

अंतर - विश्वविद्यालय त्वरक केंद्र
INTER-UNIVERSITY ACCELERATOR CENTRE
(विश्वविद्यालय अनुदान आयोग का स्वायत्त निकाय)
(An Autonomous Centre of UGC)
अरुणा आसफ अली मार्ग, नई दिल्ली - 110067
Aruna Asaf Ali Marg, New Delhi - 110067

ई-निविदा आमंत्रण सूचना / NOTICE INVITING E-TENDER

निविदा संख्या:

दिनांक: : / /2024

Tender Number: IUAC/NIT/AP/02 /2024-25

Dated: 07/06/2024

(अंतर-विश्वविद्यालय त्वरककेंद्र (आईयूएसी) निदेशक आईयूएसी, नई दिल्ली की ओर से दो बोली प्रणाली के तहत ई-प्रोक्योरमेंट पोर्टल के माध्यम से ऑनलाइन बोलियां आमंत्रित करता है, अर्थात तकनीकी और वित्तीय बोलियां, के लिए पात्र/अनुभवी पार्टियों से। आईयूएसी कैंपस, नई दिल्ली में ऑडियो और वीडियो सिस्टम की निवारक / व्यापक एएमसी।

Inter - University Accelerator Centre (IUAC) invites online bids on behalf of the Director IUAC, New Delhi through e-procurement Portal under two bid system, viz., Technical and Financial bids, from eligible / experienced parties for the “Preventive/Comprehensive AMC of Audio & Video Systems within IUAC, New Delhi”.

निविदा दस्तावेज, सेंट्रल पब्लिक प्रोक्योरमेंट (सीपीपी) पोर्टल <https://eprocure.gov.in/eprocure/app> से मुफ्त में डाउनलोड किए जा सकते हैं। इच्छुक बोलीदाता, जिन्होंने ई-प्रोक्योरमेंट पोर्टल में नामांकन/पंजीकरण नहीं किया है, उन्हें भाग लेने से पहले <https://eprocure.gov.in/eprocure/app> वेबसाइट के माध्यम से नामांकन/पंजीकरण करना होगा। बोलियां केवल <https://eprocure.gov.in/eprocure/app> वेबसाइट पर ऑनलाइन जमा करनी होंगी। निविदाकारों/ठेकेदारों/बोलीदाताओं को सलाह दी जाती है कि वे ई-प्रोक्योरमेंट पोर्टल में दिए गए निर्देशों का पालन करें। बोली दस्तावेजों को 100 डी.पी.आई. में ब्लैक एंड व्हाइट स्कैन करें, जो स्कैन किए गए दस्तावेजों के आकार को कम करने में मदद करता है।

Tender Documents may be downloaded from Central Public Procurement (CPP) Portal free of cost <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled/registered in e-procurement portal should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. Bids should be submitted online only at website: <https://eprocure.gov.in/eprocure/app>. Tenderers / Contractors / Bidders are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.

केवल ई-प्रोक्योरमेंट पोर्टल के माध्यम से प्राप्त बोलियों को ही खोला जाएगा। जो बोलियाँ उत्पादों/वस्तुओं के कार्य/आपूर्ति के वांछित प्रयोजनों को संपूर्ण रूप से पूर्ण करने में अक्षम होगी, उन बोलियों को अस्वीकार कर दिया जाएगा और केवल पूर्ण बोलियों पर विचार किया जाएगा। अंतर-विश्वविद्यालय त्वरक केंद्र के पास बिना कोई कारण

बताए किसी भी/सभी निविदाओं को आंशिक/पूर्ण रूप से स्वीकार/अस्वीकार करने का अधिकार सुरक्षित है और इस संबंध में आईयूएसी का निर्णय सभी बोलीदाताओं के लिए बाध्यकारी होगा।

Only bids received through e-procurement portal will be considered for opening. Bids not covering full scope of work/supply of the products/goods will be rejected and only complete bids will be considered. IUAC reserves the right to accept / reject any / all tenders in part / full without assigning any reasons whatsoever, and the decision of IUAC in this regard will be binding on all the bidders.

ई.एम.डी. का भुगतान करने के लिए बोलीदाता को "ऑनलाइन" भुगतान विकल्प का चयन करना होगा, जो <https://services.sabpaisa.in/pages/iuac.html> लिंक पर जाकर लागू होगा। बयाना राशि ऑनलाइन भुगतान के रूप में होगी और इसे बोली खोलने से पहले जमा किया जाना चाहिए। एम.एस.एम.ई./एन.एस.आई.सी. में पंजीकृत बोलीदाताओं को ई.एम.डी. के भुगतान से छूट दी गई है। एम.एस.एम.ई./एन.एस.आई.सी.(निविदा की गई वस्तु/कार्य के लिए पंजीकृत इकाई) से पंजीकृत निविदाकारों को तकनीकी बोली के साथ वैध पंजीकरण प्रमाणपत्र की प्रति <https://eprocure.gov.in/eprocure/app> वेबसाइट पर अपलोड करनी होगी।

Bidder has to select the payment option as "online" to pay the EMD as applicable by going to the link <https://services.sabpaisa.in/pages/iuac.html> . The Earnest Money Deposit shall be in the form of online payment and it should be deposited before the bid opening. Bidders registered with MSME/ NSIC are exempted from payments of EMD subject to having exemption certificate in the relevant category. However, they have to submit Bid Security Declaration Form. Tenderers registered with MSME/NSIC (the unit being registered for the item/work tendered) are required to upload copy of valid registration certificate in the website <https://eprocure.gov.in/eprocure/app> along with technical bid.

बोलीदाताओं को इस बात को विशेष ध्यान में रखने की सलाह दी जाती है कि वे अनिवार्य रूप से उपलब्ध कराए गए प्रारूप में ही अपनी वित्तीय बोलियां जमा करें और कोई अन्य प्रारूप स्वीकार्य नहीं होगा। यदि मूल्य बोली निविदा दस्तावेज के साथ मानक .XLS BOQ प्रारूप के रूप में दी गई है, तो इसे ही डाउनलोड करना होगा और प्रारूप को संशोधित किए बिना ऑनलाइन भरना और जमा करना होगा। यदि बोलीदाता द्वारा BOQ फाइल को संशोधित पाया जाता है, तो बोली को अस्वीकार कर दिया जाएगा।

Bidders are advised to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard .XLS BOQ Format with the tender document, then the same is to be downloaded and to be filled and submitted online without modifying the format. **If the BOQ file is found to be modified by the bidder, the bid will be rejected.**

उपरोक्त निविदा के संबंध में कोई भी शुद्धिपत्र/संशोधन केवल <https://eprocure.gov.in> और www.iuac.res.in वेबसाइट पर जारी किया जाएगा। बोलीदाता, अपनी बोली जमा करने से पहले निविदा दस्तावेज से संबंधित, प्रकाशित होने वाले किसी भी शुद्धिपत्र की जानकारी रखें। निदेशक, अंतर-विश्वविद्यालय त्वरक केंद्र के पास बिना कोई कारण बताए किसी भी/सभी निविदाओं को आंशिक/पूर्ण रूप से स्वीकार/अस्वीकार करने का अधिकार सुरक्षित है।

Any Corrigendum / Amendments in respect of above tender shall be issued on website <https://eprocure.gov.in> and www.iuac.res.in only. Bidders should consider any corrigendum published on the tender document before submitting their bids. The Director, IUAC reserves the right to accept/reject any/all tenders in part/full without assigning any reasons thereof.

E-TENDER DOCUMENT

कार्य/ आपूर्ति का नाम Name of the work	आईयूएसी परिसर, नई दिल्ली-110067 के भीतर ऑडियो और वीडियो सिस्टम की निवारक/व्यापक एएमसी Preventive/Comprehensive AMC of Audio & Video Systems within IUAC Campus, New Delhi-110067
अनुबंध संख्या / Tender Number	IUAC/NIT/AP/02/2024-25
अनुमादित निविदा मूल्य / Tender Value / Estimate only	Rs. 10,00,000/- (मात्र दस लाख रुपये) (Ten lakh Rupees only)
समापन समय/ Completion Time	12 महीने 12 Months
बयाना राशि/ Earnest Money Deposit	रु. 20,000/- Rs. 20,000/-
निष्पादन सुरक्षा जमा राशि/ Performance Security	5% ऑर्डर मूल्य का / of Order value
निविदा दस्तावेज शुल्क/ Tender Document Fee	शून्य NIL
बोली जमा करने की समाप्ति तिथि और समय (भाग-ए एवं भाग-बी) Bid Submission End Date and Time (Part - A and Part - B)	27 / 06 /2024 अपराह्न 03:00 बजे
तकनीकी बोली खुलने की तिथि - भाग - ए Technical Bid Opening Date- (Part - A)	28 / 06 /2024 अपराह्न 03:30 बजे
मूल्य बोली खुलने की तिथि - भाग-बी Price Bid Opening Date (Part - B)	तकनीकी रूप से योग्य समझे गए बोलीदाताओं को बाद में सूचित किया जाएगा To be intimated later on to the technically qualified bidders
Contact Person	1.Administrative Officer (S&P) E-mail: iuacstores@gmail.com 2. Mr. Anand Prakash, Engineer-C E-mail: anand.prakash@iuac.res.in

TENDER FORM

To

The Director
IUAC,
Aruna Asaf Ali Marg,
New Delhi 110067

Dear Sir,

I/We have read and examined the following Tender Documents relating to the
Preventive/Comprehensive AMC of Audio & Video Systems within IUAC Campus, New Delhi-110067

1. Registration process on CPP portal for online bidding, searching for tender documents, preparation of bids, instruction for submission of bids & assistance to bidders
2. Special Instructions to Bidders for Registration with Competent Authority
3. General Terms & Conditions of Contract
4. Special Terms and conditions of Contract
5. Annexures
6. Price Bid

I/We hereby offer to execute the work complete in all respects specified in the underwritten Memorandum within the time specified therein, at the rates specified in the Price Bid and in accordance with the specifications and instruction in writing referred to in the condition of tender.

Bidder's Signature and Seal

INSTRUCTIONS TO BIDDERS

REGISTRATION PROCESS ON CPP PORTAL FOR ONLINE BIDDING

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidder Enrollment**” on the CPP Portal which is free of charge.
- ii. **Bidder who registered already may skip the registration process and login to site through their user ID/Password**
- iii. As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iv. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- v. Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra/ Nic etc.), with their profile.
- vi. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- vii. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Help desk.

PREPARATION OF BIDS

- a) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content

of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- b) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- c) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificate etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: Bidder should take into account any corrigendum published on the tender document before submitting their bids.

INSTRUCTIONS FOR SUBMISSION OF BIDS

1. The tender documents are available on our website www.iuac.res.in & www.eprocure.gov.in. Tender documents may be downloaded from IUAC's website www.iuac.res.in and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
2. The tender shall be submitted online in two parts, viz., Technical bid and Financial (price Bid) bid.
3. The offers submitted by hand/Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.
4. All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature and content of the documents before uploading.
5. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
6. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
7. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
8. Bidders are requested to note that they should necessarily submit their financial (price Bid) bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
9. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
10. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

11. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

12. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

13. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.

14. Not more than one tender shall be submitted by one contractor or contractors having business relationship.

15. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

16. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

17. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated.

18. Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted him of the nature, scope and specifications of the items to be followed.

19. The tenderer shall submit all documents after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.

20. Tenders shall be submitted ON-LINE, it shall be signed by one who has been authorized by the board of director /director / manufacture/ firm owner /their authorized agents through a resolution/ authority letter. Copy of the resolution/ authority letter in favor of the person signing must accompany the tender.

21. Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

22. Bidder is advised to visit the centre and examine the existing AV setup at location before submitting his bid.

23. **Code of Integrity for Public Procurement**

IUAC requires that the bidders, suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

Sr. No.	Term	Meaning
(a)	Corrupt practice	The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.
(b)	Fraudulent practice	a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
(c)	Collusive practice	means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels.
(d)	Coercive practice	means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
(e)	Anti-competitive practice	any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels
(f)	Conflict of interest	participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain
(g)	Obstructive Practice	materially impede the purchaser's investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the purchaser's Entity's rights of audit or access to information.

ASSISTANCE TO BIDDERS

1. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

2. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

3. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Help desk. The contact number for the help desk is 1800 3070 2232, 91-7878007972 and 91-7878007973.

(Seal & Signature of bidder)

SPECIAL INSTRUCTIONS TO BIDDERS FOR REGISTRATION WITH COMPETENT AUTHORITY

Bidders Registration

1. Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).
2. **“Bidder”** for the purpose of this tender (including) the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several person, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated here in before, including any agency, branch or office controlled by such person, participating in a procurement process.
3. **“Bidder from a country which shares a land border with India”** for the purpose of this tender means:
 - a) An entity incorporated, established or registered in such a country; or
 - b) A subsidiary of an entity incorporated, established or registered in such a country; or
 - c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d) An entity whose beneficial owner is situated in such a country; or
 - e) An Indian (or other) agent of such an entity; or
 - f) A natural person who is a citizen of such a country; or
 - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
4. **“The Beneficial owner”** for the purpose of (3) above will be as under:
 - i. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

Explanation:-

 - a) “Controlling ownership interest” means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
 - b) “Control” shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
 - ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 - iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has

ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

v) In case of a trust, the identification of beneficial owner(s) shall including identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

5. **“Agent”** for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons.

6. **Sub-contracting in works contracts** including turnkey contracts, contractors shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

***Please note that the bidders shall provide the mandatory Certificates in the following formats on their registered bidder's letter heads:**

Certificate for Tenders involving procurement from border country

“I/We have read the clause regarding restrictions of procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we are not from such a country or, if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contracting from such countries unless such contractor is registered with the Competent Authority. I/we hereby certify that we fulfill all requirements in this regard and is/are eligible to be considered. [Where applicable, evidence of valid registration by the competent Authority shall be attached.]”

Certificate for Tenders for Works involving possibility of sub-contracting

“I/We have read the clause regarding restrictions of procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we are not from such a country or, if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contracting from such countries unless such contractor is registered with the Competent Authority. I/we hereby certify that we fulfill all requirements in this regard and is/are eligible to be considered. [Where applicable, evidence of valid registration by the competent Authority shall be attached.]”

Certificate by Bidders in the cases of specified TOT

“I have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. I certify that this bidder does not have any ToT arrangement requiring registration with the competent authority.”

OR

“I have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. I certify that this bidder has valid registration to participate in this procurement.”

(Seal & Signature of bidder)

GENERAL TERMS AND CONDITIONS OF CONTRACT

1.1. Submission of Tender: Tenders should be uploaded on CPP portal in two parts separately, i.e. "Technical Bid" (Part-A) and "Price Bid / BOQ" (Part-B). No other mode of submission will be accepted. Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory. Any clarifications/amendments/corrigenda etc., to NIT before last date of submission of bid will only be available on our website: www.iuac.res.in. Therefore, bidders are advised to keep visiting our website.

1.2 Technical Bid (Part-A): In this bid the bidder should upload his company profile, organizational setup, credentials, list of plant, machinery & tools in his possession. The following documents are essentially to be submitted with technical bid for qualification. Price bid of only those bidders will be opened who are technically qualified.

- a) Tender Acceptance Letter (written on bidder letter head, duly signed and stamped.) as per format provide in **Annexure B**, as a token of acceptance of the NIT conditions, with this bid.
- b) Profile of the Tenderer as per **Annexure C**.
- c) Proof of Earnest Money Deposit & MSME have to submit Bid Securing Declaration in lieu of EMD/Bid Security as per **Annexure D**.
- d) Code of Integrity & Conflict of Interest undertaking on letter head as per **Annexure E**.
- e) Undertaking on Blacklisting on bidder's Letter head as per **Annexure F**.
- f) Certificate/ Undertaking for Site Visit as per **Annexure G**.
- g) Check list for pre-qualification Bid as per **Annexure – H**.
- h) Data Security Certificate as per **Annexure - I**
- i) Scope of Work as per **Annexure -A**.
Copies of the work orders and completion certificates of similar type of work completed for Govt. Dept. (Central/State) / PSU / Autonomous bodies / Universities / Public / Pvt Ltd company during last 5 years (as on xx) as below:
one work order of value not less than 80% of the estimated value
or
two work orders of value each of 60% of the estimated value
or
three work orders of value each of 40% of the estimated value
- j) Copies of any three consecutive financial years (2020-21, 2021-22, 2022-23 & 2023-24) Income Tax Return (ITR).
- k) Average annual turnover in any three consecutive financial years e [2020-21, 2021-22, 2022-23 & 2023-24] shall be at least Rs 10 lacs. Duly audited financial statement/balance sheet/certified by CA to be submitted as supporting documents.
- l) OEM Service support certificate for at least one of the makes (Bose, Sony, Christie, Beyer dynamic, Yamaha, Bronx, QSC or Kramer)
- m) Self- attested copies of MSME, GST registration, ESI, EPF and PAN number.
- n) Signed and stamped copy of NIT.

IUAC reserves the right to visit the working sites mentioned by bidders as proof of experience to ascertain the quality of service rendered. The bidder will have to arrange for such visit.

Technical bids which are not confirming to the technical specifications will be disqualified.

(Note - All documents uploaded by the bidder should be self-attested along with stamp).

1.3 Price Bid (Part-B):

1.3.1 In this bid, the bidder is required to quote his item rates in the BOQ formed in accordance with the scope of work, terms & conditions & technical specifications enclosed. The rates/price quoted by contractor should be all inclusive i.e., should include all services, spare parts & tackles required for work, freight, Insurance, and all applicable Govt. Duties, excluding GST (payable separately, if applicable), levies & taxes, transport/cartage of materials/labour and all other expenses not specifically mentioned but reasonably implied. Nothing over and above these rates shall be payable to contractor. Further, nothing extra in rates will be considered due to any site difficulties. It is mandatory for bidder to quote all items rate as asked for in the BOQ/ PRICE schedule. Failure in not filling some item rates will lead to be considered them as zero and accepted. No further compensation on that item can be considered later. The bidders should quote unconditional rates.

1.3.2 The bidder shall fill up the Bill of Quantity (BOQ) which is price bid. The BOQ should filled up carefully as it will be used for evaluation of L1. The contract will be awarded to L1 bidder subject to fulfilment of other terms and conditions of tender. The price quoted shall remain fixed during the contract period and shall not vary on any account.

1. No payment other than as specified in the price schedule for each item and which has been accepted by the bidder, shall be payable to the successful bidder.

1.4 Period of Validity of Bids: Tender shall be valid for acceptance without any change in rates and NIT conditions for a period of 90 days from the date of opening of Price bid. No Bidder can withdraw/or modify his tender or revoke the same within the said period of 90 days. If a Bidder on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within a period of aforesaid 90 days his EMD deposit shall stand forfeited and action will be taken as per Bid Security Declaration. The validity of accepted rates is extendable for a period of 180 days from the date of issue of Award Letter, with mutual consent of both the parties.

1.5 Earnest Money Deposit: EMD @ 2% of total estimate value Rs. 20000 (Rupees twenty thousand only) is payable by the bidder. Bidder has to select the payment option as “**online**” to pay the EMD as applicable by going to the link <https://services.sabpaisa.in/pages/iuac.html>. The Earnest Money Deposit shall be in the form of online payment and it should be deposited before the bid opening.

EMD shall be refunded to the un-successful bidders on award of contract and to successful bidders on receipt of Performance Security.

EMD is the mandatory requirement however the MSMEs/NSIC registered with Government Agencies specified by Ministry of Micro, Small & Medium Enterprises (M/o MSME) with valid certificate (in the relevant category i.e. Audio & Video system Service) duly issued by GOI are exempted from payment of Earnest Money Deposit (EMD) and are required to submit Bid Security Declaration as per Annexure D form subject to conditions given below: -

MSMEs participating in the tender must submit valid & authorized copy of certificate of registration. The MSME's Bidder to note and ensure that nature of services and goods/items manufactured mentioned in MSME's certificate matches with the nature of the services and goods /items to be supplied as per Tender.

The registration certificate issued by agencies must be valid as on Bid closing date of the tender. Bidder shall ensure validity of registration certificate in case bid closing date is extended.

The MSMEs who have applied for registration or renewal of registration with any of the authorized agencies / bodies but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption / preference.

1.6 Deadline for Submission of Bids

- a) Bids must be submitted on-line before the due date and time as specified in the critical date sheet.
- b) IUAC may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified on the websites only.
- c) The online bid shall be neat, plain and intelligible. The authorized person should sign each page of the bid. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

1.7 Bid Opening and Evaluation of Bids

- a) The E-bids shall be opened on-line. The technical bids will be evaluated to short-list the eligible bidders. The technical bids of only eligible bidders shall be considered for further processing (technical evaluation).
- b) Bidder whose technical bid is found to be acceptable and meeting the eligibility requirements as specified in this tender will be considered as technically qualified.
- c) IUAC will open commercial bids of only the technically qualified/short-listed bids**
- d) In case, the day of bid opening is declared a holiday by the government, the E-bids will be opened on the next working day at the same time. No separate intimation shall be sent to the bidders in this regard.
- e) Since E-bid is an on-line process, the E-bid opening or any other process may be delayed due to any technical/server issue. If any such issue arises, this will not be tantamount to process delay and IUAC will not be responsible for the same.
- f) On opening of bids on-line, accepting the bid would not mean that the firm is technically or financially qualified.
- g) All terms and conditions stipulated in the tender document shall be considered for selection of firms(s). However, L-1 firm(s) will be decided on the basis of the lowest value quoted for AMC.
- h) The rates quoted in figures would be automatically converted in words in BOQ_XXXX.xls. The bidder should carefully cross check the prices entered in figures with corresponding figures converted in words. In case of discrepancy between words and figures, the rates quoted in words shall be treated as final. The correct amount will be calculated by multiplying unit price with quantity and in case of any discrepancy, the corrected amount shall be considered and total of all corrected amount shall be bidder's total quoted amount.
- i) Instances of Multiple L1s: The order of selection of successful contractor in case of multiple L1 may be as under conditions:
 - i. Submission of past experience and work orders issued by IUAC.
 - ii. Submission of highest turnover among the bidders who, if qualifies the above clause.

1.8 Clarification of Bids and shortfall documents: During the evaluation of Techno commercial or Financial Bids, Indenter on behalf of IUAC may, at its discretion, but without any obligation to do so, ask Bidder to clarify its bid by a specified date. Bidder should answer the clarification within that specified date (or, if not specified, 7 days from the date of receipt of such request). The request for clarification shall be submitted in writing or electronically and no change in prices or substance of the

bid shall be sought, offered, or permitted that may grant any undue advantage to such bidder.

If discrepancies exist between the uploaded scanned copies and the Originals submitted by the bidder, the original copy's text, etc., shall prevail. Any substantive discrepancy shall be construed as a violation of the Code of Integrity, and the bid shall be liable to be rejected as non-responsive in addition to other punitive actions under the Tender Document for violation of the Code of Conduct.

IUAC reserves its right to, but without any obligation to do so, to seek any shortfall information/ documents only in case of historical documents which pre-existed at the time of the tender opening, and which have not undergone change since then and does not grant any undue advantage to any bidder.

1.9 Duration of the Contract: The contract is initially for a period of one year which can be extended further year subject to satisfactory performance of work with the same rate, terms and conditions. However, the IUAC shall have full power to terminate the contract at any time during the duration of the contract if the manpower supplied and quality of service is not functioning to the satisfaction.

1.10 Scope of Work/Technical Specification as per Annexure - A

1.10.1 If, for any unforeseen reasons, IUAC is required to change the Scope of the Supply, this change shall be acceptable to the bidder without change in the unit price quoted.

1.10.2 IUAC reserves the right to reject one/ all the bids or cancel the tender without assigning any reasons there for.

1.10.3 IUAC reserves the right to accord relaxation uniformly to all the bidders in case the bid submitted by all the bidders are found to have minor deviation.

1.11 Site Conditions

Contractor shall acquaint himself fully with the site conditions and the working environment of IUAC before quoting their rates. A Bidder shall be deemed to have full knowledge of the site, whether he inspects it or not and no compensation or otherwise of any charges incurred or to be incurred consequent on any misunderstanding or otherwise shall be admissible.

No Compensation on account of any site difficulties will be entertained, at a later date, after the award of the work. (The bidder should sign undertaking as per ANNEXURE-G enclosed in tender. Failure will result in forfeiture of performance security / EMD).

1.12 Performance Security

The successful bidder will deposit a sum equivalent to 5% of the tender value as Performance Security in the form of FDR/Bank Guarantee/e-banking within 15 days. Successful bidders awarded the work order for carrying out the jobs on the basis of this Tender enquiry shall be required to furnish a Performance Security of the amount equivalent to 5% of the total contract value in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee from any Scheduled Commercial Indian Bank to be submitted within 10 days on the receipt of the award letter/Letter of Intent (LoI) by them. The Performance Bank Guarantee should remain valid for a period of 60 days beyond the date of completion of maintenance contract. It would be refundable (interest free) only after successful completion of maintenance contract. In case, the contract is further extended beyond one year, the Performance Bank Guarantee will have to be accordingly renewed by the successful bidder.

In the event of failure on the part of the successful bidder awarded the Contract to furnish Performance Security, within the stipulated time, the contract awarded shall be cancelled.

1.13 Payment Terms

Payment will be released after the successful completion of each quarter of AMC work and submission of monthly report.

1.14 Escalation:

No escalation over and above items rates quoted by the bidder, shall be paid during the execution of contract.

1.15 Tender liable to rejection: Tenders which do not fulfil all or any of the conditions laid down in this notice, or contain conditions not covered and / or not contemplated by the Conditions of tender document and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected and his earnest money will be forfeited. Tenders shall also be liable for rejection on any of the following grounds: -

- (i) Tenders containing remarks uncalled for
- (ii) Conditional tenders
- (iii) Tenders not submitted on prescribed Proforma
- (iv) Telegraphic / Fax/ Postal tenders
- (v) Tenders submitted late
- (vi) Tenders with NIL consideration
- (vii) Not submitted required documents as per tender

1.16 Amendment of Tender Documents

1.16.1 At any time prior to the deadline for submission of bids, IUAC may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

1.16.2 All prospective bidders who have downloaded the bidding document will be notified of the amendment(s), if any, on IUAC website / CPP portal, and such amendments/ modifications will be binding on them.

1.16.3 IUAC at its discretion may extend the deadline for the submission of bids if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into the consideration the amendments while preparing their bids.

1.16.4 Bidders should keep viewing the above-mentioned websites for any corrigendum/change. There wouldn't be any newspaper advertisement towards the same. If any bidder misses the information published on the website and their bid is rejected, no complaint would be entertained.

1.17 Force Majeure

The right of the contractor/supplier to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the contractor / supplier, including not limited to acts of God, Pandemic, or of the public enemy, restraints of a sovereign state, firms, wars, fires, epidemics, quarantine restrictions, floods, unusually severe weather. If a Force Majeure situation arises, the supplier / contractor shall promptly notify along with the justification / reasons well in advance to the Director IUAC for approval without any prejudice to price escalation. No time extension request shall be considered after the expiry of completion period/contract. The decision of the IUAC, Director will be final and binding on the supplier/contractor.

1.18 The Centre reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever and the decision of the IUAC in this regard will be binding on all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. Director, IUAC reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender. Tender once submitted will remain with IUAC and will not be returned to the bidders.

1.19 Termination of Contract: -

The Director, IUAC reserves its right to terminate the maintenance contract at any time after giving due notice without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for maintenance services already performed in terms of the contract, these would be paid to it/him as per the contract terms.

The contract can also be terminated at the request of contractor also. However, he is liable to give two months' notice period or else to pay two months O&M bill value in-lieu of the notice period.

1.20 Resolution of Dispute: All disputes arising out of this contract shall be referred to the sole arbitration of a person selected by the contractor out of the panel of three persons nominated by the Director IUAC, and his decision /award shall be final and binding on both parties. The Arbitration shall be governed under the Indian Arbitration Act 1996 or any statutory modifications or re-enactment thereof and rules made there under and for the time being in force shall apply to the arbitration proceeding under this contract. Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.

1.21 Correspondence: All the correspondence in respect of tender/contractual obligation shall be addressed to A.O. (S&P), Inter-University Accelerator Centre (IUAC), P.B. No. 10502, Aruna Asaf Ali Marg, New Delhi-110067.

For any inquiries regarding technical aspect may contact Mr. Anand Prakash, Engineer-C, e-mail: anand.prakash@iuac.res.in, Phone: Telephone: +91-11-24126018, 24126022.

1.22 This notice inviting tender will form part of the contract agreement to be executed by the successful tenderer on a stamp paper of Rs.100/-.

Accepted

Signature of the Bidder

(Name and Address of the Bidder)

Scope of Work

(Annexure -A)

1. Details of audio & video systems of auditorium of IUAC campus

At IUAC various academic courses, symposiums, workshops, internal and external meeting, conferences, seminars, cultural programs are conducted throughout the year utilizing the following facilities. The main auditorium complex, various rooms, halls in the campus are installed with various kinds of audio and video equipment's along with associated electrical, mechanical systems.

- a) The auditorium complex in IUAC campus comprises 300+ seater main auditorium, 50+ seater seminar hall, green rooms [2 nos.] and two levels of lobby area.
- b) The main laboratory building has a 40 seat Ph.D. classroom, 90+ seater seminar hall, a council room, committee room and a lobby area.

Note: Hereafter, Audio & video systems refers to audio & video equipment's along with associated electronic (computer included), electrical, mechanical equipment's in this document.

The audio & video systems were installed and commissioned in the year 2017-18. The conference room, seminar hall, meeting rooms of the main building are installed with basic data projectors.

2. SERVICE AND SUPPORT

Annual Maintenance Contract (AMC) has two sub maintenance contracts namely **Preventive maintenance** and **Comprehensive maintenance**. The contractor will provide **Preventive maintenance** for the Audio & Video Systems installed at IUAC (equipment's list as per annexure K) and **Comprehensive Annual Maintenance** for Audio & Video Systems (equipment's list as per annexure L) at IUAC. Also, contractor shall provide trained manpower with a professional qualification (ITI/Diploma/Graduation) with experience in operation and maintenance of various audio, video, stage lighting and computer equipment's. If any new audio video system is installed in future then he should be able to handle the same. He should be available at IUAC during all working days and depending upon arising requirements during weekend / holidays in consultation with IUAC personnel.

3. For Preventive Maintenance (equipment's list as per annexure K) contractor supplied manpower should handle the following:

- i. Contractor must ensure that all the audio video equipment's /systems should be well maintained & upkeep for immediate use and same shall be documented and counter verified by person in charge. Any computer software updation (supplied by IUAC) if required for these equipment's, shall be carried out in consultation with person in charge of IUAC.
- ii. Contractor must ensure that a dedicated service engineer provided by the agency must visit the IUAC facility for routine inspection, checking, calibration, servicing and maintenance of the audio video systems once every month along with regular physical cleaning (internal and external) and prepare a Report for the same.
- iii. Monthly Report for all the audio & video systems should be submitted to IUAC person in charge.

- iv. Any modifications or alteration and restoration as per the immediate functional requirements of the installed system shall be carried out in consultation with person in charge during this period.

4. For Comprehensive Maintenance (equipment's list as per annexure L):

- i. If any faulty parts of Audio video systems that need replacement, those are to be replaced by the part of same specification/OEM compatible with system without any additional cost to IUAC. If the part of same specification / OEM compatible is not available then it is to be replaced by part that is compatible with the system subject to provide a certificate from OEM regarding the non-availability of parts. The cost of the same would be borne by the bidder.
- ii. The contractor shall provide maintenance through their service engineer from 9:00 AM to 5:30 PM (Monday to Saturday) to keep the systems in good working order. Complete Technical support for the upkeep of Audio & Video Systems Installed at IUAC Campus and peripherals/ parts should be provided without any financial implications as and when required by IUAC.
- iii. The contractor is responsible for repairing and reinstalling any stalled equipment in consultation with the designated authority. If necessary, defective equipment should be transported to the nearest authorized manufacturer or service center for repair at no extra cost to IUAC. The contractor's personnel are also responsible for liaising with the service center to ensure successful repair and timely return of the equipment, which should not exceed a period of three months. Furthermore, during this downtime, the contractor must provide alternative or direct replacements to maintain the uninterrupted operation of the facility.
- iv. It is the responsibility of the contractor to maintain a reasonable stock of spare parts for equipment's that need frequent repairs and this should be done at his own cost.

5. In addition to supplied manpower, contractor shall provide additional qualified & skilled manpower when required at IUAC, for programming/operation of the installed audio & video and stage light systems as and when requirement arises during larger functions organized by IUAC or other external agencies during AMC period. Such requirements will be intimated to successful bidder in advance and any logistics requirements to fulfill is bidder's responsibility.

3. Period of execution

- Attending to all requirements given by the department within 24 hours. Minor complaints or alterations shall be carried out within 3 working days.
- Whenever major repair of equipment's is to be carried out, it should be done through OEM authorized service Centre, in case if it is not possible through OEM then a certificate regarding service support unavailability by OEM must be provided, it must be done by professional agency (third party) and same shall be carried out within 15 days after obtaining due approval from IUAC personnel.
- The delay in attending complaint within above stipulated time will invite a penalty of Rs. 1000/- per day.

4. List of items

The annexure- K is a list of A/V systems /equipment's for Preventive maintenance and annexure-L is a list of A/V systems /equipment's for Comprehensive maintenance.

Note: Any equipment/device/wiring/panel etc. which is not indicated in the equipment list as per annexure-K and annexure- L, but forms part of the overall system, shall be deemed to be included in the scope of work. The contractor should physically inspect the entire systems which are to be covered under contract before quoting their rates

Special Terms and Conditions of the Tender:

1. The number of additional manpower required to operate on special events is purely need based and this may be increased as per requirement.
2. IUAC shall have full power to reject the manpower which to the true intent and meaning is not in accordance with the requirement as per tender document.
3. Contractor must provide a point of contact (i.e. Bidders e-mail or any Alternate mobile number.)
4. The contracting agency will be entirely responsible for the execution of this contract in all respect in accordance with terms & condition and shall not assign or sub-let the same.
5. The successful agency/bidder shall be responsible for compliance of all statutory provisions relating to Wages, Provident Fund and Employees State Insurance etc., in respect of the person deployed by it in the IUAC.
6. That the contractor shall keep the IUAC indemnified against all claims whatsoever in respect of the employee(s) deployed by the contractor including the court matter. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case IUAC or any person authorized by him is made party and is supposed to contest the case, the IUAC or any person authorized by him will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to IUAC or any person authorized by him or demand. Further, the contractor will ensure that no financial or any other liability comes on IUAC or any person authorized by him in this respect of any nature whatsoever and shall keep IUAC or any person authorized by him indemnified in this respect.
7. That the contractor shall further keep the IUAC indemnified against any loss or the IUAC or any person authorized by him property and assets. The IUAC shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.
8. That the contracting agency shall be responsible for faithful compliance of terms and conditions of this agreement, and shall also abide by all terms and conditions as mentioned in the tender document.
9. If the contractor violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of IUAC, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for particular month will be imposed.
10. The security money shall be liable to be forfeited in the event of unsatisfactory performance of the contractor and /or loss/damage, if any, sustained by the IUAC on account of failure or negligence or the workers deployed by him or in the event of breach of the agreement by the Contractor.
11. The successful agency/bidder shall furnish the following documents in respect of the individual manpower who will be deployed by it in the IUAC before the commencement of work:

a) Bio-data of person along with the certificate in respect of educational/professional qualification etc.

b) Attested copy of matriculation certificate containing date of birth.

c) Certificate of verification of antecedents of person by local police authority.

d) Detailed proof of identity like driving license, bank account details, proof of residence and recent two photographs of the personnel to be deployed by the agency in IUAC.

12. The successful agency/bidders shall ensure that the personnel deployed is medically fit.

13. The successful agency/bidders shall be responsible for proper conduct of his/her personnel in IUAC office premises.

14. The personnel deputed to IUAC by the successful agency/bidders should be polite, cordial, positive and efficient while handling the assigned work.

15. The person(s) deputed in IUAC should be well trained & shall not be changed by the agency in any circumstances unless there is a specific request from IUAC in writing.

16. The person deployed by the successful agency/bidder at IUAC will have to carry valid gate-pass, which will be issued only after submission of their bio-data in desired format. Any negligence / offense on their part will attract immediate removal from site.

17. The person will have to be covered under insurance against any personal accident and IUAC will not be liable for payment of any compensation on that account.

18. In case of any injury to person at IUAC campus, due to any reason, the agency/bidder shall be responsible for taking the person to the hospital / nursing home / dispensary for treatment at his own cost. If in the case of emergency IUAC vehicle is used, IUAC incurs any expenditure on the treatment of the person, the contractor will be suitably charged for the same.

19. If the person is found to be misbehaving or to be negligent in the duties assigned to him/her, IUAC reserves the right to seek his/her removal from IUAC, with suitable replacement within 24 hours.

20. For all intents and purposes, the successful agency/bidder shall be 'Employer' within the meaning of different labour legislation in respect of manpower so deployed in the IUAC. The person deployed by the agency/bidder in IUAC shall not have claims of any employer and employee relationship against IUAC.

21. The successful agency/bidder shall be solely responsible for the redressal of grievance/resolution of dispute relating to person deployed. The IUAC shall in no way be responsible for settlement of such issues whatsoever.

22. The persons deployed by the successful agency/bidder shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees of the IUAC during the currency or after expiry of the contract.

23. In case of termination of the contract on its expiry or otherwise, the persons deployed by the successful agency/bidder shall not be entitled to and will have no claim for any

absorption in the regular/otherwise capacity in IUAC.

24. The deployed person if on leave for more than 5 working days, the agency/bidder must provide a replacement with overlap of 5 days at IUAC without any extra cost.

25. The contract will be initially for a period of one year and is likely to commence from the date of deployment of manpower which may be extended for a further period depending upon the requirement of manpower, administrative convenience of IUAC and performance of the Agency.

26. The remuneration to be quoted for working hours from 9:00AM to 5:30PM including lunch of 30 minutes (6 days working in a week).

LEGAL

2. The successful agency/bidder shall also be liable for depositing all taxes, statutory obligation, levies, cess etc., on account of services rendered by the bidder to IUAC to concerned tax, ESI, EPF authorities from time to time as per extant rules and regulations on the matter. In case, the successful agency/bidder fails to comply with the statutory/taxation liabilities under appropriate law, and as a result thereof, the IUAC is put to any loss/obligation, monetary or otherwise, the IUAC will deduct the same from the monthly bills and /or the performance security deposit of the agency/bidder, the extent of the loss or obligation in monetary terms.

3. The successful agency/bidder shall maintain all statutory registers under the law. The agency shall produce the same, on demand to the concerned authority of IUAC or any other authorities under law.

4. The tax deduction at source (TDS) shall be made as per the provisions of Income Tax Act and a certificate to this effect shall be provided to the agency by the IUAC.

5. The remuneration of the deployed staff must be credited to their bank account by the successful agency/bidder latest by 7th of every month except during financial year ending. A penalty of Rs. 500/- per day shall be imposed on the agency for failure to meet this deadline.

7. All disputes or differences whatsoever arising between the parties out of or relating to the meaning and operation of effect of work order or breach thereof shall be subject to Courts at New Delhi.

Accepted
(Signature and Stamp of bidder)

TENDER ACCEPTANCE LETTER
(To be given on bidder's Letter Head)

(Annexure - B)

Date:

To,
The Director
IUAC, New Delhi-67

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: IUAC/NIT/AP/

Name of Tender / Work: -

Dear Sir,

I/ We have downloaded / read and examined the tender document(s) for the above-mentioned Tender /Work from the web site(s) namely:
as per your advertisement, given in the above-mentioned website(s).

4. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
5. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
6. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
7. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
8. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

PROFILE OF THE TENDERER
(To be given on Bidder's Letter Head)

(Annexure - C)

**Preventive/Comprehensive AMC of Audio & Video Systems within IUAC Campus,
New Delhi-110067**

1. Name of the Firm / Organization :
2. Address :
3. Telephone No. / Mobile No. &
Name of the Contact Person :
4. Fax No. :
5. E-mail ID :
6. Month and Year of Firm establishment :
7. Name of proprietor / partners/director :
8. No. of years of experience in this field,
with Reference, Certificates :
9. Annual Turnover during any
three years (Enclose copies of
Audited Financial Statement duly
certified by CA
2020-2021 :
2021-2022 :
2022-2023 :
2023-2024 :)
10. Whether the firm is a Tax
Assessed? If so, please give the
details of PAN No. and copies
of ITR files for the last three
financial years :
11. GST Registration No. :
12. ESI Registration No. :

Signature of the Bidder & Seal

BID SECURING DECLARATION FORM
TO BE SUBMITTED BY MSME ONLY ON LETTER HEAD

(Annexure - D)

Tender/Bid No.:

Date:

To
The Director
Inter University Accelerator Centre (IUAC)
New Delhi
Dear Sir/Madam,

We, the undersigned, solemnly declare that:

We understand that, according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration In lieu of Bid Security.

We unconditionally accept the condition of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in IUAC for a period of two years from the date of opening of this bid if we breach our obligation under the tender conditions, if, we,

- a) withdraw/amend/impair/derogate, in any respect, from our bid, within the bid validity;
- or
- b) being notified within the bid validity of the acceptance of our bid by IUAC
 - (i) fail or refuse to sign the contract, or
 - (ii) failed or refused to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the tender documents.

We know that this Bid Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
 - a) of cancellation of the entire tender process or rejection of all bids or
 - b) of the name of successful bidder or
- 2) Forty-five days after the expiration of the bid validity or nay extension to it.

Signed:
Name:

Dated on _____ day of

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

(Signature of the Bidder, with Official Seal)

Declaration By The Bidder For Code Of Integrity & Conflict Of Interest **(Annexure - E)**
(On the Letter Head of the Bidder)

No: _____

Date _____

To,
The Director IUAC
New Delhi

Sir,

With reference to your Tender No. _____ dated _____ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as in your Tender document and have no conflict of interest.

It is certified that we are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids / Tender.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a
- b
- c

We undertake that we shall be liable for any punitive action in case of transgression/contravention of this code.

Thanking you,

Yours sincerely,

Signature
(Name of the Authorized Signatory)

Bidder Seal

(Undertaking on Blacklisting on Bidder's Letterhead)

Annexure-F

I / We (bidder) hereby give an undertaking that:

1. I / We have not been blacklisted / on holiday list / debarred during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc;
2. I/We do not have any dispute with any of the Govt. Departments/ Govt. Autonomous Bodies/Institutions, etc.;
3. I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/ Govt. Autonomous Bodies/ Institutions;
4. I/We have not submitted any fake/forged certificates/ documents and later, if any such 'Certificates/Documents' found to be fake/ forged or contains willful wrong/incorrect information, suitable legal actions may be initiated against me/us/agency and the agencies / bidders shall be debarred from tendering with the Institute.
5. I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the IUAC and the agencies / bidders shall be debarred from tendering with the Institute.

Seal and Signatures of the
Authorized Person of the Agency

Place:

Date:

Certificate/ Undertaking on Site Visit (On Bidder's letter head)

Annexure - G

This certificate shall be furnished duly signed & stamped with **Techno-commercial Bid**.

This is to certify that we have visited the centre for **Preventive/Comprehensive AMC of Audio & Video Systems within IUAC Campus** on and assessed the actual situation & nature of services/works. We have also assessed the amount of work involved at site for tendered work before submitting our offer. We will be able to complete the above services/works within contract period and as per terms & condition, scope of works.

We further undertake that no extra cost will be claimed by us later-on for any difficulties/ modifications involved during period of contract. We understand that services/works is to be executed in an already operational/ functional institute.

(Signature of the Bidder, with Official Seal)

CHECK-LIST FOR PRE-QUALIFICATION BID**(Annexure-H)****Preventive/Comprehensive AMC of Audio & Video Systems within IUAC Campus, New Delhi**

#	Documents Provided
1.	Tender Acceptance Letter - Annexure - B
2.	Profile of The Tenderer - Annexure - C
3	Bid Securing Declaration Form - Annexure - D
4	Declaration By The Bidder For Code Of Integrity & Conflict Of Interest - Annexure - E
5	Undertaking on Blacklisting on bidder's Letter head - Annexure-F
6	Certificate/ Undertaking on Site Visit - Annexure - G
7	Data Security Certificate as per Annexure - I
8	Scope of work as per the details as given in Annexure - A
9	Proof of submission of EMD
10	Self-attested copy of the GSTIN & PAN card issued by the respective authorities.
11	Self-attested copy of MSME/NSIC Registration Certificate.
12	Annual turnover of last three financial years (2020-21, 2021-22, 2022-23 & 2023-24) duly certified by the Statutory Auditors. To support the claim, provide a certificate of CA (No need to provide copies of balance sheet).
13	Copies of ITR filed for the last three financial years (2020-21, 2021-22, 2022-23 & 2023-24)
14	Certificate - Bidder Not from/ from Country sharing Land border with India & Registration of Bidder with Competent Authority
15	Certificate – Bidder Not from/ from Country sharing Land border with India, Registration of Bidder with Competent Authority & not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority
16	Signed and stamped copy of NIT.
17	Any other Documents mentioned in tender.

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.

DATA SECURITY CERTIFICATE

(To be executed on Rs. 100/- Non-judicial Court Stamp)

I / We hereby certify that the Inter-university Accelerator Centre shall have absolute right on the digital data and output products processed / product by me / us. I / We shall be responsible for security / safe custody of data during processing. I / We also certify that the digital topographical data will not be taken out of the building premises on any media by any means by me/us or any other person deployed by me/us. The original input data supplied to me / us by the Office of IUAC of digital data and output products processed / produced from input data will not be passed on to any other agency or individual other than the authorized person of IUAC. I / We shall abide by all security and general instructions issued by IUAC a person authorized by IUAC from time to time. We understand Intellectual Property Rights belong to IUAC.

I / We also agree that any data pertaining to IUAC will be handed over / removed (as the case may be) from my / our possession in the presence of person(s) authorized by IUAC after completion of the task.

Signature of the bidder

Name, Date, Signature & Address of the witnesses

(1)

(2)

Part B- Price Bid

(Rate should be quoted in Standard BOQ .XLS format only)

**Preventive / Comprehensive AMC of Audio & Video Systems within
IUAC, New Delhi**

Sr No	Descriptions	Unit rate INR
1	Service type: Preventive maintenance (charges per annum) - consider equipment's list as per annexure-K	
2	Service type: Comprehensive Maintenance (charges per annum) - consider equipment's list as per annexure-L	
3	Skilled manpower for operation and maintenance of all Audio & Video equipment's installed at IUAC(1nos.)	
4	Professional operator for Operation & Programming of Stage Lighting System for major events when required on call basis, Charges per day per person (Optional)	
	Note: GST charges and any other charges shall be included in above	
	Note: L1 will be considered on the basis of 1,2 and 3.	
	Total Amount (Rs.)	
	Total Amount in words (Rupees)	

(Signature & Seal of the Bidder with date)