



केरल केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF KERALA

(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित / Established under the Act of Parliament in 2009)

CUK/Estate/Mini Forest/200/21

Dated, 02-06-2022

TENDER DOCUMENT FOR

LAND PREPARATION WORKS FOR MINI FOREST AT CUK, PERIYA

Tender No :- CUK/Estate/Mini Forest/200/21

JUNE - 2022

Bid Submission closing Date: 14.00 Hrs. on 023.06.2022
Bid Opening Date : 15:00 Hrs. on 24.06.2022
EMD Amount : Rs.12,000/-

1 | Page



केरल केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF KERALA

(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित / Established under the Act of Parliament in 2009)

Estate Department,
Central University of Kerala
Tejaswani hills, Periy P.O.,
Kasaragod- 671316

CUK/Estate/Mini Forest/200/21

Dated, 02-06-2022

NOTICE INVITING TENDER

Tenders are invited in Online mode from the eligible tenderers for the following work at Central University of Kerala, Periya Campus.

S. No.	NIT No	Name of work & Location	Estimated Cost put to tender	Earnest Money	Time of Completion	Last date & time		Time & date of submission & opening of tender
						receipt of application	issue of tender documents	
1	2	3	4	5	6	7	8	9
1	CUK/Estate/Mini Forest/200/21	LAND PREPARATION WORKS FOR MINI FOREST AT CUK, PERIYA	Rs. 587060/-	Rs. 12,000/-	60 days	14.00 hrs on 23/06/2022	13.00 hrs on 02/06/2022	Till 14.00 hrs on 23/06/2022 & 15:00 hrs. on 24/06/2022



Santhosh
REGISTRAR
कुलसचिव / Registrar
केरल केन्द्रीय विश्वविद्यालय
Central University of Kerala
कासरगोड / Kasaragod

Details of the Contractor

Sl.No.	Particulars	
1	Name of the Firm	
2	Name of the Contractor	
3	Contractor Details	
(a)	Mobile	
(b)	E-Mail id	
4	Name of the Bank	
5	Name of the Branch	
6	Account No. (prefix with zeros, if any as given on the cheque book/pass book) {please attach cancelled cheque}	
7	IFSC Code of the Branch	
8	MICR Code	
9	PAN No.	
10	GST No.	

**Signature of the
Contractor**

(With Stamp)

**NAME OF WORK: LAND PREPARATION WORKS FOR MINI FOREST AT CUK,
PERIYA**

A	<u>NON SCHEDULED ITEMS</u>					
SI No	Description	Qty	Unit	Rate	Amount	Remarks
1	Hiring of Hydraulic Excavator (3D) with driver and fuel for land preparation work in the proposed Mini Forest. The rate should include the cost and conveyance of all materials, Labour charges, taxes etc. complete (The payment shall be made on hourly basis of actual work done)	210.00	Hour			
2	Hire and running charges of tipper for land preparation work in the proposed Mini Forest. The rate should include the cost and conveyance of all materials, Labour charges, taxes etc. complete (The payment shall be made on hourly basis of actual work done)	63.00	Hour			
3	Supplying of unskilled workmen on daily wages for taking pits, filling the pit with manure, planting tree sapling, back filling the soil etc complete (The payment shall be made on daily basis for the actual number of workmen supplied)	84.00	Nos			

4	Supplying of Coir pith for planting the tree saplings including the cost of transportation, labour, taxes etc complete. (The payment shall be made on the basis of actual quantity supplied in the site)	8400	Cft			
	Grand Total Amount			Rs.		

Signature of Contractor
With seal
Date:-

Santhosh
Registrar
डॉ. संतोष कुमार. एन
Dr. Santhosh Kumar. N
कुलसचिव / Registrar



केरलकेन्द्रीयविश्वविद्यालय
CENTRAL UNIVERSITY OF KERALA
PERIYA, KASARAGOD

Ref.No.CUK/Estate/Mini Forest/200/21

Dated, 25-05-2022

TENDER CONDITIONS

NAME OF WORK: LAND PREPARATION WORKS FOR MINI FOREST AT CUK, PERIYA

1. The bid document consisting of specifications, schedule of quantities of various types of items to be executed and other necessary documents can be seen and downloaded from website <https://mhrd.euniwizarde.com/>.
2. The tender shall not be issued physically. The tenderer shall submit their tender only at MHRD e-Wizard portal <https://mhrd.euniwizarde.com/>. Tenderer/Contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned document along with scanned copy of e-Payment for EMD.
3. Uploading of tender in location other than specified above shall not be considered. Hard copy of tender shall not be entertained.
4. Bidder will have to deposit **Rs.12,000/-** as EMD through e-Payment. Bidder will have to upload scanned copy of Payment details towards cost of EMD during the submission of tender and the same will be accepted only on verification & confirmation by the University. Any delay in credit will not be entertained by the University.
5. Prospective tenderers are advised to get register themselves at MHRD e-Wizard portal, obtain 'Login ID' & 'Password' and go through the instruction available in the Home Page after log into the MHRD e-Wizard-portal <https://mhrd.euniwizarde.com/>. They should also obtain Digital Signature Certificate (DSC Signing and Encryption certificate) in parallel which is essentially required for submission of their tender. Those contractors not registered on the website mentioned above, are required to get registered beforehand.
6. All rates shall be quoted in the Excel format and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details

have been completed, the bidder should save it and submit online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

7. Contractor must ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
8. Tenderers must ensure that all the uploaded documents should be of good quality. Vague /poor quality of printed documents and incomplete documents will not be accepted.
9. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances.
10. The successful bidder, after getting the Letter of Award, has to sign in each and every page of contract documents (hard copies) with date and seal.
11. All quantities in the schedule are provisional and likely to vary (either reduce or increase) however payments will be made at the quoted rate for actual quantity provided as ascertained by joint measurements after completion of works in all respects.
12. The specification and mode of measurements of different items of work should be as per the description column in BOQ.
13. The rate quoted by the contractor should include all materials required for the job including scaffolding, labour, equipment's etc. needed as well as for necessary civil works like making holes grouting, cement, sand, and for patch work and making good the damages. No extra payment will be paid by University for the same.
14. Unless otherwise stated all measurements shall be of net finished size only. All waste, extra quantities etc. necessary for the completion of work shall be allowed in his rates.
15. The rate quoted should be including all taxes like income tax, GST, duties, transportation of materials etc. and no claim will be entertained by University in this regard.
16. The work should be started immediately after receipt of the work order or after taking possession of the site whichever is later and completed in all respects within **60 days**. In case failure to complete without any valid reasons, contractor is liable for penalty of 1% per week of the delay, subject to a maximum of 10% of the total value of accepted contract amount (or) actual executed amount,

whichever is more, as decided by the Registrar, Central University of Kerala whose decision is final and binding on the contract.

17. The rates should be firm throughout the currency of the contract and no increase will be considered by the Central University of Kerala.
18. In case of any dispute, the decision of Registrar, whose decision is final and binding on the contractor
19. The Central University of Kerala reserves the right to accept or reject any or whole tender without assigning any reason thereof.
20. Sample of all materials to be used on the job should be produced and got approved before actual execution of work. One of the specified make of materials alone should be used for uniformity.
21. The premises are presently occupied by and hence the contractor has to do the work so as to cause the least inconvenience to the occupants and take all precautions to avoid damage to University property. If any damage occurs, the same shall be made good by the contractor at his own expenses and necessary permission has to be obtained in advance.
22. For items not specified in the tender, the contractor should execute the same under written instructions from the Registrar and submit his rates with rate analysis based on present market rate. The Registrar shall then pay to the contractor for such items at rate, which is reasonable according to him and his decision on such item shall be final and without any dispute.
23. After the work is completed the contractor shall have to leave the premises clean and tidy
24. In e-tendering, tenderer can quote the rates in figure only. The rates in words amount of each item and total is generated automatically, Therefore the rate quoted by the tenderer in figure is to be taken as correct.
25. The tenders should be kept open for consideration for a period of **90 days** from the date of opening. Other than the first three lowest tenders, the EMD will be released after the scrutiny of tender. EMD of the successful contractor will be refunded after the acceptance of work order.
26. The tenders are requested to inspect the premises before quoting/ submitting the tender.
27. University shall recover the income tax, surcharge, GST and work contract tax or any other statutory taxes if levied in by the Government.
28. In case of any variation or discrepancy is found between the description in the schedule of quantities and that in the specifications the schedule of quantities will take precedence over the specifications. The contractor shall immediately bring such discrepancy if any to the notice of the concerned before proceeding with such item and obtain their decision thereon.

29. The contractor may when have authorized and shall when directed to carry out some additional works which were originally not included in the schedule. While fixing the rate for these items 15% shall be allowed on cost of materials and labour to cover all supervision, overheads and profits.
30. No cement, steel or other materials will be supplied by the employer unless otherwise it is specified in the tender.
31. **Computerised Measurement Book/ Bill:** The contractor shall submit his running and final bills in a computerised form in the same format as the existing conventional bills, with all the page's machine numbered, and with all the entries made as per the existing procedure. The contractor shall submit as many copies of the computerized bills as may be required for the purpose of reference and record in the various offices of the department. The bill shall be carried forward from the previous running account bill as per the existing procedure.
32. The work should be approved in process and at each stage; the approval of the Registrar or his representative shall be obtained in writing.

ADDITIONAL INSTRUCTIONS FOR VENDORS

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 Portal (<https://mhrd.euniwizarde.com/>)

1. REGISTRATION PROCESS ON ONLINE PORTAL

a) Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link "Bidder Enrolment".

b) 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. This would be used for any communication from the e-Wizard Portal.

c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.

d) 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.

e) 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.

2. TENDER DOCUMENTS SEARCH

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b) 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 'Interested tenders' folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers 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.
- d) 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/XLSX/PNG, etc. formats.

4. BID SUBMISSION

- a) 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.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) 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.
- e) 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.

f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

g) 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.

h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

b) 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 8448288994/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, eprochelpdesk.01@gmail.com, eprochelpdesk.03@gmail.com, eprochelpdesk.06@gmail.com

7. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

8. The bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com/>) only.

CONTRACTOR


REGISTRAR
डॉ. संतोष कुमार. एन
Dr. Santhosh Kumar. N
कुलसचिव / Registrar