UNIVERSITY GUEST HOUSE
ALIGARH MUSLIM UNIVERSITY, ALIGARH

NIT/01/UGH/2018-19

On behalf of the Registrar, Aligarh Muslim University, Aligarh, University Guest House invites tenders on percentage rate basis for the works as per details mentioned there in as per enclosed Table A and the details given in the tender document uploaded on https://amu.euniwizard.com and CPP Portal https://eprocure/gov.in/ epublish/app from the Contractors registered in the University Guest House or from the Contractors registered in Central Govt / Autonomous Bodies of Central Govt / Semi Govt organizations where similar nature of works are executed. The contractors registered in other departments than stated above shall have to obtain the permission for bidding from the office of the Member in Charge, University Guest Houses timely. The documents required for obtaining permission are as follows:

1. Copy of valid registration in Departments/Organizations other than the University Guest House or AMU.
2. GST Registration (Photocopy).
3. PAN Card (Photocopy).
4. Details of construction machines / equipments, T&P, Shuttering, mixers etc.
5. Details of Technical staff on roll.

The bids, in the prescribed format, shall be submitted online at https://amu.euniwizard.com as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending, bidders must be registered with Public Procurement https://amu.euniwizard.com the tender document is also available CPP Portal https://eprocure/gov.in/epublish/app.

Signature Not Verified
Digitally signed by BIA AL MUSTAPA KHAN
Date: 2019.02.26T16:53:24 IST
Reason: Digital Signing
Location:

The important dates related to Tenders are as under:
<table>
<thead>
<tr>
<th>IT</th>
<th>Name of Work</th>
<th>Estimated cost put to Tender</th>
<th>EMD</th>
<th>Time of completion</th>
<th>Online submission start date</th>
<th>Online submission End date</th>
<th>Date and Time for opening of Online Technical bid</th>
<th>Date and Time for opening of Online Financial bid</th>
<th>Nodal Officer for the work for any Technical clarification related to Tender</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sandstone and Paver block road in VIP Block road in VIP Block at Guest House No.1</td>
<td>Rs. 84,746.05</td>
<td>Rs. 17,000</td>
<td>20.02.19</td>
<td>27.02.19</td>
<td>28.02.19</td>
<td>At 11:00 A.M.</td>
<td>At 1:00 A.M.</td>
<td>Mr. Devender Yadav Mob. 9319361126</td>
<td>Procedure for depositing EMD is mentioned at S. No. 8, page No. 6, under par. “A” Information Related to Submission of Bids</td>
</tr>
</tbody>
</table>

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at https://amu.euniwizard.com

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: https://amu.euniwizard.com with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs. 2000.00+18% GST per year charge.

2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.

3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.

4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.

6. Bidder then logs into the site through the secured log-in by entering his user ID/password and the password of the DSC / e-Token.

7. The scanned copies of all original documents should be uploaded on portal.

8. For any Query contact to our helpdesk Number 011-496060600, Email: ewizardhelpdesk@gmail.com

Mr. Tanweer Alam – 9456668969 Email: tanweer666alam@gmail.com
SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidder had selected the tenders in which he is interested. The bidder can pay the processing fee as per following:

(a) A flat charge of Rs. 600.00 + applicable GST shall be charged from each participating vendors for works costing upto Rs. 6,00,000/-

(b) For works costing more than Rs. 6,00,000/-, a charge of Rs. 600/- + applicable GST shall be charged from each participating vendor and M/s ITI Limited New Delhi will additionally collect 0.1 % of the estimated cost subject to a maximum of Rs 7500/- plus GST as processing fee from the successful bidder in the form of DD / e payment mode after adjusting the amount of Rs 600.00+GST already paid by the bidder by net-banking / Debit / Credit card then bidder may download the required documents / tender schedules, Bid documents etc. Once you pay the provision, tenders will be moved to the respective “Register” Tab. This would enable the e-Procurement Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. Bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.

4. (a) The bidders registered in University Guest House/Building Department of AMU, AMU or Central Government/Autonomous bodies of Central Govt. / Semi Govt. organizations where similar nature of works are executed shall have to up load their valid registration certificate of respective class and the outside contractor not registered in AMU shall also submit the satisfactory work completion certificate of similar nature.

(b) The bidders under class (v) valid for works upto 15 lacs are entitled to bid directly provided they have uploaded their registration in any Government departments of Central / State / PSUs/ Nagar Nigam and Development authorities etc.

(c) The bidders not registered in University Guest House or AMU but registered in other Central or State government departments / PSUs/ Nagar Nigam/ Development authorities etc. in categories other than class (v) as stated at (b) above shall have to upload the following documents:
   i. Permission obtained from University Guest House for participation in the bidding for each work.
   ii. Copy to valid registration from Department / Organization other than the University Guest House.
   iii. Experience certificate for showing execution of similar works:
      a. Having executed one work of same value / magnitude of similar nature of work.
b. Having executed two works of half value / magnitude of similar nature of work.

c. Having executed three works of one third values/ magnitude of similar nature of work.

iv. GST Registration (Photocopy).

v. PAN Card (Photocopy).

vi. Details of construction machines / equipments, T&P, Shuttering, mixers etc.

vii. Details of Technical staff on roll.

5. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

6. The bidder shall quote Financial Bid as per the format enclosed at Annexure-I

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as “DD” / Cash receipt deposited in the State Bank of India, AMU Branch to pay the EMD as applicable and enter details of the instrument. In case of DD the same shall be pledged in the name of Finance Officer, AMU Aligarh. The copy of DD / Receipt shall be uploaded along with the bid.

4. Bidder should prepare the EMD as per the instructions specified in the tender document & submit EMD fee manually at department end. 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 online bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bid click "Complete"(i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

10. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

11. The bidder has to download the Form ‘8’ and upload the digitally signed Form 8.

TERMS & CONDITIONS OF CONTRACT (Annexure to Agreement)

A. Information relating to submission of Bids

Tenders are invited on behalf of Registrar, AMU from the agencies who fulfill the criteria given.

1. The bidders are advised to inspect the site before filling in and submitting the bids to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.

2. a) Tender shall be invited under financial Bid only unless specified. The interested bidders are advised to bid Online at https://amu.euniwizard.com.

   OR

   b) Tender shall be invited under two bids system i.e. Technical & Financial bid when specified. The interested bidders are advised to bid Online at https://amu.euniwizard.com

3. The tender document is available on Central Public Procurement Portal website https://eprocure.gov.in.

4. While all efforts have been made to avoid errors in drafting of the Tender documents, the bidders are advised to check the same carefully. No claim on account of any errors detected in the Tender documents shall be entertained.

5. All the pages of the tender should be digitally signed and uploaded by the person or persons submitting the Tender in token of his/her/their having acquainted himself/herself/themselves and accepted the entire document including various conditions of contract. Any bids with any of the document not so signed and stamped is liable to be rejected at the discretion of the Competent Authority of AMU. NO PAGES SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.

6. All bidders are hereby explicitly informed that conditional offers shall not be considered and summarily rejected.

7. The technical bids shall be opened first for the registered bidders in AMU on the scheduled date and time as explained above, in the University Guest House in the presence of the representative of the bidder if any, who wish to be present on the spot at that time. The technical bids shall be evaluated by a Technical Bid Evaluation Committee. Financial bids of technically qualified eligible bidder meeting criteria only & shall be open on the scheduled date and time as explained above in the University Guest House in the presence of
shortlisted Contractor/Agency or their authorized representative who wish to be present on the spot at that time. If there is any change in date, time or venue, the bidders will be notified in advanced.

8. Apart from submitting tender documents online, the bidders are also required to submit Earnest Money Deposit (EMD) in the form of Bank Guarantee/FDR of any Nationalized Bank /Bank Challan of SBI AMU Branch only. The validity of the Bank Guarantee/FDR must be up to 6 (six) months starting from the date of submission of the bids. The Bank Guarantee/FDR shall be pledged in favour of Finance Officer, AMU Aligarh. The Earnest Money Deposit (EMD) should be submitted in the office of the Member in Charge, University Guest House, AMU Aligarh before the closing date of the tender.

9. Bidders shall not be permitted to withdraw their offer or modify the Terms & Condition thereof. In case the bidder failed to observe and comply with the stipulation made herein or back out after quoting the rates, the Earnest money deposited with the tender shall be forfeited as per rules of the University.

10. Bids received without Earnest Money Deposit (EMD) shall be rejected and thus shall not be considered for evaluation at any stage.

11. The bid security (EMD) shall be returned to the unsuccessful bidders after finalization of contract without any interest.

12. Financial bids of only those bidders will be opened who qualify in the Technical bids.

I. A flat charge for Tender Processing fee is Rs. 600/- + Applicable GST (Non Refundable) shall be charged from each vendors/bidders/contractors, apart from this L1 Vendor/Contractor additionally pay 0.1 % of the estimated cost of Tender in the form of DD/e-Payment mode in favour of ITI Limited, Payable at New Delhi after adjusting the amount of Rs. 600/- plus GST already paid by vendor/bidder/contractor after opening of Tender.

II. In case of collection of difference amount is incomplete from vendors/bidders/contractors end then university will deduct the amount from the running bill of the vendors/bidders/contractor and shall pass it to ITI Limited.

B. Instruction to Bidders:

1. The contractor should quote in figure the percentage above / below as tendered by them.

2. The contractor shall use English language only for quoting the percentage above / below.

3. The bidder, whose tender is accepted, (unless exempted) will be required to furnish by way of security deposit for the due fulfillment of his contract, such sum as will amount.

Security Deposit:
The deduction towards Security Deposit shall be made from the bill of the contractors at a uniform rate of 5% of the tendered cost of the works. The Security Deposit will be collected by deductions from each running bill of contractor at the rates mentioned above. The earnest money deposit at the time of the tender, will be treated as part of Security Deposit. The security Deposit may be accepted in cash or in the form of Fixed Deposit receipts. If the work is enhanced more than the tendered cost the deduction towards Security Deposit shall
be made at the rate of 10% from the rest of the value. For works upto the value of Rs. 10 lacs the existing rate of security deduction @10% shall remain the same.

4. The acceptance of a tender will rest, with the Works Committee who does not bind himself to accept the lowest tender, and reserves to himself the authority to reject any or all of the tender received without the assignment of a reason. All tender in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. The University does not bind itself to accept the lowest or any tender and reserves to itself 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.

5. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the contractor, who resort to canvassing will be liable to rejection.

6. All percentage / rates shall be quoted on the proper form of the tender alone.

7. On acceptance of the tender, the name of the accredited representative (s) of the contractor who would be responsible for taking instructions from the In-Charge shall be communicated to the Member in Charge, University Guest House, Aligarh Muslim University Aligarh.

8. The contactor shall not be permitted to tender for works in the University if his near relative is posted as Section Officer (Accounts) or as an officer in any capacity between the grades of University Engineer and Assistant Engineer (both inclusive). He shall also intimate the names of persons who are working with him in a / any capacity of are subsequently employed by him and who are near relative to any officer in the University Guest House or in the Internal Audit Office. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contactors of the Department.

9. The contractor shall give a list of employees of University Guest House related to him.

10. No officer of the University is allowed to work as a contractor for a period of two year of his retirement from University service, without the prior permission of the Vice-Chancellor. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the University as aforesaid before submission of the tender or engagement in the contractor’s Service.

11. The tender for works shall remain open for acceptance for a period of ninety (90) days from the date of opening of tenders. If any tenderer withdraws his tender which are not acceptable to the Department then the University shall, without prejudice to any other right or remedy, be at liberty to forfeit the 50% earnest money absolutely. This may be done by forfeiting the earnest money deposited or adjusting the amount from any other bills/claims of the contractor.

12. The tender for the works shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition could render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.

13. The tender of the composite work includes the Building works, sanitary and water supply installations, and drainage work.

14. It will be obligatory on the part of the tenderer to tender and sign the tender documents for all the components parts and that after the work is awarded, he will be have to enter into an agreement for each component with the Employer.

15. The tenderer, apart from being class I (B&R) contractor must associate himself with agencies of the appropriated class which are eligible to tender for (i) Building (ii) Sanitary and water supply installation and (iii) Drainage.

16. The Tender accepting authority reserves the right not to accept the lowest bidder in case he is having more works beyond his Capacity or his performance in found to be unsatisfactory on the ongoing works.

17. In addition to consideration already laid down, the bidders are required to go through the General conditions of contract & special condition of the contractor as these are bindings on the bidders & contract shall be dealt with these conditions.
Copy to:
2. Central Public Works Department (CPWD), Aligarh.
3. Public Work Department (PWD), Aligarh.
5. Zila Parishad, Aligarh.
6. Registrar, Aligarh Muslim University.
7. Finance Officer, Aligarh Muslim University.
8. O.S.D. (Development);
9. Internal Audit Officer; Incharge
10. Deputy Registrar (Development)
11. Assistant Engineer.
12. Consultant (Building).
13. Cashier, University Guest House.
15. Director, Computer Centre