E -TENDER DOCUMENT

for

Comprehensive Annual Maintenance Contract with one time repairing for VRF ACs at Centre for Excellence at Gr. & 5th floor of CRR Building of IIT Kharagpur

NIT No. IW/RAC/VRFAMC-COE/ 2021-22
Notice Invitation Tender Serial No. NIT No. IW/RAC/VRFAMC-COE/ 2021-22 DATED 04.02.2022

Tender Serial No. _________________________ Issued to:

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1. NOTICE INVITING TENDER

1.1 INTRODUCTION

Indian Institute of Technology (IIT) Kharagpur, hereinafter called IITKGP, invites online tenders from the eligible contractors for Comprehensive Annual Maintenance Contract for VRF ACs at Centre for Excellence at Gr. & 5th floor of CRR Building of IIT Kharagpur.

1.1. PARTICULARS

<table>
<thead>
<tr>
<th>1. NIT Number</th>
<th>IW/RAC/VRFAMC-COE/2021-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Name of Work</td>
<td>COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT WITH ONE TIME REPAIRING FOR VRF ACS AT CENTRE FOR EXCELLENCE OFFICE AT GR &amp; 5TH FLOOR, CRR BUILDING OF INDIAN INSTITUTE OF TECHNOLOGY, Kharagpur</td>
</tr>
<tr>
<td>3. Location of Work</td>
<td>Centre for Excellence at Gr. &amp; 5th floor of CRR Building in IIT Kharagpur Campus</td>
</tr>
<tr>
<td>4. Estimated Cost (including GST)</td>
<td>Rs. 12,20,583/- (Twelve lakhs Twenty Thousand Five hundred Eighty three only)</td>
</tr>
<tr>
<td>5. Earnest Money Deposit</td>
<td>Nil (NSIC/MSEs Registration Certificate OR Bid Security Declaration Form (Annexure-III))</td>
</tr>
<tr>
<td>6. Time Limit</td>
<td>Five Years from the Date of Award</td>
</tr>
<tr>
<td>7. Tender Basis and Mode</td>
<td>Two stage (Technical Bid &amp; Financial Bid)</td>
</tr>
<tr>
<td>8. Mode of Payment to IITKGP (EMD/Tender fee)</td>
<td>i) Original Demand Draft/Pay Order or copy of valid registration certificate under MSE category has to be submitted physically at the office of SE(E&amp;M) on or before the due date/extended date of submission of bid. &amp; Scanned copy of Demand Draft/Pay Order/Registration under MSE category has to be uploaded on <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> ii) Demand Draft/Pay order to be drawn in favour of IIT KHARAGPUR payable at Kharagpur.</td>
</tr>
<tr>
<td>10. Pre bid meeting</td>
<td>17th Feb 2022, 11:00hrs, in the Meeting Room of SE(E&amp;M) located in the Old building, IIT Kharagpur</td>
</tr>
<tr>
<td>9. Closing Date &amp; Time for Receipt of Bid</td>
<td>28th Feb 2022 up to 12:00hrs</td>
</tr>
<tr>
<td>10. Date &amp; Time for Opening Technical Bid</td>
<td>1st Mar 2022 at 12:00hrs</td>
</tr>
<tr>
<td>11. Date &amp; Time for Opening of Price Bid</td>
<td>To be informed later to the successful bidder</td>
</tr>
<tr>
<td>12. Engineer-in-charge and contact details.</td>
<td>Mr. S. Sarkar, Executive Engineer(EW) Tel: 03222-282724 Email: <a href="mailto:ssarkar@hijli.iitkgp.ac.in">ssarkar@hijli.iitkgp.ac.in</a></td>
</tr>
<tr>
<td>13. Address for tender issue, submission and opening</td>
<td>Office of Superintendent (Electrical), 1st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302</td>
</tr>
<tr>
<td>15. Website for tender submission &amp; processing (This is e-Tender only submission by Online)</td>
<td><a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></td>
</tr>
</tbody>
</table>
1.2. ELIGIBILITY CRITERIA

1.2.1. The bidder must be registered in appropriate class of works with Government organization like CPWD/ PWD/ MES or PSUs or those having experience in similar nature of works awarded by Government / Semi Government Organizations/ Government Funded Autonomous Organization.

1.2.2. The bidder must have done at least 1 (ONE) similar work of value of 80% of the estimated cost for HVAC works or 2 (TWO) similar works for projects each of value 60% of the estimated cost for HVAC works or 3(THREE) similar work for projects each of value 40% of the estimated cost for HVAC Works with Government/Semi-government/ PSU/ Government Funded Autonomous Organization during last 7 (seven) years preceding last date of the month of tender submission.

1.2.3. The Bidder should have registered Sales & Service office in West Bengal with adequate manpower. List of tools and tackles and resume of the workmen may be provided in the technical BID. Firm should have full-fledged service set up in Kolkata along with trained team of technical staff (Detailed Organization Chart Needs to be submitted) & Should have own warehouse in West Bengal, to ensure constant & immediate supply of spare parts at all times. Organization chart of the service set up should be furnished duly signed by authorized signatory.

Note:

(i) The estimated cost is Rs. 12,20,583/-

(ii) The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to the last date of receipt of applications for tender.

(iii) Similar works shall mean Comprehensive Maintenance of VRF AC system.

(iv) Bidding Capacity = \( [A \times N x 2] - B \) Where, 
- \( A \) = Maximum turnover in construction works executed in any one year during the last five years taking into account the completed as well as works in progress. The value of completed works shall be brought to current costing level by enhancing at a simple rate of 7% per annum.
- \( N \) = Number of years proscribed for completion of work for which bids has been invited.
- \( B \) = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.

1.2.4. The bidder or the specialized agency the bidder intends to associate with must be registered with appropriate government authority as a bonafide business entity and must have GST registration certificate and Permanent Account Number of income tax.

1.2.5. Electrical work shall be executed by selected bidder through agency holding electrical license and electrical supervisor license valid on date of execution.

1.2.6. The validity of the registrations and licenses should be valid as on the date of tender submission.

1.2.7. Average annual turnover of the bidder as per ITCC(Income Tax Clearance Certificate) or profit & loss statement shall not be less than 30% of the estimated cost, not having incurred loss in more than two years, during last 5 years ending 31 Mar 2021.

1.2.8. Net worth Certificate of minimum 15% of the estimated cost i.e, Rs. 1,83,087/- issued by certified chartered accountants is to be submitted. Format for the same is enclosed in Annexure-V.

1.2.9. The bidder other than OEM should be authorized service provider of OEM. To that effect documentary proof may be submitted along with the tender in the form of hard copy and soft copy as well.

Sd/-

Superintending Engineer (E&M)

On behalf of the Director, Indian Institute of Technology Kharagpur
Copy to:
1) Dean Infrastructure(IW)
2) Asso. Dean Infrastructure (IW-E&M/ RAC)
3) PIC Chairman COE AMT
4) Sec. to Deputy Director
5) Executive Engineer(EW)
6) Assistant Engineer/ Junior Engineer (RAC)
7) Notice Board
8) Tender Notice uploaded to CPPP portal & Institute Website
9) Office file
2. INFORMATION TO BIDDERS

2.1 SCOPE OF WORK

The IITKGP intends for Comprehensive Annual Maintenance Contract with one time repairing for VRF ACs at Centre for Excellence at Gr. & 5th floor of CRR Building of IIT Kharagpur.

2.1.1 The vendor shall work out execution sequence and methodology so as to complete the project within the envisaged time and the estimated cost, duly handling the constraint mentioned above.

2.2 GENERAL INSTRUCTIONS

2.2.1 Bidding documents are to be obtained electronically through websites: https://eprocure.gov.in/eprocure/app

2.2.2 http://www1.iitkgp.ac.in/topfiles/tenders.php; ii)https://eprocure.gov.in/eprocure/app

2.2.3 This bid document shall be read in conjunction with GCC (General Conditions of Contract) available on http://www1.iitkgp.ac.in/topfiles/tenders.php.

2.2.4 The bidder shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract. Access to the site will be granted by the Engineer-in-charge on all working days within working hours.

2.2.5 IITKGP shall not provide any space at site for labour huts.

2.2.6 All clarifications about the tender shall be sought by bidder on or before pre-bid meeting. The bidders may make suggestions which shall be considered during the Pre Bid Meeting. Intending bidder(s) may also send their queries or suggestion, if any, through e-mail to the Engineer-in-charge on or before 17th Feb 2022, 10:30hrs. No queries shall be entertained after notification of replies to noteworthy queries received till the date of pre-bid meeting.

2.2.7 Completion certificate issued by Competent Authority will only be considered as credential. If the Completion certificate issued by Competent Authority does not reflect the type of work, then Final bill / Schedule of Quantity of the qualifying works also to be attached along with the Completion certificates. Certificate from private individuals / organizations for whom such works have been executed shall not be accepted.

2.2.8 The bidding document (consisting of specifications, the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents / drawings, if any), Addendum/Corrigenda, Clarifications to Pre-bid queries can be downloaded from the websites: i)https://eprocure.gov.in/eprocure/app

2.2.9 http://www1.iitkgp.ac.in/topfiles/tenders.php; iii)https://eprocure.gov.in/eprocure/app. Corrigenda, if any shall be published only on these websites at any time before the closing time of tender. The institute shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason whatsoever. The tenderers who have downloaded the tender documents from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to check the web site for any such corrigendum/addendum before closing time of tender and ensure that bid submitted by them are in accordance with all the corrigendum’s/addendums.

2.2.10 All costs, charges & expenses that may be incurred in connection with the preparation of his tender shall be borne by him and the Institute accepts no liability whatsoever therefore.

2.2.11 Rates quoted by the bidders shall be inclusive of GST (Goods and Services Tax - Central, State and Interstate) and all applicable taxes. Income Tax and all other statutory deductions like labour cess etc. will be deducted from the bill as per prevailing rules.

2.2.12 Exemption to IITKGP against any tax/ duty/ fee/ surcharge/ charge/ cost, if any, found applicable or sought later from IITKGP after award shall be passed on to IITKGP by the contractor without dispute.

2.2.13 IITKGP reserves the right to reject any or all of the bids without assigning any reason.

2.2.14 Bid Validity: Bid shall remain valid for 120 days from the date of submission.

2.2.15 Firm Price: Bidder’s quoted Rates/Prices for executing the activities under the Contract shall remain firm till completion of the entire work & shall not attract any escalation under any circumstances whatsoever.

2.2.16 If any information furnished by the bidder is found as false / fabricated, then his bid will be rejected and treated as cancelled. Even if such manipulation is detected at any stage after signing of the contract, it would lead to termination of the contract besides forfeiture of Earnest Money Deposit and liabilities towards prosecution.
such cases the bidder will be debarred from participation in future tendering process in IITKGP for next 05 (Five) years.

2.2.17 **Earnest Money Deposit (EMD)** of requisite amount and that in prescribed mode or proof of payment thereof shall be submitted with the Technical Bid explained in following section. MSEs registered with District Industries Centers, National Small Industries Corporation and any other body specified by Ministry of MSME or Startups as recognized by Department of Industrial Policy and Promotion shall be exempted from payment of EMD in the bid. The self attested photocopy of their evidence should be submitted by the bidder(s) along with the formal request letter for exemption.

(i) In case the NSIC/MSEs registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected.

(ii) Bidder so exempted for submission of EMD shall have to submit an undertaking as per Annexure-II.

(iii) Bidder not having NSIC/MSEs registration has to submit Bid Security Declaration Form(Annexure-III) alongwith an undertaking as per Annexure-II.

**Refund / Conversion of Earnest Money Deposit:** The Earnest Money received shall be refunded to the unsuccessful bidders without any interest upon executing the Contract Agreement by successful bidder. The Earnest Money Deposit of successful bidder shall be retained and converted into part of Security Deposit.

2.2.18 **Forfeiture of Earnest Money Deposit:** Earnest Money Deposit will be forfeited in any of the following cases:

2.2.18.1 The bidder withdraws / modifies his tender during the period of Bid Validity.

2.2.18.2 The bidder, in case of tie between lowest bids, refuse to submit revised offer.

2.2.18.3 The bidder does not accept the correction of arithmetical errors of his tender.

2.2.18.4 The bidder fails to deposit Performance Guarantee and information as per format given in GCC within the stipulated time period before award of the work.

2.2.18.5

### 1.2.1. SUBMISSION OF TENDER

HelpForContractors,FAQ,InformationaboutDSCandBiddersManualKitcontainingthedetailed guidelinesfore-procurement system are also available on Central Public Procurement Portal. [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)

1.2.2. It is mandatory for all the bidders to have a valid Class-II/Class-III Digital Signature Certificate (in the name of personhavingpowerofattorneytosigntheBid)frommanyofthelicensedCertifyingAgency(Bidderscanseethe listoflicensedCA'sfromthelinkwww.cca.gov.in)toparticipateine-ProcurementofIITKCHARAGPUR.

1.2.3. It is mandatory for the bidders to get their firm /company registered with e-procurement portal [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) to have user ID & password.

1.2.4. Tender documents will be available online on website [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) which can be downloaded free of cost.


1.2.6. The tender documents shall be submitted in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”.

Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of “Financial Bid”. Hence, physical submission of the documents is limited to submission of original Earnest Money Deposit in the form of Pay Order/Demand Draft/Bank Guarantee/MSE Registration certificate as per provision given in sub-clause 1.2.5 of NIT & 2.2.15 of Information to Bidders.

Representativeofthebidder,whochooses toattend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the letter of authority issued in his name by the bidder on his letterhead.

1.2.7. Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed...
2.3.13 The successful bidder shall be issued Letter of Acceptance (LOA) of the bid, and be required to furnish a
2.3.11 Technical Bid:
2.3.8 The bids are to be submitted by bidders, only as per the Indian Standard
2.3.6 On the date & time specified for opening of Financial Bid or the Revised Financial Bids as the case may be will
2.3.9
2.3.7
2.3.4 Evaluation of
2.3.3 Bids shall, first, be checked for payment of
2.3.2 Date, time and place of opening of Financial Bid will be informed after evaluation of Technical Bid to the
2.3.1 The Bid of bidder will be opened electronically on the specified date and time of opening at the Office of
2.3.5 IITKGP retains the right to revert back to individual bidders with further clarifications / queries on the Technical
2.3.12 Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderers shall be forfeited. The decision of IIT Kharagpur in this regard shall be final and binding.

2.3 EVALUATION OF BIDS AND AWARD OF WORK

2.3.1 The Bid of bidder will be opened electronically on the specified date and time of opening at the Office of Superintendent (Electrical), 1st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302 in the presence of willing bidders or their authorized representatives.

2.3.2 Date, time and place of opening of Financial Bid will be informed after evaluation of Technical Bid to the Technically Qualified Bidders.

2.3.3 Bids shall, first, be checked for payment of Earnest Money Deposit. Only those bids found to have duly paid/ submitted Earnest Money Deposit shall be considered for evaluation.

2.3.4 Evaluation of Technical Bid: The bids received will then be assessed on the eligibility criteria mentioned at Para 1.3 of Notice Inviting Tender. Bids found not meeting the eligibility criteria shall be considered non-responsive and shall be rejected summarily.

2.3.5 IITKGP retains the right to revert back to individual bidders with further clarifications / queries on the Technical Bid. The bidder has to respond to the queries within the specified time mentioned in the covering letter.

2.3.6 On the date & time specified for opening of Financial Bid or the Revised Financial Bids as the case may be will be opened on specified date and time.

2.3.7 EVALUATION OF Financial Bids: The Financial Bid should contain the complete bid document with duly filled in Schedule of Financial Quote. Financial Bids opened as above will be checked for arithmetical errors.

2.3.8 The successful bidder shall be issued Letter of Acceptance (LOA) of the bid, and be required to furnish a Performance Guarantee as per General Conditions of Contract, Program Schedule with specific Milestones to be achieved as to complete the work within the stipulated time limit and details of his Technical Staff to be deployed as per ANNEXURE-I.

2.3.9 Letter of Award (Work Order) shall be issued to the successful bidder only after receipt of the Performance Guarantee, along with Program Schedule and the details of Technical Staff to be deployed for the work.

2.3.10 Agreement (Contract) consisting of complete tender document including conditions, bill of quantities, technical proposal and specialized services, drawings, if any, and acceptance thereof together with any correspondence leading thereto, shall be drawn and signed with the awardee after issue of Work Order.

2.3.11 Date of start of work shall be reckoned from 15th day from the date of issue of “Letter of Acceptance”.

2.3.12 Defect Liability Period (DLP): In partial modification to clause no.16 of General Conditions of Contract (GCC), the Defect Liability Period shall be 12 months after the certificate final or otherwise of its completion of work or till the final bill has been prepared.

2.3.13 TERMS OF PAYMENT:
Quarterly on the approved billing Breakup

on Central Public Procurement Portal https://eprocure.gov.in/eprocure/app (“Server System Clock Time”) shall be
definal and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard
Time (IST) and not the time as per their location/country.

1.2.8. The bidders are advised to submit their e-bids well before the e-bid due date. IIT KHARAGPUR shall not
be responsible for any delays in submission of bids for any reason including server and technical problems.

1.2.9. The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line” only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in.pdf file format.

1.2.10. Any tender received without original Earnest Money in the form as specified in clause 1.2.8 of tender documents shall not be considered and shall be summarily rejected.

1.2.11. IIT KHARAGPUR reserves the right to cancel the tenders before submission/opening of tenders, postpone the tenders submission/opening date and to accept/reject any or all tenders without assigning any reason thereof.

IITKHARAGPUR’s assessment of suitability as per eligibility criteria shall be final and binding.

1.2.12. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderers shall be forfeited. The decision of IIT Kharagpur in this regard shall be final and binding.
3. **UNDERTAKING BY THE BIDDER**

**UNDERTAKING**

I / We have read and examined the Tender document including terms & conditions, specifications, bill of quantities, drawings and designs, general rules & directions, General Conditions of Contract, Special Conditions of Contract and all relevant other documents, publications and rules referred to in the Conditions of Contract and all other contents in the tender documents for the work.

I / We, hereby tender for execution of the work specified for the Indian Institute of Technology Kharagpur within the time specified and in accordance in all respects with the specifications, designs, drawings and instructions in writing. We agree to keep the tender open for **Error! Reference source not found.** from the last date of its submission and not to make any modifications in its terms and conditions. A sum of Rs. ______________ has been deposited in cash/ demand draft of a scheduled bank as earnest money. If I / we, fail to furnish the prescribed performance guarantee within prescribed period, I / we agree that the said Director, Indian Institute of Technology Kharagpur or his authorized officer shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I / we fail to commence work as specified, I / we agree that the Director, Indian Institute of Technology Kharagpur shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

Further, I / We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid, I / We shall be debarred for participation in the re-tendering process of the work.

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

Seal & Signature of Contractor

Postal Address

**Dated**

**Witness**

**Address**

**Occupation**
## ANNEXURE-I

### TECHNICAL STAFF OF CONTRACTOR

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>NAME</th>
<th>QUALIFICATION</th>
<th>EXPERIENCE</th>
<th>CONTACT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Project In-charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineer - Structure and Civil Works</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Engineer – Electrical &amp; Mechanical Works</td>
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<td></td>
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<tr>
<td>In-charge - Safety, Health &amp; Environment</td>
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</table>

Seal & Signature of Contractor
UNDEARTAKING FOR EMD EXEMPTION

UNDERTAKING

We hereby undertake that we shall fulfill all the terms & conditions within the specified time frame, after the acceptance of our offer, in case our offer is accepted; failing which IIT KHARAGPUR may go ahead to take necessary action such as reporting the non-compliance to appropriate Government authorities and barring us from future participation in IIT KHARAGPUR works.

Seal & Signature of Contractor

DATED:
UNDERTAKING FOR GCC COMPLIANCE

UNDERTAKING

We hereby undertake that we shall fulfill all the terms & conditions within the specified time frame, after the acceptance of our offer in case our offer is accepted; failing which IIT KHARAGPUR may go ahead to take necessary action such as reporting the non-compliance to appropriate Government authorities and barring us from future participation in IIT KHARAGPUR works.

Seal & Signature of Contractor

DATED:
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 Security 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 Instruction to Bidders.

I/We understand this Bid Securing 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: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

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

Dated on __________________________day of __________________________

(Insert date of signing)

Corporate seal (where applicable)
# ANNEXURE - IV

## DETAILS OF THE FIRM

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Firm</td>
</tr>
<tr>
<td>2.</td>
<td>Registered / Postal Address</td>
</tr>
<tr>
<td>3.</td>
<td>Working Office Address</td>
</tr>
<tr>
<td>4.</td>
<td>Working Email id</td>
</tr>
<tr>
<td>5.</td>
<td>Mobile No.</td>
</tr>
<tr>
<td>6.</td>
<td>Telephone No.</td>
</tr>
<tr>
<td>7.</td>
<td>Particulars of Registration with various government bodies/organization.</td>
</tr>
<tr>
<td>8.</td>
<td>Were you ever debarred/ blacklisted by any department during the past seven years?</td>
</tr>
<tr>
<td>9.</td>
<td>Name of Directors /Partners with Address</td>
</tr>
<tr>
<td>10.</td>
<td>Permanent Account Number (PAN) No</td>
</tr>
<tr>
<td>11.</td>
<td>GST Registration No.</td>
</tr>
</tbody>
</table>
ANNEXURE-V

Format for Net Worth Certificate

It is to certify that as per the audited balance sheet and profit & loss account during the financial year ……………………, the net worth of … (individual/farm/company) having registered address at ……………………………. as on 31.3.2021 is Rs…………………………after considering all liabilities. It is further certified that the net worth of the company has not eroded by more than 30% in the last three years ending on 31.3.2021.

Signature of Chartered Accountant

………………

Name of Chartered Accountant

………………

Membership No. of ICAI

Date & Seal
4. Checklist for Documents to be uploaded on [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)

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4. ANNEXURES

ANNEXURE-I

SCOPE OF WORK

The Scope of work as mentioned below are the minimum expected from the firm / agency / contractor apart from break down maintenance and any other work required for comprehensive maintenance in proper way as per the operation and maintenance manuals of respective equipment’s and as per good engineering practices will be required to be done under this scope of work. Successful bidder will make Performa for recording the following minimum work schedule / parameters and show to IIT Kharagpur to ensure proper accomplishment of these tasks. The Scope of Contract shall be Spot Breakdown/ Maintenance of machine, Preventive maintenance of machine. Servicing/Overhauling of AC machine. Repairing of machines, with adequate technically sound skilled work force.

The Contract shall be executed, all in Service Comprehensive Annual Maintenance Contract for VRF ACs at Centre for Excellence at Gr. & 5th floor of CRR Building of IIT Kharagpur, It will be the responsibility of the Contractor to keep the machines, in proper working condition round the clock.

ANNEXURE I: INSTALLATION / EQUIPMENT DETAILS

INVENTORY FOR VRF SYSTEM

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ANNEXURE II: SCOPE OF WORK

The Scope of work as mentioned below are the minimum expected from the firm / agency / contractor apart from breakdown maintenance and any other work required for operation and comprehensive maintenance in proper way as per the operation and maintenance manuals of respective equipments and as per good engineering practices will be required to be done under this scope of work. Successful bidder will make Performa for recording the following minimum work schedule / parameters and show to IIT- Kharagpur to ensure proper accomplishment of these tasks.

SECTION I

1. Attending complaints of systems which include routine as well as breakdown maintenance of all the system.
2. Vendor shall supply minimum following consumables & general spares / items for smooth operation of all the system and the rates quoted by them should be inclusive of following items :-
   a) Refrigerant Gas
   b) Lubricating oil for compressor systems
   c) Packing / Couplings / gaskets / insulation material / other general spares.
   d) All electrical spares e.g. Fuses / Relays, contactors, Condensers etc.
   e) Indoor units Filter /Belts / Bearings / Valves / Other spares etc.

6. All tools & tackles, manpower, transportation and other resources required for executing the job shall be in the scope of the contractor. No extra charges will be paid by the authority regarding tools & tackles, manpower, transportation etc. instead

7. Spares of compressor, control panel card, Software etc. which may be required during maintenance of the all the system will have to be supplied by the contractor as per instruction of the Engineer in charge.

Monthly Maintenance:-
1) Maintenance of all filters, fans, cooling coils, Refrigerant Gas make up etc.
2) Tightening of belts, foundation bolts of equipment, alignment of belt pulleys and couplings.
3) Examining indoor/outdoor units & operating linkage for smoothness.
4) To check the gland /seal, coupling of units.
5) To check the safety controls mechanical, Electrical/ Electronics and inter-locking of the various equipments.
6) To check all piping/insulation/proper positioning/damage and rectifying the same where ever required.
7) Inspect/check entire line for leakage and rectification of leakage, if any.
8) To check and lubricant (if required) the bearing of the fans/motors and keep the proper record.
9) To check the foundation bolts of the units/motors and to take the necessary action if required.
10) Check the quantity of Air flow from various out lets in each room/ Area as per drawings and do adjustment of dampers etc as and when required.
11) Check the performance of equipment of VRF plant for proper functioning
12) Any other job required to be attended during course of Checking and to keep the plant in perfectly working conditions.

Quarterly Maintenance:
1) Checking / setting / rectification of all safety and automatic controls.
2) Complete Overhauling of indoor/outdoor units, Fans.
3) Maintenance of Fresh Air & Exhaust Air Fans and their Balancing, if required. Observe the operation of all the dampers and make necessary adjustment in linkage and blade orientation for proper operation.
4) Functional checks & calibration of all switches, thermostats and other instruments rectification of the same if required.
5) Any other job required to be attended during course of checking / as per OEM and to keep the plant in perfectly working conditions.
6) Maintenance of all Electrical equipment Feeders, Panels, Bus Bars, Cubicles, Motors, Heaters, Circuit Breakers, Power Points, etc. pertaining to HVAC as per standard electrical maintenance practice and as directed by concerned engineer in charge . The maintenance and repairing of motors, Software re installation (if required) etc. are also within the Vendor’s scope of work.
7) The gas charging in VRF system will be executed by vendor, whenever required.

NOTE: All the equipments/installations shall always be kept in good and trouble free operating conditions. All the required record for break-downs/repairs and maintenance etc. shall be maintained in the form of history books and logbooks etc. as per directions. All the maintenance works shall be carried out in accordance with the manufacturer's specifications and instructions of the Engineer In-charge or his representative.

1. TOOLS & PLANTS

All the general & special tools, tackles required for proper maintenance and repairs/breakdown etc., shall be arranged by the contractor at his own cost.

2. CONSUMABLES

The rates shall be all inclusive of establishment as well as spares and consumables as per schedule of work. The contractor is required to assess the probable quantity of all types of spares and consumables likely to be required for replacement for keeping all the installations in good working conditions and include the lump sum cost of these spares & consumables. Nothing extra on any account shall be payable over and above the approved all-inclusive comprehensive rates of the contract. The consumables and spares shall be of best standard quality purchased from the original manufacturers or authorized dealers only and shall be approved by the Engineer In-charge before use.

All spares and consumables shall be arranged by the contractor for which nothing extra shall be payable.

A list shall be prepared by the Contractor for major & minor spares consumables and the decision of IITKGP regarding the major/minor consumables shall be final.

Replaced parts/spares, used burnt oil etc will be property of vendor. It is his responsibility to disposed of immediately.

3. PENALTY CLAUSE

Any machine minor breakdown more than a 24 hour @ 200/- hour.
Any machine breakdown more than a 48 hour @ 400/- hour.

a. If work is not done as per above schedule or any machine under minor breakdown more than 24 hours then a penalty @ rate of Rs.200/- per hour and for major breakdown more than 48 hours then a penalty @ rate of Rs.400/- per hour shall be imposed on contractor and will be deducted from the AMC amount due to the contractor and if unsatisfactory performance is continued for more than 30 days as felt by the Institute and AMC is liable to be terminated and final decision for this shall rest with the IIT KGP.

b. If contractor is not able to rectify the fault then the same may be got done through some other agency at the risk and cost of contractor failing which the same amount will be deducted from AMC bill in addition to the penalty as stipulated above will also be imposed. However, the decision of the IITKGP in this regard shall be final and binding.

4. Detailed Terms and Conditions for providing AMC & All Inclusive maintenance of HVAC systems at IIT KGP Centre

a. The contractors shall be responsible for the safety of his/her man power, all the items of furniture, plants, office equipment and other fittings provided in the premises and shall be liable to make good any loss to the same if damaged during the execution of their duties which shall be recoverable from their bill or other dues payable to the contractors by the company.

b. The monthly bills for the service shall be submitted by the contractors before at the end of every month and the same will be settled by IITKGP after due scrutiny only.

c. The contractors should deploy the personnel after screening/approval from IITKGP, the contractor shall terminate the services of such employees at their own risk and responsibility on the recommendation of the Engineer in charge. The contractor shall issue necessary instruction to his/its employees to act upon the instructions given by the supervisory staff of office building.
4. The contractor shall be responsible for the good conduct and behavior of his employees. If any employee of the contractor is found misbehaving with the supervisory staff or any other staff

SECTION II
1. The compressor will be checked for its proper functioning and if any defect is found, the same will be repaired/replaced.

2. Safety controls such as pressure cut outs will be tested for proper functioning and in case of any mal-functioning, they will be either repaired or replaced accordingly.

3. The control boards/PCBs of the IDU & ODU will be checked for its proper functioning and if any defect found, the same will be rectified/replaced.

4. Air filters will be inspected and cleaned or replaced, if necessary.

5. Cooling coil will be inspected and cleaned and repaired, if necessary.

6. The blower motor will be checked and any defects noticed will be attended to rectified/replaced.

7. Any defect in the electrical items and control wiring will be attended.

8. Refrigerant gas will be topped up in the system as and when necessary.

9. The Condenser fan motor will be attended to.

10. The condenser coil will be inspected and cleaned and repaired.

11. Any repairs in the condenser coil will be attended to.

12. Repairs to refrigerant piping due to system problems will be attended to.


14. Checking the machine, compressor and other drives for undue vibrations.

15. Checking the operation of thermostat overload relays HP/LP switch.

EXCLUSIONS
1. Repairs due to corrosion, if our equipment is installed in corrosive environment.

2. Sheet metal ducting, grills, diffusers, masonry work, carpentry work & welding work connected with the above.

3. Electrical cabling, Electrical switch boards and strips heaters.

4. Insulation, false ceiling work and painting thereof.

Additional Terms and Conditions

1. The contractors should visit the site and acquaint themselves of the conditions existing, restrictions in movements/working hour’s security aspects, Condition of the plant equipment to be maintained/operated, before quoting for the job. No complaint of loss of labour, items of work not included, scope of work variation etc. will be entertained in handling similar works and should attach copies of cases handled by them along with performance certificate.

2. The contractor should submit list of spare parts required to carry out repairs and maintenance works well in advance to IIT Kharagpur.

3. They shall be responsible for any periodic statutory inspection to be carried out on the equipment necessary test report and certificate rectification of defects, pointed during such inspection etc.

4. Contractors should follow all safety norms and provide necessary safety equipment at their own cost. In case of any accident during the maintenance of the equipment leading to injuries/damages to human beings equipment and/or loss of life, the contractor shall be fully responsible for setting all claims and indemnify the Centre against any claims arising out of such accidents. Consequent damages to other systems will however be recoverable from the contractor.
List of work related Equipment, Machinery and tools tackles etc immediately available with the Bidder for use on this work

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ANNEXURE-III

General Terms & conditions of the contract for annual operation and comprehensive maintenance contract.

1. The tender is for COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR VARIOUS VRF PLANTS INSTALLAED IN VARIOUS BUILDING OF INDIAN INSTITUTE OF TECHNOLOGY, KHRAGPUR CAMPUS.

   The firm / agency/ contractor who wishes to quote are required to visit and examine the whole systems and satisfy themselves before submitting their offer and to apprise themselves about the conditions of equipments as well as minor items and equipment, which are accessories but not listed in ANNEXURE–I and are part of the complete, systems.

2. LOG-BOOK for recording of parameters related to HVAC Plant systems shall be provided and maintained by the firm/ agency /contractor showing the complete working and maintenance done on the HVAC Plant systems and it should be made available to the engineer-in-charge of IIT- Kharagpur.

3. All maintenance materials such as Compressor, Condenser, Lube oil, Refrigerant / Gas, oil filter, fuel filter, electric contactor, indicating lamps, HRC fuse, relays and all spares of VRF unit/chillers, AHU’s different type of Air filters etc shall be provided by the firm / agency / contactor for each type of the HVAC Plant systems. All spares parts and materials shall be used genuine and of same make and type as installed and a minimum quantity of spares, refrigerants and materials for routine maintenance may be kept at site to minimize time of maintenance. The firm / agency / contractor has to keep all equipment well maintained for each HVAC Plant systems so as to give proper output at all times.

4. Tools and equipment required for proper operation and comprehensive maintenance for VRF air conditioners and allied accessories etc. shall be provided by the firm /agency /contractor.

5. The contractor himself or his representative of at least Manager / Engineer level shall meet with nominated officer of IIT- Kharagpur at least once a week and attend the office whenever called by him.

6. Care shall be taken so that the HVAC VRF systems do not lead to major breakdown. In the event of any breakdown, the same will be rectified immediately failing which such rectification will be done at the risk and cost of the firm/ agency/ contractor. Similarly, if any breakdown takes place due to negligence of firm/ agency/ contractor, the whole component has to replaced/ rectified to bring it to the original condition immediately.

7. The rates shall be quoted on yearly basis which will be divided by twelve to make it per quarter; Part of the quarter shall be paid on proportionate basis. The rates shall be all inclusive including taxes and duties etc.
8. Rate should be quoted in figure as well as in words as per ANNEXURE–VI.

9. The IIT Kharagpur reserves the irrevocable authority to accept or reject any tender in part or whole without assigning any reasons.

10. The rates at any stage once quoted shall not be withdrawn. The tenderer shall submit electronically the original tender document duly signed by them in each page in token of acceptance of all the conditions of this tender.

11. No advance payment will be made at any circumstances. However, on successful completion of every quarter of a year, payment will be released within 30 days from submission of bill.

12. Any addition / alteration / deletion in the tender document is not allowed.

13. Late tenders/ unsigned quotations are likely to be rejected.

14. No correspondence will be entertained in this regard unless otherwise sought from tenderer by this office.

15. The services required are for initially a period of one year. The contract may be extended on mutual consent subsequently. The contract may be terminated at any stage solely at the option of IIT Kharagpur with an advance notice of one month without assigning any reason whatsoever.

16. Precaution against any fire hazards or other damages to Plant and equipment shall be arranged by the firm/agency/contractor. IIT Kharagpur shall remain indemnified by the contractor from any encumbrances /loss on this account.

17. The firm/ agency/ contractor shall fulfill the requirement of various law enforcing agencies / local authorities, such Pollution control Board, Directorate of Electricity Safety etc by taking their approvals as and when required.

18. Electricity and Water for this work will be provided by IIT Kharagpur free of cost. The furniture for sitting purpose of their deputed staff should be provided by the firm/ agency/ contractor.

19. The firm/ agency/ contractor will be responsible for the safety of their deputed staff during the performance of their duty at site.

20. In case any of staff is not found up-to mark and not able to do work properly, he will have to be changed as per the instruction of IIT- Kharagpur.

21. In case of any problem with the equipment, the firm/agency/contractor’s deputed staff will keep IIT Kharagpur informed immediately.

22. The firm/ agency/ contractor shall keep the equipment well maintained, neat and clean and adhere to the operation and maintenance schedule of various equipment given in the respective manuals. Upon placement of work order, they will prepare the maintenance schedule and discuss the same with IIT Kharagpur ‘s engineer for its implementation. This may be revised from time to time as per the requirement.

23. All the incident in the site must be reported to the user within 30 mins. The incident must be addressed immediately (For major 2 days and for minor within 8 hours from the time of the incident reported. Based on the assessment of Engineer in Charge the

24. IIT KHARAGPUR may short close the contract or contract scope any time during contract execution.

25. Sufficient care should be taken by the contractor to brick wall, floor, glass windows etc. while carrying out the works. Any damage done to the departmental properly shall be rectified by the contractor at their own expenses.

26. The contractor shall remove all surplus material, debris etc out of the IIT Campus from the site of work on completion of work and will hand over the site clean before the processing of final bill. In case of dismantled materials such as wires, light fittings, pipes switchboards etc or/ as specified in the Scheduled – A shall be returned to the RAC Stores / Central Stores by the contractor at his own cost.

27. The contractor shall not be permitted to construct labour/technician’s hutments anywhere in the campus. However, in case the work necessitates the construction of temporary store for storing the cement or any other materials, the same shall be permitted to constructed by the contractor at his own.
ANNEXURE-IV

Service Level Agreement

Complaints during contract execution time shall be resolved by the vendor to the satisfaction of Engineer-in-charge within twenty-four hours from the time of intimation.

Any machine minor breakdown more than a 24 hour @ 200/- hour.
Any machine breakdown more than a 48 hour @ 400/- hour.
Any of the machines under breakdown should be repaired and put back in service within 48 hours (where compressor repair is not involved) & 96 hours (where compressor repair is involved) from the time of reporting defect.

Signature of the Tenderer and seal
(Name & Designation of the authorized signatory)
ANNEXURE-V

PRICE-BID

PRICE OFFER FOR “COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT WITH ONE TIME REPAIRING FOR VRF ACS AT CENTRE FOR EXCELLENCE OFFICE AT GR & 5TH FLOOR, CRR BUILDING OF INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR.” AS PER AFORESAID TENDER DOCUMENT INCLUDING APPENDIX –A AND ANNEXURE –I, II, III & V.