

# OFFICE OF THE REGISTRAR : BODOLAND UNIVERSITY

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File. No. BU/ENGG/P.T.C. Lab/18-19/80

Date 25/03/2023

## NOTICE INVITING TENDER

Sealed tenders are invited by the Bodoland University from reputed Firms, Contractors etc. having valid Electrical License issued from PWD (E)/APDCL for the following maintenance work. The last date of submission of tender at the office of the undersigned is 10<sup>th</sup> April 2023 up to 12.00 Noon. The tenders will be opened on the same day at 12.30 pm in presence of bidder or their authorized representative.

Sl. No.	Name of work	Approximate value of work	Time of Completion	Cost of Tender document	EMD
1	Supply, installation, fitting and fixing of electrification work and Earthing work at Plant Tissue Culture Laboratory of Bodoland University Haldaibari Campus. etc.	20.76 lakh	6 month	2000.00	2% for General caste and 1% for SC / ST / OBC / MOBC of the Tender value.

The details particulars of Tender may be obtained from the University website [www.buniv.edu.in](http://www.buniv.edu.in) an amount of Rs. 2000/- (Rupees two thousand) only (non-refundable) should be deposited as tender fee by online mode Account No. 31607155480, IFSC Code. SBIN0007379 and receipt of the same should be submitted with tender document.

Registrar  
Bodoland University

Copy for information to:

Memo No. BU/ENGG/P.T.C. Lab/18-19/80

date 25/03/2023

1. The P.S. to V. C. for kind appraisal of V.C. B.U, Kokrajhar – 783370
2. The P.S. to Finance Officer (i/c), Bodoland University, Kokrajhar – 783370
3. The Asst. Engineer, Bodoland University, Kokrajhar-783370
4. The System Administrator, B.U. for upload in university website, Kokrajhar
5. Notice Board – Administrative Building.
6. Office Copy.

Registrar  
Bodoland University

## **ELIGIBILITY CRITERIA:-**

- (i) The bidders shall have having valid Electrical License issued from PWD (E)/APDCL.
- (ii) Satisfactory completion of at least one similar works each of value not less than Rs. 20.00 lakhs or two similar works each of value not less than Rs. 10.00 lakhs (year ending March, 2023).
- (iii) Similar work shall mean works of supply, installation, fitting and fixing of electrification work and Earthing work etc.
- (iv) The bidders should have average annual financial turnover of Rs. 50.00 lakhs.
- (v) The firm should have valid registration for service tax GST and should have Permanent Account Number (PAN).
- (vi) The bidders should have ESIC (Employees' State Insurance Corporation), PF certificate and valid labour license.
- (vii) The bidders shall submit a solvency certificate for an amount of Rs. 20.00 Lakhs from a bank.
- (viii) IT Returns for the last three consecutive financial years ended on March 31, 2022 audited by CA.
- (ix) The bidders should furnish copies of work orders and completion certificates from the clients in support of the above.

## **TERMS AND CONDITIONS:**

1. The work must be guaranteed for a period of 12 months for its satisfactory performance from the date of completion and all defects cropping up within this period must be rectified at contractor's cost immediately at own cost.
2. Rates shall be quoted in both figures and words. Rate quoted in original Tender will be considered.
3. No Tender will be accepted after the stipulated date and time as mentioned.
4. The proposed work be increased as per need of this office and no payment will not be considered against incomplete work and found not satisfactory by this office.
5. The undersigned reserves the right to accept any or to reject any or all the Tender/Tender without assigning any reasons whatsoever and he does not bind himself to accept the lowest Tender.
6. All taxes including GST, duties, cess, levies, royalty, transportation cost, packaging cost, delivery cost, loading-unloading cost or any other tax on material etc. required in connection with the work/supply payable by the Tenderer under the contract, or for any other cause shall be included in the rates, prices submitted by the Tenderer. No extra amount will be borne by the Department.
7. **CONDITIONAL TENDERS OR INCOMPLETE TENDERS ARE LIABLE FOR REJECTION.**
8. Each page of the tender shall be signed by the authorized person and cutting or overwriting should be treated as cancelled.
9. The tenderers shall quote their rates for individual items both in words and figures; in case of discrepancy between the rate quoted in words and figures, the unit rate quoted in words shall prevail. If no rate is quoted for a particular item, the tender will be liable for rejection.
10. **EXTENSION OF TIME:**  
In case if the entire Electrical work is not able to complete within the given period. The Contractor shall apply for extension at least 15 days before the expiry of the period of completion.

#### 11. GUARANTEE (for Electrical Portion of work)

- a). The Electrical work carried out shall be guaranteed against manufacturing defects and/or workmanship and for its satisfactory performance for a period of 12 months from the date of commissioning. Necessary warranty certificate obtained from manufacturer for the material supplied by contractor shall be submitted to University at the time of commissioning.
- b). The all fitting and fixing items shall be warranted for a minimum period of 12 months by the manufacturer. Necessary certificates shall be handed over to University by the contractor.
- c). During the course of guarantee period, in case any defect is noticed due to faulty workmanship or defective materials used, necessary repair has to be arranged to the entire satisfaction of the University and such works will be carried out at contractor's risk & cost.
- d). The bidders shall **strictly furnish** aforesaid information in the formats/schedules given. **Non adherence to furnishing of information in the given format/schedules given will lead to disqualification of tender.**
- e). Each page of the application shall be signed by a person having necessary authority to do so.

#### 12. ACCIDENT, SAFETY OF MEN AND MATERIAL

- a). The contractor shall be fully responsible for ensuring safety at all times and shall bear the cost of all damages in cases of accidents/ unusual occurrences resulting in damages to University property.
- b). The contractor must ensure the safety of labourers engaged by him while handling the materials/transporting the materials from one place to other places during the course of execution of Electrical work and the University will not be responsible for any injury sustained by the labourer or any fatal accident and the contractor should bear all the loss and expenditure involved.
- c). The Contractor shall take all precautionary measures not only for protection of his own personnel moving about or working on the University premises, but also confirms to the rules and regulations of the Universities in this respect.

#### 13. QUALITY OF ELECTRICAL WORK

- a). All Electrical work shall be carried out to the entire satisfaction of the University.
- b). All materials used in the execution of the contract shall conform to the Indian Standard Specifications and be of the best quality and of the class most suited for the purpose specified.
- c). The contractor shall ensure that the equipments & services under the scope of this contract whether manufactured or performed with in the Contractors premises or at his subordinates premises or at the University site or at any other places also strictly in accordance with the provisions of this contract. For this purpose, the contractor shall adopt necessary quality assurance programmed to control such activities at all stages.
- d). If any item found technically and quality wise unacceptable by the Registrar, University reserves the right to reject and require free replacement provision with technical and quality is better item.

**14. The Tenderers will have to furnish the following with the bid:**

- i) Court-Fee stamp of Rs.10.00.
- ii) Copy of Electrical License issued from having valid Electrical License issued from PWD (E)/APDCL.
- iii) The no Power of Attorney will be accepted.
- iv) The receipt of tender fee and EMD deposit should be submitted along with the bid.
- v) Copy of PAN.
- vi) Copy of GST registration.
- vii) Copy of up-to-date Trade License
- viii) Undertaking regarding not blacklisted.
- ix) The Firm/Contractor should have ESIC (employees' State Insurance Corporation) and PF certificate.

**15. RIGHT TO ACCEPTANCE / REJECTION OF TENDER:**

- a). The right of acceptance of Tender rests with the authority of University who does not bind itself to accept the lowest Tender and also reserve the right to reject any or all the Tender(s) received without assigning any reason whatsoever. Any dispute arises in future will be finalized by the Jurisdiction of Kokrajhar Court.
- b). Tenders imposing any extra conditions of their own will not be entertained.
- c). No price escalation will be granted.

**16. AWARD OF CONTRACT:**

- a) After fulfillment of criteria in the evaluation process and approval from competent authority the notification of award i.e., L.O.A.(Letter of Acceptance) will be issued in favor of selected supplier for supply at approved rates. However, lowest evaluated price shall not be the sole criteria for award of contract.
- b) Within 15 (fifteen) days of receipt of the notification of award i.e., L.O.A, on signing the agreement and submission of Performance Security Deposit@ 5% by the selected tenderer, the Authority of B.U. will award the contract to the selected q u o t a t i o n e r.
- c) On acceptance of the Bid, the Bidder shall name in writing his accredited representative(s), who would be responsible for taking instructions from the Department.
- d) On submission of the Performance Security Deposit by the successful bidder, the EMD/Bid Security will be returned to him by the authority.

**17. PENALTIES FOR DELAYED SERVICES:**

Penalty: The firm shall rectify any breakdown within 24hours failing which penalty for non performance @0.5% per week of delay subject to a maximum of 10% of the contract price will be imposed and in the event of any damage to the property or life arising out of non performance, contractor will be solely responsible.

The Authority of University reserves the right to cancel the order in case the delay is more than 4 weeks. Penalties, if any, will be deducted from the Security Deposit.

#### **18. PAYMENT PROVISION:**

No advance payment will be made at any circumstances. However, payment will be released within a reasonable period from the date of receipt of the bills along with certified copies of monthly service reports, log sheets, work done as per the scope of work mentioned in the tender/contract duly certified by the concerned in-charge. Contractor will submit monthly/quarterly bills duly supported with necessary check list, log sheets monthly service reports duly signed by the concerned in charge and certified by the designated officer to the effect that the job mentioned in the bill actually has been carried out satisfactorily as per the contract. Thereafter, the undersigned will make payment to the contractor within a reasonable period after deduction of applicable taxes/ TDS etc.

#### **19. WHERE THE TENDERER/BIDDER/SUPPLIER WILL QUOTE HIS RATE?**

The Tenderer/Bidder/Supplier has to quote the rate/value in the “**Form of Bid**” against the work/supply.

#### **20. LANGUAGE OF THE TENDER**

All documents relating to the tender shall be in the English Language.

**Interested bidders may submit their bid in sealed envelope super scribed “TENDER FOR Supply, installation, fitting and fixing of electrification work and Earthing work at Plant Tissue Culture Laboratory of Bodoland University Haldaibari Campus, addressed to “The Registrar, BODOLAND UNIVERSITY, Debargaon, Kokrajhar, BTAD, Assam, and Pin-783370.”**

Registrar  
Bodoland University  
Kokrajhar

## FORM OF BID

**Name of work:** - Supply, installation, fitting and fixing of electrification work and Earthing work at Plant Tissue Culture Laboratory of Bodoland University Haldaibari Campus.

SL.No.	Item Description	Qty	Unit	Rate in Rs.		Amount In Rs.
				In figure	In words	
1	Wiring for circuit/ submain wiring alongwith earth wire with the following sizes of FRLS PVC insulated copper conductor, single core cable in surface/ recessed steel conduit as required.					
A	2 X 6 sq. mm + 1 X 6 sq. mm earth wire	1520	metre			
B	2 X 10 sq. mm + 1 X 6 sq. mm earth wire	580	metre			
2	Supplying and fixing following modular switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required.					
A	15/16 A	50	each			
B	6 pin 15/16 A socket outlet	10	each			
3	Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess, including providing and fixing 6 pin 5/6 & 15/16 A modular socket outlet and 15/16 A modular switch, connections etc. as required	60	each			
4	Supplying and fixing following way, single pole and neutral, sheet steel, MCB distribution board, 240 V, on surface/ recess, complete with tinned copper bus bar, neutral bus bar, earth bar, din bar, interconnections, powder painted including earthing etc. as required. (But without MCB/RCCB/Isolator)					
A	16 way, Double door	4	each			
5	Supplying and fixing 5 A to 32 A rating, 240/415 V, 10 kA, "C" curve, miniature circuit breaker suitable for inductive load of following poles in the existing MCB DB complete with connections, testing and commissioning etc. as required.					
A	Single pole	60	each			

6	Supplying and fixing following rating, four pole, 415 V, isolator in the existing MCB DB complete with connections, testing and commissioning etc. as required.					
A	63 A	4	each			
7	Earthing with copper earth plate 600 mm X 600 mm X 3 mm thick including accessories, and providing masonry enclosure with cover plate having locking arrangement and watering pipe of 2.7 metre long etc. (but without charcoal/ coke and salt ) as required.	12	set			
8	Providing and fixing 4.00 mm dia copper wire on surface or in recess for loop earthing along with existing surface/ recessed conduit/ submain wiring/ cable as required.	300	metre			
MR1	Supplying with installation testing and commissioning of Hi -- wall 3 STAR rating non ducted split type air conditioner of the following capacity with cordless remote complete with indoor and outdoor unit, copper pipe and electrical connection up to 5 m between the room unit and outdoor unit as approved by the Deptt.) as directed by the department. 1.5 Ton Capacity, Voltas make or equivalent make)	10	Each			
MR2	Supply, fitting and fixing of lightning arrester as directed by the department	12	Each			
					<b>Total in figure Rs.</b>	
	<b>Total in words Rupees</b>					

**DECLARATION**

1. We undertake, if our Tender is accepted, to commence the work/supply as soon as in reasonably possible time after the receipt of the award of contract and to complete the work/supply comprised in the Contract within the stipulated time stated in the document.
2. We agree to abide by this Bid for the period of 180 days validity from the date fixed for receiving the same, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. Unless and until a formal Agreement is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.
4. We understand that you are not bound to accept the lowest or any bid you may receive.
5. Certified that I will not claim anything in any shape from the Bodoland University if the work/supply order is curtailed or stopped at any stage for any reason thereof.
6. I, the undersigned, do hereby agree not to discontinue maintenance of the awarded work even if there is no Running bill payment.
7. I, the undersigned, do here by certify that all the statements made in the required attachments are true and correct.
8. I do here by accept all T& C as per the Tender Document.
9. We undertake, our quoted rates will be same for at least 12 calendar months without any enhancement of rates.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ /2023

Name of tenderer/supplier .....

Signature & Seal of the Authorized Signatory of the tenderer/bidder

Address.....



### **CHECK LIST**

Check list of documents (All documents should be signed, stamped and serially arranged)

<b>Sl. No.</b>	<b>Particulars of Document</b>	<b>Whether Enclosed (Yes/ No)</b>
1	DD for EMD	
2	DD for Cost of Tender Document	
3	Trade License	
4	Certificate from CA stating the Annual Turnover for last consecutive 3 FYs	
5	Self attested copy of valid Labour license	
6	Self attested copy of PAN card, GST, EPF Certificate, ESIC.	
7	Self attested copy of experience certificates establishing an experience of similar work (Work Order and Completion Certificate)	
8	Undertaking regarding not blacklisted.	
9	Electrical License issued from PWD (E)/APDCL	