



राष्ट्रीय फैशन टेक्नालॉजी संस्थान, कोलकाता केन्द्र

Tender No.: 38/2018(Pur-Kol)



NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA

(A Statutory Body governed by the NIFT Act 2006 & set up by Ministry of Textiles, Govt. of India)

Tender

For

“AMC for 60 TR AC Chiller Plant and Allied Items”

Tender No.: 38/2018(Pur-Kol)

Date of tender notification	13.11.2018
Sale of tender document commenced from	13.11.2018
Last date and time of sale of Tender documents	06.12.2018 up to 12.00 noon
Last date and time for submission of duly filled in tenders	06.12.2018 up to 2.00 pm.
Date and time of opening of tenders	06.12.2018 at 3.00 pm.

Sealed tenders are invited from eligible, reputed Firms/Agencies having at least 03 (three) years work experience in executing similar kind of services/jobs in Central/State Govt. Department/PSUs/MNCs Reputed Academic Institutes/Organisations for “AMC for 60 TR AC Chiller Plant and Allied Items” for Auditorium at NIFT Campus Kolkata. Tender Document may be downloaded from NIFT website ‘www.nift.ac.in/kolkata’ or may be obtained from Purchase Department, NIFT Kolkata during office hours. Rates shall be quoted in the prescribed format enclosed as Annexure-III.

The quotation alongwith necessary/relevant documents, duly signed with office seal, should be addressed to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata – 700106 and should be placed in a sealed envelope, superscribing “Tender for **AMC for 60 TR AC Chiller Plant and Allied Items [NIT No.: 38/2018(Pur-Kol)]**” which is to be sent at the said address or dropped in the tender box kept in the purchase department NIFT, Kolkata as per schedule.

It is strongly recommended that the tenderer should inspect the site any time during working hours on any working day with prior appointment (Ph: 033 2335-7546); no extra shall be payable for non awareness of the site conditions and constraints.

Seal and Signature of the tenderer with date

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Details of equipments/Items Covered under the AMC

a) Make	: Carrier
b) Model	: 30GTC060
c) Quantity	: 01 no.
d) AHU	: 02 nos.
e) Pump with motor	: 02 nos.
f) MCC Panel	: As installed
g) Other related electrical & Mechanical equipments, if any	: As installed

SCOPE OF WORK

- To visit & check the operating parameters of the chillers every month
- To carry out the cleaning of the condenser tubes to a maximum of twice in a year
- To check for a sign of refrigerant leakage and rectifying the same
- All the breakdowns including the compressor failure, if any, shall be attended to in this scheme.
- To clean the electrical panel of the chiller every quarter with air blower.
- To provide and replace internal oil filters & refrigerant driers as & when required the contract period.
- To inspect the oil quality and replacing the same, if required
- To clean all the contactors during the monthly visit
- To attend to the complaints as and when called for
- To repair/service of low side equipment such as piping, ducting, grills, etc.
- Painting of the equipment as & when required.
- Accessories equipment such as internal water supply lines, drain lines, relief lines, pressure gauges, thermometers etc. external to equipment covered
- Supply of refrigerant. To and fro transportation of the compressor in case of repairs to our workshop.
- Replacement of compressor, cooler or condenser as a whole
- Any other item not specifically mentioned under our scope of work
- Replacement/repair of Actuators, AHU filter, chilled water Pipeline insulation etc.

TERMS AND CONDITIONS

- Please read the terms & conditions carefully before submission/filling up the document. Incomplete quotation will be summarily rejected.
- Conditional quotation will not be accepted or the condition(s) may not be considered.
- The Contract shall be initially for one year and may be extended/renewed for further periods subject to satisfactory service or as may be required.
- The AMC is of **Comprehensive** type, i.e. inclusive of all spares/parts etc.
- The agency should have at least three years of relevant experience in executing/rendering such services.

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6. The contract for AMC for 60 TR AC Chiller Plant and Allied Items for Auditorium shall be commercial contract and between NIFT & the successful Contractor. There shall be no employer-employee relationship between NIFT and the Contractor or the staff/personnel deputed by the said contractor.
7. Contractor submitted beyond the scheduled last date & time due to whatever reason including postal delays and without the required fees, Annexure(s) & documents will not be considered.
8. All tenderers are required to submit **Earnest Money Deposit (EMD) of Rs.3,000/-** (refundable) in the form of Demand Draft (should be drawn beyond the date of notification of this NIT) in favour of NIFT Kolkata payable at Kolkata. No interest shall be paid on the said EMD and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NIFT and will be forfeited in the following events:
 - a. If information declared/document submitted found false/fake/forged
 - b. If the selected/successful bidder does not accept the W.O., or, unable to provide services
 - c. If the bidder withdraws his bid/quote
9. The successful tenderer shall be required to deposit **Security Money of 5%** of the AMC value within 15 days of receiving of Work Order. No interest shall be paid on such security deposit, which shall remain with the Institute during the period of the contract and it shall be released after two months from the date of expiry of the contract after deducting dues, recovery, etc., if any and as applicable. However if the contract is terminated due to any default of the contractor, the said security deposit will be forfeited.
10. The minimum average annual turnover of the tenderer for the last two years should not be less than **Rs.25 Lakh** which should be substantiated by Trading PL/ IT Returns/Audit report.
11. No overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down herein; otherwise, the tender is liable to be rejected.
12. The quote/rates should be valid at least 3 months from the date of opening of the tender; however, in case of the successful tenderer the quote/rate shall be valid for the entire period of contract. Prevailing statutory rates (GST, etc.) as revised by the Govt. from time to time will be considered.
13. All statutory obligations under various laws from time to time will have to be met by the contractor for which no extra payment shall be made to him at any time during the contract period. NIFT will no way be responsible for any default with regard to any statutory obligation.
14. No payment shall be made in advance. Payment will be made quarterly in arrear basis against bill in triplicate and based on satisfactory certification by the concerned NIFT official(s), Kolkata. Penalty may be imposed on the bill amount due to non-satisfactory service. Generally the penalty amount will be 5%-10% of the bill amount; however, the same may vary based on the level of performance which may be decided by the NIFT authority and decision of NIFT in this regard will be final & binding on the contractor.

Seal and Signature of the tenderer with date

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15. In case of failure to resolve any problem or unable to render service/support within stipulate time, NIFT reserves the right to get the work done from any other source(s) and expenditure to this effect will be borne by the agency/service provider, either the amount will be deducted from the Bill amount and/or from the security deposit and/or the agency/contractor will pay the same.
16. If the contractor is responsible for any loss or damage to Institute's moveable or immovable property due to the conduct of the contractor's staff, the same shall be made good by the contractor at his own cost. If it is found that the conduct or efficiency of any person deployed by the contractor is unsatisfactory, the contractor shall replace him immediately and depute a new person under intimation to NIFT.
17. NIFT will not provide any mode of transport in respect of manpower or any items/materials required by the contractor for executing the AMC.
18. In case of L-I is more than one, the selection criteria [viz. the past performance, etc.] would be at the discretion of NIFT. The decision of NIFT, in this regard and for selection of successful bidder in such a situation, will be final in all respect and will be binding on all the tenderers.
19. Lowest bid may not be the only criteria for selection; preference shall be given to the other factors, viz. previous relevant experience with other organization(s), turnover, quality of service, reputation, etc. and successful tenderer will be selected accordingly. Decision of NIFT Authority in this regard shall be final and binding on all the bidders.
20. The Contractor shall not engage any Sub-Agent or Sub-Contractor whatsoever for the said AMC.
21. The Contractor shall abide by the Rules and Regulations of the NIFT, as may be enforced from time to time. The Contractor will have to work in close co-operation with others at the site.
22. It is strongly recommended that the tenderer should inspect the site any time during working hours on any working day with prior appointment before submission of bid; no extra shall be payable for lack of knowledge of the site conditions/items and constraints, if any.
23. The contract may be withdrawn by either side due to any reason by giving a minimum of 30 days' notice. The agreement with NIFT, in such cases, will be treated as cancelled before its expiry. However, NIFT reserves the right to terminate the contract at any point of time at its sole discretion due to non-satisfactory service or violation of T&Cs or due to any applicable reason and NIFT's decision in this regard shall be final and binding on the contractor.
24. An agreement on Non-judicial Stamp paper containing all the terms and conditions of the service is to be made by the successful tenderer with NIFT within two weeks from the date of issuing of work order and the same shall be notarised by the contractor at his own cost.
25. Any query/clarification with respect to the tender (T&Cs, etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted in this regard in between 10.00 am to 5.00 pm on any working day with prior appointment (033-23357546). However, NIFT will not entertain or clarify any such query during post bid.



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26. All disputes are subject to Kolkata Jurisdiction only.

NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at any stage of the tendering process at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and binding. No further correspondence in this regard will be entertained.



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Annexure- I

TENDERER TO FILL UP THIS PAGE

1.

- Name of the tenderer/organization
- Name of the proprietor/partners.....
- Date of Establishment:
- Please specify as to whether Tenderer is sole proprietor/ Partnership firm/ Private or Limited Company.....

2. a. Address (Office):

- Telephone/Phone No.
- Email ID

3. List of reputed clients:

Sl.	Client's Name	Contact Person	Contact number (with email-id, if any)	Remarks, if any

4. Furnish copies of the following documents: [Please ✓]

- Trade License
- PAN Registration
- GST Registration
- ITR (AY 2016-17, 2017-18 or 2018-19, any two yrs.)
- Experience Certificate

5. DD [enclosed] details:

- DD no._____, dtd._____, amt._____, bank_____ [EMD]

- Tenderer should submit the entire set of tender papers duly signed while dropping the tender.
- Additional paper(s) to furnish the above information may be used.

Seal and Signature of the tenderer with date

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ANNEXURE-II

Supporting Documents/Declaration

(AMC for 60 TR AC Chiller Plant and Allied Items for Auditorium at NIFT Kolkata)

Bidder should enclose the following documents with their quoted rates; otherwise, the tender / quote will not be considered.

<u>Sl.</u>	<u>Particulars</u>	<u>Mention 'Yes' or 'No'</u>
01	Whether Demand Draft of Rs. 3000/- in favour of NIFT, Kolkata is enclosed as EMD with the quotation	
02	Whether capable and agreed to Security Money of 5% of AMC value within 15 days of receiving of Work Order.	
03	Whether document in support of having minimum 3 (Three) years experience in the relevant field alongwith a list of organizations (Govt., PSU, reputed MNCs/ organisations) where the Tenderer is currently providing/has earlier provided this kind of service, submitted.	
04	Whether copy of Trade License for this kind of jobs enclosed	
05	Whether copy of PAN Card enclosed	
06	Whether copy of GST Registration enclosed	
07	Whether average minimum Annual turnover is 25 Lakhs in last 2 years [i.e. Financial Year: 2015-2016, 2016-2017 or 2017-18] (Any two yrs) [Please attach relevant documents, Viz. Trading, P&L & Balance Sheet (audit report from authorized chartered Accountant), etc. as a proof]	
08	Whether Copy of Income Tax Return for last 2 years submitted [i.e. Assessment Year:2016-2017, 2017-2018 or 2018-19] (Any two yrs.)]	
09	Whether agreed to abide by all the terms & conditions of this tender	
10	Whether all DDs, Annexure-I, II, III & IV duly filled has been submitted with the tender	

All above enclosures must be valid



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ANNEXURE-III

QUOTATION

AMC for 60 TR AC Chiller Plant and Allied Items

Sl. No.	Particulars/Details of Chiller Plant	Quoted rate for one year (Rs.)	GST(%) (Rs.)	Total (For one year) (Rs.)
		A	B	A+B
1	<u>Chiller Plant:</u> Make: Carrier, Model: 30GTC060, Quantity: 01 no. a) AHU : 02 nos. b) Pump with motor : 02 nos. c) MCC Panel : As installed d) Others related electrical & Mechanical equipments, if any : As installed			

GST should be mentioned specifically. Firms must clearly indicate in their offers the GST which they propose to charge mentioning clearly the present rate(s) thereof. Vague offer like “duties as applicable” “Taxes Extra”, “all inclusive” etc. shall not be considered.

Total AMC Charges = Rs.....

[Rupees.....]

[Quote the rates in figures as well as in words]

(Signature with full name, Designation & Seal of the Tenderer)

Date:

Seal and Signature of the tenderer with date



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ANNEXURE-IV

UNDERTAKING

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

Date:

**(Signature with full name, Designation &
Seal of the Tenderer)**