



# University of Calcutta

87/1, College Street, Kolkata-700 073

E-Tender No. Eng/ET-264/21-22

Date: 10.02.2022

E-tender is being invited for the following work from the reputed, bonafied and resourceful agencies/contractors/bidders having credentials of similar nature of jobs in Government/ Semi-Govt./ Autonomous bodies/ State Universities under Govt. of West Bengal within last 3(three) years.

Name of Work	Earnest Money Amount (EMD) (Rs.)	Time of completion	Bid Validity Days	Name of the Concerned Department
Comprehensive Maintenance of 16 (Sixteen) nos. Lift (Passenger & Book) at different campuses under University of Calcutta for 3(three) years.	1,00,000 /- (To be deposited Online) <b>*Exemption of EMD is not allowed in any case.</b>	3 years	180 days	Office of the University Engineer Darbhanga Building, 87/1 College Street Kolkata-700073, University of Calcutta

## 1. Eligibility Criteria of Bidder:

- I) The Bidder 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 work from experienced & bonafied firms/ organizations having credential of similar nature of work in any Government/ Semi-Govt./State Aided University/Autonomous Govt. aided Institution and fulfills the qualifying criteria as mentioned in the tender document etc within 3 years.
- II) The intending bidder must attach the photo-copies of all the relevant documents such as Valid Trade License, GST & Pan and credential for satisfactory completion of similar nature of job amounting to 75 % of the estimated value in a single tender in the last three financial years in Government, or Government Undertaking or any State Aided University on line as Non-Statutory documents. Only completion certificate of the work will be considered as Credential of works. Original documents may be asked for verification of technical checking on the date of tender opening. Failing to produce original documents, the tender will be rejected.
- III) 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.
- IV) Category –I / Category –II Manufacturer of Lift as per Memorandum of P.W.D, Govt of West Bengal will be eligible only for participation in this tender
- V) The bidder must have a registered office at Kolkata and adjoining district in West Bengal.

2. **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.

- a) The bidders need to submit EMD of Rs **1,00,000** /- **only** through Bank Draft in favour of 'University of Calcutta' or through NEFT or RTGS or Bank Transfer at the given account as mentioned in the Portal along with their bids.

**EMD** through NEFT or RTGS or Bank Transfer Details:

Particular	Amount	Transaction No. & Date	Bank Name
EMD	Rs. <b>1,00,000</b> /-		

- b) **Exemption of EMD will not be accepted in any case, failing which the tender will be rejected.**
- c) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender.
- d) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- e) **No interest will be paid on the EMD (if any).**
- 1) **Security Deposit:** To be deducted @10% of the Bill value from 1<sup>st</sup> R/A or any subsequent Bills as security deposit and will be retained up to DLP period.
  - 2) **Compensation of Delay:** As per rules mentioned in West Bengal Form No.2911 under WBFR, Govt. of West Bengal.
  - 3) **Force Majeure:** As per rules mentioned in West Bengal Form No.2911 under WBFR, Govt. of West Bengal.
  - 4) **Action and compensation payable in case of Bad work: As per Clause 14 of West Bengal Form No.2911 under WBFR, Govt. of West Bengal.**
  - 5) **Procedure for debarment during the contract implementation stage:** As per rules mentioned in West Bengal Form No.2911 under WBFR, Govt. of West Bengal.
  - 6) **Liquidated damage:** As per rules mentioned in West Bengal Form No.2911 under WBFR, Govt. of West Bengal.
  - 7) **Defect and Liability period: 06(Six) months or as per Clause 17 of West Bengal Form No.2911 under WBFR, Govt. of West Bengal, whichever is more.**
  - 8) **Besides the above clauses, the contract of agreement will be enforced as per prevalent rules of West Bengal Form No.2911 under WBFR, Govt. of West Bengal.**
  - 9) **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.**

***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.***

### 3. General terms & Condition: -

#### 1) DETAILS OF LIFT:

Serial No.	Description of work/ item	Number of Lifts
1	Alipore Campus: Passenger Lift : Passenger – 15, Floors – (G+10), Type – Auto Door	2.00 Nos.
2	Alipore Campus: Passenger Lift - V3F : Passenger – 13, Floors – (G+7), Type – Auto Door	1.00 No.
3	Alipore Campus: Book Lift : Passenger – 80 Kg., Floors – (G+3), Type - Dumbwaiter	1.00 No.
4	Alipore Campus: Veharilal College: Passenger – 6, Floors – (G+3), Type – Manual Door	1.00 No.
5	College Street Campus: Asutosh Building (Passenger Lift): Passenger – 6, Floor – (G+3), Type – Manual Door	1.00 No.
6	College Street Campus: Centenary Building (Passenger Lift): Passenger – 20, Floor – (G+8), Type – V3F/ Manual	1.00 No.
7	College Street Campus: Library Building Book Lift: Book Lift – 80 Kg., Floor – (G+8), Type - Dumbwaiter	2.00 Nos.
8	Rajabazar Science College: Passenger lift – V3F, Passenger – 9, Floor – (G+3), Type – Single Speed/ Manual Door	1.00 No.
9	Ballygunge Science College: Passenger Lift – V3F, Passenger – 13, Floor – (G+8), Type – Single Speed/ Manual Door	2.00 Nos.
10	Ballygunge Science College: Passenger Lift – V3F, Passenger- 10, Floors – (G+8), Type – Auto Door	1.00 No.
11	Hazra Law College: Passenger Lift: Passenger – 13, Floors – (G+8), Type – Single Speed/ Manual Door	1.00 No.
12	Hazra Law College: Passenger Lift V3F: Passenger – 10, Floors – (G+8), Type – Auto Door	1.00 No.
13	Technology Campus: Passenger Lift: Passenger – 20, Type – V3F/ Auto Door	1.00 No.

Total= 16 nos Lifts

- 2) The participant bidders are requested to visit the site before submitting tender.
- 3) The Agency must check all the safety devices 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) Technician / Supervisor or any other authorized person engaged for lift maintenance work must carry and display a photo ID card issued by the agency.
- 6) Contractor shall ensure necessary insurance policy, workers compensation for their staffs engaged for maintenance work.
- 7) Engineers of the agency should meet and submit report to undersigned every alternate month to enlighten about the condition of the lift.
- 8) Written permission is to be obtained from the employer or his authorized representative for taking out of any materials from the site.
- 9) AMC for 16 nos. lifts should be considered separately for providing services at any time and in any campuses of the University of Calcutta.
- 10) For any kind of change in circuit diagram to any electric/electronic circuit should be reported to the undersigned with existing and changed diagram.
- 11) The University Engineer, C.U reserves the right to accept or reject any bid, or to change any terms & conditions, without assigning any reason.

#### 4. SPECIAL TERMS AND CONDITIONS: -

I) All the lifts should be regularly & systematically checked to get the uninterrupted & safe lift services periodically (per month) for the entire contract period of 3 yrs.

II) Agency should & must check all the safety devices with utmost sincerity & care in a regular interval to **ensure total safety of the passenger.**

III) Machines & Parts will be covered under AMC --- Machine Unit (Including ARD) , Drive Motor , Bearings , Gears , Controller parts , Switches , Over Speed Governor , Logic panel , Brake Coil,

Brake Shoe , Linear , Contacts , coils guide shoe, Push Button of Car operating panel, Lubricating oil , Hall button unit , Hooter, sound system , travelling cable, Suspensions ropes , Lift Fan , Light , Battery etc.

IV) Maintenance /Breakdown attendance report duly signed by the liftman/Caretaker to be submitted to the S.A.E of the respective campuses within 10<sup>th</sup> of each month for the entire contract period.

V) Written permission is to be obtained from the Employer for removal from the site of any materials brought therein by the contractor.

VI) Contractor shall ensure necessary insurance policies. to cover all risks against theft, fire hazard, workmen compensation, injury to persons etc. during the progress of work for the entire contract period.

VII) Technicians /Supervisors or any other authorized person engaged for lift maintenance work must carry and display a photo identity card issued by the agency.

VIII) For any kind of change in circuit diagram to any electric/electronic circuit should be reported to the undersigned with existing and changed diagram.

IX) Failing to continue satisfactory service for lift manufacturer, the agency will be terminated and the EMD amount and Security Deposit will be forfeited.

X) Payment Terms: Quarterly subject to submission of original bill and relevant documents such as performance report, attendance sheet.

XI) All machines are required to be overhauled quarterly.

XII) Agency will have to provide contract numbers for lodging complain & should have to attend any fault within 2hrs. of lodging complain.

XIII) Agency should have to maintain proper log book & have to be signed after each fault repairing/routine checkup/overhauling.

XIV) Agency will have to provide all necessary safety gazettes to his staff /technicians.

XV) Agency should have to engage experience & sound technicians for the job.

XVI) Agency should have to provide necessary insurances for his technicians.

XVII) Comprehensive maintenance means providing all spare parts required to make the machine healthy.

XVIII) 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.

XIX) **Specification of materials:** - As specified by Manufacturer.

XX) **Water & Electricity:** - Necessary arrangements for water & electricity at the time of executing the jobs are to be made by you at your own cost from the source given by the University.

XXI) **Time of completion:** - 3 years from the date issuing of the work order.

**XXII) Liquidated Damage:** - On failing to complete the project in time for reasons attributable to the agency, they shall be charged a liquidated damage @ 0.01% per day to a maximum limit of 10 % of the tendered amount or as per permanent rules of WBFR.

**XXIII) Measurements of work :** -The work done by the agency will be jointly measured in presence of the S.A.E's of the respective campuses.

**XXIV) Payment Terms:**

- a. R/A bill on quarterly basis will be paid after the submission of original bill and relevant documents such as performance report, attendance sheet duly signed by the Liftman / Caretaker and S.A.E of the respective campuses.
- b. Final bill will be paid after completion of the job.
- c. No advance payment (in whatever form it may be) will be made.
- d. Failing to submit the relevant documents along with the bill as mentioned in 10 (a) , the payment could not be processed.

**XXV) Defect & liability Period:** - The defect & liability period will be as per allotted time for completion of the work. Any defects pointed out during this period has to be mend good by the agency at their own cost failing which the retention money will be forfeited.

**XXVI) Escalation of Rates:** -Under no circumstances escalation of rate will be entertained.

**XXVII) Termination of contract:** - University authorities reserve the right to terminate the contract without showing any reason in case of deterioration of services or any indiscipline behavior or non-professionalism. In case of termination of contract, one-month prior notice will be issued by the University authority. In the agency wish to discontinue the contract agreement then he/she should submit application at least three (03) months prior before withdrawing of the contract agreement showing valid reason. In this case decision of the University authority will be full and final.



UNIVERSITY ENGINEER (C.U)

## 5. Important Dates:

Sl. No.	Items	Publishing Date (s)& Time
1	Date of uploading of N.I.T. & Tender documents (online) from this end	10/02/2022 ; 18:00 pm
2	Starting of Documents download (online)	10/02/2022 ; 18:00 pm
3	Bid Submission starting (on line)	10/02/2022 ; 18:00 pm
4	Bid submission closing date (online)	25/02/2022 ; 12:30 pm
5	Bid opening date for Technical Proposal (online)	28/02/2022; 12:30 pm
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
Comprehensive Maintenance of 16 (Sixteen) nos. Lift (Passenger & Book) at different campuses under University of Calcutta for 3(three) years.	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.



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