

# UNIVERSITY GAMES COMMITTEE

## ALIGARH MUSLIM UNIVERSITY

REF No **NIT/01/UGC/2018-19**

Dated: 20.02.2019

On behalf of the Registrar, Aligarh Muslim University, Aligarh, University Games Committee invites e-tenders on percentage rate basis for the as per 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 Games Committee or from Contractors having contracting license, registered in Central Govt./Autonomous Bodies of Central Govt./Semi Govt. organizations where similar nature of works are executed.

Tenders are invited from leading Sports Infrastructure Companies having experience of executing the laying of 50 such Courts in last five years (Provide completion certificate and company profile)

Bidders having registration/license in any Sports or Govt. departments shall be preferred.

The firm shall have a valid GST registration.

The firm shall not have a record of being debarred /blacklisted from any Department for not executing the contract.

The following documents are required form the contractors other then the registered contractor in the University Games Committee

1. Copy of valid registration in Govt. Departments/Organizations.
2. GST Registration (Photocopy).
3. PAN Card (Photocopy).
4. 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>.

The important dates related to “Tender” are as under:

a.	Availability of tender document on website	<a href="https://amu.euniwizard.com">https://amu.euniwizard.com</a>
b	NIT No.	<b>NIT/01/UGC/2018-19</b>
c	Name of Work	<b>TENDER NOTIFICATION FOR THE PROJECT : LAYING OF SYNTHETIC TENNIS COURT AT A.M.U</b>
d	Estimated cost	<b>Rs. 1964600.00</b>
e	EMD	<b>Rs. 40,00.00</b>
f	Time of completion	<b>25<sup>th</sup> March 2019</b>
g	Technical Bid Online Submission Start Date	<b>20.02.2019</b>
h	Technical Bid Online Submission End Date	<b>25.02.2019 up to 15:00 Hrs</b>
i	Date and time for opening online Technical bids	<b>26.02.2019 at 14: 00 Hrs</b>
j	Date and time for opening online Financial bids	<b>27.02.2019 at 14:00 Hrs</b>
k	Registration Charges for One Year	<b>Rs. 2000.00 +18% GST</b>
l	Tender Processing Fee	<b>Rs. 600.00 + 18% GST at the time of bidding by all Bidders.</b>
m	Nodal officer for the work for any technical clarification related to tender	<b>Prof Amjad Masood, President Tennis Club 9410426876</b>

#### **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](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 011-49606060,

**Mr. Mohd 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 bidders had selected the tenders in which they are 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 up to 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. The bidders not registered in Aligarh Muslim University, but registered in other Central or State government departments / PSUs/ Nagar Nigam/ Development authorities etc shall have to upload the following documents:
    - i. Copy to valid registration from Govt. Department
    - ii. Experience certificate for showing execution of similar works:.
    - iii. GST Registration (Photocopy).
    - iv. PAN Card (Photocopy).
    - v. 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 ( Bills of Quantity) (BOQ)**

#### **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 up loaded 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 on line 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.

## **TERMS & CONDITIONS OF CONTRACT (Annexure to Agreement)**

### **ELIGIBILITY CRITERIA**

Tenders are invited from leading Sports Infrastructure Companies having experience of executing the laying of 50 such Courts in last five years (Provide completion certificate and company profile)

Bidders having registration/license in any Sports or Govt. departments shall be preferred.

The firm shall have a valid GST registration.

The firm shall not have a record of being debarred /blacklisted from any Department for not executing the contract.

### **Terms and Conditions**

1. Goods are required to be dispatched F.O.R Aligarh at site.
2. All the papers should be ink signed and self-attested.
3. Arrangement of all the documents related to taxation and road permits shall be the sole responsibility of the supplier.
4. The firm must be registered under Goods & Service Act, 2017 & mention GSTIN (wherever applicable).
5. The contractor should quote rate without GST. GST will be paid @ 12% to 18% extra of the billed amount as per tax on the item.
6. The University reserves the right to accept /reject any or all the tender (s) quotation (s) without assigning any reason or to allot full or part of the supply to one or more firms.
7. The University reserves the right to reject any or all the tender(s)/ quotation(s) without assigning any reason thereof and to call for any other details or information / clarification from any of the tender (s) / QUOTATION (S)

8. The University reserves the right to cancel the order without notice or assigning any reason (s).
9. Quotations which are incomplete / incorrect / unclear / not accompanied with other mandatory enclosures shall out rightly be rejected.
10. Bid Security (EMD) 2% of cost of project (refundable) against NIT should be deposited along with quotations, in the form of DD, favour of "Finance officer, Aligarh". In case of unsuccessful bid the EMD after necessary deduction of draft charges will be returned. However, vendors registered with MSME (Micro, Small and Medium Enterprises) / NSIC (National Small Industries Corporation) and enclosing attested copy of certificate of registration (Valid for at least 6- months from tender opening date) with quotation would be exempted from payment of EMD. (See Rule 170 of GFRS 2017)
11. Specify class of registration any in Government Departments.
12. In addition to official landline phone/fax numbers, two mobile telephone numbers (including the mobile number of Chief Executive Officer of the bidding firm) and email ids for communication, should be specifically provided.
13. Providing any false/ wrong information (including supply of wrong contact information, leading to loss of communication) will be treated as the breach of contract/tender.
14. The original brochures of the quoted items should be attached.
15. Payment shall be made against bill raised as per the stage of execution of laying/installation/ completion of work in progress
16. In case goods are not according to the specifications, the cost of returning them shall be borne by the supplier.
17. The material must be supplied within given time.
18. The period of validity of the rates offered may be specified.
19. The tender(s) / quotation (s) containing uncalled for remarks are likely to rejection.
20. The discount/ rebate admissible, if any, may be quoted.
21. Other incidental charges such as packing, forwarding Insurance etc. may be indicated clearly.
22. If the date of receipt/ submission/ opening of tender(s) / quotation(s) is/are declared to be a public holiday, the tender(s) / QUOTATION(S) will be received / submitted/ opened on the next working day at same time.
23. If there is any need of clarification/ information/ amendment in this NIT, it can be brought to the notice of **Assistant Finance Officer (Purchase)** within 10 days from the date of publication of this NIT. After that, no clarification/ amendment will be accepted.
24. Any increases in the rate during the course of supply shall not be acceptable.
25. Guarantee/Warranty of the items must be quoted clearly.
26. Intending tenderers are advised to visit again [www.amu.ac.in](http://www.amu.ac.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in) at least 03 days prior closing date of submission of tender for any update / corrigendum/ amendment / addendum.
27. All disputes will be settled in Aligarh Jurisdiction only.
28. The Tender is under Two Bid Systems only those financial bids shall be opened whose technical bid are selected/ qualified/passed.

#### **A. Information relating to submission of Bids**

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 on the scheduled date and time as explained above, in the Electricity Department 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 Electricity Department 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. Earnest money amounting to **Rs.40,000.00/-** (unless exempted) through e – transfer/F.D.R drawn on any scheduled bank of Aligarh only duly pledged to Finance Officer, AMU Aligarh must accompany each tender and is to be in a sealed cover superscribing. The name of work and addressed to the Assistant Engineer Electricity (W & M).
9. Apart from submitting tender documents online, the bidders are also required to submit Earnest Money Deposit (EMD) of **Rs. 40,000.00/-** only in the form of Bank Guarantee/Demand Draft/FDR of any Nationalized Bank / Cash receipt. The validity of the Bank Guarantee/Demand Draft/FDR must be up to 6 (six) months starting from the date of submission of the bids. The Bank Guarantee/Demand Draft/FDR shall be pledged in favour of Finance Officer, AMU Aligarh. **The Earnest Money Deposit (EMD) should be submitted in the office of the University Games Committee, AMU Aligarh before 14:00 hours of the Tender opening date of 26.02.2019**
10. 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

11. Back out after quoting the rates, the Earnest money deposited with the tender shall be forfeited as per rules of the University.
12. Bids received without Earnest Money Deposit (EMD) shall be rejected and thus shall not be considered for evaluation at any stage.
13. The bid security (EMD) shall be returned to the unsuccessful bidders after finalization of contract without any interest.
14. Financial bids of only those bidders will be opened who qualify in the Technical bids.
  - a) **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.**
  - b) **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 work Supervisor shall be communicated to the Aligarh Muslim University Aligarh.
8. The contractor 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 Games Committee or any supervisory staff (both inclusive). He shall also intimate the names of persons who are working with him in a / any capacity or are subsequently employed by him and who are near relative to any officer in the University Games Committee 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 contractors of the Department.
9. The contractor shall give a list of employees of University Games Committee 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 accepting authority reserves the right not to accept the lowest bidder in case he is having more works beyond his Capacity or his performance is found to be unsatisfactory on the on going works.**
14. In addition to consideration already laid down, the bidders are required to go through the General conditions of contract, list of approved item to be used during execution of work & special condition of the contractor as these are bindings on the bidders & contract shall be dealt with these conditions.

**Copy to:**

1. Registrar, Aligarh Muslim University
2. Finance Officer, Aligarh Muslim University
3. O.S.D. (Development)
4. Internal Audit Officer
5. Deputy Registrar (Development)
6. Notice Board, University Games Committee
7. Director, Computer Centre
8. Mr. Mohd Tanweer Alam (APC), ITI Limited.