

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY
DIBRUGARH :: ASSAM
PIN: 786 004**



BID DOCUMENT

FOR

NAME OF THE WORK: Annual Maintenance Contract (AMC) of Generators at
Dibrugarh University

TENDER No: DU/PC/1581 **date** 22/10/2024

CUT-OUT SLIP

NAME OF THE WORK: Annual Maintenance Contract (AMC) of Generators at
Dibrugarh University

TENDER No: DU/PC/1581 dated 22/10/24

SUBMISSION DUE DATE & TIME : 19/11/24 up-to 5.00 P.M.

FROM:

TO:

NAME:
ADDRESS

THE REGISTRAR
DIBRUGARH UNIVERSITY
DIBRUGARH, ASSAM

(To be pasted on the outer envelope containing "Technical" & "Commercial" bids)



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH
Date:22/10/2024

No.DU/PC/1581

NOTICE INVITING TENDER

Sealed tenders are invited from vendor/firm/service provider for **Annual Maintenance Contract (AMC) of Generators installed at different locations of Dibrugarh University**. Details of the items, terms & conditions *etc.* are given at Part-B. Last date of submission of Tender with all relevant papers is **19/11/2024 upto 5:00 P.M.** to be submitted at Office of the Registrar, Dibrugarh University, Dibrugarh, Assam.

Availability of Bid papers	From 22/10/2024
Last date for receipt of Bid	19/11/2024 upto 5.00 P.M.
Time & Date of opening of Bid	20/11/2024 at 03:30 P.M.
Place of opening of Bid	Office of the Registrar, DU
Cost of Tender Document	1000/- + 18% GST (Non refundable)
EMD	Rs. 30,000.00 (Rupees Thirty Thousand) only

The tender should be submitted in two separate sealed envelopes *i. e.* **Part – I** "Technical Bid" and **Part – II** "Financial Bid". The Technical Bid shall be opened on the above-mentioned date and time and the Financial Bid of only those bidders who qualify in Technical Bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose technical bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.


Registrar
Dibrugarh University

Copy to:

1. The Chairperson, Tender Opening Committee, D.U. for information.
2. The Deputy Registrar (Admn.), D.U. for information and necessary action.
3. The University Engineer, P & C Br., D.U. for information and necessary action.
4. The Deputy Registrar (F&A) *i/c*, D.U. for information and necessary action.
5. The Programmer, D.U., with a request to upload the same on the University website.
6. Office File


Registrar
Dibrugarh University

PART A - TERMS AND CONDITIONS

GENERAL INFORMATION

The tender bids duly completed in all respects, along with the necessary documents should be submitted to the Registrar, Dibrugarh University, Assam. The Technical Bids so received, shall be opened on **19/11/2024 at 03:30 P.M.** in CHINTAN, Conference Hall, Office of the Registrar, Dibrugarh University in the presence of the representatives of the bidders. The Financial Bids of the Tenderers shall be opened on the same date or at a later date to be intimated to the Tenderers whose Technical Bids are found to be valid. Right to reject any or all Tenders, without assigning any reason thereof is reserved by Dibrugarh University.

Terms and Conditions:

Qualifying Criteria:

1. The Bidder must unconditionally accept all of the terms and conditions of this Tender document and shall have to submit a certificate stating the same. Without such a certificate, the "Tender" will be rejected. On this matter, no correspondence from the Bidder will be accepted.
2. On all pages, the individual signing the Tender or other documents must include his full name below his signature.
3. The details of the generators installed at different locations of Dibrugarh University is provided in **ANNEXURE-III**.
4. **Eligibility of the Bidder:** To avoid rejection or disqualification of the Tender, the bidder should verify its eligibility conditions as indicated below before submitting it and enclosing the required papers in the order listed below.
 - a) The Bidder should have an office/ a service base in Dibrugarh, Assam. In this regard, the Bidder shall produce supporting evidence in the form of a certificate of incorporation mentioning the address/rent or lease agreement of the premises.
 - b) The Firm/Vendor/Service Provider that have been blacklisted/ debarred in participating in any procurement activities by any State or Central Government or other Government organisations in India are not allowed to participate in the bid. In this regard, the Bidder shall produce a Notarized Affidavit on stamp paper of adequate value that the agency has not been blacklisted/debarred from participating in the tender/bids by any State or Central Govt. organization in India or PSU.
 - c) Bidder must submit a copy of similar experience in Higher Educational Institution//Government Autonomous body (Self-attested copies of work orders).
5. The AMC Tender must be submitted in two parts: **PART I** "Technical Bid" and **PART II** "Financial Bid". The two bids must be submitted in two separate sealed envelopes indicating the Bidder's name and must be put in the single outer cover superscribing as "**Annual Maintenance Contract (AMC) of Generators**" and also the Tender number.
6. Earnest Money Deposit (EMD) of **Rs. 30,000.00 (Rupees Thirty Thousand)** only should accompany the **Technical Bid** document. The EMD shall be paid in the form of Demand Draft from a Nationalized bank/Scheduled commercial bank in favour of **Registrar, Dibrugarh University payable at Punjab National Bank (PNB), Dibrugarh University Branch (code: 994000)**. Such EMD shall not carry any interest. Any Bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by Dibrugarh University. Firm(s) registered as MSE

are eligible for exemption from the tender document fee. However, relevant documents in support of claim for exemption of tender feeshall have to be submitted.

7. **Submission of Tender and Other Documents required-**

- a) The tender documents must be filled in completely and signed by the authorized signatory of the Bidder on all pages as acceptance of all the guidelines, terms and conditions laid in this tender document.
- b) The Tender documents shall have to be addressed to '**Registrar, Dibrugarh University, Dibrugarh, Assam, Pin.786004**'and should reach the office of the undersigned on or before the last date of submission under a sealed cover. The tenders received after the due date and time is liable to be rejected. The Tender by FAX/E-mail or any other media will not be entertained. Moreover, incomplete applications are also liable to be rejected.
- c) The **Office of The Registrar, Dibrugarh University** is not responsible for delay, loss or non-receipt of tender documents sent by the posts.

8. The Tender should contain the following documents.

A. Technical Bid containing-

- i. Earnest Money Deposit (EMD) in favour of the Registrar, Dibrugarh University.
- ii. Tender fee receipt.
- iii. Self-attested copy of PAN, GST registration and incorporation issued by appropriate government authority for the required services.
- iv. The technical proposal as per tender with signature of the bidder on each page of the tender.
- v. Declaration on the letter head of the vendor/firm/service provider stating that he/she agree to all terms unconditionally.
- vi. Affidavit stating that the bidder/firm has not been blacklisted by any Higher Educational Institutions/Government autonomous body/State Government *etc.*
- vii. Bidder must submit a copy of experience certificate in a Higher Educational Institution/ Government autonomous body(Self-attested copies of work orders).
- viii. Bidder must submit proof having its office/Service base address/ Rent or Lease agreements of the premises in Dibrugarh, Assam.
- ix. Any other documents in support of the eligibility of the Bidder.

B. Financial Bid containing-

- i. Cost for "**Annual Maintenance Contract (AMC) of Generators**"in the prescribed format. (*ANNEXURE-II*)

9. The Tender is liable to be cancelled and the EMD shall be forfeited in the event of any failure to comply with any of the clause of the terms and conditions of this tender document or in the event of the Bidder withdrawing his offer before the expiry of the bid. A bid without the required EMD amount will be summarily rejected.

10. The **Office of The Registrar, Dibrugarh University** reserves the right at the time of award of the order to increase or decrease the quantity of the Goods specified in the Financial Bid without any change in the unit price of the items.

11. The tender document is not transferable. The tender submitted by the bidder in a proforma other than those mentioned in the tender document shall not be accepted. While filling up the forms/offering any other information, it shall be done using typewriting/printing.

12. The selected vendor/firm/service provider shall not sublet the Annual Maintenance Work and if such an act is detected then the agreement/purchase order is liable to be revoked.

13. **Bid price and its Validity-**

- i. The contract shall be for the full quantity as described. The bidder shall quote the rate per unit item.
- ii. The tender shall contain the firm and final rates in clear and unambiguous terms in Indian rupees. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- iii. All duties, taxes and other levies payable by the Supplier under the contract shall be included in the total price.
- iv. The bidder shall also indicate the applicable prevailing GST.
- v. The rates quoted by the Bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

14. Evaluation and Award of Contract-

- i. Dibrugarh University will evaluate and compare the tenders determined to be substantially responsive, i.e. on the following conditions:
 - Submission of Earnest Money Deposit, Tender fee.
 - Submission of declaration on the letter that the bidder agrees to the terms of the tender unconditionally.
 - Rental agreement /lease agreement/ residential address of office or service base in Dibrugarh, Assam.
 - Submission of declaration of Non-Blacklisting in non-judicial stamp paper duly notarized.
 - Copy of Work Experience in a Higher Educational Institution/ Government autonomous body(Self-attested copies of work orders).
 - Relevant documents are properly signed.
- ii. On all matters relating to this tender call document, the decision of the **competent authority of Dibrugarh University** shall be final and binding. **Dibrugarh University** reserves the right to reject any or all of the tenders without assigning any reason whatsoever.
- iii. **Dibrugarh University** reserves the right to call the bidders and to conduct negotiations, if necessary and can select more than one bidder for one or more items at its discretion.
- iv. Any deviation in technical specifications shall not be entertained.
- v. **Dibrugarh University** may reject the bid even if accepted, but the successful bidder fails to execute any terms and conditions mentioned in this tender document or misrepresent or conceals any fact that may otherwise affect the tender. In that case, EMD amount will be forfeited.
- vi. Dibrugarh University will award the contract to the Bidder whose Tender has been substantially responsive and offered the lowest evaluated price.
- vii. Notwithstanding the above, Dibrugarh University reserves the right to accept or reject any tenders, cancel the bidding process, and reject all tenders at any time prior to the award of the contract.
- viii. The Bidder whose Bid is accepted will be notified by the Contract/Purchase Order/ Work Order awarded by Dibrugarh University before the tender validity period expires. The terms of the accepted offer shall be incorporated into the contract/Purchase Order/ Work Order award. In case the supplier/vendor fails to provide the services as per the service level agreement, **Dibrugarh University** reserves the right to cancel the purchase / award order and to place orders with other firms without assigning any reason thereof.

15. Services and Payment-

- i. Intending Vendor are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting their bids as to the nature of the ground, 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 bid. The vendor should be ready to service all parts with no exclusion except physical damage arising due to natural disaster, fire, short circuit.

- ii. Vendor will have to conduct quarterly onsite preventive maintenance (PM) to ensure that the device is functioning without defect. No call for PM activity will be logged by Dibrugarh University.
- iii. In case of software/ hardware issue, vendor shall reinstall or install the software and hardware and reconfigure the device.
- iv. Hardware: Vendor will provide replacement of defective spares for all the hardware's covered under AMC. The spare replacement shall be of the equivalent and compatible or accepted by client and of the same or higher configuration.
- v. Repairs of the equipment against the complaint lodged will be attended on site immediately in case of minor faults (within three hours).

The major faults shall be resolved within 8 working hours by replacement of faulty equipment with available spares or by providing similar standby equipment to user.
- vi. **Penalty Terms:** After 8 working hours, a penalty of 2% of contract value per day with a maximum of 10% of contract value will be deducted from the quarterly bill. Taxes extra as applicable.
- vii. **Payment Terms:** No advance payment will be admissible. Payment will be made on quarterly basis after the submission of invoice at the end of quarter.

16. Other terms and Conditions-

- i. **Dibrugarh University** reserves the right to cancel the purchase order if the goods supplied fail to meet the specification mentioned within the terms and conditions of this tender document. **Dibrugarh University** shall not be held responsible for any loss or damage suffered by the bidder due to the cancellation of the purchase order.

The contract will be valid for one (01) year from the date of work order. Dibrugarh University can terminate the work order by giving one month prior notice to the service provider. However, the contract period may be extended for another one year subject to satisfactory performance of the vendor/service provider. Such satisfactory report shall be prepared by a three Member Committee constituted by Dibrugarh University.
- ii. Any dispute arising from the deal shall be subjected to the court's jurisdiction at Dibrugarh within the State of Assam.
- iii. Each Bidder shall submit only one Tender.

**17. Billing Address- Office of the Registrar, Dibrugarh University, Dibrugarh – 786004.
Phone: 0373 – 2370231, E-mail: registrar@ dibru.ac.in**

Information Sheet of Bidder

SI No.	Description	To be filled by the Supplier/Vendor/Service Provider, as applicable
1.	Name of the Supplier/Vendor/Service Provider, as applicable	
2.	Address with Phone No./FAX/ e-mail	
3.	Contact Person(s) Phone No./ Mobile No.	
4.	Details of Bank Draft towards the cost of tender documents	
5.	Details of Bank Draft towards EMD	
6.	GST registration details	
7.	PAN Details	
8.	Similar Experience Details (with proof of orders from the organization)	

DECLARATION:

I/We hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that if any deviation is found in the above statement at any stage, the tender is liable to be rejected.

(Signature of the Authorized signatory of the Bidding Organizations)

Name:

Date:

Seal:

Business Address:

DRAFT OF THE
Non-Blacklisting declaration

Dated:

To
The Registrar
Dibrugarh University
Dibrugarh

Sub: Declaration for Non-Blacklisting

Bid Reference No: _____

Sir/Madam,

I,son/daughter of Mr./Mrs..
aged years, working as Proprietor/Managing Partner /Director of
M/s..... having its registered office at
..... do hereby solemnly affirm and declare on oath as under :

1. That I am competent to swear this affidavit being proprietor /one of the partners /Director of M/s
.....
2. That my firm M/s is a proprietorship /partnership firm /company is
participating in tender for Annual Maintenance Contract (AMC) of Generators at Dibrugarh University
vide no. dated
3. That I hereby confirm and declare that my/our firm /company M/s And
my/our firm/ /company **have not been black listed /delisted or banned /debarred** by any Higher
Educational Institutes /Central Government/State Government/Public Sector Undertaking, in the last **TWO**
years.
4. That I further undertake that in case any of the facts contained above and in our application is found
other-wise or incorrect or false at any stage, my/our firm/company, companies shall stand debarred from
the present and future tenders of Dibrugarh University for two years.

(Signature of Proprietor /Managing Partner /Director with official Seal)

ANNEXURE-III

Sl. No.	Location	Make& Brand	Phase	Capacity	Units
1	D.U. Guest	KIRLOSKAR	3	62.5KVA	1
2	LNB Library	JAKSON	1	25KVA	1
3	Indira Miri Building	KIRLOSKAR	1	30KVA	1
4	Department of Chemistry	JAKSON	1	25KVA	1
5	Department of Physics	KIRLOSKAR	1	10KVA	1
6	Department of Anthropology	KIRLOSKAR	1	20KVA	1
7	Rangghar Auditorium	KIRLOSKAR	3	250KVA	1
8	Centre for Computer Science and Applications	KIRLOSKAR	1	5KVA	1
9	Centre for Management Studies	KIRLOSKAR	1	20KVA	1
10	Department of Commerce & Economics	KIRLOSKAR	1	20KVA	1
11	Department of History & Assamese	KIRLOSKAR	1	20KVA	1
12	Department of Sociology	KIRLOSKAR	1	5KVA	1
13	Department of English & Political Science	KIRLOSKAR	1	20KVA	1
14	Department of Life Sciences	KIRLOSKAR	1	20KVA	1
15	Centre for Biotechnology and Bioinformatics	KIRLOSKAR	1	20KVA	1
16	Centre for Studies in Behavioural Sciences	KIRLOSKAR	1	20KVA	1
17	Department of Applied Geology	KIRLOSKAR	1	20KVA	1
18	Centre for Distance and Open Learning	KIRLOSKAR	1	15KVA	1
19	Centre for Juridical Studies	KIRLOSKAR	1	15KVA	1
20	Department of Petroleum Technology	KIRLOSKAR	1	20KVA	1
21	Department of Pharmaceutical Sciences	JAKSON	3	25KVA	1
22	USIC	KIRLOSKAR	1	40KVA	1
23	DUIET Core Building	KIRLOSKAR	1	62.5KVA	1
24	Department of Petroleum Technology, DUIET	KIRLOSKAR	1	62.5KVA	1
25	Department of Mechanical Engineering, DUIET	KIRLOSKAR	1	62.5KVA	1
26	Office of the Vice Chancellor	KIRLOSKAR	1	40KVA	1
27	New Administrative Building	ESCORT	1	35KVA	1
28	Administrative Building	JAKSON	1	62.5KVA	1
29	Office of the Deans	KIRLOSKAR	1	5KVA	1
30	Health Centre, Dibrugarh University	KIRLOSKAR	1	5KVA	1
31	Bishnuprasad Rabha Rangamanch	KIRLOSKAR	1	20KVA	1
32	Dr. Bhupen Hazarika Centre for studies in Performing Arts	KIRLOSKAR	1	5KVA	1
33	International Hostel	KIRLOSKAR	1	40KVA	1


 Registrar
 Dibrugarh University