



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(A Statutory Institute governed by the NIFT Act, 2006)
(Ministry of Textiles, Govt. of India)
An ISO 9001:2008 certified Institution

TENDER DOCUMENT FOR AIRCONDITIONER SERVICES
ANNUAL RATE CONTRACT FOR AIR CONDITIONER SERVICES & REPAIRING OF
DUCTABLE SPLIT A/C

Form No._58/ NIFT/CHE/ADMMN/AC Services-College/2017-18 Date of Issue: 24.07.2020

Rate Contract form issued to: _____

EMD to be deposit along with the Tender:- Rs. 20,000/-

- ❑ Closing Date & Time of submission of Rate Contract Form :- 13.08.2020 up to 3.30 p.m
❑ Date & Time of opening of Tender :- 13.08.2020 at 4.00 p.m

Note:-

- 1. This tender document contains 10 pages and bidders are requested to sign on all the pages**
- 2. This tender document can also be downloaded from the website – www.nift.ac.in/chennai at free of cost.**
- 3. The Bids should be sealed by the bidder super scribed “ Tender for Air Conditioner Services” to The Director, NIFT, Chennai**

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NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Ministry of Textiles, Govt. of India)
Rajiv Gandhi Salai, Taramani,
Chennai – 600 113

I accept the above conditions

Full Signature of the contractor with seal

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(Ministry of Textiles, Govt. of India)
Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

TENDER DOCUMENT

1. The prospective tenderers may satisfy themselves about the requirements by visiting the NIFT, Rajiv Gandhi Salai, Taramani, Chennai – 600 113 on any working day between 10.30 a.m. and 2.30 p.m. before submitting their tenders.

(NIFT Person: Assistant Director).
2. The tenders should be submitted in the specified form (Non-transferable) as given in a sealed cover with the name of the contractor written on the inner envelope.
3. The tenderers shall enclose copies of the following documents:-
 - i) Registration Certificate issued by the registering authority.
 - ii) List of their clients with self-attestation for whom they have been executing similar work for the last 3 years along with copies of work orders and other details.
 - iii) Latest Income Tax Clearance Certificate.
 - iv) Goods & Services Tax (GST) Registration No. from Govt. of India
 - v) Any other certificates and documents which the contractor would like to enclose to substantiate his stand in the field as a contractor proven ability.
 - vi) Valid Authentication certificate for service from any reputed brand like LG, Voltas, Samsung, Hitachi, etc., (This enclosure is mandatory for eligibility criteria)
4. While submitting the tender, the Contractor shall deposit an Earnest Money of Rs. 20,000/- by Demand Draft / Pay order drawn in favour of “NIFT, Chennai – 600 113 payable at Chennai” (on any Nationalized Banks), which will be refunded to the unsuccessful tenderers within a month.
5. Tenders without EMD and incomplete tenders are liable to be rejected.
6. MSME and Startups Organization participating in the tender are exempted from depositing EMD. Firms claiming exemption from depositing earnest money must enclose copies of their registration MSEs/MSME details validity as on the date of tender opening along with all its amendments for the subject stores. Offers received without these details or without earnest money will liable to be ignored.
7. EMD will be liable to be forfeited if the Contractor selected for the work fails to sign the formal agreement or to start the work on the date stipulated in the work order.
8. If any relative of the tenderer is an employee of the NIFT the name, designation and relationship of such employee shall be intimated to the Director, NIFT in writing while submitting the tender.
9. The EMD remitted will not bear any interest for the period retained by NIFT.

10. The tender submitted shall remain valid for 120 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 120 days from the date of opening shall be by mutual consent.
11. **Last date** for receipt of tenders in the office of the **NIFT, Chennai - 600 113**, will be **2.00 p.m. on 13.08.2020** and the tenders **will be opened** at **2.30 p.m. on the same day** in the presence of the tenderers or their representatives present.
12. Before signing the agreement, the successful contractor shall deposit 10% of the annual value of contract (adjusting the EMD) as security deposit, which would be released on expiry/termination of the contract after adjustment of dues, if any. No interest shall be accrued on the deposit.
13. The contract is for a period of one year only and it may be extended for a further period of maximum 2 years at the same tendered rate based on the performance of the contractor. The Contractor shall execute an agreement on a non-judicial stamp paper worth Rs.20/- before taking up the contract, agreeing to abide by all the terms and conditions mentioned therein.
14. NIFT reserves right to accept or reject any or all the tender without assigning any reason.
15. In case of any dispute, the disputes will be settled in Chennai Jurisdiction only.

Date :

Place:

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NATIONAL INSTITUTE OF FASHION TECHNOLOGY

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Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

Terms & Conditions

1. The firms who are not willing to accept the departmental conditions need not quote and participate in this bidding.
2. The purpose of the awarding the unit service contract is to ensure and to keep the unit in good working conditions and to work to the optimum efficiency.
3. The probable date on which the service to the A.C units will be carried out should be intimated well in advance to the NIFT officers in writing by the AMC firm to whom the AMC is awarded.
4. The signature of the Electrical staff or the officer in charge of the maintenance shall be got after the units are serviced.
5. If the service on the specified date is not possible it shall be carried on the subsequent day without fail with concurrence of the officer in charge of the maintenance.
6. The units should be checked and serviced thoroughly once in two months without fail.
7. The air filters should be cleaned whenever necessitated or once in month without fail. The Breakdown calls should be attended to immediately and any delay shall be made good through other local agencies at the cost of the AMC contractor.
8. The parts requiring lubrication should be done at periodical intervals with necessary lubricants at no extra costs.
9. No advance payment will be made for the service contract.
10. The service bills will be issued after the completion of service and due certification by the officer in charge of maintenance.

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11. All the components should be checked thoroughly to work in perfect conditions and it should be ensured that all the safety devices work perfectly. Checking vibration and condensate drain, and polishing of the decorative cabinet should be carried out once in two months along with service to the Air conditioners.
12. The Air conditioners should be removed from the site to their workshop only for any major repairs/service air conditioners shall be fixed at no extra cost
13. Since this is a comprehensive service contract spares of all the materials including oil, gas, filters, condenser, compressor, pressure test, gas leakage arrest, cooling coils, remote handset, coils which require replacement should be done at no extra cost. All the repairs to all the parts PVC drain line and components should be carried out at no extra cost without any delay.
14. The defective compressor should not be cut open and repaired, instead the defective compressor should be replaced with factory sealed compressor. The compressor shall be checked for its proper functioning.
15. The contractor shall ensure that all the parts including the cabinet are in good condition, painting of the unit complete (internal and external) should be done at least once during the contract period without any extra cost.
16. The GST/taxes, if any will be applicable as per Govt. of India norms.
17. The rates quoted should be inclusive of all Taxes.
18. Repairs and Replacement of front grill, outer cover / cabinet bottom base plate, control panel should be done by the firm at no extra cost.
19. The amount falls due from the contractor on account of this contract even after recovering from the bills and adjusting the security deposit and any other contract awarded to the contractor, the amount is liable to be recovered under the provision of the Revenue Recovery Act.
20. The refrigerant and cooling lines should be checked for leaks and proper insulation provided periodically.

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21. The strength of base frame, platform and also proper tightness of the fixing bolt, foundation bold of the outdoor units shall be checked periodically.
22. The contractor should handover all the machines in good working condition and any disputes the contractors responsible to rectify the same and handover to next contractor after completion of the contract period.
23. The filters evaporate coils condenser fan blades fan motors, motor compressor; casing, cabinet inner holding where dusts accumulate will be cleaned by vacuum cleaner and maintained as dust free area.
24. The working condition of the A.C. units such as grill temperature, inside room temperature, outside room temperature, full load temperature, input voltage etc. should be recorded by the firms in the monthly service report of the firm along with details of service rendered, should be handed over to officer in charge of the maintenance.
25. All the electrical contact points and connections should be checked and minor adjustments made if found necessary. The replacements for the outgoing electrical switches and cables from the A.C. units should be done without any extra charge.
26. The A.C. units shall be over hauled at least once in a year completely.
27. No advance payment on any portion of service will be made under any circumstances.
28. All the components of Indoor, Outdoor & Remote Controller of A.C. units including (Available) voltage stabilizers, compressor, conductors, fan motor, blower motor, condenser coil, fan blade, all plastic components including

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blower fan, blower, thermostat, selector switches, overload relay, single phase preventor, valves, knobs, copper tubes, strainers, filters, refrigerant accessories, all control, Electrical chord, plug pin top, control panel (PCB) should be repaired or replaced, overhauled at no extra cost immediately when the defects are noticed or informed to the firm.

29. The gas and oil shall be charged as and when necessary at no extra cost.
30. If the firm discontinues the services at any time during the period of contract the security deposit deposited by the firm shall be forfeited. The charges spent to put the units under running conditions will be recovered from the firm against the payments due to them.
31. The selected firm shall pay a security deposit @ 10% of the value of the contract, which shall be in the form of D.D and deposit shall be retained for the entire contract period. The deposit will be refunded on expiry of contract. The deposit will bear no interest during the entire contract period.
32. The selected firm shall also sign an agreement in the prescribed format on a non – judicial stamp paper of value of `20/- and accepted by the authorized signatory on behalf of NIFT.
33. If the firm violates the above conditions or known to violate the above conditions action will be taken to terminate the contract and also to ban the firm taking future contract in NIFT. The security deposit will also be forfeited.
34. The complaint should be attended within 24 hours from the time it's logged in.
35. Repair and corrective work should be executed within 72 hours from the time of attending a complaint, failing which a penalty of Rs.100/- per day / per unit will be charged.

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36. The firm should ensure 90% uptime for all air conditioners which will be certified by the officials of NIFT, failing which a penalty of Rs.100/- per day / per unit will be levied on the firm.
37. Preventive maintenance should be carried out once in a month as per schedule and also service report to be signed by NIFT officials else 20% of the amount will be deducted from the total bill amount for the particular period.
38. In case any of the persons deployed by the contractor does not come up to the mark (or) indulges (or) disorderly conduct the contractor shall immediately withdraw such persons on the report of the NIFT in this respect.
39. Payment will be made on quarterly basis against the submission of bills along with the copies of the service reports duly signed by the NIFT engineers.
40. The firm should repair 1 No of 8.5 ton nonfunctional duct able Split A/C as per quoted price and no extra payment will be made for the same.
41. Rectified Duct able Split A/C will be included in the AMC Contract from the date of rectification.
42. It shall be the sole responsibility of the contractor to ensure safety of the user and
If there is any loss to the institute on account of dishonest and or due to any lapse
On the part of the contractor.
43. NIFT shall not be responsible for death, injury or accident to the contractor /
Contractor's employee who may arise out of and in the course of their duties at
NIFT Premises.
44. The contractor should provide all the safety equipment's for their employees
45. In case of any accident (or) damage due to negligence (or) unsafe work that
Require medical attention, the contractor is wholly responsible

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46. The contractor should carry out the shifting of Air conditioner at sl.no (v) -a) of excluded rated if any as requested by NIFT and cost will be applicable as mentioned in the scheduled of rates.

Date :

Place:

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NATIONAL INSTITUTE OF FASHION TECHNOLOGY, CHENNAI.

Check List

ANNUAL RATE CONTRACT FOR AIR CONDITIONER SERVICES

1. Name of the supplier : _____
2. Address of the supplier : _____
3. Phone No. _____ Mobile No. _____
4. Whether proprietary or partnership : _____
or Firm or a company

REQUIRED DOCUMENT	Attached / Not Attached
Shop and Establishment Certificate / VAT Registration certificate along with TIN Number	
Demand Draft for Earnest Money of Rs.20000/-	
Attested Copy of Goods & Services Tax Registration (GST) No.	
Attested Copy of Income Tax Registration	
Current List of Clients	
Copy of TNGST / CST Registration Certificate	
Copy of PAN Card/ TAN / TIN	

(Full signature of the Contractor) Seal:

5. Is there any relative of the owner of supplier or its partner working at NIFT ? If so, please indicate below the name of such relative and the relationship _____
6. Annual Turnover Detail (Attach Balance sheet / Copy of Income Tax Return / Organizational Payment details) _____

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SCHEDULED RATES

Description	Qty.	Rate/Unit (`)	Amount (`)
(i) Split AC 1.5 Ton (LG, Hitachi, Voltas)	49 Nos.		
(ii) Split AC 2.0 Ton (LG, Hitachi, Voltas)	121 Nos.		
Total	170 Nos		
GST/Tax if any			
Total ` (In Figures)			
Total in Words(`): _____			
Other Works :			
(v)Repairing of 8.5 Ton LG ducted AC including transport, tax any replacement of compressor, parts, Pressure test gas filling and labour charges etc. (before quote please inspect AC unit)	02 Nos.		
a)Shifting & Re-fixing of AC, no additional charges for gas filling, (if required by NIFT authorities) Whenever required	One		
b) Supply & Filling of gas	Per Unit		
c) Copper Pipe Line	Per Mtr.		
d) PVC Plumbing drain pipe line	Per Mtr.		
e) A/C Outdoor Unit Mounting Angle	01 No.		

GST/Taxes for other works if any (In percentage if applicable) = _____%

NOTE:

1. The Quantity may increase depending upon the completion of warranty period of new machines, reconnecting of idle Air Conditioner and should be covered for the rest of the contract period at the same rate.
2. The quantity may also be reduced depending upon disconnected AC / Idle AC from time to time and to be noticed by NIFT authorities.

Date :

Place :

Seal: accept the above conditions
Full Signature of the contractor with seal