

தமிழ்நாடு மத்தியப்
பல்கலைக்கழகம்



CENTRAL
UNIVERSITY OF
TAMIL NADU

தமிழ்நாடு கெந்திரிய
விஸ்வவித்யாலயம்

ESTABLISHED BY AN ACT OF PARLIAMENT IN 2009

நீலக்குடிபரிசர்/Neelakudi Campus , திருவாரூர்/Thiruvarur- 610 005

estate@cutn.ac.in

04366 277 466

Estate Section

Id no: CUTNCVLEmpanelment20222301

Ref. no: CUTN/ENGG/CVL/Empanelment/2022-23/01

**Empanelment of Service providers for
all type of Motor service/ rewinding/
Lifting and erection at Central
University of Tamil Nadu, Thiruvarur.**



தமிழ்நாடு கெந்திரிய விஸ்வவித்யாலயம்
சंसदद्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित
CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)
नीलक्कुड़ीपरिसर/Neelakudi Campus ,तिरुवारूर/Thiruvavur- 610 005

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**EMPANLEMENT OF CONTRACTORS FOR CIVIL,
ELECTRICAL AND GARDEN WORKS AT CENTRAL
UNIVERSITY OF TAMIL NADU, THIRUVAVUR.**

01	Id no.	:	CUTNCVLEmpanelment20222301
02	Ref. no	:	CUTN/ENGG/CVL/Empanelment/2022-23/01
03	Name	:	Empanelment of Service providers for all type of Motor service/ rewinding/ Lifting and erection at Central University of Tamil Nadu, Thiruvavur.
04	Registration fee (Non Refundable)	:	Rs.1000/- (In the form of Demand Draft drawn in favour of Central University of Tamil Nadu payable at Thiruvavur.)
05	Validity of Empanelment	:	Three (03) Years
06	Date of issue	:	13.02.2023
07	Last date & Time for submission of documents	:	06.03.2023 upto 03.00 PM
08	Address for submission of application	:	The Registrar , Central University of Tamil Nadu, Neelakudi campus, Thiruvavur, Tamil Nadu - 610 005. With a mark of kind attention to: The Executive Engineer, Engineering section, CUTN, Thiruvavur.
• Bidders are advised to regularly check our website (www.cutn.ac.in) for any corrigendum/ amendments. All pages should be signed by Applicant. The application document contains 1 to 13 pages.			

Registrar(i/c),
CUTN, Thiruvavur



तमिलनाडुकेन्द्रीयविश्वविद्यालय

संसदद्वारापारितअधिनियम2009 केअंतर्गतस्थापित

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुड़ीपरिसर/Neelakudi Campus ,तिरुवारूर/Thiruvapur- 610 005

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Empanelment of Service providers for all type of Motor service/ rewinding/ Lifting and erection at Central University of Tamil Nadu, Thiruvapur.

01-GENERAL TERMS & CONDITION

1.1 Applications are invited for empanelment of Service providers for all type of Motor service/ rewinding/ Lifting and erection services any individual, sole proprietorship firm, partnership firm, public limited company, cooperative labour and construction society for execution of service upto Rs. 5 lakhs. The empanelled Service providers have to abide by all the instructions made herein and as amended from time during the empanelment.

02-APPLICABILITY

- 2.1. Any empanelled are Service providers who intended to service with Central University of Tamil Nadu Thiruvapur. It is done to have a ready stock suitable and competent contractor for University works so as to minimize the requirement of verification of credentials of contractors at the time of individual tenders, at the same only those contractors are allowed to continue that remain active and perform well.
- 2.2. Any contractor is initialled to get empanelment in University provided the eligibility criteria any other conditions should satisfy. The empanelled Service providers have to abide by all rules made here in and as amended from time to time during empanelment.
- 2.3. Any contractor having such individual as one of the partner /Directors who is dismissed as Govt. Servant on whose empanelment have been cancelled, demoted to lower class, or having business band/suspended by any Govt. Dept. in the past or connected by a court of law shall not be entitled for empanelment.
- 2.4. Any Engineers or other official employed in Engineering or Administrative duties in the Engineering Dept. of the Govt. of India / State Govt. or Central /State/PSU. is not allowed to work in this University either as contractor or as employee of contractor for a period of one year after retirement from service unless he has often prior permission on the consultant employer to do so.
- 2.5. A contractor is not permitted to have empanelment in more than one name.

03-SCOPE OF EMPANELMENT

- 3.1. The Service providers empanelled with Central University of Tamil Nadu Thiruvapur shall only empanelled for being considered for issue of tender document. To the terms & condition of individual notice inviting tender for each specific work shall not confirm any right on the contractor either to be necessarily issued tenders or award of work.

04-TENDERING LIMIT

4.1 All the empanelled Service providers will be eligible to participate in Limited Tender Works of up to Rs. 5,00,000/- (Five Lakhs)

05-APPLICATION FORM

5.1 The application form for empanelment/revalidation is attached with this documents.

06-QUALIFICATION FOR EMPANELMENT

6.1 The Service providers desiring empanelment shall have to satisfy the minimum qualifying criteria (as specified below) before they can be considered for empanelment service.

The following documents are mandatory to empanel for Service Provider.

- 1. Certificate of GST / PAN card.**
- 2. Certificate of Firm/ Trade registration (If any).**
- 3. Relevant work experience in any government or private sectors (Work/ service order copy attached) Last Seven Years (if any)**
- 4. Statement of IT returns/ Audit balance sheet/ Annual turnover certificate certified by chartered accountant – Last Three Years (if any).**

07-EMPANELMENT PROCEDURE

7.1 The Contractor shall have to submit the application in a prescribed form Annexure-1 complete with all documents as listed in (Annexure-II) to the O/o. The Registrar (i/c), Central University of Tamil Nadu, Thiruvapur.

7.2 The Name (s), address (es) of the applicant (s), telephone numbers, & email-ids shall be mandatory and their appearing in various documents should be consistent.

7.3 In case of incomplete application so if the applications are not accompanied with necessary documents the same are liable to be rejected by the authority receiving the empanelment application.

7.4 All verification, submission of report etc. are to be pursued by the applicant. Any delay on account of delay in verification, submission of reports, replies etc, will not entitle applicant for any type of empanelment.

7.5 If the empanelment authority finds the contractor suitable for empanelment, shall be issued empanelment order, against the application to the contractor, the decision of the empanelment authority shall be final and binding on the contractor.

7.6 The empanelment authority reserves the right to limit of contractors to be empanelled or any other manner decided by the department.

7.7 The application will not be processed, if the applicant is not submitted the processing fee Rs.1000/-.

08-PERIOD OF VALIDITY OF EMPANELMENT

8.1. The empanelment shall be valid for a period of **Three (03) years**. The empanelment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of the previous Empanelment/Revalidation. The empanelment shall be opened to review by the empanelment authority and liable for termination, suspension of any other such action at any time, if considered necessary, by the empanelment authority, after issuance of show cause notice.

11- INTIMATION REGARDING CHANGE OF PERMANENT ADDRESS

11.1 While applying for empanelment, the contractor should mention the address of his registered office as well as head office. All documents i.e. Banker's Certificate, experience certificate etc, should bear one of the above addresses, otherwise the same shall not be accepted.

11.2 The contractor shall intimate the change, if any, in any of the above address, in advance of maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.

12-DISCIPLINARY ACTION/DISQUALIFICATION/ SUSPENSION OF BUSINESS.

12.1 The contractor shall abide by all the rules of empanelment, and also by the terms and conditions of notice inviting tenders, etc. He shall execute the works with due diligence and strictly as per the conditions and specifications.

12.2 If required, the Empanelment Authority under his/her discretionary will appoint a committee to inspect the list of works submitted in the application with regard to quality, timely and satisfactorily completion etc. and shall have right to take disciplinary action against the Contractor, after the issuance of Show Cause Notice. The decision of the CUTN, Thiruvapur shall be final and binding on the Contractor.

12.3 Whenever report related to adverse performance, misbehaviour, direct or indirect involvement in threatening, making false complaints, filing legal suites for frivolous reasons, suppression of facts/information while bidding for works, hampering tendering process or execution of contract, or any act, omission or commission damaging the reputation of University officer, or any other type of complaint considered serious by the empanelment authority is received from any officer of CUTN against an empanelled contractor, he shall be served with suitable show cause notice by the empanelment authority, and thereafter action fore suspension of business may be taken by the empanelment authority, as deemed fit, pending full enquiry into the allegations.

The suspension of business shall automatically lapse at the end of 6 months from the date of suspension if the enquiry is not completed and final decision is not taken by the empanelment authority within this period.

The empanelment authority shall issue order for suspension of business with the contractor for a specified period if any of the charges are established on enquiry by the Empowered Committee. The suspension of business would entail ban on participation in the tendering process and award of contract for works during the period of suspension. It is made clear that if the contractor stood lowest in tenders received prior to the date of suspension of business, the work shall not be awarded to him, and the tenders shall be rejected and re-invited.

13. CANCELLATION OF EMPANELMENT

The empanelment of contractor may be cancelled, if he:

- (a) fails to execute a contract or executes or executed it unsatisfactorily; or
- (b) violates any important conditions of the contract; or
- (c) fails to abide by the conditions of empanelment; or
- (d) is found to have given false particulars at the time of empanelment; or
- (e) has indulged in any type of forgery or falsification of records; or
- (f) changes constitution of the firm without the prior approval of the empanelment authority; or
- (g) changes the name of the entity without the prior approval of the empanelment authority ; or

- (h) changes permanent address/business address without intimation to the empanelment authority; or
- (i) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- (j) violates the labour regulations and rules; or
- (k) is involved in complaints of serious nature received from any source, which have been proved; or
- (l) defaults in settlement of tax dues like income tax, GST, etc.; or
- (m) ceases to fulfill eligibility criteria based on which empanelment was done; or
- (n) does not start the work after the same is awarded to him on two occasions; or
- (o) fails to rectify construction/structural defects within a reasonable time not exceeding 1 month, pointed out to him by the engineer-in-charge from the date of completion of work; or
- (p) Any type of forgery or falsification of records, or,
- (q) Quoted for a tender under two or more firms where he is partner/ Director/Owner/GPA holder.

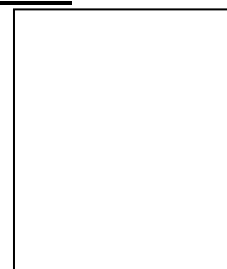
14- REVISION OF RULES

14.1 CUTN, Thiruvarur reserves the right to modify, add, and /or delete and /or change either whole or part of the Empanelment Rule without any notice and the same shall be binding on the contractors empanelled with CUTN, Thiruvarur.

APPLICATION FOR EMPANELMENT FOR WORKS UP TO 5 LAKHS.

Photo

Service Provider


Supporting Documents to be annexed with the application form

(Applications found deficient in any respect are liable to be rejected without further correspondence.)



Signature

1	(a) Name of the applicant	
	(b) Status of entity/constitution (individual/ sole proprietorship/ partnership Firm/ Limited Liability Partnership/ Company) and date of establishment.	
2	Address	
3	Contact Details:	
	(a) Telephone Number	
	(b) Mobile Number	
	(c) E-Mail ID	
4	PAN No. (Individual/ Firm/Company)	
5	Copy of Statement of IT returns/ Audit balance sheet/ Annual turnover certificate certified by chartered accountant. (if any)	
6	Valid GST Registration Number (if available)	
8	Name of person holding power of attorney	
09	Is any person working with the applicant a near relative of the officer/ official of CUTN, Thiruvarur. If yes give details.	
10	Details of work Experience.	

Certificate

01. I/we certify that I/we have read the Empanelment Rules of the University and shall abide by them and amended from time to time.
02. I/we certify that the information given in the Application form is true to the best of my/ our knowledge. I/we also understand that incase any information is found wrong/ incorrect I/we am/ are liable for cancellation of empanelment and debarred for empanelment in future.
03. I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.
04. I/We undertake that, if I/We do not possess in my/our name a valid electrical license as required, I/We shall associate an agency having such a license for execution of work which requires such a license.
05. I/We undertake that the works have not been got executed through another contractor on back to back basis.

Date :

Place:

(Signature of Contractor along with Stamp)

CHECK LIST OF DOCUMENTS & OTHER DETAILS

Sl.No.	Documents	Yes/ No/ NA
01	Valid GST Registration Certificate (copy to be enclosed – If available)	
02	Attested copy of valid PAN card of the individual, partners and the firm.	
03	Attested copies of relevant work orders for work done during Last Seven years.	
04	Income Tax Clearance/ audited Balance Sheet/ annual Income Tax Return of Last Three years – if any (Certificate copy to be enclosed)	
05	Certificate of Firm/ Trade registration- if any (Copy to be enclosed)	
06	Bank Details (Annexure- III)	

MANDATE FORM FOR BILL PAYMENTS THROUGH EAT MODULE IN PFMS**Details of Account Holder**

Sl. No	Particulars	Important Details (in block letters)
1	Name of the Contractor/ Beneficiary	
2	Name of the Bank & Branch	
3	Bank Account Number	
4	IFSC Code (11 digits)	
5	PAN Number	
6	GST Number (If applicable)	
7	Email Id	
8	Mobile Number	
9	Address (Including city, Pin code etc.)	

I hereby declare that the particulars given above are correct and complete.

Date:

Signature

List of Services: (Bidders/ Contractors to be fill the rates as per the Schedule)

Item No.	Description of work	Quantity	Unit	Rate in figures (Rs.)	Rate in words (Rs)	Amount in figures (Rs.)
(A)	(B)	(C)	(D)	(E)	(F)	(G) = (C) X (E)
1	Lifting of submersible (faulted) pump at the depth of around 100-200 ft including attached bore well pipe (UPVC) in bore well at depth of 100-200 ft from the top with the help of tripod assembly as per site requirement, Transportation, labour charges, etc as per direction of Engineer in charge.	1	Each			
2	10 HP Submersible Bore well pump set, coil rewinding ,fitting charges ,including anti corrosive paint as per site requirement, transportation, labour charges ,etc as per direction of Engineer in charge.	1	Each			
3	Lowering of submersible pump at the depth of around 100-200 ft including attached borewell (UPVC Column pipe) pipe in bore well at depth of 100-200 ft from the top with the help of tripod assembly as per site requirement, with necessary fitting of existing pipe, etc as per direction of Engineer in charge.	1	Each			
4	Providing and fixing 18 mm Nylon rope in submersible pump set including attached borewell pipe (UPVC) in bore well at depth of 100-200 ft from the top with the help of tripod assembly as per site requirement, transportation, labour charges ,etc as per direction of Engineer in charge.(Payment will be made only for 18 mm Nylon rope/per metre)	1	Each			
5	10 HP Submersible Borewell pumpset parts like rotor SS Slieve ,bush ,top pattern push lath work including anti corrosive paint as per site requirement,	1	Each			

	transportation ,labour charges ,etc as per direction of Engineer in charge.					
6	10 HP Submersible Borewell pumpset parts like 11 Nos Impeller ,push ,etc work including anti corrosive paint as per site requirement, transportation ,labour charges ,etc as per direction of Engineer in charge.	1	Each			
	DI Pipe line repair works					
7	Earth work in excavation by mechanical means (Hydraulic excavator) / manual means in damaged DI pipe line location, including dressing of sides lift up to 1.5 m, including dewatering ,getting out the excavated soil and disposal of surplus excavated soil as directed. The following works are included 1.Providing and fixing 8" dia MS Pipe collar to joint the damaged 6" DI pipe line as per the direction of Engineer in charge. 2. Inserting lead ,spurn yarn ,etc as per the direction of Engineer in charge.3. Providing and laying cement concrete as per the direction of Engineer in charge.4.Refilling of excavated after completing above works (contractor should ensure the leakage free while execution)	1	Each			
8	Earth work in excavation by mechanical means (Hydraulic excavator) / manual means in damaged DI pipe line location, including dressing of sides lift up to 1.5 m, including dewatering getting out the excavated soil and disposal of surplus excavated soil as directed. The following works are included 1.Providing and fixing MJ Collar joint ,necessary fitting ,etc in damaged 6" DI pipe line as per the direction of Engineer in charge.2. Providing and laying cement concrete as per the direction of Engineer in charge.3.Refilling of excavated after	1	Each			

completing above works (contractor should ensure the leakage free while execution)					
Total Amount of Rupees (Excluding GST)					
GST in %				GST in Rupees.	
Total Amount of Rupees (Including GST) and all applicable taxes.					
Rupees (In words).....					
Note: 1. All other requirements, scope of work as mentioned in this tender document should be considered before quoting. 2. I/We declare that the above quoted rate inclusive of all Charges & Taxes are firm throughout the entire period of contract and no cost escalation/ no variation will be paid on any account.					

Signature of Bidder/Contractor
with Seal