



सिक्किम विश्वविद्यालय SIKKIM UNIVERSITY

(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/2023-24/03

Date: 06/09/2023

E-Tender Notice for “Various maintenance work at the Guest House”, Sikkim University

Sikkim University invites item rate e-tenders from the eligible CONTRACTOR those enlisted with Sikkim PWD/MES/CPWD or other PSU engaged with execution of civil and electrical work for the following work:

“**Various maintenance work at the Guest House, Sikkim University**” as per the drawing at Annexure-I and terms and conditions mentioned below:

The tentative scope of work is as stipulated in the following Bill of Quantity; however, this quantity may be considered as a rough guide pertaining to the scope of work and the bidder is expected to inspect the location of work physically before quoting the bids.

The bidder is expected to do the necessary coordination with the Engineering cell of the University for actual scope of work.

The work mainly consists of Civil maintenance works such as, Aluminium partition/windows/doors repairing, plumbing fittings and fixtures replacement, wooden almirah/cupboard repairing, misc. replacements of wooden doors fittings and sanitation fittings etc.

BOQ

Sl.no	Particulars of items	Qty	Unit
1	Wall painting with premium acrylic emulsion paint of interior grade, having VOC (Volatile Organic Compound) content less than 50 grams/ litre of approved brand and manufacture, including applying additional coats wherever required to achieve even shade and colour.	633.14	Sq.m
2	Providing and fixing chromium plated brass handles with necessary screws etc. complete: 200mm	2.00	nos

3	Wall painting with acrylic emulsion paint, having VOC (Volatile Organic Compound) content less than 50 grams/ litre, of approved brand and manufacture, including applying additional coats wherever required, to achieve even shade and colour.	45.00	Sq.m
4	Providing and fixing controlled flush, low level cistern made of vitreous china with all fittings complete. 10 litre (full flush) capacity-white each	6.00	nos
5	Providing SS Health faucet of approved brand as per engineer incharge	4.00	nos
6	Providing SS Piller cock of approved brand as per engineer incharge	5.00	nos
7	Clearing of blocked drainage all complete as per Engineer incharge.	1.00	Job
8	Construction of aluminium window including frame and fittings all complete as per Engineer incharge. Aluminium window	18.75	Sq.m
9	Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.	60.00	Sq.m
10	Providing and fixing 1st quality ceramic glazed wall tiles conforming to IS: 15622 make, in all colours, shades except burgundy, bottle green, black of any size as approved by Engineer-in-Charge, in skirting,jointing with grey cement slurry @ 3.3kg per sqm, including pointing in white cement mixed with pigment of matching shade complete.	6.00	Sq.m
11	Providing and fixing ACP board including all fittings and fixtures all complete as per Engineer Incharge.	19.00	Sq.m
12	Repairing of cupboard including required fittings and fixtures all complete as per engineer incharge.	2.00	job
13	Supply of reputed brand European toilet seat cover .	2.00	No
14	Repairing of concealed leaking pipe including replacement of tiles	2.00	job

15	Providing and fixing brass/ss cupboard long handle	6.00	No
16	Providing and fixing brass Mortice lock as per the sample of existing door all complete as per engineer incharge	4.00	No
17	Providing and fixing Auto Hinge in cupboard.	5.00	No
18	Providing and applying Damp course on damped area of wall including scratching all complete as per engineer incharge.	15.00	Sq.m
19	Providing and applying White cement in window gaps.	5.00	Job
20	Providing and fixing Brass hinges in drawer door.	3.00	No
21	Providing and fixing plastic curtain over the seeping wall through rainwater at the height of 60 ft.	36.00	Sq.m
22	Providing and fixing long brass design handle at the entrance door.	2.00	No

The offers in the prescribed format shall be submitted online at [http://eprocure.gov.in/eprocure/app./](http://eprocure.gov.in/eprocure/app/) as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means.

a.	Availability of tender document on CPP portal/ website: http://eprocure.gov.in/eprocure/app.	06/09/2023
b.	Request Tender documents till date and time	27/09/2023 & 5:30 pm
c.	Date & Time for opening online Technical bid	29/09/2023 & 11:00 am
d.	Validity of tenders.	90 Days
e.	Estimated Value of the Contract	3.02 LACS/-

- The bid should be submitted in compliance to the NIQ at: [http://eprocure.gov.in/eprocure/app.](http://eprocure.gov.in/eprocure/app/)
- 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.
- An amount of Rs. 1000/- (non-refundable cost of downloaded tender form) in the form of NEFT should be remitted in the form of NEFT of any Scheduled /Nationalized Bank to the Bank account details mentioned below:
 - Account Holder's Name: Sikkim University
 - Account No: 112010100231541
 - Account Type: Savings Account
 - IFS CODE: UTIB0000112
 - Branch: Gangtok [SK]
 - Bank Name: AXIS Bank

4. 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. Annexure I- Company profile.
 - II. Annexure II – Enclosure checklist.
 - III. Signed and sealed copy of Tender form and authorization letter for signatory person.
 - IV. Company registration certificate.
 - V. Company PAN Card and G.S.T details
 - VI. Similar works undertaken/completed.
 - VII. Bid Security Declaration Form

5.2. The financial documents required shall be as follows:

- I. Financial Bid in prescribed format in item rate basis.

5. Bids are to be submitted through online mode at <http://eprocure.gov.in/eprocure/app> only no hard copy is to be sent to the University.

6. 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 and Application fees are claimed for exemption then the relevant MSME certificate supporting the exemption claim may be uploaded along with the online tender document with Annexure I.
7. Bid Security/Earnest Money Deposit: - Bidder is not required to submit any Bid Security as per the Government Office Memorandum No F.9/4/2020-PPD dated 12th November,2020. However, bidder should submit the Bid Security Declaration form on the firm's letter head.
8. 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.
9. The rate should be quoted including all costs such as labour charges/cess, headload, carriages, materials, GST, ESIC, EPF etc. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid. The copy of ESIC & EPF registration valid up to the last date of bid submission may be uploaded by bidder.
10. The materials to be used should be of reputed make and model and duly approved by the Engineer-in-charge before execution of the same.
11. The work is to be executed at Guest house, Development area, Gangtok, Sikkim University, Gangtok. The bidders are advised to visit the site before bidding to access the work to be executed at site including head loads and carriages etc. No additional escalation claims by the contractor would be entertained.
12. Similar works executed refers to works like civil maintenance/construction works of similar nature in commercial/residential/office buildings to the tune of Rs. 3.02 lacs in last 3 (three) years.
13. The point of completion of work is as at Guest house, Development area, Gangtok, Sikkim University. Inspection of the completed work shall be done by Department of Engg. Cell, Sikkim University
14. All support related to maintenance and service should be onsite during the warranty period.

15. The work should be completed within 30 days of receiving of the work order failing which delay penalty will be charged @ 1% per week subject to a maximum of 10% will be charged on the total project cost.
16. Participating firm may contact J.E Civil Sikkim University at 9547116279 for any queries related to the tender.
17. a) Payment will be made after successful completion of the work. No part or advance payment shall be made.
b) Performance security shall be retained @ 3% of work order value for minimum period of 180 days beyond the date of competition. Any defect in the executed work should be rectified by the contractor at his own cost during the defect liability period. The defect liability period of the work is 180 days from the date of completion of the work.
c) No interest shall be paid by the University on any amount held as security.
18. Arbitration of all disputes related to the procurement, delivery and service of the goods would be done in the Gangtok jurisdiction, Sikkim.
19. Participating vendors should comply to the advertised specifications. If there is any deviation of the product being quoted from the tendered specifications then the same will be rejected during technical bid evaluation. Hence any doubt in the proposal may be clarified by contacting the number given below before submission of the online bids.
20. 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 tenderer.

**Sd/-
Registrar**

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

Annexure-I

COMPANY PROFILE

Supplier's Ref. No.....

Dated.....

Tender Reference No.:SU/ET/2023-24/03

Dated: 06/09/2023

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 details including Account Number, Bank name, Branch name & IFSC code:
9. Tender fee details –
Name of Bank
NEFT No. Date:
Amount.....

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 and the financial bid has been quoted in compliance to the item specifications listed above in Annexure III (Technical Bid).

Name:

Designation:

[Official Seal with authorized signature]

Place:

Date:

Annexure-II

Enclosure - I
CHECKLIST

Sl No.	Descriptions	Enclosed (Yes/No)
1	Company Profile – Annexure I format	
2	Work orders and completion certificate for similar works executed	
3	Undertaking for similar work executed	
4	Signed and sealed copy of Tender document	
5	Letter of authorisation	
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	

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)

Corporate Seal (where appropriate)