

PUBLIC NOTICE/TENDER NOTICE							
Sr. No.	Name of Department /Board/ Corp./ Auth	Name of Work/ Notice/ Tender	Starting date & ending date (Time)	Amount/EMD (Approx.) in Rupees	Website of the department	Nodal Officer/ Contact details/ Email	Tender Ref. No/ Tender No
1	Shri Vishwakarma Skill University, Dudhola, Palwal, Haryana	DAY TO DAY OPERATION with SPECIAL REPAIRS (if required) INCLUDING ALL ELECTRICAL and Civil related services	06-Aug-2026 05:00 PM to 17-Aug-2026 05:00 PM	EMD Amount 1,68,207/-	www.svsu.ac.in	Deputy Registrar 9416600506 7496873094 tenders@svsu.ac.in	Tender No. & Tender Id.- SVSU/IDC/2026-27/180 & 2026_HRY_539099_1 (http://etenders.hry.nic.in)

सावर्जनिक सूचना / निविदा सूचना							
क्रमांक	विभाग/बोर्ड/निगम/प्राधिकार का नाम	कार्य/ नोटिस/निविदा का नाम	आरंभ तिथि (समय) व समाप्ति तिथि (समय)	राशि/ईएमडी रूपये में,	विभाग की वेबसाइट	नोडल अधिकारी/ संपर्क विवरण/ ईमेल	निविदा संदर्भ संख्या/ निविदा संख्या
1	श्री विश्वकर्मा कौशल विश्वविद्यालय, दुधोला, पलवल, हरियाणा	रोज़मर्रा के कामकाज और खास मरम्मत (अगर जरूरत हो) - जिसमें सभी इलेक्ट्रिकल और सिविल से जुड़ी सेवाएँ शामिल हैं।	06-Aug-2026 05:00 PM to 17-Aug-2026 05:00 PM	ई.एम.डी. राशि 1,68,207/-	www.svsu.ac.in	डिप्टी रजिस्ट्रार 9416600506 7496873094 tenders@svsu.ac.in	टेंडर नं: SVSU/IDC/2026-27/180 & 2026_HRY_539099_1 (http://etenders.hry.nic.in)

TENDER DOCUMENT

SHRI VISHWAKARMA SKILL UNIVERSITY (SVSU) INVITES TENDERS FROM PSUs/MULTINATIONAL CORPORATION(MNC)/NATIONAL COMPANIES/REGISTRED FIRMS FOR (24X7) DAY TO DAY OPERATION with SPECIAL REPAIRS (if required) INCLUDING ALL ELECTRICAL WORKS, DG SETS, PASSENGERS AND GOODS LIFTS, ELECTRICAL INSTALLATIONS (INCLUDING ALL INTERNAL & EXTERNAL INSTALLATIONS), CIVIL WORKS, HVAC WITH CONTROLLER & SPLIT/WINDOW ACs, IT WORKS AND BMS SYSTEM, FIRE FIGHTING SYSTEM, FIRE ALARM OF SVSU CAMPUS, UPS SYSTEMS, WATER SUPPLY SYSTEM, SEWERAGE TREATMENT PLANT SYSTEM/NETWORK STP), SPORTS FACILITIES at VILLAGE - DUDHOLA, SVSU, PALWAL – 121102, FOR A PERIOD OF ONE YEAR

(TECHNICAL BID)



SHRI VISHWAKARMA SKILL UNIVERSITY

VILLAGE – DUDHOLA – PALWAL - 121102, Website – www.svsu.ac.in

NOTICE INVITING TENDER

Online tenders under two bids system are invited from **PSUs/Multinational Corporation (MNC) / National Companies/Registered Firms** for providing services as listed under the scope of work in the tender documents. The key parameters are as follows: -

Sr. No	Description	Details
1.	Name of work	SHRI VISHWAKARMA SKILL UNIVERSITY (SVSU) INVITES TENDERS FROM PSUs/MULTINATIONAL CORPORATION(MNC)/NATIONAL COMPANIES/REGISTERED FIRMS FOR (24X7) DAY TO DAY OPERATION with SPECIAL REPAIRS (if required) INCLUDING ALL ELECTRICAL WORKS, DG SETS, PASSENGERS AND GOODS LIFTS, ELECTRICAL INSTALLATIONS (INCLUDING ALL INTERNAL & EXTERNAL INSTALLATIONS), CIVIL WORKS, HVAC WITH CONTROLLER & SPLIT/WINDOW ACs, IT WORKS AND BMS SYSTEM, FIRE FIGHTING SYSTEM, FIRE ALARM OF SVSU CAMPUS, UPS SYSTEMS, WATER SUPPLY SYSTEM, SEWERAGE TREATMENT PLANT SYSTEM/NETWORK STP), SPORTS FACILITIES at VILLAGE - DUDHOLA, SVSU, PALWAL – 121102, FOR A PERIOD OF ONE YEAR
2.	Estimated cost period of one year	Rs. 84,10,359/- (excluding GST)
3.	Period of Contract	1 Year and extensible to 1 years based on performance review, feedback of the services.
4.	Earnest Money	Rs. 1,68,207/-
5.	Performance Guarantee	5% (Five Percent Only) of contract value within 15 days from the issue of Letter of Allotment
6.	Cost of Tender and Fees	Rs. 5000 and 1180 (Non-Refundable)
7.	Start date of Bid	06/08/2026 at 17:00 Hrs.
8.	Date and Time for submission of Tender	Up to 17/08/2026 at 17:00 Hrs. at the online portal. DNIT information/Tender document can also download from www.svsu.ac . In or https://etenders.hry.nic.in
9.	Date and Time for opening of Tender	a. Technical Bid open on 19/08/2026 at 12:00 PM. b. The technical bids of tenders shall be opened through online portal of Haryana Government i.e. https://etenders.hry.nic.in c. Date of opening of financial bids of the eligible bidders shall be intimated to the Bidders who are found to be technically pre-qualified.
10.	Date of Pre-Bid Meeting	A pre bid meeting will be held on / /2026 at Site 11:00 AM at 1 st floor Conference Room, Takshshila Bhawan SVSU Campus, Village- Dudhola -Palwal - 121102.
11.	Minimum Eligibility criteria	(i) The PSUs/Multinational Corporation (MNC)/National companies/Registered Firms should have minimum of three years' satisfactory work experience as upto previous day of last date of submission of application in execution of similar works of Public Sector and Govt. Companies / Banks / Government Departments / Research Organizations/Institutional bodies/Commercial buildings. (ii) The agency should have executed at least: - (a) One completed similar work of value not less than 80% of the estimated cost (mentioned above Sr. no. 2) in the last seven years. or (b) Two completed similar works, each of value not less than 50% of the estimated cost (mentioned above Sr. no. 2) in the last seven years. or (c) Three completed similar works, each of value not less 40% of the estimated cost (mentioned above Sr. no. 2) in the last seven years. “Similar works” shall mean, “Residential /Official/Commercial Complex in Annual Operation of buildings includes Civil, Plumbing, Electrical, Mechanical, horticulture, Fire Fighting, Fire Alarm, Sanitary installations, Operation of Lifts, DG sets and STP, WTP and CAMC of Specialized equipment and UPS etc. The bidders shall submit performance certificates issued from the clients concerned for whom they have worked. They should not have been debarred/blacklisted by any of the Govt. /PSUs /SVSU. A written statement on a stamp paper of Rs100/- be submitted in this regard.

12	General Instructions	All the documents are to be submitted by bidder should be self-attested photocopies, legible, signed and stamped by authorized signatory, otherwise the bid is likely to be rejected.
13	Governing Law & Jurisdiction	• This Tender shall in all respects be governed in accordance with the laws of India and the courts of Palwal (Haryana) shall have the sole and exclusive jurisdiction to entertain any disputes that may arise hereunder. • The parties here to undertake to use their best efforts to resolve amicably any dispute arising out of or in connection with this Tender and the interpretation thereof through consultation in good faith and mutual understanding, provided that such consultation shall not prejudice the exercise of any right or remedy of either Party hereto by any such Party in respect of any such dispute. If the dispute doesn't resolve amicably then the same will be referred to the sole arbitrator to be appointed with the consent of both the parties. The decision of the arbitrator shall be binding on both the parties. The arbitration shall be concluded as per the provisions of "Arbitration and Conciliation act 1996"
14	Bid/Tender Validity	The Bid shall remain valid for 90 days from the date of opening of the Technical Bid.

INSTRUCTIONS FOR TENDERS

1. Bidders shall visit the site of work on any working day during office hours by contacting Administrative Officer/Engineers / Caretaker to acquaint themselves of the type, Quality, quantity & conditions of work to be executed, to assess various requirements of resources, etc.
 2. Bidders shall study the tender documents in detail along with conditions of contracts, special conditions, scope of work, etc. before submission and seek any clarification in writing at least 3 days before the last date of submission of tenders.
 3. Tenders are invited in two bids system, both the parts shall be submitted Online at <https://etenders.hry.nic.in> with name of work, type of the bid (Technical and Financial) as per guidelines of Haryana Government e-procurement system.
 4. Earnest money as indicated on NIT shall be submitted online only with the Technical bids. The EMD of unsuccessful Bidders shall be refunded within two months after the award of work to the successful Bidders.
 5. All the pages of the tender documents shall be signed and stamped by the authorized signatory before submission.
 6. Conditional tenders shall not be accepted.
 7. Rates and tendered amount shall be quoted in percentage basis (Below or Above). Corrections shall be avoided. Discrepancy in figure & words and rates versus amount shall be dealt as per Haryana State PWD/CPWD norms.
 8. Last date of submission of tender is 17/08/2026 at 17:00 Hrs.
 9. Pre-Bid meeting date: 11/08/2026 at 11:00 AM.
 10. Date and time of opening of technical bids of tender on 19/08/2026 at 12:00 PM.
 11. All Bidders shall indicate their contact details, mobile no and email IDs to seek any clarification from them by SVSU.
 12. All financial term should be submitted in the favor of Registrar, Shri Vishwakarma Skill University, Payable at Palwal.
 13. The tender for the work shall remain open for acceptance for a period of 90 days from the date of opening of the technical bid.
 14. SVSU reserves the right to cancel the tender at any time for any reason.
 15. The Competent Authority of SVSU, reserves the right to accept or reject any or all tenders or part of tender without assigning any reason whatsoever.
 16. Certificate of Financial Turn over: At the time of submission of tender, the Bidders shall upload Affidavit / Certificate from Chartered Accountant mentioning Financial Turnover of at last 3 years or for the period as specified in the tender document and further details if required may be asked from the Bidders after opening of technical tenders. There is no need to upload entire voluminous balance sheet. However, one page of summarized balance sheet (audited) and one page of summarized P & L (audited) for last three years ending on 31.03.2026 should be submitted.
 17. The tender (Financial Bid) will be evaluated based on the total evaluated bid value only. Bidders must quote their rates as a single percentage either "Above" or "Below" the estimated rates.
 18. It is mandatory to submit copies of all the documents such as service tax registration/ Tax registration/EPF registration/ESI registration, PAN No.
 19. The tenders shall be submitted tender Online at <https://etenders.hry.nic.in> and visit for if any query at Shri Vishwakarma Skill University, Village – Dudhola (Palwal) Hry. 121102.
 20. The price/financial bid of only those bidders shall be opened who qualify in Pre-qualification cum Technical Bid.
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Shri Vishwakarma Skill University

(Established by Govt. of Haryana)

Village-Dudhola-Palwal -121102

SCOPE OF WORK

SHRI VISHWAKARMA SKILL UNIVERSITY (SVSU) INVITES TENDERS FROM PSUs/MULTINATIONAL CORPORATION(MNC)/NATIONAL COMPANIES/REGISTERED FIRMS FOR (24X7) DAY TO DAY OPERATION with SPECIAL REPAIRS (if required) INCLUDING ALL ELECTRICAL WORKS, DG SETS, PASSENGERS AND GOODS LIFTS, ELECTRICAL INSTALLATIONS (INCLUDING ALL INTERNAL & EXTERNAL INSTALLATIONS), CIVIL WORKS, HVAC WITH CONTROLLER & SPLIT/WINDOW ACs, IT WORKS AND BMS SYSTEM, FIRE FIGHTING SYSTEM, FIRE ALARM OF SVSU CAMPUS, UPS SYSTEMS, WATER SUPPLY SYSTEM, R.O. System/SEWERAGE TREATMENT PLANT SYSTEM/NETWORK STP), SPORTS FACILITIES at VILLAGE - DUDHOLA, SVSU, PALWAL – 121102, FOR A PERIOD OF ONE YEAR

Exclusions from Scope: All parts/material/maintenance contracts/AMC/CAMC which are not mentioned in the BOQ items or Major Systems/items shall be procured by SVSU from OEM/market or as may be deemed fit by it.

The details of the SVSU campus are as under: -

PART(A) - Details of SVSU Campus: -

The site of SVSU campus is located in Village-Dudhola Palwal, Haryana - 121102 having total area of approximately 82 Acres. The details of Campus built up area/buildings are as under:

S.No.	Buildings	Area in Sq. M	No. of Blocks	No. of Stories	Ground Coverage
1	Administrative Block	5000	1	5	1115
2	Auditorium & Convention Centre	7760	1	5	2350
3	Academic Block	22245	6	4	5561
4	Central Library/ Computer Centre/Student Activity Centre/ Central Cafeteria	9110	1	4	2400
5	Centre of Excellence	4660	1	6	773
6	V.C Residence cum Camp Office	411	1	2	330
7	Senior Admin Residences (4 no. Type-8)	1098	4	2	645
8	Guest House/ Faculty House (With 20 no. guest rooms on twin sharing basis and 2 no. VVIP Suites)	2686	1	4	935
9	Type 8 & 7 Residence (32 residences)	10823	2	5	2165
10	Type 6 & 5 Residence (32 residences)	7140	2	5	1428
11	Type 4 Residence (12 residences)	1238	2	3	413
12	Type3 & 2 Residence (48 Residences)	4735	2	7	676
13	Type 1 Residence (12 Residences)	831	2	3	277
14	Transit Accommodation(28 units)	1849	1	4	462
15	Girls Hostel 1 Seater (85 students)	3492	1	6	582
16	Girls Hostel 3 Seater (261 students)	11384	1	6	1897
17	Girls Hotel 4 Seater (114 students)				
18	Boys Hostel 1 Seater (85 students)	3492	1	6	582
19	Boys Hostel 3 Seater (261 students)	11384	1	6	1897
20	Boys Hotel 4 Seater (114 students)				
21	Shopping Centre	1310	1	2	655
22	Health Centre	730	1	1	730
23	Community Centre	1020	1	2	700
24	Stadium	2350	1	3	1175
25	Gymnasium	3000	1	3	2360
26	Swimming Pool	1260	1	2	630
27	Construction Skill Academy (CSA)	690			690
28	Playground (400 Meter Track)	-	-	-	-

29	Feeder School	3000	1	4	750
30	6 No. Electrical Sub-Stations	3000	6	1	3000
31	STP	1000	1	1	1000
32	WTP	1000	1	1	1000
	Total Area in Phase I	127698			37178

- Total Ground Covered area of SVSU campus: - 37178 Sq. meter.
- Total Buildings area of SVSU campus: - 127698 Sq. meter.
- Total Open area of SVSU campus: - 294664 Sq. meter.

PART-(B): Details of services:

- Operation (Day to Day works) of regular & routine checking of all systems (as per OEM's standard shall be carried out in the above said buildings/throughout campus and other areas as given below:
- Operation of Water Supply System.
- Operation of Sewerage Treatment Plant.
- Operation of DG Sets.
- Operation of Running 11KV/415V Electrical Sub-Stations
- Operation of entire campus all Electrical Internal and External Installations.
- Fire Fighting systems including fire detection system, water sprinkler system, Fire Alarm Down Comer systems and allied equipment.
- Maintenance of all civil works (including internal & external maintenance of buildings). Operations and maintenance of all Sanitary and Plumbing system.
- Operations of lifts.
- Operation of all RO unit's/purifiers/filters/ water cooler.
- Operation of HVAC system with controllers, Split/window ACs.
- Operation of UPS System.
- Operation of Water Supply System
- Operation of Sewerage Treatment Plant.
- Operation of Swimming pool and others sports facilities.
- Engineer IN Charge: Engineer in Charge means Executive Engineer

The work shall be carried out as per the provisions in General Conditions, Special Conditions, Haryana State/CPWD Work & maintenance Manual Terms & Conditions of respective services/trades, HSR/DSR in vogue and BOQ of the contract. The Bidders are advised to have the detailed survey/study of the work site, its nature & condition, surroundings, all Conditions of the contract before quoting their rates. It may please be noted that all the rates shall be inclusive of requisite manpower, T&P, Machineries, ladders, M.S. scaffoldings safety & security arrangements including provision of gratings, all leads, lifts, height & depths, working in night shifts, taxes like Labour cess, VAT, Service tax, levies, etc., statutory requirements like Labour license, PF registrations and other requirements under the contract. No claim shall be entertained/accepted, unless otherwise specified, on any account beyond the accepted/agreement rates. In addition to the above any other work as may be deemed necessary by the Engineer-in- Charge as per its directions.

IMPORTANT DEFINITIONS

In this Contract, the following terms shall be interpreted as indicated below:

- "Service Provider" shall mean the successful bidder to whom the contract has been awarded and with whom the Tendering Authority signs the contract for rendering of operation and maintenance, goods and services.
- "Contract" means the agreement entered into between the Tendering Authority and the Service Provider, as recorded in the document signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein;
- "Bidders/Bidder" means any firm taking the full responsibility of managing the contract as required in the tender. The word "Bidder" when used in the pre award period shall be synonymous with "Service Provider" which shall be used after award of the contract.
- "Contract Price" means the price payable / receivable to / by the Successful Bidder under the Contract for the full and proper performance of its contractual obligations;
- "Services" means services ancillary in the Operation & Maintenance Services in throughout campus of SVSU.
- "SVSU" means "Shri Vishwakarma Skill University"
- "Bank Guarantee" means the guarantee to be provided by the Bidders as given in the tender document for the specified amount.
- "Engineer Incharge" means Executive Engineer or nominated by the competent authority.

ABBREVIATIONS

- i. SVSU – Shri Vishwakarma Skill University
- ii. PSU - Public Sector Undertakings
- iii. MNC- Multi National Companies
- iv, RTI - Right to Information under RTI Act, 2005.
- v. B&R - Buildings & Roads.
- vi. E&M - Electrical & Mechanical
- vii. EPF - Employees Provident Fund
- viii. ESI - Employees State Insurance

Master Plan of SVSU Campus

NO.	DESCRIPTION	SYMBOL
1	BUILDING BLOCK (PHASE 1)	[Symbol]
2	BUILDING BLOCK (PHASE 2)	[Symbol]
3	BUILDING BLOCK (PHASE 3)	[Symbol]
4	ROAD (L&T 400)	[Symbol]
5	PARKING AREA (L&T 400)	[Symbol]
6	FOOTPATH (L&T 400)	[Symbol]
7	ROAD CENTER LINE	[Symbol]

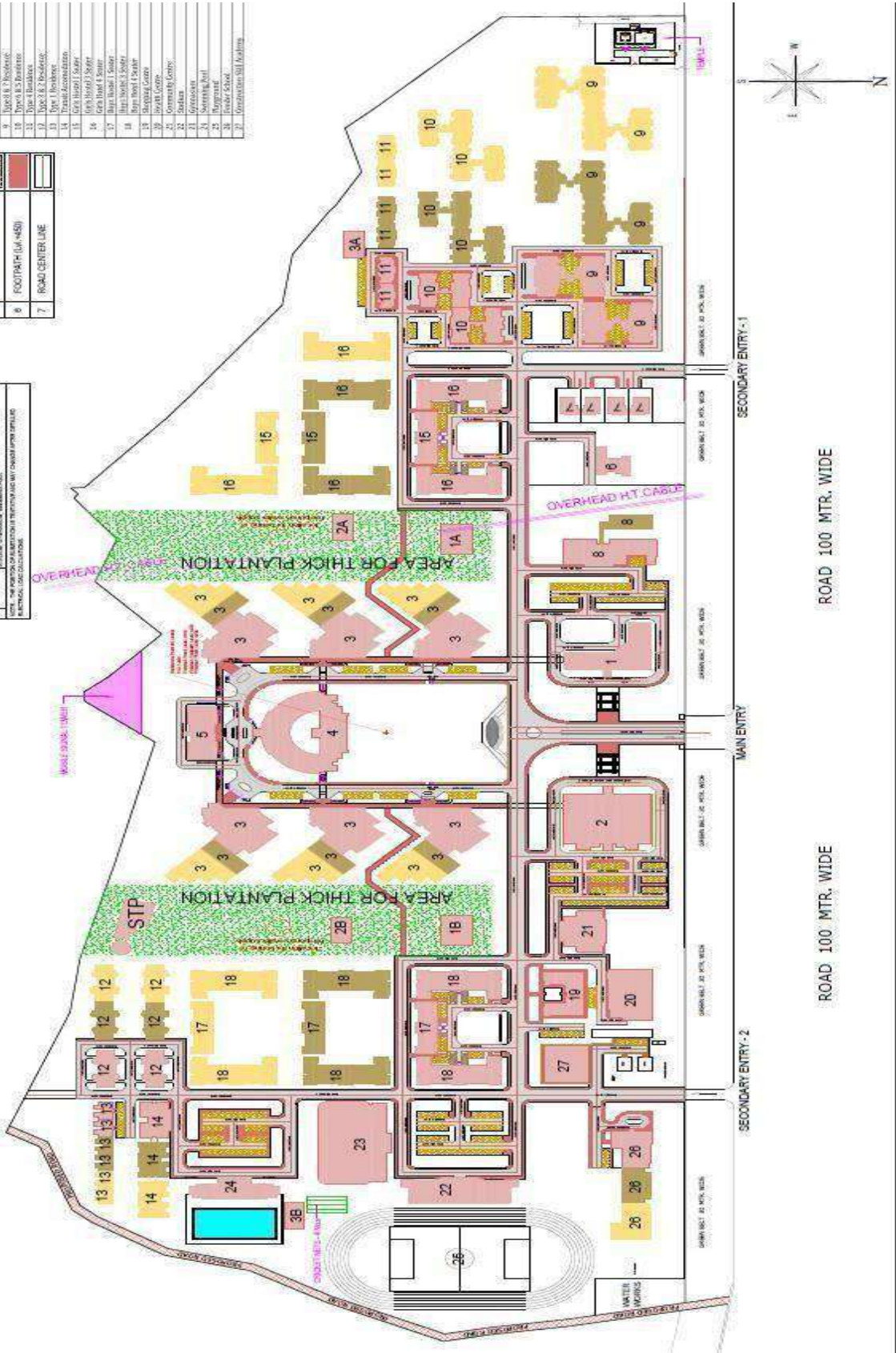
NO.	Buildings
1	Administrative Bldg.
2	Administration & Conference Center
3	Business Bldg.
4	Central Library / Computer Center
5	Student Activity Center / Gym
6	Center of Excellence
7	Faculty Housing
8	Student Housing
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SPECIAL CONDITIONS OF THE CONTRACT

1. Work shall be carried out strictly as per the frequency of the work specified in the State PWD/CPWD/OEM/ conditions of contract. One copy of Checklist (enclosed in the tender document) duly signed by the concerned official of SVSU, Palwal and Service provider shall be submitted to SVSU at the end of day or subsequent day or as per frequency mentioned in the checklist. Please note that the payment of the work will be regulated based on the duly signed checklists and as per payment procedures as set forth in these documents. The Service provider shall prepare checklists, booklets, invoices, other documents as required for authenticating payments in triplicate.
2. The Service provider shall be responsible to maintain all buildings/throughout campus and in General Shift for Office Complex along with Complaint Centre with use of Complaint Register system (E-mail), telephone/mobile, for receiving and monitoring the complaints 24x7 for all buildings/throughout SVSU campus. The Service provider will have to arrange and maintain Mobile Phones, Computers, photocopier at his own cost.
3. Electricity and water connections already available for general purpose at the Service Centre shall be provided free of cost by the SVSU for all works covered in the scope and specifications. However, the Service provider to keep a record of works that require bulk use of these facilities in works/areas covered under the contract with a fair approximation of the quantity required.
4. The Service provider shall take immediate action to attend any complaint assigned to him through site order book/verbal instructions from Engineer-in-charge or on telephones or by call Service center from officials (which must be authenticated subsequently by Engineer-in-Charge). In all cases, the agency must attend the complaints in the specified duration as mentioned under Special conditions of the contract to avoid penalties/ recoveries.
5. The following Assistance shall be provided by the agency to the SVSU:
 - A) Informing to the SVSU Engineers regarding the failure in any service in any of the area covered under these scope, any repair/ maintenance of equipment/service required for any civil/electrical works which are being provided by other agencies, such information must be communicated in writing to the concerned Engineer with a copy to Engineer- In-Charge.
6. All the engineers, technicians, managers, supervisors and staff including labourers engaged by the agency under this contract shall wear neat and clean uniforms as approved by Engineer-in- charge along with name badges. Identity cards duly signed by agency and countersigned by Engineer- in-charge or his representative shall be issued to each personnel by the agency to have proper identification including their police verification.
7. All Engineers/Supervisors/Operators/Technicians/Foremen, who are present at the site shall necessarily carry mobile telephone(s) to enable the Engineer-in-charge to have easy and quick communication. Service provider to note that no extra payments shall be paid by SVSU to the service provider on this account and the quoted rates for various items under this contract will be inclusive of such obligations. Further the duty chart/rota, roster along with designation, nature of work entrusted to them and Mobile Numbers, has to be displayed/circulated /hoisted on website for easy access by all officials for different types of routine/regular/emergent works/services.
8. The Service provider shall depute Graduate/Diploma/ITI Engineers/Technicians for Civil, Electrical, Plumbing having minimum experience of two years in similar nature of work. All such persons to be deployed by the agency must be approved by SVSU ENGINEER-IN-CHARGE of concerned specialized i.e. Civil, Electrical etc.
9. Complaints Register, Attendance Register and other records will have to be produced daily or as & when required by the Engineer-in-charge or his authorized representative.
10. All required registers will be checked by Engineer-in-charge duly marked in chronological order but the Service provider will have to provide and maintain all such registers/ stationery etc. in up to date condition at all times. All such stationary items shall be made available by the service provider at its own cost and no extra payments shall be payable by SVSU on this account.

11. Staff employed by the service provider should be well behaved & polite and any complaint of misbehavior shall be taken very seriously and the agency will immediately have to remove such staff from the site by making immediate alternative arrangement against the defaulter. Such replacement to be duly approved by Engineer-In-Charge.
12. The Service provider shall make all safety arrangements required for the labour engaged by him at his own cost including provisions for all personal protective equipment as per site requirement. Entire responsibility due to any type of negligence on account of security/ safety or otherwise shall be of Agency for his labour. SVSU shall not be at all responsible for any mishap, injury, accident or death of the agency's staff. No claim in this regard shall be entertained/ accepted by SVSU. To ensure the same the Service provider shall keep SVSU indemnified against all such claims arising out of the contract either during the currency of the contract or otherwise.
13. Proper record shall be maintained of all dismantled materials received from day to day operation/maintenance work. Though the same shall be the property of the SVSU which will be handed over to the Engineer-in-charge in writing.
14. Service provider shall be fully responsible for any damage caused to SVSU Campus property by him or his labourers in carrying out the work and shall be made good by the Service provider at his own cost. In case the Service provider fails to make good the repairs/replacements to the satisfaction of ENGINEER-IN-Charge then SVSU shall make recoveries from the amounts due to the Service provider from either their running bills or from other money/guarantees available with it.
15. The Service provider shall be required to maintain sufficient quantity of stationary items, protective gears, gloves in their stock, toolkit as per job role of the manpower deployed conforming to relevant specifications to avoid any delay in attending the complaints.
16. The tax invoice to be provided by the Service provider every month along with the bills of work done. All documentary proof of meeting all statutory requirements including payments to its staff (copy of wage sheets duly signed by its staff with payments through online transfer to their respective accounts only), PF statements (with e-challan copy) and other statutory requirements shall be provided with each bill.
17. The agency shall restore back the premises and other articles provided by the SVSU at the time of closure of the contract.
18. **Minimum Required Deployment of Manpower:-** The minimum manpower required for the smooth operation and maintenance of the campus shall be as follows:

Sr. No.	Designation	No. of Personnel
1	Carpenter	1
2	Mason	1
3	Tube Well Operator	1
4	Plumber	3
5	Helper	2
6	Fire Officer	1
7	Fireman	1
8	Lift Operator	3
9	Shift Attendant (one person per shift)	12
10	Foreman	1
11	HVAC Technician	1
13	HVAC Helper	1
12	Electrician	3

Sr. No.	Designation	No. of Personnel
13	Electrician Helper	2

Total Minimum Manpower Required 33 Personnel.

19. The manpower required for the operation and maintenance of the campus is specified in Clause 20 of the Special Terms and Conditions and shall be deployed by the Service Provider as the minimum requirement for the smooth operation of the campus. In addition to the prescribed manpower, if any additional manpower is required during the contract period, as determined by the Engineer-in-Charge, SVSU, the Service Provider/Tenderer shall be bound to provide such manpower. The Service Provider shall be paid for the additional manpower at the same percentage rate (above or below) quoted by the service provider over the prevailing rates notified by the State Labour Department, including ESI, EPF, and other statutory obligations, in accordance with Government instructions and as finalized at the time of tender award.
20. Police verification of each and every staff deployed by the Service provider shall be got compulsorily done by the Service provider and a copy of police verification shall be submitted to Engineer-in-charge after which an identity card shall be issued to each employee of the Service provider for proper identification with date of issue and validity and shall be countersigned by Engineer-in-Charge of his representative.
21. The Service provider shall provide uniform along with Badge and shoes within 30 days of start of work. In the event of non-compliance, a recovery of Rs. 25/- per month per employee shall be made. The employee and labours engaged by the Service provider under this contract shall wear neat and clean uniforms along with name badges as approved by the Engineer-in-charge of SVSU.
22. All the labours should be registered with EPF & ESIC. All the Manpower engaged at this site should have bank account. Moreover, their wages shall be paid through this account by cheque or through RTGS etc. However, the Agency must ensure compliance to minimum wages act as may be applicable.
23. The Service Provider shall ensure timely redressal of all registered complaints as per the following timelines:

- At least 75% of the registered complaints shall be resolved within 24 hours of registration.
- A further 15% of the registered complaints shall be resolved within the next 48 hours.
- The remaining complaints shall be resolved within 72 hours of registration.

However, complaints of an urgent/emergency nature, including but not limited to water supply, electricity, HVAC/air-conditioning systems, Vice-Chancellor's residence, senior administrative officers' residences, sewerage systems, and solar water heaters, shall be attended to and resolved within a maximum period of 4 hours from the time of registration.

In the event of any complaint remaining unattended within the stipulated time or if the work carried out is found to be unsatisfactory, a penalty of Rs. 250/- (Rupees Two Hundred Fifty only) per complaint shall be recovered from the running bill and/or final bill of the Service Provider.

The decision of the Engineer-in-Charge regarding the nature of the complaint, adequacy of the rectification work, delay, and the amount of recovery shall be final and binding on the Service Provider.

24. All the complaints received through telephone/email/personal visit, shall be recorded daily in a complaint register for 24 X 7 by the Service provider supervisors. Their redressal/rectification is to be hoisted on email/Complaint Register for information to SVSU Official /Engineer in Charge of SVSU have to be maintained on daily basis.
25. In case the Service provider is not able to complete any work within timelines and un- necessarily

delays are observed, the Engineer-in-charge will be at liberty to get the remaining work completed at the risk and cost of the Service provider after giving notice through the email/Complaint Register/site order book.

26. The Service provider has to strictly submit daily check lists which will be main base of regulating monthly payment. In the absence of check lists, no payment shall be made for that particular period and service. Every check list duly signed by Agency's Engineer/Manager shall be submitted in duplicate to Engineer-in-charge or his authorized representative
One copy of check list duly verified and signed by the Engineer-in-charge or his authorized representative shall be preserved by agency for further submitting the same as supporting document with monthly bill to SVSU for payment.
27. The agency has to maintain daily category wise attendance register recording the name and designation of staff. The attendance shall be marked in register by the agency's manager at the start & closer of each shift. The Engineer-in-charge or his authorized representative may check the physical attendance of any staff and worker at any time. If any staff and/or worker is found deliberately absent from duty without his substitute (duly authorized by agency and approved by Engineer-In-Charge) the penalty shall be recovered from the running or final bills of the agency as 250/-per person per day and the payment/salary of the absentee time period shall not be paid.
28. Monthly Electricity meter reading of Dakshin Haryana Bijli Vitran Nigam to be recorded separately & maintained in a standard register.
29. **Mode of payment**
Payment will be made on monthly basis on submission of bills, paid statements to employees, copy of attendance register including ESI, PF & other statutory requirements by the Service provider duly verified by the Engineer-in-Charge of SVSU.
30. Before quoting, the bidders in his own interest shall carry out site visits to know the site conditions and full implications of the assignment. This will also help him in proper assessment of the work. Failure to do so will not absolve the bidders of his responsibility to carry out the work as specified in the Tender Documents. The cost of visiting the site shall be borne by the bidders and shall be at his own responsibility and risk.
31. All equipment's are under Warranty/Defects liability period as mentioned separately. During the warranty/defect liability period the Service provider will directly contact to the agency concerned/OEMs/Icons/PMC for ratification of defects with the consent of Engineer-in-charge of SVSU.
32. During the period of contract, if any additional work is required to run the premises, the rate will be finalized with the mutual consent of SVSU and the Service provider.
33. The Service Provider shall pay wages to all deployed manpower strictly in accordance with the minimum wage rates and other statutory provisions as notified by the Labour Department, Government, from time to time. The Service Provider shall ensure full compliance with all applicable labour laws, including payment of wages, ESI, EPF, and other statutory benefits. In case any violation, discrepancy, or non-compliance is detected, the University reserves the right to terminate the contract without prior notice and take any other action as deemed appropriate as per law.

Any increase or decrease in wages notified by the Labour Department during the contract period shall be applicable from the effective date of such notification. The Service Provider shall be bound to pay the revised wages to the deployed manpower accordingly. In the event of an increase in the statutory wage rates, the corresponding additional financial liability shall be reimbursed by SVSU as per the applicable wage notification. Similarly, if the statutory wage rates are reduced, the corresponding amount shall be deducted from the running and/or final bills of the Service Provider.

34. **ESCALATION:**

No escalation shall be paid during the contract period.

35. COMPLETION PERIOD: This contract period and the quoted price/rates will be valid for 1 year from the date of award of work. However, it can be extended by one another year on satisfactory completion of 1 years work and as per mutual agreement between the agency and SVSU.
36. The service provider shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement. SVSU reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected Bidders at the cost, risk and responsibilities of Service provider and excess expenditure incurred on account of this will be recovered by the SVSU from the Service Provider's Security Deposit or pending bill or by raising a separate recovery claim.
37. Any misconduct / misbehavior on the part of the manpower deployed by the Service provider will not be tolerated and such person will have to be replaced by the Service provider at his own costs, risks and responsibilities immediately, with written intimation to Engineer-in-charge of SVSU.
38. The Service provider shall pay necessary taxes, such as GST etc. as above, to relevant authorities. In case of any dispute, the Service provider shall submit to SVSU authorities the proof of having discharged all the statutory obligations for consideration.
39. The Service Provider has undertaken to pay/ compensate SVSU in respect of cost and expenses incurred by it in countering defending such claims/ demand/ disputes and if SVSU is made liable to pay any amount by way of penalty/compensation/ damages due to any court order or otherwise, the Service Provider undertakes to indemnify and compensate the same fully.
40. The department shall provide space for storage of machines, material and chemicals as per availability for which no rentals for space will be recoverable, however, no extra payment shall be admissible for carriage/shifting etc.
41. SVSU shall not be in any manner responsible for any act, omission and commission of the employees/ personnel engaged by the Service Provider.
42. The construction work of the SVSU campus is going on. The actual payment will be made to the Service provider as per actual deployed manpower.
43. There should not be any history of litigations against the Bidder and the Bidder should not have been blacklisted by any of the government agencies or departments or should not have been guilty of moral turpitude or convicted of any labour laws etc., by any court or authority appointed to enforce any labour law or regulations.
44. If the electricity supply is disrupted by DHBVN due to any fault, the Contractor shall be responsible for liaising with the DHBVN officials for the restoration of the power supply. However, any materials, cable joints, or other items required at the site for restoration shall be provided by SVSU.
45. Service Provider shall have infrastructure for dealing with Provident Fund, ESI, Bonus, Minimum wages, Labour Laws, Industrial Disputes etc. Service Providers can manage timely payment to staff even in case of delayed payment/ reimbursement by SVSU.
46. The Service Provider shall be responsible for obtaining and timely renewing all statutory licences, permissions, approvals, and No Objection Certificates (NOCs) required for the operation and maintenance of various installations and services, including but not limited to Lifts (Passenger and Goods), Sewage Treatment Plant (STP), Electrical Sub-Stations, Fire-Fighting Systems, and other equipment/installations, as required under the applicable rules, regulations, and directions of the concerned local authorities and statutory departments from time to time.
All fees, charges, testing expenses, inspection charges, and other costs associated with obtaining or renewing such licences/NOCs shall initially be borne and paid by the Service Provider. The actual amount paid by the Service Provider, supported by valid documentary evidence and receipts, shall subsequently be reimbursed by SVSU.
In addition to the reimbursement of the actual amount paid, SVSU shall pay 12.5% of the actual expenditure as Contractor's Profit to the Service Provider for processing, documenting, coordination, transport and execution of the renewal formalities.
The Service Provider shall ensure that all licences/NOCs remain valid throughout the contract period. Any penalty, loss, disruption of services, or legal consequences arising due to delay or failure in obtaining or renewing the requisite licences/NOCs shall be the sole responsibility of the Service Provider.
47. The work shall be awarded to the L1 bidder based on total cost of the all services (mentioned in the BOQ).
48. The price bid by the contractor shall excluding GST in accordance to the laws and regulations of government.

49. During the execution of any work under the contract period, the safety, security, health, and welfare of the deployed manpower shall be the sole and exclusive responsibility of the Service Provider. The Service Provider shall ensure compliance with all applicable labour laws, safety regulations, statutory requirements, and Government instructions. SVSU shall not be held liable for any accident, injury, loss, damage, disability, or death of any personnel deployed by the Service Provider during the execution of the work. The Service Provider shall indemnify and keep indemnified SVSU against any claims, liabilities, penalties, compensation, or legal proceedings arising out of the deployment of its manpower.
50. The deployed manpower shall not go on strike in any case. It shall be the responsibility of service provider for alternate arrangement.
51. If any staff/manpower is found absent from duty deliberately or is not deployed by the Service Provider, a penalty of Rs. 250 per person per day shall be imposed. In addition, no salary/payment shall be made for the period during which the concerned staff member remains absent or undeployed.

* * * * *

SAMPLE FORM FOR SITE ORDERS BOOK

Name of work

Sl. No.	Remarks of the Inspecting Officer or Contractor	Action taken by Whom	Remarks
1	2	3	4

Draft Checklist format

(This list contains many examples of items that can be used for preventive maintenance. It is not a complete list. The checklist to meet their needs, requirements and abilities. As per requirements any other item can be added or deleted)

Service Provider

SVSU officials

Date[illegible]

[illegible]

ITEM	Completed	Needs Further Attention
DOORS		
Automatic closure operation		
Hardware conditions and lubrication		
Weather sealing conditions		
Frame alignment and conditions		
Door stop placement/stability		
Alarm system operation (if applicable)		
Overall condition		
RESTROOMS		
Fire safety		
ADA accessibility		
Plumbing		
Sinks/Hardware		
Urinals		
Toilets		
Dispenser operation/conditions		
Partitions		
Trach receptacles		
OFFICES		
Fire safety		
Emergency Control Panels		
Fire Alarm		
Intrusion Alarm		
Floor conditions for tripping hazards		
File cabinets		
Partitions		
PA system		

ITEM	Completed	Needs Further Attention
CLASSROOMS		
Fire safety		
Furniture: desks/chairs/tables/shelves		
Marker board		
Electronic board		
Audio-visual equipment		
Computers/work stations/wiring		
Partitions		
Flooring for tripping hazards		
Plumbing (if applicable)		
PA speaker system operation		
Emergency/panic call button (if applicable)		
Wall map(s)		
Exit access		
AUDITORIUMS		
Fire safety		
Seating		
Passageway clearance and markings		
Exit lighting		
Aisle/walkway lighting		
Markers for edges of stage areas		
Risers		
Stage		
Curtains		
Changing rooms		
Area lighting		
Stage lighting		
Staging equipment		
Sound system		
Lobby/entrance area		
Concession area		
Emergency exit visibility and lighting conditions		

ITEM	Completed	Needs Further Attention
EXTERIOR STAIRS/DECKS/LANDINGS		
Expansion joint conditions (concrete)		
Metal spacer conditions		
Overall condition		
Railings		
Wood material		
Attachment(s) to primary structure (code regulations)		
Coverings		
Footings/foundations		
GATES/FENCES		
Chains/locks		
Hinge conditions and lubrication		
Weld joint conditions		
Bolts and screw conditions		
Structural conditions		
Tracks		
Alignment		
Deficiencies such as sharp edges/gaps/splintering		
HVAC SYSTEMS		
Follow manufacturers recommendations for preventive maintenance		
Filters cleaning		
General conditions		
Condensation drains		
Motor		
Lubrication		
Housing stability		
Connection conditions		
Unit operation/noise level		
Split/Cassette or roof mounted		
Air filter conditions		
Burner assembly conditions		
Circulation		
Condensation drains		
Condenser/compression function		
Cooling coil conditions		
Electrical functions		

[illegible]

TENDER

I/We have read and examined the notice inviting tender, schedule, Specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, General contract conditions & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the SVSU within the time specified **in Schedule''** viz., schedule of quantities and in accordance in all respect with the specifications, designs of SVSU campus and instructions in writing referred to Conditions of contract for, by, and in respect of and in accordance with, such conditions as applicable.

We agree to keep the tender open for one hundred twenty (90) days from the date of opening of technical bid.

A sum of Rs. is hereby forwarded in receipt treasury challan/deposit at call receipt of a scheduled bank/fixed deposit receipt of scheduled bank/demand draft of a scheduled bank/bank guarantee issued by a scheduled bank as earnest money.

A copy of earnest money in receipt treasury challan/deposit at call receipt of a scheduled bank/fixed deposit receipt of scheduled bank/demand draft of a scheduled bank/bank guarantee issued by a scheduled bank is scanned and uploaded **(strike out as the case may be)**.

If I/We, fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that the said SVSU or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.

Further, if I/We fail to commence work as specified, I/ We agree that SVSU or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely.

The said Performance Guarantee shall be a guarantee to execute all the works referred to in the tender documents upon the special and general terms and conditions contained.

Further, I/We agree that in case of forfeiture of Earnest Money or Performance Guarantee as aforesaid, I/We shall be debarred from participating in the re-tendering process.

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred from tendering in future. In addition, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated:

Postal Address:

Witness:

Address:

Occupation:

Signature of Bidder

DETAILS OF BIDDER

1 NAME OF TENDERING COMPANY / FIRM / BIDDER:

--

2 NAME OF OWNER / DIRECTORS / PROPRIETOR:

--

3 FULL PARTICULARS OF OFFICE:

(a) Address:

--

(b) Telephone No.:

(c) Fax No.:

(d) E-Mail Address

4 FULL PARTICULARS OF THE BANKERS OF COMPANY / FIRM /:

(a) Name of the Bank:

(b) Address of the Bank:

(c) Telephone No.

(d) Fax No.:

(e) E-Mail Address:

5 REGISTRATION DETAILS:(a) PAN / TAN No:

(b) Service Tax Registration No.

(c) E.P.F. Registration No.

(d) E.S.I. Registration No.:

6 DETAILS OF EARNEST MONEY DEPOSIT:

(a) Amount (Rs.):	
(b) D.D. No.	Date:
(c) Drawn on Bank:	
(d) Valid up to:	

7 DETAILS OF TENDER FEES:

(a) Amount (Rs.):	
(b) D.D. No.	Date:
(c) Drawn on Bank:	
(d) Valid up to:	

The above format may be used to provide requisite details

Date:

Place:

Name:

Seal:

Signature of Bidder

DECLARATION

1. I, Son / Daughter of Shri
.....Proprietor / Partner / Director / Authorized
Signatory ofam competent to sign this declaration and execute this
tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my
acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best
of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information /
fabricated document would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.

Signature of Authorized Person

Date:

Full Name:

Place:

Company's Seal:

**N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company,
should be enclosed with Technical tender.**

(TO BE TYPED ON A LETTER HEAD)

UNDERTAKING

To,

Registrar SVSU,
Village-Dudhola Palwal -
121102

Subject: **Tender for providing Repairs, Operation and Maintenance (with day to day) works at SVSU,
Dudhola-Palwal for a period of two years.**

Sir/Madam,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.
3. I/We abide by the provisions of Income Tax return/and other statutory provisions like Service tax, TIN number, from time to time.
4. I/We do hereby undertake that execution of work of Operation of Electrical, ICT & Mechanical etc works mentioned in scope of work) works at SVSU, Dudhola-Palwal shall be ensured by our Agency, as well as any other assignment considered by the Registrar, SVSU, Dudhola-Palwal.
5. I/We do hereby undertake that in case agency is unable to prove by documentary evidence compliance regarding ESI Act, EPF Act, Minimum Wage Act, GST Regulations, any other Act as applicable, SVSU shall be at liberty to terminate the contract at any stage.

(Signature of the Bidder)

Name and Address of the Bidder. Telephone No.

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER

S. No	Items	Confirm and Indicate Page Number
1	Proof of submitted EMD.	
2	Proof of submitted Tender/Bid documents fees.	
3	Tender form with complete technical bid and Financial bid, with signed and stamped on each page,	
4	Copy of PAN Card & TAN Certificate,	
5	Labour License under the Contractor Labour Act (R & A, Act 1970),	
6	Registration certificate of Company Act,	
7	Income Tax return for the last three years,	
8	Balance Sheet & Profit & Loss Account for last three years,	
9	Service Tax registration certificate with details of the last payment,	
10	Copy of Sales Tax/ VAT Certificate/TIN Certificate/copy of GST Registration,	
11	Sealed, Signed & Separate Technical bid documents,	
12	Filled Format- I to VIII,	
13	Documents in support of Satisfactory work experience during last 7 years	
14	Certificate of Satisfactory work completion from previous organizations,	
15	Relevant documents of Annual Turnover of company (Last financial year), certified by Chartered Accountant,	
16	Relevant documents of Experience of work in a campus of 50 Acre or more OR in an office Establishment, commercial office of 45 Acre or more completed/executed in a Central/State Govt. Organization/Autonomous Body/ Central Public Sector Undertaking/Commercial buildings	
17	Relevant documents of Experience in similar nature of work in number of countries.	
18	Relevant documents of Average of Profit before Tax (Average of last 3 Financial year) also certified by CA	
19	Relevant documents Works in GRIHA rated buildings	
20	Agency should not have been debarred/blacklisted by any of the Govt. /PSUs /SVSU. A written statement on a stamp paper of Rs10/- will be submitted.	
21	ESI Certificate along with latest challan,	
22	EPF Certificate along with latest challan,	
23	Valid License copy for Operation & Maintenance work (i.e. Civil & Electrical License) under the CPWD/State Govt./PSUs./MES/Others,	
24	ISO Certificate, if any.	

Signature of Authorized Person**Date:****Full Name:**

LETTER OF AUTHORISATION FOR
ATTENDING BID OPENING
(To reach on or before time of bid opening)

To

Registrar SVSU,
Village-Dudhola
Palwal - 121102

Subject: Authorization for attending bid opening on_

in the Tender of

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf _____(Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
I.		
II.		

Alternate Representative

Signature of Bidder Or

Officer authorized to sign the bid Documents on behalf of the Bidder

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where entry is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

(TO BE TYPED ON A LETTER HEAD OF THE AGENCY)

UNDERTAKING

Certificate of Non-Participation of near Relatives in the tender

I _____, S/O _____

R/O _____ hereby certify that none of my relative(s) is/are employed in SVSU as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, SVSU shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Signed _____ For and on behalf of the Bidder Name
(caps) _____ Position _____ Date _____

To,

RegistrarSVSU,
Village-DudholaPalwal - 121102

Signature of Bidder