



No. 10/EE/EMU/AUD/2019-20

Date: 02.01.2020

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

**NIT**

1. Percentage Rate two bid system e-tenders on behalf of 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 reputed organisation who satisfy the eligibility criteria for following work:-

Sl. No	NIT No	Name & Location of work	Estimated cost put to the Tender (Rs.) based on CPWD DSR-2018 & MR	Earnest Money (Rs).	Time of Completion	Last Date & Time for uploading online of required documents (scanned copies) and financial bid	Date & Time of opening of Bid
1	10/E E/E MU/ AUD /201 9-20	"Repair, Renovation of Room No 315 & 316 and providing in partition in Room no 316 in Admin Block of Kashmere Gate Campus of Ambedkar University Delhi, Delhi - 110006"	1200545.00	24100.00	60 days	17.01.2020 up to 3:00 PM	17.01.2020 at 4:00 PM

The intending bidder must read the terms and conditions of FORM-6 carefully. He should only submit his bid if he consider 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**).

Three similar works each costing not less than **Rs. 481000.00** only  
OR Two similar works each costing not less than **Rs. 721000.00** only  
OR One similar works each costing not less than **Rs. 961000.00** only

*Similar works means: - "Construction/Renovation of Buildings."*

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. 600300.00** only on construction works during last three years ending 31<sup>st</sup> March 2019
- (c) Should have not incurred any loss (**Profit after tax should be positive**) in more than two years during last Five Years ending 31<sup>st</sup> March 2019.
- (d) Solvency:- Should have a solvency of **Rs. 481000.00**. The bidders should submit Banker's certificate as per prescribed Performa (FORM "B")
3. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen on website <https://govtprocurement.delhi.govt.in> free of cost



4. 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 Ninety only), NON REFUNDABLE, should be deposited in the form of DD/pay order only in favour of Registrar, 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, 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, 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, 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.

5. 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.
6. The intending bidder must have valid appropriate class digital signature to submit the bid.
7. Contractor can upload documents in the form of PDF format.
8. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in different colour.
9. **Pre Bid Meeting:- Pre-bid meeting shall be held on 15.01.2020 at O/o Executive Engineer, Room No 55, AUD, Lothian Road, Kashmere Gate, Delhi.**

**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 experienced contractor.
- (3) Copy of Registration Certificate under Goods and Service Tax 2017 or applied copy of GST 2017 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 certificate) in Govt organisation / Institution/ other reputed organisation.
- (7) Turn over for last 3 financial years.
- (8) List of Work in hand (Progress) as per enclosed Performa if any.
- (9) Balance sheet/profit-loss for last 5 financial years.
- (10) Solvency certificate /Banker's certificate as per prescribed Performa (FORM "B")

**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 60 days from the date of opening of Technical bid.

- ectb:
1. Office of the V.C. - for kind inf. fl, Executive Engineer (Civil)
  2. Office of the PVC - for kind inf. fl.
  3. Office of the Registrar - for kind inf. fl.
  4. Office of the Cof - for kind inf. fl.
  5. Director. IT - for kind inf. fl.
  6. System Adm - for uploading on AUD web site.
  7. Guard file
  8. Notice Board