



No. 05/EE/EMU/AUD/2022-23

Date:10.03.2023

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

**NIT**

1. Item Rate two bid system e-tenders on behalf of Dr. B.R Ambedkar University Delhi, are invited online through e-procurement portal of Govt. of Delhi from experience and eligible contractors of CPWD in appropriate category, MES, BSNL, PSUs, State PWD, dealing with building and roads and experienced contractor from other Govt. organisation who satisfy the eligibility criteria for following work:-

| Sl.N<br>o. | NIT<br>No                                         | Name & Location of<br>work                                                                                                                                                                      | Estimated<br>cost put to<br>the Tender<br>(Rs.)based on<br>CPWD DSR-<br>2018 & MR | Earnest<br>Money<br>(Rs). | Time<br>of<br>Compl<br>etion | Last Date & Time<br>for<br>uploading<br>required<br>documents<br>(scanned copies)<br>and financial bid | Date &<br>Time of<br>opening<br>of Bid |
|------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------|------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------|
| 01         | 05/<br>EE/<br>EM<br>U/A<br>UD/<br>202<br>2-<br>23 | Annual rate contract for<br>cleaning and<br>disinfecting<br>underground and<br>overhead tank of<br>Kashmere Gate and<br>Karampura and lodhi<br>road campuses of<br>Ambedkar University<br>Delhi | 4,52,558.00                                                                       | 9,500/-                   | 365<br>days                  | 12:00 PM On<br>22.03.2023                                                                              | 4.00pm on<br>22.03.2023                |

The intending bidder must read the terms and conditions of FORM-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

Information and Instructions for bidders posted on website shall form part of bid document.

2. The contractors who fulfil the following requirements shall be eligible to apply. Joint ventures are not allowed.

(a) Should have satisfactorily completed the works as mentioned below during the last Seven years ending previous day of last date of submission of tender in Govt organisation/other reputed organisation. **(Work order and completion certificate to be uploaded).** (FORM "C")

Three similar works each costing not less than Rs. 1,82,000.00 /- only

OR Two similar works each costing not less than **Rs. 2,72,000.00** /- only

OR One similar works each costing not less than **Rs. 3,63,000.00** /- only

*Similar works means:- "cleaning and disinfecting underground and overhead tank".*

The value of executed work shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last date of submission of tenders.

(b) Should have had average annual financial turnover of **Rs. 2,27,000.00** /- only on Construction works during last three years ending 31<sup>st</sup> March 2022 (FORM "A")



### Evaluation criteria

The detailed submitted by the bidders will be evaluated in the following manner:

- (i) The initial criteria prescribed in para 1.2 above in respect of experience of eligible similar works completed, Profit loss, solvency and financial turn over etc. will first be scrutinized and the bidder's eligibility for the work be determined.
- (ii) The bidders qualifying the initial criteria as set out in para 1.2 above will be evaluated for following criteria by scoring method on the basis of details furnished by them.
 

|                                                                                      |                  |
|--------------------------------------------------------------------------------------|------------------|
| (a) Financial strength (Form 'A' & 'B')                                              | Maximum 20 marks |
| (b) Experience in eligible similar nature of work during last seven years (Form 'C') | Maximum 20 marks |
| (c) Performance on works (Form 'D') - Time over run                                  | Maximum 20 marks |
| (d) Performance on works (Form 'D') - Quality                                        | Maximum 40 marks |
| <b>Total</b>                                                                         | <b>100 marks</b> |

To become eligible for short listing the bidder must secure at least fifty percent marks in each (Section a, b, c & d) and sixty percent marks in aggregate.

The department, however, reserves the right to restrict the list of such qualified contractors to any number deemed suitable by it.

Note : The average value of performance of works for time over run and quality shall be taken on the basis of performance report and eligible similar works.

### **Financial information**

Bidder should furnish the Annual financial statement for the last **Three** year in( Form "A") and Solveney Certificate in (Form "B")

### **Experience of similar works**

Bidder should furnish the List of eligible similar nature of works successfully completed during the last seven years in (Form "C").

### **Organisation information**

Bidder is required to submit the information in respect of his organization in Forms "E"

### **Letter of transmittal**

The bidder should submit the Letter of Transmittal attached with the document.

### **Opening of Price bid**

1. After evaluation of applications, a list of short listed agencies will be prepared. Thereafter the financial bids of only the qualified and technically acceptable bidders shall be opened at the notified time, date and place in the presence of the qualified bidders or their representatives.
2. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen on website <https://govtprocurement.delhi.govt.in> free of cost.
3. But the bid can only be submitted after depositing Processing Fee and EMD. other documents as specified.  
Cost of Tender Paper Rs. 500.00 plus GST of Rs. 90.00 i.e. 590.00 (Rupees Five Hundred and Ninety only) NON REFUNDABLE, should be deposited in the form of DD/pay order only in favour of Registrar, Dr. B.R. Ambedkar University Delhi, payable at Delhi.



The tender cost instrument shall be scanned and uploaded to the e- Tendering website within the period of bid submission. The original DD/Pay order for tender cost should be deposited in the office of Executive Engineer Room no 55, Dr. B R Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi- 110006 within the period of bid submission.

The Tender cost receiving official shall issue a receipt of deposition of tender cost to the bidder in a prescribed format (enclosed) uploaded by tender inviting officer in the NIT.

The receipt shall also be uploaded to the e-tendering website by the intending bidder up to the specified bid submission date and time.

The Earnest Money (EMD) should be deposited in the form of DD only in favour of Registrar, Dr. B.R. Ambedkar University Delhi, payable at Delhi. shall be scanned and uploaded to the e-Tendering website within the period of bid submission. The original EMD should be deposited in the office of Executive Engineer Room No 55, Dr. B R Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi- 110006 within the period of bid submission.

The EMD receiving officer shall issue a receipt of deposition of earnest money deposit to the bidder in a prescribed format (enclosed) uploaded by tender inviting officer in the NIT.

The receipt shall also be uploaded to the e-tendering website by the intending bidder up to the specified bid submission date and time.

Tender without requisite EMD will be summarily rejected. Validity of both the DD /pay order should be at least 03 months from the date of publication of NIT.

*The financial bid of only those Tenders will be opened and considered who are found eligible based on the evaluation technical bid as per eligibility criteria*

The tender documents are available on Delhi Government E-procurement website <https://govtprocurement.delhi.govt.in>

Corrigendum, if any, will be published only on Delhi Government E-procurement website <https://govtprocurement.delhi.govt.in> The AUD shall not be responsible for any delay for any reason whatsoever.

4. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can visit help tab on online bidding process as per details available on the website.
5. The intending bidder must have valid appropriate class digital signature to submit the bid.
6. Contractor can upload documents in the form of PDF format.
7. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in different colour.

**List of documents to be scanned and uploaded within the period of bid submission (Envelop – 1)**

- (1) Demand Draft of any Scheduled Bank against EMD.
- (2) Valid Registration Certificate of appropriate category in CPWD or MES, BSNL or Other Govt. organisation if any.
- (3) Copy of Registration Certificate under Goods and Service Tax 2017 or applied copy of GST2017 and copy of PAN.
- (4) Copy of receipt for deposition of original EMD & Tender cost, issued from office of Executive Engineer, AUD, Delhi.
- (5) Affidavit as per para 1.2 of FORM – 6.
- (6) Certificate (s) of work experience (**Work order & completion /Performance certificate**) in Govt organisation/ Institution.
- (7) Turnover / Balance sheet for last 3 years.
- (8) List of Work in hand (Progress) as per enclosed Performa if any.
- (9) Form A,B,C,D,E, letter of transmittal

**Financial Bid as per BOQ :- (Envelop – 2)**

No manual tender shall be accepted only tender submitted through E-procurement portal shall be considered.

The bids shall remain valid for 75 days from the date of opening of Technical bid.

Executive Engineer (Civil)

**Signature valid**

Digitally signed by MITHUESH KUMAR SINGH

Date: 2023.03.09 18:06:47 IST

Location: NCD of Delhi-DL

Ccto:-

1. Office of HVC :- for kind information to HVC
2. Office of the Registrar - for kind information to Registrar
3. Office of COF - for kind information to the CoF
4. Office of Director IT - for uploading on AUD website
5. office file.
6. Gaurd file
7. Notice Board.