



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

NOTICE INVITING TENDER (NIT)

ET-NIT-1180-DT-19-08-2021

Online Tenders in 02 Bid System (Technical and Financial) are invited from authorized dealers/vendors/Manufacturers for providing Annual Maintenance Contract Service to Kitchen Equipment of Hostels etc. of Tezpur University, Napam – Tezpur, Assam 784028.

Bid document should be carefully read by interested bidders before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the NIT terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfill its obligations under the Bid.

The University will reject a proposal for award if it is found and established that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

For any queries/doubt please contact the Stores & Purchase Section (e-mail: snp@tezu.ernet.in).

Items:

Sl. No.	Items	Approximate value of the contract in ₹
1	AMC of Kitchen Equipment of Hostels etc.	12.00 Lacs

(Detail Technical Specification/Compliance Sheet and BoQ are attached/uploaded separately)

General Information about the NIQ

Last date and time for submission of Bids: 30.08.2021 (2.00 PM)

Date and Time of opening of Bids: 31.08.2021 (2.00 PM)

Mode of Opening of Bids: Online

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GENERAL TERMS & CONDITIONS:

1. No separate paper will be issued from the office; one should only download the specification from <https://eprocure.gov.in/eprocure/app> of Govt. of India.
2. **Rates:** Rates quoted should be on **FOR Tezpur University, Napam, Tezpur basis.**
3. In lieu of the Earnest Money Deposit (EMD) / Bid Security/, the bidder needs to furnish a "Bid Security Declaration" (format enclosed at Annexure – II) accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the NIQ document. Scanned copy of the Bid Security Declaration should be uploaded alongwith the Bid and ***the original copy should be deposited/submitted/reach the office of the undersigned before opening of the Bids in an envelope superscribed as "Bid Security Declaration" for (Bid Number to be mentioned) and should be addressed to the Assistant Registrar-GA, Tezpur University. Failure to do so shall result in rejection of the bid.***
4. The rates should be exclusive of taxes and applicable tax % should be clearly indicated.
5. **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.
6. Applicable levies, surcharge and discounts should be clearly indicated item wise.
7. The rates should be quoted along with supporting documents of specifications and technical features and list of users, wherever applicable.
8. The University is exempted from paying Custom and Excise duty.
9. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
10. **Quoted price of spares should be deliverable upto Tezpur University, Tezpur.**
11. Irresponsive/incomplete quote will be rejected.
12. All communication relating to the NIT may be made to Assistant Registrar-GA, i/c, Tezpur University.
13. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this item has been sold, particularly to Universities/IITs/Institutes and other Government Organization.
14. Warranty/Guarantee applicable if any, period should be specifically mentioned in the quotation.
15. Irresponsive/incomplete quote will be rejected.
16. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on Tezpur University.
17. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (Tezpur University) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation.

ELIGIBILITY CRITERIA

- (I) A registered company/ firm agency having experience of at least three years in providing maintenance contract services of Kitchen Equipment with minimum average annual turnover of **Rs 75 lakhs** during the proceeding three financial years ending on **31st March 2021**.
- (II) Experience of undertaking at least one independent completed/ongoing projects in maintenance Contract services of Kitchen Equipment of reputed Government University, Institute. Documentary evidence to be provided.
- (III) The tenderer should be registered with the competent authority and have PAN/TAN/GST registration.
- (IV) The tenderer should have a functional office in Tezpur or Guwahati.
- (V) The tenderer should not have been blacklisted by any government, semi-government Department or any other Organization earlier. Self-declaration of not being Blacklisted, on letter head should be submitted with the technical bid which may be verified by the University.



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- (VI) Certificate of registration, registered partnership deed in case of partnership firm, memorandum of association, an article of association etc. shall be attached
- (VII) The tenderer without the eligibility criteria as mentioned at Sl. No. i to v above and tender without any/ all the documents mentioned shall not be considered.
- (VIII) In case any person signs the tender document on behalf of a limited company or firm, proof of authority to sign and thereby bind the company letter of authority resolution empowering him/her to sign the documents on behalf of company or firm shall be enclosed with the tender document.
- (IX) Relevant **ISO Certification** of the Agency is desirable.
- (X) **EVERY PAGE OF THE TENDER DOCUMENT SHOULD BE SIGNED AND STAMPED BY THE TENDERER BEFORE UPLOAD**

18. SUBMISSION OF BID

- (I) Before submitting tender, the tenderers are advised to ensure that they have strictly fulfilled all the eligibility conditions to avoid rejection of their tender. No query, verbal or written, shall be entertained in respect of acceptance/rejection of tender.
- (II) Tenderers are advised to carry out a survey of the University locations before quoting so as to fully acquaint themselves with the conditions on ground.

Term and Conditions

1. PERIOD OF CONTRACT

The tender will be awarded initially for a period of **three years (03)** from the day the selected agency starts providing the services in the University Campuses., extendable upto a maximum of two more years on mutually agreed terms and conditions. **The University shall not revise the rates, during the contract and/or the extended period of the contract. However, any Govt. levy shall be considered.**

2. NOTICE OF THE UNIVERSITY

Subject to as otherwise provided in this tender, all notices to be given on behalf of the University and all other actions to be taken on its behalf may be given or taken by the Registrar, Tezpur University, Assam, or any authorized official of the University.

3. EXCLUSION OF IMPLIED OR NO LIABILITY OF THE UNIVERSITY

- (I) The University shall not provide any residential accommodation to the personal employed by the agency.
- (ii) The University will have no obligation to provide employment to any of the employees of the agency during or after expiry of contract period and the University recognizes no Employer-employee relationship between university and the employees deployed by the contracting agency.
- (iii) The University shall not be responsible financially or otherwise for any injury to the personnel in the course of performing the maintenance work as per this tender. This liability shall solely be of the tenderer/contracting agency.

4. TERMINATION OF CONTRACT

- (I) If the agency at any time makes default in executing the job with due diligence and care and continues to do so, and/or the personal of the agency defaults in complying with any of the terms and conditions of tender and does not remedy it or take effective steps for remedy, or fails to complete the work as per the terms and conditions and does not complete them within the period specified in the notice given to them in writing, the University may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the contracting agency, cancel the contract/agreement after one month notice and security deposit will also liable to be forfeited.
- (ii) The University reserves the right to terminate the contract, without assigning any reason, by giving to the tenderer three month notice of its intention to do so and on the expiry of the said period of

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- notice; the contract/ agreement shall come to an end. On such termination of contract, the tenderer shall remove all the machinery, equipment within the notice period.
- (iii) If any information furnished by tenderer is found to be incorrect or false at any time, the contract/agreement is liable to be terminated, after one month's notice and the security deposit will also be liable to be forfeited.
- (iv) In case the agency wants to discontinue the tender/contract/agreement, it shall have to give three months' notice in advance to this effect to the University.
- 5. ARBITRATION**
In the event of any disputes arising out of this tender/contract/agreement or in connection with the interpretation of any clause in the terms and conditions of the tender/agreement/ contract or otherwise, the matter shall be referred to arbitrator appointed by the University.
- 6. OTHER CONDITIONS OF THE TENDER**
Subcontracting /Change in the name of the tenderer during the tender process shall not be allowed under any circumstances.
- 7. The agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No verbal or written query shall be entertained in respect of acceptance/ rejection of the tender.**
- 8.** The contracting agency shall indemnify the University against all other damages/changes and expenses for which the University is held liable or pays on account of the negligence of the Agency or any person under its control, whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or any in executing the work or otherwise and against all claims and demands thereof.
- 9.** The agency shall provide a non-judicial stamp paper of **Rs.100/-** for preparing a contract/ agreement. The successful tenderer shall enter into a contract/ agreement with the University as per the terms and conditions of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by the University whichever is earlier.
- 10.** A complete list of the Servicing staff, engaged by the agency for deployment shall be furnished by the contracting agency to the University department along-with the complete address and other antecedents of the staff. **The agency should deploy only staff aged between 18 to 55Years, whose antecedents have been verified and for whom police verification has been done and submitted by the agency. The agency should give a certificate to that effect to the department.**

INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the agencies/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the agency/bidder through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Agency/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.

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7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22. If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during

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bid submission.

26. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser.
30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to cppp-nic@nic.in.

Joint Registrar-GA
Tezpur University

Technical Specifications cum Compliance Report
(To be submitted on Company's/Firm's Letterhead Signed and Sealed)

Items:

Description of Equipment's		Description of Work/Job	Compliance; Yes/No	Remarks; if any
Gas Operated Equipment & System		Work Schedule – Once in a month		
1	Single Burner Bulk Cooking Gas Range	Gas Burner Cleaning, Checking of Gas Control and all Safety Valves including flexible Burner Pigtail only [excluding Gas Pipeline & valves]		
2	Two Burner Gas Ranges			
3	Rice Boiler – 150 Ltrs			
4	Dosa / Chapati Hot Plate			
5	Chapati Making Machine			
Electric Operated Equipment & System		Work Schedule – Once in a Month		
1	Service Counter Bain Marie	All electrical connection checking with Electrical Panel and switches with accessories to protect the leakage power and safe functioning of Equipment.		
2	Dough Kneader			
3	Pop up Toaster			
4	Sandwich Griller			
5	Sandwich Griller			
Refrigerated Equipment		Work Schedule- Once in a Month		
1	2 Door Vertical Refrigerator or Freezer / 3 Door Work Top Refrigerator or Freezer	All electrical connection checking with Electrical Panel and Switches with accessories to protect the leakage power and safe functioning of Equipment. Condensing unit cleaning and performance checking.		
General Equipment		Work Schedule – Once in a Month		
1	Trolleys	Cleaning and Greasing of Wheels		
Note: Any spares required at the time of servicing shall be extra and bill for the same has to be raised as per approved rates.				

List of Kitchen Equipment of hostel		
	Equipment Details	
SL NO	Hostel Kitchen Equipment:	Qty [Pc]
1	SS Single Burner Bulk Cooking Range	2
2	SS 6 Vessel Service Counter Bain Marie with underneath Hot case	1
3	SS Platform Trolley	1
4	SS Rice Boiler – 150 Ltrs	1
5	Potato peeling Machine	1
6	Masala Grinder	1
7	Atta Kneading Machine	1
8	Chapati Making Machine	1

SL No	Hostel Name
1	Kanchenjunga Men's Hostel
2	Nilachal Men's Hostel
3	Charaideo Men's Hostel
4	Patkai Men's Hostel
5	SCVR Hostel
6	PMCW Hostel
7	Subansiri Women's Hostel
8	Pragjyotika Women's Hostel
9	Bordoichila Women's Hostel
10	Dhansiri Women's Hostel
11	Kopili Women's Hostel
12	Brahmaputra Men's Hostel
13	Guest House
14	Cafeteria
15	SoE Dhaba



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Annexure-II

(To be submitted on Company's/Firm's Letterhead signed and sealed)

Bid-Security Declaration Form

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

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

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three 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 he 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)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).



Report ID: GEM/GARPTS/19082021/OAP0NSYN44F7

Report Name: AMC for Kitchen Equipment's with Spares

Generated By: Hriday Saikia , Department of Higher Education , Ministry of Human Resource Development

Generated On: 19/08/2021

Valid till: 18/09/2021

GeM Availability Report and Past Transaction Summary

GeM Availability Report and past transaction summary report is generated based on the specifications searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

Order Count and Order Value displayed is on a cumulative basis since GeM inception.

1. Search String: AMC for Kitchen Equipment's with Spares

Search type: Service

Search Result: Category not available on GeM for the text string searched by the buyer.

This is a one-time requirement hence new category creation is not proposed / or requirement is recurring but request for new category creation will be submitted separately post generation of GeMARPTS.