



No. 05/EE/EMU/AUD/2020-21

Date: 04.01.2021

**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR E-TENDERING FORMING
PART OF BID DOCUMENT AND TO BE POSTED ON WEBSITE**

NIT

1. Item Rate two bid system e-tenders on behalf of Ambedkar University Delhi, are invited online through e-procurement portal of Govt. of Delhi from experience and eligible contractors of CPWD in appropriate category, MES, BSNL, PSUs, State PWD, dealing with AMC of window and split Air conditioner and other experienced contractor who satisfy the eligibility criteria for following work:-

Sl. No.	NIT No	Name & Location of work	Estimated cost put to the Tender (Rs.) based on MR	Earnest Money (Rs).	Time of Completion	Last Date & Time for online uploading of required documents (scanned copies) and financial bid	Date & Time of opening of Bid
1	05/EE/E/MU/A/UD/20-21	“ Comprehensive Annual Maintenance Contract of Window/ Split Air Conditioners installed Kashmere Gate and Karampura Campuses of AUD ”	10,03,594.00	20,500.00	One year	14.01.2021 up to 3:00 PM	14.01.2021 at 3:30PM

The intending bidder must read the terms and conditions of FORM-6 carefully. He should only submit his bid if he consider himself eligible and he is in possession of all the documents required.

Information and Instructions for bidders posted on website shall form part of bid document.

2. The contractors who fulfil the following requirements shall be eligible to apply. Joint ventures are not allowed.

(a) Should have satisfactorily completed the works as mentioned below during the last Seven years ending previous day of last date of submission of tender in Govt organisation/other reputed organisation. **(Work order and completion certificate to be uploaded)**

Three similar works each costing not less than **Rs. 401500.00** only
OR Two similar works each costing not less than **Rs. 602500.00** only
OR One similar works each costing not less than **Rs. 803000.00** only

Similar works means: - “Annual Maintenance Contract of Window/ Split Air Conditioners.

The value of executed work shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last date of submission of tenders.

- (b) Should have had average annual financial turnover of **Rs. 502000.00** only on Air Conditioning/AMC works during last three years ending 31st March 2020
(c) Should have not incurred any loss (**Profit after tax should be positive**) in more than two years during last Five Years ending 31st March 2020.
3. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen on website <https://govtprocurement.delhi.govt.in> free of cost
4. But the bid can only be submitted after depositing Processing Fee and EMD. Other documents as specified.



Cost of Tender Rs. 500.00 plus GST of Rs. 90.00 i.e. 590.00 (Rupees Five Hundred and Ninety only, NON REFUNDABLE, should be deposited in the form of DD/pay order only in favour of Registrar, Ambedkar University Delhi, payable at Delhi.

The tender cost instrument shall be scanned and uploaded to the e- Tendering website within the period of bid submission. The original DD/Pay order for tender cost should be deposited in the office of Executive Engineer Room no 55, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi - 110006 within the period of bid submission.

The Tender cost receiving official shall issue a receipt of deposition of tender cost to the bidder in a prescribed format (enclosed) uploaded by tender inviting officer in the NIT.

The receipt shall also be uploaded to the e-tendering website by the intending bidder up to the specified bid submission date and time.

The Earnest Money (EMD) should be deposited in the form of DD/pay order/ only in favour of Registrar, Ambedkar University Delhi, payable at Delhi shall be scanned and uploaded to the e- Tendering website within the period of bid submission. The original EMD should be deposited in the office of Executive Engineer Room No 55, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi - 110006 within the period of bid submission.

The EMD receiving officer shall issue a receipt of deposition of earnest money deposit to the bidder in a prescribed format (enclosed) uploaded by tender inviting officer in the NIT.

The receipt shall also be uploaded to the e-tendering website by the intending bidder up to the specified bid submission date and time.

Tender without requisite EMD will be summarily rejected. Validity of both the DD /pay order should be at least 03 months from the date of publication of NIT.

The financial bid of only those Tenders will be opened and considered who are found eligible based on the evaluation technical bid as per eligibility criteria

The tender documents are available on Delhi Government E-procurement website <https://govtprocurement.delhi.govt.in>

Corrigendum, if any, will be published only on Delhi Government E-procurement website <https://govtprocurement.delhi.govt.in> The AUD shall not be responsible for any delay for any reason whatsoever.

5. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can visit help tab on online bidding process as per details available on the website.
6. The intending bidder must have valid appropriate class digital signature to submit the bid.
7. Contractor can upload documents in the form of PDF format.
8. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in different colour.

List of documents to be scanned and uploaded within the period of bid submission(Envelop - 1)

- (1) Demand Draft of any Scheduled Bank against EMD.
- (2) Valid Registration Certificate of appropriate category in CPWD or MES, BSNL if any or exp. in other Govt./reputed organization.
- (3) Copy of Registration Certificate under Goods and Service Tax 2017 or applied copy of GST2017 and copy of PAN.
- (4) Copy of receipt for deposition of original EMD & Tender cost, issued from office of Executive Engineer, AUD, Delhi.
- (5) Affidavit as per para 1.2 of FORM - 6.
- (6) Certificate (s) of work experience (**Work order & completion /Performance certificate**) in Govt organisation/ Institution/other reputed organisation.
- (7) Balance sheet for last 5 years.
- (8) List of Work in hand (Progress) as per enclosed Performa if any.
- (9) Undertaking as per performa enclosed at Annexure II.

Financial Bid as per BOQ :- (Envelop - 2)

No manual tender shall be accepted only tender submitted through E-procurement portal shall be considered.

The bids shall remain valid for 75 days from the date of opening of Technical bid.

- e.c to:
1. office of HVC for wind information for
 2. office of Registrar for wind inf. for
 3. office of Cop for wind inf. H₂
 4. office of director LI/ SA for uploading to AOD web site.
 5. concern file.
 6. Notice board
 7. Guard file.

04.01.2021
Executive Engineer (Civil)