जीवाजी विश्वविद्यालय, ग्वालियर

Tender No. Ju BHMLU 2016 174 निविदा सूचना (द्वितीय)

Dated 00/07/2016

पंजीकृत ठेकेदारों एवं सेवा प्रदाय फर्मों से पर्यटन एवं यात्रा प्रबंध अध्ययनशाला, जीवाजी विश्वविद्यालय, ग्वालियर के होटलप्रबंधन की प्रायोगिक कक्षाओं में गैस पाइप लाइन की फिटिंग के लिये सीलबन्द निविदाये आमंत्रित की जाती हैं। निविदा प्रपत्र को रू. 1000/— (एक हजार रूपये) वापसी योग्य नहीं अदा करके रिजस्ट्रार कार्यालय के भण्डार कक्ष से प्राप्त किया जा सकता है। अधिक जानकारी के लिये विश्वविद्यालय की वेबसाइट (www.jiwaji.edu) पर 'टेण्डर सेक्शन' पर देखा जा सकता है। वेबसाइट से डाउनलोड की गई निविदा के साथ रू. एक हजार मात्र (1000/—) का डिमांड ड्राफ्ट रिजस्ट्रार, जीवाजी विश्वविद्यालय, ग्वालियर के नाम संलग्न कर भेजा जा सकता है। पूर्णरूप से भरी हुई निविदाऐ 20 जुलाई, 2016 सांय 5.00 बजे तक या इससे पहले रिजस्ट्रार जीवाजी विश्वविद्यालय, ग्वालियर को स्पीड पोस्ट/रिजस्टर्ड पोस्ट द्वारा प्राप्त हो जाने चाहिये अथवा अंतिम दिवस ओर समय तक मंडार कक्ष में रखे सीलबंद डिब्बे में डाला जा सकता है। अंतिम दिवस और समय पश्चात प्राप्त निविदाओं पर विचार नहीं किया जायेगा।

प्राप्त निविदाएं दिनांक 22.7.16 सांय 3.00 बजे खोली जायेगी।

Jiwest University
Gwalice (M.P.)

JIWAJI UNIVERSITY, GWALIOR (M.P.)

Tender Document

for

Gas Pipeline Fitting in Practical Labs of Hotel Management Department

(Second Call)

University website: www.jiwaji.edu

JIWAJI UNIVERSITY, GWALIOR

Tender Document for Gas Pipeline Fitting in Practical Labs of Hotel Management Department

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Dated: 08/07/2016

JIWAJI UNIVERSITY, GWALIOR

Tender No. JU / BHM&CT /2016 / 174

NOTICE FOR INVITING TENDERS

(For Gas Pipeline Fitting in Practical Labs of Hotel Management Department)

Wax-sealed tenders are invited from the Contractors / Suppliers for Gas pipeline fitting in Practical labs of Hotel Management for the School of Studies in Tourism & Travel Management, Jiwaji University, Gwalior. Tender form along with terms and conditions may be obtained on payment of Rs. 1,000/- (non-refundable) from the Office of the Registrar (Store Section), Jiwaji University, Gwalior (MP) during the office hours. For trade details, minimum eligibility criteria and other requirements, interested Contractors / suppliers may also visit the "Tender Section" of the website of the University (www.jiwaji.edu) and view/download the 'Notice for Inviting Tenders for Gas pipeline fitting in Practical labs of Hotel Management Department, in such case a bank draft of Rs. 1,000/- (non-refundable) in favour of the Registrar, Jiwaji University, Gwalior as the cost of the tender form must be attached along with tender form. The last date of submission of duly filled tender along with all required documents to the Office of the Registrar, Jiwaji University, Gwalior (MP), only through Speed Post / Registered Post, is 20/07/2016 till 17:00 hrs. Alternatively, the University has also made provision of a 'Sealed Drop Box' kept in the Office of the Registrar (Store Section) for the said purpose. The tenders may also be dropped in the drop box on or before the due date and time. The tenders received after due date and time will not be accepted. The received tenders will be opened on 22/07/2016 at 15:00 hrs. The Registrar, Jiwaji University, Gwalior reserve all rights to accept/reject any or all tenders without assigning any reason thereof.

REGISTRAR

JIWAJI UNIVERSITY, GWALIOR

Tender Document for Gas pipeline fitting in Practical labs of Hotel Management Department GENERAL TERMS AND CONDITIONS

(To be submitted in Envelope No.-1 with Enclosures)

- 1. Jiwaji University, Gwalior invites wax-sealed tenders along with relevant documents and technical details from the contractors / suppliers for the 'Gas pipeline fitting in Practical labs of Hotel Management Department', for the School of Studies in Tourism & Travel Management, Jiwaji University, Gwalior.
- 2. The tenders should be addressed to the Registrar, Jiwaji University Gwalior, and to be submitted in a wax-sealed envelope duly marked 'Tender against enquiry no. JU/BHM&CT/2016/174 dated 08/07/2016 due on 20/07/2016 for 'Gas pipeline fitting in Practical labs of Hotel Management' on or before 20/07/2016 till 17.00 hrs.
 - A. Complete wax-sealed tender may be send by Registered Post/Speed Post only.
 - B. Alternatively, the University has also made provision of a 'Sealed Drop Box' kept in the Office of the Registrar (Store Section), Jiwaji University, Gwalior for the said purpose. The wax-sealed tenders may also be dropped in the drop box on or before the due date. After expiry of deadline for receiving the tenders, the mouth of the drop box will be sealed
 - C. Tenders received by any other means shall not be accepted.
- 3. Any tender received after due date shall not be accepted.
- 4. The cost of the tender form is Rs. 1,000/- (non-refundable). The tender form along with terms and conditions may be obtained on payment of Rs. 1,000/- (non-refundable) from the Office of the Registrar (Store Section), Jiwaji University, Gwalior during office hours. It can also be downloaded from the 'Tender Section' of Jiwaji University website (www.jiwaji.edu). In case of the tender downloaded from the website of the University the cost of the tender document of Rs. 1,000/- (non-refundable) should be submitted through DD in favour of the Registrar, Jiwaji University, Gwalior, otherwise the tender will not be accepted.
- 5. All tenders received within the specified due date shall be opened on 22/07/2016. at 15:00 hrs in the University Office, Gwalior before the 'Technical Committee' constituted by the University for the said purpose in presence of the bidders or their authorized representatives who choose to remain present.

6. Earnest Money Deposit:

- (i) Tender shall be accompanied by an earnest money of Rs. 12000/- (Rupees Twelve Thousand only) without which the tenders will not be considered. The amount should be deposited in the form of a demand draft in favour of Registrar, Jiwaji University, Gwalior, payable at Gwalior. Otherwise the tender will not be accepted.
- (ii) Refund of earnest money:- The earnest money of unsuccessful bidders shall be refunded soon after finalization of the tender.
- 7. In case of the tender document downloaded from the website of the University, the cost of tender document of Rs.1,000/- (non-refundable) should also be submitted through DD in favour of the Registrar Jiwaji University Gwalior, payable at Gwalior. Otherwise the tender will not be accepted.
- 8. The tenderer should have annual turnover of minimum of Rs. 10 Lacks for the same type of work in the last three financial years.
- 9. The rate quoted by the tenderer should be inclusive of all taxes, as per the Government rules etc., otherwise the tender will be rejected.
- 10. The bidders should quote their rates as per item; otherwise the tender will be rejected.
- 11. The University will not pay anything extra above the rates quoted by the firm/supplier/contractor after the award of the tender to the successful bidder.
- 12. The Bidders should enclose a copy of PAN Number issued by the Income Tax Department to the firm/contractor. (Documentary evidence to be furnished with Technical Bid)
- 13. The Bidders should enclose a copy of VAT/CST/TIN issued by the Commercial Tax Department to the firm/contractor. (Documentary evidence to be furnished with Technical Bid)
- 14. The Bidders should have registration as registered Firm or Company (Documentary evidence to be furnished with Technical Bid)
- 15. The Bidders should enclose a copy of the Audited Balance Sheet along with the Audit Report of the Company/firm for the previous three financial years (FY). (Documentary evidence to be furnished with Technical Bid)
- 16. The Bidders should enclose a copy of the Income Tax Return of the Company/firm for the previous three assessment years (AY). (Documentary evidence to be furnished with Technical Bid).

- 17. The Bidders should submit declaration along with technical bid stating that they have not been Black-Listed/De-listed or are put to any holiday by any Indian Institutional Agency / Government Department / Public Sector Undertaking in last three years. In case they have been black listed by any of the Institutions, details of the same be furnished.
- 18. Technical bid of those bidders will only be opened for Technical Evaluation whose tender has been received within the due date of submission of the tender to the Office of Registrar, Jiwaji University, Gwalior.
- 19. Financial bid of those bidders shall only be opened whose proposal has been selected in Technical bid Evaluation.

20. A – Procedure for submission of the Tender Document

Wax-sealed envelopes 1, 2 and 3 (as stated below) be placed in a single big wax-sealed cover and superscribed as 'Gas pipeline fitting in Practical labs of Hotel Management'. The sealed envelope should be dropped in the 'Drop Box' meant for the said purpose placed in the Office of Registrar (Stores Section), Jiwaji University, Gwalior on or before the due date and time. Those who send the tender document by post (Registered Post/Speed Post only) have to ensure that the document should reach before the prescribed time and date to the Office of Registrar, Jiwaji University, Gwalior. The University will not take any responsibility under any circumstances for postal delays.

The tender shall be submitted under TWO BID system in three different sealed envelopes:

Envelope No. 1:- DD for EMD and cost of tender document, if downloaded from the website.

Envelope No. 2:— This envelope should contain Technical Bid Form (Part – A of the tender document) and Terms & Conditions, all certificates, documents along with the check list, as set out in the Tender Document and in the order as given in the check list. All the submitted documents, certificates, documentary evidences etc., should be signed and sealed by the bidders (i.e., each page of the submitted tender should be signed and sealed by the bidders).

Envelope No. 3 – This envelope should contain Financial Bid Form (Part – B of the tender document) containing the rates quoted by the bidders. Each page of this document should be signed and sealed by the bidders.

Preparation of Tender Document:

ENVELOPE No.1

(i) This envelope will consist of the Earnest Money Deposit (EMD) of Rs. 12000/- (Rupees Twelve Thousand Only) in the form of DD from any nationalized scheduled bank, in favour of the Registrar, Jiwaji University Gwalior, payable at Gwalior. In case of the tender document

downloaded from the website, the cost of tender document (i.e., Rs. 1,000/-, non-refundable) should also be included in this envelope in the form of a separate DD of Rs. 1,000/- in favour of the Registrar Jiwaji University Gwalior, payable at Gwalior.

- (ii) Those tenders not containing the EMD and the cost of tender document will be summarily rejected.
- (iii) This envelope will be superscribed as "Envelope No.1 EMD" and should be addressed to the Registrar, Jiwaji University, Gwalior.

ENVELOPE No. 2

(i) All technical information in Technical Bid Form (Part - A) along with Terms and Conditions, certificates, etc., to be submitted in Envelope No. 2. This second envelope should be clearly marked as Envelope No. 2 (Part A - Technical Bid), duly waxed-sealed and addressed to the Registrar, Jiwaji University, Gwalior (MP). The bidders should clearly write enclosure No. as given below on each document of the enclosures of Technical bid envelope and arrange them in the following order:

<u>Enclosure-1</u> Technical Bid Form and Terms & Conditions duly signed by the bidder with seal of the firm/contractor/Supplier on each page.

<u>Enclosure-2</u> Copy of PAN No. issued by Income Tax Department, duly signed by the bidder with seal of the firm/contractor on each page

<u>Enclosure-3</u> Copy of VAT/CST/TIN issued by Commercial Tax Department, duly signed by the bidder with seal of the firm/contractor on each page

<u>Enclosure-4</u> Copy of the registration as registered Firm or Company, duly signed by the bidder with seal of the firm/contractor on each page

<u>Enclosure-5</u> Copy of the Audited Balance Sheet along with Audit Report of the Company/firm for the previous three financial years (FY), duly signed by the bidder with seal of the firm/contractor on each page

Enclosure-6 Copy of the Income Tax Return of the Company for the previous three assessment years (AY), duly signed by the bidder with seal of the firm/contractor on each page

<u>Enclosure-7</u> Copy of the experience certificate of minimum five years of the same work in Govt./Semi-Govt. Departments in India.

<u>Enclosure-8</u> Declaration stating that the bidder has not been Black-Listed/De-listed or are put to any holiday by any Indian Institutional Agency / Government Department / Public Sector Undertaking in last three years. In case they have been black listed by any of the Institutions, details of the same be furnished.

- (ii) All pages including the enclosures shall be signed with seal by the bidder.
- (iii) This wax-sealed envelope should be superscribed as Envelope No. 2 (Part A Technical Bid) and should be addressed to the Registrar, Jiwaji University, Gwalior.

ENVELOPE No. 3

- (i) FINANCIAL BID shall be in the third wax-sealed envelope containing the filled up rate quoted, both in figures and words, by the bidder.
- (ii) This wax-sealed envelope should be superscribed as Financial Bid Form (Part B) and should be addressed to the Registrar, Jiwaji University, Gwalior.
- **B.** All the above THREE wax-sealed envelopes should be inserted in a larger envelope and duly wax-sealed before submitting the tender document. This envelope should be addressed to the Registrar, Jiwaji University, Gwalior 474011 (M.P.) and should be superscribed as 'Gas pipeline fitting in Practical labs of Hotel Management'.
- 21. All bidders are required to read the tender document carefully before quoting rates and submission of tender. Submission of the tender shall be considered as meeting the following requirement:
- (a) Tender documents have been carefully read and understood by the bidder, and
- (b) The bidder is ready to quote the rate as per the term and conditions mentioned in this tender document of Jiwaji University, Gwalior.
- 22. The rates (per item) in the financial bid form shall be filled in figures as well as in words. Overwriting of figures is not permitted. All erasures, cuttings and alterations made while filling the offer document should be initialed by the bidder.
- 23. Conditional tenders shall not be accepted in any case.
- 24. Tender not having duly filled in checklist will not be considered.
- 25. The contract shall generally be awarded to the lowest bidder as per the Bid Evaluation Criteria complying with statutory norms. However, the Registrar, Jiwaji University, Gwalior does not bind itself to accept the lowest or any other offer and reserves all the rights to accept or reject any or all the offers either in full or in part without assigning any reason. The Registrar, Jiwaji University, Gwalior also reserves the right to reject any bid which in his opinion is violating any of the conditions and statutory provisions without any liability to any loss whatsoever it may cause to the propose in the process.
- 26. No bidder shall contact Jiwaji University on any matter related to the submitted bid, from the time of the bid opening to the time the contract is awarded. Any effort on part of a bidder to influence the Competent Authority or members of Technical and Purchase Committees, in the decision making of bid evaluation; bid comparison or award of contract may result in rejection of the bid under consideration.

27. Security Deposit and Agreement

- (i) Bidder, whose tender is accepted, will have to deposit a Security Deposit in the form of a Bank Guarantee equals to 10% (Ten Present) of the estimated cost of the work to be done as mentioned in the work order issued by the University, from a nationalized bank in favour of Registrar, Jiwaji University, Gwalior. The Security Deposit shall in no case be less than the EMD. The EMD of successful bidder will be adjusted towards Security Deposit and Bank Guarantee of balance amount should be submitted by the successful bidder in prescribed time limit.
- (ii) Successful bidder will have to execute an agreement on a Non Judicial Stamp Paper of Rs. 100/- in the prescribed form with the Registrar, Jiwaji University, Gwalior and deposit bank guarantee within 10 days from the date on which the work order is issued to the bidder, through Registered Post/Speed Post only. The security deposit will be refunded to the bidder after three months of the successful completion of the work as mentioned in the work order. The University will not pay any interest either on the Security Deposit or on EMD.
- (iii) In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of the Security Deposit shall be liable forfeited by Registrar, Jiwaji University, Gwalior and his decision shall be final. The expenses of completing and stamping the agreement shall be paid by the bidder.
- 28. Earnest money shall be forfeited in case the selected bidder does not start the work/complete the work within specified time as mentioned in the work order by the Registrar, Jiwaji University, Gwalior. Under such circumstances the University is free to award the contract to the second lowest bidder and the excess money will be deducted / adjusted from the EMD/Security Deposit deposited by the bidder.
- 29. The tenderer shall have no right to sub-let, assign the work/part of work in any manner to any third party or authorize any other person to complete the contract awarded to him.
- 30. The tenderer shall enter into a contract to be executed on a non-judicial Stamp Paper of Rs.100/-. The contract shall be for a period for one year only. However, under certain circumstances the running contract may be renewed for another one year on mutual agreement between the contractor and the University.
- 31. The contract shall be terminable on three month notice on either side. The Registrar will have right to revoke the contract without notice on grounds of gross misconduct, negligence or breach of contract.
- 32. In the event of dispute arising out of this agreement, the Vice Chancellor, Jiwaji University, shall be the sole arbitrator and his decision shall be final and binding on both the parties.

- 33. The Registrar, Jiwaji University, Gwalior reserves the right to modify/change/delete/add any further terms and conditions prior to issue of insurance contract.
- 34. Legal proceeding, if any, arising out of the Tender shall have to be lodged in the Court of Law situated in the Gwalior City only.
- 35. It is expected and assumed that all documents, certificates, declarations made are true and correct on the basis of which technical evaluation will be made. If the above information is not correct and subsequently has come to the knowledge of Jiwaji University, then the awarded contract may be liable for cancellation at the discretion of Jiwaji University, Gwalior.

REGISRAR Jiwaji University, Gwalior

JIWAJI UNIVERSITY, GWALIOR (M.P.)

Tender for

Gas pipeline fitting in Practical labs of Hotel Management Department CHECK LIST OF THE ENCLOSURES

(To be submitted in Envelope No.-2 with Enclosures)

Please arrange documents in <u>Envelope No.-2</u> for Technical Bid as per enclosure number given below - (Please write enclosure no. on the first cover page of each document with ink and with signature and seal of the firm/contractor on each page)

Enclosure No	Description (s)	Yes / No	Page No
01	Technical Bid Form and Terms & Conditions duly signed by		
	the proposer		
02	Copy of PAN No. issued by Income Tax Department		
03	Copy of VAT/CST/TIN issued by Commercial Tax		
	Department		
04	Copy of the registration as registered Firm or Company		
05	Copy of the Audited Balance Sheet along with Audit Report		
	of the Company for the previous three financial years (FY)		
06	Copy of the Income Tax Return of the Company for the		
	previous three assessment years (AY)		
07	Copy of the experience certificate of minimum five years of		
	the same work in Govt./Semi-Govt. Departments in India		
08	Declaration stating that the bidder has not been		
	Blacklisted/De-listed or is put to any holiday by any Indian		
	Institution Agency / Government Department / Public Sector		
	Undertaking in last three years. In case they have been black		
	listed by any of the Institutions, details of the same be		
	furnished		

JIWAJI UNIVERSITY, GWALIOR (MP)

Tender for Gas pipeline fitting in Practical labs of Hotel Management Department

Part A - Technical Bid Form

(To be submitted in Envelope No.-2 with Enclosures)

(Please write all entries in Capital letters and enclose relevant documents as required)

1. Name of the Bidder:	•••••
2. Address of the Bidder:	
	•••••
	•••••
3. Name of the Authorized Contact Pers	son
4. Telephone Numbers:	Office No.
	Fax No.
	Cell No.
5. E.mail ID of the Bidder:	
6. Local Address of the Bidder:	
	•••••
7. Name of the Authorized Contact Pers	son
8. Telephone Numbers:	Office No.
	Fax No
	Cell No.
9. E.mail ID of the Bidder (Local):	

Signature of the Bidder with Seal

10. Whether Acceptance of terms & conditions is: enclosed or not (Please sign each page of Terms & Conditions section of this proposal document as token of acceptance and enclose with technical bid)	Yes/No
11. PAN No. issued by Income Tax: Department (Please enclose photocopy)	Yes/No
12. VAT/CST/TIN Registration No. issued: by Commercial Tax Department (Please enclose photo copy)	Yes/No
13. Whether Registration No./Certificate of Registered Company is enclosed or not: (Please enclose photo copy)	Yes/No
14. Whether the Audited Balance sheet along with: Audit Report of the firm for the previous three Financial years are enclosed or not (Please enclose photocopy)	Yes/No
15. Whether Income Tax Return of the firm for: the last previous three assessment years are enclosed or not. (Please enclose photocopy)	Yes/No
16. Copy of the experience certificate of minimum Five years of the same work in Govt./Semi Govt. Departments in India is enclosed or not (Please enclose photocopy)	Yes/No
17. Whether Declaration stating that the bidder has not been Blacklisted/De-listed or is put to any holiday by an Indian Institution Agency / Government Department / Public Sector Undertaking in last three years. In case they have been black listed by any of the Institutions, details of the same be furnished	

I certify and agree with all the terms and condition of this tender document. I further certify that I have read and understood all the terms and conditions of the document and I have personally understood the expectations of the University from the Company regarding 'Gas pipeline fitting in Practical labs of Hotel Management Department'. I am ready to provide service regarding Gas pipeline fitting in Practical labs of Hotel Management as per the terms and conditions mentioned by the University in this tender document.

Signature of the Bidder	
Name	
Seal	

JIWAJI UNIVERSITY, GWALIOR (MP)

Tender for Gas pipeline fitting in Practical labs of Hotel Management Department Part B - Commercial Bid Form

(To be submitted in Envelope No.- 2)

1. Name of the Bidder:	•••••	•••••
2. Address of the Bidder:	•••••	
	•••••	
3. Name of the Authorized Contact Perso	n	
4. Telephone Numbers:	Office No.	
	Fax No.	
	Cell No.	
5. E.mail ID of the Bidder:	•••••	
6. Local Address of the Bidder:	•••••	
	•••••	
7. Name of the Authorized Contact Perso	n	
6. Telephone Numbers:	Office No.	
	Fax No.	
	Cell No.	
9. Email ID of the Bidder (Local):	•••••	

Please read the 'General Terms & Conditions' part of this tender document carefully before filling the financial bid. The rates quoted by the bidders should be inclusive of all required materials and all types of statutory taxes as applicable (e.g., service tax, sales tax etc as per Govt. rules) for Gas pipeline fitting in Practical labs of Hotel Management Department. The University will not pay anything extra above the rates quoted by the bidders.

Note:-

- 1. No Quantity of Cash Discounts should be offered.
- 2. Quoted rates should be per item wise.
- 3. Rate should be written both in Figures and Words.
- 4. Please read the 'List of items' section of this tender document before quoting your rates.

S. No.	Items and scope of work	Quantity (Appx.)	Rate (in Rs.)	Amount (in Rs.)
1	Main gas pipe line 25 mm dia supporting with wall angle iron brackets with clamp as per IS standard.	300 mtr.		
2	Laying in position the dropping gas pipe line 12 mm dia and clamping as per IS standard	150 mtr.		
3	Main line cut off ball valve (Audico)	6 no.		
4	Dropping pipe line ball valve (Audico)	30 no.		
5	Fixing controlling Niddle valve (United)	55 no.		
6	Fixing burner flexible (United)	55 no.		
7	Controlling pressure regulator (United)	7 no.		
8	Iron angle, iron hook and clamping properly grouted	As per Act. Requirement		
9	Flange jointer	As per Act. Requirement		
10	Conversion of existing burners from LPG to Natural gas including supply of nozzles and jet if required	200 no.		
11	Pressure gauge, regulator and other necessary items	As per Act. Requirement		
12	Other work i.e. fabrication, moulding, painting, finishing etc.	As per requirement		

I/We, hereby, give my/our consent to provide the services regarding Gas pipeline fitting in Practical labs of Hotel Management on the rate quoted by me to the University as per the terms and conditions of the University mentioned in this tender document.

Signa	ture of the Bidder with Seal
Nam	e
Seal	

This is the Last Page of the Tender Document

For

Gas Pipeline Fitting in Practical Labs of Hotel Management Department