

# **DNIT**

e-Expression of Interest for hiring of services of experience Architect (Degree & Diploma) from reputed Architect firms/ Agencies in different offices under Rural Development Departmental, Government of Tripura.

**e-DT-01/EOI/Architect/EE-I/CE/RD/2017-18 DATED: 14.05.18 ( 2<sup>nd</sup>. Call)**

Government of Tripura,  
**Rural Development Department**  
Office of The Chief Engineer  
**R.D Department**  
**Gurkhabasti, Agartala - 799 006**  
Ph-0381 2329358

**IMPORTANT DATES AND INFORMATION**

Expression of Interest for hiring of services of experience Architect (Degree & Diploma) from reputed Architect firms/ Agencies in different offices under Rural Development Departmental, Government of Tripura.		
1.	DNIT Inviting Authority Designation and Address	Executive Engineer-I O/O The Chief Engineer Rural Development Department Pandit Nehru complex, Gurkhabasti, Agartala P.O Kunjaban, Tripura-799006, Ph/Fax: 232-9358/ e-mail: ee2tocerd@gmail.com
2.	a) Number of bid	Two bid (Technical & Financial Bid) system.
	b) Tendered items & quantity	i. Architect (Degree)-2(two) Nos at CE office ii. Architect (Diploma)-4(four) Nos at SE Circle 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup>
	c) PNIT & DNIT reference no.	e-PT-01/EOI/Architect/EE-I/CE/RD/2017-18 DATED: 14.05.18 ( <b>2<sup>nd</sup>. Call</b> ) e-DT-01/EOI/Architect/EE-I/CE/RD/2017-18 DATED: 14.05.18( <b>2<sup>nd</sup>. Call</b> )
	d) Working place & Jurisdiction	i. Architect (Degree)-2(two) Nos at CE RD office, Agartala ii. Architect (Diploma)-4(four) Nos @each at SE RD 1 <sup>st</sup> Circle ,Agartala/2 <sup>nd</sup> Circle Udaipur /3 <sup>rd</sup> Circle,Kumarghar/4 <sup>th</sup> Circle ,Ambassa.
3.	a) e-bidding website	<a href="https://tripuratenders.gov.in">https://tripuratenders.gov.in</a>
	b) Tender fee	Rs.500.00 (Non-refundable) in the form of Demand Draft (DD) in favour of the Chief Engineer, RD Department, payable at Agartala.
4.	Earnest Money Deposit (EMD)	Rs. 25,000.00 (Rupees twenty five thousand ) only in the form of Demand Draft (DD)/F.D in favour of the Chief Engineer, RD Department, payable at Agartala.
5.	Pre-Bid meet	On 25-05-2018 at 11.00 AM in the office of the tendering authority.
6.	Last date of e-bidding	12.06.18 up to 4.00 PM. If last date of dropping is declared as holiday then the dropping date will be extended up to 4.00 PM of next working day.
7.	Date, Time of Opening of Technical bids	Technical bid will be opened on <b>12.06.18 at 5.00 PM.( If, possible)</b>
8.	Date, Time and Place of Opening of Financial bids	To be intimated in due time.
9.	Total no. of written pages Including this page	21 (Twenty one) nos

**LEGEND**

<b>Sl. No.</b>	<b>ITEM</b>	<b>Page No.</b>
1	COVER PAGE	1
2	IMPORTANT DATES AND INFORMATION	2
3	LEGEND	3
4	DECLARATION	4
5	NIT	5-6
6	CHECK LIST	7
7	BIDDER'S SHEET	8
8	DOCUMENTS TO BE UPLOADED	9-10
9	INSTRUCTION TO BIDDER	11-12
10	GENERAL TERMS AND CONDITION	13-16
11	SPECIAL TERMS AND CONDITIONS	17-19
12	FINANCIAL BID	20-21

**DECLARATION**

I do hereby declare that I have personally gone through the relevant Draft Notice Inviting Tender and understood all the clauses, specifications of tendered items, instruction of the DNIT and having been fully satisfied, I have quoted the rate of item. This is further to certify that I have suppressed no facts in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other stern action against me as per term condition of the tender. I do affirm that all the term conditions of DNIT are unconditionally accepted by me. I have no objection if any extra term condition, mutually accepted by me and tendering authority is incorporated into the agreement.

**AND**

I do hereby also declare that I am not blacklisted by any department / agency of central or state regarding quality compromise or any other reason in connection with similar work and there is no ongoing litigation with any department / agency of central / state Government as on closing date of tender. If subsequently it is revealed after opening of the tender that my declaration is false, my tender /concerned agreement will be cancelled, deposited earnest / security money will be forfeited and other penalty to be decided by the tendering authority will be imposed.

(Signature of bidder)  
(Full name & Seal)

**Full name and designation of person signing the sheet:-**

**\*(Bidder should take a printout of this page and put full ink signature with stamp and upload scanned copy with technical bid after digital signing).**

GOVERNMENT OF TRIPURA  
RURAL DEVELOPMENT DEPARTMENT  
OFFICE OF THE CHIEF ENGINEER  
GURKHABASTI ,AGARTALA – 799006  
(PH & FAX-(0381)-232-9358 [email id: ee2tocerd@gmail.com](mailto:ee2tocerd@gmail.com))

**NOTICE INVITING EOI NO. e-PT-01/EOI/Architect/EE-I/CE/RD/2017-18 ( 2<sup>nd</sup>. Call) DATED: 14.05.18**

On behalf of the Governor of Tripura, the Executive Engineer-I, O/O The Chief Engineer RD Department invites e-Expression of Interest in two-bid system (Technical& Financial bid) for hiring of services of experience Architect (Degree & Diploma) from reputed Architect firms/ Agencies in different offices under Rural Development Departmental, Government of Tripura up to **4PM of 12/06/2018**(office date and hour only) as per following terms condition as well as DNIT.

**1. DNIT No, Item, Earnest money and Eligibility:-**

<i>Sl No</i>	<i>DNIT No.</i>	<i>Name of work</i>	<i>Earnest money (Rs.) &amp; tender form cost</i>	<i>Eligibility of bidder</i>
1.	E-DT-01/EOI/Architect/EE-I/CE/RD/2017-18 (2nd. Call) DATED: 14.05.18	Expression of Interest for hiring of services of experience Architect (Degree & Diploma) from reputed Architect firms/ Agencies in different offices under Rural Development Departmental, Government of Tripura.	EMD: <b>25,000.00</b> (in the form of DD/ F.D on any nationalized /scheduled bank)  Cost of Tender form : <b>Rs. 500.00</b> ( non refundable) in the shape of DD on any nationalized/ scheduled bank	Register Firm / Agency for consultancy services or project management services / Agency of Agartala Municipal Corporation or Corporation for providing services for Architectural or consultancy services or project management services / Individual Architect of Indian Council of Architecture <b>having valid Registration from the appropriate authority for providing Manpower services (Degree &amp; Diploma experienced Architect) as per EOI and having experience in the field of Architectural related works or supply of technical manpower.</b>

**2. Tender fee (Non refundable, cost given above in the form of DD) and Earnest money (in the form of FDR / DD)** must be submitted separately on any nationalized/scheduled bank in favour of the **Chief Engineer RD Department, payable at Agartala**. Scanned copies of the DD / FD have to be uploaded where as the original one ( DD/ FD) along with forwarding containing details of the DNIT No./Bidder's name/ Item etc. should reach to the tendering authority in sealed condition before last date of bid submission. DNIT No. , name of Bidder and 'EMD and TENDER FEE' should be clearly written in the envelope containing the EMD/Tender fee. **Tender fee / EMD received after closing of bid will not be considered and the tender will be rejected.** Tendering authority will not be liable for any postal delay ( if sent through post/courier).

No tender form will be sold. Eligible bidders should participate in tender online through website <https://tripuratenders.gov.in> (for biding). NIT / DNIT can be inspected (not for biding) at the official homepage (i) <http://rural.tripura.gov.in> and <http://tripura.gov.in> . Subsequent corrigendum/ Addendum etc, if any, will be available in the website. The bidders are required to check the websites regularly for this purpose, to take them into account before submission of tender.

**3. Tender must be uploaded in two-bid system – (a) for Technical and General bid, (b) for Financial bid.** Bidder will participate in tender online through website <https://tripuratenders.gov.in> for which they have to register/enroll their name through the same website. No provision will be there to drop tender physically (hardcopy).

**4. Pre-bid meeting will be held on 25-05-2018 at 11.00 AM & Technical bid of the tender will be opened on 12-06-2018 at 05.00 PM .** If the last date of submission and date of opening of tender happens to be a holiday or office work is affected due to any unforeseen reason, the date of submission / opening will be on next working day.

## EOI-P- 6

5. This notice is only to provide most preliminary information to the interested bidders. For any clarification mail to [email id: ee2tocerd@gmail.com](mailto:ee2tocerd@gmail.com) or contact at 0381 2329358/ 09774488585 during office date and hour only.

6. The department reserves the right to reject any submitted tender, not in conformity with relevant DNIT.

Sd/-  
Executive Engineer-I  
O/o The Chief Engineer  
RD Department  
Gurkhabasti, Agartala

**Copy to the:**

- 1) Chief Engineer, R D Department, Agartala.
- 2) Superintending Engineer, RD 1<sup>st</sup> Circle, Agartala/2<sup>nd</sup> Circle, Udaipur/3<sup>rd</sup> Circle, Kumarghat/4<sup>th</sup> Circle, Ambassa.
- 3) Executive Engineer, Store Division (RD), Ambassa division (RD), Manu Division (RD), Teliamura Division (RD), Bislamganj Division (RD), Udaipur division (RD), Satchand division (RD), Amarpur division (RD), Santirbazar division (RD), Kumarghat Division (RD), Kanchanpur division (RD), Division-I (PWD), Division-II (PWD), Division-III (PWD), Division-IV (PWD), Store Division (AD Nagar, PWD), WR Division-I (Battala), WR Division-II (Battala), Division –I (DWS), Division-IV (DWS) with a request to display in the notice board.
- 4) All Block Development Officers under West Tripura District with a request to display the notice in the notice board.
- 5) All Assistant Engineers, Junior Engineers, Head Clerk, Accountant/ Cashier/ Tender Section of this office. They are requested to take necessary action for wide publication of the same.
- 6) Secretary, Tripura Contractor Association.
- 7) M/S / Sri \_\_\_\_\_
- 8) Tender File F. CE/RD/TENDER/ARCHITECH/2017-18.
- 10) Office notice board.

**Copy also to the:**

- 1) Officer-in-charge, New Capital Complex, Police Station with request to arrange frequent police patrolling around this office up to the period of last date of dropping of the tender to avoid any untoward incidents regarding the tender.

Sd/-  
Executive Engineer-I

**Check List to be filled - up by the bidders during submission of Tender**

Sl. NO	Particulars	Comments of Bidder
1	All the pages of the sealed tender form digitally signed by the bidder after going through and acknowledged, accepted & uploaded or not.	
2.	EMD and cost of tender form in proper shape submitted with the tender or not.	
3.	Whether the bidder's sheet is filled up properly.	
4.	The name of the person to contact/ the person who signed the tender has been written clearly indicating detailed address, telephone No, Fax No. & Mobile No. and the detailed address of bidder etc. filled up or not	
5	Proof of experience in the field of providing services of architectural and related consultancy attached or not	
6	GST Registration and IT clearance/Pan Card/Aadhar Card/balance sheet/ Trade license/ Address proof of firm/agency/ Valid labour /Manpower license attached or not	
7	Rate quoted in words & figure in the specific format with the tender form and details of rate given as per format.	
8	Qualification certificate & Curriculum Vitae of Architect(Degree & Diploma) attached or not.	
9	A legal document in the form of an Affidavit guaranteeing the truth and accuracy of all statements and of all answers to questions made	
10	Whether payment term according to the tender is accepted.	
11	Whether General & Special terms & conditions of the tender is accepted	
12	Whether any extraneous terms beyond the tender terms condition given during submission of tender.	
13	Whether the validity period of tender is accepted.	
14	Whether the bidder exempted to pay excise duty/CST/Tripura VAT/Income tax and if so, whether necessary certificate/ documents attached.	
15	Whether the bidder defaulter in the department or any other department in Tripura and any Court case pending with the department.	
16	Remarks if any	

**BIDDER'S SHEET**

Bidders are requested to provide wanted information in this sheet. All the points are not required for all bidders. They should select their relevant points and fill up accordingly. Other points, not related may please be marked as Not Applicable.

<b>Sl.</b>	<b>Details of information required</b>	<b>Bidder's column</b>
<b>1.</b>	Name and detailed mailing address of the Bidder (Firm / agency) who has participated in the tender along with phone, mobile no, fax number with STD code & email.	
<b>2</b>	PAN number of bidder:-	
<b>3.</b>	Name of bidder/authorized person who have signed the tender paper:- Mobile, Phone, Fax No:- email address:-	
<b>4.</b>	Details of Earnest money deposit (amount, bank name, branch name, form of deposit, instrument no and date)	
<b>5.</b>	Details of cost of tender form (amount, bank name, branch name, form of deposit, instrument no and date):-	
<b>6.</b>	Bank Account details:-	
	Name of Bank:	
	Account holder:	
	Branch:	
	Account No:	
	IFSC code:	



**Documents to be uploaded**

1) Following valid and attested documents to be uploaded only in the specific folder of My document (language of all uploaded documents / certificates should be in English) –

SI No of my documents list	Category name	Sub category name / Documents to be uploaded	Remark
A	License(s)	i. Document in support of eligibility certificate. ii. Qualification certificate & Curriculum Vitae of Architect (Degree & Diploma). iii. Labour /Manpower license from appropriate authority for providing such services of Manpower supply. iv. Trade license of bidder.	Required documents to be uploaded in the specific <b>folders</b> of e-tender portal only.
B	DNIT Documents	i. Downloaded DNIT after digital signature (not attested)	Required documents to be uploaded in the specific <b>folders</b> of e-tender portal only.
C	Experience,	i. Proof of experience in the field of providing services of architectural and related consultancy.	Required documents to be uploaded in the specific <b>folders</b> of e-tender portal only.
G	Misc. document	i. Any Other required document, Indian Citizen certificate , Aadhaar card and a legal document in the form of an Affidavit guaranteeing the truth and accuracy of all statements and of all answers to questions made. ii. Address proof of firm/agency	Required documents to be uploaded in the specific <b>folders</b> of e-tender portal only.
H	Tax related document(s)	i. GST registration certificate ii. IT Clearance document. iii. Professional Tax clearance certificate (If this is in force in the state, the bidder belongs to) / challan copy tax. iv. PAN card.	Required documents to be uploaded in the specific <b>folders</b> of e-tender portal only.

**Note:- All documents to be uploaded in the specific folders only, otherwise it will not be viewed. If any document is not uploaded in the folders earmarked in e-tender portal of my document / my space for this specific DNIT, then at the time of submission of other important document, against that document, “not available” will be reflected. So 1<sup>st</sup> of all bidder should upload all documents in the specific above cited folders of my document / space folder and make all documents “available”. If any document is not at all applicable for a particular bidder then bidder should upload a plain paper inscribing “Not applicable” along with signature and seal of bidder.**

**If bidders upload document in folders other than above cited specified folders, that documents will not be viewed and for which tendering authority will not be responsible.**

**2) Sensitive Document (during e-bidding) –**

- (i) Annexure A (Declaration sheet)
- (ii) Scan copy of EMD and tender fee.
- (iii) Annexure B (Check list).
- (iv) Annexure C (Bidder's sheet).

**3) Non sensitive Document / other important document (during e-bidding) –**

- (i) DNIT
- (ii) Scan copies of attested photocopies of relevant valid documents as mentioned above.

**4) Financial Bid (during e-bidding):-**

- (i) Rate quoting sheet (BOQ)- name of bidder should be written along with rate.

**5) Original bank instrument of EMD, tender fee:-** Original DD/FD along with a forwarding letter containing details of the DNIT No./Bidder's name/ Item etc. **may be dropped in sealed condition before last date of bid submission in the tender box kept in the office of the tendering authority or may be sent to the tendering authority by post.** The Envelope shall be captioned and inscribed by "DNIT No, Bidder's Name and 'EMD/TENDER FEE'". Tender fee/EMD received after closing of bid will not be considered and the tender will be rejected.

**Note:- After completion of bid submission, bidders are requested to take print out of acknowledgement sheet.**

**INSTRUCTION TO BIDDER**

- 1) Interested eligible bidders should register in the website <https://tripuratenders.gov.in> for participation in the e-tender.
- 2) To participate in e-tender, the bidder shall have a valid Class 2 Digital Signature certificate (DSC).
- 3) **Bidder should take print out from the e-tender portal, details of all folders, where documents to be uploaded.**
- 4) Bidder shall download and carefully read all terms conditions and other contents of the DNIT. **Downloaded DNIT has to be uploaded back and digitally signed as a part of technical bid, as a proof of acceptance of all terms condition in the DNIT.**
- 5) Valid and **attested copies of all relevant documents** as mentioned above has to be digitally signed and uploaded in technical bid part.
- 6) Bidder should take the print out of **Declaration sheet (Annexure A** of technical bid), filled up, put ink signature with Stamp, and upload the scanned copy of the sheet in the technical bid, after digital signature.
- 7) **Scanned copy of Documents** in support of deposit /submission of **tender fee & EMD**, shall be uploaded in the technical bid.
- 8) Check list (Annexure-B of technical bid), Bidder's sheet (Annexure C of technical bid) must be downloaded, bidder's column to be filled up and uploaded in the technical bid, after digital signature.
- 9) Rate quoting sheet (BOQ) shall be downloaded, filled up properly and uploaded in the financial bid after digital signature. **Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder.** Bidder shall have to quote rate for both items.
- 10) To view the details of the BOQ bidder should have to **Enable Macros / contents**.
- 11) To minimize the uploading time, bidder's shall use the **'My Document / space'** folder option in the e-procurement web-based-application, available after login, and may upload all his relevant non sensitive documents as mentioned above. **'My Document / space'** shall be populated prior to real time bidding and help the bidder to complete the bidding within the bidding session.
- 12) At any stage of tender (scrutiny of tender, preparation of comparative statement/during signing of agreement etc) if required, bidders will have to produce original copy of the uploaded documents for verification.
- 13) **After opening of financial bid / issuance of supply order, successful bidder may be asked to submit all documents which were uploaded against relevant DNIT.**
- 14) **Tendering authority reserves the right to cancel the uploaded tender at any time before closing date of tender and to re-upload the tender document without assigning any reason. Bidders are instructed to take action with newly uploaded document if any.**

## 15) Preparatory Works for the bidder for e-bidding:

Sl. No	Bidder's work
1.	On publication of the e-tender, bidder should download the DNIT from website as mentioned in the PNIT and minutely go through the instructions/terms conditions/critical dates/eligibility criteria of the DNIT.
2.	The Bidder shall purchase <b>Class 2</b> Digital Signature certificate from any certifying agency.
3.	The Bidder shall Enroll himself/ herself in the e-procurement web site 'https://tripuratenders.gov.in' and create User ID and Password.
4.	The Bidder shall Login into the website <b>https://tripuratenders.gov.in''</b> using the created ID and Password.
5.	After login, the Bidder shall find ' <b>My Document / space</b> ' folder option in the page. The bidder shall upload his entire non sensitive documents like notary attested copies of relevant documents as mentioned above in specified folders only. Scanning resolution should be 200 x 100dpi.
6.	The Bidder shall Download and fill up Check list ( <b>Annexure-B</b> ), bidder's sheet ( <b>Annexure C</b> ), Rate Analysis Sheet, rate quoting sheet (BOQ) of financial bid and saved in the Bidder's computer for uploading at the time of e-bidding.
7.	Declaration sheet ( <b>Annexure A</b> ), should be printed, fill up, ink signed & stamped, and thereafter scanned and saved in the Bidder's computer for uploading at the time of e-bidding.
8.	The Bidder shall Download DNIT document and save in the Bidder's computer for uploading at the time of e-biding.
9.	The Bidder shall Scan the Tender fee (DD) and EMD instrument (FD/ Dcall), and save in the Bidder's computer for uploading at the time of e-bidding.
Thus, the Bidder shall be ready and start e-biding following the steps as per the e-procurement application and upload all the above documents with his/ her digital signature.	

**GENERAL TERMS & CONDITIONS OF EXPRESSION OF INTEREST****1) Eligibility of bidder-**

Register Firm / Agency for consultancy services or project management services / Agency of Agartala Municipal Corporation or Corporation for providing services for Architectural or consultancy services or project management services / Individual Architect of Indian Council of Architecture **having valid Registration from the appropriate authority for providing Manpower services (Degree & Diploma experienced Architect) as per EOI and having experience in the field of Architectural related works or supply of technical manpower.**

**2) Enclosures-**

Following documents (**valid and attested**) to be uploaded:

- i. Document in support of eligibility certificate.
- ii. Proof of experience in the field of providing services of architectural and related consultancy
- iii. GST Registration and IT clearance
- iv. PAN card.
- v. Indian Citizen certificate , Aadhaar card.
- vi. Trade license.
- vii. Address proof of firm/agency.
- viii. Labour /Manpower license from appropriate authority for providing such services of Manpower supply.
- ix. Qualification certificate & Curriculum Vitae of Architect (Degree & Diploma)
- ix. A legal document in the form of an Affidavit guaranteeing the truth and accuracy of all statements and of all answers to questions made.
- x. Professional Tax clearance certificate (If this is in force in the state, the bidder belongs to) / challan copy tax.

If any of the applicable document is not uploaded with the tender, tendering authority reserves the right to declare the incomplete tender as informal or may ask to submit the required document / any additional information/document in any stage from the bidder during processing of the tender for approval. ***Tender without earnest money and cost of tender form will be rejected.***

**3) Action of bidder in e-bidding:**

Tender must be submitted online in two-bid system- **(a) for Technical and General bid, (b) for Financial bid.** Bidder should go through each and every page of the tender patiently , fill up the relevant points of bidder sheet, check list and quote rate in rate quoting sheet(BOQ), provide other wanted information ,digitally sign the documents and upload the same and also upload digitally signed notary attested copies of the relevant documents with technical bid. In addition, filled up declaration sheet must be ink signed with stamp of the bidder . Incomplete tender in respect to tender form or attachment may attract rejection.

**4) Submission of tender fee and earnest money:**

**Tender fee (Nonrefundable, cost given as above in the form of DD) and Earnest money (in the form of fixed deposit / DD) must be submitted through separately in favour of Chief Engineer RD Department, payable at Agartala on any nationalized/scheduled bank.**

## EOI-P- 14

Applicable Demand Draft /Fixed Deposit must be scanned, digitally signed and uploaded along with **Technical Bid** and the original DD/FD (along with a forwarding letter containing details of the DNIT No./Bidder's name/ Item etc.), may be dropped in sealed condition before last date of bid submission in the tender box kept in the office of the tendering authority. Forwarding letter must be addressed to the Executive Engineer-I, O/O The Chief Engineer,Rural Development Department,Pandit Nehru complex, Gurkhabasti, Agartala,P.O Kunjaban, Tripura 799006 or may be sent to the tendering authority by post. The Envelope shall be captioned and inscribed by "DNIT No, Bidder's Name and 'EMD/TENDER FEE'".

Tender fee/EMD received after closing of bid will not be considered and the tender will be rejected. Tendering authority will not be liable for any postal delay (if sent through post/courier) and the tender will be summarily rejected.

### 5) **Validity of rate:** -

Rate should remain valid up to **19<sup>th</sup> April, 2019** without any price variation of clause for placement of work order. If mutually agreed validity may be extended for maximum period of 3( Three) months. Rate will be fixed for throughout the validity period.

### 6) Any clarification/explanation if any regarding the tender should be sought from the undersigned during pre-bid discussion or through e-mail prior to the pre-bid discussion. The record note of pre bid discussion will be form part of the tender document (DNIT).

### 7) **Clarification of tender:**

After opening of the tender lowest bidder may be asked to appear before a team of officers headed by the tendering authority for clarification, justification and analysis of the quoted rates along with all original documents as wanted in the tender and additional documents wanted subsequently if any. If they fail to attend the meeting as per programme or fail to produce any original document related to tender, their bid may be liable for rejection forfeiting entire EMD and blacklisted for one year as discretion of the tendering authority.

### 8) **Rate:-**

**Bidder shall have to quote rate for complete job i.e. rate to be quoted for both Degree and Diploma architect. 1<sup>st</sup> lowest bidder will be considered based on total value. If any bidder quotes rate only for any one degree or diploma, tender will be rejected.**

### 9) **Work order:** -

Work order will be placed by the tendering authority or authorized officer on behalf of the tendering authority for deploy of Architects. Bill in triplicate should be raised monthly through the concerned officer in charge of the respective work place for payments. Payment may be made from either CE office or respective SE Circle office on availability of fund.

### 10) **Security money and agreement:-**

After issue of work order, the successful bidder (firm/agency) will sign formal agreement with the tendering authority failing which the deposited earnest money of the bidder will be forfeited to the full extent & bidder will be declared black listed for next one years. Earnest money will automatically be converted to security money after issuance of work order.

**11) Execution time: -**

After receive of work order requisite number of Architect should be deployed within 15days in the respective office.

**12) Number of Architect: -**

The Number of Architect (Degree/Diploma) showed in the tender is most tentative and may be increased or decreased or dropped from schedule at the discretion of tendering authority. Successful bidder shall have to accept any ordered quantity. Actual number will be as per requirement of work within the period. **If 1<sup>st</sup> lowest approved bidder fails to deploy Architects, then tendering authority reserves the right to split the quantity among more than one bidder or all the bidders participated in the tender at 1<sup>st</sup> lowest rate as per rule. Decision of tendering authority, with respect to splitting, will be final.** If necessary, for the sake of smooth running of construction works, one 1<sup>st</sup> lowest bidder for several sub items of a tender may be asked to deploy Architects (Degree/Diploma) at the 1<sup>st</sup> lowest approved rates of other approved bidders against the same tender or at the approved rate/s of one 1<sup>st</sup> lowest bidder, other approved bidders of the same tender may be asked to deploy Architects (Degree/Diploma). In both the cases the bidders must agree to deploy the Architects (Degree/Diploma) at the above terms & condition. It is not the right of bidder who has not been first lowest but discretion of the authority to take decision in this regard is final considering the performance and other parameter.

**13) Payment:-**

No advance payment will be made. Bill in triplicate should be raised monthly through the concerned officer in charge of the respective work place for payments. Payment may be made from either CE office or respective SE Circle office subject to availability of fund. Statutory deduction of taxes from bill will be deducted as applicable at source as per GST norms at the time of payment. The deduction of tax, applicable as on date at source, shall be at the rate as notified by the Government from time to time or as per GST norms. No incentives would be paid. Any variation of GST shall not be charged in the account of the tendering authority.

**14) Conditional discount: -**

Tenders with any condition including conditional discount will not be entertained and may be rejected. However unconditional discount may be accepted as per discretion of the tendering authority.

**15) The Architects deployed by the Firm/Agency should have to maintain official secrecy, decorum's & discipline. Their acts shouldn't be detrimental towards the prestige of the department.**

**16) The Architects deployed by the Firm/Agency should have to be well equipped and conversant in plotting architectural drawings like elevation of the bridges/buildings structures etc. They should have to be well conversant with English language & civil engineering drawing like plan, elevation, section, foundation etc of the bridges/buildings structural works etc.**

**17) Dispute & litigation: -**

In case of any dispute arising out of the contract, the court at Agartala in Tripura will have Jurisdiction to deal with the same and decide any legal matter or dispute whatsoever arising out of the contract/purchase order or tender.

**18)** Any clause not included in the DNIT but subsequently mutually accepted or incorporated through pre-bid meeting will be part and parcel of the terms and condition (DNIT).

**19)** If any bidder suppress any fact in the tender and subsequently it is unearthed, their tender will be rejected and necessary punitive action including total forfeiture of EMD/ Security money/ Rescind of agreement/ Cancellation of work order/Barring from participation of future tender for next two years will be taken against them.

**20)** Bidder must himself has to attend for clarification/collection of payment/any meeting/ collection of EMD/collection of security deposit/as and when asked by the tendering authority along with photo/address proof identity submitted with the tender. No authorized person will be allowed to act on behalf of the original bidder. If bidder fails to maintain direct contact with the tendering authority then bidder will be blacklisted and EMD / SD will be forfeited.

**21)** Any tender not complying with the requirement/fulfill the terms and conditions may be declared as informal as per direction of the tendering authority.

**22)** If last date of dropping of tender happens to be a holiday or office work is affected due to any unforeseen circumstances, last date of dropping will automatically be extended up to next working day at respective time and accordingly opening date and time may also be deferred. Opening date and time will be displayed in the office notice board if changed.

**23)** The tendering authority will discuss with the architect to be deployed by the agency to assess their competency through practical evaluation on a fixed date prior to the date of assignment of the services in the respective offices. If during discussion any of architect manpower's quality & performance is found not satisfactory than they may not be deployed and agency shall bound to replace with new competent manpower.

**24) Right to Accept/Reject the Bid:**

Tendering authority reserves the right to accept or reject any Bid and to annul the tender process and reject all such bids at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.



**SPECIAL TERMS AND CONDITIONS**

1. Tendering authority reserve the right to sought any wanted document/documents even after opening of the tender from any of the bidder during scrutiny and tender processing stage, relevant to the tender.
2. The payment of monthly remuneration of deployed Architects by the Firm/agency shall be made in time by the bidder/bidders.
3. The agency will be responsible for maintaining PF and other requirements as per law of the deployed Architects.
4. No payment will be made directly to the deployed Architects engaged by the Agency. Payment will be made only to the Agency.
5. The Architects deployed by the Agency shall be of good behavior, submissive and loyal to do the job and shall have to maintain the official decorum.
6. If any Architect's behavior is not satisfactory then he/she shall be discontinued from the work within a day by the Agency on receipt of notice (verbal or over phone) from the Engineer-in-charge or work order issuing authority.
7. The engaged Architects deployed by the Agency shall not damage any property of the office during/after the working hour. If it is done the compensation shall be deducted from the bill of the Agency.
8. Engaged Architects may be men or women. But they should have good health & fit to do the job of for which they were deployed by the Agency.
9. No accidental benefit will be charges before the department by the agencies in respect of any engaged Architects deployed by the Agency before the work order issuing authority.
10. Working hours & other regulations shall be governed and maintained by the engaged Architects deployed by the Agency as per state Government Rules & guidelines. If required they may need to work even during holiday in case of extreme necessity and desire of the Head of the office where deployed.
11. The agency shall have sufficient and sustainable bank balance, cash handling capacity to make payment to the engaged Architects on monthly basis for which supporting documents shall need to be submitted by the bidder along with the tender.
12. If any engaged Architect complains regarding nonpayment by the agency then, the tendering authority preserves every rights to take up the issue with the Agency for settlement of such dispute. The Firm/Agency shall undertake all required visits to site(s) offices

## EOI-P- 18

of 'Employer's representative' / Engineer-in-Charge or offices of state/ local authorities along with concerned official of the department. No TA & DA or incentives /perks shall be entertained by the tendering authority.

13. The Firm/Agency should provide all the related architectural equipment and instruments along with laptop & supporting updated software etc. as required for preparation of engineering drawings, plan & elevations, design etc.No additional charge should be claimed for that.
14. No TA / DA or any other expenses shall be paid for attending meeting, making presentations, collection of data or for liaison with the departmental officers in different work sites.
15. The provision of approvals for sanctioning of building or layout plans or approval from Competent Authority like AMC, NP, UDD and Electricity Deptt. Etc should be well conversant by the deployed architect. However, the Architects deployed by the Firm/Agency should be familiar with norms of these Authorities.
16. The Architects deployed by the Firm/Agency shall be well acquainted with the Architecture & building rules/regulations as well as specifications of engineering/Civil & Architecture drawings etc.
17. The Architects deployed by the Firm/Agency shall follow all the norms for preparation of Engineering as well as Architectural drawings
18. The Architects deployed by the Firm/Agency will be required to work in close coordination with Engineering Wing of R.D Department and also should follow the instructions of the Engineering Officers of their respective working place.
19. The Architects deployed by the Firm/Agency should be competent enough to make presentations & explanation of the drawings etc. as an when required by the authority.
20. Initial dispute and litigation will be settled mutually by the tendering authority. Finally this may be settled by presenting before the Chief Engineer, RD Deptt.
21. The bidder shall quote the rates in the prescribed rate quoting sheet supplied/available along with the tender document.
22. Work order issuing authority preserve the right to issue order to deploy manpower in favour of more than one agency for deployment of Architects according to necessity and timely completion of any assignment within the target date if 1<sup>st</sup> lowest Agency is not having the capacity to deploy the required quantity of Architects as per need basis.
23. The rates are fixed for entire validity period of the tender. No price variation will be allowed under any circumstances or variation of any duty charges, GST or other cost index.
24. If output of any Architect or groups of Architect are not satisfactory, then agency will be responsible for the same and any Architect or even entire groups of Architect shall be removed from the workplace giving 15(fifteen) days notice. Then Agency shall bound to

**EOI-P- 19**

further deploy Architect or groups of Architect, if department desire. For such action, Department may terminated the Agreement at any time & black listed the Agency for a period of 1 (one) year.

25. The bidder shall not sublet, transfer or assign the contract or any part thereof during the validity of the tender.

**FINANCIAL BID**

**DNIT NO:** e-DT-01/EOI/Architect/EE-I/CE/RD/2017-18 DATED: 14.05.18( 2<sup>nd</sup>. Call)

**PNIT NO:** e-PT-01/EOI/Architect/EE-I/CE/RD/2017-18 DATED: 14.05.18( 2<sup>nd</sup>. Call)

**NAME OF WORK:** e-Expression of Interest for hiring of services of experience Architect (Degree & Diploma) from reputed Architect firms/ Agencies in different offices under Rural Development Departmental, Government of Tripura

**(RATE QUOTING SHEET  
To be filled up in specific folder of Financial bid)**

BOQ

**Sub:- Expression of Interest for hiring of services of experience Architect (Degree & Diploma) from reputed Architect firms/Agencies in different offices under Rural Development Department, Government of Tripura.**

**e-DT-01/EOI/Architect/EE-I/CE/RD/2017-18 DATED: 14.05.18( 2<sup>nd</sup>. Call)**

Item No.	Work Place	Name of item	Unit	Requirement	Quoted Rate incl. all taxes & charges at workplace ( in Rupees)	
					Rate per month/person	Amount (Both in figures and words)
1.	Office of the Chief Engineer,R.D Dept,Gurkhabasti Agartala	Architect(Degree)	No	2( Two)	Not to be quoted here	
2.	Office of the Superintending Engineer R.D 1 <sup>st</sup> Circle Agartala/2 <sup>nd</sup> Circle Udaipur/3 <sup>rd</sup> Circle Kumarghat/4 <sup>th</sup> Circle Ambassa	Architect(Diploma) @ 1(one) for each S.E R.D Circle	No	4(four)		
Total						

( Rupees

) only

**Note:- Bidder shall have to quote rate for complete job i.e. rate to be quoted for both Degree and Diploma architect. 1<sup>st</sup> lowest bidder will be considered based on total value. If any bidder quotes rate only for any one degree or diploma, tender will be rejected.**