



Sikkim University

[A Central University established by an Act of Parliament of India, 2007]

6th Mile, Samdur, P.O. Tadong, Gangtok, Pin:737102, Sikkim

Ref No: SU/ET/2017-18/45(i)

Dated: 13-02-2018

SHORT e-TENDER NOTICE INVITING SEALED TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF GEYSERS FOR SIKKIM UNIVERSITY.

Sealed Quotations are invited from reputed firms who are in the field of maintenance of Geysers in adherence to the following terms and conditions:

Terms and Conditions

1. The bid should be submitted in compliance to the NIQ at: <http://eprocure.gov.in/eprocure/app>. In order to participate, the bidding firm should be registered in the online e-tender portal and should have a valid authorized Digital Signature Certificate – (DSC). Bids submitted otherwise shall not be accepted.
2. The participating agency should have experience of AMC work of similar nature.
3. Comprehensive AMC should include all maintenance services like water connecting pipe, plug, nuts n bolts etc.
4. Comprehensive AMC should include replacement of all spare parts including but not limited to changing of replacement thermostat, timer, heating element, necessary wiring work etc.
5. The AMC rate should be exclusive of the AMC amount for water drum/tank of the geysers.
6. The vendor shall be responsible for any loss or damage caused to any of the machines owing to negligence on their part.
7. Only genuine spare parts should be used after due approval of the university.
8. Items with higher probability of facing problems should be kept in ready stock for emergency and immediate replacements.
9. Before submitting the financial bid, the participating vendor should visit Sikkim University to verify the condition, make, model nos. of the machines. All the Geysers shall be thoroughly inspected by the firm before submitting the proposal. Estimates for pre-maintenance / repairs, if any should be submitted as per the prescribed format provided in Annexure II. Pre-maintenance estimate submitted will be accepted subject to due justification provided in the proposal and verification of the same by the University.
10. Once pre-maintenance report is submitted and the work is executed, the University shall not bear any cost on further repairs of equipments under AMC thereafter.
11. The participating agency should **duly fill in Annexure I (Company Profile) and attach the relevant documents at the time of submission of the bid.**
12. Documents to be uploaded under Technical cover consists of
 - (a) Annexure-I
 - (b) Signed and sealed copy of NIT document as token of acceptance of the terms and conditions
 - (c) Company Registration Certificate
 - (d) PAN card copy and GST details
 - (e) Similar experience certificates and work orders

13. Bid should be submitted as per the format given in Annexure II (Financial bid) in the official letter head of the firm.
14. The contract will be comprehensive including repairs and replacement of spare parts without extra payment throughout the contract period.
15. The contract terms and conditions will be effective for a period of one year from the date of signing of the contract agreement. However, the contract will be renewed on an annual basis subject to satisfactory performance by the vendor.
16. No demand for revision of rates on any account shall be entertained in the middle of the contract year.
17. Payment for any inclusion/deletion of geysers during the AMC period will be calculated on pro-rata basis. No advance payment in any case would be made.
18. The Financial Bid should contain the rate against each item separately and should be submitted in the prescribed format only.
19. The rates should be exclusive of all types of taxes, duties, levies like Service tax etc.
20. Mode of payment would be 25% for each quarter after signing of the contract. The successful bidder should furnish a security deposit amounting to 5% of the AMC amount in the form of Bank Guarantee or Bank Draft in favour of Sikkim University, payable at Gangtok **before the signing of the agreement**. The security deposit shall be released after successful completion of the AMC tenure.
21. It shall be the responsibility of the firm to make all the geysers work satisfactorily throughout the contract period and handover the machine in working conditions to the University after expiry of the contract. In case any damage is found, the firm is liable to rectify it before exiting the contract.
22. In case the firm fails to cope with the workload or does not render satisfactory services, the contract awarded to them shall be cancelled forthwith and the security deposit and the payments due to them shall be forfeited. The contract can be terminated summarily by the University at any time without giving any notice or without assigning any reason, if the work of the contractor is found unsatisfactory during the term of this contract. The decision of the University authority shall be final and binding on the firm.
23. For any further details including site inspection, the interested bidder may contact Mr. Karma G. Bhutia, phone-7319083980.
24. The last date of submission of bids online is **20-02-2018 (5:00 p.m.)**.
25. **Bids are to be submitted online only. No hard copy is to be sent or submitted to the University.**
26. The NIT shall be a part of the Agreement with the successful bidder.
27. The Registrar, Sikkim University, has the power to reject any tender or all tender or extend the date of opening of tender without citing any reasons. Decision of The Registrar, Sikkim University will be final and binding to all tenderers.

Sd/-
Registrar

Company Profile

**SHORT e-TENDER NOTICE INVITING SEALED TENDER FOR COMPREHENSIVE ANNUAL
MAINTENANCE CONTRACT OF GEYSERS FOR SIKKIM UNIVERSITY**

Ref. Tender. No.: SU/ET/2017-18/45(i)

Dated: 13-02-2018

Name of the Firm:

Address of the Firm:

Contact no:

Email address:

Registration details:

Permanent Account Number:

GST number:

Bank Account details including Account Number, Bank name, Branch name & IFSC code:

Experience of providing similar AMC:

Name of customer:

Number of Geysers with type:

Period of AMC (For multiple details, please add additional rows):

Work order and completion certificate:

Declaration:

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the E-tender notice the quotations and I/We undertake myself/ourselves to abide by them.

I/We further, declare that all the information given above are true.

Name:

Designation:

[Official Seal with authorized signature]

Place:

Date:

Financial bid

SHORT e-TENDER NOTICE INVITING SEALED TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF GEYSER FOR SIKKIM UNIVERSITY.

Sl No.	Item Details	Capacity	Numbers	Rate per geyser for 1 year comprehensive AMC excluding taxes (INR)	Taxes (INR)	Rate per geyser for 1 year comprehensive AMC including taxes (INR) (5+6)	Amount quoted (INR) (7 x 4)
1	2	3	4	5	6	7	8
1	Geysers	30 ltrs	48 nos.				
2	Geysers	25 ltrs	73 nos.				
3	Geysers	15 ltrs	20 nos.				

Pre-Maintenance Report

Sl No.	Item Details	Capacity	Numbers	Location	Total Amount for pre-maintenance including all taxes (INR)
1	2	3	4	5	6
1					
2					
3					
ADD MORE ROWS IF NECESSARY					

Declaration:

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the Notice Inviting the sealed quotations and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above are true and the Financial bid in Annexure III has been quoted in compliance to the item specifications listed above in Annexure II (Technical Bid)

Name:

Designation:

[Official Seal with authorized signature]

Place:

Date: