# NOTICE INVITING E-QUOTATION

**IITD/WORKS (SP-3450)/2021**

Executive Engineer (Electrical), Indian Institute of Technology Delhi, Hauz Khas, New Delhi – 110016, Ph. No. 011-2659 1742 on behalf of Board of Governors invites online Item Rate Tender from Eligible Bidders [Class - 1 Local Supplier / Service provider as per GoI Orders No. P-45021/2/2017-PP (BE-II) dated 04-06-2020] as per details given below:

<table>
<thead>
<tr>
<th></th>
<th>Name of Work</th>
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<tbody>
<tr>
<td></td>
<td>AR &amp; MO. Central AC Plants, package unit, constant Temp., Cold room, Refrigerator and water cooler at IIT Delhi.; Sub Head: Annual Maintenance contract of chillers installed 3x110 TR in M.S. building at IIT Delhi.</td>
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<tr>
<td>2</td>
<td>NIQ No.</td>
<td>9872/51/EW/IITD/NIQ/2020-21</td>
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<tr>
<td>3</td>
<td>Estimated cost</td>
<td>Rs.4,98,970.00</td>
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<td>4</td>
<td>Earnest Money</td>
<td>EMD Declaration to be submitted</td>
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<tr>
<td>5</td>
<td>Performance Guarantee</td>
<td>3% of the tendered amount</td>
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<td>6</td>
<td>Period of completion</td>
<td>12 months</td>
</tr>
<tr>
<td>7</td>
<td>Last date &amp; time of bid submission</td>
<td>19.04.2021 upto 3 PM</td>
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</tbody>
</table>

The bid forms and other details may be downloaded from Central Public Procurement Portal [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Bidders can access Quotation / quotation documents on the website (For searching in the NIC site, kindly go to Quotation Search option and type 'IIT'. Thereafter, Click on “GO” button to view all IIT Delhi Quotations). Select the appropriate Quotation / quotation and fill them with all relevant information and submit the completed Quotation / quotation document online on the website [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) as per the schedule given in the next page.

No manual bids will be accepted. All bids (both Technical and Financial should be submitted in the E-procurement portal).

Executive Engineer [E],
For & on Behalf of BOG, IIT Delhi

Ch. Head: **NPN 18/23**
WC - 3387

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C..... I..... O.....

D'Man A.E.E / Sr.F/M[E] E.E
Copy to: -  
1. Sr. Foreman [E]  
2. Executive Engineer [E]  
4. D.R. [SPS] with a request for uploading the NIQ in e-procurement portal  
5. Notice Boards.  
6. Office Copy  
7. Web site Administrator, IITD
**INDEX**

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>DESCRIPTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>From</strong></td>
<td><strong>To</strong></td>
</tr>
<tr>
<td>1</td>
<td>SCHEDULE</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>INSTRUCTION FOR ONLINE BID SUBMISSION</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>INFORMATION &amp; INSTRUCTION TO BIDDERS</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>DECLARATION [ANNEXURE – I]</td>
<td>11</td>
</tr>
<tr>
<td>5</td>
<td>EMD Declaration sheet</td>
<td>12</td>
</tr>
<tr>
<td>6</td>
<td>COMMERCIAL &amp; ADDITIONAL CONDITIONS</td>
<td>13</td>
</tr>
<tr>
<td>7</td>
<td>ANNEXURE-H</td>
<td>16</td>
</tr>
<tr>
<td>8</td>
<td>BID SUBMISSION CHECK LIST</td>
<td>19</td>
</tr>
<tr>
<td>9</td>
<td>SCHEDULE OF QUANTITY</td>
<td>20</td>
</tr>
</tbody>
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Certified that this NIQ contains **1 to 20 pages**.

- NIQ amounting to **Rs. 4,98,970.00** is approved.

D/Man

AEE [E] Plg

Sr. F/M[E]

**Executive Engineer [E]**
## SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Name of Organisation</th>
<th>:</th>
<th>Indian Institute of Technology Delhi</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Quotation / Quotation Type [open / limited / EOI / auction / single]</td>
<td>:</td>
<td>Open</td>
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<tr>
<td>3</td>
<td>Quotation / Quotation Category [services / goods / works]</td>
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<td>Goods &amp; Works</td>
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<tr>
<td>4</td>
<td>Type / Form of Contract [work / supply / auction / service / buy / empanelment / sell]</td>
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<td>Work &amp; Supply; IITD-8</td>
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<td>5</td>
<td>Product Category [civil works / electrical works / fleet management / computer systems]</td>
<td>:</td>
<td>Electrical Works</td>
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<tr>
<td>6</td>
<td>Is Multi Currency Allowed?</td>
<td>:</td>
<td>No</td>
</tr>
<tr>
<td>7</td>
<td>Date of issue / publishing / start</td>
<td>:</td>
<td>07.04.2021 AT 17:00 HRS</td>
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<td>:</td>
<td>07.04.2021 AT 17:00 HRS</td>
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<td>9</td>
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<td>:</td>
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<td>10</td>
<td>Last date &amp; time of uploading of bids</td>
<td>:</td>
<td>19.04.2021 upto 3 PM</td>
</tr>
<tr>
<td>11</td>
<td>Date &amp; time of opening of Technical Bids</td>
<td>:</td>
<td>20.04.2021 at 3:00 PM</td>
</tr>
<tr>
<td>12</td>
<td>EMD</td>
<td>:</td>
<td>In lieu of EMD, EMD Declaration to be submitted as per prescribed format</td>
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<tr>
<td>13</td>
<td>Is EMD Exemption allowed?</td>
<td>:</td>
<td>No</td>
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<tr>
<td>14</td>
<td>No. of covers [1/2/3/4]</td>
<td>:</td>
<td>02</td>
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<tr>
<td>15</td>
<td>Address for communication</td>
<td>:</td>
<td>Executive Engineer (Electrical), Works Organisation, Hauz Khas, IIT Delhi, New Delhi - 110016</td>
</tr>
<tr>
<td>16</td>
<td>Contact No.</td>
<td>:</td>
<td>011- 2659 1453, 7138</td>
</tr>
<tr>
<td>17</td>
<td>E-mail address</td>
<td>:</td>
<td><a href="mailto:a26333@admin.iitd.ac.in">a26333@admin.iitd.ac.in</a> ; <a href="mailto:a26335@admin.iitd.ac.in">a26335@admin.iitd.ac.in</a></td>
</tr>
</tbody>
</table>
INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this Quotation / quotation document has been published on the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: http://eprocure.gov.in/eprocure/app

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / e-Token.

SEARCHING FOR QUOTATION / QUOTATION DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active Quotations / Quotation by several parameters. These parameters could include Quotation ID, organization name, location, date, value, etc. There is also an option of advanced search for Quotations, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a Quotation published on the CPP Portal.

2) Once the bidders have selected the Quotations they are interested in, they may download the required documents / Quotation schedules. These Quotations can be moved to the respective ‘My Quotations’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the Quotation document.

3) The bidder should make a note of the unique Quotation ID assigned to each Quotation / Quotation, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the Quotation document before submitting their bids.

C..... I..... O.....

D'Man A.E.E / Sr.F/M[E] E.E
2) Please go through the Quotation / Quotation advertisement and the Quotation / Quotation document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Quotation document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Quotation document.

3) Bidder has to select the payment option as “offline” to pay the Quotation fee / EMD as applicable and enter details of the instrument.

4) A standard BoQ format has been provided with the Quotation document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

7) The uploaded Quotation documents become readable only after the Quotation opening by the authorized bid openers.
8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1) Any queries relating to the Quotation document and the terms and conditions contained therein should be addressed to the Quotation Inviting Authority for a Quotation or the relevant contact person indicated in the Quotation.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

GENERAL INSTRUCTIONS TO THE BIDDERS

1) The Quotations will be received online through portal http://eprocure.gov.in/eprocure/app. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://eprocure.gov.in/eprocure/app. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website https://eprocure.gov.in/eprocure/app under the link “Information about DSC”.

Bidders are advised to follow the instructions provided in the ‘Instructions to the Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at https://eprocure.gov.in/eprocure/app
INFORMATION AND INSTRUCTIONS TO BIDDERS FOR E-NIQ

Executive Engineer (Electrical), Indian Institute of Technology Delhi, Hauz Khas, New Delhi – 110016, Ph. No. 011-2659 1742 on behalf of Board of Governors invites online Item Rate Tender from Eligible Bidders [Class - 1 Local Supplier / Service provider as per GoI Orders No. P-45021/2/2017-PP (BE-II) dated 04-06-2020] as per details given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>N.I.Q. No.</th>
<th>Name of work &amp; Location</th>
<th>Estimated cost put to bid</th>
<th>Earnest Money</th>
<th>Period of completion</th>
<th>Last date &amp; time of submission of bid (online mode)</th>
<th>Time &amp; date of opening of Technical Bid</th>
<th>Time &amp; date of opening of Financial Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>987251/EW/IITD/NIQ/2020-21</td>
<td>AR &amp; MO. Central AC Plants, package unit, constant Temp., Cold room, Refrigerator and water cooler at IIT Delhi. Sub –Head: - Annual Maintenance contract of chillers installed 3x110 TR in M.S. building at IIT Delhi.</td>
<td>Rs.4,98,970.00</td>
<td>EMD Declaration to be submitted</td>
<td>12 months</td>
<td>19.04.2021 upto 3 PM</td>
<td>20.04.2021 at 3:00 PM</td>
<td>To be decided after assessing Technical Bids</td>
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</table>

1. Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.

   i) Firms/Contractors should have satisfactorily completed one similar work of value not less than Rs.3,99,200.00 or two similar works each of value not less than Rs.2,99,400.00 or three similar works each of value not less than Rs.1,99,600.00 during last 7 years ending previous day of last date of submission of bids.

2. Similar work means "SITC work or Maintenance work or both of Water-Cooled Chiller AC Plant of capacity not less than 100 TR"

C..... I..... O.....

D'Man A.E.E / Sr.F/M[E] E.E
3. The successful bidders shall be required to submit a **performance guarantee of 3% of the tendered amount** in the form of **Bank Guarantee or F.D.R.** from a Nationalized / Scheduled Bank within fifteen days of issue of letter of intent before award of work. In case of failure by the Contractor to submit the performance guarantee within the specified period, full earnest money will be forfeited and the tender shall be treated as null and void. The **performance guarantee shall be initially valid up to the stipulated date of completion plus Sixty days beyond that.**

4. The intending bidder must read the terms and conditions carefully which will be the part of the Contract. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

5. Information and Instructions for bidders posted on website shall form part of bid document.

6. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website [e-procure.gov.in](http://e-procure.gov.in).

7. Certificate of work experience and other documents as specified in the Press Notice / web notice shall be scanned and up-loaded to the e-Quotations website within the period of bid submission. However, certified / original copy of all the scanned and up-loaded documents as specified in press notice web / notice shall have to be submitted by the bidder within a within a specified time as may be desired by the competent authority in the office of e-quotations inviting authority.

8. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has submitted all documents scanned and uploaded are found in order.

9. Completion certificates are required to be got issued by an officer not below the rank of Executive Engineer of similar works completed by the Firm. The work experience certificates submitted by the bidders shall clearly indicate that:
   a. The similar work executed shall be **as ‘2’ above**
   b. The completed cost of the work
   c. Actual date of completion of the work


11. The value of executed work 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 last date of submission of financial bid.

12. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

13. **The bid submitted shall become invalid if:**
   a. The bidder is found ineligible.
   b. The bidder does not upload all the documents as stipulated in the bid document including the undertaking / declaration.
   c. EMD Declaration not enclosed
List of Mandatory Documents to be scanned and uploaded within the period of bid submission else bid shall summarily be rejected:

1. Annexure – I duly filled in and got signed
2. EMD Declaration form duly signed and stamped
3. Self-certification on Firm’s letter head for the purpose of verification of ‘Local Content’, (refer clause 18 above) the ‘Class-1 Local Supplier / Service Provider’ indicating --
   3.1. Percentage of local content
   3.2. Items offered meet the local content requirement for ‘Class – 1 Local Supplier’
   3.3. Details of the location(s) at which the local value addition is made
4. Attested certificate of requisite work experience as desired [vide points 1, 2 & 10 above]
5. GST Registration certificate of the State in which the work is to be taken up, if already obtained by the bidder. If the bidder has not obtained GST registration in the State in which the work is to be taken up, or as required by GST authorities then in such a case the bidder shall scan and upload following undertaking along with other bid documents.

   “if work is awarded to me, I/we shall obtain GST registration certificate of the State, in which work is to be taken up within one month from the date of receipt of award letter or before release of any payment by IIT Delhi, whichever is earlier, failing which I/we shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by IIT Delhi or GST department in this regard.”
6. Bidder shall sign all pages of the quotation document and upload the scanned copy of the same
7. Any other document as specified in the NIQ

Executive Engineer [Electrical]
For & on Behalf of BOG, IIT Delhi
ANNEXURE - I

<< Organization Letter
Head >> DECLARATION

I / We, __________________________ hereby declare that all the information and data furnished by our organization with regard to this quotation specification are true and complete to the best of our knowledge. I / we have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

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<tbody>
<tr>
<td>1</td>
<td>Name &amp; Address of the bidder</td>
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<td>Phone</td>
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<td>3</td>
<td>E-mail</td>
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<tr>
<td>4</td>
<td>Contact person name</td>
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<tr>
<td>5</td>
<td>Mobile number</td>
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<td>GSTIN number</td>
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<td>7</td>
<td>PAN number</td>
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<td>8</td>
<td>UTR no. [for payment of EMD]</td>
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</tbody>
</table>

We further declare that our organization has not been blacklisted / delisted or put to any holiday by any Institutional agency / Govt. Department / Public Sector Undertaking in the last three years.

[Signature of the bidder] Name:

Seal of the bidder
ANNEXURE - 2

Performa for Earnest Money Declaration

(To be submitted on firm’s letter head with Technical Bid)

Whereas, I/we (write Name of Agency here) have submitted bids for (AR & MO. Central AC Plants, package unit, constant Temp., Cold room, Refrigerator and water cooler at IIT Delhi. Sub –Head: - Annual Maintenance contract of chillers installed 3x110 TR in M.S. building at IIT Delhi.)

I/we hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

   Or

2. If after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/we shall be suspended for one year and shall not be eligible to bid for IIT Delhi tenders from date of issue of suspension order.

Signature of the Bidder / Contractor

C..... I..... O.....

D’Man A.E.E / Sr.F/M[E] E.E
COMMERCIAL AND ADDITIONAL CONDITIONS

1. **General**
   1.1. The work shall be executed as per CPWD General Specifications for HVAC works [all relevant parts] as amended up to date, relevant IE Rules, relevant IS, and as per directions of Engineer-in-charge. These additional specifications and conditions are to be read in conjunction with above and in case of variations, specifications given in the Additional specifications and conditions shall apply. However, nothing extra shall be paid on account of these as the same are to be read along with schedule of quantities for the work.

   1.2. The quotationer should in his own interest visit the site and get familiarized with the site conditions before quoting.

   1.3. No T&P shall be issued by the Department and nothing extra shall be paid on account of this.

2. **COMMERCIAL CONDITIONS**
   2.1. The quotationers are advised not to deviate from the technical specifications / items, commercial terms and conditions of NIQ like terms of payment, guarantee, arbitration clause, escalation etc.

   2.2. The department reserves the right to reject any or all the price bids and call for fresh price quotations as the case may be without assigning any reason.

3. **SAFETY CODES AND LABOUR REGULATIONS**
   3.1. In respect of all labour employed directly or indirectly on the work for the performance of the contractor’s part of work, the contractor at his own expense, will arrange for the safety provisions as per the statutory provisions, B.I.S. recommendations, factory act, workman’s compensation act, CPWD code and instructions issued from time to time. Failure to provide such safety requirements would make the quotationer liable for **penalty as specified in applicable clause**. In addition the Engineer-In-Charge shall be at liberty to make arrangements and provide facilities as aforesaid and recover the cost from the contractor.

   3.2. The contractor shall provide necessary barriers, warning signals and other safety measures while laying pipelines, cables etc. or wherever necessary so as to avoid accident. He shall also indemnify IITD against claims for compensation arising out of negligence in this respect. Contractor shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause. The department shall not be responsible for any accident occurred or damage incurred or claims arising there from during the execution of work. The contractor shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the contractor due to the above provisions thereof.

4. **PAYMENT TERMS**
   4.1. Payment may be released half yearly if the work is done satisfactorily. Bidder should note that necessary documents (PAN card, Cancelled cheque, GST Reg. proof and RTGS mandate form as per prescribed proforma of IIT Delhi) be submitted as soon as the work is awarded to them. Separate Contractor’s Code shall be generated in IIT Delhi if the bidder is a new contractor to IIT Delhi (‘Code’ is perpetual in nature). Payment shall be processed after submission of Invoice and necessary documents / certificates (as mentioned in the NIT). There is a prevailing practice of pre-audit (for total tendered
amount more than 3 lakhs) at IIT Delhi before releasing payment. Bidder shall have to comply all necessary documents as outlined in the Contract as to be desired by the Auditor and or by the Accountant. It may take one to two months in the whole process (from submission / acceptance of bill in CMB / MB by the contractor upto processing by Accounts section) to release payment subject to quick compliance of all submittals by the contractor. Applicable Taxes shall be got deducted from the bill as per prevailing orders of the Government. ‘GST part of the bill’ shall be released after submission of proof of payment of GST, i.e. B2B challan, etc. by the contractor

5. SECURITY DEPOSIT

5.1. Security deposit shall be deducted from every RA bill and final bill of the contractor @5% of the bill value. However the maximum amount of security deposit will be 5 percent of the quoted value. The security deposit shall be released after three months from the date of completion of work. Bank guarantee will not be accepted as security deposit.

6. RATES

6.1. The rates quoted by the quotationer, shall be firm and inclusive of all taxes like GST etc., and all charges for packing forwarding, insurance, freight and delivery, installation, testing, commissioning etc. at site including risk, overhead charges, general liabilities / obligations and clearance from concerned authority, if any.

7. COMPLETION PERIOD

7.1. The completion period of 12 months as indicated in the quotation documents is for the entire work of routine maintenance and servicing including breakdown maintenance to the satisfaction of the Engineer-in-charge.

8. CARE OF THE BUILDING

8.1. Care shall be taken by the contractor while handling and installing the various equipments and components of the work to avoid damage to the building. He shall be responsible for repairing all damages and restoring the same to their original finish at his cost. He shall also remove at his cost all unwanted and waste material arising out of the installation from the site of work.

9. COMPLIANCE WITH REGULATIONS AND INDIAN STANDARDS

9.1. All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to the works covered by this specification.

In particular, the equipment and installation will comply with the following:

[a] Factories Act
[b] IE Rules
[c] BIS and other standards as applicable
[d] Workmen’s Compensation Act
[e] Statutory norms prescribed by local bodies like CEA, Power Supply Co. etc.

10. MOBILIZATION ADVANCE: No mobilization advance shall be paid for this work.

11. VERIFICATION OF CORRECTNESS OF EQUIPMENT AT DESTINATION:

11.1. The contractor shall have to produce all the relevant records to certify that the genuine equipment from the manufacturers has been supplied and erected.

12. CLEAN UP WORKS AT SITE

12.1. During maintenance the contractor shall at all times keep the working and storage areas free from waste or rubbish. On completion of maintenance / servicing he shall remove all temporary structures, debris and leave the premises clean to the full satisfaction of the department.
13. INTERPRETING SPECIFICATIONS
In interpreting the specifications, the following order of decreasing importance shall be followed in case of contradictions:
[a] schedule of quantities
[b] Technical specifications
[c] Drawing [if any]
[d] General specifications
[d] Relevant BIS or other international code in case BIS code is not available

14. COOPERATION WITH OTHER AGENCIES:
14.1. The successful quotationer shall co-ordinate with other contractors and agencies in the site of work, if any, and exchange freely all technical information so as to make the execution of this work / contract smooth. No remuneration should be claimed from the department for such technical cooperation. If any unreasonable hindrance is caused to other agencies and any completed portion of the work has to be dismantled and re-done for want of cooperation and coordination by the quotationer during the course of work, such expenditure incurred will be recovered from the successful quotationer if the restoration work to the original condition or specification of the dismantled portion of the work was not undertaken by the quotationer himself.

14.2. The work will be carried out with least disturbance to the Institute during maintenance, servicing and shutdown.

14.3. Apart from the above mentioned works, the firm / agency has to carry out the work as directed by the Engineer - In-Charge from time to time.

15. INDEMNITY
15.1. The successful quotationer shall at all times indemnify the department, consequent on this works contract. The successful quotationer shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause and the contractor shall be responsible for any accident or damage incurred or claims arising there from during the period of erection, construction and putting into operation the equipment and ancillary equipments under the supervision of the successful quotationer in so far as the latter is responsible. The successful quotationer shall also provide all insurance as may be necessary to cover the risk. No extra payment would be made to the successful quotationer on account of the above.

16. ERECTION TOOLS
16.1. No tools and tackles either for unloading or for shifting the equipments for erection purposes would be made available by the department. The successful quotationer shall make his own arrangement for all these facilities.

16.2. The department reserves the right to reject any or all the price bids and call for fresh prices/tenders as the case may be without assigning any reason.

17. PERFORMANCE GUARANTEE
17.1. The successful tenderer shall submit an irrevocable performance guarantee of 3% of the tendered amount in addition to other deposit mentioned elsewhere in the contract for his proper performance of the contract agreement within 15 days of issue of letter of acceptance of tender. This guarantee shall be in the form of Demand Draft/Pay order of irrevocable bank guarantee bond of any schedule bank or the State Bank of India in the specified perform a of Government Security, fixed deposit receipt pledged in favour of Registrar, IIT Delhi or as specified in the letter of acceptance of tender. The performance guarantee shall be initially valid up to the stipulated date of completion plus 60 days beyond. This bank guarantee shall be kept valid till the recording of completion certificate for the work by the competent authority.

18. Income tax, GST, labour cess & other statutory deduction etc. shall be made at source as per the prevalent laws. The deduction of Security Deposit, Income Tax, etc., shall be done after calculation for the above due payment as per clause 3 above and net payment shall reduce accordingly.
ANNEXURE – H

MAINTENANCE SCHEDULE

This section covers the maintenance schedule during the contract period.

The maintenance provided during the contract period shall include but not limited to all equipments, labour part and emergency calls providing and site response within 24 hours, however, during the maintenance period, the material including consumable materials shall be arranged by the department, if any replacement is warranted.

The maintenance shall also include a minimum 12 monthly preventive maintenance visits by qualified personnel who are thoroughly familiar with the type of equipment and system provided for this project.

<table>
<thead>
<tr>
<th>Chiller</th>
<th>Monthly inspection and annual</th>
<th>1. Check refrigerant level, leak test with electronic leak detector. If abnormal, trace and rectify and necessary, inform department in writing on the rectification.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2. Inspect level and condition of oil. If abnormal, trace fault and rectify as necessary. Inform department in writing on the rectification.</td>
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<td></td>
<td></td>
<td>3. Check the liquid line sight glasses for proper flow.</td>
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<td></td>
<td>4. Check all operating pressure and temperature.</td>
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<td></td>
<td></td>
<td>5. Inspect and adjust, if required, all operating safety controls.</td>
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<td>6. Check capacity control, adjust if necessary.</td>
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<td></td>
<td></td>
<td>7. Lubricate vane / linkage / bearings.</td>
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<tr>
<td></td>
<td></td>
<td>8. Visually inspect machine and associated components, and listen for unusual sound or noise for evidence of unusual conditions.</td>
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<tr>
<td></td>
<td></td>
<td>9. Check lock bolts and chiller spring mount.</td>
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<tr>
<td></td>
<td></td>
<td>10. Review daily operating log maintained by department's operating personnel.</td>
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<tr>
<td></td>
<td></td>
<td>11. Providing written report to department, outlining services carried out, adjustment made, rectification carried out and if the deficiency is of a major nature, arrange with department for shutdown to rectify equipment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chiller</th>
<th>Annual Inspection</th>
<th>1. Perform all functions for monthly check.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2. Check all flanges for tightness.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Change oil in oil sump.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Replace filter.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Check oil temperature control.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Check motor terminals.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Check connections in starter.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please note that oil filter gasket replacement shall deem to be included in the contract.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Check motor earthing, megger motor and connection wiring on each leg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Check starter contacts, arc shield, and transformer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Check dashpot oil, clean dashpot and replace oil when necessary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Test and calibrate overload setting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Inspect, calibrate and adjust to original specifications all gauges, safety and operating controls including low temperature and high pressure cut-out, oil pressure switch, load limit relay and electrical interlocks.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. For water cooled condenser systems, inspect condenser tubes for fouling. If fouling exceeds original specifications, the contractor shall carry out cleaning of the tubes at his own expense.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. For air cooled condenser coils, dust should not be allowed to accommodate on the condenser coil surfaces. Cleaning shall be as often as necessary [approximately every three months] to keep coil clean. Exercise care when cleaning the coil, so that the coil fins are not damaged. Under no circumstances this unit be cleaned with acid based cleaner.</td>
</tr>
</tbody>
</table>
| **Water pumps** | Monthly Inspection | 1. Inspect all water pumps.  
2. Check all seals, glands and pipelines for leaks and rectify as necessary.  
3. Re-pack and adjust pump glands as necessary.  
4. Check all pump bearings and lubricate with oil or grease as necessary.  
5. Check the alignment and condition of all rubber couplings between pumps and drive motors and rectify as necessary.  
6. Check all bolts and nuts for tightness and tighten as necessary. |
| **Expansion tank** | Annual Inspection | 1. Inspect expansion tank, drain, clean and flush out tanks as necessary. |
| **Air handling units and fan coil units** | Monthly Inspection | 1. Inspect all air handling and fan coil units.  
2. Check all air filters and clean or change filters as necessary.  
3. Check all water coils, seals and pipelines for leaks and rectify as necessary.  
4. Check and re-calibrate modulating valves and controls. Adjust and rectify as necessary to ensure compliance to the original specifications.  
5. Purge air from all water coils.  
6. Check all fan bearings and lubricate with grease as necessary.  
7. Check the tension of all belt drives and adjust as necessary.  
8. Check and clean all the condensate pans, trays and drain.  
9. Check, measure and re-calibrate all sensors if necessary.  
10. Check, clean and service smoke detectors. Carry out a system test to ensure that the smoke detectors will trip the AHUs.  
11. Check spring vibration isolators for abnormal vibration. Rectify if necessary.  
12. Coil to be cleaned by [a] spray of high pressure clean water [not exceeding 30 psi] [b] with chemical spray if necessary. |
| **Air handling units and fan coil units** | Annual Inspection | 1. Perform all functions for monthly check.  
2. Tighten motor terminals.  
3. Check starter contacts.  
4. Test and calibrate overload settings. |
| **Air distribution system** | Monthly and Annual inspection | 1. Check operation of all modulating and fixed dampers controlling air flow through unit. Lubricate all damper bearings and linkages as necessary.  
2. Carry out space temperature checks on air conditioned areas with thermos hydrograph. Balance air flow as necessary to comply with requirements of original specifications. These checks include the calibration of sensors, thermostat etc.  
3. Check noise level of discharged air from diffusers. |
| **Ventilation** | Monthly check and Annual inspection | 1. Check adjust as necessary the air flow of all fans are in compliance with the original specifications.  
2. Check the tension of all belt drives and adjust as necessary.  
3. Check and lubricate all fan bearings.  
4. Tighten motor terminal.  
5. Check starter contacts.  
6. Test and calibrate overload settings.  
7. A system check shall be carried out for all Mechanic Ventilation [MV], Pressurization and Exhaust system to verify the performance of the systems. |
| Switchboard | Six-monthly and Annual inspection | 1. Clean and adjust all switchgear, contactors, relays and associated electrical equipment at intervals not exceeding six months.  
2. Check and prove operation of thermal overload and protection devices.  
3. Check and ensure tightness of all equipment fastenings and cable terminations within switch boards.  
4. Vacuum clean all switch board cubicles. |
|-------------|----------------------------------|---------------------------------------------------------------------------------------------------------------|
| Piping system | Monthly and Annual inspection | 1. Check all piping system for leaks and repair these where they have occurred.  
2. Check for damage & deterioration of insulation or sheathings. Rectify as necessary. |
# BID SUBMISSION CHECK LIST

## ONLINE BID SUBMISSION

The Online bids (complete in all respect) must be uploaded online in **two** bids as explained below:

### Envelope – 1
(Following documents to be provided as single PDF file)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Document(s)</th>
<th>Content</th>
<th>File Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Technical Bid</td>
<td>Annexure - 1</td>
<td>.PDF</td>
</tr>
<tr>
<td>2.</td>
<td>Attested Certificate of work experience</td>
<td></td>
<td>.PDF</td>
</tr>
<tr>
<td>3.</td>
<td>Certificate of Registration for GSTIN &amp; declaration as applicable</td>
<td></td>
<td>.PDF</td>
</tr>
<tr>
<td>4.</td>
<td>EMD Declaration sheet</td>
<td></td>
<td>.PDF</td>
</tr>
<tr>
<td>5.</td>
<td>Self-Certification on OEM letter head</td>
<td></td>
<td>.PDF</td>
</tr>
<tr>
<td>6.</td>
<td>Any other document as specified in the NIQ</td>
<td></td>
<td>.PDF</td>
</tr>
</tbody>
</table>

### Envelope – 2

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>TYPES</th>
<th>Content</th>
<th>File Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Financial Bid</td>
<td>Price bid should be submitted in BOQ format.</td>
<td>.EXL</td>
</tr>
</tbody>
</table>
SCHEDULE OF QUANTITY

Name of work: AR & MO. Central AC Plants, package unit, constant Temp., Cold room, Refrigerator and water cooler at IIT Delhi.; Sub Head: Annual Maintenance contract of chillers installed 3x110 TR in M.S. building at IIT Delhi.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of items</th>
<th>Quantity</th>
<th>Rate</th>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maintenance [routine &amp; preventive] and break down maintenance of high side &amp; low side of 3 X 110TR water cooled chiller AC Plant (Blue Star make) comprising of all the machinery, equipment installed in the AC Plant room including condensors, chiller pump motor, condensors pump motor, 3nos AHU, control panel etc. Schedule attached at Annexure-H [NOTE:- One job means carrying out stipulated job per machine per month]</td>
<td>36</td>
<td>Job</td>
<td>Job</td>
<td>***</td>
</tr>
</tbody>
</table>

**Total**


Sr. F/M[E]

Executive Engineer [E]