



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

(A University Established under sec. 3 of ugc Act. 1956 vide Notification No. F. 9-4/99-U. 3 Dated 4/08/2000 of Govt. of India)

(A Centre of Excellence in IT, Established by Govt. of India)
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

Ph 0532-2922025, 2922000, Fax 0532-2430006, 2922144, Web www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref. No.: IIIT-A/DR(E)/1061/2015
Date: April 15, 2015

Tender Notice

Sealed tenders are invited under two bid systems For the **Comprehensive Annual Maintenance Contract of Split Ductable Air conditioners of Blue Star & Voltas Make** at Indian Institute of Information Technology - Allahabad

The detailed specifications and terms & conditions are given in **Annexure I, II, III, IV & V**. The "Technical and Commercial Bids" in two separate sealed envelopes addressed to the Deputy Registrar (E), IIIT-Allahabad upto **06/05/2015 at 12:00 Noon**. Tender duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E). The technical bid received in prescribed proforma will be opened in the presence of the tenderers, or authorized representatives interested to be present, on **06/05/2015 at 03:30 P.M.** The Financial bids of technically qualified tenderers will only be opened after technical evaluation by the Technical Committee. The representatives should bring the authorization letter from their authorized signatory for attending the process tender opening. The tender document may be obtained on payment of Rs.1,500/- (One Thousand Five Hundred Only) as tender processing fee from the counter at Jhalwa Campus, Allahabad. It can also be downloaded from the Institute web site www.iiita.ac.in and be submitted along with 1,500/- of tender processing fee in form of DD.

(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

- Hon'ble Director for kind information pl.

INSTRUCTIONS TO BIDDER

Bidder is requested to read carefully the following and comply :

1. These instructions are over and above the instructions contained in the enclosed set of tender documents.
2. Bidder must fill the letter of Undertaking and Declaration proforma complete in all respect.
3. Bidder must quote their rates exclusive of all taxes and duties. Taxes applicable may be quoted separately giving full details in the Financial bid only.
4. Bidder must sign in each and every page of the enclosed tender documents and submit the same in sealed cover superscripting the NIT No. name of work, bid opening date and EMD particulars.
5. The EMD should be in a separate envelop and annexed with the tender with suitable superscripted on envelop.
6. In case of acceptance of the bid, the successful bidder/bidders must enter into a contract agreement on Non-Judicial Stamp Paper valuing Rs. 100/- within seven days from the issue of the Detailed Award Letter/ work order.
7. Rates shall be quoted both in figures and in words in clear illegible writing. No overwriting is allowed. All scoring and cancellations should be countersigned in full by the tenderer. In case of illegibility the interpretation of the Engineer-in-charge/Tender Committee shall be final.
8. Quoted rate should be valid at least for 30 months from the date of opening.
9. All figures etc. must be in English Language only.
10. The lowest rate will not be the basis of claim to get the order.
11. The firms/companies that work black listed at any stage need not to apply.
12. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
13. Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the disputes and his decision will be binding on both the parties.
14. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
15. Completion period shall be 12 months from the date of award of work and can be extended as per need.
16. Defect liability period minimum shall be 12 months.
17. Any conditional tender will not be accepted.
18. All disputes are subject to jurisdiction of Allahabad.

Contractor Signature

Annexure-I

Technical Bid

(On letter head of the Firm & in a separately sealed envelope)

PROFORMA FOR APPLICATION

- 1.Name of the firm:
- 2.Address of the firm :-
-
- 3.Phone Number (With Code):-
- 4.Proprietor's name: -
- 5.Address of Proprietor: -
- 6.Proprietor's Phone No. :-
- 7.Details of the firm:-
 - (a)Date from which the firm is operating: -
 - (b)Turnover of the firm during: - FY 2011-12 ().....
FY 2012-13 ().....
FY 2013-14 ().....

(Please attach documentary evidence)

- (c) PAN No. :-
- (d) TIN No. :-
- (e) Service Tax Registration No. compulsory:-.....

8. **Tender Processing Fee:** An amount of Rs. 1,500/- (One Thousand Five Hundred Only) of tender (non refundable) is to be paid cash or DD payable in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad**.

8. **E.M.D.** : The tenders should be accompanied in a form of a **Demand Draft/FDR** in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad** (Any bid without EMD will not be considered). EMD should be enclosed with the Technical Bid document in a separate envelop. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after submission of full Security Deposit in the shape of FDR or Bank Guarantee. EMD may be adjusted against security deposit if desired.

9. Amount of EMD as below:

Sl. No	Description	EMD Amount	DD No./FDR Date
1.	Comprehensive Annual Maintenance contract of Split Ductable of Blue Star & Voltas Ltd. Make Installed at IIIT-A & RGIIT-A Campus (As enclosed annexure-1)	20,000.00	

10. Qualifying /Eligibility Criteria for the tenderer:

1. First preference will be given to the Original Equipment Manufacturer.
2. Second preference will be given to the company authorized service provider of ductable & package unit only, those tenderer shall be eligible, who have successfully completed or are continuing the similar nature of work.
3. The experience should be with any Central Government /State Government /Semi Government/Public undertaking organization will be preferred.
4. The Contractor has to submit the following documents compulsory along with tender.
 - a. Copy of valid authorized dealer/service provider.
 - b. Copy of valid P.F. & E.S.I. Registration.
 - c. Copy of service tax registration certificate from the office of customs & Central Excise department.
 - d. Copy of PAN & TIN etc as applicable.
 - e. Detailed experience certificates for of similar type of works executed.

(Dr. Seema Shah)
Deputy Registrar (E)

Annexure-II**Bill of Quantities at IIIT-A & RGIIT-Amethi**

Note: All the above unit having Indoor & Outdoor unit all accessories.

Sl. NO.	MAKE / RATING OF PACKAGE UNIT	Qty.	LOCATION	TR.
A.	IIIT-A, Main Campus, Allahabad			
1.	Voltas/ 7.5 TR	4	BH-01	30
2.	Voltas/ 7.5 TR	4	BH-02	30
3.	Voltas/ 7.5 TR	4	BH-03	30
4.	Voltas/ 7.5 TR	4	BH-04	30
5.	Voltas/ 7.5 TR	1	GH-01	7.5
6.	Voltas/ 7.5 TR	1	GH-02	7.5
7.	Blue Star/11TR	2	CC-1 OBC LAB-1 LHS	22
8.	Blue Star/11TR	2	CC-1 OBC LAB-2 RHS	22
9.	Blue Star/11TR	2	CC-2 OBC LAB-1 LHS	22
10.	Blue Star/11TR	2	CC-2 OBC LAB-2 RHS	22
11.	Blue Star/11TR	2	LT MBA LAB-1 SF	22
12.	Blue Star/17TR	1	LT NMC LAB-2 SF	17
13.	Blue Star/11TR	1	do	11
14.	Blue Star/8.5TR	1	do	8.5
15.	Blue Star/17TR	1	LT LAB-3 SF	17
16.	Blue Star/5.5TR	1	do	5.5
17.	Blue Star/8.5TR	1	do	8.5
Total				312.50
B.	RGIIT-Amethi (Extension Campus of IIIT-A)			
1.	Voltas/ 7.5 TR	4	New BH Mess	30
Grand Total				342.50

(Dr. Seema Shah)
Deputy Registrar (E)

Annexure-III

(To be quoted on the company letter head with the below prescribed proforma only)

Financial Bid

Sl. No.	Description of Works	Unit	Qty.	Rate/Unit (Rs.)	Amount (Rs.)
1.	Comprehensive Annual Maintenance contract of Split Ductable unit of Blue Star & Voltas Ltd. Make Installed at IIIT-A & RGIIT-A Campus (As enclosed annexure-I)	TR.	342.50		
				Taxes if any	
				Service Tax	
				Other tax if any	
				Grand total Rs.	

**Signature of the tender
Seal of the firm**



Annexure-IV

Technical Terms & Conditions

1. Preventive maintenance (04 Nos. - Quarterly) - The units to be serviced four times in the contract period. One of the services shall be rendered positively before the onset of summer season to ensure trouble free working of the units. The balance services shall be rendered during the summer season. All breakdown Calls shall be attended during the contract period.
2. Attending to the unit on call basis.
3. Half yearly checking of the all unit and report will be submitted by the agency.
4. Repairing/overhauling the components of the equipments at site will be serviced including replacement of worn out parts when found necessary.
5. Replacing refrigerant required as a result of a leakage in the system arising out of fair wear and tear.
6. Cleaning of filter any times when found necessary.
7. Annual checking of compressor and replacement of the same if found necessary.
8. Checking condition and setting of controls circuits, operating controls, safety controls to ensure optimum performance as built inside the unit, reliability and replacement of the same if found necessary.
9. Checking of electrical controls and components (switches, timer, relays and starters) in the chiller starter panel and replacement of the same if as found necessary.
1. Repairing/overhauling of the unit including replacement of worn out parts such as replacement of defective bearings and rewinding of motors if required, the bearing of motors, and fans, as and when found necessary.
1. Repairing / replacement of defective parts of indoor unit as required.
2. The Machines/ Compressor/ any other installed compressor in the unit shall be replaced, whenever failed.
3. The stock of all the mandatory spares shall be available at Allahabad. On site Keep minimum one set of remote and PCB of Voltas/ Diakin make at site.
4. The entire unit system shall be checked for any leaks and same to be attended to during servicing and accordingly reported.
5. Safety controls such as pressure cut outs shall be tested for proper functioning during servicing and in case of any mal-functioning they shall be either repaired or replaced accordingly.
6. All air filters on complete unit shall be inspected and cleaned during servicing or as & when required.
7. Cooling coil shall be inspected and cleaned if necessary during the servicing including thermo plast over the piping.
8. The blower motor shall be checked during servicing and defects noticed will have to be attended to.
9. The driver set on the blower section shall be inspected, belt tension adjusted and belts changed, if necessary during servicing.
10. Condenser and motors shall be checked for satisfactory functioning during servicing. Any repairs to then if necessary will be carried out by agency.
11. Repairing/leakages in copper piping to be carried out.
12. Repairing of Duct and its accessories like grills, diffusers etc, thermal and acoustic insulation of all types shall be carried out as if required.

13. The Contractor shall keep all the equipments in perfect working condition.
14. The service Engineer/Technician deployed by the contractor shall not tamper with any other installation of the Institute.
15. The Contractor shall take all precautionary measures for the safety of the workers during performance of their duties at site and in case of any untoward incident, institute shall not be liable to pay any compensation to any workmen and employee of the contractor.
16. Complaints lodged shall have to be attended within 48 hrs. In case the complaints are not cleared within 48 hrs, the contractor shall have to submit the proper justification for the delay and the time frame to clear the same, otherwise penalty @Rs. 500/-par day shall be levied in respect of defective Air conditioner. The maximum penalty will be upto 10% of the total AMC amount after that the contract will stand withdrawn.
17. For monitoring the efficiency, the agency shall have to depute a supervisor, weekly and report to the engineer-in-charge. Work report must be submitted and log book shall be maintained for each machine tentatively.
18. The CAMC shall be valid for a period of one year starting from 1st July 2015.
19. The agency shall be bound to use only genuine spares of Voltas Ltd. /Blue Star, whichever is applicable, which shall be got approved by the engineer-In-charge before installation.
20. The Institute will be entitled to terminate contract at any time. if performance is found unsatisfactory in the opinion of the Institute and the decision of the Institute's Director will be final.
21. The equipment /AC's shall be handed over in perfect working condition after the expiry of the contract, by the agency.
22. In case the Institute is put to any financial Loss directly or indirectly by any act of commission or omission on the part of the contractor and its workers, the Institute shall have the right to impose cash penalty on the contractor or deduct such amount from its security deposit.
23. The maintenance contract does not cover damages to equipment/ auxiliaries because of unnatural climate condition. Consequential damages and losses of any nature whatsoever are not covered under the Maintenance Service Scheme.
24. Deviations specifically declared by the bidders in the respective Deviation Schedules of Bid Proposal BOQ only will be taken into account for the purpose of evaluation. The bidders are required to declare the prices for the withdrawal of the deviations declared by them in the 'Deviation schedules. Such prices declared by the bidders for the withdrawal of the deviations in the Deviation if any shall be added to the bid price to compensate for these deviations, In case prices for the withdrawal of deviations are not furnished by the bidder. The Owner shall convert such deviations in to a Rupee value and add to the bid price to compensate for these deviations. In determining the, Rupee value of the deviations, the owner will use parameters consistent with those specified in the specifications and documents and/or other information's necessary and available to the Owner. In case the bidder refuses to withdraw the deviations at the cost of withdrawal indicated by the bidder in the deviation Schedules, the bid security of the bidder may be forfeited.

Bidders may note that deviations variations and additional conditions etc. found elsewhere in the bid other than those stated in the Deviation Schedules, save those pertaining to any rebates, shall not be given effect to in evaluation



and it will be assumed that the bidder complies to all the conditions of Bidding Documents. In case bidder refuses to withdraw, without any cost to the Owner, those deviations which the bidder did not state in the Deviation Schedules, the bid security of the bidder may be forfeited.

**Signature of the tender
Seal of the firm**

Annexure-V

GENERAL TERMS AND CONDITIONS OF THE TENDER

1. **Bid:** The tenders are to be submitted in two part viz. "**Technical Bid**" and "**Commercial Bid**" in two separate sealed envelopes separately. The commercial bid will be opened only after acceptance of "**Technically Bid**".
2. Based on the evaluation of the technical bid submitted by the tenderers, the Committee would shortlist, the tenderers. The short listed tenderers may be asked to make a presentation after opening of the technical bid before the committee if, required.
3. **Price Basis:** Rate should be quoted F.O.R. destination at IIIT-A, Deoghat, Jhalwa, Allahabad.
4. **Security Deposit :** The Person/Firm whose tender be accepted deduction of 10% of the total amount will be made against security deposit in the form of DD/ Bank Guarantee for warranty period after adjusting the EMD amount already submitted alongwith the tender or Bank Guarantee from the nationalized bank to release the an advance payment.
5. **Payment:** Payment will be made within 15 days after acceptance of the work order in two part (Six monthly) and satisfactory report & recommendation of engineering in charge.
6. **Exemption:** The institute is exempted from custom and excise duty in terms of notification No. 51/96-custom dated 23/07/96 and No. 10/97 -Central Excise dated 01/03/1997 and is an University established under M.H.R.D. Govt. of India. Certificate to this if, required shall be provided by the Institute.
7. The rates should be quoted in Indian rupees. Only unit prices are to be quoted both in digits and in words. In case of a discrepancy in the two, quoted rates in words will be taken as valid and final.
8. **Taxes:** The unit rates should be quoted exclusive of all taxes, duties, levies, freight, insurance etc., which may be given separately indicating the nature of taxes charged. Rates for additional/optional features should be quoted separately. This may be considered separately by the committee.
9. Each tenderer should clearly specify that the tenderer agrees to abide by the conditions of this tender document on their printed letter head indicating here on Sales Tax Registration, FAX, Email, Telephone numbers,
10. Quoted rate should be valid at least for 03 months.
11. In view of the wide publicity the details are also available on Institute website: www.iitita.ac.in, may be seen.
12. The lowest rate will not be the basis of claim to get the order.
13. The firm/company's black listed at any stage need not to apply.
14. All pages of the tender documents are to be signed and stamped by the tendering firm.
15. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
16. Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the dispute and his decision will be binding on both the parties.
17. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.

18. Quotation should be addressed to Director Indian Institute of Information Technology, Allahabad.
19. All disputes are subject to Jurisdiction of Allahabad.

Deputy Registrar (E)

Certified that the information in the proforma is true. I/We agree to the contents of terms & condition of the quotation/tender.

.....

Seal and Signature of the Proprietor/Authorized Representative

Proforma of Letter of Undertaking

(To be executed on non-judicial stamp paper of value Rs.100/- & to be submitted by the tenderer along with the tender)

To,

**The Director,
Indian Institute of Information
Technology -Allahabad, Devghat
Jhalwa, Jhalwa Campus Allahabad**

Dear Sir,

- 1.0 * We have read & examined the following bid documents relating to
- 1.1 Notice Inviting Tender.....dt.....Conditions of contract at IIITA
Containing sections 'Notice Inviting Tender' & All Conditions of Contract.
- 1.1. Special Conditions of Contract.
- 1.2 Drawing Nos. as mentioned in the BOQ and attached drawings.
- 1.3 Technical Specifications

*I/ *We hereby submit our tender and undertake to keep our tender valid for a period of 90 days for the date of opening of tenders i.e. upto /.....

*I/ *We hereby further undertake that during the said period *I/* We shall not vary / alter to revoke my / our tender during the validity period of tender.

This undertaking is in consideration of IIITA agreeing to open the tender, consider and evaluate the same for the purpose of award, in terms of provisions of tender documents. Should this tender be accepted, *I/ * We also agree to abide by the fulfill and comply with all the terms and conditions and provisions of the above mentioned tender documents.

Signature alongwith seal of the Company

Duly authorized to sign the tenderer on behalf of the contractor

Name:

Designation:

Witness:

Name of Co. (Block Letters)

Signature:

Date:

Date:

Postal

Name & Address:

Address:

Telegraphic

/Telex No:

(*) Strike out whichever is not applicable

PERMANENT ACCOUNT NUMBER OF BIDDER

The bidder is advised to take his Permanent Account Number (PAN) from the Income Tax Department, if not taken so far, may please furnish the same. In case the application has been furnished and PAN not allotted so far, the declaration to this effect may also be furnished in the Bid in the following format:-

Our PAN is:

Or

We have applied for PAN to income Tax Deptt. on and the PAN is awaited

Or

We shall apply for PAN by

OBSERVANCE OF LABOUR LAWS AND CONTRACTORS LIABILITY

1. The contractor shall comply the provisions of all labour laws applicable and in particular comply with provision of the contract (Regulation and Abolition Act, Minimum Wages Act, Workman's Compensation Act. Etc.)
2. Under the Provisions of any law or by an order of the Competent Authority/Court, in respect of this contract or labourer so supplied, the Management of IIIT-A shall have right to deduct such amount from the bills/security deposit or otherwise recover from the contractor. The contractor shall be responsible to reimburse such amount to IIIT-A on demand and without any demur, reservation, contest or protest.
3. The contractor shall at all time indemnify the IIIT-A against all claims, damages or compensation under provisions of payment of wages act? 1946, Minimum Wages Act, 1948, Employers Liability Act, 1938. The workman's compensation Act, 1923, industrial Dispute Act, 1946 and the Maternity Benefit Act, 1961 or any modifications there in or any other law relating thereto and rules made there under from time to time or as a consequence of any accident or injury to any workman or other persons in or about the works, whether in your employment or not save any except where such accident or injury has been resulted from any act of Corporation, his agents or servants & also against ail costs, charges & against all sum or sums which may with your consent be paid to compromise or compounds any such claim. Without limiting the obligations and liabilities as above provided you shall insure against all claims, damages or compensations payable under the workman's compensation Act, 1923 or any modification thereof or any other law relation thereto.
4. The contractor shall prove to engineer-in-charge from time to time that contractor has taken out all the insurance policies referred to above and have paid the necessary premiums for keeping the policies alive.
5. The aforesaid insurance policy/policies shall also show IIIT-A as assured beneficiary along with the contractor.
6. The aforesaid policy/policies shall provide that they shall not be cancelled till the in charge of the contractor has agreed to their cancellation.

DECLARATION

(Regarding ownership and/or employment of IIIT-A Employees)

(To be filled in by the tenderer, signed and submitted along with tender papers.)

I/We hereby declare that I/we or Partners or Directors of our concern do not have any such person under my/or employment who has retired/resigned/ removed / dismissed from HIT-A during the last one years.

I/We hereby declare that I/We or partners or Directors of our concern have the following under my/our employment who has/have retired/resigned/removed/ dismissed from IIIT-A during the last one years.

Sl.	Name of Person	Date of leaving	Reasons for leaving IIIT-A

I/We hereby declare that I/We or partners of directors are not related to any employees of IIIT-A OR

I/We hereby declare that the following persons employed in IIIT-A and any other IIIT-A Project/Station are related to me/us for partners or directors of our concern as per details indicated.

Sl.	Name of Person	Designation and Name of project or Office of IIIT-A	Relationship

NOTE: The near relative shall include wife, husband, parents and Grand Parents, children and Grand Children, Brother And Sister, Uncles, Aunts and Cousins and their corresponding in-laws.

(SIGNATURE OF TENDERER)
NAME :

WITNESS SIGNATURE:

NAME :

PLACE :

DATE :

Note:

1. Please tick whatever is applicable and delete/cut whatever is not applicable
2. Please attach extra sheet if necessary

AGREEMENT

An agreement made this on _____ day of _____ between Dy. Registrar (E), Indian Institute of Information Technology, Allahabad _____ (herein referred to as Employer) of the part and M/s _____ (herein referred as the Contractor of the other part).

Whereas in response to call for tender for the _____ as per tender paper at _____ hereto contractor has submitted a Tender as per Annexure 'A' hereto and whereas the said Tender of the contractor has been accepted the total estimated contract value of Rs. _____ as per copy of letter of acceptance of Tender No. _____ Dated _____ completed with enclosures at the accepted rates and agreed deviations from Tender Papers as per annexure hereto. Now this agreement witness that consideration of premises and the payment to be made by the Employer to the contractor provided for herein below the contractor shall supply all equipments and materials and executed and perform all works for which the said Tender of the contractor has been accepted strictly according to the various provisions in Tender papers hereto and upon such supply execution and perform to the satisfaction of the Employer, the employer shall pay to the contractor at the several rates accepted as per the said annexure and in terms of provisions herein.

In witness whereof the parties have here unto set and subscribed their respective hands and /or seals the day and years respectively mentioned against their respective signatures.

Signed and delivered at _____ by Sri _____ For and on behalf of M/s _____ the contractor within named in the presence.

(Authorized Signatory)

Witness:

1. Signature
Name in Block Capitals _____
Address _____

2. Signature
Name in Block Capitals _____
Address _____

Signed and delivered at _____ by Sri _____ Dy. Registrar (E), Indian Institute of Information Technology, Allahabad in the presence of:

Dy. Registrar (E)

Witness:

1. Signature
Name in Block Letter _____
Address _____

2. Signature
Name in Block Letter _____
Address _____