



झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND

(A Central University established by an Act of Parliament of India in 2009)

NIT NO :-CUJ/EE/ARMW/13/2021-2022/01

Date:-.....

Notice Inviting Tender

NIT No: -CUJ/EE/ARMW/2021-22/ 13

1. Registrar, Central University of Jharkhand, Cheri-Mantu P.O- Kanke, Ranchi-835222 for, invites Online **Two Bid tenders** (Technical bid and Financial bid) from approved/registered and eligible Contractors for **Annual & Day to Day Repair/Maintenance/Replacement of the Civil/Sanitary items/works in Residential & non residential building at Central University of Jharkhand, Brambe & Cheri-Manatu Campus, Ranchi (For one year)**”as per Appendix-“A” from approved/registered and eligible renovation/contractor for execution of work at Central University of Jharkhand ,Brambe & Cheri- Manatu Campus, Ranchi as per details given below :-

NIT Number	NIT NO :-CUJ/EE/ARMW/13/2021-2022/01
Name of Work:-	Annual & Day to Day Repair/Maintenance/Replacement of the Civil/Sanitary items/works in Residential & non residential building at Central University of Jharkhand, Brambe & Cheri-Manatu Campus, Ranchi (For one year)
Location of Work:-	Central University of Jharkhand ,Brambe & Cheri-Manatu Campus, Ranchi
Estimated Cost:-	Rs. 40,00,000.00/(Rupees Forty Lakhs Forty Only)
Earnest Money Deposit:-	Banker's Cheques/Demand Drafts drawn in favour of Central University of Jharkhand on any scheduled Bank payable at its branch at Ranchi) or NSIC/MSEs Registration Certificate
Earnest money :-	Rs. 80,000.00/ (Rupees Ninety thousand Only)
Tender Cost :-	Rs. 2,000.00/ (Rupees Two Thousand Only) (Not Refundable) Banker's Cheques/Demand Drafts drawn in favour of Central University of Jharkhand on any scheduled Bank payable at its branch at Ranchi)
Bid Validity:-	180days
Period of Completion (In Days)	365 Days From Date of issue work order
Tender Basis and Mode	Two Stage (Technical & Financial)
Date, Time & Venue Of Pre-bid Meeting	Nil
Tender e-Publication date and time	As per CPPP



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Document download start date and time	As per CPPP
Document download end date and time	As per CPPP
Bid Submission start date and time	As per CPPP
Bid submission end date and time	As per CPPP
Date & time for Opening of Technical Bid	As per CPPP
Date & Time for Opening of Financial Bid	To be Intimated to the Eligible Bidders subsequently
Executive Engineer(I/C) and contact details	Er. Mukesh Kumar, 9304953718
Address for tender issue, submission and opening	Registrar, Central University of Jharkhand , Cheri-Manatu, Kanke-835222, Ranchi
Submission of Bids	Online bids should be uploaded on (https://eprocure.gov.in/eprocure/app) from / /2022 (.....PM) to / /2022(..... PM). Hard copy of the tender also must be submitted along with EMD before closing date and time.
Details of tender	Tender Documents and Notice in also available on CUJ website(www. Cuj.ac.in)

02. Bid will be accepted only online at e-procurement web site <https://eprocure.gov.in/eprocure/app> . (Certain documents are required to be submitted in original as per Sl.No. 07 of tender enquiry).

All details of tender including specifications, terms and conditions etc are available on e-procurement website <https://eprocure.gov.in/eprocure/app>, same may be downloaded by the bidders. Details can also be seen at CUJ, Ranchi website “[www. http://cuj.ac.in/](http://www.cuj.ac.in/)

03. For any change in Tender Enquiry/specification etc, tenderers are requested to visit the CUJ/<https://eprocure.gov.in/eprocure/app> web sites regularly.

04. Intending tenderers must read the terms and conditions carefully and submit their tender, if they consider themselves eligible and are in possession of all the required documents, through online tenders (<https://eprocure.gov.in/eprocure/app> by Hours on ... /.../2022.

05. Tenders will be opened through online at hrs on .../.../2022 at Office of **Registrar, Central University of Jharkhand, Cheri-Mantu P.O- Kanke, Ranchi-835222**

06. The tenderer may survey the site and decide the quantum of works. It is important that each page of the tender **acceptance letter which is a written undertaking that all the terms and condition of the tender are understood and accepted should be signed and submitted online through e-procurement web site** <https://eprocure.gov.in/eprocure/app>.
07. **The bids shall be submitted in two stages viz. (i) Technical Bid (ii) Financial Bid.**
- a) The enlistment of the contractors should be valid on the last date of evaluation of Technical Bid.
 - b) In case only the last date of evaluation of Technical Bid is extended, the enlistment of contractor Should be valid on the original date of evaluation of Technical Bid.
 - c) In case both the last date of evaluation of Technical Bid and Price Bid are extended, the Enlistment of contractor should be valid for original date of evaluation of Technical Bid.
08. **TWO BID SYSTEM:-**
The offer has to comprise of two bids viz technical & financial bids
- a) FIRST (Technical Bid)**
- i) Tender Fee and Bid Security if applicable.
 - ii) Attested Copy of registration (Registration details showing appropriate class & amount).
 - iii) GST Registration certificate.
 - iv) Previous performances/ experience. However priority will be given to those with previous experience of similar works.
 - v) Any other relevant documents which the firms wish to submit.
 - vi) The bidder/ tenderer will submit the signed copy (all page to be signed) of the tender notice under his seal.
 - vii) COMPLETE POSTAL ADDRESS OF CONTRACTOR Firms along with copy of valid I/Card,Voter I/D Card.
 - viii) Three income tax return from the year ,2019-20,2020-2021,2021-22
 - ix) Three year annual turn over from the year ,2019-20,2020-2021.2021-22
 - x) Tender acceptance latter.
- SECOND** Should contain the following **FINANCIAL BID**
- (i) Details of rates, taxes, duties and discounts if any be quoted by the bidder in the BOQ which is an MS Excel sheet and should be downloading from the e-procurement site <https://eprocure.gov.in/eprocure/app> Rates must be clearly written in figures as well as in words .
 - (ii) Name of bidder must be written in the appropriate field of BOQ by each bidder.
 - (iii) The financial bid will be accepted online in BOQ format.
 - (iv) Rates must be clearly written in figures as well as in words.
 - (v) The offered rates should be quoted/mentioned in the letter head of the firm/ contractor.
10. The composite bid i.e. rate indicated in the technical bid “OPENLY” SHALL BE IGNORED. Price should be quoted as per price bid format along with tender documents at e-procurement site <https://eprocure.gov.in/eprocure/app> The composite bid i.e. rates indicated in the technical **Bid Openly in tender is liable to be ignored.**
11. The sealed envelope containing Bank instruments and Tender Acceptance Letter Appendixes and other required documents etc. should be super scribed with **Annual & Day to Day Repair/Maintenance/Replacement of the Civil/Sanitary items/works in Residential & non residential building at Central University of Jharkhand, Brambe & Cheri-Manatu Campus, Ranchi (For one year)”**
12. Only the first cover shall be opened on the date of tender opening. Price bids of only those firms will be considered for opening online whose offer has passed in all tender condition and technical evaluation. (ii) After opening of price bids, ranking statement will be prepared and the finalization of tender will be done on L-1 (the least price) basis or recommendation of Tender Processing Committee.

13. The tenderer may survey the site and decide/change the quantum of work if required. However name of work and as per schedule of quantity given in the tender document – Schedule-I,
14. Bidders should deposit Bid Security along with their Tender. Bid Security should be in form of Banker's Cheques/Demand Drafts drawn in favour of Central University of Jharkhand on any scheduled Bank payable at its branch at Ranchi.
15. The tender document is consisting of specifications, schedule of quantities of various types of works to be executed and terms and conditions of this contract to be complied with and other necessary documents.
16. This is percentage rate tender. Tenders are required to quoted percentage rate above or below the quoted rates in figure and word. If any tenders fails to comply with the requirement, this may lead to possible rejection of the tender

II. IMPORTANT INSTRUCTIONS AND GUIDELINES

1. Full name and status of the person signing the tender documents must be clearly mentioned.

Intending tenderer is eligible to submit the tender provided he has definite proof from the appropriate authority which shall be to the satisfaction of the competent authority of having satisfactorily completed similar works. License issued by State Government CPWD/PWD/NBCC/NPCC/MES or any Govt. department should be kept renewed as per periodicity laid down by the authority concerned and submit an attested copy of the same to **Registrar, Central University of Jharkhand, Cheri-Mantu P.O- Kanke, Ranchi-835222** after each renewal. The contractor / supplier should produce valid license with tender or provide affidavit with tender regarding obtaining License from concerned authority. The successful contractor / supplier / firm should deposit copy of license before execution of repairing works. Certificate of Registration for GST and Service tax and acknowledgment up to date of filed return.

2. Work are required to be executed on credit basis only and payment will be made after completion of construction/renovation work and issuing of completion certificate as well as physical inspection by Executive Engineer and approval of competent authority of the department. Payment in advance or immediately on work cannot be made.

3. Tender Enquiry and Bid Security should be in a sealed envelope duly superscripted with due mention of execution of construction works, Tender Enquiry No. and date & time of opening of Tender and accepted only online at e-procurement web site <https://eprocure.gov.in/eprocure/app> as mentioned in the schedule to the tender enquiry. Department is not responsible for any postal delay.

4. The contractor/firm whose tender is accepted will be required to furnish PERFORMANCE SECURITY for an amount of equivalent to 5% of the estimated value within 15 days. Performance Security may be furnished in the form of a CDR/BD/DD/Fixed Deposit Receipt/Bank Guarantee from Nationalized / Commercial bank in an acceptable form safeguarding. Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the supplier including Warranty obligations. In case the contractor / supplier fails to deposit the performance security within the stipulated period including extended period if any, the Bid Security deposited by the supplier shall be forfeited automatically without any notice to the contractor.

5. Intending Bidders are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting their bids as to the form and nature of the site, the means of access to the site, in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice terms & conditions mentioned there in, all other contract documents and has made himself aware of the scope and specifications of the work to be done and all conditions and other factors.

6. The Registrar, Cuj Ranchi reserves to itself the authority to reject any or all the bids received without assigning any reasons. All bids in which any of the prescribed condition are not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected. All material used in the construction/renovation should be of approved quality (i.e ISI marked & approved brands). Any negligence/inferior in case of quality control during work will be treated as a punishable offence. The contractor will be responsible for any damage to the structure within the period of at least one year. If there will any damage to the structure within the warranty period, the Contractor is liable for **Damages, defects during defect liability period of GCC "Latest Maintenance Work(CPWD) " he will ensure the damage and rectify/repair the same on his own cost.**

7. Canvassing whether by bidders directly or indirectly, in connection with bids is strictly prohibited and the

bids submitted by the contractor / supplier who resort to canvassing will be liable to rejection.

8. The Registrar, CUJ reserves to himself the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.

9. The notice of inviting bid shall form a part of the execution of construction work along with all relevant documents. The successful Bidder/ Contractor/Supplier shall, on acceptance of his bid by the accepting authority the work should start within 07 days of issue of work order and complete the work within 365 days.

10. Bids will be opened on prescribed time and date. In the event of a bid being rejected, the Bid Security forwarded with such unaccepted bid shall there upon be returned to the contractor / suppliers in presence of suppliers who may be present at the time, without any interest.

11. GST / VAT or any Other Tax in respect of the shall be payable by the contractor / supplier direct to the concerned Department.

12. The supplier submitting the tenders against the subject tender enquiry are informed that all relevant details with reference to the tender enquiry stipulations are clearly responded to. In case any of the tender enquiry stipulations are not clearly stated to or replied to by any of the contractor, no (repeat) no clarifications will be sought from the concerned contractor / supplier / firm and its offer will be rejected out rightly.

13. Construction/renovation work to be executed on credit basis. No advance payment will be released. Payment will be made on completion of construction work within stipulated time period.

14. In case of any dispute/doubt the decision of The **Registrar CUJ, Ranchi** shall be final and binding on all parties/ tenderer. He also reserves the right to accept or reject any tender or all tenders without assigning any reasons.

15. Construction work will be regularly supervised by authorized Executive Engineer of CUJ and if any discrepancy is found as per detail of works specified in Appendix-“A” and Appendix-“A-1 ” of T/E same will be rectified by the concerned contractor on his own cost.

16. **The labourers/workers engaged by the contractor / agency shall be at the risk of contractor and in case of any untoward incident, accident, the contractor / agency will be liable for such risks and the department will not be held responsible in any way for such mishappening and untoward incident.** It should be the duty of contractor to adhere to all security precautions as specified with industry by Govt

17. CONCESSION TO MICRO AND SMALL ENTERPRISES:

Tenderers are required to disclose whether they are registered or not under "Micro & Small Enterprises". Micro and Small Enterprises are encouraged to apply against the tender.

Procurement policy for Micro and Small Enterprises (MSEs), October, 2012, will be adopted, wherever applicable and in accordance with Government guidelines. As per policy, 20% of procurement of annual requirement of goods and services is earmarked for micro and small enterprises and a sub target of 4 % procurement of goods and services out of the 20 % is earmarked to MSE's owned by SC/ST enterprises. As per procurement policy, MSE's having valid Udyog Aadhar Memorandum shall be provided all the benefits available for MSE's.

To reduce transaction cost of doing business, micro and small enterprises shall be facilitated by providing them tender sets free of cost, exempting micro and small enterprises from payment of Earnest Money.

Tenderers submitting tenders under MSE's category shall produce the certificate of registration under MSE's category. Tenderers submitting bids under SC/ST category should furnish certificate of SC/ST status in the name of the proprietor (in case of proprietorship firm), partner/(s) with more than 50% stake (in case of partnership firm) and director/(s) with more than 50% equity stake (in case of limited companies).

III TERMS AND CONDITIONS OF TENDER ENQUIRY

01. Terms of Price	<p>1.1 Rates quoted by the Contractor should be quoted in Indian rupees both in Figures as well as in words for complete units as per specifications. Any and Every alteration in the rates should be signed in ink otherwise the offers will not be considered.</p> <p>1.2 Contractor should clearly indicate different GST, taxes and duties, which they propose to charge as extra, along with the present rates thereof. Offers with such stipulations like „as applicable“ will be treated as vague and are liable to be ignored</p>
02. Payment Terms	<p>2.1 Works are required to be executed on <u>credit basis only</u>.</p> <p>2.2 Payment in advance or immediately cannot be made.</p> <p>2.3 Payment will be made only after satisfactory completion of the work.</p>
03. Tender Cost	<p>3.1 All tender document can be downloaded from CUJ website as well as e-procurement web site</p> <p>3.2 Contractor who are registered with CPWD /PWD /NBCC /NPCC /MES or any Govt. department and produced valid registration certificate is exempted for deposit of Bid Security .</p>
04. Earnest Money Deposit /Bid Security	<p>4.1 All firms, who are not specifically registered with any central purchase organizations, NSIC/MSME for the stores/construction/renovation for which the tenders are invited, are not required to Earnest Money Deposit.</p>
05. Performance Security deposit clause	<p>5.1 The successful contractor shall have to deposit a performance security <u>equivalent to 5% of the estimated value</u> of the work to be executed <u>within 15 days from the date of acceptance</u> for due performance. Failure on the part of the firm to deposit the security deposit within the stipulated time empowers the competent authority to cancel the contract.</p> <p>5.2 The contractor shall submit an irrevocable Performance Guarantee of 5% (Five percent) of the tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement, (not withstanding and/or without prejudice to any other provisions in the contract) within period specified in Schedule 'F' from the date of issue of letter of acceptance. This period can be further extended by the Engineer-in-Charge up to a maximum period as specified in schedule 'F' on written request of the contractor stating the reason for delays in procuring the Performance Guarantee, to the satisfaction of the Engineer-in-Charge. This guarantee shall be in the form of Cash (in case guarantee amount is less than Rs. 10,000/-) or Deposit at Call receipt of any scheduled bank/Banker's Cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay Order of any scheduled bank (in case guarantee amount is less than Rs. 1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the form annexed hereto. In case a fixed deposit receipt of any Bank is furnished by the contractor to the Government as part of the performance guarantee and the Bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the Government to make good the deficit.</p> <p>5.3 The Performance Guarantee shall be initially valid up to the stipulated date of completion plus minimum 60 days beyond that. if the same is submitted by the agency</p>

	<p>on schedule format I as per GCC. If the same is submitted on the format II as per GCC then the performance Guarantee shall be valid up to the stipulated date of completion plus minimum 6 months beyond that. In case the time for completion of work gets enlarged, the contractor shall get the validity of Performance Guarantee extended to cover such enlarged time for completion of work. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the contractor, without any interest. However, in case of contracts involving maintenance of building and services/any other work after construction of same building and services/ other work, then 50% of Performance Guarantee shall be retained as Security Deposit. The same shall be returned year wise proportionately.</p> <p>5.4 The Engineer-in-Charge shall not make a claim under the performance guarantee except for amounts to which the President of India is entitled under the contract (not withstanding and/or without prejudice to any other provisions in the contract agreement) in the event of: (a) Failure by the contractor to extend the validity of the Performance Guarantee as described herein above, in which event the Engineer-in-Charge may claim the full amount of the Performance Guarantee. (b) Failure by the contractor to pay President of India any amount due, either as agreed by the contractor or determined under any of the Clauses/Conditions of the agreement, within 30 days of the service of notice to this effect by Engineerin-Charge.</p> <p>5.5 In the event of the contract being determined or rescinded under provision of any of the Clause/Condition of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of the President of India.</p>
06. Two Bid system	<p>6.1 The following List of Documents to be scanned and uploaded within the period of tender submission with technical bid :-</p> <p>a) Technical Bid</p> <ul style="list-style-type: none"> i) Tender Fee & Bid Security deposit. ii) Attested copy of registration of the contractor/firm in state Govt. (PWD) or Central Govt. (CPWD). iii) Copy of GST Registration certificate & PAN card. iv) Previous performances/experience if any. However priority will be given to those with previous experience of similar works. v) Any other relevant documents which the firms wish to submit. vi) The bidder/ tenderer will submit the signed copy (all page to be signed) of the Tender notice under his seal. vii) Complete postal address of contractor/Firm along with copy of valid I/Card Voter I/D Card, Aadhar Card and Bank particulars. viii) Three income tax return from the year 2019-20,2020-2021,2021-22. ix) Three year annual turn over from the year 2019-20,2020-2021,2021-22 x) ix) Tender acceptance latter. <p>b) Price Bid : should contain the following.</p> <ul style="list-style-type: none"> (i) Details of rates, taxes, duties and discounts if any be quoted by the bidder in the BOQ which is an MS Excel sheet and should be download from the e-procurement site https://eprocure.gov.in/eprocure/app.. (ii) Name of bidder must be written in the appropriate field of BOQ by each bidder. (iii) The financial bid will be accepted online in BOQ format. (iv) No price bid is required to be submitted with offline bid documents v) Financial (Price) bid of technically qualified bid will be opened on due date and time which will be fixed after technical evaluation report and thereafter ranking statement will be prepared and other formalities will be completed before awarding the contract to the successful bidder.

07. Method of submission of tender enquiry	7.1 All scan copy of technical bid documents of tender enquiry and financial bid should be submitted through online and financial bids is required to be submitted online as per BOQ format provided along with tender documents at e-procurement web site: https://eprocure.gov.in/eprocure/app .
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08. Affidavit in Firm's letter pad	<p>8.1 To become eligible for submitting tender, the tenderer shall have to furnish an affidavit in their own letter pad, as per below :-</p> <p>"I/We undertake and confirm that eligible similar work (s) has / have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in CRPF in future forever. I/we are agree with all the terms and conditions of the tender enquiry and while awarding the contract to our firm we will carried out the work with standard quality / quantity of materials with experienced labour and work will be completed within stipulated period. I/We also certified that, after completion of the work, we will guaranteed for the description and quality of said work for a period of further five years. Also, if such a violation comes to the notice of Department before date of the contract, the Vice Chancellor shall be free to forfeit the entire amount of Bid Security/Performance Guarantee". We will use following brands for said works -----</p> <p>-----</p>
09. Recovery of Security Deposit	<p>9.1 :- The person/persons whose tender(s) may be accepted (hereinafter called the contractor) shall permit Government at the time of making any payment to him for work done under the contract to deduct a sum at the rate of 5% of the gross amount of each running and final bill till the sum deducted will amount to security deposit of 5 % of the tendered value of the work. Such deductions will be made and held by Government by way of Security Deposit unless he/they has/have deposited the amount of Security at the rate mentioned above in cash or in the form of Government Securities or fixed deposit receipts. In case a fixed deposit receipt of any Bank is furnished by the contractor to the Government as part of the security deposit and the Bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the Government to make good the deficit. All compensations or the other sums of money payable by the contractor under the terms of this contract may be deducted from, or paid by the sale of a sufficient part of his security deposit or from the interest arising there from, or from any sums which may be due to or may become due to the contractor by Government on any account whatsoever and in the event of his Security Deposit being reduced by reason of any such deductions or sale as aforesaid, the contractor shall within 10 days make good in cash or fixed deposit receipt tendered by the State Bank of India or by Scheduled Banks or Government Securities (if deposited for more than 12 months) endorsed in favour of the Engineer-in-Charge, any sum or sums which may have been deducted from, or raised by sale of his security deposit or any part thereof. The security deposit shall be collected from the running bills and the final bill of the contractor at the rates mentioned above. The security deposit as deducted above can be released against bank guarantee issued by a scheduled bank, on its accumulations to a minimum of Rs. 5 lac subject to the condition that amount of such bank guarantee, except last one, shall not be less than Rs. 5 lac. Provided further that the validity of bank guarantee including the one given against the earnest money shall be in conformity with provisions contained in clause 17 which shall be extended from time to time depending upon extension of contract granted under provisions of clause 2 and clause 5. In case of contracts involving maintenance of building and services/any other work after construction of same building and services/other work, then 50% of Performance Guarantee shall be retained as Security Deposit. The same shall be returned year wise proportionately. Note-1:</p>

	Government papers tendered as security will be taken at 5% (five per cent) below its market price or at its face value, whichever is less. The market price of Government paper would be ascertained by the Divisional Officer at the time of collection of interest and the amount of interest to the extent of deficiency in value of the Government paper will be withheld if necessary. Note-2: Government Securities will include all forms of Securities mentioned in Rule No. 274 of the G.F. Rules except fidelity bond. This will be subject to the observance of the condition mentioned under the rule against each form of security. Note-3: Note 1 & 2 above shall be applicable for both clause 1 and 1A
10. Contractor Liable for damages, Defect during defect liability period	<p>10.1_ If the contractor or his working people or servants shall break, deface, injure or destroy any part of building in which they may be working, or any building, road, road kerb, fence, enclosure, water pipe, cables, drains, electric or telephone post or wires, trees, grass or grassland, or cultivated ground contiguous to the premises on which the work or any part is being executed, or if any damage shall happen to the work while in progress, from any cause whatever or if any defect, shrinkage or other faults appear in the work within twelve months (six months in the case of work costing Rs. Ten lacs and below except road work) after a certificate final or otherwise of its completion shall have been given by the Engineer in- Charge as aforesaid arising out of defect or improper materials or workmanship the contractor shall upon receipt of a notice in writing on that behalf make the same good at his own expense or in default the Engineer-in-Charge cause the same to be made good by other workmen and deduct the expense from any sums that may be due or at any time thereafter may become due to the contractor, or from his security deposit or the proceeds of sale thereof or of a sufficient portion thereof.</p> <p>The security deposit of the contractor shall not be refunded before the expiry of twelve months (six months in the case of work costing Rs. Ten lacs and below except road work) after the issue of the certificate final or otherwise, of completion of work, or till the final bill has been prepared and passed whichever is later. Provided that in the case of road work, if in the opinion of the Engineer-in-Charge, half of the security deposit is sufficient, to meet all liabilities of the contractor under this contract, half of the security deposit will be refundable after six months and the remaining half after twelve months of the issue of the said certificate of completion or till the final bill has been prepared and passed whichever is later.</p> <p>In case of Maintenance and Operation works of E&M services, the security deposit deducted from contractors shall be refunded within one month from the date of final payment or within one month from the date of completion of the maintenance contract whichever is earlier</p>

1. Agreement shall be drawn with the successful tenderer. Tenderer shall quote his rates as per various terms & conditions of the said firm, which will be the part of agreement.
2. The time allowed for carrying out the work will be from the day after the date of written orders to commence the work or from the first date of handing over the site, whichever is later.
3. The site for work is available.

GENERAL CONDITIONS OF CONTRACT

QUALIFICATION CRITERIA:

Only those bidders fulfilling the following Eligibility Criteria should participate in the tender: -

1. QUALIFICATION OF THE BIDDER

1.1 In the event that prequalification of potential bidders has been undertaken, only Bids from pre-qualified bidders will be considered for award of Contract. These qualified bidders should submit with their Bids any information updating their original prequalification applications or, alternatively, confirm in their Bids that the originally submitted prequalification information remains essentially correct as on the date of Bid submission. The update or confirmation should be provided in the bid.

1.2 If the employer has not undertaken pre-qualification of potential bidders, all bidders shall include the following information and documents with their bids (copies of all documentary evidences are to be duly authenticated by the Bidders/ constituted attorney of the Bidder with full signature and seal. All signed declarations are to be made in the Bidder's letter head.):

- a. Copies of original documents defining the constitution/ registration or legal status, place of registration, and principal place of business; written power of attorney of signatory of the Bid to commit the Bidder.
- b. Experience of having successfully completed similar works in support of eligibility criteria during last Five years including monetary value and period.
- c. Evidence of adequacy of average annual financial turn over during last three years ending 31st March of the 2022. (Previous) financial year should be at least 30% of the estimated value of the work.
- d. Details of net worth- Net worth shall not be negative- Applicable for bids with estimated cost above 100 lakhs.
- e. Permanent Income Tax Account No.(PAN).
- f. GST No. as applicable.
- g. The Bidder will have to submit a declaration in support of the authenticity of the credential submitted by him and also with other commitment along with the Bid in the form of an undertaking as per the format provided in the bid document.

1.3 To qualify for award of the contract –

- A. The Intending bidder must have in its name or proportionate share as a member of Joint Venture experience of having successfully **completed similar** works, as a prime contractor, during last 5(Five) years ending last day of month previous to the one in which bid applications are invited (i.e. eligibility period) should be any of the following :-

Three similar **completed works** each costing not less than the amount equal to 40% of the estimated cost put to tender.

Or

Two similar **completed works** each costing not less than the amount equal to 50% of the estimated cost put to tender.

Or

One similar **completed work** costing not less than the amount equal to 80% of the estimated cost put to tender. **Similar nature of work shall include “ construction/ repair & maintenance of buildings”**

Experience for those works only shall be considered for evaluation purposes, which match eligibility requirement stipulated above, on or before the last day of month previous to one in which tender has been invited (publication date of NIT). The experience of incomplete/ongoing works as on last date of eligibility period will not be considered for evaluation. If the referred work includes construction as well as maintenance after construction, the experience of such work may be considered as ‘acceptable’ if the construction part is completed as on the last date of ‘eligibility period’, even if maintenance work is ongoing, and the certificate issued clearly stipulates the same .

In all the above cases, while considering the value of completed works, the full value of completed work will be considered whether or not the date of commencement is within the said 5(Five) years period.

Cost of previous completed works shall be given a simple weightage of 5% per year to bring them at current price level, while evaluating the qualification requirement of the bidder. Such weightage shall be considered after end date of completion. Updating will be considered for full or part of the year (total no. of days / 365) i.e considering 365 days in a year, till the last day of month previous to one in which bid has been invited.

The intending tenderer must submit documentary evidence in support of above in the form of (i) certified copy of work order, (ii) completion certificate indicating value and period of work, the TDS certificate / Bill of Quantity be submitted during clarification, if any,

- B.** Average annual financial turnover during the last 3(three) years, ending 31st March of 2022 (previous) financial year should be at least 30% of the estimated cost put to tender.

The intending bidder must submit documentary evidence in support of above in the form of certificate from Chartered Accountant or audited balance sheet or suitable acceptable documents.

If the audited balance sheet for the immediately preceding year is not available in case of tender notified before 31st March, audited balance sheet/ profit and loss statement and other financial statement of the three financial years immediately preceding the previous financial year may be adopted for evaluating the credentials of the bidder.

Financial turnover shall be given simple weightage of 5% per year to bring them at current price level, While evaluating the qualification requirement of the bidder. Such weightage shall be considered from the end date of financial year. Updating will be considered for full or part of the year (total no. of days / 365) i.e. considering 365 days in a year, till the last day of month previous to one in which bid has been invited.

Joint Ventures shall meet the above eligibility requirement, in the following manner:

The qualifying criteria parameter e.g. financial resources (Turnover) of the individual partners of the J.V. will be added together, for the relevant financial year, and the total should not be less than as spelt out above.

2.A Certificate/Undertaking on the letter head of the Company to the effect that the bidder has not been blacklisted anywhere in India or abroad by any organization. A self-certification to this effect is required to be enclosed.

3.The Bidder should be registered with concerned statutory authorities for GST/Income Tax etc. The bidder should furnish relevant GST registration documents and PAN/TAN copies along with the bank details of the firm.

Any prospective bidder, not satisfying any of the above mentioned qualification criteria shall be disqualified on technical grounds and the price bid of such disqualified bidder will not be considered for this tender.

4. The rates quoted shall be exclusive of GST. The contractor shall quote for all the items whose rates are asked and not leave any blanks. All taxes including GST shall be borne by the contractor.
5. The offer should be valid for 365 days from the date of opening for the purpose of issue of acceptance letter. The amount quoted herein after referred to as Base rate must be firm and inclusive of all charges of any kind and inclusive of any kind of liability from / to any authority. GST shall be mentioned separately and must not form part of base price. There will be no extra payment or payment of escalation in the amount under any circumstances whatsoever. Statutory taxes will be deducted at source from the payment against the bill amount.
6. No extra item or substitute item shall be allowed out without prior approval in writing.
7. Work has to be carried out in consultation with the representative as authorized by CUJ Ranchi.
8. The tenderer should submit the requisite interest free Earnest Money Deposit (EMD) by pay order or Demand Draft in favour of the Central University of Jharkhand, Payable at Ranchi . Tenders not accompanied by the Earnest Money Deposit shall not be considered. The EMD of unsuccessful tenderers will be returned within one month of award of work. In case EMD exemption is sought under SME/MSME/NSIC, Valid certificate from MSME explicitly mentioning the tender work herein, is required to be submitted
9. The contractor whose tender is accepted will be required to furnish security deposit for the due fulfillment of his contract. Security deposit shall be deducted from each running account (RA) bill @5% (Five percent) of the amount of work executed and claimed in the bill. The Earnest money deposit paid by the successful bidder at the time of tender will also be retained as Security Deposit and shall be released after payment of final bill.
10. The full value of Earnest Money Deposit is to be absolutely forfeited to the Registrar, Cuj Ranchi or his authorized representative, with prejudice to any other rights or remedies to the Registrar, CUJ Ranchi or his authorized representative, if the contractor fails to commence the work within 07 days continuously from the schedule date of commencement specified.
11. No part of the contract shall be sublet without written permission CUJ Ranchi nor shall transfer be made to power of Attorney authorizing others to receive payment on contractor's behalf.
12. **Process for execution of Works:** The successful contractor shall execute the work only upon receipt of the written approval. No work shall be commenced without obtaining written approval from the Office of Competent Authority of CUJ . The written approval shall form the basis of execution of work at site and must be enclosed with the RA bills for the purpose of measurement of work carried out and settlement of bills. Failure to obtain written permission to carry out the work and non-submission of approvals with the bills may result in deduction of final payment.
- 12.1 The Successful Contractor shall attend Day to Day Complains of CUJ Campus related from above Said work . Complains get though Complain Register
13. CUJ Ranchi reserves the right to reject any tender or all the tenders without assigning any reason therefore.

14. The Contractor shall comply with the provisions of all Acts, Statutes, Rules, Regulations etc. of the Central and State Government as the case may be that may apply to his case and if necessary, get himself duly registered as required by the said Acts, Statutes, Rules, Regulations etc.

15. The contractor for the work shall be liable to pay applicable tax (including Taxes on works contract to state Government) if any that may be levied by the State or Union Government. Any request contrary to this will not be accepted.

16. Completion period: The tender for the work shall be awarded for the period of one year from the issue of work order. However, considering the performance and services of the successful bidder & subject to budget availability, the tender may be extended for a further suitable period on mutually acceptable basis

17. **Terms of payment:** As per the measurements at site and on certification of the site engineer.
 a) The contractor shall submit his monthly R.A Bill or as required with Details Measurement sheet against Work done .
 b) The payment shall be released through NEFT/RTGS payment system only in the bank account of the contractor after necessary deduction of statutory dues.
 c) TDS and other Statutory taxes shall be deducted at the source from the monthly bills.

18. It shall be open to the Institute to abandon or give up at any stage of the construction of any of the said works or any part thereof. In the event of such abandonment or giving up or in the event of termination of the agreement, the Contractor shall be paid up to the work performed by then.

19. **DEVIATION, EXTRA ITEMS & APPROVALS FOR PRICING:-** To be Followed -Latest GCC- Maintenance work(CPWD)

20. Termination of contract If the Contractor fails to perform any of its obligations under this agreement or if Institute is dissatisfied with the services of the Contractor, Institute may issue seven days' written notice intimating the Contractor of their failures or deficiencies and calling upon Contractor to rectify within such time as may be specified in the notice and if the Contractor fails to perform such obligation or make good such deficiencies

as pointed out to the Contractor in the notice, Institute may terminate the services of Contractor under this agreement. Institute may also terminate the Contract hereunder:

i) if the firm is adjudged bankrupt or

ii) if they make a general assignment for the benefit of their creditors or

iii) if a receiver is appointed on account of their insolvency or

iv) they disregard law, ordinances, rules, regulations or orders of any public authority having jurisdiction on the works.

The termination shall be without prejudice to all rights, liabilities and remedies that have arisen or accrued till date of such termination or that may arise on account of such termination. In such case,

the Contractor shall not be entitled to receive any further payment, if due, until the loss, damage or expense incurred by Institute due to breach of this agreement by Contractor have been settled.

In case the Contractor abandons the work during the course of the project, the Institute reserves the right to appoint an alternate Contractor or make an arrangement for carrying out the work of Contractor, at the risk and cost of the Contractor. Traveling / daily allowances shall not be payable to the Contractor, its representatives, officials and consultants engaged by it for their visit to construction site, offices of local authorities, Employer's office or any other place in Ranchi.

The scope of work broadly described herein and assigned to Contractor, as their area of responsibility is inclusive of all constancy and other services required in connection with the completion of work whether specifically mentioned herein or not and rendering such constancy services will not entitle the Contractor to charge any additional fees in as much as the same are included in the overall professional fees payable to them.

21. Liquidated Damages Clause:

If any delay in execution of the works is attributable to the acts or omissions and commissions of Contractor, Institute shall be entitled to recover liquidated damages at the rate of 0.5% of the total fees for each week of delay limited to maximum of 10% of the total actual fees payable.

22. Professional indemnity: Contractor warrants that it shall exercise high degree of care and diligence in rendering the services pursuant to this agreement and that; such services shall be of a quality and standard satisfactory to Institute. The Contractor shall indemnify Institute from any damage or loss arising from such lack of care and diligence or arising out of any unsatisfactory performance of service by Contractor. The contractor is required to obtain a Contractor All Risk (CAR) policy for successful and safe completion of project. Contractor shall provide a copy of this policy to Institute showing that such insurance has been taken and being maintained and that all the premia thereon have been paid. A certified copy of such insurance policy shall be deposited with Institute.

23. Dispute Settlement: In case of any dispute or difference arise between the parties during the progress of or after construction of this contract or touching or relating either to the said buildings or works, or to any other matter or thing arising directly or indirectly under this contract, then and in such an event the same shall be referred to Registrar, CUJ Ranchi as the SOLE ARBITRATOR who shall alone consider and determine the same, whose decision / award shall be binding and conclusive upon both the said parties and this clause shall be deemed a submission within the meaning of Arbitration and Conciliation Act 1996 or Statutory modification or re-enactment thereof. It is specifically agreed that the Contractor shall continue to render its services provided herein with all the due diligence, professional skill and tact notwithstanding that any matter, question or dispute has been referred to arbitration. The venue of Arbitration proceedings shall be Ranchi . It is further agreed between the parties as hereto that the Ranchi Courts alone shall have the exclusive jurisdiction.

24. Site: The contractor shall remove all surplus materials, debris etc. out of the CUJ Campus from the site of work on completion work and will hand over the site clean before the bill is processed for final payment. Dismantled materials if any (declared by In-charge of the work) shall be returned to the Estate/ Electrical stores by the contractor at his own cost. The disposal of material shall be done in environmental friendly way and complying with the local rules and regulations.

25. Security

a. Movement of contractor's materials:

Any materials which are removed from the site of work and are required to be taken out from the CUJ campus, the contractor should follow the following procedure:

The contractor shall apply in writing to the In-charge of the work the details of the materials to be removed including which are rejected etc. This application shall be endorsed by the In-charge of work or his authorized representatives. The materials shall only be allowed to go out of IIT campus after counter signature of the security officer and checked at the gate. No materials/tools will be allowed to be brought on holidays/Saturdays/Sundays inside the campus. Contractors can bring the materials/tools/between 0900 hours and 1700 hours on any working day (Monday to Friday). This may please be noted.

b. Search:

Thorough search of all persons and transport shall be carried out at each gate and for as many times as gate is used for entry or exit and may also be carried out at any time or any number of times at the works site within the restricted area.

c. Labour Law:

The work will be executed strictly following the Labour Laws of Central Govt & State Govt as may be applicable.

Scope of Work

- a) To maintain, repair and retrofit, construct and other civil services etc. under the custody of CUJ Campus.
- b) The contractor posted should attend and available in the CUJ campus to attend the work 24 x 7 on all days.
- c) The contractor will be responsible for undertaking all types of repair /replacement pertaining plumbing/sanitary work in the entire CUJ campus .
- d) The necessary materials viz. plumbing pipes fittings, spindles, CP fittings, stone ware pipes, GI/PVC drainage pipes with fittings of approved quality required for day to day maintenance/repair/replacement will be arranged by the contractor.
- e) The contractor shall provide tools necessary for the work and no work should be left un-attended for wants of tools.
- f) The contractor has the responsibility to provide all safety garments, equipment's, tools etc. to his staff or the persons dealing with work.
- g) Maintaining a register for all activities detailing date, time, item, item description, quantity, complaints diagnosis, time of completion of work etc. The register will be daily shown to the authorised staff of CUJ and countersigned to acknowledge the activities attended to reflect daily progress. The payment claimed by the contractor will be cross- checked with this register on each occasion.
- h) The contractor shall ensure that all energy efficient appliances, spare parts should be replaced as per the standard of approved make/brand as per IS Code .
- i) It shall be responsibility of the contractor to execute the work of maintenance and repair including replacement of sanitary and plumbing fittings at all levels and heights of the buildings for which necessary Jhoola, safety belt, Scaffolding, helmets etc. will be arranged by the contractor at their cost.
- j) The carpenter's service should be available as and when required.
- k) The work of the contractor will be supervised by the authorized representative /Engineer of CUJ Ranchi
- l) The maintenance contract consists of operation and maintenance of existing buildings, plumbing and related services, petty civil works, construction of sheds, fast track structures, maintenance of staff quarters, roads and path ways etc. as detailed in schedule accompanying the notification and tender documents.
- m) The operating/ Supervisor staff shall possess the knowledge of firefighting and first aid.
- n) The operating/supervisor personnel shall have the basic knowledge and technical skill of civil execution works to carry out civil and plumbing works independently in case of

emergency and urgent repair works.

- o) The contractor/operator/supervisor personnel shall have a clear working knowledge of the various BOQ items and shall not meddle /alter the BOQ items without the permission of the Engineer in charge.

24.Specification to be followed for execution of work –Latest CPWD Specification , Vol-I and Vol-II

25.Other terms and Condition to be followed of Latest GCC-Maintenance work(CPWD),Maintenance Manual-(CPWD) and Works Manual-(CPWD)

26. Maintenance of records:

- 26.1 The Contractor shall maintain all records such as log books, schedule of maintenance activity, complaint register, maintenance activity record, attendance register, work permit file, tags file, event register, test records for various tests conducted, material requisition book and other statutory registers for manpower employed etc. as per Govt. norms/ directions of EIC. Records of major breakdown occurred during the contract period shall be maintained separately indicating its cause, location and type of repairs carried out. These all records shall be handed over to Engineer-In-Charge on time to time basis. The cost of stationery required for maintenance of the above record shall be borne by the Contractor.
- 26.2 The Contractor shall maintain a complaint/ fault register. As & when a complaint arises in respect of any electrical problem, the Contractor's employee shall enter the complaint in register & ensures remedial action proactively & instantly.
- 26.3 Each worker shall maintain a complaint diary and get the feedback recorded from the allottee's regarding attending the complaint. In case, it is found that the complaint has been attended unsatisfactorily, it will be considered as unattended. List of such complaints shall be submitted to the Engineer-in-Charge or his representative on daily basis.
- 26.4 The contractor and /or his authorized agent should see the site order/complaint book every day and get the compliance of instruction given by the JE/AE/Engineer-in-charge as per time schedule.

MANDATE FORM FOR ELECTRONIC FUND TRANSFER / INTERNET BANKING PAYMENT

1. Name of the Bidder :

2. Address of the Bidder:

.....

City..... Pin Code.....

E-mail Id

Permanent Account Number

3. Particulars of Bank:

Bank Name		Branch Name	
Branch Place		Branch City	
Pin Code		Branch Code	
MICR No.			
(Digital Code number appearing on the MICR Band of the cheque supplied by the Bank. Please attach Xerox copy of a cheque of your Bank for ensuring accuracy of the Bank Name, Branch Name and Code Number.			
RTGS CODE			
Account Type	Savings	Current	Cash Credit
Account Number(as appearing in the Cheque Book.			

4. Date from which the mandate should be effective.

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information. I shall not hold Company responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through SBI Net / RTGS transfer/NEFT. I agree to discharge responsibility expected of me as a participant under the scheme. Any bank charges levied by the bank for such e-transfer shall be borne by us.

Place :

Date :

Signature of the Party / Authorised Signatory

Certified that particulars furnished above are correct as per our records.

Banker's Stamp

Date :

Signature of the Authorised official from the Bank)

UNDERTAKING

“I/we undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for tendering in CUJ in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineering-charge shall be free to forfeit the entire amount of Earnest money Deposit/Performance Guarantee.”

Contractor signature with seal

Annexure-1**Bidder Information**

1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Government Registration Class	
4.	PAN No.	
5.	GSTN No.	
6.	State of GST Registration	
7.	E-mail	
8.	Contact Person's Name & Designation	
9.	Mobile No.	

Signature of the Bidder with date and seal

III. STANDARD FORMS TO BE USED

The forms mentioned in the Appendixes – B-1, B-2, B-3, B-4, B- 5, B-6 ,B-7 ,B-8 are required to be submitted along with the bid.

TENDER ACCEPTANCE LETTER

Appendix-“B-1”

(To be given on Company Letter Head)

Date:

To, _____

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:- _____

Name of Tender / Work:- _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned „Tender/ Work“ from the web site(s) namely: _____

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said Bid Security deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal

Signature of tenderer

Appendix „B-2“PROFORMA OF BANK GUARANTEE FOR SUBMITTING BID SECURITY

(On banks letter head with adhesive stamp)

To

.....

Dear Sir,

In accordance with your invitation to Tender No-----

M/s. _____ (here in after called “The tenderer”) with the following
Directors on their Board of Directors/Partners of the firm.1. _____ 2. _____
3. _____ 4. _____ wish to participate in the saidtender enquiry for the **“Annual Repair/Maintenance/Replacement of the Civil/Sanitary items/works in Residential & non residential building at Central University of Jharkhand, Brambe & Cheri-Manatu Campus, Ranchi (For one year)”** supply of building material and labour for execution of repairing work at **Central University of Jharkhand, Ranchi** to you (here in after called “The purchaser”) .Whereas a bank guarantee against Bid Security for a sum of Rs. _____ (in words) _____ Valid for 180 days from the date of tender opening viz. up to _____ is required to be submitted by

“the tenderer” as a precondition for the participation, this bank hereby guarantees and undertakes to pay the purchaser upto the above amount upon receipt of its first written demand, without the purchaser/contractor having to substantiate its demand, provided that in its demand the purchaser/contractor will note that the amount claimed by it is due to it owing to the occurrence of any one of the three conditions mentioned below, specifying the occurred condition or conditions during the above said period of 90 days without any reservation and recourse.

If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of its validity.

If the tenderer after submitting his tender, modifies the rates or any of the terms and conditions thereof, except with the previous written consent of the purchaser.

If the tenderer having been notified of the acceptance of this tender by the purchaser during the period its validity and

If the tenderer fails to furnish the performance security for the due performance of the contract.

If the tenderer fails or refuses to accept and or execute the contract as provided in the general conditions of the contract.

The guarantee shall be irrevocable and shall remain valid up to 180 days from the date of opening of tender. If further extension to this guarantee is required, the same shall be extended to such period on receiving instructions from the tenderer on whose behalf this guarantee is issued and any demand in respect thereof should reach the Bank not later than the above date.

Date. _____

Signature of authorized officer of the bank _____

Place _____

Printed Name _____

Name and Address of Bank

Banker Designation _____

Signature of tenderer

APPENDIX – “B-3”

**PROFORMA OF BANK GUARANTEE FOR FURNISHING PERFORMANCE SECURITY
DEPOSIT**

To

.....

WHEREAS M/S-----

(Name and address of the contractor / supplier) (Hereinafter called “the contractor / supplier”) has undertaken, in pursuance of contract No..... dated..... for

“Annual Repair/Maintenance/Replacement of the Civil/Sanitary items/works in Residential & non residential building at Central University of Jharkhand, Brambe & Cheri-Manatu Campus, Ranchi (For one year)” (Hereinafter called “the contract”) AND

WHEREAS it has been stipulated by you in the said contract that the contractor / supplier shall furnish you with a bank guarantee by a nationalized or scheduled commercial bank of good repute and record recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract: AND WHEREAS we have agreed to give the contractor such a bank guarantee: NOW THEREFORE we hereby affirm that we are the guarantors and responsible to you, on behalf of the supplier/contractor, up to a total of..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier/contractor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the.....months of20__.

Signature of tenderer

(Sig. of the authorized officer of the Bank)

Name and designation of the officer.....

Name and address of the Bank

Banker's common seal

Signature of tenderer

Appendix-"B-4"**PERFORMANCE STATEMENT FOR LAST THREE YEARS FOR SUBJECT WORK**

Name of Contractor :

M/S_____

1. Contract Nos. :
2. Description of Works :
3. Quantity on order :
4. Value :
5. Original Date of completion of work:
6. Work done within the stipulated time limit:
7. Extension of period for completion of work:
8. Reason for delay in completion of work :
9. LD charges so paid for delay in completion of work:

(If any)

Signature of tenderer

LIST NO-1

TENDERERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. TENDERERS MAY PLEASE NOTE THAT IF THE ANSWER SO FURNISHED ARE NOT CLEAR AND / OR ARE EVASIVE, THE TENDER WILL BE LIABLE TO BE IGNORED.

1. Tender No. _____
2. Name and address of firm/contractor :
3. What is your permanent Income Tax A/C No. :
4. Status.
 - a) Indicate whether you are Govt. registered or Central or others:
 - b) GST No. :
5. Please indicate name & full address of your banker in the following format:-
 - a) Bank Name, Branch and Bank Account No. (Core bank account):
 - b) IFSC Code :
 - c) Whether bank branch is NEFT/RTGS enables or not :
6. State whether your firm with you have been
banned by any Govt. /Central authority? :
1. Please confirm that you have read all the instructions
carefully and have complied with accordingly. :

Signature of Witness _____

**(Full name and address of the persons
Signing in Block Letters)**

Signature of Tenderer _____

**(Full name and address of the persons
Signing in Block Letters)**

Whether signing as Proprietor/Partner/Constituted
Attorney/duly authorized by the Company

Signature of tenderer

LIST NO. 2**Questionnaire/Check List (must be filled in all respect)**

1.	Whether firm/Contractor is registered for the tendered work or not	
2.	Registration No. and Date	
3.	Registration issued by	
4.	Registration valid upto	
5.	Copy of Registration submitted or not	
6.	GST registration No	
7.	Whether Copy of GST registration certificate submitted or not with tender	
8.	PAN No.	
9.	Whether Copy of PAN No submitted or not with tender	
10.	Whether Bid Security enclosed, if yes details of Bid Security	
11.	Whether offer is valid upto 365 days or otherwise.	
12.	Complete details of Banker with IFSC code, Account No. Name of Bank, Name of Branch, Bank Code, Swift code etc.	
13.	Whether past performance Performa submitted along with copies of award of contracts or not	
14.	Whether tender specification / work scope accepted by the firm / contractor or not	
15.	Whether all pages of tender has been signed by the authorized signatory or not and returned with offer or not	
16.	Whether all the terms and condition of the Tender Enquiry including payment terms are acceptable or not	
17.	Any other specific condition of the firm/contractor	

Signature _____

(Name of the firm/Contractor) With seal/stamp

Signature of tenderer

Appendix-B-8
PROFORMA FOR EXECUTION OF AGREEMENT
STAMP PAPER
(of appropriate value as per Stamp Act)

This agreement is made on day of between (Name of Company) having its registered office at (hereinafter called the 'COMPANY' which expression shall, unless repugnant to the subject or context, include its successors and assignees) of the one part and (Name of the Contractor) carrying on business as a (partnership/ proprietorship/ Ltd. Co. etc.) firm under the name and style (hereinafter called the 'said Contractor' which expression shall, unless the context requires otherwise include them and their respective heirs, executors, administrators and legal representatives) of the other part.

Whereas the Company invited tenders for the work of "....." and whereas the said Contractor/ Firm submitted tender for the said work and whereas the tender of the said contract has been accepted by the Company for execution of the said work.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1) In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the tender papers hereinafter referred to.

2) The following documents which are annexed to this agreement should be deemed to form and be read and construed as part of this agreement viz.

i) Annexure-A Tender Notice (Page .. to ..)

ii) Schedule –A General Terms & Conditions, Special Conditions and General Technical Specification (Page to ...) and

Safety Code.

iii) Schedule-B The probable Quantities and Amount (Page ... to ...)

iv) Schedule-C Negotiation letters –

v) Schedule-D Letter of Acceptance/Work Order (Page .. to ..)

vi) Schedule-E Drawings (Page .. to ..)

3) In consideration for the payment of the sum of Rs..... (W/O Value; both in words and figures) or such other sum as may be arrived at under the clause of the specification relating to Payment by items measurements at unit prices by the Company, the said Contractor shall, subject to the terms & condition contained herein execute and complete the work as described and to the extent of probable quantities as indicated in Schedule B with such variations by way of alteration, addition to or reduction from the said works.

4) The company has received a sum of Rs..... towards Performance Security Deposit (1st part of Security Deposit) in the form of Demand Draft / Certified Cheque/ B.G./ *other form (details to be furnished)* .

5) The said contractor hereby covenants with the company that the company shall deduct at 5% of R/A Bills as Retention Money (2nd part of security deposit) as per the terms & condition of the tender/ contract.

IN WITNESS WHEREOF THE parties herein have set their hands and seals the date and year above written.

1 Partner.

Signature

2 Partner

Signature

On behalf of M/S.....

The Contractor, as one of the constituted attorney,

In the presence of –

1. Name _____

Signature

Address :

Occupation :

Signed by Srion behalf of

Signature

(Name of Company) in presence of -

a) Name :

Signature

b) Address: .

AFFIDAVIT**(For Sole Proprietary Firm)**

IR/o

 do hereby

Solemnly affirm and declare as under:-

8. That I am Sole Proprietor of(Sole Proprietor Firm Name)

9. That the office of the firm is situated at

DEPONENT

Place:

Date:

VERIFICATION

Verified that the contents of my above said affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed there from.

DEPONENT

Place:

Date:

Financial Bid

Schedule-‘I’

Percentage rate Contract on Delhi Schedule of rate (DSR)-2021 **SCHEDULE-‘I’** in for annual & Day to Day Repairs/ Maintenance/Replacement of the Civil/ Sanitary items/works in Residential & non residential building at Central University of Jharkhand, Brambe & Cheri-Manatu Campus, Ranchi (For one year)” for Estimated Cost **Rs 40,00,000.00 (Rupees Forty Only)** , Financial Bid for this tender CUJ Authorities reserve the full right to increase or Decrease the quantities of items at time of award of tender and at any time during execution of contract period of contract as per actual requirement. The CUJ , Ranchi reserve the right that it is not necessary that all the items will be executed in said period of contract one year and therefore the contractor has no right to claim for any work/item of work for the execution in the time period of contract or extended period of the Contract.

The Contractor shall give the rate above (+) Or Below(-) On Delhi Schedule of rate (DSR)-2021 as a SINGLE PERCENTAGE RATE only for all the Items. Single quoted percentage rate by bidder shall be applicable on each item of Delhi Schedule of rate (DSR)-2021 . Details as Below

SCHEDULE-‘I’

Items	Estimated Cost	Percentage over / At Par /Below on Schedule of rates (to be filled by bidder)
Delhi Schedule of rate (DSR)-2021 (All Items)	40,000,00/	

Note:- Extra % quoted by Contractor should include all the factors over and above DSR rate . Nothing over and above this Percentage will be paid to Contractor. GST shall be paid extra as applicable

Seal& Signature of Contractor