



# University of Calcutta

87/1, College Street, Kolkata-700 073

## WEBSITE E-TENDER NOTIFICATION

E-Tender No. - Eng/ET-113/20-21

Date: 11/12/2020

E-Tender for the proposed "Annual Maintenance Contract of 17 (Seventeen) nos Lift (Passenger & Book) at different campuses at University of Calcutta."

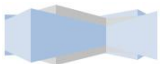
Please visit <https://wbtenders.gov.in/nicgep/app> , &  
[https://www.caluniv.ac.in/tender/tender\\_news.html](https://www.caluniv.ac.in/tender/tender_news.html)

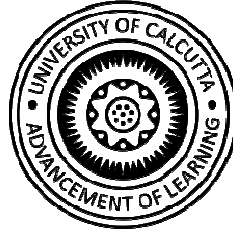
**Tender ID:** - 2020\_CU\_308739\_1

*Online Bid Submission Start Date: 11-Dec-2020 05:00 PM*

*Online Bid Submission End Date: 25-Dec-2020 02:00 PM*

UNIVERSITY ENGINEER (C.U)





# University of Calcutta

87/1, College Street, Kolkata-700 073

E-Tender No. Eng/ET-113/20-21

Date: 11/12/2020

E-Tender for the proposed “Annual Maintenance Contract of 17 (Seventeen) nos Lift (Passenger & Book) at different campuses at University of Calcutta.”

Name of Work	Earnest Money Amount (EMD) (Rs.)	Time of completion	Bid Validity Days	Name of the Concerned Department
Annual Maintenance Contract of 17 (Seventeen) nos Lift (Passenger & Book) at different campuses at University of Calcutta	1,00,000 /- (To be deposited Online)	365 days	365 days	Office of the University Engineer, CENTENARY BUILDING, 7 <sup>th</sup> Floor, 87/1 College Street Kolkata-700073, C.U.

Item rate e-tender are invited from the resourceful experienced & bonafied agencies for the work as mentioned below. Agencies are requested to visit the site and consult with the U/S or concerned S.A.E. (Electrical) in different Campuses for queries if any prior to the submission of their bid.

**NAME OF WORK: Annual Maintenance Contract of 17 (Seventeen) nos Lift (Passenger & Book) at different campuses at University of Calcutta.**

**Eligibility Criteria** : The agency has to submit all the relevant documents in support of valid trade license, GST no, Pan No & Credential for satisfactory Completion of similar nature of Govt. job or Undertaking or Autonomous Institution etc within 3 years.

**DETAILS OF LIFT**

1. Alipore Campus—3 Nos Passenger and 1-No Book Lift,(2) Viharilal College—1 No (3)College St. Campus—2-Nos Passenger and 2-nos Book Lift (4) Bally.Sc.College—3-Nos (4) Hazra Law College --1 No (5) Rajabazar Sc. College—2 No (6) Goenka Hospital—1 No (7) Tech.Campus—1 No.

The University Engineer, C.U reserves the right to accept or reject any bid, to change any terms & conditions, or to terminate the contract without assigning any reason and is beyond questionable.

Parties are requested to visit the site and bid accordingly.

**TERMS AND CONDITIONS FOR THE GUIDANCE OF CONTRACT**

- 1) All the lift should be examined regularly & systematically to get uninterrupted lift service. Rate should be submitted separately (each lift) inclusive all Govt. taxes.
- 2) Machines & parts will be covered under the AMC ----- Machine Unit , Drive Motor, Bearing, Controller Parts, Switches, Over speed Governor, Brake Coil, Brake Shoe Liner, Contacts, Coils Guide Shoe & Gibs, Push Button of Car operating panel, Hall Button Unit, Traveling Cable, Suspension Ropes, Lift Fan, Light & Battery etc.

- 3) You should and must check all the safety devices and Governors periodically to ensure Passenger Safety.
- 4) Maintenance /Breakdown attendance report duly signed by the Liftman/ Caretaker to be submitted to the S.A.E. of the respective campuses.
- 5) As and when required skilled Technician / Supervisor have to be deployed at every campuses to ensure smooth lift services.
- 6) You are supposed to provide Tel. Nos. of your Offices/Technicians at different sites of Kolkata so that you can be contacted at any time for breakdown case. .
- 7) Technicians/ Supervisor or any other authorized person engaged for Lift maintenance work must carry and display a photo identity card issued by the agency.
- 8) Contractor shall ensure necessary insurance policies, workers compensation for their staffs engaged for maintenance work.
- 9) Engineers of the agency should meet and submit report to undersigned every alternate month to enlighten about the condition of the lifts.
- 10) Written permission is to be obtained from the employer or his authorized representative for taking out of any materials from the site.
- 11) AMC for <sup>17 nos</sup> lifts should be considered separately for providing services at any time and at any campuses of the University.
- 12) For any kind of change in circuit diagram to any electric/ electronic circuit should be reported to the undersigned with existing and changed diagram.
- 14) Payment against the AMC will be made quarterly.

✚ **Mode of payment:** Quarterly Basic subject to the submission of work completion certificate and other relevant documents.

## A. Eligibility Criteria:

1. The intended bidders should submit the documents of Valid trade License , GST Registration Certificate & Pan, and credential for satisfactory completion of similar nature of job amounting 75 % of the estimated value in a single tender in the last three financial year of Government and Government Undertakings and Government aided Universities & Autonomous Institutions.
2. Agency does not have E.S.I. Registration, must submit 'Workmen's Compensation Insurance Policy' Certificate for the said job from any Govt. undertaking Insurance Company before starting the work.

## B. GENERAL TERMS AND CONDITIONS FOR THE GUIDANCE OF CONTRACT

1. The rate should be quoted after inspection of the site and inclusive of all incidental charges i.e. freight, insurances, labor insurances, handling charges, necessary government taxes, duties etc as well as the Water, Electricity charges which are to be paid to KMC, CESC and other bodies.
2. **Liquidated damage** will be charged to the contractor if they fail to complete the work within the stipulated time, @ 0.10% of the contract value per day.
3. **Time** is the essence of this contract. Normally no time extension will be granted. In case of prayer for extension of time the University authority has the full right reserved to grant it or discard it.
4. The contractor will not be allowed to work on any Saturday, Sunday or University holidays if prior permission in writing is not taken from the Engineer C.U.
5. (a) The University authority will retain a sum amounting 10% of the bill of the contract for a period of six months (which is the defect and liability period) from the date of completion of work as **retention money** for the work.  
(b) For special type of work like roof water proofing treatment the defect and liability period would be 5(five) years and the University authority will retain 10% of the bill of contract for the period for any value of work.
6. Any item executed at the time of work which is not covered in the item listed in the tender will be dealt with as per current PWD Schedule of rates corrected to the extent of percent quoted by the bidder. However the items not covered in the PWD Schedules of the work will be dealt with as per market price subject to approval of the Engineer, C.U.
7. The bidders should submit attested copies of current Trade License, GST Registration Certificate & PAN With the bids which the tender may be treated as cancelled.
8. Work is to be carried out as per PWD specification or as per direction of the Engineer C.U.
9. The contractor should procure **I.S.I./B.I.S** marked materials approved by the Engineer C.U. The materials brought to site for execution of the work should by no means be taken out of site without the permission of the Engineer C.U.
10. The rates must be quoted in words as well as in figure otherwise the tender will be cancelled.

11. **The University will not be bound to accept the lowest bidder.**
12. The University will not supply any material to the contractor.
13. The contractor will have to submit bill in printed format in duplicate.
14. The contractor will have to take necessary instruction from the concerned Sub-Assistant-Engineer regarding the execution of work.

**Earnest Money (EMD):-** Intending bidders are requested to deposit Rs. **1,00,000** /- (to be deposited online by each bidder) only to be deposited by the bidder concerned electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank generating NEFT/RTGS Challan from the e-tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.

*Bidders are also advised to submit EMD of their bid, at least 3 working days before the closing date for bid submission as it requires considerable time for processing of Payment for EMD.*

**For availing exemption of EMD: -**

- 1) **Bidders are requested to upload the **NSIC / MSME Registered Certificate** for getting exemption of EMD. For that they need to select the EMD page as Yes and provide the exemption type as fixed and put the actual EMD amount in Rupees and upload the exemption document.**

**N.B.:** During evaluation, the bidders may be invited and clarification/ information or additional documents or original hard copy of any of the documents already submitted may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.

### C. Important Dates :

Sl. No.	Items	Publishing Date (s)& Time
1	Date of uploading of N.I.T. & Tender documents (online) from this end	11.12.2020 at 05:00 p.m
2	Starting of Documents download (online)	11.12.2020 at 05:00 p.m
3	Bid Submission starting (on line)	11.12.2020 at 05:00 p.m
4	Bid submission closing date (online)	25.12.2020 at 02:00 p.m.
5	Bid opening date for Technical Proposal (online)	28.12.2020 at 02:00 p.m
6	Date of uploading list for Technically qualified Bidder (on line)	To be notified later on
7	Date and Place for opening of Financial Proposal (online)	To be notified later on
8	Date of uploading of list of bidders along with the approved rate	To be notified later on

## INSTRUCTIONS TO BIDDERS/CONTRACTOR

Instructions / Guidelines for electronic submission of tenders have been annexed for assisting the contractors to participate in E-Tendering.

- I. **Registration of Contractor:** - Any bidder willing to take part in the process of e - Tendering will have to be enrolled & registered with the Government e - Procurement system through logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e - Tendering site as given on the web portal.
  - II. **Digital Signature Certificate (DSC):** - Each bidder is required to obtain a class - II or class - III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider.
  - III. **Collection of Tender documents:** - The bidder can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
- IV. **Cost of Earnest Money (EMD)**

Name of the Works	Earnest Money (EMD) Quoted INR
Annual Maintenance Contract of 17 (Seventeen) nos Lift (Passenger & Book) at different campuses at University of Calcutta	Rs. 1,00,000 /- (To be deposited Online)

- V. **Submission of Tenders:-**
- a. **General process of submission:** - Tenders are to be submitted through online to the website <https://wbtenders.gov.in> in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
  - b. **Technical Bid:-** Technical Bid contain scanned copies of the followings further in two cover (folder)
- VI. **Statutory Cover Containing**
- i) NIT and Corrigendum if any (Download the NIT and upload the same by digitally sign).

## VII. NON-STATUTORY/MYDOCUMENTS containing the following documents:

Sl.No.	Category	Sub Category	Sub Category Description
A.	Certificates	Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration certificate
			4. Service Tax Registration Certificate
			5. Credentials for last 3 years.
B.	Company Details as per Requirement		1. Proprietorship Firm (Trade License). 2. Partnership Firm including LLP(Partnership Deed , Trade License) 3. LTD Company(Incorporation certificate, Trade License) 4. Society(Society Registration copy, Trade License) 5. Power of attorney

### **Rejection of Bid:**

*Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes & reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tender Committee's action.*

**Note: Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.**

### **VIII. Financial Bid: - BOQ in INR (in excel sheet)**

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.



## **IX. Opening & Evaluation of Tender:-**

### **Opening of Technical Bid:**

- i) Technical bid will be opened by the University of Calcutta Officials. Intending bidders may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified bidders would be uploaded.

**NB: While evaluation, the committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.**

## **X. Opening and evaluation of Financial Bid:**

Financial bid of bidders declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

## **XI. Penalty for suppression / distortion of facts:**

Submission of false document by bidder is strictly prohibited and will be liable for rejection of the tender.



UNIVERSITY ENGINEER (C.U)