

# **NATIONAL SANSKRIT UNIVERSITY**

**Balaji Colony, Tirupati – 517 507**

(A Central University established by an Act of Parliament)

## **EMPANELMENT OF CONTRACTORS FOR MISCELLANEOUS PETTY CIVIL, SANITARY, PLUMBING, ELECTRICAL WORKS / REPAIR ETC.**

### **1. NOTICE INVITING APPLICATION FOR EMPANELMENT OF CONTRACTORS**

National Sanskrit University (NSU) is a Central University under the purview of Ministry of Education, Govt. of India, situated at Balaji Colony, Tirupati (AP).

National Sanskrit University (NSU) invites applications for empanelment of contractors registered with Govt. of AP and or Central Government, CPWD, All India Radio, Department of Post, BSNL, NBCC, TTD, Tirupati Urban Development Authority (TUDA) etc for empanelment as Civil and / or Electrical contractors and who have registered offices in the 100 kms vicinity of Tirupati (AP) and are willing to open their office in Tirupati in case of empanelment by the University for carrying out repair / minor works in the University.

#### **1.1 SCOPE OF THE WORK:**

The empanelled contractors have to carry out the miscellaneous petty civil related works viz. cement concreting, brick / stone masonry, plastering, flooring, painting, furnishing, electrical, sanitary & plumbing works etc. at NSU campus costing up to Rs. 5.0 lakhs (Rupees five lakh only). Only the petty type of emergency jobs that are required for day to day smooth operation of NSU will be taken as per requirement.

#### **1.2 ELIGIBILITY CRITERIA:**

Interested contractors will be required to fulfill the following criteria for participating in the tendering process.

- a) The Firm / Contractor shall be registered with the Govt. of A.P and or Central Government, Tirumala Tirupati Devasthanams and any other Autonomous Bodies under Government of India, Semi / Quasi Govt. Departments as contractor.
- b) The Firm / Contractor should be registered with Income Tax and GST. Audited balancesheet with Profit & Loss Account for the last three years ending March 2020, Bank Solvency certificate for Rs. 50,000/- as per Govt. rules & regulations are to be submitted in support of the same.
- c) The Firm / Contractor should have average annual turnover (gross) of Rs. 10 lakhs (Rupees ten lakh only) for the last three years ending March 2020.

- d) The contractor should have successfully carried out similar type of works during the last three years as below:-
- i. Two Civil and / or Electrical related works with experience certificate costing not less than Rs. 50,000/-.
  - ii. One Civil and / or Electrical related work with experience certificate costing not less than Rs. 1,00,000/-

### **1.3 ISSUE OF APPLICATION FORM:**

The application form for empanelment shall be downloaded from the NSU website [www.nsktu.org](http://www.nsktu.org) / [www.nsktu.ac.in](http://www.nsktu.ac.in)

### **1.4 SUBMISSION OF APPLICATION:**

The completed empanelment document shall be submitted in a sealed envelope super scribing thereon “Application for empanelment of Civil and Electrical contractors” to **The Registrar, National Sanskrit University, Balaji Colony, Tirupati – 517 507, AP** on or **before 1500 hours on 16-08-2021.**

## **2. TERMS AND CONDITIONS**

- 2.1 The application shall be submitted strictly in the prescribed format along with self attested supporting documents.
- 2.2 The application shall be signed by the authorized person/s on behalf of the applicant organization by enclosing an Authority Letter / Power of Attorney.
- 2.3 If the space in the application is insufficient for furnishing full details, the applicant may give the details on a separate sheet which shall be self attested.
- 2.4 Application containing false and / or incomplete information will be summarily rejected.
- 2.5 If any information or details furnished by applicants are found in future to be false at any time, the empanelment of such applicant will be cancelled immediately.
- 2.6 The applicant should sign on each page of the application.
- 2.7 Overwriting should be avoided. Corrections, if any, should be made by neatly crossing out, initialing with date and rewriting and appending signature thereof.
- 2.8 NSU, Tirupati may approach / visit the contractor’s clients to verify contractor’s general reputation / competence.
- 2.9 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. With regard to the completed works, copies of the work order and completion certificate shall be submitted.

- 2.10 The applicant has to submit the Client's Certificate, from at least two of its clients mentioned in the list of work executed of satisfactory work.
- 2.11 Decision of the Registrar, NSU in selection of contractors will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post and e-mail.
- 2.12 The enlistment of a contractor at NSU shall only entitle him to be considered for issue of tender document. It shall not confer any right on him either to be necessarily issued the tender documents or for award of work.
- 2.13 Generally, the routine works at NSU will be awarded by calling competitive quotations / tenders from the empanelled contractors including other contractors fulfilling the criteria.
- 2.14 NSU reserves the right to call open tenders in which agencies not empanelled in this process but meeting the qualification criteria for the tender can participate. For such tenders, the empanelled contractors under this process meeting the stipulated criteria of tender may also participate.
- 2.15 The empanelment shall be valid for a period of 2 years and it can further be extended further, subject to satisfactory execution of works entrusted to the contractor.
- 2.16 The empanelled firm is required to keep updated the University about the change of address, change of the Management etc. from time to time. NSU may remove the name of the firms from the empanelled list, if the contracting firm,
- has, failed to execute a contract or has executed it unsatisfactorily or
  - is proved to be responsible for defects / lapses in work; or
  - persistently violates any important conditions of the contract; or
  - does not start the work after the same is awarded to him.
  - for submitting bills for the incomplete works / for the works not carried out by them or
  - Other similar reasons.
- 2.17 All the documents should be self attested with company seal. The original documents are to be produced by the applicant on demand for verification.
- 2.18 The contractors carrying out the electrical works should have valid electrical license and will be responsible for any mishappening caused due to work executed by the contractor.
- 2.19 The applicant shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement.
- 2.20 The services provided by Firm/Agency shall be to the entire satisfaction of NSU.
- 2.21 The applicant should ascertain the complete work to be undertaken by visiting the site before submission of bid.

- 2.22 Any additional/extra items required to be executed for the above work may kindly be intimated in advance before the execution of the same and obtain approval of the competent authority and coordinate with AE/JE during execution of work for any change.
- 2.23 The work shall be carried out as per the specifications included in tender. Where specifications are silent, the decision of Registrar shall be final and binding on the contractor.
- 2.24 Any damage done by the contractor to any existing item / any part of the building during the course of execution of work shall be made good by at his own cost.
- 2.25 Only articles classified as “First quality” by the manufacturer shall be used unless otherwise specified or as approved by AE/JE.
- 2.26 The contractor shall be fully responsible for the safe custody of the material brought at site by him for doing the work and NSU will not be responsible whatever the reasons may be thereof.
- 2.27 Statutory deductions will be made as applicable from the bills of contractor.
- 2.28 Labour camps are not allowed inside the campus.
- 2.29 Permanent store facility will not be provided on site.
- 2.30 The University will not permit sub-letting of assigned work, negligence and inordinate delay in work.
- 2.31 The Registrar, NSU, Tirupati reserves the right to accept or reject, any or all the offers submitted in response to this advertisement, squash the empanelment or curtail the validity period without assigning any reasons thereof.

**3. APPLICATION FOR EMPANELMENT AS CIVIL / ELECTRICAL CONTRACTOR**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Contracting Firm / Contractor	
2	Postal Address  Website\URL:	
3	Contact Details, Telephone, Email address	
4	Year of Establishment	
5	Legal status of Company / Proprietorship / Partnership / Private Ltd. / Sole Traders / Individual etc.	
6	Registration with Tax Authorities	To be filled in Annexure – 1
7	Registration with State Govt. of A.P, Central Government, CPWD, All India Radio, P & T Works Dept, BSNL, NBCC, MES, State PWD, Tirumala Tirupati Devasthanams, TUDA and any other Autonomous Bodies under Government of India, Semi / Quasi Govt. Departments, if any	To be filled in Annexure - 1
8	Bank Solvency certificate for Rs. 50,000/-, not older than six months of issue of certificate	
9	List of Civil and / or Electrical works executed during the last 3 years	To be filled in Annexure – 2
10	List of Civil and / or Electrical works under execution by the applicant	To be filled in Annexure – 3
11	Financial position (Supported by self attested copies of financial statements self attested)	To be filled in Annexure – 4
12	Atleast two satisfactory performance certificates from clients in terms of Para 1.2 (d)	
13	Declaration	As per proforma given in Annexure – 5 (On Applicant's Letter Head)

**Signature**

**Name**

**Seal of the Firm**

**DETAILS OF REGISTRATION**

<b>S. No.</b>	<b>Name of Organization / Department</b>	<b>Registration No.</b>	<b>Date &amp; year of Registration and issued by</b>	<b>Valid Upto</b>
1.	Government of A.P			
2.	Government of India			
3.	CPWD, All India Radio, P & T Works Deptt, BSNL, NBCC, MES, TTD, TUDA etc			
4.	Income Tax Department (Mention PAN No.)			
5.	GST, if applicable			

**DETAILS OF CIVIL AND / OR ELECTRICAL WORKS EXECUTED**

<b>S. No.</b>	<b>Name of the work</b>	<b>Name &amp; Address of the Owner</b>	<b>Value of work executed (Rs.)</b>	<b>Stipulated time of Completion</b>	<b>Actual time of Completion</b>	<b>Reasons for delay if any</b>

**PARTICULARS OF CIVIL AND / OR ELECTRICAL IN RESPECT OF WORK IN HAND**

<b>S. No.</b>	<b>Name of the work</b>	<b>Name &amp; Address of the Owner</b>	<b>Value of work (Rs.)</b>	<b>Stipulated time of Completion</b>	<b>Present stage of work as % age of completion</b>



**FINANCIAL STATEMENT**

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Turnover of the Firm (in Rs.)</b>	<b>Profit / Loss (in Rs.)</b>
1	2017-18		
2	2018-19		
3	2019-20		

**DECLARATION**

I / We (including all partners) certify that I / We have read and understood the eligibility criteria and the Terms & conditions mentioned in the application form and shall abide by them.

I / We certify that the information given in the application is true to the best of my / our knowledge and belief. I / We also understood that if any of the information is found wrong, I am / We are liable to be debarred.

I / We agree that the decision of the Registrar, NSU, Tirupati in selection of contractors for the empanelment will be final and binding on me / us.

I / We agree that I / We have no objection if enquiries are made with our clients to verify the facts submitted by us.

**Signature**

**Name**

**Seal of the Firm**

## **LIST OF DOCUMENTS TO BE SUBMITTED**

1. Duly filled Application form along with **Annexures – 1 to 5.**
2. Profile of the Firm.
3. Details of Constitution of the firm and it's registration certificate.
4. Power of Attorney / Letter of Authorization for authorized signatory.
5. Audited balance sheet with profit & loss statement in support of **Annexure – 4.**
6. Copy of registration certificates in support of **Annexure – 1.**
7. Copies of Work order, completion certificate etc. in support of **Annexure – 2 & 3.**
8. Valid Bank solvency certificate for Rs. 50,000/-.
9. Authorized signature with stamp on each page of the tender document as a token of acceptance of tender terms & conditions.