

हंसराज महाविद्यालय

दिल्ली विश्वविद्यालय

महात्मा हंसराज मार्ग, मल्कागंज

दिल्ली 110007



Hansraj College

University of Delhi

Mahatma Hansraj Marg, Malka Gar

Delhi - 110007

F. No.: HRC/Colg./Tender/2019-20/04

Date: 26/06/2019

TENDER NOTICE

ANNUAL RATE CONTRACT FOR REPAIR OF ITEMS OF AIR CONDITIONER AT HANSRAJ COLLEGE

Online tender from bonafide and experienced Companies/Firm/Agency of financial standing for the work stated above as per the specification given in this tender document.

The tender and other details are available on Hansraj college website www.hansrajcollege.ac.in & central public procurement portal (cppp) website <https://eprocure.gov.in/eprocure/app>. The interested Companies/Firm/Agency of repute may download the tender document from above cppp website and upload the same after completing in all respect on the portal as per guidelines mentioned on the portal by or before the due date & time.

Tender Documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'Hansraj College'. Thereafter, Click on "GO" button to view all Hansraj College tenders). Select the appropriate tender, fill them with all relevant information, and submit the complete tender document online on the website <https://eprocure.gov.in/eprocure/app> as per the schedule given below.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted through E-procurement portal).

Not more than one tender shall be submitted by one bidder(s) or bidder(s) having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

26-6-19

28/6/19

(Dr. Rama)

(Dr. Rama)

Principal

Hansraj College

University of Delhi

Delhi-110007/Delhi-110007

SCHEDULE

Name of the Organization	Hansraj College University of Delhi
Tender Type	Open
Tender Category	Work/Service
Type/Form of Contract	Annual Rate Contract
Item Category	Items of air-conditioner
Tender Fee	Nil
EMD (No Exemption is allowed)	Rs. 10,000/- Demand Draft (DD) or Banker's Cheque In favor of: The Principal, Hansraj College Payable at: Delhi
Is Multi currency allowed	No (Only Indian Rupees)
Date of Issue/Publishing of Tender	Date and Time as on CPP Portal
Document Download/Sale Start Date	
Document Download/Sale End Date	
Last Date and Time for Uploading of Bids	
Date and Time of Opening of Technical Bids	
No of Covers	02
Bids Validity Days (till AOC issued)	180 days from the date of opening of Financial bid
Venue for the opening of Bids	Contact Principal's Office, Hansraj College
Address for communication (if any)	The Principal, Hansraj College University of Delhi Mahatma Hansraj Marg, Malka Ganj Delhi-110007
Contact No.	Ph.: 91-011-27667747
Email:	principal_hrc@yahoo.com

INSTRUCTIONS FOR ONLINE BID SUBMISSION (IOBS)

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). 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 "Click here to Enroll". Enrolment on the CPP Portal 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 / 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 DSCs 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 / eToken.

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 formats. Bid documents may be scanned with 100 dpi with black and white option.
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" 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 he/she 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(s) to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, an EMD / Tender fee is sought, bidders need to pay the tender fee and EMD separately through the mode mentioned in the tender.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (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.

OR

In some cases, Financial Bids can be submitted in PDF format as well (in lieu of BoQ).

5. 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.
6. 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 128 bit encryption technology. Data storage encryption of sensitive fields is done.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bids, 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.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

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. The contact number for the helpdesk is 1800 233 7315.

GENERAL INSTRUCTIONS TO THE BIDDERS

1. The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
2. In financial bid to be submitted in .xls file or PDF as per the file specification given in the tender.
3. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
4. 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>.

GENERAL TERMS AND CONDITIONS

1. **Introduction:** Online tender from bonafide and experienced Companies/Firm/Agency of financial standing for the "ANNUAL RATE CONTRACT FOR REPAIR OF ITEMS OF AIR CONDITIONER AT HANSRAJ COLLEGE" as per the terms and condition lay down in this tender.
2. **Amendment(s) to Bid Documents:**
 - (i) At any time prior to the deadline for submission of bid, the Principal, Hansraj College may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by issuing suitable amendment(s) to it.
 - (ii) Such an amendment to the bid document will be uploaded on college website: www.hansrajcollege.ac.in and Central Public Procurement (CPP) Portal.
 - (iii) Prospective bidders are advised in their own interest to visit Website of Hansraj College and CPP Portal for any amendment etc. before submitting their bids.
 - (iv) In order to afford prospective bidders reasonable time to take into account the amendments in preparing their bids, Hansraj College may, at its discretion, suitably extend the dead line for submission of bids.
3. **Clarification of Bid Documents**
 - (i) A bidder requiring any clarification or elucidation on any issue in respect of the bid document may take up the same with the Principal, Hansraj College in writing. The Principal, Hansraj College will respond in writing to such request provided the same is received (by the Principal) not later than 10 days prior to the prescribed original date of submission of bid.
 - (ii) Any clarification issued by Principal, Hansraj College in response to query(ies) raised by the prospective bidders shall form an integral part of bid document and it may amount to an amendment of the relevant clause(s) of the bid document.
4. **Bid format:**

Technical Bid: All the technical bid documents should be uploaded in pdf format.

Financial Bid: This should be uploaded in the prescribed .xls format as per the financial bid/BoQ uploaded by tender inviting authority.
5. Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will be disqualified.
6. Bidder may download the tender document/NIT from the CPP Portal <https://eprocure.gov.in/eprocure/app> or from the website of the Hansraj College, <https://www.hansrajcollege.ac.in/>. He 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.
7. There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure should be written above and the same should be attested with full

signature by the same signatory with stamp, who signed the quotations. In the absence of the attested corrections the quotations is liable to be rejected.

8. In the event of furnishing false/incorrect/incomplete/forged information/documents by the bidder, the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract, if it is detected that the contract has been obtained by furnishing the false/incorrect/incomplete information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited without prejudice to the contractor liable to be blacklisted accordingly and is liable to be banned from doing business with the Hansraj College.
9. Rates of successful bidder will remain valid for **180 days** till the date of execution of the contract/agreement and no increase of rates, on any account will be considered.
10. **The Principal, Hansraj College has right to accept any bid and to reject any or all bids:** The Principal, Hansraj College reserves the right to cancel the bidding process and reject all bids at any time prior to issuing of award letter, without incurring any liability, whatsoever to the affected bidder or bidders.
11. **Minor infirmity/irregularity/Non-conformity:**
If during the preliminary examination, the Principal, Hansraj College finds any minor infirmity and/ or irregularity and/ or non-conformity in a tender, the Principal will convey its observation on such 'minor' issues to the bidder by short fall of documents provision through CPP Portal and asking the bidder to response by a specified date and time. If the bidder does not reply by the specified date and time or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.
12. **Cancellation of Bid:** The Principal, Hansraj College reserves the right to cancel the bid(s)/contract without assigning any reason.
13. The Principal, Hansraj College, may, at its discretion, relax any minor non-conformity or any minor infirmity in an offer.
14. The right to accept the tender(s) will rest with Principal, Hansraj College which reserves the right to reject any or all the bids without assigning any reason thereof.
15. The successful tenderer (L1) shall submit a performance security of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft in favour of The Principal, Hansraj College, Payable at: Delhi. The security deposit will be refundable without interest after successful completion of the contract to the adjustment of dues against the contractor.
16. The College will be at liberty to ask for source and proof of procurement of material used to repair/replacement of the machines.

16. The successful tenderer (L1) shall submit a performance security of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft in favour of The Principal, Hansraj College, Payable at: Delhi. The security deposit will be refundable without interest after successful completion of the contract to the adjustment of dues against the contractor.
17. The College will be at liberty to ask for source and proof of procurement of material used to repair/replacement of the machines.
18. All the sub-standard material if brought by the contractor shall be rejected and shall have to be removed by him at their own cost from the site immediately and this office will not be responsible for the safe custody of the same.
19. No advance payment shall be made. It shall be made against the work done on post quarterly basis only.
20. Disputes concerning the interpretation or validity of this contract shall be decided by an Arbitrator to be appointed by the competent authority of the college.
21. The contractor will sign the agreement within 15 days of award of the work otherwise quotation will be terminated and entire earnest money and security money of the contractor shall be forfeited.
22. **Tenure of the Contract:** Initially the tenure of the contract will be for one year. On the expiry of the contract or on its termination, the Hansraj College reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. However, initially contract will award only one year and it will be extended may be extended further for the period of two (02) years on satisfactorily completion of contract by the contractor.
23. Conditional tenders shall not be accepted. Any tender containing addition / alternation in the above terms and conditions and the specifications of items / materials will also not be considered except where Purchase Committee of the Hansraj College recommends so in the interest of College
24. The firm must be reputed and must be registered with GST/Sales Tax/Income Tax Authority.
25. Any dispute or disagreement will be interpreted and addressed under Indian Laws in the Hon'ble Courts of Delhi Jurisdiction only.

Annexure-I

TENDER ACCEPTANCE LETTER
(To be given on Company/Firm/Agency Letter Head)

Date: __/__/2019

To,
The Principal,
Hansraj College,
University of Delhi,
Mahatma Hansraj Marg,
Malkaganj,
Delhi 110007.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: HRC/Colg./Tender/2019-20/03

Name of Tender / Work: - ANNUAL RATE CONTRACT FOR REPAIR OF ITEMS OF AIR CONDITIONER AT HANSRAJ COLLEGE

Dear Sir/Madam,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> as per advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Company/Firm/Agency has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Private organization.
6. I/We certify that all information furnished by the our Company/Firm/Agency is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit/Security deposit or both absolutely.
7. The downloaded tender document as published at the website <https://eprocure.gov.in/eprocure/app> in has been used for bidding in this tender. It is certified that no modification has been done to the contents of the document.

Annexure-II

FINANCIAL BID UNDERTAKING

Name of the Bidder: _____

Address of the Bidder: _____

To,
The Principal
Hansraj College
University of Delhi
Malka Ganj
Delhi-110007

Dear Sir/Madam,

1. I/We submit the Financial Bid for Tender Reference No. HRC/Colg./Tender/2019-20/03 and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the Financial Bid/BoQ excluding all applicable taxes.
4. I/We will submit the schedule of Financial bid in the form of BoQ_XXXX .xls only
5. I/We have not modified Financial bid/BoQ template provided along with this tender and the same is uploaded after filling the relevant columns only, such as name of the bidder, basic rate per unit (without taxes).
6. My/Our financial bid will be liable to cancelled if we do any modification in the template provided with this tender.
7. If I/We become successful bidder for executing above annual contract, taxes will mentioned extra as per govt. GST rule while submitting the bill(s) if any.

Yours Faithfully,

Annexure-III

Technical Bid: Bidders have to submit the following documents. Attested photocopies of documents to be attached

1. Original DD regarding Tender Fee/ EMD (if any) should be submitted on **or before the date and time of opening of tender**
2. TENDER ACCEPTANCE LETTER (annexure-I) original copy to be submitted along with EMD and scanned copy to be uploaded with the technical bid.
3. FINANCIAL BID UNDERTAKING (annexure-II) original copy to be submitted along with EMD and scanned copy to be uploaded with the technical bid.
4. Valid license from the competent authority for carrying out the repair/maintenance services of ACs and ISO 9001:2000 Certification which should be minimum 3 year old as on 31st March 2019.
5. Experience of carrying out repair, servicing, maintenance of Air Conditioners in Government/ Government undertaking/ Autonomous/ Public/ Private Enterprises
6. Successful execution at least 3 works of similar nature of work during last 03 years
7. The profile of the company including its turnover not less than Rs.10 lakh for a year, technical capability, quality control division, list of support and service centers.
8. PAN No. GST No, TIN No., and service tax no. (If any) along with Attested copies of registration certificate of the firm.
9. The person signing the tender documents should be authorized for signing the tender documents and his signature should be attested by Owner/partner/Director of tendering firm.
10. A certificate to the effect that they have not been black listed by any Government department and that no criminal case/complaint is pending against them anywhere in India.