

P.U. CONSTRUCTION OFFICE, CHANDIGARH
NOTICE INVITING E-TENDER FOR CONSULTANCY SERVICES

- 1) On behalf of Panjab University, Chandigarh, Executive Engineer-I invites E-tender from the Architects / Architectural firms / Consultants for the following services for works on the prescribed tender form available at website- [http:// e-tenders.chd.nic.in/nicgep](http://e-tenders.chd.nic.in/nicgep)

<u>S.NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED COST</u> (ONE COMPLETE JOB)	<u>EARNEST</u> <u>MONEY</u>	<u>TIME</u> <u>LIMIT</u>
1.	Obtaining the Occupation /completion certificate w.r.t the Multipurpose Auditorium Building in P.U. South Campus, (Sector-25), Chandigarh. From the Estate office U.T. Chandigarh.	Rs. 14,16,000/-	Rs. 28,320/-	50 Days

- 2) Important dates are as under:

- a) Period of availability of tender on-line shall be from 13.03.2026 to 24.03.2026 upto 4:00PM shall be.
- b) Last date & time for on-line submission of bids shall be 24.03.2026 upto 4:00 PM.
- c) Date of time & opening of 'Technical Bids' 25.03.2026 at 11:00 AM

- 3) To qualify for the award of work, each bidder shall have to fulfill the following criteria:-

- a) Satisfactorily completed in the last seven (7) years ending the last day of month previous to the month in which bids are invited:-

- i) One similar work of value not less than 80 % of the estimated cost of work

Or

- ii) Two similar works each of value not less than 60 % of the estimated cost of work

Or

- iii) Three similar works each of value not less than 40 % of the estimated cost of work.

- iv) Similar work means Consultancy services i.e. getting the Occupation/Completion certification from the concerned deptt.. Should not have been debarred/blacklisted by anyGovt./Semi Govt./Board/Corporation at any stage. (An Affidavit in this regard should be enclosed).

- 4) The department shall have the right to reject any/all the financial bids for which no claims/correspondence shall be entertained.

- 5) Studying the building provisions as approved under the applicable Building Bye-laws.
- 6) Preparing complete set of drawings including plans, elevations, sections, public health drawings, wherever necessary for submission as revised occupation/completion drawings.
- 7) Submission of the same online to the Estate Office, U.T. Chandigarh, for Completion/Occupation certificate.
- 8) The Consultants/Firms shall be provided the basic Architectural drawings and structural drawings. Drawings as per existing site conditions shall be prepared by the architects / consultant within 10 days of the receipt of drawings. The same shall be got vetted from the Architect P.U. After finalizing the submission drawings, the consultant shall submit the hard copies cloth mounted along with Pen drive (Soft copies of drawings) and relevant papers (hard copies) in the Estate Office U.T. The receipt regarding online submission of application for occupation/completion through the portal of Chandigarh Administration and also the same shall be submitted in the office of Architect P.U.
- 9) The Consultants/Firms may be required to attend the office as & when required and hold discussions with Architect concerned and provide all required assistance/clarifications in connection with checking of design/drawing and its approval. Nothing extra shall be paid on this account.
- 10) All the modifications/ alterations at site shall be checked by the Consultants/Firms before finalizing the submission drawings.
 - a) All the design and drawings shall become the property of the University and the University shall have the right to use the same anywhere. The Consultant/Firm shall not be allowed to use, retain, and keep any kind of record of these drawings. The completion or experience certificate shall be issued by the undersigned only after completing the job.
 - b) The Consultant/Firm shall apply and seek all statutory clearances from PAC upper i.e. Town Planning wing, architecture, public health, electrical, structural design, and clearance from Chandigarh Pollution Control Board etc. at their own. No extra fee shall be given for these clearances at any stage of passing. No TA/DA/ Departmental charges shall be paid. NOC from fire department shall be the responsibility of the contractor who has actually executed the job at site. However liaising with fire department shall be made by the Firms/Consultants.
 - c) All government fees shall be paid by Panjab University, Chandigarh.

11). TIME SCHEDULE:

The services to be rendered by the Consultants/Firms as stated above shall be governed by the following schedule:

- a) Preparation of revised completion drawings from Architectural drawing – 10 days from the receipt of the architectural, structural drawings & all relevant drawings.
- b) Final submission of application form alongwith all drawings and relevant documents after discussion with the Architect for online submission- 10 days.

- c) Obtaining Occupation/Completion certificate from the Estate office- 30 days from the date of submission of application form.

12). MODE OF PAYMENT:

The payment shall be made in stages as mentioned below:

- a) 30% of the allotment amount on submission of application form alongwith all drawings & relevant documents to the Estate Office U.T. Chandigarh (On submission of receipt regarding the same).
- b) Next 40% of the allotted amount shall be released on getting clearance with respect to urban plans.
- c) Another 30% of the allotted amount shall be released on getting the Occupation / Completion certificate from Estate office U.T. Chandigarh.

13). PENALTY FOR DELAYS:

The Consultant /Firm shall be liable to pay compensation equal to 0.50% (half percent) or such smaller amount as Executive Engineer-I or the Vice Chancellor, Panjab University, Chandigarh may decide on the total fee payable for each day for which work remains unfinished/suspended after the specified date subject to maximum of 10(ten) % of the total fee payable for the project work.

14). ELIGIBILITY:-

- a) Registered with Council of Architecture.
- b) Empanelled with Chandigarh Administration.
- c) Firm shall have G.S.T. No., Pan No., Partnership deed (if applicable) & Bank Account No. and Address.

15. OTHER CONDITIONS:

15.1 Income tax:

The deduction of income tax, labour cess, GST as applicable shall be made from the bill.

15.2 ARBITRATION:

In case of any dispute arising out of the job assigned (except in case of penalty on account of delay) which can't be resolved mutually with the designer consultant/ Executive Engineer concerned, the matter shall then be referred to the Vice Chancellor, Panjab University, Chandigarh, who himself or his authorized nominee will act as Arbitrator.

The arbitration shall be conducted in accordance with the provisions of the arbitration and conciliation act 1996 (26 of 1996) or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings.

15.3 TERMINATION, ABANDONMENT OR REDUCTION OF SCOPE

- a) The Executive Engineer-I, concerned reserves the right to abandon, terminate the job or reduce the scope of work at any time without assigning any reason thereof. The consultant shall be paid the amount due to him as per terms and conditions of the work order

for the work done by him till the date of termination, abandonment or reduction in the scope of work. The decision of the Executive Engineer-I, in this regard shall be final and binding on the Consultants/Firms.

- b) In case, the Consultant/Firm fails to get the Occupation/Completion in a specified manner and within the time allowed/ extended time period, Executive Engineer-I, concerned shall have the authority to terminate the job assignment of Consultant/Firm and get the same done from any other party. In the event of such termination, no payment shall be made to the consultant and his security deposit shall be forfeited.

15.4 Security deposit

The earnest money accompanying the bid document can be converted to security deposit. Security shall be deducted from all running bills subject to max. of 2.5% of the total fee of the Architect /Consultants / Firms. Same shall be released after submission of all relevant documents duly approved by architect. The firm shall submit the request letter for realising of security deposit.

The Consultants/Firms can shall quote their rate at the end of document or separate letter head with all sign & stamp.

16. The Bid documents can be downloaded from the website of Chandigarh Administration <http://tenders.chd.nic.in/nicgep>. The documents downloaded from the website should not be tempered, and if any such tempering is detected before or after the opening of bids, the bidder shall be debarred for a period of 06 months.
17. The bidder should keep checking the website for any addenda / corrigenda to the notice /bidding documents till the date of on-line submission of bids, and the bidder should incorporate the same in the bid documents.
18. Bids must be submitted online through the website <http://etenders.chd.nic.in/nicgep> before the time specified in the table above (as per server clock). P.U does not take any responsibility for the delay caused due to non-availability of internet connection or network traffic jam etc. for online bids.
19. The list of documents to be uploaded by the bidders at the time of bid submission shall be as under:-
- i) Copy of EMD deposit receipt.
 - ii) List of similar works completed during previous years duly supported with performance certificate from the authority for whom work has been completed. The information shall include name of work, total cost, date of start and date of completion.
 - iii) Affidavit regarding not having been debarred/blacklisted by any Govt./Semi Govt./Board/Corporations at any stage during the last seven years.
 - iv) Copy of certificate regarding valid registration for G.S.T., PAN No., etc.
 - v) Copy of original documents showing office address, e-mail, and mobile no. etc.

20. Other terms & conditions:-
- i) G.S.T. or any other tax applicable in respect of this work shall be payable by the Consultant/Firm and P.U. shall not entertain any claim whatsoever in respect of the same.
 - ii) The bidder at his own responsibility, expenses and risk, is advised to visit and examine the site of work and its surroundings and obtain all information (including that on the risks, contingencies and other circumstances which may affect or influence the bid) that may be necessary for preparing the bid and entering into the contract. No extra charges consequent on any misunderstanding or otherwise shall be allowed.
21. The validity of the bids shall be for a period of ninety (90) days from the last date of submission of bids. In exceptional circumstances, prior to expiry of original bid validity time, the Executive Engineer may request the bidders to extend the period of bid validity for a specified additional period.
- i) Bidder may refuse the request without forfeiting his EMD. However, a bidder agreeing to the request will not be required or permitted to modify his bid.
22. The Executive Engineer reserves the right to verify the particulars / documents furnished by the bidder independently. If any information furnished by the bidder is found to be incorrect at a later stage, the Consultant / Firm shall be liable to be debarred for future tendering in P.U.
23. All disputes concerning in any way with this work are subject to Chandigarh jurisdiction only.
24. Bid(s) once submitted online cannot be re-submitted or withdrawn after the last date of submission of bids.
25. Conditional bids and bids not meeting the qualifying criteria on the last date of submission of bids shall be summarily rejected.
26. Panjab University reserves the right to reject any or all the bids without assigning any reason.
27. The Bids shall be uploaded in Electronic Format on the website <http://etenders.chd.nic.in/nicgep>. Scanned copies of Earnest Money Deposit receipt & copy of affidavit and relevant document shall also be uploaded along with Bid within prescribed time limit.
28. Agreement shall be drawn with the successful consultant on prescribed P.U. Form. Consultant/Firm shall quote percentage above or below the notice amount in prescribed BOQ attached herewith.

29. i) Cover- 1 Shall contain scanned copy of deposit for post qualification such as Earnest Money bank receipt, copy of certificate of registration of G.S.T., PAN No., Mobile No., e-mail i.d., Office address etc. and completion certificate of works Affidavit in original as specified downloaded the whole documents, sign it on each and upload the same or submit alongwith technical documents
- ii) Cover-2 Shall contain financial bid on the prescribed form.
30. The earnest money shall be in the shape of DD on any scheduled Bank payable at Chandigarh in favour of the Registrar P.U., Chandigarh.
- i) The cover 1 shall be opened on the due date of opening.
- ii) The cover 2 shall be opened only of those Consultant/Firm who will be found technically qualified for the work.
31. List of Documents to be scanned and uploaded within the period of bid submission:-
- i) Copy of EMD deposit receipt.
- ii) Affidavit as above.
- iii) Certificate of valid Registration for G.S.T., PAN No., Mobile No., e-mail i.d., Office address etc.
- iv) The intending bidder has to receive original EMD depositing bank receipt before one day of opening of tender from the division office.
32. Instruction to bidders regarding e-tendering process:-
- a. Before submission of online bids, bidder must ensure that scanned copies of all the necessary documents have been uploaded with bid.
- b. It will be mandatory for all the bidders to upload all the documents mentioned under.
- c. The department will not be responsible for any delay in on-line submission of the Bids due to any reason whatsoever.
- d. Bidder should get ready with the scanned copies of the EMD receipt as specified in the tender document. The original EMD receipt and Hard copies of all the eligibility documents as uploaded by the bidder should be submitted only to the designated authority and within the stipulated time period.
- e. The details of the EMD and EMD receipt issued by the department specified in the tender document should be the same as submitted online (scanned copies) otherwise tender will be rejected summarily.
33. The bid submitted shall become invalid and rejected if :-
The bidder is found ineligible on account of following:-

- a) The bidder does not deposit original EMD bank receipt and not obtained its receipt form P.U. Construction office of Executive Engineer-I, Chandigarh within bid submission date.
 - b) The bidder does not upload all the documents (including G.S.T., PAN No., Mobile No., e-mail i.d., Office address registration) as stipulated in the bid documents including the copy of receipt for deposition of original EMD bank receipt.
 - c) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest tenderer in the office of tender opening authority.
34. In case the date of opening of bid is declared or happens to be a public holiday, the bids will be opened on the next working day at the same stipulated time.
35. The conditional tender or without earnest money before one day submission date of bid shall liable to be rejected.
36. For any technical issue related to Electronic Tendering Portal, the bidders may contact IT Cell, DIT, Additional Deluxe Building, 5th Floor, Sector-9, Chandigarh or e-mail at e-tender@chd.nic.in, Phone No.0172- 2740641, 0172-2740003.

Executive Engineer-I,
Panjab University.