

# **SOUTH ASIAN UNIVERSITY**

Akbar Bhawan, Chanakyapuri, New Delhi



## **TENDER DOCUMENT**

for

Round the clock (24 x 7) maintenance & operation of civil (including plumbing) & electrical infrastructure including operation of lifts, 380 KVA DG set etc, from the lower basement upto 8th floor of Akbar Bhawan for South Asian University New Delhi. (2021-2022)

### **Part – A**

#### **NOTICE INVITING TENDERS / TECHNICAL BID**

### **PART – B**

#### **GENERAL CONDITIONS**

### **PART – C**

#### **SCHEDULE OF QUANTITIES**

Part A



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**NOTICE INVITING LIMITED TENDER(NIT)****NIT No.:** 34 / NIT / SAU / 2021**Name of the work:** Round the clock (24 x 7) maintenance & operation of civil (including plumbing) & electrical infrastructure including operation of lifts, 380 KVA DG set etc, from the lower basement upto 8th floor of Akbar Bhawan for South Asian University New Delhi. (2021-2022)**Estimated Cost:Rs. 68,78,724/-**

Earnest Money	Rs.1,40,000/-
Performance Guarantee	5% of tendered value (The L1 bidder has to submit the PBG within 14 days after award of work)
Contract Period	01 Year
Defect Liability Period	2 months from the date of completion

Certified that this NIT contains Part-A from **Page- 3 to Page- 28** & Part-B from **Page- 29 to Page- 32** and Part-C from **Page – 33 to Page - 46** (schedule of quantities A, B, C, D & E ) with modifications and corrections up to 27<sup>th</sup> July 2021

Part A



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7	CPWD GCC 2020 FOR MAINTENANCE WORKS	These are available free of cost at <a href="http://www.cpwd.gov.in">www.cpwd.gov.in</a> . These are part of NIT.



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**South Asian University**

**Akbar Bhawan, Chanakyapuri, New Delhi-110021**

**2.0. NOTICE INVITING TENDER (Website Notification)**

Registrar, South Asian University (SAU), New Delhi-21, on behalf of the President, SAU, invites, percentage rate bids in two bid system (Technical/ Eligibility Bid and Financial Bid) from eligible Tenderers/bidders for the following work/s:

**NIT NO: 34 / NIT / SAU / 2021**

**Name of the work:** Round the clock (24 x 7) maintenance & operation of civil (including plumbing) & electrical infrastructure including operation of lifts, 380 KVA DG set etc, from the lower basement upto 8th floor of Akbar Bhawan for South Asian University New Delhi. (2021-2022)

Estimated Cost Put to Tender (ECPT)	: Rs. 68,78,724/-
Earnest Money	: Rs.1,40,000/-
Annual Maintenance (AMC) Period	: 01 Year (One year) from the date of award of work.
Defect Liability Period	: 02 Months from the date of Completion
Last Date and Time for Submission of Bids	: 14.09.2021 (3:00 PM)

For detailed NIT/Tender Documents/Details/ downloads and for any other correction / amendments / modification / extension of time till the last date of submission of bids, please visit websites: [www.sau.int](http://www.sau.int)

Tender submissions can only be made in hard copy to the Reception Counter of the South Asian University at the Ground Floor, Akbar Bhawan, Chanakyapuri, New Delhi 110021, on or before 14.09.2021 at 3.00 PM.

*B. Tripathy*  
**Registrar**

For and on behalf of the President, SAU

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**PART-A**

**TECHNICAL BID / ELIGIBILITY CRITERIA**



A handwritten signature in blue ink, appearing to be "J. Singh", located at the bottom left of the page.

### 3.1 INFORMATION AND INSTRUCTIONS FOR TENDERERS/ BIDDERS FOR TENDERING (FORMING PART OF TENDER / BID DOCUMENT AND TO BE POSTED ON WEBSITE)

(Applicable to two bid systems)

Registrar, South Asian University (SAU), New Delhi-21, on behalf of the President, SAU, invites percentage rate bids in two bid system (Technical/ Eligibility Bid and Financial Bid) from eligible Tenderers/bidders for the following work:

#### DETAILS OF WORK:

1	NIT No.	34 / NIT / SAU / 2021
2	Name of Work & Location	Round the clock (24 x 7) maintenance & operation of civil (including plumbing) & electrical infrastructure including operation of lifts, 380 KVA DG set etc, from the lower basement upto 8th floor of Akbar Bhawan for South Asian University New Delhi. (2021-2022)
3	Estimated Cost put to tender	Rs. 68,78,724/-
4	Earnest Money	Rs.1,40,000/-
5	Stipulated Period for the Annual Maintenance Contract	01 Year ( One Year) from the date of award of work
6	Defects Liability Period	02 Months from the date of Completion
7	Last date and time of submission of bids along with original EMD and other documents as specified in the tender document.	14.09.2021 ( 3.00 pm)
8	Time & date of opening of Technical/ Eligibility Bid	14.09.2021 ( 3.30 pm)
9	Time & date of opening of Financial bid	to be informed later through email only (to be provided in bid by the bidder)





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**Note:**

1. The intending bidders must read the terms and conditions of NIT (Notice Inviting Tender) carefully. They should only submit their bids if they consider themselves eligible and would be able to submit all the documents required. The eligibility criteria are given under Para 1.5 of section 3.3.
2. Information and Instructions for bidders posted on website shall form part of bid Document.
3. The full bid document consisting of Nature of Work, the Schedules of Quantities and the set of Terms and Conditions of the contract to be complied with and other documents can be seen and downloaded from website free of cost.
4. Tender shall be accompanied with **earnest money for Rs. 1,40,000/- (Rupees One Lac Forty Thousand Only)** in the form of demand draft drawn in favour of South Asian University, payable at New Delhi. Tenders not accompanied by such earnest money will be rejected straight away.
5. The bid can be submitted only in hard copies along with the original EMD as specified in the tender document within the period of bid submission. The EMD can be any of the following forms, i.e. Demand Draft or Banker's Cheque in favour of **The South Asian University, New Delhi** as mentioned in NIT.
6. **List of documents to be submitted are mentioned separately at section 3.2.**
7. The **Part-C** of tender documents contains **Schedule of Quantities (SOQ)**, consisting of **Schedule -A: manpower rates, Schedule B: Execution of maintenance works as per CPWD DSR's, Schedule C: Supply of material as per CPWD DSR's, Schedule D: Market rated Civil Items, Schedule E: Market rated Electrical Items.** Bidders shall quote percentage(%), above, below or at par at the designated place i.e. sheet "Abstract of Financial Bids". If any Part of SOQ summary is left blank by the bidder, the bid shall be considered as zero or at par.
8. All the pages of this document need to be signed & stamped by the bidder and submission with the technical bid.
9. The Technical/Eligibility bid shall be opened first on due date and time as mentioned above. The time and date of opening of Financial bid of contractors qualifying the Technical/ Eligibility bid shall be communicated to them at a later date.
10. If any information furnished by the applicant is found incorrect at a later stage and it is found that tenderer/bidder does not qualify as per terms and condition of the tender, he shall be liable to be debarred from tendering/ bidding for works in South Asian University (SAU). His tender shall be cancelled and EMD forfeited. The SAU reserves the right to verify the particulars and documents furnished by the applicant independently.
11. Bidders must mention their postal address and telephone number(s) of the Chief Executive/authorized agent or attorney in the tender. The tender submitted by the bidder will be rejected if he or his agent cannot be contacted on the last known address or on the intimated telephone number(s) after reasonable search in which event earnest money may be forfeited by the SAU.

- a. Name of Agency: \_\_\_\_\_
- b. Contact Person \_\_\_\_\_
- c. Registered Address \_\_\_\_\_

Part A



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SOUTH ASIAN UNIVERSITY

TENDER DOCUMENT (General Maintenance, R01)

d. Contact No

e. Mobile No:

f. E-mail id:

Self-attested copies of all the documents shall be submitted and originals kept ready as these can be called for verification.

B. Tripathy  
Registrar,

For and on behalf of the President, SAU



Part A

*[Handwritten signature]*



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**3.2 List of Documents to be filled, and submitted by the Bidders**

1	Demand draft/Pay order or Banker's Cheque/Fixed Deposit Receipt of a Scheduled Bank/ Bank Guarantee of any Scheduled Bank towards EMD
2	Letter of transmittal (4.3.1)
3	Certificate of Financial Turnover from a Chartered Accountant (Form 'A'). (Refer to Para 9(a) of section 4.3.2)
4	Certificates of Works Experience (Form 'C', 'D' & 'E'). (Section 4.3.3, 4.3.4 & 4.3.5)
5	Structure & Organization (Form 'E'). (Section 4.3.6))
6	Details of Technical & Administrative Personnel (Form 'F'). (Section 4.3.7))
7	Plant And Equipment Required at Site, To Be Owned / Taken On Lease By The Contractor (Form 'H') ( Section 4.3.8).
8	Work Experience: List of similar past works and performance on these works during last seven years, but not more than 10 works.
9	Certificate of Registration for Goods and Service Tax (GST) and acknowledgement of up to date filed return.
10	Affidavit regarding execution of qualifying works, as mentioned under Para 1.2(B) of Section 3.3
11	Affidavit as mentioned under Para 1.4 of section 4.2 – Guidelines for bidders
12	Affidavit to the effect of not being black listed by any agency, as mentioned under Para 1.3 of section 4.2 – Guidelines for bidders
13	Certificate of enlistment under general maintenance works / original works category in CPWD/MES/Railways/Telecom or any other Govt. agency in appropriate class if any.
14	Copy of PAN card.





### 3.3 NOTICE INVITING TENDER – (Form CPWD-6)

Registrar, South Asian University (SAU) Akbar Bhawan, Chankyapuri New Delhi 110021 on behalf of the President, SAU, invites percentage rate bids in two bid system (Technical/ Eligibility Bid and Financial Bid) from eligible Tenderers /bidders for the following work:

**“Round the clock (24 x 7) maintenance & operation of civil (including plumbing) & electrical infrastructure including operation of lifts, 380 KVA DG set etc, from the lower basement upto 8th floor of Akbar Bhawan for South Asian University New Delhi. (2021-2022)”**

(Important; The South Asian University is in International University established by eight member states of SAARC region. It has been established by act of parliament 2008 and granted the immunity and privileges at par with united nations organizations as per ministry of External Affairs (MEA) , Govt. of India, Gazette notification dated 15<sup>th</sup> January 2009. The University is being run by contribution paid by member states..

#### 3.3.1 TERMS and CONDITIONS

1	1.1	The work is estimated to cost Rs. 68,78,724/-.  The estimated cost is based on prevailing market rates. This estimated cost, however, is given merely as a rough guide.  Intending bidders may submit the bid only after satisfying themselves that they fulfill the following eligibility criteria:
	1.2	Enlistment requirement: Please refer eligibility criteria given in this NIT.
	1.3	Joint ventures are not accepted. The bidder shall not be allowed to sublet the work.
	1.4	An intending bidder is eligible to submit the bid 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 of magnitude specified below:
	1.5	Eligibility Criteria Tenderers/bidders who fulfill the following requirements shall be eligible to apply:
		Should have satisfactorily completed the works as mentioned below during the last Seven years ending previous day of last date of submission of bids.;
		For Maintenance & Operation of civil, electrical infrastructure including plumbing, operation of lifts, DG set of minimum four storey building / campus / institution under one agreement:
	1.5 A	Three similar works, each of value not less than Rs 27.88 Lacs OR Two similar works, each of value not less than Rs 41.83 Lacs OR One similar work of value not less than Rs 55.77 Lacs. OR Registered in appropriate class with CPWD/NDMC/MES/ RAILWAYS / PSU's. The enlistment of the contractors should be valid on the last date of submission of bid. In case the last date of submission of bid is extended, the enlistment of Contractor should be valid on the original date of submission of bids. Also, the agency should have executed at least one similar work of value not less than Rs 27.88 Lacs
	1.5 B (i)	Similar work means “Maintenance & Operation of civil, electrical infrastructure including plumbing, operation of lifts, DG set of minimum four storey building / campus / institution under one agreement”.





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	1.5 B (ii)	Important Note-if after opening of financial bid, it is founds that the lowest bidder has not executed similar work given in above paras or does not fulfil eligibility criteria, his bid will be rejected, earnest money deposited will be forfeited and will also be debarred from future tendering in SAU.
	1.5 B (iii)	The value of executed works 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 the last date of submission of bid.
	1.5 B (iv)	Components of work executed other than those included in definition of similar work shall be deducted while calculating cost of similar work. Bidder shall submit certified attested abstract of cost of work in support of this. The bidder may show separately the net value of similar work certified by client.
	1.5 B (v)	To become eligible, the bidder shall have to furnish an affidavit as under:  <i>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, then the SAU shall be at liberty to terminate/determine the contract prejudice to its right under other clauses of contract. The bidder/tenderer shall be debarred for bidding in SAU in future . Also, if such a violation comes to the notice of SAU before date of start of work, the Engineer-in-Charge/SAU shall be at liberty to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.</i>
	1.5 B (vi)	The applicant's performance for each eligible work completed in the last seven years shall be certified by an officer not below the rank of Executive Engineer or equivalent.
	1.5 C	Should have an average annual financial turnover of Rs. 27.88 Lacs on General building maintenance works during the immediate last three consecutive financial years ending 31st March 2021. (At the time of submission of bid, the bidder may submit Affidavit/ Certificate from CA mentioning Financial Turnover of immediate last 5 years ending 31 <sup>st</sup> March 2021. There is no need to submit the entire voluminous balance sheets).
	1.5 D	Should not have incurred any loss (profit after tax should be positive) in more than two years during the last five years ending 31st March 2021. (Consecutive financial statements duly certified and audited by the Chartered Accountant to be submitted.)
	1.6	To ensure timely completion and quality of workmanship/ maintenance, the University is inviting tenders in two bid system. Based on the past performance and soundness of the firm, University will qualify/shortlist the bidders for opening of financial bids.
	1.7	The intending bidder must read the terms and conditions of NIT carefully. He should submit his bid only if he considers himself eligible and can provide all the documents required for establishing his eligibility etc.
2		The site for the work is available. The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to satisfy himself and collect all information that he considers necessary for proper assessment of the work and for quoting his rates judiciously.
3		The time allowed for completion of work is as below:  Maintenance & Operation of civil, electrical infrastructure including plumbing, operation of lifts, DG set of minimum four storey building / campus / institution under one agreement: (schedule A,B,C,D & E); One Year  Defects Liability Period– 2 months from the date of completion of the works





4	<p>Earnest Money of Rs.1,40,000- in the form of Demand Draft or pay order or Banker's Cheque or Fixed Deposit Receipt of a scheduled bank drawn in favour of "The South Asian University, New Delhi", shall be submitted in along with the technical bid at the time of submission of the bid, failing which the tender shall be rejected.</p> <p>Alternatively, the EMD amount can also be transferred to the SAU account directly. In that case the bidder has to submit the transaction details along with the technical bid and the same will be get verified before opening of the financial bid. The bank details of SAU are as follows:</p> <p>Beneficiary Name : South Asian University Name of Bank : State Bank of India Bank Address : Old JNU Campus, New Delhi Beneficiary A/C No. : 30796569318 IFSC Code/ RTGS No. : SBIN0001624 MICR Code : 110002056 PAN Number : Not Applicable in view of tax exemption.</p>
5	Copy of Enlistment Order(as applicable), certificate of work experience and other documents as specified in the tender document for eligibility shall be submitted along with the tender submission.
6	The technical bid submitted shall be opened on 14.09.2021 at 3.30pm .
7	<p>The bid submitted shall become invalid and the EMD will be forfeited if: The bidder is found ineligible. The bidder does not submit all the documents including PAN card, Goods and Service Tax (GST) registration, as stipulated in the tender document including undertakings, as required /applicable and proof of deposition EMD amount (bank transaction details or the original EMD in physical form along with the technical bid. Any discrepancy is noticed in the documents submitted along with the bid by the lowest bidder in the office of tender opening authority. If a tenderer quotes NIL percentage (%) rate above/below on the total amount against the specified cells of Abstract of the Financial Bid, Schedule A, B &amp; C of the tender or any section/sub-head in percentage rate tender, the tender shall be treated as invalid even if he otherwise is found to be the lowest bidder. No relaxation of any kind will be provided for the MSME registered contractors</p> <p>Note: If everything found Okay, after selection of the Lowest (L1) bidder, the EMDs of the unsuccessful bidders will be released without interest.</p>
8	After opening of the technical bid/ eligibility bid , SAU shall prepare a list of deficiencies if found in the bids of each bidder vis a vis requirements as per NIT and send to individual bidders by Speed Post or Email with a request to furnish required documents within specified time, failing which it will be presumed that the individual bidder does not have any further documents to furnish and decision on bids will be taken accordingly.
9	The tenderer whose bid is finally accepted, will be required to furnish performance guarantee of 5% (Five Percent) of the bid amount within the period i.e. 15 days as Banker's cheque of any scheduled bank / Demand Draft of any scheduled bank / Pay order of any Scheduled bank or Fixed Deposit Receipts of Scheduled bank. In case the contractor fails to deposit the said performance guarantee within the said period as indicated including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The Earnest Money deposited along with tender by the L1 bidder shall be returned after receiving the aforesaid performance Guarantee.
10	Intending Bidders are advised to inspect and examine the site/premise and its surroundings and satisfy themselves before submitting their bids as to the nature of the site, the means of access to the site, and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. Bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra claims/ payments consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access,





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		facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions if any, in this tender document and local conditions and other factors having a bearing on the execution of the work.
11		The competent authority on behalf of SAU does not bind itself to accept the lowest or any other bid and reserves to itself the right to reject any or all the bids received without assigning any reason. All bids in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
12		Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the Bidders who resort to canvassing will be liable to rejection.
13		The bids for the work shall remain open for acceptance for a period of Sixty (60) days from the last day of opening of technical bid. Further;  If any tenderer/bidder withdraws his tender/bid before the said period or after issuance of the letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender/bid which is not acceptable to the SAU, then the SAU shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the rebidding process of the work.
14		The employer (SAU) reserves the right to increase or decrease the scope of work before or after the award of work without assigning any reason to the bidder/contractor and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever. No claim on any account whatsoever in any manner, in this regard shall be entertained by the employer (SAU).





## 4.0 PARTICULARS OF WORK

### 4.1 BRIEF PARTICULARS OF THE WORK

Salient details of the work for which bids are invited are as under:

Name of the Work	Round the clock (24 x 7) maintenance & operation of civil (including plumbing) & electrical infrastructure including operation of lifts, 380 KVA DG set etc, from the lower basement upto 8th floor of Akbar Bhawan for South Asian University New Delhi. (2021-2022)
Estimated Cost	Rs. 68,78,724/-
Period of Completion	01 Year (One Year) (Schedule A, B, C, D & E) from the date of award of Work 02 Months (Two Months) defects liability period from the date of completion

The site for the work is at South Asian University Campus Akbar Bhawan, near Yashwant Place, Chanakyapuri, New Delhi 110021

*The brief scope of work given below is for guidance purpose only and does not absolve the contractor from his responsibilities and duties or scope of work as per this content, even if not indicated here*

### SCOPE OF WORK

1. Complete maintenance of internal Civil & Electrical installations including lift operation Plumbing & sewer lines various Distribution boards, switchboards, LT panels and operation of lifts, DG set.
2. The staff attending complaints shall go with the complaint book and got it signed from the reporting person for having attended the complaint to his satisfaction.
3. **PASSENGER LIFTS (2nos: one side & 4 nos: another side)**
  - (i) The lift car shall be swept and cleaned daily. Following daily checks shall be performed and recorded in the log book maintained for the lifts:-
    - a. Landing Locks:
      - (i) Movement of car with gate open
      - (ii) Try to open the gate when car is not landing.
    - b. Car gate switch:
      - (i) Movement of car with gate open
      - (ii) Open the gate while car is moving
    - c. Door operation safety: Functioning of emergency stop button, car bell, and car lights etc.
  - (i) The lift operators engaged by contractor must be conversant with the safety devices relating to the lifts. **The major responsibility of the operator includes rescuing the passengers in case of emergency.** In addition, if any problem is noticed in the lifts, the same shall be reported to university immediately for getting the same repaired from manufacturer.
  - (ii) Lift log book shall be provided & maintained by the contractor with details like ARD functioning, emergency lights, car buttons, intercom, hooter, door sensor, etc.
  - (iii) The lifts shall be tested for ARD & Phase corrector twice a week. A record shall be maintained by the agency in this regard.

### 4. 380 KVA DIESEL GENERATOR SET

- (i) General cleaning of the area & DG set and its associated panels etc

Part A





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- (ii) Grease, battery water to be provided free of cost.
- (iii) Checking of all the parts of DG set including fuel pipeline.
- (iv) Immediately informing SAU for any unwanted noise / activity in generator & nearby area.
- (v) Generator log book shall be provided & maintained by the contractor with details like oil level, lube oil level, any leakage in fuel line, battery voltage, ECP connections, any abnormal sound, car cleanliness, car buttons etc.
- (vi) Checking of automatic change over switches & its components and other related panels etc on weekly basis.
- (vii) The main equipments / panels of the installation are automatic changeover switches of 160A, 250A & 200A (5 nos:) & its internal components. The DG set AMF panel with I/C of 630A, busbar, outgoing MCCB's, relays, different type of measuring meters, day oil tank, exhaust piping, fuel piping, power & control cabling etc complete.

**5. PLUMBING COMPLAINTS:**

- a) Complaints like repairing & fixing new taps, stop cocks, pillar taps, connector, bottle traps, ball cocks, float valves, etc. shall be attended within 1 day.
- b) Contractor shall be responsible for daily checking of water levels in underground tank, water supply made available by NDMC etc and inform SAU if water level is less or any such situation is expected. A record has to be kept for the same especially in summer. A Proper measuring instrument be arranged by the contractor for monitoring & recording of levels.
- c) Contractor has to dewater the swimming pool by arranging pump of minimum 2hp along with its starter panel, flexible pipe (upto 100 mtr in length) etc so as to avoid any mosquito breeding in it during rainy season. Contractor is also required to arrange to transfer water from one underground tank to another nearby underground tank, in case of problems in municipality water supply. Nothing extra shall be payable in this regard.
- d) If there is any trouble in the pump sets which are operated by CPWD maintenance staff, the information has to be given to SAU for necessary rectification calls.

**6. SANITARY COMPLAINTS:**

- a) Any chokes inside the building (in wash basin, sinks, toilet block, bathrooms, service flow & manholes etc.) are needed to be removed immediately. This includes clearing and cleaning all sorts of choke ups in pipe line, valves, gully traps, chambers, drain lines etc.
- b) Attending minor and major repairs in plumbing work, sanitary work.
- c) The regular cleaning of all manholes, sewer lines drainage lines, canteen grit chambers shall be cleaned every fortnight. Required safety precautions are to be taken while taking up any cleaning activity.
- d) The Contractor shall depute required number of Plumbers, Helpers and Sewermen to ensure smooth operation and maintenance of water supply, sanitary, plumbing and drainage installations as per requirement. In case additional hands are required for liquidating pending complaints and/or for preventive maintenance work additional manpower as necessary will be deployed by the Contractor without any extra cost.

**7. The following registers are to be maintained by the contractor. The registers are to be provided by the contractor and nothing extra will be paid.**

- a) Attendance Register of all the staff (in addition to biometric)
- b) Complaint Register of routine complaints
- c) Material Issue Register for day-to-day maintenance
- d) Dismantled material account register
- e) DG set log book
- f) Lifts log book
- g) Any other as directed by SAU.



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8. *The material required for replacement shall be supplied by the agency as per basic rates given in CPWD DSR 2021 for Civil works and CPWD DSR 2018 for E&M works or market rates in the list of spares wherever DSR rates are not available. (Please refer SOQ C, D & E). It is to be noted that no revision in rates for market rated items or CPWD DSR works / material will be done and the agency has to carry on the DSR mentioned here above even if new version of CPWD DSR is released.*
9. In addition to the above, any other related duties assigned by the university shall be carried out by the contractor without any extra cost.
10. Any urgent / immediate work allotted by university to restore the services or otherwise has to be attended by the agency immediately. The rates shall be finalized during / after completion of work. The rates finalized by the SAU in this regard shall be final & binding on the contractor which will be calculated as per DSR (as quoted) or current market rates.
11. Repairs of water geysers, heat blowers, fans is included in the tender and the agency has to submit the rates in tender in list of spares. Nothing is payable in this regard except rates quoted.
12. A minimum justified stock of all the fast consuming items like 5.5mm glass panes shall be kept in the premises all the times & shall be recouped well within they go out of stock. The cost of material shall be borne by SAU.
13. The Contractor shall make arrangement to receive complaint round the clock at a designated place to be decided by the University. The Contractor shall ensure attending the emergency/routine complaints within the specified time frame limit given below.
14. The Contractor shall provide complete test and tool kits such as screw driver set, pliers, hammer, chisel, drilling machine, hacksaw, screw wrench, pipe wrench, safety harness etc. for the staff detailed for duty. The Contractor shall also provide sufficient number of ladders upto the height of 30 feet, torchlight's, Bamboo khapachi / extensible steel rod and other declogging equipments shall be made available at all times for removal of any type choking at any location. The above tools and testing equipments shall be made available by the Contractor for inspection by the representative of SAU at all time during the contract period. The cost of these are deemed to be included in the bidders quote & nothing extra shall be paid.
15. The Contractor shall arrange and make available at site all the tools and plant as mentioned above within one week from the date of commencement of work.
16. SAU reserves its right to recover from periodical payments to be made to the Contractor, any loss or damage that may be caused to the plant, equipment, machinery, building or any other property of SAU by negligence or any other reason whatsoever by the Contractor. The decision of SAU as regard the amount to be recovered shall rest with SAU.
17. Since the operation and maintenance of the water supply, sanitary, drainage and plumbing installations shall be carried out round the clock on all the days of the year, the contractor has to position his staff accordingly so that there is no interruption in the work after the contractor ensures that he does not violate any of the labour laws as prevailing from time to time.
18. The deployment, rostering, attendance monitoring, granting of leave, maintenance of discipline, of the staff deployed by the Contractor pursuant to this contract shall be sole responsibility of the Contractor.
19. The Contractor shall inform SAU at least one week in advance about any change in the persons who are to be deployed at site and their shift of work.
20. The Staff will be entirely under the control and supervision of the Contractor including their performance and discipline. However, if any Staff is removed or changed by the Contractor, the intimation along with relevant details thereof shall be given to SAU before deployment so that the security pass of the terminated staff is taken back and a new one provided to the newly engaged staff.





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21. The Contractor's Engineer shall visit the work site on weekly basis to monitor the work and his staff to ensure smooth execution of maintenance work.
22. Water shall be issued free of cost for execution of work and for drinking purpose labours and staff. No recovery shall be made on this account.
23. The contractor has to vacate and hand over the godown, storage space, if any provided by SAU, immediately after completion of the term contract.
24. For transportation of material, tools and labour for working at various office premises at Akbar Bhawan New Delhi. The contractor will not be paid anything extra for this account.
25. The contractor shall adhere to the Rules, regulations and instructions given by SAU from time to time.
26. Work shall be executed according to CPWD GCC 2020 maintenance works, CPWD maintenance manual 2019 (available free of cost at [www.cpwd.gov.in](http://www.cpwd.gov.in)). The bidder may also obtain the address of the outlets from the CPWD website or Engineer-in-Charge.
27. SAU has GST no: which is **UIN >> 0717UNO00175UNQ**. The guidelines for invoice submission in compliance with GST are as below:-
  - a) The Invoice should be Tax Invoice;
  - b) Name, address and GSTIN of the supplier;
  - c) Invoice Number;
  - d) Date of issue
  - e) Name, address UIN of the recipient;
  - f) HSN code of goods or Accounting Code of services (SAC)
  - g) Description of goods or services;
  - h) Quantity in case of goods and unit or Unique Quantity Code thereof;
  - i) Total value of supply of goods or services or both;
  - j) Taxable value of supply of goods or services or both considering discount or abatement, if any;
  - k) Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
  - l) Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
  - m) Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
  - n) Address of delivery where the same is different from the place of supply;
  - o) Signature or digital signature of the supplier or his authorized representative:



A handwritten signature in blue ink, appearing to be "J. S. Singh", is written over the page number 17.



#### 4.2 ADDITIONAL GUIDELINES FOR BIDDERS (Information and instructions to the bidder)

1	GENERAL:
1.1	The applicant/bidder must submit information of on-going litigations and litigations in which he is involved in the past seven years. In the event that the Bidder has no litigations either in process or in the past Seven years, an affidavit to this effect, duly notarized must be submitted in original.
1.2	<p>The bidder will have to submit the credentials in respect of qualification/eligibility for tender in the proforma attached herewith.</p> <p>Annual financial statement for the last five years in Form "A".</p> <p>List of works of similar nature successfully completed during the last seven years in form "B".</p> <p>List of the projects / works under execution or awarded in Form "C".</p> <p>Performance report of work to be considered for eligibility (Form 'D').</p> <p>Organizational structure (in forms 'E' &amp; 'F').</p> <p>List of plant, tool and equipment to be used in carrying out the work in Form "G".</p> <p>Bidders may download the softcopy from the website <a href="http://www.sau.int">www.sau.int</a> and fill the requested details accordingly.</p> <p>These credentials may be verified by SAU, if found necessary before opening of the financial bid. The bidder will make necessary arrangement for local transport, arranging meeting with client department, etc.</p> <p>Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him disqualified and liable for forfeiture of Earnest Money Deposit/ Performance Guarantee and he shall be debarred from tendering/taking up of works in SAU.</p>
1.3	The bidder should not have been black listed by any State/Central Government Department or PSU or Autonomous bodies. The Bidder must submit a duly notarized affidavit to this effect. Applications received without this declaration shall stand automatically rejected.
1.4	The applicant's must submit an undertaking that up to date tax returns have been filed along with copies of such returns submitted to the concerned IT department/ Commercial Tax department.
1.5	Minimum requirement of Technical Staff for this work need to be provided at site by the contractor.

2.0	DEFINITIONS:
	In this document the following words and expressions have the meaning hereby assigned to them:
2.1	EMPLOYER: Means the South Asian University (SAU), acting through an authorized representative of SAU, or successor thereof.
2.2	BIDDER: Means the individual, proprietary firm, firm in partnership, limited company who is / are participating for this bid.
2.3	"Year" means "Financial Year" unless stated otherwise.
2.4	"SAU" means South Asian University, New Delhi
2.5	"Engineer - in - charge" means the Executive Engineer (Civil), SAU or successor thereof.
2.6 (i)	The words "Tenderer" and "bidder" holds the same meaning so is the word "Tender" and "bid".
2.6 (ii)	The term, contract/agreement, contract agreement wherever used (interchangeably) in this tender documents means the same.

3.0	METHOD OF APPLICATION:
3.1	If the bidder is an individual, the application shall be signed by him above his full type written name and current address.
3.2	If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
3.3	If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current address, or, alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should





	accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
3.4	If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.
4.0	Every tender shall be written in English language. All information such as documents supplied by the bidder will also be in the English language only.
5.0	FINAL DECISION MAKING AUTHORITY : The employer reserves the right to accept or reject any bid and to annul the process and reject all bids at any time without assigning any reason thereof or incurring any liability to the bidders.

6.0	LETTER OF TRANSMITTAL : The bidder should submit the letter of transmittal attached with the Tender/Bid document.
7.0	Essential Submissions and Information
7.1	The bidder shall provide copies of work orders as well as completion certificates from the past Employer as documentary proof for having executed similar works. However, decision with regard to eligibility of the applicant/successful bidder will be taken by the appropriate authority on SAU, only after necessary documents provided by the Bidder have been examined.
7.2	BID Submission
	The bid will be submitted in the following manner in sealed envelopes; <u>Envelope 1</u> – Technical Bid + EMD or Bank Transaction details <u>Envelope 2</u> – Financial Bid (Duly filled ABSTRACT OF THE FINANCIAL BID and SCHEDULE OF QUANTITIES A, B, C, D & E <u>Envelope 3</u> – Envelope 1 and 2 duly sealed separately shall be placed inside envelop -3 and completely sealed will be submitted at designated place.



**4.3 SECTION III - INFORMATION REGARDING ELIGIBILITY CRITERION****4.3.1 Letter of Transmittal**

From:

.....  
 .....  
 .....

To,

The Registrar,  
 South Asian University Akbar Bhawan, Chanakyapuri,  
 New Delhi - 110021

**Sub: Round the clock (24 x 7) maintenance & operation of civil (including plumbing) & electrical infrastructure including operation of lifts, 380 KVA DG set etc, from the lower basement upto 8th floor of Akbar Bhawan for South Asian University New Delhi. (2021-2022)**

Sir,

Having examined the details given in **Notice Inviting tender and Detailed Bid** document available on designated websites for the above work, I/we hereby submit the relevant information.

1. I/We hereby certify that all the statement made and information supplied in the enclosed forms A to H and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/We authorize SAU, New Delhi to approach individuals, employers, firms and corporation etc. to verify our competence and general reputation.
4. I/We submit the certificates as per the form "E" in support of our suitability, technical knowledge and capability for having successfully completed the following works:-

S. No.	Name of work	Amount	Certificate issued by
1			
2			
3			

5. Technical / Eligibility bid documents and Earnest money amounting to Rs.1,40,000/-are submitted in the prescribed form as specified in the NIT.
6. Financial bid is submitted as specified in the NIT.

Enclosures:

Seal of bidder

Date of submission

**SIGNATURE(S) OF BIDDER(S)**



(16/21)

FORM 'A'

**4.3.2 FINANCIAL INFORMATION**

Name of the firm / Contractor .....

- I. Financial Analysis-Details to be furnished duly supported by figures in balance sheet / profit & loss account for the last five years duly certified and audited by the Chartered Accountants, as submitted by the Bidder to the Income Tax SAU (Copies to be attached).

S. No.	Particulars	Financial Years (Figures in Lakhs Rs)				
		2016-17	2017-18	2018-19	2019-20	2020-21
(i)	Gross Annual Turnover					
(ii)	Turnover on General Maintenance works					
(iii)	Profit / Loss					

- II. Financial arrangements for carrying out the proposed work.
- III. The Firm /Bidder should have not posted loss in more than two financial years during the last Five Years.

SIGNATURE OF BIDDER(S)

Signature of Chartered Accountant with Seal

Part A



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## FORM 'B'

**4.3.3. DETAILS OF WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST SEVEN YEARS**

Name of the firm / Bidder .....

SIN.	Name of work /project and location	Owner or sponsoring organization	Cost of work in Rs. Lacs	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Cases pending / in progress with details*	Litigation arbitration	(Postal & E- mail) / telephone number of officer to whom reference may be made	Name and Address	Remark
1	2	3	4	5	6	7	8	9	10	11	12

\* Indicate the gross amount claimed and amount awarded by the arbitrator.

\* Bidders may download the softcopy from the website [www.sau.int](http://www.sau.int) and fill the requested details accordingly

SIGNATURE OF BIDDER(S) WITH STAMP





## Form 'C'

## 4.3.4 Projects/works Under Execution or Awarded (The bidder may furnish the details of not more than ten works)

Name of the Firm/Contractor: \_\_\_\_\_

Sr No.	Name of work /project and location	Owner or sponsoring organization	Cost of work in Rs. Lacs	Date of commencement as per contract	Stipulated date of completion	Up to date percentage progress	Slow progress if, and reason there off	(Postal & E- mail) / telephone number of officer to whom reference may be made	Name and Address	Remark
1	2	3	4	5	6	7	8	9		10
1										
to										
10										

\* Bidders may download the softcopy from the website [www.sau.int](http://www.sau.int) and fill the requested details accordingly

SIGNATURE OF BIDDER(S) WITH STAMP



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## FORM 'D'

## 4.3.5. Performance Report of Works to be Considered for Eligibility

Name of the Firm/Contractor: \_\_\_\_\_

1.	Name of work / Project & Location		
2.	Agreement No.		
3.	Estimated Cost		
4.	Tendered Cost		
5.	Date of Start		
6.	Date of completion		
	i)	Stipulated Date of Completion (as mentioned in work order )	
	ii)	Actual Date of Completion	
7.	i)	Status of Compensation (Not Levied / Levied / Not Decided)	
	ii)	Amount of compensation levied for delayed completion, if any	
8.	Amount of reduced rate items, if any.		
9.	Whether any litigation / arbitration case pending / in progress in respect of this work.		
10.	Performance Report		
	1) Quality of Work		Very Good / Good / Fair / Poor
	2) Financial Soundness		Very Good / Good / Fair / Poor
	3) Technical Proficiency		Very Good / Good / Fair / Poor
	4) Resource fullness		Very Good / Good / Fair / Poor
	5) General Behavior		Very Good / Good / Fair / Poor
11	Remarks(if any):		
Dated:			Engineer-in-Charge Equivalent to EE with stamp

\* Bidders may download the softcopy from the website [www.sau.int](http://www.sau.int) and fill the requested details accordingly



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FORM 'E'

**4.3.6 STRUCTURE & ORGANISATION OF THE FIRM/BIDDER**

1.	Name & Address of the bidder	
2	Telephone No. / Email ID / Telex No. / Fax No.	
3	Legal status of the bidder (attached copies of original document defining the legal status).	
(i)	An Individual	
(ii)	A Proprietary Firm	
(iii)	A Firm in Partnership	
(iv)	A Limited company or Corporation	
4.	Particulars of registration with various Government bodies (attach attested photo-copy).	
	ORGANIZATION / PLACE OF REGISTRATION	
5	Names and Titles of Directors & Officers with designation to be concerned with this work.	
6.	Designation of Individuals authorized to act for the organization.	
7.	Was the bidder ever required to suspend the general maintenance works of General maintenance works? If so, given the name of the project and reasons of suspension of work	
8	Has the bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	



9.	Has the bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details	
10.	Have the bidder, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11.	Any other information considered necessary but not included above.	

\* Bidders may download the softcopy from the website [www.sau.int](http://www.sau.int) and fill the requested details accordingly

Signature of bidder(s) with stamp





## FORM 'F'

## 4.3.7 Details of Technical &amp; Administrative Personnel to be deployed on the Work:

Name of the Firm/Contractor: \_\_\_\_\_

Sl no.	Designation	Total Number	Number for this work	Name	Qualifications	Professional experience and details of work carried out	How these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

\* Bidders may download the softcopy from the website [www.sau.int](http://www.sau.int) and fill the requested details accordingly

Signature of bidder (With Stamp)

Part A

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**4.3.8 Plant And Equipment Required at Site, To Be Owned / Taken On Lease By The Contractor**

Sl No.	Equipment	Minimum Numbers available
the agency will submit the list of plant and equipments required at site to execute the work		

\* Bidders may download the softcopy from the website [www.sau.int](http://www.sau.int) and fill the requested details accordingly

**This will be subject to further actual requirement at site and as directed by employer.**

.....  
Signed by an Authorized Signatory of the firm  
With stamp





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**PART - B**

**GENERAL CONDITIONS**



*[Handwritten signature]*

Executive Engineer (Civil)

**5.1 GENERAL WORK CONDITIONS****WORK CONDITIONS**

1. The bidder must visit site of execution and assess quantum of work before quoting the rates.
2. All required tools such as Test lamps, Spanners, cutting pliers, screw drivers, grease gun, hammer drill machine, blower, other T&P like multi-meter, Tong-tester, Meggar, earth Tester, plaas, wrench, hammer, chenni, spanners set, silicon & silicon gun etc., required for the proper maintenance of the civil & electrical installation shall be arranged by the contractor and present all the times at the SAU campus.
3. Nut bolts, rawl plugs, screws, PVC gitti, thread, safeda, adhesives, M-seal etc shall also be arranged for the purpose and nothing extra shall be payable for these sundry items.
4. The contractor is responsible for the upkeep of the civil, electrical installations in perfect working condition, carrying out routine check-ups and to attend any breakdown immediately of the building and its premises.
5. It is the duty of contractor to inform the Department well in advance about the requirement of any spares (left out from the list of spares), consumables items necessary for satisfactory & timely maintenance.
6. Any additions or alterations in the inventory of the SAU shall have no bearing and shall form no basis for revision of rates. Nothing extra in this regard shall be payable.
7. The quantities are approximate and may vary to any extent and no claim whatsoever will be entertained on this account.
8. The university will provide space, suitable storage & office space for storing material, T&P and sitting space for labour and supervisor free of cost. The university is providing one telephone extension without outgoing facility free of cost to receive various maintenance related complaints
9. The attendance of the staff shall be marked on biometric system for which the infrastructure i.e machine or computer system is to be provided & maintained by the contractor at his own cost. The attendance sheet shall be submitted along with invoice for release of payment.
10. Contractor would be bound to execute such additional items, which can be termed as logical, essential and necessary (even though they are not listed in schedule of work) for the effective execution of the work in totality.
11. The rates quoted shall be firm and hold good throughout the contract period. The contract shall be placed initially for one-year period, which may be mutually extended depending upon satisfactory performance of the contractor and as quoted in the abstract of Financial Bid.
12. The contractor is bound to continue doing the work until handing / taking over of the work / installations is not done properly. SAU reserves all the rights to forfeit all security and manage the works at the risk & cost of contractor, if the contractor removes its work force from site.
13. The contractor shall be responsible for any damage caused to any civil, electrical equipment, fitting of building of SAU due to the negligence of the staff. The same shall be made good by the contractor at his cost. In this case, the decision of the University shall be final & binding to the contractor.
14. All instruments / tools as & when required for testing, checking, measuring, etc., shall be arranged by the contractor in addition to day to day maintenance items.
15. All the dismantled materials (which has any salvage value) shall be taken into account and a separate register shall be maintained, which shall be certified by university authorities or





authorized representatives on monthly basis. The bidder will be responsible for watch & ward of dismantled material till it gets handed over to SAU after completion of work.

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16. Work is to be carried out as per the latest CPWD specifications for civil, electrical & lifts and to the satisfaction of the university.
17. SAU reserves the right to terminate the contract any time by giving 01-month notice at the discretion of President. The contractor may withdraw his services by giving at least three months notice to the university.
18. Preventive routine maintenance of the civil & electrical systems should be carried out to avoid breakdown under intimation to the university and proper record be kept for the same.
19. The engaged staff shall be qualified and fully conversant with the operation and maintenance of civil & electrical installations. The staff shall have following minimum qualification and experience:

Supervisor	ITI holder with 10 years or Diploma with 3 years experience in Electrical trade in handling facility management activities and book keeping, maintaining records, computer literate.
Electrician	ITI certificate in Electrical trade with three years of experience or valid wireman's license issued by Electrical Inspector or higher qualification conversant with operation of DG set.
Plumber	Experienced plumber in similar trade.
Carpenter	Experienced carpenter in similar trade.
Lift operator	ITI certificate in Electrical / Mechanical trade with Five years of experience or valid wireman's license issued by Electrical Inspector or higher qualification
Helpers	well conversant with the trade minimum 10 <sup>th</sup> pass.
Sewer-man	well conversant with the trade.

20. The manpower shall be deployed as detailed below. The shift timing may vary for single shift manpower as per university requirements.

SI No	Manpower	Qty	Shifts per day	Total manpower per day
1	Supervisor	1	1	1
2	Electrician	1	3	3
3	Helper to Electrician	1	3	3
4	Plumber	1	2	2
5	Lift operator	1	3	3
6	Helper	1	1	1
7	Carpenter	1	1	1
8	Sewer-man	1	1	1
9	Helper	1	1	1

21. In case of non-availability / absence of staff, penalty as mentioned below on and above prevailing minimum wage rate including contractors profit will be made.
  - a. Supervisor : Rs. 1100.00 per shift
  - b. DG operator / Electrician / Lift operator : Rs. 900.00 per shift
  - c. Plumber / Carpenter / Mason / Painter : Rs. 900.00 per shift
  - d. Helper / Sewermen : Rs. 800.00 per shift
22. In case of any type of breakdown in the services, the same shall be restored even if extra deployment of manpower is required at the contractor's cost.
23. Recovery: Major and urgent power / water supply complaints should be attended immediately. If not attended, a penalty @ Rs.1000.00 /- per day per complaint shall be levied. All other complaints shall be attended as early as possible.



*[Handwritten signature]*



24. No staff shall leave his duty unless relieved by his reliever. University authorities reserves the right to detain the staff for duty in the next shift if the reliever fails to turn up. Nothing is payable to agency in case if any person does overtime/ double duty / stayback in the absence of reliever or otherwise.
25. If any worker engaged, is found to be not suitable for the position, the contractor has to remove the person from the site immediately and provide a suitable substitute. The decision of Executive Engineer in this regard shall be final and binding on the contractor.
26. The contractor shall be responsible for maintaining office decorum and good behavior and character of the staff engaged by him.
27. SAU shall in no way be involved in any dispute of whatever kind between the contractor and the staff engaged by him.
28. The university will provide tables and chairs / stools for the staff engaged by him in the space provided by SAU. However, the storage facility for spare parts etc. shall be arranged by the contractor. The set-up of the contractor will be in the shape of an enquiry office working on 24x7 basis. The contractor shall provide one mobile number all the time functional mobile / cell phone at site which will be shared with all occupants of the building and shall be functional 24x7 at site.
29. In case of routine off / leave of any staff, a substitute has to be arranged by the contractor who has got the required qualification and adequate experience. The staff will attend the duty on all days including Saturdays, Sundays & Holidays on 24 x 7 basis. Where attendance of the personnel is found to be deficient, as given in clause 21 necessary deductions for such deficient manpower will be made through contractor's bill. It will be compulsory to give minimum 4 days OFF to any personnel which may vary according to need of the work.
30. The contractor shall be solely responsible for the safety & security of the persons to be so deployed by him, resident and others by preventive maintenance to safeguard the University. Any loss due to poor maintenance of electrical, plumbing etc. shall have to be made good by the Contractor.
31. The works in Schedule of Quantities 'B' are the works which will be done on requirement basis i.e need based. If required university will get the works done by placing small / petty work orders based on the rates quoted in financial bids to the maximum extent of estimated amounts mentioned. These petty works will have to be done by the agencies within given period otherwise a penalty @ 1% per day subject to 10% of the maximum estimated amount shall be deducted from the bill. The work may be got done at the risk & cost of the contractor if not started in time. This limit may be relaxed and amount may be revised by President SAU, if necessary only. Contractor is bound to execute such increase in scope of work.
32. The stock register of commonly used items (Civil & Electrical) shall be maintained with minimum / maximum stock availability by the agency & the same shall be got signed every fortnightly by SAU representative.

Name of Agency >>

Registered Address >>

Contact details >>

E-mail id >>





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**PART- C**

**SCHEDULE OF QUANTITIES**



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# ABSTRACT OF FINANCIAL BIDS

16/24

Name of work : Round the clock (24 x 7) maintenance & operation of civil (including plumbing) & electrical infrastructure including operation of lifts, 380 KVA DG set etc, from the lower basement upto 8th floor of Akbar Bhawan for South Asian University New Delhi. (2021-2022)

**Please note following before filling:**

- 1 Please write percentage figures upto two decimal places.
- 2 If want to quote above / at par / below, then write "XX.YY % above" , "AT PAR" OR "XX.YY% below"
- 3 If any wrong claculation is found in the amount calculated then percentage figure will be considered and amount calculated accordingly.
- 4 The percntage must be in figures & words both. In case of mismatch the text written in words shall prevail.
- 5 Cutting or over writing should be avoided.

SI No:	Description of Subhead	Estimated cost	% above / at par / below estimate		TOTAL AMOUNT
			in Figures	In words	In figure
1	Schedule of Quantities 'A' [manpower]	5868724			
2	Schedule of Quantities 'B' [any DSR item]	500000			
3	Schedule of Quantities 'C' [supply of material - DSR item]	300000			
	Total	6668724			
Grand Total for deciding L-1 →					
4	Schedule of Quantities 'D' [supply of market rate items civil]	Total amount brought forward from SOQ D			
5	Schedule of Quantities 'E' [supply of market rate items electrical]	Total amount brought forward from SOQ E			
	Total				

Applicable Taxes					
1	The above quoted rates should be without taxes.				
2	The bidder shall furnish the details of all applicable taxes separately.				
3	GST extra as applicable.				
4	The lowest bidder will be decided on the basis of total amount of 1,2 & 3 above.				
5	Rates for 4 & 5 above, will be negotiated with the L-1 bidder.				

Date: \_\_\_\_\_ Signature & Seal of Bidder



SOUTH ASIAN UNIVERSITY (Tender R01)

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SCHEDULE OF QUANTITIES (B) [Any DSR item]		
Name of work : Round the clock (24 x 7) maintenance & operation of civil (including plumbing) & electrical infrastructure including operation of lifts, 380 KVA DG set etc, from the lower basement upto 8th floor of Akbar Bhawan for South Asian University New Delhi. (2021-2022)		
S.no	Schedule of rates	Approximate Value of work in Rs
1	Execution of maintenance related items / works including material & labour for all works as per	
a	CPWD DSR 2021 for CIVIL WORKS (any DSR item)	350000
b	CPWD DSR 2018 for ELECTRICAL & MECHANICAL WORKS (any DSR item)	150000
Total		₹ 500,000
<b>NOTES:</b>		
1	The miscellaneous minor repair / maintenance works of South Asian University shall be assigned to the agency from time to time as per actual requirement. The agency will deploy separate team for execution of work. No labour / work force under SOQ-A shall be deployed for these works.	
2	The bidder had to quote percentage Above / At Par / Below for SOQ-B in the "Abstract of Financial Bids"	
		Signature & seal of bidder



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SCHEDULE OF QUANTITIES ( C ) [Supply of material - DSR item]		
Name of work : Round the clock (24 x 7) maintenance & operation of civil (including plumbing) & electrical infrastructure including operation of lifts, 380 KVA DG set etc, from the lower basement upto 8th floor of Akbar Bhawan for South Asian University New Delhi. (2021-2022)		
S.no	Schedule of rates	Approximate Value of work in Rs
1	Supplying of material for day to day maintenance for SAU at Akbar Bhawan, Chankyapuri	
a	On basic rate of all items in CPWD DSR 2021 (Civil items) (any DSR item)	250000
b	On basic rate of all items in CPWD DSR 2018 (Electrical & mechanical items) (any DSR item)	50000
Total		₹ 300,000
NOTE		
1	The bidder has to quote percentage Above / At Par / Below for SOQ-C in the "Abstract of Financial Bids"	
Signature & seal of bidder		



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**SCHEDULE OF QUANTITIES 'D' [supply of market rate items civil]****LIST OF SPARES CIVIL ITEMS (MARKET)**

Name of work : Round the clock (24 x 7) maintenance & operation of civil (including plumbing) & electrical infrastructure including operation of lifts, 380 KVA DG set etc, from the lower basement upto 8th floor of Akbar Bhawan for South Asian University New Delhi. (2021-2022)

SI No:	Items	Unit	Make	Rate without TAX
<b>A</b>	Supplying of following Items related to civil works at SAU Campus Akbar Bhawan, Chankyapuri New Delhi on actual requirement basis			
1	jet spray handle	Each	ISI	
2	flush handle	Each	ISI	
3	jet spray	Each	ISI	
4	tap face	Each	ISI	
5	GI pipe Fittings: Elbow / bend, Tee, socket, coupler, reducer			
	15mm	Each	ISI	
	20mm	Each	ISI	
	25mm	Each	ISI	
	32mm	Each	ISI	
	40mm	Each	ISI	
	50mm	Each	ISI	
6	PVC pipe Fittings: Elbow / bend, Tee, socket, coupler, reducer			
	32 mm	Each	ISI	
	40 mm	Each	ISI	
	50 mm	Each	ISI	
	75 mm	Each	ISI	
	100 mm	Each	ISI	
	150 mm	Each	ISI	





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SI No:	Items	Unit	Make	Rate without TAX
7	PVC pipe			
	32 mm	mtr	ISI	
	40 mm	mtr	ISI	
	50 mm	mtr	ISI	
	75 mm	mtr	ISI	
	100 mm	mtr	ISI	
	150 mm	mtr	ISI	
8	GI Nipple upto 6" length	15m	Each	ISI
	20mm	Each	ISI	
	25mm	Each	ISI	
	32mm	Each	ISI	
	40mm	Each	ISI	
	50mm	Each	ISI	
9	Door Plate 4"	Each	ISI	
10	Angle valve (3/4") PTMT	Each	ISI	
11	Extension nipple 2" (1/2" dia)	Each	ISI	
12	CP Flush Valve 1-1/4"	Each	ISI	
13	PVC long bend 1-1/4"	Each	ISI	
14	PVC connection 900mm	Each	ISI	
15	Single Syphon set	Each	ISI	
16	Double Syphon set	Each	ISI	
17	Waste jali	Each	ISI	
18	Hand pressure set	Each	ISI	







**SCHEDULE OF QUANTITIES 'E' [supply of market rate items electrical]**

**LIST OF SPARES ELECTRICAL ITEMS (MARKET)**

Name of work : Round the clock (24 x 7) maintenance & operation of civil (including plumbing) & electrical infrastructure including operation of lifts, 380 KVA DG set etc, from the lower basement upto 8th floor of Akbar Bhawan for South Asian University New Delhi. (2021-2022)

Sl No.	Item description	Preferred make	Unit	Rate without TAX
<b>A</b>	Supplying of following Items related to electrical works at SAU Campus Akbar Bhawan, Chankyapuri New Delhi on actual requirement basis			
1	Starter	ISI	each	
2	Capacitor 2.5 to 5 MFD	ISI	each	
3	14 Watt T-5 tube	CG / PHILIPS / OSRAM	each	
4	28 Watt T-5 tube	CG / PHILIPS / OSRAM	each	
5	36 Watt Tube light	CG / PHILIPS / OSRAM	each	
6	18 / 20 / 22 Watt LED batten fitting (4 foot apprx) complete	CG / PHILIPS / OSRAM	each	
7	LED panel surface light rectangle / circular light fitting apprx 6Watt or next higher (cool	Syska / Philips / CG	each	
8	Spot Light Lamp 60W for photo gallery	CG / PHILIPS	each	
9	LED Complete flood Light Fitting 30W to 40W	Jupiter / Diamond or higher	each	
10	LED Complete flood Light Fitting 50W to 70W	Jupiter / Diamond or higher	each	
11	LED Complete street Light Fitting 50W	Jupiter / Diamond or higher	each	
12	LED Complete street Light Fitting 70W	Jupiter / Diamond or higher	each	
13	Ceiling fan 1400mm sweep, 3 blade with approx specificaion like 300rpm, 270CMM,	Havells / CG	each	
14	Exhaust fan 300mm double ball bearing, with approx specificaion like heavy duty motor, bird	Havells / CG	each	
15	Wall fan 400mm sweep with approx specificaion like 1350rpm, 72CMM, 55 watt	Havells / CG	each	
16	3 Blade Pedestal Fan Size: 16 Inch with approx specificaion like Switch Box Sweep:	Havells / CG	each	
17	8" Plastic ventilator fan with louver	Havells / CG	each	
18	Extension Board 5A (minimum 3 socket & 1 switch, 2mtr wire )	ISI mark	each	
19	Extension Board 15A (minimum 3 socket & 1 switch, 2mtr wire )	ISI mark	each	
20	Metal Batton / Channel 1/2 inch	ISI mark	RM	



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SI No:	Item description	Preferred make	Unit	Rate without TAX
21	Metal Batton / Channel 3/4 inch	ISI mark	RM	
22	Metal Batton / Channel 1 inch	ISI mark	RM	
23	Metal Batton / Channel 2 inch	ISI mark	RM	
24	32 Amp modular DP switch	Havells / HPL	each	
25	32 Amp modular DP socket	Havells / HPL	each	
26	20 Amp modular switch or socket	Havells / HPL	each	
27	32A DP MCB	Havells / HPL	each	
28	63A SP MCB	Havells / HPL	each	
29	63A DP MCB	Havells / HPL	each	
30	63A TP MCB	Havells / HPL	each	
31	63A TPN MCB	Havells / HPL	each	
32	100 A 4 pole MCCB 25KA	Havells / HPL	each	
33	100 A 3 pole MCCB 25KA	Havells / HPL	each	
34	250 A 4 pole MCCB 25KA	Havells / HPL	each	
35	250 A 3 pole MCCB 25KA	Havells / HPL	each	
36	400A 3 pole MCCB 35KA	Havells / HPL	each	
37	63 A 4 pole ELCB 30mA	Havells / HPL	each	
38	MS enamel painted box suitable for DP/TP/FP MCB	ISI	each	
39	MS enamel painted box suitable for TP/FP MCCB	ISI	each	
40	16 sqmm copper thimble pin / plate / bottle	Dowell / action	each	
41	25 sqmm copper thimble pin / plate / bottle	Dowell / action	each	



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No:	Item description	Preferred make	Unit	Rate without TAX
42	35 sqmm copper thimble pin / plate / bottle	Dowell / action	each	
43	50 sqmm copper thimble pin / plate / bottle	Dowell / action	each	
44	70 sqmm copper thimble pin / plate / bottle	Dowell / action	each	
45	95 sqmm copper thimble pin / plate / bottle	Dowell / action	each	
46	120 sqmm copper thimble pin / plate / bottle	Dowell / action	each	
47	150 sqmm copper thimble pin / plate / bottle	Dowell / action	each	
48	185 sqmm copper thimble pin / plate / bottle	Dowell / action	each	
49	240 sqmm copper thimble pin / plate / bottle	Dowell / action,	each	
50	15 A plug top	ANCHOR / HPL	each	
51	5 A plug top	ANCHOR / HPL	each	
52	Fan regulator 1M	ANCHOR / HPL	each	
53	5 / 15 A combined switch socket outlet	ANCHOR / HPL	each	
54	Modular plate 2 module	ANCHOR / HPL	each	
55	Modular plate 3 module	ANCHOR / HPL	each	
56	Modular plate 4 module	ANCHOR / HPL	each	
57	Modular plate 6 module	ANCHOR / HPL	each	
58	PVC box 2 module suitable for modular accessories	ANCHOR / HPL	each	
59	PVC box 3 module suitable for modular accessories	ANCHOR / HPL	each	
60	PVC box 4 module suitable for modular accessories	ANCHOR / HPL	each	
61	PVC box 6 module suitable for modular accessories	ANCHOR / HPL	each	
62	Tube Holder for any fitting	good quality	set	
63	Bulb holder	good quality	each	
64	Hylam / Bakelite sheet (Minimum 2mm thick, basic in nature & white in colour)	good quality	sq inch	
65	3 core 2.5sqmm copper conductor armoured cable	HPL / RR Kable / Polycab / KEI	RM	



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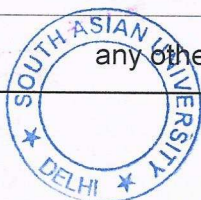




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SI No:	Item description	Preferred make	Unit	Rate without TAX
66	3 core 4 sqmm copper conductor armoured cable	HPL / RR Kable / Polycab / KEI	RM	
67	3 core 6 sqmm copper conductor armoured cable	HPL / RR Kable / Polycab / KEI	RM	
68	3 core 10 sqmm copper conductor armoured cable	HPL / RR Kable / Polycab / KEI	RM	
69	4 core 6 sqmm aluminium conductor armoured cable	HPL / RR Kable / Polycab / KEI	RM	
70	4 core 10 sqmm aluminium conductor armoured cable	HPL / RR Kable / Polycab / KEI	RM	
71	4 core 16 sqmm aluminium conductor armoured cable	HPL / RR Kable / Polycab / KEI	RM	
72	4 core 25 sqmm aluminium conductor armoured cable	HPL / RR Kable / Polycab / KEI	RM	
73	3.5 core 35 sqmm aluminium conductor armoured cable	HPL / RR Kable / Polycab / KEI	RM	
74	Repair of Ceiling Fans in SAU			
75	re-winding		each	
76	set of bearing		each	
77	any other part or mechanism		job	
78	Repair of Pedestal Fans in SAU			
79	re-winding		each	
80	set of bearing		each	
81	any other part or mechanism		job	
82	Repair of Wall Mounted Fans in SAU			
83	re-winding		each	
84	set of bearing		each	
85	any other part or mechanism		job	
86	Repair of Exhaust Fans in SAU			
87	re-winding		each	
88	set of bearing		each	
	any other part or mechanism		job	





o:	Item description	Preferred make	Unit	Rate without TAX
	Repair of heaters / blowers in SAU			
	coil change		each	
89	fan repair		each	
	any other part or mechanism		job	
	Repair of water heaters / geysers in SAU			
	Thermostat		each	
90	Heavy duty Water tank		each	
	any other part or mechanism		job	
	4 ft long LED surface batton light fitting apprx 18Watt or next higher (cool white)	Syska / Philips / CG	Each	
			Each	
91	3.5 core 95 sqmm aluminium conductor armoured cable	HPL / RR Kable / Polycab / KEI	RM	
	4 pole minimum 400A Bus bar in metal enclosure box	good quality ISI	Each	
	4 pole 200 to 250A Bus bar in metal enclosure box	good quality ISI	Each	
	4 pole 200 to 250A changeover box, side lever in metal enclosure box	good quality ISI	Each	
92	25 Ltr storage type water heater / geyser, heavy duty body & storage tank , energy efficient with indications	Bajaj / Cromton / Havells	Each	
		<b>TOTAL 'E'</b>		
	<b>NOTE</b>			
	The bidder has to quote his / her rate for each item above & the total amount thus arrived to be carried out to abstract			
		Signature & seal of bidder		



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