

# TENDER DOCUMENT

COST OF TENDER DOCUMENT: Rs. 1,000.00

Name of work: Running, Maintenance & Operation & CAMC of Central Airconditioning Plant including package units, ceiling mounted ductable units, AHU's, FCU's and all associated accessories installed at NIPGR at NIPGR Campus, New Delhi.

CLIENT:  
DIRECTOR  
NIPGR, NEW  
DELHI

NIPGR



## TENDER DOCUMENTS

**Name of work:** Running, Maintenance & Operation & CAMC of Central Airconditioning Plant including package units, ceiling mounted ductable units, AHU's, FCU's and all associated accessories installed at NIPGR at NIPGR Campus, New Delhi.

**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:** 06.01.2020 up to 1500 hrs.

**Date & Time of Opening of Tenders:** 07.01.2020 at 1500 hrs.

**Consultant Engineer  
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 **“Running, Maintenance & Operation & CAMC of Central Airconditioning Plant including package units, ceiling mounted ductable units, AHU’s , FCU’s and all associated accessories installed at NIPGR at NIPGR Campus, New Delhi.”**

- Tender Form
- Notice Inviting Tender
- Special Terms & Conditions
- Scope of work
- General conditions
- Instruction to bidders
- General Information
- Memorandum
- General Conditions of contract agreement
- General site rules, procedures and precautions
- 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.

**NIPGR**

(Seal & Signature of Contractor)

*(Handwritten signatures and marks)*



# 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](mailto:engineering@nipgr.ac.in) वेबसाइट: [www.nipgr.ac.in](http://www.nipgr.ac.in)

## TENDER NOTICE

(Tender No.: NIPGR/Engg./5/1/2019-20)

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: Running, Maintenance & Operation & CAMC of Central Airconditioning Plant including package units, ceiling mounted ductable units, AHU's , FCU's and all associated accessories installed at NIPGR Campus.**

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.	6.	7.
1.	97 Lakhs	1.95 Lakh	12 months	30.12.2019 1100Hrs.	06.01.2020 1500 Hrs.	07.01.2020 1500 Hrs.

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

The technical bid of the tender shall be accompanied by earnest money deposit of Rs. 1,95,000.00 in the form of Demand Draft /Bank Guarantee issued by any of the commercial bank in India in favour of the Director, NIPGR, New Delhi so as to reach the undersigned latest by 06.01.2020 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 who are OEM/Authorized Agencies of central air conditioning plant and having successfully completed three similar works each costing not less than Rs.39 lakh or two similar works each costing not less than Rs.49 lakh or single similar work of costing not less than Rs 78 lakhs during the last 5 years ending September 2019 and having annual financial turnover of Rs. 97.00 lakhs, during the last three years ending March 2019. Similar works means **"Running, Maintenance & Operation & CAMC of Central Airconditioning Plant including package units, ceiling mounted ductable units, AHU's, FCU's having capacity not less than 150TR each screw type air-cooled chillers along with BMS System"** 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. Also, 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, ESI/EPF etc which has declared by Govt. of NCT of Delhi, will lead to cancellation of the contract forthwith and taking up further action to debar/blacklisting or 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 agency must submit completion certificate clearly mentioning the capacity of chillers, package unit and type of AC weather air cooled/ water cooled along with BMS System maintained by them. Tenders received without this details/documents will not be considered.



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)



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## SPECIAL TERMS & CONDITIONS

**Name of work: Running, Maintenance & Operation & CAMC of Central Airconditioning Plant including package units, ceiling mounted ductable units, AHU's , FCU's and all associated accessories installed at NIPGR at NIPGR Campus, New Delhi.**

1. The tenderers are required to visit the site, i.e., the location of the equipments, panels, routes of 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, Spanners, cutting pliers, screw drivers, crimping tools, Grease gun, drill machine, vacuum cleaner / blower, megger, millimeter 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 each tradesmen all the times which are as under:

a) Plier	-	1 each
b) Set of Screw Drivers	-	1 each
c) Test Lamp	-	1 each
d) Tools Bag	-	1 each
e) Multi meter	-	2 Nos.
f) Tong tester	-	1 No.
g) Megger	-	1 Nos.
h) Rubberized Gloves	-	3 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. Proper record has to be maintained for all the complaints attended and the routine checks and cleaning of substation & all other equipment's etc. shall be carried out.
6. Inventory for the air-conditioning equipment's such as chillers, AHU, FCU, etc. which are to ne maintained is enclosed.
7. 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 it will be presumed that no defect is available and after that every defect noticed will be rectified by the contractor and nothing extra will be paid for the rectification of same..
8. The Contractor shall inform the department well in advance about the requirement of any spares, consumable items necessary for satisfactory maintenance and up keep of the ac plant room.
9. Any loss or damage to the inventory by way of theft sabotage or mal-operation of equipment and machinery/switch gears shall be made good by the contractor at his own cost.
10. 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.
11. 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.
12. 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.
13. The security deposit will be returned after one month of completion of the contract period or payment of last bill, whichever is later.
14. All routine cleaning materials such as brooms, duster, detergent, blowing equipment, old dhoti as well as fuses, lubricating grease, gland dori, etc. shall be arranged by the contractor to keep the machines/ equipment's functional and to clean the tidy & in presentable shape.

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15. In case the tenderer desires to close the contract before the scheduled period a notice of three months to the institute is mandatory failing which notice period shall be completed at the risk and cost of the contractor besides damages as deemed suitable to the institute shall be levied on the contractor. Notwithstanding contained anything above, institute reserves the right to take any other action, including termination of contract at any time by giving one month's notice.
16. 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.
17. 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.
18. All instruments as & when required for testing, checking, measuring, etc., shall be arranged by the contractor in addition to day to day maintenance items.
19. Work is to be carried out as per CPWD specification and to the full satisfaction of Institute.
20. Preventive maintenance checks shall be carried out monthly/quarterly/half yearly and as per direction of Institute and record of having checked shall be maintained in history registers. All logbooks & registers shall be arranged and maintained by the agency.
21. 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.
22. The necessary details of the staff members shall be given in advance so as to know and allow the individual to attend complaint.
23. No labour below the age of 18 years shall be employed on work.
24. The agency should also quote their lowest rates for the CAMC (Part-B) required comprehensive maintenance. Nothing extra will be paid towards handling, transportation, fixing, etc.
25. The rates should be quoted for both Part 'A' for manpower & Part 'B' for CAMC.
26. The overall rates of Part 'A' and Part 'B' (both) will be considered for finalization of lowest bidder.
27. 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. Supervisor (Highly Skilled) : Shall be 3 years Diploma holder in air-conditioning with 2 years' experience or ITI passed in electrical/mechanical trade with 5-year relevant experience.
  - b. Electrician / Mechanic (Skilled) : Should possess ITI certificate in /Electrical/Electrician/mechanical Trade with Two years' experience in similar Trade or wireman's License – II issued by Electrical inspector with two-year experience.
  - c. Operator (Skilled) : ITI certificate in Electrical / Mechanical trade Possessing minimum of 2 years' experience in R.M.O of air - conditioning plant capacity not less than 200 TR air cooled chillers.
  - d. Helper (Unskilled) : 10<sup>th</sup> standard pass (minimum).
28. 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.

*[Handwritten signatures and initials]*



29. If any worker is found to be not suitable for the position, the contractor has to remove the person from the site and depute suitable substitute immediately. The decision of Institute in this regard shall be final and binding on the contractor.
30. 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.
31. The agency shall provide police verification document and character certificate of the all employees along with other documents of qualification, experience etc. before deployment of staff for verification and approval from competent authority.
32. The contractor shall not sublet or transfer any part of the contract thereof without the written permission of Director NIPGR New Delhi.
33. 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.
34. 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.
35. 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 of the institute shall be final.
36. There should be no police case pending against the Proprietor / Firm / Partner / Director or the Company (Agency).
37. 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.
38. 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.
39. The contractor shall be responsible for good behavior and character of the staff engaged by him.
40. Institute shall in no way be involved in any dispute of whatever kind between the contractor and the staff engaged by him.
41. 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.
42. The contractor shall provide sufficient safeguard to avoid any accident.
43. 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.
44. 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.
45. If any agency quotes rates below minimum wages, their tender shall be rejected.
46. 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.



47. The agency shall submit the analysis for the rates for both Part A and Part B of rates quoted in Financial Bid.
48. The contractor will have to depute at least the following experienced staff for daily operation including Saturday's , Sunday's & Public holidays. The timing of staff to be deployed shall be informed after award of work order. The staff required is 24 hrs. operation & maintenance of the equipment installed at the institute. The details of the staff required are as follows:
- |                                |   |            |
|--------------------------------|---|------------|
| a) BMS Supervisor              | - | Three Nos. |
| b) AC Mechanic Cum Electrician | - | Two Nos.   |
| c) Skilled Operator            | - | Six Nos.   |
| d) Helper                      | - | Three Nos. |
49. In case of non-availability of staff, penalty as given below will be made.
- |                               |                                   |
|-------------------------------|-----------------------------------|
| a) Operator                   | : Rs. 1500/- per person per shift |
| b) Mechanic                   | : Rs. 1500/- per person per shift |
| c) Helper                     | : Rs. 1200/- per person per shift |
| d) Any staff without uniform/ | : Rs. 200/- per person per shift  |
| e) Supervisor                 | : Rs. 2500/- per person per shift |
| f) Without ID card            | : Rs. 200/- per person per shift  |
50. **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.**
51. Any type of breakdown in any services shall be restored by deploying extra manpower without any extra charge to the Institute.
52. If any complaint remains pending due to contractor's negligence or any other reason for which contractors is held responsible recovery will be made as under.
- The complaint should be attended within 24 hours after getting the complaint. If not attended, a penalty @Rs. 2000 per day per complaint shall be levied subject to maximum of Rs. 20,000.00
  - For any total breakdown due to contractor's negligence / poor maintenance, a penalty of Rs. 2,00,000.00 shall be levied and the decision of Institute shall be final and binding on contractor.
  - All the complaints must be rectified within 48 hours after getting the complaint. If not rectified, a penalty @Rs. 5000 per day per complaint shall be levied subject to maximum of Rs. 50000.00 . 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.
53. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
54. The successful tenderer shall have to sign the contract agreement within 15 days of the allocation of work.
55. The agency shall provide valid ID cards to the staff which must be produced during the time of inspection / check by the Institute.
56. 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., 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.
57. 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.
58. **Payment of bills:**

*[Handwritten signatures and initials]*



- a) Bills will be submitted by the Contractor before 15<sup>th</sup> (if 15<sup>th</sup> 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 7<sup>th</sup> 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 15<sup>th</sup> of that month shall be processed in next month and delay due to the contractor's fault shall be himself.

59. 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) Audited Annual Financial Turnover duly verified/certified by statutory authority for last three financial years ending March 2019.
- viii) Electrical/mechanical contractor license issued by the Competent Authority in the name of agency/proprietor/partner/director and must remain valid throughout the period of contract.
- ix) Registration of Labour License certificate under Govt. of NCT New Delhi.

60. The Contractor shall arrange uniform and shock proof shoes for all the workers.

61. 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.

62. The Supervisor deployed by the agency shall be responsible for the RMO & CAMC of air conditioning installations at Institute.

63. The rates of CAMC are inclusive of all the material required at site i.e included in scope of work except actuator motor/valve/water piping/gate valves, modulating and mixing valves, make up water and expansion tank, insulation, ducting, sheet metal, outdoor condenser coils, refrigerant piping, grills, diffusers, dampers, false ceiling, microves and heap filters, auto defrost system, hinges etc.

64. The agency shall repair all the defects of all the equipment's attached/ interconnected with AHU, FCu, Chiller etc such as temperature controllers, humidity controllers, Fire dampers, heaters, etc under the scope of work.

65. The overhauling and repairing of any of the airconditioning plant & equipment like water/air chilling units, chilled water pumps, motor balancing of lower, sluice/gate valve, chemical for cleaning of AHU cooling coils, descaling of valves are covered under the scope of work.

**Consultant Engineer**  
**NIPGR**

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

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## SCOPE OF WORK

**Name of work:** Running, Maintenance & Operation & CAMC of Central Airconditioning Plant including package units, ceiling mounted ductable units, AHU's , FCU's and all associated accessories installed at NIPGR at NIPGR Campus, New Delhi, during the year 2019-2020.

**Scope of work:** The scope of the work covers the following:

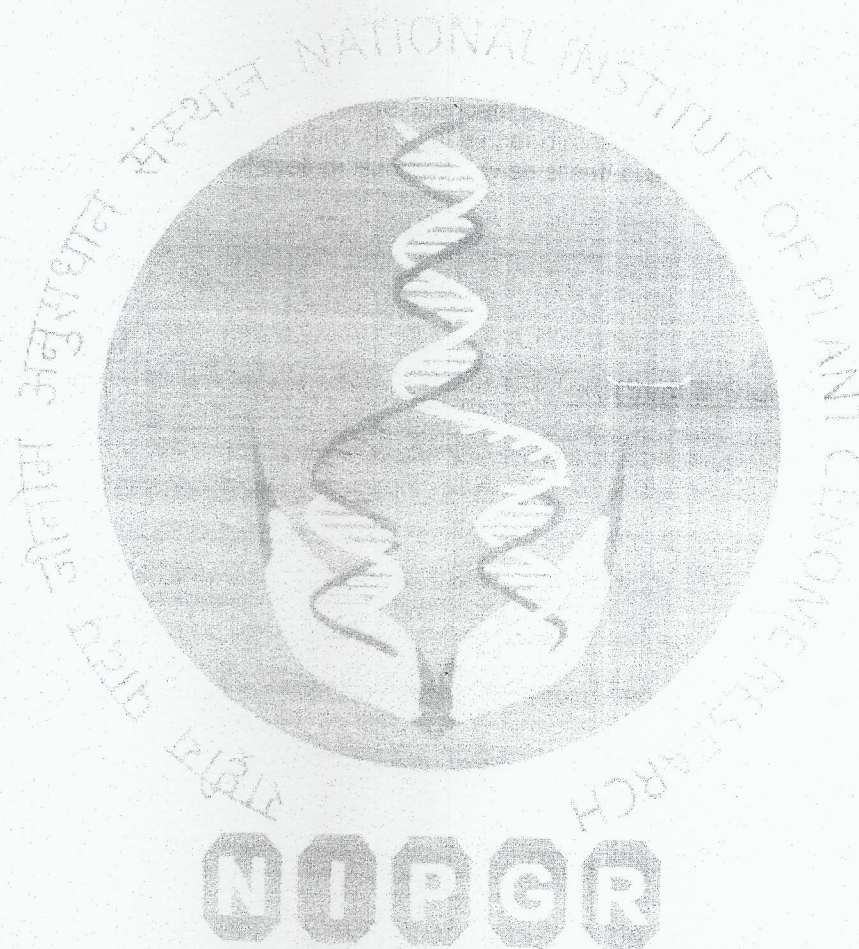
1. Attending and repairing of any number of breakdown calls during the working hours or beyond as required.
  2. Any spare parts supplied by the department will be fitted free of cost (indigenous or imported)
  3. Any other service pertaining to the effective performance of the ac units.
  4. Free replacing of the defective worn out parts with new or repaired parts for compressor/thermostat/cutouts of the equipment due to ageing of the machine.
  5. Descaling of the condenser/ chemical cleaning of the evaporator coils and working parameters of the plant.
  6. Checking the compressor for its proper functioning.
  7. Any problem related to BMS System installed.
  8. Annual pumping down and restarting as and when required by the institute .
  9. Repairing of the equipment at site/service station.
  10. Painting of chillers and pumps once in a year.
  11. Any electrical component such as MCB, MCCB, thimble of the electrical panel with all associated components shall be arranged by the agency.
  12. Cleaning and maintenance of all the equipment's daily The material required for the cleaning purposes will be arranged by the agency with the no extra cost.
  13. The staff attending complaints shall go with the complaint register and got signed from the reporting person for having attended the complaints to his satisfaction and inform Institute on regular basis.
  14. The following registers are to be maintained by the contractor.
    - a) Attendance registers
    - b) Complaint registers
    - c) Dismantled material account register.
    - d) History book.
    - e) Log Book for chillers and Lab temperatures.
- The following periodical checks are to be carried out:
- a) Attending to complaints : Daily
  - b) Cleaning of panels/equipment's : Monthly
  - c) Inspection of DB's : Monthly
  - d) Cleaning of External equipment's : Monthly
15. In case the department is unable to supply the material in replacement of the defective item, the same shall be arranged by the contractor with the consent of Institute and the justified payment shall be made on producing the valid vouchers.
16. In addition to the above any other duties assigned by the Institute shall be carried out by the contractor without any extra cost.
17. Following checks shall be carried out during the servicing/monthly check
  - a. Check the refrigerant leaks and proper refrigerant level on the high and low pressure sides. Repair all leaks
  - b. Check condenser coil and clean if needed. Keep debris away from the unit.
  - c. Straighten any belt heat exchanger fins on condenser coil.
  - d. Check suction pipe insulation and replace if needed.
  - e. Lubricate fan motors and bearing. Replace worn bearing.
  - f. Check fan blades for damages and clean if needed.
  - g. Check all wiring, electrical connections, contactors, capacitors, relays, etc for wear, cleanliness and proper operations.



- h. Visually inspect compressor and check amp drawn.
- i. Check condensate drain and pan then advise of any discrepancies.
- j. Check expansion valve & coil temperature, lubricate parts as needed.
- k. Check evaporate coil and if found dirty clean it as per directions of EIC.
- l. Check the shape that the total system is in and advise client/ customer of discrepancies.

**Consultant Engineer**  
**NIPGR**

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



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### GENERAL CONDITIONS

1. Online tenders are hereby invited from the eligible bidders for the work of "Running, Maintenance & Operation & CAMC of Central Airconditioning Plant including package units, ceiling mounted ductable units, AHU's , FCU's and all associated accessories installed at NIPGR at NIPGR Campus, New Delhi.
2. The tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.
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. 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.
6. The tenderer shall submit a copy of the audited balance sheets of the past three financial years ending 31/3/2019.
7. 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.
8. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR
9. The successful tenderer shall have to sign the contract agreement within 10 days of the allotment of the maintenance work.
10. Contractor's office establishment should be based in Delhi/NCR.
11. 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.

**Consultant Engineer**

**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 Running, Maintenance & Operation & CAMC of Central Airconditioning Plant including package units, ceiling mounted ductable units, AHU's , FCU's 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. 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.

### 6. 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.

### 7. 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.

### 8. 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.

### 9. 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.



**10. 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.

**11. 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.

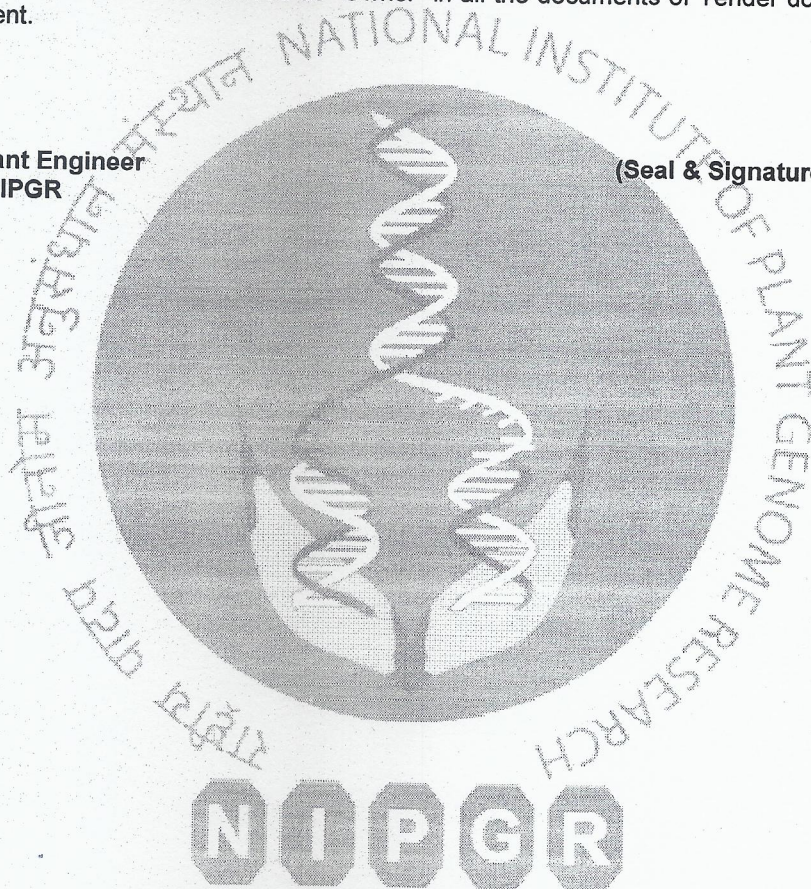
NIPGR also reserves the right to change the quantities of the units while issuing the letter for the award of work

**12. 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)



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## GENERAL INFORMATION

1. Accepting Authority Director, NIPGR  
New Delhi.
2. Earnest money For Rs. 1,95,000.00 (Rs. One lakh Ninety Five Thousand Only) to be furnished with the tender in the form of the demand draft or Bank Guarantee issued by any of the commercial banks in India in favour of Director NIPGR (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)

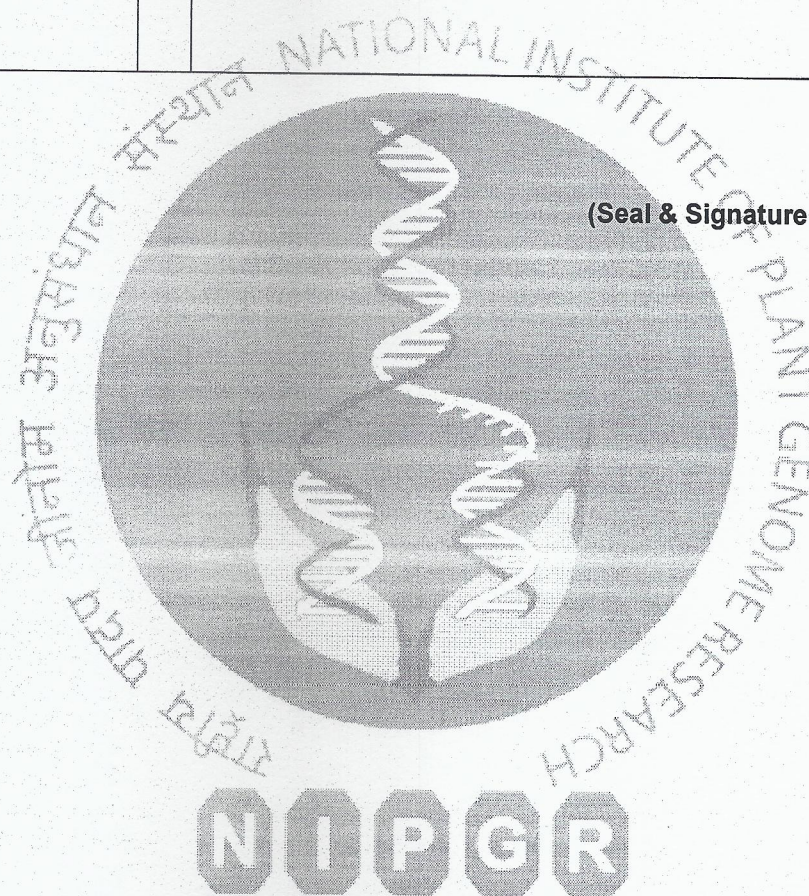


## MEMORANDUM

a)	Name of work		"Running, Maintenance & Operation & CAMC of Central Airconditioning Plant including package units, ceiling mounted ductable units, AHU's , FCU's and all associated accessories installed at NIPGR at NIPGR Campus, New Delhi."
b)	Estimated cost		Rs. 97.00 Lakhs.
c)	Earnest money		Rs. 1.95 (Rs. One Lakh Ninety Five 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		12 months, which can be extended with the consent of the both the parties.

Place  
Date:

(Seal & Signature of Contractor)



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Handwritten signatures and initials at the bottom of the page.



## GENERAL CONDITIONS OF CONTRACT AGREEMENT

### 1. SECURITY DEPOSIT

The person/persons whose tender may be accepted (herein after called the contractor) shall permit the Institute at the time of making any payment to him for works done under the contract to deduct such sum as will amount to 10 % of all moneys so payable to be held by the Institute, by way of security deposit. Earnest money shall also be adjustable towards this security deposit. All compensation or other sums of money payable by the contractor to Institute under terms of this contract may be deducted from his security deposit or from any account what so ever, and in the event of his security deposit being reduced by reason of any such deduction, the contractor shall within 10 days thereafter make good in cash any sum or sums which may have been deducted from his security deposit or any part thereof.

### 2. ADDITIONS/ALTERATIONS

The Institute shall have power to make any alterations or omissions or additions or substitutions in the equipment's 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 Institute 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 Institute and his decision in this regard shall be final and binding on the contractor.

The rates for the additional, altered or substituted work under this clause shall be worked out in accordance with the following provisions in their respective order:

- i) If the rates for the additional, altered or substituted work are specified in the contract for the main work, the contractor is bound to carry out the additional, altered or substituted work at the same rates as are specified in the contract for the main work.
- ii) In case the rates for such items do not exist in the main contract but are available in the CPWD Schedule of rates, the same shall be derived on the basis of the percentage above/below the approved contract cost to the estimated cost for the work put to tender.
- iii) In the event, there is no similar class of work specified in clause (i) & (ii) above, the contractor shall work out a rate for each item on the basis of the prevalent market rates and submit the same together with the detailed analysis to the Institute within a period of 7 days from the day that the order for the relevant items are issued by the Institute. The market rates of material & labour shall be as finally determined by the Institute. Contractor's profit shall be admissible @10% on the cost of material & labour. In case there is a difference between the rates quoted by the contractor and the rates found unacceptable by the Institute, the later shall within a fortnight of submission, conduct necessary negotiations with the contractor to arrive at a mutually agreeable rate. The Institute, reserves to himself the right to cancel his order to carry out such work and arrange to carry it out in such manner as he may deem fit. But under no circumstances the contractor shall suspend the work on the plea of non-settlement of rates for items falling under the clause.

### 3. 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.

### 4. 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 notwithstanding 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.

#### **5. 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 Institute 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 authorized representative inspecting the work.

#### **6. AGENCY'S RISKS**

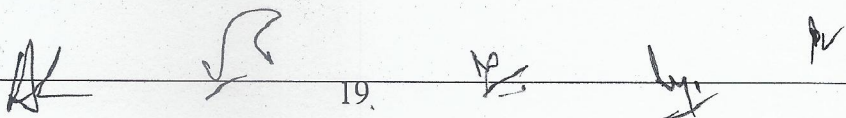
All risks of loss of a or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the contract other than the excepted risks are the responsibility of the contractor.

#### **7. ARBITRATION**

Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions here in before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever, in any arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the person selected from out of a panel of names to be supplied upon a request in writing by party invoking the arbitration by the Director, NIPGR, at the time of the dispute. It will be no objection to any such appointment that the arbitrator so appointed was associated with the work and that he had to deal with the matters to which the contract relates and that in the course of his duties in association with the Scientist Incharge, NIPGR, he had expressed views on all or any of the matters in dispute or difference. The arbitrator to whom the matter is originally referred being unable to act for any reason, the Director shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by the Director as aforesaid shall act as arbitrator. In all cases where the amount of the claim in dispute is 50000/- (Rs. Fifty thousand only) or above, the arbitrator shall give reasons for the award. Subject as aforesaid the provisions of Arbitration and Cancellation Act 1996 or any statutory modifications or reenactment thereof and the rules framed there under and for the time being in force shall apply to the arbitration proceeding under this clause. It is also a term of the contract that while invoking arbitration the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. It is also a term of the contract that if a party does not make any demand for arbitration in respect of any claim(s) in writing within 90 days of receiving the intimation from the Scientist Incharge that the bill is ready for payment, the claim if any, shall be deemed to have been waived and absolutely barred and the owner shall be discharged and released of all liabilities under the contract in respect of these claims.

**Consultant Engineer  
NIPGR**

**(Seal & Signature of Contractor)**





## GENERAL SITE RULES, PROCEDURES AND PRECAUTIONS

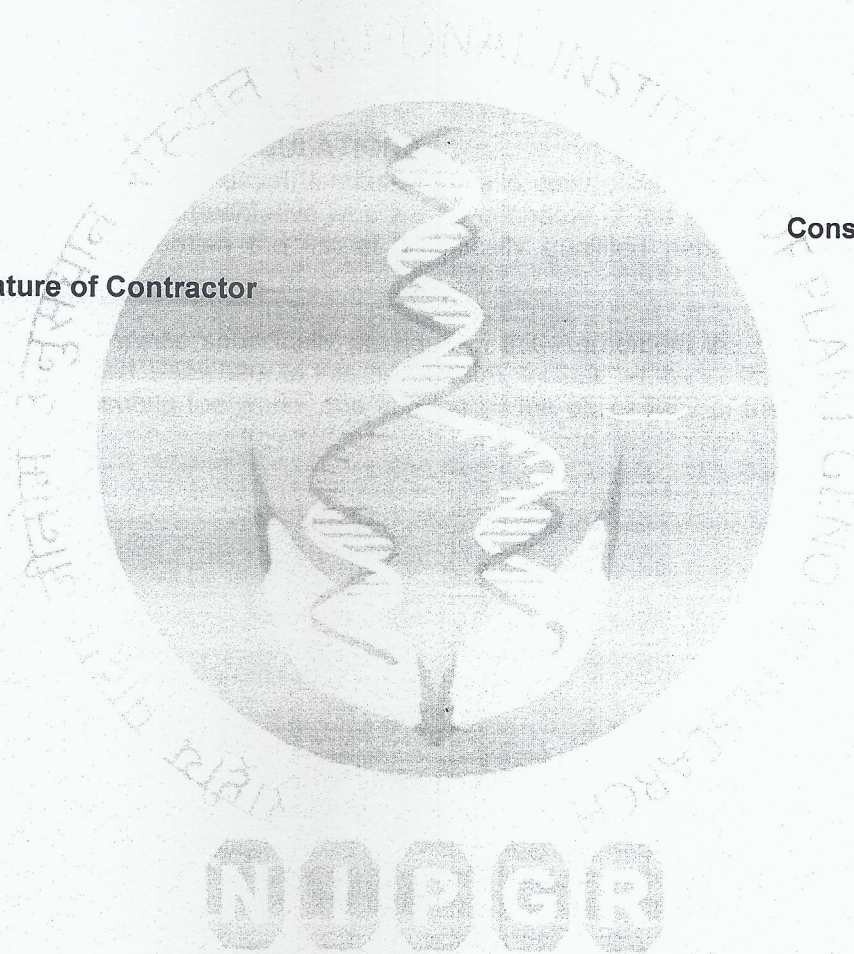
### **1. SITE WORKING RULES AND REGULATIONS**

a) The contractor shall furnish Institute the valid copy of Power of Attorney with 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.

**Seal and Signature of Contractor**

**Consultant Engineer**



Handwritten signatures of the Contractor and Consultant Engineer.



## Instructions for Online Bid Submission

1. The tender documents are available on our website [www.nipgr.ac.in](http://www.nipgr.ac.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) and same can be downloaded.
2. Tender documents may be downloaded from ITPO's website [www.nipgr.ac.in](http://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

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- 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:

**NIPGR**

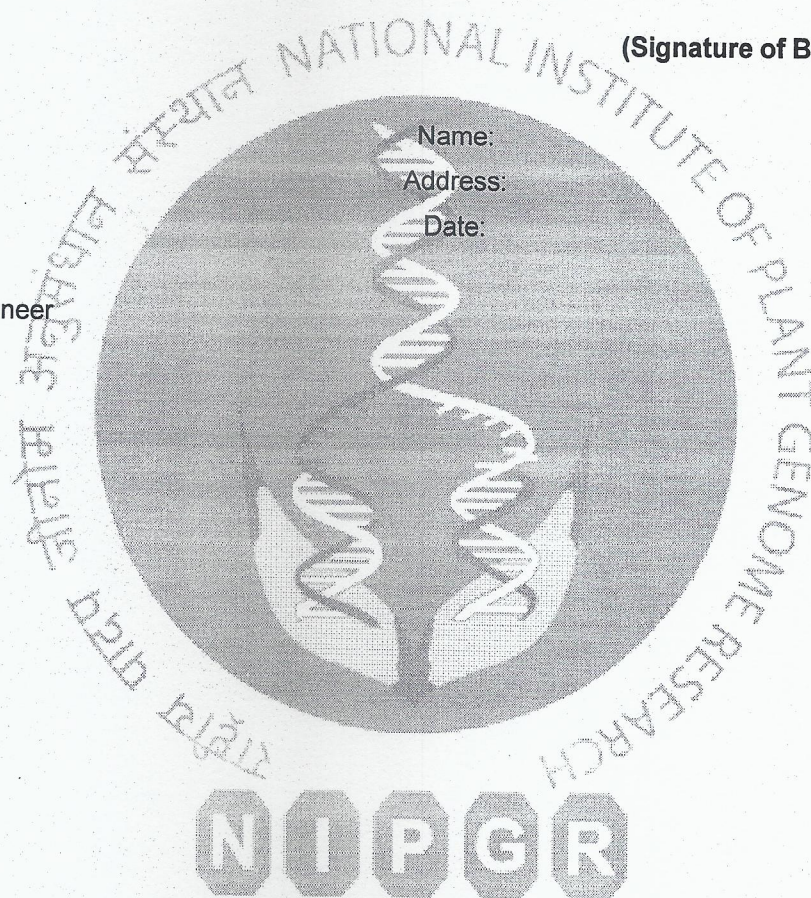


**'CERTIFICATE FOR SITE INSPECTION'**  
**Pre-qualification criteria of NIT**

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)**

Consultant Engineer



Name:

Address:

Date:

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**CHECK-LIST FOR PRE-QUALIFICATION BID FOR NAME OF WORK: Running, Maintenance & Operation & CAMC of Central Airconditioning Plant including package units, ceiling mounted ductable units, AHU's , FCU's and all associated accessories installed at NIPGR at NIPGR Campus, New Delhi.**

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 five years ending 30 <sup>th</sup> September, 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 <sup>st</sup> 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 agency with Labor commissioner (Labour License certificate) under Govt. of NCT, New Delhi.	
11.	Any other documents, if required.	
12.	OEM/Authorization certificate from the manufacturer of Central AC Plant	

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



### SCHEDULE OF QUANTITIES

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

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. 1,63,000.00 (Rs. One Lakh Sixty-Three Thousand 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:

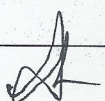





1)

2)

3)

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2019

**Signature of Tenderer**

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## SCHEDULE OF QUANTITY

### LIST OF MANPOWER (Part-A)

**Name of Work:-** Running, Maintenance & Operation & CAMC of Central Airconditioning Plant including package units, ceiling mounted ductable units, AHU's , FCU's and all associated accessories installed at NIPGR at NIPGR Campus.

Si. No.	Description		Amount
A.	Material as per details below (all-inclusive rate per month)		NOT TO BE QUOTED
i	Cleaning materials like old dhoti, detergent soap, broom etc.		
ii	Fuses, indicating Lamps, Lubricating grease, Gland Dori, etc.		
iii	Log Books Attendance Registers, History Books & Other Stationery		
iv	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	No. of persons	
	a. Highly Skilled (Supervisor)	03	
	Reliever	0.46	
	b. Skilled (Mechanic {2}/ Operator {6})	08	
	Reliever	1.23	
	c. Unskilled (Helper)	03	
	Reliever	0.46	
	Total Wages (a + b + c) (Please provide complete breakup)		
ii	PF @ 13% (including administrative charges as per rules) (maximum on ₹15,000/- per person, per month)		
iii	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:			

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**

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### CAMC of Machines (Part-B)

**Name of Work:-** Running, Maintenance & Operation & CAMC of Central Airconditioning Plant including package units, ceiling mounted ductable units, AHU's , FCU's and all associated accessories installed at NIPGR at NIPGR Campus, New Delhi.

S.No	Description	Unit	Qty	Rate	Amount
1.	CAMC of central air-conditioning plant including package units ceiling mounted ductable units AHU's, FCU's and all associated accessories installed for Main Building, New Lab Block and Plant Growth Facility at NIPGR Campus New Delhi.	Per month	12		NOT TO BE QUOTED
				TOTAL	
				GST @ 18 %	
				Grand Total	

Grand Total A + B = Rs.  
In words

NOT TO BE QUOTED

Consultant Engineer

Signature & Seal of contractor

NIPGR



## GENERAL INVENTORY

1. Dunhumbush Chiller 150 TR (screw type)– 2nos.
2. Bluestar Chiller 200 TR (screw type) – 2 nos.
3. Bluestar Chiller 48 TR (scroll type) – 3 nos.
4. Air washer 60000 CFM with pumps and panel
5. Exhaust – 60000 CFM
6. AHU 9000 CFM – 13 nos.
7. AHU 1500 CFM – 2nos.
8. AHU 2800 CFM – 2nos.
9. AHU 3500 CFM – 2nos.
10. FCU 1TR – 30nos.
11. FCU 2 TR – 2nos.
12. BMS System – Siemens and Anergy
13. Chilled water pumps – 8 nos.
14. Hot water pumps – 4 nos.
15. VFD – 3 nos.
16. Hot water generators: 3 nos.
17. AHU 13600 CMH – 1 No
18. AHU 20400 CMH – 3 No
19. AHU 4250 CMH – 2 No
20. AHU 7140 CMH – 4 No
21. AHU 7650 CMH – 4 No
22. AHU 15300 CMH – 1 No
23. AHU 18700 CMH – 4 No
24. AHU 15300 CMH – 1 No
25. All associated electrical panels, and accessories with the panel
26. Package unit 10 TR – 2 nos
27. Package Units 15 TR – 2 nos
28. Ductable unit 17 TR – 2 nos.
29. Precision AC
30. Any other item attached with HVAC equipment installed may be verified during site visit and included in tender.