

NOTICE INVITING TENDER FOR
ANNUAL RATE CONTRACT FOR PROVIDING MAINTENANCE COVER
FOR ALL ELECTRICAL/PLUMBING/CARPENTRY AND CIVIL NATURE OF WORKS

1. Gharda Institute of Technology (GIT) invites sealed bids from established, reputed and experienced firms to provide Annual Rate Contract for servicing, maintenance, repair and replacement of building. Equipment of building, equipment and spares in respect of all facilities of GIT Campus.
2. Details of the services required and other terms and conditions relating to the award of Contract are given in Annexure – 1
3. Tender Documents is available on the GIT website i.e. www.git-india.edu.in. The intending bidders may download the tender document containing the terms and conditions and submit the same.
4. The “Financial Bids” ((Annexure III) of only those firm(s) shall be opened who qualify the eligibility criteria of “Technical Bid” (Annexure II) as stipulated in the tender document.
5. All interested service providers are requested to submit their sealed quotations as per prescribed procedure to this office on or before 1500 Hrs of 04.05.2024.

By Order

TERMS & CONDITIONS

1. Last date & time of receipt of Quotations: 1500 hrs on 04.05.2024
2. Date & time of opening of Quotation: 1600 hrs on 06.05.2024
3. Place of Submitting quotations: GIT, Lavel, Khed

Description of Work			
S No	Item	Quantity	Remarks
i	Repair of Flooring in Boys & Girls Hostels	>30,000 Sq Ft	Exact area/nos to be measured on site
ii	Plastering & Painting of Walls	>1,00,000 Sq Ft	Do
iii	Repair of Doors/Windows	>100 Nos	Do
iv	Repair of Electric Fittings	>1000 Nos	Do
v	Repair of Taps & Bathroom Accessories	>1000 Nos	Do
vi	Plumbing work in the Estate	>100 Mtrs	Do
vii	Perimeter Fencing	>3000 Mtrs	Do

4. **Scope of work:** The selected Agency/Firm shall be responsible to provide the repair and replacement services as and when required by the institute.

6. **Validity of the contract:** The period of Annual rate contract shall be valid for a period of one year from the date of award of contract. The contract may be extended for a further period of one year on mutual consent. GIT, however, reserves the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.

7. **Eligibility conditions:**

(a) The agency/firm should have experience of at least 05 years in the relevant field and must have done such services for various reputed companies/organizations/departments of Government of India/Public Sector Undertakings/statutory bodies/MNCs.

(c) The agency/firm should be registered under Service Tax Registration/TIN/VAT Registration No. (copy to be attached)

(d) The agency/firm should have a minimum turnover of Rs.05 lakh per year during the last three years.

(e) The details of inputs/information required to be submitted by the agency are listed in the format for Technical Bid (Annexure II).

(f) The details of current and previous clients are to be submitted by the agency incorporating the following details :

- (i) Name of Office
- (ii) Contact Person (Tel.No./Email ID)
- (iii) Period and volume of work with the manpower deployed

8. Responsibilities of the Firm/Agency:

(a) All complaints must be attended to within 12 hours after reporting by the institute staff failing which will invite a penalty as follows:

- (i) Attending to complaint between 12 hours to 24 hours of intimation - Rs. 200/-
- (ii) Attending to complaint between 24 hours to 48 hours of intimation - Rs. 500/-
- (iii) Attending to complaint beyond 48 hours - Rs. 2000/-

(b) The workers/supervisors should be properly dressed (preferably uniforms with company's logo) to be identified separately.

(c) The contractor must issue identity card to his workers/supervisors and submit police verification certificate for all work men engaged by him along with supervisors to GIT.

(d) Contractor will be fully responsible for any accident or mishap involving workers engaged by the Contractor and the Contractor would pay claims made on this part. The Contractor shall indemnify the Institute from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor.

(e) It may be ensured that parts of authorized brand should only be used for repairs and replacement. If it is found at a later stage that substandard /inferior quality items are used during the AMC, necessary action will be taken against such firms, including forfeiture of their Performance Security and debarring them for quoting future tenders.

9. Submission of Tenders:

(a) The technical and financial bids must be submitted in separate sealed cover in the format as prescribed in Annexure-II and Annexure-III respectively.

(b) Both the technical and financial bids are to be kept in a big sealed envelope.

(c) The big envelope containing the two envelopes must be superscribed "Tender for Annual Rate Contract".

(d) The sealed envelope containing all bids must be handed over to the Registrar of GIT by 1500 Hrs. of 04 May 2024.

(e) Commercial/Financial bids of only those bidders whose technical bids are acceptable or qualified will be opened.

(f) Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.

10. Performance Security:

(a) The successful bidder shall be required to deposit an amount of Rs. 200000/- (Rupees 2 Lakhs only) within 30 days of issue of letter of intent, as Performance Security.

(b) Performance security shall be submitted in the form of cheque drawn in favour of "Gharda Institute of Technology" payable at Lavel.

(c) Performance Security cheque will be handed over after completion of contractor's performance obligations.

(d) If the contractor fails or neglects any of his obligations under the contract, GIT reserve the right to forfeit either whole or any part of Performance security furnished by the bidder as penalty for such failure.

11. **Payment:** Payment to the selected agency shall be made on a monthly billing after due audit by the GIT Civil Team.

12. **Validity of Tender:** Rates quoted by the Firm shall remain valid for a period of 60 days or more.

13. GST and any other Government levies shall be applicable as per norms.

14. GIT is not bound to accept the lowest tender and reserve the right to accept or reject any or all the Tenders.

PROFORMA FOR TECHNICAL BID

SNo	Item	Information/Inputs to be filled by the tenderer (If required separate sheets may be enclosed)
1	Name and Address of the firm/agency, telephone number, fax, mobile number, email address	
2	Type of organization (Whether proprietorship, partnership, private limited, limited company)	
3	Name and Address of the directors proprietor /partners	
4	Year of formation of the company/ experience as a maintenance agency	
5	Nature of business carried by the company	
6	Annual Turnover	
	2020-21	
	2021-22	
	2022-23	
7	Total number of employees of the firm	
8	Contact number in case of emergency	
9	Service tax number/ Certificate	
10	PAN number	
11	Details of three prominent organizations served during the last three years with contact number of concerned officer	
12	Any other relevant information which the applicant wants to submit	

Copies of relevant documents are to be enclosed in support of above information.

Undertaking

I hereby certify that all the information furnished above is true to my knowledge. I have no objection to GIT verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency

Official seal/ stamp

Date:

Place:

PROFORMA FOR FINANCIAL BID

1. Name, Address and Telephone Number :
of the Organisation

2. Name of CEO/Proprietor with Tel.No. :

3. Rates offered :

Description of Work				
S No	Item	Unit	Rate	Remarks
i	Repair of Flooring in Boys & Girls Hostels			
ii	Plastering & Painting of Walls			
iii	Repair of Doors/Windows			
iv	Repair of Electric Fittings			
v	Repair of Taps & Bathroom Accessories			
vi	Plumbing work in the Estate			
vii	Perimeter Fencing			

Signature.....

Name.....

Designation.....

Date:

Place:

Seal of the Company