

# BID DOCUMENT

## PART-A

### (TECHNICAL BID)

NIT No.01/DTE(UD&PA)/Tech(NULM)/2024-2025 : Dated Aizawl, the 9<sup>th</sup> August, 2024

ISSUED TO :

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GROUP NO :

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**DIRECTORATE OF URBAN DEVELOPMENT & POVERTY ALLEVIATION DEPARTMENT**  
**GOVERNMENT OF MIZORAM**  
**MIZORAM: AIZAWL**

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**No. G.20017/6/2024/(Tech)/DTE(UD&PA)**  
**GOVERNMENT OF MIZORAM**  
**DIRECTORATE OF URBAN DEVELOPMENT & POVERTY ALLEVIATION**  
**MIZORAM:AIZAWL**

**NOTICE INVITING TENDER**

**NIT NO: 01/DTE(UD&PA)/Tech(NULM)/2024-2025 : Aizawl the 9<sup>th</sup> August, 2024**

The Director, Urban Development & Poverty Alleviation Department, Aizawl, on behalf of the Governor of Mizoram, invites sealed tender on two envelope system from eligible class of Contractor/Government empaneled Firm for the following work(s):

Group No.	Name of work	Amount (Rs)	Earnest Money (Rs)	Time of completion
1	Construction of Patients Attendants Shelter at Saitual	45,33,157.00	90,600.00	12 Months
2	Construction of Patients Attendants Shelter at Siaha	42,86,737.00	85,700.00	12 Months
3	Construction of Patients Attendants Shelter at Lunglei	41,89,449.00	83,800.00	12 Months
4	Extension of Patients Attendants Shelter at Falkawn	51,97,188.00	1,04,000.00	12 Months

Earnest money should be deposited along with the tender documents in the form of receipt Treasury Challan/deposit at call receipt of a Scheduled Bank/fixed Deposit of a scheduled Bank/Demand Draft of a Scheduled Bank issued in favour of the **Executive Engineer, UD&PA Department, Mizoram.**

Details of the tender documents can be viewed/downloaded from the Department's website [udpa.mizoram.gov.in](http://udpa.mizoram.gov.in) or State Public Procurement Portal at [tender.mizoram.gov.in](http://tender.mizoram.gov.in). The tender documents can be obtained from the Technical Branch, UD&PA Department, MINECO, Khatla, Aizawl, Mizoram on payment of **Rs.1500.00** during **office working hours** from **13<sup>th</sup> August, 2024**. Last date of issue of tender documents will be up to **4:00 pm** on **4<sup>th</sup> September, 2024**.

Last date of submission of tender documents is **1:00 p.m.** on **5<sup>th</sup> September, 2024** and shall be open on the same day at **1:30 p.m.** in the office chamber of the undersigned.

**Sd/- Dr. ANDREW H. VANLALDIKA**

Director

Urban Development & Poverty Alleviation  
Mizoram, Aizawl

**Memo No: G.20017/6/2024/(Tech)/DTE(UD&PA) : Aizawl the 9<sup>th</sup> August, 2024**

Copy to:

1. P.S. to Secretary to the Governor of Mizoram for favour of information
2. P.S. to Hon'ble Minister, UD & PA for favour of information.
3. P.S. to Secretary, UD & PA Department for favour of information.
4. P.A. to Director, UD&PA for favour of information.
5. Director, I&PR Mizoram. He is requested to publish in 2 (two) State Level leading daily newspaper for 2 (two) consecutive issues. Simplified tender Notice is enclosed herewith.
6. Joint Director (Admn) & Nodal Officer, State Public Procurement Portal, UD & PA Deptt. to upload in the State Public Procurement Portal at [tender.mizoram.gov.in](http://tender.mizoram.gov.in)
7. Project Director, DAY-NULM for favour of information.
8. DUDO, Saitual, Siaha, Lunglei for favor of information and to display in office notice board.
9. Account Branch for favour of information.
10. Web Manager, UD & PA Deptt. for information and necessary action.
11. NIT Guard File/Notice Board

  
(C. MALSAWMA)

Executive Engineer  
Urban Development & Poverty Alleviation  
Mizoram:Aizawl

## **SECTION 1 : TERMS AND CONDITIONS**

1. The enlistment/Registration of Bidder (**Contractor/Firm**) should be valid on the last date of Sale of Tender. In case the last date of sale of tender is extended, the enlistment/Registration of **Contractor/Firm** should be valid on the original date of sale of tender.
2. Before tendering, **the bidder** shall have the right to inspect the site to fully acquaint himself/herself about the condition in regard to accessibility of Site, nature and extend of ground working conditions including stocking of materials, installation of tools & plants etc., conditions affecting accommodation and movement of labor etc., required for the satisfactory execution of the work contract. **No claim whatsoever on such account shall be entertained by the Department in any circumstances.**
3. The bidder shall fill the **item rate and the total bid price** (both in figures and words) as specified in the BOQ. Amount should be worked out for all the items. Amount must be quoted in full rupees by ignoring up to 50 paise and considering more than 50 paise as rupee one. **Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.**
4. The estimated cost put to tender are inclusive of all taxes viz. **GST, Cess etc.**
5. Canvassing directly or indirectly in connection with the Tender is strictly prohibited and the tender submitted by the Bidder, who resort to canvassing will be liable to be rejected.
6. **Each page of Tender Documents should be read carefully and signed with the date on both sides** after attending other needful. The selected contractor should read the specification and study the working drawing carefully before commencing the work.
7. **All corrections in the Tender must be dated initialed by the Bidder** before submission of the tender, without which the tender will be rejected.
8. **Valid Contractor/Firm Registration Certificate** (if **Xerox** it should be attested by the competent Authority) should be attached to the Tender Documents.
9. **Bidder (Contractor/Firm) GST Registration Certificate** (if **Xerox** it should be attested by Competent Authority) should be attached to the Tender Documents.

10. For Tribal Tenderer, **Valid House Tax Payee Certificate** and **Tribal Certificate** (if **Xerox**, it should be attested by the Competent Authority) should also be attached to the Tender Documents.
11. For **Government Empaneled Firms**, a **valid copy of latest Government Notification** duly attested should be attached to the Tender Documents.
12. The permissible lower limit while considering the tenders is fixed at **5% of Tender amount** and rate beyond this lower limit will not be accepted. The rate beyond on the **upper limit of the tender amount** will also not be accepted.
13. **The Bidder or his representatives** may be present at the time of opening of tender.
14. The bidders shall furnish, as a part of his bid, a bid security of an amount as shown in NIT. **Bid security in the shape such as Deposit Receipt of Scheduled Bank (Term Deposit Receipt)/ Post Office Savings Bank Account/ National Savings Certificate/ Postal Office Time Deposit Account / Treasury Challan / Demand Draft** duly pledged in favour of **Executive Engineer, UD&PA Department, Aizawl – 796001 is acceptable**. Bid security shall remain valid till **90 (Ninety)** days beyond the final bid validity period. The bidder has the option of furnishing Bid Security in the Form of Bank Guarantee from a Nationalized Bank of India, Counter guaranteed by its branch at Aizawl.
15. The bidder should have **Qualified Engineers** in his pay roll as given in the table below and List of such Engineers with names and experience must be provided. Attested copy of the engineer certificate should also be enclosed in the bidding document.

Sl. No.	Minimum qualification of technical representative	Discipline	Number
1	Graduate or Diploma Engineer (Compulsory)	Civil Engineer	1

Note: A **retired Assistant Engineer** from Government Service holding Diploma will be treated at par with *Graduate Engineers*.

16. **The bidder** should be financially sound and must be able to execute the contract, if awarded, as per the work program approved by the Department with his own resources without interruption in between payment of Running Bills. The bidder should have updated **Bank's Solvency Certificate** of the amount equal to or not less than **40% of the Estimated Cost put to tender (ECPT)** and should be attached to the Tender Documents.

17. List of mandatory **Machinery, tools & plants** to be owned or leased by the Bidder (Contractor/Firm) are as follow. The Contractor has to list down the items with quantity, owned or leased and related documents must be furnished.

Sl. No.	Item Description	Quantity	Unit	Owned/Leased
1	Cement Concrete Mixer	1	No	
2	Concrete Vibrator	2	No	
3	Complete Centering & Shuttering materials.	1	Set	
4	Bar Bending and cutting machine	1	No	

18. All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be **rejected or will be treated as Invalid Bid.**

19. The completion time for the project is **12 months / 365 days from the issue date of Letter of Acceptance/Work order.** If there is a delay in handing over of the field for reasons not accepted by the department, a penalty of **₹ 20,000 per week (7 days)** will be levied on the agency for the number of weeks the work is delayed.

20. There will be a **defect liability of 1 year** from the date of issuance of completion certificate.

21. The bid to be submitted by the bidder shall be in two separate parts, **Technical & Financial Bid.** The bid shall be submitted as under:

**Cover – I :** Shall be named **“Technical Bid”** and shall comprise of inside covers as below:-

Cover – I(a): Shall be named **“Bid Security/ Earnest Money Deposit (EMD)”**

(i) Bid security/EMD in the form specified in Sl. No. 15

Cover – I(b): **Shall be named “Technical proposal: Pre - Eligibility”**

(i) Technical Bid (in format indicated at Section 2)

(ii) Qualification Information and supporting documents as specified in Section – 2 of the tender documents.

(iii) Certificates of undertakings, affidavits, Power of Attorney etc. as specified in Section 2 of the tender documents

**Cover – II : Shall be named “Financial Bid” and shall comprise the item rate bid.**

Both sealed cover Technical Bid (Cover-I) and Financial Bid (Cover-II) shall be submitted together in another sealed envelope superscript with **Name of Work, NIT No. and date of opening**. The envelope shall be addressed to **Director, Urban Development & Poverty Alleviation Department**. *The bidder should write Name of the Contractor/Firm and their address in all the envelope cover.*

The sealed covers I & II shall be received in the office of the **Technical Branch, Directorate of UD&PA, MINECO, Aizawl – 796001**, during the office hours on working days till the last date and time of submission of the bid. The sealed covers shall be delivered in person or submitted by post or by courier should reach and delivered in the office within the stipulated date and time positively. The department will not be held responsible for any delay or loss or damage of the bid documents during transit and in such events the bid stands rejected summarily. ***If cover I & II are not received in due time, the bid shall be declared non responsive.***

22. The undersigned on behalf of the Governor of Mizoram reserve the right to reject any or all of the tenders without assigning any reasons thereof and he does not bind himself for selection of the lowest bidder.

**Sd/- C. MALSAWMA**  
Executive Engineer  
Urban Development & Poverty Alleviation  
Mizoram, Aizawl

## **SECTION 2 : FORMS OF BID, QUALIFICATION INFORMATION AND LETTER OF ACCEPTANCE**

### **TABLE OF FORMS:**

- CONTRACTOR'S BID**
- QUALIFICATION INFORMATION**
- EVALUATION CRITERIA AND METHOD OF EVALUATION**
- SAMPLE FORMAT FOR POWER OF ATTORNEY**
- SAMPLE FORMAT FOR BANK CERTIFICATE**
- SAMPLE FORMAT FOR AFFIDAVIT**



## **Contractor's Bid**

BID FOR [INSERT NAME OF PROPOSED WORK]

To:

[Insert name of bid inviting authority who shall receive bid on behalf of the Client]

Address: [inset office address]

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Dear Sir,

Having examined the bidding documents including addendum, I / we offer to execute the Works described above in accordance with the conditions of contract, specifications, accepted tendered drawing, and Payment schedule accompanying this Bid for the Contract Price as tendered in our price bid document separately.

This Bid and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the highest or any Bid you receive.

We undertake that, in competing for (and if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "**Prevention of Corruption Act 1988**".

We hereby confirm that this Bid complies with the Bid Validity and Bid Security required by the Bidding documents.

Yours faithfully,

Authorized Signature:

Name & Title of Signatory: \_\_\_\_\_

Name of Bidder : \_\_\_\_\_

Address : \_\_\_\_\_

## **Qualification Information**

This Section contains all the criteria that the Employer shall use to evaluate Bids and qualify Bidders.

The information to be filled in by the Bidder in the following pages will be used for purpose of Qualification. This information will not be incorporated in the Contract.

### **1. For Bidders**

- 1.1 Constitution or legal status of Bidder  
[Attach copy]

Place of registration:

\_\_\_\_\_

Principal place of business:

\_\_\_\_\_

Power of attorney of signatory of Bid  
[Attach] – for Govt. approved empaneled firm

- 1.2 The bidder should have updated Bank's Solvency/ Bank Certificate of the amount equal to or not less than 40% of the Estimated Cost put to tender (ECPT).
- 1.3 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data.

Position	Name	Qualifications	Years of experience (In general)	Years of experience in the proposed position
Project Manager				
Etc.				

1.4 Information on litigation history in which the Bidder is involved if any.

Other party (ies)	Client	Cause of dispute	Amount involved	Remarks showing present status

1.5 The bidder should attach Proposed work schedule or Bar Chart as necessary to comply with the requirements of the Bidding documents.

## 1. Evaluation Criteria And Method Of Evaluation

Sl. No.	Name	Attributes		Maximum Marks
a)	<b>Contractor/Firm Registration</b>	<b>As per Section 1 No. 8</b>		<b>25</b>
b)	<b>Personnel and Establishment</b>	<b>As per Section 1 No. 15</b>		
		(i) Graduate Engineer or Diploma Engineer (Civil) with experience in similar nature of works		<b>25</b>
c)	<b>Financial Strength</b>	<b>Bank Certificate/ Solvency Certificate as per Section 1 No. 16</b>		<b>25</b>
d)	<b>Plant &amp; Equipment</b>	<b>As per Section 1 No. 17</b>	<b>Required Nos.</b>	<b>25</b>
1		Cement Concrete Mixer	1	10
2		Concrete Vibrator	2	5
3		Complete Centering & Shuttering materials.	Complete set	5
4		Bar Bending and cutting machine	1	5

The bidders qualifying the evaluation criteria as set out will be evaluated for following criteria by scoring method on the basis of details furnished by them.

S. No.	Criteria	Maximum Marks	Minimum marks to be scored	Remarks
A	Contractor/Firm Registration	25	25	100% marks for valid eligible class of Contractor/ Firm Registration
B	Financial Strength (Bank Solvency Certificate)	25	25	100% marks for the minimum eligibility criteria
C	Personnel and Establishment	25	25	100% marks for the minimum eligibility criteria
D	Plant & Equipment	25	5	
	<b>TOTAL MARKS :</b>	<b>100</b>	<b>80</b>	

The Bidder who obtained 80 marks and above will be treated as Technically qualified for further evaluation.

If there are two or more lowest bidder in the financial bid, the bidder who score higher/highest mark in the Technical Evaluation may be given preference. In case, if there are two or more bidder scoring equal marks on Technical Bid and Financial Bid evaluation, the successful bidder will be decided by draw of Lots.

## SAMPLE FORMAT FOR POWER OF ATTORNEY/ LETTER OF AUTHORIZATION

Know all men by these presents, We..... (name of the Bidder/Firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (name),.....son/daughter/wife of.....and presently residing at....., who is presently employed with us as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our BID(s) for the.....[name of Work] proposed by the.....(name of Department) including but not limited to signing and submission of all BIDs, and other documents and writings, participate in conferences/meetings and providing information/responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our bid[s], and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Work[s] and/or upon award thereof to us and/or till the entering into of the contract with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

In witness whereof we,....., the above named principal have executed this power of attorney on this.....day of....., 20\_\_\_\_

For

(Signature)

(Name, Title and Address)

Witnesses:

1. Accepted

2. Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

(Notarised)

Person identified by me/ personally appeared before me/

signed before me/Attested/Authenticated\*

(\*Notary to specify as applicable)

(Signature, Name and Address of the Notary)

Seal of the Notary

Registration Number of the Notary

Date: \_\_\_\_\_

- Notes: **1.** The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- 2.** Also, wherever required, the BIDDER should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the BIDDER.

## SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITY OF CREDIT FACILITIES

### BANK CERTIFICATE

This is to certify that M/s. .... is a reputed company with a good financial standing.

If the contract for the work, namely “[ insert name of the work]” is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs. .... to meet their working capital requirements for executing the above contract.

Name of Bank

Senior Bank Manager

Address of the Bank



**AFFIDAVIT  
(Stamp paper)**

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s..... have not abandoned any work on building in India nor any contract awarded to us by the State of MIZORAM for such works have been rescinded, during last five years prior to the date of this bid.
3. The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department/ Project implementing agency.

(Signed by an Authorized Officer of the Firm)

Title of Officer:

Name of Firm:

Date:

## SAMPLE FORMAT OF EARNEST MONEY (BANK GUARANTEE)

WHEREAS, contractor ..... (Name of contractor) (Hereinafter called "the Contractor") has submitted his tender dated ..... (date) for the construction of ..... (name of work) (Hereinafter called "the Tender")

KNOW ALL PEOPLE by these presents that we ..... (name of bank) having our registered office at ..... (here after called "the Bank" are bound unto ..... (Name and division of **Director**) (hereinafter called "**the officer-in-charge**") in the sum of Rs. .... (Rs. In words .....

..... ) for which payment well and truly to be made to the said **Director** the Bank binds itself, his successors and assigns by these presents.

SEALED with the common Seal of the said Bank this ..... Day of ..... 20.....

THE CONDITIONS of this obligation are :

- (1) If after tender opening the contractor withdraws, his tender during the period of validity of tender (including extended validity of tender) specified in the Form of Tender;
- (2) If the contractor having been notified of the acceptance of his tender by the Engineer-in-Charge:
  - a) Fails or refuses to execute the Form of Agreement in accordance with the Instructions to contractor, if required; Or
  - b) Fails to refuses to furnish the Performance Guarantee, in accordance with the provisions of tender document and instructions to contractor, Or
  - c) Fails to refuses to start the work, in accordance with the provisions of the contract and Instructions to contractor, Or
  - d) Fails or refuses to submit fresh Bank Guarantee of an equal amount of this Bank Guarantee, against Security Deposit after award of contract.

We undertake to pay to the **Officer-in-Charge** up to the above upon receipt of his first written demand, without the **Officer-in-Charge** having substantiates his demand, provided that in his demand the **Officer-in-Charge** will note that the amount claimed by him is due to him owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date \* ..... after the deadline for submission of tender as such deadline is stated in the Instructions to contractor or as it may be extended by **the Officer-in-Charge**, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

Date .....

**WITNESS** .....

(SIGNATURE, NAME AND ADDRESS)

Date should be worked out on the basis of validity period of 3 months from last date of receipt of tender.

**SIGNATURE OF THE BANK**

**SEAL**