**Notice Inviting Tender**

**(BIT Patna/RT/2020-21/1203; Dated. 16.12.2020)**

**For**

**Roof Treatment (Water Proofing) of**

**Science Block and Gymnasium Building**

At

**BIT Patna Campus**

**By the Office of:**

**Assistant Registrar (Administration)**

**Birla Institute of Technology, Patna**



**BIRLA INSTITUTE OF TECHNOLOGY**

P.O: B.V College, Near J.P.N International Airport

Patna - 800014

Ph: 0612-2223538, 9934360633, 9931550873

e-mail: [adminoffice.bitp@bitmesra.ac.in](mailto:adminoffice.bitp@bitmesra.ac.in)

Website: [www.patna.bitmesra.ac.in](http://www.patna.bitmesra.ac.in)

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### **Bid Details**

|  |  |  |
| --- | --- | --- |
| **Sl** | **Description** | **Details** |
| 1. | Notice Inviting Tender (NIT) No. and Date | **BIT Patna/RT/2020-21/1203 Dated. 16.12.2020** |
| 2. | Scope of work | Competitive Bids are invited from reputed contractorsfor providing and laying of integral cement based water proofing treatment including preparation of surfaces as required for treatment of **Roofs of Science block and Gymnasium building (both at Ground Floor of academic building)** at BIT Patna campus, Patna, covering total surface area of **1740 square meter and parapet area of 90 square meter.** |
| 3. | Cost of bid and its date of issue. | Rs 1000/- (One Thousand only).  The bid documents can be downloaded from BIT Patna website from 16.12.20 and its cost shall be submitted by the bidder in the form of Demand Draft drawn from any scheduled bank payable at Patna in favor of Birla Institute of Technology, Patna along with the bid documents. |
| 4. | Last date & time of submission of bids | **29th December 2020 till 5:00 P.M** |
| 5. | Place of submission of bid documents and address for communication. | Office of Assistant Registrar (Administration)  BIT Patna campus  P.O: B.V College, Near J.P.N International Airport  Patna - 800014  Phone No: 0612-2223538, 9934360633  E-mail: [adminoffice.bitp@bitmesra.ac.in](mailto:adminoffice.bitp@bitmesra.ac.in)  Website: [www.patna.bitmesra.ac.in](http://www.patna.bitmesra.ac.in) |
| 6. | Date & time of opening of Tender | 30th December 2020  at 11.00 A.M. |
| 7. | Earnest Money Deposit (EMD)  (Refundable) | Rs. 35,000/- (Rupees Thirty Five Thousand only).  The earnest money shall be submitted by the bidder in the form of Demand Draft/ Bank guarantee of any scheduled bank payable at Patna and drawn in favor of Birla Institute of Technology, Patna. |
| 8. | Validity of earnest money | The earnest money shall have to be valid for 60 days beyond the validity of the bid offer from the last date of submission of bids. |
| 9. | Time of completion | Within Two (2) months from the date of issue of work order. |
| 10. | Validity of offer | The offer shall remain valid up to 120 days from the due date of submission of offer. |

### **2. Notice Inviting Bid**

**NIT No.: BIT Patna/RT/2020-21/1203 Date: 15.12.2020**

**Sub : Providing and laying of integral cement based water proofing treatment including preparation of surfaces as required for treatment of roofs of Science block and Gymnasium building (both situated at ground floor of academic building) at BIT Patna campus, Patna, covering total roof surface area of 1740 square meter and parapet area of 90 square meter.**

Dear Sir/Madam,

BIT Patna, established in 2006, is an off-campus of Birla Institute of Technology, Mesra, Ranchi, a premier technical institute and deemed to be University u/s 3 of UGC Act has pleasure in inviting bid offers from eligible Indian contractors for the above mentioned work with your best binding price offer as per our requirements and terms & conditions mentioned in the bid document. Salient features of the bid document are given below:

1.1 This bid document comprises of total 20 pages. In addition, any other documents/ instructions/amendments/revisions issued by BIT Patna to the bidder till the due date of opening of the bids shall also be deemed to be integral part of the bid document. Failure to furnish all the information as per the bid document in all respect will be at the bidder’s risk.

1.2 The bidders are advised to inspect the site before filling in and submitting the bids to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.

* 1. Bid documents can be downloaded from the BIT Patna website ( www.patna.bitmesra.ac.in ) and the cost of bid document shall be submitted in the form of bank draft along with the bid documents.
  2. While all efforts have been made to avoid errors in the drafting of bid documents, the bidder is advised to check the same carefully. No claim on account of any errors detected in the bid documents shall be entertained.
  3. Each page of the bid documents must be stamped and signed by the person or persons submitting the tender including various conditions of contract. Any bid with any of the documents not so signed is liable to be rejected. No page should be removed / detached from this bid document.
  4. The bidder shall attach the copy of the authorization letter/ power of attorney as proof of authorization for signing on behalf of the bidder or proprietor.
  5. All bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of contract, or any other requirements stipulated in the tender documents are liable to be rejected.
  6. The bidder shall enclose self-attested photocopy of his valid Registration certificate, GST certificate, Income tax clearance, TIN, PAN, Audited turnover, Labor license, EPF registration, Character certificate (Proprietorship Companies) Partnership deed, Work experience certificate, etc.
  7. The sealed bid documents should be submitted in the office of Assistant Registrar (Admn.) BIT Patna, within stipulated date and time.

1. **Earnest Money**
   1. The intending bidder shall submit the earnest money in the form of bank draft / bank guarantee of requisite value as mentioned above. The bank draft shall be made in favor of **“Birla Institute of Technology’’**, payable at **Patna** from any Indian Nationalized bank/Scheduled bank. The bank guarantee shall remain valid for 60 days beyond the validity of the bid offer from the last date of submission of bid.
   2. Bidders failing to submit earnest money will be rejected.
   3. The earnest money shall be returned to all unsuccessful bidders, within 10 days from the date of placement of work order to the successful bidder.
   4. The earnest money shall be forfeited if –
2. Any bidder withdraws his bid or resiles from his offer during the validity period.
3. The successful bidder fails to furnish his Acceptance of the Work Order within 10 days of placement of work order.
4. The bidder fails to successfully complete the work within the stipulated time frame. Delay in completion due to extreme and unavoidable situations will have to get approval by Director, BIT Patna. This approval will also have a cut-off date by which the entire work will have to be completed.
5. **Security Deposit / Performance Guarantee** 
   1. Successful bidder shall submit a security deposit 5% in the form of bank guarantee of the allotted work order value on or before 15 days from issuing work order and the same shall be refunded at the rate of 1% per year after expiry of 30 days from the actual date of completion of work.
6. **Submission of Bids**
   1. Bidders are advised to submit their bids strictly based on the specification, terms and conditions contained in the bid document and subsequent revisions/amendments, if any.
   2. The bid shall be prepared and submitted by typing or printing in English or Hindi with indelible black ink on A4 size white paper in consecutively numbered pages duly signed by the authorized signatory with company seal affixed on each page. Any part of the bid, which is not specifically signed by the authorized signatory and not affixed with company seal, shall not be considered for the purpose of evaluation.
   3. Original copy of bid document, amendments/revisions to bid document, including minutes of meeting(s), issued by BIT Patna, if any, shall be signed and also submitted along with the bid.
   4. All the Performa must be on the bidder’s official letterhead. Any change in wording of the Performa will lead to rejection of the bid application.
   5. The offer shall contain no erasures or overwriting except as necessary to correct errors made by bidder. The person signing the offer, if any, shall initial such corrections.
7. **Mode of Submission of Bids**
   1. The Technical Bid (Part-I) and Financial Bid (Part –II) should be sealed in separate envelope and be both these envelopes should be sealed in a third envelope super scribed with NIT No., Name and address of the bidding person/firm and should be addressed to Assistant Registrar (Administration), BIT Patna.

The envelope containing Technical bid (Part-I) should contain the followings:

* + 1. Cost of bid document of requisite value in the form of demand draft from any scheduled bank.
    2. Original earnest money in the form of demand draft/ bank guarantee of requisite value
    3. Copy of registration certificate.
    4. Properly filled, signed & stamped Performa - 1, Performa – 2, Performa – 3, Performa – 4 and Performa – 5.
  1. The Financial bid (Part - II) should also be sealed in an envelope super scribed with NIT No., Name and address of the bidding person/firm and should be addressed to Assistant Registrar (Administration), BIT Patna. The envelope containing Financial bid (Part-II) should contain the followings:

1. It should contain only Performa - 7 duly filled-up and signed with stamp by authorized signatory of the bidder.
2. In case of any contradictions between the prices mentioned in figures and words, the prices mentioned in words shall be considered final. Also, in case of any arithmetical error in regard to the total amount and individual rates, the unit rates shall be taken as final and the total amount shall be adjusted accordingly.
   1. Both, Part - I and Part - II of the bid document should be sealed in a third envelope. The third envelope should be sealed and super scribed with NIT No., and name & address of the contact person of the bidding firm, and should be addressed to Assistant Registrar (Administration), BIT Patna.
3. **Scope of Work** 
   1. The scope of work shall be as indicated in the General Terms and conditions of Chapter 3.
   2. BIT Patna reserve absolute rights to amend the scope of work, accept or reject any or all the offers/bids, in part or in full or cancel/withdraw the invitation for bids without assigning any reasons whatsoever and in such case, the bidder/intending bidder shall have no claim arising out of such action.
   3. The Bidder shall carefully check the specification and shall satisfy himself regarding the technical requirement and completeness of the work.
4. **Price**
   1. The Bidder shall quote price as per Performa - 7. Price quoted shall be firm & binding and shall not be subject to any variation whatsoever, on any account except for statutory variation on taxes & duties during contractual period.
   2. The price should be inclusive of all taxes, duties, levies, etc. as on date.
5. **Terms of Payment**

8.1 Subject to any deductions, which BIT Patna may be authorized to make under the terms of the order, the contract price shall be payable as per general clauses of contract enclosed.

1. **Authority of Person Signing the Documents**

9.1 Authorization letter as per Performa – 2 with the seal of the company for the person signing the bid document should be furnished.

9.2 A person signing the bid document or any document forming part of the bid document shall be deemed to warrant that he has authority to bind such offer/ document and if on enquiry it appears that the person signing had no authority to do so, BIT Patna may, without prejudice to other civil and criminal remedies, cancel the bid/contract and hold the signatory liable for all costs and damages.

1. **No Claim or Compensation for Submission of Tender**

10.1 The bidders shall not be entitled to claim any costs, charges, expenses of and incidental to incur by him through or in connection with his submission of bid, even though BIT Patna may decide to withdraw the notice-inviting tender.

1. **Eligibility and Qualification Criteria**

The bidder shall meet the following requirements:

1. The bidder shall be a legally valid entity either in the form of a Limited Company or a Private limited Company registered under the Companies Act, 1956, or Proprietorship, Partnership, JV/Consortium, etc. A proof for supporting the legal validity of the bidder shall be submitted.
2. The bidder should be registered with Income Tax, GST and also registered under Labor Laws, Employees Provident Fund Organization, Employees State Insurance Corporation. In proof of having fully adhered to minimum eligibility criteria, attested copies of GST and PAN registration, EPFO and ESIC registration shall be furnished by the bidder. The bidder shall also enclose last 3 years ITR.
3. The bidder shall submit attested photocopies of purchase orders/contracts from the Government/ Public/ reputed organization concerned. Non-submission of above document may result in rejection of bid.
4. The bidder should have a minimum Annual Turnover of 50 lakhs.
5. The bidder should have at least 03 years’ experience in the similar works performed in reputed organizations. The bidder must submit the relevant work experience certificates in last 03 years for satisfactory completion of work by the Government Departments/ PSUs/ reputed organization. Non-submission of above document may result in rejection of bid.
6. The bidder must also furnish last 03 years returns from Income Tax Department, photocopy of the audited balance sheet for the completed 3 financial years.
7. **Validity of Offer**

Unless otherwise specified, the bidder shall keep his tender valid initially for a period of 120 days from the due date of submission of the offer.

1. **Other Terms & Conditions**
   1. The bidder shall submit their offer strictly as per the terms of the tender documents without any deviation. Incomplete tender not submitted as per requirement as indicated in the NIT are likely to be rejected.
   2. If at any time any of the documents/information submitted by the bidder is found to be incorrect, false or untruthful, the bid and/or the resultant order may be summarily rejected/ cancelled at the risk of the bidder.
   3. Insertion, post-script, addition and alteration shall not be recognized unless confirmed by bidder's signature and stamp.
   4. Failure to furnish all information and documentary evidence as stipulated in the bid document or submission of an offer that is not substantially responsive to the bid document in all respects shall be summarily rejected.
   5. Bids received after the due date and time is liable for outright rejection.
   6. BIT Patna reserves the right to reject part or whole of the bid/order without assigning any reason thereof postpone the date of receipt and opening of the bids or cancel the bid without bearing any liability, whatsoever, consequent upon such decision.
   7. Bid documents are not transferable.

Sd/-

Asst. Registrar (Administration) Birla Institute of Technology, Patna

### **3. General Terms & Conditions**

1. **Scope of Work**

The Scope of work includes providing and laying of integral cement based water proofing treatment of the roof of Science block and Gymnasium building at BIT Patna campus including the preparation of surfaces as required for treatment of roofs.

Total surface area of the roof is 1740 square meter and parapet area of 90 square meter.

The details of water proofing work essentially consist of following operations:

1. Applying a slurry coat of neat cement using 2.75 kg/m2 of cement admixed with water proofing compound conforming to IS: 2645 over the RCC slab including adjoining walls up to 300 mm heights including cleaning of surfaces before treatment.
2. Laying of brick bats with mortar using broken bricks/brick bats of 25 mm to 115 mm size with 50% cement mortar of composition 1:5 (i.e. 1 cement: 5 coarse sand) admixed with water proofing compound conforming to IS: 2645 over 20 mm thick layer of cement mortar of mixture 1:5 (i.e. 1 cement: 5 coarse sand) admixed with water proofing compound conforming to IS: 2645 with required slope. Similar treatment should also be applied to the adjoining walls up to 300 mm height including rounding off junctions of the walls and slabs.
3. After 2 days of proper curing, second coat of cement slurry using 2.75 kg/m2 of cement admixed with water proofing compound conforming to IS: 2645 has to be applied as approved by our site Engineer In-charge.
4. Finishing of the surface with 20 mm thick jointless cement mortar of mixture 1:4 (1 cement: 4 coarse sand) admixed with water proofing compound conforming to IS: 2645 and laying of glass fiber cloth of approved quality in the top layer of plaster and finally finishing of the surface with trowel with neat cement slurry and making pattern of 300 x 300 mm square 3 mm deep.
5. The whole terrace so finished shall be flooded with water with average thickness of 120 mm and minimum thickness at khurra as 65 mm for a minimum period of two weeks’ time for curing and for final the test.
6. BIT Patna, if required, may at its discretion obtain clarifications on offers by requesting clarifications from any or all the bidders at any time prior to opening of Part – II (Financial Bid). Such request for clarification and the response shall be in writing.
   1. The rate quoted by the bidders should be inclusive of all taxes, duties, freight, insurance, etc.
7. **Award of Contract/ Work Order**

The contract/ work order shall be awarded to the bidder whose Part – I (Technical Bid) is acceptable and has quoted the lowest price for the mentioned work. BIT Patna shall issue Letter of Acceptance (LOA) in duplicate and successful bidder shall return one copy duly acknowledged, accepted and signed by the authorized signatory, within Ten (10) days of the receipt of the same by him. The successful bidder shall enter into contract and shall execute and sign the contract agreement in accordance with the Articles of Agreement before commencement of the works and services.

1. **Effective Date of Contract**

The effective date of commencement of execution of work by the selected contractor shall be the date of issue of the Work Order.

1. **Contract Price**

The total contract price & rates should be quoted in Performa -7. The price shall be for the total scope of work as defined in this document. **The Contract Price should be inclusive of all taxes and duties.**

1. **Terms of Payment**

All running payments shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed and shall not preclude the recovery for bad, unsound and imperfect or unskilled work to be removed and taken away and reconstructed. The final bill shall be submitted by the contractor within 30 days of the completion of work. Each running Bill should be accompanied by two sets of at least 20 photographs taken from various points depicting the status of the work done as per direction of Engineer In-charge and be submitted at in the pro-forma with Bill date and monthly progress report for the concerned month duly signed by the Engineer In-charge of BIT Patna. No payment of running account \\bill shall be released unless it is accompanied by photographs and fortnightly progress report as above.

1. **Income Tax**

Without prejudice to the obligations of the contractor under law, any Income Tax, which BIT Patna may be required to deduct by law/statute, shall be deducted at source and shall be paid to the Income Tax authorities on account of the contractor. BIT Patna shall provide the contractor a certificate for such deduction of tax.

1. **Statutory Variations in Taxes and Duties**

The adjustment in the Contract Price towards imposition of new taxes or abrogation of existing taxes due to statutory variation shall be applicable only if the new tax is enacted or existing tax is abrogated within contractual execution period. For any upward variation due to enactment of new tax or abrogation of existing tax after contractual delivery/execution period, adjustment in the Contract Price shall not apply, although for any downward variation, BIT Patna shall make necessary adjustment in the rate of the items.

1. **Agreement**

The successful bidder has to enter into an agreement within 07 days from the date of issue of letter of acceptance, in the office of the Director, BIT Patna in prescribed format before commencement of work/services.

1. **Inspection**

BIT Patna reserves the right to inspect the materials of construction and the quality of work executed by the contractor to confirm their conformity to the technical specifications as per IS standard.

1. **Completion Schedule**

The successful bidder (contractor) shall start executing the work order within a week after the issue of work order and shall complete the work within 60 days.

1. **Assignment/Sub Letting/Pre Bidding Tie Up**
   1. The Contractor shall not assign or sub let the work order in whole or part and its obligations to any third party to perform under the order/contract.
   2. In the event the Contractor contravenes this condition, BIT Patna reserves the right to cancel or reject the work contract. The Contractor shall be solely liable for any such losses.
   3. In case, the work order is planned to be carried out in collaboration with other party, the bidder has to sign MoU with the party on a Non-judicial stamp paper of value not less than Rs. 100/- and submit a copy of the MoU along with the bid. The MoU shall clearly indicate division of scope of work between the prime bidder and his sub-vendor. However, the total responsibility of work will remain with the prime bidder.
2. **Liquidated Damages for Delay in Completion**
   1. The completion period for the assignment must carefully be worked out and all resources & work planning is to be done accordingly with flexibility for adjustments.

* 1. If the Contractor fails in the due performance of the contract or fails to complete the work within the scheduled date for any reason other than due to Force Majeure conditions or any extension thereof granted to him by BIT Patna, he shall be liable to pay to BIT Patna as pre-agreed liquidated damages but not by way of penalty on account of delayed work, a sum equal to 0.5% of total contract value per week of such delay, or part thereof, subject to maximum of 5% of the Total Contract Value.

The liquidated damages for delayed completion shall be recovered from the Contractor’s Bill /Bank Guarantee deposited as security money.

* 1. Deductions/payment of liquidated damages shall in no way relieve the Contractor from his contractual responsibility to complete the work.

1. **Cancellation of Work Order Contract**

14.1 BIT Patna will be at liberty to terminate in part or full the awarded contract without prejudicing its rights and affecting the obligations of the Contractor by giving seven (7) days notice in writing in the following events:

(a) If the Contractor is found defaulter for delayed work or failure to deliver satisfactory performance or supply of substandard materials pursuant to NIT conditions.

(b) If the Contractor is involved in any action of moral turpitude.

1. **Arbitration** 
   1. All disputes or differences, whatsoever, arising between the BIT Patna and the Contractor (Parties) out of or in relation to the construction, meaning and operation or effect of this contract or breach thereof shall be settled amicably.
   2. If, however, the parties are not able to resolve them amicably, the same shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and Conciliation Act 1996 and the award in pursuance thereof shall be binding on the parties.
   3. The venue of arbitration proceeding shall be within Jurisdiction of Court of Law at Patna only.
   4. Work under this contract shall be continued by the Contractor during the arbitration proceedings, unless otherwise directed in writing by BIT Patna or unless matter is such that the work cannot possibly be continued until the decision of the Arbitrator is obtained.
2. **Force Majeure**
   1. Should at any time during the continuance of the contract the performance in whole or in part of any obligations by either party under this contract be held up by reasons of any war, hostility, acts of foreign enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, cyclones, quarantine restrictions, Governmental regulations, law & order and other proclamation etc. (hereinafter referred to as "Events") then, provided notice of the happening of any such eventuality is given by either party to the other within 10 days from the date of occurrence thereof neither party shall, by reasons of such eventuality, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and the work under this contract shall be resumed as soon as practicable after such eventuality has come to an end or ceased to exist.
   2. Should one or both the parties be prevented from fulfilling their contractual obligations by a state of force majeure, lasting continuously for a period of at least four (4) weeks, the two parties should consult each other regarding the further implementation of the contract with the provision that if no mutually satisfactory arrangement is arrived at within a period of 2 weeks from the expiry of 4 weeks referred to above, the contract shall be deemed to have expired at the end of the aforesaid 2 months. Such expiry of the contract will not relieve the parties from the obligations to reach agreement regarding winding up and financial settlement of the contract.
   3. The above mentioned force majeure events shall not include constraints, which could prudently be foreseen like shortage of power, non-availability of raw materials, difficulties in making transport arrangement, break down of machines, strikes, lock outs, etc.
   4. The above-mentioned force majeure conditions/clause shall also apply to sub-contractors.
   5. However, the Contractor shall not be liable for liquidated damages or termination/ cancellation of order/contract if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure.

### **4. Performa – 1**

## Forwarding Letter

(To be printed on Bidder’s letterhead)

Date:

To,

Assistant Registrar (Administration)

Birla Institute of Technology, Patna

P.O: B.V. College, Patna - 800014

Ref: Invitation for Bid bearing NIT No: ……………………………………… Dated ………………..

Sir,

We, the undersigned, declare that:

* + - 1. We have read the bid documents carefully and fully understood the nature of work and noted all the specifications, terms & conditions and instructions as laid down in the bid document.
      2. We offer to execute the work in conformity with the bid documents at BIT Patna campus, Patna.
      3. Our offer shall be valid for a period of 120 days from the date of submission of bid in accordance with documents and it shall remain binding upon us.
      4. If our offer is accepted, we commit to submit a performance security in accordance with the bid documents.
      5. We also declare that we have not been ever declared ineligible or black listed on charges of being engaged in corrupt, fraudulent, collusive or coercive practices or failure/ lapses of serious nature.
      6. The rates quoted by me are valid and binding upon me/us for the entire period of contract and further certified that the rates quoted are the lowest rates.
      7. I/we give the rights to the competent authority of BIT Patna to forfeit the Earnest/ Security money deposited by me/us in case of breach of contract.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of bidding company)

Full Name and Designation:

### **5. Performa – 2**

## Authority Letter for Signing Bid Document

(To be printed on Bidder’s letterhead)

NIT No: …………………………………………………. Date: …………….

To,

Assistant Registrar (Administration)

Birla Institute of Technology, Patna

P.O: B.V. College, Patna - 800014

**Sub : Authority Letter for Signing Bid Document**

I/we hereby authorize ………………………………………………………………………………… (Name & Designation) to sign the Bid Document on ……………………….. (Date) at BIT Patna on behalf of our company.

He is also authorized to provide clarifications/confirmations, if any, and such clarifications/ confirmations shall be binding on the company. The specimen signature of ……………………………………………….. (name) is attested below:

……………………………………………….. ………………………………………………….…

(Specimen Signature) (Signature of Authorized Signatory)

Name: …………………………….. Name: ………………………………

Designation: …………….……………….. Designation ……………..…....................

Company Seal :

Yours faithfully,

### (Signature of Authorized Signatory)

Name :

Designation :

Note:

1. To be submitted by bidders on official letter head of the company.
2. Authorization can be for more than one persons

### **6. Performa – 3**

## Bidder Information

(To be printed on Bidder’s letterhead)

NIT No:…………………………………………. Date: ……………….

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Particulars** | |
| 1. | Name of Tendering firm/Agency  (Attach certificate of Registration) |  |
| 2. | Registration & Incorporation particulars of the firm/ Agency   1. Private Limited 2. Public Limited 3. Any other – Please specify |  |
| 3. | Name of Proprietor/ Director(s) |  |
| 4. | Full Address of Reg. Office (Local)  E-mail Address:  Telephone No. |  |
| 5. | Full Address of Reg. Office (Corporate)  E-mail Address:  Telephone No. |  |
| 6. | Name of Bank & branch of the Firm/Agency  Current Account No.  IFSC Code |  |
| 7. | GST No.  (Attach attested copy) |  |
| 8. | PAN No./ TIN  (Attach attested copy) |  |
| 9. | E.P.F Registration No.  (Attach attested copy) |  |
| 10. | E.S.I Registration No.  (Attach attested copy) |  |

Yours faithfully

(Signature of Authorized Signatory)

Name:

Designation:

### **7. Performa – 4**

## Details of Work Orders Received and Executed in Past 3 Years

(To be printed on Bidder’s letterhead)

NIT No: …………………………………………. Date: ……………...

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **Name of the**  **work/ project** | **Clients details along with address and telephone no.** | **Contract value** | **Start Date**  **&**  **Finish Date** | **Work done up to the preceding month of bid submission** |
|  |  |  |  |  |  |

Yours faithfully,

### (Signature of Authorized Signatory)

Name:

Designation

Company seal

Note: The bidder shall include the value of all such works which were/are awarded to the bidder.

(Attach photocopies of awarded work contracts)

**8. Performa – 5**

## Financial Information

(To be printed on Bidder’s letterhead)

NIT No: …………………………………………. Date : ……..……….

The bidder is required to furnish the Balance Sheet/ Profit & Loss Account for the last 3 financial years duly certified by the Charted Accountant and submitted to the Income Tax Department ( certified copies to be attached).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Particulars | 1st Financial Year  (Rs. In Lacs) | 2nd Financial Year  (Rs. In Lacs) | 3rd Financial Year  (Rs. In Lacs) | Average Annual Turnover  (Rs. In Lacs) |
| 1. |  |  |  |  |  |

Yours faithfully,

### (Signature of Authorized Signatory)

Name:

Designation:

Company seal:

**9. Performa – 6**

## Format for Submitting Bank Guarantee

NIT No: …………………………………………. Date : …………….

(To be submitted in Rs. 50/- Non-Judicial Stamp Paper to be purchased in the name of the issuing bank)

To,

The Assistant Registrar (Administration)

Birla Institute of Technology, Patna

P.O: B.V. College, Patna - 800014

WHEREAS …………………………………………………………..……... (Bidder’s name), a company registered under the Companies Act, 1956 and having its registered office at ……………………………………………..………… is required to deposit with BIT Patna, by way of Earnest Money / Performance Guarantee Rs. ………………………. (Rupees ………………………………………………………..…. only) in connection with its tender for the work with reference to Notice Inviting Tender (NIT) No. ……………..…………………..………… dated ……………..……. as per specification and terms and conditions enclosed therein.

WHEREAS the Bidder as per “Notice Inviting Bid, has agreed to establish a Bank Guarantee in Your favor through us valid up to ………….……………….….. (Date) instead of deposit of Earnest Money / Performance Guarantee in cash.

WHERAS you have agreed to accept a Bank Guarantee from us in ……………………… instead of earnest money in cash from the Bidder.

We ……………………………………………………………………………….…… (Bank) hereby agree and undertake to pay you on demand the said amount of Rs. ………………………….. (Rupees ……………………………………… ………………………………….. only) without any protest or demur in the event the Bidder /Tenderer after submission of his tender, resiles from or withdraws his offer or modifies the terms and conditions thereof in a manner not acceptable to you or expresses his unwillingness to accept the order placed and/or letter of intent issued on the Bidder/Tenderer for the work under “Notice Inviting Tender Ref. No NIT No: ---------------.

1. Your decision as to whether the Bidder /Tenderer has resiled from or has withdrawn his offer or has modified the terms and conditions thereof in a manner not acceptable to you or has expressed his unwillingness to accept the order placed and/or Letter of Intent issued by you on the Bidder/Tenderer for the work under “Notice Inviting Tender Ref. NIT No: ……………………..……………. dated ……………….” in this regard, shall be final and binding on us and we shall not be entitled to question the same.
2. Notwithstanding anything contained in the foregoing, our liability under this Guarantee shall be restricted to Rs.……………………….. (Rupees ……………….……………………………………………….. only).
3. This Guarantee shall remain valid and in full force and effect upto ……..…,,….. (Date) and shall expire thereafter unless an intimation is given to the Bank by you earlier in writing discharging us from our obligation under this Guarantee.
4. We shall not revoke this Guarantee during its currency except by your consent in writing.
5. This Guarantee shall not be affected by any change in the constitution of the Bidder/Tenderer or yourselves or ourselves but shall ensure to your benefit and be enforceable against our legal successors or assignees by you or your legal successors.
6. Notwithstanding anything contained herein above unless a demand or claim under this Guarantee is made on us in writing within six months from the date of expiry of this Guarantee we shall be discharged from all liabilities under this Guarantee thereafter.
7. We have power to issue this Guarantee under our Memorandum and Articles of Association and the undersigned who is executing this Guarantee has the necessary power to do so under a duly executed Power of Attorney granted to him by the Bank.

Signed and Delivered

For and on behalf of ………………………………………….. Bank.

(Bank Name)

Name of Bank Manager: …………………………….

Address: …………………………………..……………

.……………………………………………..…

**10. Performa – 7**

## Format for Submitting the Price Schedule

(To be printed on Bidder’s letterhead)

NIT No: …………………………………………. Date: …………………

To,

The Assistant Registrar (Administration)

Birla Institute of Technology, Patna

P.O: B.V. College, Patna - 800014

**Price Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **Unit** | **Rate** | **Total Price** |
| 1 | Applying a slurry coat of neat cement using 2.75 kg/sq. m of cement admixed with water proofing compound conforming to IS: 2645 over the RCC slab including adjoining walls up to 300 mm height including cleaning and preparation of surfaces before treatment. |  |  |  |
| 2. | Laying of brick bats with mortar using broken bricks/ brick bats of 25 mm to 115 mm size with 50% cement mortar of 1:5 (1 cement: 5 coarse sand) admixed with water proofing compound conforming to IS: 2645 over 20 mm thick layer of cement mortar of 1:5 (1 cement: 5 coarse sand) admixed with water proofing compound conforming to IS: 2645 with required slope and treating similarly the adjoining walls up to 300 mm height including rounding of junctions of walls and slabs. |  |  |  |
| 3. | After two days of proper curing again applying a second coat of cement slurry using 2.75 kg/sq. m of cement admixed with water proofing compound conforming to IS: 2645. |  |  |  |
| 4. | Finishing of surface with 20 mm thick joint less cement mortar of mixture 1:4 (1 cement: 4 coarse sand) admixed with water proofing compound conforming to IS: 2645 including laying of glass fiber cloth of approved quality in top layer of plaster and finally finishing of the surface with trowel with neat cement slurry and making pattern of 300 x 300 mm square and 3 mm deep. |  |  |  |
| 5. | Flooding of finished surface of whole terrace with water with average thickness of 120 mm and minimum thickness at khurra as 65 mm for a minimum period of two weeks for curing and for final test. |  |  |  |

**Note**: 1. Bidders are requested to quote the prices for water proofing of roof surface area and parapet area separately.

2. Above quoted price are complete in all respect as per Technical Specifications inclusive of all taxes & duties at site in BIT Patna campus.

3. Certified that rates quoted are as per specifications, terms & conditions mentioned in the bid document.

Yours faithfully,

### (Signature of Authorized Signatory)

Name :

Designation :

Company seal :