



EXPRESSION OF INTEREST

Registration/Empanelment of

Agencies / Firms/ Companies/ Contractors

For

Works of Repair & Maintenance

Schedule for processing of the Tender:

Tender No. & Dated:

**Tender No. 10/03/2021/MGCUB
Dated 12th March 2021 (Friday)**

Date of Commencement for issue of Tender:

12th March 2021 (Friday)

Last Date for submission of Tender:

1st April 2021 (Thursday) (3:00 PM)

Date of Opening of Technical Bid:

6th April 2021 (Monday) (11:00 AM)

TENDER FOR EMPANELMENT OF AGENCIES / FIRMS/ COMPANIES/ CONTRACTORS FOR MGCU, MOTIHARI, BIHAR

MGCU invites offers from the interested Agencies / Firms/ Companies/ Contractors who are in the business of executing works of repair & maintenance in categories as mentioned in the registration documents. Registration Form can be filled, submitted and documents containing terms and conditions can be downloaded from the University website <http://www.mgcub.ac.in>. Hard copy of the Empanelment Form along with non-refundable fee must reach the office of **OSD (Administration), Mahatma Gandhi Central University, Dr. Ambedkar Administrative Building, Near OP Thana, Raghunathpur, Motihari, District- East Champaran, Bihar- 845401 (India)** by registered post / speed post only.

Note- Separate form and fee must be submitted for each category of item.

1. Eligibility & Categories for Registration / Empanelment

All Intending Agencies / Firms /Companies/ Contractors preferably registered in central/state PWD /MES in the suitable Category/class & non CPWD/PWD/MES registered with other Govt agencies/PSU/autonomous bodies for bidding in order to be considered for empanelment shall comply and fulfill the criteria of satisfactory execution of similar works as mentioned below with minimum requirements in categories as mentioned in the registration documents are eligible for registration, subject to specific conditions or restrictions stipulated in this document. Categories of items for registration are mentioned at point no.4 of the document.

2. Benefits of Registration

The firms registered with MGCU will enjoy the following benefits:

- a) Tender enquiries against demands which are not advertised will be sent to the registered firms.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the Tender sets.

3. Empanelment / Registration Procedure

- 3.1. The applicant should read all the pages of the document carefully.
- 3.2. Correct / relevant information / data have to be furnished by the Agencies/Firms/Companies/ Contractors.
- 3.3. The applicant should make sure before applying for a particular type of Category, that it has the required eligibility criteria & experience for that category of work / item.
- 3.4. The agencies/firms/contractors for execution of Similar works include major /minor repairs & maintenance for services in categories as mentioned in the registration documents seeking application form shall have to pay the requisite (cost/fee) amount as stated below, for registration / empanelment. **The amount shall be paid by a demand draft drawn in favor of "OSD (Administration), Mahatma Gandhi Central University", payable at Motihari, Bihar.**
- 3.5. The cost of application form and processing fees to be remitted along with the form, is **Rs.1,000/- (Rupees One Thousand only) & GST.**
- 3.6. The Agencies /firms/ companies/ contractors shall have to fill and submit the hard copy of

Registration Form along with required documents and fees in the form of DD be drawn in favor of **OSD (Administration), MGCU**.

- 3.7. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee are liable for rejection.
- 3.8. Separate application for each category should be submitted by the applicant with separate Registration Fee.
- 3.9. The sealed envelope containing the Registration Form, documents & fee should be clearly super-scribed on the top of the envelope as **“APPLICATION REGISTRATION/ EMPANELMENT OF VENDOR FOR THE CATEGORY CODE”**.

Agencies /firms/ companies/ contractors registered with CPWD/PWD/MES/State/Central PSUs shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents.

- 3.10. The following self-certified essential documents (as applicable) should accompany the Registration Form:
 - 3.10.1. GSTIN No.
 - 3.10.2. Trade License, Factory License, Labour License
 - 3.10.3. Income tax Permanent Account No.
 - 3.10.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - 3.10.5. Registration Certificates
 - 3.10.6. Current dealership agreement from Principal along with SSI/NSIC certificate.
 - 3.10.7. Annual Turnover CA certified Certificate for last 3 years.
 - 3.10.8. Bank Details.
 - 3.10.9. A notarized certificate that the vendor hasn't been blacklisted by any institution of the Central/ State government / any PSU, University, Institute etc. in the past three years.
- 3.11. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the firms / agencies/ contractors shall be registered with the MGCU.
- 3.12. The Agencies /firms/ companies/ contractors will be considered for registration / Empanelment for an initial period of three year and will be considered for renewal for another years or so at a time subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the University.
- 3.13. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details:
 - (1) Registration No.
 - (2) Agencies /firms/ companies/ contractors Trade Group/ Category No. along with description.
- 3.14. The intending contractor shall submit a declaration that he has not been debarred from tendering by any authority during last three years.
- 3.15. The Agencies /firms/ companies/ contractors may preferably have valid registration in appropriate class with CPWD/ PWD/ MES/ Railways/ Other Govt.

- 3.16. Should have successfully completed similar works during last 2 years ending 31st Jan 2021 in one or all of the suitable category as applicable. Experience certificates as applicable must be signed by the Owner/Authorized representative.
- 3.17. The bidder can associate with specialized agencies having experience of such work with prior information.

4. CATEGORY AND CODE WISE LIST OF ITEMS / WORK

CODE/TYPE	Particulars/Items of work
A	Civil/ Plumbing / Fire Fighting Works / Piping /Misc. repairs & maintenance works as called for.
B	Electrical Works/Misc. LT/low voltage wiring/ cabling repairs & maintenance services works as called for.
C	Aluminum / Partition/ Fall ceiling / Carpentry/ Polycarbonate/ Tensile fabric/Misc. MS/ SS / Structural steel/ miscellaneous repairs & maintenance works as called for.
D	Earthmoving equipment – JCB/ Tractor trolley/ Compactor etc.

MGCU reserves all the rights to modify or add any or all the categories as per the requirements from time to time.

4.1 CATEGORY/CLASS

Volume of works as per the estimate would be basis of categorization of the applicants covering one or all of the under mentioned categories,

Cat- I - Works 15 lacs to 30 lacs

Cat- II - Works 10 lacs to 15 lacs

Cat III- Works 5 lacs to 10 lacs

Cat IV -Works 2 lacs to 5 lacs

Cat V -Works upto 2 lacs

Should have carried out works as under in the last two years.

- i. Three similar work each costing not less than 40% of estimated cost

OR

- ii. Two similar work each costing not less than 60% of estimated cost.

OR

- iii. One similar work costing not less than 80% of estimated cost.

Similar works include execution of major /minor repairs/addition /alteration/ extension for services as called for and should have the following apart from the other Terms and conditions in the registration documents.

- A. Civil/ Plumbing / Fire Fighting Works / Piping /Misc. repairs & maintenance works as called for.**

Should have proper work experience in State/Central organization/reputed Pvt. Company. Supply of Building Materials like- Cement, Sand, Bricks, Granite, Tiles, Steel TMT, Paint etc. & Labour, Mason, Skilled Labour, Semi-Skilled, other civil work manpower supply etc.

- B. Electrical Works/Misc. LT/low voltage wiring/ cabling repairs & maintenance services works as called for.**
Internal & External Electrical works DG Sets, UPS, Batteries, Solar Panels Should have licensed wireman /contractor license for electrical works in case works require same. Have adequately trained manpower and technicians to handle all LT installations and maintenance.
- C. Aluminum / Partition/ Fall ceiling / Carpentry/ Polycarbonate/ Tensile fabric/Misc. MS/ SS / Structural steel/ miscellaneous repairs & maintenance works as called for.**
Specialized agencies /agencies with tie up with specialized agencies preferable. Proper work experience.
- D. Earthmoving Equipment -
JCB/ Tractor trolley/ Compactor all equipment with proper documents and work experience with trained operator.**
- 5. Terms & Conditions for Agencies / Firms/ Companies/ Contractors Registration / Empanelment as an Agencies / Firms/ Companies/ Contractors -Application Format of Empanelment conditions to be filled.**

5.1 General

- 5.1.1. The said registration qualifies a particular Agencies/firms/companies/contractor for consideration for issue of tender papers in case of limited tenders for relevant category only for which Agencies/firms /companies/contractors is registered /empaneled. However, this does not give any claim to the party for award of work / purchase order.
- a) Should have had average annual financial turnover of at least of 1.5 times estimated cost on similar of these types of works as works under relevant Category of works during the immediate last 2 consecutive financial years ending 31-03-2020.
- b) Should have solvency of 80% of estimated cost under relevant Category of Work, Solvency/ Bankers' certificate of scheduled bank of the amount may be attached.
- 5.1.2. MGCU reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of MGCU in respect of registration of parties for various categories of work/items will be intimated by post/email and shall be final & binding on all concerned registered Agencies/firms/companies/contractors in the panel of MGCU.
- 5.1.3. Contractors once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of MGCU and keep the Institute informed of new products/developments /innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- 5.1.4. Two-part tendering is done where technical screening/clear technical specifications are not available. In such cases will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.
- 5.1.5. This document is treated as a valid contract between MGCU and Agencies/firms/companies/contractors and adherence to all aspects of fair-trade practices in executing the purchase orders/ work orders placed by MGCU from time to time during the registration period.
- 5.1.6 In case of empaneled Agencies /firms /companies /contractors is found in breach of any terms

& condition(s) of MGCU or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by MGCU, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with MGCU.

- 5.1.7 The vendor should not assign or sublet the empanelment or any part or it to any other Agencies /firms /companies /contractors in any form. Failure to do so shall result in termination of empanelment. Any Agencies /firms /companies /contractors can get registered and empaneled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- 5.1.8 All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics, and do nothing unbecoming of a registered supplier. In all future correspondence with MGCU, empaneled are required to quote the Registration No.
- 5.1.9 The MGCU has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

5.2 Indemnity

The selected vendor shall indemnify the MGCU and user departments against all third-party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. MGCU/ User department stand indemnified from any claims that the contractor/firm/agency manpower/local authorities may opt to have towards the discharge of their duties in the fulfillment of the work orders.

5.3 Termination for Default

- a) Default is said to have occurred **i)** if the vendor fails to commence /deliver any or all of the services within the time period(s) specified in the Work order or any extension thereof granted by MGCU. **ii)** If the vendor fails to perform any other obligation(s) to the satisfaction of MGCU, under the empanelment.
- b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from MGCU (or takes longer period in spite of what MGCU may authorize in writing), MGCU may terminate the empanelment/ Work Order in whole or in part. This may also lead to blacklisting of the vendor debarring him from participating for any further work/s with MGCU.

5.4 All disputes in this connection shall be settled in Motihari, East Champaran jurisdiction only.

5.5 Defect Liability Period: For execution of new works costing upto Rs.2,00,000/- 1 months and any works above two lac - 2 months shall be applicable. For supply and installation/supply only contract Guarantee /warranty certificates for new items as applicable from OEM/vendor are to be forwarded to MGCU along with the final-bill as applicable.

5.6 Inspection of Works: Works would be subject to inspection by EIC/User representative and unsatisfactory/defective works having been detected would have to be redone by the vendor failing which it would be got done at the risk and cost of the said Agencies /firms /companies /contractors.

Application Format for Agencies/Firms/Companies/Contractors Empanelment

(Enclose Attested
Copy Wherever
Applicable)

Name of the Agencies/ Firms/ Companies/ Contractors		
Head office/ Registered Office		
GSTIN No.		
PAN No.		
State Regn. No. if any		
Trade / Factory License No. if any		
Registration with CPWD/PWD/MES/PSUs etc.		
Relevant ISO Certificate, if any		
Bank details (Cancelled Cheque)		
Mobile No.		
Email ID.		
Website (if any)		
Date of Establishment		
Branch Office in Motihari/Bihar, (If any)		
Mobile No.		

Name of Chief Executive / Proprietor/ Partners		
Aadhar No.		
Mobile No.		
Email ID.		
Name of Contact Person		
Aadhar No.		
Mobile No.		
Email ID.		
Type of Organization	Documents to be enclosed	
Proprietary		Trade License
Partnership		Partnership Deed, Trade License
Private Limited Company		Memorandum of Article
Public Limited Company		Certificate of Registration
Public Sector		Trade License
Nature of Business		Contractor
		Dealership
		Others(specify)

Category /Class and Code / Type of Works executed (Refer Clause 4 of main document):

Please specifies.

Should have had average annual financial turnover of at least of 1.5 times estimated cost on similar of these types of works as works under relevant Category of works during the immediate last 3 consecutive financial years ending 31-03-20. (Rs. Lakhs) (Enclose Chartered Accountant's certification)

2019-20

2018-19

2017-18

Should have solvency of 80% of estimated cost under relevant Category of Work, Solvency /Bankers' certificate of scheduled bank of the amount may be attached.

Details of Major Customers.

**Name of the Institution /
Organization**

**Empaneled
for**

Contact Name/Contact Number

**Names of Autonomous institutions/ Government departments / Major Public sector undertakings/
Research and Development institutions where your firm is registered.**

Details of Registration fee (Rs. 1,000/-) & GST
D.D. No.:
Bank Name:
Date:

DECLARATION BY AGENCIES /FIRMS /COMPANIES /CONTRACTORS

I confirm that,

1. No employee or direct relation of any employee of MGCU is in way connected as Partner/ Shareholder/ Director/ Advisor/ Consultant/ Employee etc. with the Company.
2. The information furnished is correct to the best of my knowledge and belief.

(Signature of Proprietor/Partner/Chief Executive)

Name

(In Capital Letter)

Place:

(Seal of Vendor)