



VSSUT/C.Maint/2827

Date: 26/10/2022

**EMPANELMENT OF CONTRACTOR FOR CIVIL WORK**

The Registrar VSSUT Burla invites applications for empanelment of 'D' and 'C' Type Contractors from the Firm/Contractor who are registered with PWD/Water Resources Department and other licensing Issue Authority of Govt. of Odisha as Contractor for undertaking various Civil Works in VSSUT Campus Burla.

The Contractor shall apply for empanelment in prescribed format, which can be downloaded from VSSUT website [www.vssut.ac.in](http://www.vssut.ac.in).

Last date of receipt of complete empanelment document is up to 4.00 PM on date 15.11.2022

Note:-The Authority reserves the Right to accept or reject any or all the offers submitted in response to this advertisement without assigning reason thereof.

Registrar  
VSSUT, Burla

## EMPANELMENT OF CONTRACTOR FOR CIVIL WORK

EMPANELMENT NOTICE NO. VSSUT/ESW/2827

DATE 26/10/2022

### **1.0 NOTICE INVITING APPLICATION FOR EMPANELMENT.**

VSSUT Burla is a unitary university situated in Burla Town under the control of Skill Development & Technical Education Department, Govt. of Odisha.

The Registrar VSSUT Burla invites applications for empanelment of 'D' and 'C' Type Contractors from the Firms/Contractors who are registered with PWD/Water Resources Department and other licensing Issue Authority of Govt. of Odisha as Contractor for undertaking various Civil Works in VSSUT Campus Burla.

### **1.1 SCOPE OF WORK**

The Empanelment Contractors have to carry out all civil related works viz. cement concreting, bricks/stone masonry, plastering, flooring, painting, aluminum partition works, water proofing, carpentry, plumbing work etc with estimated cost up to 5.00 Lakhs at VSSUT Campus Burla.

### **1.2 ELIGIBILITY CRITERIA**

Prospective Agencies will be required to fulfill following criteria for participating in the tender process.

- a) The Contractor shall be registered with mentioned above authority under Govt. of Odisha as 'D' & 'C' class Contractor.
- b) The firm/Contractor must have valid PAN CARD and up to date GST clearance certificate as per Govt. rule and regulation.
- c) The Firm/Contractor should have three years experience and annual turnover of Rs.50,00,000.00 (Rupees fifty lakhs) in last financial year i.e. 2021-22. Copy of at least 2 (Two) work order of any Govt. work may be enclosed.
- d) Engineer Contractor/Firm will be empanelled as per the Government of Odisha Rules.



### 1.3 ISSUE OF APPLICATION FORM

The application form for empanelment shall be download from VSSUT Burla website i.e. [www.vssut.ac.in](http://www.vssut.ac.in) .

### 1.4 SUBMISSION OF APPLICATION

The completed empanelment documents shall be submitted to the Registrar VSSUT Burla on or before 4.00 PM dated

Note:-The Authority reserves the right to accept or reject any or all the offers submitted in response to this advertisement without assigning reason thereof.

  
Registrar  
VSSUT, Burla

# EMPANELMENT OF CONTRACTORS FOR CIVIL WORKS

## EMPANELMENT NOTICE NO. VSSUT, BURLA

### TERMS AND CONDITIONS FOR EMPANELMENT OF CONTRACTORS FOR CIVIL WORKS

- 2.1 Application form for empanelment shall be submitted in a sealed envelope super scribing thereon 'Application for Empanelment as Civil Contractors'.
- 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 applicant or authorized person on behalf of the applicant or their organization by enclosing an Authority Letter / Power of Attorney.
- 2.4 If the space in the application form is insufficient for furnishing full details, the applicant may give the details on a separate sheet which is their official letter head.
- 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, dating and rewriting.
- 2.9 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.
- 2.10 The applicant has to submit the Client's Certificate from at least one of their clients mentioned in the list of work executed.
- 2.11 Decision of VSSUT, BURLA in selection of contractors will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post.
- 2.12 The enlistment of a contractor with VSSUT, BURLA shall only entitle him to be considered for issue of tender paper. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.
- 2.13 Generally, the routine works at VSSUT, BURLA will be awarded by calling competitive quotations / tenders from the empanelled contractors.



- 2.14 VSSUT, BURLA 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 can also participate.
- 2.15 The empanelment shall be valid for a minimum period of 3 years.
- 2.16 The contractors who would be empanelled are required to deposit Rs.5000/- as security deposit. Such deposit does not carry any interest and it will remain with VSSUT, BURLA till the validity period of the empanelment.
- 2.17 The empanelled firm is required to keep updated VSSUT, BURLA about the change of address, change of the Management etc. from time to time.
- 2.18 The applicant should ensure that the application is delivered at the given address within prescribed date and time as mentioned in the advertisement.
- 2.19 VSSUT, BURLA may remove the name of the firms from the empanelled list if the contracting firm,
- Has, on more than one occasion failed to execute a contract or has executed it unsatisfactorily or
  - is proved to be responsible for construction defects in two or more works; or
  - persistently violates any important conditions of the contract; or
  - does not start the work after the same is awarded to him on three occasions.
- 2.20 VSSUT, BURLA reserves the right to accept or reject, any or all the offers submitted in responseto this advertisement without assigning any reasons thereof.

### 3. TERMS OF PAYMENT :

Payment of bills, which are ready in all respects as per OPWD norms, shall be made within 3 weeks of receipt of billat VSSUT, BURLA.

Any clarification/correction/modification, if required, in the bill will be sought from the contractor/supplier/service provider within 1-2 working days from the date of submission of bills in VSSUT, BURLA and same shall be re-submitted after making required corrections, to VSSUT, BURLA within the next 2-3 working days except in exceptional circumstances. In this case, the date of receipt of bill at VSSUT, BURLA will be the date on which the corrected bill, ready in all respects, is resubmitted by the vendor in VSSUT, BURLA

In case of any disagreement between VSSUT, BURLA and the contractor/supplier/service provider on any part of the bill, such part may be severed from the rest. Payment against agreed and admissible part can be processed as per laid down procedure, while the disputed part can be dealt as per contract provisions viz. conciliation, dispute resolution, arbitration as mentioned in the tender.



(a) The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not, directly or through any other person or firm offer, promise or give or otherwise allow any of VSSUT, BURLA's employec(s) any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind, whatsoever, during the tender process or during the execution of the Contract.

(b) The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not enter with other bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

(c) The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not commit or allow any employee of VSSUT, BURLA to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the Bidder(s)/Contractor(s) / Buyer(s)/Vender(s) will not use improperly or allow any employee of VSSUT, BURLA, for purpose of competition or personal gain or pass on to others any information or document provided by VSSUT, BURLA as part of the business relationship, including information contained or transmitted electronically.

2(i). **Damages:** If VSSUT, BURLA has disqualified the Bidder(s) from the tender process prior to the award or during execution, VSSUT, BURLA shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value of the amount equivalent Performance Bank Guarantee.

#### 4. Holiday- Listing Clause:

"Notwithstanding anything contained in this agreement, VSSUT, BURLA's policy for Holiday-Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of the said policy, VSSUT, BURLA at its sole discretion reserves the right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the policy in force."

Registrar  
VSSUT, Burla

EMPANELMENT OF CONTRACTOR FOR CIVIL WORK

EMPANELMENT NOTICE NO.

DATE

APPLICATION FORM

1. Name of the Contractor/Contracting Firm
2. Postal Address
3. Contact Details
4. Telephone, Email address
5. Year of establishment
6. Nature of Company-Proprietorship/Partnership/Private Ltd. Etc
7. Name of Director/Partners/Proprietor
8. Registration with Tax Authorities
9. Registration with PWD State Govt. Odisha
10. Name and address of the bankers
11. PAN No
12. GST No.
13. List of work done in last five years

Signature of the applicant with Seal

