



INDRAPRASTHA INSTITUTE of  
INFORMATION TECHNOLOGY DELHI

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,  
DELHI (IIIT-DELHI)**

**Okhla Industrial Estate, Phase III New Delhi 110020  
(Tel No 011-26907400/563, Website: [www.iiitd.ac.in](http://www.iiitd.ac.in))**

**NOTICE INVITING TENDER COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 2 X 240 TR CAPACITY CHILLERS OF CENTRALIZED AIR-CONDITIONING PLANT AT IIITD CAMPUS AT 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 work of **Comprehensive Annual Maintenance of 2 X 240 TR capacity water cooled chillers with pumps of centralized HVAC plant** installed at IIITD Campus (Lecture Hall Complex plant room) , New Delhi, from the OEM/their authorized agencies in the relevant category of work and who have carried out similar works with Govt. departments/Universities/PSU's/MNC's as per the requirements and details enclosed.

## NOTICE INVITING TENDER

Sealed tenders are invited from reputed agencies for the works mentioned below –

Name of the Work	Comprehensive Annual Maintenance of 2 X 240 TR capacity Carrier make water cooled chillers of centralized air-conditioning plant installed at IIITD Campus
Earnest Money Deposit:	Exempted. Bid Security Declaration to be submitted as per <a href="#">Annexure-A</a>
Tender No	06/2021
Date of Start and downloading the tender	31 <sup>st</sup> Mar 2021
Last date and time for submission of tender	<b>9<sup>th</sup> April 2021</b> at 1500 Hrs. (tender deposit in the Tender Box kept in 2 <sup>nd</sup> Floor of Old Academic Block of the Institute)
Date and time of bid opening of Technical Bids (To be enclosed in envelope-1)	<b>9<sup>th</sup> April 2021</b> at 1530 Hrs
Date and Time of the opening of Financial Bids (To be enclosed in envelope-2)	All the documents shall be checked by the Tender Evaluation Committee. Only those tenderers who have submitted the required documents as prescribed in the tender document will be considered for opening of Financial Bid. The date and time for the same will be decided later.
Address for communication & submission of tender documents and opening of technical bid	Registrar, IIIT-DELHI, Okhla Industrial Estate, Phase III New Delhi 110020
Contact No & Email ID	01126907563/64/ 65 & admin-project@iiitd.ac.in

**Note: This tender document contains 24 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.**

The Vendor will submit bids in two separate sealed envelopes i.e. one Technical Bid –Envelope 1 and second Financial Bid – Envelope 2 as per format. Each envelope must be suitably marked to indicate the type of bid. These two envelopes should be sealed in one big envelope marked as “**Tender for Comprehensive Annual Maintenance of 2 X 240 TR capacity Carrier make water cooled chillers of centralized air-conditioning plant installed at IIITD Campus Okhla Phase-III**” New Delhi-110020.

## ELIGIBILITY CRITERIA

Sealed Tenders are invited from OEM/their Authorized Firms/Agency/Contractors in the prescribed format for Comprehensive Annual Maintenance Contract for water cooled HVAC system along with their allied accessories etc. installed in the Ground floor plant room of the Lecture hall complex.

The HVAC- air conditioning system in the plant room at the LHC to be maintained comprises of the following:

<b>CHILLER PLANT -240 TR EACH</b>				
	<b>Chiller -1</b>	<b>Chiller -2</b>		
<b>Model</b>	<b>06TVX753WW1D</b>	<b>06TVX753WW1D</b>		
<b>Make</b>	<b>CARRIER</b>	<b>CARRIER</b>		
<b>Compressor</b>	<b>Screw compressor</b>	<b>Screw compressor</b>		
<b>KW</b>	<b>168</b>	<b>168</b>		
<b>RPM</b>	<b>3500</b>	<b>3500</b>		
<b>Refrigerant</b>	<b>R134a</b>	<b>R134a</b>		
<b>RLA</b>	<b>375</b>	<b>375</b>		
<b>SECONDARY CHILLED WATER PUMP FOR VARIABLE FREQUENCY DRIVE</b>				
	<b>VFD No.1</b>	<b>VFD No. 2</b>		
<b>VFD Make</b>	<b>Danfoss</b>	<b>Danfoss</b>		
<b>Model</b>	<b>P/L:131F0815</b>	<b>P/L:131F0815</b>		
<b>MOTOR Make</b>	<b>3 HP INDUCTION MOTOR CROMPTON GREAVES LTD</b>	<b>3 HP INDUCTION MOTOR CROMPTON GREAVES LTD</b>		
<b>K.W.</b>	<b>30</b>	<b>30</b>		
<b>HP</b>	<b>40</b>	<b>40</b>		
<b>RPM</b>	<b>1460</b>	<b>1460</b>		
<b>Amps.</b>	<b>51</b>	<b>51</b>		
<b>PRIMARY CHILLED WATER PUMP</b>				
	<b>PUMP-1</b>	<b>PUMP-2</b>	<b>PUMP-3</b>	
<b>MOTOR Make</b>	<b>3 HP INDUCTION MOTOR CROMPTON GREAVES LTD</b>	<b>3 HP INDUCTION MOTOR CROMPTON GREAVES LTD</b>	<b>3 HP INDUCTION MOTOR CROMPTON GREAVES LTD</b>	
<b>K.W.</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	
<b>HP</b>	<b>10</b>	<b>10</b>	<b>10</b>	
<b>RPM</b>	<b>1450</b>	<b>1450</b>	<b>1450</b>	
<b>Amps.</b>	<b>14.7</b>	<b>14.7</b>	<b>14.7</b>	
<b>CONDENSER PUMP</b>				
	<b>PUMP-1</b>	<b>PUMP-2</b>	<b>PUMP-3</b>	

MOTOR Make	3 HP INDUCTION MOTOR CROMPTON GREAVES LTD	3 HP INDUCTION MOTOR CROMPTON GREAVES LTD	3 HP INDUCTION MOTOR CROMPTON GREAVES LTD	
K.W.	22	22	22	
HP	30	30	30	
RPM	1470	1470	1470	
Amps.	39	39	39	
<b>COOLING TOWER FOR VARIABLE FREQUENCY DRIVE</b>				
	<b>VFD No.1</b>	<b>VFD No. 2</b>		
VFD Make	Danfoss	Danfoss		
Model	VLT- HVAC Drive	VLT- HVAC Drive		
MOTOR Make	3 HP INDUCTION MOTOR CROMPTON GREAVES LTD	3 HP INDUCTION MOTOR CROMPTON GREAVES LTD		
K.W.	11	11		
HP	15	15		
RPM	1460	1460		
Amps.	19	19		
<b>PRESSURE PUMP</b>				
	<b>PUMP-1</b>	<b>PUMP-2</b>	<b>PUMP-3</b>	
MOTOR Make	DAB Pump s.p avia marco polo 1435035 Mestrino Italy	DAB Pump s.p avia marco polo 1435035 Mestrino Italy	DAB Pump s.p avia marco polo 1435035 Mestrino Italy	
K.W.	0.85	0.85	0.85	
HP	0.8	0.8	0.8	
RPM	2750	2750	2750	
Amps.	3.8	3.8	3.8	

## Eligibility Criteria:-

S. No	Criteria	Documents Required	Remarks
1	As on 30.3.2021, the agency / Company should be in existence for at least Seven year	Certified copy of registration certificate.	Yes / No
2	Tender Fee	The tender document can be downloaded from the Institute's web-site. Those wishing to get the copy of the document from the Institute may please deposit nonrefundable Tender Document Fee of Rs.2360/- (Rupees Two Thousand Three Hundred Sixty only) in the form of Demand draft drawn in favour of "IIT-Delhi Collections", payable at New Delhi .	Yes / No
3	Earnest Money Deposit:	Exempted. Bid Security Declaration to be submitted as per <a href="#">Annexure-A</a>	Yes / No
4	The tenderers should be OEM or their Authorized agency of OEM carrying out Comprehensive Annual Maintenance (CAMC)for centralized HVAC plants.	Should submit valid authorization certificate from M/s Carrier Air Conditioning and Refrigeration Limited for carrying out CAMC of their chillers/allied systems- The agencies should also submit an Undertaking that all spare parts etc for replacements shall be of the OEM only. <b>These will be enclosed in Envelope- I.</b>	Yes / No
5	Company should have Central Air Conditioning CAMC experience of similar work (Comprehensive Annual Maintenance Contract for Carrier make Chiller plant) in the Institutes/Academic Institutes/ University/ Govt Deptts /Public Sector Undertaking/ MNC/ Corporate Sector during last Seven (07) years. <a href="#">Annexure –B</a> i) Three similar completed works costing not less than the amount equal to Rs.4 lakhs. or ii) Two similar completed works costing not less than the amount equal to Rs 6.2 lakhs. or iii) One similar completed work costing not less than the amount equal to Rs.8.3 lakhs.	Should submit the experience certificates/work order for the works on the letter head of the client / customer. and registration certificates with Govt. Depts. if any.  The applications not supported with requisite experience certificates shall not be entertained. <b>These will be enclosed in Envelope- I.</b>	Yes / No

6	The vendor should have experience of successfully carrying out Comprehensive Annual Maintenance works of Central Air Conditioning plant within the last seven years ending <b>28.02.2021</b> , shall be of: at least One work of handling centralized air conditioning plant having screw type chilling unit of 200TR capacity per chiller. OR at least Two works of handling centralized air conditioning plant having screw type chilling unit of 150TR capacity per chiller.	Should submit copy of work order copies along with the completion certificates from the client. <b>This will be enclosed in Envelope- I.</b>	Yes / No
7	The applicant should be an assessed of Income Tax and must possess GST No.	Should submit copy of the income tax, PAN, VAT GST registration certificate.	Yes / No
8	The vendor shall have the average annual financial turnover of at least Rs 25 Lac during last 3 years ending with 31.03.2020 and should be a profit making organization. (( <a href="#">Annexure- C</a> ))	Audited Balance Sheet and P & L Account for the three years mentioned.  Certificate from Chartered Accountant certifying the turnover of last three financial years i.e. 2017-18, 2018-19, 2019-20	Yes / No

Vendors who meet the Eligibility criteria as specified above may download the tender documents from institute website <https://www.iiitd.ac.in/tenders>. Issue of Tender Documents does not mean that vendor is prequalified.

**Performance Guarantee-** The contractor, for due and faithful performance of the Contract, shall obtain and submit to the Owner such security of 3% of the Contract Value within 7 days after the receipt of the Letter of Acceptance, in the form of BG Performa as appendix to tender from a scheduled Bank /FD providing such security shall be subject to the approval of the Owner. The cost of complying with the requirement of this Clause shall be borne by the Contractor

**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 CAMC 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 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 2 X 240 TR capacity chillers of centralized air-conditioning plant 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** -GST compliant quarterly bill by the 7th day of next month shall be raised for 50% of the total contract value plus taxes, as applicable. 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. Half Yearly shall mean three months.

**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 form the date of award the work.

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

## **GENERAL RULES AND INSTRUCTIONS TO BIDDERS**

1. Sealed tenders are invited from OEM or their Authorized agency of OEM (hereinafter also referred as OFFERER for – **Comprehensive Annual Maintenance Contract of 2 X 240 TR capacity chillers of water cooled entrained air-conditioning plant installed at IITD Campus Okhla Phase-III” New Delhi-110020.**
2. Scope of work involved shall be as per clause No.2 of the General Conditions of the Contract.
3. Site is ready for commencement of the works.
4. The tender documents are not eligible to be transferred. The tenderer shall not mutilate or alter or over write or misuse in any manner and shall submit the same duly filled & signed in prescribed format only. However, for tenderers reference a photocopy can be retained. The successful tenderer will be issued with a copy of the tender document at the time of signing of the agreement.
5. The tenderer shall check the tender documents and if any page/pages is/are missing or duplicate or indistinct, the same shall be brought to the notice of employer and rectified before submission of the tender.
6. The total time allowed for carrying out of the work shall not exceed the period specified in the NIT counted from the day of Acceptance Letter and/ or written orders to commence the work by the Institute.
7. The contractors should quote in figures as well as in words the rate, and amount tendered by them without any conditions. The amount for each item should be worked out and the requisite totals given. The rates quoted shall be all inclusive rates for the item of work described, including materials, labour, tools & plant, carriage & transport, supervision, overheads & profits, mobilizing and other charges whatsoever including any anticipated or un-anticipated difficulties, inclusive of all taxes and duties, etc complete for proper execution of the work as per drawings and specifications and no claim whatsoever for any extra payment shall be entertained. The quoted rates should be readable without any over-writing. All material for maintenance replacements shall be from the OEM.
8. The language for tender shall be ENGLISH and the total amount tendered should be written in the same language only.
9. The acceptance of a tender will rest with the employer which does not bind itself to accept the lowest tender, and reserves to itself the authority to reject any or all of the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. **THE EMPLOYER RESERVES THE RIGHT TO ACCEPT THE**



TENDER IN FULL OR IN PART AND THE TENDERER SHALL HAVE NO CLAIM FOR REVISION OF RATES/ OTHER CONDITIONS IF HIS TENDER IS ACCEPTED IN PART.

10. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
11. All rates shall be quoted on the proper form of the tender alone. Quoted rates and units different from prescribed in the tender schedule will be liable for rejection.
12. Special care should be taken to write the rates in figures as well as in words. While quoting the rate in schedule of quantities, the word `only' should be written closely following the amount and it should not be written in the next line. However, if any discrepancy is found,
  - a. The rates which correspond with the amount worked out by the tenderer shall unless otherwise proved be taken as correct.

(OR)
  - b. If the amount of an item is not worked out by the tenderer or it does not correspond with the rates written either in figures or in words then the rate quoted by the tenderer in words shall be taken as correct.

(OR)
  - c. Where the rates quoted by the tenderer in figures and in words tally but the amount is not worked out correctly, the rates quoted by the tenderer will unless otherwise proved be taken as correct and not the amount.
13. Tender is called, as item rate and the tender containing percentage below/ above will be summarily rejected. However, where a tenderer voluntarily offers a rebate for payment within a stipulated period, this may be considered.
14. APPLICABLE GOODS AND SERVICE TAX SHALL BE PAID EXTRA AS PER THE PREVAILNG NORMS. CONTRACTOR SHOULD PRODUCE GST REGISTRATION NUMBER. THE OFFERS WITHOUT GST NUMBER WILL BE SUMMARILY REJECTED.
15. The contractor shall give a list of his relatives, if any, working with the Employer along with their designations and addresses.
16. No employee of the employer is allowed to work as a contractor for a period of two years of his/her retirement from the employer services, without the previous permission of the employer. This contract is liable to be canceled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the employer as aforesaid before submission of the tender or engagement in the contractor's service.
17. The tender for the works shall remain open for acceptance for a period of 90 days from the date of opening of tenders. If any tenderer withdraws his tender before the

said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Employer, then the Employer shall, without prejudice to any other right or remedy, be at liberty to forfeit full value of the earnest money as aforesaid. (Also please refer special conditions regarding validity of optional items).

18. The tender for the work shall not be witnessed by a contractor or contractors who himself / themselves has / have tendered or who may and had/have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.
19. It will be obligatory on the part of the tenderer to tender and sign the tendered documents for all the component parts and that, after the work is awarded, he / they will have to enter into an agreement (as enclosed) for each component with the competent authority of the Employer.
20. Further the tenderer shall agree that until a formal agreement on stamp paper is prepared and signed, this tender shall constitute a binding contract between the tenderer and the Employer.
21. The tenderer, apart from being a competent contractor must associate himself with agencies of appropriate class who are eligible to tender for other related works connected directly or indirectly with the contract and employed by the employer.
22. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the site and dimensions, the means of access to the site, and obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.
23. Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors bearing on the execution of the work.
24. 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.
25. 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.
26. In case of other un-successful tenderers, the EMD shall be returned. No interest is

payable on EMD. (If any )

27. 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

## TENDER-OFFER

I/We have read and examined the Notice Inviting Offer, 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: / /2021

Signature of the Contractor / Offerer

Witness, Name & address:  
(Full Postal Address including Pin Code No. & Telephone No.)

1).

## **SCOPE OF COMPREHENSIVE ANNUAL MAINTENANCE OF CHILLERS OF CENTRALIZED AIR CONDITIONING PLANT**

1. Central air conditioning plant of 2 x 240TR capacity was installed at Lecture Hall Complex during the year 2017.
2. The contract shall provide maintenance, fully comprehensive service on the AC plant, will lay emphasis on planned preventative maintenance practices, safety requirements and proper care of machinery & equipment's to achieve proper inside conditions.
3. The work shall be executed as per CPWD general specifications & for HVAC works 2004.
4. The rates quoted by the contractor shall be firm. No extra payments are admissible on any account except GST which will be payable as per actual.
5. 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 IITD before use at site. All damaged and broken parts/ accessories/ equipment's, shall be replaced by the IITD at the risk and cost of the contractor. The following are required to keep the A.C. Plant & services operational, however this is an indication only except for exclusion in clause-6, all repair/replacement etc. is included in the scope of this contract.
  - a) The Plant will be serviced four times in the contract period of one year. One of these services will be rendered positively before the onset of summer to ensure trouble free working of the Plant during the summer. The next service will be rendered in each quarter after the summer season. Break down calls will be attended to during the contract period immediately.
  - b) The compressor will be checked for its proper functioning and if any defect is found, the same will be rectified.
  - c) Free replacing of defective/worn out parts with new or repaired parts for compressor/ thermostat/cut outs.
  - d) Repairing of equipment's as prescribed in the schedule of work.
  - e) **Descaling of the condenser will be carried out once in a year.** If fouling exceeds the prescribed limit, the contractor shall carry out cleaning the tubes at this own expense.
  - f) Cleaning of evaporator coils/ replacement of pre-filters based on assessment and working parameters of the plant.
  - g) Rectification of defects immediately if noticed during the preventive maintenance visit of the qualified personnel. The contract shall include emergency call back service at all hours round the clock.
  - h) Rewinding of all motors of AC installations like compressor motor, condenser &

- chilled water pump, Motor, CT fan motor and other motors meant for AC system.
- i) Replacement of spares of microprocessor units such as motherboard, micro card, electronic parts & all other parts as required to be replaced to keep the microprocessor unit in perfect working orders.
  - j) Replacing of spare parts of all machinery, equipment's, electrical panels etc due to normal wear & tear.
  - k) Repair/ replacement of flow switches.
  - l) Following consumable material as and when required shall be supplied free of cost by the contractor.
    - i. All oils and greases required for lubrication of compressors, fan bearings, motors bearings, pivots and other moving parts.
    - ii. All refrigerant required for topping up. Refrigerant loss if due to negligence shall be made good by the contractor.
    - iii. Compressor oil once in a year or more as per requirement.
    - iv. All consumable filter elements/rolls.
    - v. All chemicals for the correct chemical treatment of the cooling tower and chilled water system & chemical for descaling.
    - vi. All cleaning material for AC plant room, machinery & equipment.
    - vii. Any other consumable as may be required to keep the AC plant in perfect working order.
    - viii. Inspection and maintenance schedule shall be carried out as detailed in the note below.
6. Following are excluded from the scope of work
- a) Day to day operation and Cleaning / maintenance of the machine/plant or additional service during the year
  - b) Replacement/modification of electrical cabling, electrical switch board.
  - c) Masonry structure & carpentry work.
  - d) False ceiling & any painting work.
  - e) Replacement of sheet metal ducting/grills/diffusers/insulation.
7. 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.
8. Water and electricity will be supplied free of cost for the work/staff at site of work.
9. All materials including cleaning material required at site shall be supplied by the contractor for which nothing shall be paid extra.
10. 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.
11. 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.
12. Since the plant 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.
  13. 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.
  14. During the running of the contract the responsibility of physical custody of the plant will rest on the contractor.
  15. **IIITD reserves the right to terminate the contract before the expiry of the period without assigning any reason thereof.**
  16. After the expiry of the contract, the plant will be handed over back to the IIITD in similar condition as was handed over to the contractor at time of start of the contract except normal wear and tear and the part of which the contractor is not responsible, failing which recovery will be made from contractor's final bill. The decision of IIITD shall be final and binding.
  17. The firm has to intimate their contact numbers to log the complaints.
  18. 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.
  19. Carrying out Liaison with OEMs of individual equipment's will be the sole responsibility of the agency. However, in case of any delay in repair etc. by the OEM, the agency should keep the Engineer in charge well informed from time to time.

**SCHEDULE FOR COMPREHENSIVE MAINTENANCE OF CENTRAL AIR CONDITIONING PLANT :-**

Equipment	Frequency	Activities
Chiller and others equipment's	Quarterly	<ol style="list-style-type: none"> <li>1. To visit &amp; check the operating parameters of the chillers every quarterly.</li> <li>2. To review the previous months operating log records and alarm history.</li> <li>3. To inspect the unit for any unusual vibration, noise etc.</li> <li>4. Check refrigerant level, gas leak test with electronic leak detector. If abnormal, trace and rectify as necessary. Inform department in writing on the rectification.</li> <li>5. Inspect level and condition of oil. If abnormal, trace and rectify as necessary. Inform department in writing on the rectification.</li> <li>6. Checking the refrigeration system, motor and starters for performance and ensuring the overall healthy condition of the plant.</li> <li>7. Check liquid line sight glasses for proper flow.</li> <li>8. Check all operating pressure and temperature.</li> <li>9. Inspect and adjust, if required, all operating safety controls.</li> <li>10. Check capacity control, adjust if necessary.</li> <li>11. Lubricate vane/linkage/bearings.</li> <li>12. Visually inspect machine and associated components, and listen for the unusual noise or sound for evidence of unusual conditions.</li> <li>13. Check lock bolt and chiller spring mount.</li> <li>14. Providing written report to Department, outlining the services carried out, adjustments made, rectification carried out and if the deficiency is of the major nature, arrange with department for shut down to rectify equipment.</li> <li>15. To carry out the descaling of condenser tubes once in a year, if required.</li> <li>16. To check the operation of the expansion valves, once a year.</li> <li>17. To check the proper functioning of microprocessor and take control test.</li> <li>18. To check / calibrate the flow switch for proper functioning.</li> <li>19. To check the antifreeze and carrying out the setting of the same.</li> <li>20. To check the safety setting of the same.</li> <li>21. To check the LP / HP cut out switches and to replace the same, if found defective.</li> <li>22. All the breakdowns including the compressor failure, if any, shall be attended to in this scheme..</li> <li>23. To clean the electrical panel of the chiller every quarter with air blower.</li> <li>24. Check oil temperature control.</li> <li>25. Check motor terminals, connections in starter, compressor foundation bolts, all flanges for tightness.</li> <li>26. Check motor earthing, megger motor and connection wiring on each leg.</li> <li>27. Check motor temperature cut-out, tighten motor terminals.</li> </ol>



		<p>28. Check starter contacts, arc shield transformer.</p> <p>29. Check dashpot oil, clean dashpot and replace oil when necessary.</p> <p>30. Test and calibrate overload setting.</p> <p>31. Inspect, calibrate and adjust to original specifications all gauges, safety and operating controls including low temperature and high pressure cutout, oil pressure switch, load limit relay and electrical interlocks.</p> <p>32. For water cooled condenser systems, inspect condenser tubes for fouling. Carry out descaling of condenser if fouling exceeds original specifications, the contractor shall carry out cleaning of the tubes at his own expense.</p> <p>33. Check evaporator and condenser water flow.</p> <p>34. Please note that oil filter gasket replacement shall deem to be including in the contract.</p> <p>35. Alignment of pump set will be checked &amp; in case in required rectification should be carried out.</p> <p>36. Coupling brushes, pins, rubber parts will be checked &amp; should be replaced if required.</p> <p>37. Mechanical seal should be checked &amp; should be replaced if it is worn – out.</p> <p>38. Grease in bearing will be checked &amp; replenished if necessary.</p> <p>39. Current, Voltage, speed, pressure, should be measured &amp; recorded.</p> <p>40. Discharge should be determined based on performance curve of the pump.</p> <p>41. Noise, vibration &amp; Temperature levels should be checked.</p> <p>42. Dismantling of pumps should be done only with approval from IITD.</p>
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**FORMAT FOR TECHNICAL BID**

Sr. No	Particulars	Details
1.	Name of the Firm with Local Postal Address	
	Full address of the Vendor	
	Telephone no.	
	Fax No.	
	Email:	
	Contract person name and Mobile no.	
2	PAN	
3	GST Number	
4	Tender Fee Rs 2360/-	DD No _____ Dated _____ , Drawn on _____
5.	No. of years' experience in the field (attach proof)	
6	Earnest Money Deposit: Exempted. Bid Security Declaration to be submitted as per ( <a href="#">Annexure-A</a> )	Yes/No
6	Work experience ( <a href="#">Annexure-B</a> )	Yes/No
7	Company's Turnover for the last 3 years i.e 2019-20, 2018-19 and 2017-18) with Income Tax returns and balance sheets for last 3 years ( <a href="#">Annexure-C</a> )	Yes/No
8	Black listed by any PSU banks/Govt. organizations. ( <a href="#">Annexure-D</a> )	Yes/No
9	Declaration - ( <a href="#">Annexure-E</a> )	Yes/No

Note: Attested Photo copies of above for proof should be attached.

Place :

Date:

Signature and Stamp of the

Owner/Bidder with Complete address & Contact No.

**“Exempted Bid Security Declaration Form”**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid;
- or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: \_\_\_\_\_ (signature of person whose name and capacity are shown)

Name: (complete name of person signing he Bid Security Declaration)

Duly authorized to sign the bid for an on behalf of (name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (date of signing)

Corporate Seal (where appropriate)

## 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).

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

**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. 2017-18, 2018-19 & 2019-20. The financial year-wise break-up is given below:-

S.NO.	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR	PROFIT EARNED FOR THE YEAR
	2017-18		
	2018-19		
	2019-20		

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

**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**

**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:

## FINANCIAL BID

**Nature of work- Comprehensive Annual Maintenance Contract of 2 X 240 TR capacity water cooled chillers of centralized air-conditioning plant installed at IIITD Campus Okhla Phase-III New Delhi-110020.**

Sr. No.	Description of item	Amount (Rs.)
1	Comprehensive maintenance of 2 Nos. of 240 TR capacity each screw type chillers as per the scope included in the tender for Contract Period of One year.	
<b>TOTAL</b>		
<b>GST @</b>		
<b>TOTAL AMOUNT WITH GST</b>		

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

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**Note : An Undertaking from OEM i.e. M/s Carrier Airconditioning & Refrigeration Ltd shall be submitted by the bidder stating that OEM shall provide all spares that may be required to undertake the CAMC under Tender No. 6/2021 to the firm/ bidder (Name of firm/ bidder) for the entire period of the contract. In case of M/s Carrier Airconditioning & Refrigeration Ltd bids, this document is not required. For all other bidders, the Undertaking shall be signed by authorized representative of OEM.**

Date:

Place:

Signature and Seal of the agency/  
Contractor