



TENDER DOCUMENT

COST OF TENDER DOCUMENT: Rs. 1,000.00

Name of work: AMC of Split/Window type Airconditioning units & water coolers installed at NIPGR at NIPGR Campus, New Delhi and material required for day to day maintenance.

CLIENT:
DIRECTOR
NIPGR, NEW
DELHI

TENDER DOCUMENTS

Name of work: AMC of Split/Window type Airconditioning units & water coolers installed at NIPGR at NIPGR Campus, New Delhi and material required for day to day maintenance..

Owner: Director, NIPGR New Delhi

Tender Issued to : _____

**Place for submission /
opening of tender document:**

NIPGR Campus,
Aruna Asaf Ali Marg,
New Delhi-110067

Date & time of submission of tender documents: 09.12.2019 up to 1500 hrs.

Date & Time of Opening of Tenders: 10.12.2019 at 1500 hrs.

**Consultant Engineer
NIPGR**

TENDER FORM

To

**The Director
NIPGR CAMPUS, New Delhi.**

Dear Sir,

I/We have read and examined the following Tender Documents relating to the "AMC of Split/Window type Airconditioning units & water coolers installed at NIPGR at NIPGR Campus, New Delhi and material required for day to day maintenance.."

- Tender Form
- Notice Inviting Tender
- Special Terms & Conditions
- General conditions
- Instruction to bidders
- General Information
- Memorandum
- Instructions for Online Bid Submission
- Annexure – I, II & III
- Schedule of quantity along with list of spares. (not to be filled)
- General inventory
- Price Bid

I/We hereby offer to execute the work complete in all respects specified in the underwritten Memorandum within the time specified therein or during the allowed extended time at the rates specified in the schedule of Quantities and in accordance, with the specifications, designs, drawings and instructions in writing referred to in the conditions of tender.

(Seal & Signature of Contractor)

राष्ट्रीय पादप जीनोम अनुसंधान संस्थान

अरुणा आसफ अली मार्ग, एन.आई.पी.जी.आर. परिसर, नई दिल्ली – 110 067

फ़ोन: 26735161, 26735138, फ़ैक्स: 26741658

ईमेल: engineering@nipgr.ac.in वेबसाइट: www.nipgr.ac.in

TENDER NOTICE

(Tender No.: NIPGR/Engg./5/5/2019-20)

Online Tenders (in two bid system) are invited on behalf of the Director, NIPGR, Aruna Asaf Ali Marg, JNU Campus, New Delhi – 110067, from the eligible contractors who have experience in RMO & CAMC of Central AC plant with Govt. departments or other reputed organizations.

Name of work: AMC of Split/Window type Airconditioning units & water coolers installed at NIPGR at NIPGR Campus, New Delhi and material required for day to day maintenance.

Sl. No.	Estimated Cost (In Rs.)	EMD (In Rs.)	Time for Completion	Pre-Bid Meeting	Date & time of Receipt of tenders	Date & time of opening of tenders
1.	2.	3.	4.	5.	7.	8.
1.	11.25 Lakh	22.50 thousand	12 months	28.11.2019 1100Hrs.	09.12.2019 1430 Hrs.	10.12.2019 1500 Hrs.

Tender documents can also be downloaded on line free of cost from our website www.nipgr.ac.in and Govt. CPP Portal <https://eprocure.gov.in/cppp/>

The earnest money shall be in the form of Demand Draft of a Scheduled Bank issued in favor of the Director, NIPGR, New Delhi so as to reach the undersigned latest by 09.12.2019 at 1500 hrs.

Tenderers registered with M.S.M.E. & N.S.I.C. in the above-mentioned services / activities are exempt from deposit of EMD.

The bids will be accepted in respect of those contractors having successfully completed three similar works each costing not less than Rs.4.50 lakh or two similar works each costing not less than Rs.05.63 lakh or single similar work of costing not less than Rs.09.00 lakh during the last 3 years ending Sept, 2019 Similar works means "AMC of Split/Window type Airconditioning units & water coolers." in Govt. departments or other reputed organizations. Intending tenderers must enclose self-attested copies of Completion Certificates and work orders of having completed the work satisfactorily issued by an authority not below the rank of Executive Engineer or equivalent. However, third party work done completion certificates will not be entertained.

Annual Financial Turnover of Rs. 12.00 lacs on each year for the last 3 financial years ending March 31st 2019 duly authorized by the statutory authority. Submission of complete tender documents duly signed and stamped by the tenderer with Technical Bid is mandatory. Any short or incomplete documents required in the tender will lead to straightaway rejection of tender.

Agency / tenderer found involved in illegal practices, nonpayment/less payment of minimum wages which has declared by Govt. of NCT of Delhi, will lead to cancellation of the contract forthwith and taking up further action as deemed appropriate to the Institute.

The Director, NIPGR reserves the right to accept or reject all or any of the tender without assigning any reasons thereof.

The firms must be registered with ESI, EPF, GSTIN and Electrical Contractor License Issued by concern authorities and must submit self-attested copies of registration.

The Institute may ask originals documents for verification. All originals documents will be returned after verification. Tenders received without their details/documents will not be considered.

Consultant Engineer
NIPGR

(Seal & Signature of Contractor)

SPECIAL TERMS & CONDITIONS

Name of work: AMC of Split/Window type Airconditioning units & water coolers installed at NIPGR at NIPGR Campus, New Delhi and material required for day to day maintenance.

1. The tenderers are advised to visit the site, i.e., the location of the equipments, routes of pipes / cables, etc., before tendering. It shall be presumed that while quoting, the tenderer has taken due note of the working conditions. The agency needs to get certificate (Annexure-II) for site inspection verified by Institute for confirmation of site visit.
2. All required tools such as Test lamps, ladder, Spanners, cutting pliers, screw drivers, Grease gun, vacuum cleaner / blower, other T&P like multi-meter, Tong-tester, etc., required for the proper maintenance of the installation shall be arranged by the contractor.
3. Separate set of working tools of good condition shall be provided to tradesmen all the times as under:

a) Plier	-	2 No.
b) Set of Screw Drivers	-	2 Set
c) Test Lamp	-	1 No.
d) Tools Bag	-	2 Nos.
e) Multi meter	-	2 Nos.
4. The contractor is responsible for watch & ward and the upkeep of the air conditioning installations in perfect working condition, carrying out routine checkups and to attend any breakdown immediately.
5. After taking over the site, the contractor will check all the installations and submit the report mentioning the defects during taking over the system within 15 days. After 15 days every defect noticed will be attended by the contractor.
6. Informing the Department well in advance about the requirement of any spares, consumables items necessary for satisfactory maintenance and upkeep of the A.C. system.
7. Contractor would be bound to execute such additional items, which can be termed as logical, essential and necessary (even though not listed in schedule of work) for the effective execution of the work in totality, rates for such items of work shall be rationally analyzed / derived and would be binding on the contractor.
8. If any worker engaged, is found to be not suitable for the position, the contractor has to remove the person from the site immediately and substitute is posted. The decision of Institute in this regard shall be final and binding on the contractor.
9. Proper record has to be maintained for all the complaints attended and the routine checks and cleaning of equipment's etc. shall be carried out.
10. Inventory for the air-conditioning equipment is enclosed.
11. The rates quoted shall be firm and hold good throughout the contract period. The same may be extended depending upon satisfactory performance and mutual consent.
12. Payment shall be made on monthly basis after submission of bill with all supporting documents and deduction of the Security Deposit, Income tax, statutory deductions as per Government rules. In case of non-compliance the payment will be withheld.
13. If a tenderer whose tender is accepted fails to undertake the work as per terms of the contract or as mentioned in the award letter, the earnest money deposited will be forfeited.
14. The security deposit will be returned after one month of completion of the contract period or payment of last bill, whichever is later.
15. The agency shall have an office established in Delhi NCR region.
16. All routine cleaning materials such as brooms, duster, detergent, blowing equipment, old dhoti as lubricating grease, etc. shall be arranged by the contractor to keep the premises clean, tidy & in presentable shape.

17. The contractor shall be responsible for any damage caused to any equipment, fitting of building of NIPGR due to the negligence of the staff. The same shall be made good by the contractor at his cost. In this case the decision of the Institute shall be final & binding to the contractor.
 18. All the dismantled materials shall be taken into account and a separate register shall be maintained which shall be certified by Institute or his authorized representative. The cost of the register shall be borne by the contractor and shall be handed over to the institute after completion of work.
 19. Work is to be carried out as per CPWD specification and to the full satisfaction of Institute.
 20. Electricity and water will be supplied free of cost by NIPGR. The material for servicing like pipe, motor, pump, ladder etc., shall be arranged by the contractor & nothing extra shall be paid.
 21. The necessary details of the staff members shall be given in advance so as to know and allow the individual to attend complaint.
 22. No labour below the age of 18 years shall be employed on work.
 23. The agency should also quote their lowest rates for the spares (**Part-B**) required for day to day maintenance and the same shall be arranged & supplied at their quoted rates. Nothing extra will be paid towards handling, transportation, fixing, etc. The approved rates of spares are valid for the whole period of contract.
 24. The rates should be quoted for both Part 'A' for manpower & Part 'B' for material/spares (if and when required).
 25. The overall rates of Part 'A' and Part 'B' (both) will be considered for finalization of lowest bidder.
 26. The engaged staff shall be qualified and fully conversant with the operation and maintenance of air conditioning equipment's. The contractor shall submit the proof of qualification, experience etc., of the staff deployed within 10 days after taking over the site as per detail given below. The documents can be checked with original during submission of documents.
 - a. Mechanic (Skilled) : Should possess ITI certificate in air-conditioning trade with Three years' experience in similar Trade.
 - b. Helper (Unskilled) : 10th standard pass (minimum).
 27. **No staff shall leave his duty unless relieved by his reliever. The institute reserves the right to detain or relieve the staff for duty in the next shift if the reliever fails to come. In no case any worker deployed should work more than 26 days in a month.**
 28. In case of leave of any staff, a substitute has to be arranged by the contractor who has got the required qualification and adequate experience.
 29. The agency shall provide police verification document and character certificate of the entire employee along with other documents of qualification, experience etc. before deployment of staff for verification and approval.
 30. All the pages of the tender should be signed by the owner of the firm or his authorized signatory. In case the tenders are signed by the authorized signatory, a copy of the power of attorney / authorization may be enclosed along with tender.
 31. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing **for which no change in the price or substance of the bid offered shall be permitted.**
 32. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate. In case two or more agencies are found to have quoted the same rates, then NIPGR shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.
 33. There should be no police case pending against the Proprietor / Firm / Partner / Director or the Company (Agency).
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34. The institute has the liberty to increase/decrease the staff (If required). The rates for increase/reduction in staff shall be derived from the rates quoted by the agency in Financial Bid.
35. Attendance register of the staff shall be maintained by the agency and the same shall be submitted daily basis or as desired by the Institute. The manpower deployed by agency should invariably mark their attendance in the attendance system provided by the institute. The institute reserves the right of surprise verification of attendance of manpower deployed, by the committee authorized to do so on any day. The payment will be released on the basis of attendance marked in attendance system of the institute.
36. The contractor shall be responsible for good behavior and character of the staff engaged by him.
37. Institute shall in no way be involved in any dispute of whatever kind between the contractor and the staff engaged by him.
38. Any accident / electrocution caused due to negligence or during the course of normal work etc., shall be responsibility of the Contractor. The contractor shall be responsible for all compensation to the staff engaged by him.
39. The contractor shall provide sufficient safeguard to avoid any accident.
40. Any damage to the building equipment caused during the execution of work, shall be the responsibility of the contractor to restore the same in its original position and nothing extra shall be paid on this account.
41. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
42. The firm will have to arrange furniture like Bench, stool, table and chairs for the staff at his own cost and nothing extra will be paid.
43. The quantity of spares may vary as per requirement and shall be paid as per rates quoted in SOQ.
44. The wages of deployed staff shall be payable as per minimum wages fixed by Govt. of National Territory Delhi. The statutory increase or decrease in wages from time to time by Govt. of NCT of Delhi shall be reimbursed on production of having paid the said increase.
45. The agency shall abide all the rules and regulations related to minimum wages, labor laws, accident, workmen compensation act, workmen insurance, ESI, PF, Payment of Bonus Act, Payment of Gratuity Act etc. This will be sole be sole responsibility of the contractors. NIPGR will not be a party at any stage in any of the disputes relating to above. In case, any liability arises due to noncompliance by the agency, under no circumstances NIPGR will be liable for the same.
46. The agency shall submit the analysis for the rates quoted in Financial Bid.
47. In case of non-availability of staff, penalty as given below will be made.
- | | |
|------------------------------|--------------------------------|
| a) Mechanic | : Rs. 1000/- per shift per day |
| b) Helper | : Rs. 800/- per shift per day |
| c) Any staff without uniform | : Rs. 200/- per shift per day |
48. **This penalty is over and above of deduction of wages on account of absence. Also, if any worker found working as replacement of absent worker for more than 3 days, above penalty provisions will be invoked.**
49. If any complaint remains pending due to contractors negligence or any other reason for which contractors is held responsible recovery will be made as under.
- a) The complaint should be attended within 08 hours after getting the complaint. If not attended, a penalty @Rs. 1000 per day per complaint shall be levied subject to maximum of Rs. 10,000.00
- b) For any total breakdown due to contractor's negligence / poor maintenance, a penalty of Rs. 1,00,000.00 shall be levied and the decision of Institute shall be final and binding on contractor.

- c) All the complaints must be rectified within 48 hours after getting the complaint. If not attended, a penalty @Rs. 5000 per day per complaint shall be levied. In case the contractor fails to rectify complaint subsequently for seven days, the Institute is at liberty to get the complaint rectified at its own and at the cost of the contractor.
50. The agency shall provide valid ID cards to the staff which must be produced during the time of inspection / check by the Institute.
51. The Contractor shall ensure compliance of all statutory Laws and bye laws of the Central Govt. / State Govt. / Municipal authorities related to the employment of their staff and all such obligation under Wages Act., Workmen Compensation act., ESI Act., payment of gratuity Provident Fund and Miscellaneous Provision Act., Bonus Act. and Contract Labour Act. 1970 and amendments issued time to time etc. NIPGR will not be responsible for such lapses in any way.
- 52. Payment of bills:**
- a) Bills will be submitted by the Contractor before 10th (if 10th is holiday then next working day) of every calendar month & after satisfactory service and submission of pre-receipted bill along with documents in support of payment of wages to workers through RTGS / NEFT only. Proof of remittance of Salary to Employees / PF/ ESI/ Bonus/ Gratuity / Maternity / GST and any other documents as prescribed by the Institute to respective agencies are also required to be submitted with their monthly bill.
 - b) Wages: The payments to all workers deployed should be made in full by 7th of every calendar month through RTGS/NEFT (bank transfer) only. Wages shall have the same meaning as defined in payment of Wages Act. The contractor shall pay his workers not below the rates under Minimum Wages Act declared by Govt. of NCT and to comply with various Labour Acts such as PF, ESI, Bonus, Gratuity and Maternity, Contract (R&A) SAVY 1970, Contract Labour (R&A) Central Rules 1971 and any other acts applicable as amended from time to time at his own expenses.
 - c) TDS on payments will be made as per rules in this regard.
 - d) The payments towards bonus shall only be released to those workers only who will complete the minimum period of 30 days with the agency.
 - e) Any bill submitted by the agency after 10th of that month shall be processed in next month and delay due to the contractors fault shall be himself.
53. Registration of Labour license certificate of the firm should be under GOVT of NCT New Delhi and document of the same must be submitted along with the tender.
54. The Agency must have valid License of Electrical/ Mechanical Contractors Issued from the Competent Authority in the name of agency/proprietor/partner/director and the same shall remain valid during the period of the contract.
55. The bidder should have the following Registrations and details of the same should be provided in the Technical Bid.
- i) Documents of previous experience in the field and list of organizations to which services are being provided at present.
 - ii) Permanent Account Number Card (PAN)
 - iii) PF Registration number
 - iv) ESI Registration number
 - v) GST Registration number
 - vi) An undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized (Annexure I), and duly filled in Annexure III in all respects, may also be furnished with the technical bid.
 - vii) Annual Financial Turnover duly verified/certified by statutory authority.
 - viii) Electrical contractor license issued by the Competent Authority in the name of agency/proprietor/partner/director.
 - ix) Registration of Labour License certificate under Govt. of NCT New Delhi.
56. The Contractor shall arrange uniform and shock proof shoes for all the workers.
57. The Institute reserves the right to terminate the contract by giving one month notice to contractor in writing during the period of the contract without any financial repercussions and the contractor will serve three months notice for termination of contract.

58. The validity of contract is initially for 12 months which may be curtailed / extended at the discretion of the Institute and on satisfactory performance.

69. The agency must be expertise in the field of maintenance of split / window A.C.

70. The following work comes in the scope of the AMC :-

- a) Attending of any number of break down calls during normal working hours.
- b) Any spare parts supplied by the department will be fitted free of cost (indigenous or imported).
- c) Any other service pertaining to the effective performance of the A/C unit.
- d) In case the compressor goes out of order the same shall be replaced by the new compressor by the contractor after getting the approval of E.I.C. or his authorized representative. The decision of E.I.C in this matter shall be final & binding on contractor.
- e) The items costing more than ₹ 2,000.00 (₹ Two Thousand only) not in the list of spares shall be issued by the department free of cost for replacement. However replacement of other miscellaneous material costing not more than ₹ 2,000.00 shall be arranged by contractor and replaced as & when required **after getting approval of the E.I.C or his authorized representative**. The payment however shall be made on production of valid vouchers and justified amount as per prevailing market rates of the item shall be payable. Nothing extra on account of handling & transportation etc shall be paid. The decision of E.I.C in this matter shall be final & binding on contractor.

71. Servicing of complete unit with caustic soda shall be done as & when asked by E.I.C. If not done, then recovery @ Rs. 500.00 per A.C. shall be made.

72. The first service shall be provided within a week after award of work. If not carried out, recovery @ Rs. 1500.00 per day shall be made.

73. The A.C. mechanic & helper of the agency shall perform his duty everyday (general working hours 09:00 am to 05:30 PM) except Sunday and holidays.

74. If a tenderer whose tender is accepted fails to undertake the work as per terms & conditions of the contract or as mentioned in the award letter, the earnest money deposited will be forfeited.

75. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.

76. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.

77. The successful tenderer shall have to sign the contract agreement within 10 days of the allotment of work.

78. The agency shall rectify all the equipments attached with split/window/cassette AC's such as temperature controllers, humidity controllers, switching unit, heaters etc under the above scope of work.

79. The quantity for requirement of spares may vary as per requirement and shall be paid as per rates quoted in SOQ.

80. Rates quoted by the tenderer below minimum wages of Delhi NCR shall not be considered.

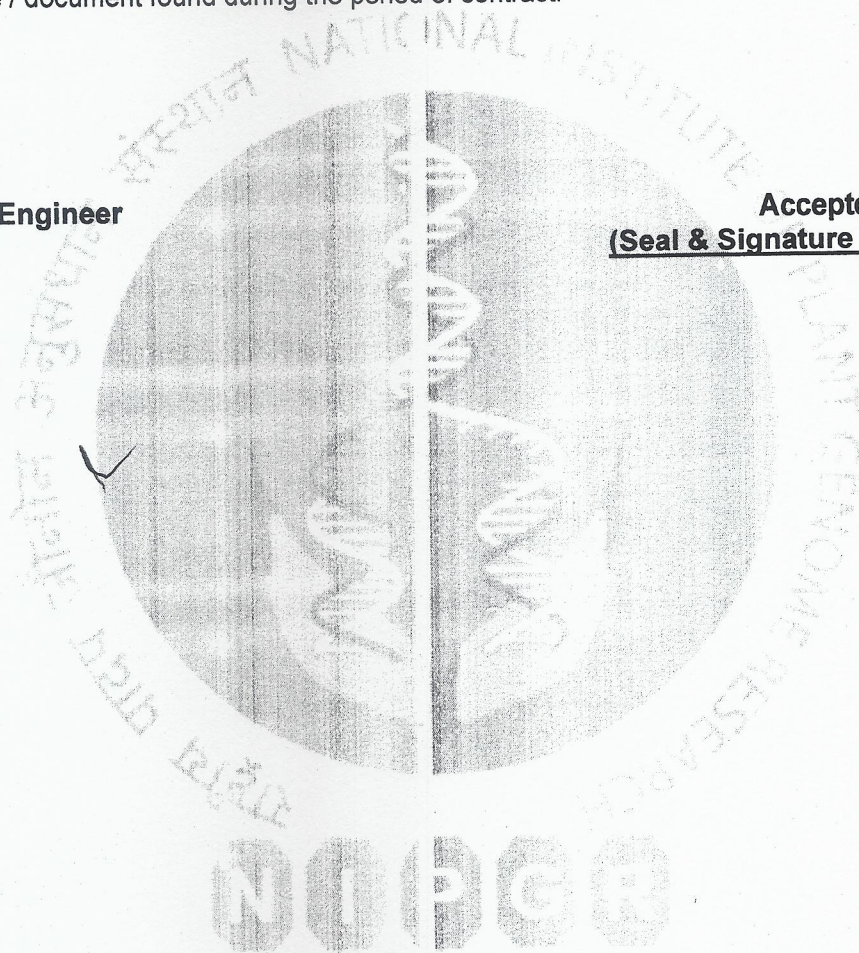
81. Following checks shall be carried out during the monthly check.

- (a) Check for refrigerant leaks and proper refrigerant levels on the high and low pressure sides. Repair all leaks.
- (b) Check condenser coil and clean if needed. Keep debris away from unit.
- (c) Straighten any bent heat exchanger fins on condenser coil.
- (d) Check suction pipe insulation and replace if needed.
- (e) Lubricate fan motors and bearings. Replace worn bearings.

- (f) Check fan blades for damage and clean if needed.
- (g) Check all wiring, electrical connections, contactors, capacitors, relays, etc., for wear, cleanliness and proper operation.
- (h) Visually inspect compressor and check amp draw.
- (i) Check condensate drain and pan then advise of any discrepancies.
- (j) Check expansion valve & coil temperatures, lubricate parts as needed.
- (k) Check evaporator coil and advise if dirty or if it needs cleaning.
- (l) Check the shape that the total system is in and advise client / customer of discrepancies.
82. The contractor will be blacklisted / debarred or sent on holiday list in case of any fake / forged certificate / document found during the period of contract.

**Consultant Engineer
NIPGR**

**Accepted
(Seal & Signature of Contractor)**



GENERAL CONDITIONS

1. Online tenders (in two bid system) are hereby invited from the eligible bidders for the work of "AMC of Split/Window type Airconditioning units & water coolers installed at NIPGR at NIPGR Campus, New Delhi and material required for day to day maintenance."
2. Tender documents can be downloaded from our website www.nipgr.ac.in free of cost. The tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.
3. The time allowed for the completion of work is 12 months to be reckoned from the 10th day after the date of written order to commence the maintenance work.
4. Every tender shall be accompanied by earnest money Rs. 22500.00 (Rs. Twenty Two Thousand Five Hundred Only) in the form of demand draft drawn in favour of the Director, NIPGR payable at New Delhi. Any tender not submitted with such earnest money will be rejected straight away.
5. The Tenderer will submit his tender on-line in prescribed format after examining the tender documents, scope of maintenance work, general conditions of contract, Instructions to bidders, General Information, Special Terms and Conditions of contract agreement, technical specification, Price Bid, Inventory, Annexures, etc.
6. The tender shall be submitted online in two parts, viz., Technical bid and Financial bid. Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory.
7. The offer shall remain valid for 90 days from the date of opening of Tender. The validity of rates is extendable for a period of 360 days from the date of issue of award letter and further extended with mutual consent of both the parties.
8. The tenderer shall submit a copy of the audited balance sheets of the past three financial years ending 31/3/2019.
9. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
10. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders as well as for the transportation of samples.
11. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR
12. Contractor's / Agency office establishment should be based in NCR / Delhi.

Consultant Engineer

Accepted
(Seal & Signature of Contractor)

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INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS:

The works referred here-in shall cover the entire scope of the proposal which includes Annual maintenance contract for Split/Window/cassette/cold rooms" which the NIPGR desires to get carried out. The "Owner" where appearing in these documents shall mean Director, NIPGR,

2. TENDERERS TO STUDY ENTIRE TENDER DOCUMENT CAREFULLY:

Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted himself of the nature, scope and specifications of the works to be followed.

3. TENDERER TO SUBMIT THE ENTIRE TENDER DOCUMENT ON-LINE.

The tenderer shall submit all documents issued to him for the purpose of this tender after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.

4. INSTRUCTION FOR FILLING THE TENDER.

Tenders shall be submitted ON-LINE, it shall be signed by one who has been authorized by the Board of Directors through a resolution. Copy of resolution and the authority letter in favour of the person signing must accompany the tender.

5. TENDERERS TO QUOTE FOR ALL ITEMS AND IN FIGURES:

The tenderer shall quote his rates in figures as well as in words with reference to each item and must enter for all the items shown in the attached Bill of quantities. Incomplete offer shall be liable for rejection. The total amount shall be written both in figures and in words.

6. VALIDITY PERIOD OF OFFERS:

The rates quoted in the tender shall hold good for 90 days from the date of opening of the tender. No tenderer can withdraw/or modify his tender or revoke the same within the said period of 90 days. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within a period of aforesaid 90 days his earnest money deposit shall stand forfeited. The validity of rates is extendable with mutual consent of both the parties.

7. TENDERER TO SIGN ALL PAGES:

The tenderer shall stamp and sign at the bottom right hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.

8. ERASURES AND ALTERATIONS:

Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

9. TENDERER TO SATISFY HIMSELF OF SITE CONDITIONS:

Tenderers are advised to inspect and examine the site and its surroundings and also signed a certificate of site visit enclosed as per Annexure 'II' and satisfy themselves before submitting their tender regarding nature of the site conditions, the means of access of the site, the accommodation they may require and in general obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender in any manner. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no compensation or otherwise of any charges incurred or to be incurred consequent on any misunderstanding or otherwise shall be admissible.

10. EARNEST MONEY:

The tender shall be accompanied by earnest money of Rs. 1,63,000.00 (Rs. One Lakh Sixty-Three Thousand Only) in the form of Demand Draft only drawn in favor of the Director, NIPGR payable at New Delhi. Earnest money of the unsuccessful bidder(s) shall be refunded after expiry of the validity period of the tenders/placement of Supply/work Order whichever is earlier. In case of the Successful tenderer the earnest money shall be adjusted against performance security/security deposit.

11. TENDER LIABLE TO REJECTION:

Tenders, which do not fulfill all or any of the conditions laid down in this notice, or contain conditions not covered and / or not contemplated by the Conditions of tender document and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected and his earnest money will be forfeited. Tenders shall also be liable for rejection on any of the following grounds: -

- i. Tenders containing remarks uncalled for.
- ii. Conditional tenders.
- iii. Tenders not submitted on prescribed Performa.
- iv. Telegraphic/Fax/Postal tenders.
- v. Tender submitted without EMD.
- vi. Incomplete Tenders.
- vii. Tender submitted by the agency who has any unresolved dispute of any kind (indicated in any form of communication) with NIPGR.
- viii. Tenders with NIL consideration.

12. CORRESPONDENCE:

Tenderers must mention their postal address and telephone number(s) of the Chief Executive/authorized agent or attorney in the tender. The tender submitted by the tenderer will be rejected if he or his agent cannot be contacted on the last known address or on the intimated telephone number(s) after reasonable search in which event earnest money may be forfeited by the NIPGR.

13. NIPGR NOT TO ASSIGN ANY REASON FOR REJECTION OF TENDER:

NIPGR hold absolute discretion to accept or reject the lowest or any other tender without assigning any reason. No claim on this account shall be entertained.

14. AMENDMENT IN TENDER DOCUMENTS:

NIPGR reserves the right to revise or amend the Bid Documents up to the date prior to the date notified for opening of the tenders and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever.

NIPGR also reserves the right to change the quantities of the units while issuing the letter for the award of work

15. REFERENCE IN TENDER DOCUMENTS:

Director, NIPGR, shall be referred as "Owner" in all the documents of Tender documents/contract agreement.

Consultant Engineer
NIPGR

(Seal & Signature of Contractor)

GENERAL INFORMATION

1. Accepting Authority Director, NIPGR
New Delhi.
2. Earnest money For Rs. 22500.00 (Rs. Twenty Two Thousand Five Hundred Only) to be furnished with the tender in the form of the demand draft (No interest is payable on Earnest Money and Security Deposit)
3. Security deposit The security deposit will be collected by deductions from the running bills of the contractors at the rate mentioned below and the earnest money, if deposited at the time of tender, will be treated as part of security deposit. Performance security may be accepted as Bank Guarantee/DD of Scheduled Banks and State Bank of India. A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will reach to the extent of 5% of the tendered value of the work as security deposit. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Security within the period prescribed for commencement of work in the letter of award issued to him.
4. Authority competent to grant extension of time Director, NIPGR
5. Tools & plants To be arranged by contractor
6. Authority competent to reduce the compensation amount Director, NIPGR
7. Schedule of Minimum wages As per notification issued by Govt. of National Territory Delhi.
8. Release of Security Deposit The Performance Guarantee shall be refunded to the contractor on completion of the work and recording of completion certificate and the Security Deposit be released after one month of completion of work.
9. Periodicity of submission of interim Bills Monthly Basis.
10. Authority Competent to Appoint Arbitrator Director, NIPGR
11. Authority Competent to reduce the compensation amount Director, NIPGR

Consultant Engineer
NIPGR

(Seal & Signature of Contractor)

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MEMORANDUM

a)	Name of work	"AMC of Split/Window type Airconditioning units & water coolers installed at NIPGR at NIPGR Campus, New Delhi and material required for day to day maintenance."
b)	Estimated cost	Rs. 11.25 Lakh.
c)	Earnest money	Rs. 22500.00 (Rs. Twenty Two Thousand Five Hundred Only) in the form of Demand Draft in favor of NIPGR payable at New Delhi. (No interest is payable on earnest money).
d)	Time allowed for the completion of work	Initially for 12 months and can be extended with mutual consent of both the parties and satisfactory performance of the work.

Place
Date:

(Seal & Signature of Contractor)

Instructions for Online Bid Submission

1. The tender documents are available on our website www.nipgr.ac.in & www.eprocure.gov.in and same can be downloaded.
2. Tender documents may be downloaded from ITPO's website www.nipgr.ac.in and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the esubmission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated.

Submission of Tender

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature and content of the documents before uploading.

The offers submitted by hand/Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- 4) Upcn enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra/ Nic etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 1) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificate etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official before bid opening date/time as mentioned in critical date sheet or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.

Annexure-I

(Undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized)

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted / debarred / put on hold during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
- b) I/We do not have any dispute/unresolved matters (indicated in any form of communication) with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such 'Certificates/Documents' found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides 'forfeiture of Earnest Money Deposit' and 'Blacklisting' etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to forfeit the EMD submitted by me/us.
- f) I/We am/are not on holiday list in any Govt. Department/Govt. Autonomous Body/Institution, etc.;

Seal and Signature of the Authorized
Person of the Agency

Name and designation of the
Authorized Person of the Agency

Place:
Date:

'CERTIFICATE FOR SITE INSPECTION'
Pre-qualification criteria of NIT

Certificate that we have visited the site on and assessed the nature and amount of maintenance work involved before submitting our offer. We will be able to complete the works within the stipulated time and also that we will be able to execute the work suit to the site conditions.

(Signature of Bidder with Seal)

Consultant Engineer

Name:

Address:

Date:

NIPGR

CHECK-LIST FOR PRE-QUALIFICATION BID FOR NAME OF WORK: "AMC of Split/Window type Airconditioning units & water coolers installed at NIPGR at NIPGR Campus, New Delhi and material required for day to day maintenance."

Sl. No.	Documents asked for	Page number at which document is placed
1.	Tender Documents	
2.	Earnest Money & Tender Cost	
3.	Name of authorized person of the firm/agency, designation, address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/ Directors also.	
4.	Undertaking on a Non-judicial Stamp Paper of Rs.100/- (as per format prescribed in Annexure-I)	
5.	Self-attested copy of the PAN card, issued by the Income Tax Department.	
6.	Self-attested copy of EPF, ESI & GST Registration.	
7.	Proof of experiences / Completion Certificates of last three years ending 30 th Sept, 2019 as specified in the NIT along with satisfactory performance certificates and work order copy from the concerned employers.	
8.	Annual turnover of last three financial years ending 31 st Mar. 2019 duly certified by the Statutory Auditors.	
9.	License of Electrical/Mechanical Contractor issued by the Competent Authority, in the name of agency/proprietor/partner/director.	
10.	Registration of company / agency with Labou Commissioner under Govt. of NCT, New Delhi.	
11.	Any other documents, if required.	

**Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.**

[Handwritten signatures and marks are visible below the text]

SCHDULE OF QUANTITIES

ITEM NO.	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
Attached at next page :					

List of spares required for day to day maintenance

Attached for quoting the Rates only valid during the currency of contract

Should this tender be accepted, in whole or in part I/We hereby agree to abide by and fulfill all the terms & provisions of the conditions of tender as applicable or in default there of a sum of for Rs. 22500.00 (Rs. Twenty Two Thousand Five Hundred Only) deposited by me/us as earnest money in favour of NIPGR, New Delhi shall stand absolutely forfeited to NIPGR.

I/We agree:

- (i) that should I/We fail to commence the work specified in the above-mentioned Memorandum the NIPGR without prejudice to any other right or remedy shall be at liberty to forfeit the earnest money. Otherwise the said earnest money shall be retained and adjusted towards security deposit mentioned in the above Memorandum.
- (ii) To execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

The names and postal addresses and contact phone nos. Of our representative(s) authorized to deal with this tender are:

1)

2)

3)

Dated the _____ day of _____ 2018

Signature of Tenderer

SCHEDULE OF QUANTITY

LIST OF MANPOWER (Part-A)

Name of Work:- "AMC of Split/Window type Airconditioning units & water coolers installed at NIPGR at NIPGR Campus, New Delhi and material required for day to day maintenance."

Si. No.	Description	Amount	
A.	Material as per details below (all-inclusive rate per month)	NOT TO BE FILLED	
i	Cleaning materials like old dhoti, detergent soap, broom etc.		
ii	Log Books Attendance Registers, History Books & Other Stationery		
iii	Dresses, Shoes, I-Cards etc.		
Total A	Total Monthly charges towards above material		
B.	Manpower as per details below (please refer Special Terms & Conditions of the Tender document)		
i	Wages for complete month		
ii iii	a. Skilled (Mechanic)		01
	a. b. Unskilled (Helper)		01
	Total Wages (a + b)		
	b. (Please provide complete breakup)		
	PF @ 13% (including administrative charges as per rules)		
iii	c. (maximum on `15,000/- per person, per month)		
	ESI @ 3.25%		
iv	Bonus @ 8.33% of basic (Admissible for those workers only who completes atleast 30 days service in present contract)		
Total B	Total Monthly charges towards above manpower		
C	Other charges (if any)		
D	Agency charges		
E	Total (B + C + D)		
F	GST @ 18% (on E above)		
G	Total Inclusive of GST (E + F)		
H	Total Monthly charges (A + G)		
Total Annual charges (H x 12 months)			
(Amt. in words: Six Lakhs Thirty Eight Thousand Three Hundred Sixty Only)			
Si. No.			
A.			

Payment shall be released on the basis of actual attendance and actual payment of wages released to staff deployed at the Institute, subject to wages paid as per Minimum Wages Act of NCT of Delhi.

Consultant Engineer

Signature & Seal of Contractor

Name of Work : AMC of Split/Window type airconditioning units & water coolers installed at NIPGR Campus New Delhi and material required for day to day maintenance.

S. No		Unit	Average Qnt of 3 years	Rates	Amount	Make		
1	Compressor for Split A/C 1.0 TR	No	3	NOT TO BE FILLED		Kirloskar/Hitachi/Voltas/Existing		
2	Compressor for Split A/C 1.5 TR	No	1		Kirloskar/Hitachi/Voltas/Existing			
3	Compressor for Split A/C 2.0 TR	No	7		Kirloskar/Hitachi/Voltas/Existing			
4	Compressor for Window A/C 1.5 TR	No	1		Kirloskar/Hitachi/Voltas/Existing			
5	Compressor for Water Cooler	No	1		Kirloskar/Hitachi/Voltas/Existing			
6	Gas Charging in Split/window/watercooler	Kg	82		Kirloskar/Hitachi/Voltas/Existing			
7	Running Capacitor for Split AC/Window AC/Water Cooler	No	7		Apcos/ Genco/ ISI			
8	PTC Relay	No	1		L & T / Seimens			
9	Contactora	No	5		L & T / Seimens			
10	Accumulator	No	1		as per actual installations			
11	Overload Relay	No	2		L & T / Seimens			
12	Capillary & Filter	No.	1		as per actual installations			
13	Rewinding of Motor (winding)	No.	8		As per directions of E.I.C			
14	Repairing of Remote PCB	No.	1		As per directions of E.I.C			
15	Repair of Auto Electronic Controller/ Voltage stabilizer	No	1		As per directions of E.I.C			
16	Repairing of Temperature Controller	No	1		As per directions of E.I.C			
17	Repairing of Humidity Controller	No	1		As per directions of E.I.C			
18	Repairing of Switching Unit	No.	1		As per directions of E.I.C			
19	Supply of Temperature Controller	No.	1		as per actual installations			
20	Supply of Humidity Controller	No.	1		as per actual installations			
21	Supply of Switching Unit	No.	1		as per actual installations			
22	Supply of New Condensor Fan for Split / Window AC	No	5		As per directions of E.I.C			
23	Supply of New Blower fan for Split/Window AC	No	1		as per actual installations			
24	Supply of New Remote for Split/Window/Cassette AC	No	1		as per actual installations			
25	Supply of condensor coil for Split AC	No.	1		as per actual installations			
26	Compressor 3 TR	No	1		Kirloskar/Hitachi/Voltas/Existing			
27	Compressor 4 TR	No	1		Kirloskar/Hitachi/Voltas/Existing			
28	Installation of New Split AC 1.5 TR/2.0 TR	No.	10					
29	Installation of New Split AC 3.0 TR/4.0 TR	No.	1					
30	Installation of window AC 1.5 TR	No.	1					
31	Supply & Installation of copper pipe along with PVC drain pipe upto 2 TR AC and flexible pipe for covering of both pipes	RMT	120		Mandev/Maxflow			
32	Installation of Tower AC 2.0 Tr/ 3.0 Tr	No.	1					
33	Supply & installation of Electrical wire 4 core 2.5 sqm	RMT	100	Kalinga/ polycab/havells				
	TOTAL (B)							
	GST @ 18 %							
	Grand Total (B)							
	GRAND TOTAL (A+B)							

Consulting Engineer

Name of Work : AMC of Split/Window type airconditioning units & water coolers installed at NIPGR Campus New Delhi and material required for day to day maintenance.

ACCEPTABLE MAKE

S. No		Make	
1	Compressor for Split A/C 1.0 TR	Kirloskar/Hitachi/Voltas/Existing	
2	Compressor for Split A/C 1.5 TR	Kirloskar/Hitachi/Voltas/Existing	
3	Compressor for Split A/C 2.0 TR	Kirloskar/Hitachi/Voltas/Existing	
4	Compressor for Window A/C 1.5 TR	Kirloskar/Hitachi/Voltas/Existing	
5	Compressor for Water Cooler	Kirloskar/Hitachi/Voltas/Existing	
6	Gas Charging in Split/window/watercooler	Kirloskar/Hitachi/Voltas/Existing	
7	Running Capacitor for Split AC/Window AC/Water Cooler	Apcos/ Genco/ ISI	
8	PTC Relay	L & T / Seimens	
9	Contactora	L & T / Seimens	
10	Accumulator	as per actual installations	
11	Overload Relay	L & T / Seimens	
12	Capillary & Filter	as per actual installations	
13	Rewinding of Motor (winding)	As per directions of E.I.C	
14	Repairing of Remote PCB	As per directions of E.I.C	
15	Repair of Auto Electronic Controller/ Voltage stabilizer	As per directions of E.I.C	
16	Repairing of Temperature Controller	As per directions of E.I.C	
17	Repairing of Humidity Controller	As per directions of E.I.C	
18	Repairing of Switching Unit	As per directions of E.I.C	
19	Supply of Temperature Controller	as per actual installations	
20	Supply of Humidity Controller	as per actual installations	
21	Supply of Switching Unit	as per actual installations	
22	Supply of New Condensor Fan for Split / Window AC	As per directions of E.I.C	
23	Supply of New Blower fan for Split/Window AC	as per actual installations	
24	Supply of New Remote for Split/Window/Cassette AC	as per actual installations	
25	Supply of condensor coil for Split AC	Kirloskar/Hitachi/Voltas/Existing	
26	Compressor 3 TR	Kirloskar/Hitachi/Voltas/Existing	
27	Compressor 4 TR		
28	Installation of New Split AC 1.5 TR/2.0 TR		
29	Installation of New Split AC 3.0 TR/4.0 TR		
30	Installation of window AC 1.5 TR		
31	Supply & Installation of copper pipe along with PVC drain pipe upto 2 TR AC and flexible pipe for covering of both pipes	Mandev/Maxflow	
32	Installation of Tower AC 2.0 Tr/ 3.0 Tr		
33	Supply & installation of Electrical wire 4 core 2.5 sqm	Kalinga/Polycab/Havells	

Consulting Engineer

Seal and Signature of Agency

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