



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान, मुंबई

(निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

निफ्ट-खारघर और मुंबई द्वारा पानी कूलर के लिए व्यापक वार्षिक रख रखाव ठेका देने हेतु निविदा दस्तावेज़

निविदा संख्या : 12/NIFT/MUM/PO/2017-18

Tender Document for Providing Annual Maintenance Contract for Water Coolers Installed at NIFT Campus Kharghar, Navi Mumbai

**OPENING DATE FOR ONLINE SUBMISSION OF TENDER: 13.10.2017
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER: 02.11.2017**

नोट: इस निविदा दस्तावेज़ में 14 पृष्ठ शामिल हैं। सभी निविदाकारों से अनुरोध है कि वे निविदा दस्तावेज़ के सभी पन्नों पर हस्ताक्षर करें तथा तकनीकी एवं वित्तीय संविदाओं को विधिवत भर कर तथा अलग-अलग लिफाफ़े में बंद करके एक कवर में अच्छी तरह मुहरबंद करके उस पर " निफ्ट-खारघर और मुंबई द्वारा " पानी कूलर के लिए व्यापक वार्षिक रख रखाव ठेका देने हेतु निविदा दस्तावेज़ अथवा Comprehensive Annual Maintenance Contract for Water Coolers installed at NIFT Campus, Kharghar, Navi Mumbai लिख कर ही जमा करें।

निफ्ट कैंपस, प्लॉट नं. - 15, सेक्टर - 4, खारघर, नवी मुंबई - 410210 दूरभाष: +91-22-2774 7000, 2774 7011, फ़ैक्स: +91-22-2774 5386
वेबसाइट : www.nift.ac.in/mumbai.

Signature of the Tenderer _____

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
Ministry of Textiles, Govt. Of India, NIFT Campus, Plot No. 15, Sector – 4,
Kharghar, Navi Mumbai -410 210.

**E-TENDER FOR PROVIDING ANNUAL MAINTENANCE CONTRACT FOR WATER COOLERS
INSTALLED AT NIFT CAMPUS KHARGHAR, NAVI MUMBAI**

National Institute of Fashion Technology (an Autonomous body under the Ministry of Textiles, Govt. of India) Mumbai has decided to call tender for Providing AMC for Water Coolers Installed at NIFT Campus, Mumbai. For this purpose, NIFT invites e- Tenders from reputed Agencies or Contractors. having experience of at least 04 years in the same field. The terms and conditions of the tender are as follows:-

TENDER NOTICE

E-Tenders are invited from reputed agencies or contractors for **Providing Annual Maintenance Contract for Water Coolers Installed at NIFT Campus Kharghar, Navi Mumbai.**

1. As per the requirements and details enclosed from contractors or agencies who have carried out similar work.
2. The Earnest Money in the form of Demand Draft/Pay Order should be after the date of publishing of tender date, payable in favour of “NIFT Mumbai”.
3. NIFT shall have the authority to cancel the tender process if NIFT does not find a suitable tender. NIFT shall have the right to call for fresh tender in such circumstances, wherein tenderers who have bid in the previous tender, shall have the right to participate in the fresh process. The tenderers shall have no right to challenge the authority and decision of NIFT to cancel the tender process for the reasons deemed fit by NIFT.
4. The site can be inspected any time during working hours on any working days. No extra money shall be payable by NIFT for non awareness of the site conditions and constraints

Submission of Bids

- (a) The interested agencies/contractors should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from 13.10.2017 to 02.11.2017 up to 3.00 P.M. Tender documents is also available for viewing on the “tenders” link of the NIFT Portal & NIFT website i.e. <https://nifttenders.eproc.in> & <http://www.nift.ac.in>.
- (b) Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.

- (c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
- Annual Registration Charges of Rs. 3000 + 18% = 3540/- (Three Thousand Five Hundred and Forty Only - non-refundable).
 - Bid Processing Fee charges of Rs.2,600+ 18%=3068/- (Three Thousand Sixty Eight Only - non-refundable) through Online Payment Only.
- (d) Vendors also need to send UTR No at achal.garg@clindia.com and sandeep.bhandari@clindia.com mentioning their Company Name, Address and User ID for Approval of Registration, and Tender ID and Tender Title for Approval of Bid Processing Fees.

The Firm should ensure that it complies with the requirements as per works before applying for tender. Also, the interested agencies should submit a hard copy of the application submitted online with all relevant supporting documents by 02.11.2017 up to 3.00 P.M. Non-submission of hardcopy as directed will lead to rejection of the tender application. The sealed hard copy of the tender shall be submitted in one big envelope superscripting for **“Providing Annual Maintenance Contract for Water Coolers Installed at NIFT Campus Kharghar, Navi Mumbai.**

- (e) Containing two separately sealed small envelopes, one for "Technical Bid" and another for "Financial Bid" superscripting as such and addressed to The Director, National Institute Of Fashion Technology, NIFT Campus, Mumbai. The hard copies of sealed tender's documents must be dropped in the tender box kept at Reception Area NIFT Mumbai, on or before 02.11.2017 by 03.00 P.M.
- (f) The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure - I along with a demand draft of Rs. 200/- (Rupees Two Hundred only) towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of Rs. 5,000/- (Rupees Five Thousand Only) favoring National Institute Of Fashion Technology and payable at Mumbai with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid. The financial bid shall include all the charges including all taxes etc to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.
- (g) The technical bid will be opened in e-tender portal on 02.11.2017 at 03.30 P.M. in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
- (h) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- (i) Any further clarifications can be sought from the NIFT office on Telephone No. 022-27747103, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai- 410210. And For Online Procedure: For More enquiries / For Helpdesk Officers :- Mr. Sandeep Bhandari , E-mail :- sandeep.bhandari@clindia.com Phone No.:- 0124-4302033 & 36.
Cost of Tender form: Rs 200/- (Non-refundable)
Earnest Money Deposit: Rs 5,000/-
Commencing date of Tender:13.10.2017
Last date of Submission: 02.11.2017 up to 3.00 PM
Date of opening of Tender (Technical Bid): 02.11.2017 at 3.30 PM

Estimated Amount: 2 Lakh.

A. General Terms & Conditions:-

1. Tender shall be submitted in sealed envelope addressed to the “The Director” at the above address. Envelope shall be super scribed with the words “Providing Annual Maintenance Contract for Water Coolers Installed at NIFT Campus Kharghar, Navi Mumbai and shall reach/drop the hard copies of tender document at NIFT Office by 3.00 p.m. on or before 02/11/2017 in the tender box kept in the Reception area of this centre. The Technical bid of tenders will be opened on 02/11/2017 at 3.30 P.M. at the NIFT campus in presence of authorized representative of the tenderers and NIFT officials.
2. Tender as stated above shall be accompanied with earnest money (EMD) deposit of Rs.5,000/- (Rupees Five Thousand Only) payable by crossed Bank Draft drawn in favour of NIFT, Mumbai. No interest shall be paid on the earnest money.
3. The tenders shall submit the offer duly signed on all pages and sealed.

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, Mumbai centre is established in the year 1995 with undergraduate and post graduate programmes.

General Terms & Conditions

1. E-Tenders **in two bid systems** are invited on behalf of the National Institute of Fashion Technology, Mumbai from manufacturers/Authorized sale/ service dealers of reputed companies & who have worked with PSU's Govt./Pvt. MNC's reputed agencies, which have carried out similar works on item rate basis as per the requirements and details as given below. The tender must be addressed to the Director, National Institute of Fashion Technology (Mumbai) and to be deposited in the Tender Box available at reception before 3.00PM, 02.11.2017. The Technical Bids will be opened on the same day at 3.30 P.M, 02.11.2017. in NIFT Mumbai, in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives. The opening date of price bid shall be intimated through phone/email to the bidders whose offers have technically qualified.
2. The tender hard copy shall be submitted in two separate sealed envelopes, one for the Technical Bid (as per format enclosed) and other for the Financial Bid which should be clearly super scribed on the envelopes. The two covers (i.e. Technical Bid and Financial Bid) should thereafter, be kept in a third cover and sealed. This cover should also be super scribed with **Comprehensive AMC of Water Coolers at NIFT Campus, Kharghar, Navi Mumbai** .

3. 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.
4. Tenders received without prescribed earnest money shall not be considered.
5. 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.
6. No paper shall be detached from the tender.
7. 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.
8. 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 online submission and hard copies.
9. 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 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 authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.
10. 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 Water Coolers covered in the tender.
 - II) Copy of GST Firm Registration.
 - III) Copy of the PAN no. of the Firm.
11. The bids should be valid in the case of all the tenders for at least 3 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.
 12. The tender should be accompanied by an EMD as mentioned along with the tender in the form of DD drawn in favour of NIFT, Mumbai payable at Mumbai. Tenders without EMD will be summarily rejected.
 13. Late tenders will not be considered.
 14. 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 weightage shall be given to several factors besides the commercial bid.
 15. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, NIFT 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.
 16. 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.
 17. Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole arbitrator to be appointed by the Director, NIFT, Navi Mumbai as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the Rules framed there under. 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.
 18. The Contractor will work in close co-operation with Building Dept, NIFT for the Repair & Maintenance services as per tender.
 19. Payment shall be made quarterly on satisfactory completion of the job and TDS as applicable will be deducted.
 20. All statutory obligations under various laws from time to time will have to be 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-contractor 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 Water Coolers units as incorporated in the contract document. This should be strictly adhered to.
 24. In case L-1 is more than one then the decision of NIFT will be final.
 25. The rates quoted should be inclusive of all taxes and including GST.
 26. The rates quoted should be on FIRM & FIXED basis.
 27. Comprehensive AMC of Water Coolers including supply of all material spares, replacement /repairs of Coolers, Compressor repairing/ replacement, electrical parts, servicing, overhauling, wiring repairs, water lab test and parts replacement etc., complete in all respects, for ensuring the desired levels of water cooling.
 28. Contractor should report to NIFT-Electrical Engineer and Plumber about the coolers faults and will take necessary instruction for effective co ordination, fault analysis and trouble shooting.
 29. Contractor has to do quarterly service of the unit by trained personnel.
 30. The contractor has to submit lab test report every month at bill own cost from Maharashtra Health department to the effect of potability of water.
 32. The rates shall be submitted in the prescribed Performa Annexure enclosed.
 33. After awarding the contract on the term & condition mentioned in the tender document if a contractor decline to offer service during the contract period EMD/Security deposit /performance guarantee will be forfeited.
 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 200/- per day.
 - III) Beyond 15 days, if the equipment is getting repaired in the open market and the actual cost of the repairs 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. Details of all minor/major, routine/preventive repair/maintenance job undertaken shall be entered into the history sheet.
 36. Complaint feedback/performance report:- The Contractor will maintain all records of the complaints in a Register to be provided later by the Engineer-in-Charge.
 37. 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.
 38. Any damage to the building or the any part of the equipment which might result during the operation shall be repaired by the contractor.

39. In case the Mechanic is found absent from his duty, recovery at the rate of Rs. 100/- per day shall be made from the contractor's bill.
40. Mechanic should have his Mobile Phone at the time of Duty at NIFT.
41. NIFT shall in no way be involved in any dispute of whatever kind, between the contractor and the staff engaged by him.
42. 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.
43. 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 then NIFT has to incur any expenditure to maintain the installation by alternative arrangement. The expenditure thus incurred will be recovered from the contractor.
44. The EMD of successful bidder will be returned only after the receipt of security deposit/Performance guarantee.
45. The contractor or his representative, labour 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 NIFT engineer.
49. The successful bidder shall deposit **Rs.10,000/-** (including amount of EMD) as security deposit /Performance guarantee with NIFT in shape of demand draft (in favour of NIFT, Mumbai), fixed deposit receipt or bank guarantee. No interest shall accrue on this deposit which will be returned after expiring the AMC period and after adjusting dues, if any.
50. Initially maintenances contract shall remain valid for one year and it may be extended/renewed every year for further three years only subject to satisfactory performance during the contract period with an annual increase of five percent. Nevertheless, the first party may terminate the contract of the second party without any notice in case the contractor commits a breach of any of the terms of the contract. First party's decision that a breach has occurred will be final and shall be accepted without demur by the second party.
51. Tender once awarded may be extended further subject to satisfactorily performance of the Contract.
52. The non-returnable Tender Cost is to be separately submitted vide Demand Draft in favour of National Institute of Fashion Technology payable at Mumbai.

The Draft should be separate from EMD draft.

53. During the contract period, if the performance is not satisfactorily then performance guarantee may be forfeited.
54. Turnover should not less than 10 lakh per Annum.

ANNEXURE -I
TECHNICAL BID

TECHNICAL BID

Registration Details (whichever is applicable and attach copy):

Name of the Tenderer : _____

Address : _____

Pin Code No. : _____

Tel. No. : _____

Mobile No. : _____

Fax No. : _____

Email Address : _____

Status of the Company : Proprietor/Partnership/Company
(Pls. Tick mark as applicable)

NAME OF THE COMPANY:

S. N.	Particulars	Registration Under	Valid upto	Remark
1.	Firm/Company Registration			
2.	PAN Card No.			
3.	GST Reg. No.			
5.		2014-15	2015-16	2016-17

	Annual turn Over is not less than 10 Lakh.			
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Note-1: All the above copies of documents to be sealed in the technical bid cover along with EMD.

Note 2: This tender document contains 16 pages and bidders are requested to sign on all the pages. The Technical bid (Ann. - I to IV) & the Price bid (Ann. - V to VI) should be sealed in separate covers.

Note 3: Tenders not accompanied with above information & documents in support of the same may be summarily rejected.

ANNEXURE -II
TECHNICAL BID

UNDERTAKING

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :

ANNEXURE – III
TECHNICAL BID

DECLARATION

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.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :

ANNEXURE – IV
TECHNICAL BID

EARNEST MONEY DEPOSIT PAYMENT PARTICULARS

- I. Number of Demand Drafts enclosed:
II. Demand Draft particulars

S. No.	D.D. No.	Date	Name of the Bank and Place	Amount in Rs.
1.				
2.				

I/We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature :

Name :

Designation :

Name of the Agency :

Address of the Tenderer :

Seal of Tenderer

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

राष्ट्रीय फैशन एवं टेक्नोलॉजी संस्थान

T. No. : 12/NIFT/MUM/PO/2017-18

Date:

Place:

ANNEXURE – V

PRICE BID CERTIFICATION

To,
The Director
NIFT Mumbai

I/We of

.....

hereby agree on the acceptance of this tender by Director, NIFT-Mumbai for the “**Annual Maintenance Contract Water Coolers Installed at NIFT Campus, Kharghar, Navi Mumbai**” in accordance with the terms and conditions of contract stated in the tender document, the machines hereunder named of the quality and sort and at the rates or price specified in Annexure – V.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :

ANNEXURE – VI
FINANCIAL BID**FINANCIAL BID****Name of Work: “Annual Maintenance Contract for Water Coolers installed at NIFT Campus, Kharghar, Navi Mumbai.****SCHEDULE OF RATES AND QUANTITIES****(Rate should be quoted with all relevant taxes as applicable)**

Sr. No.	Description of Items	Unit	Qty.
1	Full Comprehensive Annual Maintenance of Water Coolers in the NIFT Campus Plot No.15 & Girls Hostel, Plot No.20, Kharghar, Navi Mumbai. Water Coolers for Periodic Servicing, breakdown servicing, regular checking, maintaining records of services etc. Complete. NIFT Campus for period of 12 months.		
I)	Water Coolers Installed at NIFT Campus, Kharghar, Navi Mumbai. (Blue Star-5, Blue Star- 5DLX – 01, Voltas SS304 134A- 10, Voltas 40/40 W120 -1, Voltas-1, Voltas 40/80 SS304 -20, Galaxy Assembled Cooler-1)	No	39
	Add GST @		
	Total	Rs.	

(Rupees)**Note:**

- Before submitting quotation it is in the interest of the contractor to conduct inspection of Water Coolers during office hours from Monday to Friday
- The above quantity may increase/ decrease and the payment will be made as per actual.

Signature of Contractor**Date :**