
	सामग्री प्रबंधन अनुभाग भारतीय प्रौद्योगिकी संस्थान,रूडकी रूडकी-247667, हरिद्वार, उत्तराखण्ड, भारत Phone-(O) 01332-28-4293, 4693 E-mail: mmiitr@iitr.ac.in	Material Management Section Indian Institute of Technology Roorkee-247667(Haridwar) (Uttarakhand) (India) Phone-(O) 01332-28-4293, 4693	
	GSTIN-05AAALI0033R4Z2	E-mail: mmiitr@iitr.ac.in	
	PAN-AAALI0033R		

निविदा पत्र / Tender Document

No. 120000541/MM-20/IITR/2020-21/AMC of window split and c/E&W/RT-1/625

Date of Uploading of Tender -<https://eprocure.gov.in/eprocure/app>

15-Feb-2021

Bids under two bid systems (Technical and Commercial) are invited Online at CPP Portal (<https://eprocure.gov.in/eprocure/app>) from the OEM/ their authorized agents/authorized service centre /service provider for the following Services/ Items.

Manual bids will not be accepted.

वस्तु/कार्य की तकनीकी विशिष्टताएँ / Technical Specifications of item/service:

Sr. No	Name of item / Specifications	QTY	UOM
PART-A			
1	AMC (Non Comprehensive) of Window,Split and Cassete AC	As Per Annexure V	
PART-B			
2	Supply of fixing of spares required during maintenance period	As Per Annexure V	
AMC Period: One year from date of issue of Work Order.			
For details of Equipments for AMC and Scope of Work and other terms & Conditions please see: Annexure-V			
नोट-1: कृपया वस्तु का मूल्य एवं कर अलग-अलग दर्शाए।			
Note-1: Please quote the Rate & Taxes of the item separately.			
Note-2: E-way bill is to be issued by the Venders/Transporter			
Note-3: The HSN / SAC Code of the item must be mentioned.			
For Reasonability of Rates, The firm must enclose the last two supply orders for the same item with Financial Bid (Annexure-III) only.			
Critical Date Sheet			
1	Published Date	15-Feb-2021	(17:00)
2	Bid Document Download / Sale Start Date	15-Feb-2021	(17:30)
3	Seek Clarification Start Date	15-Feb-2021	(18:00)
4	Seek Clarification End Date	18-Feb-2021	(16:00)
5	Pre Bid Meeting Date	Not Required	Not Required
6	Bid Submission Start Date	19-Feb-2021	(15:00)
7	Bid Submission End Date	8-Mar-2021	(15:00)
8	Bid Opening Date	8-Mar-2021	(15:30)

Chapter-1 : Instruction to bidders

- A. The Tender should be enclosed with proper certifications like Agency Certification, Authorization certificate and/or Proprietary Certificate, as the case may be , in support of your offer.
- B. बोली का जमा किया जाना / **Submission of Bids:**

The bids should be submitted online in two parts –

- 1 (i) The Technical Bid (Annexure-I, II, IV & V) and Tender Acceptance Letter.
 - 2 (ii) The Financial Bid (Annexure-III) & Price Bid in .XLS Format
- Rates in .xls format will only be considered for Financial evaluation.

- 2 The bids should be on official pad preferably with GST Number of the firm
- 3 The quotations should bear full details and where possible may be duly supported with catalogues, pamphlets, literature, samples of the item/items as the case may be for comparing the quality and rates of the item(s).
- 4 The transportation cost, insurance charge etc., if any, percentage/ rate of GST or all other taxes and duties should be clearly mentioned.
- 5 The bids / rates / tenders should remain valid for a minimum period of 90 days from the date of financial opening.
- 6 The rates shall not be subject to escalation of any nature.
- 7 The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.
- 8 While quoting / sending rates, the firm shall give an undertaking as per Annexure-II.

C. विधि निक्षेप/ Earnest Money Deposit (EMD):

In lieu of EMD, declaration is to be provided/submitted as per annexure-IV of the tender document.

D. निष्पादन बैंक प्रत्याभूति/ Performance Bank Guarantee (PBG):

In case the total order value of items becomes Rs.25.00 Lakhs or above, 3% of the total order value in the form of Bank Guarantee or FDR pledged in favor of "The Registrar, IIT Roorkee" is required within 15 days after the issuance of work order or at the time of service which should remain valid at least during the AMC period plus sixty days. No interest shall be claimed by the bidder on the PBG submitted.

E. बोलियों का खोला जाना/ Opening of Bids:

- 1 The Technical Bids will be opened online at CPPP Portal (<https://eprocure.gov.in/eprocure/app>)-Plz refer Critical Date Sheet
- 2 The Financial bids of only the Technically Qualified bidders will be opened. The date and time for opening the Financial Bid will be communicated to the respective firm later by the system (CPP Portal (<https://eprocure.gov.in/eprocure/app>))
- 3 Representatives of the firms(s) may be present at the time of openings, if they so desire.

Chapter-2 : Conditions of Contract

F. ठेका देना/ Award of Contract:

The final selection of the bidder for the award of the contract will be made on the basis of the lowest commercial bid amongst the Technically Qualified Bidders.

G. पूर्व-आपूर्ति निरीक्षण/ Pre-supply Inspection:

Authorized representative of the Institute shall make the final inspection before supply of the item at site of the firm, if required.

H. वस्तु की आपूर्ति/ Supply of Item:

The whole supply as per order shall have to be completed within the time mentioned in the order failing which the I.I.T. Roorkee shall have the right to accept or reject any quantity of items ordered. The firm will have to arrange for supply of the material in good condition.

I. भुगतान की शर्तें/ Payment Terms:

A. Payment in INR for supply of goods:

Where installation is not required: 100% payment will be made after satisfactory delivery of material duly certified by the HOD/P.I.

OR

Where Installation is required :100% payment will be made after satisfactory delivery and installation of the material duly certified by the HOD/P.I.

OR

80% payment will be made on receipt and acceptance of goods and balance 20% on successful installation and commissioning duly certified by the HOD/P.I.

OR

100% Advance will be paid against submission of 110% Bank Guarantee of the Total Order value.

A. Payment in INR for AMC/Service:

Quarterly/Halfyearly after satisfactory completion of work/service duly certified by the H.O.D./P.I.

J. दंड/ Penalty:

A penalty of 0.5% of the total order value per week shall be levied for the delay subject to a maximum of 5% of the total order value.

In case of the non-supply of the item after the acceptance of the work/supply order, the firm will be debarred from any future bidding process of IIT Roorkee for a period of minimum one year.

(Please refer annexure-IV)

K. अप्रत्याशित घटना/Force Majeure:

For the purpose of and within the scope of contract by way of indication and not of limitation, the term “Force Majeure” shall mean acts of nature, strikes, Lockouts, or other industrial disturbances, act of public/enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms lightening, flood, washouts, civil disturbances, explosion and any other similar even not within the control of either party on which by exercise of due care and diligence neither party is able to prevent or overcome.

L. मध्यस्थता / Arbitration:

In the event of any difference or dispute arising out this work, all effort shall be made by both the parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act 1996, by arbitrators appointed in accordance with the said Act. The arbitration shall give reasoned and speaking award. All disputes are subject to Roorkee jurisdiction only.

M. बोली अस्वीकृती के लिए मानदंड / Criteria for bid rejection:

- 1 If technical bid found without the required undertaking (Annexure-II) & declaration (Annexure-IV).
- 2 If it found at a later date that any information given in the bids is Incorrect/false then the bid is liable to be disqualified/rejected.
- 3 Canvassing in any form will result to disqualification.
- 4 If “extra, as actual” etc. are mentioned against any of the price components in the bid the bid will be rejected.
- 5 If the firm quotes 'NIL' charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- 6 If financial bid is found along with technical bid in pdf on CPP Portal, then the bid shall be rejected outrightly.
- 7 If any bidder submitting two/multiple bids for the same item of a tender, both/all the bids of that bidder will be outrightly rejected.

Chapter-3 : Schedules of requirements

N. टिप्पणी / Note:

- 1 If the supplier/firm is manufacturer/authorized dealer/sole distributor/of the item, the certificate to this effect should be attached.
- 2 Please note that the firms must submit the compliance Statement in an organized and structured manner in respect of all the specifications as per Annexure-V with the supporting catalogue/leaflet of the firm. Annexure-I, II IV & V have to be submitted with Technical Bid and Annexure-III with financial bid.
- 3 It may also be noted that the tender bids received after the stipulated date & time or found incomplete and the tender bids containing false/incorrect information shall be summarily rejected. The Institute shall not entertain any communication in this regard, whatsoever.
- 4 The firm is required to give its Bank Account details with IFSC for the purpose of making e-payment.
- 5 The Indian Institute of Technology (IIT) Roorkee reserves the right to reject any quotation wholly or partly without assigning any reason.
- 6 The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.
- 7 The decision of the institute in all matters relating to eligibility, acceptance, rejection of the bid will be final and binding on the applicants.
- 8 IIT Roorkee discourages High Sea Sale purchase. All tenders with High Sea Sale will be rejected.
- 9 The firms should clearly mention (in the financial bid) the Harmonized System of Classification (HS code) defined by the Central Custom and Excise Board (Govt. of India)- for the item(s) involving import.
- 10 **If the bid opening date happens to be a holiday, then the bid will be opened at 3.30PM of the next working day followed by the holiday.**
- 11 If an agent submits bid on behalf of the Principal/OEM, the same agent can not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
- 12 Indian Agent should submit the certificate from the Foreign Principal that they are the Authorized & Registered Indian Agent.
- 13 The quantity shown against the item is approximate and may vary as per demand of the Institute at the time of placing order. Also, the final requirement of each line item will be decided by the Institute at the time of placing the PO.
- 14 **Any corrigendum/addendum/errata in respect of the Tender Notice/ Enquiry letter shall be made available CPP Portal (<https://eprocure.gov.in/eprocure/app>). Hence prospective bidders are advised to visit the CPP Portal (<https://eprocure.gov.in/eprocure/app>) regularly.**
- 15 Bidders shall be responsible for the correctness of the information provided in the enquiry letter/tender document. If it is found at a later date that any information given in the bid is Incorrect/false then the bid is liable to be disqualified/rejected.
- 16 Before submission of bids, bidders should read the complete enquiry letter/tender document carefully and ensure that the bidders fulfill the eligibility criteria.
- 17 In case the item/product is under rate contract with DGS&D or GeM, then Bidder should certify that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.
- 18 **In Item Wise BoQ .xls sheet, In column M, leave blank for the item/service not provided/quoted by you. If quoted 0 then it will be considered that the item/service will be provided free of cost.**

Or

In Item Rate BoQ .xls sheet, If quoted 0 for the items/services in column M then it will be considered that the items/services will be provided free of cost.

19

The Institute reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process which may be detected at any stage even after the issue of purchase order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.

Chapter-4 : Specifications and allied Technical details

Plz. See Annexure- I, II, IV, V

Chapter-5 : Price Schedule (to be utilized by the bidders for quoting their prices online in .XLS format at CPPP Portal (<https://eprocure.gov.in/eprocure/app>))

Plz. See Annexure- III & Price Bid in .XLS Format

Chapter-6 : Contract Form

Purchase Order is used as Contract Form

Chapter-7 : Other Standard Forms, if any to be utilized by the purchaser and bidders

Tender Acceptance Letter

*उप कुलसचिव (सामग्री प्रबंधन) / सहायक कुलसचिव (सामग्री प्रबंधन)

Deputy Registrar (MM)/ Assistant Registrar (MM)

***Document Digitally Signed on <https://eprocure.gov.in/eprocure/app>**

For any Clarification regarding technical specifications of item Please Contact:

**Shri Pradeep Kumar Duahare,
[A.E.E (E)],
Estate and Works,
IIT Roorkee**

**Estate and Works,
IIT Roorkee
Ph.-01332-28-4858
Email:pradeepelectenggaad@iitr.ac.in**

तकनीकी बोली
विस्तृत विवरण अनुपालन रिपोर्ट के साथ प्रस्तुत किया जाना है (अपने आधिकारिक लेटर हेड पर विक्रेता/फर्म द्वारा प्रस्तुत करने के लिए)

Detailed specification cum compliance report to be submitted with the Technical Bid
(to be submitted by the vendor/firm on its official letter head)

(For Detailed Technical Specification Plz refer Annexure-V)

Sr.No	Name & Required Specifications of Item(s)	Qty	UOM	Offered specifications of item(s)
PART-A				
1	AMC (Non Comprehensive) of Window, Split and Cassete AC	As Per Annexure V		
PART-B				
2	Supply of fixing of spares required during maintenance period	As Per Annexure V		
For details of Equipments for AMC and Scope of Work and other terms & Conditions please see: Annexure-V				
Firm's Profile :				
1	Manufacturer/Authorized Agent/Distributor/Dealer/Supplier(valid certificate must be attached)			
2	E-mail I.D. & Telephone/Mobile No. Detail of Bank A/C			
Note:	1. "offered specifications", should be filled up properly in the format provided as per Annexure-I.			
	2. Volume & Weight of the item should also be mentioned.			
	3. The HSN / SAC Code of the item must be mentioned.			

Signature: _____
Name : _____
Designation : _____

Seal of the Organisation

उपबंध / UNDERTAKING

Ref. No. No. 1200000541/MM-20/IITR/2020-21/AMC of window split and c/E&W/RT-1/625
Dated:- 15-Feb-21

That all the terms/conditions mentioned in the enquiry letter/tender against which the rates are being given are acceptable to the firm.

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.

It is certified that the firm has never been black-listed from any Government Department. (State/Central Govt./ Autonomous/ PSU)

Signature _____

Name _____

Financial Bid

(to be submitted by the vendor/firm on its official letter head)

Ref. No. No. 1200000541/MM-20/IITR/2020-21/AMC of window split and c/E&W/RT-1/625
 Date: 15-Feb-21

Rates :

Sr. No	Name of item / Specifications	Qty	UOM	Rate	Amount (INR Only)
PART-A					
1					To be filled in .XLS sheet (attached)
Total					To be filled in .XLS sheet (attached)
Grand Total Rs.					

1) Price of the items should be clearly mentioned if supplied Free of Cost.

Terms & Conditions:

- 1 Prices: Estate and Works,
IIT Roorkee
- 2 **Payment:** **Should be clearly mentioned, As per clause-I of enquiry letter.**
- 3 Validity:
- 4 Delivery period:
- 5 Other charges:
- 6 **AMC Period:** **One year from date of issue of Work Order.**
- 7 Rejection: AMC if not found as per the required scope of work would be rejected.
- 8 Penalty Clause: As per clause-J of enquiry letter.
In case of the non-supply of the item after the acceptance of the work/supply order, the firm will be debarred from any future bidding process of IIT Roorkee for a period of minimum one year.
(Please refer annexure-IV)
- 9 PBG: In case the total order value of items becomes Rs.25.00 Lakhs or above, 3% of the total order value in the form of Bank Guarantee or FDR pledged in favor of "The Registrar, IIT Roorkee" is required within 15 days after the issuance of work order or at the time of service which should remain valid at least during the AMC period plus sixty days. No interest shall be claimed by the bidder on the PBG submitted.

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.

Signature _____
 Name _____
 Designation _____
 Seal Of the Firm/Organization _____

Details of Institute :

IEC CODE	0100000011
AD CODE	0001069-277032 S.B.I., IIT ROORKEE
	0303974-277032 P.N.B. IIT ROORKEE

DECLARATION

(to be submitted by the vendor/firm on its official letter head)

To,
Registrar,
IIT Roorkee,
Roorkee,

Subject: Undertaking as per GFR – 2017, Rule 170(iii) in lieu of Bid Security/Earnest Money Deposit (EMD)

Tender Ref no: No. 1200000541/MM-20/IITR/2020-21/AMC of window split and c/E&W/RT-1/625

Dated 15-Feb-21

Dear Sir,

We, the undersigned, offer to Supply the
..... as per tender at IIT Roorkee, in response to your above referred tender no.

We are hereby submitting our proposal/Bid/Quote for the same, which includes Technical bid and the Financial Bid. As a part of eligibility requirement stipulated in above referred tender document, we hereby submit a declaration in lieu of Earnest Money Deposit (EMD) as given below:

1. Our bid shall remain valid for 90-days from the date of financial opening and that we will not withdraw or modify our bid during the validity period,
2. In case, we are declared as successful bidder and an order is placed on us, we will submit the acceptance in writing within 7 days of placement of order on us.
3. In case, we are declared as successful bidder and an order is placed on us, we undertake, to submit a Performance Bank Guarrantee(PBG) as mentioned in above refered tender document or as per terms stipulated in the Purchase Order.
4. In case of failure on our part to comply with any of the above said requirements, we are aware that we shall be declared as un-eligible for said tender and /or debarred from any future bidding process of IIT Roorkee for a period of minimum one year.
5. The undersigned is authorized to sign this undertaking.

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

- 1 Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal are prerequisite for e-tendering.
- 2 Bidder should register for the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide only valid and true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id as registered.
- 3 Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4 Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/nCode/eMudra etc. recognized by Controller of Certifying Authorities (CCA) India on eToken/SmartCard, should be registered.
- 5 The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
- 6 Contractor/Bidder may go through the tenders published on the site and download the tender documents/ schedules for the tenders.
- 7 After downloading/getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
- 8 Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
- 9 Bidder may log in to the site through the secured login by the user id/ password chosen during enrolment/registration and then by submitting the password of the e-Token/Smartcard to access DSC.
- 10 Bidder may select the tender in which he/she is interested in by using the search option and then move it to the 'my tenders' folder.
- 11 From my tender folder, he may select the tender to view all the details uploaded there.
- 12 It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
- 13 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and ordinarily it shall be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.
- 14 The Bidders can update well in advance, the documents such as certificates, annual report details etc., under "My Space option" and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 15 Bidder should submit the Tender Fee/ EMD as specified in the tender. Scanned copy of the same should be uploaded as part of the offer. (If applicable)
- 16 While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
- 17 The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the same. (If applicable)
- 18 The details of the DD/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.(If applicable)
- 19 The bidder has to digitally sign and upload the required bid documents one by one as indicated. Every act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.
- 20 The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.
- 21 If the price bid format is provided in a spread sheet file like BoQ_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
- 22 The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
- 23 After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.

- 24 The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e- Tender system. The bidders should follow such time during bid submission.
- 25 All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
- 26 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 openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 27 The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 28 The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 29 For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: **0120-4001005** or send an e-mail to – cphp-nic@nic.in.

Prequalification

- 1 An undertaking by the firm that it has never been black-listed must be attached along with the Bid, failing which the Bid shall be rejected. (As per Annexure-II)
- 2 True copy of Permanent Account Number.
- 3 Details of GST along with a copy of certificate to be attached.
- 4 Submission of samples if required, for all items indicated in the NIT. The make of items proposed to be supplied should be indicated and submitted along with the techno commercial unpriced bid without indicating the pricing components.
- 5 Willingness to execute all orders which are placed to meet emergency requirement on priority basis. The Bidder shall note that standards for workmanship, material and equipment, and references to brand names designated by the Purchaser in the tender document are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names and/or catalogue numbers in his bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

Tender Acceptance Letter
(To be given on Company Letter Head)

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender No. 1200000541/MM-20/IITR/2020-21/AMC of window split and c/E&W/RT-1/625

Tender description:

Dear Sir,

- 1 I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender No.' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).
- 2 I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like section(s), schedules(s) etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
- 3 The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
- 4 I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
- 5 In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Part B

Annexure-V

J. Item Specification & Compliance Statement :

Name of Item (s)	Quantity	Unit	Offered specifications by bidder (wherever applicable). Compliance of this section is mandatory
PART-A			
Annual Maintenance Contract (Non-comprehensive) of 1/1.5/2 TR Window AC installed at IIT Roorkee and Greater Noida Campus including re-filling of gas whenever required for proper cooling. Minimum two service in a year and unlimited call breakdown will be part of the contract.	1300	Nos.	



Annual Maintenance Contract (Non-comprehensive) of 1/1.5/2 TR Split AC including indoor and outdoor unit installed at IIT Roorkee and Greater Noida Campus including re-filling of gas whenever required for proper cooling. Minimum two service in a year and unlimited call breakdown will be part of the contract.	1200	Nos.	
Annual Maintenance Contract (Non-comprehensive) of 3.0 TR Cassete AC with indoor and outdoor unit including re-filling of gas whenever required for proper cooling, installed at Conference Hall, KIH, IIT Roorkee. Minimum two service in a year and unlimited call breakdown will be part of the contract.	4	Nos.	
Comprehensive Annual Maintenance Contract of 8.5 TR Ductable Split AC including indoor and outdoor unit installed at Senate Hall, IIT Roorkee. This contract covers attending to any number of breakdown calls during normal working hours except for all National / Public holidays. A quarterly preventive maintenance service has to be carried out during the tenure of the contract. All parts including compressor, PWB, Sensor which requires repair / replacement due to normal wear and tear during the contract shall be replaced free of cost. including replacement of essential spares, re-filling of gas whenever required for proper cooling. Minimum 4 services in a year and unlimited call breakdown will be part of the contract. This contract does not cover the repair / replacement of, electricity distribution boards, MCCB/ MCB/ ELCB, ancillary work such as ducting / masonry work, cabinet sheet metal panels, shifting of units in part or as a whole.	4	Nos.	
PART-B (Supply & fixing of spares required during maintenance period.)			
Window type Air Conditioner			
Supply & replacement of reciprocating compressor for 1.0 TR Window AC including gas refilling. No separate charge will be paid for gas.	2	No.	
Supply & replacement rotary type Compressor for 1.5 TR Window AC including gas refilling .No separate charge will be paid for gas.	5	No.	
Supply & replacement rotary type Compressor for 2.0 TR Window AC including gas refilling .No spate charge will be paid for gas.	1	No.	
Supply of PCBs for 1.0 / 1.5 / 2 TR window AC	15	No.	
Supply & replacement of cooling coil for 1.0 TR Window AC	10	No.	
Supply & replacement of cooling coil for 1.5 TR Window AC	20	No.	
Supply & replacement of cooling coil for 2.0 TR Window AC	5	No.	
Supply of Remote for 1 / 1.5 / 2 TR Window AC	25	No.	

S & f of Fins swing motor for 1 / 1.5 / 2 TR Window AC	25	No.	
S&f of Fan motor for 1 / 1.5 / 2 TR Window AC	20	No.	
S & f of fan blade 1 / 1.5 / 2 TR Window AC	20	No.	
Supply & replacement of Blower for 1.0 / 1.5 / 2 TR Window AC	20	No.	
S & f of water collecting tray for 1.0 / 1.5 / 2 TR Window AC	25	No.	
S/installation of sensor (Air & Coil) for window AC.	25	No.	
S/installation of condensing coil for window AC.	25	No.	
Removal of 1.0 / 1.5 / 2 TR Window AC	25	No.	
Installation of 1.0 / 1.5 / 2 TR Window AC	25	No.	
Split Air Conditioner			
Supply & replacement of reciprocating type Compressor for 1.0TR Split AC including gas refilling. No spate charge will be paid for gas.	5	No.	
Supply & replacement of reciprocating type Compressor for 1.5 TR Split AC including gas refilling. No spate charge will be paid for gas.	5	No.	
Supply & replacement of rotary type Compressor for 1.5 TR Split AC including gas refilling .No spate charge will be paid for gas.	8	No.	
Supply & replacement of rotary type Compressor for 2 TR Split AC including gas refilling .No spate charge will be paid for gas.	8	No.	
Supply & replacement of reciprocating type Compressor for 2 TR Split AC including gas refilling .No spate charge will be paid for gas.	5	No.	
Cassette AC			
Supply & replacement of rotary type Compressor for 3.0TR Cassette AC including gas refilling. No spate charge will be paid for gas.	2	No.	
Supply & replacement of rotary type Compressor for 1.5 TR Cassette AC including gas refilling. No spate charge will be paid for gas.	2	No.	
Others			
Supply of PCBs for 1.0 / 1.5 / 2 TR split AC	20	No.	
Supply & replacement of cooling coil for 1.0 / 1.5 / 2 TR split AC cooling coil	20	No.	
Supply of Remote for 1 / 1.5 / 2 TR split AC	20	No.	
S & f of Fins swing motor for 1 / 1.5 / 2 TR split AC	20	No.	
S&f of Fan motor of indoor unit for 1 / 1.5 / 2 TR split AC	20	No.	
Supply & replacement of fan motor of outdoor unit for 1 / 1.5 / 2 TR split AC	20	No.	

S & f of fan blade for 1 / 1.5 / 2 TR split AC	20	No.	
Supply & replacement of fan Blower for 1 / 1.5 / 2 TR split AC	20	No.	
Supply & replacement of Insulation	100	RM	
Supply, Installation, testing and commissioning including vaccumiazation and Nitrogen testing of following nominal sizes of soft/hard drawn copper refrigerant piping for AC system, complete with fittings, with suitable adjustable ring type hanger supports, jointing/brazing including accessories, insulated with XPLE Class-O tubular insulation / with Class-O closed cell elastomeric nitrile rubber tubular sleeves sections of specified thickness as given below for Suction and Liquid lines, all accessories as per specifications etc. as required :			
6.4 mm dia (OD) (Soft drawn) with tube thickness 1.2 mm with 19 mm thick insulation	10	RM	
9.5 mm dia (OD) (Soft drawn) with tube thickness 1.2 mm with 19 mm thick insulation	10	RM	
12.7 mm dia (OD) (Soft drawn) with tube thickness 1.2 mm with 19 mm thick insulation	10	RM	
15.86 mm dia (OD) (Soft drawn) with tube thickness 1.2 mm with 19 mm thick insulation	10	RM	
19 mm dia (OD) (Hard drawn) with tube thickness 1.2 mm with 19 mm thick insulation	10	RM	
22.2 mm dia (OD) (Hard drawn) with tube thickness 1.2 mm with 19 mm thick insulation	10	RM	
28.58 mm dia (OD) (Hard drawn) with tube thickness 1.2 mm with 19 mm thick insulation	10	RM	
Supply & Fixing of 50 mm wide PVC channel / capping for covering over outdoor piping	50	RM	
S/installation of sensor (Air & Coil) for split AC.	25	No.	
S/installation of contactor for split AC.	25	No.	
S/installation of condensing coil of outdoor unit for Split AC.	25	No.	
Denting of outdoor unit for split AC	10	No.	
Painting of outdoor unit for split AC	10	No.	
Removal of 1.0 / 1.5 / 2.0 TR split AC	25	No.	
Installation of 1.0 / 1.5 / 2.0 TR split AC	25	No.	
S/f of running capacitor - 36 mfd.	100	No.	
S/f of running capacitor - 45 mfd.	100	No.	
S/f of running capacitor - 50 mfd.	100	No.	
S/f of running capacitor - 55 mfd.	10	No.	
S/f of running capacitor - 60 mfd.	10	No.	

S/installation of thermostat switch.	10	No.	
S/installation of selector switch.	10	No.	
S/installation of suction valve - 1/2inch.	25	No.	
S/installation of suction valve - 1/3inch.	25	No.	
S/installation of suction valve - 5/8inch.	10	No.	
S/installation of discharge valve - 1/4inch.	10	No.	
Supply & replacement of floor/wall stand for outdoor unit	25	No.	
S/installation of smart contactor (AC timer)	20	No.	
Supply /Fixing of 25 mm PVC ISI marked medium duty (upto 10 Kg. PS) drain pipe Make :Finolex / Astral / Supreme	150	RM	
Supply/fixing of 3 core 2.5 sq.mm Copper flexible cable complete in all respects.	100	RM	
Supply /fixing of 15 Amp. Plug Top ISI Marked.	50	Nos	
Supply/fixing of PVC batten 20-25 mm size heavy duty	100	RM	

Terms & Conditions (if any) as per requirement of the Indenter (warranty, training/technical support, service after sale, packing, binding etc.)

A. Eligibility criteria:

1. Bidder should have valid PAN No. and GST No. GST and PAN card copy should be enclosed with technical bid.
2. Bidder should have at least 3 years' work experience of similar nature of work and minimum 300 units /450 TR capacity of single order of AMC / CAMC must have been executed. The satisfactory completion certificate issued from the authorized persons for similar works shall be enclosed with the bid.
3. During the last 03 consecutive financial years bidder should have minimum ₹9.00 lakhs average annual turnover. Certificate from Chartered Accountant must be enclosed as an evidence for the same.
4. Bidder should have valid EPF & ESIC registered. Copy of certificate must be enclosed.
5. The bidder should have their registered office / branch office within 60 KM from IIT Roorkee. If not, bidder will submit the undertaking to establish a site / branch office opened in Roorkee within 30 (thirty) days of award of work, wherein empowered person must be posted, who can take decision on any situation relating to the performance of the agency's obligation under this contract. The above office shall remain open till all the contractual obligations are fulfilled.

B. Terms & conditions:

1. Tender to invited on percentage basis and work shall be awarded to lowest bidder on overall basis.
2. Performance guaranty @3% cost of total order in shape of FDR/ Bank Guarantee will be submitted at the time of finalization of purchase order. It will be released only after successful completion of the contract period.

3. Initially contract will be awarded for one year. It may be extended another one year on same terms & conditions on successful completion of existing contract.
4. Bidder should maintain contact number & mail ID for communication.
5. Conditional quotation will not be accepted. Incomplete bid shall be rejected. Institute has right to cancel the Rate Contract at any time without assigning any reason.
6. Payment:
 - 6.1 Payment will be made on quarterly basis after successful completion of the quarter.
 - 6.2 Payment shall not be released in the 1st quarter until 1st service of all air conditioner doesn't complete. After completion of service of ACs report should be submitted with invoice.
 - 6.3 Payment shall be made upon submission of following documents:
 - i. Two copy of Invoice (Original & duplicate).
 - ii. Copy of the "repair / services log book".
 - iii. Copy of purchase order.
 - iv. Revenue stamp on the invoice.
7. Bidder will be fully responsible for any accident or mishaps involving workers engaged by the bidder and the bidder would pay claims made on this part. Institute will not pay any compensation in this regard.
8. The Institute shall not be responsible for any loss, breakage or theft of Bidder's material for which he has to make his own arrangements for storage.
9. The quantities indicated are purely tentative and likely to vary on either side up to any limit.


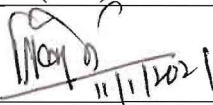
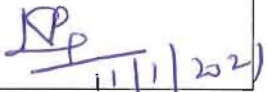
Scope of Work:


1. Bidder will be fully responsible for trouble free and smooth operation of the Air conditioners, as per norm of manufacturer during the period.
2. Bidder will depute sufficient (**not less than 5 technicians and 5 helper**) manpower for general maintenance and service.
3. All Air-conditioners will be serviced twice in a year of each machine as per direction of EIC. Failing which penalty **@Rs.300.00 per unit per service** will be deducted from the running bill except force majeure conditions.
4. Attend unlimited breakdown and unlimited refilling of gas as per requirement under the scope of contract.
5. **Works to be carried out during servicing;**
 - i. The compressor will be checked for its proper functioning and if any defect is found, the same will be replaced.
 - ii. Safety controls such as pressure cut outs will be tested for proper functioning and in case of any malfunctioning, they will be either repaired or replaced accordingly. Cost of replacement will be paid as per rate contract.
 - iii. The PCBs of the IDU & ODU will be checked for its proper functioning and if any defect found, the same will be rectified/replaced. Cost of replacement will be paid as per rate contract.
 - iv. Air filters will be inspected and cleaned or replaced, if necessary. Cost of filters shall be borne by the Institute.
 - v. Cooling coil will be inspected and cleaned, if necessary.
 - vi. The blower motor will be checked and any defects noticed will be attended to.
 - vii. Any defect in the electrical items and control wiring will be attended to.
 - viii. Refrigerant gas will be topped up at site in the system as and when necessary.
 - ix. The condenser fan motor will be attended to.
 - x. The condenser coil will be inspected and cleaned.
 - xi. Any repairs in the condenser coil will be attended to.
 - xii. Repairs to refrigerant piping due to system problems will be attended to.
 - xiii. Any other items, which are not specifically spelt out under the contract work.
6. All breakdown calls for ACs must be attended within 24 hours during the contract period failing which **Rs. 300/- per unit** per day penalty will be deducted from the running bill.
7. Faulty compressor will be replaced within 3 days failing which **Rs. 500/-** will be deducted from the running bill for each compressor and each defaulted day.
8. Up to 10% spare (especially compressors) parts should be available at site.




9. Cost of spare parts / consumables required for air conditioners shall be borne by the Institute as per rate contract.
10. All tools and tackles will have to be arranged by bidder. No any supporting structure or platform or ladder will be provided by the institute.
11. The spare parts used for replacement shall be procured from the authorized dealer / service center of same make / quality as installed in the air conditioner with warranty or guarantee as per manufacturer. The original bills / vouchers of purchase of spare parts may be ask to attach with the bill as a proof of its originality.
6. The bidder shall maintain repair / services log book duly signed by the users and countersigned by IIT Roorkee official. The register can be checked at any time by any official of the Institute.
7. In case of continued non-performance and inability to meet service requirements, IIT Roorkee reserves the right to terminate the contract after giving 15 days' notice in writing.

Signature of DPC/PPC Members:

Name: P.K. Dauhare	Name: T. N. Tiwari	Name: Nepal Singh
Designation: A.E.E (Elect.)	Designation: E.E.(E/M)	Designation: E.E. (Civil)
Signature: 	Signature: 	Signature: 


Chairman, DPC / PPC
(With Seal)