



OSMANIA UNIVERSITY
HYDERABAD - 500007, INDIA

Ten. No. 032/PR/DIS/OU/2018/TENDERS

Date: 11-04-2018

**SHORT TENDER NOTIFICATION FOR ANNUAL MAINTENANCE CONTRACT FOR
CABLES & TELEPHONE INSTRUMENTS AT OSMANIA UNIVERISTY**

On behalf of Osmania University, sealed tenders are invited from the reputed Firms/contractors for Annual Maintenance Contract for Cables and Telephone Instruments at Osmania University, Hyderabad. For further details, please visit our website www.osmania.ac.in .

Sd/-
REGISTRAR



OSMANIA UNIVERSITY
HYDERABAD - 500007, INDIA

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On behalf of Osmania University, sealed tenders are invited from the reputed firms/contractors for Annual Maintenance Contract (AMC) for Cables & Telephone Instruments at Osmania University for a period of One Year. The Tender document Should be obtained from the Office of the Director (Infrastructure), Osmania University, Hyderabad from 12-04-18 to 18-04-2018 on all working days between 11-00 A.M. to 3.00 P.M. on payment of non-refundable application cost of Rs. 2,000/- (Rupees Two thousand only). The tender consisting of two parts (i) Technical bid (ii) Commercial bid. Complete sealed tenders along with EMD of Rs. 10,000/- (Rupees Ten Thousand only) shall be submitted at the Office of the Registrar, 2nd Floor, Administrative Building, Osmania University, Hyderabad - 500 007 on or before 18-04-2017 by 3.00 P.M. Sealed tenders received after the due date and time will not be entertained. The Tenders will be opened on 18-04-2018 at 4.00 P.M. in the Committee Room, Registrar Office, OU, in the presence of the bidding firms. The detailed tender documents Should be obtained from O/o the Director (Infrastructure), Administrative Building, O.U. Application cost and Tender Document Fee should be submitted along with the Technical Bid. Please note that the Application fee and EMD should be remitted through two separate Demand Drafts drawn in favour of the Registrar, OU and enclosed to the Technical bid, failing which the tender bids are liable to be rejected. The bidder must have experience in execution of similar Maintenance works in Government/Semi Govt./ Public Sector Undertaking/ Universities.

REGISTRAR,
OSMANIA UNIVERSITY.



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HYDERABAD - 500007, INDIA

Ten. No. 032/PR/DIS/OU/2018/TENDERS

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SHORT TENDER NOTIFICATION FOR ANNUAL MAINTANANCE CONTRACT FOR CABLES & TELEPHONE INSTRUMENTS AT OSMANIA UNIVERISTY

Sub: Osmania University – Annual Maintenance Contract for Cables & Telephone Instruments at Osmania University - Tender Notification Issued – Reg.

Osmania University hereby invites open tenders from the reputed Firms / contractors for Annual Maintenance Contract for Cables and Telephone Instruments at Osmania University, Hyderabad for a period of one year. You are requested to submit your competitive price in the sealed covers as per the technical specifications given below. The vendors are advised to quote the prices exclusive of taxes as applicable. The discretion is vested with the University to decide as per the requirements. Please note that the bidders are advised to visit the sites before submitting the tender bids for estimation of the works to be provided.

Part – I

TENDER SCHEDULE

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| 1.Name of the Tender | : | Annual Maintenance Contract for Cables and Telephone instruments at Osmania University |
| 2.Sale of Tender Schedule | : | From 12-04-2018 to 18-04-18 (11 A.M – 3.00 P.M.)
At the O/o the Director (Infrastructure) Room No. 110, Administrative Building, Osmania University. (On all working days) |
| 3.Closing date and time
(For receiving duly filled in tender bids) | : | 18 -04-2018 by 3.00 P.M. |
| 4.Submission of Tender bids | : | Sealed tenders in two parts (i) Technical bid (Annex-I) & (ii) Commercial bid (Annex-II) should be submitted at O/o the Registrar, Administrative Building, Osmania University (on all working days) |
| 5.Date, Venue & Time of opening | : | 18 -04-2018 by 4.00 P.M. in the
Committee Room Registrar's Office, OU,
Hyderabad – 500 007 |

Note: In case of unavoidable circumstances, if the tenders are not opened on the last day of submission in the presence of bidders or their authorized representatives, the subsequent date will be intimated in due course).

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|--------------------------------|---|--|
| 6. Earnest Money Deposit (EMD) | : | EMD of Rs. 10,000/- (Rupees Ten Thousand only) Payable through Demand Draft drawn on any nationalized bank in favour of Registrar, OU. The Tenders without accompanying demand drafts or insufficient demand drafts will not be considered and will be summarily rejected. |
| 7.Agreement (SLA) | : | Service Level Agreement should be executed by The Successful bidder upon issue of work order. However EMD will be retain till the completion of the contract period of One Year. |
| 8.Payment Terms | : | No advance payment will be made. Payment Will be released on quarterly basis ending of the respective quarter. |

PART - II

TERMS & CONDITIONS OF THE TENDER

1. The Firms should submit their tenders duly enclosing two separate Demand Drafts towards Non-refundable application cost of Rs. 2,000/- (Rupees Two thousand only) and EMD for a sum of Rs. 10,000/- (Rupees Ten Thousand only) in the name of Registrar, Osmania University, Hyderabad, after going through the conditions laid down.
2. Only reputed firm/contractors who have the expertise in the similar execution of Maintenance work in Govt. /Govt. Sector/ Universities. The vendors are advised to quote the prices plus taxes as applicable as per government norms However, the University shall invite the L-1 bidders for negotiations, if it feels the lowest prices quoted are on the higher side.
3. The firm should have a strong base and may give reference of their standing and orders for execution of similar works in any Government, Educational Institutions, Universities etc., during the past three financial years i.e., 2014-2015, 2015 - 16 to 2016-17.
4. The Bidder shall strictly adhere to all the terms and conditions stipulated in the tender for AMC (Annual Maintenance Contract) for cables and Telephone Instruments at Osmania University for a period of One Year.
5. The following information has to be filled by the tenderer with evidence (Documentary proof to be enclosed).
 - a) Registration Certificate
 - b) TSGST/CST/CGST Registration Certificate
 - c) Annual Turn Over for 10.00 Lakhs per annum for last three financial years (2014-15, 2015-16 and 2016-17)
 - d) Documents of technical competence of the tenderer
 - e) Detailed profile of the firm
 - f) Recent work Orders/SLA for similar Maintenance Work in Government/Public Sector undertakings/Universities, etc.
6. The offers must be in English. The rates should be indicated both in figures and in words against each item exclusive of taxes as applicable as per government norms.
7. The rates shall be fixed and constant throughout the entire period of the Contract and will not be modified under any circumstances.
8. Offers received after the bid closing date/time shall not be considered.
9. Telex/Tele fax/E-Mail Tenders will not be accepted and the University takes no responsibility for delay/loss or non-receipt of tenders by post/couriers.
10. Any offer containing incorrect statement and incomplete information will be summarily rejected and no unsolicited correspondence shall be entertained.
11. PRICE BID of only those bidders shall be opened who qualify in the technical evaluation.
12. Osmania University reserves the right to accept /reject any offer in full or in part or accept any offer other than the lowest without assigning any reasons thereof.
13. All disputes or differences whatsoever arising between the parties relating to the contract shall be settled by the arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the Award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Hyderabad, and the Vice-Chancellor, Osmania University, Hyderabad - 500007, will make the appointment of the arbitrator on behalf of the University.
14. The Tenders of those reputed contractors shall only be accepted, who have remitted the prescribed non-refundable Tender Application fee of Rs. 2,000/- along with EMD for Rs. 10,000/- (Rupees Fifty Thousand only) through two separate Demand Drafts drawn in favour of Registrar, Osmania University.
15. Before quoting the rate, the contractor is advised to do physical survey of the University.
16. The E.M.D of the unsuccessful tenderers will be refunded without any interest.
17. EMD of L-1 Bidder will be retained till the completion of the AMC Contract.
18. The firm must have valid TSGST/CST/CGST Registration Certificate. (Please attach copies of valid certificates).

19. The tender will be awarded even if a single bidder is qualified as per the tender norms.
20. The University reserves the right to cancel the tender or terminate the contract with L-1 vendor without assigning any reasons thereof.
21. The University shall however invite the L-1 bidder for negotiations, if it feels the lowest prices quoted are on the higher side.
22. The Internal extension /DOT lines/1+1 plan instruments are 332 No's in and around Osmania University Campus.
23. The Internal cables connected to extension, DOT and 1+1 Plan instruments will be maintained by AMC holder himself and will rectify faults.
24. AMC should cover the shifting and providing new connections in and around the campus and the cable used for the purpose will be supplied by O.U
25. Damages to underground cable should be rectified immediately. The cost of repairs will be borne by the university to the extent of repairs works executed as per SSR (State Standard Rates).
26. Qualified service personnel should be deputed to rectify the Day to Day faults at O.U campus. He must be provided with mobile telephone and own conveyance to attend the faults. He should report this office by 10.00 AM and is available up to 5.00 PM. In case of urgency, He should be available even after the office hours. On holidays he must be available on call. The AMC holder should depute additional manpower at times of exigencies whenever required at no extra cost.
27. AMC includes repairs to telephone instruments and 1+1 plan instruments including cordless phones. Further AMC also should cover maintenance of Underground cables (5/10/20/50/100 Pairs) along with overhead cables in and around the University Campus.

REGISTRAR,
OSMANIA UNIVERSITY

Annexure -I
TECHNICAL BID

(To be submitted in a separate sealed envelope)

1. Name of Tendering Company/ Contractor with
Registration No. & Date
(Please enclose copy of certificate of Registration)
2. Do you possess trade license issued by Competent
Authorities, if so, please enclose a copy.
3. Name of Proprietor / Director
4. Furnish following particulars of the Registered
Office
 - a. Complete Postal Address
 - b. Telephone No.
 - c. Fax. No.
 - d. E-Mail Address
5. Furnish following particulars of the
Operating office, if different from above
 - a. Complete Postal Address
 - b. Telephone No.
 - c. Fax. No.
 - d. E-Mail Address
6. Are you Authorized/ Reputed contractor,
If yes, please attach a copy of the relevant certificate
issued by the competent Authority.
7. PAN No. (Attach Attested Copy)
8. TIN No. (Attach Attested Copy)
9. TSGST/CST/CGST Registration Certificate
(Attach Attested Copy)
10. Financial turnover for last three financial Years.
(Please attach copies of audited Balance
Sheet and IT returns) (2014-15, 2015-16 and 2016-17)
Attach separate sheet if space provided is insufficient
11. Give details of the major clients –
Government, Educational Institutions, Universities etc.
Where similar works have been executed by the
Bidder during the last three years. Copies of the Orders
should be attached for proof.
 - a. Sl. No
 - b. Name & address of the Client with details
 - c. Name of the contact person,
Telephone no., Fax no., and E-mail ID
12. Whether your annual turnover was
Rs. 10 Lakh per annum in the last three financial years
(2014-15, 2015-16 and 2016-17);
Please attach relevant copies.
13. Details of (i) Application fee Rs. _____ DD No. _____ Dt. _____ Bank _____
(ii) EMD fee Rs. _____ D.D.No. _____ Dt. _____ Bank _____

Annexure – II
COMMERCIAL BID

(To be submitted in a separate sealed envelope)

S.No	Discription	Amount
1	AMC (Annual Maintenance Contract) for Telephone Cables including underground and overhead cables and Telephone Instruments (332 Approx) in and around the University Campus.	
	Amount	
	GST Extra as Applicable	
	Total Amount Incl. of all taxes.	

Note: The vendors are advised to quote prices exclusive of taxes as applicable as per government norms and show the tax component separately followed by Grand Total prices. The discretion is vested with the University to decide as per the requirements. Tenders will be finalized even if one bidder is qualified and the contract will be awarded to the respective lowest bidder.