

INDEX PAGE

Name of Work:	<i>AMC for Vizianagaram Hall and its surrounding areas, MCC Campus, University of Allahabad, Allahabad.</i>	
Sl. No.	Description	Page
	Index	1
1	Notice for Inviting Tender	2
	PART-A	3-10
2	Technical cum prequalification Information and instructions for contractors for e-tendering	4-5
i	Receipt of deposition of original EMD	6
ii	General Terms & Condition	7-10
	PART-B	11-12
3	Financial bid document	12

NOTICE FOR INVITING TENDER

The **Registrar, University of Allahabad, Allahabad** on behalf of Vice Chancellor invites online item rate bids for the following work(s) from the experienced contractors having experience in the field of maintenance of monumental/heritage structures.

S. No.	NIT NO.	Name of work and location	Estimated cost put to bid	Earnest Money	Period of Completion	Date of Publishing	Last date & time of submission of bid, EMD, e-tender processing fee and other Document as specified in the bid document	Time & date of opening of tender
1	2	3	4	5	7	8	9	10
1	07/UE(C)/ALLD/2024-25	AMC for Vizianagaram Hall and its surrounding areas, MCC Campus, University of Allahabad, Allahabad.	Rs. 5,81,460/-	Rs. 11,630/-	01 year	05.09.2024	Up to 03:00 PM on 26.09.2024	At 03:30 PM on 27.09.2024

Registrar
University of Allahabad



PART-A

TECHNICAL CUM PREQUALIFICATION

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

1. The intending bidder must read the terms and conditions carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
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 can be seen and downloaded from website www.allduniv.ac.in, & www.eprocure.gov.in.
4. But the bid can only be submitted after depositing of original EMD in the office of University Engineer ,Allahabad University within the period of bid submission and uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker's Cheque or Deposit at call Receipt or Fixed Deposit Receipts and Bank Guarantee of any Scheduled Bank towards EMD in favor of Finance Officer, University of Allahabad as mentioned in NIT, receipt for deposition of original EMD to office of the University and other documents as specified.
5. Those contractors not registered on the website mentioned above, are required to get registered beforehand.
6. The intending bidder must have valid class-III digital signature to submit the bid.
7. Contractor can upload documents in the form of **JPG** format and **PDF** format.
8. Contractor must ensure to quote rate of each item.

Annexure-I**TECHNICAL BID DOCUMENT**

1. Name of the Party :
2. Address (with Tel. No., Fax no.) :
3. Name & Address of the Proprietor/ Partners/
Directors (with Mobile No. & E-mail) :
4. Contact Person(s) (with Mobile No. & E-mail) :
5. No. of years of experience in AMC/ Maintenance
Of monumental/heritage structures. (Mini 10 years)
(Attach Certified Documentary Proof) :
6. Permanent Account Number (PAN) :
7. Certified photocopy of IT return during the last three
financial year ending of 31st March 2024. :
8. List of clients along with evidence for average gross
Contractual receipts of Rs. 50 Lakhs and above during
the last three Financial years ending of 31st March 2024. :
9. Details of Earnest Money Deposit (EMD)
 - a. Original EMD must be deposit the Office of the
University Engineer before opening of tender
 - b. Copy of receipt of deposition of original EMD
issued from Office of the University Engineer,
Allahabad University (Optional). :
10. Certificate of Registration for GSTN No. :

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with Date)

RECEIPT OF DEPOSITION OF ORIGINAL EMD

(Receipt No. / date))

Name of Work: AMC for Vizianagaram Hall and its surrounding areas, MCC Campus,
UNIVERSITY OF ALLAHABAD.

1. NIT No. : **07/UE(C)/ALLD/2024-25**
2. Estimated Cost : Rs. 5,81,460/-
3. Amount of Earnest Money Deposit : Rs.11,630/-
4. Last date of submission of Bid : **UPTO 3:00 P.M.**
5. Name of Contractor: #
6. Form of EMD #
7. Amount of Earnest Money Deposit #
8. Date of submission of EMD #

.....
Signature, Name and Designation of EMD
Receiving person along with office stamp

GENERAL TERMS & CONDITION

The University of Allahabad invites online tenders for award of **AMC for Vizianagaram Hall and its surrounding areas, MCC Campus, University of Allahabad, Prayagraj.**

The AMC will be for the period of one year from the date of order/agreement.

I. TENDER PROCESS:

(1) Online tenders are invited in two parts i.e. (i) **Technical bid** and (ii) **Financial Bid**. The tender form for the technical bid in proforma prescribed in **Annexure-1** and the tender form for the financial bid in proforma prescribed in **Annexure-II**.

(2) **Earnest Money Deposit (EMD)**: Earnest Money deposit of Rs. 11,630/- (Eleven Thousand Six Hundred Thirty Only) in the form of Demand Draft/ Bankers cheque of Scheduled Bank drawn in favour of "**Finance Officer, Allahabad University, Allahabad**" payable at Allahabad must be enclosed with technical bid. Technical bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders after completion of the bid process. However, the EMD shall be forfeited in case the successful bidder withdraws subsequently or the details furnished in ANNEXURES-I & II are found to be incorrect or false during the tender selection process. **No interest shall be paid on the Earnest Money Deposit (EMD) of the successful bidder and same will be returned on furnishing the Performance Guarantee.**

(3) **Performance Guarantee**: The successful bidder has to submit 10% of the total value of the contract as performance guarantee deposit in the form of **Demand Draft / Bank Guarantee/ Fixed Deposit Receipt of a Schedule Bank drawn in favour of "Finance Officer, Allahabad University, Allahabad"** payable at Allahabad before taking up the contract. The Performance Guarantee shall be refunded to the selected bidder on successful completion of contract period. No interest shall be paid on the Performance Security placed with the Department by the successful bidder. The Performance Guarantee will be forfeited in the event of withdrawal of contract by the contractor before the expiry of the contract period or in the event of termination of the contract attributable to the unsatisfactory performance of the contract or for violation of any of the terms and conditions of the contract.

(4) The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the **Annexure-I & II** of this document in clear and legible terms. Wherever required the prices quoted shall be written in figures and words as well. ANNEXURES shall also have to be signed and stamped by the bidder or its authorized signatory.

(5) The tender forms shall be rejected if it is not complete in any respect.

II. JOB REQUIREMENT

1. Contract will be valid for the period of 12 months from the date of order/agreement. During the currency of contract, no demand for revision in the rates on any account, whatsoever, shall be entertained.
2. The detailed scope of annual maintenance contract has been described in the schedule of quantity.
3. The terms of annual maintenance contract includes the execution of works in all respect with proper deployment of manpower and machinery.
4. The terms of annual maintenance contract includes the processes that will be adopted by the contractors as per the proper guidelines for the maintenance of monumental/heritage structures.
5. The terms of annual maintenance includes the proper investigations of all civil components of the building and remedial measures where ever required.

6. *The term annual maintenance contract does not include any component of electrical works.*
7. *The periodicity of maintenance has been described in the schedule of quantity but the contractor will take up the work as per site requirement during the period at any time as per direction of the University.*
8. *The periodicity of maintenance has been described in the schedule of quantity but it is desired that the contractor will deploy at least two persons on permanent basis for maintenance work.*
9. *The contractor will store sufficient quantity of scaffolding during the annual maintenance period at the site.*
10. *The contractor will inform the details of manpower deployed at the site for maintenance work.*
11. *The contractor will ensure that the site has been cleaned properly during the maintenance work.*
12. *Inside the Vizianagaram Hall any maintenance work will be initiated after submission of activity chart along with the time required for the same.*
13. *Inside Vizianagaram Hall all maintenance work will be taken after proper cover of ground floor.*
14. *Inside Vizianagaram Hall scaffolding will be erected only after proper protection to floor.*
15. *While handing over the Vizianagaram Hall and surrounding area at the end of the contract, the building should be in perfect condition. Any defects found in the building in lieu of schedule of quantity, it should be rectified by the contractor or else the net cost of repairs will be charges on contractor account.*
16. *The competent authority may also impose the penalty up to 10% of the contract value if the services are not found the mark. No claim from the contractor on this account shall be entertained.*
17. *During AMC period, if any damage/loss is caused to the University properties by any of the workers deputed by the contractor for the maintenance job, it will be the responsibility of the contractor.*
18. *No additional amount will be paid to the contractor what has been specified in the terms and conditions of this contract.*
19. *The contractor shall not sublet full or any portion of the contract to any other agency/firm for annual maintenance.*
20. *During the concurrency of contract, if any mishap occurs it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property. Abiding with the labour laws will be the responsibility of the contractor.*
21. *The payment shall be made on half yearly basis upon submission of bill by the contractor along with satisfactory reports.*
22. *Erasing or overwriting in the tender will render the same invalid.*
23. *Taxes will be deducted at source as per rule.*
24. *The rates quoted should be inclusive of all the taxes.*

III. LIQUIDATED DAMAGES:

The contractor shall deploy it's teams of experienced persons to carry out the annual maintenance work in a time bound manner. In case of delay a penalty of Rs 500/- per day, will be levied subject to maximum of 10% of total AMC charges.

IV. SPECIAL TERMS AND CONDITIONS:

1. *The annual maintenance contract is for the period of **one year from the date of order/agreement.***
2. *Bidder should have a minimum of ten years of experience in the annual maintenance of monumental/architectural buildings.*

3. *The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.*
4. *The evidence for filing of returns for the last three Financial Years ending 31st March 2024 should be enclosed along with the technical bid.*
5. *The bidder must have gross contractual receipts of average annual Rs. 50 lakhs and above during the last three Financial Years. A statement showing list of clients along with evidence for contractual receipts should be enclosed along with the technical bid.*
6. *The Tenderers are requested to go through the instructions, terms and conditions given in the tender document. Failure to furnish all required information duly indexed and page numbered will be at the tenderer's risk and may result in the rejection of the tender.*
7. *The University reserves the right to accept or reject any or all the tenders in part or in full or may change the tender conditions at any stage, even during contract period, without assigning any reasons.*
8. *Canvassing directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.*
9. *At any time, prior to the date of submission of the tender, the department may for any reasons, modify/ amend bid document.*
10. *The department, may at its discretion, extend the deadline for submission of tender.*
11. *The department reserves the right to terminate the contract at any time without assigning any reason by giving one month's notice to the contractor.*
12. *The contractor shall continue the service on same terms until a new contractor is in place. The contract is extendable for a further period of one year on same terms and conditions at the discretion of the University.*
13. *The University shall be at liberty to test the materials used by the contractor for annual maintenance the sample for testing shall be provided by the contractor/suppliers at its own cost.*
14. *In case of any dispute the decision of the Vice Chancellor, Allahabad University shall be final and binding upon both the parties.*
15. *Conditional tenders are liable to be summarily rejected*
16. *The work in full or part shall not be subletted to other agency. If such a violation comes to the notice of the University, the University shall be free to forfeit the entire amount of earnest money/ performance guarantee deposited by the firm.*
17. *The contractor shall be responsible for behavior and conduct of it's workers. Worker with doubtful integrity or having a bad record shall not be engaged by the contractor. In this regard, it is also to be stated that the antecedents of the manpower to be deployed by the firm for execution of AMC work, may be verified from the local police.*
18. *The University will be at the liberty to ask for source and proof of procurement of materials used for maintenance work.*
19. *All the sub standard material if brought by contractor shall be rejected and shall have to be removed by him at their cost from the site immediately and this office will not be responsible for the safe custody of the same.*

V. WARRANTY OF QUALITY AND QUANTITY:

1. *The awardees' shall give warranty that all the annual maintenance contract has been carried out as per the principles of maintenance of monumental/heritage buildings and workmanship is up to the standard followed in industry.*

VI. FORCE MAJEURE

1. *Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form to the other party.*

2. *Force Majeure shall means fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.*

Registrar
University of Allahabad





PART B

UoA		Office of the University Engineer
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ANNEXURE-II**FINANCIAL BID DOCUMENT**

Name of work: AMC for Vizianagaram Hall and its surrounding areas, Science Faculty, University of Allahabad.

Schedule of Quantity

Sr. No.	Description of Work	Unit	Period	Rate	Amount
1	Inception and minor repair work of any leakage, seepage, etc. and repair, painting of ceiling wherever required including scaffolding, materials, labour, etc.	Once in year or as and when required.	One Year		
2	Carefully ranking and re-pointing/tiling of missing pointing/tile in patch including providing materials, labour and scaffolding (Except tower) and checking stability of stone with remedial measures.	Once in year or as and when required.	One Year		
3	Minor repair of FRESCO painting including allied works wherever required including scaffolding, materials, labour, etc.	Once in year or as and when required.	One Year		
4	Cleaning of algae, fungus, moss, plants honeybees, etc. in the building particularly around rain water pipes and repair, maintenance of doors, glass, panes wherever required.	Twice in a year.	One Year		
Total=					

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(Signature of Authorized Signatory with Date)