



**MANIPUR UNIVERSITY
CANCHIPUR-IMPHAL**

NOTICE INVITING TENDER
15-01-2018

No.MU/5(15)/2017-UE/956 Manipur University intends to hire about 20 (twenty) nos of 100 KVA/75 KVA/45KVA DG Set from 15th March to 21st March, 2018. The DG Sets are to be installed at different venues of Accommodations and Seminars of 105th Indian Science Congress-2018.

- | | |
|---|-----------------------|
| 1. Last date and time of submission | 23-01-2018 of 1:30 pm |
| 2. Date and time of opening of Technical Bid | 23-01-2018 of 2:30 pm |
| 3. Date and time of opening of Financial Bid | 23-01-2018 of 2:30 pm |
| 4. Place of Opening of Bids | University Engineer |
| 5. Address for communication | As above |
| 6. Cost of Tender Form - Rs, 250/- (Rupees Two Hundred Fifty) only in favour of Registrar, Manipur University Imphal (non refundable) | |

sd/-
Assistant Engineer (Elect.)
Manipur University

Eligibility Criteria :

1. The bidder firm should be Proprietor/Partnership/Pvt. Ltd. Company incorporated in India & should up and email and rental facilities of DG Sets available.
2. The bidder firm should have successfully and satisfactorily executed minimum of two works per year of providing of DG Set on hire basis during last 3 years ending 31st March' 2017 of Central/State Government/Public Sector Undertaking, Banks or reputed Public Ltd./Pvt. Ltd. Companies. The supported documents should accompany with the bid.
3. The bidder firm should have been allotted Tax/GST by the Government Authorities and same shall be enclosed with the bid.

Procedure for submission of Bid :

The technical and commercial bids shall be submitted in two separate envelope. The envelope No. 1 (Part 1) shall be super subscribing as under "TECHNICAL BID FOR HIRING OF (100 KVA/75KVA/45KVA) DIESEL GENERATOR" The envelope No 1 shall contain the following documents.

Tender Application Money in the form of Demand Draft in favour of Registrar Manipur University.

The documents stated in the eligibility criteria and details of DG Set as per Annexure-II & II A enclosed along with the tender.

Please note that the envelop of technical bid shall not contain any indication of price/rate/charges in Part-1 of the tender. The envelop No 2 (Part-2) shall be subscribing as under: "FINANCIAL BID FOR HIRING OF (100 KVA/75KVA/45KVA DIESEL GENERATOR SET." The envelop No 2 shall contain the following documents (Price bid as per format enclosed with the tender document Annexure-II) Separate sealed envelop containing Part-I and Part-II of tender should be put in another sealed cover, super scribing " OFFER for Hiring for (100KVA/75KVA/45KVA) Diesel Generator Set" and submitted to the Assistant Engineer (Elect.), Manipur University, Canchipur-Imphal by 1.30 p.m on 23-01-2018.

SCOPE OF WORK:

The scope of the services for hiring the DG Set shall be as under:

The bidder should be agreeable to provide Diesel Generator Set of (100KVA/75KVA/45KVA) capacity on hire basis. The bidder shall provide operator to operate and maintain the DG Set at the Venues given by the University.

The operator shall be provided by the bidder for operating the DG Set on all working days as per requirement.

Supply and Installation of accessories, transport like cable, change over switches for supplying generator power to a point in University and other premises will be made by the vendor at this own cost.

All costs for loading, unloading, transport, shifting complying local Government Regulations, Maintenance and Servicing of the Generator Set including the cost of spare parts, periodical replacement as recommended by OEM and topping up of Mobil or equivalent recommended by OEM are to be borne by the bidder including for Fuel i.e Diesel which will be provided by the bidder.

The vendor will make arrangement for obtaining the permission from statutory authorities towards installation and operation of DG Set at his cost. However, any fee except penalty if payable to statutory authorities, for obtaining such permission will be reimbursed to the vendor by the University on submission of proper receipts (documentary proof).

The charges for transportation, loading & unloading of the DG Set for installation of the same in Manipur University and other premises will be borne by the bidder.

The successful bidder should be in a position to install and commission the DG Set in Manipur University and other premises before 15th March'2018.

TERMS & CONDITIONS :

The terms and conditions for hiring the D.G Set are as under :

1. The bidder should be agreeable to provide DG Set of 100KVA/75KVA/45KVA capacity on hire basis. The bidder shall provide operator to operate and maintain the DG set on the venue site as per schedule state under scope of work.
2. Rates are to be quoted for daily rental charges including the cost of operator for 100KVA/75KVA/45KVA capacity DG Set.
3. The daily rental charges should include the charges for providing operator for D.G Set.
4. All costs for loading, unloading, transport, shifting complying local Govt. Regulations. Maintenance and serving of the generating set including the cost of spare parts, periodical replacement and topping up of mobil oil or equivalent recommended by OEM are to be borne by the bidder.
5. The tender shall remain valid for a period of 7 days up to 21st March'2018.
6. The D.G Set offered on hire basis should not be than 7 days.
7. The D.G Set should be maintained properly to keep those in satisfactory running condition at all time for supplying emergency power for a load at least 90% of the capacity of Generators.
8. For running the D.G Set fuel i.e diesel will be filled by the operator. Running charges will be paid per day basis.
9. The vendor will make arrangement for obtaining the permission for statutory authorities. Towards installation and operation of D.G set at his cost. However, any fee except penalty if payable to statutory authorities for obtaining such permission will be reimbursed to the vendor by the University on submission of proper receipts (documentary proof).
10. Supply and Installation of accessories, transport like cable, change over switches for supplying generator power to a point in University and other premises will be made by the vendor at this own cost. The armoured cable for termination between DG Set output to change over switch and for change over switch to main panel Control cabling in under scope of vender.
11. The charges for transportation, loading & unloading of the DG Set for installation of the same in Manipur University and other premises will be borne by the bidder to original finish, at their cost. Any other charges in making the DG Set live will be borne by the vender/supplier.
12. The successful bidder should be in a position to install and commission the DG Set in Manipur University and other premises before 15th March'2018.
13. In case of major break-down of the DG Set requiring repairing time for more 2 (Two) Hours, an alternative DG Set for the same capacity will be made by the vender immediately by providing a substitute Generator of same or higher capacity at no extra cost. In case non functioning of the DG set at in the event at failure on the part of the vender to provide and alternative interim Generator of same capacity, within two hours, penalty at double the pro-

rata rate will be imposed and deducted from daily bill of the Generator for the period the generating set remains non-functioning and also University has right to forfeit security deposit or invoke performance band guarantee.

14. The successful bidder will have to execute an Agreement the University I non-judicial stamp paper of requisite value and as per the draft of Agreement (format give at Annexure (I) to be provided by the University within 7 (seven) days from the date of commencement of the contract.
15. The development of operator for running the generating set comply with labour legislation Act and minimum wage Act of Govt. of India and the State Govt.
16. If the successful bidder fails to perform the commencement of the contract with the specified time period, the earnest money deposited by the bidder will be forfeited.
17. The University reserves the right to reject any tenders without assigning any reason whatsoever.
18. The contract shall make all necessary arrangement as required by the University to ensure that all existing property of the University are not damaged or disrupted by the contractor in any way. If in spite of his best efforts some disruption, or loss occurs, the contractor shall reinstate and make it good as early as possible without any additional cost of this of the University.
19. Intending bidder shall visit the site and make him thoroughly acquainted with local site conditions, nature and requirements of the works. The bidder shall provide in their tender for cost of carriage, freight and other charges as also for any special difficulties and including police restriction for transport etc. for proper execution of work as indicated. The successful bidder will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the Manipur University might be deemed to have reasonably been inferred to be so existing before commencement of work.
20. In case vendor fails to provide services of operation a penalty of Rs. 500?- per shift shall be imposed.
21. The payment shall be made after completion of the Science Congress on satisfactory services and submission of bill. Prescribed statutory deductions will be made from the bill. The deduction shall be made on account of penalties as per tender terms and conditions or any deficiencies observed during the days.
22. The contractor shall be responsible for all injury to the workers or workmen or persons, animals or things and for all damages to the project works, materials, equipments, structural and/ or decorative part of property which may arise from the operations or neglect of himself or of any sub-contract or any of his or of sub- contractor's employees whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected the carrying out of this contract.

23. The load testing of the D.G set to be done in presence of University's representative/Engineer.
24. Statutory Compliance : The supplier/vendor will be responsible for paying wages to his employee working in University & other premises and shall agree to cover them under contract labour Regulation Act, rules and regulation enacted by the Govt. from time to time and agree to submit the necessary documents regarding the payment of all dues payable to the statutory authorities on his account. The contract shall be responsible for any workmen's compensation/insurance or any liabilities. The vendor/his workmen shall observe the University's security procedure. The vendor/supplier will keep the University fully indemnified from and against all claims, cost, charges to which the University may be subjected and all the expenses to which the University in respect to personal injuries to the employees of the vender/supplier or any of his employees. This indemnity shall in addition to and not in lieu of any indemnity to which University may be entitled by law.
25. Conditional tenders will not be accepted.
26. The University reserves the right to accept any bid, or reject a particular bid at its sole discretion without assigning any reason whatsoever. Only proposals from venders meeting the eligibility criteria and submitting complete and responsive proposal accepted by the University will be evaluated further.
27. The commercial bids of any technically eligible bidders will be opened in presence of bidders who intend to attend bid opening.
28. The Nos of D.G Set may be increased or decreased as per requirement of Manipur University.

Annexure - I

AGREEMENT

ARTICLE OF AGREEMENT made thisday ofbetween Manipur University, a Central University and having its Head office at Manipur University, Canchipur-Imphal. "The Employee" which expression shall unless excluded or repugnant to the context be deemed to include its successor and assign of the One Part and M/sHaving its Address/Registered office at(hereinafter called the "Contractor") of the "Other Part" which expression should include its successor/s and assignee/s. WHEREAS the employer is desirous of executing contract for hiring of 100KVA/75KVA/45KVA DG Set at Manipur University, Canchipur – Imphal and has caused specification describing the work to be prepared by Manipur University and WHEREAS the said specification as mentioned in the tender document (hereinafter mentioned). The specification and schedule of items & quantities have been signed by and on behalf of the parties hereto. AND WHEREAS the contractor has agreed to execute upon and subject to the conditions set forth herein and in schedule of items and quantities, scope of services and terms & conditions as mentioned in the Notice Inviting Tender and all correspondence exchanged by or between the parties from the submission of tender till the award of work vide letter No..... dated both letters inclusive, (all of which are collectively hereinafter referred to as " the said conditions"), the work described in the said Notice Inviting Tender and included therein at the rates set therein for and amounting to the sum of Rs. per day as therein arrived as and as mentioned in the schedule of quantities and rates or such other sum as shall become payable hereunder (Hereinafter referred to as "The said Contract Amount"). NOW IT IS HEREBY AGREE AS FOLLOWS :

1. In consideration of the said contract amount to be paid at the time and in the manner set forth in the said conditions, the contractor shall upon and subject to the said conditions, execute and complete the work shown upon the said specifications and the schedule of items and quantities.
2. The Employer shall pay the contractor the said contract amount, or such other sum as shall become payable, at the items 7 in the manner specified in the said conditions.
3. The said conditions and appendices thereto shall read and considered as forming part of this Agreement, and the parties hereto shall restively abide by, submit themselves to the said conditions and perform the Agreement on their part respectively in the said conditions contained.
4. The following documents shall be deemed to form and to read construed as part of the Agreement, viz i) Original tender document. ii) Relevant correspondence all letter / correspondence all letter/ correspondence forming part of contract and referred to in acceptance letter iii) Acceptance letter iv) Schedule of quantities/Price Bid v) Other additional documents as required vi) Article of Agreement.
5. The contract for rental charges of D.G Set is a fixed lump sum and are as per day basis.
6. The contractor hereby agrees to commence the work, as specified in the Notice Inviting Tender.

7. All payment by the Employer under this contract will be made at Manipur University on per day basis.
8. Any dispute arising under this Agreement shall be referred to arbitration in accordance with the stipulations laid down in the conditions of contract.

Authorized Signatory
For and on behalf of Manipur University

Authorized Signatory

For and on behalf of M/s In Presence of :

Signature
Name & Address

Signature
Name & Address

Annexure – II

(Submitted by the tenderer in Part – I of Tender) (Technical Bid)

**The Assistant Engineer (Elect.),
Manipur University
Canchipur Imphal**

Sub :

Your Notice Inviting Tender, datedfor providing stand by Generator Set of 100KVA/75KVA/45KVA on Hire Basis with Diesel.

Madam,

This has reference to the Notice Inviting Tender the Firm has gone through and the scope of services and terms & conditions forming part of the tender and understood the same. We hereby enclose our offer for providing standby Generator Set on hire basis, for your Manipur University and other premises, Canchipur-Imphal. We confirm that our offer is in conformity with scope of services and terms & conditions, as given in the Notice Inviting Tender. We also understand that the Manipur University reserves the right to reject any or all tenders without assigning any reason whatsoever.

Yours faithfully,

Authorized Signatory
(Name & Designation with Seal of the Agency)

Enclosures :

1. Technical Bid – Part – I
2. Financial Bid - Part – II
3. Tender fees detail
4. Agreement duly signed

Format for Technical Bid**Part – I**

Sl. No	Details	To be Provided by the company/firm
1.	Name of the Company/Firm	
2.	Registration Certificate of the Company/Firm	
3.	Permanent Address proof of the Company/Firm	
4.	PAN No. of the Company/Firm	
5.	TIN/ GST No. of the Company/Firm	
6.	Work executed during last two years (Please provide copy of work order & list of clients)	

Annexure – II A

(Draft of letter to be submitted by the tenderer in part –II of Tenders) (Financial Bid)

**The Assistant Engineer (Elect.)
Manipur University
Canchipur Imphal**

Sub :

Your Notice Inviting Tender, dated for providing stand by Generator Set of 100KVA/75KVA/45KVA on Hire Basis with Diesel.

Madam,

With reference to the above Notice Inviting Tender, having gone through and understood the scope and terms & conditions forming part of the tender, we hereby enclose our offer for providing Stand-by Generator Set on hire basis, for your Manipur University and other premises.

SCHEDULE OF RATES AND QUANTITIES :

100KVA/75KVA/45KVA, 3 phase Diesel Generator Set along with changeover switch, cables etc.

Daily rental rates inclusive of all taxes/GST

Running charges including Diesel (its storage Transportation Charges) Per Hour :

Part – II

Format for Financial Bid for 100KVA Generator Set for the period 15-03-18 to 21-03-18

Sl. No	Detail	To be provided by the Company/Firm
1.	Rental Amount of Genset per day including Operator charges per day	
2.	Operation cost per hour with Diesel	
3.	Formula of increase/decrease of operation cost based on revision in Diesel rates	

Note: Running hours of the Genset to be verified by the Committee of University.

Format for Financial Bid for 75KVA Generator Set for the period 15-03-18 to 21-03-18

Sl. No	Detail	To be provided by the Company/Firm
1.	Rental Amount of Genset per day including Operator charges per day	
2.	Operation cost per hour with Diesel	
3.	Formula of increase/decrease of operation cost based on revision in Diesel rates	

Note: Running hours of the Genset to be verified by the Committee of University.

Format for Financial Bid for 45KVA Generator Set for the period 15-03-18 to 21-03-18

Sl. No	Detail	To be provided by the Company/Firm
1.	Rental Amount of Genset per day including Operator charges per day	
2.	Operation cost per hour with Diesel	
3.	Formula of increase/decrease of operation cost based on revision in Diesel rates	

Note: Running hours of the Genset to be verified by the Committee of University.

