

# ASSAM UNIVERSITY: SILCHAR

(A Central University Constituted under Act. XIII of 1989)

Assam – 788 011

Telephone: 03842 – 244879, Fax: 03842 – 224797



## Invitation for expression of interest

Assam University, Silchar invites expression of interest from reputed and registered Public Sector Undertaking (PSUs) set up by the Central Government / any other Central / State Government Organization / PSU recognized by the Ministry of Urban Development to carry out civil and electrical works having extensive experience in execution of Roads, Buildings, cost estimation & experience in similar works including electrical works and other Installations etc.

The aim of seeking Expression of Interest is to engage the registered Agency as mentioned above for execution as well as quality supervision of civil works including preparation of working estimate (If necessary) for **“Repairing works in laboratories toilets and other works in six building of Pharmaceutical Science Department” amounting Rs 48,48,692.00.**

The interested Bidders are requested to apply with their credential/information/testimonials in prescribed format given in Part-I(A) & Part-I(B).

Hard copy of same is to be sent, to the Executive Engineer, Assam University, Silchar, Assam, Pin-788 011 super-scribing on the top of the envelope **“Expression of Interest** for the work **“Repairing works in laboratories toilets and other works in six building of Pharmaceutical Science Department”**. The completion time for the project is 60(Sixty) days from the date of execution of agreement with the selected Bidder.

Detail terms and conditions including prescribed format is available in the website at [www.aus.ac.in](http://www.aus.ac.in). or <https://eprocure.gov.in/epublish/app> and <https://mhrd.euniwizarde.com> The last date of submission of application is 07.03.2023 **up to 11:00 AM**. Kindly submit your bid / tender giving rate in lumpsum basis along with terms and conditions through online mode only on e-Procurement portal <https://mhrd.euniwizarde.com> on or before last date of submission of bid.

Application completed in all respect excluding price bid and enclosed with non-refundable application fee of Rs 5,000.00 (Rupees Five thousand) only by demand Draft in favour of Assam University, Silchar payable at Silchar are to be reached to the Executive Engineer, Assam University Silchar on or before the last date of submission.

Sd/  
Registrar  
AU Silchar-11  
Dated: 28-02-2023

File No. AU/Engg/Maint/Civil/51/2023

Copy to

1. PS to VC for kind information of Hon'ble Vice Chancellor
2. Finance Officer-i/c for information
3. The Director, Computer Centre, with request to up load the Notice Inviting Expression of Interest in the university website as per soft copy
4. Notice Board

Sd/-  
Executive Engineer

**PART-I(A)**

**ASSAM UNIVERSITY: SILCHAR**  
(A Central University Constituted under Act. XIII of 1989)  
**Assam – 788 011**



**APPLICATION FORM FOR EXPRESSION OF INTEREST**

Last date for submission of application : 07.03.2023 11:00 AM

**UNDERTAKING**

I / We have read and understood the instructions and the terms and conditions contained in the application form. I / We do hereby declare that the information furnished in the application and in the supplementary sheets from pages 02 to 12 is correct to the best of my/our knowledge and belief.

Signature of Applicant :

Name (in Block Letter) :

Designation :

Complete Postal Address :

E-mail :

Phone No. :

Mobile No. :

Place :

Date :

Signature of Applicant

Seal of Office

To

The Executive Engineer  
Assam University, Silchar  
Silchar – 788 011

**Information to be furnished by the Applicant**

1.	Name and address of registered office	
2.	Whether notified by Ministry of Urban Development / Any other Authorized Body. Self-attested copy of the certificate should be enclosed.	
3.	Whether Central / State Government Organization / PSU with full particulars including names, professional qualification, age, experience etc.	
4.	Names, qualification and experience of all technical personnel in the firm	
5.	<p>Details of experience as Executing Agency:            Extensive experience in execution of site lay-out, Quality supervision of multi storey building like hostels, functional building, residential building under Central University, IIT, NIT or any other reputed Organizations during last 7 years ending 31<sup>st</sup> January, 2023.</p> <p>1) Similar job of single work executed cost not less than 40.00 Lakhs</p> <p style="text-align: center;">or</p> <p>2) Similar job of two works executed cost not less than 30.00 Lakhs.</p> <p style="text-align: center;">Or</p> <p>3) Similar job of three works executed cost not less than 20.00 Lakhs.</p>	
	The job performance certificate is to be issued by head of the respective Institute or authorized official. Copy of the client certificate, self-attested should be enclosed.	
6.	Important large projects on which the firm is engaged at present and their estimated cost (stage of work viz. planning and construction). The full address of the clients shall be indicated against each project.	
7.	Financial report duly audited by Chartered Accountant for last three years i.e., balance sheet, profit and loss account.	

N.B. All these self attested documents must be uploaded online and a hard copy of the same must be submitted offline.

Signature of the applicant  
 Complete address  
 Office Seal with Date

**Instructions to the Applicants before filling up of Application Form**

- 1) As the time is the essence of the Contract Agreement, the ability and competence of the Agency to render required service within the specified time frame will be a major factor while deciding the selection of Agency.
- 2) Eligibility criteria of PSUs/ Govt Construction Agencies:  
The agency should have extensive experience in execution of multi storey hostel building, functional building and residential building
  - (i) 3 single works of executed cost not less than 20.00 Lakhs in total for each project, or
  - (ii) 2 single works of executed cost not less than 30.00 Lakhs in total for each project
  - (iii) 1 single work of executed cost not less than 40.00 Lakhs  
during last 7 years ending 31<sup>st</sup> January, 2023 under IIT, NIT, Central/ State University or any other reputed Organizations.
- 3) The applications shall be signed by the person/s on behalf of the organization having necessary Authorization/Power of attorney to do so. Each page of application shall be signed (copy of Power of Attorney/Memorandum of Association shall be furnished along with the application and Original should be produced subsequently for verification & return). (to be uploaded online and submitted offline)
- 4) Intending applicants are required to submit their full Bio-Data in duplicate giving details about their organization, experience, technical personnel in their organization, proven competence to handle major works, in house computer aided design facilities etc. in the enclosed Proforma. (to be uploaded online and submitted offline)
- 5) Both the forms of applications (original and duplicate copy) shall contain copies of all the enclosures separately. (to be uploaded online and submitted offline)
- 6) If the space in the Proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of the Proforma and serial number. Separate sheets shall be used for each part of the application.
- 7) The Agency shall engage the services of well qualified specialists or consultants pertaining to the following services if requires
  - (i) Structural
  - (ii) Electrical
  - (iii) Sanitary, drainage and water supply
  - (iv) Air conditioningThe fees of these specialists/consultants appointed under this clause shall be paid by the Agency, who shall also be responsible for all the consultancy services, action, omission & commissions of such specialist's consultants engaged.
- 8) While filling up the application with regard to the list of important projects completed or on hand, the Agency shall include separate sheet in the prescribed format. (to be uploaded online and submitted offline)
- 9) Non-refundable application fees to sealed in envelope No. 1 (scan copy of the same is to be uploaded online and the original has to be submitted offline).
- 10) Technical Qualification details including pg no. 1-12 is to be sealed in envelop No. 2 (to be uploaded online and submitted offline).

- 11) **The service charge / Agency charge in lumpsum basis (not in percentage) has to be filled up in price bid on online mode only** which is fixed irrespective of the cost escalation of the project (if any).
- 12) Envelope No. 1 & 2 to be inserted in a single envelope, properly sealed and subscribing name of work, closing date & name of Agency on the cover of the envelope.
- 13) **Services to be rendered by the Agency (wherever applicable):**
  - (a) To take instructions from the University and prepare sketch designs making revisions till sketch designs are finally approved by the University and making preliminary estimates of cost.
  - (b) To nominate and instruct consultants for soil testing etc.
  - (c) To prepare architectural working drawings, structural drawings including detailed design calculation and their vetting from reputed Govt. agency and all other drawings for various stages required for completion of the particular project.
  - (d) To draw detailed specifications, estimates, rate analysis, draft tender for various trades, detailed notice inviting tender (DNIT).
  - (e) To prepare and supply all drawings to the University Authority for execution.
  - (f) To execute and supervise the construction works including quality control till handing over of the project to university.
  - (g) To submit Complete and updated Drawings after completion of the construction including pipeline lay-out to electrical circuit lay-out. Both the softcopy as well as hardcopy is to be submitted to the Executive Engineer, Assam University Silchar.
  - (h) To prepare and submit all UGC and HEFA related documents like progress report, bar chart, completion cost certificate, abstract of cost certificate, rate conformity certificate, asset certificate etc. as and when required by the University and also to upload necessary construction related data in different PMS portal.
  - (i) Any other services in connection with the said works and normally rendered by the Agency and not referred to in above.
- 14) Work will be awarded to the agency who will fulfill all the criteria mentioned in the documents and the competition among the PSUs/Organizations as described in the EOI shall be essentially on the lumpsum service charges to be claimed for execution of work. The estimated amount is Rs 46,57,922.00. The estimate has been prepared on the basis of DSR-2021 with 6% GST and 1% Labour Cess.
- 15) The interested bidder may examine the nature of work available in Engineering Section and visit the Assam University Silchar Campus site to satisfy them about the scope of the work before submitting the EOI. The dully filled in EOI can be submitted by hand in the Tender Box at Engineering Section, Administrative Building, Assam University Silchar on 07.03.2023 up to 11:00 AM. The bid will be opened on 07.03.2023 at 11:30 AM in presence of the Parties Or their authorized representatives.
- 16) The EOI can be downloaded from University Website [www.aus.ac.in](http://www.aus.ac.in) and <https://mhrd.euniwizarde.com> or [eprocure.gov.in/epublish/app](http://eprocure.gov.in/epublish/app) for which non refundable fees of Rs. 5,000/- per EOI payable in DD (Drawn in favour of Assam University, Silchar) to be enclosed as application fees.
- 17) The University does not bind itself to accept lowest Bidder and reserves the right to reject any or all the EOI received by recording clear, logical reasons.

- 18) Canvassing in any form will be a disqualification for submission of the EOI including submission of EOI to the university in future.
- 19) In case of any disputes regarding the contract and its execution, the matter will be referred to a sole Arbitrator to be appointed by the University whose decision shall be final and binding for both the parties. The Civil court shall have no jurisdiction to entertain any dispute regarding the same.
- 20) **As recommended by MHRD, for all MHRD Institutions, Engineering, Procurement and Construction (EPC) contract has been mandated for all major engineering works. Therefore, the Agency intending to participate in this EOI must have adequate knowledge regarding the clauses of EPC mode of contract and moreover the Agency must abide by the instructions of EPC mode of contract.**
- 21) **If any Govt. Agency/ PSUs is found to submit any misleading information regarding their credentials, during or afterwards, of EOI procedure and execution of work, then disciplinary action will be taken against those bidders as per GOI rules.**
- 22) However, the work will be executed subject to approval and sanction of the project by the Ministry of Education (Govt. of India).
- 23) All the pages of the documents are to be signed by the applicant.

Sd/  
Registrar  
Assam University, Silchar

- Application/Form Fee: Rs. 5000/-
- Estimated Cost: Rs. 48,48,692/-
- Earnest Money: N/A
- Tender Processing Fee payable to ITI Limited: Rs. 5720
- Last date of submission online of tender: **07.03.2023** up to 11.00 A.M.
- Date and Time of online Technical Bid Opening: **07.03.2023** at 11.30 A.M.
- Date and time of Submission of Hard Copy (Only Technical Bid **07.03.2023** at 11:30 AM (failing which the bid will not be consider)
- Date and Time of online Financial Bid Opening: **07.03.2023** at 11.45 A.M.

## SPECIAL INSTRUCTION FOR ONLINE BID SUBMISSION

### Special Instructions for Online Bid Submission.

The bidders are required to submit soft copies of their bids electronically on the e-bid Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://mhrd.euniwizarde.com>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal.

## REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (<https://mhrd.euniwizarde.com>) by clicking on the link "Online bidder Registration" on the e-bid 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.
3. 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.
4. 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.
5. 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 DSCs to others which may lead to misuse.
6. 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.
7. The scanned copies of all original documents should be uploaded on portal.
8. **For any Query contact to our helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com, Mr. Saikat Paul –08927976198, eprochelpdesk.38@gmail.com**

## SEARCHING FOR BIDDING DOCUMENTS

9. There are various search options built in the e-bid Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Item/work id, Last date of submission, etc.

10. Once the bidders have selected the bids they are interested in, the bidder can pay the processing fee by net-banking / Debit / Credit card and then download the required documents / bid schedules, Bid documents etc. as mentioned on website. Once processing fee is paid, it will be moved to the respective “requested” Tab. This would enable the e-bid Portal to intimate the bidders through e-mail in case there is any addendum and corrigendum issued to the bidding document.

## **PREPARATION OF BIDS**

11. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.
12. Please go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
14. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders should use “My Documents” available to them to upload such documents.
15. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

16. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
17. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.
18. Bidder has to select the payment option as “Online mode or Bank Guarantee” as to pay the EMD as applicable and enter details of the instrument.
19. In case of Bank Guarantee scanned copy of BG should be uploaded along with bid. . The original Bank Guarantee shall be submitted to office of the concerned official of **Assam University Silchar** as per schedule mentioned in the bid document. Non submission of



original Bank Guarantee within the specified period shall lead to summary rejection of bid. The details of the BG, physically submitted should match with the details available in the scanned copy and the data entered during bid submission time. Otherwise bid will be rejected.

20. **\*Bidders** are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the bid document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
21. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
22. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.
23. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.
24. Upon the successful and timely submission of bid click "Complete"(i.e. after Clicking "Submit" in the portal), the portal will give a successful Bid submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
25. The bid summary has to be printed and kept as an acknowledgement of bid submission.

## **ASSISTANCE TO BIDDERS**

1. **1. For any Query contact to our helpdesk Number 011-49606060, Mr. Saikat Paul – 08927976198, [eprochelpdesk.38@gmail.com](mailto:eprochelpdesk.38@gmail.com)  
Email [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)**

## **SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING**

### **General:**

These Special Instructions (for e-Tendering) supplement ‘General Instructions to Bidders’ (GIB), as given in the Tender Documents. Submission of Bids only through online process is mandatory for this Tender. e-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, **Assam University Silchar** has decided to use the <https://mhrd.euniwizarde.com> through Central Public Procurement Portal, Ministry of H.R.D., and Government of India. Benefits to Suppliers are outlined on the Homepage of the E-portal.

### **Instructions:**

#### **a. Tender Bidding Methodology:**

Through electronic tendering.

#### **b. Broad outline of activities from Bidders prospective:**

- I. Procure a Digital Signing Certificate (DSC)
- II. Register on <https://mhrd.euniwizarde.com>
- III. Create Users and assign roles on <https://mhrd.euniwizarde.com>
- IV. View Notice Inviting Tender (NIT) on <https://mhrd.euniwizarde.com> or [www.aus.ac.in](http://www.aus.ac.in)
- V. Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> or [www.aus.ac.in](http://www.aus.ac.in)
- VI. Bid-Submission on <https://mhrd.euniwizarde.com>: Prepare & arrange all document/paper for submission of bid online only.
- VII. Utmost care may be taken to name the files/documents to be uploaded on <https://mhrd.euniwizarde.com>
- VIII. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ(Excel Format) shall be filled online only.

**For participating in this tender online, the following instructions need to be read carefully..**

#### **c. Digital Certificates:**

For integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate(DSC), of Class 3, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).

#### **d. Registration:**

To use the MHRD Portal (<https://mhrd.euniwizarde.com>). Vendor needs to register on the portal. The vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>) .

Note: Please contact Helpdesk (as given below), to get your registration accepted/activated.

#### Help Desk No.:

Number 011-49606060, Email ewizardhelpdesk@gmail.com,  
9355030620, Email ID: eprochelpdesk.38@gmail.com

#### e. Bid related Information for this Tender

The entire bid-submission would be online on <https://mhrd.euniwizarde.com>. Broad outline of submissions area follows:

##### i. Submission of Bid Security/Earnest Money Deposit (EMD)

**Note: 1.** The Bidder has to upload the Scanned/ self-attested copy of all above mentioned original documents during Online Bid-Submission.

**Note:2.** Special Note on Security of Bids: The bid EMD/Bid Security/Security Deposit can be submitted online only. Through available modes of payment on the e-Procurement portal. Refer to the instructions to the bidders and bidder manuals for more details.

#### f. Other Instructions:-

For further instructions, the vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>) or [www.aus.ac.in](http://www.aus.ac.in)).

The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to –

- a) Obtain individual Digital Signing Certificate (DSC) well in advance of your first tender Submission. Register your organization on <https://mhrd.euniwizarde.com> well in advance of your first tender submission deadline.
- b) Get your organization's concerned executives trained on <https://mhrd.euniwizarde.com> using online training module well in advance of your tender submission deadline on <https://mhrd.euniwizarde.com>.
- c) Submit your bids well in advance of tender submission deadline on <https://mhrd.euniwizarde.com> (Assam University Silchar should not be responsible any problem arising out of internet connectivity issues).

**Note:** While the first three instructions mentioned above are especially relevant to first-time users of the <https://mhrd.euniwizarde.com>, the fourth instruction is relevant at all times.

#### g. PRICE SCHEDULE:

##### 1. PRICE fills online only.

**2. The rate of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.**

## PRICE BID



Assam University Silchar

PRICE BID			
Tender No:- AU/Engg/Maint/Civil/51/2023		Tender Publish Date:-	
Tender Closing Date:- 07.03.2023 11:00 AM		Tender Opening Date:- 07.03.2023 11:30 AM	
Name of Work:-		<b>Repairing works in laboratories toilets and other works in six building of Pharmaceutical Science Department</b>	
Estimated Amount		Rs. 48,48,692.00	
Name of the Firm / Company / Bidder:-			
Address of the Firm / Company / Bidder:-			
SL. No.	Description of Item	Estimated Cost (Rs)	Lumpsum Service Charge (in Rupees)
1	<b>Repairing works in laboratories toilets and other works in six building of Pharmaceutical Science Department</b>	Rs. 48,48,692.00	
Total Service Charge (Rs, in figure)			