

## **I. CHECKLIST FOR THE GUIDANCE OF THE BIDDERS**

The Bidder ( Contractor / Contract Firm) shall go through the “Check List for the Guidance of the bidders below thoroughly before participating in the Tender:

1. The total number of items in the work schedule is 1 No. and the Departmental value works out to Rs.93,50,000/- (Ninety Three Lakhs Fifty Thousand only) for the period from 6 months.
2. Tenderers are requested to sign all pages in the tender schedule and must sign letter of application. Tenders which do not have the signature of Tenderer in letter of application will be rejected.
3. Tenderers are requested to verify the number of pages in the tender schedule and number of items in the work schedule. Any clarification and further information required may be obtained from the Office of the Secretary, Sri Parasakthi Womens College, Courtallam on any working day.
4. The present tender document contains work schedule and price schedule. The tenderers are requested to quote the percentage variation over the Departmental value in words and figures in price schedule. If there is any discrepancy between words and figures, the lower among the words and figures will be taken into account.

All entries should be made legibly in ink. Writing the percentage variation first in pencil and later over writing in ink should be avoided and also over writing the corrections may be avoided.

Corrections if any should be made by neatly scoring out the unwanted matter and rewriting legibly. Every such correction should be attested by the full signature of the Tenderer.

5. Eligibility:

(a) Physical Criteria:

1) As per the provisions of contract labour (Regulations and Abolitions) Act 1970 (herein after referred to as the said Act) section 7, the tenderer should secure a license under the above said act and furnish along with the tender bid document.

(b) Financial:

2) The Bidders should have a cash flow of 3 months of the O & M cost of Tender now called for. Evidence of access line of credit and availability of other financial resources, credit line certificates from the Financial Institutions should be enclosed in the prescribed format Annexed as Annexure - XI.

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Bidders registered in PWD under Class - I who have carried out similar works of the same or higher magnitude for a period not less than 1 year are eligible to tender for this work.

Bidders registered in other Departments and Undertakings of the Central or State Government in the corresponding class for taking up such work, who have carried out similar works of the same or higher magnitude for a period not less than 1 year are also eligible to tender for this work.

Bidders not Registered in the Board and who intend to participate in the tender, subject to their eligibility as above are requested to obtain a copy of the tender document from the office referred before submitting their Tender. They should furnish proof of their registration in the appropriate class and experience as indicated above while submitting their tenders, otherwise their tenders will be treated as non-responsive.

**The tender received from ineligible Bidders will be treated as non-responsive.**

The successful tenderer who are the registered contractor other than PWD will have to get himself registered in the PWD in the appropriate class before concluding agreement.

**The bidder can down load the Bid document, at free of cost, from the Web site, as mentioned in the Tender call notice and offer the tender duly furnishing the certificate furnished in page 1 of Bid document, the tenders offered in this way without the certificate furnished in the Bid document will be treated as non responsive. They should furnish proof of their registration in the appropriate class and experience as indicated above while submitting their tenders, otherwise their tenders will be treated as non - responsive.**

6. **EMD** Should be paid for an amount Rs.56,750/- (Fiftysix Thousand Sevenhundred Fifty only) in any one of the form given below:

- Demand Draft drawn on a Nationalized Bank/Schedule Bank in favour of the Secretary, Sri Parasakthi Womens College, Courtallam.
- Deposits at Call receipt of Schduled banks pledged in favour of the Secretary, Sri Parasakthi Womens College, Courtallam.
- Government Security and National Savings Certificate pledged in favour of the Secretary, Sri Parasakthi Womens College, Courtallam.

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- Post office savings bank deposits pledged in favour of the Secretary, Sri Parasakthi Womens College, Courtallam.
- Fixed deposit receipts from scheduled banks pledged in favour of the Secretary, Sri Parasakthi Womens College, Courtallam.

Irrevocable Bank Guarantee as per Annexure - XII

FDR should contain lien certificate issued by the Bank for encashment by department.

The FDR furnished by the firm should also bear the signature of the authorized signatory on a revenue stamp at the back of the FDR.

**No cheque will be accepted towards Earnest Money Deposit.**

**The Bid security should be enclosed along with Bid Document (1<sup>st</sup> cover).**

**If the EMD not enclosed the tender will be treated as non responsive.**

## **7. SECURITY DEPOSIT FOR THE SUCCESSFUL TENDERER**

For the tenders with any puls % & up to minus 5% of departmental value -2% of contract value should be remitted

For the tenders with minus 5% & up to minus 15% of Departmental value -4% of contract value should be remitted

For the tenders with more than minus 15% of departmental value -5% of contract value should be remitted

Security Deposit as above will be collected from the successful Tenderer in the following form and manner within 15 days from the date of receipt of work order:

Form in which S.D.collected.

In the shape of NSC/ Post office savings Deposits valid for the required contract period and pledged in favour of the Secretary, Sri Parasakthi Womens College, Courtallam and shall have the necessary transfer endorsement of the Post Office.

(OR)

Fixed Deposit for the required period from Nationalized Bank/in favour of the Secretary, Sri Parasakthi Womens College, Courtallam Irrevocable Bank Guarantee as per Annexure - XII

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8. Recovery to be made for Non-compliance to Schedule of work/Mandatory Duties are furnished in the Annexure VII. Tenderers are requested to take note of the details. The above details will be incorporated in the contract documents while executing agreement.
9. GST is not applicable for outsourcing O & M works subject to condition that value of materials is less than 25%. The GST if any payable by the contractor under the contract or for any other cause shall be included in the rates, prices and total quoted rates submitted by the tenderer Any statutory variations in GST, which take effect from a date subsequent to the due date for receipt of tender, shall be credited to PWD Account.
10. The rate quoted by the contractor shall include payment for labour welfare measures like ESI, EPFI. The model estimate annexed as Annexure I shall be referred before quoting for the tender.

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#### **IV WORK SCHEDULE**

**-Vide separate cover in Price Schedule-**

#### **V. PRICE SCHEDULE**

**-Vide Separate cover in Price Schedule-**

#### **VI. SUBMISSION OF TENDER**

1. The Tender should be submitted in the original tender documents as purchased from the Secretary, Sri Parasakthi Womens College, Courtallam. down loaded from the web site.

2. Under no circumstances, the tender documents are transferable.

#### **3. SUBMISSION OF BIDS:**

**Two cover** system shall be adopted for submission of bids.

The first cover shall contain the Bid document, supporting material relating to the eligibility criteria, Bid Security in the proper form and other connected Certificates.

No indication either direct or indirect, implicit or explicit regarding the rates and prices should be made in the Work Schedule/Bid document or any other documents submitted in the first cover.

The second cover shall contain the work schedule & price Bid alone.

The Bids should be submitted in the original bid documents as issued by the Employer.

The bid documents, under no circumstances, are transferable.

The first cover containing the work Schedule/Bid document and Bid Security and the second cover containing the Price Bid and workschedule, should be pasted properly, sealed and superscribed indication clearly the name of work and marking specifically as under:

<b>Cover I</b>	<b>- Bid security, Bid document, Eligibility criteria supporting material</b>
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<b>Cover II</b>	<b>-Price Schedule &amp; work schedule</b>
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Both the covers containing the Bid security, Bid document and Work Schedule Price Bid should be placed in a common envelope, pasted, sealed and superscribed properly.

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All the envelopes shall be addressed to the Employer at the following address. the  
Secretary,  
Sri Parasakthi Womens College,  
Courtallam.

### **VIII.LIST OF CERTIFICATES**

1. Certificate of Registration as contractor in PWD organization.
2. Signature of all Partners/power of attorney
3. Income Tax clearance certificate.
4. License as Employer under the contract Labour Act.
5. GST Clearance details Latest GST Filing returns should be produced.
6. Experience certificate issued by not less than the rank of Executive Engineer/Responsible person of the organization.
7. Audited Balance sheets.
8. Credit line Certificate from financial Institutions.

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**ANNEXURE XII (a)**

**Annual Turnover**

Each Bidder must fill in this form

Annual Turnover Data in the last three Financial years.

<b>Si.No.</b>	<b>Year</b>	<b>Amount (Rs in Lakhs)</b>
1	2017-2018	
2.	2018-2019	
3	2019-2020	

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for work in progress or completed.

Signature of the Bidder.

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ANNEXURE XI

**FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITY OF  
CREDIT FACILITIES - CLAUSE 7.1.9**

**BANK CERTIFICATE**

This is to certify that M/s..... is a  
reputed company with a good financial standing .

If the contract for the work, namely,  
..... is awarded to the above firm, we shall be  
able to provide over draft / credit facilities to the extent of  
Rs..... to meet their working capital requirements for  
executing the above contract.

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