



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 Annual Maintenance of Diesel Generator Sets at Assam University Silchar	Rs. 9,36,320/-	12 months	Rs. 18,730/-	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/50/2021

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

Digitally signed by PARTHA PRATIM DEY
Date: 2023.10.19 11:05:30 IST
Location: eProcure-EPROC



ASSAM UNIVERSITY: SILCHAR

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

E-TENDER DOCUMENT

Name of Work: Tender for Annual Maintenance of Diesel Generator Sets at Assam University Silchar.

- Application/Form Fee :Rs. 1000/-
- Estimated Amount : Rs 9,36,320.00 (Part A = 398720 & Part B = 537600)
- Time of Completion : 12 months
- Earnest Money : Rs.18, 730.00
- 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 (34) 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:

Sl 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 Annual Maintenance of Diesel Generator Sets at Assam University Silchar.

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SECTION I – NOTICE INVITING E-TENDER

ASSAM UNIVERSITY, SILCHAR

File No. AU/Engg/Maint/Elect/50/2021

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 Annual Maintenance of Diesel Generator Sets at Assam University Silchar.	Rs 9,36,320.00 (Part A = 398720 & Part B = 537600)	12 months	Rs.18,730.00	Rs. 1000/-	01-11-2023 at 11:00 AM	02-11-2023 at 11:00 AM	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.18, 730.00** 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.at 01-11-2023.
 - 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, which-ever 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 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>
36. 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.
37. 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

SCOPE OF THE WORK.

The maintenance includes Periodic Servicing Schedule i.e. preventive maintenance/regular services of the Diesel Generators (DG) and Breakdown Repairing Service i.e. repairing works to be executed on event of DG breakdown due to faults and damaged parts. The bidder shall maintain all the accessories mentioned in the schedule for keeping the Diesel Generators in perfect working order and condition at all the times during the period of the AMC. Also the Contractor shall have to attend to any unscheduled call for corrective and maintenance services that may eventually lead to DG breakdown, appropriate steps to be taken in time to set right the full functioning of the DG set as per the directions of the department. During execution of the DG repair maintenance works only OEM / Equivalent branded parts and spares are to be used by the bidder.

A. PERIODIC SERVICING SCHEDULE:

1. Preventive Maintenance:

Number of Preventive Maintenance visit shall be monthly i.e. 12 Visits per annum and it includes the checking and ensuring proper functioning of followings as detailed below. As per this contract Diesel Generators are to be maintained in proper running condition all the time. It is the responsibility of the Contractor to provide all running spares mentioned below under preventive maintenance servicing to ensure trouble free and continuous operation of the DG sets. The spare includes:

- (i) Diesel Oil Filter,
- (ii) Lub Oil Filter
- (iii) Filter Washer
- (iv) Radiator Cap
- (v) Radiator Hose
- (vi) Hose clip
- (vii) Fan belt
- (viii) **Diesel Tube**
- (ix) Banjo Bolt/Washer/union
- (x) Carbon brush/Holder
- (xi) Battery Terminal/Clip
- (xii) Diode with wire contact
- (xiii) Dynamo Terminal
- (xiv) **Oil seal**
- (xv) Nozzle tube
- (xvi) Oil meter tube
- (xvii) Head Gasket
- (xviii) All Diesel/lub oil/water tubes/hose
- (xix) All Packing kits
- (xx) Coolant oil
- (xxi) All Bolts & Nuts, Washers, etc,

The preventive maintenance servicing is to be carried out, to maintain the equipment in a proper operating condition. The service representative of the contractor shall visit and carry out preventive maintenance servicing of the DG sets which includes the functional checks and necessary adjustments. The following works will be carried out on planned basis by the contractor as per OEM specifications.

1.1 Generator set:

- (i) Check the leaks if any
- (ii) Check the Engine oil Level, top up if required. (Engine Oil shall be supplied by Contractor as per OEM specification).

- (iii) Check the condition of oil filter, and replacement when it required based on the condition and performance or else it has to be replace donce in 6months.(Oil Filter has to be supplied by Contractor).
- (iv) Replace Engine oil once in 12(twelve) months, (Engine Oil shall be supplied by Contractor).
- (v) Check the bypass filter and clean it.(If available)
- (vi) Diesel oil filter.

1.2 Cooling System:

- (i) Check for water/coolant oil level & Leakage if any and top-up if required(water/coolant has to be supplied by Contractors per OEM specification).
- (ii) Clean the radiator with blower.
- (iii) Check all rubbers hose and clip for tightness and replace if found damaged.(rubbers hose and clip have to be supplied by Contractor)
- (iv) Check the belt condition and tension, replace if required(Belt has to be supplied by Contractor as per OEM specification)
- (v) Check cooling fan hub, drive pulley, water pump and tighten all the accessible bolts and nuts.
- (vi) Add coolant oil in the radiator once in six month.(Coolant oil has to be supplied by Contractor)

1.3 Air intake:

- (i) Check for air leakage in connection.
- (ii) Check the condition of air filter, and replacement when it required based on the condition and performance or else it has to be replace once in 6months.(Air Filter has to be supplied by Contractor).

1.4 Fuel:

- (i) Check for any leakage.
- (ii) Check for fuel lines and connection.
- (iii) Check the fuel injection pump (PT Pump), Fuel injectors and Lube oil pump.
- (iv) Check the condition of fuel filter, and replacement when it required based on the condition and performance or else it has to be replaced once in 6months.(Fuel Filter has to be supplied by Contractor as per OEM specification).

1.5 Exhaust

- (i) Check for any leakage.
- (i) Check for exhaust restriction.
- (ii) Check the condition of the exhaust pipes and asbestos rope.

1.6 Engine Related

- (i) Tighten all mounting hardwares.
- (ii) Check the condition of coupling.
- (iii) Clean the engine and surroundings.
- (iv) Run the generator for half an hour and look for any unusual vibration/noise.

1.7 Maintenance schedule for Alternator:

- (i) Check the Electrical connections of the alternator.
- (ii) Measure and record generator winding resistance once in six months.
- (iii) Checking the condition of carbon brushes,if required to be replaced.(Carbon brushes have to be supplied by contractor).
- (iv) Check the wiring in the control panel.
- (v) Check the working of meters in control panel.

- (vi) Check the AVR.
- (vii) Check the battery for water level ,specific gravity and top-up if required with battery grade water.
- (viii) Put the battery on boost charge for one hour if voltage is found low.
- (ix) Run the generator with load and without load and record the following parameter.
 - a) Output AC Voltage
 - b) Load Current
 - c) RPM (Speed of the Engine)
 - d) Battery Voltage

1.8 The contractor shall carry out the following works during preventive maintenance contract period along with the servicing of the Diesel Generator sets.

- (i) Draining the lubricating oil from sumps, Lubeoil cooler and cleaning lube oil strainer.
- (ii) Renew lubricating oil prime lubricating system.
- (iii) Carry out air cleaner maintenance.
- (iv) Check and adjust tappet clearance.
- (v) Check for irregularities i.e. abnormal speed, hot engine, engine knocking, high fuel consumption etc. Check and record engine performance parameters.
- (vi) Check the engine protection unit for proper functioning
- (vii) In section and maintenance of electric AMF/ manual control panel wiring etc.
- (viii) Any other related work required to keep the diesel engine driven generator sets in good running condition including proper working of hour meter.
- (ix) All welding & tinkering works.

The AMC contract includes monthly periodical checks for all DG units in addition to preventive maintenance servicing and breakdown checks as and when call upon by the University

B. BREAKDOWNMAINTENANCE

- (i) This will include identifying and locating the fault(s) and carrying out the corrective and repair maintenance works necessary to set right the malfunctioning and to restore the complete system in operation and back to normal to the satisfaction of end user/Electrical Engineers of the University.
- (ii) The breakdown maintenance works shall include timely repair maintenance and replacement of spare parts which are faulty and can cause major engine failure and damage.
- (iii) Supply of OEM / Equivalent branded consumables and spares materials which may be needed during Execution & Completion of this work shall be arranged by the Contractor.
- (iv) The rates of the consumables and spare parts utilized during breakdown maintenance works shall be as per the latest OEM Spare Parts price list/Authorized dealer Invoice.
- (v) The cost of the repair maintenance works to be calculated as per the quoted rates of Part-B price schedule.
- (vi) All the repair maintenance works to be executed on priority basis and any delay in execution shall be governed by delay penalty clause.

C. SERVICEREPORT:

Service Report shall be made for all visits and it shall contains

- (i) Location/ID of the Generators
- (ii) Date & Time of complaint
- (iii) Date & Time of attention.
- (iv) Name of Firms representative
- (v) Whether Preventive /Breakdown maintenance work
- (vi) Observation by Service Engineer.
- (vii) Status/Performance of the System— working or not working
- (viii) Recording the following parameters during routine service:
- (ix) Output Ac Voltage

- (x) Load Current
- (xi) RPM (Speed of the Engine)
- (xii) Battery Voltage

D. SERVICEPROCEDURE

1. One contact number and Email-id should be assigned for break down calls.
2. The maintenance service agency shall provide maintenance services through experienced staff
3. The contractor should arrange to paste a sticker which contains the following information:
 - a. Firm's Address with contact number.
 - b. Date of Last preventive maintenance.

E. RESPONSETIME

The contractor has to attend the break down calls within 6 hours after reporting failure.

F. PENALTYCLAUSE

In the case of delay in attending to the complaints, penalty at the following rates will be levied:-

- i) Delay of 6- 24 hours @ Rs.1000 per complain/day
- ii) Delay in excess of 24 hours @ Rs.1200 per complain /day up to 48 hours
- iii) Delay in excess of 48 hours - Rs. 1500 per complain /day

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

For details of DG set pl refer **Annexure-A**.

G. Payment terms and conditions:

I. Part A: The bidder is required to quote rates for Preventive Annual Maintenance of the DG set listed in Annexure-A. The scope of works for the Periodic Maintenance Schedules detailed under clause A (Ref sl no 1.1 to 1.8 & Annexure-B)

II. Part B: The bidder is required to quote rates as percentage (above/below/at par) of the estimated amount. The cost of the breakdown maintenance works shall be calculated as below:

Actual cost of OEM/Equivalent branded spares required during repair maintenance works as	X	Quoted % by Contractor in Part –B price schedule	+	Quoted % Contractor Service charges in Part –B price schedule	=	Cost of Breakdown maintenance works
A		B		C		D

- i) In case additional DG units are considered beyond the scope listed in Annexure-A additional concurrence funds calculated as per tender T&C will be provided to execute the Preventive maintenance works as per approval of the competent authority.
- ii) In event of the estimated cost amount considered in Part-B towards DG breakdown repairing gets exhausted/utilized within the contract tenure, additional concurrence funds calculated as per tender

T&C will be provided to execute the urgent DG breakdown maintenance works as per approval of the competent authority.

- iii) The scope of the break down maintenance works are detailed under clause B (sl no i to vi) .
- iv) The Part A & Part B price to be quoted considering the OEM/Equivalent branded items price list of the DG set brand mentioned in Annexure-A
- v) The quoted rates shall be including all taxes, duties and statutory charges as per Government guidelines.
- vi) The quoted rates shall be inclusive of contractor's service charges, taxes duties and any statutory charges for DG repair maintenance works.
- vii) The Equivalent branded items required for repairing and maintenance of DG sets as listed in annexure should be done with prior approval of EE/AE/JE of Engineering section.
- viii) The cost of OEM spare/Equivalent branded items shall be as per the OEM pricelist/GST invoice.

Note: All the rates quoted in Part-A and Part-B by the bidders shall be inclusive of all taxes & duties including cost towards supply installation and testing commissioning cost of OEM spares as applicable

ANNEXURE				
List of Generators				
SL No	Location	Capacity of DG set(KVA)	Make /Model	Engine Details/Year
1	Agricultural Engineering	100	Mahindra DG	6H13H1415/2013
2	CSE	100	Mahindra DG	6H13H4437/2013
3	Electronics Deptt.	100	Inomech Industries	1308041709623/2017
4	Biotechnology Department	100	Kirloskar Engines	04.2001/0600623/2016
5	Life science Dept.	35	Kirloskar Engines	4H.7901/1500113/2015
6	IGH	50	Kirloskar Engines	06.221/1000007/2020
7	Computer Centre	125	Mahindra DG	V6112F5850/2009
8	Library	70	Kirloskar Engines	06.2401/0700091/2007
9	MBA Dept	100	Mahindra DG	V6113P5015/2013
10	SOT Boys Hostel	70	Kirloskar Engines	6H.2445/1300155/2013
11	Boys Hostel 1,2 & 4.	200	Kirloskar Engines	F6.3623/1200241/2012
12	Girls Hostel 1,2,3 & 4	250	Kirloskar Engines	F6.3822/1200346/2012
13	Girls Hostel - 5	70	Kirloskar Engines	06.2445/1300026/2013
14	Health Centre	35	Kirloskar Engines	04.2121/1220029/2012
15	Foreign Hostel	15	Mahindra DG	N2A18X23413/2018

16	Exam Dept	50	Kirloskar Engines	5H.3021/10800042/2007
17	Admn. Block (1)	100	Kirloskar Engines	6H.3412/070018/2007
18	Admn. Block (2)	100	Kirloskar Engines	6H.3445/1100211/2011
19	IPS/ Bipin Paul	115	Kirloskar Engines	4H.6001/1300120/2013
20	PHE Intact point, Dakbanglow	30	Kirloskar Engines	3H.3004/0400455/2004
21	VC Bunglow	30	Mahindra DG	3PH.3445TC1GM-C2/2017
22	Guest House	15	Kirloskar Engines	02.2105/0500010/2005
23	Bipin Paul (2)	15	Kirloskar Engines	
24	UN Brahma Auditorium	15	Kirloskar Engines	
25	Lake intake near Non Teaching quarter	82	Inomech Industries	E3536774/2020
26	Girls Hostel - 6	62.5	Kirloskar Engines	T4.8926/2020038/2020
27	Boys Hostel -5	62.5	Kirloskar Engines	T4.8926/2020035/2020

PROFORMA FOR SUBMISSION OF TENDER

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

Subject: Tender for Annual Maintenance of Diesel Generator Sets 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/50/2021** ,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.18, 730.00in 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: -----

SECTION-III

GENERAL RULES AND DIRECTION:

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 DG sets to any location 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 DG sets units detailed at Annexure-A on the specified dates and verify the units condition before quoting the rates for AMC services. They should submit a survey report as per format enclosed along with their bids. 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 27 nos. of DG sets of different reputed brands are considered details of which are placed at Annexure-A. The actual number of DG sets 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 DG units considered under the AMC services.
4. The firms must have a similar experience of successfully undertaking the AMC of DG sets or experienced in Supply, Installation & Commissioning of DG sets 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 DG sets 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 DG set 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 EE/AE/JE on monthly basis.
8. In the case of repair/replacement of parts in the DG sets, only genuine/OEM /Equivalent branded 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 major spares the warranty card 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 OEM/Equivalent branded spare parts at site for replacement of defective/worn out parts expeditiously.
10. If any DG set is required to be taken to workshop for repairing stand-by DG set will be installed in lieu thereof. DG sets when required to be repaired at workshop, the bidder shall have to arrange for conveyance and logistics to department Engineers to witness major repair maintenance works at bidder's workshop.
11. Only experience engineers/technicians/mechanics helpers, whose character and antecedents have already been verified, will be deputed to attend the work.
12. 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.
13. AUS shall not be a party to any dispute between the firm and the personnel deployed by them.
14. The firm will be required to undertake preventive maintenance by checking all the DG set as per scope of works and confirm that the systems are in the best of the working conditions.
15. If the AMC Provider firm failed to attend the calls in priority basis, 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.
16. Details of DG sets to be covered under AMC along with the location of installation are given in **Annexure-A**.
17. 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.
18. 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.
19. 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.
20. It shall be the responsibility of the contracting firm to handover the DG set 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.
21. The firm is required to depute technically and professionally competent personnel to provide the requisite performance service as and when required.
22. The AMC service provider is required to maintaining the servicing cards for each DG set units on which full signature of the person operating the machine shall be taken after each servicing.
23. Any failure on the part of the AMC service provider to maintain the DG set units 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.
24. Any of the DG set may be withdrawn at any time during the period of contract; any Maintenance charges for such equipment will be payable at pro-rata basis. SimilarlyDG set can be added during the period of AMC and maintenance charges will be paid pro-rata basis.
25. 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.

26. The contractor is also obliged to provide land line / mobile phones number to book the fault to call the Engineers.
27. 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.
28. 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.
29. The bidders should have local office and servicing facilities.
30. Any item executed for repairing works beyond the items in the OEM spare item price list shall be paid on the basis of valid price list bill/GST invoice as decided by the deptt.
31. **Instruction for Price/Financial Bids:**
 - I. **Part A:**The bidder is required to quote rates for Periodic Servicing Schedule of the DG 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 BREAKDOWNMAINTENANCE of DG units installed in Assam University..

SECTION – IV: TERMS AND CONDITION GOVERNING THE TENDER AND EXECUTION OF CONTRACT THEREOF

1. 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.
- c) 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.
- d) 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://eprocure.gov.in/eprocure/app>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal
- e) 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

2. 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 affect the work or the cost thereof. The tenderer shall be deemed to have independently obtained all necessary information for the purpose of submitting 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 **90 days**

3. 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.

4. QUOTATION OF PRICE / RATES

This being item rate tender, the tenderer shall state at what rate he will be willing to undertake the work. Rate should be quoted **in Item Rate Basis**.

5. COMPLETION TIME

The completion time is the essence of the contract. The Tenderer shall complete the work within the period indicated in the Notice Inviting e-Tender.

6. 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.

7. LANGUAGE

The Tender shall be submitted in English language only.

8. EARNEST MONEY DEPOSIT

The tender must be accompanied by the Earnest Money Deposit pledged in favour of **Assam University, Silchar**, in the form of Demand Draft / FDR/Call Deposit as indicated in the Notice Inviting Tender. If the tenderer after submitting online his tender release 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.

- a) 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.
- b) 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.
- c) 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.
- d) The L-1 Tenderer has to submit 5% performance guarantee of the tendered amount for all works with estimated cost of 5.00 lakhs and above, within 15 days of issuing letter of acceptance as per CPWD General Conditions of Contract which must be valid till the finalization of the work and release of SD money. After submission of 5% performance guarantee, the 2% EMD submitted by the bidder during tendering will be released.

9. 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.

10. LOWEST TENDER NOT NECESSARILY TO BE ACCEPTED

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.

11. 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.

1. DEFINITIONS

- A. Unless otherwise required by the subject or context the terms herein below shall have the following meanings.
- a) 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 Executive Engineer, 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 Registrar, 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.

2. SIGNING OF CONTRACT AGREEMENT

- a) 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.
- b) 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.

3. SCOPE OF WORK

- i. 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 work as aforesaid in accordance with good 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

4. DISCREPANCIES AND ADJUSTMENT OF ERRORS

- i. 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.
- ii. If there are varying or conflicting provisions made in any one document forming part of the contract, the Executive Engineer, 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. 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 will be made on completion of the work as per approved specifications through digital mode by direct credit to the bank account of the contractor on satisfactory completion report and signing of the computerized Measurement Book & bill by Site (i/c) of the proposed work and Executive Engineer without which payment will not be released. The Computerized measurement sheet must be submitted by the concerned contractor of the work for verification by the site i/c and Executive Engineer before finalization of payment of bill. Along with submission of bill in computerized measurement sheet, the bidder should submit labour acquaintance sheet.

6. SECURITY DEPOSIT & PERFORMANCE GUARANTEE

05% Security Deposit will be retained by the University from the bill value, which shall be released along with 05% performance guarantee after 01 (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 recovery shall be done from the security deposit and performance guarantee in part or full as the case may be.

7. RELEASE OF SECURITY DEPOSIT & PERFORMANCE GUARANTEE

Release of the 05% security deposit and 05% performance guarantee will be done after 12 months of final acceptance of the work by the Assam University, Silchar.

8. 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 – I

CHECKLIST

- 1. Proforma of details of Contractor's Registration – 2(a)**
- 2. Proforma of Bank Solvency Certificate – 2 (b)**
- 3. Proforma of Similar works executed during the last 7 years – 3(a)**
- 4. Proforma of list of on-going works – 3 (b)**

PROFORMA - 2 (a)

DETAILS OF CONTRACTOR'S REGISTRATION

1. Name of the agency / Contractor :
2. Name of the department issued :
3. Registration No. :
4. Class of registration :
5. Category of registration :
6. Tender limit :
7. Validity period :

Copy of Registration certificate to be enclosed Signature of agency / contractor

PROFORMA-2 (b)

FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/S/Sri.....having marginally noted address, a customer of our bank are/ is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees.....
.....).

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

For the Bank *(Signature)*

Note : In case of partnership firm, certificate to include all partners as recorded with the Bank.

Signature of agency/contractor

PROFORMA-3 (a)

EXPERIENCE

3. (a)Electrical Works :

List of similar works executed during preceding 7 years

Sl. No.	Name of work with brief particular thereof	Date of commencement	Date of completion as per work order	Actual date of completion	Contract Amount (Rs.)	Name of client, contact with his complete address phone No.

Note: Works completion Certificate should be issued by officer not below the rank of Executive Engineer or equivalent.
Work order shall not be considered as proof for works completion.

Add extra sheet if required.

Signature of the Company/Contractor
Seal of the company / Contractor with

Date:

NOTE: Original or self-attested copies of work order & completion certificates from clients shall be attached.

PROFORMA-3 (b)

EXPERIENCE

3. (b) LIST OF ONGOING WORKS:

Sl. No.	Name of work with brief particular thereof	Date of commencement	Date of completion as per work order	Contract Amount (Rs.)	Name of client, contact with his complete address phone No.

Add extra sheet if required.

Signature of the Company/Contractor

Seal of the company / contractor

Date :

NOTE : Original or self-attested copies of work order from clients shall be attached.

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 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.

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. For any Query contact to Mr. Anil Kumar 7903810198

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.

- 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) Bid related Information for this Tender

The entire bid-submission would be online on <https://eprocure.gov.in/eprocure/app>. Broad outline of submissions area follows:

Submission of Bid Security/Earnest Money Deposit (EMD) is mandatory.

Note:1. The Bidder has to upload the Scanned/ self-attested copy of all abovementioned original documents during Online Bid-Submission. For details pl go through Tender Qualification Criteria.

Note: 2. Special Note on Security of Bids: The bid EMD/Bid Security/Security Deposit/Tender cost must be submitted offline only.

e) 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).

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://eprocure.gov.in/eprocure/app> well in advance of your first tender submission deadline.

b) Get your organization's concerned executives trained on <https://eprocure.gov.in/eprocure/app> using online training module well in advance of your tender submission deadline on <https://eprocure.gov.in/eprocure/app>.

c) Submit your bids well in advance of tender submission deadline on <https://eprocure.gov.in/eprocure/app> (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://eprocure.gov.in/eprocure/app>, 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.

**SECTION VI:
PRICE BID/BOQ**

- Estimated Amount : Rs 9,36,320.00
(Part A = 3, 98,720 & Part B = 5, 37,600)
- Time of Completion : 12 months

NOTE: Rates shall be inclusive of all taxes and duties

PART A: Estimate for Annual Maintenance of Diesel Generator Sets at AUS.

SI No	Description Of Item	Unit Of Material	Rate per unit	Estimated Quantity	Amount(Rs)
1	<p>Annual Maintenance and servicing to DG set once in a year including attending faults on call basis for normal repairs including replacement of defective and worn out filters, gaskets, V- belts, Engine oil, rubber hoses, worm drive clamps, nuts, bolts and cleaning of alternator with vaccum cleaner and attending faults of AMF panels etc, tappet settings if required and greasing of bearings of engine and alternator, checking of batteries, applying petroleum jelly to battery terminals, adding distilled water checking the oil, coolant levels of capacity complete all as specified and as directed by department Note:- (i) Servicing done only through authorized OEM service centre.</p>				
	OEM Super genuine Oil 20 Litres Can.				
	Spin on filter for lubricating Oil				
	1.1 litre fuel filter kit				
	Air cleaner Element				
	Rubber Hose (Compressor outlet)				
	Fuel pipe				
	Banjo bolt				
	Fuel pipe				

	Air cleaner Primary Element				
	Air Cleaner Secondary Element				
	Poly V Belt				
	Hose (Radiator to Water pump pipe (45x45x130L)				
	Hose (Pipe to water pump (45x45x80L)				
	Hose clip (54mm)				
	Drive Hose clip (70mm)				
	copper washer (14x18)				
2	All as per item No 1 mentioned here-in-before but capacity 15 KVA Kirloskar Engines complete all as specified and as directed by department	nos.		4	Rs. -
3	All as per item No 1 here-in-before but capacity 30 KVA Kirloskar Engines/Mahindra DG complete all as specified and as directed by department.	nos.		2	Rs. -
4	All as per item No 1 mentioned here-in-before but capacity 35 KVA Kirloskar Engines complete all as specified and as directed by Engr- in-Charge.	nos.		2	Rs. -
5	All as per item No 1 mentioned here-in-before but capacity 50 KVA Kirloskar Engines complete all as specified and as directed by department	nos.		2	Rs. -
6	All as per item No 1 mentioned here-in-before but capacity 62.5 KVA Kirloskar Engines complete all as specified and as directed by department	nos.		2	Rs. -
7	All as per item No 1 mentioned here-in-before but capacity 82 KVA Kirloskar Engines complete all as specified and as directed by department	nos.		1	Rs. -
8	All as per item No 1 mentioned here-in-before but capacity 70 KVA Kirloskar Engines complete all as specified and as directed by department	nos.		3	Rs. -
9	All as per item No 1 mentioned here-in-before but capacity 115 KVA Kirloskar Engines complete all as specified and as directed by department	nos.		1	Rs. -

10	All as per item No 1 mentioned here-in-before but capacity 125 KVA Kirloskar Engines complete all as specified and as directed by department	nos.		1	Rs.	-
11	All as per item No 1 mentioned here-in-before but capacity 100 KVA Kirloskar Engines/Mahindra DG/Indomech Industries. complete all as specified and as directed by department	nos.		7	Rs.	-
12	All as per item No 1 mentioned here-in-before but capacity 200 KVA Kirloskar Engines. complete all as specified and as directed by department	nos.		1	Rs.	-
13	All as per item No 1 mentioned here-in-before but capacity 250 KVA Kirloskar Engines complete all as specified and as directed by department	nos.		1	Rs.	-

Part B: Revised estimate for DG Breakdown Maintenance Service

Sl no	Item description	Estimated amount Amount(Rs)	Quote @ % at par/below/above part B estimated amount	Total
1	Supply fitting fixing of the OEM/Equivalent branded spare parts to make the DG set fully operational and functional as per the breakdown maintenance works tender terms and conditions.	Rs. 4,80,000.00		
2	Contractor service charges for DG set for repair maintenance works	Rs. 57,600.00		

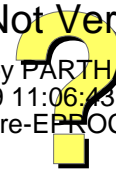
Part B Total

Rs. 0.00

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

Signature Not Verified

Digitally signed by PARTHA PRATIM DEY
Date: 2023.10.19 11:06:43 IST
Location: eProcure-EPROC



	A	B	D	E	F	M	BA	BC	
1	Validate	Print	Help	<u>Item Rate BoQ</u>					
4	Tender Inviting Authority: Assam University Silchar								
5	Name of Work: Tender for Annual Maintenance of Diesel Generator Sets at Assam University Silchar.								
6	Contract No: AU/ENGG/MAINT/ELECT-50/2021								
8	Name of the Bidder/ Bidding Firm / Company :								
9	PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
10	NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #	TEXT #	
11	Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words	
12	1	2	4	5	6	13	53	55	
13	1	PART A: Estimate for Annual Maintenance of Diesel Generator Sets at AUS.							


	A	B	D	E	F	M	BA	BC
14	1.01	<p>Annual Maintenance and servicing to DG set once in a year including attending faults on call basis for normal repairs including replacement of defective and worn out filters, gaskets, V- belts, Engine oil, rubber hoses, worm drive clamps, nuts, bolts and cleaning of alternator with vaccum cleaner and attending faults of AMF panels etc, tappet settings if required and greasing of bearings of engine and alternator, checking of batteries, applying petroleum jelly to battery terminals, adding distilled water checking the oil, coolant levels of capacity complete all as specified and as directed by department Note:- (i) Servicing done only through authorized OEM service centre.</p> <p>OEM Super genuine Oil 20 Litres Can. Spin on filter for lubricating Oil 1.1 litre fuel filter kit Air cleaner Element Rubber Hose (Compressor outlet) Fuel pipe Banjo bolt Fuel pipe Air cleaner Primary Element Air Cleaner Secondary Element Poly V Belt Hose (Raditor to Water pump pipe (45x45x130L) Hose (Pipe to water pump (45x45x80L) Hose clip (54mm) Drive Hose clip (70mm) copper washer (14x18)</p>						
15	1.02	All as per item No 1 mentioned here-in-before but capacity 15 KVA Kirloskar Engines complete all as specified and as directed by department	4.00	Nos	0.00		0.00	INR Zero Only
16	1.03	All as per item No 1 here-in-before but capacity 30 KVA Kirloskar Engines/Mahindra DG complete all as specified and as directed by department.	2.00	Nos	0.00		0.00	INR Zero Only
17	1.04	All as per item No 1 mentioned here-in-before but capacity 35 KVA Kirloskar Engines complete all as specified and as directed by Engr- in-Charge.	2.00	Nos	0.00		0.00	INR Zero Only
18	1.05	All as per item No 1 mentioned here-in-before but capacity 50 KVA Kirloskar Engines complete all as specified and as directed by department	2.00	Nos	0.00		0.00	INR Zero Only
19	1.06	All as per item No 1 mentioned here-in-before but capacity 62.5 KVA Kirloskar Engines complete all as specified and as directed by department	2.00	Nos	0.00		0.00	INR Zero Only
20	1.07	All as per item No 1 mentioned here-in-before but capacity 82 KVA Kirloskar Engines complete all as specified and as directed by department	1.00	Nos	0.00		0.00	INR Zero Only
21	1.08	All as per item No 1 mentioned here-in-before but capacity 70 KVA Kirloskar Engines complete all as specified and as directed by department	3.00	Nos	0.00		0.00	INR Zero Only

	A	B	D	E	F	M	BA	BC
22	1.09	All as per item No 1 mentioned here-in-before but capacity 115 KVA Kirloskar Engines complete all as specified and as directed by department	1.00	Nos	0.00		0.00	INR Zero Only
23	1.10	All as per item No 1 mentioned here-in-before but capacity 125 KVA Kirloskar Engines complete all as specified and as directed by department	1.00	Nos	0.00		0.00	INR Zero Only
24	1.11	All as per item No 1 mentioned here-in-before but capacity 100 KVA Kirloskar Engines/Mahindra DG/Indomech Industries. complete all as specified and as directed by department	7.00	Nos	0.00		0.00	INR Zero Only
25	1.12	All as per item No 1 mentioned here-in-before but capacity 200 KVA Kirloskar Engines. complete all as specified and as directed by department	1.00	Nos	0.00		0.00	INR Zero Only
26	1.13	All as per item No 1 mentioned here-in-before but capacity 250 KVA Kirloskar Engines complete all as specified and as directed by department	1.000	Nos	0.000		0.00	INR Zero Only
27	2	Part B: Revised estimate for DG Breakdown Maintenance Service						
28	2.01	Supply fitting fixing of the OEM spare parts to make the DG set fully operational and functional as per the breakdown maintenance works tender terms and conditions.	1	Quote @ % at par/below/above part B estimated amount	480000.00		0.00	INR Zero Only
29	2.02	Contractor service charges for DG set for repair maintenance works	1	Quote @ % at par/below/above part B estimated amount	57600.00		0.00	INR Zero Only
30	Total in Figures						0.00	INR Zero Only
32	Quoted Rate in Words	INR Zero Only						

Signature Not Verified

Digitally signed by PARTHA PRATIM DEY
Date: 2023.10.19 11:11:40 IST
Location: eProcure-EPROC



Government eProcurement System		eProcurement System Government of India	
Tender Details		Date : 20-Oct-2023 12:40 PM	
 Print			
Basic Details			
Organisation Chain	Assam University Silchar Cachar - AUS Engineering Section - Silchar		
Tender Reference Number	AU/ENGG/MAINT/ELECT/50/2021		
Tender ID	2023_AUS_777183_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
	1	Demand Draft	Cover
	2	FDR	Document Type
			Description
			1
			Fee/PreQual/Technical .pdf
			.pdf
			SCAN COPY OF TENDER COST
			SCAN COPY OF EMD FEE
			SCAN COPY TECHNICAL BID DOCUMENTS AS PER TENDER DOCUMENT
			SCAN COPY OF TENDER DOCUMENTS
			2
			Finance .xls
			BOQ
Tender Fee Details, [Total Fee in ₹ * - 1,000]		EMD Fee Details	
Tender Fee in ₹	1,000	EMD Amount in ₹	18,730
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 Annual Maintenance of Diesel Generator Sets at Assam University Silchar		
Work Description	Tender for Annual Maintenance of Diesel Generator Sets at Assam University Silchar		
Pre Qualification Details	Please refer Tender documents.		
Independent External Monitor/Remarks	NA		
Tender Value in ₹	9,36,320	Product Category	
		Sub category	NA

			Electrical Works		
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
	2	Tendernotice_2.pdf	TENDER DOCUMENT	502.82
	3	Tendernotice_3.pdf	BOQ	602.92

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	BOQ	BOQ_816974.xls	BOQ

Tender Inviting Authority

Name	EXECUTIVE ENGINEER
Address	ENGINEERING SECTION, ASSAM UNIVERSITY SILCHAR