

Tender Document



Name of work :- “Day-to-Day Repair & Maintenance work of electric system (including internal & external system for various buildings) for one year AT UNIVERSITY OF KOTA, KOTA.”

Ref:- NIB NO:- 13/2024-25

Bid Submitted by

Name:- -----

Address:- -----

Contact No. :- -----

Email ID:- -----

Instructions to bidder

These shall be read carefully before submitting the bid

1. The bid documents, terms and conditions may be seen and downloaded from the web site www.sppp.rajasthan.gov.in, or www.uok.ac.in. or may be obtained from office of the REGISTRAR UNIVERSITY OF KOTA , KOTA **MBS Marg, Near Kabir Circle, Kota.** during period (dates) and working hours as specified in the NIB.

2. The Interested bidders are required to submit their bids in two envelope system.

(a) **First envelope subscribed as “ TECHNICAL BID ENVELOPE” containing** separate original Demand Draft of Rs. **500.00** drawn in favour of “**Registrar, University of Kota, Kota**” payable at Kota, towards the cost of Tender Fee (non-refundable) and **Original Demand Draft Amounting to Rs. 9840.00 towards Bid security/earnest money** in favour of Registrar, University of Kota, Kota, along with all supporting documents fulfilling the Minimum eligibility criteria as stipulated under at clause 11. **Required demand drafts shall be made from the account of the firm /proprietor of firm who is bidding for this work.**

(b) **Second Envelope shall contain financial bid only .This Envelope shall be subscribed as “FINANCIAL BID ENVELOPE”& shall be properly sealed .**

(c) **BOTH THE ENVELOPE SHALL BE PUT IN ONE ENVELOPE.**

3. The BID in two separate sealed envelopes, one containing technical bid documents & other containing financial bid only must be put in tender box placed physically placed in the office of Procurement Entity i.e REGISTRAR University of Kota, Kota, **MBS Marg, Near Kabir Circle, Kota.** on or before last date and time as mentioned in tender failing which bids shall not be considered.

4. The technical Bids will be opened on the specified date and time before committee in the presence of bidder or their authorized representative who wish to be present. Financial bids of only those bidder will be opened who are declared responsive by the committee after evaluation of technical bid.

5. In the event of the specified dates being a holiday, the activities assigned on that date may be carried out on next working day on the same time.

6. University of Kota may reject NIB at any stage of tender process without assigning any reason therefore.

7. Bids received after the prescribed time and date will not be considered.

8. The bidders shall have to submit GSTN Registration number without which the bids will not be considered.

9. **Bid Validity: - 90 days from the opening of Technical bid.**

10. In case of any query, may be contact at 0744-2472934 or **e-mail ID:- Registrar@uok.ac.in**

11. MINIMUM ELIGIBILITY CRITERIA-----

The bids of those bidders shall only be considered as responsive who have submitted following documents in technical bid envelope -----

a) **The bidders shall have to submit copy of GSTN Registration certificate and number in technical bid envelope (without which the bids will not be considered.)**

b) **The bidders shall have to submit copy of PAN CARD and number in technical bid envelope (without which the bids will not be considered.)**

- c) **The bidders shall have to submit original Demand Draft of Rs 500.00 drawn in favour of “Registrar, University of Kota, Kota” payable at Kota, towards the cost of Tender Fee (non-refundable) and Original DEMAND DRAFT Amounting to Rs. 9840.00 towards Bid security/earnest money in favour of Registrar, University of Kota, Kota. Required demand drafts shall be made from the account of the firm/proprietor of firm who is bidding for this work. Demand drafts made from the other firm who is not participating in bid will not be considered.**
 - d) **With the technical bid envelope, bidders are required to put these original demand drafts in the technical bid envelope only without which the bids will not be considered. If original demand drafts are placed in financial bid then bid will not be considered and financial bid will not be opened and will not be returned to the bidder.**
 - e) **The bidders will have to submit Copy of Registration with any Engg. govt. Deptt./ govt. Under taking in relevant category & electrical contractor licence issued by the electric inspector govt. of rajasthan. (without which the bids will not be considered.)**
 - f) **The bidders shall have to submit copy of experience certificate having single work order in any one year equal to the 50% of the NIB amount of similar nature of work issued by competent authority of any Govt. Department or Govt. Undertaking or autonomous body of govt. in technical bid envelope Experience certificate for works executed in last three years will be considered for technical evaluation of bid (without which the bids will not be considered.)**
 - g) **Annexure A to E & special terms and conditions of tender documents shall be signed on each page by the bidder and put in technical bid envelope.**
12. First Technical bid envelope will be opened by the committee and bidders fulfilling above requirements shall only be considered as responsive by the university committee. Decision of university committee will be final & binding to all bidders.

Financial bid envelope of only those bidders will be opened who are declared responsive by the university committee

13. Documents to be put in “Technical bid envelope” by the bidder-----

- a) **copy of GSTN Registration certificate and number**
- b) **copy of PAN CARD and number**
- c) **Original Demand Draft of Rs.500.00 drawn in favour of “Registrar, University of Kota, Kota” payable at Kota, towards the cost of Tender Fee (non-refundable) and Original DEMAND DRAFT Amounting to Rs. 9840.00 towards Bid security/earnest money in favour of Registrar, University of Kota, Kota(refundable).**
- d) **The bidders will have to submit Copy of Registration with any Engg. govt. Deptt./ govt. Under taking in relevant category & electrical contractor licence issued by the electric inspector govt. of rajasthan. (without which the bids will not be considered.)**
- e) **copy of experience certificate having single work order in any one year equal to the 50% of the NIB amount of similar nature of work issued by competent authority of any Govt. Department or Govt. Undertaking or autonomous body of govt. within Last three years Experience certificate for works executed will be considered for technical evaluation of bid**
- f) **Annexure A to E & special terms and conditions of tender documents shall be signed by the bidder and put in technical bid envelope.**

14. Documents to be put in “Financial bid envelope” by the bidder-----
Financial offer only properly signed with seal in the same format as specified in the bid document as BOQ/H-SCHEDULE . Financial offer shall be including GST &All other taxes levied by the Govt. time to time.
15. Entire internal & external electric system of the university campus will be handed over to the contractor “on as is where is basis(whether fixtures/systems are in working condition or not)” and contractor has to repair &maintain whole system &fixtures in working condition all time during the year . If replacement of fixtures(as mentioned in BOQ), accessories in electric panels is required then it shall be replaced with material of same specification as originally fixed. No payment for such replacement shall be made by the university except otherwise mentioned in BOQ item. SO it is desirable that bidder should visit site and clearly understand the scope of work before quoting the rates After quoting the rates no clarification/representation will be entertained in regard of scope of work by the university.
16. The Technical bid shall be opened on the **day** 13/08/2024 at 3.00 P.M. (in the same office) in the presence of bidders who wish to be present. Time & date of opening the financial bid of Technically qualified bidders, as above, will be intimated by the university.
17. The date and time of opening of the price bid along with names of successful tenders in pre-qualification will be subsequently displayed on the notice board only and no individual communication to tenders will be made.
18. Bidder has to follow all covid-19 related guidelines issued by the GOVT. or university time to time at his own cost.
19. Bids comprising technical bid envelope & financial bid envelope shall be submitted in tender box put in the office of the procuring entity office before last date & time mentioned in NIB. Bids by post will not be accepted.
20. Multiple bids from one bidder are not allowed.

Procurement Entity



University of Kota, Kota

MBS Marg, Near Kabir Circle, Kota.
Ph No.-0744-2472934 e-mail ID:- Registrar@uok.ac.in



DOCUMENTS TO BE PUT IN “TECHNICAL BID ENVELOPE”

Ref:- NIB NO:- 13/2024-25

1.	Bid for (Name of work for which the tender is submitted).	“Day-to-Day Repair & Maintenance work of electric system (including internal & external system for various buildings) for one year AT UNIVERSITY OF KOTA, KOTA.”
2.	NIB Dispatch No & Date.	No. 3839 Date : 03/08/2024
3.	Address of Procurement Entity.	Registrar, University of Kota, Kota Contact No 07442472934 Email Id :- Registrar@uok.ac.in
4.	Copy of Registration with any Engg. govt. Deptt./ govt. Under taking in relevant category & electrical contractor licence issued by the electric inspector govt. of rajasthan	
5.	PAN Card No. (Copy shall be enclosed).	
6.	GST registration no. (Copy shall be enclosed).	
7.	Original Demand Draft in favour of Registrar, University of Kota payable at KOTA ,towards tender fee amounting to Rs.500/- .	Demand Draft Number..... Bank Dated.....
8.	Original Demand draft in favour of Registrar, University of Kota payable at KOTA towards Bid Security /earnest money amounting to Rs.9840.00	Demand Draft Number..... Bank Dated.....
9.	copy of experience certificate equal to the 50% of the NIB amount of similar nature of work issued by competent authority of any Govt. Department or Govt. Undertaking or autonomous body of govt. during Last three years. (Copy shall be enclosed).	
10.	Annexure A, B, C, D, E and SPECIAL CONDITIONS duly signed on each page shall be enclosed.	

Enclosures :-

- (i) **Copy of Photo ID Proof, PAN Card, GST registration Copy, Copy of Registration with any Engg. govt. Deptt./ govt. Under taking . & electrical contractor license issued by the electric inspector govt. of rajasthan**
- (ii) **Work experience certificate issued by the competent authority for the works executed during last three years.**
- (iii) **Annexure A, B, C , D, E and SPECIAL CONDITIONS duly signed on each page**
- (iv) **Bid Security /earnest money & Tender Fee, as above.**

Signature of the bidder with Seal & Mob. No.

Special Terms & Conditions

- 1. Scope of Work:** The scope of the work under this contract covers “Day-to-Day Repair & Maintenance work of electric system (including internal & external system for various buildings) for one year AT UNIVERSITY OF KOTA, KOTA.” & execution of items as stipulated in BOQ. Entire internal & external electric system of the university campus will be handed over to the contractor “on as is where is basis(whether fixtures/systems are in working condition or not)” and contractor has to repair & maintain whole system & fixtures in working condition all time during the year. If replacement of fixtures, accessories in electric panels is required then it shall be replaced with material of same specification as originally fixed. No payment for such replacement shall be made by the university except otherwise mentioned in BOQ item.
2. Conditional tender will not be accepted.
3. The R.T.P.P. rule 2013 shall govern the Contract
4. The Rates shall be valid for whole contract period i.e. for ONE YEAR
5. **The rates quoted by the contractor shall be including GST and all other taxes levied by the govt. time to time.**
6. **The given quantities are tentative & may vary. Payment shall be made on actual quantity of work executed on approved rates as per requirement during the year and there is no guarantee for minimum Qty of any item to be executed ,hence bidder shall quote self sustainable rates accordingly, no claim on account of execution of lesser qty will be entertained by the university.**
7. All other Terms & Conditions are as per G.F. & A.R., & Rajasthan Transparency in public procurement Rules. 2013.
8. **The Contract will be for one year from the date of issue of work order, However same can be extended with mutual consent on the same terms conditions & already approved rates maximum for three months.**
9. **The bidder must visit the site and assess/ survey the condition of works to be executed at various locations in the University campus, Rates shall be quoted accordingly. All T&P and other Misc. Items as directed shall be arranged by the bidder at his own cost, rates quoted shall be inclusive of all Charges/ taxes (if any) bidder has to comply all labour rules. Work is to be executed at all height with all leads no extra payment will be made on this account. In case of any mishappening at site, the contractor/agency shall be sole responsible for any sort of compensations.**
10. **Successful bidder will have to execute agreement on non judicial stamp paper of amounting to RS.1000.00 if work order amount is upto Rs.50.00 lakhs and if work order amount exceeds Rs. 50.00 lakhs then have to execute agreement on non judicial stamp paper of amounting to 0.15 % of work order amount & deposit Performance security at the rate of 5% of the value of the work order amount as per rules within 07 days of issue of the work order, which shall be refundable after completion of work. Performance security may be deposited in the form of cash, DD, bank guarantee or FDR of nationalized bank only in favour of REGISTRAR UNIVERSITY OF KOTA KOTA., Bank guarantee or FDR of nationalized bank submitted in lieu of Performance security shall be valid till the 14 months from date of issue of work order. If FDR or bank guarantee of nationalized bank submitted in lieu of performance guarantee, then it shall be duly pledged in favour of Registrar university of kota ,kota without the requirement of consent of the contractor in case it is evoked due to whatsoever be reason.**

Successful bidder at time of signing of the contract agreement may submit option for deduction of performance security from each running bill and final bill @ 5 % of the amount of the bill.

An additional performance security equal to fifty percent of unbalanced bid amount shall also be given by successful bidder in case of unbalanced bid before execution of agreement which shall be valid for 14 months from date of agreement. The additional performance security may be deposited in the form of demand draft, bankers cheque, government securities or bank guarantee. Explanation for unbalanced bid & unbalanced bid amount is as under ---

- 1. Unbalanced bid means any bid below more than fifteen percent of estimated bid value.**
 - 2. Estimated Bid value means value of work mentioned in bidding document by the procuring entity.**
 - 3. Unbalanced bid amount means positive difference of eighty five percent of estimated bid value minus bid amount quoted by the bidder.**
- 11. Security deposit will be deducted @ 5 % from Contractor running bills and will be refund after six months from actual date of Completion of work. The security deposit shall bear no interest. All other deductions will be as per govt. rules**
 - 12. The contractor will be responsible for deployment of sufficient man power as per requirement along with supervisor**
 - 13. Compensation for delay**

The work shall, throughout the stipulated period of the contract, be carried out with all diligence. If the contractor fails to attend complaints assigned within the 48 hrs as per requirement of the university then penalty of Rs. 2,000/-(rupees one thousand) as liquidated damages for each such fault will be imposed by the university The Employer may, without prejudice to any other method of recovery, deduct the amount of such damages from any money due or which become due to the contractor. The recovery or deduction of such damages shall not relieve the contractor from any obligations and liabilities under the contract.
 - 14. The contractor will be responsible for procurement of all/any materials as per approved quality required for completion of job at any time. Storage space on request, if available, may be provided as per norms of the university. If the storage space is not provided by the university then the contractor will have to arrange the same at his own**
 - 15. Payment bill within limit of work order amount and bill shall be submitted for executed works by the contractor .**
 - 16. All the materials required as per B.O.Q. for the work shall be arranged by the contractor at his own cost and risk.**
 - 17. If performance of the agency is not found satisfactory, The job will be terminated with forfeiture of performance guarantee amount.**
 - 18. SAFETY CODE:**

The contractor shall abide by the safety regulations of the employer, or as required by the engineer, in respect of all labour engaged for the performance of the works and shall provide all the facilities in connection therewith. The contractor shall be responsible for following the provisions of all labour laws and rules made there under and other statutory requirements. The contractor shall ensure that necessary safety appliances are being used by his employees and workers working at site, particularly those engaged in work, without which the employees and workers shall not be permitted to be engaged on the work.

The contractor shall be responsible for the safety of his labour and employees. The contractor shall be responsible for making all safety arrangements in the execution of work and shall employ trained workmen conversant with safety regulations. The contractor shall use only tested equipment and tools and shall periodically conduct tests according to standard procedures laid and such certificates shall be readily available for inspection at the site of work. He shall replace any tools, if so asked by the Engineer. The contractor shall be responsible for following all safety regulations and report all accidents to the concerned authorities and the engineer. The employer reserves the right to issue directions regarding safety and such directions shall be immediately implemented by the contractor.

19. UNAUTHORISED USE OR MISUSE OF EMPLOYER'S/PUBLIC PROPERTY OR UTILITIES.

The contractor and his employees/workmen and the contractor's sub-contractor and their employees/workmen are forbidden to unauthorized use or misuse the employer's/public property or utility and if any such unauthorized use/misuse occurs, the employer may take severe action against the contractor including for direct and indirect damages losses, etc for removal of their workmen concerned and forfeiture of performance guarantee, in addition to statutory and legal actions on the contractor. Such recurrent action by the contractor will also be considered as persistent negligence on the part of the contractor to carry out his obligation under the contract.

20. ENVIRONMENT, SAFTY & HEALTH. FOR GREEN & CLEAN UNIVERSITY CONCEPT

The following environment, safety & health points are to be adhered:

- a) **The contractor must adhere to all the applicable statutory laws pertaining to safety, health and environment.**
 - b) **The contractor must ensure that there is no wastage of water at the work site.**
 - c) All the motor vehicles of the contractor used for transporting materials/machinery, etc should have pollution control certificates . A copy of the same must be exhibited / pasted on the vehicle .
 - d) The contractor must ensure dust suppression measures in the work areas by sprinkling of water, etc and also ensure that all his workers use dust masks while working in dusty areas.
 - e) The contractor must ensure proper house keeping at site by keeping the work areas free from unwanted material and greases, oil to avoid slips and falls.
 - f) The contractor must ensure that all the debris generated during the work is transported safely to dump yard such that there is no spillage of debris on the road during transportation (by covering with a plastic sheet/tarpaulin
 - g) All the material which may be recycled/reused should be transported to the designated place for reuse/recycling.
- All representatives/supervisors/workers of contractors must take safety and environmental induction training and comply with the instructions given therein

21. **The university shall be at liberty and is empowered to deduct the amount of any damages, compensation costs, charges and expenses arising or occurring from or in respect of any claim or damage from any sum or sums due to or become due to the contractor including the security deposit.**
22. The contractor shall bear full liability for payments under provident fund and employees State Insurance Scheme and other labour laws for his workers and staff.
23. The rates quoted in the tender shall be firm and shall not be subject to any escalation till the completion of work due to increase in the prices of materials, labour wages sales Tax etc. for any reasons, whatsoever.
24. Quality of materials and workmanship shall conform strictly to tender specifications and Contractor will ensure will ensure that the quality of work is appropriate to the specifications and the work is done to the satisfaction of the Architect with strict control on the materials, workmanship and supervision.
25. The whole of the work including electrical / plumbing / sanitation is to be complied with as per the requirements and byelaws of the relevant statutory authorities.
26. The Contractor shall get the all the material approved by the UNIVERSITY ENGINEER in consultation with the employer prior to its use. The contractor shall keep one set of sample of materials approved UNIVERSITY ENGINEER by the for its ready reference at site of work and shall ensure that the materials incorporated in the works strictly conform to the sample approved.
27. All other materials for use in the work shall be got approved by the UNIVERSITY ENGINEER before placing order / procurement.
28. It may be required by the UNIVERSITY ENGINEER to arrange to test materials and portions of the works by the contractor at his own cost in order to prove their soundness and efficiency. These tests should be carried out at the approved Institutions/NABL approved labs as directed. If after such test the work or portions as of the works are found to be defective or unsound the Contractor shall if ordered by the UNIVERSITY ENGINEER pull down and reject the same at his own cost.
29. The contractor shall report to the UNIVERSITY ENGINEER representatives, before covering up or otherwise placing beyond there each item of work. Should the contractor neglect to do so the same shall be uncovered at the Contractor's expense and if found to be executed in default of specifications/requirements, no payment or allowance shall be made for such work and Contractor shall have to remove and re-do the same at his own cost.

30. The whole of the work as described in the Contract (including the Bill of Quantities, the Specifications, General / Special Conditions pertaining thereto) and as advised by the university engineer from time to time is to be carried out and completed in all its parts to the entire satisfaction of the university engineer. Any details of execution, which may not have been definitely referred to in this contract, but which are usual in interior works and essential to the work, are deemed to be included in this contract. Rates quoted in the Schedule shall be inclusive of all freights, taxes, Royalties, work contract tax, GST etc., as well as transportation, so as to execute the contract as per the rules and regulations of local bodies, and Government of India/Rajasthan.
- The rates quoted in the tender should include all charges for: -
- Labour, maintenance, Fixing, carrying, Cleaning, making good, hauling, watering etc.
 - Plant, Scaffolding, frame work, English ladders, ropes, nails, spikes, tools, materials and workmanship protection from weather, shuttering, temporary supports, Platform etc.
 - AH temporary canvas, lights, barricades etc. The university engineer will be the sole judge in deciding as to the suitability of the tools or plants that might be brought to the site of works by the Contractor for the proper execution of the work.
31. The Contractor workmen may be allowed to work on Sundays/Holidays subject to the prior permission of the same by the Employer. No extra cost claim would be entertained for the above.
32. **All work shall be carried out as described in the tender item and with the .P.W.D. rajasthan Specifications laid therein, unless otherwise stated. If not covered as above, I.S. codes specifications shall be followed in that order. For patented products, the manufacturer's specifications and instruction shall be followed. For any discrepancy in various specifications, university engineer decision shall be final and binding on both the parties. In case there are no laid down specifications, university engineer specifications and instructions for that particular item shall be followed.**
33. **All required T&P and staging material has to be arranged by the contractor at his own cost to full fill the obligations of the contract, university will not make any payment on this part & deemed to be included in BOQ ITEMS**
34. **In case of any dispute jurisdiction of court will be at Kota only.**
35. **Recovery for replaced unserviceable scrap material will be made @ 2% of payable bill amount to the contractor. All such unserviceable scrap material will be the property of the contractor.**
36. **If the successful rate contract holder quotes/reduces its price to render similar goods, works or services at a price lower than the rate contract price to any one in the State at any time during the currency of the rate contract, the rate contract price shall be automatically reduced with effect from the date of reducing or quoting lower price, for all delivery of the subject matter of procurement under that rate contract and the rate contract shall be amended accordingly. If rate contract holding firm does not agree to the reduced price, further transaction with it, shall not be conducted.**
37. **If there is electric supply related problem of any building or entire campus at any time including night hrs then contractor has to attend it immediately & restore the electric promptly. Contractor shall always be available on phone call and he will also be responsible for co-ordination and providing trained electrician, labour if required in restoring the electric supply of the campus even if fault is on the part of KEDL. Contractor shall be updated with contact no. of KEDL authorities & complaint lodging portal of KEDL. University will not make any payment on this part and these activities deemed to be included in the BOQ ITEMS.**
38. **Contractor will also be responsible for the Day to Day operation of D.G.Set placed near Saraswati Bhawan of the University Campus as per requirements to ensure uninterrupted electric supply for the Saraswati Bhawan.**
39. **संवेदक द्वारा (1+1) = 2Nos. Electrician रोजाना उपलब्ध कराना होगा जिनका भुगतान Site Engineer द्वारा verified पश्चात् किया जावेगा तथा Electrician उपलब्ध नहीं करवाये जाने की स्थिति में रु. 1000.00 प्रतिदिन के हिसाब से संवेदक के बिल में से काटा जावेगा।**
40. **G-Schedule में दी गई मात्रा आवश्यकतानुसार घटाई व बढ़ाई जा सकती है एवं भुगतान वास्तविक किये गये कार्यानुसार किया जावेगा।**

Compliance with the code of integrity and no conflict of interest

Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process.
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness, and progress of the procurement process.
- (d) Not misuse any information shared between the procuring entity and the Bidders with intent to gain unfair advantage in the procurement process.
- (e) Not indulge in any correction including impairing or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process.
- (f) Not obstruct any investigation or audit of a procurement process.
- (g) Disclose conflict of interest, if any, and
- (h) Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must have a conflict of interest.

A Conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligation, or compliance with applicable laws and regulations.

A Bidder may be considered to be in conflict of interest with one or more parties in a bidding process if, including but not limited to;

- a. Have Controlling partners/shareholders in common; or
- b. Receive or have received any direct or indirect subsidy from any of them; or
- c. Have the same legal representative for purpose of the bid; or
- d. Have the relationship with each other, directly or through common third parties, that puts them in a position to have access have to information about or influence on the bid of another Bidder, or influence the decision of the procuring entity the bidding process; or
- e. The Bidder participates in more than one bid in a bidding process. Participation by a Bidder in more than one bid will result in the disqualification of all Bids in which the Bidder is involved. However this does not limit the inclusion of the same subcontractor , not otherwise participating as Bidder, in more than one Bid; or
- f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the goods, works or service that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring entity as engineer-in-charge /consultant for the contract.

Place :

Date

Signature of the Bidder with seal

Declaration by the Bidder regarding qualifications

In relation to my/our Bid submitted to UOK for procurement of “**Day-to-Day Repair & Maintenance work of electric system (including internal & external system for various buildings) for one year AT UNIVERSITY OF KOTA, KOTA.**”in response to their Notice **Inviting Bid No. 13/2024-25**

I/We hereby declare under section 7 of Rajasthan Transparency in Public Procurement Act , 2012, that:

1. I/We possess the necessary professional, technical , financial and managerial resources and competence required by the Biding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the union and the State Government or any local authority as specification in the Bidding Document;
3. I/We have are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administrated by a court or a judicial officer , not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
4. I/We do not have, and our directions and officers not have, been convicted of any criminal offence related to my/our professional conducted or the making of false statement or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceeding;
5. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding document, which material affects fair competition;

Date:

Place:

Signature of bidder with seal

Grievance Redressal during procurement process

The designation and the address of the first appellate authority is Hon'ble V.C. UOK, Kota.

The designation and the address of second Appellate Authority is Additional Chief Secretary (Higher Education, Govt. Rajasthan)

(1) Filing an appeal

If any bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file an appeal to first Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Providing that after the declaration of a bidder as successful the appeal may be filled only by a bidder who has participated in procurement proceeding:

Providing further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filled only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filled under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the Procuring Entity, as the case may be, may file a second appeal to second Appellate Authority specified in the Bidder Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the first Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) Determination of need of Procurement
- (b) Provisions limiting participating of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process ;
- (e) Applicability of the provisions of confidentiality

(5) Form of appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payments of fee.
- (c) Every appeal may be presented to first Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

(6) Fee for Filing Appeal

- (a) Fee for first appeal shall be two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The first Appellate Authority or Second Appellate, as the case may be upon filing of appeal, shall issued notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date of fix hearing, the First Appellate Authority or second Appellate Authority , as the case may be-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents , relevant records or copies thereof relating th the matter
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Signature of the Bidder with seal

Additional conditions of contract

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, that Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- (i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quality, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (iii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Deceleration shall be executed.

2. Procuring Entity's Right to vary Quantities.

- (i) At the time of award of contract, the quantity of goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms & conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the conditions of contract.
- (iii) In case of Procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Service Provider fails to do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Service Provider.

3. Dividing quantities among one than more Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured for the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and visit nature, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Signature of the Bidder with seal



University of Kota, Kota

MBS Marg, Near Kabir Circle, Kota.

Ph No.-0744-2472934 e-mail ID:- Registrar@uok.ac.in



Ref:- NIB NO:- 13/2024-25

FINANCIAL BID (To be put in separate envelope)

Name of work: : “Day-to-Day Repair & Maintenance works of electric system (including internal & external System for various buildings) for one year at UNIVERSITY OF KOTA, KOTA.”

Tender Amount : 4.92 Lacs
Tender Fee : Rs. 500/-
BID SECURITY : Rs. 9840.00/-

Date of downloading of tender : 05/08/2024 to 12/08/2024 up to 05.00 PM.

Last Date of physically deposit of technical bid

& financial bid in tender box : 13/08/2024 up to 01.00 P.M.

Date of Opening of technical bid : 13/08/2024 at 03.00 P.M.

Date of opening of financial bid : To be announced after evaluation of technical bid

Work Completion Period : one Year

BOQ/H – SCHEDULE

S.No.	Items	Qty.	Unit	Rate to be quoted by the bidder in Rs. Including all taxes	Amount in Rs.
1.00	All in all comprehensive annual repair & maintenance of internal electric system & electric fixtures of various buildings detailed at annexure -I including repair / replacement of wires switches, modular plates, modular switches, modular sockets all type of socket , power sockets ,switch board , all type MCB, TUBE LIGHTS, Ceiling electric fixtures, Ceiling fans, wall fans, fan regulators, exhaust fans, gysers, switches INDUSTRIAL socket, bells when ever required and periodical servicing as per OEM's recommendations to meet out the efficient performance of the equipment excluding replacement of internal cables either on surface or concealed of size more then 6.00 Sqm. The scope of work includes following.....				
	1. Electric system of buildings shall be kept in functional condition through out the year.				
	2. Replacement of material shall be of the same specification as originally fixed in the buildings.				
	3.TUBE LIGHTS, Ceiling electric fixtures, requiring replacement shall be replaced with energy saver LED lights to give required illumination				
	4. All repair/ Replacement work included in the item and no payment will be given by the University. All such expenses will be borne by the Contractor at his own cost.				
	5. If internal cables either on surface or concealed of size more then 6.00 Sqm are damaged or requiring replacement shall be paid extra separately.				
	6. If there is any requirement of new electric points, new fixtures, new Ceiling fans, exhaust fans, gysers, switches & 4 pole MCB, INDUSTRIAL socket other than originally fixed/existing in the building than it will be paid separately .				

	7. Contractor shall arrange at his cost for redressal of complaints at appropriate time regularly as per instructions of Engineer-In charge. A register shall be maintained at University office and complaint lodged must be attended by contractor within 24 hours, The person deputed by contractor shall attend the University office daily and comply the instructions and attend complaints regularly even after office hrs i.e. during night if it is required.				
	8. Contractor will have to employ trained and qualified electricians for the work as per direction of engineer in charge as & when required even after office hrs i.e. during night				
	9. University shall not be responsible for any kind of accident during execution of work.				
	10. Contractor will be responsible are arrangement of all T&P required for the work.				
	11. Qouted rates shall include all all taxes like GST, Income tax, labour cess ,any other tax imposed by the govt time to time.No payment shall be made by the university on this account.				
	12. Entire internal electric system will be handed over to the contractor on as is where is basis(wether fixtures/system are in working condition or not) and contractor has to visit all buildings to assess existing condition of the system before qouting rates.				
	13. Contractor will also be responsible for the Day to Day operation of D.G.Set placed near Saraswati Bhawan of the University Campus as per requirements to ensure uninterrupted electric supply for the Saraswati Bhawan.				
		12 months	Per month		
2.00	All in all comprehensive annual repair & maintenance of external electric system for various buildings detailed at annexure -I including repair / replacement of all type MCB, volt meter, Ampere meter, Selector switch, wiring of panels, bus bar chambers, all size of luges, all electric panels etc. except electric cables of all sizes & making cable joints, main switch front or side handle, changeover switches shall be paid separately ..				
	1. Electric system of campus shall be kept in functional condition through out the year.				
	2. Replacement of material shall be of the same specification as originally fixed in the electric panels				
	3. All repair/ Replacement work included in the item and no payment will be given by the University except mentioned in the item. All such expenses will be borne by the Contractor at his own cost.				
	4. If external cables either on surface or concealed of size more then 6.00 Sqm are damaged or requiring replacement shall be paid extra separately.				
	5. Contractor shall arrange at his cost for redressal of complaints at appropriate time regularly as per instructions of Engineer-In charge. A register shall be maintained at University office and complaint lodged must be attended by contractor within 2 hours, The person deputed by contractor shall attend the University office daily and comply the instructions and attend complaints regularly even after office hrs i.e. during night if it is required to keep the system in functional condition.				

	6.Contractor will have to employ trained and qualified electricians for the work as per direction of engineer in charge.				
	7.University shall not be responsible for any kind of accident during execution of work.				
	8.Contractor will be responsible are arrangement of all T&P required for the work.				
	9. Quoted rates shall include all all taxes like GST, Income tax, labour cess ,any other tax imposed by the govt time to time.No payment shall be made by the university on this account.				
	10. Entire external electric system will be handed over to the contractor on as is where is basis and contractor has to visit campus to assess existing condition of the system before quoting rates.				
	11.Contractor will maintain cubical panel board and asscasories fitted in it. In case of any fault repair/replace of material will be done by the contractor at his own cost. No extra payment will be made on account of material.				
		12 months	Per month		
3.00	All in all comprehensive annual repair & maintenance of existing external street lighting system and external lighting system for various buildings having different type/wattes HPSV,IP-65,LED lights , flood lights, gate lights etc. of the entire university campus detailed at annexure -I including repair / replacement of all type MCB, Contact, wiring of panels all size of luges, etc. except electric cables of all sizes & making cable joints, shall be paid separately ..				
	1. existing external street lighting system and external lighting system for buildings shall be kept in functional condition through out the year.				
	2. Replacement of material shall be of the same specification as originally fixed .				
	3. All repair/ Replacement work included in the item and no payment will be given by the University except mentioned in the item. All such expenses will be borne by the Contractor at his own cost.				
	4.Street light fixtures,lights over buildings, requiring replacement shall be replaced with energy saver LED lights to give required illumination by the contractor at his own cost				
	5.At any moments minimum of 90% of total fixture must be in order. The defecctive fixture must be repaired within 2 days, failing which three times of the maintenncance charges payable for each fixture for the month shall be panelised and recovered from be contractor.				
	6.Contractor shall arrange at his cost for put on & off the street light fixture at appropriate time regularly as per instructions of Engineer-In charge. A register shall be maintained at University office and complaint lodged must be attended by contractor within 12 hours, The person deputed by contractor shall attend the University office daily and comply the instructions and attend complaints regularly even after office hrs i.e. during night if it is required to keep the system in functional condition.				
	7.Contractor will have to employ trained and qualified electricians for the work.				
	8.University shall not be responsible for any kind of accident during execution of work.				

	9.Contractor will be responsible for safety and security of fixtures and all concerned materials				
	10.Contractor will be responsible for arrangement of all T&P required for the work.				
	11.Cost of all labour and material like tube, rod, starter, ballast, choke, bulb wire etc. will be born by contractor. All material required for the work shall be equivalent to same standarde as provided at start of work .				
	12.No. Extra payment will be made for fixing/ removal of extra existing fixture in the University.				
	13.Contractor will be responsible for any electricity through poles and be will make necessary arrangements for this. In case of any theft is found suitable penalty will be imposed on the contractor.				
	14.Contractor will maintain cubical panel board and asscasories fitted in it. In case of any fault repair/replace of material will be done by the contractor at his own cost. No extra payment will be made on account of material.				
		12 months	Per month		
	Total Rs. :-				

Note---

- Quoted rates shall be in conjunction of enclosed special terms & conditions, agreement and annexure A to E and these will be part of agreement & quoted rates shall be inclusive of GST and other applicable taxes by the Govt. Conditional tenders will not be accepted.**

I/We agree to execute the work as per above quoted item wise rates by us & as per enclosed terms & condition & general rules & Directions.

Total quoted amount in WORDS-----

Total quoted amount in FIGURES-----

Signature of Contractor

With seal, Name, address & Mob. No.

Name of work :- “Day-to-Day Repair & Maintenance work of electric system (including internal & external system for various buildings) for one year AT UNIVERSITY OF KOTA, KOTA.”

S.No.	Detail
1.	Internal electric supply & fixtures and External Electric supply of Kautilya Bhawan
2.	Internal electric supply & fixtures and External Electric supply of Exam building
3.	Internal electric supply & fixtures and External Electric supply of Saraswati Bhawan
4.	Internal electric supply & fixtures and External Electric supply of Sanskriti Bhawan
5.	Internal electric supply & fixtures and External Electric supply of Central Library
6.	Internal electric supply & fixtures and External Electric supply of Guest house
7.	Internal electric supply & fixtures and External Electric supply of V.C. Residence
8.	Internal electric supply & fixtures and External Electric supply of Nagarjun Bhawan
9.	Internal electric supply & fixtures and External Electric supply of Matri Bhawan (DSW building)
10.	Internal electric supply & fixtures and External Electric supply of Vachaspati Bhawan
11.	Internal electric supply & fixtures and External Electric supply of Arya Bhatt Bhawan
12.	Internal electric supply & fixtures and External Electric supply of Sant Pipa hostel
13.	Internal electric supply & fixtures and External Electric supply of Sport complex
14.	All street lights approximate qty 300.00 Nos.
15.	All lights placed at the terrace of above buildings
16.	Main Electric panel rooms near Nagarjun Bhawan and other electric rooms with various buildings

विश्वविद्यालय परिसर में नवनिर्मित भवन स्ट्रेट लाईट, Flood light, Diviader light विद्युत सम्बन्धी अन्य कार्य Engineer in charge के दिशा निर्देशानुसार कार्य सम्पन्न करना होगा।