



राष्ट्रीय गतिशील दिव्यांगजन संस्थान  
**National Institute for Locomotor Disabilities (Divyangjan)**

(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)  
(Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India)  
बी.टी. रोड बनहुगली, कोलकाता-700090 / B.T. Road, Bon-Hooghly, Kolkata-700090  
Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: [mail@nioh.in](mailto:mail@nioh.in) /web: [www.niohkol.nic.in](http://www.niohkol.nic.in)



**N.I.T. No- NILD-34016/1/2023/Part(2)/2139(7)**

**Date: 26 / 02 / 2024**

**TENDER DOCUMENTS**  
**FOR**

**Repairing of 66 nos. of Steel Almirahs in Boys Hostel at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090.**

**CIVIL ENGINEERING DEPARTMENT**  
**NILD, KOLKATA**

**PRICE: Rs. 150.00**



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**LIST OF TENDER DOCUMENTS**

**Name of the Work:** Repairing of 66 nos. of Steel Almirahs in Boys Hostel at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090.

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**Date Schedule**

SL.NO.	Particulars	Date
01.	Date of publishing of Tender document at NILD website	26.02.2024
02	Document download start date	26.02.2024
03	Clarification start date (by sending the email at <a href="mailto:ce@nioh.in">ce@nioh.in</a> )	27.02.2024
04	Clarification end date	08.03.2024
05.	Date of pre-bid meeting	11.03.2024 at 3.30 pm
06.	Date of amended (if any)	14.03.2024
07.	Bid submission start date	15.03.2024
08.	Document download end date	18.03.2024
09.	Bid submission end date	18.03.2024 at 02.00 pm
10.	Last date of submission of EMD	17.03.2024
11.	Technical bid opening date	18.03.2024 at 03:00 pm
12.	Date of uploading of the list of technically qualified bidder (tentative)	22.03.2024
13.	Date of opening of financial bid (tentative)	28.03.2024



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**PARTICULARS OF TENDER**

Item rate bids are invited from Eligible specialized firm/ agencies who are carrying out the similar type of works in PWD/CPWD or any other Government organization to undertake the work of "Repairing of 66 nos. of Steel Almirahs in Boys Hostel at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090."

SL. NO:	PARTICULARS	
1	Name of the Work	Repairing of 66 nos. of Steel Almirahs in Boys Hostel at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090.
2	Time of Completion	30 days from the issue of work order.
3	Earnest Money	Rs. 2,250.00
4	Cost of Tender Paper	Rs. 150.00
5	Tender documents can only be downloaded from the web site ( <a href="http://www.niohkol.nic.in">www.niohkol.nic.in</a> ). The cost of tender paper & EMD, amounting to Rs. 150.00 and Rs. 2,250.00 respectively, which shall have to be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through <b>online mode only</b> on or before the last date of issue of tender paper. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned in Annexure IV. The copy of the transaction statement, duly signed by the tenderer, have to be submitted along with the technical bid documents.	



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## TERMS AND CONDITIONS

### 1. GENERAL:

1.1. The bid document consists of particulars of tender, general terms and conditions, price schedule and other necessary documents.

#### 1.2. Location:

Steel Almirah in various room at Old and New Boys' Hostel at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090.

1.3. The work shall be executed as per current CPWD General Specifications for work and as per relevant IS and as per directions of Engineer-in-Charge.

### 2. COMMERCIAL CONDITIONS:

#### 2.1: Eligibility Criteria:

2.1.1. Item rate bids are invited from Eligible specialized firm/ agencies who are carrying out the similar type of works in PWD/CPWD or any other Government organization to undertake the work.

2.1.2. Self attested photo copy of satisfactory completion certificate of work as given below must be submitted along with technical bid documents:

- (i) One similar work of value not less than **Rs. 0.72 Lakh** in any government/semi government or autonomous body during last seven years ending December, 2023 .Or,
- (ii) Two similar works, each of value not less than **Rs. 0.54 Lakh** in any government/semi government or autonomous body during last seven years ending December, 2023. Or,
- (iii) Three similar works, each of value not less than **Rs. 0.36 lakh** amount in any government/semi government or autonomous body during last seven years ending December, 2023.

The completion certificates must clearly indicate:

- a. The date of completion of work.
- b. Nature of work.
- c. Total value of work done.
- d. That the work has been completed satisfactory.

2.1.3. Self attested photo copy of GST registration certificate, Income tax clearance certificate for last three financial year ending on March'2023, Certified audited balance sheet of last three financial years or a certificate from chartered accountant indicating the turn over details of last three years, company registration certificate/ Trade License, PAN Card, and Partnership deed (in case of Partnership firm) and others must be submitted along with technical bid documents as mentioned in the checklist as per Annexure III of this NIT.

2.1.4. Turnover criteria: The bidder must have the average turnover of Rs. 1.00 lakhs in the last three financial years.



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**2.1.5. If the bidder is a Micro or Small Enterprise as per latest definition under MSME rules, the bidder shall be exempted from the requirement of “Submission of the EMD”, “Bidder Turnover” criteria and “Experience Criteria”. Bidder must have to upload the “UDHYAM Registration Certificate/NSIC registration certificate of the similar product/service in support of their proof of eligibility for obtaining the above mentioned relaxation.**

**2.2. Type of Contract:**

The work to be awarded by this NIT shall be treated as indivisible works contract.

**2.3. Issue, Submission and opening of Tenders:**

**Type of Bidding: Two Bid**

**Part I: Technical Bid (Containing all the bid documents; i.e. Price Bid)**

**Part II: Financial Bid (Containing only Price Bid)**

**2.3.1.**

- a. Tender documents can only be downloaded from the web site [www.niohkol.nic.in](http://www.niohkol.nic.in). The cost of tender paper amounting to **Rs. 150.00** which shall have to be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through **online mode** only. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned in Annexure IV. The copy of the transaction statement, duly signed by the tenderer, have to be submitted along with the technical bid document. The Duly filled in and signed tender paper will have to be submitted in the tender box of the Civil Engineering Department at NILD, Kolkata on or before at **02:00 pm on 18.03.2024**
- b. The earnest money amounting to **Rs. 2,250.00** which shall have to be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through **online mode** only, on or before the last date of issue of tender paper. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned in Annexure IV. The copy of the transaction slip, duly signed by the tenderer, have to be submitted along with the technical bid document.
- c. Other documents mentioned in the Checklist as per Annexure III must be submitted along with the Technical Bid.
- d. Telegraphic/cabled/faxed/e-mail/ manual tender or any type of exposed tenders will be summarily rejected.
- e. **Disclosing of Quoted Price in the Technical Bid Documents will must be the cause of rejection of the tender.**
- f. One no. of letter regarding self-declaration as per Annexure I in the company's original letter head must be submitted by the tenderer along with other tender documents.

**2.3.2.** The Tenderers are advised not to deviate from the technical specifications, items, commercial terms and conditions of NIT like terms of payment, guarantee, arbitration clause, escalation etc.



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- 2.3.3. The technical bid only shall be opened **at 03:00 pm on 18.03.2024**
- 2.3.4. Scrutiny/ evaluation of technical bid documents shall be done by the Tender Committee of NILD, Kolkata. In case if it is found that the bid of the Tenderer is not in line with NIT specifications, requirements and/or contains any deviations, the department reserves the right to reject the bid of such firms without making any reference to the Tenderer(s).
- 2.3.5. The tender inviting authority reserves the right to ask for shortfall documents as per rule, if the bidder fails to submit the shortfall within the specific time given by the tender inviting authority. Any clarifications required by the department shall have also to be furnished by the Tenderer within the time given by the department for the same. The Tenderer will have to depute his representative to discuss with the officer(s) of the department as and when so desired. In case, in the opinion of the department a Tenderer is taking undue long time in furnishing the desired clarifications, his bid will be rejected without making any reference.
- 2.3.6. Conditional bids are not accepted. In case any Tenderer mentions any condition including conditional rebates in their price part, Tender shall be rejected forthwith. A Tenderer will also not be allowed to withdraw or modify any condition after opening of the bids.
- 2.3.7. The Financial bid of the eligible bidders only will be opened after security of the technical bid/ s.
- 2.3.8. The department reserves the right to reject any of or all the bids and go for fresh Tenders as the case may be without assigning any reason.
- 2.3.9. The Director of National Institute for Locomotor Disabilities (Divyangjan), B.T.Road, Bon-Hooghly, Kolkata 700090 will communicate the LOWEST bidder by facsimile confirmed by letter transmitted by registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer" shall prescribe the amount which National Institute for Locomotor Disabilities (Divyangjan), B.T.Road, Bon-Hooghly, Kolkata 700090, will pay to the contractor in consideration of the execution of the work as prescribed in the NIT.
- 2.3.10. The successful Tenderer shall submit an irrevocable **performance guarantee of 5%** of the Tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement within 07 days from the date of acceptance of tender. This Performance Guarantee shall have to be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through online mode. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned in Annexure IV. The original copy of the transaction statement, duly signed by the contractor, have to be submitted to this Institute within the above specified date.



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2.3.11. The Director of National Institute for Locomotor Disabilities (Divyangjan), B.T.Road, Bon-Hooghly, Kolkata 700090, will award the work to the successful bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document. The work order will be issued after receiving of aforesaid performance guarantee.

### 2.4 Earnest money

#### 2.4.1 Return/ Adjustment of EMD

2.4.1.1 EMD submitted by the unsuccessful bidders will be returned to the bank account of the respective bidders, as the detail mentioned by the bidders in Annexure IV, within 10 days after issuing of the work order for this work.

2.4.1.2 EMD submitted by the successful bidder will be adjusted with the security deposit, i.e. 10% of the bill amount, during final billing

#### 2.4.2 Forfeiture of earnest money

2.4.2.1 If any tenderer withdraws his tender before the expiry of the validity period, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to attract penal action of forfeiture of EMD.

2.4.2.2 If contractor fails to furnish the prescribed performance guarantee within the period as indicated above, including the extended period, if any, it will attracts penal action of forfeiture of EMD.

2.4.2.3 In case of forfeiture of earnest money as prescribed in clause 2.4.1 & 2.4.2 above, the tenderer shall not be allowed to participate in the retendering process of the work.

### 3. TERMS OF PAYMENT:

No advance payment will be made. The payment will be made on submission of the final bill after completion of the work. Stipulations like levy of interest if payment is not made in specified time is not acceptable to the department.

### 4. COMPENSATION FOR DELAY:

The work is to be completed within the stipulated period. In case of delay a penalty @ 1½ percent per month computed on per day basis subject to the maximum of 10% of Quotation amount will be recovered from final bill.

### 5. Rates:

The rates quoted by the Tenderer shall be firm and inclusive of all taxes (including work contact taxes), duties and levies and all charges for packing, forwarding, insurance, freight





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and delivery, installation, testing, commissioning etc. at site.

Intending Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before uploading their bids as to the nature of the building, the form and nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect their bid. A Tenderer shall be deemed to have full knowledge of the site whether he inspect it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost, all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the tender documents and made himself aware of the scope and specifications of the work to be done and of conditions and other factors having a bearing on the execution of the work. No T&P shall be issued by the department and nothing extra shall be paid in this regard.

The defective fittings or parts of any items which are come out during the repairing replacement/ renewing work will be considered as the property of the service provider. Hence, the bidder should quote the rate according to this buy back policy.

**6. COMPLETENESS OF TENDER:**

All sundry equipment, shifting of items like furniture etc., safekeeping of the same, dismantling of the existing installations and all other items which are useful and necessary for the work shall be deemed to have been included in the Tender irrespectively of the fact whether such items are specifically mentioned in the Tender document or not.

**7. STORAGE AND CUSTODY OF MATERIALS:**

The agency has to make his own arrangement for storage of materials & equipment's. No separate storage accommodation shall be provided by the department. Watch and ward of the stores and their safe custody shall be the responsibility of the contractor till the final taking over of the installation by the department.

**8. CARE OF THE BUILDING:**

Care shall be taken by the contractor while carrying out the work to avoid damage to the building. He shall be responsible for repairing all damages and restoring the same to their original finish at his cost. He shall also remove at his cost all unwanted and waste materials arising out of the installation from the site of work.

**9. COMPLETION PERIOD:**

Time of completion of the total work is 30(thirty) days from the date of issue of the work order. The completion period is for the entire work of planning, supplying, mobilization of tools and manpower, installation, testing, dismantling the existing installations, removing of unwanted and waste materials arising out of the installation from the Institute Campus etc.

[SIGNATURE OF THE TENDERER WITH SEAL]

NILD, KOLKATA  
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and handling over of the entire system to the satisfaction of the Engineer-in-Charge.

**10. PERFORMANCE GUARANTEE:**

10.1. The Tender shall guarantee among other things, the following:

- a. Quality, strength and performance of the materials used.
- b. Safe mechanical and electrical stress on all parts under all specified conditions of operation.

10.2. Non performance by An agency:

If an agency does not start the work or does not perform the assigned work properly and/or in time, it shall be dropped from the list of approved/short listed agencies and their deposits including performance guarantee etc. shall be forfeited. Such agencies shall be debarred for tendering for a period of three years in this Institute. Such action shall be decided by Director, NILD, Kolkata. This shall form part of the contract as special conditions.

**11. WARRANTY:**

All equipment/ accessories shall be guaranteed for a period of **06 months** from the date of completion of the work by the department against unsatisfactory performance. The equipment's or components, or any part thereof, so found defective during guarantee period shall be forthwith repaired or replaced free of cost, to the satisfaction of the Engineer-in-Charge. In case if it is felt by the department that undue delay is being caused by the contractor in doing this, the same will be got done by the department at the risk and cost of the contractor. The decision of the Engineer-in-Charge in this regard shall be final.

**12. VALIDITY:**

Tenders shall be valid for acceptance for a period of 90 days from the date of opening of bid.

**13. COMPLIANCE WITH REGULATIONS AND INDIAN STANDARDS:**

- 13.1 All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to the works covered by these specifications.
- 13.2 Nothing in this specification shall be construed to relive the successful Tenderer of his responsibility for the installation work with all accessories in accordance with currently applicable statutory regulations and safety codes.
- 13.3 Successful Tenderer shall arrange for compliance with statutory provisions of safety regulations and departmental requirements of safety codes in respect of labour employed on the work by the Tenderer. In addition, the department will be at liberty to make arrangement for the safety requirements at the cost of Tenderer and recover the cost thereof from him.



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**14 INDEMNITY:**

The successful Tenderer shall at all times indemnify the department consequent on this works contract. The successful Tenderer shall be liable in accordance with the Indian Law and Regulations for any accident occurring due to any cause and the department shall not be responsible for any accident or damage incurred or claims arising there from during the period of execution of work under the supervision of the successful Tenderer in so far as the latter is responsible. The successful Tenderer shall also provide all insurance including their party insurance as may be necessary to cover the risk. No extra payment would be made to the successful Tenderer due to the above.

**15 ERECTION TOOLS:**

No tools and tackles required for repairing, overhauling & installation purposes would be made available by the department. The successful Tenderer shall make his own arrangement for all these facilities.

**16 CO-OPERATION WITH OTHER AGENCIES:**

The successful Tenderer shall co-ordinate with other contractors and agencies engaged in the construction of building, if any, and exchange freely all technical information so as to make the execution of this works contract smooth. No remuneration should be claimed from the department for such technical co-operation. If any unreasonable hindrance is caused to other agencies and any completed portion of the work, has to be dismantled and re-done for want of co-operation and co-ordination by the successful Tenderer during the course of work to the original condition and specification of the dismantled portion of the work was not undertaken by the successful Tenderer himself.

**17 MOBILIZATION ADVANCE:**

No mobilization advance shall be paid for this work.

**18 CONTRACT AGREEMENT:**

This notice inviting tender shall be form a part of the contract document. Bidders shall quote his as per the guideline of various terms and conditions of this NIT and others from Form 7, General Condition of contracts 2014 (CPWD), modified and correct up to the last date of submission of bid and other standard CPWD form as applicable.

**19 SETTLEMENT OF DISPUTE:**

Kolkata will only be the jurisdiction to deal with and decide on any dispute whatsoever arising out of this tender.

However, if any dispute on difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the parties, upon or in relation to or in connection with or arising out of the Agreement, shall be referred to for arbitration to an arbitrator as decided by the Director, NILD, Kolkata, who will give written award of his/ her



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decision to the Parties. The decision of the sole Arbitrator will be final and binding. The provision of the Arbitrator and Conciliation Act, 1996 shall apply to the arbitration proceedings. The venue of the arbitration proceedings shall be at Kolkata.

**ADDITIONAL TERMS AND CONDITIONS**

1. The work is to be executed such a manner that day to day activities of the Institute may not be hamper.
2. Work may be required to execute on emergency basis i.e. on Sunday/holidays/ beyond office hours depending up on the situation without any extra claim/charge.
3. Shifting of furniture, machinery etc. before and after execution of work shall be a part of tender work.
4. Shifted materials may be kept under the custody of contractor till those are handed over to the in Charge of respective unit for whom work executed.
5. Any damage occurs during shifting of Govt. article should be make good by the contractor at free of cost.
6. **STATUTORY OBLIGATIONS OF THE AGENCY (CONTRACTOR)**
  - a. The contractor shall obtain license under the Contractor Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the Contractor Labour Act), if required and all other requisite licenses at his own cost from the appropriate authorities and comply with the terms and conditions of the license(s) and all other relevant and necessary provisions of the Contractor Labour Act and the Rules framed there under all such other provisions of laws in any enactment or otherwise laid down by an authority from time to time, it being clearly understood and agreed that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the canteen during canteen working hours.
  - b. The Contractor will, prior to the commencement of the operation of contract, make available to NILD, KOLKATA the particulars of all the employees who will be deployed at the NILD, KOLKATA's premises for day to day maintenance of the plumbing work.
  - c. The Agency shall fulfil all statutory requirements pertaining as per the Labour Act, 1970. NILD, Kolkata is not responsible for any such liabilities. The Contractor shall be responsible for timely payment of wages to his/her workers as per Government rule. The contractor shall fulfill all other statutory obligations, such as, Provident Fund, ESI, Service Tax etc. in force from time to time, as applicable, as per Government rule.
  - d. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
  - e. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.



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- f. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the NILD, KOLKATA by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims/ damages to the NILD, KOLKATA. As a result of the acts of the Contractor, if the NILD, KOLKATA is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the NILD, KOLKATA or the NILD, KOLKATA reserves the right to recover such amount from the from the amount of performance guarantee of the Contractor lying with the NILD, KOLKATA.
- g. The Contractor shall be personally responsible for conduct and behaviour of his staff and any loss or damage to NILD, KOLKATA's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by NILD, KOLKATA. The decision of the NILD, KOLKATA in this regard shall be final and binding on the Contractor.



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**SCHEDULE OF WORK**

<b>Name of Work - Repairing of 66 nos. of Steel Almirahs in Boys Hostel at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090..</b>			
<b>SL No.</b>	<b>Description of Work</b>	<b>Quantity</b>	<b>Unit</b>
1	Providing and almirah lock with 6 levers and required size and good quality with necessary screws etc. and removing of old lock all complete.	59.00	Nos.
2	Repairing of shutter and leg of almirah with priming coat with approved steel primer all complete.	7.00	Nos.



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**ANNEXURE - I**

**(Proforma for self-declaration)\***

**(To be submitted by the Bidder in the company letter head)**

**To,**  
**The Director**  
**National Institute for Locomotor Disabilities (Divyangjan)**  
**B.T.Road, Bon-Hooghly,**  
**Kolkata 700090**

**Sub: Name of work :** Repairing of 66 nos. of Steel Almirahs in Boys Hostel at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090..

**Ref: Your N.I.T. No NILD-34016/1/2023/Part(2)/ 2139(7)**

**Date: 26 / 02 / 2024**

I/We have read and examined the notice inviting tender, particulars of tender, general & additional terms and conditions, technical specification and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified in the NIT, in all respects with the referred to in general & additional terms and conditions, technical specification.

I/We agree to keep the tender open for 90 (ninety) days from the due date of its opening and not to make any modifications in its terms and conditions.

I/we have submitted herewith the copy of the transaction slip, amounting to **Rs. 150.00** only (submitted directly through online/offline mode to the bank account of National Institute for Locomotor Disabilities (Divyangjan)) for depositing of cost of tender paper as prescribed in the referred NIT. I/We am/are also aware that the cost of tender paper is not refundable in any situation whatsoever.

I/we have submitted herewith the copy of the transaction slip, amounting to **Rs. 2,250.00** only (submitted directly through online to the bank account of National Institute for Locomotor Disabilities (Divyangjan)) for depositing of earnest money as prescribed in the referred NIT.

Further, I/We agree that in case of forfeiture of earnest money as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We hereby declare that; 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.





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I/We hereby declare that; the company has never been blacklisted from any establishment and no case is pending against this company in court of law.

I/We hereby declare that; I/we am/are totally agree with the general & additional terms and conditions, and other specifications mentioned in this NIT. I/We shall treat the tender documents, drawings and other records connected with the work as secret/ confidential documents 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 use the information in any manner prejudicial to the safety of the state.

Yours faithfully

Dated .....

Signature of Tenderer .....



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ANNEXURE – II

(Proforma for self-declaration against non-blacklisting certificate)  
(To be submitted in the company letter head of the bidder)

To,  
The Director  
National Institute for Locomotor Disabilities (Divyangjan)  
B.T.Road, Bon-Hooghly,  
Kolkata 700090

**Sub: Non-Blacklisting declaration in connection with the NIT vide no: NILD-34014/2/2023/2139(7); Date: 26/ 02 /2024, for Repairing of 66 nos. of Steel Almirahs in Boys Hostel at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090.**

Dear Sir,

This is to notify you that our Firm/Company/Organization <provide Name of the Firm/Company/Organization> intends to submit a proposal in response to invitation for NIT vide no: NILD-34016/1/2023/Part(2)/2139(7); Date: 26 / 02 / 2024, for Repairing of 66 nos. of Steel Almirahs in Boys Hostel at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090.

In accordance with the above we declare that:

- We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Yours faithfully

Dated .....

Signature with stamp of Tenderer .....



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Annexure III

CHECKLIST OF SUBMITTING DOCUMENTS - (TO BE FILLED BY THE TENDERER)

SL. NO:	DOCUMENTS	PLEASE MARK "√" IF DOCUMENT UPLOADED*
1	Tender document, downloaded from the web site <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> duly filled in and signed by the tenderer.	
2	Copy of the transaction slip, amounting to <b>Rs.150.00</b> only (submitted directly through online to the bank account of National Institute for Locomotor Disabilities (Divyangjan)) for depositing of cost of tender paper as prescribed in the referred NIT	
3	Copy of the transaction slip, amounting to <b>Rs.2,250.00</b> only (submitted directly through online to the bank account of National Institute for Locomotor Disabilities (Divyangjan)) for depositing of earnest money as prescribed in the referred NIT	
4	Self-attested photo copy of satisfactory completion certificate of One similar work mentioned in this NIT of value not less than 0.72 lakh in any government/semi government or autonomous body during last Seven years ending December, 2023 as mentioned in para (i) under clause (2.1.2) or, Self attested photo copy of satisfactory completion certificate of Two similar works mentioned in this NIT, each of value not less than 0.54 lakh in any government/ semi government or autonomous body during last Seven years ending December, 2023, as mentioned in para (ii) under clause (2.1.2) or, Self attested photo copy of satisfactory completion certificate of Three similar works mentioned in this NIT, each of value not less than 0.36 lakh in any government/ semi government or autonomous body during last Seven years ending December, 2023, as mentioned in para (iii) under clause (2.1.2)	
5	Self-attested photocopy of GST registration certificate	
6	Self-attested Photo copy of Company Registration Certificate/Trade Licence	
7	Self-attested photo copy of PAN Card	
8	Self-attested photo copy of Partnership Deed (in case of Partnership firm must be uploaded with the technical bid documents)	
9	Documentary proof of Office address as mentioned in para no: 2.1.4.	
10.	Self-attested photocopy of IT return of Last 03 Financial Year ending 2022-23 as mentioned in Para 2.1.3	
11.	Self-attested photocopy of Turn over certificate of Last 03 Financial Year ending 2022-23 as mentioned in Para 2.1.3 & 2.1.4.	
12.	Letter regarding self-declaration as per Annexure I in the company's original letter head	
13.	Letter regarding self-declaration against non-blacklisting certificate as per Annexure II in the company's original letter head	
14.	Filled in and duly signed Annexure IV – Detail of the bidder.	
15.	<b>Any other documents uploaded by the Tenderer, to be mentioned here:</b>	

\*Mention "Not Applicable" if the document is irrelevant.



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**Annexure -IV**

**BANK ACCOUNT DETAIL OF NILD, KOLKATA FOR DEPOSITION OF TENDER COST AND  
EMD & PERFORMANCE GURRANTEE**

<b>Name of the Account Holder</b>	National Institute for the Orthopaedically Handicapped
<b>A/c No</b>	53015297593
<b>Name of the Bank</b>	State Bank of India
<b>Name of the Branch</b>	NIOH Campus Kolkata
<b>IFSC</b>	SBIN0030466



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**Annexure -V**  
**DETAIL OF THE BIDDER**  
**(To be filled by the tenderer)**

1	Name of the Company / Agency			
	Type of Ownership	Proprietorship / Partnership / Registered firm / In – Registered firm / Body Corporate (partnership deed enclose, in case of partnership firms only)		
	<b>CONTACT DETAILS:</b>  Address:  Land line no:  Mobile No:  Fax No:  Email ID:		<b>BANK ACCOUNT DETAILS:</b>  Account Holders' Name:  Account Number:  Bank:  Branch:  IFSC Code:	
	<b>PAN NO:</b>		<b>GSTIN NO:</b>	

N.B:

- All fields are mandatory and the information should be given as specific.
- Bidders to ensure that:
  - i. All pages have been signed and stamped by the authorized persons.
  - ii. Pages have been numbered.
  - iii. Documents are legible (clearly readable).

**I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us and I have the authority to participate in this tender.**

**Dated:**  
**Place:**

**Name & Address of Firm**  
**Authorized Signature & Seal of the Firm**



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**ANNEXURE - VI**

**Price Bid Format**

**(To be submitted by the Bidder in the company letter head)**

**N.I.T. No : NILD-34016/1/2023/Part(2)/2139(7)**

**Date: 26 / 02 / 2024**

**Name of work:** Repairing of 66 nos. of Steel Almirahs in Boys Hostel at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090..

Sl No.	Description of work	Quantity	Unit	Basic rate (in Rs.)	Applicable GST (if any)	Amount including GST
01.	Providing and almirah lock with 6 levers and required size and good quality with necessary screws etc. and removing of old lock all complete.	59.00	No.			
02.	Repairing of shutter and leg of almirah with priming coat with approved steel primer all complete.	7.00	No.			
<b>Total Amount</b>						
In Words .....						
.....only.						

**Dated .....**

**Signature of Tenderer .....**