



ENLIGHTENMENT TO PERFECTION

**UNIVERSITY OF NORTH BENGAL
OFFICE OF THE REGISTRAR**

Accredited by NAAC with Grade A

Abridged Notice Inviting Tenders

Rates are invited from the registered Architects/Architectural Consultant Firms through online against the following comprehensive engineering consultancy works for NBU campus at Shivmandir, Siliguri, Dist-Darjeeling—

- 1) eNIEOI No- 122/UE/18-19 & bearing tender ID no-2019_DHE_207963_1.
- 2) eNIEOI No- 123/UE/18-19 & bearing tender ID no-2019_DHE_207992_1.

Last date & time for submission of bid through online is 30/01/2019 upto 2.00 pm. For further details please visit www.nbu.ac.in/wbtenders.gov.in or may be communicated to the Office of the University Engineer, NBU.

Advt. No. 231 / R-2019 Dated: 18.01.2019

Registrar

UNIVERSITY OF NORTH BENGAL



Enlightenment to Perfection

OFFICE OF THE UNIVERSITY ENGINEER

(Raja Rammohunpur, PO-North Bengal University, Dist-Darjeeling, Pin-734013)

Ref. No.:

Date: 16.01.19

e-N.I.E.O.I.No.-122of2018-2019ofthe University Engineer, NBU

NOTICE INVITING EXPRESSION OF INTEREST (NIEOI) THROUGH ONLINE FOR COMPREHENSIVE ENGINEERING CONSULTANCY FOR THE PROPOSED FIVE STORIED SIKSHA BHAWAN INCLUDING ONE 200-250 CAPACITY SEMINAR HALL WITH DINING & KITCHEN (AT 4TH FLOOR OF THE SAID BUILDING) WITHIN THE CAMPUS OF UNIVERSITY OF NORTH BENGAL (NBU) AT SHIVMANDIR, SILIGURI, DIST.— DARJEELING.

An Expression of Interest (EOI) is hereby invited by the University Engineer, NBU from the registered, experienced, reliable and resourceful Architects/Architectural Consultancy Firms having experience of not less than ten years in Planning, Designing, Drawings and preparation of Detailed Project Report (DPR) for Engineering construction of similar structures. The proposed structure will be located within the campus of University of North Bengal, Shivmandir, Siliguri, Dist.—Darjeeling. The plinth area of the building may be considered as 10000 sqft (approx.). The location of the plot may be physically verified by the bidder prior to submitting the bid.

PARTICULARS—

1	Name of Work	Comprehensive Engineering Consultancy for Construction of Five Storied Siksha Bhawan including one 200-250 Capacity Seminar Hall with Dining & Kitchen (At 4 th of the Said Building) Within the Campus of University of North Bengal (NBU) at Shivmandir, Siliguri, Dist-Darjeeling.
2	Location	Within the campus of University of North Bengal at Raja Rammohunpur, Shivmandir, Siliguri, Dist-Darjeeling.
3	Budgetary allocation for the project	Rs. 9.50 crores. (Approx.)

4	Agreement fee	Rs.2000.00/set (non-refundable)
5	Building Plinth area	10000 sqft (approx.).
6	Date of Publishing of e-NIEOI& Tender Documents (online)	16/01/2019 FROM 18 HRS
7	Documents download/ sell start date & time (online)	16/01/2019 FROM 18 HRS
8	Prequalification, technical and financial bid submission starting date & time (online)	16/01/2019 FROM 18 HRS
9	Documents download/sell closing date & time (online)	30/01/2019 UPTO 14 HRS
10	Prequalification, technical and financial bid submission closing date & time (online)	30/01/2019 UPTO 14 HRS
11	Date & time of opening of prequalification proposals & technical proposals (online)	01/02/2019 UPTO 14 HRS
12	Tentative date & time of uploading of list of technically qualified bidders (online)	TO BE NOTIFIED
13	Date & time of Technical Presentation of the project by the technically qualified bidders.	08/02/2019 AT 12.00 HRS
14	Tentative date & time of opening of financial bid (online)	To be notified later
15	Tentative date of uploading of list of bidders along with their offered rates (online)	To be notified later

PROJECT REQUIREMENTS: --

NBU envisages to expeditiously build the new building as **Siksha Bhawan** in (G+4) configuration with following tentative area and distribution requirements of the users. Consultant is allowed to change this configuration, tentative area, distribution requirements etc during actual planning phase (after award of contract) in consultation with NBU and as per actual need of the University for value addition to the project, subject to the following:

- i) Overall project cost remains within the budgetary allocation of the project, which includes total cost including cost of consultancy and contingencies;
- ii) Plinth area remains 10000 sqft, or within (± 3.0 %) tolerance,
- iii) Users' functional requirements are not compromised.
- iv) Floor to floor height 3.5 m and plinth height 0.75m.

- v) Servicelineslikewater,electricity,networketc.distributedinadurablelyetmaintenancefriendlymann er.
- vi) Appropriate loading bay and passenger elevators (2 nos).
- vii) Appropriate number of Gents and Ladies toilets (separate for students and faculties) and one barrier-free toilet (for physically challenged users) on each floor of the building. Toilets to be designed for an occupancy of 200 persons per floor (with sex ratio of 1:1).
- viii) Ramp at entry level for differently abled persons.
- ix) Drinking water fountain areas at each floor.
- x) Areas other than specific loading and ambient environments shall be designed as per applicable standards.
- xi) The building shall be designed for comfortable environment, aesthetic and psychological appeal.
- xii) The building shall reflect NBU's prominence, contemporary attitude towards environmental control and aesthetic excellence.
- xiii) Special attention shall be given to green and energy saving features with optimum natural lighting.

Floor	Activity	Tentative Area (sqft)
I. Ground Floor Plan	a. classroom (100 capacity) x 2 nos	1800
	b. classroom (60 capacity) x 2 nos	1000
	c. classroom (40 capacity) x 2 nos	800
	d. Room for HOD	250
	e. Meeting room attached to HOD	300
	f. Attached Toilet for HOD	40
	g. Visitor's Room and floor pantry	300
	h. Server Room	150
	i. Student's Lounge	400
	j. Store	300
	k. Faculty rooms x 10 nos	1500
	l. Office	300
	m. Departmental Library	550
	n. Laboratory x 2 nos	800
	o. toilet block for students	300
	p. Toilet block for faculties and non-teaching	300
	q. Toilet for differently abled persons	60
	r. space for lifts, stairs, corridors, common space	850
II. First Floor Plan	a. classroom (100 capacity) x 2 nos	1800
	b. classroom (60 capacity) x 2 nos	1000
	c. classroom (40 capacity) x 2 nos	800
	d. Room for HOD	250
	e. Meeting room attached to HOD	300
	f. Attached Toilet for HOD	40
	g. Visitor's Room and floor pantry	300
	h. Server Room	150
	i. Student's Lounge	400
	j. Store	300

	k. Faculty rooms x 10 nos	1500
	l. Office	300
	m. Departmental Library	550
	n. Laboratory x 2 nos	800
	o. toilet block for students	300
	p. Toilet block for faculties and non-teaching	300
	q. Toilet for differently abled persons	60
	r. space for lifts, stairs, corridors, common space	850
III. SecondFloorPlan	a. classroom(100 capacity)x 2 nos	1800
	b. classroom(60 capacity)x 2 nos	1000
	c. classroom(40 capacity)x 2 nos	800
	d. Room for HOD	250
	e. Meeting room attached to HOD	300
	f. Attached Toilet for HOD	40
	g. Visitor'sRoom and floor pantry	300
	h. ServerRoom	150
	i. Student'sLounge	400
	j. Store	300
	k. Faculty rooms x 10 nos	1500
	l. Office	300
	m. Departmental Library	550
	n. Laboratory x 2 nos	800
	o. toilet block for students	300
	p. Toilet block for faculties and non-teaching	300
	q. Toilet for differently abled persons	60
	r. space for lifts, stairs, corridors, common space	850
IV. ThirdFloorPlan	a. classroom(100 capacity)x 2 nos	1800
	b. classroom(60 capacity)x 2 nos	1000
	c. classroom(40 capacity)x 2 nos	800
	d. Room for HOD	250
	e. Meeting room attached to HOD	300
	f. Attached Toilet for HOD	40
	g. Visitor'sRoom and floor pantry	300
	h. ServerRoom	150
	i. Student'sLounge	400
	j. Store	300
	k. Faculty rooms x 10 nos	1500
	l. Office	300
	m. Departmental Library	550
	n. Laboratory x 2 nos	800
	o. toilet block for students	300
	p. Toilet block for faculties and non-teaching	300
	q. Toilet for differently abled persons	60
	r. space for lifts, stairs, corridors, common space	850

v. Fourth Floor.	200—250 capacity Seminar Hall with all its arrangements, lavatory (for gents, ladies & differently abled persons), cafeteria/lounge, dining room, kitchen etc as required.	
-------------------------	---	--

Scope of Work—

The work would include necessary soil testing, preparation of conceptual floor plans, detail architectural elevation, plan, all working drawing (architectural & structural), Structural Designs (STAAD input & output) & drawings including preparation of Detail Project Report (DPR) with estimate for the proposed multi storied structure and its ancillary different units with bill of quantities including civil, sanitary, plumbing, electrical, firefighting arrangements, air conditioning, driveway etc. to complete the project in all respect. The detailed estimate/BOQ is to be prepared on the basis of P.W.D. schedule of rates, Govt. of West Bengal. The items which are not suitable or available in P.W.D. Schedule then C.P.W.D. Schedule of rates may be referred. In case of non-scheduled items, analysis of rates may also be provided with supporting documents as per norms. In addition to the above, the work would include periodical Architectural supervision of execution in the field. These selected Consultant would have to provide the following: --

- 1) Preparation of conceptual floor plans, detailed architectural drawings, elevation including plan and sections based on the concept drawings-----12 sets.
- 2) (a) Structural Design of the Multi storied Building complex including vetting of the Structural Design and drawing. The vetting would be done by J a d a v p u r University, I I E S T - H o w r a h, I I T - K h a r a g p u r o r s i m i l a r I n s t i t u t e a s a g r e e d u p o n b y t h e U n i v e r s i t y E n g i n e e r, N B U a n d t h e f e e s f o r t h e s a m e w o u l d h a v e t o b e b o r n e b y t h e s e l e c t e d E n g i n e e r i n g C o n s u l t a n c y F i r m -----8 sets.
(b) Necessary soil investigation report will be prepared by the selected Engineering Consultancy Firm after necessary soil explorations by the expert soil consultant and the fees for the same would have to be borne by the selected Engineering Consultancy Firm----3 sets of reports.
c) Rate vetting shall be done by the Architects/Architectural Consultancy Firms from the competent authority of the Govt. of West Bengal as per norm and should be done in duplicate. However, necessary charges for vetting to the Government department shall be paid by the University of North Bengal (NBU).
- 3) Preparation of detailed working drawings of interior works, MEP works, ELV works, utility services of the complex as required as per specification and guidance of the University Engineer, NBU-----8 sets.
- 4) Preparation of detailed estimate, bill of quantities and specifications for the work and ancillary works like civil, electrical, sanitary, plumbing, fire-fighting arrangements, air conditioning etc. and also its different ancillary units including the landscaping, driveway etc. within the compound and all finishing work to make the building operational and fit to occupants along with supporting calculations and drawings---8 sets.
- 5) Preparations of building sanction plans and to

getthesanctioned/clearancesfromvariousdepartmentsincludingthefireclearance. However, statutory fees, if any, to the govt. dept./corporation/municipality/panchayet/local bodies shall be paid by the University of North Bengal---8 sets.

6) Toprepare3Dviewsofallsidesofthemultistoriedbuildings andawalkthrough for presentation purpose. A modelat a suitable scale as agreed upon by the University Engineer, NBU is required to be submitted by the selected agency after getting work order for the work.

7) Detail design &drawings ofWater Supply, Sewerage, Drainage, Electricals, ELVsystem, AirConditioning(HVAC), stage lighting, sound system, acoustics, false ceilingandotherrelatedactivitiesas required- to complete the project in all respect. ---8 sets.

8) PeriodicalArchitecturalsupervisionduringconstructionperiodincludingsubmissionofAs-builtdrawingaftercompletionofwork---3 sets.

9) AnychangeinArchitecturalandotherDesigns/drawingsofthejobasmaybesuggestedbythe University Engineer or by anExpertPanelmustbedonebytheselectedbidderwithinthequotedvalue.Also,anyotherunavoidablechangeisto bedonebytheselectedbidderwithinthequotedvalue/rate.

THEELIGIBILITY/QUALIFYINGCRITERIAFORTHE BIDDERS TO PARTICIPATE IN THEBID AND SHOULD UPLOAD THE RELATED DOCUMENTS--

- 1) The bidder must have done at least one similar work for a project value of Rs. 10.00 crores or two similar works for projects each of value Rs 7.50 crores during last 5 (five) years ending 31/12/2018. The 'similar work' is defined below:
Similar work—Comprehensive Consultancy Services for Institutional or Academic building complexconsisting of class rooms, offices, conference halls, laboratories and auditorium for an Institute/University/Medical College/Engineering college/ Organization of national repute.
- 2) Comprehensive Consultancy done by the bidder must have included detailed design and engineering pertaining to Architectural, Structural, Electrical, Heating Ventilation & Air-conditioning, Water Supply & Sanitary, Fire Safety Systems, Waste Managements, Renewable Energy, Site Development and Landscaping including Geo-Technical Investigation for Design of Foundation system.
- 3) All the directors/partners of the bidding firm must be technically qualified graduate professionals and all of them, or the proprietor in case of proprietary firm, must be Architect registered with the Council of Architecture, India and the validity of registration should be in vogue.
- 4) The bidding firm must be profit making and average annual turnover of the firm should not be less than Rs.1.00 crore per annum and minimum turnover in any single year should not be less than Rs 80.00 lakhs in last 3 (three) financial years. The bidder shall upload/submit audited certified copies of Profit & Loss statements for last 3 (three) financial years ending 31st March'2018.
- 5) PAN with IT returns for last 3 (three) financial years.
- 6) Valid professional Tax certificate/challan.
- 7) GST registration certificate.
- 8) Valid Trade Licence.
- 9) Scan copy of EMD.

STAGE OFFEESPAYABLE: -

Thequalifiedconsultancyfirmshouldquotetheirtotalfees(includingalltaxes)inLumpSum against an estimated project cost of Rs.9.50 crores (approx.) However, for any increase in project cost no additional payment will be allowed to the selected consultant under any circumstances.All drawing, designs, estimates, BOQs, rate analysis etc. shall be finalized after getting necessary concurrence of the draft

copies from the University Engineer, NBU and the final copies shall be submitted in hard copies (as mentioned above) and also in soft copies (in 'PDF' file format, in 'DRG' file format and in 'EXCEL' file format) at least 2 sets in DVDs. The admissible stage of fee would be as a percentage of the quoted Total Fee against each stage of works as below. Payments to be released only after approval by the competent authority.

- 1) On submission and finalization of soil testing report, conceptual floor plans, detail architectural drawings, elevation including plan & section-----10%.
- 2) On preparation and vetting and submission and finalization of Structural Designs and Drawings including submission of related working drawings and the items indicated below-30%.
 - i) Details of all Structural designs & drawings including vetting from IITKGP/IIEST(Howrah)/ Jadavpur University.
 - ii) Sanitary and Plumbing designs & drawings.
 - iii) BMS, ELV and detailed Electrical designs & drawings.
 - iv) Design & drawing for fire fighting system.
 - v) Air conditioning Systems (HVAC), Lift etc.
 - vi) Landscaping, boundary wall, area lighting, driveway, sound system, stage lighting, acoustics and other related activities as required- to complete the project in all respect.
 - vii) Any other drawing or detail to complete the Multistoried Building in all respect to make it operational and fit to occupants.
 - viii) Submission of all working drawings related to aforesaid works.
- 3) On submission and finalization of Detailed Project Report with Bills of Quantities (BOQ), estimates, rate analysis, specification etc in regards to aforesaid works-25%.
- 4) On getting the vetted copies of the estimates (fully or partially as required by the authority of the North Bengal University) ----10%.
- 5) On preparation and finalization and sanction of Plans from the authorities as required including clearance from Fire Safety Authority-10%.
- 6) On Preparation and submission of 3D views of all sides of the multistoried building complex, a soft copy showing walk through and a good model by a reputed modeler-5%.
- 7) Periodical Architectural Supervision during construction period including submission of a built drawing after completion of work including checking & approval of fabrication drawing/ shop drawing during execution- 10%.

SPECIAL TERMS & CONDITIONS OF THE CONTRACT--

- 1) (a) These selected Architects/Architectural Consultancy Firms after receiving the L.O.I./Work Order will immediately start the work as per the terms and conditions of this N.I.E.O.I. and will submit the GAD/conceptual architectural drawings including plan, elevation, section etc. plans and detailed **within 10 days** from the date of commencement. After acceptance of these drawings by the competent authority, they will start D.P.R. preparation and complete it **within further 3 weeks** and activities upto Stage (6) of payment schedule must be completed **by another 4 weeks** from the date of finalization of DPR.
- 2) Obtaining the approval from the concerned departments will be primary responsibility of the consultant. The consultant will also do the needful for according vetting of estimate from the P.W.D, WB/competent authority of Govt of West Bengal, if necessary (fully or partially as required by the authority of the University of North Bengal). No separate fees or payment will be allowed for such activity by the consultant. However, the vetting charge to be paid will be borne by the University of North Bengal.

- 2) The agency will deliver their assignment as per time schedule/work programme, failing which the Authority may take suitable action as deemed fit. However, prior notice, etc., will be issued by the department/authority before taking any action.
- 3) The service of the consulting agency will be provided in such a way that the work of main construction agency may not suffer in any way.
- 4) The agency will submit **EMDRs-40000.00** in the form of *DD* / Pay Order from any Nationalized Bank in favour of University of North Bengal payable at Siliguri. Earnest Money received from the selected consulting agency will be converted into Security deposit and will be refunded after successful completion of the work.
- 5) The payments shall be based on progress of works and as guided in stage of payment. Maximum of 95% (ninety-five percent) payments shall be made on achieving 100% (hundred percent) of each item of works as classified in the stage of payment and scope of work. Balance 5% (five percent) payments shall be made on completion of the whole project and on carrying out modifications, if any and on submission of as-built drawings successfully. If no component to the work, as stated in the stage of payment, is executed by the successful bidder, for whatsoever reason, no payments shall be made on that account. However, In the event the project does not get executed within five years of the Effective Date, the final payments shall be due to the consultant. In the event that the consultancy is terminated by the authority prior to its completion, the Consultant shall be entitled to full payment for the deliverables completed by it.
- 6) The quoted fees in lump will be inclusive of all taxes to complete all necessary consultancy job to complete the construction and commissioning of the multi storied academic building operational and fit to occupants.

GENERAL TERMS & CONDITIONS---

- 1) Taxes will be deducted from each bill as per prevailing Govt. norms time to time.
- 2) The selected bidder (i.e., the Architects/Architectural Consultancy Firms) will have to enter into an agreement of contract in prescribed format of North Bengal University (NBU) on Rs. 100.00 non-judicial stamp paper.
- 3) Consultant for the project shall be employed through the online two bid systems.
- 4) The stage of payments will be as mentioned in the above under the head "STAGE OF FEES PAYABLE" & as per "SPECIAL TERMS & CONDITIONS OF THE CONTRACT".
- 5) The EOI, LOI, Work Order, any corrigenda & addenda to the original tender etc will become a part of the Agreement and shall be executed within 15 days from the date of receipt of work order.
- 6) The authorized signatory of the selected bidder will sign on the each and every page of the agreement documents. Agreement will be made in quadruplicate and the fees shall be RS 2000.00/set (non-refundable) of agreement which shall be submitted by the selected bidder in the form of Demand Draft from any nationalized bank in favour of University of North Bengal payable at Siliguri.
- 7) All the drawings, design calculations, sketch, D.P.R., estimates etc. shall have to be submitted in both hard and soft copies as detailed above.
- 8) Detailed estimates shall have to be submitted with the supporting sketches along with detail calculation of quantities and analysis of rates.
- 9) The consultant shall not make any deviations, alterations or omissions from the approved drawings, without prior consent of the client.
- 10) The agreement for this consultancy job will remain alive and effective till the completion of construction work.

11) Separatetenderforconstructionworkwillbeinvitedby the authority of the North Bengal University (NBU) aftergetting drawings, detail estimates, design report etc as mentioned above fromthe consultant. NBU authority may also engage PMC (Project Management Consultant) for the said work if they desire so.

12) TheConsultantwillhavetosupplyallapproveddrawings and modified drawings wellintimesothattheprogressoftheconstructionworkdoesnothamper.

13) The University authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for such action. Bidders are requested to be present at the time of opening of tenders. For further enquiry, intending tenderers may contact the Office of the University Engineer, University of North Bengal, (Ph.no –0353-2776336), in any University's working day between 12.00 noon to 3.00 p.m.

14) Payment for the work will be made on availability of fund under the respective head of account.

15) The bidders, at their own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the work as mentioned in the Notice Inviting EOI, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

16) Conditional/incomplete tender will not be accepted under any circumstances.

17) Time for completion as specified in the notice shall be deemed to be the essence of the contract and shall be reckoned from the date of issue of letter of acceptance/work order, if not mentioned otherwise.

18) In case of fore-closure or abandoned of the works by the University authority the consultant will be eligible to be paid for the finished work/actual deliverables but not for any losses.

19) **There is no provision/scope of Joint Venture (JV) under this contract.**

20) No documents will be entertained, if sent by post/courier/e-mail or any other hard form, unless otherwise asked for.

21) The University Engineer, NBU reserves the right to deny or accept or reject any or all the applications and to amend/change/supplement/cancel any clause or the whole tendering process, at any point of time without any obligation & assigning any reasons what-so-ever.

22) There shall be no provision for Arbitration under this contract. For any discrepancy, the decision taken by the Vice Chancellor, University of North Bengal is final and binding. And for any court case the jurisdiction will be Calcutta High Court.

23) **Verification of documents:** All the documents submitted/uploaded by the Bidders should be properly indexed. After opening of technical proposal technically qualified bidders may be called for the original copies of their uploaded documents at the office of the University Engineer during office hours, within the stipulated time before/after opening of financial proposal. But after opening of financial proposal the lowest bidder must have to show his/her original copies of uploaded documents to the office of the University Engineer during office hours, within 5 working days after opening of financial proposal or as asked for. At that time the lowest bidder has to submit the original EMD, Affidavits and other required documents (as asked for) at the office of the University Engineer. If any document is found to be forged/fabricated/false, his candidature as qualified bidder will be treated as cancelled and permission for technical qualification will be revoked. Moreover, it will be considered as an attempt to disturb the tendering process which may attract penal action against the bidder including blacklisting.

24) Thebidfortheworkshallremain open foracceptanceforaperiod of120(One HundredandTwenty)daysfromthedateofsubmissionofthebids.Theperiodofoffer'svaliditymaybeextendedby mutualagreement.

25)

Thebiddingfirmisadvisedtoattach/uploadanyadditionalinformationaboutitscompetence,whichitthinksisnece ssaryforitsoffer.Thebidderishoweveradvisednottoattach/uploadsuperfluousinformation.

26)

NoexpenseswhatsoeverinvolvedinpreparationandpresentationofDesignConcept,shallbemadetothe participa

ting architectural consultants.

27)

Copyright: The copyright in all designs, drawings, reports, calculations and other documents provided by the Consultants shall be vested with North Bengal University (NBU).

28)

Firm Price: Tenderer's quoted Rates/Prices for executing the activities under the Contract shall remain firm till completion of the entire work & shall not attract any escalation under any circumstances whatsoever.

29)

Language: The English language shall be used in all written communications between the NBU and the Consultant with respect to the services to be performed under the contract and with respect to all documents produced or prepared by the Consultant in connection with the Project.

30)

Secrecy: The Consultants shall use all the documents and other data and information of a proprietary nature received from the NBU, solely for the purpose of performing and carrying out the obligations on his part, under the contract and shall not disclose the same to any other person except to the extent required, in the performance of the work for the Project and shall maintain the utmost

secrecy. The Consultants shall bind his employees who are involved in engineering of the Project by a suitable secrecy Agreement. The documents and other data and information received from the NBU shall not be used by the Consultant for any other purpose.

31)

Performance Guarantee: Since Design Engineering is in Consultant Architect's Scope and the specific building/structures shall be executed based on engineering performed by the Consultant Architect, it shall be the primary responsibility of Consultant to carry out such design and engineering in accordance with good and sound engineering as per standard codes and good engineering practice.

32)

In case of any errors/omissions/leftouts which may call for re-engineering and result in new requirements the same will have to be carried out by the Consultant within his quoted rates without any extra cost to Company.

33)

Consultants shall Guarantee Design and Engineering. The Consultants shall guarantee that the design for the specific building/structures shall meet and comply with the technical requirements specified in Bidding Document, the site criteria, engineering specifications, standard and codes, the basic requirement of the NBU.

34)

In the event of the structure failing to achieve the NBU's requirement due to reasons attributable to the Consultant, then the Consultants shall be liable for such failure and the liability shall be limited to payment of cost of rectifications subject to a maximum on all accounts upto 10% to the fees receivable by the Consultant Architect.

35) **Income Tax/GST:** The quote by the bidders shall include all taxes as applicable.

36)

Availability: The Consultants shall make themselves available at reasonable notice to be present for discussion with NBU authority. The Consultants shall also provide assistance, advice and information to NBU authority as may be required from time to time for discussions with other agencies or NBU Officials connected with the work without any extra claim.

37)

Any other items of work not mentioned specified in the scope of work but required/felt necessary for the completion of the project as a whole in all respects shall be deemed to be included in the scope as well as in the fee quoted by the Consultant and no extra claim shall be admissible on this account for any reason whatsoever.

38)

Compliance to Standards: The Consultants shall be fully responsible for the safe designs as per national standards and requirements. In the absence of National Standards, the requirement would be of International Standard.

INSTRUCTION TO BIDDERS

SECTION-A

1. General Guidance for e-Tendering-

Instructions / Guidelines for tenderer/bidder for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

2. Registration of Contractor/Consultant-

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://etender.wb.nic.in>. the contractor is to click on the link for e-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC)-

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information Centre (NIC) on payment of requisite amount details of which are available at the Web Site stated in Clause 2. DSC is given as a USB e-Token.

1. The contractor/consultant can search & download E-NIT& Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
2. **Submission of Tenders.** General process of submission
Tenders are to be submitted online through the website stated in Cl. 2 in two folders as per tender schedule, i.e Prequalification with Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC), The documents are to be uploaded (virus scanned copy) duly Digitally Signed wherever necessary. The documents will get encrypted (transformed into non-readable formats).

TECHNICAL PROPOSAL---

The Technical Proposal to be submitted in the following two covers (Folders): -

A-1. Statutory Cover Containing: -

Following Scanned Documents are to be uploaded virus scanned and digitally signed by the Consultant: -

- (a) e-NIEOI.
- (b) Scan copy of EMD,
- (c) Credential Certificate(s).
- (d) Others (All section of tender document i.e. Form-I, Form-II& Form--III).

A-2. Non-Statutory Cover: -

This will contain the following/related/supporting scanned documents to be uploaded virus scanned and duly digitally signed by the bidder: -

- 1) All the directors/partners of the bidding firm must be technically qualified graduate professionals and all of them, or the proprietor in case of proprietary firm, must be Architect registered with the Council of Architecture, India and the validity of registration should be in vogue.
- 2) The bidding firm must be profit making and average annual turnover of the firm should not be less than Rs.1.00 crore per annum and minimum turnover in any single year should not be less than Rs 80.00 lakhs in last 3 (three) financial years. The bidder shall upload/submit audited certified copies of Profit & Loss statements for last 3 (three) financial years ending 31st March'2018.
- 3) PAN with IT returns for last 3 (three) financial years.
- 4) Valid professional Tax certificate/challan.
- 5) GST registration certificate.
- 6) Valid Trade Licence.

Intending Bidders should upload documents as per following folders in My Document: --

Sl.	Category Name	Sub-Category Description	Details
A	Certificates	Certificate	a) Valid Professional Tax certificate/challan. b) GST Registration certificate. c) PAN Card with IT returns for last 3 (three) financial years. d) Valid Trade Licence.
B	Company Details	Company Details	a) Partnership Deed and Trade Licence for Partnership Firm. b) Incorporation Certificate, Trade Licence for Ltd. Company. e) Society Registration Certificate and Trade License for Society. f) Anything other, as may be relevant.
C	Credential	Credential	a) Credential certificate(s) as asked for/ mentioned above.
D	Additional Information		Any other information applicant considers being relevant in connection with the eligibility to participate in the tender.
E	Declaration	Declaration	b) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) in regards to General Condition of Contract (proforma attached) duly certified by a 1 st class Judicial Magistrate /Notary Public. c) Others (All section of tender document i.e. Form-I, Form-II& Form-III).
F	Financial Information		a)In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD/3CB Form supported with Income Tax return are to be furnished/uploaded along with balance sheet, profit and loss account for the last 3 (three) financial years and all schedules forming the part of Balance Sheet and Profit & Loss Account. Tax Audited report, Balance Sheet and Profit & Loss Account including all schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant.

SECTION-B
FORM-I

PRE-QUALIFICATION APPLICATION

To
The University Engineer,
University of North Bengal,
Raja Rammohunpur,
PO-North Bengal University,
Dist—Darjeeling,
Pin-734013.

Ref: -Tender for
(Name of work) :
.....
.....

e-NIEOINo.: (Sl. No.....) of 2018-19
by the University Engineer, University of North Bengal.

Dear Sir,

Having examined the Statutory, Non statutory & e-NIEOI documents, I / we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of
..... in the
capacity.....duly.....authori
zed to submit the offer. The necessary evidence admissible by law in respect of authority assigned to us
on behalf of them group of firms for Application and for completion of the contract documents is attached
herewith

We are interested in bidding for the work(s) given in Enclosure to this letter. We understand that:

- (a) University Engineer can amend the scope & value of the contract bid under this project.
- (b) University Engineer reserve the right to reject any application without assigning any reason.

Encl: -e-Filling:

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Signature of applicant including title and capacity in which application is made

Date: -

SECTION-B
FORM-II

DECLARATION BY BIDDER

DECLARATION

I/We have read and examined the bid document, terms and conditions of bid and other documents and rules referred to in the bid and all other contents in the bid documents for the Architectural Consultancy.

I/We hereby submit bid for the Architectural Consultancy as per the stated scope of work of **Comprehensive Engineering Consultancy for Construction of Five Storied Siksha Bhawan including one 200-250 Capacity Seminar Hall with Dining & Kitchen (At 4th of the Said Building) Within the Campus of University of North Bengal (NBU) at Shivmandir, Siliguri, Dist-Darjeeling** within the specified time schedule.

I/We agree to keep the bid open for 120 (one hundred and twenty) days from the due date of submission thereof to make any modifications in its terms and conditions.

I/We hereby declare that I/We treat the bid documents, drawings and other records connected with the consultancy as secret/confidential documents and shall not communicate information derived therefrom to any person except to whom, I/We may be authorized to communicate the same or use the information in any manner prejudicial to the interest of the company.

SECTION – B

FORM-III

Detail of Organization

1. Name of Applicant: (Indicate whether proprietary firm,) Partnership, Limited Company, Corporation/Others)

2. Office Address: -

3. Telephone/Mobile No.: -

4. Fax No.: -

5. E-Mail address: -

6. Name and address of Banker: -

Signature of applicant including title and capacity in which applicant is made

Date--

DECLARATION BY THE TENDERER/ QUOTATIONER

IN RESPECT OF GENERAL CONDITION OF CONTRACT

[Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- (Rupees ten only) and to be enclosed with the Tender Documents which is required to be mentioned in the forwarding letter of the Tenderer/Quotationer.]

I,, son ofaged aboutyears by occupationdo hereby solemnly affirm and say as follows:

1) That I am the..... (Designation)..... of(Name of Tendered) and i am duly authorized and competent to affirm on behalf of the said Tendered.

That my / our authorized and competent personnel including myself have inspected all the sites of work covered under **Electronic Tender No. - NBU/UE/ 122/18-19 of the University Engineer, University of North Bengal** and have made ourselves fully acquainted with the site conditions and local conditions in or around the site of work. We have also carefully gone through the Notice Inviting Expression of Interest and Tender Documents mentioned there in. Tender of the above named Tenderer/Quotationer is offered upon due consideration of all factors and if the same is accepted, I, on behalf of the aforesaid Tenderer/Quotationer, being duly authorized, promise to abide by all the covenants, conditions and stipulation of the contract document and to carry out, complete design, drawing, estimate, soil testing etc as required of the work to the satisfaction of the EIC of the work and abide by his instruction as may be given by him from time to time to that effect. I also undertake to abide by the provisions of law including the provisions of law including the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Apprentice Act, 1961, West Bengal Sales Tax Act., Income Tax, GST as would be applicable to the Tenderer/ Quotationer upon entering into formal contract / agreement with the University of North Bengal.

- 1) That I declare that no relevant information as required to be furnished by the Tenderer/ Quotationer have been suppressed in the Tender Documents.
- 2) That I declare that we will not claim any compensation in any manner whatsoever in the event of becoming unsuccessful Tenderer/Quotationer.

- 3) That I declare that concerned University authority shall not be held responsible for making payment against any anticipated profit and / or compensation for any losses, whatsoever for the works as stated in this Tender Documents and we shall not claim any payment for such purpose in the event of becoming unsuccessful Tenderer/ Quotationer.
- 4) That the statements made in paragraph No. 1 to 5 are true to the best of my knowledge and belief.

Solemnly affirmed by the

Said.....

Deponent before me

(1st class Judicial Magistrate /Notary Public)

(Signature of Consultant)

Financial Proposal: --

The financial proposal should contain the following documents in one cover (folder): --

- a) Financial Bid in which the agency/consultant is to quote the rate online in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

Opening & Evaluation of Tender: -

a) Opening of prequalification & technical proposal: -

- i. Technical proposals will be opened by the University Engineer, University of North Bengal or authorized representative of North Bengal University electronically from the web site using their Digital Signature Certificate.
- ii. Intending Tenderer/Quotationers may remain present if they so desire.
- iii. Statutory documents will be opened first & if found in order, non-statutory documents will be further opened. If there is any deficiency in such documents the tender will summarily be rejected.
- iv. While evaluation, the committee may summon the Tenderers/ Quotationers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

b) Opening of Financial proposal: -

- i. Financial proposals of the Tenderers / Quotationers declared technically eligible will be opened by the University Engineer, University of North Bengal or authorized representative of North Bengal University electronically from the web portal on the prescribed date after completion of technical presentation by the technically qualified bidders.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors/consultants remaining present at that time.
- iii. The Financial Proposal shall be evaluated by the Tender Accepting Authority/University Engineer, University of North Bengal. Final summary result containing inter – alia name of consultants and the rates quoted by them shall be uploaded provided he is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

iv. However, if there is any scope for lowering down of rates in the opinion of the University Engineer, NBU further negotiation meeting with the lowest bidder may be held at his office which will be done offline. The final negotiation statement shall be uploaded in the website.

c) Detail Procedure for Final Evaluation: -

- i) The bids received will first be assessed on the eligibility criteria and those not meeting the same will be considered non-responsive, and shall be rejected.
- ii) **PRESENTATION BY THE ELIGIBLE BIDDERS:**
The bidders meeting eligibility criteria shall next be asked to make a presentation about their proposals including architectural virtual model and preliminary estimate before a selection committee constituted by NBU. Their presentations shall be evaluated by the committee on following parameters against the maximum marks as shown against each:

SI	Parameter	Marks
1	Understanding of the project, surroundings, local conditions and constraints	10
2	Overall concept of the project.	
	a) Aesthetics	15
	b) User friendliness (Comfort and functional efficiency)	20
	c) Expeditious Methodology & Durability	10
	d) Innovative materials and solutions	10
	e)	10
	f) Economy (conformity to the budgeted amount)	15
3	Staff and Company Profile	10
Total Marks		100

Only those bidders, who score a minimum of 60 marks and above, shall qualify for opening of their financial bids. No payment for the presentation will be made.

- iii) Price Bids of the bidders found qualified as above will be opened and NBU's decision in this regard shall be final & binding.
- iv) The consultancy fee to be quoted in lump sum rounded off to the nearest thousand rupees. The consultancy fee shall be inclusive of all taxes like GST, Income Tax etc. and all expenditures incurred by the consultant on all activities required for commencement/completion/occupation of the building as per the stated scope of consultancy in this document.
- v) **SELECTION ON THE BASIS OF QCBS (QUALITY cum COST BASED SELECTION) MODE—**
Financial Score (S_f): Lowest financial bid (F_m) shall be given a financial score of 100 points. The financial score (S_f) of the other financial bids (F_o) shall be computed as follows:
 $S_f = 100 \times F_m / F_o$
Technical Score (S_t): Highest marks in the presentation round (T_m) shall be given a technical score of 100 points.
The technical score (S_t) of the other marks in the presentation round (T_o) shall be computed as follows:
 $S_t = 100 \times T_o / T_m$
Final Score (S): Proposals shall finally be ranked according to their combined technical (S_t) and Financial (S_f) scores using the weightages (T = the weightage given to the technical proposal at 70%; F = the weightage given to the financial proposal at 30%); indicated below:
 $S = S_f \times F + S_t \times T$
i.e., $S = S_f \times 0.3 + S_t \times 0.7$

The bidder with highest Final Score shall be considered successful to be offered the work. In case of tie, bidder with higher financial score will be considered for award of work. Letter of Award shall be issued to the successful bidder after receipt of original EMD.

For suppression/distortion of facts: -

If any Tenderers /Quotationers fails to produce the original hard copies of the documents or any other documents on demand of the University Engineer, NBU/Tender Accepting Authority at any stage of tender process within a specified time frame or if any deviation is detected in the hardcopies from the uploaded soft copies or if there is any suppression, the Tenderer/ Quotationer will be Barred from participating the tenders for a period of 3 years. In addition, his Earnest Money Deposit may stand forfeited. Besides, the University authority may take appropriate legal/administrative action against such defaulting tenderer/ Quotationer.

EXECUTION STAGE: -

The construction of work shall be managed by NBU. Services of the consultants shall be needed only in case of discrepancy or deficiency in the details found at the time of execution. Consultants shall provide required inputs to resolve such issues. Consultant or their representatives shall attend meetings called by NBU to resolve such issues. Cost to attend such meetings shall NOT be paid by NBU. This is to ensure that the designs and drawings are fairly detailed and firmed up by the consultant in the planning phase so that no deficiency or discrepancy is found at the time of execution.

POST COMPLETION: -

The consultants shall inspect the completed project and submit a completion certificate and the prescribed number and mode of set of 'As Built Drawings' for reference and records of the NBU, within 30 days from the date of intimation by NBU about completion of work.

FORE-CLOSURE: -

If at any time after acceptance of the consultancy tender NBU shall decide to abandon or reduce the scope of the work for any reason, the NBU shall give notice to that effect to the consultant and the consultant shall act accordingly in the matter. The consultant shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work. Further, the consultant shall not have any claim for compensation by reason of an alteration having made in the scope of work which shall involve any curtailment of work as originally contemplated. However, the consultant shall be paid at contract rates full amount for work executed to the extent and accepted by the Engineer-in-charge.

PENALTY/LIQUIDATED DAMAGE FOR DELAY IN COMPLETION: -

The Consultant shall strictly and scrupulously follow to the Time Schedule of the Work and shall earnestly and diligently endeavor to complete the works under their scope in all respect within the date as specified herein above. In case, work could not be completed within the scheduled date due to reasons attributable to the Consultant liquidated damage at the rate of 1% of the contract amount per month computed on daily basis subject to a maximum amount of 10% shall be deducted from the Consultant bills.

Award of Contract: -

The Tender Accepting Authority/University Engineer, NBU reserves the right to accept or reject any bids and cancel the bidding processes and reject all bids at any time or distribute the work prior to the award of

contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for Tender Accepting Authority/University Engineer action. The bidder who's bid will be accepted, notified by the University Engineer, NBU through acceptance letter. The notification of award will constitute the formation of the contract. The agreement will incorporate all terms and condition between the University Engineer, NBU and the successful bidder. The copy of work order/letter of acceptance, e-NIEOI/NIEOI, BOQ, special terms and conditions, corrigenda, addenda etc will be the part of the contract documents/agreement.

Sd/-
University Engineer
North Bengal

Sd/-
Registrar University of
University of North Bengal

UNIVERSITY OF NORTH BENGAL



Enlightenment to Perfection

OFFICE OF THE UNIVERSITY ENGINEER

(Raja Rammohunpur, PO-North Bengal University, Dist-Darjeeling, Pin-734013)

Ref. No.:

Date:16.01.19

e-N.I.E.O.I.No.-123of2018-2019ofthe University Engineer, NBU

NOTICE INVITING EXPRESSION OF INTEREST (NIEOI) THROUGH ONLINE FOR COMPREHENSIVE ENGINEERING CONSULTANCY FOR THE PROPOSED SIX STORIED VIGYAN BHAWAN INCLUDING ONE 600-800 CAPACITY AUDITORIUM (AT 4TH & 5TH FLOOR OF THE SAID BUILDING) WITHIN THE CAMPUS OF UNIVERSITY OF NORTH BENGAL (NBU) AT SHIVMANDIR, SILIGURI, DIST.—DARJEELING.

An Expression of Interest (EOI) is hereby invited by the University Engineer, NBU from the registered, experienced, reliable and resourceful Architects/Architectural Consultancy Firms having experience of not less than ten years in Planning, Designing, Drawings and preparation of Detailed Project Report (DPR) for Engineering construction of similar structures. The proposed structure will be located within the campus of University of North Bengal, Shivmandir, Siliguri, Dist.—Darjeeling. The plinth area of the building may be considered as 15000 sqft (approx.). The location of the plot may be physically verified by the bidder prior to submitting the bid.

PARTICULARS—

1	Name of Work	Comprehensive Engineering Consultancy for Construction of Six Storied Vigyan Bhawan including one 600-800 Capacity Auditorium (At 4 th & 5 th Floor of the Said Building) Within the Campus of University of North Bengal (NBU) at Shivmandir, Siliguri, Dist-Darjeeling.
2	Location	Within the campus of University of North Bengal at Raja Rammohunpur, Shivmandir, Siliguri, Dist-Darjeeling.
3	Budgetary allocation for the project	Rs. 28.00 crores. (Approx.)
4	Agreement fee	Rs.2000.00/set (non-refundable).
5	Building Plinth area	15000 sqft (approx.).

6	Date of Publishing of e-NIEOI& Tender Documents (online)	16/01/2019 from 18 hrs
7	Documents download/ sell start date & time (online)	16/01/2019 from 18 hrs
8	Prequalification, technical and financial bid submission starting date & time (online)	16/01/2019 from 18 hrs
9	Documents download/sell closing date & time (online)	30/01/2019 upto 14 hrs
10	Prequalification, technical and financial bid submission closing date & time (online)	30/01/2019 upto 14 hrs
11	Date & time of opening of prequalification proposals & technical proposals (online)	01/02/2019 at 14 hrs
12	Tentative date & time of uploading of list of technically qualified bidders (online)	To be notified
13	Date & time of Technical Presentation of the project by the technically qualified bidders.	08/02/2019 At 12 noon
14	Tentative date & time of opening of financial bid (online)	To be notified later
15	Tentative date of uploading of list of bidders along with their offered rates (online)	To be notified later

PROJECT REQUIREMENTS: --

NBU envisages to expeditiously build the new building as Vigyan Bhawan cum Auditorium in (G+5) configuration with following tentative area and distribution requirements of the users. Consultant is allowed to change this configuration, tentative area, distribution requirements etc during actual planning phase (after award of contract) in consultation with NBU and as per actual need of the University for value addition to the project, subject to the following:

- i) Overall project cost remains within the budgetary allocation of the project, which includes total cost including cost of consultancy and contingencies;
- ii) Plinth area remains 15000 sqft, or within (± 2.0 %) tolerance,
- iii) Users' functional requirements are not compromised.
- iv) Floor to floor height 3.5 m and plinth height 0.75m in general case but should be suitably adjusted for Auditorium.
- v) Service lines like water, electricity, network etc. distributed in a durable yet maintenance friendly manner.

- vi) Appropriate loading bay and passenger elevators (2 nos).
- vii) Appropriate number of Gents and Ladies toilets (separate for students and faculties) and one barrier-free toilet (for physically challenged users) on each floor of the building. Toilets to be designed for an occupancy of 150 persons per floor (with sex ratio of 1:1).
- viii) Ramp at entry level for differently abled persons.
- ix) Drinking water fountain areas at each floor.
- x) Areas other than specific loading and ambient environments shall be designed as per applicable standards.
- xi) The building shall be designed for comfortable environment, aesthetic and psychological appeal.
- xii) The building shall reflect NBU's prominence, contemporary attitude towards environmental control and aesthetic excellence.
- xiii) Special attention shall be given to green and energy saving features with optimum natural lighting.

Floor	Activity	Tentative Area (sqft)
I. Ground Floor Plan	a. classroom (60 capacity) x 2 nos	1300
	b. classroom (40 capacity) x 2 nos	900
	c. classroom (20 capacity) x 2 nos	500
	d. Room for HOD	250
	e. Meeting room attached to HOD	300
	f. Attached Toilet for HOD	40
	g. Visitor's Room and floor pantry	300
	h. Server Room	150
	i. Student's Lounge	400
	j. Store	300
	k. Faculty rooms x 10 nos	1500
	l. Office	300
	m. Departmental Library	600
	n. Laboratory x 10 nos	4500
	o. Research scholar lab x 6 nos	1800
	p. toilet block for students	300
	q. Toilet block for faculties and non-teaching	300
	r. Toilet for differently abled persons	60
	s. space for lifts, stairs, corridors, common space	1200
II. First Floor Plan	a. classroom (60 capacity) x 2 nos	1300
	b. classroom (40 capacity) x 2 nos	900
	c. classroom (20 capacity) x 2 nos	500
	d. Room for HOD	250
	e. Meeting room attached to HOD	300
	f. Attached Toilet for HOD	40
	g. Visitor's Room and floor pantry	300
	h. Server Room	150
	i. Student's Lounge	400
	j. Store	300
k. Faculty rooms x 10 nos	1500	
l. Office	300	

	m. Departmental Library	600
	n. Laboratory x 10 nos	4500
	o. Research scholar lab x 6 nos	1800
	p. toilet block for students	300
	q. Toilet block for faculties and non-teaching	300
	r. Toilet for differently abled persons	60
	s. space for lifts, stairs, corridors, common space	1200
III. SecondFloorPlan	a. classroom(60 capacity)x 2 nos	1300
	b. classroom(40 capacity)x 2 nos	900
	c. classroom(20 capacity)x 2 nos	500
	d. Room for HOD	250
	e. Meeting room attached to HOD	300
	f. Attached Toilet for HOD	40
	g. Visitor'sRoom and floor pantry	300
	h. ServerRoom	150
	i. Student'sLounge	400
	j. Store	300
	k. Faculty rooms x 10 nos	1500
	l. Office	300
	m. Departmental Library	600
	n. Laboratory x 10 nos	4500
	o. Research scholar lab x 6 nos	1800
	p. toilet block for students	300
	q. Toilet block for faculties and non-teaching	300
	r. Toilet for differently abled persons	60
	s. space for lifts, stairs, corridors, common space	1200
IV. ThirdFloorPlan	a. classroom(60 capacity)x 2 nos	1300
	b. classroom(40 capacity)x 2 nos	900
	c. classroom(20 capacity)x 2 nos	500
	d. Room for HOD	250
	e. Meeting room attached to HOD	300
	f. Attached Toilet for HOD	40
	g. Visitor'sRoom and floor pantry	300
	h. ServerRoom	150
	i. Student'sLounge	400
	j. Store	300
	k. Faculty rooms x 10 nos	1500
	l. Office	300
	m. Departmental Library	600
	n. Laboratory x 10 nos	4500
	o. Research scholar lab x 6 nos	1800
	p. toilet block for students	300
	q. Toilet block for faculties and non-teaching	300
	r. Toilet for differently abled persons	60
	s. space for lifts, stairs, corridors, common space	1200
v. Fourth & Fifth Floor.	600—800 capacity Auditorium with all its arrangements, lavatory (for gents, ladies & differently abled persons), cafeteria/lounge, help desk etc as required.	

Scope of Work—

The work would include necessary soil testing, preparation of conceptual floor plans, detail architectural elevation, plan, all working drawing (architectural & structural), Structural Designs (STAAD input & output) & drawings including preparation of Detail Project Report (DPR) with estimate for the proposed multistoried structure and its ancillary different units with bill of quantities including civil, sanitary, plumbing, electrical, firefighting arrangements, air conditioning, driveway etc. to complete the project in all respect. The detailed estimate/BOQ is to be prepared on the basis of P.W.D. schedule of rates, Govt. of West Bengal. The items which are not suitable or available in P.W.D. Schedule then C.P.W.D. Schedule of rates may be referred. In case of non-scheduled items, analysis of rates may also be provided with supporting documents as per norms. In addition to the above, the work would include periodical Architectural supervision of execution in the field. The selected Consultant would have to provide the following: --

- 1) Preparation of conceptual floor plans, detailed architectural drawings, elevation including plan and sections based on the concept drawings-----12 sets.
- 2) (a) Structural Design of the Multistoried Building cum Auditorium complex including vetting of the Structural Design and drawing. The vetting would be done by J a d a v p u r University, IEST-Howrah, IIT-Kharagpur or similar Institute as agreed upon by the University Engineer, NBU and the fees for the same would have to be borne by the selected Engineering Consultancy Firm-----8 sets.
(b) Necessary soil investigation report will be prepared by the selected Engineering Consultancy Firm after necessary soil explorations by the expert soil consultant and the fees for the same would have to be borne by the selected Engineering Consultancy Firm----3 sets of reports.
c) Rate vetting shall be done by the Architects/Architectural Consultancy Firms from the competent authority of the Govt. of West Bengal as per norm and should be done in duplicate. However, necessary charges for vetting to the Government department shall be paid by the University of North Bengal (NBU).
- 3) Preparation of detailed working drawings of interior works, MEP works, ELV works, utility services of the complex as required as per specification and guidance of the University Engineer, NBU-----8 sets.
- 4) Preparation of detailed estimate, bill of quantities and specifications for the work and ancillary works like civil, electrical, sanitary, plumbing, fire-fighting arrangements, air conditioning etc. and also its different ancillary units including the landscaping, driveway etc. within the compound and all finishing work to make the building cum auditorium operational and fit to occupants along with supporting calculations and drawings---8 sets.
- 5) Preparations of building sanction plans and to get the sanctioned/clearances from various departments including the fire clearance. However, statutory fees, if any, to the govt. dept./corporation/municipality/panchayat/local bodies shall be paid by the University of North Bengal----8 sets.
- 6) To prepare 3D views of all sides of the multistoried buildings and a walk through for presentation purpose. A model at a suitable scale as agreed upon by the University Engineer, NBU is required to be submitted by the selected agency after getting work order for the work.
- 7) Detail design & drawings of Water Supply, Sewerage, Drainage, Electricals, ELV system, Air Conditioning (HVAC), sitting arrangements, sound system, stage lighting, stage curtains, false ceiling, acoustics and other related activities as required- to complete the project in all respect. ---8 sets.
- 8) Periodical Architectural supervision during construction period including submission of As-built drawing after completion of work---3 sets.

9) Any change in Architectural and other Designs/drawings of the job as may be suggested by the University Engineer or by an Expert Panel must be done by the selected bidder within the quoted value. Also, any other unavoidable change is to be done by the selected bidder within the quoted value/rate.

THE ELIGIBILITY/QUALIFYING CRITERIA FOR THE BIDDERS TO PARTICIPATE IN THE BID AND SHOULD UPLOAD THE RELATED DOCUMENTS--

- 1) The bidder must have done at least one similar work for a project value of Rs. 20.00 crores or two similar works for projects each of value Rs 15.00 crores during last 5 (five) years ending 31/12/2018. The 'similar work' is defined below:
Similar work—Comprehensive Consultancy Services for Institutional or Academic building complex with Auditorium consisting of class rooms, offices, conference halls, laboratories and auditorium for an Institute/University/Medical College/Engineering college/ Organization of national repute.
- 2) Comprehensive Consultancy done by the bidder must have included detailed design and engineering pertaining to Architectural, Structural, Electrical, Heating Ventilation & Air-conditioning, Water Supply & Sanitary, Fire Safety Systems, Waste Managements, Renewable Energy, Site Development and Landscaping including Geo-Technical Investigation for Design of Foundation system.
- 3) All the directors/partners of the bidding firm must be technically qualified graduate professionals and all of them, or the proprietor in case of proprietary firm, must be Architect registered with the Council of Architecture, India and the validity of registration should be in vogue.
- 4) The bidding firm must be profit making and average annual turnover of the firm should not be less than Rs.1.00 crore per annum and minimum turnover in any single year should not be less than Rs 80.00 lakhs in last 3 (three) financial years. The bidder shall upload/submit audited certified copies of Profit & Loss statements for last 3 (three) financial years ending 31st March'2018.
- 5) PAN with IT returns for last 3 (three) financial years.
- 6) Valid professional Tax certificate/challan.
- 7) GST registration certificate.
- 8) Valid Trade Licence.
- 9) Scan copy of EMD.

STAGE OFFEES PAYABLE: -

The qualified consultancy firms should quote their total fees (including all taxes) in Lump Sum against an estimated project cost of Rs.28.00 crore (approx.) However, for any increase in project cost no additional payment will be allowed to the selected consultant under any circumstances. All drawing, designs, estimates, BOQs, rate analysis etc. shall be finalized after getting necessary concurrence of the draft copies from the University Engineer, NBU and the final copies shall be submitted in hard copies (as mentioned above) and also in soft copies (in 'PDF' file format, in 'DRG' file format and in 'EXCEL' file format) at least 2 sets in DVDs. The admissible stage of fee would be as a percentage of the quoted Total Fee against each stage of works as below. Payments to be released only after approval by the competent authority.

- 1) On submission and finalization of soil testing report, conceptual floor plans, detail architectural drawings, elevation including plan & section-----10%.
- 2) On preparation and vetting and submission and finalization of Structural Designs and Drawings including submission of related working drawings and the items

indicated below-30%.

- i) Details of all Structural designs & drawings including vetting from IITKGP/IIEST(Howrah)/ Jadavpur University.
- ii) Sanitary and Plumbing designs & drawings.
- iii) BMS, ELV and detailed Electrical designs & drawings.
- iv) Design & drawing for fire fighting system.
- v) Air conditioning Systems (HVAC), Lift etc.
- vi) Landscaping, boundary wall, area lighting, driveway, sitting arrangements, sound system, stage lighting, stage curtains, acoustics and other related activities as required- to complete the project in all respect.
- vii) Any other drawing or detail to complete the Multistoried Building Cum Auditorium in all respect to make it operational and fit to occupants.
- viii) Submission of all working drawings related to aforesaid works.

3) On submission and finalization of Detailed Project Report with Bills of Quantities (BOQ), estimates, rate analysis, specification etc in regards to aforesaid works-25%.

4) On getting the vetted copies of the estimates (fully or partially as required by the authority of the North Bengal University) ----10%.

5) On preparation and finalization and sanction of Plans from the authorities as required including clearance from Fire Safety Authority-10%.

6) On Preparation and submission of 3D views of all sides of the multistoried building cum auditorium complex, a soft copy showing walk through and a good model by a reputed modeler-5%.

7) Periodical Architectural Supervision during construction period including submission of as-built drawing after completion of work including checking & approval of fabrication drawing/ shop drawing during execution- 10%.

SPECIAL TERMS & CONDITIONS OF THE CONTRACT--

1) (a) These selected Architects/Architectural Consultancy Firms after receiving the L.O.I./Work Order will immediately start the work as per the terms and conditions of this N.I.E.O.I. and will submit the GAD/conceptual plans and detailed architectural drawings including plan, elevation, section etc. **within 10 days** from the date of commencement. After acceptance of these drawings by the competent authority, they will start D.P.R. preparation and complete it **within further 4 weeks** and activities upto Stage (6) of payment schedule must be completed by **another 4 weeks** from the date of finalization of DPR.

2) Obtaining the approval from the concerned departments will be primary responsibility of the consultant. The consultant will also do the needful for according vetting of estimate from the P.W.D, WB/competent authority of Govt of West Bengal, if necessary (fully or partially as required by the authority of the University of North Bengal). No separate fees or payment will be allowed for such activity by the consultant. However, the vetting charge to be paid will be borne by the University of North Bengal.

2) The agency will deliver their assignment as per times schedule/work programme, failing which the Authority may take suitable action as deemed fit. However, prior notice, etc., will be issued by the department/authority before taking any action.

3) The service of the consulting agency will be provided in such a way that the work of main construction agency may not suffer in any way.

4) The agency will submit **EMDRs-120000.00** in the form of *DD* / Pay Order from any Nationalized Bank in favour of University of North Bengal payable at Siliguri. Earnest Money received from the selected consulting agency will be converted into Security deposit and will be refunded after successful completion of

he work.

5) The payments shall be based on progress of works and as guided in stage of payment. Maximum of 95% (ninety-five percent) payments shall be made on achieving 100% (hundred percent) of each item of works as classified in the stage of payment and scope of work. Balance 5% (five percent) payments shall be made on completion of the whole project and on carrying out modifications, if any and on submission of as-built drawings successfully. If no component to the work, as stated in the stage of payment, is executed by the successful bidder, for whatsoever reason, no payments shall be made on that account. However, In the event the project does not get executed within five years of the Effective Date, the final payments shall be due to the consultant. In the event that the consultancy is terminated by the authority prior to its completion, the Consultant shall be entitled to full payment for the deliverables completed by it.

6)

The quoted fees in lump will be inclusive of all taxes to complete all necessary consultancy job to complete the construction and commissioning of the multi storied academic building cum auditorium operational and fit to occupants.

GENERAL TERMS & CONDITIONS---

1) Taxes will be deducted from each bill as per prevailing Govt. norms time to time.

2) The selected bidder (i.e., the Architects/Architectural Consultancy Firms) will have to enter into an agreement of contract in prescribed format of North Bengal University (NBU) on Rs. 100.00 non-judicial stamp paper.

3) Consultant for the project shall be employed through the online two bid systems.

4) The stage of payments will be as mentioned in the above under the head "STAGE OF FEES PAYABLE" & as per "SPECIAL TERMS & CONDITIONS OF THE CONTRACT".

5) The EOI, LOI, Work Order, any corrigenda & addenda to the original tender etc will become a part of the Agreement and shall be executed within 15 days from the date of receipt of work order.

6) The authorized signatory of the selected bidder will sign on the each and every page of the agreement documents. Agreement will be made in quadruplicate and the fees shall be RS 2000.00/set of agreement which shall be submitted by the selected bidder in the form of Demand Draft from any nationalized bank in favour of University of North Bengal payable at Siliguri.

7) All the drawings, design calculations, sketch, D.P.R., estimates etc. shall have to be submitted in both hard and soft copies as detailed above.

8) Detailed estimates shall have to be submitted with the supporting sketches along with detail calculation of quantities and analysis of rates.

9) The consultant shall not make any deviations, alterations or omissions from the approved drawings, without prior consent of the client.

10)

The agreement for this consultancy job will remain alive and effective till the completion of construction work.

11) Separate tender for construction work will be invited by the authority of the North Bengal University (NBU) after getting drawings, detail estimates, design report etc as mentioned above from the consultant. NBU authority may also engage PMC (Project Management Consultant) for the said work if they desire so.

12) The Consultant will have to supply all approved drawings and modified drawings well in time so that the progress of the construction work does not hamper.

13) The University authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders or any

obligation to inform the affected bidder or bidders of the ground for such action. Bidders are requested to be present at the time of opening of tenders. For further enquiry, intending tenderers may contact the Office of the University Engineer, University of North Bengal, (Ph.no –0353-2776336), in any University's working day between 12.00 noon to 3.00 p.m.

14) Payment for the work will be made on availability of fund under the respective head of account.

15) The bidders, at their own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the work as mentioned in the Notice Inviting EOI, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

16) Conditional/incomplete tender will not be accepted under any circumstances.

17) Time for completion as specified in the notice shall be deemed to be the essence of the contract and shall be reckoned from the date of issue of letter of acceptance/work order, if not mentioned otherwise.

18) In case of fore-closure or abandoned of the works by the University authority the consultant will be eligible to be paid for the finished work/actual deliverables but not for any losses.

19) **There is no provision/scope of Joint Venture (JV) under this contract.**

20) No documents will be entertained, if sent by post/courier/e-mail or any other hard form, unless otherwise asked for.

21) The University Engineer, NBU reserves the right to deny or accept or reject any or all the applications and to amend/change/supplement/cancel any clause or the whole tendering process, at any point of time without any obligation & assigning any reasons what-so-ever.

22) There shall be no provision for Arbitration under this contract. For any discrepancy, the decision taken by the Vice Chancellor, University of North Bengal is final and binding. And for any court case the jurisdiction will be Calcutta High Court.

23) **Verification of documents:** All the documents submitted/uploaded by the Bidders should be properly indexed. After opening of technical proposal technically qualified bidders may be called for the original copies of their uploaded documents at the office of the University Engineer during office hours, within the stipulated time before/after opening of financial proposal. But after opening of financial proposal the lowest bidder must have to show his/her original copies of uploaded documents to the office of the University Engineer during office hours, within 5 working days after opening of financial proposal or as asked for. At that time the lowest bidder has to submit the original EMD, Affidavits and other required documents (as asked for) at the office of the University Engineer. If any document is found to be forged/fabricated/false, his candidature as qualified bidder will be treated as cancelled and permission for technical qualification will be revoked. Moreover, it will be considered as an attempt to disturb the tendering process which may attract penal action against the bidder including blacklisting.

24) The bid for the work shall remain open for acceptance for a period of 120 (One Hundred and Twenty) days from the date of submission of the bids. The period of offer's validity may be extended by mutual agreement.

25)

The bidding firm is advised to attach/upload any additional information about its competence, which it thinks is necessary for its offer. The bidder is however advised not to attach/upload superfluous information.

26)

No expenses whatsoever involved in preparation and presentation of Design Concept, shall be made to the participating architectural consultants.

27)

Copyright: The copyright in all designs, drawings, reports, calculations and other documents provided by the Consultant shall be vested with North Bengal University (NBU).

28)

Firm Price: Tenderer's quoted Rates/Prices for executing the activities under the Contract shall remain firm till completion of the entire work & shall not attract any escalation under any circumstances whatsoever.

29)

Language: The English languages shall be used in all written communications between the

NBU and the Consultant with respect to the services to be performed under the contract and with respect to all documents produced or prepared by the Consultant in connection with the Project.

30)

Secrecy: The Consultants shall use all the documents and other data and information of a proprietary nature received from the NBU, solely for the purpose of performing and carrying out the obligations on his part, under the contract and shall not disclose the same to any other person except to the extent required, in the performance of the work for the Project and shall maintain the utmost

secrecy. The Consultants shall bind his employees who are involved in engineering of the Project by a suitable secrecy Agreement. The documents and other data and information received from the NBU shall not be used by the Consultant for any other purpose.

31)

Performance Guarantee: Since Design Engineering is in Consultant Architect's Scope and the specific building/structures shall be executed based on engineering performed by the Consultant Architect, it shall be the primary responsibility of Consultant to carry out such design and engineering in accordance with good and sound engineering as per standard codes and good engineering practice.

32)

In case of any errors/omissions/leftouts which may call for re-engineering and result in new requirements the same will have to be carried out by the Consultant within his quoted rates without any extra cost to Company.

33)

Consultants shall Guarantee Design and Engineering. The Consultants shall guarantee that the design for the specific building/structures shall meet and comply with the technical requirements specified in Bidding Document, the site criteria, engineering specifications, standard and codes, the basic requirement of the NBU.

34)

In the event of the structure failing to achieve the NBU's requirement due to reasons attributable to the Consultant, then the Consultants shall be liable for such failure and the liability shall be limited to payment of cost of rectifications subject to a maximum on all accounts upto 10% to the fees receivable by the Consultant Architect.

35) **Income Tax/GST:** The quote by the bidders shall include all taxes as applicable.

36)

Availability: The Consultants shall make themselves available at reasonable notice to be present for discussion with NBU authority. The Consultants shall also provide assistance, advice and information to NBU authority as may be required from time to time for discussions with other agencies or NBU

Officials connected with the work without any extra claim.

37)

Any other items of work not mentioned specified in the scope of work but required/felt necessary for the completion of the project as a whole in all respects shall be deemed to be included in the scope as well as in the fee quoted by the Consultant and no extra claim shall be admissible on this account for any reason whatsoever.

38)

Compliance to Standards: The Consultants shall be fully responsible for the safe designs as per national standards and requirements. In the absence of National Standards, the requirement would be of International Standard.

INSTRUCTION TO BIDDERS

SECTION-A

1. General Guidance for e-Tendering-

Instructions / Guidelines for tenderer/bidder for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

2. Registration of Contractor/Consultant-

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://etender.wb.nic.in>. the contractor is to click on the link for e-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC)-

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for

submission of tenders, from the approved service provider of the National Information Centre (NIC) on payment of requisite amount details of which are available at the Web Site stated in Clause 2. DSC is given as a USB e-Token.

1. The contractor/consultant can search & download E-NIT& Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
2. **Submission of Tenders. General process of submission**
Tenders are to be submitted online through the website stated in Cl. 2 in two folders as per tender schedule, i.e Prequalification with Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC), The documents are to be uploaded (virus scanned copy) duly Digitally Signed wherever necessary. The documents will get encrypted (transformed into non-readable formats).

TECHNICAL PROPOSAL---

The Technical Proposal to be submitted in the following two covers (Folders): -

A-1. Statutory Cover Containing: -

Following Scanned Documents are to be uploaded virus scanned and digitally signed by the Consultant: -

- (a) e-NIEOI.
- (b) Scan copy of EMD,
- (c) Credential Certificate(s).
- (d)Others (All section of tender document i.e. Form-I, Form-II& Form--III).

A-2. Non-Statutory Cover: -

This will contain the following/related/supporting scanned documents to be uploaded virus scanned and duly digitally signed by the bidder: -

- 1) All the directors/partners of the bidding firm must be technically qualified graduate professionals and all of them, or the proprietor in case of proprietary firm, must be Architect registered with the Council of Architecture, India and the validity of registration should be in vogue.
- 2) The bidding firm must be profit making and average annual turnover of the firm should not be less than Rs.1.00 crore per annum and minimum turnover in any single year should not be less than Rs 80.00 lakhs in last 3 (three) financial years. The bidder shall upload/submit audited certified copies of Profit & Loss statements for last 3 (three) financial years ending 31st March'2018.
- 3) PAN with IT returns for last 3 (three) financial years.
- 4) Valid professional Tax certificate/challan.
- 5) GST registration certificate.
- 6) Valid Trade Licence.

Intending Bidders should upload documents as per following folders in My Document: --

Sl.	Category Name	Sub-Category Description	Details
------------	----------------------	---------------------------------	----------------

A	Certificates	Certificate	<p>a) Valid Professional Tax certificate/challan.</p> <p>b) GST Registration certificate.</p> <p>c) PAN Card with IT returns for last 3 (three) financial years.</p> <p>d) Valid Trade Licence.</p>
B	Company Details	Company Details	<p>a) Partnership Deed and Trade Licence for Partnership Firm.</p> <p>b) Incorporation Certificate, Trade Licence for Ltd. Company.</p> <p>e) Society Registration Certificate and Trade License for Society.</p> <p>f) Anything other, as may be relevant.</p>
C	Credential	Credential	<p>a) Credential certificate(s) as asked for/ mentioned above.</p>
D	Additional Information		<p>Any other information applicant considers being relevant in connection with the eligibility to participate in the tender.</p>
E	Declaration	Declaration	<p>b) An affidavit to be affirmed on a non-judicial stamp paper of Rs.10.00 (Rupees ten only) in regards to General Condition of Contract (proforma attached) duly certified by a 1st class Judicial Magistrate /Notary Public.</p> <p>c) Others (All section of tender document i.e. Form-I, Form-II& Form-III).</p>
F	Financial Information		<p>a) In case of Proprietorship and Partnership Firms and Company the Tax Audited Report in 3CD/3CB Form supported with Income Tax return are to be furnished/uploaded along with balance sheet, profit and loss account for the last 3 (three) financial years and all schedules forming the part of Balance Sheet and Profit & Loss Account. Tax Audited report, Balance Sheet and Profit & Loss Account including all schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant.</p>

SECTION-B
FORM-I

PRE-QUALIFICATION APPLICATION

To
The University Engineer,
University of North Bengal,
Raja Rammohunpur,
PO-North Bengal University,
Dist—Darjeeling,
Pin-734013.

Ref: -Tender for
(Name of work) :
.....
.....

e-NIEOINo.: (Sl. No.....) of 2018-19
by the University Engineer, University of North Bengal.

Dear Sir,

Having examined the Statutory, Non statutory & e-NIEOI documents, I / we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of
..... in the
capacity.....duly.....authori
zed to submit the offer. The necessary evidence admissible by law in respect of authority assigned to us
on behalf of them group of firms for Application and for completion of the contract documents is attached
herewith

We are interested in bidding for the work(s) given in Enclosure to this letter. We understand that:

- (a) University Engineer can amend the scope & value of the contract bid under this project.
(b) University Engineer reserve the right to reject any application without assigning any reason.

Encl: -e-Filling:

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Signature of applicant including title and capacity in which application is made

Date: -

SECTION-B
FORM-II

DECLARATION BY BIDDER

D E C L A R A T I O N

I/We have read and examined the bid document, terms and conditions of bid and other documents and rules referred to in the bid and all other contents in the bid documents for the Architectural Consultancy.

I/We hereby submit bid for the Architectural Consultancy as per the stated scope of work of **Comprehensive Engineering Consultancy for Construction of Six Storied Vigyan Bhawan including one 600-800 Capacity Auditorium (At 4th & 5th Floor of the Said Building) Within the Campus of University of North Bengal (NBU) at Shivmandir, Siliguri, Dist-Darjeeling** within the specified time schedule.

I/We agree to keep the bid open for 120 (one hundred and twenty) days from the due date of submission thereof to make any modifications in its terms and conditions.

I/We hereby declare that I/We treat the bid documents, drawings and other records connected with the consultancy as secret/confidential documents and shall not communicate information derived therefrom to any person except to whom, I/We may be authorized to communicate the same or use the information in any manner prejudicial to the interest of the company.

SECTION – B

FORM-III

Detail of Organization

1. Name of Applicant: (Indicate whether proprietary firm,) Partnership, Limited Company, Corporation/Others)

2. Office Address: -

3. Telephone/Mobile No.: -

4. Fax No.: -

5. E-Mail address: -

6. Name and address of Banker: -

Signature of applicant including title and capacity in which applicant is made

Date--

DECLARATION BY THE TENDERER/ QUOTATIONER

IN RESPECT OF GENERAL CONDITION OF CONTRACT

[Affidavit to be affirmed on a Non Judicial Stamp Paper of Rs. 10/- (Rupees ten only) and to be enclosed with the Tender Documents which is required to be mentioned in the forwarding letter of the Tenderer/Quotationer.]

I,, son ofaged aboutyears by occupationdo hereby solemnly affirm and say as follows:

1) That I am the..... (Designation)..... of(Name of Tendered) and i am duly authorized and competent to affirm on behalf of the said Tendered.

That my / our authorized and competent personnel including myself have inspected all the sites of work covered under **Electronic Tender No. - NBU/UE/123/18-19 of the University Engineer, University of North Bengal** and have made ourselves fully acquainted with the site conditions and local conditions in or around the site of work. We have also carefully gone through the Notice Inviting Expression of Interest and Tender Documents mentioned there in. Tender of the above named Tenderer/Quotationer is offered upon due consideration of all factors and if the same is accepted, I, on behalf of the aforesaid Tenderer/Quotationer, being duly authorized, promise to abide by all the covenants, conditions and stipulation of the contract document and to carry out, complete design, drawing, estimate, soil testing etc as required of the work to the satisfaction of the EIC of the work and abide by his instruction as may be given by him from time to time to that effect. I also undertake to abide by the provisions of law including the provisions of law including the provisions of Contract Labour (Regulation & Abolition) Act, 1970, Apprentice Act, 1961, West Bengal Sales Tax Act., Income Tax, GST as would be applicable to the Tenderer/ Quotationer upon entering into formal contract / agreement with the University of North Bengal.

- 1) That I declare that no relevant information as required to be furnished by the Tenderer/ Quotationer have been suppressed in the Tender Documents.
- 2) That I declare that we will not claim any compensation in any manner whatsoever in the event of becoming unsuccessful Tenderer/Quotationer.

- 3) That I declare that concerned University authority shall not be held responsible for making payment against any anticipated profit and / or compensation for any losses, whatsoever for the works as stated in this Tender Documents and we shall not claim any payment for such purpose in the event of becoming unsuccessful Tenderer/ Quotationer.
- 4) That the statements made in paragraph No. 1 to 5 are true to the best of my knowledge and belief.

Solemnly affirmed by the

Said.....

Deponent before me

(1st class Judicial Magistrate /Notary Public)

(Signature of Consultant)

Financial Proposal: --

The financial proposal should contain the following documents in one cover (folder): --

- a) Financial Bid in which the agency/consultant is to quote the rate online in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

Opening & Evaluation of Tender: -

a) Opening of prequalification & technical proposal: -

- i. Technical proposals will be opened by the University Engineer, University of North Bengal or authorized representative of North Bengal University electronically from the web site using their Digital Signature Certificate.
- ii. Intending Tenderer/Quotationers may remain present if they so desire.
- iii. Statutory documents will be opened first & if found in order, non-statutory documents will be further opened. If there is any deficiency in such documents the tender will summarily be rejected.
- iv. While evaluation, the committee may summon the Tenderers/ Quotationers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

b) Opening of Financial proposal: -

- i. Financial proposals of the Tenderers / Quotationers declared technically eligible will be opened by the University Engineer, University of North Bengal or authorized representative of North Bengal University electronically from the web portal on the prescribed date after completion of technical presentation by the technically qualified bidders.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors/consultants remaining present at that time.
- iii. The Financial Proposal shall be evaluated by the Tender Accepting Authority/University Engineer, University of North Bengal. Final summary result containing inter – alia name of consultants and the rates quoted by them shall be uploaded provided he is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.
- iv. However, if there is any scope for lowering down of rates in the opinion of the University

Engineer, NBU further negotiation meeting with the lowest bidder may be held at his office which will be done offline. The final negotiation statement shall be uploaded in the website.

c) Detail Procedure for Final Evaluation: -

- i) The bids received will first be assessed on the eligibility criteria and those not meeting the same will be considered non-responsive, and shall be rejected.
- ii) **PRESENTATION BY THE ELIGIBLE BIDDERS:** -
The bidders meeting eligibility criteria shall next be asked to make a presentation about their proposals including architectural virtual model and preliminary estimate before a selection committee constituted by NBU. Their presentations shall be evaluated by the committee on following parameters against the maximum marks as shown against each:

SI	Parameter	Marks
1	Understanding of the project, surroundings, local conditions and constraints	10
2	Overall concept of the project.	
	a) Aesthetics	15
	b) User friendliness (Comfort and functional efficiency)	20
	c) Expeditious Methodology & Durability	10
	d) Innovative materials and solutions	10
	e)	10
	f) Economy (conformity to the budgeted amount)	15
3	Staff and Company Profile	10
Total Marks		100

Only those bidders, who score a minimum of 60 marks and above, shall qualify for opening of their financial bids. No payment for the presentation will be made.

- iii) Price Bids of the bidders found qualified as above will be opened and NBU's decision in this regard shall be final & binding.
- iv) The consultancy fee to be quoted in lump sum rounded off to the nearest thousand rupees. The consultancy fee shall be inclusive of all taxes like GST, Income Tax etc. and all expenditures incurred by the consultant on all activities required for commencement/completion/occupation of the building as per the stated scope of consultancy in this document.
- v) **SELECTION ON THE BASIS OF QCBS (QUALITY cum COST BASED SELECTION) MODE—**
Financial Score (S_f): Lowest financial bid (F_m) shall be given a financial score of 100 points. The financial score (S_f) of the other financial bids (F_o) shall be computed as follows:
 $S_f = 100 \times F_m / F_o$
Technical Score (S_t): Highest marks in the presentation round (T_m) shall be given a technical score of 100 points.
The technical score (S_t) of the other marks in the presentation round (T_o) shall be computed as follows:
 $S_t = 100 \times T_o / T_m$
Final Score (S): Proposals shall finally be ranked according to their combined technical (S_t) and Financial (S_f) scores using the weightages (T = the weightage given to the technical proposal at 70%; F = the weightage given to the financial proposal at 30%); indicated below:
 $S = S_f \times F + S_t \times T$
i.e., $S = S_f \times 0.3 + S_t \times 0.7$

The bidder with highest Final Scores shall be considered successful to be offered the work. In case of tie, bidder with higher financial score will be considered for award of work. Letter of Award shall be issued to the successful bidder after receipt of original EMD.

For suppression/distortion of facts: -

If any Tenderers /Quotationers fails to produce the original hard copies of the documents or any other documents on demand of the University Engineer, NBU/Tender Accepting Authority at any stage of tender process within a specified time frame or if any deviation is detected in the hardcopies from the uploaded soft copies or if there is any suppression, the Tenderer/ Quotationer will be Barred from participating the tenders for a period of 3 years. In addition, his Earnest Money Deposit may stand forfeited. Besides, the University authority may take appropriate legal/administrative action against such defaulting tenderer/ Quotationer.

EXECUTION STAGE:-

The construction of work shall be managed by NBU. Services of the consultants shall be needed only in case of discrepancy or deficiency in the details found at the time of execution. Consultants shall provide required input to resolve such issues. Consultant or their representatives shall attend meetings called by NBU to resolve such issues. Cost to attend such meetings shall NOT be paid by NBU. This is to ensure that the designs and drawings are fairly detailed and firmed up by the consultant in the planning phase so that no deficiency or discrepancy is found at the time of execution.

POST COMPLETION: -

The consultants shall inspect the completed project and submit a completion certificate and the prescribed number and mode of set of 'As Built Drawings' for reference and records of the NBU, within 30 days from the date of intimation by NBU about completion of work.

FORE-CLOSURE: -

If at any time after acceptance of the consultancy tender NBU shall decide to abandon or reduce the scope of the work or any reason, the NBU shall give notice to that effect to the consultant and the consultant shall act accordingly in the matter. The consultant shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work. Further, the consultant shall not have any claim for compensation by reason of an alteration having made in the scope of work which shall involve any curtailment of work as originally contemplated. However, the consultant shall be paid at contract rates full amount for work executed to the extent and accepted by the Engineer-in-charge.

PENALTY/LIQUIDATED DAMAGE FOR DELAY IN COMPLETION: -

The Consultant shall strictly and scrupulously follow to the Time Schedule of the Work and shall earnestly and diligently endeavor to complete the work under their scope in all respect within the date as specified herein above. In case, work could not be completed within the scheduled date due to reasons attributable to the Consultant liquidated damage at the rate of 1% of the contract amount per month computed on daily basis subject to a maximum amount of 10% shall be deducted from the Consultant bills.

Award of Contract: -

The Tender Accepting Authority/University Engineer, NBU reserves the right to accept or reject any bids and cancel the bidding processes and reject all bids at any time or distribute the work prior to the award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to

inform the affected bidder or bidders of the ground for Tender Accepting Authority/University Engineer action. The bidder who's bid will be accepted, notified by the University Engineer, NBU through acceptance letter. The notification of award will constitute the formation of the contract. The agreement will incorporate all terms and condition between the University Engineer, NBU and the successful bidder. The copy of work order/letter of acceptance, e-NIEOI/NIEOI, BOQ, special terms and conditions, corrigenda, addenda etc will be the part of the contract documents/agreement.

Sd/-

University EngineerRegistrar
University of North BengalUniversity of North Bengal

Sd/-