

**Section- I**  
**NOTICE INVITING TENDER**

## NOTICE INVITING TENDER

Tender Notice No. -----

Dated: .....

### Indian Institute of Entrepreneurship

An ISO 9001:2015 Certified Organization

An Autonomous Organization of the  
Ministry of Skill Development and  
Entrepreneurship, Govt. of India.

An ISO 9001:2015 Certified Organization

### Chaygaon Agro Cluster

#### C/o Grameen Sahara

Alekjari, Kulsi Chaygaon Rd,  
Alegjari, Assam-781124

Grameen Sahara is the Implementing agency for “**Chaygaon Agro Cluster**”, Kamrup District of Assam under the aegis of **IIE, Guwahati** as Nodal agency and **Margdarshak Development Projects & Consulting Pvt Ltd** as the Technical Agency for the SFURTI Project Ministry of MSME. Grameen Sahara invites sealed quotations in two parts affixing court fee stamps of Rs.8.25 from registered & bonafide, experienced and resourceful contractors from authorized firms/suppliers for Name of the work: “**Construction of Common Facility Center at Chaygaon Agro Cluster, Pachimdhuli Village, Chhaygaon, Kamrup, Assam.**”

Estimated Amount: **Rs. 4,306,806.00/-**

Completion Time: **3 (Three) months.**

Cost of Bid Documents/Tender fee: **Rs. 1500** /- (Non-Refundable).

Intending bidders desirous of participating in the tender are to log on to the website <http://iietraining.org> for the tender.

### KEY DATES

A	Date of Publishing	07/01/2021
B	Date of uploading of NIT & other Documents	07/01/2021
C.	Documents Collection date	07/01/2021
D	Bid submission starting date	07/01/2021
E.	Last date of physical submission of Tender	27/01/2021
F.	Techno-commercial and financial bid opening date	27/01/2021

If a Holiday falls on any of the schedule date then schedule date shall be considered on next working day.

**Address for Submission of Bid:**

The bids can be submitted in Specified Tender Box labelled as **“Tender for Construction of Common Facility Center at Chaygaon Agro Cluster, Pachimdhuli Village, Chhaygaon, Kamrup, Assam.”** and in either of the locations as mentioned below: -

- 1) Indian Institute of Entrepreneurship, Near Game Village, Lalmati,  
Guwahati, Assam- 781029
- 2) Executive Director, Grameen Sahara, Alekjari, Kulsu Chaygaon Rd, Alegjari,  
Assam-781124

**Section II**  
**INVITATION OF BID**

## INVITATION OF BID

1. SCOPE OF WORK: -

**“Construction of Common facility Centre” at Chhaygaon Agro Cluster per technical specification, schedule of works and approved drawings (as annexure).**

2. TECHNICAL ELIGIBILITY CRITERIA OF THE BIDDER: -

- a) The bidder must have successfully completed similar nature of works (both civil) during last five years.
- b) Three similar completed works.

3. COMMERCIAL ELIGIBILITY CRITERIA OF THE BIDDER: -

- a) Average annual turnover during last three years must be Rs. 1,722,722. (40% of the Tender Amount)

4. OTHER STATUTORY REQUIREMENTS: -

The Bidder shall furnish the following documents

- a. EPF registration,
- b. ESIC registration
- c. I.T Return for last three financial years & PAN Card
- d. GST registration No., GSTIN
- e. Performance as prime contractor for execution of similar nature of work for last five years and details of works in hand

5. Estimated Cost is **Rs. 4,306,806/-**

6. Earnest Money Deposit amounting to **Rs. 86,136/-** (for General/ OBC) and **Rs. 43,068/-** (for SC/ST) in favour of **“Chhaygaon Agro Cluster”** payable at Punjab National Bank, Six Mile Branch, Guwahati shall be submitted individually along with the offer.

7. Any bidder against whom FIR/Complaint is lodged with Police shall not be eligible to participate in the bidding process.

8. The estimated cost is inclusive of GST.

9. The Competent Authority reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.

10. Last date of submission the Tender Document: 27-01-2021, 01:00 PM

11. Date & time of opening of tender: 27-01-2021, 02:00 PM

12. The tender should be submitted in accordance with the instructions and conditions and any tender not conforming thereto is liable to be rejected. The instruction shall form the part of the

tender and contact. The tender shall be complete with all documents. The tender received without tender fee shall be rejected outright.

**13. The duly signed and stamped tender shall be submitted at the address:**

The Executive Director, Grameen Sahara, Grameen Sahara, Alekjari, Kulsi Chaygaon, Road, Alegjari, Assam-781124 in a sealed envelope super scribing **“CONSTRUCTION OF AGRO CLUSTER COMMON FACILITY CENTRE AT PACHIMDHULI VILLAGE, CHHAYGAON AT “CHHAYGAON AGRO CLUSTER”, PACHIMDHULI VILLAGE, CHHAYGAON, KAMRUP, ASSAM, PINCODE-781124.**

Including the following-

- The forwarding letter of the tender.
- Annexures
- Tender bid Proforma.
- List as per Checklist (enclosed as Annexure I).
- Bidders must provide GST REGISTRATION CERTIFICATE else bids will be straightway rejected.

**Section III**  
**INSTRUCTION TO BIDDERS**

## 1. Submission of Tenders:

Tenders are to be submitted offline. All the documents uploaded by the Tender Inviting Authority form an integral part of the Contract. Tenderers are required to submit all the tender documents along with the other documents, as asked for, in the tender, through the above website within the stipulated date and time as given in the Tender Notice. Tenders are to be submitted in two folders - one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and submit the documents.

## 2. BID DOCUMENT:

The techno-commercial bid shall contain true copy of the original of the following documents

- EMD of **Rs. 86,136/-** (for General/ OBC) and **Rs. 43,068/-** (for SC/ST) in favour of **Chhaygaon Agro Cluster** payable at Punjab National Bank, Six Mile Branch, Guwahati, GST registration No., GSTIN, PAN, EPF Registration Certificate, I.T. Return Copy for last 3 (three) financial years, ESI Registration (if applicable) and Documentary evidence(s) regarding fulfillment of Commercial eligibility criteria as per "Invitation of Bid".
- Self-attested copies of orders with work completion certificates from Client to establish work experience as required in the NIT.

Failure of submit any of the above documents will render the bidder liable to be rejected for techno-commercial bid. The above should be arranged in the following manner:

Sl.	Category	Sub-category	Details
01.	Certificates	Certificates	a) PAN Card. b) Copy of I.T. return for last 3 (three) financial years. c) GST registration No., GSTIN d) Professional Tax Paid Certificate e) Self attested copy of License with validity in the name of bidder. f) Self attested copy of Electrical Supervisor's Certificate with validity.
	Company Detail(s)	Company Detail	



03.	Credentials	Credential	a) Performance as prime contractor for execution of similar nature of work for last 5 (five) years and details of work in hand. b) Documents of Credential (in the form of work completion certificates and payment certificates).
04.	Financial Information	Financial Information	a) Copy of IT returns for last 3 financial years. b) Annual Audited Financial Report for last 3 years to be submitted for verification in respect of bidders for whom Audit of Accounts is mandatory. (Chartered Accountant Certificate for showing annual turn-over and Net Worth may be provided in case the audit for FY 2019-2020 is under process along with the undertaking by the authorised signatory stating the same on letter head of the agency)
05.	Earnest Money	Earnest Money	EMD of <b>Rs. 86,136/-</b> (for General/OBC) and <b>Rs. 43,068/-</b> (for SC/ST) in favour of “ <b>Chhaygaon Agro Cluster</b> ” payable at Punjab National Bank, Six Mile Branch, Guwahati.

Original documents may be required to be verified.

The bidder shall have to go through all the “Annexures” enclosed in this bid document and submit the filled in proforma of the appropriate/relevant annexures with the bid document putting the signature with seal of the Company/firm before submitting the tender viz. Annexure-I (letter of undertakings as attached), Annexure-II (Technical Bid), Annexure-III (Financial Bid), Annexure-IV (Proforma of declaration of Black Listing/ Holiday Listing), Annexure-V (Checklist), Annexure VI (Drawings) etc., Annexure VII (Official Address for Communications/Notices to Bidder)

The financial bid should contain the priced “Bill of Quantities” (BOQ) in one cover (folder). Bidder is to quote the rate in the space marked for quoting rate in the BOQ.

### 3. VALIDITY OF BIDS:

Price bid of the tender shall be opened within a stipulated time limit from the date of opening of Part-I preferably within 30 (thirty) days. Bids shall remain valid for a period of 180 (one hundred & eighty) days from the next day of opening of the tender.

### 4. EARNEST MONEY DEPOSIT (EMD):

The bidder shall deposit the requisite earnest money, in the form of “Account Payee Demand Draft, Pay Order, Fixed Deposit Receipts pledged in favor of **Chhaygaon Agro Cluster**” payable at Punjab National Bank, Six Mile Branch, Guwahati within stipulated deadline and shall also be uploaded with the bid. The earnest money shall be valid for 7(seven) calendar months with an additional claim period up to 3(three) months from the date of submission of bid. Tenderer shall not claim any interest on Earnest Money Deposit.

Earnest money will be refunded to the unsuccessful Tenderers after finalization of the tender but not later than 60(sixty) days after the expiry of the period of bid validity prescribed.

## **5. BID SUBMISSION:**

Bids shall be submitted within the stipulated deadline and **Grameen Sahara and IIE** may at its discretion, extend the deadline of bid submission by issuing an amendment notice/corrigendum notice. In that case all rights and obligations of and the bidders previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

The BID shall be submitted in a sealed envelop containing the “Technical Bid” and “Financial Bid”. The envelop shall be superscribed with **“Construction of Common Facility Center at Chaygaon Agro Cluster, Pachimdhuli Village, Chhaygaon, Kamrup, Assam.”**. The Technical Bid and Financial Bid inside this envelop shall further be sealed in two separate envelops and superscribed as **“TECHNICAL BID of Construction of Common Facility Center at Chaygaon Agro Cluster, Pachimdhuli Village, Chhaygaon, Kamrup, Assam.”** And **“FINANCIAL BID of Construction of Common Facility Center at Chaygaon Agro Cluster, Pachimdhuli Village, Chhaygaon, Kamrup, Assam.”**

**The Bid documents are to be duly signed and stamped by the bidder in every page and the documents are to be submitted in a properly bounded form. Bids submitted as loose documents or unbounded loosely stapled documents will not be accepted. The Tender fee and the EMD is to be provided in the sealed envelope containing the Technical Bid.**

Bidders are required to mention the Company Information/Official Seal/Stamp in the outer envelope of the bid as well as each enclosed envelope. If the outer envelope is not sealed and marked as above, the tender inviting authority will assume no responsibility for the misplacement or premature opening of the bid.

The bids are to be submitted in binding format in the tender box specified in the Notice Inviting Tender.

**Bid documents with overwriting, use of whitener/corrective ink, without seal and sign of the bidder in every page may be rejected by the tender evaluation committee.**

**The bidder must necessarily mention their firm/company official address for communication Postal as well as email ID in the format provided in the Annexure VII. The email ID would be considered for subsequent notices, letters to the successful bidder. The bidder must therefore provide their active official email ID only.**

## **6. PROCESS TO BE CONFIDENTIAL:**

a) After the opening of bids, information relating to the examination, clarification, evaluation and comparison of bids, and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.

#### **7. RIGHT TO REJECT BIDS:**

**IIE and Grameen Sahara** reserves the right to accept or reject the bid, wholly or partly, or to split the work in parts and to add/delete any of the items, without assigning any reason whatsoever.

#### **8. EVALUATION AND COMPARISON OF BIDS:**

On examination of documents submitted under different covers, **IIE, Grameen Sahara and Margdarshak Development Projects & Consulting Pvt Ltd** will evaluate and compare the bid, determined to be substantially responsive at each step.

#### **9. AWARD OF CONTRACT:**

**IIE and Grameen Sahara** will award the contract to the successful bidder whose bid has been determined to be substantially responsive, qualified to satisfactorily perform the contract and evaluated as the lowest bidder.

#### **10. TAXES. DUTIES AND OTHER LEVIES:**

The contractor shall be solely responsible for the taxes that may be levied on the contractor's persons or on earnings of any office employee.

All other duties / levies payable (excluding GST) by the bidder shall be included in the bid price and no claim on this behalf will be entertained by **IIE and Grameen Sahara**.

#### **11. SITE SAFETY AND HAZARD:**

The Contractor shall be responsible of the safety of all activities on the site including safety against construction hazard to people and public property and any liability arising thereof due to the construction activities mentioned in the Bid. The successful bidder has to respect advisories to be issued by competent authority deemed necessary and essential in the interest of public safety and social safeguard following generally accepted industry practices/norms or as per government rules, guidelines issued by the government.

#### **12. GUARANTEE/ PERFORMANCE SECURITY:**

- a) The successful bidder will have to pay a Bank Guarantee/Performance Security of 10% before release of the first 40% of the contract value as advance mobilization amount. The performance security is to be paid within one week of the acceptance work order by the contractor in its letterhead and it is to be paid in the form as prescribed in rule 171 (i) of GFR 2017. The performance security will be returned to the contractor after completion of the Defects Liability Period and against submission of "No defect Liability Certificate" from the competent authority to be prescribed in the work order.
- b) The Defects Liability Period is 180 days or a full rainy season which ever occur later from the date of handover of the constructed asset. The Defects Liability Period, if required, shall be extended till the correction of defects. Every time notice of a defect is given; the successful bidder will have to correct the notified defect at his own cost within specified time by the competent authority's notice.

- c) Any defect that occurs during the above defect liability period will be the bidder's liability and will be rectified from their own investment for which Employer will not be responsible. In case of failure to do so by the successful bidder, the performance security/bank guarantee shall be forfeited.
- d) The successful bidder shall permit the competent authority to check the successful bidder's work and receive notice of any' defects that are found and recorded in the site Register. The official email ID provided in the forwarding letter will be used for such notifications.
- (c) If the successful bidder fails to correct a defect within the time specified in the Competent Authority's notice, the competent authority may correct the defect by engaging Third party and will assess the cost of having the defect corrected, and shall be paid by Contactor.

### **13. LIQUIDATE DAMAGE:**

Other than the event of Force Majeure condition, if the successful bidder fails to complete the works in all respect within the period specified in the work order, "Liquidated Damage" will be imposed @ 3% of work order value per month subject to maximum 10% of the contract value. On reaching liquidated damage above 10% of work order value, the work will be cancelled forfeiting the Bank Guarantee/Performance Security.

### **14) ENVIRONMENTAL SAFETY:**

As emerging generally accepted industry practice for environmental negative effect substitution the contractor will plant at least not less than 20 plants of local fruits/tree species in locations to be specified by the employer/ Grameen Sahara. The task may also be carried out jointly with the employer in collaborative mode if mutually agreed.

### **15) QUALITY CONTROL:**

- a) The successful bidder is bound to do the work as per the technical drawing and specifications mentioned in the published NIT including use of concrete mixture machines for items of work as mentioned in the NIT.
- b) *Tests*

If the competent authority instructs the successful bidder/contractor to carry out a test not specified in the specification to check whether any work has a defect and the test shows that it does, the successful bidder/contractor shall pay for the test and any samples. No additional work items or payments are to be paid for the same.

### **16) ALTERNATIVE PROPOSALS BY BIDDERS:**

Bidders shall submit offers that fully comply with the requirements of the bidding documents, including the conditions of contract (Time for completion), basic technical design as indicated in the drawing and specifications and BOQ. Conditional offer or alternative offers will not be considered further in the process of tender evaluation.

### **17) LATE BIDS:**

Late submission of bids after the deadline will summarily be rejected.

### **18) WATER AND POWER:**

Arrangement of water and electric power required by the contractor for the works shall be made by him at own cost. The tender inviting authority will bear no responsibility in this respect.

**19) RESIDENTIAL ACCOMODATION OF WORKERS:**

The Contractor/ successful bidder will have to make his own arrangement for the engagement of labour at site so far as the contract otherwise provide in respect of housing, feeding and payment thereof. The tender inviting authority will bear no responsibility in this respect. The contractor will have to submit the photo ID proof copy to the workers engaged in the work including the workers replaced from time to time during the completion work.

Forwarding Letter Format  
(To be provided in the official letter head of the bidder)

To,  
The Executive Director,  
Grameen Sahara,  
Alejari, Kulsi Chaygaon Rd, Alejari, Assam-781124

Sub: "Civil Construction of ..... at ..... Cluster,  
address....."

Dear Sir,

With reference to the tender notification, we hereby submit our Technical Bid and Financial Bid for civil construction of..... We agree that the tender document provided are true to our knowledge and sprit and if found incorrect, our application will be cancelled automatically and we are ready to provide the required bank guarantee/performance security for the construction/against the advance amount and carry out the work as per the terms and conditions mentioned in the notice inviting tender. I further agree to furnish additional document/undertaking as may be required by the tender evaluation committee.

**Sd/-**

**Seal and Signature**

### Technical Bid Proposal

List of documents for qualification of commercial bidding by the bidder

SI No	Criteria	Enclosed	Enclosure No.
1	EPF Registration Certificate	Yes/No	
2	GST Registration	Yes/No	
3	ESI Registration	Yes/No	
4	PAN	Yes/No	
5	Professional Tax paid certificate	Yes/No	
6	IT returns last 3 years	Yes/No	
7	Annual Audited Financial report of last 3 years (Chartered Certificate for showing annual turn-over and Net Worth may be provided in case the audit for FY 2019-2020 is under process along with the undertaking by the authorised signatory stating the same on letter head of the agency)	Yes/No	
8	Performance as prime contractor for execution of similar nature of work for last 5 years and details of work in hand (Documentary Evidences)	Yes/No	
9	Experience or work completion certificates of at least 3 completed work. (Documentary Evidences)	Yes/No	
10	Company/proprietor etc. details	Yes/No	
11	Under taking as not blacklisted/ debarred by Govt., PSUs, Semi Government etc.	Yes/No	
12	EMD	Yes/No	
13	Tender Fee/Bid Document Price (Non-Refundable)	Yes/No	

Sd/-

Seal and Signature

**SELF-DECLARATION – NO BLACKLISTING**

Date:

**To,**

The Executive Director,  
Grameen Sahara,  
Alejari, Kushi Chaygaon Rd, Alejari, Assam-781124

**Dear Sir/Madam**

In response to the Tender Document for Construction of Common Facility Centre for ....., I/ We hereby declare that presently our Company/ firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm \_\_\_\_\_ is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signature of Authorized Signatory and Seal of the Company/Firm

Place:

Date:



**Annexure V****Checklist**

<b>SI No</b>	<b>Criteria</b>	<b>Enclosed</b>
1	Forwarding letter of the tender (Annexure I)	
2	List of documents for qualifying for commercial bid (Annex. II)	
3	EPF Registration Certificate	
4	GST Registration	
5	ESI Registration	
6	PAN	
7	Professional Tax paid certificate	
8	IT returns last 3 years	
9	Annual Audited Financial report of last 3 years (Chartered Certificate for showing annual turn-over and Net Worth may be provided in case the audit for FY 2019-2020 is under process along with the undertaking by the authorised signatory stating the same on letter head of the agency)	
10	Performance as prime contractor for execution of similar nature of work for last 5 years and details of work in hand (Documentary evidences of work)	
11	Experience or work completion certificates of at least 3 similar completed work.	
12	Company/proprietor etc. details	
13	Undertaking – No Blacklisting (Annexure IV)	
14	Financial Bid document (Annexure III)	
15	Earnest Money Deposit	
16	Checklist (Annexure V)	
18	BOQ and Drawing (Annexure VI)	

**Sd/-****Seal and Signature**

Official Address for Communications/Notices to Bidder  
(To be provided in the official letter head of the bidder)

To,  
The Executive Director,  
Grameen Sahara,  
Alejari, Kulsi Chaygaon Rd, Alejari, Assam-781124

Sub: "Civil Construction of ..... at ..... Cluster,  
address....."

Dear Sir,

With reference to the tender notification, we hereby submit our Technical Bid and Financial Bid for civil construction of..... We hereby put our official address for communication as mentioned below. We understand and confirm that the address provided are actively used by us and the employer Grameen Sahara, may use the addresses for communications/notices in relation to the tender process. We hereby accept that communications sent in the email provided below will be checked thoroughly by us and would be treated as official communication in regard to the tender process.

Sl. No.	Particular	Details
1.	Postal Address for Communications	
2.	Email ID for Communications	

Sd/-

Seal and Signature