



TENDER DOCUMENT

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.

CLIENT:
DIRECTOR
NIPGR, NEW
DELHI

NIPGR

TENDER DOCUMENTS

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.**

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: 07.02.2023 up to 1500 hrs.

Date & Time of Opening of Tenders: 08.02.2023 at 1500 hrs.

**Purchase cum Stores Officer
NIPGR**

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 Campus, New Delhi and material required for day to day maintenance..**”

- Tender Form
- Tender Notice
- Special Terms & Conditions
- General conditions
- Instruction to bidders
- General Information
- Memorandum
- General Conditions of contract agreement
- General site rules, procedures and precautions
- Instructions for Online Bid Submission
- Special Instructions to Bidders for Registration with Competent Authority
- Annexure – I, II, III, IV, V & VI
- Schedule of quantity along with list of spares. (not to be filled)
- 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)

NIPGR

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./5/5/2022-23)

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 AMC of Split / Window type Air-conditioning units & water coolers with Govt. departments or other reputed organizations.

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.

Sl. No.	Estimated Cost (In Rs.)	Time for Completion	E.M.D.	Pre-Bid Meeting	Date & time of Receipt of tenders	Date & time of opening of tenders
1.	2.	3.	4.	5.	6.	7.
1.	Rs. 14,86,000.00	12 months	Rs. 29,750.00	25.01.2023 1130 Hrs.	07.02.2023 1500 Hrs.	08.02.2023 1500 Hrs.

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

Tenderers registered with M.S.M.E. & N.S.I.C. in the above-mentioned service / activity are exempted from submission of E.M.D.

The earnest money shall be in the form of Demand Draft or Bank Guarantee issued by any of the Commercial Bank in favour of the Director, NIPGR, New Delhi so as to deposit in NIPGR office latest by 07.02.2023 at 1500 hrs.

The bids will be accepted in respect of those contractors having successfully completed three similar works each costing not less than Rs.5.94 lakhs or two similar works each costing not less than Rs. 7.43 lakh or single similar work of costing not less than Rs.11.89 lakhs during the last seven years ending December 2022 and having annual financial turnover of Rs. 15.00 lakhs, during each of the last three financial years. 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.

Submission of complete tender documents duly signed and stamped with Technical Bid, by the tenderer 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.

Purchase cum Stores Officer
NIPGR

(Seal & Signature of Contractor)

SPECIAL TERMS & CONDITIONS

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.

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 Income tax, statutory deductions as per Government rules. In case of non-compliance the payment will be withheld.
13. The agency shall have an office established in Delhi NCR region.
14. 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.
15. 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.

16. 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.
17. Work is to be carried out as per CPWD specification and to the full satisfaction of Institute.
18. 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.
19. The necessary details of the staff members shall be given in advance so as to know and allow the individual to attend complaint.
20. No labour below the age of 18 years shall be employed on work.
21. 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.
22. The rates should be quoted for both Part 'A' for manpower & Part 'B' for material/spares (if and when required).
23. The overall rates of Part 'A' and Part 'B' (both) will be considered for finalization of lowest bidder.
24. 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).
25. **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.**
26. 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.
27. 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.
28. 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.
29. 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.**
30. 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.
31. There should be no police case pending against the Proprietor / Firm / Partner / Director or the Company (Agency).
32. 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.

33. 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.
34. The contractor shall be responsible for good behavior and character of the staff engaged by him.
35. Institute shall in no way be involved in any dispute of whatever kind between the contractor and the staff engaged by him.
36. 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.
37. The contractor shall provide sufficient safeguard to avoid any accident.
38. 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.
39. 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.
40. 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.
41. The quantity of spares may vary as per requirement and shall be paid as per rates quoted in SOQ.
42. 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.
43. 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 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.
44. The agency shall submit the analysis for the rates quoted in Financial Bid.
45. 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
46. **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.**
47. 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.
48. The agency shall provide valid ID cards to the staff which must be produced during the time of inspection / check by the Institute.
49. 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.
- 50. 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. 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.
51. 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.
52. 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.
53. 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.
54. The Contractor shall arrange uniform and shock proof shoes for all the workers.
55. 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.
56. The validity of contract is initially for 12 months which may be curtailed / extended at the discretion of the Institute and on satisfactory performance.

57. The agency must be expertise in the field of maintenance of split / window A.C.
58. 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.
59. 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.
60. 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.
61. 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.
62. 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.
63. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
64. The successful tenderer shall have to sign the contract agreement within 15 days of the allotment of work.
65. 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.
66. The quantity for requirement of spares may vary as per requirement and shall be paid as per rates quoted in SOQ.
67. Rates quoted by the tenderer below minimum wages of Delhi NCR shall not be considered.
68. 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.
69. 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.
70. The Tender must be accompanied with E.M.D. amounting to Rs. 29,750.00 (Rs. Twenty nine thousand seven hundred fifty only) by way of Demand Draft or Bank Guarantee in favour of "DIRECTOR, NIPGR", New Delhi. The EMD will however be released after completion of work.
71. Tender not accompanied with E.M.D. will not be considered.
72. In case, the agency fails to comply with terms & conditions the E.M.D. of the agency shall be forfeited.

**Purchase cum Stores Officer
NIPGR**

(Seal & Signature of Contractor)

NIPGR

GENERAL CONDITIONS

1. Online tenders are hereby invited from the eligible bidders for the work of "AMC of Split/Window type Airconditioning units & water coolers installed at NIPGR Campus, New Delhi and material required for day to day maintenance." Tender documents can also 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.
2. The time allowed for the completion of work is 12 months as per order letter issued by the department. The institute has right to issue the order for the time period as required by the institute.
3. The Tenderer will submit his tender on-line in prescribed format after examining the tender documents, scope of work, general conditions of contract, Instructions to bidders, General Information, Special Terms and Conditions of contract agreement, technical specification, Price Bid.
4. 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.
5. The offer shall remain valid for 90 days from the date of opening of Tender.
6. The tenderer shall submit a copy of the audited balance sheets of the past three financial years.
7. 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 as well as for the transportation of samples.
8. 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.
9. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR
10. All the correspondence on the tender shall be addressed to the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi and any communication addressed to anyone else shall not in any manner to be binding upon the NIPGR, Aruna Asaf Ali Marg, New Delhi.
11. The submitted documents / certificates may be verified with originals after opening of Technical Bid.

Purchase cum Stores Officer

Accepted
(Seal & Signature of Contractor)

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 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 365 days from the date of opening of the tender. The validity of rates is further extendable from the date of issue of award letter with mutual consent of both the parties. 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 the period mentioned in the tender notice, in such cases the Institute reserves the right to reject the bid and take any other action as deemed appropriate. In case the successful tenderer after award of acceptance of tender fails to perform as per contract or violates any condition of tender, the Agency shall be suspended from being eligible for bidding in any contract with the NIPGR, New Delhi for the period of 2 years starting from the last date of receipt of this bid/tender. The validity of accepted rates is further extendable from the date of issue of award letter with mutual consent of both the parties for 180 days.

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. TENDERER TO QUOTE BOTH IN FIGURES AND WORDS:

The bidder shall quote their rates for all the items both in figures as well as words given as per the attached format of Price bid. The amount of each item shall be worked out and the requisite total given. Special care shall be taken to write percentage in figures and words, and the amount in figures only in such a way that interpolation is not possible. The total amount shall be written both in figures and in words.

11. TENDER LIABLE TO REJECTION:

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. Incomplete Tenders.
- vi. Tender submitted by the agency who any has unresolved dispute of any kind (indicated in any form of communication) with NIPGR.
- vii. 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.

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.

**Purchase cum Stores Officer
NIPGR**

(Seal & Signature of Contractor)

NIPGR

GENERAL INFORMATION

1. Accepting Authority Director, NIPGR
New Delhi.
2. E.M.D. Rs. 29,750.00 (Rs. Twenty nine thousand seven hundred fifty only) to be furnished with the tender in the form of the demand draft or Bank Guarantee issued by Commercial Bank (No interest is payable on Earnest Money)
3. Performance Security The contractor shall be required to deposit an amount equal to 3% 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. Defect Liability Period 12 months from the date of acceptance of completion by the Institute.
8. Release of Performance Security The performance security shall be refunded to the contractor on completion of the work and recording of completion certificate by Institute
9. Authority Competent to Appoint Arbitrator Director, NIPGR
10. Authority Competent to reduce the compensation amount Director, NIPGR

**Purchase cum Stores Officer
NIPGR**

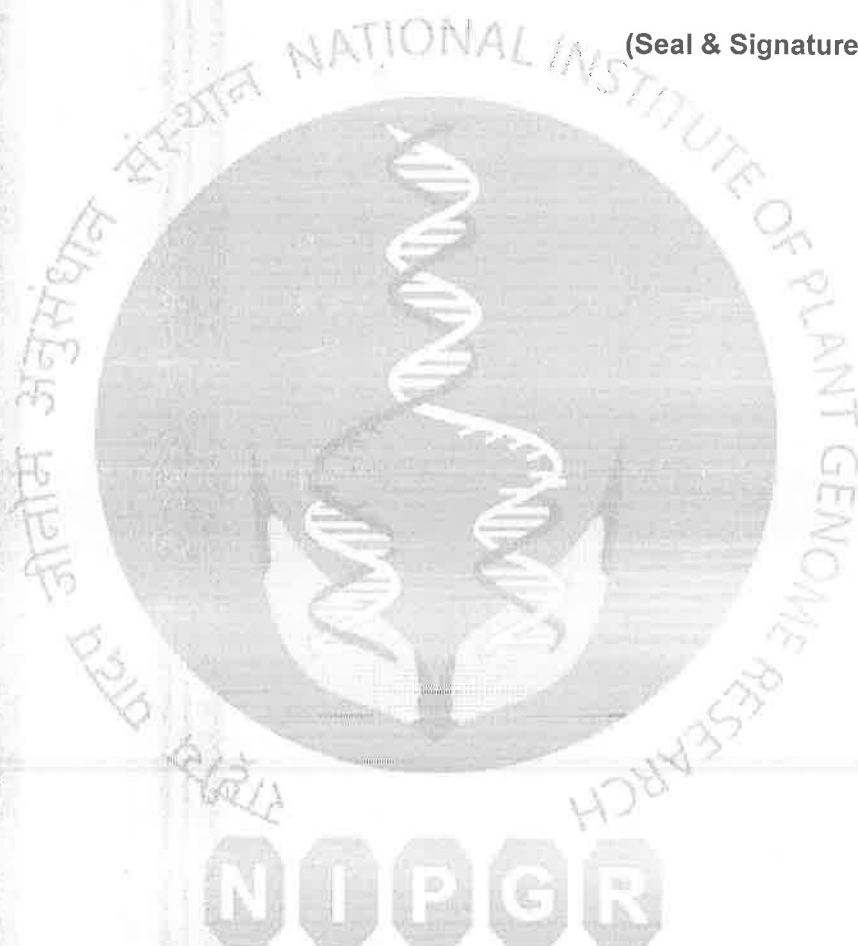
(Seal & Signature of Contractor)

MEMORANDUM

a)	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.
b)	Estimated cost	Rs. 14,86,000.00
d)	Time allowed for the completion of work	12 months

Place
Date:

(Seal & Signature of Contractor)



GENERAL CONDITIONS OF CONTRACT AGREEMENT

1. PERFORMANCE SECURITY

The bidder / bidders whose tender may be accepted (herein after called the contractor) shall permit NIPGR at the time of making any payment to him for works done under the contract to deduct such sum as will amount to 3% of all moneys so payable to be held by the Institute, by way of performance security.

2. COMPENSATION CLAUSE

The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor, and shall be reckoned from the 10th day of the date on which the order to commence the work is given to the contractor, and within ten days of award of work the contractor. The work on the contract shall be executed according to the approved drawings as aforesaid and shall throughout the stipulated period of the contract be proceeded with all due diligence (time being deemed to be the essence of the contract on the part of the contractor) and the contractor shall pay as compensation an amount equal to one percent per week of work order amount or on the value of work as per contract, . Provided always that the entire amount of compensation to be paid under the provisions of this clause shall not exceed ten percent of the awarded cost of work as shown in the tender. The Director, NIPGR on a representation from the Agency, is however; empowered to reduce the amount of compensation and his decision in writing shall be final.

3. TIME EXTENSION

If the contractor shall desire an extension of the time limit for completion of the work on the grounds of his having been unavoidably hindered in its execution or on any other ground he shall apply in writing to the NIPGR, within 15 days of the date of the hindrance on account of which he desires such extensions as aforesaid but before the expiry of time limit and the NIPGR, if in his opinion(which shall be final)reasonable grounds as shown thereof, authorized such extension of time if any, as may, in his opinion be necessary or proper.

4. COMPLETION OF WORK

Without prejudice to the rights of NIPGR under any clause hereinafter contained on completion of the work, the contractor shall be furnished with a certificate by NIPGR or his representative of such completion, but no such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed from the premises on which the work has been executed, all scaffolding ,surplus materials and rubbish, and cleaning off the dirt from all doors, walls, floors, or any other parts of buildings said to have been completed, and the measurements in the said certificate shall be binding and conclusive against the contractor, if the contractor shall fail to comply with the requirements of this clause as to the removal of scaffolding, surplus materials, and rubbish and cleaning off dirt on or before the date fixed for the completion of the work, NIPGR, may at the expense of the contractor have removed such scaffolding ,surplus materials and rubbish and dispose of the same as he thinks fit and clean off such dirt as aforesaid and the contractor shall forth with pay the amount of all expenses so incurred, and shall have no claim in respect of any such scaffolding or surplus materials as aforesaid except for any such sale proceeds actually realized by the sale thereof.

5. ADDITIONS/ALTERATIONS/ DEVIATIONS

The NIPGR, shall have power to make any alterations or omissions or additions or substitutions in the original specifications ,drawings ,designs and instructions that may appear to him to be necessary or advisable during the progress of the work, and the contractor shall be bound to carry out the work in accordance with any instructions which may be given to him in writing signed by the NIPGR and such alterations, additions or substitutions shall not invalidate the contract and any altered, additional or substituted work which the contractor may be directed to carry out in the manner above specified as part of the work shall be carried out by the contractor on same conditions in all respects on which he agreed to do the main work. The time for the completion of the work shall be extended in the proportion that the altered additional or substituted work has to the main work at the sole discretion of the Director, NIPGR, and his decision in this regard shall be final and binding on the contractor.

All tenderers are required to quote as per specifications stipulated hereunder. Rates for all items shall be quoted as specified hereunder. After the award of the contract, the work shall be carried out as per approved samples. Rates for extra/substituted items, should they become necessary during the execution of the work shall be settled on analysis of rate to be submitted by the contractor for such items.

Quantities in the B.O.Q. or estimated quantities which can vary up to $\pm 50\%$ during the execution of the work. Payment shall be made as per actual quantum executed without any change in the contracted rate due to variation in quantity, if any.

6. CARRYING OUT OF WORK

All the work shall be carried out in accordance strictly as per the specifications given in the tender to the total satisfaction of the Institute. In the case of an item for which specification are not available in the said specifications relevant CPWD / BIS specifications applicable as on the date of tenders shall be followed.

7. QUALITY CONTROL OF MATERIAL

If it shall appear to the authorized representative of the Institute, that any work has been executed with unsound, imperfect, or unskillful workmanship or with materials or articles provided by him for the execution of the work are unsound, or of a quality inferior to that contracted for or otherwise not in accordance with contract, the contractor shall on demand in writing from the authorized representative of the Institute specifying the work materials or articles complained of not with standing that the same may have been inadvertently passed, certified and paid for forthwith rectify, or remove & reconstruct the work so specified in whole or in part, as the case may require, or as the case may remove the materials or articles so specified and provide other proper and suitable material or articles at his own charge and cost and in the event of his failing to do so within a period to be specified by authorized representative of the Institute, in his demand as aforesaid then the contractor shall be liable to pay compensation at the rate of 1% on the contract agreement of work for everyday till rectify or remove, and re-execute the work or replace with other, materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.

8. INSPECTION OF WORK

All work under or in course of execution or executed in pursuance of the contract shall at all times be open to the inspection and supervision of authorized representative of the Institute, or his subordinate in-charge of the work and the contractor shall at all times, during the usual working hours and at all other times at which reasonable notice of the intention of the Engineer to visit the works shall have been given to the contractor, either himself be present to receive order and instructions or have a responsible agent duly accredited in writing present for that purpose. Orders given to the contractor's agent shall be considered to have the same force as if they had been given to the contractor himself.

The work during its progress shall be inspected by the authorized representative of the Institute and the contractor shall extend all co-operations to the engineers inspecting the work.

9. AGENCY'S RISKS

All risks of loss of a or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the contract other than the excepted risks are the responsibility of the contractor.

**Purchase cum Stores Officer
NIPGR**

(Seal & Signature of Contractor)

GENERAL SITE RULES, PROCEDURES AND PRECAUTIONS

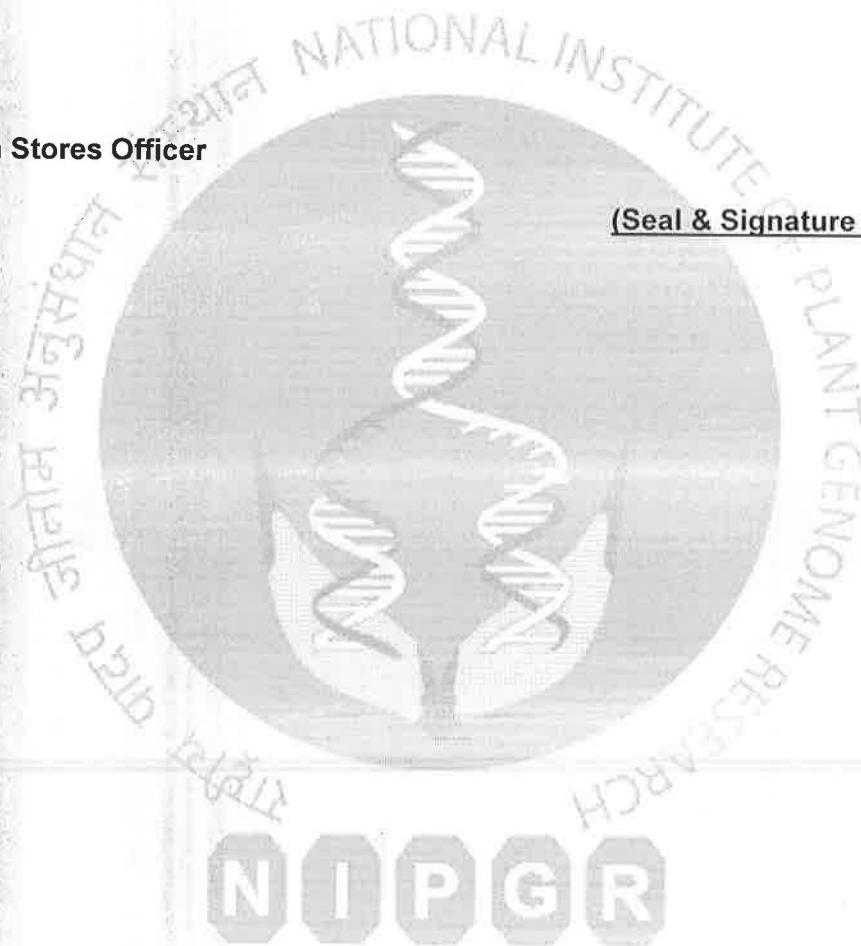
1. SITE WORKING RULES AND REGULATIONS

a) The contractor shall furnish Institute the Power of Attorney name and signature of his authorized representative who will be in-charge of the execution of the works at site. The contractor shall also furnish the list of technically qualified persons employed by him for execution of the works.

b) Save as otherwise specifically provided in this Agreement the rates and prices herein, unless otherwise stipulated elsewhere in this Agreement, include all the costs, expenses and outlays of the contractor for executing the works and fulfilling all the obligations of the Contractor under this agreement.

**Purchase cum Stores Officer
NIPGR**

(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) Upon 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) 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.
- 4) 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.
- 5) 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.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) 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.
- 8) 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.

**SPECIAL INSTRUCTIONS TO BIDDERS FOR REGISTRATION
WITH COMPETENT AUTHORITY**

Bidders Registration

- 1) Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).
- 2) **“Bidder”** for the purpose of this tender (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
- 3) **“Bidder from a country which shares a land border with India”** for the purpose of this tender means:
 - a) An entity incorporated, established or registered in such a country; or
 - b) A subsidiary of an entity incorporated, established or registered in such a country; or
 - c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d) An entity whose beneficial owner is situated in such a country; or
 - e) An Indian (or other) agent of such an entity; or
 - f) A natural person who is a citizen of such a country; or
 - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- 4) **“The Beneficial owner”** for the purpose of (3) above will be as under:
 - 1) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

Explanation: -

 - a)“Controlling ownership interest” means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
 - b)“Control” shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
 - 2) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

Tenderers Signature and Seal

- 3) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- 4) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- 5) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

“An Agent” for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons.

Sub-contracting in works contracts

In works contracts, including turnkey contracts, contractors shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

***Please note that the bidders shall provide the mandatory Certificates in the following formats on their registered Company's letter heads:**

Certificate for Tenders involving procurement

“I/We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we certify that we are not from such a country or, if from such a country, have been registered with the Competent Authority. I/we hereby certify that we fulfill all requirements in this regard and are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

Certificate for Tenders for Works involving possibility of sub-contracting

“I/We have read the clause regarding restrictions of procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we are not from such a country or, if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I/we Hereby certify that we fulfill all requirements in this regard and is/are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

Tenderers Signature and Seal

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

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

1. I/We have not been blacklisted / on holiday list / debarred during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
1. I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
2. I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
3. 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 and the agencies / bidders shall be debarred from tendering with the Institute.
4. I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR and the agencies / bidders shall be debarred from tendering with the Institute.

Seal and Signature of the Authorized
Person of the Agency

Name and designation of the
Authorized Person of the Agency

Place:

Date:

NIPGR

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

Certificate that we have visited the site on and assessed the nature and amount of 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.

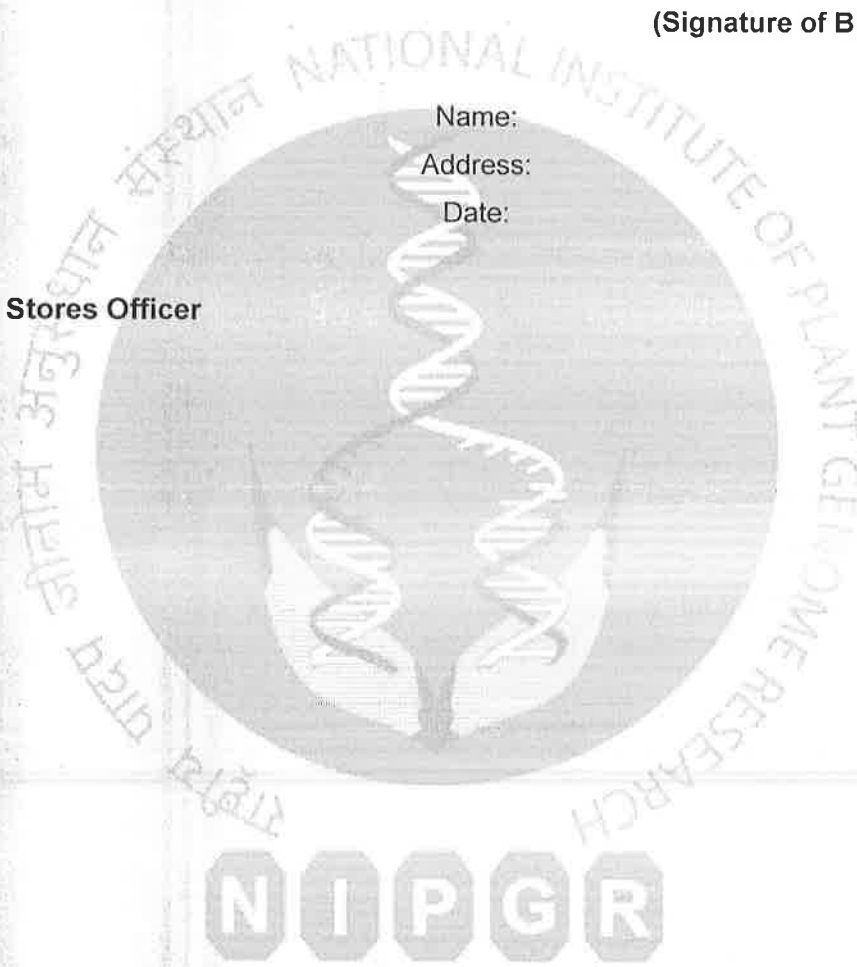
(Signature of Bidder with Seal)

Name:

Address:

Date:

Purchase cum Stores Officer
NIPGR



CHECK-LIST FOR PRE-QUALIFICATION BID FOR 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.

Sl. No.	Documents asked for	Page number at which document is placed
1.	Earnest Money / Bank Guarantee	
2.	Tender Documents	
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 seven years ending December 2022 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 duly certified by the Statutory Auditors.	
9.	Self-Certification on the registered Company's letter head in respect of Class -I/Class-II Supplier Certificate as per Annexure-IV	
10.	Certificate for Tender's involving procurement on letter head of company/firm as per Annexure – V	
11.	Certificate for Tenders for Works involving possibility of sub-contracting on letter head of the company/firm as per Annexure-VI	
12.	License of Electrical/Mechanical Contractor issued by the Competent Authority, in the name of agency/proprietor/partner/director.	
13.	Registration of Labour License certificate under Govt. of NCT, New Delhi.	
14.	Documents in support of company/firm/agency's office establishment is based in NCR / Delhi.	
15.	Any other documents, if required.	

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

**Self-Certification on the registered Company's letter head in respect of Class -I/
Class-II Supplier Certificate.**

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II dt. 15.06.2017, P-45021/2/2017-PP (BE-II) dated 28.05.2018, P-45021/2/2017-PP (BE-II) dated 29.05.2019 and P-45021/2/2017-PP (BE-II) dated 16.09.2020, we hereby certify that we M/s are local supplier meeting requirement of minimum local content i.e 50% or 20% **(Please tick the applicable criteria)** defined in as above orders for the material/goods being quoted for

Details of location at which local value addition will be made is as follows:

.....We also understand, false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

Date:

Signature of Authorized Signatory with Company Seal

Place:

Mobile No:

Office Telephone No:

Email ID: Office Seal:

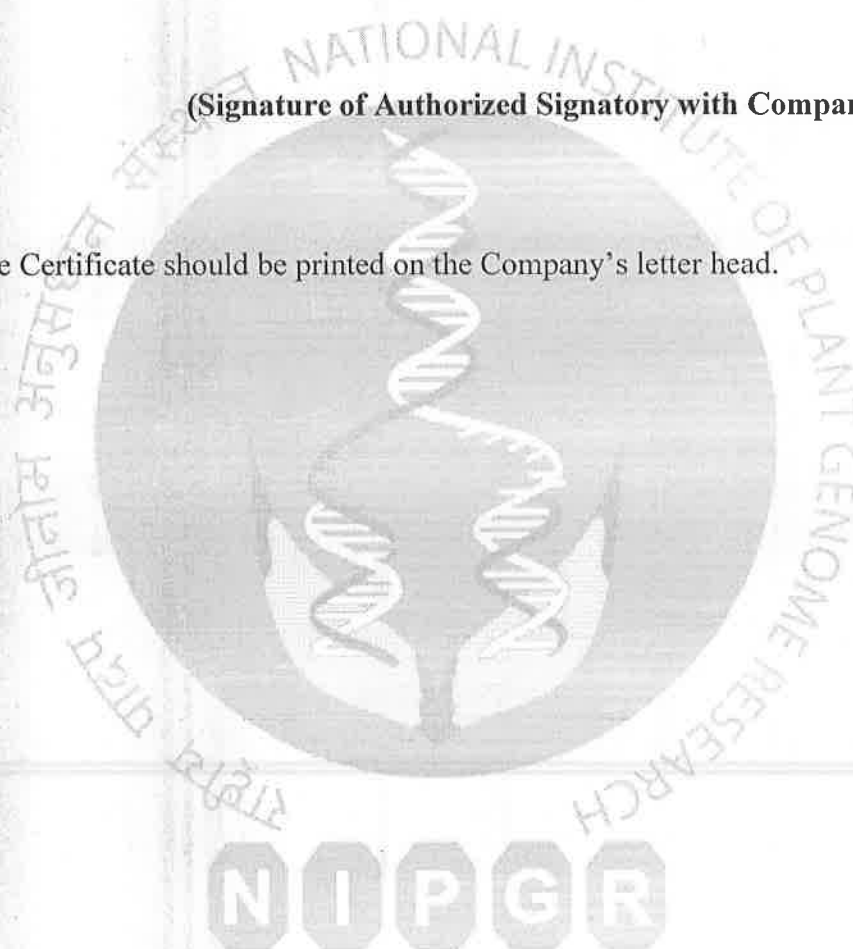
NIPGR

Certificate for Tenders involving procurement

“I/We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we certify that we/our principles are not from such a country or, if from such a country, have been registered with the Competent Authority. I/we hereby certify that we fulfill all the requirements in this regard and are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

(Signature of Authorized Signatory with Company Seal)

Note: The Certificate should be printed on the Company's letter head.

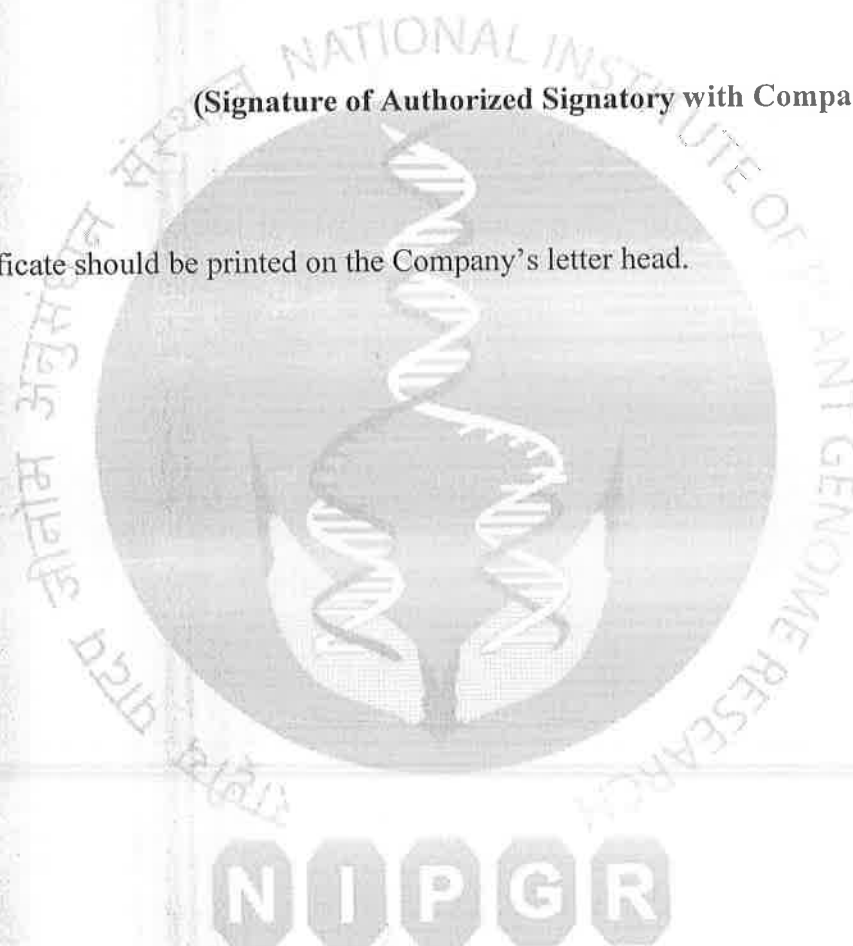


Certificate for Tenders for Works involving possibility of sub-contracting

“I/We have read the clause regarding restrictions of procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that we/our principles are not from such a country or, if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I/we Hereby certify that we fulfill all requirements in this regard and is/are eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]”

(Signature of Authorized Signatory with Company Seal)

Note: The Certificate should be printed on the Company's letter head.



SCHEDULE OF QUANTITIES

ITEM NO.	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
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Attached at pages _____ to _____

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.

I/We agree:

- (i) that should I/We fail to commence the work specified in the above-mentioned Memorandum the without prejudice to any other right or remedy shall be at liberty to debar from tendering with the Institute.
- (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 contract phone nos. of our representative(s) authorized to deal with this tender are:

1)

2)

3)

Dated the _____ day of _____ 2023

(Seal & Signature of Contractor)

NIPGR

SCHEDULE OF QUANTITY

LIST OF MANPOWER (Part-A)

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

Si. No.	Description	Amount	
A.	Labour	NOT TO BE FILLED	
	Material as per details below (<i>all-inclusive rate per month</i>)		
i	Cleaning materials like old dhoti, detergent soap, broom etc.		
ii	Dresses, Shoes, ID Card etc		
iii	Log Books Attendance Registers, History Books & Other Stationery		
Total A	Total Monthly charges towards above material		
B.	Manpower as per details below (<i>please refer Special Terms & Conditions of the</i>		
	Wages for complete month		No. of persons
i	a. Highly Skilled (Mechanic)		1 (1 person in general shift)
	b. Unskilled (Helper)		1 (1 person in general shift)
	<i>Total wages (a+b) (Please provide complete breakup)</i>		
ii	PF @ 13% (<i>including administrative charges as per rules</i>)		
	<i>(maximum on Rs. 15,000/- per person, per month)</i>		
iii	ESI @ 3.25%		
iv	Bonus @ 8.33 % of basic (Admissible for those workers only who completes at least 30 days service in present contract)		
Total B	Total Monthly charges towards above manpower		
C	Other charges (<i>if any</i>)		
D	Agency charges on (A+B)		
E	Total (A+B + C + D)		
F	GST @ 18%		
G	Total Monthly charges (E + F)		
	Rate per month		
	Rate per year		
Purchase cum Stores Officer	Seal & Sign. Of Contractor		

BoQ_V er3.1	Item Wise BoQ Item Wise		INR and Other Currency				
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Tender Inviting Authority: Purchase cum Stores Officer, NIPGR, New Delhi
 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.

Contract No: NIPGR/Engg/15/5/2022-23

Name of the Bidder/ Bidding Firm / Company : _____

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Item Description	Tentative qty.	Units	NUMBER #		NUMBER #		NUMBER #		Make
				UNIT RATE	GST	Total Unit Rate with GST	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes		
NUMBE R #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	
1	2	3	4	5	6	7	8	9	10	
1	Compressor for Split A/C 1.0 TR	1	No							Kirloskar/Hitachi/Voltas/Existing
2	Compressor for Split A/C 1.5 TR	1	No							Kirloskar/Hitachi/Voltas/Existing
3	Compressor for Split A/C 2.0 TR	6	No							Kirloskar/Hitachi/Voltas/Existing
4	Compressor for Window A/C 1.5 TR	1	No							Kirloskar/Hitachi/Voltas/Existing
5	Compressor for Water Cooler	1	No							Kirloskar/Hitachi/Voltas/Existing
6	Compressor 3 TR	1	No							Kirloskar/Hitachi/Voltas/Existing
7	Compressor 4 TR	3	No							Kirloskar/Hitachi/Voltas/Existing
8	Gas Charging in Split/Window/watercooler	75	Kg							Kirloskar/Hitachi/Voltas/Existing
9	Running Capacitor for Split A/C/Window A/C/Water Cooler	7	No							Apcos/ Gencol/ ISI
10	PTC Relay	1	No							L & T / Seimens
11	Contacto	4	No							L & T / Seimens
12	Accumulator	1	No							as per actual installations
13	Overload Relay	1	No							L & T / Seimens
14	Capillary & Filter	5	No.							as per actual installations
15	Rewinding of Motor (winding) for all AC's	9	No.							as per directions of E.I.C
16	Repairing of Remote PCB	5	No.							as per directions of E.I.C
17	Repair of Auto Electronic Controller/ Voltage stabilizer	1	No							as per directions of E.I.C
18	Repairing of Temperature Controller	2	No							as per directions of E.I.C
19	Repairing of Humidity Controller	1	No							as per directions of E.I.C
20	Repairing of Switching Unit	1	No.							as per directions of E.I.C
21	Supply of Temperature Controller	1	No.							as per actual installations
22	Supply of Humidity Controller	1	No.							as per actual installations
23	Supply of Switching Unit	1	No.							as per actual installations
24	Supply of New Condensor Fan for Split / Window AC	5	No							As per directions of E.I.C
25	Supply of New Blower fan for Split/Window AC	1	No							as per actual installations
26	Supply of New Remote for Split/Window/Cassette	1	No							as per actual installations
27	Supply of copper condensor coil for Split AC	5	No.							as per actual installations

NOT TO BE FILLED

NUMBER R #	TEXT #	Item Description	NUMBER #	Tentative qty.	TEXT #	Units	NUMBER #	UNIT RATE In Figures To be entered by the Bidder in Rs. P	NUMBER #	GST in Rs. P (Col. 5 x % of GST)	NUMBER #	Total Unit Rate with GST (Col. 5+6)	NUMBER #	TOTAL AMOUNT Without Taxes in Rs. P (Col. 3 x 5)	NUMBER #	TOTAL AMOUNT With Taxes in Rs. P (Col. 3 x 7)	Make	
1	2																	
28		Installation of New Split AC 1.0TR/1.5 TR/2.0 TR		3		No.		5		6		7		8		9	10	As per directions of E.I.C
29		Installation of New Split AC 3.0 TR/4.0 TR		15		No.												As per directions of E.I.C
30		Installation of window AC 1.5 TR / 2.0 TR		1		No.												As per directions of E.I.C
31		Installation of Tower AC 2.0 Tr / 3.0 Tr		1		No.												As per directions of E.I.C
32		Installation of Tower AC 4.0 Tr		1		No.												As per directions of E.I.C
33		Supply & Installation of copper pipe along with PVC drain pipe upto 2 TR AC and flexible pipe for covering of both pipes		124		RMT												Mandev/ Nanda / Maxflow
34		Supply & Installation of copper pipe along with PVC		1		RMT												Mandev/ Nanda / Maxflow
35		Supply & Installation of Electrical wire compatible with split AC / window ac / cassette ac . / tower ac ranging 1 TR - 4 TR		149		RMT												Havelis / Kalinga/ Polycab / Finolex
36		Supply of stand for Split AC		15		Nos												ISI
37		Supply of stand for Tower AC		1		Nos												ISI
38		Repairing of condenser Coil		1		Nos												As per directions of E.I.C
39		supply of motor for split AC		2		Nos												as per actual Installations
40		supply of motor for cold room AC		2		Nos												as per actual Installations
41		New Outdoor Unit		1		Nos												as per actual Installations
42		supply of thermostat for split / window / cassette ac / tower AC		1		Nos												as per actual Installations
43		supply of new PCB for all type of AC's		2		Nos												as per actual Installations
		Total In figures																
		Quoted Rate in Words																
		Total Amount (A + B)																
		Purchase cum Stores Officer																
		Seal & Signature of Contractor																

NOT TO BE FILLED