

Deshbandhu College, New Delhi-110019
Documents to be submitted by the Bidders:

Submission of Tender

The tender shall be submitted online in two parts (Technical Bid and Financial Bid).

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Technical Bid

The following documents are to be furnished by the Contractor along with Technical Bid:

- i) Signed and Scanned copy of EMD payment and Tender Fee.
- ii) PAN No. & GST Certificate.
- iii) ITR of consecutive past 3 years.

Note:

- a) If the bid is incomplete and / or non-responsive it will be rejected during technical evaluation. The bidder may not be approached for clarifications during the technical evaluation. So, the bidders are requested to ensure that they provide all necessary details in the submitted bids.
- b) If any price detail is found in the Technical Bid, the offer will be summarily rejected.

Performance Security:

The Successful Bidder shall, for due and faithful performance of its obligations under the Tender Document provide to Deshbandhu College.

- a) A Performance Bank Guarantee equivalent to 10% of the Total Value of the Contract valid for a period of 12 months.
- b) The Performance Bank Guarantee shall be from any Scheduled Bank in favour of Principal, Deshbandhu College, payable at New Delhi.
- c) The Performance Bank Guarantee shall be provided by the Successful Bidder within 10 (ten) days from the issuance of work order by Deshbandhu College. EMD shall remain in full force and effect; till the time the Performance Security is submitted by the Successful Bidder.
- d) Failure of the Successful Bidder to provide the Performance Bank Guarantee within 10 (ten) days shall entitle Deshbandhu College to withdraw the work order and the EMD will be forfeited. Further, the successful Bidder may be debarred from

participating in any other tenders of Deshbandhu College at the discretion of the college.

Important Steps in Two-Bid System:

The technical bids are to be opened at the first instance and evaluated by a competent committee or authority. At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract. Clarifications may be asked on technical/commercial aspect before placing the order. EMDs of the unsuccessful bidders shall be returned after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. For successful bidder, the security deposit/performance guarantee shall be refunded after six months of successful completion of work.

Scope of work:

As per attached specification and BOQ.

Period of Contract/Delivery:

The contract would be for 90 (Ninety) Days from the effective date of contract and extendable only on the discretion of Deshbandhu College. Please note that Contract can be cancelled unilaterally by Deshbandhu College in case services are not received as per quality and standard/T&Cs specified in the Tender and agreement will be applicable within the contracted period. The Deshbandhu College reserves the right to exercise the option clause and repeat order clause if applicable as the case may be.

Terms and conditions:

- Bidder should provide valid PAN no. & GST no.
- Quotation in terms of incomplete status, late submission and insufficient EMD will be cancelled.
- Details of installation, commissioning and training of the equipment must be specified (if applicable).
- On-site service support of instrument after sales and warranty should be provided. AMC charge should be mentioned clearly if applicable.
- Quotation validity should be at least for 120 days.

STANDARD CONDITIONS OF TENDER

The Bidder, is required to give confirmation of their acceptance of the Standard Conditions of the Request for proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e Contractor/Supplier in the contract) as selected by Deshbandhu College. Failure to do so may result in rejection of the Bid submitted by the Bidder/firm.

1. Extent of Work:

The contractor shall execute / complete the work strictly in accordance with the relevant drawings and specifications prepared as per details, drawings, directions,

instructions, specifications and orders that may be given to the contractor by the architect / employer from time to time. The contractor shall also carry out such changes, alterations, modifications, as may be decided upon by the employer during the progress of work.

2. **Quality of Work:**

The work shall be executed with materials and workmanship of the respective kind, desired and described in the specifications for the work and as required to complete satisfaction of the architect / employer. Wherever a specific material is specified, the employer may ask the contractor to obtain a certificate to the effect that the material is of the specific manufacturer. All materials used at site must be of approved makes. In case any material of approved make is not available, it must have ISI certification but approval of architect / employer should be taken before hand.

3. **Rates:**

The employer shall pay the contractor, who shall receive the payment in respect of the work executed as per the schedule of quantities and rates enclosed herewith duly accepted by both the parties.

4. **Time / Works Programme:**

The contractor shall begin the work within three days of the written order to commence the work, which he may receive from the employer and shall proceed with the work without stoppages or suspension and with all due care, diligence and expedition and complete the same together with all extra and additional work as may be decided upon and orders by the employer and execute / complete the entire work in every respect as per approved works programme submitted by the contractor and latest by the following dates:

5. Date of Commencement of works shall be reckoned from the 3rd day of award of work.

6. Period of completion of work: 60 days

7. All Prices quoted in the tender must be inclusive of GST and all taxes.

8. The College reserves the right to accept or reject or cancel or modify any tender or relax any part of the tender offer, without assigning any reason thereof.

9. The College reserves the right to award the work to the First Lowest Bidder (Successful Bidder) for the scope of the entire tender or an item wise basis.

10. The college has the right to cancel the tender at any point of time. Also competent authority can increase or decrease the quantity/items or work need to be done. The competent authority can also select L1 items wise (whichever is lower) in BoQ. The tender work executed by the selected bidder should be under minimum five-year warranty.

11. The college authorities can remove any items as well at any stage of the work.

a) 1% of the Contractor's billed amount shall be charged / deducted as electricity charge from the contractor's bill.

b) 1% of the Contractor's billed amount shall be deposited as labour charge by the contractor itself.

12. The Rate contract shall remain valid for 12 months from the date of signing of contract. However, this may be extended further for the period approved by the college.
13. The Contractor should see the existing site and apprise themselves of all site conditions and complete scope of work.
14. Payment will be made only after the successful completion of the work as certified by the competent authority.
15. Bids will be opened as per date/time as mentioned in the Tender Schedule.
16. The number of items may increase or decrease at the sole discretion of the college.
17. If the successful bidder after receiving work order wants to extend any part of the work, it will have to take permission from the competent authority and the work will not exceed more than 10% of the above mentioned work.

Important Notice:

1. An incomplete and /or ambiguous and/or conditional and/or late response is liable to be ignored/ summarily rejected.
2. The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the website <http://www.deshbandhucollege.ac.in> and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule.
3. Manual bids shall not be accepted.
4. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
Tenderer/Contractor are advised to follow the instructions provided in the 'Instructions to the Contractors/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>.
5. Tenderer who has downloaded the tender from the Deshbandhu College <http://www.deshbandhucollege.ac.in> and Central Public Procurement.

Portal (CPPP) website <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 tampered/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 Deshbandhu College.

