



ASSAM UNIVERSITY: SILCHAR

NOTICE INVITING E-TENDER

Assam University, Silchar, invites online tender with a validity period of 90 (Ninety) days from the date of receipt of tender in prescribed format available in website www.aus.ac.in or <https://eprocure.gov.in/eprocure/app> from the Govt. registered contractors having electrical Registration of APWD/CPWD/MES of appropriate class and category having valid registration with processing fee as applicable and stated below (Non-refundable) , for the following work :-

Name of Work	Estimated Cost	Time of Completion	EMD (In Rs)	Application / Form Fee	Last date of submission of e-tender	Date and Time of online Technical Bid Opening	Date and Time of online Price Bid Opening
TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE OF AIR CONDITIONER, AT ASSAM UNIVERSITY, SILCHAR	Rs. 11,46,149/-	12 months	Rs. 23,000/-	Rs. 1000/-	01-11-2023 At 11.00 A.M	02-11-2023 At 11.00 A.M	To be announced after completion of technical bid evaluation.

The eligible Contractor who are financially sound and proficient in the similar nature of works are to quote their rate **in Item Rate Basis** and rate should be inclusive of all taxes & is not available, incidental charges. Self-attested copy of (i) Valid registration certificate (ii) PAN Card (Where PAN of the deductee Tax at higher of the prescribed rate or 20% will be deducted on all transactions) (iii) GST Registration (iv) Work experience on similar nature of work, (v) Bank solvency certificate, (vi) EPF registration (with latest challan receipt copy), (vii) ESI registration (with latest challan receipt copy), (viii) Certificate and undertaking from the Engineer employed are to be enclosed/uploaded with the tender without which the tender will not be accepted. The interested bidder may examine the nature of work available in Engineering Section and visit the site to satisfy them about the scope of the work before submitting the tender. The duly filled in tenders can be submitted online up to **11.00 AM of 01-11-2023**. Tenders will be opened on **02-11-2023 at 11.00 AM** in presence of the tenderers or their authorized representatives.

The detail NIT may be downloaded from university website www.aus.ac.in or <https://eprocure.gov.in/eprocure/app>. Mandatory Tender application/Form fee of Rs.1000/- (One Thousand only) in the form of demand draft drawn in favor of Assam University, Silchar, payable at Silchar from a scheduled /nationalized bank only, / Cash Counter Assam University Silchar failing which the tender will not be accepted. Kindly submit your bid / tender giving rate in **Item Rate** basis along with terms and conditions through online mode only on e-Procurement portal <https://eprocure.gov.in/eprocure/app> on or before Last of submission of bid. If the office remains close for any reason, the tender will be received/opened on next working day at same time and place. The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received by recording clear, logical reasons. Canvassing in any form will be a disqualification for submission of the tender including submission of tender to the university in future.

Executive Engineer

File No. AU/ENGG/MAINT/ELECT/83/2023

Date: 18-10-2023

Copy to: -

1. PS to VC for kind information of the Hon'ble Vice-Chancellor.
2. PS to Finance Officer for kind information of the Finance Officer.
3. Director, Computer Centre for information & with a request to upload the aforesaid notice in university website
4. Notice Board.
5. File

Signature Not Verified

Section Of (Engrg)
Digitally signed by PARTHA PRATIM DEY
Date: 2023.10.19 11:52:58 IST
Location: eProcure-EPROC



ASSAM UNIVERSITY: SILCHAR

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

E-TENDER DOCUMENT

Name of Work: TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE OF AIR CONDITIONER, AT ASSAM UNIVERSITY, SILCHAR.

- Application/Form Fee :Rs.1000/-
- Estimated Amount : Rs 11,46,149.00 (Part A :Rs 5,10,100 & Part B :Rs 6,36,049)
- Time of Completion : 12 months
- Earnest Money : Rs.23, 000.00
- Last date of submission (LDS) online of tender : 01-11-2023 up to 11.00 A.M.
- Date and Time of online Technical Bid Opening : 02-11-2023 to 11.00 A.M.
- Date and Time of online Price Bid Opening : To be announced after completion of technical bid evaluation.

Certified that this technical tender document contains (29) pages including the cover page.

TENDER QUALIFICATION CRITERIA

Following Self-attested Certificates along with self-attested copy of tender document must be scanned and uploaded:

Check List:

SI No	Description	Submitted	Remarks (if any)
1	Valid registration certificate of CPWD/ APWD/MES [Performa 2(a)]	(Yes/No)	
2	Earnest Money Deposit (EMD)	(Yes/No)	EMD is mandatory for all bidders, Hard copy in original to be submitted before LDS.
3	Valid Electrical License issued by Electrical Licensing Board for appropriate voltage level suitable for working at 220/440V	(Yes/No)	
4	Cost of tender document	(Yes/No)	Hard copy in original to be submitted before LDS.
5	Experience certificate: Experience of executing similar nature of works during the last seven years with the record of completion [Performa 3(a)] i) Three works costing not less than the amount equal to 40 % of estimated cost. or ii) Two works costing not less than the amount equal to 60 % of estimated cost. or iii) One work costing not less than the amount equal to 80 % of estimated cost [Within seven years from date of publication of NIT]	(Yes/No)	
6	Bank solvency from nationalized/ scheduled Bank within one year from date of Publication of NIT as per Prescribed [Proforma-2(b)] [At least 40% of the Estimated Cost has to be mentioned in the certificate]	(Yes/No)	
7	GSTIN	(Yes/No)	
8	ESIC Registration and latest Challan (Payment of wage month must be within two months from last date of submission of bid)	(Yes/No)	
9	EPF registration certificate with latest deposit challan copy (Payment of wage month must be within two months from last date of submission of bid)	(Yes/No)	
10	Certificate and undertaking from the Engineer employed	(Yes/No)	
11	Self-attested copy of tender document	(Yes/No)	

Note:

- a. The Bidders are required to submit the print copy of the above uploaded documents duly self-certified along with the proof towards payment of tender document cost and EMD submitted. However, in case of any discrepancy found, the documents submitted through online mode will only be considered. Submission of tender cost & EMD in original, through offline mode before LDS is mandatory, failing which the bid will be disqualified.
- b. Works completion Certificate should be issued by officer not below the rank of Executive Engineer or equivalent/ Head of any Institution. Work order shall not be considered as proof for works completion.

Signature of Agency / Contractor

ASSAM UNIVERSITY: SILCHAR

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

Name of Work: TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE OF AIR
CONDITIONER, AT ASSAM UNIVERSITY, SILCHAR.

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SECTION I – NOTICE INVITING E-TENDER

ASSAM UNIVERSITY, SILCHAR

File No. AU/Engg/Maint/Elect/83/2023

Date: 18-10-2023

NOTICE INVITING E-TENDER

Online tenders in two bid systems valid for 90 days are invited from Registered Electrical Contractors having valid registration of CPWD/MES/APWD of appropriate class and category for the following work at Assam University, Silchar.

Name of Work	Estimated Cost	Time of Completion	EMD	Application / Form Fee	Last date of submission of e-tender	Date and Time of online Technical Bid Opening	Date and Time of online Price Bid Opening
TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE OF AIR CONDITIONER, AT ASSAM UNIVERSITY, SILCHAR.	Rs 11,46,149.00 (Part A :Rs 5,10,100 & Part B :Rs 6,36,049)	12 months	Rs.23,000.00	Rs. 1000/-	02-11-2023 upto 11.00 A.M	02-11-2023 at 11.00 A.M	To be announced after completion of technical bid evaluation

The eligible contractors who are financially sound and proficient in the similar nature of works are to quote their **rate in Item Rate Basis**. Rate should be inclusive of all taxes & incidental charges.

The tender documents and other details can be obtained from the websites www.aus.ac.in or <https://eprocure.gov.in/eprocure/app> for which nonrefundable tender fees of Rs. 1000/- per tender payable in DD (Drawn in favour of Assam University, Silchar) / Cash Counter Assam University Silchar to be enclosed as application fees along with tender document. The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received by recording clear, logical reasons.

**Sd/-
Executive Engineer**

TENDER CONDITIONS:

1. The Tenderer shall quote his rate as per NIT & the Terms and Conditions enclosed in the Tender document.
2. Tender Documents can be downloaded from www.aus.ac.in or <https://eprocure.gov.in/eprocure/app> Mandatory Tender application/Form fee of **Rs.1000/- (One Thousand only)** in the form of demand draft drawn(DD) in favor of Assam University, Silchar, payable at Silchar from a scheduled /nationalized bank only, / Cash Counter Assam University Silchar failing which the tender will not be accepted.
3. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the University and local conditions and other factors having bearing on the execution of the work.
4. **The Earnest Money Deposit (EMD) of Rs.23, 000.00** mentioned above is absolutely mandatory. EMD may be submitted in the form of **Bank Draft/ FDR /Call Deposit drawn in favor of the Assam University, Silchar** from a scheduled /nationalized bank only, failing which the tender will not be accepted. Soft copy of such EMD be uploaded while submitting the tender and hard copy of the EMD has to be submitted to Engineering Section, AUS on or before the Day of tender opening.
 - a. Mode of Submission (Offline) of tender Document at Engineering Section, Assam University Silchar within 03.00 P.M. on 02-11-2023.
 - b. EMD to be sealed in Envelop No-1
 - c. Envelop No-2 should contain following documents: -
 - i. Self-attested registration certificate,
 - ii. Self-attested PAN Card,
 - iii. Self-attested GST Registration,
 - iv. Self-attested EPF & ESIC registration, copy of latest challan,
 - v. Self-attested work experience certificate for similar nature of work,
 - vi. Self-attested bank solvency certificate,
 - vii. Self-attested Certificate and undertaking in original from the Engineer employed,
 - viii. Self-attested copy of tender document.
 - d. Envelop No-1 & 2 to be inserted in a single Envelop No-3 properly sealed with wax and super scribing Name of Work, Closing Date & Name of Agency/Contractor on the cover of the Envelop No-3.

NB:- If any Bidder is found to submit any misleading information regarding their credentials, during or afterwards, of tendering procedure and execution of work, then disciplinary action will be taken against those bidders as per GOI rules.

5. Tenders should be valid for 90 days from the date of opening of the tenders and may have to be extended further if considered necessary by the University. No reasons will be assigned for extension and no withdrawal shall be allowed. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the University, then the University shall, without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money Deposit.
6. **The time allowed for completing the work will be 365 days from the issue of work order.**
7. No Telex/ Tele fax/ Telegram/ E-mail of the Techno-Commercial and Price bids will be accepted. The University is not responsible for Postal/ Courier delays. The parties have to ensure the receipt of bids well in time.
8. If the date of tender submission and opening happens to be unforeseen holiday, the same will be postponed to the next working day without any further intimation.
9. The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received without assigning of any reason thereof. All tenders in which any of the prescribed condition is not fulfilled or any condition put forth by the tenderer, shall be summarily rejected.
10. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tender submitted by the contractors who resort to canvassing will be summarily rejected.
11. The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received by recording clear, logical reasons.
12. This Notice Inviting Tender shall form a part of the contract document.
13. The successful tenderer/ contractor, on acceptance of his tender by the University, shall within 15 days from the stipulated date of start of the work sign the contract agreement in standard form consisting of the notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
14. No materials will be supplied by the University.
15. In case of delay in completion of the work within the stipulated time due to reasons attributable to the contractor, Standard Liquidated Damage @ 0.1% of the final bill value shall be recovered for each day of delay from the final bill or the part there of subject to a maximum of 10%.
16. The contractor shall obtain a valid license under the contract labour (R&A) Act, 1970, and the contract labour central rules 1971, during the commencement of the work, and continue to have a valid license until the completion of the work. The contractor shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act, 1986 and other labour laws. Any failure to fulfill this requirement shall attract the penal provisions of this contract arising out of the resultant no execution of the work. No labour below the age of fourteen years shall be employed on the work.
17. The contractor should have experience of successfully completing similar nature of government work either (i) single work which has 80% of estimated value, or (ii) at least two works each of 60% of estimated value, or (iii) at least three works each of 40% of estimated value, put to tender with some Central Government Department/ State Government Department/ Central Autonomous Body/ Central Public Sector undertaking. The work order as well as completion certificate (original/ self-attested copy) for similar nature of works should be attached failing which the bid will not be considered.

18. EPF & ESIC registration is mandatory which is to be submitted along with the latest challan receipt during submission of tender document. The latest challan copy means payment receipt of wage month within two months of last date of submission of the bid.
19. During Opening of tender only representative duly authorized by the agency / contractor will be allowed to be present.
20. All relevant documents submitted with the tender should be self-attested (by the agency/ contractor) and on demand original copy must be produced failing which tender will not be considered.
21. Authenticity of signatory (contractor) of tender document will be verified before finalization of tender document.
22. Tax at higher of prescribed rate or 20% will be deducted on all transactions liable to TDS, where the permanent Account Number (PAN) of the deductee is not available.
23. The successful tenderer, shall deposit an amount equal to 5.00% of the tendered and accepted value of the work as performance guarantee in one of the following forms: Deposit at Call Receipt/Banker's Cheque /Demand Draft/Pay Order of a Scheduled Bank. /Fixed Deposit Receipt (FDR) of a Scheduled Bank./An irrevocable bank guarantee bond of any scheduled bank or the State Bank of India.
24. 05% security money will be retained by the University from the bill value which shall be released after 01(one) year of satisfactory completion of work along with 05% of Performance Guarantee.
25. EMD of unsuccessful bidder shall be released within 02 (two) months after issue of work order to the successful bidders.
26. If the work is found not as per specification or abandoned by the executing contractor/agency, same will be cancelled and remaining work will be done through other contractor/agency at their cost & risk.
27. Opportunity to unemployed engineers and architects: Unemployed engineers in any stream of engineering/architecture from recognized institution or University can apply for works with estimated cost less than or equal to 5.00 lakhs for civil works and 2.00 lakhs for electrical works. The works experience criterion and financial soundness shall not be applicable for them.
28. **An Graduate Engineer/Diploma with minimum five years' experience in the required field must be engaged by the contractor** for all Electrical works of value greater than or equal to 5.00 Lakhs (Whose certificate duly self-attested, one copy photo & an undertaking by the Engineer in original is to be enclosed with the technical bid failing which the tender will not be considered) to supervise the work. The Engineer engaged must be familiar with all the works specified in the contract & must be acquainted with CPWD specification, manual etc. The engagement of engineer is not mandatory for Contractor possessing equivalent technical qualification in the required field.
29. Detailed computerized measurement entry in the measurement sheet (location wise) has to be made by the contractor and to be submitted to Engineering Section (AUS) for joint verification by the University Engineers and the Contractor. The joint verification has to be arranged by the Contractor.
30. Before procuring any major items like Air conditioner/Stabilizers/Wires/Cables/MCCBs/UPS/Lifts/or as directed etc., the Contractor must take prior permission/ submit test report as per the direction of Engineering Section.

31. The Contractor has to arrange water supply/electricity at his own cost for his site office as well as for all construction works to be executed by him. As the University has acute water crisis problem, so University will not be able to supply water.
32. Bank solvency certificate as per our enclosed format is to be issued by any schedule/ nationalized bank which is to be enclosed by the Contractor in the Technical Bid, failing which the Bid will be rejected.
33. Arbitration: In case of dispute or difference between the parties in the contract or its execution thereof, the same will be sorted out amicably, mutually. In the event that an amicable settlement cannot be reached, any dispute arising out of or relating to this Agreement shall be settled by a sole Arbitrator appointed by mutual agreement, the place of Arbitration shall be Assam University Silchar and in case of failure to settle the matter through arbitration the provisions of Arbitration and Conciliation Act, 1996 will be applicable and subject to jurisdiction of court of Silchar at the request of either party. This Agreement shall be guided by relevant applicable Laws of land.
34. At any time prior to the deadline for submission of bids, the University may, if necessary, modify the tender document by a written amendment. All prospective Tenders will be notified of the amendment which will be binding to all the bidders. The amendments will be notified on the websites, <https://eprocure.gov.in/eprocure/app> or www.aus.ac.in
35. The bidders are advised to get themselves registered on the e-Procurement portal at least a week before the scheduled date and time of bid submission. This will help the new bidders/vendors to get familiar with the e-Procurement portal. The bidders must arrange computers/laptop, high speed internet and other equipment etc. required for bid submission. For more details visit <https://eprocure.gov.in/eprocure/app> Those bidders, who accept the above terms and conditions, may submit their tender along with all relevant documents and a copy of above terms and conditions of the tender duly signed.
36. The bidders are directed to complete the works strictly within the stipulated time, failing which Assam University may not be in a position to make payment after the fund validity is over.

Sd/-

Executive Engineer

SECTION – II: PROFORMA FOR SUBMISSION OF TENDER

**To,
Executive Engineer
Assam University, Silchar – 788 011**

Subject: TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE OF AIR CONDITIONER, AT ASSAM UNIVERSITY, SILCHAR.

Sir,

Having carefully examined and read the Notice Inviting e-Tender, Tender documents and all other documents attached regarding **Tender NoAU/Engg/Maint/Elect/83/2023** ,I/We hereby tender for the execution of the work specified for Assam University, Silchar in the documents as per the conditions mentioned therein.

I/We enclose herewith Earnest Money Deposit of Rs.23, 000.00 in the formfrom.....(name of bank) in favour of Assam University, Silchar.

I/We certify that we have carefully read each and every condition and technical specifications given in this Tender Documents and understood the same, and I/ We conform our acceptance of the same.

I/We agree to abide by this tender initially for a period of **90 days** from the last day fixed for opening of Tender by the University and it shall remain binding on me/us and order may be accepted at any time before the expiry of that period.

I/We hereby undertake not to withdraw from this Tender, during this period of **90 days**. However, if I/ We withdraw it, the University shall have right to invoke the Earnest Money without reference to me/us.

Should this Tender be accepted by the University I/we hereby agree to abide by and fulfill all terms and conditions of Tender Documents and in default thereof.

I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/ confidential documents and shall not communicate information derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the University.

Signature of tenderer: -----

4. Survey Report:-

Sl. No	Name of Building/Office of AUS	Room no and name.	Type and Make	Capacity (Tonn.)	Details of Repair/ replacement works	Remarks

Note:

- Please ref to Annexure for list of Air conditioners.

Add extra sheet if required.

Seal & Signature of the
Company/Contractor

TENDER

I/We have read and examined the notice inviting tender, schedule, specifications applicable, General Rules and Directions, Conditions of contract and special conditions , schedule of rate and other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work .

I/We hereby tender for the execution of the work specified for AU , Silchar within the time specified and in accordance in all respects with the specification, designs drawings and instructions in writing referred to in General Rule and Directions and in the conditions of contract and with such materials as are approved by the University Authority, and in respects in accordance with, such conditions so far as applicable .

I/We agree to keep the tender open for 180 days from the due date of submission thereof and not make any modifications in its terms and conditions.

A sum of Rs.19,815/- is hereby forwarded in FDR/ Call deposit in favour of Assam University, Silchar of scheduled Bank as earnest money. If I/We, fail to commence the work specified I/We agree that the A.U., Silchar or his authorized officer successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to therein and to carry out such deviations as may or orders, up to maximum of the percentage mentioned in the conditions of contract and those in excess of limit at the rates to be determined in accordance with the provision mentioned in the tender form.

I/We agree that should I/We fail to commence the work specified in the above memorandum, an amount equal to the amount of the earnest money mentioned in the form of the invitation of tenders shall absolutely be forfeited to the Silchar and the same may be the option of the competent authority on behalf of the A.U. Silchar be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/ us under this contract or otherwise.

Date

Signature of Contractor

Postal Address & Tele No.

SECTION –III

SCOPE& TERMS AND CONDITIONS OF COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT SERVICES (AMC SERVICES). & GENERAL RULES AND DIRECTIONS.

SCOPE:

Scope of all inclusive annual maintenance services (AMC services) shall include providing routine maintenance services, pertaining to complaints as and when they occur in Window /Split Air conditioners and annual maintenance services. AMC services shall include providing all man power, labour, tools and tackles and replacement of defective spare parts, replacing chilling pipe, out let pipe etc including consumables. The rates quoted for the AMC services shall also include all taxes and duties as applicable and cost of transportation of freight, insurances etc also.

ROUTINE AMC SERVICES (ONCE IN 3 MONTHS)

Routine maintenance services shall include at least the following services:

- a) Cleaning / Replacement of filter.
- b) Checking operation of the controls of the air conditioners such as selector switch, thermostat, relays, remote control etc.
- c) Checking air flow through the supply air grill, return air grill, condenser.
- d) Checking operation of the voltage stabilizer and back up electrical power outlet/ MCB.
- e) Checking operation of the drive motors and fans.
- f) Checking air temperature at the following location :-

- I. Supply air grill
- II. Return air grill
- III. Inlet air condenser
- IV. Outlet air from the condenser

- g) Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
- h) Replacement of any component of air conditioners (outdoor and indoor units, inlet and outlet Pipelines, electrical connections etc. found defective after the above checks and tests.
- i) Charging of Refrigerant Gas during the period of Contract if need arises.
- j)The comprehensive maintenance service shall include repair and replacement of compressor , air filter and any other parts found defective in the contract period.
- k)Checking and rectifying minor electrical problems associated with power supply for air conditioner units, checking earthing connection for the units.

ANNUAL MAINTENANCE SERVICES (ONCE IN 6 MONTHS)

The scope of work shall include all checks and tests as detailed under routine maintenance services. In addition annual maintenance services shall also include:

- a) Cleaning the condenser and evaporator coils with suitable detergent / chemical solution and flushing with high-pressure jet of water.
- b) Greasing of blower motors and all moving parts.
- c) Prevention of rusting of units.

The above activities must be carried out within 15(fifteen) days from the date of award of the contract.

For details refer **Annexure-B**.

TERMS AND CONDITIONS:

1. AMC will be for a period of twelve month commencing from the date of the Agreement comes into force. This can be cancelled unilaterally by the Competent Authority of Assam university, Silchar (AUS), whenever the service is not found to be satisfactory or up to the mark. This institution also reserve the right to shift and reinstall any of the machines to any room and it will continue to be covered under AMC by the AMC provider. The contract may be renewed for further one year /less at a time at the discretion of the AUS authority based on satisfactory service provided by the agency.
2. The bidders may visit all the AC units detailed at Annexure-A on the specified dates and verify the units condition before quoting the rates for Comprehensive AMC services. They should submit a survey report as per format enclosed along with their bids. The quoted price should incorporate all required hardware and repairing cost for the proper functioning of the units considered under the contract only on the prescribed format. AUS shall not entertain any excuse for the non performance of the units considered under the contract, failing which the penalty clause shall be applicable. The decision of the competent authority shall be final in this case.
3. At present 128 nos. of AC units of different reputed brands are considered details of which are placed at Annexure-A. The actual number of AC units under AMC services may either increase or decrease at the discretion of the authority.
The successful bidder shall be required to take additional units under the AMC contract as directed by the department and quoted rates of the successful bidders shall be applicable for all necessary repairing works and AMC services for the additional units considered under the AMC services.
4. The firms must have a similar experience of successfully undertaking the AMC of Air Conditioners or experienced in Supply, Installation & Commissioning of Air Conditioners in Government Organization/ Semi- Government Organization/ PSUs. List of such Clients and Quantum of AMC handled must invariably be enclosed with the technical bid.
5. The firms are required to forward the following details with the quotation:
 - a. List of Engineer/Electrician with valid electrical license /technical staff with requisite experience
 - b. List of Government Organizations to whom maintenance/installation works & services for ACs were provided during the last seven years with copies of orders & satisfactory completion certificate.
6. The rates accepted will remain firm and fixed during the period of the contract and AUS will not entertain any claim for the upward revision/increase of these rates or for payment of any additional charges on any ground whatsoever.
7. The units will be kept in working condition at all times during the period of the contract. The successful bidder is required to maintain records of preventive and corrective maintenance works and provide the same to the Engineering section on monthly basis.
8. In the case of repair/replacement of parts in the ACs, only genuine spare parts, conforming to the relevant Indian Standards (ISI marked) or as approved by the department, will be used. In the case of replacement of compressors, the warranty card, indicating Compressor No., make date of purchase, etc. will be deposited with AUS (Engineering Section). If this condition is not followed the AMC provider shall be liable for penalty double the cost of the item.
9. The firm will keep sufficient stock of essential spare parts at site for replacement of defective/worn out parts expeditiously.

10. If any AC is required to be taken away for repair etc. at the workshop for more than three days, a stand-by AC will be installed in lieu thereof.
11. The firm will be make arrangements for covering the empty spaces to avoid dust etc. when the AC unit are removed for repair/servicing, etc.
12. Only experience engineers/technicians/mechanics helpers, whose character and antecedents have already been verified, will be deputed to attend the work.
13. The firm shall be solely responsible for any negligent acts of their personnel and shall indemnify AUS against any loss or damage to its property or injury to its employees due to such acts.
14. AUS shall not be a party to any dispute between the firm and the personnel deployed by them.
15. In the case of delay in attending to the complaints, penalty at the following rates will be levied :-
 - (a) Delay of upto 24 hours - Rs.100 per unit/day
 - (b) Delay in excess of 24 hours and upto 72 hours - Rs.150 per unit/day
 - (c) Delay in excess of 72 hours - Rs. 200 per unit/day

The period will be reckoned from the time of lodging the complaint by telephone/fax/letter, etc.

16. The firm will be required to undertake preventive maintenance by checking all the Air Conditioners as per scope of works and confirm that the systems are in the best of the working conditions.
17. This constitutes a comprehensive maintenance contract and includes all parts of the machines including compressor, gas, mechanical parts etc. and also the AC power stabilizers connected to the Air Conditioners.
18. All service request/calls for repair work must be attended within 24 hours of the complaint being lodged with the AMC Provider. There should be adequate number of Telephone lines for lodging of service requests. If the AMC Provider firm failed to attend the calls within 24 hours, this Department reserves the right to get the work done by other firms and deduct such expenses from the AMC charges. In the Case of exceptional and repeated delays, poor services, fault, break down, etc, this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the AMC unilaterally.
19. Details of Air Conditioners to be covered under AMC along with the location of installation are given in **Annexure-A.**
20. Merely submission of Quotation does not entitle the firm to forward its claim for awarding the AMC even if it has quoted the lowest rates. The AMC will be awarded to the eligible firm only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.
21. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations. Quotations received after the stipulated time and date are liable to be rejected.
22. The bidder must ensure that the conditions laid down for submission of offers detailed below are correctly and completely fulfilled. The quotations found to be deficient in any respect shall be summarily rejected. Similarly, conditional offer and offers with terms and conditions inconsistent with those contained in this document shall be rejected.
23. It shall be the responsibility of the contracting firm to handover the machines in good working condition at the end of the contract period to the AUS , failing which the firm shall be liable to pay liquidated damage to the AUS as deemed fit by the competent authority.
24. The firm is required to depute technically and professionally competent personnel to provide the requisite performance service as and when required.
25. The AMC service provider is required to maintaining the servicing cards for each air conditioners units on which full signature of the person operating the machine shall be taken after each servicing.
26. Any failure on the part of the AMC service provider to maintain the machine satisfactorily and delay on the part of the firm to repair the defects / replace defective parts for any reason including non availability of the genuine

- spares /parts shall be deemed as a breach of terms and condition of this AMC and shall entail deduction of such amount of penalty as maintenance charge as may be decided by the competent authority.
27. Any of the above air conditioners may be withdrawn at any time during the period of contract; any Maintenance charges for such equipment will be payable at pro-rata basis. Similarly air conditioners can be added during the period of comprehensive AMC and maintenance charges will be paid pro-rata basis.
 28. The maintenance service agency shall provide maintenance services through experienced staff (Engineers / Technicians of Mechanical / Air conditioner Branch). Names of at least 2 experienced technician with details of qualification and having more than 5 years of experience in the relevant field may be provided.
 29. Agency is required to provide all defective / damage components to the Engineering Section after the replacement. The new parts / components / sub-assemblies used for repair / replacement by the contractor should be same and original make / equivalent or higher make & version and functional capability as originally available in the systems.
 30. The air conditioners that are not serviceable by the agency / beyond economical repair due to obsolescence of technology or non-availability of parts / components / assemblies will be withdrawn from the maintenance contract. The decision of Engineering section regarding non-availability and obsolescence of technology will be final. Withdrawal of such air conditioners shall be communicated to the agency and equivalent maintenance charges shall be deducted from the amount due to the agency.
 31. The contractor is also obliged to provide land line / mobile phones number to book the fault to call the Engineers.
 32. The contractor should indemnify the department, consequent on this works contract. The successful tenderer shall be liable, in accordance with the Indian Law and Regulation for any accident occurring due to any cause and the contractor shall be responsible for any accident or damage incurred or claim arising there from on the department during the period of execution of the works and also due to ancillary equipments under the supervision of the successful tenderer in so far as the later is responsible.
 33. NO AC units or parts thereof shall be taken out by the mechanic to the workshops .All works are to be carried out within the premises of the Institute. However , the works which cannot be done within the premises would be allowed to be done outside with written permission of the Engineering section and no extra charges shall be paid for this work.
 34. The bidders should have local office and servicing facilities.
 35. Any item executed for repairing works beyond the items in the spare item list shall be paid on the basis of valid price list bill etc as decided by the deptt.
 36. **Instruction for Price/Financial Bids:**
 - I. **Part A:** The bidder is required to quote rates for Comprehensive Annual Maintenance of the AC units listed in Annexure-A.
 - II. **Part B:** The bidder is required to quote rates for supply & installation of spare parts complete ,which shall be utilized for repairing of AC units installed in Assam University,excluding the units considered for Comprehensive Annual Maintenance of the AC units listed in Annexure-A.
 - III. The actual number of AC units/Spares parts considered may either increase or decrease at the discretion of the Assam University authority.
 - IV. All rates quoted should be inclusive of all taxes & duties and cost towards supply installation & testing commissioning of OEM spares as required for repair maintenance of AC units

GENERAL RULES AND DIRECTIONS

SUBMISSION OF TENDER

(a) The General Conditions of Contract for Central PWD /APWD Works shall be the guiding principles for this work. Tenderer are advised to procure the same and familiarize themselves with the provisions of the above mentioned Conditions of Contract.

(b) The University reserves the right to alter, modify any Tender Conditions, technical specifications etc., before tender opening and may seek fresh quotation depending upon necessity, and may even withdraw/ cancel the tender, without assigning any reason.

All amendments/ revisions to tender documents issued by the University, if any, must be signed and submitted along with the tender. The tenderer are advised to submit the tender based strictly on the terms and conditions and specifications contained in the tender documents, and not to stipulate any deviations.

The bidders shall provide factual information. The bidder shall comply with the principle of good faith. An important aspect of the principle of good faith is that both parties to the employment contract have the right to know, namely having the right to know the opposite party and important information concerning the works contract.

If the bidder supplies false information or conceals the factual conditions which cause the University to select him or her, which is contrary to the University's true intent, pursuant to the applicable law, this employment contract shall be invalid. Furthermore, in accordance with the decision of the competent authority, the awarded works contract can be terminated at any stage as per the GOI guidelines.

2. (a) Tenders shall be prepared and submitted in 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.

(b) Insertion, postscript, addition and alteration are allowed till before the time of the closing of tender. In the event of the tender being submitted by a firm, any of the partners may upload and submit the tender.

3. TENDERER TO INFORM HIMSELF FULLY:

The tenderer is required to carefully examine the technical specifications and other details relating to the work given in the Tender documents and fully inform himself as to all conditions and matters that may in any effect the work or the cost thereof. The tender shall be deemed to have himself independently obtained all necessary information for the purpose of preparing the tender and his tender as accepted shall be deemed to have taken into account all contingencies as may arise due to such information or lack of the same.

Validity of tender: Tender shall remain valid for acceptance for a period of not less than 120 days from the date of opening of tenders which may be required to be extended in public interest at the discretion of the University Authority.

CLARIFICATIONS:

The Tender Document issued is complete in all respect and no further clarifications are elaborated. However, in so far Technical Clarifications if any are concerned even though not binding on university can be ascertained from the University.

QUOTATION OF PRICE / RATES

This is Item Rate Tender, the tenderer shall state at what rate he will be willing to undertake the work. Rate should be quoted both in figure & words.

TRANSFER OF TENDER DOCUMENTS/ TENDERS:

Transfer of tender documents purchased by one tenderer to another is not permissible. Similarly transfer of tenders submitted by one tenderer to another is not permissible under any circumstances. The alteration of essence of tender once submitted is also not permissible.

LANGUAGE:

The Tender shall be submitted in English language only.

EARNEST MONEY DEPOSIT:

The tender must be accompanied by the Earnest Money Deposit pledged in favour of Executive Engineer, Assam University, Silchar, in the form of Demand Draft / FDR/Call Deposit as indicated in the Notice Inviting Tender. If the tenderer after submitting his tender resiles from his offer or modify the Terms and Conditions thereof in a manner not acceptable to the University, the Earnest Money will be forfeited. Tenders not accompanied by the earnest money deposit will not be considered and will be summarily rejected.

On Non-acceptance of tender, but in any case, not earlier than the expiry date of the period for which the tender is kept open, the Earnest Money shall be discharged.

Should the Tender in question be withdrawn or cancelled by the University, which the University shall have the right to do at any time, Earnest Money will be discharged.

4. Should the successful tenderer fail or refuse to duly sign the contract within the period fixed by the University or fail/refuse to commence the work within the stipulated time, the Earnest Money shall be forfeited without prejudice to his being liable for any further loss or damage incurred in consequence by the University.

NO CLAIM FOR COMPENSATION FOR SUBMISSION OF TENDER:

The Tenderer whose tender is not accepted shall not be entitled to claim any costs, charges and expenses of any incidental to or incurred by him thorough or in connection with his submission of tender, even though the University may modify/ withdraw the Tender.

LOWEST TENDER NOT NECESSARILY TO BE ACCEPTED:

The University reserves the right to accept any Tender it considers advantageous / superior and is not bound to accept the lowest alone and need not assign any reasons for non-acceptance.

TENDER EVALUATION:

The Tenders received and accepted will be evaluated to ascertain the best and lowest workable tender in the interest of the University, for the complete work covered under the technical specifications and documents.

SECTION – IV.

TERMS AND CONDITIONS GOVERNING THE TENDER AND EXECUTION OF CONTRACT THEREOF.

DEFINITIONS:

a) Unless otherwise required by the subject or context the terms herein below shall have the following meanings.

The Contract means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of Assam University and the Contractor, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Registrar, Assam University and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

b) Client means Assam University acting through The Executive Engineer Assam University, Silchar.

c) The Contractor shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assigns of such individual, firm or company,

d) The expression works or work shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional.

e) The site shall mean the land/ or other places, on, into or through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.

f) Tender Value means the value of the entire work as stipulated in the letter of award.

g) Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and vice versa.

h) As stated in Section III, Clause 1.1, the General Conditions of Contract for Central PWD Works shall be the guiding principles for this tender. The Clauses of Contract mentioned therein shall also be applicable herein and only those Clauses that need addition, emphasis and modification in context of this tender are enumerated below. Contractors are once again advised to familiarize themselves with the General Conditions of Contract for Central PWD Works.

SIGNING OF CONTRACT AGREEMENT

i. On the tender being accepted by the Client, a formal contract may be signed and executed by and between the Client and the successful tenderer within a time to be fixed by the Client, which shall anyhow be within 15 days from the stipulated date of start of the work.

ii. The contractor shall be furnished, free of cost one certified copy of the contract documents except standard specifications, Schedule of Rates and such other printed and published documents, together with all drawings as may be forming part of the tender papers. None of these documents shall be used for any purpose other than that of this contract.

SCOPE OF WORK

The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labour, materials, tools, plants, equipment and transport which may be required in preparation of and for and in the full and entire

execution and completion of the works. The descriptions given in the Schedule of Quantities shall, unless otherwise stated, be held to include wastage on materials, carriage and cartage, carrying and return of empties, hoisting, setting, fitting and fixing in position and all other labours necessary in and for the full and entire execution and completion of the work as aforesaid in accordance with food practice and recognized principles.

ii. The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in price bid which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the proper completion and maintenance of the works.

DISCREPANCIES AND ADJUSTMENT OF ERRORS

The several documents forming the Contract are to be taken as mutually explanatory of one another, detailed drawings being followed in preference to small scale drawing and figured dimensions in preference to scale and special conditions in preference to General Conditions.

If there are varying or conflicting provisions made in any one document forming part of the contract, the Registrar, Assam University shall be the deciding authority with regard to the intention/ interpretation of the document and his decision shall be final and binding on the contractor.

iii. Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the contract or release the Contractor from the execution of the whole or any part of the works comprised therein according to drawings and specifications or from any of his obligations under the contracts.

5. COMPLETION TIME:

The period of contract will be initially for a period of one year from the date of signing of formal agreement. The contract may be renewed for further one year /less at a time at the discretion of the AUS authority based on satisfactory service provided by the agency.

TERMS OF PAYMENT:

Subject to any deduction, which the client may be entitled to make under the Contract, all payments to contractor for the work would be made through PFMS /TSA in favour of the contractor on satisfactory completion report of Site (i/c) of the proposed work. Payments may be claimed on quarterly basis.

7. SECURITY DEPOSIT:

7% Security Deposit will be retained by the University from the bill value, which shall be released after one year from the date of completion of the work. During this defect liability period, any defect(s) in the work done shall be rectified by the Contractor at his/her own cost and expenses, failing which the Security Deposit will be forfeited.

8. RELEASE OF SECURITY DEPOSIT:

Release of the security deposit will be done after 12 months of final acceptance of the work by the Assam University, Silchar

9. SUB CONTRACTING OF THE WORK:

The Contractor is not permitted to assign or transfer his/ their obligation or benefit under the contract either in full or in part to other individuals/ firms / agencies. However, under extreme circumstances where sub-contracting of part of the work is unavoidable, prior written permission of Client shall be taken by the Contractor.

ANNEXURE-A

AIR CONDITIONER UNITS CONSIDERED UNDER COMPREHENSIVE AMC SERVICES

Building/Office	Installed At	Window AC			Split AC					Total
		1 TR	1.5 TR	2.0 TR	1 TR	1.5 TR	2.0 TR	3.0 TR	5.5 TR	
Administrative Building	Vice Chancelor Office					6	10			16
	PS					1				1
	SO VC					1				1
	Registrar	1				3				4
	F.O	1	1			2				4
	PVC					2				2
	DR(Admin)					1				1
	DR(Academic)					1				1
	CDC					1				1
	IQAC					2				2
	PMG		6			1				7
	SM Ali				1	2				3
	IAO/DR					1				1
	Audit Room 104					1				1
	CCPC Room 111					1				1
	DR (F)	1				1				2
	DSW Room					1				1
	DDO	1								1
	EE					1				1
	PRO/AR					1				1
JR		1							1	
Server Room					1				1	
V.C Banglow						7				7
Exam Building	Server Room					2				2
	TDC Lab					2				2
	PG Lab					2				2
	Controller					1	1			2
	DR/SA					1				1
	AR/SO					1				1
	Moderation room					4				4

Computer Center /Library	Server Room					6				6
	Dir Computer Center					1				1
	Automation room					2				2
	D. Librarian					1				1
	Lirarian		1			1				2
	Information scientist					1				1
	Research Cubical		4							4
	Information desk		2							2
KC Guest House		2		14	2					18
International Guest House					4					4
B.C Paul Seminar Hall								6		6
Health Center/Xray room				2	3	1				6
TOTAL		4	17	0	17	72	12	0	6	128

ANNEXURE-B

Scope of Works Under Annual Maintenance of Air Conditioners

Sl no	Item description	Service schedule
A	Wet Service of Air Conditioner Units	once in 6 months
B	Scheduled Preventive maintenance (PM)	once in 6 months
C	Cleaning of the Air Conditioners & all peripherals	once in 3 months
D	Cleaning of all the electrical contacts (associated with Air Conditioners)	once in 3 months
E	Oiling & greasing of mechanical parts .	once in 6 months
F	Gas charging with fresh F-22 refrigerent	as and when required
G	Carrying out pressure leak testing	once in 6 months
H	Overhauling of the Air Conditioner	once in 6 months
J	Minor repairing of electrical fitting associated with power supply of AC units	once in 6 months
1	Rewinding of burnt motors of Air Conditioners	as and when required
2	Fan blade	as and when required
3	Fan blower	as and when required
4	Air Filter	as and when required
5	Compressor (Rotary/Hermatic)	as and when required
6	Thermostate	as and when required
7	Sensor	as and when required
8	Power circuit plate (PCB)	as and when required
9	Relay	as and when required
10	Condenser	as and when required
11	Selector Switch with Knob	as and when required
12	Ventuary for Condenser side	as and when required
13	Medicated Filter	as and when required
14	Blower motor	as and when required
15	Starting Relay	as and when required
16	Thermal sensor	as and when required
17	Display	as and when required
18	Remote	as and when required
19	Swing motor	as and when required
20	Sensor for Split AC	as and when required

21	Copper Filter (Stainer)	as and when required
22	Fan capacitor	as and when required
23	Mounting bush for body blower motor	as and when required
24	Mounting bush for Compressor	as and when required
25	Starting Relay	as and when required

SECTION –V: 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://eprocure.gov.in/eprocure/app>, 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://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Registration” on the e-bid Portal.
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 Mr. Anil Kumar – 7903810198.

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.

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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.

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://eprocure.gov.in/eprocure/app> 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://eprocure.gov.in/eprocure/app>

III. Create Users and assign roles on <https://eprocure.gov.in/eprocure/app>

IV. View Notice Inviting Tender (NIT) on <https://eprocure.gov.in/eprocure/app> or www.aus.ac.in

V. Download Official Copy of Tender Documents from <https://eprocure.gov.in/eprocure/app> or www.aus.ac.in

VI. Bid-Submission on <https://eprocure.gov.in/eprocure/app>: 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://eprocure.gov.in/eprocure/app>

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.

The entire bid-submission would be online on <https://eprocure.gov.in/eprocure/app>. 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. 28

f. Other Instructions:-

For further instructions, the vendor should visit the home-page of the portal

(<https://eprocure.gov.in/eprocure/app>) or www.aus.ac.in).

SECTION VI

PRICE BID/BOQ DETAILS

- Estimated Amount : Rs 11,46,149.00 (Part A :Rs 5,10,100 & Part B :Rs 6,36,049)
- Time of Completion : 12 months

NOTE: Rates shall be inclusive of taxes and duties

PART A: Estimate for Comprehensive Annual Maintenance of 128 nos Air conditioner Units ,AUS

Sl No	Description Of Item	Unit Of Material	Per Uint Rate	Estimated Quantity	Amount(Rs)
A	Annual Maintenance Charge for Air conditioner window type.				
i	1.0 TR.	nos.		4	Rs. -
ii	1.5 TR.	nos.		17	Rs. -
B	Annual Maintenance Charge for Air conditioner Split type				
i	1.0 TR.	nos.		17	Rs. -
ii	1.5 TR.	nos.		72	Rs. -
iii	2.0 TR.	nos.		12	Rs. -

C	Comprehensive Annual Maintenance of 5.5Tr. Ductable split Air Conditioner	nos.		6	Rs.	-
		PART A		Total	Rs.	-

PART B: Estimate for repairing of Airconditioners units installed in different office/department buildings and not considered comprehensive annual maintenance service.

Sl no	Description of items	Units	Per unit rate	Estimated Qty	Total Amount
1	Spares for 0.75/1.0/1.5 TR Window AC including supply and fitting fixing complete as directed				0
2	Fan motor	nos.		3	0
3	Gas charging with fresh F-22 refrigerent	nos.		5	0
4	Running capacitor	nos.		2	0
5	Starting capacitor	nos.		2	0
6	Starting Realy	nos.		1	0
7	Air Filter	nos.		1	0
8	Power circuit plate (PCB)	nos.		3	0
9	Fan-capacitor	nos.		5	0
10	Servicing of window type AC including cleaning of evaporator cooling coils, condenser coils filters, cleaning of drain hose, cleaning of AC unit complete as directed by department.	nos.		5	0
11	Spares for 1.0/1.5/2.0/3.0 TR Split AC including supply and fitting fixing complete as directed				0
12	Blower motor	nos.		2	0
13	Starting Relay	nos.		5	0
14	Air Filter	nos.		1	0

15	Universal PCB for indoor unit	nos.		10	0
16	Thermal sensor	nos.		1	0
17	Display	nos.		3	0
18	Remote	nos.		1	0
19	Fan motor	nos.		5	0
20	Swing motor	nos.		2	0
21	Thermostate	nos.		2	0
22	Sensor for Split AC	nos.		1	0
23	Copper Filter (Stainer)	nos.		1	0
24	Capillary per foot	nos.		1	0
25	Gas charging with fresh F-22 refrigerent				0
26	1.0 TR.	nos.		2	0
27	1.5 TR.	nos.		10	0
28	2.0 TR.	nos.		1	0
29	Compressor (Rotary/Hermatic) in exchange of the old compressor				0
30	1.0 TR.	nos.		1	0
31	1.5 TR.	nos.		3	0
32	2.0 TR.	nos.		1	0
33	Copper Condenser including fiting fixing complete as directed.				0
34	1.0 TR.	nos.		10	0
35	1.5 TR.	nos.		10	0
36	2.0 TR.	nos.		7	0
37	Capacitor-25 MFD to 50 MFD	nos.		5	0
38	Capacitor-51 MFD to 100 MFD	nos.		5	0
39	Capacitor-6 MFD	nos.		5	0
40	Capacitor-4 MFD	nos.		5	0
41	Fan capacitor	nos.		5	0
42	Copper pipe				0
43	Copper pipe per feet-1/4"	per feet		5	0
44	Copper pipe per feet-3/8"	per feet		5	0
45	Copper pipe per feet-1/2"	per feet		5	0
46	Copper pipe per feet-5/8"	per feet		5	0
47	Valve size(Brass)				0
48	Valve port size-1/4"	nos.		5	0
49	Valve port size-3/8"	nos.		5	0

50	Valve port size-1/2"	nos.		5	0
51	Valve port size-5/8"	nos.		5	0
52	Dead end brass valve	nos.		5	0
53	Insulation for copper pipe cable per feet	nos.		20	0
54	Drain Hose for split Ac	per feet		10	0
55	Mounting bush for body blower motor	nos.		1	0
56	Mounting bush for Compressor	nos.		1	0
57	Servicing of window type AC including cleaning of evaporator cooling coils, condenser coils filters, cleaning of drain hose, cleaning of AC unit complete as directed by department.	each		25	0
58	Spares for 5.5 TR Split AC including supply and fitting fixing complete as directed.				0
59	Supply and fitting fixing of 3 ph, HP motor for 5.5 TR AC units or as per site requirement as directed.	nos.		1	0
60	Compressor (Rotary/Hermatic) for 5.5 tr AC	nos.		1	0
61	Supplying and fitting and fixing complete as directed by dept.	nos.			0
62	5KVA , Single phase(140-280)V, auto cut , digital display , wall mounted Voltage Stabilizer (V Guard/Venus/ISI make)	nos.		6	0
63	Repairing of voltage stabilizers including supply and fitting fixing complete as directed				0
64	High power electromagnetic relay	nos.		30	0
65	PCB	nos.		30	0
66	In-built toridal transformer buck boost.	nos.		5	0

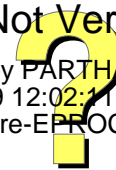
67	In-built EI transformer buck boost	nos.		5	0
68	Digital/analog display with driver transforme complete	nos.		10	0
69	Supply fitting fixing of outdoor stand with required size nuts bolts complete as directed	nos.		10	0
70	Shifting including dismanteling and re-installation as directed	nos.		5	0
71	Indoor Unit for 5 star 1.5 ton AC	nos.		1	0
72	Outdoor Unit for 5 star 1.5 ton AC	nos.		1	0
73	4 core 2.5 copper conductor indoor outdoor connection cable	meter		50	0
					0

PART B: TOTAL= Rs. -

GRAND TOTAL: (PART A + PART B)=.....

Signature Not Verified

Digitally signed by PARTHA PRATIM DEY
Date: 2023.10.19 12:02:41 IST
Location: eProcure-EPROC



Validate

Print

Help

Item Rate BoQ

Tender Inviting Authority: Assam University Silchar

Name of Work: TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE OF AIR CONDITIONER, AT ASSAM UNIVERSITY, SILCHAR.

Contract No: AU/ENGG/MAINT/ELECT-83/2023

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	PART-A Comprehensive Annual Maintenance of 128 nos Air conditioner Units ,AUS					
1.01	A) Annual Maintenance Charge for Air conditioner window type.					
1.02	1.0 TR.	4	Nos		0.00	INR Zero Only
1.03	1.5 TR.	17	Nos		0.00	INR Zero Only
1.04	B) Annual Maintenance Charge for Air conditioner Split type					
1.05	1.0 TR.	17	Nos		0.00	INR Zero Only
1.06	1.5 TR.	72	Nos		0.00	INR Zero Only
1.07	2.0 TR.	12	Nos		0.00	INR Zero Only
1.08	Comprehensive Annual Maintenance of 5.5Tr. Ductable split Air Conditioner	6	Nos		0.00	INR Zero Only

2	PART-B Repairing of Airconditioners units installed in different office/department buildings and not considered comprehensive annual maintenance service.					
2.01	Spares for 0.75/1.0/1.5 TR Window AC including supply and fitting fixing complete as directed					
2.02	Fan motor	3	Nos		0.00	INR Zero Only
2.03	Gas charging with fresh F-22 refrigerent	5	Nos		0.00	INR Zero Only
2.04	Running capacitor	2	Nos		0.00	INR Zero Only
2.05	Starting capacitor	2	Nos		0.00	INR Zero Only
2.06	Starting Realy	1	Nos		0.00	INR Zero Only
2.07	Air Filter	1	Nos		0.00	INR Zero Only
2.08	Power circuit plate (PCB)	3	Nos		0.00	INR Zero Only
2.09	Fan-capacitor	5	Nos		0.00	INR Zero Only
2.10	Servicing of window type AC including cleaning of evaporator cooling coils, condenser coils filters,cleaning of drain hose, cleaning of AC unit complete as directed by department.	5	Nos		0.00	INR Zero Only
2.11	Spares for 1.0/1.5/2.0/3.0 TR Split AC including supply and fitting fixing complete as directed					
2.12	Blower motor	2	Nos		0.00	INR Zero Only
2.13	Starting Relay	5	Nos		0.00	INR Zero Only
2.14	Air Filter	1	Nos		0.00	INR Zero Only
2.15	Universal PCB for indoor unit	10	Nos		0.00	INR Zero Only
2.16	Thermal sensor	1	Nos		0.00	INR Zero Only
2.17	Display	3	Nos		0.00	INR Zero Only
2.18	Remote	1	Nos		0.00	INR Zero Only
2.19	Fan motor	5	Nos		0.00	INR Zero Only

2.20	Swing motor		2 Nos			0.00	INR Zero Only
2.21	Thermostate		2 Nos			0.00	INR Zero Only
2.22	Sensor for Split AC		1 Nos			0.00	INR Zero Only
2.23	Copper Filter (Stainer)		1 Nos			0.00	INR Zero Only
2.24	Capillary per foot		1 Nos			0.00	INR Zero Only
2.25	Gas charging with fresh F-22 refrigerent						
2.26	1.0 TR.		2 Nos			0.00	INR Zero Only
2.27	1.5 TR.		10 Nos			0.00	INR Zero Only
2.28	2.0 TR.		1 Nos			0.00	INR Zero Only
2.29	Compressor (Rotary/Hermatic) in exchange of the old compressor						
2.30	1.0 TR.		1 Nos			0.00	INR Zero Only
2.31	1.5 TR.		3 Nos			0.00	INR Zero Only
2.32	2.0 TR.		1 Nos			0.00	INR Zero Only
2.33	Copper Condenser including fitting fixing complete as directed.						
2.34	1.0 TR.		10 Nos			0.00	INR Zero Only
2.35	1.5 TR.		10 Nos			0.00	INR Zero Only
2.36	2.0 TR.		7 Nos			0.00	INR Zero Only
2.37	Capacitor-25 MFD to 50 MFD		5 Nos			0.00	INR Zero Only
2.38	Capacitor-51 MFD to 100 MFD		5 Nos			0.00	INR Zero Only
2.39	Capacitor-6 MFD		5 Nos			0.00	INR Zero Only
2.40	Capacitor-4 MFD		5 Nos			0.00	INR Zero Only
2.41	Fan capacitor		5 Nos			0.00	INR Zero Only
2.42	Copper pipe						

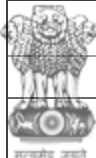

2.43	Copper pipe per feet-1/4"	5	per feet		0.00	INR Zero Only
2.44	Copper pipe per feet-3/8"	5	per feet		0.00	INR Zero Only
2.45	Copper pipe per feet-1/2"	5	per feet		0.00	INR Zero Only
2.46	Copper pipe per feet-5/8"	5	per feet		0.00	INR Zero Only
2.47	Valve size(Brass)					
2.48	Valve port size-1/4"	5	Nos		0.00	INR Zero Only
2.49	Valve port size-3/8"	5	Nos		0.00	INR Zero Only
2.50	Valve port size-1/2"	5	Nos		0.00	INR Zero Only
2.51	Valve port size-5/8"	5	Nos		0.00	INR Zero Only
2.52	Dead end brass valve	5	Nos		0.00	INR Zero Only
2.53	Insulation for copper pipe cable per feet	20	Nos		0.00	INR Zero Only
2.54	Drain Hose for split Ac	10	per feet		0.00	INR Zero Only
2.55	Mounting bush for body blower motor	1	Nos		0.00	INR Zero Only
2.56	Mounting bush for Compressor	1	Nos		0.00	INR Zero Only
2.57	Servicing of window type AC including cleaning of evaporator cooling coils, condenser coils filters, cleaning of drain hose, cleaning of AC unit complete as directed by department.	25	Each		0.00	INR Zero Only
2.58	Spares for 5.5 TR Split AC including supply and fitting fixing complete as directed.					
2.59	Supply and fitting fixing of 3 ph, HP motor for 5.5 TR AC units or as per site requirement as directed.	1	Nos		0.00	INR Zero Only
2.60	Compressor (Rotary/Hermatic) for 5.5 tr AC	1	Nos		0.00	INR Zero Only
2.61	Supplying and fitting and fixing complete as directed by dept.					
2.62	5KVA , Single phase(140-280)V, auto cut , digital display , wall mounted Voltage Stabilizer (V Guard/Venus/ISI make)	6	Nos		0.00	INR Zero Only
2.63	Repairing of voltage stabilizers including supply and fitting fixing complete as directed					

2.64	High power electromagnetic relay	30	Nos		0.00	INR Zero Only
2.65	PCB	30	Nos		0.00	INR Zero Only
2.66	In-built toridal transformer buck boost.	5	Nos		0.00	INR Zero Only
2.67	In-built EI transformer buck boost	5	Nos		0.00	INR Zero Only
2.68	Digital/analog display with driver transforme complete	10	Nos		0.00	INR Zero Only
2.69	Supply fitting fixing of outdoor stand with required size nuts bolts complete as directed	10	Nos		0.00	INR Zero Only
2.70	Shifting including dismanteling and re-installation of 1.5 tr split AC complete as directed	5	Nos		0.00	INR Zero Only
2.71	Indoor Unit for 5 star 1.5 ton AC	1	Nos		0.00	INR Zero Only
2.72	Outdoor Unit for 5 star 1.5 ton AC	1	Nos		0.00	INR Zero Only
2.73	4 core 2.5 copper conductor indoor outdoor connection cable	50.000	metre		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only

Signature Not Verified

Digitally signed by PARTHA PRATIM DEY
Date: 2023.10.19 12:03:04 IST
Location: eProcure-EPROC



 Government eProcurement System		eProcurement System Government of India	
Tender Details			
			Date : 20-Oct-2023 12:42 PM
 Print			
Basic Details			
Organisation Chain	Assam University Silchar Cachar - AUS Engineering Section - Silchar		
Tender Reference Number	AU/ENGG/MAINT/ELECT/83/2023		
Tender ID	2023_AUS_777204_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No
Payment Instruments		Cover Details, No. Of Covers - 2	
Offline	S.No	Instrument Type	Cover No
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	2	FDR	Document Type
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			.pdf
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			SCAN COPY OF EMD
			SCAN COPY OF TECHNICAL BID DOCUMENTS AS PER TENDER DOCUMENT
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			SCAN COPY OF TENDER DOCUMENT
			.pdf
			SCAN COPY OF TENDER DOCUMENT
			2
			Finance .xls
			BOQ
Tender Fee Details, [Total Fee in ₹ * - 1,000]		EMD Fee Details	
Tender Fee in ₹	1,000	EMD Amount in ₹	23,000
Fee Payable To	Assam University Silchar	EMD through BG/ST or EMD Exemption Allowed	No
Fee Payable At	Assam University Silchar	EMD Fee Type	fixed
Tender Fee Exemption Allowed	No	EMD Percentage	NA
		EMD Payable To	Assam University Silchar
		EMD Payable At	Assam University Silchar
Work /Item(s)			
Title	TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE OF AIR CONDITIONER, AT ASSAM UNIVERSITY, SILCHAR		
Work Description	TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE OF AIR CONDITIONER, AT ASSAM UNIVERSITY, SILCHAR		
Pre Qualification Details	Please refer Tender documents.		
	NA		

Independent External Monitor/Remarks					
Tender Value in ₹	11,46,149	Product Category	Electrical Works	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work (Days)	365
Location	ASSAM UNIVERSITY SILCHAR	Pincode	788011	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	ENGINEERING SECTION ASSAM UNIVERSITY SILCHAR
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	19-Oct-2023 02:00 PM	Bid Opening Date	02-Nov-2023 11:00 AM
Document Download / Sale Start Date	19-Oct-2023 02:30 PM	Document Download / Sale End Date	01-Nov-2023 11:00 AM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	19-Oct-2023 03:00 PM	Bid Submission End Date	01-Nov-2023 11:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT	121.96
	2	Tendernotice_2.pdf	TENDER DOCUMENT	481.90
	3	Tendernotice_3.pdf	BOQ	411.61

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_816994.xls	BOQ	355.50

Tender Inviting Authority

Name	EXECUTIVE ENGINEER
Address	ENGINEERING SECTION, ASSAM UNIVERSITY SILCHAR