

UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007, 12B Affiliated & NAAC Accredited)

Sri Anirban Goon

University Engineer (Civil)



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P.O.: Mokdumpur, Dist.: Malda, West Bengal – 732 103

Ref. No.: 29 /UGB/UE-18

Date: 01/6/2018

ABRIDGED NOTICE INVITING e-QUOTATION

eNIQ No. - UGB/UE/02/18-19

Name of work--Operation & Maintenance of 11/0.4 KV Electrical Sub Station, 250 KVA Diesel Generator along with Supply, Repair and Maintenance of Electrical Equipment, Cables, Cable Trench, Panels etc in Different Locations/Buildings within the Premises of University of Gour Banga at Malda.

E-quotations are invited from reputed agencies/contractors for monthly operation & maintenance charges (including GST, if any) of 11/0.4 KV Sub-Station & 250 KVA Diesel Generator (round the clock) within the premises of University of Gour Banga at Malda. Agencies/contractors should have adequate relevant credential on electrical works / supply / operation & maintenance from any Govt. Organisation/Govt. Enterprise/Govt. Statutory Body /Universities in last five years and also should possess adequate manpower with relevant valid electrical supervisory licence (with part—1, 2, 6A, 6B, 7A, 7B, 11 & 12) /permits and workmen's permits which are to be uploaded/submitted as mentioned in the detail terms & conditions. Registration certificate of the firm/deed of partnership as applicable, valid Licence to Electrical Contractors from Government of West Bengal, PAN, GST, PT, Trade Licence, Credential Certificates (duly self-attested) are also required to be uploaded/submitted by the bidders along with their e-quotation. For detail scope of works and criteria, please go through the detail terms and conditions in University's website (www.ugb.ac.in) or may be collected from the office of the University Engineer, University of Gour Banga during office hours between Monday to Friday (except holidays).

Date & time schedule:-

Sl.No.	Particulars	Date & Time
1	Date of Publishing of e-NIQ & Tender Documents (online) –	01/06/2018
2	Documents download/ sell start date & time (online)	02/06/2018 from 11.00 a.m.
3	Prequalification, technical and financial bid submission starting date & time (online)	02/06/2018 from 11.00 a.m.
4	Documents download/sell closing date & time (online)	15/06/2018 upto 01:00 p.m.
5	Prequalification, technical and financial bid submission closing date & time (online)	15/06/2018 upto 01:00 p.m.
6	Date & time of opening of prequalification proposals & technical proposal (online)	18/06/2018 at 01.00 p.m.
7	Tentative date & time of uploading of list of technically qualified bidders (online)	22/06/2018 after 03:00p.m.
8	Tentative date & time of opening of financial bid (online)	22/06/2018 after 3.30 p.m.
9	Tentative date of uploading of list of bidders along with their offered rates (online)	22/06/2018 after 04:00p.m.

(ANIRBAN GOON)
University Engineer (C)
University of Gour Banga

Terms and Conditions

General Terms and Conditions:

- 1) A special deposit/Earnest Money Deposit (EMD) amounting to Rs 50000.00 is to be deposited/uploaded in the form of a CTS Demand Draft from any nationalised bank in favour of University of Gour Banga payable at Malda along with the e-quotation and shall be refunded at the end of contract period to the successful bidder, if there is no grievance against the agency or on submission of completion certificate issued by the University Engineer (Civil). The EMD may be forfeited or a portion of EMD may be deducted if any dispute arises during pendency of the contract.
- 2) At the beginning, period of contract shall be for 1 (one) year for the successful bidder/agency and may be extended for maximum period of another 2 years or part thereof, at the discretion of competent authority of the University of Gour Banga at the same rate, terms and conditions as quoted and prescribed below on basis of satisfactory performances of the successful bidder/agency.
- 3) For non-schedule item of works, expenditure will be met by the University adding @15 % as profit & overhead expenditure, 1% Sundries on cost of materials, labour, loading, unloading & carriage, as applicable (on basis of supporting documents submitted by the agency and duly approved by the University Engineer (Civil) after necessary checking & correction, if any), if the item of works goes beyond the schedule of Rates of PWD, West Bengal. GST & LW Cess will be added as per prevailing Government rate & norms time to time. For the item of works/supply covered in PWD schedule, the rate(s) shall be taken AT PAR with the PWD schedule of rates for Malda district with all its latest corrigenda & addenda at the time of NIQ/NIT. For supply of materials/equipments, a 10% profit may be added (depending on the nature of supply and mode of pricing by the manufacturer) with the actual cost of supply, loading, unloading, carriage, as applicable (duly approved by the University Engineer, Civil) if the item is not covered in PWD schedule, WB. GST & LW Cess will be added as per prevailing Government rate & norms time to time, if applicable. The approximate job value for supply, repair and maintenance works shall be Rs.1200000.00 (twelve lakhs) for one calendar year. For works/supply beyond Rs.12.00 lakhs (during any one year of contract), prior intimation is to be given by the agency to the University Engineer (Civil) before commencement of work/supply and shall only be executed on written permission from the end of the University Engineer (Civil). However, this includes for works/supply up to Rs.12.00 lakhs and no separate work order will be issued to the agency by the University Engineer (Civil) in this regard. A separate register(s)/measurement book(s) for the work done will be maintained by the Engineering Branch of the University of Gour Banga in this regard. Defect liability period for repair and maintenance works shall be guided as per norms of PWD, Govt. of West Bengal depending on the nature of work.
- 4) An agreement will be executed on non-judicial stamp of Rs.100.00 in between the University Engineer (Civil), on behalf of University authority and the successful bidder/agency within 15 days from the date of issue of work order. The notice inviting e-quotation (eNIQ/eNIT) including all its terms and conditions as mentioned, work order etc. shall be a part of the agreement during pendency of the contract.

- 5) Registration certificate of the farm/deed of partnership as applicable (in photocopies duly self-attested by the proprietor/partner) shall have to be uploaded/submitted along with the e-quotation. The University authority reserves the right for verification of original documents at any time at their discretion during the process of bidding or pendency of the contract period and the bidder will have to produce/furnish the original documents to his/her client/the University authority in this regard. Failure to produce/furnish of the original documents shall be treated as breach of contract and the University authority reserves the right to cancel such e-quotations/work order as submitted/issued and may terminate the agency (successful bidder) on this ground at any time during pendency of the contract at their discretion with a penal action for 3 years blacklisting of the said successful agency in this ground from doing any job/supply work in the University of Gour Banga.
- 6) Successful bidder/agency may submit their bill on monthly basis for operation part of Sub Station Building and DG Set at the Office of the University Engineer, UGB for necessary certification and payment shall be made accordingly on availability of fund. Repair and maintenance bill shall be made quarterly or part thereof as decided by the University Engineer (Civil) at his discretion depending on the volume of work. Security deposit against repair and maintenance works shall be guided as per norms of PWD, Govt. of West Bengal in vogue.
- 7) Valid Licence to Electrical Contractors from Government of West Bengal, PAN, GST, PT, Trade Licence, Credential Certificate(s) (duly self-attested) are required to be uploaded/submitted by the bidders along with their quotation.
- 8) Payment will be made through account payee cheque. Taxes shall be deducted as per prevailing Government norms from each bill at the time of payment. Price shall be quoted in Indian Rupees (INR).
- 9) The bidders, at their own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

Technical Terms and Conditions:

- 1) The Supervisor & Operators are to be engaged to perform 24 hrs duties (round the clock) in the Sub-Station in shift-wise (not more than 8 hrs for any person per day) system for smooth running of the electrical supply system.
- 2) The supply, repair and maintenance works mainly related to 11/0.4 KV Electrical Sub-Station, 750 KVA dist. Transformer, Switch Gears, LT Panels, Diesel Generators, Cables, Different Main and Floor Panels in different locations/buildings within the campus of University of Gour Banga at Malda. This also includes maintenance/cleaning of cable trench or its related works as and when required/instructed for smooth supply of the electricity.
- 3) The operation of Diesel Generator Set (250 KVA) shall also be a part of the works as and when required including pouring of fuels/lubricants, checking of diesel, mobil etc on regular basis. The supply of the high quality diesel, mobil, lubricant, coolant etc as required shall be met by the successful bidder/agency initially and the cost will be reimbursed by the University authority on basis of log book /requisition (separately to be maintained for each equipment) and consumption

statement maintained by the successful bidder/agency and which shall duly be certified from the end of the University Engineer (C) or his authorised representative(s).

- 4) Log book(s)/register(s) etc as required are to be maintained for the operation/work as per direction of the University Engineer (C) or by his representative(s) and to be kept in the Substation building for every day basis by the successful bidder/agency to keep the records of the supply voltage, current etc for every month separately at their own cost and to be submitted at the office of the University Engineer time to time.
- 5) Tools and tackles for any work, operation & maintenance of equipment etc as required shall have to be arranged by the agency at their own cost.
- 6) Electrical Supervisory Certificate/licence of competency for the 11KV bulk power systems, up to 650 volt, cable, transformer & switch gear (with part—1, 2, 6A, 6B, 7A, 7B, 11 & 12) along with valid Licence to Electrical Contractors from Government of West Bengal and adequate relevant credential on electrical Works/Supply/Operation & Maintenance from any Govt. Organisation/Govt. Enterprise/Govt. Statutory Body /Universities in last five years should be possessed by the agency and shall have to be uploaded/submitted (photocopies duly self-attested) with the e-quotation by the proprietor/partner of the agency on all such documents. The University authority reserves the right for verification of original documents at any time at their discretion during the process of bidding or contract period and bidders will have to satisfy their client/the University authority in this regard. Failure to that shall be treated as breach of contract and University authority reserves the right to cancel such e-quotations as submitted or may terminate the contract/agency on this ground at any time during pendency of the contract at their discretion. Also the University authority reserves the right to decide/finalise the criteria for relevancy of credentials at their own discretion.
- 7) The agency shall have to engage experienced electrical operators/technicians/supervisors having adequate workmen's permit, electrical supervisory license for 11 KV bulk power systems, up to 650 volt L.T. bulk power system, cable, diesel generator etc as required. The minimum academic qualification of the operators/technicians/supervisors shall be class VIII passed from any recognised Institution/Board(s). Relevant documents in this regards shall have to be submitted (in photocopies) duly self-attested by the incumbents within ten (10) days from the receipt of work order. The University authority reserves the right for verification of all original documents at any time at their discretion during the process of bidding or contract period and bidders will have to satisfy their client/the University authority in this regard. Failure to that shall be treated as breach of contract and the University authority reserves the right to cancel such e-quotations as submitted or may terminate the contract/agency (successful bidder) on this ground at any time during pendency of the contract at their discretion.
- 8) Agency shall maintain & comply with all standard/relevant safety norms and measures at their own cost for such operation/execution of works. That does not include installation of fire extinguishers, buckets etc or construction of fire grids for wet risers or down comers system.
- 9) Relevant IS codes, PWD, WBSEDCL & Government guidelines for execution & operation of works with all its amendments time to time shall be in force for the electrical works/operation during the contract period under this contract and agency shall have to obey and carryout all such stipulations/instructions.
- 10) The repair & maintenance of switch gears, transformers, LT panels, cabling works, batteries etc are to be carried out by engaging the experienced and well versed Engineers/Technicians/Workers in

respective field of work and to be engaged by the agency as and when required and to be paid accordingly.

- 11) Maintenance of batteries for switch gears, transformers, DG Set (250 KVA) etc are to be carried out on regular basis and with great attention and the temperatures are to be recorded on regular basis to avoid breakdown in the system.
- 12) The University Engineer (Civil) at his discretion reserves the right to select any make/brand for any item(s)/accessories/equipment etc required to be procured /installed for the works/maintenance under this contract.
- 13) Maximum age limit for the technicians/supervisors/operators engaged by the agency shall not exceed 55 (fifty five) years. Age proof certificate duly self-attested by the incumbent shall have to be submitted by the agency within 10 (ten) days from the receipt of work order and may be verified with the original documents as per discretion by the University authority/ the University Engineer (Civil) at any time during the pendency of the contract. Copy of the appointment letters issued by the agency to the incumbents engaged for the said works along with joining letter from the end of the incumbents are also required to be submitted within 10 (ten) days from the receipt of work order and may be verified with the original documents as per discretion by the University authority/ the University Engineer (C) at any time during the pendency of the contract and bidders will have to satisfy their client/the University authority in this regard. Failure to that shall be treated as breach of contract and the University authority reserves the right to cancel such e-quotations as submitted or may terminate the contract/agency on this ground at any time during pendency of the contract at their discretion.
- 14) Any intention for alteration in deployment of technicians/operators/supervisors by the agency shall have to be brought to the knowledge of the University Engineer (C) beforehand by submission of all relevant documents in this regard and shall only be effected after getting written permission/consent from the end of the University Engineer (Civil).
- 15) **Agency/ successful bidder is required to be engaged at least 1 (one) Supervisor cum Operator (preferably in day time on everyday basis and having adequate experience with necessary/relevant electrical licences as mentioned above from the respective Government department in the said field of work) and 2 (two) Operators (having adequate experience with workmen's permit from the respective Government department in the said field of work) i.e. in total 3 (three) personnel on daily basis (round the clock for 24 hrs.) having essential/relevant licences for their respective position of work for smooth running of the electricity supply system and maintenance of electrical equipment.**
- 16) All materials required to be used by the contractor for the work are to be procured from the market by the contractor as per IS specification/as recommended and shall duly be approved by the University Engineer (Civil) or by his authorized representatives.
- 17) Supervision of electrical components of works will be carried out by concerned wings of the department (office of the University Engineer) under the overall coordination of the University Engineer (Civil) as the case may be.
- 18) The department reserves the right to send such electrical materials to the manufacturers/authorized test laboratory to verify the genuineness and quality of product.
- 19) The whole work shall be carried out in engineering like manner and bad workmanship shall be rejected summarily. For redoing the job, no claim of the contractor shall be entertained on this account.

Special Terms and Conditions:

- 1) The duty roster for the supervisors/technicians/operators shall be maintained after duly approval of the University Engineer (C) or by his representative(s) and shall be kept at the Substation for all the time. The attendance register for the operators/technicians/supervisors shall have to be maintained by the successful bidder/agency at their own cost and need to be kept at the Substation all time for its necessary vigilance by the University authority time to time.
- 2) University authority may inspect the Substation building, equipments installed therein, registers/documents related to the operation and maintenance etc at any time at their discretion and any obstruction from the end of successful bidder/agency or by their representative(s) in this regard shall not be entertained. The University authority reserves the right to take necessary administrative/legal steps in case of any mischief, if occurred from the end of successful bidder/agency or by their any representative(s) during pendency of the contract.
- 3) During the execution of the contract client may include new clauses/terms & conditions by taking written consent from the end of successful bidder/agency or by negotiation between both parties (client and agency). The University authority also reserves the right to negotiate any financial matter (which are not included initially in the contract) with the successful bidder/agency as and when required at their discretion for any further scope of works during this period of contract.
- 4) Security personnel at the Electrical Sub Station Building may be provided from the end of the University authority, if required or desires so by the University authority.
- 5) Any damages to the existing University's property like electrical equipments, buildings, service cable lines, cable trench, electrical panels, diesel generator(s), electrical wiring, plug, switch, socket, fan, light etc, if detected done by the agency, shall have to be rectified at their own cost as directed by the University Engineer (Civil) and no payment/claim on that ground shall be paid/entertained by the University authority on that ground. In case of failure to comply the direction of the University Engineer(C), the special deposit amount/EMD or the security deposit may be fully or partly be forfeited against such rectification works as per discretion of the University Engineer (C). Also the University authority may take legal/administrative action, if the damages (occurred in the grounds as mentioned above) are not properly rectified by the agency at their own cost and within the specified time.
- 6) Penalty may be imposed by the University Engineer (Civil) at his own discretion or as guided in the PWD rules and regulations, Govt. of West Bengal during execution of works for negligence in duties/ misbehaviour/disobeying/substandard works/failure to comply with the defect liability criteria etc from the end of agency or any representative(s) engaged by the agency.
- 7) The Tender Inviting Authority reserves the right to deny or accept or reject any or all the applications and to amend/change/supplement/cancel any clause or the whole tendering process, at any point of time without any obligation & assigning any reasons what-so-ever and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for such action.
- 8) In case of fore-closure or abandoned of the works by the University authority the contractor will be eligible to be paid for the finished work/actual work done but not for any losses.
- 9) There is no provision/scope of Joint Venture (JV) under this contract.

10) The contract may be terminated at any time during its pendency at the discretion of the University authority if the above mentioned terms and conditions are not properly complied with/maintained by the successful bidder/agency. For any discrepancy, decision taken by the Vice Chancellor, University of Gour Banga is final and binding. And for any court cases the jurisdiction will be Calcutta High Court.

(Anirban Goon)
University Engineer (Civil)
University of Gour Banga

INSTRUCTION TO BIDDERS

SECTION-A

1. General Guidance for e-Tendering-

Instructions / Guidelines for tenderer/bidder for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

2. Registration of Contractor-

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://etender.wb.nic.in> .the contractor is to click on the link for e-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC)-

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information Centre (NIC) on payment of requisite amount details of which are available at the Web Site stated in Clause 2. DSC is given as a USB e-Token.

1. The contractor can search & download E-NIQ & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
2. **Submission of Tenders. General process of submission**
Tenders are to be submitted online through the website stated in Cl. 2 in two folders as per tender schedule, i.e Prequalification with Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC), The documents are to be uploaded (virus scanned copy) duly Digitally Signed wherever necessary. The documents will get encrypted (transformed into non-readable formats).

A. TECHNICAL PROPOSAL---

The Technical Proposal to be submitted in the following two covers (Folders):-

A-1. Statutory Cover Containing:-

Following Scanned Documents are to be uploaded virus scanned and digitally signed by the Contractor:-

- (a) e-N.I.T.
- (b) Scan copy of EMD.
- (c) Credential certificate(s).
- (d) Others (All section of tender document).

A-2. Non-Statutory Cover:-

This will contain the following scanned documents to be uploaded virus scanned and duly digitally signed by the bidder:-

- a) Valid electrical supervisory licence (with part—1, 2, 6A, 6B, 7A, 7B, 11 & 12) /permits and workmen's permits from competent authority of Govt. Of West Bengal.
- b) Valid Professional Tax receipt /e-Challan for the year 2018-2019.
- c) GST Registration certificate.
- d) PAN Card.
- e) Valid Trade Licence.
- f) Valid Licence to Electrical Contractors from Government of West Bengal.
- g) In case of Partnership Firm, a copy of registered partnership deed and in case of Company, copies of Incorporation Certificate along with Memorandum and Articles of Association.

SECTION-B

FORM-I

PRE-QUALIFICATION APPLICATION

To
The University Engineer (Civil),
University of GourBanga,
Malda-732103.

Ref : -Tender / quotation for :
(Name of work) :
.....
.....

E-N.I.Q No. : (Sl. No.....) of 2018-19 by the University Engineer (Civil),University ofGourBanga, Malda.

Dear Sir,

Having examined the Statutory, Non statutory & E-NIQ documents, I / we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf ofin the capacity.....duly.....authorized to submit the offer. The necessary evidence admissible by law in respect of authority assigned to us on behalf of them group of firms for Application and for completion of the contract documents is attached herewith

We are interested in bidding for the work(s) given in Enclosure to this letter. We understand that:

- (a) Tender Inviting & Accepting Authority/ University Engineer (Civil) can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority/University Engineer (Civil) reserve the right to reject any application without assigning any reason.

Encl :-e-Filling:

- 1. Statutory Documents
- 2. Non Statutory Documents

Signature of applicant including title and capacity in which application is made

Date:-

SECTION – B

FORM-II

Detail of Organization

1. Name of Applicant : (Indicate whether proprietary firm,) Partnership, Limited Company, Corporation/Others)

2. Office Address:-

3. Telephone/Mobile No. :-

4. Fax No. :-

5. E-Mail address :-

6. Name and address of Banker :-

Signature of applicant including title and capacity in which applicant is made

B. (II) Financial Proposal:--

The financial proposal should contain the following documents in one cover (folder):--

- a) Financial Bid in which the contractor is to quote the rate online in the space marked for quoting rate in the BOQ. Only downloaded copies of the above Documents are to be uploaded, virus scanned & digitally signed by the contractor.

5. Opening & Evaluation of tender:-

5.1 Opening of prequalification & technical proposal:-

- i. Technical proposals will be opened by the **University Engineer (Civil), University of Gour Banga** or his authorized representative electronically from the web site using their Digital Signature Certificate.
- ii. Intending Tenderer/Quotationers may remain present if they so desire.
- iii. Statutory documents will be opened first & if found in order, non-statutory documents will be further opened. If there is any deficiency in such documents the tender will summarily be rejected.
- iv. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible Tenderers/Quotationers will be uploaded in the web portals.
- v. While evaluation, the committee may summon the Tenderers/ Quotationers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

5.2. Opening of Financial proposal:-

- i. Financial proposals of the Tenderers / Quotationers declared technically eligible will be opened electronically from the web portal on the prescribed date, by the **University Engineer (Civil), University of GourBanga, Malda.**
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. The Financial Proposal shall be evaluated by the Tender Inviting Authority i. e. the **University Engineer (Civil), University of GourBanga** Final summary result containing inter – alia name of contractors and the rates quoted by them shall be uploaded provided he is satisfied that the rate obtained is fare and reasonable and there is no scope of further lowering down of rate.
- iv. However, if there is any scope for lowering down of rates in the opinion of the University Engineer (Civil), further negotiation meeting with the lowest bidder may be held at his office which will be done offline. The final negotiation statement shall be uploaded in the website.

6. Penalty for suppression/distortion of facts:-

If any Tenderers /Quotationers fails to produce the original hard copies of the documents or any other documents on demand of the Tender Inviting Authority at any stage of tender process within a specified time frame or if any deviation is detected in the hardcopies from the uploaded soft copies or if there is any suppression, the Tenderer/ Quotationer will be Barred from participating the tenders for a period of 3 years. In addition, his user ID might be deactivated and Earnest Money Deposit may stand forfeited. Besides, the University authority may take appropriate legal/administrative action against such defaulting tenderer/ Quotationer.

(Anirban Goon)
University Engineer (Civil)
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