

**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL**

(An Autonomous Institute of the Ministry of HRD, Govt. of India)

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Website: <http://www.nitk.ac.in>**No.82 / Qtrs /Repl.Door-Windows / Tender-43 / 2019-20 / HD**

Date: 10 - 12 - 2019

**NOTICE INVITING e-TENDERS [On e-Procurement mode]**

1. National Institute of Technology Karnataka, Surathkal (in short - NITK, Surathkal; hereinafter referred as the "Institute") is an autonomous Educational Institute of the Ministry of Human Recourses Development, Government of India, imparting technical and science education. National Institute of Technology Karnataka, Surathkal is one of the "Institutes of National Importance" notified by the Govt. of India under the NITSER Act – 2007 (Act No. 29 of 2007). The Institute is fully funded by the Government of India; and is governed by NITSER Act.
2. The Institute hereby invites e-tenders for the below mentioned work from the eligible registered contractors of KPWD/ CPWD/Dept. of Electrical Inspectorate of appropriate class:

Tender No.	Name of Work	Estimate amt. put to tender	E M D	Cost of tender document	Eligibility class of contractor	Time allowed for completion (including rainy season)
[1]	[2]	[3]	[4]	[5]	[6]	[7]
43 / 19-20 / B&WS	Replacement of decayed doors and windows at P-03, P-09, AP-15, L-60, AL-05, AL-09, AL-10, AL-12, AL-16, AL-19, AL-25, CIII-6A, CLIII-12B, CLIII-18A&B, CLIII-23B, CLIII-24B, CLIII-33A, CLIII-34A, CLIV-2A, CLIV-8B, CLIV-11A, CLIV-11B and CLIV-12A(24Nos) Staff quarters in NITK	₹3,87,991 (Including GST at 12%)	₹7,800	Nil	KPWD class IV or above / CPWD class V or above	45 days

The e-tenders invited are on techno-commercial basis on e-Procurement mode. Any tender, if submitted off-line (Manually) shall not be entertained. **The intending bidders shall submit their bids through MHRD web e-Tendering portal: <https://mhrd.euniwizarde.com>**

3. The work mainly involves Dismantling plastering, Doors and windows, Construction of Laterite stone masonry, Plastering work, RCC doors and windows, MS grill for window, GRP shutters for doors and wooden glazed shutters for windows, plastering 12mm thick and painting to plastered surface and enamel paint for wooden and metal surface, & Antifungal paint for plastered surface.

4. **Detailed procedure for submission of e-tenders is available in the website <https://mhrd.euniwizarde.com>**

The intending bidders will have to pay (on-line) a non-refundable Tender Processing fee at the rate of 0.1% of the estimated value put to tender plus GST as applicable [subject to a minimum of ₹ 750 + GST and maximum of ₹ 7,500 + GST per event] to the service provider M/s ITI Limited (A GOI Enterprise).

5. The calendar of events of e-Tender are as follows:

**Start date for 'Request for Tender' and submission of e-tender** : 13 -12 - 2019 10:00hours onwards.  
**End date for request of 'Tender Document'** : 14:30 hours on 23 -12-2019  
**Last(End) date for submission of e-tender** : 23 -12-2019 up to 15:00 hours  
**e-tender opening date (Technical bid)** : On or after 24 -12-2019

**Meaning of “End Date for Request tender document”:** The bidders can submit their tender right from the ‘Start date for submission of e-tender’. However if any bidder wishes to submit his tender, first he should “Request the tender” in <https://mhrd.euniwizarde.com> and then proceed for bid submission in MHRD portal. Before the stipulated time i.e. “End date for Request tender document”, bidder should request tender to participate in bid. If request is not submitted, the bidder cannot submit his bid at the last moment.

6. **Earnest Money Deposit (EMD):** EMD should be remitted in favour of **NITK, Surathkal**. **EMD shall be paid through online. Bidder shall select the payment option as “E-Payment” to pay the EMD** wherever applicable and enter details of the instrument.

**EMD in any other form is not acceptable.** Tenders received without the EMD will be rejected (except in the case of NSIC/MSME enlisted bidders / startups). The EMD of successful bidder shall be retained (and shall be adjusted to the Security deposit). EMD shall bear no interest. EMD of the bidder is liable for forfeiture as per the terms of the tender document in case of any default. The EMD of unsuccessful bidders will be returned by the Institute within 30 days from the date of acceptance of evaluated lowest bid.

7. **Performance guarantee:** The successful bidder shall deposit a performance guarantee of 5% of the bid amount (as accepted) through RTGS/NEFT/ in the form of Bank Guarantee (in approved format) / Demand Draft / FDR of any scheduled bank drawn in favour of the **Director, NITK, Surathkal** payable at Surathkal, on intimation before executing the Contract Agreement.
8. **Security deposit:** The successful bidder shall deposit a further **security deposit of 2.5%** of the bid amount (as accepted) through RTGS/NEFT/ in the form of Bank Guarantee (in approved format) / Demand Draft / FDR of any scheduled bank drawn in favour of the **Director, NITK, Surathkal** while executing the Contract Agreement **OR** the same shall be deducted from the contractor’s work bills.
9. The bidders enlisted under NSIC/MSME are requested to note that the present notice inviting tender is **not for the “Supply of Goods/ Services”**, but for engaging a contractor under **works contract**. If bidders enlisted under NSIC/MSME are interested in participating in the tender, they may participate subject to fulfillment of the conditions of this notice inviting tender. **However, they are exempted from paying EMD and Previous Experience. “The Startups”** as recognized by the Department of Industrial Policy and Promotion (DIPP) are also exempted from paying EMD and previous experience

**10. Minimum eligibility criteria for qualifying in Technical bid:**

The intending bidder must satisfy all the following requirements for qualifying in the technical bid:

- 10.1 The bidder must be a registered contractor of Karnataka PWD/ Central PWD/Dept. of Electrical Inspectorate of appropriate class mentioned in column (6) of Para (2) above. A self-attested copy of registration should be uploaded to e-Procurement portal while submitting e-tenders.
- 10.2 The bidder must possess GST registration – self attested copy should be uploaded.
- 10.3 The bidder must possess PAN registration with Income Tax department – self attested copy should be uploaded.
- 10.4 The bidder must be registered under Employees Provident Fund (EPF) Act – self attested copy should be uploaded.
- 10.5 The bidder must be registered under Employees State Insurance (ESI) Act – self attested copy should be uploaded.
- 10.6 The bidder must have the experience of having **successfully completed** similar work as follows during the past seven financial years (Enhancement at simple 7% per annum shall be considered to bring it to the current costing level) in any Central Government department/ State Government department/Central or State Government undertakings/ Central or State government autonomous bodies/Public or Private Sector Units/ Private firms Central Government department/ State Government department/Central or State Government undertakings/ Central or State government autonomous bodies/Public or Private Sector Units/ Private firms:

- (i) **At least three single similar works, each work costing not less than ₹ 1.55 lakh; OR**
- (ii) **Two similar works, each work costing not less than ₹ 2.33 lakh; OR**
- (iii) **One similar work of not less than ₹ 3.11 lakh.**

Similar work means Building Construction works.

Self-attested copy of Work Experience certificate issued from Central Government department/ State Government department/Central or State Government undertakings/ Central or State government autonomous bodies/Public or Private Sector Units/ Private firms (with copy of TDS certificate in case of Private firms)**should be uploaded.**

11. Self-attested copy of related document should be scanned and uploaded while submitting e-tenders. The price bid of only such bidders whose technical bid is accepted shall be opened.
12. Time is the essence of the contract and hence the work should be completed within the stipulated timeframe. Bidders, who in their opinion have the capacity to complete the work within the stipulated timeframe, shall only participate in the e-tender. Participation in the e-tender shall be deemed as the bidder has the capacity to complete the work within the stipulated timeframe.
13. A Works Contract Agreement shall be drawn with the successful bidder on prescribed Form No. CPWD -8. Tenderer shall quote his rates as per various terms and conditions of the said form, which will form part of the agreement. Price escalation clause is not applicable to this work. Any further details required may be obtained from the office during the office hours.
14. The Institute reserves the right of rescheduling the calendar of events, make modifications to tender document before its submission by the bidder, cancelling the tender or accepting any tender other than the lowest or rejecting all the tenders.

Registrar  
NITK, Surathkal

## PROCEDURE FOR SUBMISSION OF E-TENDER

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the e-Wizard Portal <https://mhrd.euniwizarde.com>

### 1. REGISTRATION PROCESS ON ONLINE PORTAL:

- 1.1 Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com> by clicking on the link "Bidder Enrolment" as per portal norms.
- 1.2 The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
- 1.3 Bidders upon enrolment shall register their valid Digital Signature Certificate (DSC: Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- 1.4 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
- 1.5 Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
- 1.6 Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token is a prerequisite for registration and participating in the bid submission activities through <https://mhrd.euniwizarde.com>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://mhrd.euniwizarde.com> under the link 'DSC help'.

### 2. TENDER DOCUMENT SEARCH:

- 2.1 Various built-in options are available in the e-Wizard Portal which is further synchronized with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- 2.2 There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords, etc. to search for a tender published on the Online Portal.
- 2.3 Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 2.4 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

### 3. BID PREPARATION:

- 3.1 Bidders should take into account any corrigendum published on the tender document before submitting their bids.
- 3.2 Please go through the 'Notice inviting tender' and the 'Tender Document' carefully to understand the documents required to be submitted as part of the bid.
- 3.3 Please note down the number of cover in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- 3.4 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF / XLS / PNG, etc. formats. Bid documents may be scanned with 100 dpi with black and white option

#### 4. BID SUBMISSION:

- 4.1 Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 4.2 The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4.3 Bidder to select the payment option as "Online" to pay the EMD wherever applicable and enter details of the instrument.
- 4.4 A standard BoQ (Bill of Quantity) format has been provided with the tender document to be filled by the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format only and no other format is acceptable.
- 4.5 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- 4.6 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- 4.7 The uploaded documents become readable only after the tender opening by the authorized bid openers.
- 4.8 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 4.9 Please have all relevant documents in a single PDF file of compliance sheet.

#### 5. AMENDMENT OF BID DOCUMENT:

- 5.1 At any time prior to the deadline for submission of bids, the Tender Inviting Authority reserve the right to add/modify/delete any portion of the Tender document by the issuance of a Corrigendum, which would be published on the website. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

#### 6. ASSISTANCE TO BIDDERS:

- 6.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority.  
Contact person of the Tender Inviting Authority:  
**Shri Dinesha K, Assistant Engineer (Phone 0824 – 2473018/ Cell No. 94496 40066)**
- 6.2 Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk.  
**The contact number for the helpdesk is 011-49606060, 23710092, 23710091, helpdeskeuniwizarde@gmail.com**  
**Mobile: +91-8448288987/88/89, e-Mail: eprochelpdesk.01@gmail.com**

#### 7. INSTRUCTIONS IN GENERAL:

- 7.1 **Process for Bid submission through MHRD portal is explained in Bidder Manual. Bidders are requested to download Bidder Manual from the home page of MHRD website (<https://mhrd.euniwizarde.com>). Steps are as follows: Home page Downloads Bidder Manuals.**      ⇨      ⇨
- 7.2 The tenders will be received online through portal <https://mhrd.euniwizarde.com>. In the Technical Bids, the bidders are required to upload all the documents in **.pdf format**. Bidders are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e-Submission of the bids online through the e-Wizard Portal for e-Procurement at <https://mhrd.euniwizarde.com>.