



## **TENDER DOCUMENT**

**e-Tender for “Task based service related to distribution of potable water and maintenance of distribution pipe line to ensure round the clock water supply for Assam University Silchar campus including other ancillary works”.**



**ASSAM UNIVERSITY, SILCHAR**

**(A Central University Established by an Act of Parliament)**

**Silchar-788011, Assam, India.**

**Certified that this tender document contains thirty eight (38) pages including the cover page.**



No. AUG/E &M-27/2019

Dated: 20/09/2021

**To  
The Director,  
Computer Centre,  
Assam University, Silchar.**

**Sub:** Uploading of Tender Documents and Tender Notice (No-AUG/E&M-27/2019 Dated .....20...../.....09...../2021) in the University Web Site.

Sir,

With reference to the above, you are requested to upload the same, in the University Website for wide publicity.

Yours sincerely

Sd/-  
Registrar



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## SECTION-1

ASSAM UNIVERSITY, SILCHAR

NOTICE INVITING e-TENDER

Tender No. AUG/E&M-27/2019

Dated: 20/09/2021

e-Tenders in prescribed form (in two bid system-technical bid and financial bid ) are invited from Govt. Registered “Individuals/Firms/ Service Providers/ Agencies” having PAN card, Service Tax/GST Registration etc for **“Task based service related to distribution of potable water and maintenance of distribution pipe line to ensure round the clock water supply for Assam University Silchar campus including other ancillary works”**.

Kindly submit your bid / tender giving lowest rates per unit along with terms and conditions through online mode only on e-Procurement portal <https://mhrd.euniwizarde.com> or before Last last of submission of bid is **01/10/2021 up to 1.30 pm**. The tender documents and other details can be obtained from the websites [www.aus.ac.in](http://www.aus.ac.in). or <https://mhrd.euniwizarde.com> or <https://eprocure.gov.in/epublish/app>.

Sd/-

Registrar



ASSAM UNIVERSITY, SILCHAR

(A Central University Constituted under Act. XIII of 1989)  
Silchar – 788011, Assam, India.

Tender No. AUG/E&M-27/2018

Dated: 20-09-2021

**IMPORTANT DATES WITH PAYMENT AMOUNT**

Name of work: **“Task based service related to distribution of potable water and maintenance of distribution pipe line to ensure round the clock water supply for Assam University Silchar campus including other ancillary works”.**

- Application/Form Fee: Rs.500.00/-
- Earnest Money: Rs.2,20,000.00 /-
- Security Deposit: Rs. 11,00,000.00 /-
- Tender Processing Fee payable to ITI Limited: Rs 2500+ GST(18%)
- Last date of submission of online bid: 01/10/2021 up to 1.30 P.M.
- Date and time of online opening of bid : 01/10/2021 from 2.00 P.M.  
onwards
- Last Date of submission of all the relevant documents in offline mode: 08/10/2021 up to 2 P.M.
- Tender Validity: 90 (Ninety) Days from the date of online opening of bid.



## **SECTION-2**

### **CHECK LIST OF DOCUMENTS FOR TECHNICAL BID**

Following self-attested documents must be scanned properly and uploaded and also need to be submitted offline in the Technical Bid duly self certified.

The following mandatory documents are to be scanned and uploaded online in the technical bid

Sl. No.	Particulars	Say 'Yes' or 'No' Whichever is applicable, If 'Yes' self-certified documents to be attached.
1	PAN Card	
2	Valid Company/Individual/Firm Registration Certificate from the concerned Government Body.	
3	GST Registration Certificate	
4	EPF Registration Certificate.	
5	Experience Certificate of water supply work as detailed in this tender document	
6	Valid Labour License/ Registration No.	
7	E S I Registration certificate(optional)	
8	Bank Solvency Certificate	
9	Employee details and their relevant technical expertise, qualifications etc.	



10	Experience certificates or AMC certificate other than related to Water Supply if any(optional)	
11	Financial Turnover of last three years (Year-wise)	
12	IT return certificates of last three financial years	
13	Notarized Affidavit regarding no blacklisting during last three years	
14	EMD of requisite amount.	
15	Tender fee receipt of requisite amount	
16	Contractors Profile:	
17	Optional relevant document if any:	
18	Any other documents	
19		
20		

\*\*\* Any other relevant documents duly certified may be submitted and mentioned in the blank columns above.



Seal and Signature of Contractor

### **SECTION-3**

#### **GENERAL TENDER CONDITIONS.**

1. The Tenderer shall quote his rate as per NIT & the Terms and Conditions enclosed in the Tender document.
2. Tender Documents can be downloaded from [www.aus.ac.in](http://www.aus.ac.in) or <https://mhrd.euniwizarde.com> or <https://eprocure.gov.in/epublish/app>. Mandatory Tender application/Form fee of Rs.500/- (Rupees Five hundred only) in the form of demand draft drawn in favour of Assam University, Silchar, payable at Silchar from a scheduled /nationalized bank only, failing which the tender will not be accepted.
3. Completed tender documents hardcopy should invariably be submitted along with the cost of tender document i.e. tender fee in the form of FDR/Call Deposit drawn in the favour of Assam University, Silchar, payable at Silchar, within a week after the day of tender opening and soft copy must be uploaded during submission of online bid.
4. The Earnest Money Deposit (EMD) of **Rs. 2,20,000/-** (Rupees two lakh twenty thousand only) mentioned above is absolutely mandatory. EMD may be submitted in the form of Bank Draft/ FDR /Call Deposit drawn in favour of Assam University, Silchar from a scheduled /nationalized bank only, failing which the tender will not be accepted. Soft copy of such EMD are to be uploaded while submitting the tender and hard copy of the EMD has to be submitted to Estate Section, AUS as per clause 3.
5. Mode of Submission (Offline) of tender document apart from uploading in the e-Tender portal:
  - i. EMD to be sealed in Envelop No-1
  - ii. Envelop No-2 should contain self attested documents in the order as mentioned in Section-2 (check list of documents for technical bid).
  - iii. Envelop No-1 & 2 shall essentially contain EMD and Technical Bid respectively. Envelop No-3 shall contain Financial Bid. All the three envelopes needs to be properly sealed with wax and super scribing EMD/Technical Bid/Financial Bid (as the case may be) and subsequently all the said three envelopes are to be inserted in a bigger envelope no. 4 indicating Name of Work, Tender No., Closing Date & Name of Agency/Contractor with email-id and mobile number on the cover of the envelope no. 4.





**NB:- If any Bidder is found to submit any misleading information regarding their credentials, during or afterwards, of tendering procedure and execution of work, then disciplinary action will be taken against those bidders as per GOI rules.**

6. Financial bids of the Contractors who are short-listed only will be opened after evaluation of technical bid.
7. In case of any dispute arising in the matter, the decision of the Registrar, Assam University will be final and binding.
8. University reserves the right to reject all tenders. Reason(s) for rejection of tenders may be intimated to the concerned bidder(s) on demand.
9. The parties have to ensure the receipt of bids well in time.
10. If the date of tender submission and opening happens to be unforeseen holiday, the same will be postponed to the next working day without any further intimation.
11. The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received without assigning of any reason thereof. All tenders in which any of the prescribed condition is not fulfilled or any condition put forth by the tenderer shall be summarily rejected. Reason(s) for rejection of tenders may be intimated to the concerned bidder(s) on demand.
12. Canvassing, directly or indirectly, in connection with the tender is strictly prohibited and the tender submitted by the contractor who resort to canvassing will be summarily rejected.
13. The competent authority on behalf of the University reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
14. This Notice Inviting Tender shall form a part of the contract document.
15. All the tender document pages to be read and understood properly and thereafter to sign all the pages of tender document during submission of bid. Discrepancy/query if any should be brought to the notice of Estate Section before submission of bid.
16. During Opening of tender the bidder or his/her duly authorized representative only will be allowed to remain present.
17. All relevant documents submitted with the tender should be self-attested (by the agency/contractor) and on demand original copy must be produced failing which tender will not be considered.



18. Authenticity of signatory (contractor) of tender document will be verified before finalization of tender document.
19. Tax at higher of prescribed rate or 20% will be deducted on all transactions liable to TDS, where the Permanent Account Number (PAN) of the deductee is not available.
20. In case of any dispute, it would be referred to a sole Arbitrator to be appointed by the University authority. The decision of the sole Arbitrator will be final and binding to both the parties. The disputes shall be settled within Silchar jurisdiction only.
21. EMD of unsuccessful bidder shall be released within 02 (two) months after issue of work order to the successful bidder.
22. If the work is found to be not as per specification or abandoned by the executing contractor/agency, the order will be cancelled and remaining work will be done through other contractor/agency at their cost & risk of the contractor who abandoned the work (as applicable).
23. At any time prior to the deadline for submission of bids, the University may, if necessary, modify the tender document by a written amendment. All prospective Tenderers will be notified of the amendment which will be binding to all the bidders. The amendments will be notified on the websites, <https://mhrd.euniwizarde.com> or [www.aus.ac.in](http://www.aus.ac.in).
24. The bidders are advised to get themselves registered on the e-Procurement portal at least a week before the scheduled date and time of bid submission. This will help the new bidders/vendors to get familiar with the e-Procurement portal. The bidders must arrange computers/laptop, high speed internet and other equipment etc. required for bid submission for their own convenience For more details visit <https://mhrd.euniwizarde.com>
25. Those bidders who accept the above terms and conditions, may submit their tender along with all relevant documents and a copy of above terms and conditions of the tender duly signed.

Sd/

Registrar



**SECTION-4**

**CONTRACTORS PROFILE:**  
**(To be submitted with Technical Bid)**

1. Name of the Firm/ Service Provider/ Agency :
2. Name & address of the proprietor :  
alongwith Phone/ Mobile No/email address:
3. Office address email, including Phone, Mobile, Fax No. :

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Email : \_\_\_\_\_

Date : -----



## SECTION-5

### DECLARATION BY THE BIDDER

I/We have read and examined the notice inviting tender, schedule, specifications applicable, General Rules and Directions, Conditions of contract and special conditions , schedule of rate and other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work .

I/We agree to keep the tender open for 180 days from the due date of submission thereof and not make any modifications in its terms and conditions.

A sum of **Rs.2,20,000/- (Rupees Two lakh twenty thousand only)** is hereby forwarded in FDR/ Call deposit from any nationalized bank only in favour of Assam University, Silchar as earnest money. Further, if my bid is qualified for award of the work, I/We shall also deposit an amount of **Rs.11,00,000/- ( Rupees Eleven lakh only)** as security deposit,(which will be refunded partially or fully after successful completion of the contract period, depending upon my performance) in the form of FDR/Call deposit in favour of Assam University, Silchar within 10 days from the date of the issue of work order. If I/We, fail to commence the work as specified, I/We agree that the Assam University Silchar or its authorized officer/ successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely, otherwise, the said earnest money shall be retained towards security deposit to execute all the works referred to therein and to carry out such deviations as may or orders, up to maximum of the percentage/amount mentioned in the conditions of contract and those in excess of limit at the rates to be determined by the Assam University/ in accordance with the provision mentioned in the tender form(whichever applicable).

Dated:...../...../.....

Signature of Contractor

Postal Address & Tele No.

Email:



## **SECTION –6**

### **OTHER TERMS AND CONDITIONS GOVERNING THE TENDER AND EXECUTION OF CONTRACT THEREOF.**

#### **1. SCOPE OF WORK:**

- 1.1) The firm/service provider shall provide the water supply round the clock (as and when required) to the University using appropriate mechanism from University treatment plant, University deep tube well or any other suitable source, etc in general conditions. The service provider is also advised to make a detailed physical verification of the Campus to have a thorough idea of the water supply demand of the campus at present and also to anticipate the future additional demand based on the new construction or new provisions.
- 1.2) Further, at present there are approximately; 150 water purifiers (Dr. Aqua guard),60 water cooler,42 geysers/water heaters,436 overhead tank(s),UG reservoir-8 nos, Commercial Water purifiers-9 nos, 17 nos .of non-electrical water purifiers. Bidders are advised to inspect the present status upon physical verification, prior to submission of bid. The quantity is likely to vary during the period of contract. Further the contractor is required to repair/renew spare parts etc(as the case may be) from authorized manufacture/authorized service provider only
- 1.3) The service provider shall ensure availability of water in all types of buildings of the University (both permanent and semi-permanent) including Academic buildings, Hostels, VC's residence, Quarters, School, Guest Houses, Police Station, Banks, Post office etc. on a ROUND-THE-CLOCK basis. Further the Firm/ Service provider/ Agency shall be required to keep the pipelines in the best conditions possible in order to avoid wastage of water by necessary repairing and maintenance of pipeline as and when required.
- 1.4) Since the type of contract is task based/job-based (for water distribution purpose only); contractor will be solely responsible for statutory payments like EPF,ESI etc to his workers if and when deployed to University Campus. Contractor shall keep Assam University indemnified from any sort of disputes arising due to violation of



Labour Laws and Regulations, any other statutory deductions or non- payment of salary to Contractor's staff /workers etc. However University advises the concerned contractor to abide by all the applicable rules and regulations of Govt. of India. Assam University may ask for all the relevant details, challans, pay receipts etc regarding compliance of prevalent Govt. of India norms. on periodic basis or on regular basis or for a random test check as decided by the University authority from time to time.

- 1.5) Payment of wages shall be in accordance with Minimum Wages Act of Govt. of India and as amended from time to time.
- 1.6) The workers and the supervisors shall work as per instructions of Assistant Registrar (Estate)/Controlling Officer of Estate/Deputy Registrar (Estate)/ Estate Officer/ Section Officer (Estate) or any other Officer/ Official authorized by the University.
- 1.7) The Contractor shall be required to attend any sort of water service related calls from Assam University Community for which they need to provide the fixed mobile numbers of the contractors, supervisors, and other associated staff directly related to the monitoring of water supply workers if and when engaged by the contractor. Further the mobile numbers of the supervisors are to be furnished to the Estate Section and they should keep their mobile phone in 'ON' mode round the clock. All the service/break-down calls are required to be attended immediately on priority basis. Any lapse in this regard on the part of the contractor may result in ex-parte imposition of penalty.
- 1.8) For each non-satisfactory service mentioned in this tender document, that are not attended and resolved immediately or within 02(two) days for special case, a penalty of ½ (half) day bill value shall be deducted from the monthly bill claim. A service register and a repair/maintenance register (Register format shall be given after issuance of work order to the successful bidder) needs to be maintained by the concerned contractor in this regard. Work related to special nature are to be justified by the contractor in the concerned register, and if found justifiable by the University, no penalty will be imposed. For extraordinary cases, beyond the control of the, no penalty will be imposed. Resolution of extraordinary cases may take longer days than



the special cases mentioned above. However the contractor needs to be vigilant all the time so that any anticipated shortfall or breakdown matters can be taken care of before actual shortfall/breakdown takes place. Any deliberate negligence on the part of contractor, if detected at any stage, shall result in imposition of the penalty for 01(one) day bill value, even if the matters turns to be a special case/extraordinary case. For penalty, 30(thirty) days a month will be considered in all cases irrespective of the month under which the penalty is imposed.

- 1.9) The Contractor shall be required to ensure sufficient quality of water as reserve in the distribution reservoirs/ tanks (both overhead and underground), so that power supply failure up to 12 hours does not affect the users. The Contractor should maintain a regular record of water supplied by the Public Health Engineering (PHE) Department at the treatment plant and inform the status to the Estate Section (Deputy Registrar (Estate)/Assistant Registrar (Estate)/ Section Officer (Estate)/ Estate Officer) and/ or Engineering Cell (Executive Engineer) or any other official as authorised by the university/ on a daily basis so that the matter can be taken up with the PHE by the Engineering Section or appropriate authority, if situation so arises.
- 1.10) In case of acute shortage of water due to non-supply/ short-supply by PHE, the contractor shall be responsible for getting water through tankers from Silchar Municipality or any other source and the charge there-of shall be reimbursed on submission of proper bill/ actual payee receipt of Silchar Municipal board(as the case may be) along with monthly bill.
- 1.11) It shall be the duty of the contractor and the workers/ supervisors deployed to ensure that there is no wastage of water in the distribution process at any point of time. Any lapse in this regard attract may result in imposition of fine/ penalty as per decision of the University authority. All the workers if and when deployed must be equipped with tools and plants required for maintaining distribution of water supply.



- 1.12) The water distribution pipeline including all sorts of fittings and fixtures should be maintained by the contractor. In case of any fault/ damage in the pipeline it should be immediately brought to the notice of the Engineering Section with an intimation to concerned official (s) of Estate Section.
- 1.13) The contract shall remain valid for a period of **three (03) years** (in normal circumstances and if not terminated earlier) for which an agreement shall be executed between Assam University, Silchar and the contractor within 20(twenty) working days after issuance of work order. The contract may be extended for a further period upon mutual consent and agreement and till the new contract is finalized. Work order shall stand automatically cancelled if the said agreement is not executed within the stipulated period.
- 1.14) The contractor shall get the character, antecedents, police verification report of all his workers if and when engaged by the Contractor on immediate basis .The contractor also might need to produce the verification report as and when required by University or for any departmental enquiry of the University or Police concerning the worker/ supervisor. The contractor shall have to produce his own police verification report on a demanding situation if asked by the University authority.

## **2. COMPLIANCE OF LABOUR REGULATIONS:**

- i) The contractor is required to comply with all the provisions of the Contract Labour (Regulation and Abolition) Act. 1970 & 1971 & rules made there under and as well as all other applicable Act/ Rules etc.
- ii) The Contractor shall be responsible and shall pay all compensation to its employees under the provisions of the Workmen's Compensation Act. and amendments thereto and all other applicable Acts/ Rules. The Contractors shall be responsible for any payment of expenses for providing medical treatment to its employees who may suffer any bodily injury during the course of their service as a result of any accident or otherwise while working within the University premises.
- iii) The Contractor shall observe and implement all the Laws of the Land and the rules framed there under. Assam University, Silchar shall in no event be liable or responsible for any default that will arise out of non-observance of such laws/ rules on his part and that the Contractor shall indemnify and keep indemnified Assam University, Silchar against any damages and/ or injury caused to the premises or to the





properties, which does not belong to Assam University Silchar. Further the contractor shall have to solely bear the losses caused to Assam University property or people working at Assam University Silchar, during carrying out of work mentioned in this tender document. The Contractor also shall be solely responsible for any injury/death to his/her engaged workers at Assam University Campus and will be liable to compensate appropriately (also mentioned at clause 6.under **Liability/Responsibility**)

- iv) The Contractor will have to keep First Aid materials for engaged workers & supervisors for initial aids in case of any minor physical injury of workers at a convenient place with knowledge of its workers and the Estate Section.
- v) The Contractor may arrange accident insurance from IRDA approved insurance company for his/ her worker's benefit on mutual agreement of worker and contractor.
- vi) In case of emergency, the contractor shall arrange for medical assistance of his worker either in the health centre of the university or nearby Govt. PHC or SMCH, Silchar.
- vii) The contractor shall however adopt the safest and secured procedures for handling equipment's and tools to be used by his workers (if and when employed).
- viii) The successful bidder has to setup his/her establishment, nearby Assam University, Silchar within 15 (fifteen) days from the issue of work order.

### **3. EMD & SECURITY DEPOSIT:**

- a. An amount of **Rs. 2,20,000.00/- (Rupees Two lakhs Twenty Thousands Only)** as EMD is to be deposited along with the tender.
- b. Interest free security deposit of **Rs.11,00,000/- (Rupees Eleven Lakhs Only)** should be kept with Assam University by the Contractor, which shall be refunded in full or part depending upon the performance of the contractor, at the end of the contract period.

### **4. PHOTO IDENTITY CARD:**

The worker / Supervisor who may be engaged by the Contractor from time to time should carry the photo identity card which shall have to be provided by the contractor for the said purpose. The identity card should be worn by each worker/ supervisor during duty hours. The identity card shall be as per prescribed format and a duplicate copy of each identity card should be made available to the Estate Section of Assam University in advance. Present and permanent address along with contact number of



all workers (if and when engaged) should be made available to the Estate Section before their deployment in Assam University, Silchar.

**5. WEARING OF UNIFORM:**

The worker/ Supervisor, who may be engaged by the Contractor from time to time, may have to wear uniform and or a robe to easily identify them the University Officer/Officials /Security personnel. The code /design of such uniform or a robe will be finalized mutually by the university and the contractor, if and when desired by University. The payment of the uniform, ID Card etc. that are related to this tender will be reimbursed by the University to contractor upon production of original and proper-bills, vouchers, invoice etc.

**6. LIABILITY/RESPONSIBILITY:**

- i) The Contractor shall be responsible for all loses or damages to the University's property under their charge. Any loss/ damage due to negligence, carelessness or dereliction of duty directly or indirectly on the part of the workers and/ or Supervisors (to be decided by the Registrar, Assam University based on the report submitted by Enquiry Team having representatives from both the University and the Contractor) shall be made good by the Contractor.
- ii) The contractor shall maintain repairing works regarding pipe lines fittings etc./geyser repairing/water purifier repairing/water cooler repairing and maintenance etc./water tank cleaning etc. up to maximum of **Rs. 6,60,000.00 (Rupees Six Lakhs Sixty Thousand Only)** annually which shall be reimbursed as per actual [in case of non-availability of relevant items in the schedule of rates)/ latest CPWD schedule /PHE Schedule/Assam PWD (APWD) Schedule of Rate (SOR) available or apart from the rate quoted items in this tender by the contractor or bidder]. The repairing charges bill shall be claimed by the contractor along with the user certificate, location of work performed etc. during the subsequent monthly claim of wage bill (a separate register may also need to be maintained by the contractor in this regard).
- iii) The contractor (if and when engaged) shall engage only expert and experienced persons in any sort of works related to the said contract.



iv) The contractor also need to comply with any other specific instructions/orders issued from University, that are not specifically mentioned in the contract, but are essentially required to be followed for better service to be provided by the contractor or to satisfy any Govt. of India instructions issued from time to time.

**7. LIQUIDATED DAMAGE(LD):**

Liquidated damages (LD) @ 1% per day of the monthly value of contract shall be levied to a maximum of 10% in a month for any breach of contractual obligations by the contractor as stipulated in the terms and conditions in addition to the obligation under any other provisions in the contract and the law of the land. The LD will be imposed for any other circumstances apart from the penalty mentioned in Cl.1.8 under 'Scope of Work'.

**8. ARBITRATION:**

Any dispute arising with regard to any aspect of this tender shall be settled under Arbitration and Conciliation Act 1996. It shall be settled through sole arbitrator appointed by Assam University. The award of the arbitration shall be final, conclusive and binding upon both the parties.

**9. JURISDICTION:**

Jurisdiction for any dispute arising out of this contract or in connection with this contract will be within Silchar only.

**10. MISCELLANEOUS:**

a) The details for the efficacious implementation of this tender shall be jointly worked out on mutually acceptable term within the parameters of the policies, rules and regulations of the institution.

b) The parties to this tender may, by mutual consent, add modify, amend, delete, review or revise any term(s) and condition(s) of the contract.

c) The intent and implementation of this contract is subject to the policies of the laws of the land.

**11. FORCE MAJEURE:**

a) If any time during the continuance of this contract the performance or any obligation in whole or in part by either party under this contract, is prevented or delayed by reason of



any unforeseen circumstances, including war, hostility act of the public enemy, civil commotion, sabotage, fires, floods, explosion, epidemics/pandemics, quarantine restrictions or acts of God; hereinafter referred to as events, provided notice of the happening of any such event(s) is given by either party to the other within 21 days from the date of occurrence thereof.

b) Neither party shall by reason of occurrence of such events, be entitled to terminate this contract nor shall either party have any claim for damages or any relief against the other in respect of such non-performance or delay in performance and deliveries under the contract. Activities shall be resumed as soon as practicable after such event has come to an end or ceased to exist. Provided further that if the performance or any obligation in whole or in part under this contract is prevented or delayed by reason of any such event for a period exceeding 90 days, both parties shall consult each other regarding the termination of the contract on mutually agreed terms.

c) Each party shall bear its own costs and losses arising out or on account of such force majeure.

## **12. PROCEDURE FOR SUBMISSION OF MONTHLY CLAIM BILL:**

Monthly claim bill shall be submitted by the contractor in pre-printed bill form, showing clearly the following details:

- a. Name of the firm/ contractor with complete postal address, phone/ mobile no., email etc.
- b. PAN (either in the name of the firm or proprietor) issued by the IT Department.
- c. Registration No. issued by the concerned Govt. Department.
- d. EPF Registration No.
- e. GST registration No.
- f. Labour License/ Registration No.
- g. ESI Registration No.(as and when applicable)
- h. Self-attested copies of the following documents must be submitted along with the bill(s):
  - i. Satisfactory Service certificate/log book/work register etc (as per University prescribed format) for each of the building/departments from the HOD/Dean/Officer i/c/Warden/MO/User etc.



- ii. Other repairing & maintenance related bill (as applicable).
- i. ***All types of wage bill ,repairing bill etc claimed by the contractor will be reimbursed by Assam University on monthly/bimonthly basis (as decided by Assam University) ;*** hence actual paid receipt, with respect to workers/material/machinery/EPF payment confirmation challan and receipt etc (as applicable) needs to be submitted to the University for claiming such reimbursement.

### **13.TERMINATION OF THE CONTRACT:**

- a. Assam University shall be at its liberty/ discretion to terminate this contract forthwith upon or at any time a breach or default of any of the terms and conditions contained herein or any other circular and/ or rules framed subsequently, is committed by the Contractor and/ or by the worker or supervisors deployed by him/her.
- b. Insolvency or dissolution of the partnership firm or death or adjudication as insolvent of the Contractor.
- c. If any attachment is levied and continues to be levied for a period of seven days upon Contractor or any member of the firm.
- d. If any partner of its firm is convicted of any criminal offence.
- e. If Contractor shall either by himself or by his workers/ supervisors commit or cause to be committed any act which is prejudicial to the interest and good name of the University in the opinion of the Registrar, Assam University, the Registrar could take appropriate decision in the matter and it shall be final and binding.
- f. In the event of lapses of period of contract and if the service is continued, it shall be deemed to a continuation of the service on month to month basis. In such event, either party must give one months' notice for termination of the service, if they choose to discontinue.
- g. If there is violation of the provision of Contract Labour (R&A) Act. 1970, and other acts, rules, schemes or notifications issued by the Govt. (both Central and State) from time to time, as applicable.
- h. On termination/ expiry of the contract, the contractor will immediately remove all its personnel and their belongings from the premises of Assam University, Silchar.

The above Terms and Conditions shall form part of the Contract Agreement. Apart from any other clause incorporated by the University Authority later before signing of the Contract.



The University Authority reserves the further right to amend or modify the terms & conditions time to time as per requirement of Assam University for greater interest of all the inmates of Assam University.

Dated:...../...../2020

Signature of the Contractor

Name :

Registration No :

Full Address :

Contact No & e mail id :

Seal of the Company/Firm :



## SECTION -7

### SPECIAL INSTRUCTION FOR ONLINE BID SUBMISSION

#### **Special Instructions for Online Bid Submission.**

The bidders are required to submit soft copies of their bids electronically on the e-bid Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://mhrd.euniwizarde.com>, prepare their bids in accordance with the requirements and submitting their bids online on the e- Procurement Portal.

#### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement Portal (<https://mhrd.euniwizarde.com>) by clicking on the link “Online bidder Registration” on the e-bid Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.),with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. **For any Query contact to our helpdesk Number 011-49606060, Email:ewizardhelpdesk@gmail.com, Mr. Anil Kumar –09355030613**



## **SEARCHING FOR BIDDING DOCUMENTS**

9. There are various search options built in the e-bid Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Item/work id, Last date of submission, etc.
10. Once the bidders have selected the bids they are interested in, the bidder can pay the processing fee by net-banking / Debit / Credit card and then download the required documents / bid schedules, Bid documents etc. as mentioned on website. Once processing fee is paid, it will be moved to the respective “requested” Tab. This would enable the e-bid Portal to intimate the bidders through e-mail in case there is any addendum and corrigendum issued to the bidding document.

## **PREPARATION OF BIDS**

11. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.
12. Please go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
14. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders should use “My Documents” available to them to upload such documents.
15. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.





## SUBMISSION OF BIDS

16. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
17. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.
18. Bidder has to select the payment option as “Online mode or Bank Guarantee” as to pay the EMD as applicable and enter details of the instrument.
19. In case of Bank Guarantee(BG) scanned copy of BG should be uploaded along with bid. . The original Bank Guarantee shall be submitted to office of the concerned official of **Assam University Silchar** as per schedule mentioned in the bid document. Non submission of original Bank Guarantee within the specified period shall lead to summary rejection of bid. The details of the BG, physically submitted should match with the details available in the scanned copy and the data entered during bid submission time. Otherwise bid will be rejected.
20. **\*Bidders** are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the bid document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
21. The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
22. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.



23. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.
24. Upon the successful and timely submission of bid click “Complete“(i.e. after Clicking “Submit” in the portal), the portal will give a successful Bid submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
25. The bid summary has to be printed and kept as an acknowledgement of bid submission.

### **ASSISTANCE TO BIDDERS**

**1. For any Query contact to our helpdesk Number 011-49606060, Mr. Anil Kumar – 09355030613**

**Email [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)**

### **SPECIAL INSTRUCTIONS TO BIDDERS FOR e-TENDERING**

#### **General:**

These Special Instructions (for e-Tendering) supplement ‘General Instructions to Bidders’ (GIB), as given in the Tender Documents. Submission of Bids only through online process is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, **Assam University Silchar** has decided to use the <https://mhrd.euniwizarde.com> through Central Public Procurement Portal, Ministry of H.R.D., and Government of India. Benefits to Suppliers are outlined on the Homepage of the E-portal.

#### **Instructions:**

##### **a. Tender Bidding Methodology:**

Through electronic tendering.

##### **b. Broad outline of activities from Bidders prospective:**

- I. Procure a Digital Signing Certificate (DSC)
- II. Register on <https://mhrd.euniwizarde.com>
- III. Create Users and assign roles on <https://mhrd.euniwizarde.com>
- IV. View Notice Inviting Tender (NIT) on <https://mhrd.euniwizarde.com> or [www.aus.ac.in](http://www.aus.ac.in) and also <https://eprocure.gov.in/epublish/app>



- V. Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> or [www.aus.ac.in](http://www.aus.ac.in) and also <https://eprocure.gov.in/epublish/app>
- VI. Bid-Submission on <https://mhrd.euniwizarde.com>: Prepare & arrange all document/paper for submission of bid online only.
- VII. Utmost care may be taken to name the files/documents to be uploaded on <https://mhrd.euniwizarde.com>
- VIII. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ (Excel Format) shall be filled online only.

**For participating in this tender online, the following instructions need to be read carefully..**

**c. Digital Certificates:**

For integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class 3, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).

**d. Registration:**

To use the MHRD Portal (<https://mhrd.euniwizarde.com>). Vendor needs to register on the portal. The vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>) .

Note: Please contact Helpdesk (as given below), to get your registration accepted/activated.

**Help Desk No.:**

Number 011-49606060, Email [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com),

Mr. Anil Kumar –09355030613

**e. Bid related Information for this Tender**

The entire bid-submission would be online on <https://mhrd.euniwizarde.com>. Broad outline of submissions area follows:

**i. Submission of Bid Security/Earnest Money Deposit (EMD)**

**Note: 1.** The Bidder has to upload the Scanned/ self-attested copy of all above Mentioned original documents during Online Bid-Submission.

**Note: 2.** Special Note on Security of Bids: The bid EMD/Bid Security/Security Deposit can be submitted online only. Through available modes of payment on the e-Procurement portal. Refer to the instructions to the bidders and bidder manuals for more details.



**f. Other Instructions:-**

For further instructions, the vendor should visit the home-page of the portal (<https://mhrd.euniwizarde.com>) or [www.aus.ac.in](http://www.aus.ac.in)).

The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to –

- a) Obtain individual Digital Signing Certificate (DSC) well in advance of your first tender Submission .Register your organization on <https://mhrd.euniwizarde.com> well in advance of your first tender submission deadline.
- b) Get your organization's concerned executives trained on <https://mhrd.euniwizarde.com> using online training module well in advance of your tender submission deadline on <https://mhrd.euniwizarde.com>.
- c) Submit your bids well in advance of tender submission deadline on <https://mhrd.euniwizarde.com> (Assam University Silchar should not be responsible any problem arising out of internet connectivity issues).

**Note:** While the first three instructions mentioned above are especially relevant to first-time users of the <https://mhrd.euniwizarde.com>, the fourth instruction is relevant at all times.

**g. PRICE SCHEDULE:**

**1. PRICE fills online only.**

**2. The rate of items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.**



**SECTION 8**

**PRICE BID/FINANCIAL BID.**

**Name of Work: e-Tender For Task Based Service For Distribution Of Potable Water And Maintenance Of Distribution Pipe Line To Ensure Round The Clock Water Supply In The Campus Including Other Ancillary Works.**

<b>Assam University Silchar</b>			
<b>PRICE BID</b>			
<b>Tender No:-</b> AUG/E&M- 27/2019	<b>Tender Publish Date:-</b> 20-09-2021		
<b>Tender Closing Date:-</b> 01-10-2021 01:30 PM	<b>Tender Opening Date:-</b> 01-10-2021 02:00 PM		
<b>Name of Work:-</b>	<b>e-Tender For Task Based Service For Distribution Of Potable Water And Maintenance Of Distribution Pipe Line To Ensure Round The Clock Water Supply In The Campus Including Other Ancillary Works.</b>		
<b>Estimate Amount</b>	N/A		
<b>The financial bid should include wages payable under Minimum wages Act. and all other statutory payments/contributions like EPF,ESI etc</b>			
<b>Name of the Firm / Company / Bidder:-</b>			



Address of the Firm / Company / Bidder:-				
FINANCIAL BID (1/5)				
1	Contractors quoted contract value per month excluding tax (month to be considered 30 days in all circumstances)			<p>Rs..... ..... (In figures and in words, in case of discrepancy, the amount written in words shall be considered)</p> <p><b>Important Note: The contractor shall tender his amount forecasting all the expenditures directly or indirectly to be incurred during the contract period or extension period(if applicable).No changes shall be entertained thereafter, except in some extraordinary circumstances beyond the control of contractor and unexpected cost escalation, which may be considered by the University depending upon the genuinity and</b></p>



				merit.	
<b>FINANCIAL BID (2/5):</b>					
<b>For cleaning of water tank</b>					
<b>S. No.</b>	<b>Item Description</b>	<b>Capacity</b>	<b>Unit</b>	<b>Rate(excluding tax)</b>	<b>Remarks</b>
<b>1</b>	<b>Overhead Tank(OH)</b>	<b>500.00</b>	<b>litres</b>		<b>Rate per tank</b>
<b>2</b>	<b>Overhead Tank</b>	<b>1000.00</b>	<b>litres</b>		<b>Rate per tank</b>
<b>3</b>	<b>Overhead Tank</b>	<b>2000.00</b>	<b>litres</b>		<b>Rate per tank</b>



<b>4</b>	<b>Underground/Surface Reservoir(UG/SR)</b>	<b>N/A</b>	<b>N/A</b>		<b>Rate should be quoted per unit irrespective of the capacity</b>
<b>5</b>	<b>Any other capacity of OH ,Rate to be quoted in Rupees per litre</b>				
<b>FINANCIAL BID (3/5)</b>					
<b>For water purifier maintenance</b>					
<b>Sl No</b>	<b>Name of the spare parts</b>			<b>Rate for replacement per unit</b>	<b>Remarks</b>
<b>1</b>	<b>Heptapure</b>				<b>Items not covered in this tender and Govt. approved schedule of rates ,shall be reimbursed as per actual,</b>
<b>2</b>	<b>PF candle</b>				
<b>3</b>	<b>Active Carbon</b>				
<b>4</b>	<b>Photoresistor</b>				
<b>5</b>	<b>S-valve</b>				
<b>6</b>	<b>SMPS</b>				
<b>7</b>	<b>UV holder</b>				
<b>8</b>	<b>Nozzle</b>				





9	UV Lamp				upon submission of proper bill ,relevant documents etc
10	Compressor				
11	Thermostat				
12	Capillary				
13	Dier				
14	Running Capacitor				
15	Compressor				
16	SMPS				
17	PF candle				
18	S-Valve				
19	Photoresistor				
<b>FINANCIAL BID (4/5)</b>					
<b>For water heater /geyser repairing</b>					
<b>Sl No</b>	<b>Name of the spare parts</b>			<b>Rate for replacement per unit</b>	<b>Remarks</b>
1	Gasket				Items not covered in this tender and Govt. approved schedule
2	Thermostat				
3	Heat exchangers				
4	Capillary Thermostat				
5	Copper tank				



6	Stainless steel tank				of rates ,shall be reimburs ed as per actual, upon submission of proper bill ,relevant document s etc
7	Descale				
8	Assembly stainless steel				
9	Assembly Copper				
10	PRV(Pressure release valve)				
11	MFV(Multi Function Valve)				
<b>FINANCIAL BID (5/5)</b>					
	For external water pipe line repairing and renewing				
<b>Sl No</b>	<b>Name of the items</b>		<b>Unit Rate /m (in figures )</b>	<b>Unit Rate /m (in words)</b>	<b>Remarks</b>
1	Supplying and fitting ISI marked 75 mm GI pipe of reputed brand.				Items not covered in this tender
2	Supplying and fitting ISI marked 100 mm GI pipe of reputed brand				



3	Supplying and fitting ISI marked 150 mm GI pipe of reputed brand			and Govt. approved schedule of rates ,shall be reimburs ed as per actual, upon submissio n of proper bill ,relevant document s etc
4	Supplying and fitting ISI marked 75 mm UPVC pipe of reputed brand			
5	Supplying and fitting ISI marked 100 mm UPVC pipe of reputed brand			
6	Supplying and fitting ISI marked 150 mm UPVC pipe of reputed brand			
7	Supplying and fitting ISI marked 150 mm GI valve of reputed brand			
8	Supplying and fitting ISI marked 150 mm GI bend of reputed brand			
9	Supplying and fitting ISI marked 150 mm GI elbow of reputed brand.			
10	Supplying and fitting ISI marked 150 mm GI socket of reputed brand			
11	Supplying and fitting ISI marked 150 mm GI nipple of reputed			



	<b>brand</b>			
<b>12</b>	<b>Supplying and fitting ISI marked 150 mm GI union of reputed brand</b>			
<b>13</b>	<b>Supplying and fitting ISI marked 75 mm UPVC valve of reputed brand</b>			
<b>14</b>	<b>Supplying and fitting ISI marked 100 mm UPVC valve of reputed brand</b>			
<b>15</b>	<b>Supplying and fitting ISI marked 150 mm UPVC valve of reputed brand</b>			
<b>16</b>	<b>Supplying and fitting ISI marked 150 mm UPVC bend of reputed brand</b>			
<b>17</b>	<b>Supplying and fitting ISI marked 100 mm UPVC bend of reputed brand</b>			
<b>18</b>	<b>Supplying and fitting ISI marked 75 mm UPVC bend of reputed brand</b>			
<b>19</b>	<b>Supplying and fitting ISI marked 150 mm UPVC elbow of reputed brand</b>			



20	Supplying and fitting ISI marked 100 mm UPVC elbow of reputed brand			
21	Supplying and fitting ISI marked 75 mm UPVC elbow of reputed brand			
22	Supplying and fitting ISI marked 150 mm UPVC socket of reputed brand.			
23	Supplying and fitting ISI marked 100 mm UPVC socket of reputed brand			
24	Supplying and fitting ISI marked 75 mm UPVC socket of reputed brand			
25	Supplying and fitting ISI marked 100 mm UPVC nipple of reputed brand			
26	Supplying and fitting ISI marked 150 mm UPVC nipple of reputed brand			
27	Supplying and fitting ISI marked 75 mm UPVC nipple of reputed brand			
28	Supplying and fitting ISI marked 75 mm UPVC Tee of reputed			



	<b>brand.</b>			
<b>29</b>	<b>Supplying and fitting ISI marked 100 mm UPVC Tee of reputed brand.</b>			
<b>30</b>	<b>Welding Item</b>			<b>Rate to be quoted in per cm length for welding</b>
	<b>Important Notes:</b>			
<b>a)</b>	<b>In case of discrepancy of rate quoted in figures and words, quoted rate in words shall be considered.</b>			
<b>b)</b>	<b>In case of market rate items, certification needs to be obtained by the contractor jointly from Engineering Section and Estate Section, of the Assam University on the body of the bill, before submission to Estate Section for processing of bill payment.</b>			
<b>c)</b>	<b>Further in case of any items, where only labour cost is involved, and payment shall be made following the prevalent minimum wages, issued by Govt of India time to time.</b>			
<b>d)</b>	<b>All the quoted rate by the bidder unless mentioned otherwise will inclusive of all taxes etc.</b>			