

NOTICE INVITING QUOTATION

Sealed quotations are invited on behalf of the National Institute of Fashion Technology for the work of comprehensive Annual Maintenance of window and split air conditioners in the NIFT Campus, from the agencies registered with CPWD, MES or other Govt. departments, in the relevant category of work and who have carried out similar works with Govt. departments/PSU's/MNC's and also from the reputed AC manufacturers or their authorized dealers as per the requirements and details enclosed. The copy of the proof for having carried out similar works in the last three financial years should be enclosed with the quotation. The detailed bill of quantities is enclosed herewith. Quotation format can be obtained from office of PE (Bldgs) NIFT New Delhi or can also be downloaded from our website 'www.nift.ac.in'.

The tenders shall be super scribed with “ **Quotation for Comprehensive AMC of Window and split Air Conditioners**” at NIFT Campus, Hauz Khas, New Delhi to be submitted in the **Tender box at 2nd Floor-B-Block**, at NIFT Campus, Hauz Khas, New Delhi by 3 P.M on 12.7.10 to be opened on the same day at 3.30 P.M. The Earnest Money in the form of Demand Draft/Pay Order valid for minimum three months from date of publishing of quotation on NIFT website, payable in favour of “NIFT, New Delhi”. The PAN No. & copy of PAN card of the firm shall be enclosed with the quotation.

The Agencies can inspect the site and equipments with the AC Technician after taking prior approval between 10am to 5 pm on all working days. No extra shall be payable for non awareness of the site/equipments conditions and constraints. NIFT reserves the right to accept or reject any tender in part or whole without assigning any reason thereof. Water & Electricity shall be provided at one point free of cost.

CONDITIONS

1. The rates shall include cost of labour, material etc for the works complete in all respects for BOQ.
2. The quoted rates shall include all taxes, duties, VAT etc. as applicable and no extra shall be payable on this account.
3. TDS as per rule shall be deducted. The agency must enclose copy of PAN No supported by copy of PAN Card of the company.
4. Rates shall be valid for 2 months from the date of opening of tender.
5. Rates and amount should be written in figure and words cleanly of each item.

EARNEST MONEY : **Rs 5600/-**
LAST DATE OF SUBMISSION : **12.07.2010**
DATE OF OPENING : **12.07.2010**

PE (Bldgs)

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY
HAUS KHAS, NEW DELHI.**

**LIMITED TENDER DOCUMENT
OF
COMPREHENSIVE AMC OF WINDOW & SPLIT UNITS
A.C.s**

**AT-
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
HEAD OFFICE, NIFT. CAMPUS, HAUS KHAS,
NEW DELHI-110 016.**

(To be deposited in the Tender Box at 2nd Floor, B- Block)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
HAUZ KHAS, NEW DELHI
COMPREHENSIVE AMC OF WINDOW AND SPLIT A.C. UNITS AT
NIFT CAMPUS HAUS KHAS

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No tenderer shall be issued more than one tender form.
2. Tenders received without prescribed earnest money shall not be considered.
3. The schedule issued with the form of tender listing the details of items to be supplied must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender.
4. No paper shall be detached from the tender.
5. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down herein: otherwise the tender is liable to be ignored.
6. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.
7. Individual signing the tender or other documents connected with the tender must specify whether he signs as
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.

- (ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
 - (iv) In case of (i) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (ii) the person signing the tender should be authorised by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.
8. The tender submitted in sealed envelopes super scribed as “Tender for Comprehensive AMC of Window & Split AC units ” addressed to the Project Engineer (Building), National Institute of Fashion Technology (HO), Hauz Khas, New Delhi-16 and be deposited in the Tender Box available at 2nd Floor, B-Block, National Institute of Fashion Technology, Hauz Khas as per covering letter. The tenders will be opened on the same day at 3.30 P.M. in NIFT Hauz Khas, New Delhi in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
9. The bids should be valid in the case of all the tenders for at least 2 months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
10. Correction if any must be attested.

- 11.**The tender should accompany an EMD of Rs 5600/- alongwith the tender in the form of DD/Pay Order drawn in favour of NIFT, New Delhi payable at New Delhi. Tenders without EMD will be summarily rejected.
- 12.**Late tenders will not be considered.
- 13.**National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weight age shall be given to several factors besides the commercial bid.
- 14.**The contract once awarded can be terminated by either party after giving due 1 month notice to the other party. Nevertheless, N.I.F.T. may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
- 15.**NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action of contractor.
- 16.**Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole arbitrator to be appointed by the DG, NIFT at New Delhi as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed thereunder. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
- 17.**Tender shall be accompanied by the relevant documents including the following:-
 - I) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing/has provided AMC of Window AC & Split AC covered in the tender.

- 18.**The Contractor will work in close co-operation with Building Deptt. of H.O. and D.C. NIFT for the repair & Maintenance services as per tender.
- 19.**Payment shall be made quarterly on satisfactory completion of the job and T.D.S as applicable will be deducted.
- 20.**All statutory obligations under various laws from time to time will have to borne by contractor for which no extra payment shall be made to him at any time during the contractual period.
- 21.**The contractor shall at all times indemnify and keep indemnified the owner and its officers, servants and agents from and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
- 22.**As per NIFT policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off to the near higher rupee and paise less than 50 will be ignored.
- 23.**The agreement will be valid for Comprehensive AMC of Window & Split AC units as incorporated in the contract document. This should be strictly adhered to. The contract once awarded can be terminated by either party after giving due notice to the other party.
- 24.**In case L-1 is more than one, then the past performance of the tenderer will be the criteria and the decision of NIFT will be final.
- 25.**The schedule of requirement is as per Annexure A & the evaluation of bid will be on the basis of total bid value. The rates quoted should be inclusive of all taxes and duties including VAT. The rates quoted should be on the basis of free delivery to the consignee.

- 26.**The rates quoted should be on FIRM & FIXED basis.
- 27.** Comprehensive AMC of Window & Split unit AC's including supply of all material spares, replacement /repairs of compressor from OEM's, gas charging, air filter, electrical parts, servicing, overhauling, greasing, starting relay, overload protector, wiring repairs, motor rewinding with bush and shaft, tapes including handling charges, blower motor/outdoor fan motor, remote set repairs, digital scanner, piping, insulation and spares of outdoor/indoor units replacement etc., complete in all respects, for ensuring the desired levels of cooling.
- 28.**AMC shall also include deployment of full time mechanic & assistant during working hours six days a week including holidays at no extra charges. They will report to JE (Elect) and AC Technician for daily attendance and will take necessary instruction.
- 29.**The contractor shall obtain the police verification of the identified personnel & submit to NIFT. Who would be attending to the units/system prior to the finalization of the contract.
- 30.** A minimum stock of spares including compressors, fan & blower motors, fan blades(1 no of each model) & accessories etc. will have to be maintained at the premises for meeting immediate exigencies of work and upkeep of equipments at all times. Efforts should be made to ensure close to zero MTBF (Mean Time between Failures).
- 31.**Contractor has to do quarterly service of the unit by trained personnel including the following:-
- a) Rectification of defects observed during inspection.
 - b) Checking of electrical parts including motors & rectification.
 - c) Checking & adjustment of controls and lubricating of moving parts.
- 32.**The rates shall be submitted in the prescribed Performa Annexure 'A' hereto.
- 33.**The rates of AMC shall be inclusive of all taxes, duties octroi, works contract tax, cartage loading, sales tax, turnover tax and any other statutory taxes and service tax complete in all respects, valid for a period of one year from the date of award of contract.

34. The penalty amount per complaint will be as follow :

I) Fault not rectified within 6hour @ Rs 50/- per hour.

II) Major faults not rectified within 48 hours @ Rs 500/- per day.

III) If OEM or above specification component is not used as maintenance spare, the cost of the equipment will be paid by the vendor if the equipment becomes unserviceable.

IV) Any delay beyond 10 days in rectifying the major fault, the penalty will be enhanced to Rs 1000 per day.

V) Beyond 15 days if the equipment is get repaired in the open market and the actual cost of the repairs to shall be recovered from the contractor. In extreme cases, the action of forfeiture of security money/pending bill/blacklisting of the firm can be resorted at the discretion of the competent authority.

35.The contractor will maintain history sheet of every systems/equipment under maintenance contract with detailed specification.

36.Details of all minor/major, routine/preventive repair/maintenance job undertaken shall be entered into the history sheet.

37.Complaint feedback/performance report:- The Contractor will maintain all records of the complaints in a Register. The format of the register is enclosed as Annexure 'B'.

38.After completion of the Agreement, contractor has to hand over the system in perfect running condition (complete in all respects as per inventory) to the department.

39.Any damage to the building or the any part of the equipment which might result during the operation shall be repaired by the contractor.

40.In case any employee found absent from his duty following recovery shall be made from the contractor's bill

a) Mechanic @ Rs 300/- per day

b) Assistant /Helper @ Rs 200/- per day

41. Mechanic should have his Mobile Phone at the time of Duty at NIFT.
42. Department shall in no way be involved in any dispute of whatever kind, between the contractor and the staff engaged by him.
43. Any damage resulting to the system on account of the negligence or mal-operation shall be made good by the contractor. Nothing extra will be paid for such work.
44. The contractor shall arrange to render efficient service as outlined in this specification. However, in case he fails to maintain the service to the satisfaction of the Engineer-in-charge the department has to incur any expenditure to maintain the installation by alternative arrangement, the expenditure thus incurred will be recovered from the contractor.
45. The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer-in-Charge in writing. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling.
46. Water and power shall be made available free of cost for bonafide use.
47. The material requires replacement shall be of same quality/manufacturer and specifications. The dismantled material shall be the property of contractor
48. The staff deployed by contractor shall be versed with the job requirement and shall not be changed without information to J.E. (Elect.).

BOQ for the AMC of Window and Split AC

S. No	Details of A.C Units	Make	Unit	Qty	Rate	Amount
	Window Units					
1						
a	0.8 Tr Window AC	Voltas				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	2		
b	0.8 Tr Window AC	Amtrex				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	1		
2						
	1 Tr Window AC	Blue Star/ Voltas				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	32		
3						
a	1.5 Tr Window AC	Feeders LLOYD				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	2		
b	1.5 Tr Window AC	Blue Star				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	49		
4						
a	2 Tr Window AC	Feeders LLOYD				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	5		
b	2 Tr Window AC	Blue Star				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	3		
c	2 Tr Window AC	Amtrex				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	9		
d	2 Tr Window AC	Voltas				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	10		

e	2 Tr Window AC	Videocon				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	7		
f	2 Tr Window AC	Kenstar				
	AMC Excluding Compressor		Nos	10		
	AMC Including Compressor					
	Split Units					
1						
a	1 Tr Split AC	Voltas				
	AMC Excluding Compressor					
	AMC Including Compressor		No	1		
b	1 Tr Split AC	Kirloskar				
	AMC Excluding Compressor					
	AMC Including Compressor		No	1		
2						
a	1.5 Tr Split AC	Carrier				
	AMC Excluding Compressor		No	4		
	AMC Including Compressor					
b	1.5 Tr Split AC	Amtrex				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	2		
3						
a	2 Tr Split AC	Kirloskar				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	15		
b	2 Tr Split AC	Blue Star				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	1		
c	2 Tr Split AC	LG				
	AMC Excluding Compressor		Nos	3		
	AMC Including Compressor					
d	2 Tr Split AC					
	AMC Excluding Compressor					
	AMC Including Compressor	Amtrex	Nos	49		
e	2 Tr Split AC					
	AMC Excluding Compressor					

	AMC Including Compressor	Voltas	Nos	9		
f	2 Tr Split AC					
	AMC Excluding Compressor					
	AMC Including Compressor	Videocon	Nos	2		
g	2 Tr Split AC	Kenstar				
	AMC Excluding Compressor		Nos	6		
	AMC Including Compressor					
h	1.5 Tr Split AC	Carrier				
	AMC Excluding Compressor		Nos	2		
	AMC Including Compressor					
i	2 Tr Split AC	Voltas				
	AMC Excluding Compressor		Nos	2		
	AMC Including Compressor					
j	2 Tr Split AC	Hitachi				
	AMC Excluding Compressor		Nos	2		
	AMC Including Compressor					
4						
a	3 Tr Split AC	Carrier				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	1		
b	3 Tr Split AC	Voltas				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	1		
5						
a	5 Tr Split AC	Carrier				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	1		
b	5 Tr Split AC	Blue Star				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	1		
6						
a	7.5 Tr Split AC	Blue Star				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	2		
b	7.5 Tr Split AC	Carrier				
	AMC Excluding Compressor					
	AMC Including Compressor		Nos	5		
	TOTAL					

