



# श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University  
Kakryal (Katra)–182320

## **(3<sup>rd</sup> Call)TENDER DOCUMENT FOR**

### **Appointment of consultants/experts for carrying out Green Audit of Shri Mata Vaishno Devi University, Kakryal, Katra (J&K) strictly as per NAAC guidelines.**

Shri Mata Vaishno Devi University (SMVDU) has been established under an Act of the J&K State Legislature in the year 1999 & situated near Katra, J&K. SMVDU imparts education in Engineering, Sciences, Humanities & Social Sciences, Business & Management Studies & Architecture & Planning under fourteen schools.

E-bids under two-bid system are invited on behalf of SMVDU, Kakryal Appointment of consultants/experts for carrying out Green Audit of Shri Mata Vaishno Devi University, Kakryal, Katra (J&K) strictly as per NAAC guidelines. The detail of the tender and mode of submission of bids together with the eligibility criteria and scope of work has been detailed as under: -

#### **(a) The brief details of the tender are as under:-**

S.No.	Description	NIT Details
1.	University Name	Shri Mata Vaishno Devi University
2.	Name of Department	Directorate of Quality Assurance
3.	Tender No.	SMVDU/DQA/2023/481 dated:04-09-2023
4.	Tender Subject	Tender for Appointment of consultants/experts for carrying out Green Audit of Shri Mata Vaishno Devi University, Kakryal, Katra (J&K) strictly as per NAAC guidelines.
5.	Tender Type	e-Tendering
6.	Earnest Money Deposit	2% of the Bid Amount
7.	EMD / Bid security payable to	EMD equivalent to 2% of the Bid amount must be directly deposited in the University Bank Account No.SB-0477040520000029, IFSC: JAKA0SMVDUN of J&K Bank Ltd. in favour of “ <b>SMVDU Retention Money</b> ” (Proof of remittance is to be uploaded)
8.	Tender fee (Non– refundable)	Tender Fee of Rs. 500/- must be directly deposited in the University Bank Account No.SB- 0477040100000023, IFSC: JAKA0SMVDUN in favour of “ <b>Registrar, SMVDU</b> ”. (Proof of remittance is to be uploaded).
9.	Availability of tender document	Tender document can be viewed and downloaded from SMVDU website <a href="http://www.smvdu.ac.in">www.smvdu.ac.in</a> and JKUT e-tendering portal <a href="http://jktenders.gov.in">http://jktenders.gov.in</a> .
10.	Submission of Tender Document	Tender document can be submitted on the e-tendering portal <a href="http://jktenders.gov.in">http://jktenders.gov.in</a>
11.	Contract period	Year 2023(One Year)
12.	Validity of bids	120 days from the last date of submission/uploading
13.	Tender Inviting authority	Registrar SMVDU, Kakryal, Katra, Dist. Reasi – 182320, email id- <a href="mailto:registrar@smvdu.ac.in">registrar@smvdu.ac.in</a> or <a href="mailto:director.dqa@smvdu.ac.in">director.dqa@smvdu.ac.in</a>
14.	Contact Details	01991-285524,Extn. 2150/2149

**(b) The critical dates of the tender are as under**

<b>S. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1.	Publish date and time	04-09-2023 at 3:00 PM
2.	Document Download Start Date & Time	04-09-2023 at 3:00 PM
3.	Document Download End Date & Time	19-09-2023 at 03:00 PM
4.	Online Bid Submission Start Date & Time	04-09-2023 at 3:00 PM
5.	Online Bid Submission End Date	19-09-2023 at 03:00 PM
6.	<u>Bid Opening Date &amp; Time</u>	21-09-2023 at 03:00 PM
	(i) Technical bid	
	(ii) Financial bid	To be notified separately

**Sd/-  
Registrar**

## **Instructions to bidders regarding e-tendering process**

1. Bidders are advised to download bid submission manual from the “Downloads” option as well as from “Bidders Manual Kit” on website [www.jktenders.gov.in](http://www.jktenders.gov.in) to acquaint bid submission process.
2. To participate in bidding process, bidders have to get ‘Digital Signature Certificate (DSC)’ as per Information Technology Act-2000, as amended from time to time. Bidders can get digital certificate from any approved vendor.
3. The bidders have to submit their bids online through JK (UT) e-tendering portal <http://jktenders.gov.in> on electronic format with digital Signature. **No Financial bid will be accepted in physical form.**
4. Bids will be opened online as per time schedule mentioned in the table of critical dates. If the mentioned date is declared as a holiday, the bids shall be opened on the next working day at the same time.
5. Bidders must ensure to upload scanned copy of all necessary documents. Note: - Scan all the documents on 100 dpi with black and white option.
6. Proof of EMD /Tender Fee along with the Technical Bid has to be uploaded online on the e-tendering portal <http://jktenders.gov.in>.
7. Bidders are advised to use “My Documents” area in their users on e-tendering portal to store important documents.
8. SMVDU will not be responsible for delay in online submission due to any reasons.
9. Conditional bidding shall not be entertained.
10. Bidders may contact office of the Registrar, SMVDU or Director Quality Assurance, SMVDU for any guidance or query at the email ids: [registrar@smvdu.ac.in](mailto:registrar@smvdu.ac.in) or [director.dqa@smvdu.ac.in](mailto:director.dqa@smvdu.ac.in)
11. Any corrigendum or subsequent information shall be updated on the e-tender portal / University website only. Bidders should keep track of the same.
12. The Price shall be quoted by the bidder entirely in Indian Rupees and the rates quoted shall be deemed to be valid upto the completion of the contract.
13. The bidders are advised not to make any changes in the tender document.

**Sd/  
Registrar**

## Terms & Conditions

1. The Bidder must have a minimum 3 years of operational experience in similar field.
2. The Bidder must submit the copies of appointment letters as Auditors & Green audit completion certificates of last 02 years.
3. The award process may be postponed / cancelled suo motto without assigning any reason or giving any notice to the Bidder.
4. Even after the award of contract if information / facts submitted by the Bidder are found misleading / incorrect / false etc., SMVDU reserves the right to disapprove the contract.
5. The Contract of Green Audit shall be for the year 2023.
6. The successful Bidder who may be awarded the contract is subject to verification of original documents and execution of necessary agreement should start the Audit work **within a period of 10 days** from the date of signing of the contract.
7. Both SMVDU and the successful Audit firm can opt for termination of contract after serving three months' notice of their intent to do so. However, SMVDU reserves the right to terminate the Contract of the successful firm forthwith without assigning any reason thereof.
8. The proof of remittance of Tender Fee/EMD is to be uploaded online along with the technical bid.
9. Tenders received without payment of cost of tender and EMD shall be summarily rejected.
10. The tenders shall be opened through online mode by the designated committee as per date and time reflected in the table of critical dates in the presence of Bidder/bidders or their authorized representatives, who wish to be present, at the time of opening of the tenders.
11. In case of any incomplete document / information submitted by the Bidder, his tender may be rejected without assigning any reason thereof.
12. The Bidder shall not assign, sub-contract or sublet the whole or any part of the contract if so, allotted to him.
13. Any legal dispute shall be subject to the jurisdiction of courts in Jammu District only & no other Court shall have the jurisdiction.
14. The selected bidder shall be required to comply with the instructions if any issued by the University.
15. The successful Bidder shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work during the period of the contract.
16. The selected Bidder shall have to give an undertaking to follow all ethics of faith and the information provided by SMVDU, Katra shall be kept 'strictly confidential'. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.

17. In case of any dispute, the decision of Vice Chancellor, SMVDU shall be final and binding.
18. The selected Bidder shall have to submit Green Audit Report to University authorities strictly in accordance with the advisory on ISO9001/Green Certificates/Audits issued by National Assessment and Accreditation Council, Bengaluru vide No. F. No. 14-29/2022 dated 26<sup>th</sup> May 2022.
19. The payment of Audit Fees as fixed will be made on completion of Audit process and submission of Report as per details at point 18 above. The SMVDU will not pay any advance to the selected Audit bidder under any circumstances. All the taxes be charged from the Audit Fee as applicable as per relevant Act.
20. The successful Bidder shall not be provided with any special transport facility for execution of job awarded. However, they can avail the bus facility provided to the University staff from Jammu to Campus & Vice versa, subject to availability of seat on payment basis.
21. The EMD in respect of unsuccessful bidders shall be released within 15 days after issuance of allotment letter in favour of the successful bidder in the specified Bank Accounts as mentioned by the bidders. The EMD of the successful bidder shall be kept as security deposit which shall be released after successful completion of the assignment.
22. A consistent history of litigation or arbitration awards against the bidders may result in disqualification.
23. Technical and Financial bids complete in all respects, must be uploaded.
24. Financial bids of only those bidders shall be considered, whose technical bids are complete in all respects and qualify the eligibility criteria.
25. The tenders uploaded after due date and time shall not be entertained under any circumstances.
26. The selection of the Bidder for the Green Audit of SMVD University shall be based upon the percentage weightage i.e., 60% on the Technical Parameters and 40% on financial parameters.

**27. Technical Evaluation parameters:**

S. No.	Technical Parameter	Maximum Marks
1.	Experience for conducting Green Audit	15
2.	Compliance with NAAC advisory vide No. F. No. 14-29/2022 dated 26 <sup>th</sup> May 2022.	15
3.	Submission of annual turnover for last 03 financial years	15
4.	Submission of IT return for the last 03 years	15

28. In case of Bidders securing equal qualifying percentage, the decision of the Committee as per evaluation on the basis of presentation in respect of methodology of job to be performed by the bidder shall be final and binding upon all the participating Bidders.

**Sd/-  
Registrar**

## **SCOPE OF WORK**

**The consultants/ experts would be expected to do the following:**

**1. Carry out Green Audit strictly as per NAAC guidelines with components as under:**

**a) Energy Audit**

**b) Environment Audit**

**c) Waste Disposal**

**d) Water Audit**

**Eligibility Criteria:**

<b>S.No.</b>	<b>Particulars</b>	<b>Minimum Criteria</b>
<b>1.</b>	Bidder to comply with the advisory on ISO9001/Green Certificates/Audits issued by National Assessment and Accreditation Council, Bengaluru vide No. F. No. 14-29/2022 dated 26 <sup>th</sup> May 2022.	<b>Required</b>
<b>2.</b>	Turnover of the bidder (Average annual turnover in last 03 financial years)	<b>Rs. 05 Lakhs</b>
<b>3.</b>	Number of Years of Bidder's Existence	<b>03 Years</b>
<b>4.</b>	Number of assignments of Green Audit of educational institutions/autonomous bodies in the last 02 years	<b>1</b>

**Technical Bid Comprises of:-**

**(i)** A copy of registration/accreditation certificates of bidder/organization to comply with the advisory on ISO9001/Green Certificates/Audits issued by National Assessment and Accreditation Council, Bengaluru vide No. F. No. 14-29/2022 dated 26<sup>th</sup> May 2022.

**(ii)** A copy of the IT return of the bidder for the last 03 years.

**(iii)** A copy of financial statements of the bidder along with schedules for the preceding 03 financial years.

**(iv)** Detail of court cases / arbitration cases / or any other cases pending against the

Bidder/organization, if any.

**(v)** Detail of Green audit experience of the bidder/organization for the last 02 years may be Given along with the supporting documents.

**Financial Bid :**

(i) Financial Bid may comprise of the Professional Fee to be charged from the University for a Financial Year (including all taxes, duties and levies)

(ii) The minimum bid price for the job has been fixed at **Rs. 75000/- (Rupees Seventy Five thousand only)** for conducting the Green Audit which is including of GST for the year 2023.

**FINANCIAL BID**

1. Name of the bidder:

Address :

Phone No :

2. Rate shall include all taxes & charges for Audit Work.

Item or Activity	Total Consolidated Amount (in Rupees) for the Green Audit as per NAAC Guidelines
1. Green Audit of SMVD University	×

DATE:

PLACE:

Signature of the authorized person

Name:

Designation:

## **AGREEMENT**

This Deed of Agreement is executed on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between Shri Mata Vaishno Devi University, Kakryal, Katra-182320 (J&K) herein after called the “SMVDU” the Party of the First part on one hand and M/s \_\_\_\_\_ herein after called the “Bidder” the Party of the Second part. The expression Party of the First part, SMVDU and Party of the Second Part, Bidder shall include their representatives, Administrators, assignees or heirs.

**TITLE OF THE CONTRACT: Appointment of consultants/experts for carrying out Green Audit of Shri Mata Vaishno Devi University, Kakryal, Katra (J&K) strictly as per NAAC guidelines.**

WHEREAS, SMVDU is desirous of hiring the services of **consultants/experts carrying out Green Audit of SMVD University, Kakryal, Katra**

AND WHEREAS vide letter no. \_\_\_\_\_ dated \_\_\_\_\_, the Award of Contract has been allotted in favour of \_\_\_\_\_, and the bidder has agreed to do the work and provide the services subject to the terms and conditions of the Contract.

**NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERE IN UNDER AS FOLLOWS:**

1. This agreement shall come into force w.e.f. \_\_\_\_\_ and shall remain in force for the period of Audit but can also be terminated in accordance with the Terms & Conditions of the Contract. However, the SMVD University shall have the right to terminate the Contract forthwith and to forfeit the Earnest Money Deposit, if the services rendered by the Bidder are found to be unsatisfactory.
2. In consideration of the payment to be made to the Bidder as provided in the Letter of Award of Contract, the Bidder shall provide the services of consultants/Experts in accordance with the accepted terms and conditions of the Letter of Award of Contract which shall be read and construed as forming part of this Agreement on the part of both the parties respectively.
3. That the Terms and Conditions as provided in the Notice Inviting Tender shall also be read and construed as forming part of this Agreement on the part of both the parties respectively.
4. That in the event of any doubt or dispute arising between the parties hereto in respect of or touching of these presents or for determination of their or any of their duties rights, claims, obligations or liabilities during the continuance of this Agreement or thereafter, the same shall be referred to the arbitration by sole Arbitrator to be appointed by the Hon’ble Vice Chancellor of the SMVDU.



5. The arbitration would be conducted and governed by and under the provisions of Arbitration & Conciliation Act, as amended from time to time.

**IN WITNESS WHERE OF the parties hereto have signed this Agreement in the presence of the witness on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.**

**SIGNED AND DELIVERED BY THE NAMED FOR AND ON BEHALF OF THE SHRI MATA VAISHNO DEVI UNIVERSITY.**

**IN THE PRESENCE OF THE WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**For Shri Mata Vaishno Devi University, Kakryal, Katra**

**SIGNED AND DELIVERED BY THE NAMED FOR AND ON BEHALF OF THE M/S \_\_\_\_\_.**

**IN THE PRESENCE OF THE WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**For M/s \_\_\_\_\_**