



### e-TENDER NOTICE

Reference No.: SU/ET/2024-25/13

Date:12.02.2025

### **E-Tender Notice for Annual Maintenance Contract of Civil Work at Sikkim University, Gangtok**

Composite bids are invited on behalf of Registrar, Sikkim University Gangtok from approved and eligible contractors of CPWD and those of appropriate list of M.E.S., BSNL, Railway and State P.W.D. (B&R) [ Preferably based in Sikkim and North Bengal region] for “**Annual Maintenance Contract at Sikkim University**” as per the terms and conditions mentioned below:

a.	Availability of tender document on CPP portal/ website: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>	12.02.2025
b.	Request Tender documents till date and time	05.03.2025 till 05:00 PM
c.	Date & Time for opening online Technical bid	07.03.2025 at 11:00 AM
d.	Validity of tenders.	90 Days
e.	Estimated Value of the Contract	Rs. 26,00,000/-

### General Terms and Conditions

1. The enlistment of the contractors should be valid on the last date of submission of tender.
2. The bid should be submitted in compliance to the NIT at: <https://eprocure.gov.in/eprocure/app>
3. In order to participate, the bidding firm should be registered in the online e-tender portal and should have a valid authorized Digital Signature Certificate – (DSC). Bids submitted otherwise shall not be accepted.
4. An amount of Rs. 1,000/- (non-refundable cost of downloaded tender form) and an Earnest Money Deposit EMD of Rs, 78,000/- may be deposited by the bidder in the University account mentioned in the tender document. The bidder who has MSME certificate for the AMC Work may submit the certification for seeking exemption for EMD. The certification should be valid till the last date of tender submission.

5. The bids shall be uploaded in two cover system consisting of Technical and Financial bid.
  - 5.1. The technical documents required shall be as follows:
    - I. Company Profile in the given format
    - II. Technical bid with item details and eligibility fulfillment
    - III. Scanned copy of signed and sealed Tender form and authorization letter for signatory person.
    - IV. Scan copy of company registration certificate.
    - V. Scan company of PAN Card and G.S.T
    - VI. EPF, ESIC, Enlistment as a Contractor, documents supporting eligibility criteria including copy of work order and completion certificate of similar work.
  - 5.2. The financial documents required shall be as follows:
    - I. BoQ – (Financial Bid in prescribed format)

To assist the bidders a checklist has been provided in this document as Enclosure-I.

6. Bids are to be submitted through online mode at <https://eprocure.gov.in/eprocure/app> only no hard copy is to be sent to the University.
7. The bidder registered with Micro and small-scale enterprises (MSEs) are exempted from submitting bid security/EMD based on guide line issue by department of Micro, small and medium Enterprises. (MSME). If EMD fees are claimed for exemption, then the relevant MSME certificate supporting the exemption claim may be uploaded along with the tender document with Annexure I duly signed on each page by authorized person of firm.
8. As per Rule 171 of GFRs-2017, Performance Security on the contract/P.O. value will be retained from the bill/invoice of the contractor, supplier, vendors, etc at the time of payment so as to ensure the performance of contractor. Performance Security will be released to the successful bidder after 365 days beyond the date of completion of work. The rate of deduction of Performance security will be 3% of contract/P. O value as per Universities circular No 11/2021 dated 10.02.2021.
9. The rate should be quoted including all costs such as labour charges, headload, carriages, materials, GST, SNT, CESS etc. No other extra charges will be entertained under any circumstances over and above the total cost quoted in the financial bid.
10. Payment will be made after successful completion of the work. No part or advance payment shall be made.
11. Sikkim University intends to engage an AMC vendor to undertake minor civil repairs and maintenance works. The value of individual work orders shall not exceed ₹10,00,000. The selected bidder may need to coordinate certain tasks with the University's appointed AMC vendor for electrical work. The nature of the work will be small-scale and spread across multiple locations, requiring the bidder to possess expertise in handling such tasks efficiently.
12. As part of their responsibilities, the bidder will be expected to prepare detailed estimates for the required repair works and submit them to the Junior Engineer for verification, based on the needs of the concerned department. Upon approval of the estimate by the competent authority, the bidder will receive the work order and may commence the assigned task. Additionally, it is emphasized that a significant portion of the maintenance

activities will be urgent in nature; hence, the bidder must deploy at least one personnel on-site on a daily or as-needed basis to address emergent requirements effectively.

13. After completing the work, it is the vendor's responsibility to finalize measurements in a computerized measurement book, which must then be authenticated by the Junior Engineer before payment processing. Additionally, for any work that needs to be concealed, prior inspection and approval from the Junior Engineer is mandatory, ensuring proper documentation and compliance with the University's requirements.
14. It shall be the sole responsibility of the bidder to adhere strictly to all applicable government regulations pertaining to the payment of labour cess. The bidder is expected to ensure the timely submission of the labour cess in accordance with the relevant statutory requirements. The University reserves the right to request verifiable proof, such as official payment receipts, as evidence of compliance with this obligation. This measure is intended to ensure transparency and to ascertain that the bidder has fulfilled the required legal and regulatory duties competently and in good faith. Failure to comply with these stipulations may result in disqualification or other administrative actions as deemed appropriate by the University.
15. No interest shall be paid by the university on any deposits held as security against the work.
16. The maintenance work is to be executed at various hired buildings of Sikkim University at Gangtok, Sikkim/Yangang campus. The bidders are advised to visit the site before bidding to access the location of the buildings including head loads and carriages etc. No additional escalation claims by the contractor would be entertained.
17. Participating firm may contact JE at 9547116279 for any queries related to the tender.
18. Arbitration of all disputes related to the work would be done in the Gangtok jurisdiction, Sikkim.
19. The Registrar, Sikkim University, has the power to reject any tender or all tender or extend the date of opening of tender without citing any reasons. Decision of The Registrar, Sikkim University will be final and binding to all tenderers.

### **Specific Terms and Conditions**

1. The tentative estimated cost for the Annual Maintenance Contract is Rs. 26.00 Lakhs. However, payment shall be made as per actual. The contract is for civil maintenance work which includes plumbing & sanitary, painting, flooring, soft partitioning etc.
2. Qualification criteria:
  - (a) Bidder should have successfully completed one similar annual maintenance contract of 80% value of the cost put to tender or 60% value of 2 work put to tender or 40% of 3 work put to tender.
  - (a1) If some bidder who is satisfying other condition of tender except mentioned in (a) above, but have attended the maintenance work in reputed organization equivalent to the tendered value in any one financial year in last 5 years shall be eligible to bid, further such composite

value of individual work order in a financial year shall be enhanced to current costing as per the clause (c) of this tender document. This value in any case shall not be less than 26 Lacs.

(b) Similar annual maintenance contract shall mean:

“Annual Maintenance civil work for residences, office buildings and commercial establishments having mixed components of plumbing & sanitary, flooring, soft partitioning works etc.”

(c) The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 5% per annum, calculated from the date of completion to the last date of receipt of application for tender.

(d) The tenderer shall have to upload an Undertaking on the letter head of firm as under: -

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of University, then I/we shall be debarred for tendering in Sikkim University in future forever. Also, if such a violation comes to the notice of Sikkim University before date of start of work or during the execution of work, the Engineer- in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit and cancel the awarded work as the case may be.

(e) The supporting documents with respect to the above similar work (work orders and completion certificates issued by the concerned agency) along with other requisite documents mentioned in this tender document needs to be furnished by the bidder.

3. This AMC will be valid for tenure of 1 year from date of signing of the agreement subject to further extension based on the quality of service provided to the satisfaction of the University. If the quality of work executed by bidder is found to be substandard at any instant, University may terminate this contract with 15 days' prior written notice to vender to this effect.

4. The various maintenance works should be completed within the mentioned time frame in the work order failing which delay penalty will be charged @ 1% per week subject to a maximum of 10% on the estimated. The University reserves the right to cancel the work order of the AMC contractor and issue the same to another vendor in case of poor performance and delay.

**5. Scope of work:**

The work involves:

Civil maintenance work for floorings, plumbing & sanitary, painting, wooden storages, aluminum works etc the maintenance also includes the cleaning of blocked toilets, drain & sewerages.

The above list is only indicative and not exhaustive. The contractor has to execute all minor maintenance works assigned by the University. The works would be based on estimate approved by the University on basis on DSR 2023 and shall be paid as per actual execution.

For works/items not available in DSR 2023, the bidder may submit the market rate analysis for verification by the Engineer of the University should be accepted by the contractor.

6. The selected bidder shall depute a qualified supervisor to oversee the execution of all the awarded maintenance works. The qualified supervisor will be appointed to the satisfaction of the University and changed if required during the tenure of the AMC.

**Additional condition of contract:**

1. Canvassing whether directly or indirectly, in connection with tenderers is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
2. The competent authority of University does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
3. The competent authority 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.
4. The tender for the works shall remain open for acceptance for a period of ninety (90) days from the date of opening of tenders.
5. The rates quoted by bidder shall remain fixed till entire duration of AMC period and the completion of work including extension given by University based on the justified hindrances (if any). No request for revising the rates shall be entertained by University in any case.
6. Specification of material to be Used and for which the rates are quoted by bidder:
  - a. Specification issued by the CPWD on the last date of tender submission
  - b. Preferably the bidder should use the items of the brand which are readily available in the Sikkim. Such items which are not covered in DSR then the rate shall be derived by CPWD market rate analysis and shall be acceptable to the bidder.
7. The contractor shall make his own arrangement for the water & Power connect required for execution of work wherever required. Nothing extra shall be paid to the contractor on this account.
8. The work shall be carried out in such a manner so as not to interfere/or effect or disturb the functioning of the University.
9. The work shall be carried out in the manner complying in all respects with the requirement of relevant rules and regulations of the local bodies under the jurisdiction of which the work is to be executed and nothing extra shall be paid on this account.
10. The contractor shall maintain in good condition all work executed till the completion of the entire work entrusted to the contractor under this contract and nothing extra shall be paid on this account.

11. No claim whatsoever for idle labour, additional establishments, costs of hire and labour charges for tools and plants etc. would be entertained under any circumstances and under force majeure condition.

12. The EMD/Tender fees shall be remitted to following account of the University.

The bank details for RTGS/NEFT are as under:

I. Account Holder's Name: Sikkim University

II. Account No: 112010100231541

III. Account Type: Savings Account

IV. IFS CODE: UTIB0000112

V. Branch: Gangtok [SK]

VI. Bank Name: AXIS Bank

13. Brand, make and specification of all material to be incorporated in works shall be approved from the Engineer-in-Charge before implementation of same in the work.

**Sd/-**  
**Registrar**

**Enclosure - I**  
**CHECKLIST**

<b>SI No.</b>	<b>Descriptions</b>	<b>Enclosed (Yes/No)</b>
1	Company Profile – Annexure I format	
2	Details of similar work executed(work order and completion certificate)	
3	Undertaking for similar work executed	
4	Signed and sealed copy of Tender document	
5	Letter of authorisation& power of attorney for signing the bid	
6	Company registration/enlistment certificate	
7	Company Pan and GST certificate	
8	EPF & ESIC registration details and documents	
9	Bid security declaration to be submitted by bidders who have claimed for EMD exemption.	
10	Financial Bid	

**Note: All page(s) of Annexure I and II have to be printed in official letter head and have to be duly signed and stamped by the authorized signatory.**

**Annexure-I  
COMPANY PROFILE**

**Supplier's Ref. No..... Dated:.....**

**Tender Reference No.: SU/ET/2024-25/13 Dated: 12.02.2025**

**FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM**

1. Name of the Firm:
2. Address of the Firm:
3. Contact no:
4. Email address:
5. Registration details:
6. Permanent Account Number:
7. G.S.T number :
8. Bank Account Number:  
    Bank name:  
    Branch name:  
    IFSC code:
9. Tender fee details –  
    Name of Bank ..... NEFT No. ....  
    Date: ..... Amount.....
10. EMD fee details –  
    Name of Bank ..... NEFT No. ....  
    Date: ..... Amount.....

**Declaration:**

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the E-tender notice and I/We undertake myself/ourselves to abide by them.

I/We further, declare that all the information given above is true.

**Name:**

**Designation:**

**[Official Seal with authorized signature]**

**Place:**

**Date:**



**Annexure II**  
**TECHNICAL BID**  
in respect to

**E-Tender Notice for Annual Maintenance Contract of Civil Work at Sikkim University,  
Gangtok**

**Supplier's Ref. No.....**

**Dated:.....**

**Tender Reference No.:SU/ET/2024-25/13**

**Dated: 12.02.2025**

**CHECKLIST**

<b>Sl No.</b>	<b>Descriptions</b>	<b>Enclosed (Yes/No)</b>
1	Company Profile – Annexure I format	
2	Details of similar work executed (work order and completion certificate)	
3	Undertaking for similar work executed	
4	Signed and sealed copy of Tender document	
5	Letter of authorisation & power of attorney for signing the bid	
6	Company registration/enlistment certificate	
7	Company Pan and GST certificate	
8	EPF & ESIC registration details and documents	
9	Bid security declaration to be submitted by bidders who have claimed for EMD fee exemption.	
10	Financial Bid	
11	Company Profile – Annexure I format	

**Name:**

**Designation:**

**[Official Seal with authorized signature]**

**Place:**

**Date:**

**Format for Power of Attorney for signing of BID/tender**

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms (name), ..... son/daughter/wife of..... and presently residing at ....., who is presently employed with us/ the Lead Member of our Joint Venture and holding the position of

....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our

BID for the "....." Project proposed or being developed by the Registrar, Sikkim University (the "Authority") including but not limited to signing and submission of all applications, BIDs and other documents and writings, participate in Pre-BID and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the agreement and undertakings consequent to acceptance of our BID, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our BID for the said Project and/ or upon award thereof to us and/or until the entering into of the EPC/lump sum Contract with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, , THE ABOVE NAMED PRINCIPAL HAVE

EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... ..

For .....

(Signature, name, designation and address) of person authorized by

Board Resolution (in case of Firm/ Company)/ partner in case of

Witnesses: Partnership firm

1.

2.

Accepted

..... (Signature)

(Name, Title and Address of the Attorney) (Notarised)

Person identified by me/ personally appeared before me/

Attested/ Authenticated\* (\*Notary to specify as applicable) (Signature Name and Address of the Notary) Seal of the Notary Registration No. of the Notary

Date: .....

Place:.....

### Bid Security Declaration Form

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To

The Registrar

Sikkim University

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or(ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Seal (where appropriate)