

# **KALINDI COLLEGE**

**UNIVERSITY OF DELHI**

**DELHI – 110008**

**[www.kalindi.du.ac.in](http://www.kalindi.du.ac.in)**



## **TENDER DOCUMENT FOR**

# Topographical cum Physical survey of Kalindi College

**e-TENDER DOCUMENT**

# **I N D E X**

## **Name of Work : Topographical cum Physical Survey.**

Kalindi College, East Patel Nagar, New Delhi – 110 008 intends to get Physical cum Topographical Survey vide Total Stations of its existing college premises admeasuring 8.5 acres of site

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| <b>Total</b>   |   | <b>12</b>       |           |

Certified that this Tender Document contains total 12 pages excluding cover page and index.

**KALINDI COLLEGE**  
**UNIVERSITY OF DELHI**  
**DELHI – 110008**

[www.kalindi.du.ac.in](http://www.kalindi.du.ac.in)

Email: kalindisampark@kalindi.du.ac.in

**NOTICE INVITING E-PROCUREMENT TENDER**

Kalindi College, East Patel Nagar, New Delhi – 110008 intends to get Topographical cum Physical Survey of the college premises admeasuring 8.5 Acres with additional 1 meter distance surrounding outside the college boundary wall [adjoining property] and invites online bids as per Two Bids System (Technical and Financial) from reputed & eligible agencies through e-procurement for Topographical cum Physical Survey of Kalindi College.

**Date Sheet**

| Details  | Date                    |
|--|-------------------------|
| Bid Document Download /Start Date & Time           | 24.01.2022 by 4:00 p.m  |
| Bid Submission Start Date & Time                   | 24.01.2022 by 4:00 p.m  |
| Bid Submission End Date & Time                     | 31.01.2022 by 5:00 p.m  |
| Technical Bid Opening Date & Time                  | 02.02.2022 by 10:00 a.m |
| Financial Bid Opening Date & Time                  | To be intimated later   |
| EMD  | Rs. 15,000/-            |
| Tender Document Cost                               | Free                    |
| Validity of Tender                                 | 90 days                 |
| Work completion period from the date of work order | 15 Days                 |

**Notes:**

1. All details regarding the subject tender are available on websites [www.du.ac.in](http://www.du.ac.in), [www.kalindi.du.ac.in](http://www.kalindi.du.ac.in) and <https://eprocure.gov.in/eprocure/app>. Any change / modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit the websites regularly to keep themselves updated.
2. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>.
3. For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
4. Demand draft of EMD favoring **Principal, Kalindi College**, payable at Delhi, should reach the college before the end date and time of bid submission. Failing which offer will be liable for rejection. Bidders, however have to attach scanned copy of EMD documents along with their e-tender.
5. EMD of the unsuccessful bidder would be returned back after one week of entering in agreement with the successful bidder.
6. EMD of the successful bidder will get converted into the security deposit on pro-rata basis.
7. Clarifications/ queries, if any, can be addressed to the Principal Kalindi College on email: [kalindisampark@kalindi.du.ac.in](mailto:kalindisampark@kalindi.du.ac.in).
8. All the downloaded each & every pages of the tender including cover page and index should be signed & stamped and should upload along with other documents, since it forms a part of Technical Bid.

**Principal**

## **INSTRUCTIONS FOR BIDDERS : STANDARD TERMS & CONDITIONS**

|   |   |
|---|---|
| Earnest Money Deposit   | <p><b>Rs. 15,000/-</b> (Rupees Fifteen Thousand only) in favour of “The Principal, Kalindi College, University of Delhi”, Payable at Delhi valid for a period of three months.</p> <p>Demand draft of EMD favoring <b>Principal, Kalindi College</b>, payable at Delhi, should reach the college before the end date and time of bid submission. Failing which offer will be liable for rejection. Bidders, however have to attach scanned copy of EMD documents along with their e-tender.</p> |
| Earnest Money : Refund  | <p>EMD of the unsuccessful bidder would be returned back after one week of entering in agreement with the successful bidder. EMD of the successful bidder will get converted into the security deposit on pro-rata basis.</p>   |
| Tender Fee  | Free  |
| Issue of Tender Document  | <p>Tender Document may be downloaded from the University website <a href="http://www.du.ac.in">www.du.ac.in</a>, College website <a href="http://www.kalindi.du.ac.in">www.kalindi.du.ac.in</a> and CPP portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> as per the schedule.</p>   |
| Opening of the Financial Bid of only those vendors whose technical bid qualifies in the technical evaluation. | <p>Will be informed later on after the evaluation of Technical bids (only to the bidders who will qualify the technical evaluation)</p>   |
| Clarification/Queries, if any, can be address to  | <p>The Principal<br/>Kalindi College<br/>University of Delhi<br/>East Patel Nagar<br/>New Delhi-110008<br/>Phone No.: 011-25787604<br/>Email: <a href="mailto:kalindisampark@kalindi.du.ac.in">kalindisampark@kalindi.du.ac.in</a></p>  |

## **ELIGIBILITY CRITERIA : TECHNICAL BID PERFORMA**

**To be uploaded by applicants along with Tender application**

**Name of Work:** TOPOGRAPHICAL CUM PHYSICAL SURVEY OF KALINDI COLLEGE

Geotech Consultant / Firm who meets the following Pre-Qualification criteria can apply within the stipulated time frame for the Geotechnical envisage of the said construction site in the college premises.

| 1             | 2   | 3                            |
|---------------|---|------------------------------|
| <b>S. No.</b> | <b>Technical Bid containing scanned copy of</b>   | <b>Enclosure Check -List</b> |
| 1.            | The Consultant / Firm should have market standing [establishment] with professional experience in relevant field minimum of 15 years [Relevant evidence required].      | Yes/No                       |
| 2.            | The Consultant / Firm should be located in Delhi & NCR Region [Address proof with Contact number / Visiting card / Letter Head to be enclosed]                          | Yes/No                       |
| 3.            | The Consultant / Firm in the said Surveying field should be Registered / Licenced by any Statutorial Body.  | Yes/No                       |
| 4.            | The Consultant / Firm owner / Team leader should possess Bachelor Degree in Survey Engineering / Civil Engineering [Copy of proof of qualification should be enclosed]. |                              |
| 5.            | The Consultant / Firm should be Accredited with <b>ISO 9001 : 2008</b> or equivalent [Quality Management] relevant evidence should be enclosed.                         | Yes /No                      |
| 6.            | Copy of PAN card and GST number of consultant / firm with latest receipt should be enclosed.  | Yes /No                      |
| 7.            | Digitally Signed Tender Document.   | Yes /No                      |
| 8.            | Earnest Money / Bid Security Declaration.   | Yes /No                      |
| 9.            | Any other Information with relevant enclosure / document....like power of attorney,...etc.  | Yes/No                       |

**Note :** All the above criteria should be supported by the scanned copy. On missing of any documents will lead automatically cancellation of respective individual bid. Scanned copy of the document should be clearly visible and readable.

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudra etc.), with their profile.
5. 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 DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to Intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. Please go through the tender advertisement and read the tender document carefully to understand the documents required to be submitted as part of the bid. 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 need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents and keep it as a repository.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

## **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "Online" through SBI MOPS Gateway using SBI/Other Banks/NEFT/RTGS mode.
4. Bidder should prepare the Tender Fee/EMD as per the instructions specified in the tender document.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided 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, open it and complete the blue coloured (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 it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. 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, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), 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.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1. 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.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.



## TECHNICAL BASIS OF BID

### I. SCOPE OF WORK:

#### A. Statistical Data:

1. To conduct Topographical cum Physical Survey of existing college campus admeasuring 8.5 Acres of land [approximate] with additional two meter distance surrounding the college boundary wall [adjoining property].

#### B. Work Constituents:

Including surrounding areas [two meter distance] w.r.t. approach / service roads and existing site / plot with nearby area's w.r.t.:

1. Roads / Land / Platform / Building Plinth levels with contour interval @0.5 meter with every alternate contour line to be darken in colour to establish primary and secondary contour line on site.
2. Spot level / Grid level @5 meter interval.
3. Permanent features like Boundary wall, Gate, Roads / Pavements, Platform, Building with plinth, Walkway, Pillar, Drains / Culverts, Electrical Pole, HT / LT Cable, Trees, Shrubs, Well / Bores, Hand pumps,,should be properly traced out in drgs.
4. Roof / Terrae plan of each and individual bldg. with levels, Rainwater khurra's, Rainwater pipe, .any structure over terraces,...etc. should be marked.
5. All manholes, gully trap, grease trap with internal sizes and invert levels along with networking of sewage & waste water drainage and Rain / Storm Water Drainage network should be clearly marked on the layout with pipe / drain with cross – sectional sizing.
6. Area Calculations.

### II. DELIVERABLES:

1. Set of 3 hard copies on scale with legend properly marked.
2. One sets in dwg format : soft copy.

### III. SCHEDULE OF PAYMENT:

Cost of the work to be quoted Lumpsum including transportation of equipment at site, site camp,.....,drgs...etc.

1. Payment would be made one time on successful completion of task and on submission of approved [prior required submission of advance / draft copy of drgs. towards approval] drgs.

One time on successful completion of task and on submission of approved documents / reports.

2. All tendered fees quoted should be inclusive of all taxes but **exclusive** of **GST**. GST shall be reimbursed on submission of documentary proof regarding payment of applicable GST to the statutory authority.
3. In case of change in rate of Tax or any provision relating to levy of Tax resulting in increase in burden of Tax on the contractor, the contractor shall entitled to receive any compensation for such increase in quantum of Tax payable by the contractor. Similarly recovery shall be made from the contractor on account of decrease of rate of Tax or any provision relating to levy of Tax.

**Note : GST** on Total cost would be additional as per applicable from time to time and should not be mixed with quoted lumpsum fees [**Bidders are advice to visit the site before quoting the**

**fees. If fees quoted found to be unreasonably low, bid of individual respective likely to be rejected]**

#### **IV. SECURITY DEPOSIT:**

At the time of making any payment to the firm, a deduction towards security deposit @5% of the Gross amount of the bill shall be made. This security deposit shall be released after defect liability period of **03 months** is over.

#### **V. COMPENSATION FOR DELAY:**

In case the firm and or his associates fail to complete the work within the stipulated period & no justifiable reasons are found for the delay, the firm shall be liable to pay compensation for delay @ 0.5% (zero point five percent) per week of delay, subject to a maximum of 5% (five percent) of the total value of the fees or such smaller percentage of compensation on the total value of the fees as determined by accepting authority whose decision in writing shall be final and binding on the firm. Force majeure reasons and any other reasons beyond the control of the firm shall be considered as justified reasons.

#### **VI. CONDITION OF THE SITE:**

1. Area of the site is in operational area & covered with boundary wall/fencing.
2. Entry of manpower and plying of vehicles carrying materials/ equipments to work site shall strictly be as per the direction of College Authority / Principal to ensure safe movement of passengers /public. If the instructions are not strictly complied-with, suitable penalty shall be imposed as per the rules in force and nothing extra shall be paid.
3. Working during night hours shall not be permitted without a written permission from the College Authority / Principal.
4. Before quoting the rates, the firm if desires may inspect the site with the prior approval of the College Authority / Principal.

#### **VII. FORECLOSURE OF CONTRACT IN FULL OR IN PART DUE TO ABANDONMENT OR REDUCTION IN SCOPE OF WORK:**

1. College has the right to close the contract, postpone the work after completing certain stages of work for which the firm will be paid only for those stages which have been completed by the firm and approved by college Nothing will be paid to the firm for any unfinished stages of work for which college's written consent to start has not been obtained. In the event of foreclosure of the agreement at any stage the firm will not have any claim for the unfinished stages except already finished and accepted and approved by college
2. If at any time after acceptance of the Tender college decides to abandon or reduce the scope of work for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Engineer-in-Charge shall give notice in writing to that effect to the firm and the firm shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the work.

#### **VIII. CONTRACT AGREEMENT:**

After acceptance of offer, a formal contract agreement shall be concluded on a non-judicial stamp paper of **Rs. 100/- (Rupees One Hundred only)** and the cost of the same shall be borne by the firm.

**IX. VALIDITY OF OFFER:**

The Tender shall be valid for **90 (Ninety) days** from the date of receipt of Tender.

**X. QUERIES, REPLIES AND CLARIFICATIONS:**

- a. If the bidder has any query related to the Bid Document of the work they should contact through email at [kalindisampark@kalindi.du.ac.in](mailto:kalindisampark@kalindi.du.ac.in) to seek clarifications. No other means of communication in this regards shall be entertained. Queries received after due date shall not be entertained.
- b. If any clarification is needed by college from the bidder about the deficiency in his uploaded documents in Envelope – I, they will be asked to provide it through email at [kalindisampark@kalindi.du.ac.in](mailto:kalindisampark@kalindi.du.ac.in). The bidder shall send the requisite clarification/ documents within specified time of receipt of such request from college failing which Tender will not be considered for the subsequent stages.

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_

\_\_\_\_\_

**Sub:** Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned „Tender/Work“from the web site(s) namely:

\_\_\_\_\_

\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc ), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,(Signature of the Bidder, with Official Seal)

## Undertaking for debarred/blacklisted

[To be given on company letter head]

I/We .....(name and post of authorized signatory) on behalf of .....(Name of firm) do here by solemnly affirm and declare as follows:

Our firm is not debarred/blacklisted by Central / State Govt Depts. / PSUs / World

Bank/ ADB etc. and the debarment is not in force as on last date of submission of proposal. Our firm understand that in case above is discovered at later stage, our firm shall be liable for restraintment from bidding, apart from any other appropriate contractual action includingdebarment/blacklisting, termination of the contract.

Date:

[Signature and name of the authorized signatory of the firm]

Place:

## FINANCIAL BID

Name of Work: Topographical cum Physical Survey of Kalindi College

**Time period : 15 Days**

| S. No. | Description of item   | Unit | Qty | Qty. Rate | Unit Amount in Rs. | Inclusive of applicable GST |
|--------|---|------|-----|-----------|--------------------|-----------------------------|
| A      | Topographical cum Physical Survey of the College premises admeasuring 8.5 acres with additional one meter distance surrounding the college boundary wall [adjoining property] | L.S. | One |           |                    |                             |

**Notes:**

1. Bench mark on site should be permanently marked for future reference and to superimposed survey drgs. w.r.t. ground realty.
2. After completion of the work, agency is required to remove all tools, machineries deployed during work and required to clean the site where the work is to be executed.

Date:

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(Signature of the Bidder with Seal)