



Tender Document
For CAMC of VRF Air Conditioner Services

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
A Statutory Institute governed by the NIFT Act, 2006
(Ministry of Textiles, Govt. of India)
An ISO 9001: 2015 certified Institution
Rajiv Gandhi Salai, Taramani, Chennai – 600 113.

Rs.590 /-
(GST Incl.)(in
Cash / DD / PO)

**NAME OF WORK: COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT
FOR VRF AIR CONDITIONER IN GIRL'S HOSTEL CAMPUS - NIFT, CHENNAI**

**TENDER DOCUMENTS
TWO BID SYSTEM**

1. Original : To be submitted in a sealed cover
Addressed to The Purchase Officer,
NIFT, Rajiv Gandhi Salai, Taramani,
Chennai – 600 113.
2. Duplicate : To be retained by the tenderer for
reference.

Tender Issue : 19.08.2022

Last date & Time submission of
sealed Tender by Tenderers: : 09.09.2022 up to 2.00 p.m.

Tender Opening Date & Time: : Will be informed separately

EMD to be deposited along with
tender: : Rs.25,000/-

Tender document will be available at our website, it should be downloaded at free of cost



PREAMBLE / INTRODUCTION

National Institute of Fashion Technology (NIFT) is a premier educational institution set up under an Act of Parliament and functioning under the aegis of the Ministry of Textiles, Govt. of India.

NIFT Chennai invites sealed tenders under two bid systems for “**Comprehensive Annual Maintenance Contract (CAMC) for Toshiba VRF Air Conditioner system including repairing of outdoor unit installed in Girls Hostel A&B Blocks and SMAC Building at NIFT Girls Hostel campus, M.G.R film City Road Taramani, Chennai – 600 113**”, from the interested, experienced firms who fulfill the eligibility criteria as in Tender Document.

Terms & Conditions

1. The firms who are not willing to accept the departmental conditions need not quote and participate in this bidding.
2. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any bidder stipulates any condition, such conditional tender is liable to be rejected.
3. The purpose of the awarding the unit service contract is to ensure and to keep the unit in good working condition with work to the optimum efficiency.
4. NIFT Chennai reserves the right to accept / reject any/all tenders in part/full without assigning any reason thereof.
5. Any Addendum/Corrigendum date extension in respect of above tender shall be updated in our website www.nift.ac.in/chennai/tenders only and no separate notification shall be issued in the press/Bidders. Bidders are therefore requested to regularly visit our website to keep themselves updated.
6. Bidder should sign in all pages of the Tender document and should not be removed any page/s of the tender document.
7. The prospective Bidders are advised to read carefully the entire tender document and satisfy themselves about the work, site condition, by visiting the NIFT Chennai Girls Hostel Campus, M.G.R film City Road, Taramani, Chennai, on their own with prior approval from NIFT, authorities on any



working day between 10.00 a.m. and 5.00 p.m. before submitting their tenders (no extra charges shall be payable for visiting the NIFT Campus in this regard).

8. If complete information is not given (or) if the particulars and data are not filled in correctly (or) not as specified in the Tender document and may render the bid non-responsible and liable to be rejected.
9. If submitted other than the prescribed Tender Document format the same shall be summarily rejected.
 - If Bidder furnishing with Price Bid in the single/same cover of Technical Bid will be summarily rejected.
 - The tender will be summarily rejected, if price of the item indicated in the technical bid.

Tender can be submitted on or before the due date and time specified in the Tender Document.

10. Successful bidder's EMD will be retained and it will be adjusted in the security deposit.

11. Detail Breakup for Repairing cost of each not working VRF outdoor unit to make it functional& include in the AMC, with required spares shall be mentioned in the Financial Bid along with individual part cost and payment will be made as per actual. Replaced old parts of the machine should be handed over to NIFT, Chennai.

12. Even after qualifying in technical bid, the Price bid may not be accepted if not found in order.
13. The Director, NIFT Chennai reserves the right to accept the whole tender or any part thereof or reject all the tenders, in the interest of the NIFT so require, without assigning any reasons whatsoever and to waive any minor discrepancy in the tenders received.
14. 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.
15. The signature of the Electrical staff or the officer in charge of the maintenance at NIFT Chennai shall be got after the units are serviced.
16. 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 at NIFT Chennai
17. The units should be checked and serviced thoroughly monthly once without fail.
18. 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.

19. The parts requiring lubrication should be done at periodical intervals with necessary lubricants at no extra costs.
20. No advance payment will be made for the service contract.
21. The service bills will be issued after the completion of service and due certification by the officer in charge of maintenance at NIFT Chennai.
22. 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.
23. In case of emergency the minor repairs may be carried out by the Electrical Annual Maintenance Contractors.
24. 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.
25. The Air conditioners/PCB should be removed from the site to their workshop/service centre by NIFT Chennai Gate Pass only for any major repairs/service and air conditioner/PCB shall be re-fixed without any additional cost.
26. Since this is a comprehensive AMC service contract spares of all the materials including oil, gas, filters, condenser, compressor, pressure test, gas leakage arrest, cooling coils, remote handset, coils, PCB 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.
27. The defective compressor should not be repaired; instead the defective compressor should be replaced with factory sealed compressor. The compressor shall be checked for its proper functioning and a warranty of not less than 12 months shall be given
28. 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.

29. The rates quoted should be inclusive of Taxes.
30. The GST shall be paid separately as per rules in force and shall not be included in the rate.
31. Validity of the rates quoted in the Tender will be up to 3 months from the date of opening of the Tender.
32. The quantity may increase or decrease or drop of any item, the bidder should execute the work for quoted price in the tender.
33. All statutory obligations under various laws, imposed from time to time will have to be met by the contractor for which no extra payment shall be made. NIFT will no way be responsible for any default with regard to statutory obligation, if any.
34. Repairs and Replacement of front grill, outer cover / cabinet bottom base plate, control panel should be done by the firm at no extra cost.
35. 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.
36. The refrigerant and cooling lines should be checked for leaks and proper insulation provided periodically.
37. The strength of base frame, platform and also proper tightness of the fixing bolt, foundation bolt of the outdoor units shall be checked periodically.
38. 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.
39. The filters evaporate coils condenser fan blades fan motors, motor compressor; casing, cabinet inner holding where dust accumulate will be cleaned by vacuum cleaner and maintained as dust free area.



40. 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.
41. 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.
42. The A.C. units shall be over hauled at least once in 6 months completely.
43. No advance payment on any portion of service will be made under any circumstances.
44. All the components of Indoor, Outdoor & Remote Controller of A.C. units including compressor, conductors, control cables, fan motor, blower motor, condenser coil, fan blade, all plastic components including blower fan, blower, thermostat, selector switches, overload relay, single phase preventer, valves, knobs, copper tubes, strainers, filters, refrigerant accessories, all control cables, , programming etc., Electrical cord, 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.
45. The gas and oil shall be charged as and when necessary at no extra cost.
46. 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.
47. **The selected firm shall pay a security deposit @ 10% of the value of the contract,** which shall be in the form of Demand Draft and deposit shall be retained for the entire contract period. The deposit will be refunded on expiry of contract after adjustment of any due. The deposit will bear no interest during the entire contract period.
48. The selected firm shall also sign an agreement in the prescribed format on a non – judicial stamp paper of value of Rs.100/- and accepted by the authorized signatory on behalf of NIFT.
49. No Bidder will be allowed to withdraw the quoted rates after opening of the tender. If any



Bidder withdraws the rates, the EMD amount deposited by them will be forfeited and above firm will be disqualified from participating in any future quotation/Tender of the Institute.

50. The CAMC service contract shall remain valid for a period of one year from the date of award of the contract. However, a renewal of the contract on an annual basis may be considered by the competent authority, NIFT, Chennai, based on satisfactory performance of the contractor at the same rates. Such renewals can be done only for a maximum period of two years based on mutual acceptance.
51. 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.
52. The complaint should be attended within 24 hours from the time it's logged in including Sundays and holidays.
53. 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.
54. 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.
55. The maintenance staff should have adequate puts experience in VRF air conditioners. 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.
56. NIFT reserves the right to terminate the contract at any point of time at its sole discretion due to non-satisfactory service or violation of Terms & Conditions or due to any applicable reason and NIFT's decision in this regard shall be final and binding.
57. The contractor should hand over the AC units in working condition at the end of completion of AMC period. If any defect noticed and it should be rectified the same without any additional



cost as per CAMC terms and conditions.

58. Supply and replacement of spares /materials should be as recommended by the OEM.
59. 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.
60. 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
61. 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.
62. The contractor should provide all the safety equipment's, tools equipment's and Ladder for their maintenance staff.
63. In case of any accident (or) damage due to negligence (or) unsafe work that Require medical attention, the contractor is wholly responsible.
64. Any dispute arising, decision of the Director, NIFT Chennai is final authority for settlement of dispute.
65. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Chennai Court only.



ANNEXURE I

TECHNICAL BID FOR CAMC VRF AIR CONDITIONER SERVICES
Girls Hostel, NIFT, Chennai

This Technical Bid for VRF Air Conditioner at NIFT, Girl's Hostel (2nd, 5th, 6th, 7th floor and A & B Block) shall be filled in by the tendering party, duly signed, stamped and sealed .

S.No.	Particulars	Details
1.	Name of Tenderer	
2.	Address of the Firm	
3.	Phone No. and Email ID	
4.	Status whether firm is proprietary / partnership firm / company	
5.	Name (s) of the Director / Proprietor / Partners of the firm	
6.	Details of the EMD	
	Amount in Rupees	
	DD No. and Date	
	Issuing Bank	



Registration under various statues: (enclose certified copies)

S.No.	Registration	Registration No.
a..	Shops and Establishment Act	
b.	License under the contract Labour Act	
c.	Provident Fund Number (PF)	
d.	Employee State Insurance (ESI)	
e.	Professional Tax No.	
f.	GST Registration No.	
g.	Permanent Account (PAN) No.	

Give details of major similar contracts handled by the tendered during the last three in the following format

S.No.	Name of the Client, Address, Telephone No.	Contract Value	Duration of Contract	
			From	To
1.				
2.				
3.				

(Letters of satisfactory performance from the client (s) must be attached).

Financial turnover of the tenderer for the last 3 years (if the space provided insufficient, a separate sheet may be attached.)



Tender Document
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Financial year	Amount	Remarks
2019-2020		
2020-2021		
2021-2022		

Evaluation Criteria: The following self-attested documents needs to be enclosed.

- i. Company Registration Certificate (Company Registration, Geographic Presence should be Chennai Only)
- ii. GST Registration Certificate.
- iii. PAN Details.
- iv. MSME certificate, if applicable (Prior Turnover Criteria as per Department of Expenditure vide their OM No.F20/2/2014-PPD (Pt.) dated 2009.2016 and MSME OM F.No.1(2)(1)/2014-MA Part dated 10.03.216)
- v. Annual Turnover should not be less than Rs.10 Lakhs for last three years duly certified by Auditor with UDIN Number.
- vi. Undertaking for not being blacklisted by any organization in last 5 years.
- vii. Original Equipment Manufacturer (OEM) issued valid Authorization certificate for service of Toshiba VRF Air Conditioner.
- viii. Bidder should have a minimum 5 years' experience in repair & maintenance, service of VRF Air Conditioner in Government Department/Organization /Institution/ PSU/Reputed organization and service center should be in Chennai. Copy of work orders are to be enclosed.
- ix. Client List in which same nature of work carried out in Government Department/Organization /Institution/ PSU/Reputed organization during last five years.



DECLARATION
(In Bidders company's/firms letter head)

I/We _____ having _____ our _____ office
at..... declare that I/We
have never been blacklisted by any state Government/Central Government or any State/Central PSU.

Date:(Authorized Signatory)

Place:Name:

Designation:

Name of the company/firm:

Address of the Bidder:

(Company Seal)



NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Chennai
FINANCIAL BID

SCHEDULED RATES - I

Comprehensive AMC for Toshiba make VRF Air Conditioner installed in Girls Hostel Campus (2nd, 5th, 6th, 7th floor of Hostel A & B Block and SMAC building) at NIFT Chennai (Please visit the site before quote)

S. No.	Description	Qty.	Rate/Unit (Rs.)	Total Price p.a (Rs.)
1	Comprehensive AMC(CAMC) for top discharge VRF Air Conditioner indoor (high wall) and outdoors units with other mechanical, electrical and electronic accessories including new compressors, drives (voltage & frequency), control lines, communication lines, interface line, inverters, relays, switches, indoor and outdoor PCB Boards with necessary software programming, sensors, filters, capacitors, inductors, reactors, breakers & fuses (with in the indoor & out door units) contactors, motor rewinding, fans, motors, coils, terminal blocks, transformers, heaters, cables & wires, remote hand set, controllers, blowers, lowers, other plastic items, heat exchangers, cooling/condoners coils, pressure switches, gas leakage arrest, necessary materials, required gas & equipment's for testing, top-up or re-filling of Original Equipment Manufacturer recommended refrigerant, copper pipe lines, insulation, fusible plug, oil, liquid tank, separators, valves, accumulators, strainers, capillary tubes, distributors, reducers, blowers, filters, drain lines etc., material & equipment movement charges, necessary preventive maintenance & breakdown maintenance charges			
		Qty.	Rate/Unit (Rs.)	Total Price per Annum (Rs.)
	Girls Hostel High Wall type Indoor Unit:			
	Model No. : MMK AP 0126 HP IN – 1.0 Ton	82 Nos.		
	Model No. : MMK AP 0186 HP IN - 1.5 Ton	30 Nos.		
	Girls Hostel Outdoor Unit:			
	Model No. : MMY-MAP 2206 T 8P	2 Nos		
	Model No. : MMY-MAP 1604 T 8P	4 Nos.		
	Model No. : MMY-MAP 1404 T 8P	1 No		
	Model No. : MMY-MAP 1204 T 8P	1 No		
	SMAC Building Cassette type Indoor Unit:			
	Model No. : MMU AP0484 HP - E Cooling capacity:14.0KW	10 Nos.		
	SMAC Building Outdoor Unit:			
	Model No. : MMY-MAP1204T 8P	02Nos.		
	Model No. :MMY-MAP1604T8P	01 No.		
	Other Charges (Please specify), if any			
	GST			
	Total amount per annum including all			
	Total amount per annum (Grand total amount in words):			



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	Rupees _____ _____ only.
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This Financial Bid should be filled in by tendering party duly signed, stamped and sealed and must be submitted in separate cover, super scribed with “Financial Bid”

After opening of technical bid the capability and suitability of the tenderers shall be evaluated and financial bid of the qualified tenderers shall be opened later on and the date will be informed separately.

- Note: 1. Above quoted rate should be inclusive of all taxes and other charges
 2. Lowest (L1) Bidder at Sl.No.1 above and meeting all the evaluation criteria will be awarded the Contract.

I/We.....of

M/s.....hereby agree on the acceptance of this tender by the NIFT Chennai to the work of “Comprehensive Annual Maintenance Contract (CAMC) for Toshiba make VRF Air Conditioner installed in Girls Hostel Campus(2nd, 5th, 6th, 7th floor of Hostel A & B Block and SMAC building) at NIFT Chennai “ in accordance with the terms and conditions of contract stated in the tender document and as per specification, rates, prices specified in this Financial Bid.

Date: (Authorized Signatory)

Place: Name:
Designation:
Name of the company/firm:
Address of the Bidder:
(Company Seal)



FINANCIAL BID SCHEDULED RATES - II

Repairing of Toshiba make VRF Air Conditioner Outdoor installed in Girls Hostel Campus (2nd, 5th, 6th, 7th floor of Hostel A & B Block and SMAC Building) at NIFT Chennai (Please visit the site before quote)
(Add additional sheet if required)

S. No.	Description of the Outdoor Unit (please quote as per anticipating required parts/refrigerant etc., for make it functional)	Qty.	Rate/Unit (Rs.)	Total Price p.a (Rs.)
1.	MMY-MAP1404T8P- 7th floor Hostel A – block- 01 No.,(Add additional rows if required)			
	Parts required(please specify):			
	I.			
	II.			
	III.			
	IV.			
2.	MMY-MAP1604T8P- 7th floor Hostel B - block - 01 No.,(Add additional rows if required)			
	Parts required(please specify):			
	I.			
	II.			
	III.			
	IV.			
3.	Model No. :MMY-MAP1204T 8P – SMAC Building - 02 Nos.,(Add additional rows if required)			
	Parts required(please specify):			
	I.			
	II.			
	III.			
	IV.			
4.	Model No. :MMY-MAP1604T8P – SMAC Building01 No.,(Add additional rows if required)			
	Parts required(please specify):			
	I.			
	II.			
	III.			
	IV.			
	Other charges, if any(please specify)			
	GST			



Tender Document
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	Total amount including all			
	Total amount (Grand total amount in words):			
	Rupees _____			
	_____ only.			

Note:

1. Repairing cost of each not working VRF outdoor unit to make it functional & include in the AMC, with anticipating required parts/ refrigerant shall be mentioned in the Financial Bid along with individual part cost and payment will be made as per actual. Replaced old parts of the machine should be handed over to NIFT, Chennai.
2. Above quoted rate should be inclusive of all taxes and all charges including labour transportation etc.,

I/We.....of

M/s.....hereby agree on the acceptance of this tender by the NIFT Chennai to the work of “Comprehensive Annual Maintenance Contract (CAMC) for Toshiba make VRF Air Conditioner installed in Girls Hostel Campus(2nd, 5th, 6th, 7th floor of Hostel A & B Block and SMAC building) at NIFT Chennai “ in accordance with the terms and conditions of contract stated in the tender document and as per specification, rates, prices specified in this Financial Bid.

Date: _____ (Authorized Signatory)

Place: _____ Name: _____
 Designation: _____
 Name of the company/firm: _____
 Address of the Bidder: _____
 (Company Seal)