout as applicable

\*\* To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this Form.

**Note:** the Bidder shall attach duly priced and duly signed Bill of Quantities in Part-II of Tender Document

**LETTER OF ACCEPTANCE  
CUM NOTICE TO PROCEED WITH THE WORK**

**(LETTERHEAD OF THE EMPLOYER)**

Dated : \_\_\_\_\_

To : \_\_\_\_\_ [Name and address of the Contractor]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

This is to notify you that your Quotation dated \_\_\_\_\_ for execution of the \_\_\_\_\_ for the contract price of Rupees \_\_\_\_\_ [amount in words and figures], is hereby accepted by us.

You are hereby requested to furnish performance security for an amount of Rs. \_\_\_\_\_ (equivalent to 3% of the contract price) within 15 days of the receipt of the letter. The Performance Security in the form of Bank guarantee or a Bank draft in favour of The Registrar, *BESU Shibpur payable at Howrah* shall be valid until a date 28 days from the intended date of Completion i.e. up to \_\_\_\_\_. Failure to furnish the Performance Security will entail cancellation of the award of contract.

You are also requested to sign the agreement form and proceed with the work not later than \_\_\_\_\_ under the instructions of the Engineer, \_\_\_\_\_ and ensure its completion within the contract period.

With the issuance of this acceptance letter and your furnishing the Performance Security, contract for the above said work stands concluded.

Yours faithfully,

**Authorized Signature**

**Name and title of Signatory**

**DRAFT GURANTEE BOND**  
**CERTIFICATE OF GUARANTEE FOR THE PERIOD OF 3**  
**(THREE) YEARS**

This is to certify that the structure described below where post construction anti- termite treatment has been undertaken guaranteed safe for subterranean termite infestation for the above period from       of (month), 2017.

If any reinfestation occurs in the structure or portion thereof during the period of guarantee, necessary treatment will be undertaken by us without charging any extra cost and subject to the following terms and conditions specified herewith.

NAME & ADDRESS OF CLIENT :

ORDER NO. & DATE :

CONTRACT / ORDER VALUE :

INVOICE / EXECUTION VALUE :

DATE OF THE JOB COMMENCEMENT :

DATE OF THE JOB COMPLETION :

TREATMENT METHOD : POST-CONSTRUCTIONAL ANTI-TERMITE  
TREATMENT MEASURES AS PER IS 6313 (PART 3) : 2013

LOCATION OF STRUCTURE :

ACTUAL AREA OF STRUCTURE :

TREATED AREA OF STRUCTURE :

Terms & Conditions

This guarantee does not cover if any future addition, extension or alternation of the structure done unless anti termite treatment done by us to prevent further entry of termites in said modifications.

Date :

Place :

For (Name of the party)