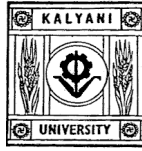


UNIVERSITY OF KALYANI



NOTICE INVITING E-TENDER

Tender ID showing at <http://wbtenders.gov.in> 2017_UOK_121403_1

Tender Ref. No.: WD/3T-1/615

Dated: 25/07/2017

Online E-Tender is invited **for Non Comprehensive AMC for maintenance of different installed items at the Auditorium along with operation of the facilities installed in the Auditorium** by the eligible vendors. Interested vendors may follow the instructions as given below for submission of their tenders under online mode:

Scope of work:

1. Attending the installed items once in every month.
2. Through checking, cleaning and servicing of the equipment at least once in a month.
3. Greasing of bearings of motors and cleaning of condenser coils & cooling coils as and when required.
4. Replenishing of refrigerant, which leaked out due to normal wear and tear.
5. Checking of belt tension and adjustments. Replacements of belts when found necessary.
6. Checking of electrical terminals.
7. Cleaning of condensate drain line when found necessary.
8. Replacing of parts in installed equipment when found necessary.
9. Operation of installed items and facilities during the running of different programmes.
10. Checking the running status of fire fighting system
11. Reporting to the concerned Officer about the non functioning of installed system, if any, as and when occurred.
12. Others, as may be directed by the University from time to time.

Items not covered under the scheme:

1. Day to day maintenance (e.g. filter cleaning etc.) of the plant.
2. Repair / replacement of the incoming switch and incoming cable.
3. Repair / replacement of false ceiling insulation, ducting & all type of masonry work.
4. Replacement of any equipment or spares.

Dates & Information:

Sl.No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : https://wbtenders.gov.in	25 th July 2017
2	Documents download (online)	25 th July 2017 (from 5.10 p.m.)
3	Bid Submission Start Date(on line)	25 th July 2017 (from 5.10 p.m.)
4	Bid Submission Closing Date (Online)	7 th August 2017 (up to 2 p.m.)
5	Bid Opening Date (Online) – Technical Bid	9 th August 2017 (from 2 p.m.)
6	Date of uploading list for technically qualified bidder (online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified

1. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the University of Kalyani's website www.klyuniv.ac.in.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

3. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, the submission of bids and other documents etc. will be as per the list given above.

4. Eligibility for Quoting:

The intending bidder should have the experience of having completed/maintained the work Auditorium under Govt., PSU, Semi Govt. etc. during last 05 (five) years ending 31/03/2017.

Completed/maintained means execution/maintenance of auditorium acoustic work of minimum 400 (four hundred) seating capacity including stage craft, stage light, sound system, internal electrical work and sitting arrangement, air condition system, projection system etc.

Vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements:

Vender having average annual Turn Over for last three financial years is more than Rs.1 Crore in India for the year 2013-14, 2014-15 & 2015-16 are eligible to participate in the Tender.

6. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardised formats in two covers (folders):

I. Technical File (Statutory Cover) containing:

1. **Annexure** –

- a) Basic Information (Vide Annexure I) *(to be submitted in “Annexure” folder)*
- b) Application for Tender - (Vide Annexure II) *(to be submitted in “Annexure” folder)*
- c) Authorization letter - (Vide Annexure III) *(to be submitted in “Annexure” folder)*
- d) Affidavit Proforma - (Vide Annexure IV) *(to be submitted in “Annexure” folder)*
- e) DECLARATION ON NIT - (Vide Annexure V) *(to be submitted in “Annexure” folder)*

2. Details of the Personnel with qualifications and area of core competence (Bidders must relevant documents in this respect in **“Technical Details”** Folders.

3. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2013-14, 2014-15 & 2015-16 in **“Accounts”** folder.

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			Manufacturing Authorisation/ Manufacturing Certificate
2	Company Details	Company Details 1	Trade Licence/Enlistment Certificate
			Registration with Registrar of Companies
			Memorandum of Articles for Limited

			Companies.
3	Credential	Credential 1	<p>a) Copy of the Work order for doing Similar nature of work at least for last 5 years in Govt., PSU, Semi Govt. etc.</p> <p>b) Brief User List preferably for users in Govt., PSU, Semi Govt. etc.</p>
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2013-14
			Income Tax Returns submitted for the Assessment year 2014-15
		Payment Certificate 2	Income Tax Returns submitted for the Assessment year 2015-16
			VAT/CST Returns (of the last quarter) for the year 2013-14
			VAT/CST Returns (of the last quarter) for the year 2014-15
VAT/CST Returns (of the last quarter) for the year 2015-16			

6.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

Bill of Quantities (BOQ): The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet.

7. The tenderers are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

8. Evaluation of the tenders

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre qualification etc, the Tenderer quoting the lowest rate will be considered as successful.

9. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

9.1 Bid Information:

- a) **Bidder must quote in Indian Rupee (INR) for the item in the BOQ.**
- b) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) **Bidder must follow the instruction for filling up BOQ as per Clause 6.3.**

9.2 **Evaluation of Quotation:** The University will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vendor.

9.3 **Award of Contract:** The University will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially for both the equipments. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

9.4 Validity of the Contract:

The Contract will be valid for a period of 1 year from the date of the award of the contract as officially acknowledged by the service provider. It may be renewed after 1 year based on the performance of the previous work. University may also terminate the contract before its validity with prior notice for 15 days.

9.5 **Credentials:** Documents of previous experience of similar job must be provided by the bidder for technical bid evaluation in line with Clause No. 4 above.

9.6 Bidder must submit a list of Technical persons showing their area of core competence on all installed items in the Auditorium.

9.7 During the time of any programme running at the Auditorium, bidder must ensure the presence of good number of experts in the auditorium to ensure smooth running of the programme.

9.8 **Time Schedule:** Bidder must be prepared to take up the job within 3 days from the date of receipt of the AMC order.

9.9 **Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a minimum period of three months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

9.10 **Payment Schedule :** Payment be made after rendering satisfactory service duly certified by the appropriate University Authority either on half yearly or quarterly basis. Under no circumstances, bill will be paid in advance.

9.11 Performance Security:

Successful bidder should deposit Performance Security money equivalent to the 10% of the order value in the form of DD/ suitable negotiable instruments as to be decided by the University immediately before issuing purchase order from the University. Such security will be refunded after completion of the AMC period in normal case without any accrued interest. University may forfeit the Security Money in the event of the following circumstances:

i) Selected vendor withdraws the bid before expiry of its validity but after receipt of the AMC Order.

- ii) Selected vender does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
- iii) Selected vender fails to run the systems after their break down that occurred due to the part of negligence of the vender.
- v) In case of any false submission /statement by the bidder
- vi) In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions

9.17 **Requisite Documents to be submitted:** Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, VAT, Audited Statement of Accounts and other documents as sought for under Clause 6.2.II of this tender.

9.18 **Turnover Criterion:** Bidder must have average annual turnover of not less than **Rs.1 Crore** in three consecutive financial year ending **2015-16.**

9.19 Bidder should report to the appropriate authority of the University about the operational problems of any item(s) covered under AMC as and when the problem detected.

9.20 **Disposal of Disputes:** In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

Discretion of the University:

9.21 University may take decision about non-issuance of the AMC order even after selection of vendor due to its fund constraints.

9.22 University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

9.23 University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

10. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

11. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

12. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

Annexure I

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

1.	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	GST Registration No.(Please enclose copy of GST Registration)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Purchase order & user list, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	2013-14: Rs..... 2014-15: Rs..... 2015-16: Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder(Please enclose copy authenticating your status)	Manufacturer/Dealer/Distributor/Selling Agent/Stockiest (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

**Signature of the Bidder
(With Seal)**

Annexure II
APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To
The University Engineer
University of Kalyani
Kalyani-741235
Nadia, West Bengal

Sub: NIT for the Non Comprehensive AMC for maintenance of different installed items at the Auditorium along with operation of the facilities installed in the Auditorium

Ref: - **WD/3T-1/615**, dated 25/07/2017

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of
.....in the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document vide **Clause 9** and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for the following item /items with manufacturing capacity and assured supply to the University of Kalyani

Sl. No.	Description of Items	Make	Model No.	Quantity	Offer Validity

4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date :-

Signature of applicant including title and capacity in which application is made.

Contact no:

E-mail address:

Postal Address:

Annexure III

(Authorization letter in favour of the applicant (other than Managing Director/
Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail
Address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr.(Name),

Employee of this Organisation as..... (Official Designation)
is

Hereby authorised to submit tender online, Vide NIT No.....,

Dated on behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal

ANNEXURE IV

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

I, Sri/Smt.....

The Managing Director/Proprietor (etc.) of the Firm.
..... (Name of the firm)

At (address).....

Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Chemicals / Equipments/other items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.

2. That no case is pending against me or against my firm in any criminal court of law to supply of Chemicals, Lab. Chemicals & Laboratory Equipments and other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).

3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.

4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.

5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).

ANNEXURE V

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

DECLARATION ON NIT

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that on behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).

In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the University of Kalyani for taking decision related with the tender for which the said NIT was uploaded.

Full signature of the Person
(Designation with Seal)

Date:

Place:

Validate

Print

Help

em Wise BoQ

Tender Inviting Authority: Department of Works, University of Kalyani

Name of Work: Non Comprehensive AMC for maintenance of different installed items at the Auditorium along with operation of the facilities installed in the Auditorium

Contract No: WD/3T-1/615

Bidder Name :										
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 #	TEXT #	NUMBER #	NUMBER	TEXT	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Quoted Currency in INR / Other Currency	BASIC RATE In Figures To be entered by the Bidder Rs. P	Any Other Taxes/Duties/Levies/Charges	Educational Discount if any,	NET AMOUNT Without Taxes	NET AMOUNT With Taxes	NET AMOUNT with Taxes In Words
1	2	4	5	12	13	17	18	53	54	55
1	Non Comprehensive AMC for maintenance of different installed items at the Auditorium along with operation of the									
1.01	Monthly preventive maintenance of all installed items checking, cleaning, adjustment if required related to Air conditioning system, Auditorium light, Stage light, Stage Craft, Audio system, Projection system, Fire Fighting System, Sitting arrangement of the Auditorium at Kalyani University including Replenishing of damaged parts by new ones in order to keep the Auditorium in ready condition for a period of one year along with operation of installed facilities during different type of programmes for a period of one year . The exact cost of new spare parts(if required) to be reimbursed separately by the client	1.000	Lumpsum	INR				0.00	0.00	INR Zero Only
Total in Figures								0.00	0.00	INR Zero Only
Quoted Rate in Words										