

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT

BID DOCUMENT For

**Comprehensive Annual maintenance contract for
Conventional Air-Conditioning System & Two stage
evaporative Cooling System for Information & Library
network Centre.**

TENDER No: INF/PUR/HVAC/2016-17

Dated: 28.02.2017

Information & Library Network Centre

Infocity,

Gandhinagar - 382007

Phone : 079 23268000

Fax : 079-23268222

www.inflibnet.ac.in

NOTICE INVITING TENDER

NAME OF THE WORK: Comprehensive Annual maintenance contract for Conventional Air-Conditioning System & Two stage evaporative Cooling System at Information & Library Network Centre, Infocity, Gandhinagar

Information & Library Network Centre invites sealed and superscribed Bids in two Bid systems from experienced and reputed Heating, Ventilation & Air Conditioning System (HVAC System) contractors for Comprehensive Annual Maintenance Contract.

IMPORTANT INFORMATION

| | |
|---|---|
| Name of the Work | Comprehensive Annual maintenance contract for Conventional Air-Conditioning System & Two stage evaporative Cooling System for Information & Library Network Centre, Infocity, Gandhinagar |
| Bid security / Earnest Money (EMD) | Rs.12,000/- -(EMD in a separate envelop, shall be part of the Technical Bid) by a Demand Draft in favour of “INFLIBNET Centre” payable at Gandhinagar |
| Estimated cost of AMC | Rs. 6 LAKHS. |
| Cost of Bid Document | Rs.1000/- |
| Issue of BID documents | From 28.2.2017 , (May be collected from our office on all working days or down loaded from our website www.inflibnet.ac.in) |
| Last date of submission of queries | Dt.10.03.2017 |
| Pre-bid meeting | Dt. 10.03.2017 By 1500 hrs. |
| Last date & time of Submission of completed Bids | Dt.21.03.2017 By 1500 hrs. |
| Date & time of opening of Technical Bids | Dt.21.03.2017 By 1530 hrs. |
| Date & time of opening of Financial bid | To be intimated separately to technically successful bidders only. |
| Period for submission of Performance Security | 10 days from issue of Letter of Acceptance |
| Period for signing of Contract Agreement | 15 days from issue of Letter of Acceptance |
| Address for communication in connection with this BID | Section Officer (P & S) Information & Library Network Centre Infocity, Gandhinagar – 382007 Ph : +91-79-23268000,23268141 |

Note:

- 1. All the interested parties are requested to visit the site before bidding for proper assessment of the subject work. The installations shall be taken over as in where in basis.**
- 2. The pages of complete document/tender must be serially numbered in chronological order before submission.**

ELIGIBILITY CRITERIA:

- 1) Prospective vendors shall have well experience in similar type of works with Central/State/PSU/Govt. Societies or worked with MNC's multi-storied office complex/well known organization
- 2) Average Annual financial turnover during the last three years, ending 31st March of the previous financial year, should be not less than Rs. 5,00,000/- .
- 3) Experience of having successfully completed similar works for comprehensive maintenance during last 3 years ending last day of month previous to the one which application are invited should be either of the following:-
 - a. Three similar completed works costing not less than Rs. 3 lakhs.
 - b. Two similar completed works costing not less than Rs. 5 lakhs.
 - c. One similar completed works costing not less than Rs. 8 lakhs.

- 4) The Tender is consisting of two parts:

PART I- TECHNICAL BID

PART II- FINANCIAL BID

BID SUBMISSION

The sealed and superscribed Bid must reach **INFLIBNET Centre**, Infocity, Gandhinagar completed in all respects, latest by 21.03.2017, **1500 hrs and technical bids will be opened at 1530 Hrs on the same day.**

Bids received after the above-mentioned time and date shall not be accepted. Any Bid document submitted through post/courier is at the risk of the bidders and INFLIBNET is not responsible for any delay/loss.

The Bids should be submitted in two parts in separate sealed envelopes. Part I (Technical Bid) will comprise acceptance of our terms & conditions of contract, form of particulars duly filled in, copy of IT PAN Card, Service Tax Registration No. allotted by the concerned authorities, Details of Manpower available, Details of Tools and Tackles available for executing similar jobs, Earnest Money Deposit of **Rs.12,000/- (Rupees Twelve Thousands Only)** and other supporting documents indicating the proof of having provided similar services to Govt. Departments / Public sectors Undertakings/ well known & reputed companies. The contract agency should submit audited balance sheet and profit and Loss statements for the last three years.

Documents indicated in check list of Part I (Technical Bid) of Bid must be submitted. Bidders who are found competent on the basis of information submitted in **Part –I**

(Technical Bid) will only be considered for opening of financial bid. The envelopes must be superscribed with the following information:

Both the envelopes should be securely sealed and stamped separately and clearly marked as "**Envelope No.1 – Technical Bid (EMD & Eligibility Criteria)**" and "**Envelope No.2- Financial Bid**" respectively. Both the sealed envelopes should be placed in a third larger envelope clearly mentioning Bid Comprehensive Annual maintenance contract for Conventional Air-Conditioning System & Two stage evaporative Cooling System at Information & Library Network Centre, Infocity, Gandhinagar

Along with Bid Reference No, Due Date, Name of Bidder, Technical and Financial bid in separate envelop inside etc.

It may please be noted that incomplete Bids shall be treated as non-responsive and shall be summarily rejected.

PART I (TECHNICAL BID)

GENERAL TERMS AND CONDITIONS (GTC)

1. Sealed Bids in two bid system i.e. Technical Bid along with EMD, Tender fees & Financial Bid separately, are hereby invited for the work of Comprehensive Annual maintenance contract for Conventional Air-Conditioning System & Two stage evaporative Cooling System at Information & Library Network Centre, Infocity, Gandhinagar from the contractors with well known reputed companies/MNCs who successfully carried out work as per eligibility criteria. The Bidders are required to produce proof of fulfilling these conditions. Copy of work orders must be enclosed.
2. **The contract shall be in force for initial period of one year and may be extendable further based on performance of previous year keeping other terms and conditions as per PO. The contract can be terminated by either party by issuing one month advance notice in writing.**
3. Bids must be received by **INFLIBNET Centre** at the address given not later than the date and time specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday for **INFLIBNET Centre**, the bids will be received up to the appointed time on the next working day.
4. Bidders shall inspect the site before quoting the rates, since they will be responsible for break down free services for Comprehensive Annual maintenance contract for Conventional Air-Conditioning System & Two stage evaporative Cooling System at Information & Library Network Centre, Infocity, Gandhinagar.
5. Earnest money is liable to be forfeited, if the contractor selected for the work fails to sign the formal agreement within 20 days from the date of issue of work award letter.
6. Bids which do not fulfill all or any of the conditions or are incomplete in any respect are liable to summarily rejected

7. Duly filled Bid along with earnest money by Subscribing for Comprehensive Annual maintenance contract for Conventional Air-Conditioning System & Two stage evaporative Cooling System at Information & Library Network Centre, Infocity, Gandhinagar - 382007 on the envelope duly sealed should be sent to:

Section Officer (P & S)
INFLIBNET Centre,
Infocity,
Gandhinagar-382007

8. **Bid Validity:** The Bids shall be valid for 90 days from the last date of submission of Bids.

9. **Earnest Money Deposit (EMD)**

- 9.1 The Earnest Money amounting to **Rs.12,000/-** (Rupees Twelve Thousand Only) by way of DD of a Schedule Bank, drawn in favour of **INFLIBNET Centre**, payable at **Gandhinagar** should accompany the Bid in separate envelope along with Technical Bid. Part Bids received without EMD will be treated as invalid and rejected.

- 9.2 The EMD will be returned to the bidder(s) whose offer is not accepted by INFLIBNET after the placing of the final order(s) on the selected bidder(s). However, if the return of EMD is delayed for any reason, no interest / penalty shall be payable to the bidder. The EMD of the successful Bidder shall be released after receipt of required security deposit from the successful bidder.

- 9.3 The successful bidder, on award of contract / order must sign the contract / order acceptance in writing, within 20 days of award of contract / order failing which the EMD will be forfeited.

- 9.4 The EMD shall be forfeited:

- a) If the bidder, withdraws the bid during the period of bid validity specified in the Bid.
- b) In case a successful bidder fails to furnish the Security Deposit.

10. **Security Deposit :**

Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 10 % of the work order annual value by way of DD or BG from a Nationalized Bank in favour of **INFLIBNET Centre**, payable at **Gandhinagar**. The Security Deposit will be forfeited, in case the vendor fails to execute the order to the satisfaction of INFLIBNET. The Security Deposit will remain with INFLIBET till 60 days beyond the completion of contract duly certified by employer and will not bear any interest whatsoever and will be liable for forfeiture in case of the breach of any terms and conditions of the Contract. Incase of the bank guarantee for security deposit, the validity will be fourteen month (12 +2 months) from the date of letter of award/commencement of work which ever is later. The BG will be executed for extended period also.

11. INFLIBNET does not bind itself to accept the lowest or any Bid and reserves the right of accepting the whole or any part of the Bid and the Bidder shall be bound to perform the same at the rates quoted.

12. Canvassing in connection with the Bids is prohibited and the Bids submitted by the contractor who resort to canvassing are liable for rejection.
13. The Bidder shall quote rates both in figures and words. He shall also work out the amount for each item of work and writes in both figures and words. On check if there are differences between the rates quoted by the Bidder in words and in figures or in the amount worked out by him, the following procedure shall be followed –
 - 13.1 When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the Bidder shall be taken as correct.
 - 13.2 When the amount of an item is not worked out by the Bidder or it does not correspond with the rate written either in figures or in words, the rate quoted by the Bidder in words shall be taken as correct.
 - 13.3 When the rate quoted by the Bidder in figures and in words tallies but the amount is not worked out correctly the rate quoted by the Bidder shall be taken as correct and not the amount.
14. Before Bidding, the Bidder shall inspect the site to fully acquaint himself about the equipments & condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools, tackles & Plant etc., conditions affecting accommodation and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the employer under any circumstances.
15. The rates quoted in the Bid should be inclusive of all taxes, including service tax, duties & levies applicable on the last date of receipt of the Bids. In case any additional tax / duties are levied subsequently or if the percentage of tax / duty is increased/decrease, then **INFLIBNET** will reimburse/deduct the component of the new taxes / duties to the Contractor on submitting satisfactory documentary evidence to prove that the tax is actually paid by the Contractor to the respective Govt. agencies.

The necessary deductions on account of income tax, service tax etc. will be deducted at source, as applicable, as per Government Rules from the bills submitted by the Contractor and necessary TDS certificate will be issued.
16. EMD will be forfeited if the contractor fails to commence the work as per Letter of Award.
17. Bidder should not write any conditions or make any changes, additions, alterations and modifications in the printed form of Bids. Bidders who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the Bid except wherever needed after referring the details of the Bid and if asked for. Correction / overwriting should be countersigned by the Bidder.
18. The contractor will have to enter into agreement with INFLIBNET within 20 days of Letter of Acceptance. The agreement is to be executed on adequate stamp paper. Cost of stamp paper will be borne by the contractor.

19. INFLIBNET Centre reserves the right to accept or reject any Bid in full or in part without assigning any reason.
20. The conditions beyond contractors control such as, but not limited to, war, strikes, fires, flood, governmental restrictions or power failures, damages etc, shall not be deemed a breach of the contract.
21. Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specifications, and instruction herein before mentioned and as to the quality of the materials, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the contract, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of a person nominated by the Director of INFLIBNET Centre and if he is unable or unwilling to act to as the Sole Arbitrator or some other person appointed by him willing to act as such arbitrator. The submission shall be deemed to be submission to Arbitration under the meaning of the Arbitration Act, 1996 or any subsequent amendments of enactment thereof for the time being in force, conclusive and binding on all parties of the contract.
22. The contractor shall make good all the damages caused to the machinery due to negligent maintenance and at the end of contract period he shall hand over plant and all equipment in the contract scope in good working condition.
23. All necessary tools tackles should be provided by the contractor to his maintenance staff at his own cost. The Contractor/ bidder shall either have in possession or shall arrange the required necessary sets of spanners, testing equipment etc. with the technicians.
24. The surrounding areas with machinery will be kept neat & clean. Cleaning agents such as soap, detergent, cotton waste etc. will be provided by the contractor.
25. The rate shall be fixed for entire duration of the contract.
26. **LEGAL JURISDICTION** – Incase of any dispute the Courts of Ahmedabad/Gandhinagar alone shall have the territorial jurisdiction to adjudicate upon the matter arising out of this contract.

DESCRIPTION OF COMPLETE SYSTEMS FOR MAINTENANCE

SCOPE OF WORK:

The scope of work as mentioned below are the minimum expected from the firm / agency / contractor apart from break down maintenance and any other work required for maintenance in proper way as per the operation & maintenance manuals of respective equipment and as per good engineering practices will be required to be done under this scope of work. Successful bidder will make Proforma for recording the following minimum work schedule/parameters and show to the employer to ensure proper accomplishment of these tasks.

Conventional Air-Conditioning System & Two stage evaporative Cooling System

1) Attending complaints of both systems which include routine as well as breakdown maintenance of all the system.

2) Vendor shall supply minimum following consumables & general spares / items for smooth operation of all the system and the rates quoted by them should be inclusive of following items :-

a) Refrigerant Gas

b) Lubricating oil for compressor systems

c) Packing / Bearings / Couplings / gaskets / flanges / other general spares.

d) All electrical spares e.g. Fuses / Relays, contactors, Condensers etc.

e) AHU & Two stage units Belts / Bearings / Valves / Other spares etc.

3) All tools & tackles, manpower, transportation and other resources required for executing the job shall be in the scope of the contractor. No extra charges will be paid by the authority regarding tools & tackles, manpower, transportation etc.

4) Spares of compressor, control panel card, Software etc. which may be required during maintenance of the all the system will have to be supplied by the contractor as per instruction of the Authority.

5) The Vendor has to maintain a maintenance register during each visit mentioning what kind of job has been done during that visit. Contractor also has to provide maintenance report.

6) The vendor shall depute a single person who will control this Annual maintenance work, so that authority can contact him for any kinds of problem of the all system.

7) The unit rates quoted should be kept firm and valid during the entire period of contract and no escalation shall be permissible for any reason whatsoever after award of contract.

8) The rates quoted by Vendor shall include all liabilities such as supervision, wages, overtime, leave, bonus, increment, retrenchment compensation, insurance and all other statutory payments, including providing of tools and tackles under contractor's scope of supply, overheads, profits etc. for which no extra payment whatsoever will be made by INFLIBNET.

Monthly Maintenance :-

1) Maintenance of all filters, strainers, diffusers, cooling coils, Refrigerant Gas make up etc.

2) Tightening of belts, foundation bolts of equipment, alignment of belt pulleys and couplings.

3) Examining dampers & operating linkage for smoothness.

4) To check the gland /seal, coupling of pumps.

5) To check the valve, safety controls mechanical, Electrical/ Electronics and inter-locking of the various equipments.

- 6) To check all ducts/insulation/proper positioning/damage and rectifying the same where ever required.
- 7) Inspect/check entire line for leakage and rectification of leakage, if any.
- 8) To check and lubricant (if required) the bearing of the pumps/motors/fans and keep the proper record.
- 9) To check the foundation bolts of the pumps / motors and to take the necessary action if required.
- 10) Check the quantity of Air flow from various out lets in each room/ Area as per drawings and do adjustment of dampers etc as and when required.
- 11) Check the performance of each equipment of HVAC plant for proper functioning
- 12) Any other job required to be attended during course of Checking and to keep the plant in perfectly working conditions.

Quarterly Maintenance:

- 1) Checking / setting / rectification of all safety and automatic controls.
- 2) Complete Overhauling of AHU, FCU, CSU, Fans & Two Stage unit.
- 3) Cleaning of strainers.
- 3) Maintenance of Air Blowers, Fresh Air & Exhaust Air Fans and their Balancing, if required. Observe the operation of all the dampers and make necessary adjustment in linkage and blade orientation for proper operation.
- 4) Functional checks & calibration of all gauges, switches, thermostats, humidistat and other instruments rectification of the same if required.
- 5) Any other job required to be attended during course of checking / as per OEM and to keep the plant in perfectly working conditions.
- 6) Maintenance of all Electrical equipment Feeders, Panels, Bus Bars, Cubicles, Motors, Heaters, Circuit Breakers, Power Points, etc. pertaining to HVAC as per standard electrical maintenance practice and as directed by concerned maintenance engineer. The maintenance and repairing of motors, Software re installation (if required) etc. are also within the Vendor's scope of work.
- 7) The gas charging in HVAC will be executed by vendor, if required.

NOTE: All the equipments/installations shall always be kept in good and trouble free operating conditions. All the required record for break-downs/repairs and maintenance etc. shall be maintained in the form of history books and logbooks etc. as per directions.

All the maintenance works shall be carried out in accordance with the manufacturer's specifications and instructions of the Administrative Officer (PA&F) or his representative.

1. TOOLS & PLANTS

All the general & special tools, tackles required for proper maintenance and repairs/break down etc, shall be arranged by the contractor at his own cost.

2. CONSUMABLES

The rates shall be all inclusive of establishment as well as spares and consumables as per schedule of work. The contractor is required to assess the probable quantity of all types of spares and consumables likely to be required for replacement for keeping all the installations in good working conditions and include the lump sum cost of these spares & consumables. Nothing extra on any account shall be payable over and above the approved all-inclusive comprehensive rates of the contract.

The consumables and spares shall be of best standard quality purchased from the original manufactures or authorized dealers only and shall be approved by the Administrative Officer (PA&F)

of **INFLIBNET** before use. INFLIBNET may direct the contractor to use consumables of its choice from the listed/approved vendors.

All spares and consumables shall be arranged by the contractor for which nothing extra shall be payable.

A list shall be prepared by the Contractor for major & minor spares consumables and the decision of INFLIBNET regarding the major /minor consumables shall be final.

Replaced parts/ spares, used brunt oil etc will be property of vendor. It is his responsibility to disposed of immediately.

3. PENALTY CLAUSE

1. If work is not done as per above schedule or any system is not functioning then a penalty @ rate of Rs.500 /- per day shall be imposed on contractor for each location separately and will be deducted from the AMC amount due to the contractor and if unsatisfactory performance is continued for more than two days as felt by the Centre and AMC is liable to be terminated and final decision for this shall rest with the Director, INFLIBNET.
2. If the contractor is NOT able to locate and rectify the fault and the reasons attributable to non performance of contractor as assessed by officials nominated by INFLIBNET, the penalty clause is applicable as System remained non-functional **for 2 hrs or more**. The penalty will be Rs.500/- per day.
3. If contractor is not able to rectify the fault then the same may be got done through some other agency at the risk and cost of contractor failing which the same amount will be deducted from AMC bill in addition to the penalty as stipulated above will also be imposed. However, the decision of the INFLIBNET in this regard shall be final and binding.

4. Detailed Terms and Conditions for providing AMC & All Inclusive maintenance of HVAC systems at INFLIBNET Centre

1. The contractors shall be responsible for the safety of his/her man power, all the items of furniture, plants, office equipment and other fittings provided in the premises and shall be liable to make good any loss to the same if damaged during the execution of their duties which shall be recoverable from their bill or other dues payable to the contractors by the company.
2. The monthly bills for the service shall be submitted by the contractors before at the end of every month and the same will be settled by INFLIBNET after due scrutiny only.
3. The contractors should deploy the personnel after screening/approval from INFLIBNET.
4. The contractor shall be responsible for the good conduct and behavior of his employees. If any employee of the contractor is found misbehaving with the supervisory staff or any other staff member, the contractor shall terminate the services of such employees at their own risk and

responsibility on the recommendation of the Administrative Officer (PA&F) or any other officer designated by the Director, INFLIBNET. The contractor shall issue necessary instruction to his/its employees to act upon the instructions given by the supervisory staff of office building.

5. SPECIAL TERMS AND CONDITIONS (STC)

1. Corrupt or Fraudulent Practices:
 - 1.1 Bidders & Suppliers shall observe the highest standard of ethics during the procurement and execution of the contract.
2. Any material required for making good the damages will be brought by the contractor at his own cost and risk, and such material should be of proper brand and of good quality.
3. The firm will be responsible for the security/insurance of their staff working at site and INFLIBNET will not be responsible in any manner in case of any accident / miss-happenings.
4. Technical evaluation committee during technical evaluation will also review the past performance of the contractor before making them technically qualified etc.

6. Additional Terms and Conditions

1. The contractors should visit the site and acquaint themselves of the conditions existing, restrictions in movements / working hour's security aspects, Condition of the plant equipment to be maintained / operated, before quoting for the job. No complaint of loss of labour, items of work not included, scope of work variation etc. will be entertained in handling similar works and should attach copies of cases handled by them along with performance certificate.
2. The contractor should submit list of spare parts required to carry out repairs and maintenance works well in advance to INFLIBNET.
3. They shall be responsible for any periodic statutory inspection to be carried out on the equipment necessary test report and certificate rectification of defects, pointed during such inspection etc.
4. Contractors should follow all safety norms and provide necessary safety equipment at their own cost. In case of any accident during the maintenance of the equipment leading to injuries / damages to human beings equipment and / or loss of life, the contractor shall be fully responsible for setting all claims and indemnify the Centre against any claims arising out of such accidents. Consequent damages to other systems will however be recoverable from the contractor.
5. This contract can be terminated by the INFLIBNET without assigning any reasons by giving a notice period of 30 days at any time during the period of contract. No claim for any compensation will however be entertained due to such termination prior to the expiry of stipulated period of contract.

7. PAYMENTS:

- a) The payment will be made as per the clause No. 8.2 of special conditions of contract of this tender.
- b) If performance is not found satisfactory, payment for that month will be forfeited and if unsatisfactory performance is continued then contract is liable to be terminated. The bill should be presented at the end of every month inclusive of all taxes.

8. Special conditions of contract are:

8.1 PLACE OF INSTALLATION OF EQUIPMENT UNDER OPERATION & MAINTENANCE

Information & Library Network Centre, Infocity, Gandhinagar - 382007

8.2 PAYMENT TERMS

- a) Payment shall be made on monthly basis after submission of bills in the succeeding months after due scrutiny and examination.
- b) The payment shall only be released on confirmation of disbursement of salaries and other allowances to the labours deployed at site by the agency.

8.3 PAYING AUTHORITY

Director
Information & Library Network Centre
Infocity,
Gandhinagar – 382007

- 8.4 PERIOD OF CONTRACT** : The contract shall be in force for initial period of one year and may be extendable further for two years based on performance of previous year contract keeping other terms and conditions same. The contract can be terminated by either party by issuing one months advance notice in writing.

8.5 VALIDITY OF PERFORMANCE SECURITY

Till Expiry of the Contract extended period with sixty days as claim period.

8.6 SCOPE OF WORK

- 8.6.1. Comprehensive Annual maintenance contract for Conventional Air-Conditioning System, Two stage evaporative Cooling System for Information & Library Network Centre, Infocity, Gandhinagar
- 8.6.2 All the equipments/installations shall always be kept in good and trouble free operating conditions.
- 8.6.3 All the required record for break-downs/repairs and maintenance etc. shall be maintained in the form of history books, logbooks etc. as per directions.
- 8.6.4 All the maintenance works shall be carried out in accordance with the manufacturer's specifications and instructions of the Admin Officer (PA&F).
- 8.6.5 If for any reason any equipment is required to be repaired from any outside agency or in any workshop, the same shall be arranged by the agency at his own cost within the quoted prices.

8.9 WATCH & WARD

Watch and Ward of their material, machineries and system etc. till end of the contract shall be the sole responsibility of the contractor and pilferage etc. shall be entirely to his account.

8.10 DAMAGE CAUSED TO INSTALLATION

In case of any damage caused to the installation due to negligence, carelessness or inefficiency of staff of the firm the contractor shall be responsible to make good the loss. Decision of the INFLIBNET shall be final & binding on the contractor.

FORMS

VARIOUS FORMS TO BE FILLED BY THE BIDDER

FORM 1

GENERAL INFORMATION ABOUT THE BIDDER

| | | |
|----|---|--|
| 1 | Name of the Company | |
| 1a | Postal Address | |
| 1b | Telephone / FAX No. | |
| 1c | E-mail address & Website | |
| 2 | <u>Type of Company</u> :Attach Proof of Company Registration along with a copy of the Partnership Deed / Article of Association and Memorandum of Understanding Proprietorship / Partnership / Private Limited / Public Limited | |
| 3 | Name and designation of the representative of the Bidder to whom all reference shall be made to expedite technical co-ordination. | |
| 4 | Has the company / firm to pay arrear of income tax? if yes, up to what amount | |
| 5 | Has any Govt. Dept / Undertaking ever debarred the company / firm from executing any work? | |
| 6 | Reference of any other information attached by the company (give details of attachment) | |

Date

Sign and Seal of Contractor

DECLARATION OF THE BIDDER

I / We, hereby declare that I/We have made myself / ourselves thoroughly conversant with the site conditions, local conditions regarding all materials and Labour of which I/We have based my/our rates of this work. The specification, conditions, results and lead of manpower on this work have been carefully studied and understood by me/us before submitting this Bid. We have done site survey.

In case, if I/We fail to complete the work in stipulated time schedule, the penalty shall be levied as per contract condition.

I / We declare on solemn affirmation that whatever information submitted in this Bid is true and correct to the best of my knowledge and belief.

I / We hereby certify that my / our firm has not been disqualified by any office / Department / undertaking of the state / central Govt. of India at any time for providing manpower services or services of any description.

Place:

Date:

(Signature of the bidder

Managing partner / with

Rubber stamp of the firm)

Sign and Seal of Contractor

Detail of the similar works In Hand

(To be submitted in Envelop No. 1)

| Sl.No. | Name of Customer | Description of Work | Date of | | Remarks |
|--------|------------------|---------------------|---------|------------|---------|
| | | | Start | completion | |
| | | | | | |

Note :- Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to rejected.

Sign and Seal of Contractor

**List of work related Equipment, Machinery and tools tackles etc
immediately available with the Bidder for use on this work.**

(To be submitted in Envelop No. 1)

| Sl.No. | Description | Make | Date/ Cost of Purchase | Function / Purpose | Remarks |
|--------|-------------|------|------------------------|--------------------|---------|
| | | | | | |

Sign and Seal of Contractor

FORM 4

Details of works of similar type executed by the bidder

(To be submitted in Envelop No. 1)

| Sl.No. | Name of the Company with full address, phone, fax and name of contact person | Work Description | Ref. & Date of the order | Work Order Value | Details of Order & its Configuration | Dates of | |
|--------|--|------------------|--------------------------|------------------|--------------------------------------|----------|------------|
| | | | | | | Start | Completion |
| | | | | | | | |

Sign and Seal of Contractor

1. Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to be rejected.
2. If necessary, separate sheet may be used to submit the information.

FORM 5

Details of technical personnel with the bidder who will be deployed for this work

| Sl.No. | Name of the person | Qualification | Whether working in Field or in Office | Mode of employment & Experience | Period for which the person is working with the Bidder | Remarks |
|--------|--------------------|---------------|---------------------------------------|---------------------------------|--|---------|
| | | | | | | |

Sign and Seal of Contractor

CHECKLIST OF ESSENTIAL DOCUMENTS TO BE SUBMITTED IN PART – I OF BID PART – I (Technical Bid)

Essential Documents:-

| Sr. No. | Name of Document | Pg. No. |
|---------|---|---------|
| 1 | Earnest Money Deposit of Rs.12,000/- in the form of Demand Draft payable in favour of INFLIBNET centre, payable at Gandhinagar | |
| 2 | Form of particulars duly filled & Signed (1 to 5) | |
| 3 | <u>Declaration Form</u> : Acceptance of general Terms and Conditions of the Contract duly signed in by the tenderer /bidder | |
| 4 | Copy of Income-tax PAN Card, PF & ESIC registration certificate | |
| 5 | Copies of Work Orders & Certificate Indicating proof of having requisite Experience of Operation and All Inclusive Comprehensive Maintenance for the subject work in Govt. Firms/Public Sector undertakings /reputed organizations during last seven years. As per eligibility criteria | |
| 6 | Copy of Service Tax Registration Certificate No. and Date of Issue | |
| 7 | Affidavit/ Declaration of Proprietor that he is the sole proprietor of the firm! Memorandum and Article of Association/ Partnership Deed, whichever is applicable. | |
| 8 | Copy of IT Returns and audited balance sheet and profit and Loss statements for the previous three years | |
| 9 | Mention the number of Qualified employees & qualifications on the roll of the bidder | |
| 10 | Bid documents in original duly filled in and signed by Bidder/Tenderer or his authorized Representative along with seal on each page. | |
| 11 | Mention the tools & equipments owned by the bidder | |
| 12 | Addresses of the Main Office/Branch offices at Gandhinagar and Ahmedabad | |
| 13 | Have you attached the proof of authorization to sign on behalf of the bidder in the Technical Bid ? | |
| 14 | Have your Technical Bid been packed as per the requirements of the Tender ? | |

Price quotations will be opened only of those parties who submit all essential documents indicated in the checklist of Part-I (Technical Bid). All documents submitted in the bid must be serially numbered in chronological order.

FINANCIAL BID

Sub:- Comprehensive Annual maintenance contract for Conventional Air-Conditioning System, Two stage evaporative Cooling System Installed at INFLIBNET Centre, INFOCITY, Gandhinagar.

| S.No. | Description of work | Qty | Unit | Rate Per month | Amt. Per annum |
|-------|--|-----|------|-------------------|-------------------|
| 1.A | Comprehensive Annual maintenance contract for Conventional Air-Conditioning System & Two stage evaporative Cooling System with Operation (Atleast one operator should be at site during the office hours and/or as and when required) | 1 | Job | | |

Amt. in words (.....)

(Signature of the bidder)

Name: _____

Place: _____

Date : _____

Seal

PART-II

PRICE BID

Sub: Comprehensive Annual maintenance contract for Conventional Air-Conditioning System, Two stage evaporative Cooling System (HVAC System) for INFLIBNET Centre, INFOCITY, Gandhinagar.

We have studied the Bid document No. ----- dated _____ for the subject mentioned work and we accept all terms & conditions specified under the heading "General Terms & Conditions of Bid and Contract".

We hereby confirm that we will provide services as per the orders placed on us from time to time promptly. We also understand that in case of our failure to execute the order, INFLIBNET will be free to make alternate arrangements at our risk and cost. We also confirm that in case of unsatisfactory services, INFLIBNET has the right to take any legal course of action against us.

We agree to provide the services for the subject work for all necessary all inclusive comprehensive maintenance services as per the rates quoted by us.

We confirm that our quotations will be valid for 90 days from the date of submission of Bid.

Signature (Name of Bidder along

With Rubber Stamp of the firm)

Place:

Date:

Annexure-I

| Detail of Conventional & Two Stage Evaporative Air Conditioning System Installed at Administrative & Academic Bldg. | | |
|--|---|------------|
| Material Group | Description of Equipment | Qty |
| Chiller | Water cooled screw chillers of 100 TR | 1 |
| Pump | Centrifugal Pumps | 6 |
| Cooling Tower | Cooling Towers | 1 |
| AHU,CSU | Air Handling Unit 38 TR 13500 CFM | 1 |
| | Double Skin Ceiling Suspended Unit 5000 CFM | 2 |
| | Double Skin Ceiling Suspended Unit 3200 CFM | 1 |
| | Double Skin Ceiling Suspended Unit 3000 CFM | 2 |
| | Double Skin Ceiling Suspended Unit 1600 CFM | 1 |
| | Double Skin Ceiling Suspended Unit 2100 CFM | 1 |
| | Double Skin Ceiling Suspended Unit 2625 CFM | 1 |
| | Double Skin Ceiling Suspended Unit 4275 CFM | 1 |
| Double Skin Ceiling Suspended Unit 1200 CFM | 1 | |
| FCU | FCU 400 CFM | 1 |
| | FCU 600 CFM | 6 |
| | FCU 800 CFM | 4 |
| | FCU 1200 CFM | 3 |
| | FCU 1000 CFM | 1 |
| FAN | FAN 2800 CFM | 1 |
| | FAN 3000 CFM | 4 |
| | FAN 5500 CFM | 2 |
| | FAN 3500 CFM | 2 |
| | FAN 6000 CFM | 1 |
| | FAN 1500 CFM | 1 |
| | FAN 1600 CFM | 2 |
| | FAN 850 CFM | 1 |
| | FAN 400 CFM | 3 |
| | FAN 625 CFM | 4 |
| | FAN 900 CFM | 2 |
| | FAN 1300 CFM | 2 |
| | FAN 1250 CFM | 1 |
| | FAN 1200 CFM | 1 |
| | FAN 500 CFM | 2 |
| FAN 275 CFM | 5 | |
| HRW | Cabinet Type Enthalpy Wheel 2200 CFM | 1 |

Cont..

| | | |
|----------------|---|---|
| Two Stage Unit | Two Stage Evaporative Cooling Units 9000 CFM | 4 |
| | Two Stage Evaporative Cooling Units 8500 CFM | 1 |
| | Two Stage Evaporative Cooling Units 17000 CFM | 1 |
| | Two Stage Evaporative Cooling Units 4500 CFM | 3 |
| | Two Stage Evaporative Cooling Units 7500 CFM | 1 |
| | Two Stage Evaporative Cooling Units 10000 CFM | 1 |
| | Two Stage Evaporative Cooling Units 6000 CFM | 3 |
| | Two Stage Evaporative Cooling Units 8000 CFM | 4 |
| | Two Stage Evaporative Cooling Units 18000 CFM | 1 |
| | Two Stage Evaporative Cooling Units 18400 CFM | 1 |
| | Two Stage Evaporative Cooling Units 5000 CFM | 1 |
| | Two Stage Evaporative Cooling Units 14900 CFM | 1 |

Note: Bidders are advised to visit the site for verification of complete system. Variations in quantities of equipment w.r.t as given above are likely to occur as per INFLIBNET requirement and during the period of Contract.

Annexure- II

PERFORMANCE BANK GUARANTEE

**INFLIBNET Centre,
An IUC of UGC
INFOCITY, Gandhinagar.**

(With due stamp duty if applicable)

OUR LETTER OF GUARANTEE No. : _____

In consideration of Information and Library Network Centre, having its office at INFOCITY, Gandhinagar (hereinafter referred to as "INFLIBNET" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having entered into an agreement dated _____/issued service contract No. _____ dated _____ with/on M/s _____ (hereinafter referred to as "The Service provider" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the service provider having unequivocally accepted to provide the services as per terms and conditions given in the Agreement dated _____ /Service Contract No. _____ dated _____ and INFLIBNET having agreed that the Service provider shall furnish to INFLIBNET a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) of the value of the service contract i.e. for _____.

We, _____ ("The Bank") which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. _____ in your favour for account of _____ (The Service provider) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/ Service Contract.

Hereby, we undertake to pay upto but not exceeding _____ (say _____ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount claimed is due by reason of the Service provider having

failed to perform the Agreement and despite any contestation on the part of above named Service provider.

This Letter of Guarantee will expire on _____ including 60 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized Signature

Manager

Seal of Bank

Annexure -III

AGREEMENT

This agreement made on between INFLIBNET Centre, INFOCITY, Gandhinagar (hereinafter called the employer) of the one part andhere in after called “ The Service provider ” of the other part.

Whereas the employer is desirous that certain works should be executed i.e. Annual Maintenance Contract for operation and all Inclusive Comprehensive Maintenance of air-conditioning system (HVAC System) for INFLIBNET Centre, INFOCITY, Gandhinagar.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS :

- 1. In this Agreement words and expressions have the same meanings as are respectively assigned to them in the conditions of contract there after referred to.**
- 2. The following documents shall be deemed to form and be read and construed as part of this agreement viz.**
 - a) The Tender No.**
 - b) The award letter No.**
 - c) References as mentioned in the award letter**
- 3. In consideration of the payments to be made by the employer to the contractor, the contractor hereby covenants upon to execute and maintain the works in conformity in all respects with the provisions of the contract.**

INFLIBNET hereby covenants to pay the consideration of, complete contract for providing Comprehensive Annual maintenance contract for Conventional Air-Conditioning System, Two stage evaporative Cooling System (HVAC System) for INFLIBNET Centre, INFOCITY, Gandhinagar at the contract price at the times and in the manner prescribed by contract.

In witness whereof the parties have hereunto set their respective hands and seals the day and year first above written.

**For & on behalf of
Service Provider**

**For & on behalf of
INFLIBNET Centre.**

Witness (i)

(i)

Witness (ii)

(ii)

Date :

Place: Gandhinagar.