



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

## TENDER NOTICE

### Comprehensive Annual Maintenance Contract of various UPS

Central University of South Bihar Gaya invites proposals for Gaya Campus for “**Comprehensive Annual Maintenance Contract of various UPS**” as per “**Annexure -A**” from eligible vendor/service provider/authorized representatives who have an experience of the similar type of work. The last date for submission of tender documents is **10/11/2025 till 4:00 PM** on the below mentioned address **by registered post / speed post /in drop box (Tender Box)**.

To,

#### The Registrar

Central University of South Bihar  
NH-120, Gaya- Panchanpur Road,  
Village- Karhara, Post- Fatehpur  
P.S- Tekari, District- Gaya (Bihar) , PIN- 824 236  
Email- [registrar@cub.ac.in](mailto:registrar@cub.ac.in)  
Website – [www.cusb.ac.in](http://www.cusb.ac.in)  
CPP Portal web site: [www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app)  
Contact-0631-2229519

### INDEX FOR TENDER FORM

Sl.No.	Details		Deadline
1.	Tender Notice No.	:	<b>CUSB/PSD/EE/CAMC-UPS/T/15/2025-26</b>
2.	Tender Date	:	17/10/2025
3.	Name of work	:	<b>Comprehensive Annual Maintenance Contract of various UPS</b>
4.	Tender Fee	:	Rs. 1,000/- non refundable
5.	Earnest Money Deposit	:	Rs. 25,000/- refundable
6.	Start of submission of Bids	:	17/10/2025
7.	Last date and time for Receipt of Bid	:	10/11/2025 upto 4:00 PM
<b>Note:</b> Prospective bidder may visit the site to understand the location, surroundings, terrain and specifications/requirement before submission of bid.			

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at [registrar@cub.ac.in](mailto:registrar@cub.ac.in), [so1@cub.ac.in](mailto:so1@cub.ac.in). For further information, visit University Website – ([www.cusb.ac.in](http://www.cusb.ac.in)).



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

## ELIGIBILITY CRITERIA

### Financial:

The firms should have an average annual financial turnover of at least of **Rs. 10 lakh** during the preceding last 3 (three) consecutive financial year from 2023-24.

### Physical:

The firms should have to submit at least three copies of orders related to similar work, out of those, one must be value of **at least Rs. 5 lakh** issued in last three years as proof of experience. At least 02 copy of successfully completion Report from referred institution/university must be submitted.

**Price Bid:** The rate quoted should be inclusive of all taxes, packing, labour charges, freight charges etc. No any extra amount shall be paid by the University beyond the quoted price. The University reserves the right to cancel the bid/tender at any stage, if any false information is furnished or university requires so in any odd condition.

## How to apply

1. Please mention following details super scribed on the envelop
  - a) Tender Reference No. CUSB/PSD/EE/CAMC-UPS/T/15/2025-26, Dated: 17/10/2025.
  - b) Last date and time of submission of the Tender: 10/11/2025 till 04:00 PM
2. Tender cost Rs. 6,50,000/- (Rs. Six Lakh Fifty Thousand only).
3. Tender documents will be on **Two bid system** to examine the technical feasibility, financial credentials etc. and must be accompanied by the Tender Fee/ Bid Security Form/Earnest Money Deposit
4. The tender must be submitted in three separately sealed envelopes marked as “A”, “B”, & “C”. The language used shall be English. In case any information is given in foreign language, then translated (in English) copies of those pages must be enclosed, failing which the tender will be summarily rejected.
5. **ENVELOPE ‘A’ (Tender Fee & Earnest Money)**

The tender shall be accompanied with tender fee of Rs. **1,000/- (Rupees One Hundred only)** in the form of Demand Draft in **favour of Central University of South Bihar, Payable at Gaya**, failing which the tender will not be accepted. Tender must also be accompanied with earnest money of **Rs. 25,000/-** as mentioned, in the form of Demand Draft/Fixed Deposit/Bank Guarantee in **favour of Central University of South Bihar, payable at Gaya** issued by any Scheduled Bank
6. EMD is not required to be submitted by bidders who are exempted in terms of MSME, Govt. of India guidelines. However, they are required to furnish requisite valid certificate in this regard issued by the Competent Authority.
7. **ENVELOPE ‘B’ (Technical Bid Document)**

Tenderers should establish their credentials by giving valid documentary evidences of similar services as defined in this document to have been executed in India.



8. **Envelope ‘C’ (Financial Bid Document)**

The Envelope ‘C’ shall contain the tender documents and information related to the schedule of services quoting the rates etc. of the item pertaining to the Financial Bid on the Financial Bid document, issued by CUSB, along with the tender document.

Price Bid: The AMC rate quoted should be inclusive of all taxes.

9. All the three envelopes shall be submitted together in another big envelope sealed and super-scribing thereon Tender for Providing the **“CAMC Services for UPS”**.

- Envelope ‘A’ (Tender Fee & Earnest Money),
- Envelope ‘B’ (Technical Bid Document), and
- Envelope ‘C’ (Financial Bid Document), shall be in separate sealed envelopes, each marked as “Envelope ‘A’, Envelope ‘B’ and ‘Envelope ‘C’, respectively.

The envelope marked ‘Envelope ‘B’ of only those Tenderers shall be opened, whose earnest money & tender cost are placed in the ‘Envelope ‘A’ and found to be in order.

10. Sealed proposal should reach the office of the undersigned by Registered Post / Speed Post or by Hand (to be dropped in Tender Box). Any proposal received after the last date and time shall not be entertained.



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SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

## Terms & Conditions

1. Tender fee of Rs. 1,000/- (**Rupees One Hundred only**) in the form of Demand Draft in **favour of Central University of South Bihar, Payable at Gaya**, failing which the tender will not be accepted.
2. EMD of **Rs. 25,000/-** in shape of DD/BG/FDR to reach to the office before closing date of tender in Physical form by POST at given address. EMD shall be waived off on submission of MSME/Other relevant document as per norms.  
*The Registrar, (Tender Document), Central University of South Bihar, SH-7, Gaya - Panchanpur Road, Village - Karhara, Post- Fatehpur, P.S. Tekari, District - Gaya (Bihar), PIN - 824236.*
3. The rate offered should be quoted F.O.R CUSB Gaya Campus.
4. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted.
5. Quotation should have validity of at least 90 days from the date of opening.
6. Attested photocopies of the following documents :
  - a) Copy of Income Tax return for the last 3 year.
  - b) Copy of GST Assessment for the last 3 year.
  - c) Documentary evidence for the turnover average **Rs. 10,00,000/- (Ten Lakh Only)** of last Two consecutive years .
7. List of clients where the firm is on Annual Maintenance Contracts of Online UPS or similar jobs with their performance certificate and attested photocopies of AMC.
8. **Satisfactory work completion certificate of at least two client (Govt. Dept. / Central Universities / IIT / NIT or similar) must be submitted** of Computer or similar jobs.
9. Financial Bid shall only be opened for technically qualified bidders and L-1 bidder shall be decided on the basis of lowest rate.
10. The rate offered should be quoted **F.O.R CUSB Gaya Campus**.
11. Quotation should have validity of at least 90 days from the date of opening.
12. **Scope of Services (Comprehensive)**
  - (a) **Comprehensive Annual Maintenance** - Comprehensive service contract includes spare parts, labour, services, transportation and any job work to be done. It includes responsibility for up keeping online ups in good and working conditions in all irrespective.
  - (b) Contract services shall include providing routine maintenance services, maintenance services pertaining to complaints as and it must be resolve within 24-48 hrs. of complaint even by email.
  - (c) Maintenance of the Online UPS includes supply and replacement of parts free of cost. The UPS parts replaced must be new and equivalent or higher in performance to the existing part. In event of obsolete and beyond repairable conditioning, items will be replaced by equivalent capacity at no extra cost.
  - (d) The AMC provider shall maintain a pool of various spares / components as reserves to ensure issues to be resolved within time limit.



**13. General Term and Conditions for (Comprehensive)**

- (a) Contract includes routine corrective and preventive maintenance of the UPS and its peripherals as specified in the inventory of equipment to be covered under AMC.
- (b) Software installation, un-installation, configuration, virus removal, antivirus up-gradation and integrity maintenance to make the equipment's network fully functional. For installing / upgrading software, the licensed software available in the University must be used.
- (c) Preventive maintenance for the all Online UPS shall be done on quarterly basis which shall include external / internal cleaning of the UPS, running the diagnostics tools to determine the existing or likelihood faults and their removal.
- (d) University may change the configuration of the UPS by way of adding / removing components as per the requirement, CAMC provider shall continue to provide the service for the new configuration without any additional charge.
- (e) Repairing and maintenance work should not violate or infringe upon any patent, copyright of any other person / entity and confidentiality of the information in the computer system shall be maintained.
- (f) A health report should be maintained for all equipment under CAMC for each incident of malfunctioning, complaint lodging and solving.
- (g) Subcontracting of CAMC is not allowed.

**14. Preventive Maintenance:-**

- (a) The CAMC service provider shall carry out preventive maintenance regularly and shall plan the activities, in such a manner that maintenance is carried out for each equipment at least once in three months.
- (b) A separate logbook should be maintained to record the preventive maintenance carried out on each category of equipment and got signed by University Computer Centre at the end of every month.
- (c) The Schedule of preventive maintenance shall be as follows:
  - i. Cleaning of all equipment using dry vacuum air, brush soft muslin clothes.
  - ii. Running of test programmes to ensure quality print/data reliability.
  - iii. Checking of power supply source for proper grounding and safety of equipment.
  - iv. Ensuring that the covers, screws, switches etc. are firmly fastened in respect of each equipment.
  - v. Shifting of equipment as and when required.
  - vi. Running of diagnostic software for UPS performance.
- (d) It shall be the responsibility of AMC service provider to make all the UPS and peripherals are working satisfactorily till contract period and it must be hand over the UPS in working condition. In case any damage/complaint is pending, it must be rectify or replace.

**15. Consumable, if any will be provided by the university.**



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16. The maintenance technician will attend the complaint and continue in office till the problem is resolved. No hit and trial method will be allowed while attending the complaint.
17. Faulty parts will be replaced by similar make and model within **3 working days**.
18. **The penalty Rs. 500/- per working day subject to a maximum of 5% of the AMC cost per year for affected unit if service is not completed within stipulated period.**
19. Payment shall be released on quarterly/half yearly basis after satisfactory report.
20. The period of AMC initially for a period of one(1) year and extendable one(1) year each time up to five (5) years on the basis of satisfactory performance on mutual understating on existing rate and other terms & conditions.
21. The bid documents are not transferrable and the seal and signature of the authorised official of firms must appear on all the papers submitted.
22. The quotation should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
23. The quotations are liable to be rejected if the fore going conditions are not complied with.
24. All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Gaya, India only.
25. The successful bidder shall furnish an unconditional **performance Bank Guarantee (PBG) for 10% of quoted value within** 15 days of receiving of Annual Maintenance Contract Agreement in the form of Bank Guarantee/Fixed Deposit/Demand Draft etc. The performance security should remain valid for a period of Sixty days beyond the date of completion of all contractual obligations including warranty which is refundable without any interest. In case, the contract is further extended beyond the initial period of one year, the Performance Security Bank Guarantee shall have to be renewed accordingly and its extension shall be communicated at the time of award of addendum of contract. **Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.**
26. **Conditional bids shall not be considered and will be rejected summarily.**



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## UNDERTAKING FOR CHECK LIST

We hereby declare that the following requirements have been fulfilled by us –

01. List of clients where the firm is on Annual Maintenance Contracts with their performance certificated and attested photocopies of AMC of Computer or similar jobs.
02. Documentary evidence for the turnover of last three consecutive years along with copy of the balance sheet.
03. Demand Draft of Rs. **1,000/-** (in case tender form downloaded from Website) *in favour of “Central University of South Bihar, Payable at Gaya.*
04. Earnest Money Deposit (EMD) amount **Rs. 25,000/- (Rupees Twenty Five Thousand Only)** to be submitted along with the Proposal in form of Demand Draft in favour of *“Central University of South Bihar”, Payable at Gaya.*
05. Copy of Small Scale Unit/ MSME/ NSIC Registration under relevant items (if registered).
06. Registration Certificate of Central Excise, wherever applicable.
07. Registration Certificate of GST/ C.S.T. and other Taxes of State Govts.
08. Copy of Income Tax Returns for 3 years.
09. Copy of GST / Sales Tax / VAT Assessment for 3 years.
10. **Every page of the tender documents and the enclosed copies of the certificates must be signed with seal.**

We hereby agree that in the absence of any of the above documents / information, the Proposal may be summarily rejected without making any further reference to us.

**Date:**

**Signature with seal**



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## Bidder Information

Following proforma should be filled in and duly signed by the firm and send along with the bid.

<b>Subject : Supply of Lab Equipment for PURSE Project (PP-15)</b>		
1.	Name of the Firm and address	
2.	Head Office / Registered Office	
	Telephone No/mobile No.	
	Fax No.	
	Email	
	Web site (if any)	
	Date of Establishment	
	Branch Office in Gaya , if any	
	(Provide Complete Address)	
	Telephone No.	
	Fax No./Email	
3.	Name of Director / Chief Executive/ Proprietor / Partners with Designation	
	Telephone No./Mobile No.	
	Fax No./ Email	
4.	Name of Contact Person	
	Telephone No./Mobile No	
	Fax No./Email	
5.	<b>Type of Organization</b>	<b>Certified Documents to be enclosed</b>
a.	Proprietary	Trade License
b.	Partnership	Partnership Deed, Trade License
c.	Private Limited Company	Memorandum of Article
d.	Public Limited Company	Certificate of Registration
e.	Public Sector	Trade License



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<b>6. Nature of Business (tick the relevant)</b>					
Manufacturing		Service		Dealership	
Stockiest		Indian Agent		Indian Branch Office	
Others Pl. Specify					
<b>7. Class / Type of Product / Materials Manufactured / Sold / Serviced/ Fabricated</b>					
Scientific Equipment		Electronics		Lab Consumables & Chemicals	
Electrical Items		Computer Peripherals		Computers	
Laboratory Equipments		Office Automation Product		Electrical Works	
Sport Materials		Water Coolers		Air-conditioners	
AV Equipments		Boards		Other, please specify.....	
<b>8. Audited Annual Turnover during last 3 years (Rs. In Lakhs) (enclose Chartered Accountant's certification &amp; Income Tax Return Copy)</b>					
Year		Rupees (in Lakhs)		Annexure (Number)	
2024-25					
2023-24					
2022-23					
<b>9. Commercial Information (enclose Attested Copy wherever Applicable)</b>					
Sl. No.	Information		Details		Annexure (Number)
a.	GST Registration Number				
b.	Excise Registration Number Trade / Factory License Number				
c.	PAN No.				



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<b>d.</b>	Details of Registration Certificate with DGS&D/NCCF			
<b>e.</b>	SSI/NSIC/MSME Certificate			
<b>f.</b>	Current dealership agreement with Principal Letter No. / Date / Valid upto			
<b>g.</b>	Relevant IISI/ SO Certificate, if any			
<b>h.</b>	<u>Bank Details :</u> Account No.			
<b>i.</b>	Name of Bank & Branch			
<b>j.</b>	IFSC Code			
<b>k.</b>	Details of Tender Fee	Amount:	DD No. & Date	Name of the issuing Bank & Branch
<b>l.</b>	Details of EMD	Amount:	DD No. & Date	Name of the issuing Bank & Branch
<b>m.</b>	Details of Previous Supply in Govt. Organisations/ Govt. Educational Institutions	Name of the organization	Item Supplied / Qty.	Total Value (Rs in lakhs)



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<b>10.</b>	MSME Entrepreneur	Comment				
<b>10.1.</b>	Is the bidder MSME Entrepreneur	Y/N				
<b>10.2.</b>	If yes, the category (GEN/OBC/SC/ST/Women)	GEN	OBC	SC	ST	WOMEN
I/ We hereby give an undertaking that the information provided are true to the best of my knowledge and belief. If anything found to be false at any stage my tender will be liable to be rejected and EMD amount will be forfeited.						
<b>Signature of authorized representative with Date</b>						
<b>10.</b>	<b>Note</b>					
<b>10.1.</b>	Separate information sheet may be provided for item (s) in case space provided is not adequate.					
<b>10.2.</b>	Affidavit on Non Judicial stamp paper duly attested by Magistrate/Notary shall also be furnished by the bidder regarding Non-blacklisting.					

**Sd/-  
Registrar**



# CENTRAL UNIVERSITY OF SOUTH BIHAR

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## CLIENT DETAILS

To,

**The Registrar**

Central University of South Bihar

SH-7, Gaya Panchanpur Road,

Village – Karhara, Post. Office – Fatehpur,

Gaya – 824236, (Bihar)

Sir/Madam,

### **Sub:- Comprehensive Annual Maintenance Contract of Uniline UPS.**

I /We hereby mention following list of our clients which mention 5 or more Rate Contracts with the Govt. Organization / Central Universities in the past three years for the similar items. Copies of such rate contracts must be enclosed with the offer.

S.No.	Name of the Client	Purchase Rate Details	Order/ Contract	Amount of Order (₹)
1				
2				
3				

Yours faithfully

(Signature of the Bidder)

Name

Designation

Seal

Date

Address:

**Enclosure : As above**



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## VENDOR DETAILS FORM

1.	Do you have a PFMS Unique ID (please tick)	NO	YES	UID No.-
2.	Name of the Firm			
3.	Address with City Name & Pin Code			
4.	Contact No.			
5.	Email ID			
6.	GST No. ( Yes / No )	GST No. -		
		If YES, a copy of GST CERTIFICATE must be attached.	If NO, duly singed/sealed attached DECLARATION OF GST NON-ENROLMENT must be submitted.	
7.	PAN No.			
8.	TIN No.			
9.	ADHAR No.			
10.	Name of the Contact Person With Mobile No. & E-mail ID	Name :		
		Mobile :	E-mail ID :	
11.	<b>Bank Account Details</b>			
	Beneficiary Name			
	Bank Name & Branch			
	Bank Account Number			
	IFSC Code			
	MICR Code			
	Type of Bank Account	Saving Account	Current Account	Cash Credit
	Telephone no. and E-mail of Bank Branch	Telephone		
Email ID				
12.	Vendor Type (please tick)	Manufacturer	Distributor	Reseller
		Service Provider	Stockiest	Indian Agency

Signature of Vendor with Seal

Name: \_\_\_\_\_

Date: \_\_\_\_\_



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## DECLARATION OF GST NON-ENROLMENT

DECLARATION OF GST NON-ENROLMENT

Dear Sir/Madam,

Sub: Declaration of non-requirement of registration under the Central/State/UT/Integrated Goods and Services Tax Act, 2017

I/We.....(*Name of the service provider/business entity*), do hereby declare that I/we am/are not registered under the Goods and Services Tax Act, 2017 as (*select and fill below for the relevant reason*)

-I/We deal in/supply the category of goods or services .....(*Describe the nature of the services/goods*) which are exempted under the Goods and Service Tax Act, 2017.

-I/We have the annual aggregate turnover below the taxable limit as specified under the Goods and Services Tax Act, 2017.

-I/We are yet to register ourselves under the Goods and Services Tax Act, 2017.

I/We hereby also confirm that if anytime during any financial year I/we decide or require or become liable to register under the GST, I/we undertake to provide all the requisite documents and information.

I/We request you to consider this communication as a declaration for not requiring to be registered under the Goods and Service Tax Act, 2017.

I/We hereby also confirm that .....(*Name of the service recipient*) shall not be liable for any loss accrued to me/us, due to any registration default with the GST.

Signature of Authorised Signatory:

Name of the Authorised Signatory:

Name of Business:

Date:

Stamp/Seal of the business entity:



## ANNEXURE – “A”

Annual Comprehensive maintenance of UPS (Online) system of the following capacity including replacement of all defective parts (except batteries) complete in all respect as required as specification by visiting the site twice a month with following staff and on breakdown of equipment as and when required on all days i/c holidays/Sundays/Odd Hours.

- (i) Technician/Mechanic – Twice in a month.
- (ii) Khallasi – Twice in a Month.

### List of different make UPS for CAMC

Sl.No.	Item Description	Quantity
1.	5 KVA Uniline and others	9
2.	6 KVA Uniline and others	2
3.	10 KVA Uniline and BPE	18
4.	11 KVA Power One	1
5.	30 KVA Power One	3



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## FINANCIAL BID PROFORMA

**Tender Notice No.: CUSB/PSD/EE/CAMC-UPS/T/15/2025-26, Dated: 17/10/2025**

**Subject: “Comprehensive Annual Maintenance Contract for various UPS”**

**Name of the Bidder: \_\_\_\_\_**

Sr. No.	Make	Quantity	CAMC per unit (Rs)	GST @	Total Amount including GST (₹)
1.	5 KVA Uniline and others	9			
2.	6 KVA Uniline and others	2			
3.	10 KVA Uniline and BPE	18			
4.	11 KVA Power One	1			
5.	30 KVA Power One	3			
<b>Grand Total (₹) inclusive of GST</b>					
<b>Amount in words (₹ .....)</b>					
<b>.....)</b>					

- No overwriting or using of fluid is permitted. If used, it will be rejected.
- No other charges than quoted price shall be paid extra.

**Date:**

**Signature \_\_\_\_\_**

**Name: \_\_\_\_\_**

**Designation & seal**