



**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY, DELHI**  
(A state university established by Govt. of NCT of Delhi)  
**Okhla Industrial Estate, Phase III New Delhi 110020**  
(Tel No 011-26907400, 563, 565 Website: [www.iiitd.ac.in](http://www.iiitd.ac.in))

**NOTICE INVITING TENDER FOR COMPREHENSIVE  
ANNUAL MAINTENANCE CONTRACT (AMC) LOW SIDE HVAC EQUIPMENT AT  
IIIT-DELHI OKHLA PHASE-III, NEW DELHI-110020**

The Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of Delhi Government. The Institute has a campus spread over an area of around 25 acres. The Institute invites sealed tender for the services of **Comprehensive Annual Maintenance of the low side HVAC equipment's installed at IIITD Campus**, New Delhi, from the experienced agencies 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 HVAC manufacturers or their authorized dealers or service providers as per the requirements and details enclosed.

**Bid Schedule**

Name of Services:	Tender for Comprehensive Annual Maintenance of the low side HVAC equipment installed at IIITD Campus Okhla Phase- III New Delhi-110020.
Tender No	<b>13/2025 dated 30.04.2025</b>
Date of Start and downloading the tender (Tender document available from <a href="http://www.iiitd.ac.in">www.iiitd.ac.in</a> )	<b>30.04.2025</b>
Tender Fee/cost	Rs.1180/- including GST in the form of a demand draft/ pay order in favor of “ <b>IIIT Delhi Collection</b> ” which is non-refundable. The bidder can also make online payment of by using following details : NEFT Transfer A/c details are as under: Bank - HDFC Bank LTD , Okhla Industrial Area Phase –III New Delhi 110020 Beneficiary's Name - IIIT Delhi Collections Account No - 20741110000035 IFSC code- HDFC0002074 In case of on-line payment of Tender Fees - UTR No. (For Tender Fee)
Earnest Money Deposit (EMD)	Rs. 30,000/- in the form of Demand Draft/ Pay Order in favour of “IIIT Delhi Collections” payable at New Delhi - 110020 (except for those who are exempted by NSIC certifications (with Proof)) failing bid shall be treated as invalid and shall be liable for rejection.

Last date of submission of tender	The complete tender in a bigger envelope, containing two small envelopes, in which one envelope containing Technical bid having documents & EMD and Second envelope containing –Financial bid, shall be submitted by <b>21<sup>st</sup> May 2025</b> up to <b>3.00 PM</b> at A- 203, Old Academic Block IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020. (tender deposit in the Tender Box kept on 2nd Floor of Academic Block of the Institute)
Date of opening of <b>Technical Bid</b> (envelope-1)	The first envelope containing Technical documents and EMD will be opened on <b>21<sup>st</sup> May 2025</b> at 3.30 PM at A-203, Old Academic Block IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020
Financial bids ( <b>envelope-2</b> ) of only those bidders, who qualify for bidding will be opened.	The date for opening of second envelope containing financial bid will be intimated to the qualified bidders
Address for communication & submission of tender documents and opening of technical bid	Registrar, IIIT-DELHI, Okhla Industrial Area, Phase III, New Delhi 110020.
Performance Guarantee	To be submitted by L1 bidder. The bidder whose bid is accepted will be required to furnish a Performance Guarantee 3% of the tendered value of the accepted tendered amount. This guarantee shall be in the form of DD / FDR in favour of “ <b>IIIT Delhi Collection</b> ” payable at New Delhi-110020. Bank Guarantee of any scheduled bank drawn in favour of IIIT-Delhi. Will be returned 1 month after completion of AMC
Date for start of services	With 7 days after award of work
Clarification/Queries, if any, can Be addressed to	Email ID: admin-project@iiitd.ac.in phone no01126907563/564/565, 011-71985363/ 9773793610

**(Note: The bidders having valid registration with NSIC/MSME may avail exemption from submission of EMD but must enclose valid NSIC / MSME certificate/document with registration for similar works in envelope No. 1 instead of EMD demand draft. However, all bidders irrespective of their registration with NSIC/MSME have to submit the requisite Tender Fee).**

If there is any addendum/corrigendum related to tender, it shall only be published on IIITD website (<https://www.iiitd.ac.in/tenders>). The Bidders are advised to check IIITD website regularly. No other mode of notice will be given.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

**Note:**

1. The tender shall be completed in all respect and should be signed by the Authorized Signatory of Tenderer on all the pages and duly signed all pages of tender shall be placed with Technical Bid. Also, the company stamp shall be placed under the signature of person on each and every page of tender document.
2. The Tender should be signed on each page, dated and witnessed in all places provided for in the documents; all other papers should be initialed. The Technical bid of the bidders will be opened as above date and financial bid of the technically qualified bidders only will be opened on a later date. All technically qualified bidders will be intimated accordingly for the same.
3. The tenderer must confirm their acceptance of the terms and conditions mentioned herein and the enclosed documents. Each page of the original quotation document should be signed and returned back and this will form a part of the contract.
4. Complete tender document available on our website <https://www.iiitd.ac.in/tenders>, any further corrigendum/addendum to this tender document shall be made available on aforesaid website. It is therefore, requested that the bidders may regularly visit the website for checking any corrigendum/addendum to this document.
5. The equipment's are to be repaired maintained and serviced as per the SOP.

## **TENDER**

I/We have read and examined the Notice Inviting Tender, General Rules and Instructions, General Conditions of Contract, Price Bid, and all other documents referred to in the conditions of contract and all other contents in the offer document for the work.

I/We hereby offer for the execution of the work specified in the offer document and instructions in writing referred to in the General Rules and Instructions, General Conditions of Contract and in all respects in accordance with, such conditions so far as applicable.

I/We agree to keep the offer open for 90 days from the due date of submission thereof and not to make any modifications in its terms and conditions.

I/ We hereby declare that I/ We treat the offer documents, drawings and other records connected with the work as confidential documents and shall not communicate information/ derived there from to any persons other than a person to whom I/ We am/ are authorized to communicate the same or use the information in any manner prejudiced to the safety of the Employer.

I/We fully understand that you are not bound to accept the lowest or any offer you may receive. Shri. \_\_\_\_\_, Partner/ Proprietor/ Authorized representative of the Company, is the person authorized to negotiate commercial, technical terms & conditions & sign on behalf of the firm any Agreement, Bills & receipts for this work.

I/We agree that until a formal agreement on stamp paper is prepared and signed, this offer with your written acceptance thereof shall constitute a binding contract between us.

Date: / /2025

Signature of the Contractor / Offered

Witness, Name & address:

(Full Postal Address including Pin Code No. & Telephone No.)

## LETTER OF SUBMISSION

The PE &EO

Indraprastha Institute of Information Technology, Delhi  
Okhla Phase-III (Behind Govind Puri Metro Station)  
New Delhi-110020

I/We, the undersigned, have read and examined in detail, the specifications and all bidding documents and hereby declare that:

1. All the rates quoted in our proposal are in accordance with the terms and conditions as specified in the bid document. All the prices and other terms and conditions of this proposal are valid for a period of 60 calendar days from the date of opening of bid.
2. We do hereby confirm that our bid prices include all taxes/levies/GST indicated separately.
3. We hereby declare that if any tax law is altered, we shall pay the same.
4. The quoted rates are inclusive of ESI, PF and Green Tax no extra on such heads would be payable on such account.

Earnest Money We have enclosed EMD in the form of demand draft no... .., dated.....favoring IIIT, Delhi payable at New Delhi issued / drawn on.....Bank for Rs. /- (Rupees Thousand only), as desired. Deviations

We declare that all the works shall be performed strictly in accordance with the technical specifications and other tender conditions with no deviations.

### Qualifying Data

We confirm that all information/data have been submitted as required in tender document. We hereby declare that our proposal is made in good faith, without collusion for fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief. I/We agree that in case any information is found to be incorrect the tender is liable to be rejected at any point of tendering process.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,

Yoursfaithfully,

(Signature and seal of Tenderer with name, designation and contact no.)

**The scope of work includes:**

The scope of work as mentioned below is the minimum expected from the firm/agency/ contractor apart from breakdown maintenance and any other work required for maintenance in proper way as per the maintenance manuals of respective equipment or as per sound engineering practices or the work shall be executed as per CPWD general specifications & HVAC works 2024 / ISHRAE/ ASHRAE recommendations.

The scope of maintenance includes all kind of repairs, replacement of spares, refrigerant gas, oil etc. These spares shall be replaced with the same type, make and quality. However, if the same is not readily available in market, the alternate item should be got approve by the IIITD before use at site.

No Tools and Plant (T&P) will be supplied by the IIITD. The OEM must have original equipment testing kit. All the agency attending technicians should take all necessary precautions while carrying out the AMC work. All protective gear and equipment should be used and should be in good condition. No compromise on safety should be allowed.

Water and electricity will be supplied free of cost for the work/staff at site of work.

All materials including cleaning material required at site shall be supplied by the contractor for which nothing shall be paid extra.

The agency attending technicians should be well trained to handle the required work. The Institute will not be responsible for any physical or personal damage to the company's technician while carrying out the AMC work.

Institute shall not be liable for any disputes of whatever kind that might arise between the contractor and the staff engaged by him in the course of rendering service under this contract. The contractor shall be fully responsible to pay the entire compensation act in the event of accident, or loss of life etc. Institute will not be responsible in any way.

Since the equipment's are catering to the HVAC requirements of Institute, which is a very important building hence the contractor will have to attended any fault/breakdown immediately. If the desired staff is not deputed in reasonable time, Institute officials will be at liberty to employ staff to get the work done by other agency at the risk and cost of the contractor for which decision of Institute officials will be final and binding.

In case of any damage to any machine, equipment and building on account of negligence of contractor's staff, the same will have to be made good promptly at his own cost, & to the entire satisfaction of the Institute officials failing which, suitable recovery will be made from the contractor's bill.

The firm has to intimate their contact numbers to log the complaints.

Suitable recovery shall be made from the bill of the contractor for any shortcoming/discrepancy in Comprehensive maintenance and operation work and/or non-functioning of AC plant as per client requirement during the contract period.

## SCOPE OF WORK

The HVAC of lower side distributed in six main buildings i.e R & D Block , Lecture Hall Complex and Hostel H1, H2 and Extension G1 (Girls Hostel), B1 and B2.( Boys Hostel)

The work shall be executed as per CPWD general specifications & for HVAC works 2024.

**Note-AMC of Chillers and pumps (High Side) are not in the scope of the vendors.**

Central air conditioning plant of 3\* 240 TR capacity (2W+1S) has been installed at our Institute in the year 2018-19. The air conditioning system comprises of.

### High Side

240 TR Screw type chilling unit- 03 Nos including primary, secondary and Condenser water pumps. (AMC of Chillers and pumps are not in the scope of the vendors).

S.NO.	DESCRIPTION OF ITEMS	CAPACITY	MAKE	QTY	REMARKS
1)	CHILLER -1	240 TR	CARRIER	2	Note : AMC of Chillers and pumps are not in the scope of the vendors.
2)	CHILLER -2	240 TR	CARRIER		
3)	CHILLER -3	240 TR	BLUE STAR	1	
4)	SECONDARY PUMP ( 30 KW )-1	30 KW	MATHER+ PLATT( WILO )	2	
5)	SECONDARY PUMP ( 30 KW )-2	30 KW	MATHER+ PLATT( WILO )		
6)	PRIMARY PUMP (7.5 KW )-1	7.5 KW	MATHER+ PLATT( WILO )	3	
7)	PRIMARY PUMP (7.5 KW )-2	7.5 KW	MATHER+ PLATT( WILO )		
8)	PRIMARY PUMP (7.5 KW )-3	7.5 KW	MATHER+ PLATT( WILO )		
9)	CONDENSER PUMP ( 22 KW)-1	22 KW	MATHER+ PLATT( WILO )	3	
10)	CONDENSER PUMP ( 22 KW)-2	22 KW	MATHER+ PLATT( WILO )		
11)	CONDENSER PUMP ( 22 KW)-3	22 KW	MATHER+ PLATT( WILO )		
12)	COOLING TOWER - 1 WITH VFD	300 TR		2	For Phase-I buildings and Installed in the year 2012-13
13)	COOLING TOWER - 2 WITH VFD	300 TR			
14)	COOLING TOWER - 1 WITH VFD	300 TR	CASE	2	
15)	COOLING TOWER - 2 WITH VFD	300 TR	CASE		
16)	H W G -1	150 Kw	Rapid Cool	1	For Phase-I buildings and Installed in the year 2012-13

17)	H W G -1	200 Kw	Rapid Cool	2	
18)	H W G -2	200 Kw	Rapid Cool		
19)	BTU METER	300 MM	Landis & Gyr	1	
20)	BTU METER	150 mm	Landis & Gyr	2	
21)	Closed Expansion Tank	5000 Ltr	Emerald	1	
22)	Pressurization Unit	2 Pump Each	Emerald	2	
23)	Tertiary Pump-1 Academic Block	<b>22 kw</b>	MATHER+ PLATT( WILO )	2	WITH VFD
24)	Tertiary Pump-2 Academic Block	<b>22 kw</b>	MATHER+ PLATT( WILO )		WITH VFD
25)	Tertiary Pump-1 Hostel Block -1	<b>7.5 kw</b>	MATHER+ PLATT( WILO )	2	WITH VFD
26)	Tertiary Pump-2 Hostel Block-1	<b>7.5 kw</b>	MATHER+ PLATT( WILO )		WITH VFD
27)	Tertiary Pump-1 Hostel Block -2	<b>7.5 kw</b>	MATHER+ PLATT( WILO )	2	WITH VFD
28)	Tertiary Pump-1 Hostel Block -2	<b>7.5 kw</b>	MATHER+ PLATT( WILO )		WITH VFD
29)	Tertiary Pump - 1 Hostel G1	<b>2.2 KW</b>	MATHER+ PLATT( WILO )	2	WITH VFD
30)	Tertiary Pump - 2 Hostel G1	<b>2.2 KW</b>	MATHER+ PLATT( WILO )		WITH VFD
31)	Tertiary Pump - 1 Hostel G2	<b>2.2 KW</b>	MATHER+ PLATT( WILO )	2	WITH VFD
32)	Tertiary Pump - 2 Hostel G2	<b>2.2 KW</b>	MATHER+ PLATT( WILO )		WITH VFD
33)	Tertiary Pump - 1 Hostel B1	<b>2.2 KW</b>	MATHER+ PLATT( WILO )	2	WITH VFD
34)	Tertiary Pump - 2 Hostel B1	<b>2.2 KW</b>	MATHER+ PLATT( WILO )		WITH VFD
	<b>R &amp; D Block – AHU</b>				
	<b>Ground Floor</b>				
35)	Lecture Hall-1	5500 CFM CS	ZECO AIRCON	1	
36)	Lecture Hall-2	5500 CFM CS	ZECO AIRCON	1	
37)	B-003 Class room	3600CFM CS	ZECO AIRCON	1	
38)	B-003 Class room	3600CFM CS	ZECO AIRCON	1	
	<b>First Floor</b>				
39)	Lab	1600 CFM CS	ZECO AIRCON	1	
40)	Room-1	1600 CFM CS	ZECO AIRCON	1	
41)	Room-1	1600 CFM CS	ZECO AIRCON	1	
42)	Lecture Hall-1	5500 CFM CS	ZECO AIRCON	1	
43)	Lecture Hall-2	5500 CFM CS	ZECO AIRCON	1	
44)	Room-2	1600 CFM CS	ZECO AIRCON	1	
45)	Room-2	1600 CFM CS	ZECO AIRCON	1	
	<b>Second Floor</b>				



46)	Lab 1 to 10	2000 CFM CS	ZECO AIRCON	10	Including Ball Valves with Strainer & Ball Valves without Strainer
	<b>Third Floor</b>				
47)	Lab 1 to 10	2000 CFM CS	ZECO AIRCON	10	Including Ball Valves with Strainer & Ball Valves without Strainer
	<b>Fourth Floor</b>				
48)	Lab 1 to 10	2000 CFM CS	ZECO AIRCON	10	Including Ball Valves with Strainer & Ball Valves without Strainer
	<b>Fifth Floor</b>				
49)	Lab 1 to 10	2000 CFM CS	ZECO AIRCON	10	Including Ball Valves with Strainer & Ball Valves without Strainer
	<b>Sixth Floor</b>				
50)	Lab 1 to 10	2000 CFM CS	ZECO AIRCON	10	Including Ball Valves with Strainer & Ball Valves without Strainer
	<b>Seventh Floor</b>				
51)	AHU 1 Floor Mounted	9000 CFM	ZECO AIRCON	1	With VFD
52)	AHU 2 Floor Mounted	18000 CFM	ZECO AIRCON	1	With VFD
53)	Room -1	2000 CFM CS	ZECO AIRCON	1	
54)	Room-2	2000 CFM CS	ZECO AIRCON	1	
55)	AHU 3 FLOOR MOUNTED FLOOR	11000 CFM	ZECO AIRCON	2	With VFD
	<b>FCU</b>				
56)	1.0 TR		ZECO AIRCON	164	Including Ball Valves with Strainer & Ball Valves without Strainer
57)	1.5 TR		ZECO AIRCON	1	
58)	2.0 TR		ZECO AIRCON	48	
59)	2.5 TR		ZECO AIRCON	28	Including Ball Valves with Strainer & Ball Valves without Strainer. (Replacement/rep

					airing items wherever required)
	<b>HEAT RECOVERY WHEEL</b>				
60)	2ND FLOOR	5,400 cfm	ZECO AIRCON	<b>1</b>	
61)	3RD FLOOR	4,000 cfm	ZECO AIRCON	<b>1</b>	
62)	3RD FLOOR	3,400 cfm	ZECO AIRCON	<b>1</b>	
	<b>HEAT RECLAIM VENTILATION</b>				
63)	2ND FLOOR TO SIXTH FLOOR ACADEMIC	4000 CMH	ZECO AIRCON	<b>10</b>	2nd floor to Sixth Floor
	<b>AXIAL FAN</b>				
64)	7TH FLOOR AB	50,000 cfm.	WOLTER	1	
65)	2ND FLOOR & 1st & 2nd Floor 300 seater	45,000 cfm,	WOLTER	2	
66)	7th FLOOR AB & 1st Floor L B 500 Seater	25,500 cfm,	WOLTER	3	
67)	Ground Floor AB	24,000 cfm, .	WOLTER	1	
68)	Ground Floor AB	16,000 cfm,	WOLTER	1	
69)	First Floor AB	12,500 cfm,	WOLTER	2	
70)	2ND FLOOR TO SIXTH FLOOR (AB)	9,500 cfm,	WOLTER	20	
71)	Ground Floor Sports Block	8,700 cfm,	WOLTER	3	
72)	2nd floor Lecture Block	6,800 cfm,	WOLTER	1	
73)	Hostel - 1 & II Terrace For Lift Lobby	6,300 cfm,	WOLTER	6	
74)	3rd Floor Lecture Block	6,200 cfm,	WOLTER	2	
75)	Terrace AB & Terrace Faculty Block	5,000 cfm,	WOLTER	6	
76)	Terrace LB	4,000 cfm,	WOLTER	3	
77)	Terrace Lecture / Sports Block	3,000 cfm,	WOLTER	3	
	<b>Inline Fan</b>				
78)	Sports Block / Hostel - 1/	2100 cfm,	OSTBERG	2	
79)	Sports Block	1300 cfm,	OSTBERG	2	
80)	Sports Block / Hostel - 1/	1100 cfm,	OSTBERG	2	
81)	Academic Block	900 cfm,	OSTBERG	2	
82)	Academic Block	800 cfm,	OSTBERG	30	
83)	Lecture Block	600 cfm,	OSTBERG	14	

84)	Hostel-1 & Hostel- 2	550 cfm,	OSTBERG	30	
85)	Hostel- 2	400 cfm,	OSTBERG	16	
86)	Hostel-1 & Hostel- 2	300 cfm,	OSTBERG	2	
87)	Hostel-1 & Hostel- 2	200 cfm,	OSTBERG	2	
88)	<b>LECTURE HALL COMPLEX</b>				
89)	300 SEATER HALL	11,000 CFM, 40 MMWG	ZECO AIRCON		
90)	300 SEATER HALL	11,000 CFM, 40 MMWG	ZECO AIRCON		
91)	<b>HOSTELS</b>				
92)	HI WALL TYPE CHILLED WATER UNIT	1.3 TR	Cruise	634	Including Ball Valves with Strainer & Ball Valves without Strainer.( Replacement/rep airing items wherever required)

All the electrical control /panels for HVAC system are included in the AMC cost.

The scope of maintenance includes all kind of repairs, replacement of spares, refrigerant gas, oil etc. These spares shall be replaced with the same type, make and quality. However, if the same is not readily available in market, the alternate item should be got approve by the Institute before use at site. All damaged and broken parts/ accessories/ equipments, shall be replaced by the Institute at the risk and cost of the contractor.

#### 1. Preventive Maintenance

Work Need to be done on Monthly Basis:

- Cleaning of Heat Exchangers, Air Filters, indoor unit grills and filters through air blower.
- Cleaning of the indoor unit body by wiping out the dust etc. with a wet cloth.
- Refrigerant check & if required then top-up.
- Check the unit Current (Amps)
- Check the indoor unit motor noise
- Check the drain pipe & clean (There should not be any water leakage)
- Check the swing motor & flap
- Check the return air sensor & coil sensor
- Check the remote battery.
- Check electrical connections, motor bushing etc.

#### 2. Preventive Maintenance

Work Need to be done on Quarterly Basis:

- Every machine shall be serviced at least once every quarter. A record of such services duly checked by the person using the machine or in his absence, in charge of the location of the AC shall be maintained.
- Quarterly PMS shall include the following services:

- i. Replacement of filter if found damaged/unusable
- ii. Checking the selector switch, thermostat, relays, remote control, capillary etc.
- iii. Check the motor winding with the help of a megger and rewind if needed.
- iv. Checking of all ground connections.
- v. Checking and cleaning of blower and condenser fans
- vi. Cleaning of the cooling/evaporator and condenser coils with the help of vacuum/blower and water pressure.
- vii. Use the fin comb to straighten the coil fin if needed.
- viii. Checking and tightening of nuts and bolts
- ix. Lubricate, grease motor, and blower bearing.
- x. Checking of the backup electrical power outlet/MCB, etc.
- xi. Checking of the drive motors and fans
- xii. Overhauling of the AC, with a chemical washing process (if required).
- xiii. Checking of cooling efficiency in terms of grill temperature, room temperature and current drawn.
- xiv. Checking firmness of the supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners
- xv. Replacement of any component of air conditioners (indoor and outdoor units, inlet and outlet pipes, electrical connections etc) found defective after the above checks and tests.
- xvi. Charging of Refrigerant gas during the period of contract if need arises, a maintenance schedule mutually agreed upon will be prepared before commencement of the CMC.
- xvii. Condenser fins to be cleaned with Flushing water jet.
- xviii. Use the fin comb to straighten the coil fin if needed.

### 3.Comprehensive maintenance services:

The scope of work shall include all checks and tests as detailed under routine maintenance services. In addition, comprehensive maintenance services shall also include:

- a) Cleaning the condenser and evaporator coils with suitable detergent/ chemical solution and flushing with high pressure jet water
- b) Greasing of blower motors and all moving parts.
- c) Insulation work if needed.
- d) Regular maintenance, cleanliness & upkeep of all the equipments under CAMC and cleanliness of nearby area of equipments is in the scope of the contractor.

**Breakdown Services:** On-call CAMC services shall include attending to any complaint at any time of the year on receipt of verbal/written complaint from the coordinating officer of IIITD. A record of the breakdown calls attended duly acknowledged by the occupant or user of the HVAC in his absence by the person in charge of the location.

The following registers/documents are to be maintained by the contractor:

**Service/Breakdown Register:** The HVAC serviced/maintained/repared has to be recorded in register and endorsement from End User Department has to be obtained in register. Also, further service reports are to be made after carrying out periodical servicing and endorsement (with sign) to be obtained from the End User Department.

**Complaint Register:** All complaints received with respect to air conditioners under CAMC are to be recorded with time and date of receipt, as and when complaints are received from end user departments.

History sheet / card of equipment's: All equipment's should have their history cards with details of work/repair/service executed on them.

❖ Cooling Towers

Repairable Items- Motor rewinding, strainers, fan balancing

Replacement items wherever required - Fan blades, bearings, gear box, Sprinkler, Fills, Nozzles, float valves, treatment chemicals, water hardness and chloride checking kit, Isolator switch, fasteners, gear Oil, lubrication oil, painting

❖ Hot water Generators. -

Replacement items wherever required - Element, Electric circuit, Switch thermostats, safety valves, ammeter, voltmeter, control relays, contactors, painting.

❖ Inline / Centrifugal / Axial/ ventilation/ smoke extraction fans.

Repairable Items- Motor rewinding, fan Balancing

Replacement items wherever required - Capacitors, mounting plate, Fan blades, louvers, bird screens, shaft, bearing , V – belt, damper, fda interlocking relays, contactors, starters, pulley, painting, FDA system interlocking relays, actuator and control panel.

❖ Pressurization fans

Repairable Items- Motor rewinding, fan Balancing

Replacement items wherever required - Fan blades, louvers, bird screens, shaft, bearing , V – belt, damper, fda system interlocking relays, contactors, starters, pulley, painting.

❖ Air Handling Unit (AHU):

The following points to be considered during the CMC period.

Monthly	Inspect coils and clean, if required
Monthly	Check functioning of lights and limit switch interlocking and proper illumination
Monthly	Check for bearing of motor and blower and lubricate as required.
Monthly	Check for tightness of V-Belts and alignment of pulleys.
Monthly	Check looseness of any bolt in fan or casing and motor base etc.
Monthly	Check for vibration in blower and motors.
Monthly	Check access doors and hinges for easy operation
Monthly	Check cleanliness of the filters and clean.
Monthly	Check the associated damper flap movement and apply grease for the bearing housing, if required
Monthly	Check the function of Fire damper and its associated controls, grease the bearing housing if required.
Monthly	Check running current of motor.
Quarterly	Check/Add grease or lubricate to the fan shaft bearing, motor bearing, blower bearing.
Quarterly	Check the alignment of fan and motor, if necessary correct the same.
Quarterly	Inspect the condensate drain pan and ensure that it is clean and water freely flows to the drain.
Quarterly	Inspect the coils for cleanliness. Wash the coil with a low-pressure water hose or low-pressure air.
Quarterly	Observe all dampers for proper operation.
Quarterly	Check tightness of electrical connections.

Quarterly	Check flexible connections spool piece for leakage.
Quarterly	Check for condition of inlet strainers and clean
Half Yearly	Check in motors full load current, fan motor running current and tightness of terminals
Half Yearly	Check blower shaft, scroll, impeller and bearing
Yearly	Check and clean cooling coils & fins.
Yearly	Clean interiors and check for corrosion, check tightness of all sections
Yearly	Check anti-vibration mounting and flexible connections
Yearly	Check operation and condition of all electrical connections
Yearly	Check alignment of drive pulleys, adjust the same if required
Yearly	Combing of fins to be done after coil cleaning
Yearly	Check all bellows, replace if any crack /water leakage observed
Yearly	Check insulation resistance (Megger) of motor
Yearly	Checking all MCCB/MCB/Control panel, if required replace

❖ *Pre and Fine filter replacement of AHU as and when required will be under the scope of vendor.*

❖ **AHU supply and Exhaust starter panel:** The following points should be considered during the AMC period.

1. Monthly checking of electrical parameter and replacement of electrical components if required.
2. Defective spare parts replacement as per given makes.
3. Power DB terminal end.
4. Earthing connection etc.
5. Repair / replacement of Humidistat, Thermostat, Airstat etc.

❖ **Fan Coil Unit (FCU):** The following points should be considered during CAMC period.

Monthly	Inspect the condensate drain pan and ensure that it is clean and water flows freely.
Monthly	Check the condition of access door hinges for proper fixing.
Monthly	Check the unit is secured.
Monthly	Check the operation of inlet /outlet isolation valve.
Monthly	Check the looseness of any bolts in fan casing motor base etc.
Monthly	Check the associated damper movement and apply grease for bearings.
Quarterly	Inspect cooling coil and clean if required.
Quarterly	Clean strainers of FCU.
Half yearly	Check blower, motor unit etc. clean lubricate.
Half Yearly	Check and receive the vibration value and compare with recommended values.
Half yearly	Check tightness of electrical connections.
Half yearly	Add water and flush condensate drain pan, trap and drain line.
Half yearly	Check the condition of inlet strainers and clean if required.
Half yearly	Check the proper functioning of the 3 -way and 2-way valve.
Half yearly	Check the interconnection, copper piping, canvas and cooling coils.
Half yearly	Check full load current of motor.
Half yearly	Check the tightness of terminals of motor.
Half yearly	Check motor running current.
Yearly	Check blower, motor unit etc. clean and lubricate.
Yearly	Check electrical control and connection.
Yearly	Check and clean cooling coil with water, if necessary.

Yearly	Check 2/3-way valve for proper operation.
Yearly	Check insulation resistance (Megger) of motor.
Yearly	Check/ clean cooling coils and fins and repairing /replacement of canvas.

❖ *Fire Exhaust fan:*

1. Supply and Exhaust fan motor, fan blade etc. repairing / replacement contractor scope of work.
2. Quarterly fan cleaning and servicing.
3. Electrical parameters checking monthly.
4. Fire damper actuator and controller repairing, checking etc.

❖ *Heat Recovery Unit:*

1. Filter cleaning monthly.
2. Heat recovery wheel checking.
3. Fine and Pre-filter replacement after every 1 years.
4. Fresh air chamber cleaning monthly.
5. Coil Section chamber cleaning quarterly.
6. Electrical parameters checking monthly.
7. Belt tightening /replacement.
8. Pulley rectification if any.
9. Motor repairing /replacement.
10. Cooling coil repairing /Replacement.
11. Canvas repairing /replacement.
12. Actuator valves, ball valves, balancing, thermometers and pressure gauge monthly checking require and repairing /replacement.
13. Drain line checking monthly.
14. Limit switch and lamp checking and replacement as and when required.

❖ *AC Panel, MCC PANELS, Starter Panels, Control console*

Repairable Items- ACBs

Replacement items wherever required - Push buttons, Contactors, fuses, lugs, relays, thermal over load relays, indicator lamp, holder, connector, SPP, compression gland, cables and jointing kit of various sizes, CTs, voltmeter, ammeter, selector switch, TPN FCU, MCCB, control wiring, door handle, knob, door lock arrangement, Insulators, screws, fasteners, flexible cables, control wiring, door gaskets.

**Note: Low side maintenance , repairing and new replacement of above all machinery, equipment, field devices and installations should be comprehensibly under contractor scope of work.**

The items mentioned above are just indicative. However, the contractor has to repair / replace items which are required for operation & maintenance of equipments in working condition without any extra cost

The contractor should provide the 24 hrs. maintenance and any call should be attended immediately after lodging complaint. The following are brief details that are to be maintained during the AMC period of contractor.

1. Temperature and humidity maintain.
2. AHU, FCU and Hi Wall Units- checking, water leakage problem, noise problem, body concentration etc.
3. Thermostat set point change.
4. Condensation problem.
5. Water dripping from AHU, FCU and Hi Wall Units ( as per above details)

6. HEPA filter set point change.
7. Supply and Exhaust fan switch on/off as per requirement.
8. HRW on/off as per requirement.
9. Call attendance register maintain.
10. Electrical fault, tripping and alarm etc.
11. Maintenance of temperature sensor, humidistat, air stat, Thermostat, VFD etc.
12. Checking and maintenance of diffuser, damper and grills in different wards, rooms etc.
13. If any items require to repair /replace, it should be done within 48 hours. If contractor should need more time to bring the item/repairing give the justification against it.



### **Technical Bid**

The agencies / companies who fulfill the eligibility criteria mentioned below will only be considered for opening of financial bid:

<b>S. No.</b>	<b>Particulars</b>	<b>Document (s) to Annex</b>	<b>Technical Compliance (Yes/No)- Page No</b>
1	As on 31.03.2025, the agency / Company should be in existence for at least <b>Five</b> years.	Certification of registration regarding services of air conditioning /HVAC	
2	Company should have average turnover of Rs.45 lacs in similar field in previous three financial years ending on 31.03.2024.	CA certified copy of turnover from annual maintenance contacts. Annual Turnover <ul style="list-style-type: none"><li>• 2021-22</li><li>• 2022-23</li><li>• 2023-24</li></ul>	
4	Company should have experienced and reputed Electrical Licensed contractors / Registered contractors of similar work in Institute/Academic Institute/Public Sector Undertaking/ MNC/ Corporate Sector during last <b>Seven (07)</b> years. - i) Three similar completed works costing not less than the amount equal to Rs.6lakhs. or ii) Two similar completed works costing not less than the amount equal to Rs 9 lakhs. or iii) One similar completed work costing not less than the amount equal to Rs.12 lakhs. “SIMILAR WORK” means, experience in the service / maintenance of  The vendor should have experience of successfully carrying out Complete HVAC Low/High System AMC within the last seven years ending 31-03-2025,	Work order copies along with the completion certificates from the client.  Tender specified Authorized Service providers certificate from Reputed HVAC manufacturers needs to be attached along with bid submission. Without Authorizations from Authorized Service providers from manufacturers ( as listed in the tender) bid will be rejected/disqualified.	
5	Company should have valid PAN, GST registration	Certified Copy of each document	
6	The Bidder should have up to date registration with Employee Provident Fund (EPF) Commissioner and Employee State Insurance (ESI) Corporation.	Certificate to be furnished/enclosed	
7	Company should not have been barred / blacklisted for taking up similar work /service in any organization	A certification to this effect on the letter head of the bidder.	
8	Earnest Money Deposit (EMD)	Rs.30,000/- in the form of Demand Draft in favour of “ <b>IIIT Delhi Collection</b> ” payable at New Delhi (except for those who are exempted	

		by NSIC certifications (with Proof)) failing shall be treated as invalid and shall be liable for rejection.	
9.	The Firm/office/service should have well established servicing facility in Delhi - NCR (Address proof)	Certificate to be furnished/enclosed	
1	Bidder must have sufficient Technical & supervisory staff proficient in managing the tender service (Please enclose undertaking on bidder's business letterhead signed by the authorized signatory	Certificate to be furnished/enclosed	

### **Award of Work**

Those who meet the eligibility criteria as above will only be considered for opening of financial bid. In this regard decision of the Institute shall be final and not open to dispute/challenge. The agency quoting the lowest rate for AMC shall be considered for award of work. However, IIIT-Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

### **Financial Bid**

Interested agencies may submit financial bid as per enclosed format (**Annexure-“X”**), duly authenticated and stamped. Bidders are advised to inspect the site before quoting the rates. **The Financial Bid should contain all relevant price information for** Comprehensive Annual Maintenance of the low side HVAC equipment installed at IIITD Campus Okhla Phase- III New Delhi-110020. The Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid should not contradict the technical offer in anyway.

### **Payment Terms**

Quarterly bill by the 7<sup>th</sup> day of next month shall be raised for 25% of the total contract value plus taxes, as applicable after the 3 months. Payment shall be released within 15 days of raising bill. Payment shall be released through online mode only. The bidder is advised to furnish copy of the cancelled cheque and funds transfer details as will be provided by the Institute. No payment in advance shall be considered. Payment will be made on quarterly basis after satisfactory services certified by the engineer in charge. Quarter shall mean three months.

### **Performance Guarantee**

Selected company will be required to deposit Performance Guarantee @3% of the Work value which shall be in the form of DD/FDR/Bank Guarantee in favour of the Institute. **The format of which will be provided at the time of Award of Work..**

### **TIME PERIOD:**

The AMC shall be for one year and the IIITD reserves the right to enter into AMC for another year on the same terms and conditions depending on the services rendered by the bidder. The AMC shall be in force for the period of one year from the date of award the work.

### **Bidding Procedure:**

Bids are invited in Two Bids System i.e. (1) Technical and (2) Financial  
Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for **“Comprehensive Annual Maintenance of the low side HVAC equipment installed at IIITD Campus Okhla Phase- III New Delhi-110020.”** addressed to Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.

Technical bids must contain the EMD for specified amount, along with complete technical details as desired by this tender. Technical bids of all the tenderers will be opened on prescheduled date, time & venue. Technical bids without EMD will be summarily rejected. The financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later.

Addition/deletion of total quantity up to 10% covered under the contract is also possible during the contract period. Contract amount will be modified & intimated to the vendor accordingly.

**Increase / Decrease of Equipment's:** If Institute decides that the additional number of air-conditioners other than the quantity mentioned in the tender are to be maintained by the Contractor, the contractor shall agree and maintain the Equipment's till the expiry period of AMC as per the same terms and conditions of the Contract. Proportionate amount of AMC shall be paid by the Institute for the same.

If any units covered under these AMC are removed/dismantled/shifted from this location to another location, the Contract amount as per the unit rate of the Tender will be revised and suitable deductions made from the AMC bills.

Breakdown calls shall be attended to immediately / on the same day and a record of such service, duly acknowledged by the person in charge shall be maintained. Breakdown calls that could not be attended to on the same day for exceptional reasons shall be attended to on the next day, without fail. Units taken out of the office premises for service at your workshop shall be returned at the earliest and in any case, within a week's time Non-attendance of complaints of this nature beyond a week would entail deduction of penalty of Rs.1000/- per day/Unit till the complaint is fully resolved.

The tenders shall be placed in sealed envelopes with a name of work and due date written on the envelope and addressed to the PE & EO, IIITD. Complete tender documents shall be submitted by the approved contractors in two envelopes. 1 st envelope shall contain the earnest money in the shape of Demand Draft / Pay Order of a scheduled Bank requisite shape as per condition & eligibility criteria and cost of tender as stated above in case of the downloaded version.

The 2nd envelope shall contain the financial bids including Priced Schedule of Quantities, Form of Tender, Conditions of Tender, Articles of Agreement, Brief Specifications, Condition of contract, Drawings all duly signed by the authorized signatory of the firms. All these envelopes are to be put in a single envelope duly super-scribed the name of work, and addressed to PE&EO, (IIITD) and with their address. Incase the tenderer does not fulfill the laid down eligibility criteria or fails to deposit the earnest money in prescribed form, financial bid shall not be opened.

Tenderers shall seal the tender affix their initials and put stamp on each and every page of tender document before submission. The tender of the contractor, who submits in- complete tender document or submits more than one tender for one work, shall not be considered at all.

Tenders will be received by the PE & EO up to 3.00 P.M on 21.05.2025 and will be opened by him or his authorized representative in the office of Registrar, IIITD on the same day at 3.30 P.M.

First the Technical Bids will be opened and screened. The bids shall be examined whether the EMD is in order and the bidder meets the minimum eligibility criteria specified above. Those bidders whose EMD is in order, meets the minimum eligibility criteria, has submitted all the required documents and meet the technical requirements shall be considered for opening of financial bid. Conditional tenders would not be accepted. Financial bids in respect of contractors who do not fulfill above criterion shall not be opened.

**For and on behalf of  
Indraprastha Institute of Information Technology Delhi  
Signed Registrar**

## **TERMS AND CONDITIONS**

1. The contract is initially for a period of one year. The contract will be reviewed yearly, and may be extended for a period of maximum of three years. However, Institute at its discretion, can terminate the contract without citing any reason at any point of time by giving three (1) month notice. In case of termination, Institute will be liable to pay pro-rata amount to the vendor only for the period for which the AMC services availed by the Institute. On mutual consent, contract may be extended for a further period of two years on the same rates, terms and conditions.
2. The Comprehensive Annual Maintenance contract (CAMC) is located in IIITD Campus Okhla Phase-III, New Delhi. The selected vendor will be required to maintain the system in the mentioned site.
3. Logistics: The customer shall provide all the necessary permits, forms and documents if any required for the movement and avoidance of octroi/entry tax if any.
4. The service provider shall provide direct service and shall not employ subcontractors.
5. Bidders may visit IIITD and assess the requirement, before bidding.
6. The Institute shall not be responsible for any loss, breakage or theft of Contractor's material for which he has to make his own arrangements for storage.
7. The contractors are advised to get acquainted with the proposed work and its site and special conditions carefully before tendering. No claim of any sort shall be entertained on account of any site conditions and ignorance of specifications and special conditions.
8. Prices quoted should be for Institute premises and should be all inclusive of statutory taxes, fees, cesses, any duties, levies, charges, surcharges and other components, etc. except GST which is to be shown separately.
9. The successful bidder has to submit the security deposit /performance guarantee from nationalized bank of equivalent amount of 3% of the contract value within 10 days of issue of order on awarding the contract but before execution of the agreement, to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission by the successful bidder or any failure on the part of the successful bidder in fulfillment of terms and conditions of the contract and conditions contained in the agreement. The Bank Guarantee shall have to remain valid for the entire duration of the Contract plus three months beyond the completion of contract period. The successful bidder shall not be entitled to any claim or receive any interest on the amount of performance guarantee. The EMD of the successful bidder will be refunded after submission of the performance Guarantee/Security Deposit. Successful bidder may also submit the performance guarantee in the form of demand draft payable to IIIT-Delhi Collections.
10. The rates quoted by the contractor shall be taken as net and nothing extra shall be paid on any account i.e. royalty, cartage, taxes and stacking at required places etc.
11. In case of any breakdown the contractor shall visit site to attend the breakdown.
12. Payment shall be made on quarterly basis.

13. The technical proficiency and the behavior of the staff to be engaged shall be checked along with the credentials of the staff and only those who pass the above criteria shall be engaged at the site.
14. The department reserves the right to close the contract at any time during the currency of the contract and 7 days' notice will be issued to the contractor without giving any compensation.
15. The rates quoted shall be inclusive of all taxes i/c GST.
16. Escalation matrix up to the level of CEO must be provided with phone numbers and e-mail addresses of all personnel in the matrix.
17. This is purely a service contract. All the staff engaged by the contractor shall solely be his liability and this department, in no way, shall be held responsible for any compensation for any of their acts/accidents.
18. In case of any accident during the maintenance of the equipment leading to injuries, damages to human being, equipment and or loss of life, the contractor shall be fully responsible for setting all claims and indemnity. In this respect no compensation shall be made by the department. inquiry office & shall be produced as and when required by higher officer of deptt. Otherwise recovery @ Rs. 1000/- per month will be made from the bill.
19. Repair/replacement shall be done at the direction of Engineer-in-Charge to keep the system in healthy condition and with minimum down time.
20. In addition of above T&P if any special T&P shall be required, the same shall be arranged by the contractor within the scope of work for which nothing extra shall be paid.
21. Technical staff shall visit the site and check the complete system, including all of the above mentioned sub systems, once in a quarter and carry out the required preventive maintenance to avoid break downs. The service slips/ log books for every visit shall be got signed from Engineer-in- Charge regularly.
22. All installations shall be kept clean and safe from risk of Fire/Theft/Accidents and damage etc.
23. The Institute shall not pay any compensation in respect of any injury or death caused to the workers of the bidder. It will be the sole responsibility of the Contractor. There would be no liabilities whatsoever of the Contractor by the IIITD.
24. The Bidder shall be liable to pay compensation for any loss and damage caused to the property of IIITD by the bidder or his workers
25. The contractor shall bring to the immediate notice of the department any defect/mal-functioning of any of the equipment and machinery which requires attention of the department if not otherwise covered by the scope of the contract.
26. The Bidder shall personally be responsible for the conduct of his staff and in case of any complaint

against any staff; bidder will be under obligation to change the worker when instructed by authority. The bidder shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. The IIITD will not hold any responsibility with regard to staff on the role of the bidder.

27. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Employer shall be communicated to the Employer.
28. Method of Evaluation of tender: All the competitive tenders will be received on the specified date and time. On the same day or on specified date & time in event of any compelling circumstances, the tenders will be opened in the presence of the available tenderer. Any clarifications, discrepancies, omissions, ambiguities in the tender document or any doubt as to their meaning should be reported during the pre-bid meeting.
29. In case of other un-successful tenderers, the EMD shall be returned. No interest is payable on EMD. (If any)
30. Dismantled materials if any resulting from the replacement or repair shall be returned to the Engineer in charge.
  1. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, within 7 days from the date of acceptance, sign on a stamp paper, the contract consisting of –
    - (a) Standard form of Agreement on stamp paper.
    - (b) Notice inviting tender, all documents including tender drawings, if any, forming the tender as issued at the time of invitation of tender and tender acceptance with any other correspondence leading thereto.
    - (c) Price Bid / Schedule Bill of Quantities.

For & on behalf of the Employer

Signature of the Contractor/Tenderer with Name, Constitution  
& Seal Signature of the Authorized/ Accepting Authority

### **Additional Term and Conditions**

1. The period of Comprehensive Annual Maintenance Contract will be one year (12 Month) from the date of award of contract. The contract can be extended further on satisfactory performance and on mutual consent.
2. No Advance payment will be made.
3. All the equipment's covered in this contract have to be maintained as per the standards of the original manufacturing company during the warranty period as well as AMC.
4. The contractor has to repair /service/ maintain the equipment's under the AMC in as is where is condition and handover the equipment's to the IIITD under AMC in good running condition.
5. All required tools and tackles (in good working condition) necessary for carrying out repair and maintenance works of equipment's under AMC have to be provided by the vendor.
6. Professionally qualified personnel who have expertise in the HVAC system by the vendor will be permitted to undertake Preventive Maintenance/repair services during the period AMC period.
7. During the term of the contract, the vendor will maintain the equipment in perfect working order and condition and for this purpose will provide the repairs and maintenance services as under:

<b>Type of Service</b>	<b>AMC</b>
Preventive Maintenance	Every Quarter
Breakdown Maintenance	Within 8 hours of Complaint

8. Comprehensive AMC includes everything from all type of services, components, transportation charges and any other charges required for the full operation of the equipment. The entire costs incurred shall be borne by the bidder.
9. The parts replaced should be genuine OEM replacement parts and in case of other component, the components should be ISI mark.
10. In case if vendor is not able to repair the faulty equipment within 10 days, the Institute will get it repaired/replaced at its own level, without intimating the firm. The cost of the same would be deducted from the CAMC amount of the vendor.
11. The IIITD shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in the tender.
12. After the contract is awarded, if it is found that the service given by the vendor is not satisfactory, the contract will be terminated by the competent Authority or his representative nominated for the purpose. Any pending payment will not be paid if agreement is terminated for the above reason. The IIITD will have no liability.
13. Minimum one preventive maintenance in each quarter should be carried out and the type of service Wet/Dry will be at the discretion of the IIITD. The IIITD may ask for more services as and when



required.

14. New parts which are being replaced should be shown before replacement.
15. The Bidder is required to furnish the declaration mentioned at Annexure on his letterhead else his bid may be rejected.
16. Quarterly Bills, duly supported by user certificate to the effect that all the equipment's have been serviced and are working in good condition, shall be submitted to the FMS Office along with the Service Report acknowledgements before 7th of the following month. Payment shall be made after verification of the Records.
17. At the end of the service period/termination of contract, hand over the equipment's in working condition to the successor service provider.
18. The payment for the last quarter shall be made to the selected Service provider only after completion of handing over of all equipment's in working condition to the successor service provider and after receipt of taken over note from the successor service provider.
19. All the bidders for this tender are deemed to have understood and accepted the contents of this Notice.

**PROFORMA FOR BID**

1. Name and Address of the firm/agency, telephone number, fax, mobile number, email address
2. Type of organization (Whether proprietorship, partnership, private limited, limited company)
3. Name and Address of the directors proprietor /partners
4. Year of formation of the company/ experience
5. Nature of business carried by the company
6. Total number of employees of the firm
- 7. Contact number in case of emergency**
8. Whether authorized service provider of any OEM/Manufacturer ?
9. If yes, Name & Address of OEM (please furnish documentary proof)
10. Details of contracts executed till date  
(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof)

S.No.	Name of Contracts with email , phone number	Period	Govt./Educational Institutes/Semi Govt./Private

**11. Details of present contracts in hand:**

S. No.	Name of Contracts with email , phone number	Period	Govt./Educational Institutes/Semi Govt./Private

**12. Any other information**

Certified that all the terms and conditions mentioned in the tender document are acceptable to me/us.

Signature of the Authorized Signatory  
with Seal of the Agency/ Firm

## **Annexure-B**

### **LIST OF PRESENT AND PAST CLIENTS DURING LAST SEVEN YEARS.**

Please give complete details as per the following format along with the Experience Certificate issued by clients/organisations. This information provided will facilitate evaluation of Technical Bid).

<b>Sl. No</b>	<b>Name of the Organisation with complete postal address mentioning Pvt.Sector/ Govt Body / PSU / Public Limited Company.</b>	<b>Name and Designation of the Contract Person with Telephone No. / Mobile No. / E- mail ID.</b>	<b>Nature of Service</b>	<b>Completion Work Done Amount</b>	<b>Completed or Not</b>

**Signature of the Authorized Signatory with Seal  
of the Agency/ Firm**

**ANNEXURE- C**

**CERTIFICATE REGARDING TURN-OVER OF TENDERER  
DURING THE LAST THREE FINANCIAL YEARS’’’**

I / We, M/s \_\_\_\_\_, for the above works and other related jobs as mentioned in the Tender Document, hereby confirm that the average total turn-over of the firm/company and profit earned for the last three financial years i.e.. The financial year-wise break-up is given below:-

S.NO.	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR	PROFIT EARNED FOR THE YEAR

**Signature of the Authorized Signatory with Seal  
of the Agency/ Firm**

**ANNEXURE-D**

**NON-BLACK LISTING DECLARATION**

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD  
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION**

**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

**To, Registrar IIITD  
Campus Okhla Phase-  
III, New Delhi-110020**

We hereby confirm and declare that we, M/s -----, is not blacklisted/  
De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/  
or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5  
years.

**Signature of the Authorized Signatory with Seal  
of the Agency/ Firm**

**ANNEXURE-E**

**DECLARATION**

1. I .....Son/Daughter/Wife  
of Shri  
..... Proprietor/Partner/Director/Authorized  
signatory of .....  
..... Competent to sign this declaration and execute this  
tenderdocument.
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide to them;
3. The information / documents furnished along with the above application are trueand  
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact  
that furnishing of any false information / fabricated document would lead to rejection  
of my tender at any stage besides liabilities towards prosecution under appropriate law;

**Signature of the Authorized Signatory with Seal  
of the Agency/ Firm**

Date:

**DECLARATION BY THE BIDDER**

- 1) We do not have any criminal proceedings against us.
- 2) We have not been blacklisted / terminated / debarred by any Central Government Ministry/ Department/ Organization.
- 3) If we are entrusted with the work, we assure you that we will undertake the required work properly for the full tenure of 12 months, failing which we will be liable for blacklisting and other punitive action by IITD. New Delhi.
- 4) We have read and understood the terms and conditions of the tender.
- 5) We hereby certify that the information furnished by us is true and correct to the best of our knowledge. We understand that in case if any of the information/details furnished by us is found to be false or incorrect at any stage or if our company indulges in malpractices of any kind, our company will be liable for being blacklisted for future transaction with the Department.

## **FINANCIAL BID**

**Nature of work- Comprehensive Annual Maintenance of the low side HVAC equipment installed at IIITD Campus Okhla Phase- III New Delhi-110020.**

Sr. No.	Description of item	Amount (Rs.)
1	Comprehensive maintenance as per the scope included in the tender for Contract Period of One year.	
<b>TOTAL AMOUNT</b>		
<b>GST @</b>		
<b>TOTAL AMOUNT WITH GST</b>		

Total amount in words \_\_\_\_\_  
 \_\_\_\_\_

We agree to carry out the Work at the rate quoted above for the duration of **one full year**. We understand that IIIT, Delhi is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason thereof.

**Please note:**

- i) Quantity of Items may increase / decrease as per the requirement of the Institute.
- ii) Institute at its sole discretion may award AMC period for one year / two years / three years.
- iii) Vendor shall have no right to claim any minimum/definite/guaranteed volume of business.
- iv) The award of work shall be based on the lowest bid of AMC cost.

Date:

Place:

Signature and Seal of the agency/ Contractor