



# University of Calcutta

87/1, College Street, Kolkata-700 073

## WEBSITE E-TENDER NOTIFICATION

**E-Tender No. – Eng/Lift/ET-227/20-21**

**Date: 08/02/2021**

E-Tender for the proposed Comprehensive Maintenance of 3(three) nos. Elevator at Physics Building, Chemistry Building, Research Scholar Building in Rajabazar Science College for 3(three) years.

**Please visit <https://wbtenders.gov.in/nicgep/app> , & [https://www.caluniv.ac.in/tender/tender\\_news.html](https://www.caluniv.ac.in/tender/tender_news.html)**

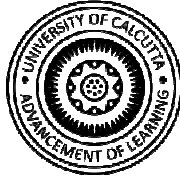
**Tender ID: - 2021\_CU\_324639\_1**

**Online Bid Submission Start Date:** 08-Feb-2021 05:00 PM

**Online Bid Submission End Date:** 22-Feb-2021 02:00 PM

UNIVERSITY ENGINEER (C.U)





# University of Calcutta

87/1, College Street, Kolkata-700 073

E-Tender No. Eng/Lift/ET-227/20-21

Date: 08.02.2021

E-Tender for the proposed Comprehensive Maintenance of 3(three) nos. Elevator at Physics Building, Chemistry Building, Research Scholar Building in Rajabazar Science College for 3(three) years.

Name of Work	Earnest Money Amount (EMD) (Rs.)	Time of completion	Bid Validity Days	Name of the Concerned Department
Comprehensive Maintenance of 3(three) nos. Elevator at Physics Building, Chemistry Building, Research Scholar Building in Rajabazar Science College for 3(three) years.	50,000 /- (To be deposited Online)	3 years (1095 days)	180 days	Office of the University Engineer Darbhanga Building, 87/1 College Street Kolkata-700073, University Of Calcutta

Item rate e-tender are invited from the resourceful experienced & bonafied Lift Manufacture (Category -I & Category- II) for the work as mentioned below. Agencies are requested to visit the site and consult with the U/S or concerned S.A.E. (Electrical) in different Campuses for queries if any prior to the submission of the bid.

**NAME OF WORK:** Comprehensive Maintenance of 3(three) nos. Elevator at Physics Building, Chemistry Building, Research Scholar Building in Rajabazar Science College for 3(three) years.

**Eligibility Criteria of Bidder:**

- I) The Bidder has to submit all the relevant documents in support of valid trade license, GST no, Pan No & Credential for satisfactory Completion of similar nature of work from experienced & bonafied firms/ organizations having credential of similar nature of work in any Government/ Semi-Govt./State Aided University/Autonomous Govt. aided Institution and fulfills the qualifying criteria as mentioned in the tender document etc within 3 years.
- II) Category –I & Category –II Manufacturer of Lift as per Memorandum of P.W.D, Govt of West Bengal will be eligible only for participation in this tender.

**DETAILS OF LIFT**

Sl No	Equip No	Site Name	Capacity & Stop
1	40268357	Physics Building	544 kg & 3
2	40268358	Chemistry Building	544 kg & 3
3	40268359	Academy Building	544 kg & 3

The University Engineer, C.U reserves the right to accept or reject any bid, or to change any terms & conditions, or to terminate the contract without assigning any reason and is beyond questionable.

Parties are requested to visit the site before submitting tender.

**SPECIAL TERMS AND CONDITIONS:-**

- 1) All the lifts should be regularly & systematically check to get uninterrupted & safe lift services.
- 2) Agency should & must check all the safety devices with utmost sincerity & care in a regular interval to **ensure total safety of the passenger.**
- 3) Machines & Parts will be covered under AMC --- Machine Unit ( including ARD) , Drive Motor , Bearings , Gears , Controller parts , Switches , Over Speed Governor , Logic panel , Brake Coil, Brake Shoe , Linear , Contacts , coils guide shoe, Push Button of Car operating panel, Lubricating oil , Hall button unit , Hooter, sound system , travelling cable, Suspensions ropes , Lift Fan , Light , Battery etc.
- 4) Maintenance /Breakdown attendance report duly signed by the liftman/Caretaker to be submitted to the S.A.E of the respective campus.

- 5) Written permission is to be obtained from the Employer for removal from the site of any materials brought therein by the contractor.
- 6) Contractor shall ensure necessary insurance policies on companies to cover all risks against theft, fire hazard, workmen compensation , injury to persons etc. during the progress of work.
- 7) Technicians /Supervisors or any other authorized person engaged for lift maintenance work must carry and display a photo identity card issued by the agency.
- 8) For any kind of change in circuit diagram to any electric/electronic circuit should be reported to the undersigned with existing and changed diagram.
- 9) Failing to continue satisfactory service for lift manufacturer, the agency will be terminated and the EMD amount and Security Deposit will be forfeited.
- 10) Payment Terms: Quarterly subject to submission of original bill and relevant documents such as performance report, attendance sheet.
- 11) Routine maintenance & health checkup of all the machines should be done every month.
- 12) All machines are required to be overhauled quarterly.
- 13) Agency will have to provide contract numbers for lodging complain & should have to attend any fault within 2hrs. of lodging complain.
- 14) Agency should have to maintain proper log book & have to be signed after each fault repairing/routine checkup/overhauling.
- 15) Agency will have to provide all necessary safety gazettes to his staff /technicians. University of Calcutta will not take any responsibility for any unwanted incidents.
- 16) Agency should have to engage experience & sound technicians for the job.
- 17) Agency should have to provide necessary insurances for his technicians.
- 18) Comprehensive maintenance means providing all spare parts required to make the machine healthy.
- 19) The materials brought to site for execution of the work should by no means be taken out of site without the permission of the Engineer C.U.
- 20. Specification of materials:-** As specified by Manufacturer.
- 21. Water & Electricity:** - Necessary arrangements for water & electricity at the time of executing the jobs are to be made by you at your own cost from the source given by the University.
- 22. Time of completion:-** 3 years from the issuing of the work order.

**23. Liquidated Damage:-** On failing to complete the project in time for reasons attributable to the agency, they shall be charged a liquidated damage @ 0.01% per day to a maximum limit of 10 % of the contract value.

**24. Measurements of work:-**The work done by you will be jointly measured by you/ your Engineer & the representatives of the university.

**25. Payment procedure for the Work:-** Payment of R.A Bill may be made quarterly after successful completion of the work against bill raised by the agency as per CU norms with relevant documents. The Agency has to produce user end completion certificate before claiming of bill.

**26. Payment terms:-**

- Final bill will be paid after completion of the job.
- No advance payment (in whatever form it may be) will be made.

**27. Defect & liability Period:-** The defect & liability period will be as per allotted time for completion of the work. Any defects pointed out during this period has to be mend good by the agency at their own cost failing which the retention money will be forfeited.

**28. Escalation of Rates:-**Under no circumstances escalation of rate will be entertained.



UNIVERSITY ENGINEER (C.U)

## A. Eligibility Criteria:

1. The intending bidder must attach the photo-copies of all the relevant documents such as Valid trade License , GST & Pan and credential for satisfactory completion of similar nature of job amounting to 75 % of the estimated value in a single tender in the last three financial years in Government, or Government Undertaking or any State Aided University on line as Non-Statutory documents. Only completion certificate of the work will be considered as Credential of works. Original documents may be asked for verification of technical checking on the date of tender opening. Failing to produce original documents, the tender will be rejected.
2. Agency does not have E.S.I. Registration, must submit 'Workmen's Compensation Insurance Policy' Certificate for the said job from any Govt. undertaking Insurance Company before starting the work.

## B. GENERAL TERMS AND CONDITIONS FOR THE GUIDANCE OF CONTRACT

1. The rate should be quoted after inspection of the site and inclusive of all incidental charges i.e. freight, insurances, labor insurances, handling charges, necessary government taxes, duties etc as well as the Water, Electricity charges which are to be paid to KMC, CESC and other bodies.
2. **Liquidated damage** will be charged to the contractor if they fail to complete the work within the stipulated time, @ 0.10% of the contract value per day.
3. **Time** is the essence of this contract. Normally no time extension will be granted. In case of prayer for extension of time the University authority has the full right reserved to grant it or discard it.
4. The contractor will not be allowed to work on any Saturday, Sunday or University holidays if prior permission in writing is not taken from the Engineer C.U.
5. (a) The University authority will retain a sum amounting 10% of the bill of the contract for a period of six months (which is the defect and liability period) from the date of completion of work as **retention money** for the work.  
(b) For special type of work like roof water proofing treatment the defect and liability period would be 5(five) years and the University authority will retain 10% of the bill of contract for the period for any value of work.
6. Any item executed at the time of work which is not covered in the item listed in the tender will be dealt with as per current PWD Schedule of rates corrected to the extent of percent quoted by the bidder. However the items not covered in the PWD Schedules of the work will be dealt with as per market price subject to approval of the Engineer, C.U.
7. The bidders should submit attested copies of current Trade License, GST Registration Certificate & PAN With the bids which the tender may be treated as cancelled.
8. Work is to be carried out as per PWD specification or as per direction of the Engineer C.U.
9. The contractor should procure **I.S.I./B.I.S** marked materials approved by the Engineer C.U. The materials brought to site for execution of the work should by no means be taken out of site without the permission of the Engineer C.U.
10. The rates must be quoted in words as well as in figure otherwise the tender will be cancelled.
11. **The University will not be bound to accept the lowest bidder.**
12. The University will not supply any material to the contractor.
13. The contractor will have to submit bill in printed format in duplicate.
14. The contractor will have to take necessary instruction from the concerned Sub-Assistant-Engineer regarding the execution of work.

**Earnest Money (EMD):-** Intending bidders are requested to deposit Rs. **50,000 /-** (to be deposited **online by each bidder**) only to be deposited by the bidder concerned electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank generating NEFT/RTGS Challan from the e–tendering portal. Intending bidder will get the beneficiary details from e–tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e–Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E–Procurement site.

*Bidders are also advised to submit EMD of their bid, at least 3 working days before the closing date for bid submission as it requires considerable time for processing of Payment for EMD.*

**For availing exemption of EMD: -**

- 1) Bidders are requested to upload the **NSIC / MSME Registered Certificate** for getting exemption of EMD. For that they need to select the EMD page as Yes and provide the exemption type as fixed and put the actual EMD amount in Rupees and upload the exemption document.**

**N.B.:** During evaluation, the bidders may be invited and clarification/ information or additional documents or original hard copy of any of the documents already submitted may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.

### C. Important Dates :

Sl. No.	Items	Publishing Date (s)& Time
1	Date of uploading of N.I.T. & Tender documents (online) from this end	08.02.2021 ; 05:00 pm
2	Starting of Documents download (online)	08.02.2021 ; 05:00 pm
3	Bid Submission starting (on line)	08.02.2021 ; 05:00 pm
4	Bid submission closing date (online)	22.02.2021 ; 02:00 pm
5	Bid opening date for Technical Proposal (online)	24.02.2021 ; 02:00 pm
6	Date of uploading list for Technically qualified Bidder (on line)	To be notified later on
7	Date and Place for opening of Financial Proposal (online)	To be notified later on
8	Date of uploading of list of bidders along with the approved rate	To be notified later on

## INSTRUCTIONS TO BIDDERS/CONTRACTOR

Instructions / Guidelines for electronic submission of tenders have been annexed for assisting the contractors to participate in E-Tendering.

- I. **Registration of Contractor:** - Any bidder willing to take part in the process of e - Tendering will have to be enrolled & registered with the Government e - Procurement system through logging on to <https://wbtenders.gov.in>. The bidder is to click on the link for e - Tendering site as given on the web portal.
- II. **Digital Signature Certificate (DSC):** - Each bidder is required to obtain a class - II or class - III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider.
- III. **Collection of Tender documents:** - The bidder can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

#### IV. Cost of Earnest Money (EMD)

Name of the Works	Earnest Money (EMD) Quoted INR
Comprehensive Maintenance of 3(three) nos. Elevator at Physics Building, Chemistry Building, Research Scholar Building in Rajabazar Science College for 3(three) years.	Rs. 50,000 /- (To be deposited Online)

#### V. Submission of Tenders:-

- a. **General process of submission:** - Tenders are to be submitted through online to the website <https://wbtenders.gov.in> in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
- b. **Technical Bid:-** Technical Bid contain scanned copies of the followings further in two cover (folder)

#### VI. Statutory Cover Containing

- i) NIT and Corrigendum if any (Download the NIT and upload the same by digitally sign).



## VII. NON-STATUTORY/MYDOCUMENTS containing the following documents:

Sl.No.	Category	Sub Category	Sub Category Description
A.	Certificates	Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration certificate
			4. Service Tax Registration Certificate
			5. Credentials for last 3 years.
B.	Company Details as per Requirement		1. Proprietorship Firm (Trade License).
			2. Partnership Firm including LLP(Partnership Deed ,Trade License)
			3. LTD Company(Incorporation certificate, Trade License)
			4. Society(Society Registration copy, Trade License)
			5. Power of attorney

### **Rejection of Bid:**

*Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes & reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tender Committee's action.*

**Note: Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.**

## VIII. Financial Bid: - BOQ in INR (in excel sheet)

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

## **IX. Opening & Evaluation of Tender:-**

### **Opening of Technical Bid:**

- i) Technical bid will be opened by the University of Calcutta Officials. Intending bidders may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified bidders would be uploaded.

**NB: While evaluation, the committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.**

## **X. Opening and evaluation of Financial Bid:**

Financial bid of bidders declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

## **XI. Penalty for suppression / distortion of facts:**

Submission of false document by bidder is strictly prohibited and will be liable for rejection of the tender.



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