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सिक्किम विश्वविद्यालय SIKKIM UNIVERSITY

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(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

e-TENDER NOTICE

Reference No.: SU/ET/2022-23/13

Date: 10/03/2023

E-Tender Notice for Annual Electrical Maintenance Contract at Sikkim University, Gangtok

Composite bids are invited on behalf of Registrar, Sikkim University Gangtok from:

1. Eligible electrical contractors enlisted with CPWD, M.E.S., BSNL, Railway and State Power Department.
2. Authorized supplier/trader of Electrical goods with qualified and dedicated Electrician having IT certificated along with necessary insurance for “Annual Electrical Maintenance Contract at Sikkim University” as per the terms and conditions mentioned below:

The offers, in the prescribed format, shall be submitted online at <https://mhrd.euniwizarde.com/> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending, bidders must be registered with Public Procurement <https://mhrd.euniwizarde.com/> the tender document is also available on website: <https://mhrd.euniwizarde.com/> and CPP Portal <https://eprocure.gov.in/epublish/app>.

a.	Availability of tender document on CPP portal/ website: https://mhrd.euniwizarde.com/	10/03/2023
b.	Request Tender Document from date and time	10/03/2023 & 5.00 pm
c.	Request Tender documents till date and time	31/03/2023 & 5:00 pm
d.	Technical Bid online submission end date	31/03/2023 & 5:00 pm
e.	Date & Time for opening online Technical bid	03/04/2023 & 11:00 am
f.	Financial bid online submission end date.	31/03/2023
g.	Date and time for opening online financial bids	Shall be notified after technical bid is evaluated.
h.	Validity of tenders.	90 Days
i.	Estimated Value of the Contract	Rs. 30,00,000/-

General Terms and Conditions

1. The enlistment of the contractors should be valid on the last date of submission of tender.
2. The bid should be submitted in compliance to the NIT at: <http://mhrd.euniwizarde.com>
3. In order to participate, the bidding firm should be registered in the online e-tender portal and should have a valid authorized Digital Signature Certificate – (DSC). Bids submitted otherwise shall not be accepted.

4. An amount of Rs. 1,000/- (non-refundable cost of downloaded tender form) and an Earnest Money Deposit EMD of Rs Nil/- (Not applicable as per Universities Circular No 11/2021 dated 10.02.2021, However Bid Security Declaration has to be filled and submitted by Bidder), the payment of tender fees can be made through e-payment gateway available on MHRD portal.
5. The bids shall be uploaded in two cover system consisting of Technical and Financial bid.
 - 5.1. The technical documents required shall be as follows:
 - I. Company Profile in the given format
 - II. Technical bid with item details and eligibility fulfillment
 - III. Scanned copy of signed and sealed Tender form and authorization letter for signatory person.
 - IV. Scan copy of company registration certificate.
 - V. Scan company of PAN Card and G.S.T
 - VI. EPF, ESIC, Enlistment as a Contractor, documents supporting eligibility criteria including copy of work order and completion certificate of similar work.
 - VII. Preference shall be given to Electrical Enlisted Contractor over the electrical supplier/trader. In case sufficient bids are not obtained from Electrical enlisted contractor, then University can award the contract to Electrical supplier/trader backed by authorized electrician.
 - 5.2. The financial documents required shall be as follows:
 - I. BoQ – (Financial Bid in prescribed format)

To assist the bidders a checklist has been provided in this document as Enclosure-I.

6. **Bids are to be submitted through online mode at <https://mhrd.euniwizarde.com> only no hard copy is to be sent to the University.**
7. The bidder registered with Micro and small-scale enterprises (MSEs) are exempted from submitting bid security/EMD based on guide line issue by department of Micro, small and medium Enterprises. (MSME). If EMD fees are claimed for exemption, then the relevant MSME certificate supporting the exemption claim may be uploaded along with the tender document with Annexure I duly signed on each page by authorized person of firm.
8. As per Rule 171 of GFRs-2017, Performance Security on the contract/P.O. value will be retained from the bill/invoice of the contractor, supplier, vendors, etc at the time of payment so as to ensure the performance of contractor. Performance Security will be released to the successful bidder after 365 days beyond the date of completion of work. The rate of deduction of Performance security will be 3% of contract/P. O value as per Universities circular No 11/2021 dated 10.02.2021.
9. The rate should be quoted including all costs such as labour charges, headload, carriages, materials, GST, SNT, CESS etc. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid.
10. Payment will be made after successful completion of the work. No part or advance payment shall be made.
11. No interest shall be paid by the university on any deposits held as security against the work.
12. The Contractor shall arrange insurance to cover all risks in respect of their personnel, materials and equipment belonging to the Contractor or its sub-contractor during the currency of the contract. Contractor shall at all time during the currency of the contract provide, pay for and maintain the following insurance amongst others:
 - (a) Workmen compensation insurance
 - (b) Employer's Liability Insurance

(c) General Public Liability Insurance covering liabilities including contractual liability for bodily injury, including death of persons, and liabilities for damage of property. This insurance must cover all operations of Contractor required to fulfill the provisions under this contract.

13. The maintenance work is to be executed at various hired buildings of Sikkim University at Gangtok, Sikkim. The bidders are advised to visit the site before bidding to access the location of the buildings including head loads and carriages etc. No additional escalation claims by the contractor would be entertained.
14. Participating firm may contact JE at (7908897261) for any queries related to the tender.
15. Arbitration of all disputes related to the work would be done in the Gangtok jurisdiction, Sikkim.
16. The Registrar, Sikkim University, has the power to reject any tender or all tender or extend the date of opening of tender without citing any reasons. Decision of The Registrar, Sikkim University will be final and binding to all tenderers.

Specific Terms and Conditions

1. The tentative estimated cost for the Annual Maintenance Contract is Rs. 30.00 Lakhs. However, payment shall be made as per actual. The contract is for electrical maintenance work which includes wiring, fixing of bulb, tube light, power socket, mcbs etc and any other task related to smooth functioning of electrical system. The contractor/supplier should able provide winding of motors etc.
2. Qualification criteria:
 - (a) Bidder should have successfully completed one similar annual maintenance contract of 80% value of the cost put to tender or 60% value of 2 work put to tender or 40% of 3 work put to tender.
 - (a1) If some bidder who is satisfying other condition of tender except mentioned in (a) above, but have attended the maintenance work in reputed organization equivalent to the tendered value in any one financial year in last 5 years shall be eligible to bid, further such composite value of individual work order in a financial year shall be enhanced to current costing as per the clause (c) of this tender document. This value in any case shall not be less than 26 Lacs.
 - (b) Similar annual maintenance contract shall mean:

“Annual Maintenance electrical work for residences, office buildings and commercial establishments having mixed components of wiring, fixing of bulb, tube light, power socket, mcbs etc.”
 - (c) The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 5% per annum, calculated from the date of completion to the last date of receipt of application for tender.
 - (d) The tenderer shall have to upload an Undertaking on the letter head of firm as under: -

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of University, then I/we shall be debarred for tendering in Sikkim University in future forever. Also, if such a violation comes to the notice of Sikkim University before date of start of work or during the execution of work, the Engineer- in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit and cancel the awarded work as the case may be.
 - (e) The supporting documents with respect to the above similar work (work orders and completion certificates issued by the concerned agency) along with other requisite documents mentioned in this tender document needs to be furnished by the bidder.
3. This AMC will be valid for tenure of 1 year from date of signing of the agreement subject to further extension based on the quality of service provided to the satisfaction of the University. If the quality of work executed by bidder is found to be substandard at any instant, University may terminate this contract with 15 days' prior written notice to vender to this effect.

4. The various maintenance works should be completed within the mentioned time frame in the work order failing which delay penalty will be charged @ 2% per week subject to a maximum of 10% on the estimated. The University reserves the right to cancel the work order of the AMC contractor and issue the same to another vendor in case of poor performance and delay.

5. **Scope of work:**

The work involves:

Electrical maintenance work for wiring, fixing of bulb, tube light, power socket, geysers, mcbs etc the maintenance also includes the cleaning of blocked toilets, drain & sewerages.

The above list is only indicative and not exhaustive. The contractor has to execute all minor maintenance works assigned by the University. The works would be based on estimate prepared by the University on basis on SOR 2020 and shall be paid as per actual execution.

For works/items not available in SOR 2020, the best market rate certified by the Engineer of the University should be accepted by the contractor.

Additional condition of contract:

1. Canvassing whether directly or indirectly, in connection with tenderers is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
2. The competent authority of University does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
3. The competent authority reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
4. The tender for the works shall remain open for acceptance for a period of ninety (90) days from the date of opening of tenders.
5. The rates quoted by bidder shall remain fixed till entire duration of AMC period and the completion of work including extension given by University based on the justified hindrances (if any). No request for revising the rates shall be entertained by University in any case.
6. Specification of material to be Used and for which the rates are quoted by bidder:
 - a. Sikkim Schedule of Rates 2020
 - b. For items unavailable in SOR 2020, best market rate certified by the Engineer of the University. Such items which are not covered in SOR/DSR then the rate shall be derived by market rate analysis and shall be acceptable to the bidder.
7. The contractor shall make his own arrangement for the water & Power connect required for execution of work wherever required. Nothing extra shall be paid to the contractor on this account.
8. The work shall be carried out in such a manner so as not to interfere/or effect or disturb the functioning of the University.

9. The work shall be carried out in the manner complying in all respects with the requirement of relevant rules and regulations of the local bodies under the jurisdiction of which the work is to be executed and nothing extra shall be paid on this account.
10. The contractor shall maintain in good condition all work executed till the completion of the entire work entrusted to the contractor under this contract and nothing extra shall be paid on this account.
11. No claim whatsoever for idle labour, additional establishments, costs of hire and labour charges for tools and plants etc. would be entertained under any circumstances and under force majeure condition.
12. Brand, make and specification of all material to be incorporated in works shall be approved from the Engineer-in-Charge before implementation of same in the work.

**Sd/-
Registrar**

GeM Availability Report and Past Transaction Summary
Report ID: GEM/GARPTS/17012023/N2TTB6G2UIHP

Note: All page(s) of Annexure I has to be printed in official letter head and have to be duly signed and stamped by the authorized signatory.

CHECKLIST

SI No.	Descriptions	Enclosed (Yes/No)
1	Company Profile – Annexure I format	
2	Details of similar work executed (work order and completion certificate)	
3	Undertaking for similar work executed	
4	Signed and sealed copy of Tender document	
5	Letter of authorisation & power of attorney for signing the bid	
6	Company registration/enlistment certificate	
7	Company Pan and GST certificate	
8	EPF & ESIC registration details and documents	
9	Bid security declaration	
10	Financial Bid	

Annexure-I

COMPANY PROFILE

Supplier's Ref. No......

Dated.....

Tender Reference No.: SU/ET/2022-23/13

Date: 10/03/2023

FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM

1. Name of the Firm:
2. Address of the Firm:
3. Contact no:
4. Email address:
5. Registration details:
6. Permanent Account Number:
7. G.S.T number :
8. Bank Account Number:

Bank name:

Branch name:

IFSC code:

Declaration:

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the E-tender notice and I/We undertake myself/ourselves to abide by them.

I/We further, declare that all the information given above is true.

Name:

Designation:

[Official Seal with authorized signature]

Place:

Date:

Format for Power of Attorney for signing of BID/tender

Know all men by these presents, We..... (name of the 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/ the Lead Member of our Joint Venture and holding the position of

....., 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 for the "....." Project proposed or being developed by the Registrar, Sikkim University (the "Authority") including but not limited to signing and submission of all applications, BIDs and other documents and writings, participate in Pre-BID and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the agreement and undertakings consequent to acceptance of our BID, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our BID for the said Project and/ or upon award thereof to us and/or until the entering into of the EPC/lump sum Contract with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things 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

For

(Signature, name, designation and address) of person authorized by

Board Resolution (in case of Firm/ Company)/ partner in case of

Witnesses: Partnership firm

1.

2.

Accepted

..... (Signature)

(Name, Title and Address of the Attorney) (Notarised)

Person identified by me/ personally appeared before me/

Attested/ Authenticated* (*Notary to specify as applicable) (Signature Name and Address of the Notary) Seal of the Notary Registration No. of the Notary

Date: ...

Place:

Bid Security Declaration Form

Date: _____ Tender No. _____

To

The Registrar

Sikkim University

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or(ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Seal (where appropriate)

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained a <https://mhrd.euniwizarde.com/>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://mhrd.euniwizarde.com/>) with clicking on the link "Online bidder Registration" on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
4. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
5. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
6. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
7. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
8. The scanned copies of all original documents should be uploaded on portal.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee Rs. 3,540 /- inclusive of all taxes (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fees, tenders will be moved to the respective "Register" Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. Helpdesk landline No: 011-49606060
2. Mr. Amrendra Kumar (8448288980).