

## Instructions to Bidders (FOR F2 CONTRACT)

Detailed instructions & documents to be furnished for online bidding

1. Guidelines for offline submission of bids can be downloaded from the website [www.kolhanuniversity.ac.in](http://www.kolhanuniversity.ac.in)
2. Interested bidders can download the bid from the website [www.kolhanuniversity.ac.in](http://www.kolhanuniversity.ac.in)
3. Bidders have to submit their bids through envelope format. No proposal will be accepted in online form (please refer NIT).
4. Bids will be opened offline as per time schedule mentioned in the NIT.
5. Bidders should be ready with the photo copy of cost of documents & EMD as specified in the tender document. Before submission of offline bids, bidders must ensure that scanned copies of all necessary documents have been attached with bid.
6. Bidders have to produce the original Demand Draft towards tender fee & EMD as mentioned in N.I.T to the Registrar/Procurement Officer during the period & time as mentioned in the NIT failing which bid will not be accepted. The details of cost of documents, EMD specified in the tender documents should be the same as submitted offline (photo copy) otherwise tender will summarily be rejected.
7. Photo copy documents of the successful bidder will be verified with the original before signing the agreement. The successful bidder has to provide the originals to the concerned authority.
8. The University will not be responsible for any delay in offline submission due to any reason what so ever.
9. All required information for bid must be filled and submitted online.
10. Other details can be seen in the bidding documents.
11. Bidders have to procedure the original demand draft towards tender fee & EMD in the shape of D.D./Bank grantee/F.D/T.D.R. in favour of Registrar kolhan university, chaibasa.

B. Details of documents to be furnished for online bidding:

1. Photo copy of the following documents to be submitted hard copy in technical Bid in envelope.
  - i. D.D. towards Tender fee in Favour Of Registrar, Kolhan University, Chaibasa, payable at Chaibasa
  - ii. Duly pledged EMD in Favour Of Registrar, Kolhan University, Chaibasa.
  - iii. No Objection Certificate, Form 106 and certified Copy of Annual Return Filed In Deptt. Of Commercial Tax.
  - iv. PAN Card.
  - v. Letter of Registration.
  - vi. Character Certificate issued by competent authority
  - vii. Income Tax Returns for last three financial years.
  - viii. Audited Balance Sheet of last three years. Minimum turn Over from work at least equal to tender value of the work during any of the last three years.
  - ix. Valid Electrical Licence.
  - x. Work Experience of at least one single similar work of 50% of tender value during any of the last three years. Completion certificates of works executed during last 3 years to be uploaded.
  - xi. Works Programme and methodology of construction with detailed calculation of equipment and personnel planning to show the completion of the work within stipulated time.
  - xii. Updated Epf Registration Certificate
  - xiii. Bidders's Banker Details
  - xiv. Undertaking Regarding Bidder Associate With Consultant Or Not
  - xv. Litigation History
  - xvi. Bid validity 180days.
2. photo Copy of the Certificates showing details of machineries owned or possessed on hire should be uploaded after converting the same to hard copy format
3. Affidavit stating bidder's agreement with the general rules, conditions of contract, and special conditions of contract must be submitted with bid in pdf format. The bidder who disagrees on the conditions will not be eligible to participate in the tender.
4. Affidavit regarding arranging other required equipment and personnel. in the format appended with the bid document should be submitted in the pdf format.
5. Duly submitted in signed BOQ.
6. Photo copy documents of successful bidder will be verified with the original before signing the agreement. The successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent though registered post or delivered by hand.
7. Each submitting aabids shall be signed by the bidders.

Registrar  
Kolhan University, Chaibasa

**Kolhan University, Chaibasa**  
**Notice Inviting Tender**  
**(Short Tender Notice)**

e-Tender Reference No. Registrar-KU/F2-09/2016-17

Dated :-15/02/2017

The undersigned, on behalf of the Governor of Jharkhand, invites percentage rate bids for the work mentioned in table below through open-Procurement from eligible and approved Contractors, registered in appropriate class with Building Construction Department, Government of Jharkhand. Those contractors who are not registered with Building Construction Department, Government of Jharkhand are also permitted to take part in tender process. In such case the Contractor should be registered in any State Government/Central Government/Public Sector/kolhan university Unit/undertaking in appropriate class in Building Construction. However such Contractors in the event of award of work will have to get registered with Building Construction Department, Government of Jharkhand within a period of (3)Three Months from date of Award of Contract. The bid shall be submitted online in the Website [www.kolhanuniversity.ac.in](http://www.kolhanuniversity.ac.in) The bidder(s) should have necessary portal enrolment with their own Digital Signature Certificate:

Sl. No.	Name of the work	Estimated cost	Earnest money	Cost of tender paper	Cost of Contractor eligibility	Time of Completion	Name of the Concemed office
1.	REPAIRING AND RENOVATION WORK AT BHRAGORA COLLEGE UNDER KOLHAN University, CHAIBASA	Rs. 34,30,709.00	Rs. 70,000.00	Rs. 5,000.00	Appropriate	03 months	Registrar, Kolhan University, Chaibasa

2. Period of availability of tenders online/date & time of bidding on-line/last date of seeking clarification/date of opening of tender papers are as given below –

Sl. No.	Procurement Officer	Place of Opening	Availability of tender on-line for bidding		Date & Time of opening of tender
1	2	3	4	5	6
1	Registrar, Kolhan University, Chaibasa	Office of Registrar, Kolhan University, Chaibasa	15.02.2017 02.00 P.M.	23.02..2017 12:00 PM	27.02.2017 02:00 p.M.

3. Agreement with Bidders selected through e-procurement shall be eventually drawn in PWD Form No. F2.
4. The work shall be completed in all respect in 03 months from the date of written order to commence the work. The items of work, plan, specifications or any information in connection with the work can be seen in the office of the Registrar, Kolhan University,Chaibasa on any working day during office hours before submitting bid.
5. Cost of tender/bidding document in the shape of demand draft issued by any Nationalised Bank in favour of Registrar, Kolhan University,Chaibasa, payable at Chaibasa and cost of earnest money in the shape of Bank guarantee in prescribed Performa as per annexure-1 from any Scheduled public Sector Bank and valid for 180 (one hundred eighty) days from the date of receipt of tender or 6 ½ Years National Saving Certificate (8<sup>th</sup> issue) or 3/5 Years Post Office Time Deposit duly pledged from any Post Office within the State of Jharkhand, in favour of Registrar, Kolhan University,Chaibasa shall be deposited in the office of Registrar, Kolhan University,Chaibasa, payable at Chaibasa on all working days between 16.02.2017 to 25.02.2017 up to 12.00 P.M. either by registered post/Speed post or by hand. Only those applications will be entertained whose cost of tender paper and earnest money is received before 05.00 P.M. on 25.02.2017 . The Registrar will inform the e-Procurement Cell that he/she has received the cost of tender/bidding document and cost of earnest money before opening of the bid. The university will not be responsible for the postal delay, if any, in the delivery of the document or non-receipt of the same.

Insurance Guarantee Bond/Cash/Cheque/Bank Draft in place of those specified for EMD shall not be accepted.

- 5.1. Duly pledged Earnest Money, if any, lying with the concerned officer against work already completed shall not be adjusted by transfer. In such case the tenderer is required to get the same refunded/released and then deposit the same as mentioned in section-5 above, duly pledged afresh for the work for which tender is filled.

- 5.2. Tender not accompanied with required Earnest Money in the prescribed manner shall be rejected outright and will not be evaluated.
- 5.3. Clauses 5.1 and 5.2 shall not apply to tenderer,(s) who are exempted from depositing E.M. but such tender(s) must deposit photostate copy of the exemption certificate issued by the competent authority in such to Procurement Officer.
6. In case the overall rates quoted by the tenderer/bidder is more than 10 (Ten) % below of BOQ rates on overall items, this shall be treated as un-workable & the tender shall be treated as invalid tender.
7. It will be obligatory on the part of the tenderer to keep their offer open for acceptance for a period of 180 days from the date of opening of the tender.
8. Tenderer(s) shall submit photo copy of his/her/their registration & exemption certificate (if any) in absence of which the tender(s) may not be considered.
9. photo copy of PAN card, Sales Tax/Income Tax clearance certificate, Labour License, Work Programme & Letter of Registration as contractor shall be uploaded by the tenderer or otherwise it may be rejected.
10. Authority reserves the right to reject any or all the tender(s) received or to allot the work to one or more contractor(s) without assigning any reasons thereof.
11. In the case of successful tenderer (hereinafter called contractor) the amount of E.M. will be transferred towards Initial Security Deposit in such a manner so that the security deposit will form part of 5% of the approval amount of the approved tender & the remaining 5% shall be recoverable from the subsequent bills of the contractor.
12. The Earnest Money of the successful tenderer (hereinafter called the contractor) which accompany the tender will be forfeited in case the tenderer declines to sign the agreement or fails to deposit Security Money within 10 days of being called upon to do so.

Those contractors, who are exempted from depositing E.M., will deposit initial security money within 10 days of being called upon to do so. If they fail to do so or decline to sign the agreement within the stipulated period, the requisite sum of money will be forfeited by way of adjustment from any sum to be paid to him by the department for other works, including his security money and in addition he may be Black Listed and subsequently his registration may be cancelled.

13. The N.I.T. along with general rules, conditions of contract and special conditions of contract copies of which are available on the website :-

<http://jharkhandtenders.gov.in> will form part for the Contract Document.

14. It is essential for the tenderer(s) to have ownership/deed of hireship of the following Machineries in working condition :-
  - (i) Concrete Mixture
  - (ii) Vibrator
  - (iii) Other equipment related to building construction.
15. Tenderer(s) are required to upload with their tenders authorized and valid certificates regarding their ownership/deed of hireship of the machineries mentioned in clause 14 above, failing which their claim for allotment of the work may be rejected.
16. Payment against works will be made subject to availability of fund.
17. Only e-tenders will be accepted.
18. Amount of BOQ may increase or decrease.

Registrar,  
Kolhan University  
Chaibasa