



**राष्ट्रीय गतिशील दिव्यांगजन संस्थान**  
**National Institute for Locomotor Disabilities (Divyangjan)**  
(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)  
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India  
**B.T. ROAD, BON-HOOGHLY, KOLKATA-700090**  
**बी.टी .रोड बनहुगली,कोलकाता-700090**  
Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: [mail@nioh.in](mailto:mail@nioh.in) and web: [www.niohkol.nic.in](http://www.niohkol.nic.in)

**N.I.T. No-REP-FAN/351/CE/2001/NIOH/PART-I/4585(8)**

**Date: 05.10.2016**

## **TENDER DOCUMENTS**

### **FOR**

**Overhauling of Ceiling Fans at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090.**

**CIVIL ENGINEERING DEPARTMENT**  
**NILD, KOLKATA**

**PRICE: Rs. 500.00**

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF  
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NILD, KOLKATA]



राष्ट्रीय गतिशील दिव्यांगजन संस्थान  
National Institute for Locomotor Disabilities (Divyangjan)

(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)  
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India  
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**LIST OF TENDER DOCUMENTS**

**Name of the Work:** Overhauling of Ceiling Fans at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090.

SL.NO.	ITEM	PAGE NO
1	PARTICULARS OF TENDER	3
2	TERMS AND CONDITION	4-9
	ADDITIONAL TERMS AND CONDITION	9
3	PRICE SCHEDULE	10-11
4	Annexure I	12-13
5	Annexure II	14

These tender documents issued to :

Mr./ Mrs. / M/s.....  
after receiving of ₹ 500.00 only/- for the cost of tender paper through the M.R. No:  
..... on dated..... at ..... am/pm.

Signature of the Issuing Authority

These tender documents received by Mr. / Mrs.....  
for Mr./ Mrs. / M/s.....,  
in original.

Signature of the Applicant with seal

[SIGNATURE OF THE TENDERER WITH SEAL]

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Date: 05.10.2016

**PARTICULARS OF TENDER**

Percentage rate bids are invited from Eligible specialized firm/ agencies who are carrying out the similar type of works in PWD/CPWD or any other Government organization to undertake the work of "Overhauling of Ceiling Fans at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090."

SL. NO:	PARTICULARS	
1	Name of the Work	Overhauling of Ceiling Fans at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090
2	Estimated Amount	Rs. 1,57,150.00. *
3	Time of Completion	60 days from the issue of work order.
4	Earnest Money	Rs. 4,000.00
5	Cost of Tender Paper	Rs. 500.00
6	Last date of issue of Tender Paper from Civil Engineering Department, NILD, Kolkata.	On 08.11.2016 up to 04:00 pm
7	Last Date of Submission of Filled in Tender Paper	On 10.11.2016 up to 02:00 pm
8	Date of Opening of Tender	on 10.11.2016 at 3:30 pm
9	Tender paper will be issued from Civil Engineering Department after receiving of an application regarding issue of the particular tender document in the company's original letter head & Rs. 500.00 in cash towards the cost of tender paper. Tender documents can also be downloaded from the web site ( <a href="http://www.niohkol.nic.in">www.niohkol.nic.in</a> ). In that case the DD/Pay order of Rs. 500.00 in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata towards the cost of Tender document, drawn on or before the last date of issue of tender paper, is to be submitted along with completed Tender document in the envelop.	

\*The work is estimated to cost Rs. 1,57,150.00. This estimate however is given merely as a rough guide.

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# राष्ट्रीय गतिशील दिव्यांगजन संस्थान National Institute for Locomotor Disabilities (Divyangjan)

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## TERMS AND CONDITIONS

### 1. GENERAL:

1.1. The bid document consists of particulars of tender, general terms and conditions, price schedule and other necessary documents.

#### 1.2. Location:

Various buildings at the campus of National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090.

1.3. The work shall be executed as per current Indian Electricity Rules & CPWD General Specifications for Electrical work and as per relevant IS and as per directions of Engineer-in-Charge.

### 2. COMMERCIAL CONDITIONS:

#### 2.1: Eligibility Criteria:

2.1.1. Percentage rate bids are invited from Eligible specialized firm/ agencies who are carrying out the similar type of works in PWD/CPWD or any other Government organization to undertake the work.

2.1.2. Self attested photo copy of satisfactory completion certificate of work as given below must be submitted with Tender documents:

- (i) One similar work of value not less than Rs. 1.26 Lakh in any government/semi government or autonomous body during last three years ending September, 2016. Or,
- (ii) Two similar works, each of value not less than Rs. 0.95 Lakh in any government/semi government or autonomous body during last three years ending September, 2016. Or,
- (iii) Three similar works, each of value not less than Rs. 0.63 lakh amount in any government/semi government or autonomous body during last three years ending September, 2016 .

# Similar type of works means Overhauling and repairing of any type of fans, motors etc.

The completion certificates must clearly indicate:

- a. The date of completion of work.
- b. Nature of work.
- c. That the work has been completed satisfactory.

2.1.4. Self attested photo copy of Service Tax Registration certificate, VAT registration Certificate and acknowledgement of up to date filled return, Trade Licence, PAN Card, and Partnership deed (in case of Partnership firm), electrical supervisory licence, must be submitted with the Tender documents.

#### 2.2. Type of Contract:

The work to be awarded by this NIT shall be treated as indivisible works contract.

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### 2.3. Issue, Submission and opening of Tenders:

2.3.1. Tender paper will be issued from Civil Engineering Department after receiving of an application regarding issue of the particular tender document in the company's original letter head & Rs. 500.00 in cash towards the cost of tender paper up to 08.11.2016 at 04:00 pm. Tender documents can also be downloaded from the web site ([www.niohkol.nic.in](http://www.niohkol.nic.in)). The Duly filled in and signed tender paper will have to be submitted in the specified tender box at Civil Engineering Department in the presence of Engineering in Charge, NILD, Kolkata by the tenderers complete with the followings on or before 10.11.2016 at 1:00 pm:

- EMD of Rs. 4,000.00 which shall be in the form of Bank Draft/Pay order in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata and is to be submitted along with completed Tender document in the envelop.
- If the tender documents are to be downloaded from the web site ([www.niohkol.nic.in](http://www.niohkol.nic.in)), in that case the DD/Pay order of Rs. 500.00 in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata towards the cost of Tender document, drawn on or before the last date of issue of tender paper is to be submitted along with completed Tender document in the envelop.
- Other documents mentioned in the Checklist as per Annexure II.
- The tenderer shall have to clearly mention in bold letters the name of the work, NIT No, Date of NIT, Name of the Firm with full address & date of submission on the top of the sealed envelope (**sealed with GALA**) containing tender document.
- Telegraphic/cabled/faxed/e-mail or any type of exposed tenders will be summarily rejected.
- One no. of letter regarding self-declaration as per Annexure I in the company's original letter head must be submitted by the tenderer along with other tender documents.

2.3.2. The Tenderers are advised not to deviate from the technical specifications, items, commercial terms and conditions of NIT like terms of payment, guarantee, arbitration clause, escalation etc.

2.3.3. The bid only shall be opened on 10.11.2016 at 3:30 pm.

2.3.4. Scrutiny/ evaluation of bid documents shall be done by the Tender Committee of NILD, Kolkata. In case if it is found that the bid of the Tenderer is not in line with NIT specifications, requirements and/or contains any deviations, the department reserves the right to reject the bid of such firms without making any reference to the Tenderer(s).

2.3.5. Any clarifications required by the department shall have to be furnished by the Tenderer within the time given by the department for the same. The Tenderer will have to depute his representative to discuss with the officer(s) of the department as and when so desired. In case, in the opinion of the department a Tenderer is taking undue long time in furnishing the desired clarifications, his bid will be rejected without making any reference.

2.3.6. In the bid document, submitted by the tenderer, shall be no condition whatsoever. In case any Tenderer mentions any condition including conditional rebates in their price

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part, Tender shall be rejected forthwith. A Tenderer will also not be allowed to withdraw or modify any condition after the technical bids have been.

- 2.3.7. The department reserves the right to reject any of or all the bids and go for fresh Tenders as the case may be without assigning any reason.

### 3. TERMS OF PAYMENT:

No advance payment will be made. The payment will be made on submission of the bill after completion of the job. Stipulations like levy of interest if payment is not made in specified time is not acceptable to the department.

#### 3.1. Security deposit:

Security deposit shall be deducted from each running bill and the final bill to the extent of 10% of the gross amount payable. The earnest money deposit shall be adjusted with this security deposit. The security deposit shall be released on expiry of guarantee period stipulated in the contract.

### 4. COMPENSATION FOR DELAY:

The work is to be completed within the stipulated period. In case of delay a penalty @ 1½ percent per month computed on per day basis subject to the maximum of 10% of Quotation amount will be recovered from final bill.

### 5. Rates:

The rates quoted by the Tenderer shall be firm and inclusive of all taxes (including work contact taxes), duties and levies and all charges for packing, forwarding, insurance, freight and delivery, installation, testing, commissioning etc. at site.

Intending Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the building, the form and nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect their bid. A Tenderer shall be deemed to have full knowledge of the site whether he inspect it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost, all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the tender documents and made himself aware of the scope and specifications of the work to be done and of conditions and other factors having a bearing on the execution of the work. No T&P shall be issued by the department and nothing extra shall be paid in this regard.

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### 6. COMPLETENESS OF TENDER:

All sundry equipment, fittings, termination lugs for electrical connections, dismantling of the existing electrical installations and all other items which are useful and necessary for installation of the work shall be deemed to have been included in the Tender irrespectively of the fact whether such items are specifically mentioned in the Tender document or not.

### 7. STORAGE AND CUSTODY OF MATERIALS:

The agency has to make his own arrangement for storage of materials & equipments. No separate storage accommodation shall be provided by the department. Watch and ward of the stores and their safe custody shall be the responsibility of the contractor till the final taking over of the installation by the department.

### 8. CARE OF THE BUILDING:

Care shall be taken by the contractor while carrying out the work to avoid damage to the building. He shall be responsible for repairing all damages and restoring the same to their original finish at his cost. He shall also remove at his cost all unwanted and waste materials arising out of the installation from the site of work.

### 9. COMPLETION PERIOD:

Time of completion of the total work is 60(Sixty) days from the date of issue of the work order as indicated in the Tender documents. The completion period is for the entire work of planning, supplying, mobilization of tools and manpower, installation, testing, dismantling the existing wiring, removing of unwanted and waste materials arising out of the installation from the Institute Campus etc. and handling over of the entire system to the satisfaction of the Engineer-in-Charge.

### 11. PERFORMANCE GUARANTEE:

11.1. The Tender shall guarantee among other things, the following:

- Quality, strength and performance of the materials used.
- Safe mechanical and electrical stress on all parts under all specified conditions of operation.

12. The successful Tenderer shall submit an irrevocable performance guarantee of 5% of the Tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement within 07 days from the date of acceptance of tender. This guarantee shall be in the form of a Demand Draft/ Pay Order in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata. The performance guarantee shall be initially valid up to the stipulated date of completion plus 90 days beyond. This bank guarantee kept valid till the recording of completion certificate for the work by the competent authority. **In case the contractor fails to deposit the said performance guarantee within the period as indicated above, including the extended period, if any, the EMD deposited by the contractor shall be forfeited automatically without any notice to the contractor.**

[SIGNATURE OF THE TENDERER WITH SEAL]

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### 13. GUARANTEE:

All equipments shall be guaranteed for a period of **12 months** from the date of taking over the installation by the department against unsatisfactory performance. The equipments or components, or any part thereof, so found defective during guarantee period shall be forthwith repaired or replaced free of cost, to the satisfaction of the Engineer-in-Charge. In case if it is felt by the department that undue delay is being caused by the contractor in doing this, the same will be got done by the department at the risk and cost of the contractor. The decision of the Engineer-in-Charge in this regard shall be final.

### 19. VALIDITY:

Tenders shall be valid for acceptance for a period of 90 days from the date of opening of bid.

### 20. COMPLIANCE WITH REGULATIONS AND INDIAN STANDARDS:

20.1. All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to the works covered by these specifications. In particular, the equipment and installation will comply with the following:

- Indian Electricity Rules.
- IS & BS Standards as applicable.
- Workmen in compensation Act.
- Statutory norms prescribed by local bodies like CEA, NDMC etc.

20.2. Nothing in this specification shall be construed to relieve the successful Tenderer of his responsibility for the installation work with all accessories in accordance with currently applicable statutory regulations and safety codes.

20.3. Successful Tenderer shall arrange for compliance with statutory provisions of safety regulations and departmental requirements of safety codes in respect of labour employed on the work by the Tenderer. In addition, the department will be at liberty to make arrangement for the safety requirements at the cost of Tenderer and recover the cost thereof from him.

### 21. INDEMNITY:

The successful Tenderer shall at all times indemnify the department consequent on this works contract. The successful Tenderer shall be liable in accordance with the Indian Law and Regulations for any accident occurring due to any cause and the department shall not be responsible for any accident or damage incurred or claims arising there from during the period of execution of work under the supervision of the successful Tenderer in so far as the latter is responsible. The successful Tenderer shall also provide all insurance including their party insurance as may be necessary to cover the risk. No extra payment would be made to the successful Tenderer due to the above.

### 22. ERECTION TOOLS:

No tools and tackles required for repairing, overhauling & installation purposes would be made available by the department. The successful Tenderer shall make his own arrangement for all these facilities.

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**23. CO-OPERATION WITH OTHER AGENCIES:**

The successful Tenderer shall co-ordinate with other contractors and agencies engaged in the construction of building, if any, and exchange freely all technical information so as to make the execution of this works contract smooth. No remuneration should be claimed from the department for such technical co-operation. If any unreasonable hindrance is caused to other agencies and any completed portion of the work, has to be dismantled and re-done for want of co-operation and co-ordination by the successful Tenderer during the course of work to the original condition and specification of the dismantled portion of the work was not undertaken by the successful Tenderer himself.

**24. MOBILIZATION ADVANCE:**

No mobilization advance shall be paid for this work.

**25. CONTRACT AGREEMENT:**

This notice inviting tender shall be form a part of the contract document. Bidders shall quote his as per the guideline of various terms and conditions of this NIT and others from Form 7, General Condition of contracts 2014 (CPWD), modified and correct up to the last date of submission of bid and other standard CPWD form as applicable.

Calcutta High Court at Kolkata will only be the jurisdiction to deal with and decide on any dispute whatever arising out of this tender.

**ADDITIONAL TERMS AND CONDITIONS**

1. The work is to be executed such a manner that day to day activities of the Institute may not be hamper.
2. Work may be require to execute on emergency basis i.e. on Sunday/holidays/ beyond office hours depending up on the situation without any extra claim/charge.
3. Shifting of furniture, machinery etc. before and after execution of work shall be a part of tender work.
4. Shifted materials may be kept under the custody of contractor till those are handed over to the in Charge of respective unit for whom work executed.
5. Any damage occurs during shifting of Govt. article should be make good by the contractor.
6. The contractor shall have to make own arrangement of water and electricity for which nothing extra will be paid on that account subject to the condition that the water used shall be fit for the construction purpose.
7. Water and electricity, if possible, may be supplied to the contractor on request. Water and electricity charges @1% of gross amount t of bill will be recover from the same. But in case disruption of supply contractor shall make his own alternative arrangement. No claim of damage or refund of water and electricity charges will be entertained on account of such occasion.

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**PRICE SCHEDULE**

[Rates based on present market rate]

<b>NAME OF THE WORK:</b> Overhauling of Ceiling Fans at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090.						
Sl.No:	Description of Work	Quantity	Denom. Of Qty.	Unit	Rate Rs.	Amount Rs.
1	Opening, checking of nut-bolts, cotter pin & Rubber insulator, testing, Greasing, Overhauling, Baking, Vernising & Refitting of ceiling fans of 1200 mm or 1400 mm sweep as per G.S.	750	nos.	each	60.00	45000.00
2	Rewinding the stator coil by supplying super enamelled copper wire of appropriate guage, minalex paper, mica sheet, changing the loops and commissioning including measuring rpm of ceiling fans of 1200 mm or 1400 mm sweep as per G.S. (Note: The old super enameled wire removed from the rewound motors by contractor will be retained by them and due credit is to be given towards old material while quoting the rates in the beginning)	25	nos.	each	330.00	8250.00
3	Replacement of damaged bearings (2nos. Each fans) in the existing Ceiling fans complete incl. supply and fixing of new bearings as reqd.(Make:NBC/SKF/TATA or SS make) as per G.S.(Note: Rate may please be quoted considering the value/credit of dismantled bearings).	100	nos.	each	200.00	20000.00
4	Lowering and refixing of 1200 mm or 1400 mm sweep ceiling fans incl. making necessary disconnection and Installation, testing and commissioning of ceiling fan, including wiring the down rods o with 1.5 sq. mm FRLS PVC insulated, copper conductor, single core cable etc. as required, as per G.S.	750	nos.	each	95.00	71250.00

[SIGNATURE OF THE TENDERER WITH SEAL]

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O I/C CIVIL ENGINEERING DEPARTMENT,  
NILD, KOLKATA]



राष्ट्रीय गतिशील दिव्यांगजन संस्थान  
National Institute for Locomotor Disabilities (Divyangjan)

(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)  
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India  
B.T. ROAD, BON-HOOGHLY, KOLKATA-700090

बी.टी. रोड बनहुगली, कोलकाता-700090

Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: [mail@nioh.in](mailto:mail@nioh.in) and web: [www.niohkol.nic.in](http://www.niohkol.nic.in)

5	Replacement of faulty Condensers of 2.5 $\mu$ F of existing ceiling fans of size of 1200 mm or 1400 mm sweep including supply and fixing of new condenser of 2.5 $\mu$ F (Make: Usha/Tibcon/Amcap/ Epcos or SS make) and making connection, testing and commissioning etc. complete as reqd. as per G.S.	150	nos.	each	30.00	4500.00
6	Replacement of damaged shaft of existing Ceiling fans/Exhaust fans etc. including supply and fixing of the new shaft incl. machine work, making hole/threading etc. complete as reqd. as per G.S.	100	nos.	each	70.00	7000.00
7	Supplying and fixing extra down rod of 10 cm length G.I. pipe ,15 mm dia, heavy gauge including painting etc. as required as per G.S. (Note : More than 5 cm length shall be rounded to the nearest 10 cm and 5 cm or less shall be ignored)	50	nos.	each	23.00	1150.00
<b>TOTAL=</b>						<b>1,57,150.00</b>

(Rupees One lakh Fifty Seven Thousand One Hundred Fifty only)

I/ We agree to carry out the work .....% [In Words:  
.....percent]  
ABOVE /BELOW/ AT PAR the Schedule of Works.

[SIGNATURE OF THE TENDERER WITH SEAL]

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**ANNEXURE – I**

**(Proforma for self-declaration)\***

To,  
The Director  
National Institute for Locomotor Disabilities (Divyangjan)  
B.T.Road, Bon-Hooghly,  
Kolkata 700090

**Sub: Name of work :** Overhauling of Ceiling Fans at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090.

**Ref: Your N.I.T. No-REP-FAN/351/CE/2001/NIOH/PART-I/4585(8) Date: 05.10.2016**

Sir,

I/We have read and examined the notice inviting tender, conditions of contract, clauses of contract, special conditions, schedule of rate & other documents and rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified within the time specified in the NIT, schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in general rules and directions and conditions of contract.

I/We agree to keep the tender open for 90 (thirty) days from the due date of its opening and not to make any modifications in its terms and conditions.

(I/we submit herewith a Demand Draft or Banker's cheque , amounting to ₹ 500.00 only(drawn in favour of National Institute of Orthopaedically Handicapped, Kolkata, Payable at Kolkata) for depositing of cost of tender paper as prescribed in the referred NIT. I/We am/are also aware that the cost of tender paper is not refundable in any situation whatsoever.)\*\*

I/we upload herewith the scan copy of a Demand Draft or Banker's cheque , amounting to ₹ 4,000.00 only(drawn in favour of National Institute of Orthopaedically Handicapped. Kolkata, Payable at Kolkata) for depositing of earnest money as prescribed in the referred NIT. I/We am/are also aware that the earnest money will not bear any interest.

I/We will submit the performance guarantee of 5% of the tender amount, in the form of a Demand Draft or Banker's cheque, drawn in favour of National Institute of Orthopaedically Handicapped. Kolkata, Payable at Kolkata within the stipulated period as mentioned in the NIT. If I/We fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF  
O I/C CIVIL ENGINEERING DEPARTMENT,  
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the Director, NILD, Kolkata shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.

Further, if I/We fail to commence work as specified, I/We agree that the Director, NILD, Kolkata shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said performance guarantee shall be guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained in the tender form. Further, I/We agree that in case of forfeiture of earnest money or performance guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/ confidential documents and shall not communicate information/ derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the state.

Yours faithfully

Dated .....

Signature of Contractor .....

Witness: #

Postal Address : #

Address :

Occupation :

**Note:**

**\*This letter should be on the letterhead of the tenderer and should be submitted by the Bidder with the tender documents.**

**\*\*This para is applicable only for those tenderers who have downloaded this tender paper from the web site ([www.niohkol.nic.in](http://www.niohkol.nic.in)).**

[SIGNATURE OF THE TENDERER WITH SEAL]

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Annexure II

CHECKLIST OF SUBMITTING DOCUMENTS - (TO BE FILLED BY THE TENDERER)

SL. NO:	DOCUMENTS	PLEASE MARK “√” IF DOCUMENT SUBMITTED*
1	Original Tender document, issued from Civil Engineering Department, NILD, Kolkata duly filled in and signed by the tenderer.	
2	Tender document, downloaded from the web site <a href="http://www.niohkol.nic.in">www.niohkol.nic.in</a> duly filled in and signed by the tenderer.	
3	DD/Pay order of Rs. 500.00 in favour of “NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED” payable at Kolkata towards the cost of Tender document. (In the case of Tender documents are downloaded from the web site <a href="http://www.niohkol.nic.in">www.niohkol.nic.in</a> )	
4	Scan copy of EMD amounting to Rs. 4,000.00 in form of Bank Draft/Pay order in favour of “NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED” payable at Kolkata.	
5	Self attested photo copy of satisfactory completion certificate of One similar work mentioned in this NIT of value not less than 1.26 lakh in any government/semi government or autonomous body during last Three years ending September, 2016, as mentioned in para (i) under clause (2.1.2)	
6	Self attested photo copy of satisfactory completion certificate of Two similar works mentioned in this NIT, each of value not less than 0.95 lakh in any government/ semi government or autonomous body during last Three years ending September, 2016, as mentioned in para (ii) under clause (2.1.2)	
7	Self attested photo copy of satisfactory completion certificate of Three similar works mentioned in this NIT, each of value not less than 0.63 lakh in any government/ semi government or autonomous body during last Three years ending September, 2016, as mentioned in para (iii) under clause (2.1.2)	
8	Self attested photo copy of Service Tax Registration certificate	
9	Self attested photo copy of VAT registration Certificate and acknowledgement of up to date filled return	
10	Self attested Photo copy of Trade Licence	
11	Self attested photo copy of PAN Card	
12	Self attested photo copy of Partnership Deed (in case of Partnership firm must be submitted with the Quotation documents)	
13	Self attested photo copy of Electrical supervisory Licence	
14	Percentage rate quoted in the specified price schedule	
15	Letter regarding self-declaration as per Annexure I in the company's original letter head	
16	Any other documents submitting by the Tenderer, to be mentioned here:	

\*Mention “Not Applicable” if the document is irrelevant.

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF  
O I/C CIVIL ENGINEERING DEPARTMENT,  
NILD, KOLKATA]