



ASSAM UNIVERSITY: SILCHAR

NOTICE INVITING E-TENDER

Assam University, Silchar, invites online tender with a validity period of 180 days from the date of receipt of tender in prescribed format available in website www.aus.ac.in. (click e-tender) or <https://mhrd.euniwizarde.com> or <https://eprocure.gov.in/epublish/app> from the Govt. registered contractors having electrical Registration of APWD/CPWD/MES/OEM of appropriate class and category having valid registration with processing fee as applicable and stated below (Non-refundable) , for the following work :-

Name of Work	Estimated Cost	Time of Completion	EMD (in Rs)	Tender Processing Fee	Application / Form Fee	Last date of submission of e-tender	Date and Time of online Technical Bid Opening	Date and Time of online Price Bid Opening
E-tender for Annual Maintenance of Diesel Generator Sets at Assam University Silchar.	Rs. 7,63,000/-	One Year	Rs. 15,260/-	Rs. 763 + GST(18%)/-	Rs. 500/-	31-01-2022 At 11.00 A.M	31-01-2022 At 11.30 A.M	31-01-2022 At 12.00 P.M

The eligible Contractor who are financially sound and proficient in the similar nature of works are to quote their rate **in Item Rate Basis** and rate should be inclusive of all taxes & is not available, incidental charges. Self-attested copy of (i) Valid registration certificate (ii) PAN Card (Where PAN of the deducted Tax at higher of the prescribed rate or 20% will be deducted on all transactions) (iii) GST Registration (iv) Work experience on similar nature of work, (v) Bank solvency certificate, (vi) EPF registration (with latest challan receipt copy), are to be enclosed/uploaded with the tender without which the tender will not be accepted. The interested bidder may examine the nature of work available in Engineering Section and visit the site to satisfy them about the scope of the work before submitting the tender. The duly filled in tenders can be submitted online up to **11.00 AM of 31-01-2022**. Tenders will be opened on **31-01-2022 at 11.30 AM** in presence of the tenderers or their authorized representatives.

The detail NIT may be downloaded from university website www.aus.ac.in or <https://mhrd.euniwizarde.com> or <https://eprocure.gov.in/epublish/app>. Mandatory Tender application/Form fee of Rs.500/- (Five hundred only) in the form of demand draft drawn in favor of Assam University, Silchar, payable at Silchar from a scheduled /nationalized bank only, failing which the tender will not be accepted. Kindly submit your bid / tender giving rate in **Item Rate** basis along with terms and conditions through online mode only on e-Procurement portal <https://mhrd.euniwizarde.com> on or before Last last of submission of bid. If the office remains close for any reason, the tender will be received/opened on next working day at same time and place. The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received by recording clear, logical reasons. Canvassing in any form will be a disqualification for submission of the tender including submission of tender to the university in future.

Executive Engineer

File No. AU/ENGG/MAINT/ELECT-50/2021

Date: 20-01-2022

Copy to: -

1. PS to VC for kind information of the Hon'ble Vice-Chancellor.
2. PS to Finance Officer for kind information of the Finance Officer.
3. Director, Computer Centre for information & with a request to upload the aforesaid notice in university website
4. Notice Board.
5. File

Section Officer (Engg)

SEEMANT
A PAUL

Digitally signed by
SEEMANTA PAUL
Date: 2022.01.20
14:32:40 IST



TECHNICAL BID

e-tender for Annual Maintenance of Diesel Generator Sets at Assam University Silchar.



ASSAM UNIVERSITY, SILCHAR

(A Central University Established by an Act of Parliament)

Silchar-788011, Assam, India.

Certified that this Technical Bid contains (34) pages including the cover page.

Page

**SEEMANT
A PAUL**

Digitally signed by
SEEMANTA PAUL
Date: 2022.01.20
14:33:45 IST



APPLICATION FORM FOR TENDER

UNDERTAKING

I / We have read and understood the instructions and the terms and conditions contained in the application form. I / We do hereby declare that the information furnished in the application and in the supplementary sheets is correct to the best of my/our knowledge and belief.

Name (in Block Letter):

Designation:

Complete Postal Address:

E-mail:

Phone No.:

Mobile No.:

Place:

Date:

Signature of Applicant:

Seal of Office:

To

The Executive Engineer

Assam University, Silchar

Silchar – 788 011.



ASSAM UNIVERSITY, SILCHAR

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

No. AU/ENGG/MAINT/ELECT-50/2021

Date: 20.01.2022

NIT/ TENDER PAPER

**Name of work: e-tender for Annual Maintenance of Diesel Generator Sets at
Assam University Silchar.**

- Application / Form Fee: **Rs.500/-**
- Estimated Cost: **Rs. 7,63,000/-**
- Earnest Money: **Rs.15,260/-**
- Tender Processing Fee: **Rs. 763 + GST (18%)**
- Date for pre bid meeting & site Survey: **28-01-2022 upto 3:00 pm**
- Last date of submission online of tender: **31-01-2022 up to 11.00 A.M.**
- Date and Time of online Technical Bid Opening: **31-01-2022 at 11.30 A.M.**
- Date and Time of online Price Bid Opening: **31-01-2022 at 12:00 PM**



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- ❖ SECTION-5 Special Instruction for Online Bid Submission.



CHECK LIST OF DOCUMENTS

Following Self-Attested Certificates along with self-attested copy of tender document must be scanned and uploaded:

Note: The Technical Bid shall be instantly rejected, if the following documents are not scanned uploaded online.

Check List:

1. Valid Electrical Registration certificate of APWD/CPWD//MES/OEM :Yes/No
 - i. Certificate in respect to satisfactory completion of similar nature of works i.e. Repair and maintenance works for Diesel Generators sets under Central Govt./ State Govt. / Central Autonomous Bodies/ Central PSU department during last 7(Seven) years,
 - ii. Three works costing not less than the amount equal to 40 % of estimated cost.

Or
 - iii. Two works costing not less than the amount equal to 60 % of estimated cost.

Or.
 - iv. One work costing not less than the amount equal to 80 % of estimated cost.
3. Financial Solvency certificate @ 40% or more of the estimated cost for each work, Bank solvency from nationalized/ scheduled Bank within one year from date of publication of NIT as per Prescribed : Yes/No
4. GST Registration No (Copy to be enclosed). : Yes/No
5. PAN / TIN Details (Self-attested copy to be enclosed) : Yes/No
6. Site Survey Report for Diesel Generators sets.(Ref Annexure A) :Yes/No

Note:

- i. The Bidders are required to submit the print copy of the above uploaded documents duly self-certified along with the proof towards payment of tender document cost and EMD submitted.
- ii. Works completion Certificate should be issued by officer not below the rank of Executive Engineer or equivalent. Work order shall not be considered as proof for works completion.

Signature of Agency / Contractor



SECTION -1

File No. AU/ENGG/MAINT/ELECT-50/2021

Date:20.01.2022

NOTICE INVITING E-TENDER

Online Item rate tenders in two bid systems valid for 180 days are invited from reputed service providers having requisite experience for DG maintenance service in Govt./PSU/ Central Autonomous Bodies, for the following works at Assam University, Silchar- ‘**E-Tender for Annual Maintenance of Diesel Generator Sets at Assam University Silchar.**’ of estimated amount Rs.**7,63,000/-**.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 of submission of bid is 31-01-2022 up to 11.00 AM**. The tender documents and other details can be obtained from the websites www.aus.ac.in. or <https://mhrd.euniwizarde.com> or <https://eprocure.gov.in/epublish/app>

**Sd/-
Executive Engineer**



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 obtained from the Engineering Section of Assam University during working hours against written request and on payment of **Rs 500/- either in cash or by demand draft drawn in favour of Assam University, Silchar, payable at Silchar.**
3. Completed tender documents should invariably be submitted along the cost of tender document in the form of Demand draft drawn in the favour of Assam University, Silchar, payable at Silchar.
4. **The Earnest Money Deposit (EMD) of Rs. 15,260/-only** mentioned above is absolutely mandatory and shall be enclosed along with the tender in the form of **Bank Draft/ FDR /Call Deposit drawn in favour of the Assam University, Silchar** from a scheduled /nationalized bank only, failing which the tender will not be accepted.
5. Self-Attested Checklist documents must be submitted for verification:
 - a) EMD to be sealed in Envelop No-1
 - b) Tender Cost to be sealed in Envelop No-1
 - c) Envelop No-2 should contain following documents: -
 - i) self-attested registration certificate,
 - ii) self-attested PAN Card,
 - iii) self-attested GST Registration,
 - iv) self-attested EPF registration, copy of latest chalan,
 - v) self-attested work experience certificate once similar nature of work,
 - vi) Self-attested bank solvency certificate.
 - d) Envelop No-1 & 2 to be inserted in a single Envelop No-3 properly sealed with wax and super scribing Name of Work, Closing Date & Name of Agency/Contractor on the cover of the Envelop No-3

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. Tenders should be valid for 180 days from the date of opening of the tenders and may have to be extended further if considered necessary by the University. No reasons will be assigned for extension and no withdrawal shall be allowed. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, which-ever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the University, then the University shall, without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money Deposit.



7. **The time allowed for completing the work will be the period under consideration for providing the AMC services.**
8. Tenderer are advised to inspect and examine the DG set placement at site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the risks, contingencies and other circumstances which may influence or affect their tender. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents and has made himself aware of the scope and specifications of the work to be done and other factors having bearing on the execution of the work.
9. No Telex/ Tele fax/ Telegram/ E-mail of the Techno-Commercial and Price bids will be accepted. The University is not responsible for Postal. Courier delays. 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.
12. **Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tender submitted by the contractors 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. The successful tenderer/ contractor, on acceptance of his tender by the University, shall within 15 days from the stipulated date of start of the work sign the contract agreement in standard form consisting of the notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
16. No materials will be supplied by the University.
17. The contractor shall obtain a valid license under the contract labour (R&A) Act, 1970, and the contract labour central rules 1971, before the commencement of the work, and continue to have a valid license until the completion of the work. The contractor shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act, 1986 and other labour laws. Any failure to fulfill this requirement shall attract the penal provisions of this contract arising out of the resultant no execution of the work. No labour below the age of fourteen years shall be employed on the work.
18. During Opening of tender only representative duly authorized by the agency / contractor will be allowed to be present.
19. 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.
20. Authenticity of signatory (contractor) of tender document will be verified before finalization of tender document.



21. 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.
22. 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.
23. Performance guarantee
 - (a) The successful tenderer, shall deposit an amount equal to **3.00%** of the tendered and accepted value of the work as performance guarantee in one of the following forms:-
 - i. Deposit at Call Receipt/Banker's Cheque/Demand Draft/Pay Order of a Scheduled Bank.
 - ii. Fixed Deposit Receipt (FDR) of a Scheduled Bank.
 - iii. An irrevocable bank guarantee bond of any scheduled bank or the State Bank of India in the Prescribed CPWD format.
 - (b) The time allowed for submission of the performance guarantee by the contractor shall be period ranging from 4 to 15 days of issue of the work. The performance guarantee shall be repayable after 3(three) month of the expiry / termination of the contract after deduction of penalty /other dues if any.
24. EMD of unsuccessful bidder shall be released within 02 (two) months after issue of work order to the successful bidders.
25. If the work is found not as per specification or abandoned by the executing contractor/agency, same will be cancelled and remaining work will be done through other contractor/agency at their cost & risk.
26. 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 Tenders 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 .
27. 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 more details visit <https://mhrd.euniwizarde.com>
28. **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/
Executive Engineer



TENDER

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 hereby tender for the execution of the work specified for AU , Silchar within the time specified and in accordance in all respects with the specification, designs drawings and instructions in writing referred to in General Rule and Directions and in the conditions of contract and with such materials as are approved by the University Authority, and in respects in accordance with, such conditions so far as applicable .

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.15,260/-** is hereby forwarded in FDR/ Call deposit in favor of Assam University, Silchar of scheduled Bank as earnest money. If I/We, fail to commence the work specified I/We agree that the A.U., Silchar or his 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 by him 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 mentioned in the conditions of contract and those in excess of limit at the rates to be determined in accordance with the provision mentioned in the tender form.

I/We agree that should I/We fail to commence the work specified in the above memorandum, an amount equal to the amount of the earnest money mentioned in the form of the invitation of tenders shall absolutely be forfeited to the Silchar and the same may be the option of the competent authority on behalf of the A.U. Silchar be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/ us under this contract or otherwise.

Date

Signature of Contractor

Postal Address & Tele No.



SECTION –2

SCOPE OF THE WORK.

The maintenance includes Periodic Servicing Schedule i.e. preventive maintenance/regular services of the Diesel Generators (DG) and Breakdown Repairing Service i.e. repairing works to be executed on event of DG breakdown due to faults and damaged parts. The bidder shall maintain all the accessories mentioned in the schedule for keeping the Diesel Generators in perfect working order and condition at all the times during the period of the AMC. Also the Contractor shall have to attend to any unscheduled call for corrective and maintenance services that may eventually lead to DG breakdown, appropriate steps to be taken in time to set right the full functioning of the DG set as per the directions of the department. During execution of the DG repair maintenance works only OEM specific recommended parts and spares are to be used by the bidder.

A. PERIODIC SERVICING SCHEDULE:

1. Preventive Maintenance:

Number of Preventive Maintenance visit shall be monthly i.e. 12 Visits per annum and it includes the checking and ensuring proper functioning of followings as detailed below. As per this contract Diesel Generators are to be maintained in proper running condition all the time. It is the responsibility of the Contractor to provide all running spares mentioned below under preventive maintenance servicing to ensure trouble free and continuous operation of the DG sets. The spare includes:

- (i) Diesel Oil Filter,
- (ii) Lub Oil Filter
- (iii) Filter Washer
- (iv) Radiator Cap
- (v) Radiator Hose
- (vi) Hose clip
- (vii) Fan belt
- (viii) Diesel Tube
- (ix) Banjo Bolt/Washer/union
- (x) Carbon brush/Holder
- (xi) Battery Terminal/Clip
- (xii) Diode with wire contact
- (xiii) Dynamo Terminal
- (xiv) Oil seal
- (xv) Nozzle tube
- (xvi) Oil meter tube
- (xvii) Head Gasket
- (xviii) All Diesel/lub oil/water tubes/hose
- (xix) All Packing kits
- (xx) Coolant oil
- (xxi) All Bolts & Nuts, Washers, etc,

The preventive maintenance servicing is to be carried out, to maintain the equipment in a proper operating condition. The service representative of the contractor shall visit and carry out preventive maintenance servicing of the DG sets which includes the functional checks and necessary adjustments. The following works will be carried out on planned basis by the contractor as per OEM specifications for every month.

1.1 Generator set:



- (i) Check the leaks if any
- (ii) Check the Engine oil Level, top up if required.(Engine Oil shall be supplied by Contractor as per OEM specification).
- (iii) Check the condition of oil filter, and replacement when it required based on the condition and performance or else it has to be replaced once in 6months.(Oil Filter has to be supplied by Contractor).
- (iv) Replace Engine oil once in six months,(Engine Oil shall be supplied by Contractor).
- (v) Check the bypass filter and clean it.(If available)
- (vi) Diesel oil filter.

1.2 Cooling System:

- (i) Check for water/coolant oil level & Leakage if any and top-up if required(water/coolant has to be supplied by Contractors per OEM specification).
- (ii) Clean the radiator with blower.
- (iii) Check all rubbers hose and clip for tightness and replace if found damaged.(rubbers hose and clip have to be supplied by Contractor)
- (iv) Check the belt condition and tension, replace if required(Belt has to be supplied by Contractor as per OEM specification)
- (v) Check cooling fan hub, drive pulley, water pump and tighten all the accessible bolts and nuts.
- (vi) Add coolant oil in the radiator once in six month.(Coolant oil has to be supplied by Contractor)

1.3 Air intake:

- (i) Check for air leakage in connection.
- (ii) Check the condition of air filter, and replacement when it required based on the condition and performance or else it has to be replace once in 6months.(Air Filter has to be supplied by Contractor).

1.4 Fuel:

- (i) Check for any leakage.
- (ii) Check for fuel lines and connection.
- (iii) Check the fuel injection pump (PT Pump), Fuel injectors and Lube oil pump.
- (iv) Check the condition of fuel filter, and replacement when it required based on the condition and performance or else it has to be replaced once in 6months.(Fuel Filter has to be supplied by Contractor as per OEM specification).

1.5 Exhaust

- (i) Check for any leakage.
- (i) Check for exhaust restriction.
- (ii) Check the condition of the exhaust pipes and asbestos rope.

1.6 Engine Related

- (i) Tighten all mounting hardwares.
- (ii) Check the condition of coupling.
- (iii) Clean the engine and surroundings.
- (iv) Run the generator for half an hour and look for any unusual vibration/noise.



1.7 Maintenance schedule for Alternator:

- (i) Check the Electrical connections of the alternator.
- (ii) Measure and record generator winding resistance once in six months.
- (iii) Checking the condition of carbon brushes, if required to be replaced. (Carbon brushes have to be supplied by contractor).
- (iv) Check the wiring in the control panel.
- (v) Check the working of meters in control panel.
- (vi) Check the AVR.
- (vii) Check the battery for water level, specific gravity and top-up if required with battery grade water.
- (viii) Put the battery on boost charge for one hour if voltage is found low.
- (ix) Run the generator with load and without load and record the following parameter.
 - a) Output AC Voltage
 - b) Load Current
 - c) RPM (Speed of the Engine)
 - d) Battery Voltage

1.8 The contractor shall carry out the following works during preventive maintenance contract period along with the servicing of the Diesel Generator sets.

- (i) Draining the lubricating oil from sumps, Lube oil cooler and cleaning lube oil strainer.
- (ii) Renew lubricating oil prime lubricating system.
- (iii) Carry out air cleaner maintenance.
- (iv) Check and adjust tappet clearance.
- (v) Check for irregularities i.e. abnormal speed, hot engine, engine knocking, high fuel consumption etc. Check and record engine performance parameters.
- (vi) Check the engine protection unit for proper functioning
- (vii) In section and maintenance of electric AMF/ manual control panel wiring etc.
- (viii) Any other related work required to keep the diesel engine driven generator sets in good running condition including proper working of hour meter.
- (ix) All welding & tinkering works.

The AMC contract includes monthly periodical checks for all DG units in addition to preventive maintenance servicing and breakdown checks as and when called upon by the University

B. BREAKDOWN MAINTENANCE

- (i) This will include identifying and locating the fault(s) and carrying out the corrective and repair maintenance works necessary to set right the malfunctioning and to restore the complete system in operation and back to normal to the satisfaction of end user/Electrical Engineers of the University.
- (ii) The breakdown maintenance works shall include timely repair maintenance and replacement of spare parts which are faulty and can cause major engine failure and damage.
- (iii) Supply of OEM consumables and spares materials which may be needed during Execution & Completion of this work shall be arranged by the Contractor.
- (iv) The rates of the consumables and spare parts utilized during breakdown maintenance works shall be as per the latest OEM Spare Parts price list/Authorized dealer Invoice.



- (v) The cost of the repair maintenance works to be calculated as per the quoted rates of Part-B price schedule.
- (vi) All the repair maintenance works to be executed on priority basis and any delay in execution shall be governed by delay penalty clause.

C. SERVICEREPORT:

Service Report shall be made for all visits and it shall contains

- (i) Location/ID of the Generators
- (ii) Date & Time of complaint
- (iii) Date & Time of attention.
- (iv) Name of Firms representative
- (v) Whether Preventive /Breakdown maintenance work
- (vi) Observation by Service Engineer.
- (vii) Status/Performance of the System— working or not working
- (viii) Recording the following parameters during routine service:
- (ix) Output Ac Voltage
- (x) Load Current
- (xi) RPM (Speed of the Engine)
- (xii) Battery Voltage

D. SERVICEPROCEDURE

1. One contact number and Email-id should be assigned for break down calls.
2. The maintenance service agency shall provide maintenance services through experienced staff
3. The contractor should arrange to paste a sticker which contains the following information:
 - a. Firm's Address with contact number.
 - b. Date of Last preventive maintenance.

E. RESPONSETIME

The contractor has to attend the break down calls within 6 hours after reporting failure.

F. PENALTYCLAUSE

In the case of delay in attending to the complaints, penalty at the following rates will be levied:-

- i) Delay of 6- 24 hours @ Rs.1000 per complain/day
- ii) Delay in excess of 24 hours @ Rs.1200 per complain /day up to 48 hours
- iii) Delay in excess of 48 hours - Rs. 1500 per complain /day

The period will be reckoned from the time of lodging the complaint by telephone/SMS/letter, etc.

For details of DG set pl refer **Annexure-A**.

G. Payment terms and conditions:

- I. **Part A:** The bidder is required to quote rates for Preventive Annual Maintenance of the DG set listed in Annexure-A. The scope of works for the Periodic Maintenance Schedules detailed under clause A (sl no 1.1 to 1.8)



II. **Part B:** The bidder is required to quote rates as percentage (above/below/at par) of the estimated amount. The cost of the breakdown maintenance works shall be calculated as below:

Actual cost of OEM spares required during repair maintenance works as per the latest OEM price list.	X	Quoted % by Contractor in Part –B price schedule	+	Quoted % Contractor Service charges in Part –B price schedule	=	Cost of Breakdown maintenance works
A		B		C		D

II(i) In case additional DG units are considered beyond the scope listed in Annexure-A additional concurrence funds calculated as per tender T&C will be provided to execute the Preventive maintenance works as per approval of the competent authority.

II(ii) In event of the estimated cost amount considered in Part-B towards DG breakdown repairing gets exhausted/utilized within the contract tenure, additional concurrence funds calculated as per tender T&C will be provided to execute the urgent DG breakdown maintenance works as per approval of the competent authority.

II(iii) The scope of the break down maintenance works are detailed under clause B(sl no i to vi) .

II(iv) The Part A &Part B price to be quoted considering the OEM price list of the DG set brand mentioned in Annexure-A

II(v) The quoted rates shall be including all taxes, duties and statutory charges as per Government guidelines.

II(vi) The quoted rates shall be inclusive of contractor’s service charges, taxes duties and any statutory charges for DG repair maintenance works.

Note: All the rates quoted in Part-A and Part-B by the bidders shall be inclusive of all taxes & duties including cost towards supply installation and testing commissioning cost of OEM spares as applicable



SECTION-3

TERMS AND CONDITIONS:

1. AMC will be for a period of twelve month commencing from the date of the Agreement comes into force. This can be cancelled unilaterally by the Competent Authority of Assam University, Silchar (AUS), whenever the service is not found to be satisfactory or up to the mark. This institution also reserve the right to shift and reinstall any of the DG sets to any location and it will continue to be covered under AMC by the AMC provider. The contract may be renewed for further one year /less at a time at the discretion of the AUS authority based on satisfactory service provided by the agency.
2. The bidders may visit all the DG sets units detailed at Annexure-A on the specified dates and verify the units condition before quoting the rates for AMC services. They should submit a survey report as per format enclosed along with their bids. AUS shall not entertain any excuse for the non performance of the units considered under the contract, failing which the penalty clause shall be applicable. The decision of the competent authority shall be final in this case.
3. At present 26 nos. of DG sets of different reputed brands are considered details of which are placed at Annexure-A. The actual number of DG sets units under AMC services may either increase or decrease at the discretion of the authority. The successful bidder shall be required to take additional units under the AMC contract as directed by the department and quoted rates of the successful bidders shall be applicable for all necessary repairing works and AMC services for the additional DG units considered under the AMC services.
4. The firms must have a similar experience of successfully undertaking the AMC of DG sets or experienced in Supply, Installation & Commissioning of DG sets in Government Organization/ Semi- Government Organization/ PSUs. List of such Clients and Quantum of AMC handled must invariably be enclosed with the technical bid.
5. The firms are required to forward the following details with the quotation:
 - a. List of Engineer/Electrician with valid electrical license /technical staff with requisite experience
 - b. List of Government Organizations to whom maintenance/installation works & services for DG sets were provided during the last seven years with copies of orders & satisfactory completion certificate.
6. The rates accepted will remain firm and fixed during the period of the contract and AUS will not entertain any claim for the upward revision/increase of these rates or for payment of any additional charges on any ground whatsoever.
7. The DG set units will be kept in working condition at all times during the period of the contract. The successful bidder is required to maintain records of preventive and corrective maintenance works and provide the same to the EE/AE/JE on monthly basis.



8. In the case of repair/replacement of parts in the DG sets, only genuine/OEM spare parts, conforming to the relevant Indian Standards (ISI marked) or as approved by the department, will be used. In the case of replacement of major spares the warranty card will be deposited with AUS (Engineering Section). If this condition is not followed the AMC provider shall be liable for penalty double the cost of the item.
9. The firm will keep sufficient stock of essential OEM spare parts at site for replacement of defective/worn out parts expeditiously.
10. If any DG set is required to be taken to workshop for repair a stand-by DG set will be installed in lieu thereof. DG sets when required to be repaired at workshop, the bidder shall have to arrange for conveyance and logistics to department Engineers to witness major repair maintenance works at bidder's workshop.
11. Only experience engineers/technicians/mechanics helpers, whose character and antecedents have already been verified, will be deputed to attend the work.
12. The firm shall be solely responsible for any negligent acts of their personnel and shall indemnify AUS against any loss or damage to its property or injury to its employees due to such acts.
13. AUS shall not be a party to any dispute between the firm and the personnel deployed by them.
14. The firm will be required to undertake preventive maintenance by checking all the DG set as per scope of works and confirm that the systems are in the best of the working conditions.
15. If the AMC Provider firm failed to attend the calls in priority basis, this Department reserves the right to get the work done by other firms and deduct such expenses from the AMC charges. In the Case of exceptional and repeated delays, poor services, fault, break down, etc, this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the AMC unilaterally.
16. Details of DG sets to be covered under AMC along with the location of installation are given in **Annexure-A**.
17. Merely submission of Quotation does not entitle the firm to forward its claim for awarding the AMC even if it has quoted the lowest rates. The AMC will be awarded to the eligible firm only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.
18. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations. Quotations received after the stipulated time and date are liable to be rejected.
19. The bidder must ensure that the conditions laid down for submission of offers detailed below are correctly and completely fulfilled. The quotations found to be deficient in any respect shall be summarily rejected. Similarly, conditional offer and offers with terms and conditions inconsistent with those contained in this document shall be rejected.
20. It shall be the responsibility of the contracting firm to handover the DG set in good working condition at the end of the contract period to the AUS , failing which the firm shall be liable to pay liquidated damage to the AUS as deemed fit by the competent authority.
21. The firm is required to depute technically and professionally competent personnel to provide the requisite performance service as and when required.
22. The AMC service provider is required to maintaining the servicing cards for each DG set units on which full signature of the person operating the machine shall be taken after each servicing.



23. Any failure on the part of the AMC service provider to maintain the DG set units satisfactorily and delay on the part of the firm to repair the defects / replace defective parts for any reason including non availability of the genuine spares /parts shall be deemed as a breach of terms and condition of this AMC and shall entail deduction of such amount of penalty as maintenance charge as may be decided by the competent authority.
24. Any of the DG set may be withdrawn at any time during the period of contract; any Maintenance charges for such equipment will be payable at pro-rata basis. Similarly DG set can be added during the period of AMC and maintenance charges will be paid pro-rata basis.
25. Agency is required to provide all defective / damage components to the Engineering Section after the replacement. The new parts / components / sub-assemblies used for repair / replacement by the contractor should be same and original make / equivalent or higher make & version and functional capability as originally available in the systems.
26. The contractor is also obliged to provide land line / mobile phones number to book the fault to call the Engineers.
27. The contractor should indemnify the department, consequent on this works contract. The successful tenderer shall be liable, in accordance with the Indian Law and Regulation for any accident occurring due to any cause and the contractor shall be responsible for any accident or damage incurred or claim arising there from on the department during the period of execution of the works and also due to ancillary equipments under the supervision of the successful tenderer in so far as the later is responsible.
28. The successful bidder shall be required to take additional units under the AMC contract as directed by the department and quoted rates of the successful bidders shall be applicable for all necessary repairing works.
29. The bidders should have local office and servicing facilities.
30. Any item executed for repairing works beyond the items in the OEM spare item price list shall be paid on the basis of valid price list bill etc as decided by the deptt.
31. **Instruction for Price/Financial Bids:**
 - I. **Part A:** The bidder is required to quote rates for Periodic Servicing Schedule of the DG units listed in Annexure-A.
 - II. **Part B:** The bidder is required to quote rates for supply & installation of spare parts complete, which shall be utilized for BREAKDOWN MAINTENANCE of DG units installed in Assam University..



SECTION-4

GENERAL RULES AND DIRECTIONS

1. SUBMISSION OF TENDER/E-TENDER

- i) The General Conditions of Contract for Central PWD /APWD Works shall be the guiding principles for this work. Tenderers are advised to procure the same and familiarize themselves with the provisions of the above-mentioned Conditions of Contract.
- ii) The University reserves the right to alter, modify any Tender Conditions, technical specifications etc., before tender opening and may seek fresh quotation depending upon necessity, and may even withdraw/ cancel the tender, without assigning any reason.
- iii) All amendments/ revisions to tender documents issued by the University, if any, must be signed and submitted along with the tender. The tenderer is advised to submit the tender based strictly on the terms and conditions and specifications contained in the tender documents, and not to stipulate any deviations.
- iv) The bidders shall provide factual information. The bidder shall comply with the principle of good faith. An important aspect of the principle of good faith is that both parties to the employment contract have the right to know, namely having the right to know the opposite party and important information concerning the works contract.
- v) If the bidder supplies false information or conceals the factual conditions which cause the University to select him or her, which is contrary to the University's true intent, pursuant to the applicable law, this employment contract shall be invalid. Furthermore, in accordance with the decision of the competent authority, the awarded works contract can be terminated at any stage as per the GOI guidelines.

2. Tenders shall be prepared and submitted in 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.

3. Insertion, postscript, addition and alteration are allowed till before the time of the closing of tender. In the event of the tender being submitted by a firm, any of the partners may upload and submit the tender.

3. TENDERER TO INFORM HIMSELF FULLY:

The tenderer is required to carefully examine the technical specifications and other details relating to the work given in the Tender documents and fully inform himself as to all conditions and matters that may in any effect the work or the cost thereof. The tender shall be deemed to have himself independently obtained all necessary information for the purpose of preparing the tender and his tender as accepted shall be



deemed to have taken into account all contingencies as may arise due to such information or lack of the same.

PARTICULARS OF TENDER:

- Last date of submission online of tender: **31-01-2022** up to 11.00 A.M.
- Date and Time of online Technical Bid Opening: **31-01-2022** at 11.30 A.M.
- Date and Time of online Price Bid Opening: **31-01-2022** at 12:00 PM

Validity of tender: Tender shall remain valid for acceptance for a period of not less than **120 days** from the date of opening of tenders which may be required to be extended in public interest at the discretion of the University Authority.

4. CLARIFICATIONS:

The Tender Document issued is complete in all respect and no further clarifications are elaborated. However, in so far Technical Clarifications if any are concerned even though not binding on University can be ascertained from the University.

5. QUOTATION OF PRICE / RATES

This being Item rate tender, the tenderer shall state at what rate he will be willing to undertake the work. Rate should be quoted both in figure & words.

6. COMPLETION TIME:

The completion time is the essence of the contract. The Tenderer shall complete the work within the period indicated in the Notice Inviting Tender.

7. TRANSFER OF TENDER DOCUMENTS/ TENDERS:

Transfer of tender documents purchased by one tenderer to another is not permissible. Similarly transfer of tenders submitted by one tenderer to another is not permissible under any circumstances. The alteration of essence of tender once submitted is also not permissible.

8. LANGUAGE:

The Tender shall be submitted in English language only.

9. EARNEST MONEY DEPOSIT:

- i) The tender must be accompanied by the Earnest Money Deposit pledged in favour of Assam University, Silchar, in the form of Demand Draft / FDR/Call Deposit as indicated in the Notice Inviting Tender. If the tenderer after submitting his tender



resiles from his offer or modify the Terms and Conditions thereof in a manner not acceptable to the University, the Earnest Money will be forfeited. Tenders not accompanied by the earnest money deposit will not be considered and will be summarily rejected.

- ii) On Non-acceptance of tender, but in any case, not earlier than the expiry date of the period for which the tender is kept open, the Earnest Money shall be discharged.
- iii) Should the Tender in question be withdrawn or cancelled by the University, which the University shall have the right to do at any time, Earnest Money will be discharged.
- iv) Should the successful tenderer fail or refuse to duly sign the contract within the period fixed by the University or fail/refuse to commence the work within the stipulated time, the Earnest Money shall be forfeited without prejudice to his being liable for any further loss or damage incurred in consequence by the University.

11. NO CLAIM FOR COMPENSATION FOR SUBMISSION OF TENDER:

The Tenderer whose tender is not accepted shall not be entitled to claim any costs, charges and expenses of any incidental to or incurred by him thorough or in connection with his submission of tender, even though the University may modify/withdraw the Tender.

12. LOWEST TENDER NOT NECESSARILY TO BE ACCEPTED:

The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received by recording clear, logical reasons.

13. TENDER EVALUATION:

The Tenders received and accepted will be evaluated to ascertain the best and lowest workable tender in the interest of the University, for the complete work covered under the technical specifications and documents.



SECTION – 4.

TERMS AND CONDITIONS GOVERNING THE TENDER AND EXECUTION OF CONTRACT THEREOF.

1. DEFINITIONS:

a) Unless otherwise required by the subject or context the terms herein below shall have the following meanings.

The **Contract** means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of Assam University and the Contract, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Registrar, Assam University and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

b) **Client** means Assam University acting through The Executive Engineer Assam University, Silchar.

c) The **Contractor** shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assigns of such individual, firm or company,

d) The expression **works** or **work** shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional.

e) The **site** shall mean the land/ or other places, on, into or through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.

f) **Tender Value** means the value of the entire work as stipulated in the letter of award.

g) Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and vice versa.

h) As stated in Section III, Clause 1.1, the General Conditions of Contract for Central PWD Works shall be the guiding principles for this tender. The Clauses of Contract mentioned therein shall also be applicable herein and only those Clauses that need addition, emphasis and modification in context of this tender are enumerated below. Contractors are once again advised to familiarize themselves with the General Conditions of Contract for Central PWD Works.

2. SIGNING OF CONTRACT AGREEMENT

i. On the tender being accepted by the Client, a formal contract may be signed and executed by and between the Client and the successful tenderer within a time to be fixed by the Client, which shall anyhow be within 15 days from the stipulated date of start of the work.

ii. The contractor shall be furnished, free of cost one certified copy of the contract documents except standard specifications, Schedule of Rates and such other printed and published documents, together



with all drawings as may be forming part of the tender papers. None of these documents shall be used for any purpose other than that of this contract.

3. SCOPE

- i. The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labour, materials, tools, plants, equipment and transport which may be required in preparation of and for and in the full and entire execution and completion of the works. The descriptions given in the Schedule of Quantities shall, unless otherwise stated, be held to include wastage on materials, carriage and cartage, carrying and return of empties, hoisting, setting, fitting and fixing in position and all other labours necessary in and for the full and entire execution and completion of the work as aforesaid in accordance with good practice and recognized principles.
- ii. The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in price bid which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the proper completion and maintenance of the works.

4. DISCREPANCIES AND ADJUSTMENT OF ERRORS

- i. The several documents forming the Contract are to be taken as mutually explanatory of one another, detailed drawings being followed in preference to small scale drawing and figured dimensions in preference to scale and special conditions in preference to General Conditions.
- ii. If there are varying or conflicting provisions made in any one document forming part of the contract, the Registrar, Assam University shall be the deciding authority with regard to the intention/interpretation of the document and his decision shall be final and binding on the contractor.
- iii. Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the contract or release the Contractor from the execution of the whole or any part of the works comprised therein according to drawings and specifications or from any of his obligations under the contracts.

5. COMPLETION TIME:

The period of contract will be initially for a period of one year from the date of signing of formal agreement. The contract may be renewed for further one year /less at a time at the discretion of the AUS authority based on satisfactory service provided by the agency.

6. TERMS OF PAYMENT:

Subject to any deduction, which the client may be entitled to make under the Contract, all payments to contractor for the work would be made through PFMS/TSA in favour of the contractor on **satisfactory completion report of Site (i/c) of the proposed work.**

7. SECURITY DEPOSIT:

7% Security Deposit will be retained by the University from the bill value, which shall be released after one year from the date of completion of the work. During this defect liability period, any defect(s) in the work done shall be rectified by the Contractor at his/her own cost and expenses, failing which the Security Deposit will be forfeited.

8. RELEASE OF SECURITY DEPOSIT:

Release of the security deposit will be done after 12 months of final acceptance of the work by the Assam University, Silchar

9. SUB CONTRACTING OF THE WORK:

The Contractor is not permitted to assign or transfer his/ their obligation or benefit under the contract either in full or in part to other individuals/ firms / agencies. However, under extreme



circumstances where sub-contracting of part of the work is unavoidable, prior written permission of Client shall be taken by the Contractor.

Annexure-A:Format for site survey for Diesel Generators under AMC services

SL No	Location	Capacity of DG set(KVA)	Make /Model	Checked
1	Agricultural Engineering	100	Mahindra DG	
2	CSE	100	Mahindra DG	
3	Electronics Deptt.	100	Indomech Industries	
4	Main Gate	10	Kirloskar Engines	
5	Life science	35	Kirloskar Engines	
6	Biotechnology Department	100	Kirloskar Engines	
7	Computer Centre	125	Mahindra DG	
8	Library	70	Kirloskar Engines	
9	MBA Dept	100	Mahindra DG	
10	SOT Boys Hostel	70	Kirloskar Engines	
11	Boys Hostel 1,2 & 4.	200	Kirloskar Engines	
12	Girls Hostel 1,2,3 & 4	250	Kirloskar Engines	
13	Girls Hostel - 5	70	Kirloskar Engines	
14	Health Centre	50	Kirloskar Engines	
15	Foreign Hostel	15	Mahindra DG	
16	Exam Dept	50	Kirloskar Engines	
17	Admn. Block (1)	100	Kirloskar Engines	
18	Admn. Block (2)	100	Kirloskar Engines	
19	IPS/ Bipin Paul	115	Kirloskar Engines	
20	PHE Intact point, Dakbanglow	30	Kirloskar Engines	
21	VC Bunglow	30	Mahindra DG	
22	Guest House	15	Kirloskar Engines	
23	Bipin Paul (2)	15	Kirloskar Engines	
24	Lake intake near Non Teaching quarter	50	Inomech Industries	
25	Girls Hostel - 6	60	Kirloskar Engines	
26	Boys Hostel -5	60	Kirloskar Engines	



Annexure B: Deisel Generator Preventive Maintenance Service Schedule Record

Item Description		Monthly	Six Month	Remarks
Generator Set	Oil Leaks	Check	Check	
	Engine oil	Check and Top up	Repalce	
	Oil Filter	Check	Repalce	
	Diesel oil Filter	Check	Repalce	
Cooling System				
	Coolant Level	Check and Top up	Check and Top up	
	Radiator	Clean	Clean	
	Belt Codition	Check	Check	Replace as required
	Fan Hub/Drive Pulley/Water Pump	Check	Check	Repair/Replace as reqd
Air Intake				
	Air Leakage	Check	Check	
	Air Filter	Clean	Repalce	
Fuel				
	Fuel Leakage	Check	Check	
	Fule pipe line and connection	Check	Check	Replace as required
	Fule injection pump	Check	Check	Replace as required
	Lube oil pump	Check	Check	Replace as required
	Fuel Filter	Check	Repalce	
Exhaust				
	Leakage	Check	Check	
	Proper condition of Exhaust pipe	Check	Check	As directed
Engine related				
	Engine RPM	Check	Check	Engine check as per OEM
Alternator				
	Electrical Connection	Check	Check	
	Winding resistance		Measure	
	Carbon brush if available	Check	Relace	
	Control Panel	Check	Check	



	AVR	Check	Check	Repair/Replace as reqd
	Battery Battery Level	Check and Top up	Check and Top up	

SECTION-5

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, eprochelpdesk.29@gmail.com

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 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, eprochelpdesk.29@gmail.com, Email 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
- V. Download Official Copy of Tender Documents from <https://mhrd.euniwizarde.com> or www.aus.ac.in
- 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,
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).

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.



Name of Work: **e-tender for Annual Maintenance of Diesel Generator Sets at Assam University Silchar.**

Note: Price Bid need not be enclosed with tender document.

Estimated Cost: Rs.7,63,000/-



Assam University Silchar

PRICE BID					
Tender No:- AU/ENGG/MAINT/ELECT-50/2021		Tender Publish Date:- 20-01-2022			
Tender Closing Date:- 31-01-2022 11:00 AM		Tender Opening Date:- 31-01-2022 11:30 AM			
Name of Work:-		E-Tender for Annual Maintenance of Diesel Generator Sets at Assam University Silchar			
Estimate Amount		Part A= Rs 3,03,000.00			
		Part B=Rs 4,60,000.00			
		Total Amount (Part A + Part B)=Rs 7,63,000.00			
Name of the Firm / Company / Bidder:-					
Address of the Firm / Company / Bidder:-					
Part A: Preventive Maintenance Service					



SL No	Location	Capacity of DG set(KVA)	Make /Model	Unit Rate(Rs)	Total Amount (Rs)
1	Agricultural Engineering	100	Mahindra DG		₹ 0.00
2	CSE	100	Mahindra DG		₹ 0.00
3	Electronics Deptt.	100	Indomech Industries		₹ 0.00
4	Main Gate	10	Kirloskar Engines		₹ 0.00
5	Life science	35	Kirloskar Engines		₹ 0.00
6	Biotechnology Department	100	Kirloskar Engines		₹ 0.00
7	Computer Centre	125	Mahindra DG		₹ 0.00
8	Library	70	Kirloskar Engines		₹ 0.00
9	MBA Dept	100	Mahindra DG		₹ 0.00
10	SOT Boys Hostel	70	Kirloskar Engines		₹ 0.00
11	Boys Hostel 1,2 & 4.	200	Kirloskar Engines		₹ 0.00
12	Girls Hostel 1,2,3 & 4	250	Kirloskar Engines		₹ 0.00
13	Girls Hostel - 5	70	Kirloskar Engines		₹ 0.00
14	Health Centre	50	Kirloskar Engines		₹ 0.00
15	Foreign Hostel	15	Mahindra DG		₹ 0.00
16	Exam Dept	50	Kirloskar Engines		₹ 0.00
17	Admn. Block (1)	100	Kirloskar Engines		₹ 0.00
18	Admn. Block (2)	100	Kirloskar Engines		₹ 0.00
19	IPS/ Bipin Paul	115	Kirloskar Engines		₹ 0.00
20	PHE Intact point, Dakbanglow	30	Kirloskar Engines		₹ 0.00
21	VC Bunglow	30	Mahindra DG		₹ 0.00
22	Guest House	15	Kirloskar Engines		₹ 0.00
23	Bipin Paul (2)	15	Kirloskar Engines		₹ 0.00



24	Lake intake near Non Teaching quarter	50	Inomech Industries		₹ 0.00
25	Girls Hostel - 6	60	Kirloskar Engines		₹ 0.00
26	Boys Hostel - 5	60	Kirloskar Engines		₹ 0.00
			Part A Total		₹ 0.00
Part B: Breakdown maintenece service					
	Item Description	L S Amount (Rs)	Percentage above or below the estimated cost	% in Figures	Total Cost
10	Supply fitting fixing of the OEM spare parts to make the DG set fully operational and functional as per the breakdown maintenance works tender terms and conditions.	Rs. 4,00,000.00			₹ 0.00
10	Contractor service charges towards supply installation testing and commissioning of OEM spares for DG set repair maintenance works	Rs. 4,00,000.00			₹ 0.00
2			Part B Total		₹ 0.00
			Total Amount (Part A + Part B)		₹ 0.00