

**HIDAYATULLAH
NATIONAL LAW UNIVERSITY,
NAVA RAIPUR, CHHATTISGARH**

TENDER DOCUMENT

(ITEM RATE TENDER)

Name of work: “Landscaping work at Vice Chancellor Residence HNLU, Nava Raipur (C.G.)”

DESCRIPTION	PARTICULARS
Tender Number	HNLU/Works/Engineering/2021-22/012
Tender publishing date	26.11.2021
Site inspection & Prebid meeting	30.12.2021
Last date for prebid queries	30.11.2021 Email Id:- engineering@hnl.u.ac.in
Last Date & Time of Submission :	15.12.2021, 03:00 P.M.
Tender Opening Date and Time	15.12.2021, 03:30 P.M.
Cost of Tender Document :	Rs. 500/- (Non-Refundable)
Earnest Money Deposit :	Rs. 22,000/-
Estimated Contract Amount :	Rs. 7,34,072/-
Time for Completion :	21 days from date of work order

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Tender Document for “Landscaping work at Vice Chancellors Residence HNLU, Nava Raipur
(C.G.)”



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NAVA RAIPUR, CHHATTISGARH**

TENDER DOCUMENT

**Name of work: “Landscaping work at Vice Chancellor Residence HNLU, Nava
Raipur (C.G.)”**

PART – I: TECHNICAL BID

Cost of Tender Document : Rs. 500/- (Non-Refundable)

**REGISTRAR
HNLU RAIPUR**

HIDAYATULLAH NATIONAL LAW UNIVERSITY RAIPUR

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No. HNLU/Works/Engineering/2021-22/012

Date: 26.11.2021

NOTICE INVITING E-TENDER

The Registrar, HNLU RAIPUR, invites E-tender *Percentage Rate Tender* under Two part Bid System containing Part-I (Technical Bid) & Part-II (Financial Bid) from the approved and eligible contractors and other bona-fide agencies.

Cost of Tender Rs. 500/- (Rupees Five Hundred only), NON REFUNDABLE, should be transferred online through Debit Card/Credit Card/Net Banking. Tender without ‘Cost of Tender Document’ will be summarily rejected. The Earnest Money (EMD) should be transferred online through Debit Card/Credit Card/Net Banking/NEFT/RTGS. Tender without requisite EMD will be summarily rejected. The Acknowledgment Slip of both the transfer i.e. cost of Tender and EMD should be submitted separately.

Eligibility Criteria

Contractors who fulfill the following minimum criteria shall be considered as eligible tenderer:

Contractors should have satisfactorily completed the works as mentioned below during the last 07 (Seven) years ending last day of the Tender:

- 03 (three) similar works each costing not less than 40% of estimated cost of Tender; or
- 02 (two) similar works each costing not less than 60% of estimated cost of Tender; or
- 01 (one) similar work costing not less than 80% of estimated cost of tender;

executed under Central/State Government Department / Autonomous Body /Central/State Public Sector Undertaking/Private Reputed Organizations

Similar work shall mean: ***Landscaping***

Completion certificate issued by Competent Authority will only be considered as credential. If the Completion certificate issued by Competent Authority does not reflect the type of work, then Final bill / Schedule of Quantity of the qualifying works also to be attached along with the Completion certificates. Certificate from private individuals for whom such works have been executed shall not be accepted.

The tender document (consisting of specifications, the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents / drawings, if any) can be downloaded from the online Portal of TENDERWIZARD <http:tenderwizard.com/HNLURAIIPUR> & University’s website <http://www.hnlu.ac.in>.

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Corrigendum, if any, will be published after pre-bid meeting only on University Website and TENDERWIZARD Portal. The University shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason whatsoever. In case of any discrepancy between the tender documents downloaded from internet and the master copy available in this office, the latter shall prevail and will be binding on the tender(s). No claim on this account will be entertained. Rates quoted by the tenderer should be exclusive of GST/ all taxes. GST/ all taxes will be paid separately.

Tender should be submitted as per the prescribed format within the specified date and time to the Registrar, HNLU RAIPUR, failing which the offer shall be summarily rejected. Bid Validity period is 90 Days from submission date of bid. Bid will be opened by Purchase Committee, HNLU RAIPUR. The University reserves the right to reject any tender without assigning any reason thereof.

**Registrar
Hidayatullah National Law University,
Raipur**

Copy to:

- 1) Office of the Hon’ble Vice-chancellor
- 2) Financial Consultant
- 3) Office of the Registrar
- 4) University Website
- 5) Office file

TERMS AND CONDITIONS TO THE TENDERER

1. The tenderer is directed to follow the conditions of tender and general conditions of contract of HNLU RAIPUR.
2. The tenderer shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract.
3. The time for completion of work shall be as per tender document
4. The Earnest Money received shall be refunded without any interest, after the award of work order. The Earnest Money Deposit (EMD) of successful tenderer shall be retained and converted as Performance guarantee amount.
5. Earnest Money Deposit (EMD) will be forfeited in the following cases-
 - a. If the tenderer withdraws / modifies his tender during the period of Bid Validity.
 - b. If the tenderer does not accept the correction of arithmetical errors of his tender.
 - c. If the tenderer after award of work, does not start the work within the stipulated time period as per Letter of Acceptance / Work Order.

6. Eligibility Criteria

A. Contractors who fulfill the following requirements shall be considered as Eligible Tenderer Agencies should have satisfactorily completed during the last 07 (Seven) years :

- 03 similar works each costing not less than 40% of estimated cost
- 02 similar works each costing not less than 60% of estimated cost
- 01 similar work costing not less than 80% of estimated cost

7. Submission of Bid

The bids shall be submitted **ONLINE** in **Two Bid System**:

I. **Tender Fee and EMD** will comprise of -

- i. **Cost of Tender Paper** Rs. 1000.00(Rs. One Thousand Only) **NON REFUNDABLE** payable **online transfer mode** only i.e. Debit Card/Credit Card/Net Banking. Tender without ‘Cost of Tender Document’ will be treated as cancelled.
- ii. **EMD** of Rs 60,000/- (Rs. Sixty Thousand Only) payable online transfer mode only i.e. Debit Card/Credit Card/Net Banking. Bid without EMD would be summarily rejected.

II. **Technical Bid** will comprise of -

- i. Self-certified copies of Credential documents fulfilling the minimum eligibility criteria as per the tender notice, i.e., Experience Certificates for completion of similar type of job within last seven years.
- ii. Original Tender Document – Part-I: Technical Bid duly **Digitally Signed**.
- iii. Self-certified copies of Statutory documents like registration with state and central government bodies, Trade License, PAN, IT Returns for last 3 years and GST Registration details.

All the documents should be submitted online.

III. **Financial Bid** will comprise of-

Original Tender Document – Part-II: Financial Bid in percentage **should be submitted online** and **Form of Tender** as an acceptance to the terms and conditions set in the tender (**Digitally Signed**).

- 8** Each and every page of the tender documents and correspondences accompanying the tender shall have to be duly **Digitally signed** by the Tenderer / Authorised Signatory before submission. The person / officer signing the tender / bid should be the **Owner / Proprietor / Partner / CEO / MD / Director** of the company or delegated the power of authorization to sign.
- 9** The tenderer shall have to submit certified copies of valid Trade License, PAN, Income Tax Return for last 3 years, GST registration details, other statutory tax clearance certificates (if any) and credential documents fulfilling the minimum eligibility criteria along with this tender. The original copies of above documents will have to be produced when demanded for verification by the University.
- 10** All Rates, Amounts, Percentages, & Sums shall have to be quoted in figures and words. If the rate/percentage quoted in words does not tally with the rate/percentage quoted in figures then the rate/percentage given in words shall be considered.
- 11** No alteration shall be made by the tenderer in the tender and no conditional tender will be entertained. Tender with split percentages will not be considered.

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- 12 The Tender shall remain valid for a period of **90 Days** from the date of opening of the Tender. If before expiry of the validity period or issue of work order, whichever is earlier, the tenderer amends / modifies / withdraws his bid, making unacceptable to the University, and then the Earnest Money Deposit shall be liable to forfeiture at the option of the University.
- 13 The percentage rates quoted by the tenderer should be *exclusive of GST*, (GST will be paid as per actual based on Government Notification) but inclusive of freight, cost for loading & unloading etc. and must hold good till the completion of work and shall not be subjected to escalation due to increase in local market rates of materials and labour. No claim on this account whatsoever shall be entertained at any stage including the extended period, if any.
- 14 The Intending tenderers will have to produce documentary evidence in original in support of their credentials. If any information furnished by the tenderer is found as false / fabricated then his Tender will be rejected and treated as cancelled, even if the same is detected at any stage after signing of the contract and would lead to termination of the contract besides forfeiture of Earnest Money Deposit (EMD) and liabilities towards prosecution under appropriate law. In such cases, the tenderer will be debarred from participation in future tendering process of the University for next 03 (Three) years.
- 15 The University reserves the right to accept or reject any or all the offer including the lowest quote without assigning any reason.
- 16 The successful tenderer, shall deposit an amount equal to 3% of the tendered and accepted value of the work as performance guarantee in the form of Fixed Deposit/Demand Draft/Bank Guarantee of a Scheduled Bank in favour of HNLU RAIPUR. MSMEs are exempted from EMD. The time allowed for submission of the performance guarantee shall be 06 days of receiving “Letter of Acceptance” (LOA). If the tenderer fails to deposit the performance guarantee within the time period, i.e. within 06th day from the issue of letter of acceptance (LOA), his bid will be rejected and treated as cancelled and the entire Earnest Money Deposit shall be forfeited. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the Contractor after 30 days, without any interest.
- 17 Standard Institute payment procedure shall be followed. A sum @ 5% of the gross amount of the bill shall be deducted as Retention Money from the bill of the contractor. The Retention Money of the Contractor shall not be refunded before the expiry of defect liability period (i.e. 12 months) after the issue of the certificate final or otherwise, of completion of work, or till the final bill has been prepared and passed whichever is later.

ADDITIONAL CONDITIONS OF CONTRACT

1. The quantities indicated are approximate and may vary at the time of execution. The University will exercise absolute discretion for operating all or some items of the schedule. Any additional work of similar nature to the extent of 25% of the awarded value may be assigned at the same quoted rate, at the discretion of competent authority.
2. Contractor must remove all the debris from the site of execution and dispose them at suitable places shown by the Engineer or his authorized representative at site.
3. Cement used for the work should not be older than two months from the date of manufacture. The contractor should purchase the cement from authorized dealer and submit the test certificates/vouchers prior to execution of the work.
4. All temporary arrangements, staging, working platforms etc. is to be provided by the tenderer at his own expense to the satisfaction of the Engineer-in-Charge. The University will not however, be liable to pay any compensation due to accident, injury to the contractor’s work men or any account what-so-ever.
5. The University shall be at liberty to take samples during the course execution of work and get the same tested at certified laboratory to ascertain the quality conforming to relevant specification. The cost of sample and the charges for the testing will have to be borne by the contractor.
6. The contractor will have to maintain the work for **01(one) year** from the certified date of its completion.
7. The job is to be done as per CGPWD Building works specification for Building / Civil & Electrical works as applicable and provisions made in relevant IS codes must be followed. Wherever these are silent, the construction and completion of works shall conform to sound engineering practice as approved by the Engineer- In-Charge. In case any dispute arises out of the interpretation of the above, the decision of the Hon’ble Vice-chancellor of the University shall be final and binding to the contractor.
8. Irrespective of percentage rates quoted by the tenderer, the contractor shall be solely responsible for payment of *Minimum Wages* to its labor/workers as stipulated by the Government from time to time.
9. Containing original priced offer in the prescribed format as detailed in Schedule of Quantities of the tender document duly signed and stamped. No condition / stipulation shall be provided in the priced offer (Part-II). In case of any deviation / stipulation found in the priced offer, the same shall be considered null and void and the offer is liable to be rejected.
10. The right to reject all offer(s) or split up the total requirement and award the contract to one or more than one party if considered necessary or to cancel the Tender rests with the University
11. Any delay in execution of work beyond the date of completion will attract a penalty of 0.5% total cost per day, subject to a maximum of 10 percent. It is strongly advised that the bidders with sufficient manpower and resources need only apply

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SCOPE OF WORK & TECHNICAL SPECIFICATIONS

The scope of the work includes: “Landscaping work at VC Residence), Nava Raipur (C.G.)”

Approved Make List of Materials to be used in Civil Works in addition to those in PWD SOR of 2015, Government of Chhattisgarh.

Sr. NO.	ITEM	SUGGESTED BRAND NAME OR SIMILAR(APPROVED BY THE UNIVERSITY)
01.		
02.		
03.		
04.		
05.		

Note: For items not covered in the above list or in case of non-availability of preferred make of any item listed above, the make / brand to be used in the work should be CGPWD approved or should have prior approval from the Engineer-in-charge.

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CHECK LIST FOR TENDER SUBMISSION **(TWO BID)**

(To be filled by the Tenderer by putting “√” and to be signed & stamped)

Sl.No.	Description	Yes	No
1	Submitted requisite Tender fee		
2	Submitted requisite EMD		
3	Each pages of the tender document duly signed & stamped		
4	Form of Tender properly signed, stamped and enclosed with Financial Bid		
5	Financial Bid filled up with quoted prices (% above / below / at par) with proper Signature & Stamp		
6	Technical Bid & Financial Bid submitted through online separately		
7	Digitally Signed Technical and Financial bids by the Tenderer		

Name of the Tenderer (in Block letters)

Signature:

Address:



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NAVA RAIPUR, CHHATTISGARH**

TENDER DOCUMENT
FOR

**“Tender Document for “Landscaping work at Vice Chancellors Residence
HNLU, Nava Raipur (C.G.)”**

PART – II: FINANCIAL BID

Name and Address of Tenderer:

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Signature with Date & Seal

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S. No	Descriptions of Items	Quantity	Unit	Rate (Rs.)	Amount (Rs.)
1	Surface dressing of the ground including removing vegetation(using appropriate chemicals,etc) and making up undulations and in-equalities not exceeding 15 cms in depth/ height including disposal of rubbish upto 1.5 m lift and lead upto 500m (at least 5m away from the dressed area) etc complete	1780	SqM		
2	Preparation of beds for hedging and shrubbery by excavating 60cm deep and trenching the excavated base to a further depth of 30cm, refilling the excavated earth after breaking clods and mixing with sludge or manure in the ratio of 8:1 (8 parts of stacked volume of earth after reduction by 20% : one part of stacked volume of sludge or manure after reduction by 8%), flooding with water, filling with earth if necessary, watering and finally fine dressing, leveling etc. including stacking and disposal of materials declared unserviceable and surplus earth by spreading and leveling as directed, within a lead of 50m lift upto 1.5 m complete including cost of sludge, manure (extra earth to be paid for separately) etc complete	801	cum		
3	Supplying and stacking of good earth at site including royalty, loading, unloading and carriage upto 5 km (earth measured in stacks will be reduced by 20% for payment) etc complete	801	cum		
4	Providing and planting following herbs in garden including preparation of soil, base plantation, providing and spreading different fertilizers, soil and sand, etc complete: Korean Carpet grass (well developed)	1780	SqM		
Total Cost of Work Including GST					
(Rupees			Only)		