

**Tender Document for AMC for Day To Day
Operation and Maintenance of HVAC system at IDSA
(Two Bid System)**

MEMORANDUM OF WORK IN BRIEF

1.	Name of work	Annual maintenance contract for day to day operation and maintenance of HVAC system (2x300 TR-Carrier make chilling Plants).
2.	Earnest Money	Rs 20,000/-
3.	Cost of Tender Document	Free of cost/-.
4.	Validity period	90 days
5.	Security Deposit	10 % of Annual contract value
6.	Period of Contract	One year
7.	Last date of Submission of Tender	On or before 31.05.2017-1500 Hrs
8.	Mode of Sending	a. Technical and Price bid (separately sealed) in one sealed cover by /Speed post/Hand Delivery. b. Tender sent by ordinary post will be out rightly rejected.
9.	Description essential to be made on sealed cover	a. Name of work, Tender No., & name of Bidder. b. Last date for submission of Tender.

Signature of bidder

Name :

Company seal

Hemant Kumar

Estate Manager, IDSA

Date :

**Institute for Defence Studies and Analyses
No. 1, Development Enclave, Rao Tula Ram Marg, New Delhi-110010**

**TENDER DOCUMENT FOR Day to Day OPERATION AND
MAINTENANCE OF HVAC PLANT.**

LAST DATE OF SUBMISSION: 31st May, 2017 UP TO 1500 HRS

Tender No. IDSA/0118/2017

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Subject: Operation and maintenance of HVAC plant

Dear Sir(s),

Quotations are invited for day to day operation and maintenance of HVAC plant through two bid system as per scope/specifications of works given in Appendix-‘A’ enclosed. Conditions of the tender shall be as follows:

- a. Tender document can be collected from Estate Cell, free of cost from 26th April 2017 to 31st May 2017. Tender Document can also be downloaded from our website www.idsa.in.
- b. Tenderers are advised to go through this tender document carefully as well as visit the Institute’s premises No. 1, Development Enclave, Rao Tula Ram Marg, New Delhi and acquaint themselves both the site conditions and present condition of building, fittings, etc. before submission of tender.
- c. The duly filled and sealed tender document including complete set of supporting documents in two separate envelopes as indicated below, may be submitted to the Estate Manager at the address indicated above.

Envelope 1

Complete set of Tender document as issued, duly filled and signed by the tenderer on all pages (Including Annexures) along with all supporting documents, etc. and earnest money deposit of Rs. 20,000/- in form of demand draft in favor of IDSA, payable at New Delhi. EMD will not bear any interest. Payment of EMD by Cheque in lieu of DD will not be accepted.

Envelope 2

- a. price bid-Annexure III. Opened price bid will be treated as invalid.
- b. The offer shall be valid for a period of 90 days from the last date for submission of tender.

General Conditions

1. Scope of work

Day to Day operation and Maintenance of HVAC plant, all as per appendix A and all as per directions of Estate Manager.

2. Deployment of Staff

The contractor shall always employ a minimum strength of experienced staff as follows:-

(i) Sr Technician/supervisor (skilled)	-	01 No.
(ii) Electrician Cum Operator (semiskilled)	-	01 No.
(iii) AC Plant operator-(Semi skilled)	-	01 No.
(iv) Helper (unskilled)	-	02 Nos.
Total		= 05 Nos.

Contract is Service based .Contractor has to supply this man power on daily basis (including Saturdays / Sundays and holidays whenever required).

No additional payment shall be made on any account if contractor keeps

more staff at site for completing the pending work or if the minimum strength is not able to perform satisfactorily as per contractual obligations.

Any indecent behavior /suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be levied on the contractor. The contractor is also required to submit list of workers with Photo ID, educational qualifications, address proof etc before deputing the worker.

Contractor shall be solely responsible for the credential / acts of his staff / workers.

Contractor is required to make timely payment (before 10th of every month) to his staff including various statutory authorities. The Institute reserves the right to check the same. Before raising the bill for the preceding month, the contractor has to give a certificate that he has paid all Govt. liabilities and Labour payment as per law.

IDSa reserve the right to reject the deployment of any person(s) by the contractor and contractor shall cease to deploy any such person/persons forthwith, upon receipt instruction in writing from the Estate Cell. No claim shall be entertained on account of any such rejection.

3. **Minimum Qualification of deployed staff.** The minimum qualification of deployed staff will be as under:

(a) Sr. Technician: Diploma in Electrical / Mechanical / Refrigeration Engineering with minimum 03 years experience or ITI with 05 years of experience to match with scope of work as defined above.

(b) Electrical / Plant Operator: ITI with Electrical / Mechanical / Refrigeration with 03 years' experience under the same scope of work as defined above.

© Helpers: Minimum 8th Pass.

Before deployment, contractor has to submit CVs of his employees to be deputed, Only those persons who will be cleared by the Estate Cell would

appointed for at site. Selection of applicants will be done through interviews / on site, work practical test would be conducted by Estate Cell. Decision of Estate Manager in this matter will be final and binding. IDSA also reserve right to relax educational qualifications provided experience of concerned worker is in accordance with scope of work, as defined above.

4. (a) **Compliance with all statutory requirements & Safety Management**

The contractor shall adopt all necessary safety requirements and shall adhere to requirements of all applicable laws , statutory rules and Regulations and Executive orders issued by various Government /Statutory /regulatory authorities from time to time, including and not limited to labour laws, shall all the requisite permissions and licenses from the authorities concerned within a period of 30 days from acceptance of the bid, failing which the Director General , IDSA would be entitled to reject the accepted bid.

The Contractor will Initiate and maintain safety management programme to protect contractor's employees from hazardous situations through procedures, practices and regular inspection of the work area, material equipment, information and training necessary for safe working performance.

IDSA shall not be responsible for any hazard / accident during operation and maintenance during the contract period.

(b) Quoting less i.e., below minimum wages will be rejected at first instance. No Communication will be entertained in this regard.

5. Consumables:

(a) The following consumables shall be supplied by the contractor as a part of the contract and no extra payment shall be made by the Institute for these Items.

1. Lubricating Oil
2. Grease
3. M Seal
4. Taflon tape/Dhaga /Safeda
5. PVC Insulation Tape
6. Screws/nut/Bolts/Washers
7. Welding Rod.
8. Acid for coil wash/cleaning of cooling tower
9. Old Dhoti/cotton waste
10. Emery Paper

(b) The Other consumables /spare parts /accessories /fittings/fixtures apart from the aforesaid list shall be purchased by the contractor from Authorized dealer and the cost of same shall be reimbursed at actual on production of the original bills by the contractor (plus) 10 % and the relevant payment shall be made along with monthly payment.

(c) The Estate Cell reserves the right to reject any consumables which do not conform to the correct specification /quality.

(d) A register shall be maintained to record the consumption of the items mentioned in clause 5 (b) if any with the approval of the Estate Cell.

1. The contractor shall always keep all the required tools/equipment to maintain the operation of the plant including welding set/box spanner etc and the list of the said tools / equipment is attached at Annexure B. No extra payment will be paid for the said tools / equipment. The Contractor will provide hand gloves to his staff during maintenance of AHUs and SFUs.

5. **Routine maintenance/ Preventive Maintenance:** The contractor shall do the preventive maintenance as per the respective schedule of the OEMs. No extra labour payment will be made for works such as coil washing, cleaning of filters, cleaning of cooling towers etc.

6. **Major repairs/Overhauling** : Any major repairs /overhauling that may be required shall brought to the notice of the Estate Cell in writing immediately upon the said requirement of repair/overhaul coming to light. The Estate Cell shall then authorize the contractor to carry out such repairs /Overhaul. The payment for the same shall be made to the contractor along with the quarterly payment.

7. **Emergency Telephone Nos:** The Contractor shall provide an Emergency Telephone Number for normal and odd hours of operation with a maximum of two hours response time during any breakdown of essential utility services.

8. **Log Book** : Log book shall be maintained by the contractor in conformity with the Estate Manager's Performa for the consumption of consumables mentioned in clause 5(b), which shall be signed by the Estate manager / AEM.(daily, weekly, monthly) after physical verification of the consumption/consumables.

The contractor has to bear the cost of all stationary, telephone etc required for proper execution and maintenance of records for the work. If found using IDSA's material, Institute may recover an appropriate amount from the contractor's bill.

10. EARNEST MONEY DEPOSIT:

The bidder shall furnish, as part of its Tender, Earnest money Deposit for the amount as indicated in the invitation of tender

10.1 The EMD shall be denominated in Indian rupees and shall be in the form of demand draft / pay order in favor of “IDSA , payable at New Delhi” .

10.2 Any Tender without EMD will be rejected by the Institute as non-responsive.

10.3 Unsuccessful Bidder’s Earnest Money will be discharged / returned as early as possible after the agreement has been signed.

10.4 No interest will paid on Earnest Money deposit.

11. SECURITY DEPOSIT :

11.1 On receipt of the order, the successful bidder shall furnish 10% of the annual contract value as security deposit in accordance with the conditions of contract and as acceptable to the Institute.

11.2 Failure of the successful bidder to comply with requirement of above clause shall constitute sufficient grounds for forfeiture of the EMD, in which event the IDSA may make the award to the next lowest evaluated bidder.

11.3 No Interest will be payable on Security Deposit.

12. Period of the Contract

(a) The contract shall be valid for a period of 1 year commencing from the date of signing of the contract. However IDSA reserve its right to review and terminate the same before completion of said period. The rates quoted shall be valid for a period of one year without any increase for any reason. .

(b) The contract can be extended beyond the existing term of 12 months on such terms and conditions as mutually decided between both the parties.

13. Termination of the contract :

(a) The contract can be terminated by IDSA by serving one month notice in writing. If the contractor wants to terminate the contract, he has to give three months' notice in writing.

(b) Termination or expiry of the contract shall be without prejudice to any rights and remedies of the Institute and the contractor accrued before such termination or expiration and nothing in the contract shall prejudice the right of either party to recover any amount outstanding at such termination or expiry.

(c) At the end of contract period or upon termination thereof, the contractor shall forth with deliver to the institute upon request, the entire institute's property (including but not limited to the material, documents, information, access keys).

(d) Additionally, the contractor shall give a written undertaking that he has not retained any property belongs to the Institute and in particular shall undertake that he has not made any duplicate of access keys which are still in his possession or his employee and that he shall indemnify the Institute in the event of any losses attributable to such acts / omission on the part of contractor and /or his employees, agents etc.

(e) If the contractor fails to perform any of the obligations under this contract and if Institute is dissatisfied with the services, the contractor have to vacate the premises within a period of one month of written notice. IDSA should not be held liable for any cost, damage, expenses or any loss whatsoever that the contractor may suffer on being served with the winding up notice. The contractor is required to give 3 months' notice in case he does not want to continue with the contract.

14. Rates

(a) Rates quoted for the work shall be inclusive of the following:

1. Expenses towards boarding, lodging of mechanics / technicians, electricians, skilled and unskilled labour, any other labour, tools and plants as required for proper operation and maintenance of work, complete in all respect.
2. Price escalations.
3. Contractor's overheads and Profit.

(b) Nothing extra shall be admissible on any such account.

14. SUBMISSION OF TENDER:

14.1. The Tenderers shall seal the tender in one envelope.

14.2. Tenderers are requested to submit in two separate sealed envelopes as per procedure given here under:-

(A) The sealed envelope A (Technical Bid and EMD)

(B) The sealed envelope-B (financial Bid cover) will contain total amount per annum in Indian Rupees excluding of service tax. No conditions will be accepted along with the price bid.

14.3 The envelope shall be addressed at the following:-

Office of the Estate Manager
Institute for Defence Studies and Analyses
No. 1, Development Enclave
Rao Tula Ram Marg
New Delhi-110010

15. OPENING OF TENDERS:

Tenders will be opened after scrutinizing the technical bids by the committee as constituted by the Institute. All technically qualified Tenderers will be informed in advance for the date for opening of financial bids.

16. IDSA reserves the right to change, alter or to waive and technical or commercial terms, conditions and qualifications. IDSA also reserves the right to reject all or any tender. IDSA reserve right for changes/relaxation in eligibility criteria at any time.

17 SIGNING OF CONTRACT:

17.1 On receipt of the work order, the successful bidder has to execute the necessary contract agreement with IDSA within 15 days along with the security deposit.

18. Mode of payment

Payment shall be made on monthly basis on production of bills in duplicate duly verified by Estate Manager. It is duty of contractor to pay salaries to his workers on monthly basis. If any non payment / under payment complaint is received, Contract will be terminated with immediate effect after verification of Complaint.

19. Electricity and Water

Electricity and water require for carrying out the work shall be supplied by the Institute free of charges.

20. Liability to Damage

The contractor at his own cost shall make good all the damages, losses, burns outs etc. which may be attributable to nay fault/negligence faulty operation. Inadequate preventive maintenance and / or mishandling of plants and equipment. The decision of Director General, IDSA in this regard hall be final and binding.

21. Handing/Taking Over

The Contractor shall on receipt of work order take over the plants in serviceable and running condition. Similarly on expiry of period of the contract, he shall hand over all the plants in serviceable / running condition to the Institute. All the repairs/ Maintenance required for the purpose shall be carried out by the contractor at his own cost.

22.Equipment/Installations

Regular/Preventive/ Periodical upkeep, Maintenance & Servicing of all equipments/ installations etc shall be carried out as per manufacture's instructions and as per directions of the Project Engineer/Engineer-in-Charge/Estate Manager.

23. INDEMNITY

- a. The Contractor shall indemnify, and keep indemnified, the Institute fully against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities whatsoever arising out of, in respect of or in connection with the Contract including in respect of nay death or personal injury, loss of or damage to property, financial loss arising

from fault/ negligence, faulty operation, inadequate maintenance, mishandling of plant and equipment and /or any advice given or omitted to be given by the Contractor/his employees/ agents and /or representatives, or any other loss which is caused directly or indirectly by any act or omission of the Contractor/ his employees / agents and /or representatives.

- b. The decision of the Director General, IDSA in this regard shall be final and binding.

24. **Dispute Resolution:** Disputes, if any with regard to the interpretation, execution and /or implementation of these terms and conditions shall vest exclusively in the Director General, IDSA whose decision shall be final and binding upon the parties. Disputes, if any with regard to the decision of the Director General, IDSA in the regard, shall be referred to Arbitration at the hands of a sole Arbitrator to be appointed by IDSA. All proceedings in this regard shall be subject to the sole and exclusive jurisdiction of Courts of competent jurisdiction at New Delhi.

Upon acceptance of the bid, no sub-letting/transfer would be allowed by the Operator except with the prior written permission of the Director General, IDSA.

25. Penalty Clause : On availability of manpower or their absence will attract a penalty as under :-

Supervisor : Rs 800/- per day per shift.

Electrician /operator ; Rs 500/- per day/shift .

26. Standard force-majeure conditions would apply.

27. The rates will be firm through out the contract period , irrespective of any change of any kind. Contractor should have foreseen all type of liabilities during the contract.

Kindly Acknowledge.

Hemant Kumar.
Estate Manager

Appendix “A”

Sub :- MAINTENANCE AND DAY TO DAY OPERATION OF AC PLANT AT IDSA’S NEW CAMPUS, RAO TULA RAM MARG, DELHI CANTT., NEW DELHI – 110010

Sl. No.	Description of Work/Item	Unit		
1.	Day to day operation and maintenance of HVAC Plant			
(a)	Imported water cooled chilling machine with Hermetic/ Semi-hermetic screw type compressor complete with water cooled condensers, single/multiple Compressors, single/ multi circuit Chiller, microprocessor based Control system, related piping AHU, FCU, Pumps, Ducting, Electrical Panel, mounting frame works etc. Suitable for 50 HZ, 3 PH, 415 A.C – 02 Nos. Brief details of different items of work involved for HVAC attached as Annexure “A” Cooling Capacity :- 600 TR (2 X 300 TR) Chilled water “In” :- 12.2 ° C Chilled water “Out” :- 7.2 ° C Chilled Fouling Factor (FPS) :- 0.0005			
(b)	Hot water Generator 180 KW :- 2 Nos.			

A. HVAC

Screw Chiller water cooled type capacity
300 TR (02 Nos) comprising of the following:-

<i>S.No.</i>	<i>Item</i>	<i>Quantity</i>
1.	32000 CFM AHU	03 Nos.
2.	24000 CFM AHU	01 Nos.
3.	20000 CFM AHU	04 Nos.
4.	8000 CFM AHU	02 Nos.
5.	6800 CFM AHU	02 Nos.
6.	4000 CFM AHU	05 Nos.
7.	3000 CFM AHU	09 Nos.
8.	2000 CFM AHU	13 Nos.
9.	1600 CFM AHU	08 Nos.
10.	1000 CFM AHU	112 Nos.
11.	600 CFM AHU	02 Nos.
12.	Chilled Water pump with motor	03 Nos.
13.	Secondary Chilled water pump with motor	06 Nos.
14.	Condenser water pump with motor	03 Nos.
15.	Cooling tower FRP Type	02 Nos.
16.	Hot water generator 180 KW capacity	02 Nos.
17.	S Piping with insulation for chilled	01 Lot

water systems/condenser/Hot water line
valves Temperature and Pressure gauge
etc.

18. GI Ducts insulation, grills/ Diffuser etc. 01 Lot.
19. Any other item just to complete the
work

Annexure ‘B’

List of minimum tools to be kept at site

1. All type of Open
Spanner.
2. All type of Ring
spanner.
3. Pipe wrench up to 3’’
pipe.
4. Two Nos of Aluminum
ladder 5’ and 10’ long.
5. Digital Tong Tester.
6. Digital mustimeter.
7. Digital Temperature
Meter.-3 Nos.
8. Digital anemometer.
9. Electrical tool kit
including
pliers/screwdrivers etc

- .
10. Megger./Insulation tester.
 11. Crimping tool .
 - 12..Any Other tool required for smooth functioning of work

Eligibility Criteria and Technical Bid : :-

1. The following documents & information should be attached with Tender.

1.1 Certified copy of work executed of similar nature by the firm in support of experience in a tabular form.

1.2 Details of works in hand.

1.3 Certified copy of Audited balance sheet of last three years.

1.4 Income tax return for last three years.

1.5 Certified copy of certificate of the client/owner regarding satisfactory performance of works.

1.6 Registration No with Sales tax/Service tax Dept with latest challans.

1.7 Pan No of Partners/Firm.

1.8 PF and ESI registration with latest copies of challans

1.9 Man Power Details.

1. Eligibility Criteria :-

1.1 Minimum 3 years experience of having successfully completed works of similar nature as mentioned in scope of work, registered with CPWD/PWD/Railways/MES/P&T or any Other Govt. organization

1.2 Average turn over during last three years ending 31st March 2016 should not less than Rs 20 lakhs.

1.3 Should fulfill all statutory requirements.

1.4 Must have Experience of Compressor Overhauling /Repair of Plant.

2 Firms satisfying above criteria should submit their application along with proofs in sealed envelop duly subscribed the name of work in with an account payee demand draft of a scheduled bank as earnest money in favour of IDSA, payable at Delhi.

PREQUALIFICATION OF CONTRACTOR
Basic information

1.	a) Name of the applicant / organisation b) Address of the Registered Office c) Address of office at Delhi (with Phone Nos Fax Nos & Email ID & Contact Person)	
2.	Year of establishment	
3.	Type of the organisation (Whether sole proprietorship, Partnership, Private Ltd. Or Ltd. Co. etc.) (Enclosed certified copies of documents as evidence)	
4.	Name & qualification of the Proprietor / Partners / Directors of the Organisation/Firm a) b) c) Enclose certified copies of document as evidence	
5.	Details of registration – Whether	

	<p>partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.</p> <p>Enclose certified copies of document as evidence</p>	
6.	<p>Whether registered with Government / Semi-Government / Institute Authorities of any other Public Organisation and if so, in which class and since when? (Enclose certified copies of document as evidence)</p>	
7.	<p>No. of years of experience in the field and details of work in any other field.</p>	
8.	<p>Address of Delhi office through which the proposed work of the Institute will be handled and the Name & Designation of officer in charge.</p>	
9.	<p>Yearly turnover of the organisation during last 5 years (year wise) and furnish audited balance sheet including Profit & Loss A/c (Audited) for the last 3 financial years.</p>	
10.	<p>Name & Address of PF office</p> <p>(where registration carried out, also mention year of registration)</p>	
11.	<p>Enclose copy of latest income tax clearance certificate.</p>	

12.	PAN No/VAT No/SERVICE TAX No.	
13.	Details of registration for ESI.	
14.	Detailed description and value of works done (Performa 1) and works on hand (Performa 2)	
15.	Details of Key Personnel Permanently employed (Performa – 3)	
16.	Other infrastructural information to be used/referred for this project (Performa-4)	
17.	Furnish the names organization; you have completed the above mentioned jobs.	
18.	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation.	Attach a separate sheet, if required.
19.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such	

	litigation are required to be submitted.	
20.	Have you ever been put on a holiday list or banned by any Public sector units? If so give details	

I/We confirm that to the best of our knowledge the information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

Sign. & Seal of the Tenderer

DATE:

PLACE:

PROFORMA – 1**LIST OF Works EXECUTED BY THE ORGANISATION DURING THE LAST 5 Years**

Sl. No.	Name of work with address	Name & full postal address of the owner. Specify	Contract Amount (Rs.)	Stipulated time of completion (Years)	Actual time of completion (years)	Any other relevant information Actual amount of the work, if increased, give reasons	Enclose clients certificate for satisfactory completion.
1	2	3	4	5	6	7	8

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks “As indicated in Brochure”.
2. Date shall be reckoned from the date of advertisement of the notice in news papers.
3. For certificates, the issuing authority shall not be less than an Executive In Charge.

PERFORMA – 2**B) LIST OF IMPORTANT WORKS IN HAND**

Sl. No.	Name of work with address	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of 2- persons (Engineers or top officials of the organization)	Contract Amount (Rs.) with copy of Work Order & completion certificate from project in-charge	Stipulated time of completion (Years)	Present status of the project	Any other relevant information.
1	2	3	4	5	6	7

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks “As indicated in Brochure”.

Performa – 3

DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN HOUSE ESTABLISHMENT

Sr. No.	Name and designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amounts	Date from which employed in your organization	Indicate details of experience for similar projects.
1	2	3	4	5	6	7	8	9

Notes:

1. Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure”.
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

Performa 4

OTHER INFORMATION

Sr. No.	Particulars
I)	OFFICE INFRASTRUCTURE
II)	WORKSHOP FACILITIES A) Location B) Land Area C) Type of Structure D) Type of Facilities
III)	LIST OF MAJOR EQUIPMENT/INSTRUMENTS IN POSSESSION OF THE FIRM

Note: Please furnish information in this Performa only. Do not write 'as per enclosed sheet/brochure'.

Form of Tender

(Note: the appendix forms part of the tender)

**To,
IDSA
No. 1, Development Enclave
Rao Tula Rau Marg, New Delhi-110010.
Sir,
Name of work: -----**

- 1.** Having visited the site and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract, specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.
 - (a) We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
 - (b) We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
 - (c) If our tender is accepted, we will remit the initial security deposit by demand draft or obtain a guarantee from a scheduled bank to be jointly and severally bound by us for the sum named in appendix hereto for initial security deposit. Third party insurance policy shall also be obtained from a insurance company approved by you.

- (d) We agree to abide by this tender for the period of one year from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us may be accepted at any time before the expiry of the period.
- (e) Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
- (f) We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
- (g) We understand that you are not bound to accept the lowest or any tender you may receive.
- (h) We understand that our rates will be firm through out the contract period.

.....

Dated Day of

Signature.....In the capacity of

Duly authorized to sign for and on behalf of.....

Name and address of the tenderer.

(IN BLOCK CAPITALS)

INSTRUCTIONS

1. EXAMINATION BY TENDERERS:

- 1.1. Prior to submitting the tender, each bidder must do following steps:
- (a) Examine all instructions, and specifications in the tendering document and also inspect the site.
 - (b) Visit the site & determine local conditions which may affect the work including prevailing wages & other pertinent cost factors.
 - (c) Familiarize himself with all central, state & local laws, taxes ordinance, rules, regulations & codes affecting the services including the cost of permits & licenses required for the work at site.
 - (d) Co-relate his observations, investigations & determinations with the requirement of the tender documents.
 - (e) No additional claim, discrepancy etc., shall be entertained after opening of the tender.

2. TENDER PRICES:

The Bidder shall fill in the prices in the schedules indicated in price schedule of the Tender Document. On opening the price bid the price shall be firm throughout the period of contract.

3. DOCUMENTS COMPRISING THE TENDER

3.1 The tenders prepared by the Bidder shall be in two envelopes comprising of the following components:

Envelope- A: Technical bid.

- (i) Tender documents with all schedules and eligibility criteria Documents signed on each page .
- (ii) EMD in separate cover.

Envelope-B: Price Schedule Cover.

- (i) Tender price schedule dully filled, signed and stamped.

3.2 Bidder shall have to mention of the cover, Quotation for:

(a) HVAC plant operation and maintenance

b) Name of Bidder

The rates quoted by the tenderer shall be exclusive of service tax but inclusive of all taxes & duties , etc .

4. SPECIAL INSTRUCTION TO TENDERERS

4.1 If the bidder is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirement, his bid shall be rejected.

4.2. Conditions of the tender issued by IDSA must be duly signed & attached with the tender documents.

5. TENDER FEE:

Sealed tender and addressed to the Office of the Estate Manager be sent by Speed Post / Hand Delivery so as to reach on or before 3:00 P.M. on dt.31/05/2017.

6. TENDER VALIDITY:

Tender shall remain valid for 90 days after the deadline for submission of tender opening. Any tender valid for a shorter period may rejected by the Institute as non-responsive.

7. IDSA will not be responsible and will not pay for expenses which may have been incurred, losses or person or property suffered by any tenderer in connection with visits to and examination of the site and in preparation of his tender for submission.

8. IDSA reserves the right to adjust arithmetic or other errors in any tender in the way that considers suitable. Any adjustment so made by the IDSA shall be stated to the tenderer if the IDSA makes an offer to accept his tender.

8. IDSA does not bind to accept the lowest or any tender and has the right to refuse any tender without assigning any reason. IDSA also

has right to reissue the tender without tenders having right to object against such re-issue.

- 9.** IDSA reserve the right to visit the site(s) of the contractor and can make a committee to form an opinion about work performance of the bidder.

(This page must be separately sealed)

Annexure-II

Price Bid

<u>Sr No</u>	<u>Description</u>	<u>Total Amount Quoted/Annum (Rs) excluding service tax</u>
1.	Annual Maintenance contract Value for Day to Day Operation and maintenance of HVAC plant.	

Amount in Words

(Rupees -----)

Signature of the authorized representative of the bidder.

Date:

Seal.

1. Contractor should consider minimum wages, bid will be considered non responsive if found below minimum wages.
2. Minimum Wages, PF & ESI are essential elements for each worker.
3. WCT will be deducted, if applicable.
4. If any discrepancy found in words and figure, higher of two would be considered.

