

**School of Planning and Architecture, Bhopal**  
**(An Institution of National Importance, Ministry of Education, Govt. of India)**



**LIMITED TENDER DOCUMENT**

*For*

**Preparation of Waste Container kacha-surface (without RCC) and Vermicompost pit near Girls' Hostel  
Work at School of Planning & Architecture Bhopal**

Issued to: -----  
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**School of Planning and Architecture, Bhopal**  
**(An Institution of National Importance, Ministry of Education, Govt. of India)**

**Name of work: Preparation of Waste Container kacha-surface (without RCC) and Vermicompost pit near  
Girls' Hostel Work at School of Planning and Architecture Bhopal**

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## **“Terms and Condition”**

1. The Bid should be read carefully & scope of work shall be understood comprehensively
2. The Bidder should visit the site before submitting the quotation
3. The Bidder should clearly indicate on each copy of the tender under their full signature whether it is the original or photocopy. Unsealed Quotation will be rejected summarily.
4. The contractor will be responsible for execution & completion of the work within stipulated the time Period.
5. The contractor shall make adequate arrangement for the safety of laborers during the execution of work He will be responsible for any compensation & the same will have to paid by him as decided by the competent authority.
6. The department reserves the right of omitting or suspending the construction of changing the site. If considered necessary in subsequent stage.
7. The work should be started within a day or two or maximum 5 days after award of the work order.
8. The work should be completed in maximum 15 days after award of work.
9. Nature of work is Lump sum, the bidder shall be quoted the rate in the quotation form include all taxes.
10. The bidder should submit Copies of PAN Number, GST Number with the quotation.
11. 5% of the net payable amount will be deducted as Security Deposit and will be paid after 6 months of submission of the final bill against guarantee period.
12. No tender will be received after 16:00 hours. On **04.06.2024** & Tenders will be opened at **17.00 hours on 04.06.2024 At Dean (P & D)**, school of planning and architecture Bhopal at present campus Neelbad road Bhauri Bhopal & any other officer designated for this purpose by him in the presence of the bidders or their representatives should they choose to be present.
13. Quotation once submitted will remain with the Institute (SPAB) and will not be returned to the bidder.
14. In case of any dispute regarding the work, the Director, SPA Bhopal will have right to take appropriate decision.
15. Tender fees: The tenderer shall have to deposit an amount of Rs.500/- (Non –refundable) as tender fees by D.D.in favour of Director, SPA Bhopal/through online payment (Canara Bank, Bhauri branch , Account No.2073201002565,IFS Code:CNRB0004725,Account Name –SPA Bhopal internal Receipts.
16. Earnest Money: An earnest money of Rs 7000 /-(Refundable but non- interest bearing) has to be enclosed along with the Technical Bid (Part-A).  
The EMD shall be only in the form of D.D. in favour of Director, SPA Bhopal/through online payment (Canara Bank,Bhauri branch ,Account No.2073201002565,IFS Code:CNRB0004725,Account Name –SPA Bhopal internal Receipts.. No Cheques /Cash shall be accepted as EMD. The refund of EMD to the technically disqualified & lowest 4th bidders onwards shall be made within 15 days from the date of opening of financial bid. The refund of EMD of the 2nd & 3rd lowest bidders shall be made after award of work and site mobilization by the successful bidder.On award of work to the successful lowest bidder (L1), the EMD amount of Rs. 7000/-will be retained and kept by the SPAB as Performance Security 5% against the tender value.
17. Earnest money will be forfeited if the contractor fails to commence the work as per Work order and he shall not be eligible for any claim.
18. The quoted rate shall be inclusive of all taxes and charges as applicable
19. The contractor shall be responsible for their good character; all damage done to the existing structure of the workers shall be made good by the contractor at his own risk and cost.
20. School of Planning And Architecture, Bhopal shall not be responsible for any injury or loss of any workers of the contractor that may take place while at work. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor. The contractor is solely responsible for any damage or injury or accident that may occur to any of his personnel working under this contract. No claim whatsoever arises to School of Planning And Architecture, Bhopal.
21. Payment: Payment after satisfactory completion of work shall be made through ECS mode only. The Contractor is required to furnish the relevant details of bank account for getting the payment through Electronic Clearance System (ECS) The contractor is required to either provide a Photostat copy of cancelled cheque or to take attestation from concerned bank, as a documentary support.

- i) Bank account no. Branch name & complete address of the bank
- ii) 11 digit IFSC (Indian Financial System Code) of the bank.
- iii) 9 digit MICR (Magnetic INK Characters Recognition) Code of the bank.
- iv) PAN No. & TAN No. in the name of the firm.
- v) Phone no. / mobile no./ e-mail address.

**22. Claims –not admissible under following circumstances:**

- a) Extra items of work done without a written order of departmental officer.
- b) In case of sudden fluctuation and /or increase in rates of labour, material, royalty, various taxes, railway freight, fuel, lubricant carriage cost etc .at Any stage work.
- c) Non –availability of labour of any category required for the work.
- d) Labour sitting idle due to any cause.
- e) Delay in communication in changes or modification in design, drawing & specification at any stage of work.

**f) Loss sustained due to:**

- 1) Acts of enemies, including agitation by public & riots.
- 2) Transportation & procurement difficulties.
- 3) Natural circumstances.
- 4) Any other circumstances which are beyond human control.

23. Tender once submitted will remain with the Institute (SPAB) and will not be returned to the bidders.

24. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. Director, SPA, Bhopal also reserves the right to accept or reject any or all the tenders without assigning any reason and does not bind himself to accept the lowest tender.

25. The Contractor will take due permission for the entry of all his workmen in SPAB. No unauthorized person will be allowed to work inside.

26. The Contractor should depute a qualified supervisor dedicated for this work, who will monitor and coordinate work from the contractor’s side and interact with the SPAB Estate Engineer, responsible for supervision of work, on regular basis.

27. If during the execution of works, any damage is caused to SPAB property by contractor’s workers, the contractor will duly make good the loss. The SPAB has the right to make a suitable deduction from contractor’s bills along with penalties, if the contractor fails to make good the loss.

28.Scope of Work: Detailed scope of work, special terms & conditions, makes of materials and specifications, etc. are enclosed with this **Tender Enquiry as per Annexure –I**. Bidder must read them before filling rates.

I/We hereby declare that I/We have read and understood the above instructions for the guidance of bidders.

Witness: Signature of bidder

\_\_\_\_\_

Date:

\_\_\_\_\_

Address :

\_\_\_\_\_

Date:

\_\_\_\_\_

## Annexure-I

### GENERAL INFORMATIONS & SCOPE OF WORK

#### 1. DESCRIPTION OF SITE

School of Planning and Architecture, Bhopal, Neelbad Road Bhauri Bhopal.

#### 2. SCOPE OF WORK

**Preparation of Waste Container kacha-surface (without RCC) and Vermicompost pit near Girls' Hostel Work at School of Planning and Architecture Bhopal Work** in the mentioned Area A - size framed dimensions of area where two containers facilitated by Nagar Nigam Bhopal for pick and drop having dimensions of 3 Meter x 1.5 Meter and Area B- size vermin compost 3 Meter x 1 Meter as shown in Drawing. The scope includes The work of Platform Square type for waste management system involve is limited to Excavation of pit, cement concrete work , supplying of copra soil / hard mooram , supplying of G.I. chain link fabric fencing , supplying of Brick Masonry and digging, leveling, watering, and spreading of copra soil with Machine is the requirement.etc. and/or as directed by Competent Authority.

## Annexure-II

### Technical Bid

S.No.	Details of the Tenderer/Bidder	Page No.	Remarks
1	Name and Address of the Tenderer/Bidder		
2	Complete Address:		
3	State clearly whether it is a sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No: Dated: Drawn on Bank: Amount: (Rupees.....)		
5	Details of the cost of the Tender documents (Yes/No) DD No: Dated: Drawn on Bank: Amount: (Rupees.....)		
6	Whether each page of Terms & Condition and its Annexure have been signed and stamped		
7	Whether Bidders have quoted for each and every item mentioned in Financial Bid (Yes/No) (If No, then please attach a list of quoted items with the Technical Bid without indicating price)		
8	Copy of GST		
9	Permanent Account No.		
10	Sale Tax Registration No.		
11	TIN No. (Copy must provide)		
12	Email ID		
13	Contract No.		

**Date:**

**Business Address:**

**Signature of Bidder:**

**Place:**

**Seal of the Bidder:**

**(Signature of Contractor)**

**[SEAL]**

**Annexure-III**  
**Financial Bid**

<b>SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL</b>						
<b>Estate-Office</b>						
<b>Schedule of Quantity/Work</b>						
<b>Name of Work: Preparation of Waste Container kacha-surface (without RCC) and Vermicompost pit near Girls' Hostel Work at School of Planning and Architecture Bhopal Work at School of Planning &amp; Architecture Bhopal.</b>						
S.No.	Description	Approx. Quantity / requirement	Unit	Rate	Amount	Remark
1	Excavation of pit size 0.3 x 0.3 x 0.60 for grouting of post at designated locations as per direction of Estate Engineer Incharge.	15	Nos			M.R.
2	Cement concrete work having size 0.3 x 0.3 X 0.60 for post grouting.	15	Nos			
3	Old material of Ms angle used for chain link fabric fencing and H-beam for truss supporting if Fabrication charges for old material @ Rs.50 per kg including cutting, hoisting and welding etc.	900	kg			
4	Supplying of copra soil/hard mooram for levelling of the surface with JCB work.	2	Dumper (1200 CFT)			
5	16.70 Supplying of G.I. chain link fabric fencing of required width in mesh size 50x50 mm including strengthening with 4 guage dia wire with size 5*50 feet @ Wt.120 Kg or nuts, bolts and washers as required complete as per the direction of Estate Engineer-in-charge.	4	bundle			
6	Supplying of Brick Masonry work including material and labour for complete work.	1	Job			
5	Labour charges if any involved	As per labour rate notification applicable				
	<b>Grand TOTAL (Rs.)</b>					

1. I/We have gone through the terms & conditions as stipulated in the tender and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.
3. Quantity mentioned above is tentative, it may increase or decrease as per site requirement.

**Date:**

**Business Address :**

**Signature of Bidder :**

**Place:**

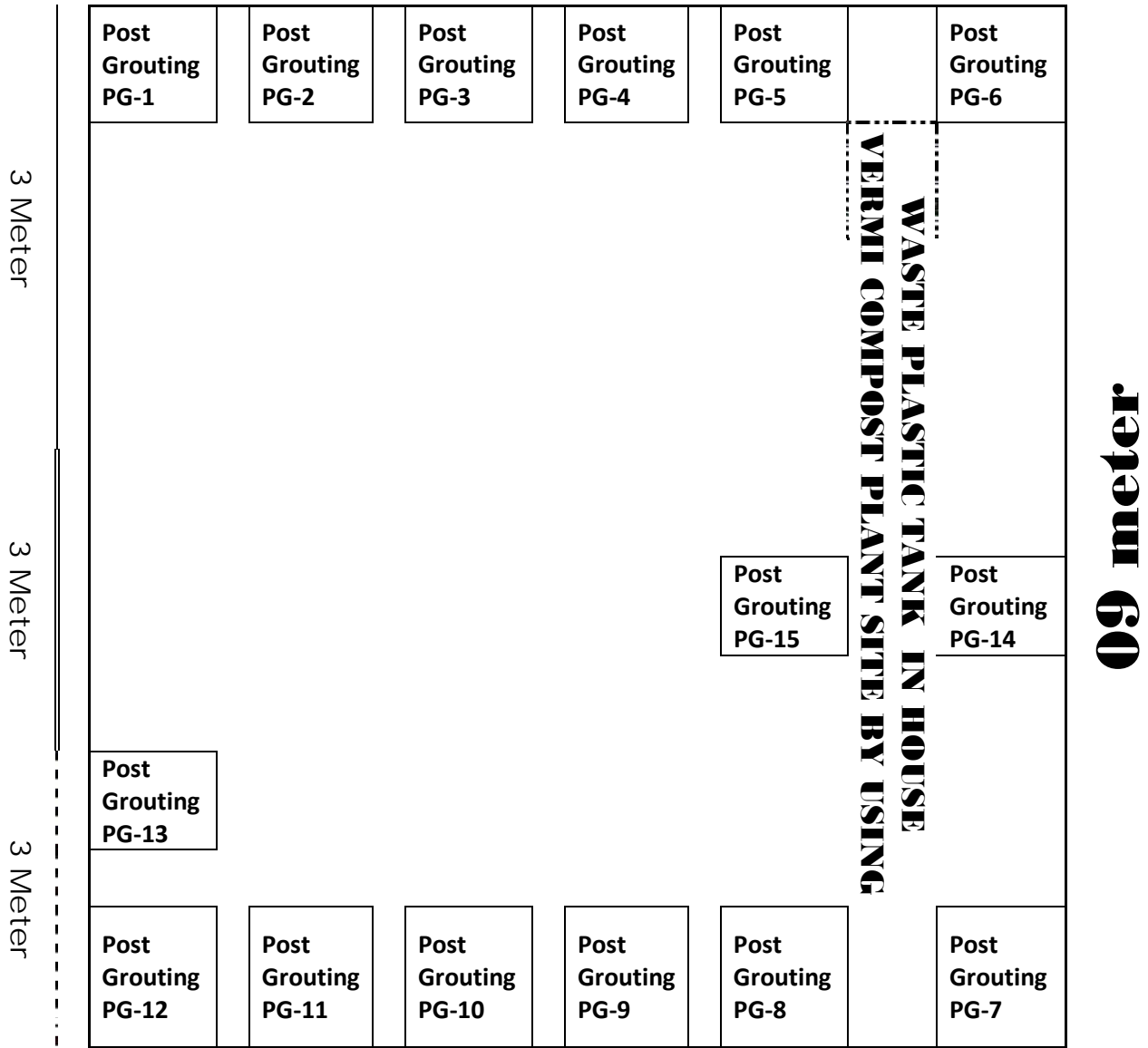
**Seal of the Bidder:**

**Note:**

1. Bidders should seal & sign each page of Terms & Condition.
2. Bidder must submit quotation and clearly mention contents in bold letters at top of the envelope and strictly as per the format given above only)

**Layout plan : Preparation of Waste Container kacha-surface(without RCC)  
and Vermicompost pit near Girls' Hostel at SPA Bhopal (M.P.)**

←————— **11 meter** —————→



Prepared by: - ESO, SPA Bhopal.