

**OFFICE OF THE REGISTRAR : BODOLAND UNIVERSITY**

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Mobile No.

Ref. No. BU/Engg/02/2014/Deptt/68/40/2020/100/

Date – 27/09/2023

**Short Tender Notice 2<sup>nd</sup> call**

Sealed item rate tenders are invited from the APWD/BTR (PWD) Building registered contractors for Fitting and fixing of marble flooring at Bodofa U.N. Brahma statue of Bodoland University.

Sl. No	Name of the work	Estimated Cost (Rs.)	Completion Time
1.	Fitting and fixing of marble flooring at Bodofa U.N. Brahma statue of Bodoland University.	7,44,950.26	01 month

**Eligible criteria:-**

- i). The Contractors should have sound Financial background with tax Clearance & GST Registration certificate. The contractors should have produced at least one valid document of completion of similar nature /such type work executed.
- ii). The detail NIT with terms and conditions would be downloaded from university website [www.buniv.edu.in](http://www.buniv.edu.in). The last date and time of receipt of the tender is 03/10/2023 up to 12.00 noon and will be open on same date at 12.30 hours. An amount of Rs. 500/- should be deposited in the Bodoland University Account No. 31607155480, IFSC Code- SBIN0007379 by online mode as tender fee (non-refundable). The receipt of the tender fee deposited should be submitted along with technical bid. In case, if any Bandh/Holiday falls in any respect/sequence, the sequence will be held in the next working day.
- iii). The Bodoland University reserved the right to accept or reject any or all tenders without assigning any reason thereof.

Registrar  
Bodoland University

Memo No. BU/Engg/02/2014/Deptt/68/40/2020/100/

Date –27/09/2023

Copy to:-

1. The P.S. to the Vice-Chancellor for kind appraisal of him.
2. The Finance Officer i/c, B. U, for information.
3. The Members of Tender Committee, B. U, for information.
4. The System Administrator for information and upload the same in university website.

Registrar  
Bodoland University

**GENERAL RULES AND INSTRUCTIONS**  
**FOR THE GUIDANCE OF TENDERER**

1. Tenders only in printed forms issued by The Registrar, Bodoland University, shall be submitted at the office of **The Registrar, Bodoland University**, Rangalikhata, Deborgaon, Kokrajhar – 783 370, with the name of the project written on the top of the envelopes
2. The tenderers, in their own interest, are advised to inspect and examine the site and its surroundings and satisfy themselves, before submitting their tenders, in respect of the site conditions including but not restricting to the following which may influence or effect the work or cost thereof under the contract.
  - a) Site conditions including access to the site, existing and required roads and other means of transport/communication (other than that of the Employer/other Agencies) for use by him in connection with the work.
  - b) Requirement and availability of land and other facilities for his enabling works, facility, stores and workshops, steel yard etc.
  - c) Ground condition including those bearing upon transportation, disposal, handling and storage of materials required for the work or obtained there from.
  - d) Source and extent of availability of suitable materials including water etc. and labour (skilled and unskilled), required for work and Laws and Regulation governing their used and employment;
  - e) Geological, meteorological, topographical and other general features including levels of the site and its surroundings as are pertaining to and needed for the performance of the work;
  - f) The limit and extent of surface and sub-surface water to be encountered during the performance of the work and the requirement of drainage and pumping.
  - g) The type of equipment and facilities needed, preliminary to, for and in the performance of the work; and
  - h) All other information pertaining to and needed for the work including information as to the risks, contingencies and other circumstances which may influence or effect the work or the cost thereof under this contract.
3. General Rules and Conditions of Contract will be governed by the A.P.W.D. General Directions and Conditions of Contract, Assam and the Technical Specification in execution of the works shall as per Assam P.W.D. Current General Specification.
4. The Main sealed cover shall contain two separate sealed covers super scribed as Cover-I (Technical Bid) and Cover-II (Financial Bid), containing the documents as under :

<b>Technical Bid:</b>	<b><u>Cover-I</u></b>
(a) Unconditional Covering Letter,	
(b) The contractor's experience of successful execution of similar works having value mentioned in the N.I.T. The details of work order and work completion certificate from the executing officers may be furnished for establishing eligibility.	
(c) Income Tax Clearance Certificate, GST Registration Certificates, Pan card, Annual turnover certificate.	
(d) Tender document.	
(e) Tender fee deposited receipt.	
(f) Non black listed certificate in stamp paper.	

**Financial Bid :** The Tender document with Bill of Quantities, duly priced and the Cover-II enclosed set of Tender Drawings duly signed.

The tender should be submitted in duly sealed cover superscripting the name of works.

- 5: The tenderers may depute their authorised representative to be present at the time of opening the tender. **Technical Bid (Cover-I)** and **Financial Bid (Cover-II)** will be opened on **12.30 Hrs. 03/10/2023** after verification of submissions made in Technical Bid (Cover-I).
6. The tenderers should quote in figures as well as in words the rates, and amount tendered by them. The language for filling tender documents shall be in English. The amount for each item should be worked out and requisite total given.

All corrections shall be authenticated by the initials of the tenderers with the seal of the firm. In case any discrepancy/difference is found on checking between rates quoted by the Contractor in words and figures or in the amount worked out by him, the following procedure shall be followed :

- a) When there is a difference between the rates in figure and in words, the rate which corresponds to the amount worked out by the Contractor, shall be taken as correct.
- b) When the amount of any item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words, then the rate quoted by the Contractors in words shall be taken as correct.
- c) When the rates quoted by the Contractor in figures and in words tally but the amount is not worked out correctly, rate quoted by the Contractor shall be taken as correct and not the amount.

- 7 All rates shall be quoted on the proper form of the tender alone. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the words Rs. should be written before the figures of rupees and words paise after the decimal figures
- 8: The Contractor, whose tender is accepted will be required to furnish by way of security deposit for the due fulfilment of his contract, such sum as detailed in the relevant clause.
- 9: The acceptance of a tender will rest with the competent authority of Bodoland University, who does not bind himself to accept the lowest tender, and reserves to himself the authority to reject any or all the tenders received without assignment of any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

The University reserves the right to accept the tender in full or in part and the tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.

- 10: Canvassing in connection with tenders is strictly prohibited and tenders submitted by the contractors who resort to canvassing will be liable for rejection.
- 11: GST or any other tax on materials or on finished work in respect of this contract whether in Vogue or likely to be imposed in future shall be payable by the Contractor and the University will not entertain any claim whatsoever in this respect at any time. Rates should include all these taxes.
12. **Insurances :**  
Unless otherwise instructed the Contractor shall insure the work and keep them insured until the completion of the contract against loss or damage by fire and/or earthquake, flood or damages from whatever cause by an "All Risk Insurance Policy" for the full value of the contract and workmen or it is of his own risk.
- 13: The Contractor shall give the names of his relative working with the Bodoland University (if any) along with their designations and addresses.
- 14: The tender for the work shall remain open for acceptance for a period of six (6) calendar months from the date of submission of tenders. If any tenderer withdraws his tender before the said period, then the Employer shall be at liberty to forfeit the Earnest Money paid along with the tender.
- 15: The Tenderer shall complete the annexed Forms of Tender, Schedules and Bill of Quantities with the prices and information called for therein, and shall sign and date with company's endorsement on each page of the Tender documents in the space provided available for the purpose. The Tenderers shall initial each page of the Bill of Quantities, Schedules Conditions of Contract and Specification duly stamped with company's seal.

16. The Tender shall be signed by person or persons so authorised by the Tenderer with signature duly witnessed. **In consideration of the payments to be made by the Employer to the Contractor as mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the Contract. The Contractor should be legally responsible for meet the standard of the work. If the contractor could not meet up the standard of the work, the authority would not liable to release the payment for partially or whole of the work, as desired whose decision would be the final.**

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## **BODOLAND UNIVERSITY**

### **Detailed Notice Inviting Tenders**

1. Sealed item rate tenders are hereby invited on behalf of the Bodoland University from registered A.P.W.D.(B) / BTR PWD (B) Contractors and Possessing requisite experience in building works for the following works.  
Name of work :- Fitting and fixing of marble flooring at Bodofa U.N. Brahma statue of Bodoland University  
Location :-Bodoland University, Debargaon.  
Estimated Value :- **7,44,950.26**
2. The tender should bear a court fee stamp of Rs. 10.00 (Rupees Ten) only (non-refundable) to be affixed with the tender without which no tender will be considered for acceptance.
3. Tenders, which should always be placed in sealed cover, with the name of work written on the envelopes will be received in the office of the Registrar, Bodoland University, Rangalikhata, Debargaon, Kokrajhar-783370 upto 03/10/2023 12.00 noon and will be opened on the same date at 12.00 hours in presence of attending tenderers of their authorized representatives. The tenderer should specifically quote their latest registration numbers in their tender. Certified copy of the latest registration letter shall have to be furnished along with the tender.  
(a). The time allowed for completion is **one** months from the 15<sup>th</sup> day of the issued of the formal work order.
4. The tenderers should quote the rates both in figure and words against each item.
5. Deleted
6. The Security Deposit Money with a validity of 180 days should be in the form of Bank Draft drawn in favour of the Registrar, Bodoland University, Rangalikhata, Debargaon, Kokrajhar, 783 370, BTR, Assam.
7. The selected tenderer will have to sign the formal tender in F-2 form after depositing the necessary security money at the rate of 2 per cent of the tender value of the work, within specified time from the date of issue of selection order failing which an amount equivalent in 2 per cent of the tender value of the work shall stand forfeited to the University either from his/her/their registration money or from any other dues due to him/her/their from the University.
8. The acceptance of tender will rest with the Registrar, Bodoland University, Rangalikhata, Debargaon, Kokrajhar, 783 370, BTR, Assam who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

9. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to such canvassing will be liable to rejection.
10. On acceptance of the tender, the name of accredited representative(s) of the contractor who should be responsible for taking instructions from the Engineer-in-charge shall be communicated to the University Engineer.
11. All rates shall be quoted on the proper form furnished with the tender documents. Special care should be taken to write the rate in figures as well in words, and the amount in figures only, in such a way that interpolation is not possible.
12. The Contractors must produce Income Tax Clearance Certificate on the **latest form** as prescribed by the Ministry of Finance, Government of India.
13. The tender for works shall remain open for acceptance for a period of 180 (one hundred eighty) days from the date of opening the tenders. If any tenderers withdraws his/her/their tender before the said period or makes any modification in the items and conditions of the tender which are not acceptable to the University, then the University shall without prejudice to any other right or remedy, be at liberty to forfeit an amount equivalent to 2 per cent of the value of the contract either from the registration fees of the contractor or any other dues payable to him/her/them by the University.
14. The tender for the work shall not be witnessed by a contractor or contractors who himself/herself/themselves has/have tendered or who may tender for the same work. Failure to observe this condition should render tenders of the Contractors tendering as well as witnessing the tender liable to summary rejection.
15. The tender shall be for the composite work mentioned in this Notice Inviting Tender.
16. Deleted.
- 17 (a) Before tendering, the intending tenderer shall inspect the site to fully acquaint himself/herself/themselves about the condition in regard to accessibility of site and locality, nature and extent of ground, working conditions including stacking of materials, installation of T & P etc., conditions affecting accommodation and movement of labour etc., required for the satisfactory execution of the work/contract. No claim whatsoever on such account shall be entertained by the University under any circumstances.
- 17 (b) The intending tenderer should also inspect the quarry and satisfy himself/herself/themselves about the quality and availability of the various materials. The University shall not consider, after acceptance of the contract, to pay any extra charges for lead or any other reasons, in case, the contractor is found later on, to have misjudged quality and availability of materials in the quarry.
18. The Contractor's responsibility for the contract shall commence from the date of issue orders of acceptance of tender.
19. Unsealed tenders shall be summarily rejected.
20. The Contractor should read the specifications and study the other terms and conditions carefully before submitting the tender.
21. If it is found that the tender is not submitted in the proper manner or conditions, too many corrections or absurd rates or amount, it would be open for the University to take suitable action against the Contractor.
22. The tenderers shall sign a declaration under the official secret act for maintaining secrecy of the tender documents drawings or any other records connected with the work given to them. The unsuccessful tenderers shall return all the drawings given to them.
23. In case where more than one bidder quoting the same total rate for the work, then bidder having the higher credential and experience will get the preference. However, if the purchaser has any reason to believe that there is collusion in such cases, then all the bids shall be rejected.

## **DECLARATION**

I/We hereby declare that I/We shall treat the documents, drawings and other records connected with the works as secret/confidential 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 used the information to any manner prejudicial to the safety of the State.

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## **GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS**

1. All works proposed for execution by contract will be notified in a form of invitation to tender posted on a board hung up in the office of and signed by the Registrar, Bodoland University, Rangalikhata, Deborgaon, Kokrajhar, 783 370, BTR, Assam. The form will state the work to be carried out, the date for submitting and opening tenders the time allowed for carrying out the work, the amount of the security deposit to be deposited by the successful tenderers and the percentage, if any to be deducted from bills. Copies of the specifications, designs and drawings and any other documents required in connection with the work, signed (with the exception of the current Assam General Specifications and relevant Bureau of Indian Standards specification which although binding on the contractor need not to be signed) for the purpose of identification by the University Engineer shall also be opened for inspection by the contractor at the office of the Registrar, Bodoland University, Rangalikhata, Deborgaon, Kokrajhar, 783 370, BTR, Assam during office hours.
2. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof.
3. Receipt for payments made on account of a work, when executed by a firm, must also be signed by the several partners, except where the contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners, or by some other person having authority to give effectual receipts for the firm.
4. Any person who submits a tender shall fill up the usual printed form stating at what rates he is willing to undertake each item of the work. Tenders which proposed any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, will be liable to rejection. No single tender shall include more than one work but contractors who wish to tender for two or more works shall submit a separate tender for each. Tenders shall have the name and number of the work to which they refer written outside the envelopes.

5. The Registrar or his duly authorized assistant will open tenders in the presence of any intending contractors who may be present at the time, and will initial and date the tenders. In the event of a tender being accepted a receipt for the earnest money forward with shall there upon be given to the contractor who shall there upon for the purpose of identification sign copies of the specifications and other documents as mentioned in Rule-1. In the event of a tender being rejected, the earnest money forwarded with such unaccepted tender shall there upon be returned to the contractor making the same.
6. The Vice-Chancellor shall have the right of rejecting all or any of the tenders without assigning any reasons and will also not be bound to accept the lowest tender.
7. The receipt of an accountant or clerk for any money paid by the contractor will not be considered as an acknowledgement of payment to the Registrar, Bodoland University, Rangalikhata, Deborgaon, Kokrajhar, 783 370, BTR, Assam and the contractor shall be responsible for seeing that he/she/they procures a receipt signed by the Registrar, Bodoland University, Rangalikhata, Deborgaon, Kokrajhar, 783 370, BTR, Assam.
8. No materials for construction of the work will be issued by the University. The contractor should arrange all materials from his end.

### **TENDER FOR WORKS**

I/We hereby tender for the execution for the Bodoland University of the work specified in the underwritten memorandum within the time specified on such memorandum at the rates specified therein, and in accordance in all respects with the true intent and meaning of the specification, designs, drawings and instruction in writing referred into Rule 1 thereof and in Clause 10 of the annexed conditions and with such materials as are provided for by, and in all other respects in accordance with such conditions so far as applicable.

1. The work (whether fully constructed or not) and all materials, machines, tools and plants, scaffolding temporary buildings and other things connected therewith shall be at the risk of the contractor until the works has been delivered to the Registrar and a certificate from him to that effect obtained.
2. The contractor will have to make his own arrangement for all tools and plants, machineries and other equipments for the execution of the work. He will have also to arrangement to store the above materials
3. If the Supplier/Firm could not meet up the standard of the work or not up to the satisfaction of the authority, the authority would not liable to release the payment for partially or whole of the work, as desired, whose decision would be the final. The Supplier/Firm should be bound to accept the decision without any claim thereof.



## Declaration

1. I declare that all the terms and conditions stated in the Notice Inviting Tender are acceptable to me/us and I/We shall abide by the same in case the contract is awarded to me/us.
2. I also declare that the specification given would strictly be maintained by me/us.
3. I/we understand that non-fulfillment and/or partly fulfillment of specification as made is liable for penalty as deemed fit and necessary by the University authority.
4. All the particulars furnished by me/us in the bid are true to the best of my/our knowledge.
5. I/We will also abide by the conditions that should be stipulated during the period of contract.
6. The decision of the authority will be accepted by me/us during and after the bid evaluation process, without any assigning reason thereof.

Date: (Signature of the Bidder)

Name:

Place:

Contact Number:

Address:

**1. Name of Work** = Fitting and fixing of marble flooring at Bodofa U.N. Brahma statue of Bodoland University.

Sl. No	Particulars	Quantity	Rate (Rs.)	Amount (Rs.)
1.	Clearing jungle including uprooting of rank vegetation, grass, brush wood, trees and saplings of girth up to 30 cm measured at a height of 1 m above ground level and removal of rubbish up to a distance of 50 m outside the periphery of the area cleared.	142.9 Sqm		
2.	Dry brick pitching half brick thick in drains including supply of bricks and preparing the surface complete : 1. With common burnt clay F.P.S. (non modular) bricks of class designation 7.5	142.9 Sqm		
3.	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level 1:2:4 (1 cement : 2 coarse sand (zone-III) derived from natural sources : 4 graded stone aggregate 20 mm nominal size derived from natural sources)	14.29 Cum		
4.	Dismantling old plaster or skirting raking out joints and cleaning the surface for plaster including disposal of rubbish to the dumping ground within 50 metres lead.	47.5 Sqm		
5.	Marble stone flooring with 18 mm thick marble stone, as per sample of marble approved by Engineer-in-charge, over 20 mm (average) thick base of cement mortar 1:4 (1 cement : 4 coarse sand) laid and jointed with grey cement slurry, including rubbing and polishing complete with :	193.40 Sqm		
			<i>Total Rs.</i>	

Add GST 18% instead of 12% with multiplying factor 1.0633 i.e. Rs.=

Signature of the Contractor with seal