

SHIWALIK PUBLIC SCHOOL, RUPNAGAR

Uploading of tender document commences from	25/07/2025
Date of publication of tender notification on official website of the Institute	25/07/2025
Last date for receipt of duly filled intenders	05/08/2025-upto 2:00 PM
Date and Time of opening of Technical and Financial Bids	07/08/2025 At 11:00 AM

BID DOCUMENT
For
Relaying Cinder for Existing Athletic Track
200 m x 7.5 m (6 Lane) and Drainage
(Approx cost Rs. 5,02,500/- including GST)

Shivalik Public School, Rupnagar

Date: 25/07/2025

NOTICE INVITING LIMITED TENDER

Sealed tenders are invited for the Relaying Cinder for Existing Athletic Track 200 m x7.5m (6 Lane) and drainage from the eligible companies/ Firms/ contractors/ agencies, having experience of the similar works(s).

The interested companies/firms/contractors/agencies, who are qualified as per eligibility conditions of the tender, given in the tender form, may submit their tenders in the prescribed format along with EMD and required documents, by speed post or registered post or by hand, so as to reach /drop in the tender box at the receipt/ Dispatch Section at Shivalik Public School, Rupnagar 02:00 PM on 5th Aug. 2025.

The tender-application form fee is NIL and the same containing detailed specifications, terms and conditions etc., are available on the website of Institute www.spsrupnagar.com which may be downloaded for submission.

For any clarification including the site visit, please contact Mr. Baljit Singh Attri (Mobile No. - 9815744235) during office hours (8:00 AM to 2:00 PM) and prospective bidders can send their queries on spsrunagar@gmail.com.

Principal

SHIWALIK PUBLIC SCHOOL, RUPNAGAR
LIMITED TENDER DOCUMENT CUM FORM
CONSTRUCTION OF RELAYING CINDER FOR EXISTING ATHLETIC TRACK
200 m X 7.5 m (6 LANE) and DRAINAGE

(A.) ELIGIBILITY CRITERIA

1. The Bidding Agencies are required to submit the annexure in the given format along with the copies of following documents, duly signed/self-attested, with the technical bid for being declared to be eligible: -
 - a) **EMD of Rs.25,125/-** (Rs. Twenty five thousand one hundred and twenty five only) in the form of Demand Draft in favor of “Shiwalik Public School, Rupnagar, payable at Rupnagar.
 - b) Certificate of incorporation of the bidder (Copy of Certificate to be enclosed).
 - c) **CGST/SGST Registration** (Certificates to be enclosed along with GST returns of the preceding one quarter)
 - d) Income Tax Permanent Account Number (**PAN**) (Copy of PAN card to be enclosed)
 - e) The average annual financial turnover during the last three (3) years, ending 31st March 2024 should be at least 30 % of the estimated cost. (Furnish copies of these **three years Income Tax returns**).
2. Experience of having successfully completed Similar type of Civil works, for athletic track, Cricket Ground etc. during last 5 preceding years (upto JUNE 2025) in Government department (s) /PSU(s)/ reputed Educational Institute (s) by either of the following:-
 - a) Three civil works completed each costing not less than the amount equal to 40% the estimated cost.
 - b) Two civil works completed each costing not less than the amount equal to 50% the estimated cost.
 - c) One civil work completed costing not less than the amount equal to 80% the estimated cost.

[Enclose copies of only 3/2/1 work order(s) along with respective completion certificate (s)]
3. The Bidder(s) need to have its own Bank Account. (Details of Bank Account to be enclosed).
4. A declaration to the following effect is required to be submitted on the affidavit to Non-Judicial Stamp of Rs.100/- that
 - There is no pending criminal case before any Court of law against the Proprietor/Firm/Partner on the bidder company.
 - The bidder has not defaulted from the payment of statutory dues like EPF, ESIC, GST, Income Tax etc. during the last three financial years.
 - The bidder is not black listed by any of the following:
 - Government department(s), PSU(s), Organization(s), Educational Institute(s), Autonomous Institute(s) during the last three financial years.

- No contract of the Bidder has been terminated before expiry of term during the last three financial years.
- No near relative of the proprietor/ partners/ directors of the firm is working as employee in Shiwalik Public School, Rupnagar
- Duly filled in Annexure are required to be submitted by the bidder in the prescribed format.

(B.) PROCEDURE FOR TENDER SUBMISSION:

Tenders are required to be submitted in a main sealed super scribed “Relaying Cinder for Existing Athletic Track 200 m x7.5 m (6 LANE) and Drainage and it has to be dropped in the Tender Box kept in the Receipt/dispatch section at of Administrative Block, Shiwalik Public School, Rupnagar by 2:00 PM on 05th Aug. 2025.

All papers related to eligibility and Earnest Money Deposit (EMD) shall be kept in envelop marked “A” Technical bid and only financial bid is to be kept in envelop’ marked financial Bid and same can also be sent by Speed-Post/registered post by clearly mentioning the above subject on Envelope and in such cases, it would be responsibility of the bidder that the same is reached to the Administrative Block, Shiwalik Public School, Rupnagar by 2:00 PM on 05th Aug. 2025.

- 1) All pages of the Bid shall be duly numbered and self-attested by the bidder.
- 2) Xerox copies of all the submitted documents shall be self-attested.
- 3) Conditional Bids will not be accepted.
- 4) At any time prior to the opening of bids, the Institute may for any reason modify the tender document by suitable amendment/corrigendum(s) through website of the Institute. No separate communication will be required to be sent to prospective bidders.
- 5) The bidders will comply with the terms and conditions mentioned in the tender document and accordingly clearly fill all the columns in both the formats (Technical and Financial), failing which the Shiwalik Public School, Rupnagar reserves the right to reject the same.
- 6) Incomplete filled-intenders shall be rejected.
- 7) The bid shall be opened as scheduled in the Notice Inviting Tender (NIT), in the presence of bidders or their authorized representatives, if any.
- 8) In case, there is a Public Holiday on the scheduled date/day of opening the bid, the same shall be opened on the next working day at the same time.
- 9) The bidders are expected to visit the site at the Institute to inspect the proposed work and be aware of the site conditions and scope of work, which is to be declared in the tender form.
- 10) No correspondence shall be made with those bidders, whose bids are rejected on technical or financial basis.

(C.) GENERAL CONDITIONS OF THE CONTRACT

- 1) The estimated measurement of repair work in proposed work is given merely as a rough guide. The quantity and items mentioned in the schedule may therefore vary, which will have to be accepted by the contractor in the offered rates. The payments shall be made to the agency as per actual measurement of work executed at the site.
- 2) The payment shall be made to the contractor on satisfactory completion of the work and the contractor shall prepare computerized bills as per prescribed format of Tax invoices.
- 3) Before using the material, the contractor shall get approval from the Institute and any changes to the work will require approval from the Institute.
- 4) After communication regarding award of work, the successful bidder shall, within 7 days, submit a non-judicial stamp of Rs.100/- and sign an agreement with the Institute for the work, on the terms and conditions of the present tender.
- 5) **The successful bidder's performance security will be deducted @ 5% out of running bill/final bill which shall be valid for a period of Twelve (12) months.**
- 6) EMD of unsuccessful bidders will be returned after finalization of tender. No interest shall be payable on such refund.
- 7) **The Performance Security shall be refunded after 12 Months defect liability period from the date of successful completion of work and satisfaction of the Institute. No interest shall be payable on such refund. Defect liability will be for any Cracks, Defects or Structural defects or any problem occurred in done work is of 1Year to which contractor Firm/Agency will visit the site(s) and duly attend such problems.**
- 8) The bidders shall quote their rates as per various terms and conditions given in the tender document under price bid, inclusive of all taxes, appropriate materials, labor, machinery, machines tools and plants and all appliances whatsoever are necessary for the complete execution of the work. Nothing extra shall be paid by Institute other than those quoted in the financial bid, if scope of extra/lead or contingency work is not approved by the Chairman of the Institute.
- 9) All the required labor will be arranged by the contractor only and no minor shall be engaged at site. For all intents and purposes, the unskilled labor and such-like personnel provided by the contractor shall be the employees of the contractor and Shiwalik Public School, Rupnagar shall not own any responsibility in any manner whatsoever or the same.
- 10) The competent authority of the Institute reserves right to accept the whole or any part of the tender and the contractor shall be bound to perform the same at the quoted rates.

- 11) The work shall be completed within **100 days** from the date of agreement and intimation regarding commencement of work will be made by the contractor to the Institute.
- 12) **A penalty @ Rs. 500/- per day will be imposed for delay**, which shall be deducted from the bill of the contractor and the penalty so imposed **shall not exceed 5%** of the total cost. If any hurdle arises, the same may be intimated to the Office of Principal Shivalik Public School, Rupnagar and accordingly, extension of time-period shall be made, if required.
- 13) The work shall be carried out as per CPWD specifications and CPWD Works Manual up to the entire satisfaction of the Institute.
- 14) No waste/debris of any sort including dismantled material, will be left at the work site or anywhere in the Institute campus and the contractor shall be responsible to remove and dispose it outside the campus at their own cost.
- 15) The contractor will be fully responsible for any type of loss to the Institute property during execution of work. If any damage is caused at the site or surroundings, the same shall be made good within the quoted rates without any additional payments on this account.
- 16) The contractor shall raise the Bill as per actual work carried-out at site. Any item of work exceeding the quantity specified in this tender document shall require prior written permission of the Institute. The payment shall be made to the contractor on receipt of bills in duplicate and upon satisfaction of the Institute with respect to the entire work.
- 17) Debarred/black listed agency/firm/individual shall not be permitted to participate in the tendering process.
- 18) The sub-contracting shall not be allowed.
- 19) If the contractor fails to complete the work as per work order up to the satisfaction of the Institute, or commits breach of any of the terms and condition so contract, then the Institute shall have right to forfeit EMD and/or performance security/ guarantee, as the case may be. In addition the Institute shall have the right to blacklist the contractor.
- 20) The contractor will not be entitled for any compensation due to enactment of any law/ regulation etc. during the currency of the contract.
- 21) All Taxes on materials or any element of this contract shall be payable by the contractor and the Institute will not entertain any such claim whatsoever in this respect. The contractor's rates shall cater to all such taxes.

- 22) The Institute will deduct income tax and any other tax applicable, at source from all the payments made to the contract or under this contract, in accordance with the provisions of IT Act or any other law as applicable from time to time in India.
- 23) The contractor shall be fully responsible to observe the labor safety provisions and all risks of loss of or damage to physical and personal loss and death which arise during the execution of work shall be the responsibility of the Contractor.
- 24) Action in case of bad work - If it shall appear to that any work has been executed with unsound, imperfect or unskillful workmanship or with materials of any inferior description the Institute may rectify and re-execute the work or remove and replace with others, material or articles complained of as the case may be at the risk and expense in all respects of the contractor.
- 25) Criteria for work award will ordinarily be the aggregated lowest rates quoted for all the items.
- 26) The Institute reserves the right to ask the justification of quoted rates before award of work.
- 27) The contractor has to follow all electricity rules as amended from time to time and contractor shall be responsible for any mishap due to negligence on his/labor part whatsoever.
- 28) Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidders, who resort to canvassing will be liable to rejection.
- 29) The agency will submit in writing to the Institute after complete work is executed and finished.
- 30) All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract are the responsibility of the Contractor.
- 31) In the event of any dispute between the Institute and contractor, it shall be resolved through mutual discussions between the parties. If it cannot be resolved through discussion.
- 32) Water and power for bonafide use will be available and contractor will have to pay charges for the same.
- 33) Rupnagar District will be judicial jurisdiction for all disputes.

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**TECHNICAL BID FOR RELAYING CINDER FOR EXISTING ATHLETIC TRACK
200 m X 7.5 m (6 LANE) and DRAINAGE**

Sr. No.	Description	Whether Document Is Submitted or Not	Furnish Information Here	Copy Enclosed at Page No.
1	Full Name of Bidder	Yes/No		
2	EMD of Rs. Rs.25,125.00 in the form of Demand draft in favor of the Shiwalik Public School, Rupnagar.	Yes/No		
3	Full Address, Phone Number, email, website of Bidder	Yes/No		
4	Status of the Bidder, i.e. Public, Private (Ltd.) / Partnership Firm(s) or Proprietor firm (Certificate of Incorporation to be enclosed)	Yes/No		
5	CGST/SGST Act Registration issued by the competent authority (Registration alongwith the GST returns for last one quarter to be enclosed)	Yes/No		
6	Permanent Account Number (PAN) issued By the Income Tax Department (Copies of PAN card to be enclosed)	Yes/No		
7	The Average Annual financial turnover during the last three (3) Financial Years ending March 2024 should be atleast30% of the estimated cost (Furnish Certificates of Turn over issued by a registered CA along with balance sheets of these three FY along with Income Tax returns	Yes/No		
8	Experience of having successfully completed civil works related to sport grounds (up to JUNE 2025) in Government department(s) /PSU (s)/ Organization (s)/ reputed Educational Institute(s) by either of the following: - (a) Three civil works completed each costing not less than the amount equal to 40% the estimated cost. (b) Two civil works completed each costing not less than the amount equal to 50% the estimated cost. (c) One civil work completed costing not less than the amount equal to 80% the estimated cost. [Enclose copies of only3/2/1work order(s) along with respective completion certificate(s)]	Yes/No		
9	Details of Bank Account of Bidder.(Details of Bank Account to be enclosed along with Account Statement).	Yes/No	Account No., Type of Account, IFSC Code, Bank Branch etc.	

10	<p>A declaration to the following effect is required to be submitted on the affidavit of Non-Judicial Stamp of Rs.100/-that</p> <p>(a) There is no pending criminal case before any Court of Law against the Proprietor/Firm/Partner on the bidder company.</p> <p>(b) The bidder has not defaulted from the payment of statutory dues like EPF, ESIC, GST, Income Tax etc. during the last three financial years.</p> <p>(c) The bidder is not black listed by any of the following: Government department(s), PSU(s), Organization(s), Private Institute(s), Educational Institute(s), Autonomous Institute(s) during the last three financial years.</p> <p>(d) No contract of the Bidder has been terminated before expiry of term during the Last three financial years.</p>	Yes/No		
11	Any other Information that bidder desires to submit, relevant to the contract and Present bidding.	Yes/No		

ANNEXURE-B

**FINANCIAL BID FOR RELAYING CINDER FOR EXISTING ATHLETIC TRACK 200m x
7.5m (6 LANE) and DRAINAGE**

S.N	SPECIFICATION	QTY	RATE	TOTAL
01.	<u>EXISTING 200 M TRACK REPAIR AND REMOVING SURPLUS SURFACE:-</u> <ul style="list-style-type: none">Excavation of existing Track Foundation manually or tractor. Repair only required area only.Levelling of existing track for relaying cinder	1500 Sqm		
02.	<u>LAYING OF CINDER:-</u> <ul style="list-style-type: none">Laying of 3'' Crushed burned coal Neatly Mix With local soil ration of (70%:30%) Compacted by Using Road roller to get a final smooth surface on Track Area.	1500 Sqm		
				TOTAL WITH GST@ 18%

- All rates quoted/specified by bidder are inclusive of GST. Nothing extra shall be payable.

Signature and the seal of bidder.

DECLARATION

1. We have carefully examined the tender document and offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
2. We declare that we have carefully read each and every term and condition and the scope of work given in the tender document and having understood the same by making a physical/spot assessment of the site. We accept our acceptance without any condition or deviation.
3. We understand that if this bid is accepted and work awarded to us, then we accept it and agree to abide it in all/any terms and conditions of the tender document.
4. We give our irrevocable consent to the forfeiture of the Performance Security Deposit, leaving the tender document/agreement incomplete during the period of agreement or on breach of terms and conditions of agreement in any manner whatsoever.
5. Unless and until a formal agreement is formalized and executed, the tender document or agreement together with or without our written acceptance thereof shall constitute a binding effect upon the parties.
6. I/We give our consent that the decision of the tender committee/ or competent authority of the Institute shall be final and accepted to me in every manner whatsoever to me/us.

DATE:

PLACE:

Signature of the Bidder.....

Name, Address, Phone No. & Seal

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