

**DEPARTMENT OF PLANT MOLECULAR BIOLOGY**

**UNIVERSITY OF DELHI SOUTH CAMPUS  
NEW DELHI – 110021**



**NOTICE INVITING ONLINE TENDER FOR Annual Maintenance of  
1 x 200 KVA DG Set, P.M.B. Department at South Campus,  
University of Delhi, New Delhi – 110021**

**e-TENDER DOCUMENT**

## DEPARTMENT OF PLANT MOLECULAR BIOLOGY



### UNIVERSITY OF DELHI SOUTH CAMPUS

Benito Juarez Road, New Delhi -110025

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### NOTICE INVITING ONLINE TENDER

#### **For Annual Maintenance of 1 x 200 KVA DG Set, P.M.B. Department at South Campus, University of Delhi, New Delhi – 110021**

Online E-tenders are invited under two-bid system from contractor registered with CPWD, MES, Railway, State PWD (BMR) and Delhi University at South Campus University of Delhi as per enclosed specifications, terms and conditions by the office of the Executive Engineer, University of Delhi South Campus, Benito Juarez Road, Dhaula Kuan, New Delhi-110 021

The details of the tender, item (s) and their technical specifications are as under:

### INFORMATION & INSTRUCTIONS FOR BIDDERS

Cost of Tender Form (Non-Refundable)	Rs. 150/- (Rupees One hundred fifty Only) through DD/Banker's cheque in favour of Director, South Campus University of Delhi, Payable at Delhi.
	Tender cost should reach the HEAD OF THE DEPARTMENT, PLANT MOLECULAR BIOLOGY, University of Delhi South Campus, Benito Juarez Road, New Delhi-110021 before the end date and time of bid submission. Bidders, however have to attach scanned copies of tender cost document alongwith the e-tender (technical bid). Tender Document may be downloaded from the University website <a href="http://www.du.ac.in">www.du.ac.in</a> . and CPP Portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> as per the schedule.

**TECHNICAL BID**

1. Name of the Company
2. Address (with Tele No. fax No. & e-mail )
3. Contact person Name and mobile number
4. (a) The number of years of experience in Maintenance business. \_\_\_\_\_  
(b) Total value per year of Maintenance Business during the last three years (Attested certificate from Chartered Accountant should be attached.)
5. (a) Registration Number \_\_\_\_\_  
GST number \_\_\_\_\_  
(b) PAN Number \_\_\_\_\_  
(c) Service Tax Number \_\_\_\_\_
6. Details of Technical Manpower (Category-wise) –Degree Holders/Diploma Holders/Others in the firm.

S No.	Total Strength of RE(s) and TA(s)	Qualification	Length of Average Experience

7. Address of Workshop / Service Center with area of premises.
8. Whether owned/rented.
9. Name of Banker

**10. Confirm the Attachment:-**

<b>S. No.</b>	<b>Document</b>	<b>Whether attached</b>	<b>Page No.</b>
1.	Whether the firm is in existence for three years or more in the trade in Central Govt./State Govt./Autonomous Bodies. if yes, necessary supportive document should be attached?	Yes/ No	
2.	Have you attached the copies of last three financial years i.e. 2012-13, 2013-14, 2014-15, that the firm have annual turnover of Rs. 50 Lakhs .	Yes/ No	
3.	Have you attached a detail of workshop and qualified Technician with their address, contact numbers.	Yes/ No	
4.	Have you attached a certificate regarding the cost of Technical Assistants, repair and maintenance charges will be included in financial bid.	Yes/ No	
5.	Have you attached a certificate regarding the Technical Assistant have their own/vendor vehicle and mobile phone to facilitate them at work place.	Yes/ No	
6.	Whether copy of Service Tax Registration Certificate, VAT Registration Certificate and PAN Certificate.	Yes/ No	
7.	Have you attached the copy of complete address of the Company Office and Service Centre alongwith the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers.	Yes/ No	
8.	Have you attached a letter that they have not been blacklisted by any State Government/Central Government/Public Section Undertaking/University in India in last 3 years.	Yes/ No	
9.	Have you attached a copy of tender acceptance letter.	Yes/ No	

**Declaration**

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

**Authorized  
Signature with Seal  
of Company**

## FINANCIAL BID

Schedule of price bid is in the form of BOQ\_XXXX .xls. The Financial Bid format is provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> .

Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.

Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with University of Delhi.

## Terms and Conditions:

- i. Cost of Tender Form (Non-Refundable) Rs. 150/- (Rupees One hundred fifty only) through DD/Banker's cheque in favour of Director, South Campus University of Delhi, Payable at Delhi. Tender cost should reach the office of the Executive Engineer, University of Delhi South Campus, Benito Juarez Road, New Delhi-110021 before the end date and time of bid submission. Bidders, however have to attach scanned copies of tender cost document along with the e-tender (technical bid). Tender Document may be downloaded from the University website [www.du.ac.in](http://www.du.ac.in). and CPP Portal <https://eprocure.gov.in/eprocure/app> as per the schedule.
- ii. The technical bid should be submitted in the Annexure-A and its scanned copy must be attached with the bid.
- iii. Self-attested copies of PAN, TIN, GST registration and/or Sales Tax Certificate shall be provided along with the bid. (A scanned copy of the document from the authorized signatory of the company is to be submitted along with the technical bid in this regard).
- iv. The bidders shall submit their bids online in the prescribed tender form as per Annexure- A.
- v. The bidders are required to visit/inspect the site to understand the layout plan for proper installation of the item before submitting their bids.
- vi. Conditional tenders will not be accepted.
- vii. Manual bids shall not be accepted.
- viii. Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>.
- ix. Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
- x. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- xi. Tenderer who has downloaded the tender from the University website [www.du.ac.in](http://www.du.ac.in) and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Delhi University.
- xii. Intending tenderers are advised to visit again University website [www.du.ac.in](http://www.du.ac.in) and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
- xiii. The price shall be quoted in Indian Rupees only.
- xiv. The price quoted shall remain firm and fixed for the entire duration of contract.
- xv. The bids shall remain valid for 60 days after the date of opening.

- xvi. Any delay, even postal delay, i.e. the receipt of bid would be considered late submission of Bid and summarily rejected.
- xvii. This office will have the right to increase or decrease the quantity of item and services without any change in the unit price or other terms and conditions at the time of award of supply order.
- xviii. University of Delhi South Campus reserves to right reject tender (s) without assigning any reason thereof.
- xix. Corrigendum, if any, shall be published on the website of University only or intimated by Email.
- xx. Any dispute arising out of this tender will be under the jurisdiction of courts of Delhi only.

## **BID SUBMISSION:**

### **1. Technical Bid:**

Technical Bid” shall comprise of document as per Annexure-A. The technical bid should be submitted in the Annexure-A and its scanned copy must be attached with the bid. It should be accompanied by scanned copies of documents mentioned.

### **2. Financial Bid**

Schedule of price bid in the form of BOQ\_XXXX .xls The Financial Bid format is provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with University of Delhi.

### **3. Opening of Bid and Evaluation**

Bids shall be evaluated on the basis of technical specifications and rates quoted. The lowest financial bid in respect of each item will be considered separately for award of work. Those who do not qualify technically shall not be considered.

### **4. List of Documents to be Attached by bidders as Scanned Copies:**

- i. A scanned copy of the Self-attested copies of PAN, TIN, GST registration and/or Sales Tax Certificate from the authorized signatory of the company
- ii. Scanned copy of tender cost in the form of Demand Draft of Rs.150/
- iii. A scanned copy of Technical Bid in the form of Annexure- A

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

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

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username 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 from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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 in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please 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 / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” 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.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid 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 “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. 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 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. The confidentiality of the bids is maintained using the secured Socket Layer 125 bit encryption technology. 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 openers 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 bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

### **General Conditions:**

1. Time allowed for the work from written order to commence the work will be **365 days**.
2. The work shall be carried out as per C.P.W.D specifications in force for works at Delhi with up to date correction slips unless otherwise specified in the nomenclature of the individual item of works.
3. Labour Welfare Cess shall be recovered @ 1.00% of the gross value of work done.
4. Rates quoted for the items, should be written in words and figures.
5. The site as shown in the lay out plans, shall be cleared of all loose stones, materials rubbish of all kinds, as well as bush wood. All holes or hollows whether originally existing or others, shall be carefully filled at with earth, well rammed & leveled as directed. Nothing extra will be paid on this account.
6. **Inconvenience of Public:** The Contractor shall not deposit materials on any site which will cause inconvenience to the public. The Engineer-in charge may required the contractor to remove any material which are considered by him to be dangerous or inconvenient to the public or cause them to be removed, at the contractor's cost.
7. Contractor will fully co-operate with the other agencies operating on this work.
8. The contractor shall see the site of work-any approach road etc. if required, will have to be made by him at his own cost.

Contd..2/

9. If for any reason, some building plans or any other details concerning the work are not available at some stage of the work or if there is any delay in supply of any materials which is to be supplied by the Department as per terms of the contract or there is delay or interruption in availability of site work, no claim of any sort will be admissible to the contract. However, necessary extension of time for completion of the work due to genuine hindrances in the work will be given.
10. This tender shall remain open for acceptance for a period of 60 days from the date of opening of tender, if any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the University, then the University without pre-judice to any other right or remedy be at liberty to forfeit the Earnest money.
11. The acceptance of the tender will rest with the University Authorities, University of Delhi, Delhi who do not bind themselves to accept the lowest tender, reserve, to themselves the authority to reject, any or all the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled is liable to be rejected.
12. The contractor shall sign all pages of the tender documents including these conditions. Incomplete tenders are likely to be rejected.
13. GST on the work contract shall be deducted/applicable on gross value of work done as applicable by the Govt. of National Capital Territory of Delhi.
15. Makes of Items

-: 3:-

16. Cleaning should be done properly of paint splashes from floors, skirting doors & windows, window glass panes electrical fittings etc. as per satisfaction of engineer - in - charge.
17.
  - (a) Rates quoted shall include all operations, materials etc. mentioned in the specifications of respective items of work, schedule of quantities and these conditions required to complete the job.
  - (b) Rates quoted shall include all labour, materials, tools, plants equipment, hoist, tackier, scaffolding and other sundries for completion of work.
  - (c) Rates quoted shall be firm and shall not be subject to any price variation due to increase in labour wages, cost of materials or any other price variation whether during stipulated period of execution or during extended period of execution (if any) except direct statutory increases by act of government or local bodies.
  - (d) Rates quoted shall be for all heights, depths and lead unless otherwise specified in the schedule of quantities.
  - (e) Rates quoted shall include royalty, monopoly charges, sales tax and works contract tax and other taxes levied by the Government or local bodies except where stated otherwise in the contract.
18. The sufficient quantity of materials should be brought at site in advance & kept in the lock and key as per the direction of the Engineer-in-Charge..
19. Labour hutments shall not be allowed to construct inside the South Campus.
20. GST, Purchase tax, turnover tax, labour welfare cess or any other tax in respect of this work shall be payable by the contractor and University of Delhi will not entertain any claim, whatsoever in respect of the same.

HEAD OF THE DEPARTMENT  
PLANT MOLECULAR BIOLOGY, UDSC

# UNIVERSITY OF DELHI

## ANNEXURE-III

### FINANCIAL BID

## DEPARTMENT OF PLANT MOLECULAR BIOLOGY

### Schedule

**Subject: Annual Maintenance of 1 x 200 KVA DG Set, P.M.B. Department at South Campus, University of Delhi, New Delhi – 110021**

Sl. No.	Description of items	Qty	Units	Rate	Amount
1.	Maintenance of 1 x 200 KVA DG set with Cummins engine, Stamford Alternator, control panel etc. as required. Date of starting from award of work.	1 no.	12 Months		
	Total				

#### Conditions:-

1. Job includes supply & replacement of following parts including cartage & replacement charges during service (Every 300 Hrs of engine operation/6 months which ever is earlier) i) Fuel Filter ii) Lub oil Filter iii) By Pass Filter iv) Coolant v) Engine Oil & vi) Air Filter (Outer & Inner)
2. General checkup & preventive maintenance and fill up preventive checkup schedule for each machine.
3. Checking of engine for smooth running, its unusual sound and color of smoke from exhaust.
4. Checking the leakage of fuel, lubricating oil and coolant.
5. Changing and cleaning of Air filter (As per requirement) & carrying out B/C/D periodical D maintenance checks.
6. Setting of Valves tappets whenever required.
7. Checking accessories drive, turbo charger and Crank shaft endplay (Whenever required.).
8. Checking of batteries terminal and cleaning of sulphation.
9. Checking of alignment of engine and alternator (whenever required.)
10. Checking of throttle control.
11. Checking of instrument on instrument panel including changing them.
12. Checking of rotating diodes assembly in brushless alternator.
13. Checking of wiring system for loose connections.
14. Proper maintenance of relays, contractors in control panel
15. check for proper closing main breaker (MCCB/ACB)

16. Diagnosis of faults in engine and alternator and it's rectification within the scope of this contract.
17. **Job Excluded:-** Sub assembly repair/calibration, top overhauling & major overhauling, radiator decaling/repair, strip ring, bearing replacement & rewinding of alternator component, AVR all parts of panel, self starter & charger, batteries and DC wiring which can be carried out on chargeable basis as Oper market rates.
18. Round the clock call back service for breakdowns.
19. Payment shall be on completion.

**CONTRACTOR**  
**Signature of Authorized person**  
**With seal of firm**