

**OFFICE OF THE REGISTRAR : BODOLAND UNIVERSITY**

Debargaon, P.O. Rangalikhata  
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*Ref. No. BU/Engg/01/2019/Pty/89/387*

*Date – 07/12/2021*

Expression of Interest :- Empanelment of Contractors for Civil (Building/Roads) and Electrical works

Application are invited from registered contractors like APWD (Building/Road), BTC, or other Autonomous bodies under Government of Assam who have registered office in Kokrajhar, Assam for empanelment as Civil (Building/Roads) and Electrical contractors for carrying out petty construction, repair/maintenance works in the University. Applications as per the prescribed format with necessary documents and application fees may be submitted to the Registrar, Bodoland University, Debargaon, Kokrajhar on or before 12.00 noon on 27/12/2021.

For details visit [www.bodolanduniversity.ac.in](http://www.bodolanduniversity.ac.in)

Registrar

Bodoland University

Copy to

1. The P. S to V.C for kind appraisal please.
2. The Finance Officer, for information please.
3. The Assistant Engineer, for information please.
4. The System Admin, for upload in University website please.

Registrar  
Bodoland University

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*Ref. No. BU/Engg/01/2019/Pty/89/*

*Date – 07/12/2021*

**EMPANELMENT OF CONTRACTORS FOR MISCELLANEOUS PETTY CIVIL CONSTRUCTION WORKS (BUILDING / ROADS), REPAIR AND MAINTENENCE OF BUILDING, ROAD, SANITARY, PLUMBING, ELECTRICAL WORKS.**

**1. NOTICE INVITING APPLICATION FOR EMPANELMENT OF CONTRACTORS**

Bodoland University (BU) invites applications for empanelment of contractors from the firms who have registered office in Kokrajhar, Assam from where they can operate immediately and may register with Govt., Semi Govt. Organizations like APWD/BTC or local working contractor at Bodoland University or other Autonomous bodies under Government of Assam as contractors.

**SCOPE OF THE WORK:**

Being a Govt. University, the major maintenance is carried out by the Open Tender, however, only the petty type of emergency jobs, that are required for day to day smooth operation of Bodoland University will be taken as per requirement. The empanelled contractors have to carry out the miscellaneous petty civil & electrical related works viz. cement concreting, brick / stone masonry, plastering, flooring, painting, furnishing, electrical, sanitary & plumbing, road, electrical fitting and fixing works etc. at Bodoland University campus costing up to Rs. 5.0 lakhs (Rupees five lakh only).

**ELIGIBILITY CRITERIA:**

Prospective agencies will be required to fulfill following criteria for participating in the tendering process.

- a) The Firm / Contractor may register with Government / Semi Government organization like APWD/BTC or other Autonomous bodies under Government of Assam as contractor or local working contractor at Bodoland University.
- b) The Firm / Contractor should be registered with Income Tax and GST. Audited balance sheet with Profit & Loss statement for last three years, Bank Solvency certificate for Rs. 50,000/- as per Govt. rules & regulations are to be submitted in support of the same.

- c) The Firm / Contractor should have average annual turnover (gross) for the last three years of Rs. 1,00,000/- (Rupees one lakh only) or above.
- d) The contractor should have carried out similar type of works done satisfactorily during last three years as below:-
  - i. Two CIVIL related works with experience certificate costing not less than 50,000/-.
  - ii. One CIVIL related work with experience certificate costing not less than 1,00,000/-

### **ISSUE OF APPLICATION FORM:**

The application form for empanelment shall be downloaded from the Bodoland University website [www.bodolanduniversity.ac.in](http://www.bodolanduniversity.ac.in) The Demand Draft of Rs. 500/- drawn in the name of “Registrar, Bodoland University, Kokrajhar”, payable at North Kokrajhar branch, Kokrajhar towards the cost of application form should be enclosed along with the submission.

### **1.6 SUBMISSION OF APPLICATION:**

The completed empanelment document shall be submitted to **The Registrar, Bodoland University, Deborgaon, Kokrajhar** on or before **1200 hours on 27-12-2021**.

The authority, Bodoland University, Kokrajhar reserves the right to accept the offer in full or in parts or reject summarily or partly without assigning any reason(s) thereof.

## **2. TERMS AND CONDITIONS**

2.1 Application form for empanelment shall be submitted in a sealed envelope superscribing thereon ‘Application for Empanelment of Contractors’ for miscellaneous civil, electrical & other works.

2.2 The application shall be submitted strictly in the prescribed format along with supporting documents.

2.3 The application shall be signed by the authorized person/s on behalf of the applicant organization by enclosing an Authority Letter / Power of Attorney.

2.4 If the space in the application is insufficient for furnishing full details, the applicant may give the details on a separate sheet.

2.5 Application containing false and / or incomplete information is liable for rejection.

2.6 If any information or details furnished by applicants are found to be false at any time in future, the empanelment of such applicant will be cancelled immediately.

2.7 The Bidder should sign each page of the application.

2.8 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting and appending signature thereof.

2.9 Bodoland University, Kokrajhar may approach / visit the contractor's clients to verify contractor's general reputation / competence.

2.10 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. With regard to the completed works, copies of the work order and completion certificate shall be submitted.

2.11 The applicant has to submit the Client's Certificate, from at least two of their clients mentioned in the list of work executed of satisfactory work.

2.12 Decision of the Registrar, Bodoland University in selection of contractors will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post / e-mail.

2.13 The enlistment of a contractor at Bodoland University shall only entitle him to be considered for issue of tender document. It shall not confer any right on him either to be necessarily issued the tender documents or for award of work.

2.14 Generally, the routine works at Bodoland University will be awarded by calling competitive quotations / tenders from the empanelled contractors including other contractors fulfilling the criteria.

2.15 Bodoland University reserves the right to call open tenders in which agencies not empanelled in this process but meeting the qualification criteria for the tender can participate. For such tenders, the empanelled contractors under this process meeting the stipulated criteria of tender may also participate.

2.16 The empanelment shall be valid for a minimum period of 2 years and can be extended further.

2.17 The empanelled firm is required to keep updated the Institute about the change of address, change of the Management etc. from time to time.

2.18 The applicant should ensure Bodoland University that the application is delivered at the given address within prescribed date and time as mentioned in the advertisement.

2.19 Bodoland University may remove the name of the firms from the empanelled list if the contracting firm,

- Has, failed to execute a contract or has executed it unsatisfactorily or
- is proved to be responsible for construction defects in work; or
- persistently violates any important conditions of the contract; or
- does not start the work after the same is awarded to him.
- submitting bills for the incomplete works / for the works not carried out by them or
- Other similar reasons.

- 2.20 All the documents should be self attested with company seal. The original documents are to be produced by the applicant on demand for verification.
- 2.21 The contractors carrying out the electrical works should have valid electrical license and will be responsible for any mishappening cause due to work got done by the contractor.
- 2.22 The tenderer shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement.
- 2.23 The services provided by Firm/Agency shall be to the entire satisfaction of Bodoland University.
- 2.24 The tenderer should ascertain the complete work to be undertaken by visiting the site before submission of tender.
- 2.25 Any additional/extra items required to be executed for the above work may kindly be intimated in advance before the execution of the same and coordinate with AE/JE during execution of work for any change.
- 2.26 The work shall be carried out as per tender. Where specifications are silent, the decision of Registrar shall be final and binding on contractor.
- 2.27 Any damage done by the contractor to any existing item / any part of the building during the course of execution of work shall be made good by at his own cost.
- 2.28 Only articles classified as “First quality” by the manufacturer shall be used unless otherwise specified or as approved by AE/JE.
- 2.29 The contractor shall be fully responsible for the safe custody of the material brought at site by him for doing the work and Bodoland University will not be responsible whatever the reasons may be thereof.
- 2.30 Statutory deductions will be made as applicable from the bills of contractor.
- 2.31 Labour camps are not allowed inside the campus.
- 2.32 For civil/electrical contractor permanent store facility will not be provided on site.
- 2.33 The Centre will not permit sub letting of assigned work, negligence and inordinate delay inwork.
- 2.34 The Authority, Bodoland University, Kokrajhar reserves the right to accept or reject, any or all the offers submitted in response to this advertisement, squash the empanelment or curtail the validity period without assigning any reasons thereof.

### 3. APPLICATION FOR ENLISTMENT AS CONTRACTOR

Sr. No.	Particulars	Details
1	Name of the Contracting Firm	
2	Postal Address	
3	Contact Details, Telephone, Email address	
4	Year of Establishment	
5	Nature of Company Proprietorship/Partnership/ Private Ltd. etc.	
6	Registration with Tax Authorities	To be filled in Annexure – 1
7	Registration with Govt./ Semi Govt. organisation / Statutory bodies such as APWD, BTC and autonomous bodies under Govt. of India or local working contractor at Bodoland University	To be filled in Annexure - 1
8	Bank Solvency certificate for Rs. 50,000/-, not older than six months of issue of certificate	
9	List of works executed during the last 3 years by the applicant	To be filled in Annexure - 2
10	List of works under execution by the applicant	To be filled in Annexure - 3
11	Financial Statement	To be filled in Annexure - 4
12	Satisfactory performance certificates from clients	
13	Declaration	As per proforma given in Annexure – 5 (On Applicant's Letter Head)

**Signature**

**Name**

**Seal of the Firm**

**DETAILS OF REGISTRATION**

<b>Sr. No.</b>	<b>Name of Organization / Department</b>	<b>Registration No.</b>	<b>Date &amp; year of Registration</b>	<b>Valid Up to</b>
1	Income Tax Department (Mention PAN No.)			
2	GST			
3	CPWD/ Govt./ Semi govt. organization under Govt. of Assam			
4	Autonomous bodies under Govt. of Assam			
5	Local working contractor at Bodoland University			

**Signature**

**Name**

**Seal of the Firm**

**PARTICULARS IN RESPECT OF WORK EXECUTED**

<b>Sr. No.</b>	<b>Name of the work</b>	<b>Name &amp; Address of the Owner</b>	<b>Value of work executed</b>	<b>Stipulated time of Completion</b>	<b>Actual time of Completion</b>	<b>Month &amp; Year of Completion</b>

**Signature**

**Name**

**Seal of the Firm**



**PARTICULARS IN RESPECT OF WORK IN HAND**

<b>Sr. No.</b>	<b>Name of the work</b>	<b>Name &amp; Address of the Owner</b>	<b>Value of work</b>	<b>Stipulated time of Completion</b>	<b>Present stage of work</b>

**Signature**

**Name**

**Seal of the Firm**

**FINANCIAL STATEMENT**

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Turnover of the Firm (in Rs.)</b>	<b>Profit / Loss (in Rs.)</b>
1	2018-19		
2	2019-20		
3	2020-21		

**Signature**

**Name**

**Seal of the Firm**

**DECLARATION**

I / We (including all partners) certify that I / We have read and understood the instructions and the Terms & conditions mentioned in the application form and shall abide them.

I / We certify that the information given in the application is true to the best of my knowledge and belief. I / We also understood that if any of the information is found wrong, I am / We are liable to be debarred.

I / We agree that the decision of the Registrar, Bodoland University, Kokrajhar in selection of contractors will be final and binding to me / us.

I / We agree that I / We have no objection if enquiries are made to our clients to verify the facts submitted by us.

**Signature**

**Name**

**Seal of the Firm**

## LIST OF DOCUMENTS TO BE SUBMITTED

1. Duly filled Application form along with **Annexures – 1 to 5.**
2. Profile of the Firm.
3. Details of Constitution of the firm and it's registration certificate.
4. Power of Attorney / Letter of Authorization for authorized signatory.
5. Audited balance sheet with profit & loss statement in support of **Annexure – 4.**
6. Copy of registration certificates in support of **Annexure – 1.**
7. Demand draft of Rs. 500/- towards the tender cost in favour of "Registrar, Bodoland University, Kokrajhar.
8. Copies of Work order, completion certificate etc. in support of **Annexure – 2 & 3.**
9. Bank solvency certificate for Rs. 50,000/-.
10. Authorized signature with stamp on each page of the tender document as a token of acceptance of tender terms & conditions.