



**CENTRAL INSTITUTE OF TECHNOLOGY  
BALAGAON, KOKRAJHAR, BTAD, ASSAM  
TENDER BID DOCUMENT**

NIT No. - CITK/MC/Vendor Registration for Civil Works/128/2019/211

Dated: 27/06/2019

**EXTENSION OF SUBMISSION DATE  
FOR  
*EMPANELMENT OF CIVIL  
CONTRACTORS***

at

**CENTRAL INSTITUTE OF TECHNOLOGY  
KOKRAJHAR, BTAD, ASSAM.**



**CENTRAL INSTITUTE TECHNOLOGY, KOKRAJHAR**  
**Kokrajhar - 783370, BTAD, Assam**

**NIT No.** CITK/MC/Vendor Registration for Civil Works/128/2019/211

**Dt.** 27/06/2019

**NOTICE INVITING APPLICATIONS FOR**  
**EMPANELMENT OF CIVIL CONTRACTORS**

Applications are invited in the prescribed format for Empanelment of Civil Contractors for executing the works of the Central Institute of Technology, Kokrajhar.

**All contractors in the existing panel shall also apply afresh for this empanelment.**

Tender Document can be downloaded from website: [www.cit.ac.in](http://www.cit.ac.in) or can be purchased from Registrar's office by depositing **Rs. 1000/-** in the form of demand draft as tender fees in favor of '**CIT, Kokrajhar**' payable at **Kokrajhar**. If tender is downloaded then tender fees in the form of demand draft as described above shall be enclosed during submission of hard copy of tender, failing which, tender shall not be considered.

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and superscribed as "Application for EMPANELMENT of Civil Contractor" and shall be submitted to the "**The Registrar, Central Institute of Technology, Kokrajhar**" **on or before 15.07.2019, 02:00 PM (Extended up to 19.07.2019, 2:00 PM)**. Prospective bidders are requested to remain updated for any amendments/modifications/cancellation, etc. in the bid document conditions/terms, in the above mentioned website. No separate notifications will be given for such amendments/modifications in the print media (press) or intimated to the bidders separately.

The issue of tender paper to a contractor does not automatically mean the tenderer is considered qualified for the price part of the bid.

The acceptance of tender will rest with the authority of Central Institute of Technology, Kokrajhar who does not bind itself to accept the lowest tender and reserves in itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part or whole at the discretion of competent authority of the Institute.

In case, the day of submission of the tender happens to be a holiday on account of Govt. notification and tender cannot be received or opened; the tender shall be received and opened on the next working day at the same times.

Regards

**(Ms. Chaitali Brahma)**  
Registrar,  
Central Institute of Technology,  
Kokrajhar.

## GENERAL RULES AND INSTRUCTIONS TO THE INTENDING

### APPLICANTS:

1. The empanelment of Civil Contractors are proposed for the civil, masonry, carpentry, earth filling and other allied works of routine nature in the Central Institute of Technology, Kokrajhar. Generally, the routine works of the Institute are awarded are made on calling competitive tenders/quotations from the empanelled contractors. However, the Institute has the right to award the work from any of the empanelled contractor, depending on the exigencies of the work and also opt for open tendering process for any particular work, depending on the nature & magnitude of the work.
2. This document consists of the following:
  - a) Notice inviting applications for empanelment of contractors
  - b) General rules and instructions to the intending applicants
  - c) Scope, and eligibility criteria
  - d) Application format for empanelment
3. ***The complete document as detailed above, complete in all respects***, should be submitted by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed “Application Format” only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies and brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
4. **Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of work order and completion certificate and/or such documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard. All documents submitted shall be self attested with seal by the bidder.**
5. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.
6. If the application is made by a limited company, it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.

7. The evaluation will be based on the experience of the contractors and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the consultants/contractors will be empanelled. Decision of the Institute regarding selection/rejection/total number of vendor for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post.
8. If, information and details furnished by applicants are found to be false at any time in further or any information withheld, which comes to the notice of the Institute at a later date, the empanelment of such applicant will be cancelled immediately. Central Institute of Technology reserves the right to verify all documents with all concern.
9. Applications received after the due date and time are liable for rejections.
10. Central institute of Technology, Kokrajhar reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
11. **Those who have applied previously are also requested to re-submit the application along with the latest details for processing further.**

## **SCOPE AND ELIGIBILITY CRITERIA FOR CONTRACTORS**

### **A. SCOPE OF WORK:**

The scope of work will be mainly for civil, plumbing, masonry, carpentry, earth-filling, deep tube well boring, civil construction and other allied works of the Institute.

### **B. ELIGIBILITY CRITERIA:**

#### **Civil Contractors:**

The civil contractors should have valid contractor license issued by the Govt. Authority and have the experience of successfully completed following quantum of works including original works, civil works repairs for Government departments/public sector undertaking/central autonomous bodies/state autonomous bodies/Govt. Institutes during last 5 years as under :

Four similar completed works of Rs.3.75/- lacs and above per year **OR**

Two similar completed works of Rs.7.5/- lacs and above per year **OR**

One similar completed work of Rs.15/- lac and above per year

Contractor should :

- a) Have well established office in the respective centre with adequate technical staff.
- b) Be an assessee of Income tax and submit Income tax clearance certificate/copy of the income tax returns with valid registration number.
- c) Have the average annual financial turnover of Rs. 20.00/- lacs during last 3 years.

- d) Submit solvency certificate from Nationalized/Scheduled Bank issued within one year.
- e) Contractor shall have to fill and submit the hard copy of Registration Form along with required documents and fees to The Registrar, Central Institute of Technology Kokrajhar, Balagaon, BTAD, Assam-783370.
- f) Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- g) Firms/Contractor registered with DGS&D, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents.
- h) The following self-certified essential documents (as applicable) should accompany the Registration Form:
  - i. GST / TIN No.
  - ii. Trade License.
  - iii. Income tax Permanent Account No.
  - iv. Contractor License.
  - v. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
  - vi. Registration Certificates with DGS&D/NCCF.
  - vii. Current dealership agreement from Principal along with SSI/NSIC certificate.
  - viii. PF Registration Certificate
  - ix. ESIC Registration Certificate
  - x. Annual Turnover CA certified Certificate for last 3 years.
  - xi. Bank Details.
  - xii. A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government / any PSU, University, Institute etc. in the past three years.
- i) On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the Central Institute of Technology, Kokrajhar.
- j) The firm will be considered for registration/empanelment for an initial period of one year which can be renewed for a maximum period of another 2 (two) years, one year at a time, subject to satisfactory performance of the firm. The vendor shall be evaluated for performance as per criteria adopted by the Institute.
- k) The applicant should be registered with Govt/Semi Govt. Department / Autonomous Body of appropriate class.
- l) Experience in Civil Works of similar category in Govt./Public/Private sector. Work order & completion certificate of such works may be enclosed.
- m) The contractors having their office in the geographical jurisdiction of Kokrajhar will be additional preference/advantage.

**Terms & Conditions for Vendor Registration / Empanelment as a Civil Contractor:**

**a. General Clause**

- i. The said registration qualifies a particular civil contractor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work / purchase order.
- ii. Central Institute of Technology, Kokrajhar reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of Central Institute of Technology, Kokrajhar in respect of registration of parties for various categories of work shall be final & binding on all concerned registered electrical contractor in the panel of Central Institute of Technology, Kokrajhar.
- iii. Contractor once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of Central Institute of Technology, Kokrajhar.
- iv. This document is treated as a valid contract between Central Institute of Technology, Kokrajhar and Contractor and adherence to all aspects of fair trade practices in executing the work orders placed by Central Institute of Technology, Kokrajhar from time to time during the registration period.
- v. In case of empanelled Contractor is found in breach of any terms & condition(s) of Central Institute of Technology, Kokrajhar or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by Central Institute of Technology, Kokrajhar, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with Central Institute of Technology, Kokrajhar.
- vi. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with Central Institute of Technology, Kokrajhar.
- vii. Security deposit @ 10% for defect liability shall be deposited by the Vendor after awarding the work contract within 10 days of the issue of the work order. If not deduction shall be made by the Central Institute of Technology, Kokrajhar. Security deposit shall be refunded to the vendor after successful completion of the defect liability period of 1 (one) year from the completion date.
- viii. Other deduction shall be made as per Govt. Rule as applicable.

**b. Vendor Evaluation:**

The evaluation for empanelment of Civil Contractor will consists of past performance (previous experience, PO/WO) financial soundness of the organization, Quality & Technical capability. They should furnish sufficient documents to prove these capabilities.

**c. Termination for Default**

- i. Default is said to have occurred
  - a) If the contractor fails to deliver any or all of the services within the time period (s) specified in the work order or any extension thereof granted by Central Institute of Technology, Kokrajhar.
  - b) If the contractor fails to perform any other obligation(s) under the empanelment.
- ii. If the contractor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from Central Institute of Technology, Kokrajhar (or takes longer period in spite of what Central Institute of Technology, Kokrajhar may authorize in writing), Central Institute of Technology, Kokrajhar may terminate the empanelment/Work Order in whole or in part.

**d. Method of award of Work Contract:**

**Tender would be invited only from the empanelled civil contractors separately for value upto Rs. 5.00 Lakhs only.** A empanelled contractor, who comes out successful in tendering process will be awarded the work contract (as per L1's rate). Based on the performance additional works will be awarded. Award of additional works would be considered after verifying the successful completion of the works already awarded and based on the performance, quality and timely completion of the works.

**e. Consideration of Applications:**

Central Institute of Technology, Kokrajhar reserves the right to delete, modify procedures, evaluation methodology of this empanelment documents. Also Central Institute of Technology, Kokrajhar may withhold issue of application for empanelment or reject any or all the applications and also subsequently invite quotations from any Empanelled contractor without assigning any reason whatsoever.

Central Institute of Technology, Kokrajhar decision shall be final and binding and no claims/representations in this regard shall be entertained. Mere submission of application by the contractor does not vest any right in them for being selected for empanelment.

All disputes in this connection shall be settled in Kokrajhar jurisdiction only.

**f. Instructions to bidders:**

1. Each page of the application shall be signed by a person having necessary authority to do so.
2. If the space in the Performa is insufficient for furnishing full details, such information may be given in separate sheets.
3. Applicants are required to furnish information against each item of the application. In case certain item is not applicable, please write NA. Application containing incorrect and or inadequate information is liable to be rejected.
4. For any further clarification, the applicant may contact in the email - registrar@cit.ac.in as given below during office hours. Information furnished by the applicant is found to be incorrect at a later stage; the contractor is liable to be debarred from tendering / taking up any future work in the Institute. Central Institute of Technology, Kokrajhar reserves the right to verify the particulars furnished by the applicant independently.
5. The Bank also reserves the right to reject any/all applications without assigning any reason and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria. Bank also has the right to reject all the applications and go in for re-advertisement without assigning any reason.



**ANNEXURE - I**

**Date:**

**To**

**The Registrar,  
Central Institute of Technology,  
Kokrajhar, BTAD, Assam.**

**Sub: - Application for Empanelment of Civil Contractors.**

**Dear Sir/Madam,**

I, do hereby declare that the information furnished by us in the duly completed application form and Annexure thereto are correct to the best of our knowledge and belief. We agree that Institute's decision for pre-qualification criteria will be final and acceptable to us.

Yours faithfully,

**Signature:.....**

**Name:.....**

**Designation:.....**

## **CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

1. Duly Filled and signed Application form.
2. Copy of Partnership Deed / Registration certificate with Registrar of Companies (If applicable).
3. Copy of Pan Card.
4. Copy of GST registration.
5. Copy of VAT / Work Contract Tax Registration.
6. Copy of Service Tax Registration.
7. PF Registration Certificate.
8. ESIC Registration Certificate.
9. Contractor License.
10. Details of persons with qualification engaged with the vendor.
11. Copies of Audited Financial Statements for the Past 3 financial years.
12. Copies of Income Tax returns submitted for the past 3 financial years.
13. Copies of Credit Facilities Sanction Letters from Bank.
14. Copies of Work Orders & Completion certificates in support of the details given in Annexure I (Supporting documents for Pre-qualification)
15. Any other supporting documents.

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## ANNEXURE - II

### Application form for Empanelment of Civil Contractors

#### A. BASIC INFORMATION ABOUT THE FIRM

1	Name of the Firm	
	Address	
	Contact No	
	Name of the Contact Person	
	Mobile no. of Contact Person	
	Email Id	
2	Type of Organization (Proprietorships/ Partnership / Ltd. Co. etc.) (Copy of relevant document to be enclosed)	
3	Date of incorporation / commencement of business	
4	Experience as Prime contractor (In Years)	
5	Details of Banks / Financial Institutions/ Central Govt./Central Autonomous Bodies/ Central Public Sector Undertaking for which your firm is empanelled.	
6	PAN No.	
7	Sales tax Registration No:	
8	GST No:	
9	Service Tax Registration No.	
10	GST Registration No	
11	PF Registration No.	
12	ESIC Registration No	
13	Name of your Bankers with full Address	
14	Details of A/c Maintained with the Bank	

### ANNEXURE - III

#### Application form for Empanelment of Civil Contractors

#### B. FINANCIAL POSITION & MICELLANEOUS INFORMATION

		2016-2017 (In Lakhs)	2017-2018 (In Lakhs)	2018-2019 (In Lakhs)
1	Annual Turnover			
2	Net Profit			
3	Copy of Audited Financial Statements for past 3 financial years (Enclosed)	YES / NO		
4	Copy of Income Tax returns for the past 3 financial years (Enclosed)	YES / NO		
5	Credit Facilities from the Bank			
6	Cash Credit			
7	Overdraft Limit			
8	Guarantee			
9	Others			
10	Copy of Facility Sanction Letter / Letters from the Bank (Enclosed)	YES / NO		
11	Have you ever been disqualified / levied penalties in any work contract in the past	YES / NO		
12	If YES give details			

**ANNEXURE - III**

**Application form for Empanelment of Civil Contractors**

**Civil Works executed (Copies of the completion certificate along with work order to be enclosed)**

**A. List of works executed by the Agency (Separate Sheet can also be enclosed if required)**

Sl. No.	Name of the Employer	Description of Work	Contract No.	Value of Contract (Rs. in Crore)	Date of Issue of work order	Stipulated period of completion	Actual Date of Completion (Attach Certificate from Engineer-In-Charge)	Remarks explaining reasons for delay & work completed
1	2	3	4	5	6	7	8	9

**ANNEXURE - IV**

**Application form for Empanelment of Civil Contractors**

**B. List of Technical personnel in your establishment giving details about their technical qualification and experience**  
(Separate Sheet can also be enclosed if required)

Sl. No	Name	Age	Qualification	Experience	Date of which employed in your organization

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