



THE ASIATIC SOCIETY

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)
and

(An Autonomous Organization under Ministry of Culture, Government of India)
1, Park Street, Kolkata- 700016

Phone : 2229-0779, 2249-7250, 2229-7251, Fax: 033-2252-0600

Website: www.asiaticsocietykolkata.org



Ref No: TASK/2018-19/NIT/014

Dated: 28.12.2018

TENDER NOTICE

Sub: Providing and fixing up Gypsum board partition, ply board partition and painting works in the Salt Lake Building of the Asiatic Society, Sector – II, Salt Lake.

The Asiatic Society, Kolkata, a 234 years old centre for Asian studies, is an Institution of National Importance declared by an Act of Parliament and an Autonomous organization under Ministry of Culture, Government of India. The Asiatic Society, Kolkata invites sealed tenders under Two Bid System from reputed, Government enlisted, experienced and financially resourceful contractors for **Providing and fixing up Gypsum board partition, ply board partition and painting works** in the Salt Lake Building of the Asiatic Society, Sector – II, Salt Lake.

2. The scope of work and other terms and conditions relating to the award of contract are given in Annexure 1 & 2.

3. Critical dates and information for bid submission and processing are as under:

- Web advertisement for Tender : 28.12.2018
- Date of inspection : Any working day from 28.12.2018 to 07.01.2019
between 12:30 p.m. and 03:30 p.m.
- Last date of submission of Tender : 08.01.2019 up to 14:00 hrs
- Opening of Technical Bid : 08.01.2019 at 15:00 hrs
- Earnest Money Deposit : ` 3,500/-
- Security Deposit [Interest free] : 5% of the quoted price

4. Interested tenderers can download the complete tender documents from the website of The Asiatic Society, Kolkata i.e. www.asiaticsocietykolkata.org . The tender documents will also be available at the ePublishing portal of the Government of India i.e. <https://eprocure.gov.in/epublish/app>.

5. The interested and eligible tenderers can submit the bids by utilizing the downloaded documents along with an Earnest Money Deposit of **Rs 3,500/- [Rupees three thousand five hundred]** only in the form of Demand Draft in favour of The Asiatic Society, payable at Kolkata. No tender will be entertained without the requisite Earnest Money Deposit under any circumstances whatsoever.
6. Bids are to be submitted in sealed cover, complete in all respects along with all necessary documents duly numbered to the Office of the General Secretary, The Asiatic Society, 1 Park Street, Kolkata-700016.
7. The Asiatic Society, Kolkata reserves the right to amend/cancel any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason.
8. The Asiatic Society, Kolkata may disqualify the bidders at any stage for any of the following reasons:
 - i. Non-fulfillment of essential qualification conditions
 - ii. Incomplete/part information/misinformation [without supporting proof]
 - iii. Exerting external influences

Sd/-
General Secretary
The Asiatic Society, Kolkata

Scope of Work & General Instruction for Tenderers

1. **Scope of the Work: Providing and fixing up Gypsum board partition, ply board partition and painting works** in the Salt Lake Building of the Asiatic Society, Sector – II, Salt Lake.
2. **Eligibility Criteria for participation in the Tendering process:**
 - a) The Contractor should have experience of carrying out similar works with the Departments of the Government of India/Statutory Bodies/Central Autonomous Bodies/PSUs/ Reputed Private Sectors during last **Five** years.
 - b) The average annual turnover of the Contractor during the last 3 financial years should not be less than **Rupees Five Lakh** only from similar works. The contractor should also have earned profit during the last three years.
 - c) The contractor should have valid enlistment with any Departments of the Government of India/Statutory Bodies/Central Autonomous Bodies/PSUs.
 - d) The contractor should be registered with Income Tax and Goods and Service Tax authorities.
 - e) The Contractor should have an office in Kolkata / Kolkata UA.
 - f) The Contractor shall submit an affidavit stating that it is not / has not been black listed by Central/State Government/ any PSUs/Private Sector at any point of time.

Non-compliance with any of the conditions mentioned in 2 above by the Contractor will amount to non-eligibility for the work for which tender has been floated and its tender will be summarily rejected.

3. **Submission of Bid :**
 - a) The bid shall consist of two parts: Technical Bid and Price Bid. Both the bids are to be placed in two separate sealed envelopes (clearly superscribing 'Technical Bid' and 'Price Bid') which in turn are to be placed in a sealed cover. The bids of all the tenderers whose Price Bid is not in a separate sealed envelope shall be rejected forthwith. The Price bids of only those tenderers shall be opened whose Technical bids are found to be eligible while the disqualified bidders' Price Bid shall be returned unopened.
 - b) The bid document shall be clearly and legibly written and each page must be signed by the authorized signatory of the bidder and seal affixed. Erasing or over writing in the bid document shall not be allowed. Corrections in the bid document should be avoided but if this becomes unavoidable, each correction should be signed separately and without ambiguity.
4. **Earnest Money Deposit :**

- a) The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of **Rs 3,500/- [Rupees three thousand five hundred]** only in the form of Demand Draft drawn in favour of The Asiatic Society, payable at Kolkata failing which the tender shall be rejected out rightly. EMD exemption of any category will not be accepted.
 - b) The EMD of all unsuccessful bidders shall be returned to them without any interest after awarding the work to the successful bidder and entering into the contract.
5. The intending tenderers may visit and inspect the site of work and make necessary investigation in regard to communication facilities, source of water supply and power and other important points before submission of tenders within the date and time specified.
6. The bid should be valid for a minimum period of thirty days from the date of the opening of bids.

General Terms and Conditions

1. Successful bidder [Contractor] shall execute an agreement for the fulfillment of the contract on a Non Judicial stamp paper of ₹ 100/- within seven (7) days from the date of issue of the work order and only after the submission of the Performance Security as specified in Clause 4 below.
2. The period of contract for completion of the work shall be **15 (fifteen) working days from the date of issue of the Work Order.**
3. The standard terms of payment are within 30 days from the date of submission of bills in triplicate along with satisfactory work completion certificate issued by the Maintenance Section of The Asiatic Society. The payment shall be made through RTGS/NEFT. The Income Tax and other statutory deductions, as applicable will be deducted from the payment.
4. Successful bidder [Contractor] shall have to furnish Security Deposit (Interest free) @ 5% of the quoted price. For this, the earnest money will automatically be converted as part of security deposit. Balance amount of Security Deposit will be paid in the form of Demand Draft/ Bank Guarantee in favour of the Asiatic Society, Kolkata. The Security Deposit will be retained by the Society for a period of 180 days beyond the contract period. No interest will be payable on the Security Deposit.
5. If the contractor fails to provide satisfactory performance during the contract period, the Security deposit furnished by it will be forfeited without prejudice to other remedies.
6. If the contractor fails to complete the work with the stipulated time period, liquidated damage @ 0.5% of the total value of work per day and part thereof subject to a maximum 5% of the total value of the contract will be deducted from the final value of the bill.
7. The contractor, will carry necessary tools, materials etc at his own cost. The contractor will borne the expenses towards transport, erection and maintenance of plant, all running expenses including fuel or power and ultimate removal of the plant and equipment and storage of materials and removal of rubbish and all other charges.
8. The contractor will provide to the Asiatic Society, Kolkata a list of all personnel so engaged for the purpose with permanent and present address along with their latest photographs.

9. The contractor shall be responsible for all acts of commission and omission on the part of the personnel engaged for the purpose. The Asiatic Society, Kolkata shall not be responsible in any manner, whatsoever, in matters of injury/death/health etc. of the contractor's employees performing duties under the contract.
10. The contractor shall be responsible for any damages done to the property of the Society by the personnel so engaged. The Asiatic Society, Kolkata will be free to recover it from the security deposit given by the contractor or from any other dues.
11. The contractor shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, Workmen's Compensation, and Employees State Insurance etc. if applicable in respect of the persons engaged by it in the Asiatic Society, Kolkata for the purpose.
12. Any dispute/difference arising out of or relating to this agreement including interpretation of its terms will be resolved through joint discussions of the concerned parties. However, if disputes are not resolved by joint discussions, then the matter will be referred to arbitration as per the provisions of Arbitration Act, 1940, where the General Secretary, The Asiatic Society, Kolkata or his nominee will be the Sole Arbitrator.
13. The Asiatic Society, Kolkata reserves the right to terminate the contract at any point of time after giving a week's notice to the contractor without assigning any reason, if the work of the contractor is found unsatisfactory. The Asiatic Society, Kolkata may also resort to blacklist the contractor for a suitable time period on the lapse on its part.
14. All disputes are subject to the jurisdiction of Courts in Kolkata.

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Phone: 2229-0779, 2249-7250, 2229-7251, Fax: 033-2217-2355

Ref No: TASK/2018-19/NIT/014

Dated: 28.12.2018

Part I: TECHNICAL BID

(to be submitted in a separate sealed envelope)

Providing and fixing up Gypsum board partition, ply board partition and painting works in the Salt Lake Building of the Asiatic Society, Sector – II, Salt Lake.

1. Name of the Contractor :
2. Constitution of the Contractor :
3. Enlistment details with Govt Authorities :
4. Name of the Proprietor / Director/Partner :
5. Complete office address :
6. Telephone Number :
7. E-mail address :
8. Permanent Account Number [PAN] :
9. GSTN :
10. Profession Tax Registration No : :
11. Affidavit stating that the Contractor is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies /PSUs /Private Sector at any point of time.

12. Financial Turnover & profit of the Contractor during last 3 Financial Years

Financial Year	Turnover [₹ in lakhs]	Profit [₹ in Lakhs]
2015-16		
2016-17		
2017-18		

13. Details of experience in last Five years for carrying out similar works with the Departments of the Government of India/Statutory Bodies/Central Autonomous Bodies/PSUs/ Reputed Private Sectors :

Sl. No Name & Address of the Organization Period of operation Remarks

14. Details of Earnest money :

DD No	Date	Name of Bank & branch	Amount
			₹ 3,500/-

15. Declaration :

I,Son / Daughter / Wife of Shri
 Proprietor/Director, authorized signatory of

the Contractor, mentioned above, is competent to sign this declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date :

Signature of the authorized person with seal

Place :

The tendering Contractor is required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further:

- a. Enlistment Certificate
- b. PAN
- c. GSTN
- d. P- Tax registration Number
- e. Contract Labour License
- f. List of similar works carried out with the Departments of the Government of India /Statutory Bodies/Central Autonomous Bodies/PSUs/Reputed Private Sectors during the last Five years [documentary evidence like Work Order, Work Competition Certificate etc]
- g. Statement of Accounts for 2015-16, 2016-17 & 2017-18
- h. Affidavit stating that the Contractor is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector at any point of time.

The tendering Contractor is required to put his/her signature on each page of the Technical Bid.

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Part II (Financial Bid)

(to be submitted in a separate sealed envelope)

The General Secretary

The Asiatic Society

1 Park Street, Kolkata-700016

Dear Sir

Sub: Providing and fixing up Gypsum board partition, ply board partition and painting works in the Salt Lake Building of the Asiatic Society, Sector – II, Salt Lake.

Ref: Tender Notice No TASK/2018-19/NIT/014 dated 28.12.2018

1. Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to execute the work as required and outlined in the Tender for providing and fixing up Gypsum board partition, ply board partition and painting works in the Salt Lake Building of the Asiatic Society, Sector – II, Salt Lake.
2. To meet such requirements and to execute the work as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal.
3. We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with The Asiatic Society, Kolkata.
4. If our proposal is accepted, we agree to retain a Security Deposit (interest free) @ 5% of the quoted price in favour of The Asiatic Society, payable at Kolkata.
5. We agree for unconditional acceptance of all the terms & conditions set out in the tender document as also in the contract to be signed with The Asiatic Society, Kolkata for providing and fixing up Gypsum board partition, ply board partition and painting works in the Salt Lake Building of the Asiatic Society, Sector – II, Salt Lake.
6. We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to The Asiatic Society, Kolkata are true, accurate and complete

Price Bid:

Name of work: ***Providing and fixing up Gypsum board partition, ply board partition and painting works in the Salt Lake Building of the Asiatic Society, Sector – II, Salt Lake.***

Bill of Materials

SI.No	Description of items	Quantity	Unit	Rate Quoted *	Total Amount
1	<p>Providing and fixing partition upto ceiling height consisting of G.I. frame and required board, including providing and fixing of frame work made of special section power pressed/ roll form G.I. sheet with zinc coating of 120 gms/sqm(both side inclusive), consisting of floor and ceiling channel 50mm wide having equal flanges of 32 mm and 0.50 mm thick, fixed to the floor and ceiling at the spacing of 610 mm centre to centre with dash fastener of 12.5 mm dia meter 50 mm length or suitable anchor fastener or metal screws with nylon plugs and the studs 48 mm wide having one flange of 34 mm and other flange 36 mm and 0.50 mm thick fixed vertically within flanges of floor and ceiling channel and placed at a spacing of 610 mm centre to centre by 6 mm dia bolts and nuts, including fixing of studs along both ends of partition fixed flush to wall with suitable anchor fastener or metal screws with nylon plugs at spacing of 450 mm centre to centre, and fixing of boards to both side of frame work by 25 mm long dry wall screws on studs, floor and ceiling channels at the spacing of 300 mm centre to centre. The boards are to be fixed to the frame work with joints staggered to avoid through cracks, M.S.fixing channel of 99 mm width (0.9 mm thick having two flanges of 9.5mm each) to be provided at the horizontal joints of two boards, fixed to the studs using metal to metal flat head screws, including jointing and finishing to a flush finish with recommended jointing compound, jointing tape, angle beads at corners (25 mm x 25 mm x 0.5 mm), joint finisher and two coats of primer suitable for board as per manufacture's specification and direction of engineer in charge all complete.</p> <p>75 mm overall thickness partition with 12.5 mm thick double skin fire rated board conforming to IS: 2095: part I</p>	32.00	Sq. mtr.		
2	<p>Providing and fixing factory made Kitchen Cabinet Shutter/Partition 20 mm nominal thickness of approved shade, quality and make, made from rigid foam sheets (Single extruded) having density 600Kg/cum and laminated on both side by laminate Sheet/PVC foil lamination. The exposed edges shall be sealed with PVC edge beading of same shade and</p>	8.40	Sq mtr		

	colour. The shutter shall be fire retardant having necessary screw holding capacity. Shutter shall be fixed to frame using approved hinges with necessary stainless steel screws openable handels, all complete as per direction of Engineer-in-charge.				
3	Wall painting with acrylic emulsion paint of approved brand and manufacture to give an even shade and matching with the existing wall shade all complete. Two or more coats on new work .	32.00	Sq. mtr.		
Grand Total					
Rounded Off					

**Total amount quoted Rs..... (Rupees.....) only
inclusive of GST and other taxes.**

Date:

Place:

Signature of the authorized person with seal