



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, पटना

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, PATNA

(A Statutory body governed by The NIFT Act 2006 Set up by the Ministry of Textiles, Govt. of India)

(INVITING LIMITED TENDER FOR ANNUAL MAINTENANCE CONTRACT OF AIR CONDITIONERS WITH STABILIZERS AT NIFT, PATNA)

(Tender No): NIFT/Patna/2020-21/02/Admin

निविदा अधिसूचना के प्रकाशन की तिथि / Date of publication of tender notification	27.01.2021
निविदा प्राप्त करने के अंतिम तिथि / Last date for receipt of duly filled in tender document at NIFT Patna	16.02.2021 at 02:00 PM
निविदाओं के तकनीकी बिड खोलने के तारीख और समय / Date and Time of the opening of Technical Bid of tenders	16.02.2021 at 3:30 PM
निविदाओं के वित्तिये बिड खोलने के तारीख और समय / Date and Time of the opening of Financial Bid of tenders	<u>To be informed to technically qualified bidders separately</u>

Sir/Madam,

This tender document contains 12 pages and bidders are requested to sign on all the pages before uploading. The e-tender should be submitted in two separate sealed envelopes superscripted with (i) "Limited-Tender for Annual Maintenance Contract for Air Conditioners with Stabilizers at NIFT, PATNA - Technical Bid" and (ii) "Limited-Tender for Annual Maintenance Contract for Air Conditioners with Stabilizers at NIFT, PATNA - Financial Bid". The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be super scribed with "Limited -Tender for Annual Maintenance Contract for Air-conditions with Stabilizers at NIFT PATNA, Tender No. NIFT/Patna/04/2019-20/Admin" and addressed to:

Purchase Officer,

National Institute of Fashion Technology, Mithapur Farms, Patna – 800001.

Ph. No.: 0612-2366834, Fax No. 0612- 2366835 Web ID: www.nift.ac.in/Patna

The Tender Fee (to be attached with tender form if downloaded from website) along with EMD draft should be put in the Technical bid envelope.

(Anil Kumar)
Purchase Officer



About The Institute

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 17 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education

Program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong, Srinagar and Panchkula.

National Institute of Fashion Technology (NIFT) Patna was established in 2008.

General Terms & Condition:-

1. The Contract for running the AMC Service shall be commercial contract between NIFT & the Tenderer. There shall be no employer - employees relationship between NIFT and the contractor and/ his personnel.
2. Tender shall be submitted in official tender form only (enclosed). If submitted in any other form the same shall be summarily rejected. No tenderer shall submit more than one tender form.
3. The Tender Document may be obtained from NIFT, Patna after depositing the Tender Cost of Rs. 500/- only through DD only in favour of NIFT, Payable at Patna. In case downloaded from website the tender cost should be submitted with the Technical Bid. The tender cost will not be refunded in any case. Tender received without tender cost will be rejected.
4. Technical Bid should be accompanied with **Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousands Only) through Demand Draft drawn in favour of NIFT, payable at Patna.** The Earnest Money will be returned after the AMC is finalized or before, no interest shall be paid on the earnest money deposit. The bids without EMD shall be rejected. **The EMD will be forfeited in following cases:**
 - a. If the bidder withdrawn their tender after opening of technical bid.
 - b. If the selected bidder is unable to provide the service or does not accept the work order the EMD will be forfeited.
5. Tender received without EMD or with EMD amount less than the amount specified shall not be considered.
6. EMD of successful bidder will be returned on receipt of performance security. No interest shall accrue on this deposit. In case the bidder shows inability for provide the services as per terms and conditions of the Work Order, EMD will be forfeited.
7. The Financial Bid of only technically qualified bidder will be opened.
8. All Taxes & other charges, if any, should be mentioned clearly; otherwise, the rates will be treated as all inclusive.
9. Price shall be written both in figure and words in prescribed form, where there is difference between rate quoted in words and figures, the rate quoted in words shall prevail.
10. NIFT reserves the right to award the contract to deserving parties either in full or in parts. The decision of NIFT is final and unquestionable.
11. The tenderer should have full-fledged office and their own service center set up in Patna, Bihar
12. Any Government organization/ undertaking should not have blacklisted the firm.
13. The annual turnover of the tenderer should be more than Rs. 10 Lakh for last three financial years i.e. 2017-18, 2018-19 & 2019-20. Proof of the same must be attached in form of audited balance sheets.
14. The Registration number of the firm along with GST should be given with the tender, without the above the quotation will not be considered.



15. The maintenance should be both preventive and break down maintenance. The Preventive Maintenance Services should be carried out every month from March to May and thereafter on quarterly basis for all the equipments covered under AMC and each machine should be labeled after each preventive maintenance. The Preventive maintenance means monthly servicing of the equipment whether the equipments have suffered a break down or not and it would include servicing and cleaning.
16. In exceptional circumstances when the equipment/component is to be taken to company's premises/ service center for repairs, the standby arrangement from the company site will be mandatory. The equipment being taken to the workshop for repair would be at company's own risk and expenses.
17. The AMC provider shall provide new and original spare parts, assemblies and subassemblies in place of such items, which develop defects/suffer breakdown during the period of AMC. In order to cross check this point, the Admin Section may even sometimes ask the AMC provider to provide copy of invoice to ensure that only genuine spare parts are being procured from Master Parts Reseller and not from grey market.
18. The material requires replacement shall be of same quality/ manufacturer and specifications. The dismantled material shall be the property of contractor.
19. The call should be carried out within 24 hours of time of receipt of call. In case of undue delay, the AMC will be extended by the duration of delay in attending to the calls.
20. The successful tenderer will have to sign an Agreement with the Institute on a non-judicial stamp paper of reasonable price.
21. Certificate in support of experience for having undertaken this kind of business along with a list of organization where the Contractor is currently providing/ has provided AMC of AC.
22. Details of all minor/ major, routine/ preventive repair/ maintenance job undertaken shall be entered into the history sheet.
23. Complaint feedback/ performance report: - The successful bidder will maintain all records of the complaints in a Register. The format of the register is enclosed as Annexure „A“.
24. After completion of the Agreement, contractor has to handover all the equipments in perfect running condition (complete in all respects as per inventory) to the department.
25. Telegraphic or conditional tender will not be accepted or the condition(s) may not be considered.
26. The tender shall be submitted in two separate sealed envelopes one for the Technical Bid (as per Annexure-III) and the other for Financial Bid (as per Annexure-IV) which should be clearly super scribed on the envelops. The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be super scribed with
**“Tender for AMC of Air Conditioners with Stabilizers.
Tender No. NIFT/Patna/2020-21/02/Admin**
27. Tenderer submitting only technical bid or price bid or combining “Technical” & “Price” bid is liable to be rejected.
28. If **L1** is found to be more than one and other things being equal, preference may be given to the tenderers having higher experience, capacity, etc. of providing AMC Services in similar organizations.
29. The bid shall be valid in the case of all the tenders for at least 6 months from the date of opening of the tender. In the case of successful tenderer, rates quoted shall be valid for the entire AMC period.
30. Payment- 25% of the total AMC cost shall be paid, based on the satisfactory certification of service, quarterly in arrear basis through A/c payee cheques against bills [mention PAN and GST on bills] to be submitted in triplicate by the Service Provider.
31. GST/TDS etc., if any, will be deducted during payment.
32. Tenderer may enclose partial client list with whom they have/ had similar kind of contracts with supporting documents (e.g. order copy).
33. Successful tenderer may be allowed to undertake the AMC initially for a period of one year. The contract will automatically get terminated after expiry of the period of contract. However, on the basis of requirement of NIFT to run the AMC Service the contract may be renewed/ extended for further period’s year to year basis up to 3 years on mutually agreed terms & conditions subject to satisfactory services offered by the selected agency.



34. Response time for maintenance of items covered under AMC will be 2-3 hours.
35. Tenderer shall not engage any sub-agent or sub-contractor whatsoever for running the AMC Service.
36. Service Provider should be capable of providing equipment as standby in case any equipment having problem which is unable to be rectified within 24 hours.
37. If the Service Provider is unable to attend call or resolve any problem NIFT may get it rectified/ repaired from any other sources/ agency/ open market and the rectification charges (including spares/parts, if any) for the same thus paid will have to bear by the Service Provider; otherwise, the said charges will be recovered from the Bill/ Security Deposit submitted by the Service Provider.
38. Contract with the tenderer may be terminated by NIFT at its discretion by giving 30 days notice to the tenderer in case of failure to maintain the AMC services at the satisfaction of NIFT and the contract with NIFT in that case will be treated as cancelled before expiry of the contract.
39. The selected agency shall be required to **deposit 3% of the AMC value/ cost as security money**. No interest shall be paid for the Security amount. Security money shall be forfeited in full or part at the discretion of the NIFT in case of breach of contract.
40. If the services of AMC provider are not found up to mark the performance security may be forfeited.
41. The selected agency to which the contract of AMC will be awarded should be ready to commence the AMC service within 07 days from the date of receiving the work order.
42. The Selected Agency shall have to sign an Agreement on award of Work Order and before Commencement of AMC.
43. The numbers of ACs under the AMC may be increased or decreased in same rate (L-1 quoted price for 1.5 ton or 2.0 ton) to cover any future change in number of ACs under AMC during the contract period.

**Signature of Authorized person of
the Firm/Agency with stamp/ seal.**



Annexure - I

**TENDERER TO FILL UP THIS PAGE
(Deposit with Technical Bid)**

1	(a) Name of the Tenderer's firm/ Organisation/ Agency	:	
	(b) Name of the Proprietor/ Partner	:	
2	Office Address	:	
	Telephone/ Mobile No.	:	
	Fax No.	:	
	E-mail Address	:	
	Website address if any	:	
3	Name of authorized representative(s)	:	
4	Whether proprietary or partnership Firm or Company	:	
5	List of documents furnished along with the tender paper	:	

**Signature of Authorized person of
the Firm/Agency with stamp/ seal.**



Annexure - II

TECHNICAL BID FOR AMC of ACs with Stabilizers

To be deposited in Separate sealed cover-I (subscribed as ‘Tender for AMC of AC with Stabilizers Technical Bid’)

For AMC of Air Conditioner Systems and Stabilizers as given below as per the terms and conditions mentioned in the tender document:

1	Name of the Tenderer's firm/ Agency	:	
2	Whether Agreed for Security Deposit @3% of AMC Value	:	Yes/ No. _____
3	If contract awarded, whether capable to start providing services within 07 days?	:	Yes/ No. _____
4	(a) Whether have experiences of 2-5 years?	:	Yes/ No. _____
	(b) Details of past experience (with periods) where tendering agency is running such kind of contracts [separate sheet may be used]	:	
5	Whether Technical & Financial Bid submitted in separate envelops?	:	Yes/ No. _____
6	Whether take AMC of ACs with Stabilizers?	:	Yes/ No. _____
7	Whether agreed to abide by all the terms & conditions mentioned in the tender paper?	:	Yes/ No. _____



Sl. No	Required Documents	Attached/ Not Attached (Enter Regn. Nos. wherever applicable)
8.	Whether Tender Fee Rs...../- Submitted? Tender received without Tender Fee shall be rejected.	Yes/ No._____, if Yes Demand Draft No. Dated_____for Rs._____drawn on_____favouring NIFT, payable at Patna is enclosed.
	Whether EMD Rs...../- submitted? Tender received without EMD shall be rejected.	Yes/ No._____, if Yes Demand Draft No. Dated_____for Rs._____drawn on_____favouring NIFT, payable at Patna is enclosed.
	Self attested copy of Shop and Establishment Certificate /GST Registration Certificate along with TIN Number Agency / Firm	
	Self attested copy of PAN Card number under Income Tax Act.	
	Income Tax Return for the last three Financial Years i.e., 2017-18, 2018-19 & 2019-20.	
	Annual Turnover for the last 3 Financial years 2017-18, 2018-19 & 2019-20 should be more than 10 Lakhs in each year.	
	Additional information, if any: (attach separate sheet if required)	

NOTE:-

- i) To be deposited along with Technical bid.
- ii) All the supporting documents should be enclosed along with this Technical Bid. If not enclosed the bid will summarily rejected.

**Signature of Authorized person of
the Firm/Agency with stamp/ seal.**



FINANCIAL BID

For AMC of AC Systems with Stabilizers

- This Financial Bid should be filled in by tendering party duly signed, stamped and sealed and must be submitted in a separate cover, superscribed with “Financial Bid”
- The Financial Bid will be opened only for technically qualified bidders.

1. Name of the Tenderer:

For AMC of AC Systems with Stabilizers as given below as per the terms and conditions mentioned in the tender document:

Sl. No.	Capacity	Type	Qty	Price
‘Carrier’ Make				
01	2.0 Ton	Split A.C.	108 nos.	
‘Voltas’ Make				
02	2.0 Ton	Split A.C.	16 nos.	
‘Hitachi’ Make				
03	2.0 Ton	Split A.C.	54 nos.	
	1.5 Ton	Split A.C.	13 nos.	
‘LG’ Make				
04	1.5 Ton	Split A.C.	01 nos.	
‘LG’ Make				
05	1.5 Tone	Window A.C.	03 Nos.	
Stabilizers				
06	4/5 KVA		195 Nos.	
	Total		195Nos.	

(Note: All Taxes & other charges, if any, should be mentioned clearly, otherwise, the rates will be treated as all inclusive)

Signature of Authorized person of the Firm/Agency with stamp/ seal.



Annexure – IV

Proforma for MSME Entrepreneurs

Date:

Name of the Shop/ Firm/ Agency/ Entrepreneurs	:				
Are you register under MSEs	:	Yes/ No			
Category of Registration	:				
Whether your Shop/Firm/ Agency is SC/ ST Category	:	Yes / No			
	:	If Yes please tick	SC		ST
Whether your Shop/Firm/Agency is owned by Women	:	Yes/ No			

Note:- Attached the MSEs Certificate



UNDERTAKING BY THE AMC Service Provider

We have carefully gone through the various terms and conditions listed above for provision of Comprehensive Annual Maintenance Contract of Air Conditioner at NIFT. We agree to all these conditions and offer to provide the AMC for Air Conditioner as listed in tender document at NIFT. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Name & Signature of AMC Service Provider _____

Address: _____

Phone No. (O): _____

(R): _____

Place: _____

Dated: _____

Seal of AMC Service Provider



**Details of all Annual Maintenance Contracts
Executed /under execution during last two years**

S. No.	Name of Organization/ Address	Contract Period		Value of AMC (in Rs.)	Size of the AMC (numbers)
		From	To		

**Signature of Authorized person of
the Firm/Agency with stamp**