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वेबसाइट - [www.cus.ac.in](http://www.cus.ac.in)



# 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/2023-24/04

Date: 15.09.2023

### E-Tender Notice for Annual Maintenance Contract of online UPS for Sikkim University, Gangtok.

Composite bids are invited on behalf of Registrar, Sikkim University Gangtok from approved and eligible contractors (Preferably Sikkim and West Bengal) for “**COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF ONLINE UPS FOR SIKKIM UNIVERSITY**” as per the terms and conditions mentioned below:

Sl.No	DESCRIPTION OF ITEMS	QTY	UNIT	NAME OF THE DEPARTMENT WHERE UPS HAS BEEN INSTALLED
1	40 KVA, 3 Phase, Make Power One	1	nos.	Physics
2	30 KVA, 3 Phase, Make Emerson	2	nos.	Physics & Microbiology
3	20 KVA, 3 Phase, Make Emerson	2	nos.	Microbiology & Chemistry
4	10 KVA, 3 Phase, Make Power One	2	nos.	Chemistry Department
	10 KVA, 3 Phase, Make Emerson	3	nos.	Physics(2 Nos) Chemistry (1 Nos)
6	10 KVA, input 3 Phase- output 1 phase	1	nos.	Chemistry Department
7	10 KVA, 1 Phase, Make Emerson	2	nos.	Computer application
8	10 KVA, 1 Phase, Make Mircotek	1	nos.	Chemistry Department
9	10 KVA, 1 Phase, Make Numaric	4	nos.	English( 1 No), Computer application (1 No), System office (1 Nos) Horticulture (1 Nos)
10	20 KVA, 3 Phase, Make APC	1	nos.	Horticulture
11	10 KVA, 1 Phase, Make Galaxy	1	nos.	Chemistry Department
12	10 KVA, 1 Phase, Make Emerson	1	nos.	Education Department
13	10 KVA, 1 Phase, Make Emerson	1	nos.	Law Department
14	10 KVA, 1 Phase, Make Emerson	1	nos.	Chinese Department
15	10 KVA, 1 Phase, Make Emerson	1	nos.	Management Department
16	10 KVA, 1 Phase, Make Mircotek	1	nos.	Zoology Department
17	10 KVA, 1 Phase, Make Mircotek	1	nos.	Exam Department

a.	Availability of tender document on CPP portal/ website: <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> .	15/09/2023
b.	Request Tender documents till date and time	06/10/2023 & 5:30 pm
c.	Date & Time for opening online Technical bid	09/10/2023 & 11:00 am
d.	Validity of tenders.	90 Days
e.	Estimated Value of the Contract	Rs. 6,80,000/-

## 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:// etenders.gov.in/eprocure](http://etenders.gov.in/eprocure)
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. 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
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. Pre-maintenance report
    - III. Scanned copy of signed and sealed Tender form and authorization letter for signatory person.
    - IV. Scan copy of company registration certificate.
    - V. Scan copy 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.
  - 5.2. The financial documents required shall be as follows:
    - I. BoQ – (Annexure – II. Financial Bid in prescribed format)
6. To assist the bidders a checklist has been provided in this document as Enclosure-I.
7. Bids are to be submitted through online mode at <http://etenders.gov.in/eprocure> **only no hard copy is to be sent to the University.**
8. 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.
9. 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.
10. The rate should be quoted including all costs such as labour charges, head load, 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.
11. Payment will be made after successful completion of the charter. No part or advance payment shall be made.
12. No interest shall be paid by the university on any deposits held as security against the work.

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 (7908897261/7319083980) 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. 6.5.00 Lakhs. However, Mode of payment would be 25% for each successful quarter after signing of the contract.
2. **Qualification criteria:**
  - a. The participating agency should have experience of AMC work of similar nature.
  - b. Comprehensive AMC should include all maintenance services.
  - c. Comprehensive AMC should include replacement of all spare parts except batteries.
  - d. The vendor shall be responsible for any loss or damage caused to any of the machines owing to negligence on their part.
  - e. Only genuine spare parts should be used after due approval of the university.
  - f. Items with higher probability of facing problems should be kept in ready stock for emergency and immediate replacements.
3. **Before quoting the financial bid, the participating vendor should visit Sikkim University to verify the condition, make, model nos. of the machines.** All the online UPS shall be thoroughly inspected by the firm before submitting the proposal. Estimates for pre-maintenance / repairs, if any should be submitted as per the prescribed format provided in Annexure II. Pre-maintenance estimate submitted will be accepted subject to due justification provided in the proposal and verification of the same by the University.
4. Once pre-maintenance report is submitted and the work is executed, the University shall not bear any cost on further repairs of equipments under AMC thereafter.
5. The contract terms and conditions will be effective for a period of one year from the date of signing of the contract agreement. However, the contract may be renewed on an annual basis subject to satisfactory performance by the vendor.
6. No demand for revision of rates on any account shall be entertained in the middle of the contract year.
7. Payment for any inclusion/ deletion of Online UPS during the AMC period will be calculated on pro-rata basis. No advance payment in any case would be made.
8. It shall be the responsibility of the firm to make all the Online UPS work satisfactorily throughout the contract period and handover the machine in working conditions to the University after expiry of the contract. In case any damage is found, the firm is liable to rectify it before exiting the contract.
9. In case the firm fails to cope with the workload or does not render satisfactory services, the contract awarded to them shall be cancelled and the security deposit and the payments due to them shall be forfeited. The contract can be terminated summarily by the University at any time without giving any notice or without assigning any reason, if the work of the contractor is found unsatisfactory during the term of this contract. The decision of the University authority shall be final and binding on the firm.

10. 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.
11. The various maintenance works should be completed within the mentioned timeframe 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.

**Sd/-  
Registrar**

**CHECKLIST**

<b>Sl No.</b>	<b>Descriptions</b>	<b>Enclosed (Yes/No)</b>
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	

**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.**

## Annexure-I

### COMPANY PROFILE

Supplier's Ref. No.....

Dated.....

Tender Reference No.: SU/ET/2023-24/04

Dated: 15.09.2023

#### 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 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 he 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)