

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान  
(एनआईएफटी अधिनियम 2006 द्वारा शासित और वस्त्र  
मंत्रालय, भारत सरकार द्वारा स्थापित एक वैधानिक संस्था)  
निफ्ट-डीईएल/ भवन/3274/2024

निफ्ट कैंपस, हौज़ खास, नई दिल्ली में व्यापक एसी की  
ए एम सी के कार्य के लिए निविदा दस्तावेज़

निविदा प्रक्रिया के लिए समय सारिणी:

आधिकारिक वेबसाइट पर निविदा अधिसूचना के प्रकाशन की तिथि	07.11.2024
निविदा दस्तावेज़ अपलोड करने की शुरुआत	07.11.2024
विधिवत भरे हुए निविदाओं की प्राप्ति के लिए अंतिम तिथि	28.11.2024 upto 3:00 PM
तकनीकी बोलियों के खुलने की तिथि और समय	29.11.2024 at 3.30 PM
वित्तीय बोलियों के खुलने की तिथि और समय	तकनीकी रूप से योग्य निविदाकारों को बाद में अधिसूचित किया जाएगा

नोट्स निविदा दस्तावेज़ में : 19 पृष्ठ शामिल हैं और निविदाकारों से अनुरोध (पृष्ठों का कुल संख्या) है  
कि वे सभी पृष्ठों पर साइन करें।

# NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

## TENDER DOCUMENT

# COMPREHENSIVE AMC OF W&S AC, DUCTABLE AC, WATER COOLED PACKAGE AC, CENTRAL AC PLANT & MECHANICAL VENTILATION AT NIFT CAMPUS, HAUZ KHAS NEW DELHI

### Time schedule for tender process:

Date of publication of tender notification on official website	07.11.2024
Uploading of tender document commences from	07.11.2024
Last date for receipt of duly filled in tenders	28.11.2024
Date and Time of the opening Technical Bids	29.11.2024 at 3.30 PM
Date and Time of the opening Financial Bids	Will be notified to the technically qualified tenderers

*Note: This tender document contains 19 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.*

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## परिचय

नेशनल इंस्टीट्यूट ऑफ फैशन टेक्नोलॉजी की स्थापना 1986 में भारत सरकार के वस्त्र मंत्रालय ने की थी, जिसे 2006 में संसद अधिनियम एनआईएफटी अधिनियम 2006 के तहत सांविधिक अधिनियम के तहत वैधानिक दर्जा दिया गया था, जिसमें फैशन प्रौद्योगिकी के क्षेत्र में शिक्षा और अनुसंधान का प्रचार और विकास किया जाता है। एनआईएफटी 17 केंद्रों के अपने नेटवर्क के माध्यम से पूरे देश में फैशन व्यवसाय शिक्षा प्रदान करता है। यह डिजाइन और प्रौद्योगिकी में चार साल के तहत स्नातक कार्यक्रम (यूजी), डिजाइन में दो साल के स्नातकोत्तर कार्यक्रम (पीजी), अथवा फैशन के क्षेत्र में पेशेवर और छात्रों की विशेष आवश्यकताओं को पूरा करने के लिए फैशन प्रबंधन और फैशन प्रौद्योगिकी और लघु अवधि शिक्षा कार्यक्रम प्रदान करता है। एनआईएफटी का बेंगलुरु, भोपाल, भुवनेश्वर, चेन्नई, गांधीनगर, हैदराबाद, जोधपुर, कंगड़ा, कन्नूर, कोलकाता, मुंबई, नई दिल्ली, पटना, रायबरेली, शिलांग, पंचकुला और श्रीनगर में स्थित कैंपस के साथ नई दिल्ली में अपना प्रधान कार्यालय है।

एनआईएफटी दिल्ली कैंपस गुलममोहर पार्क के पास हाउज खास में स्थित है। निकटतम मेट्रो स्टेशन ग्रीन पार्क मेट्रो स्टेशन है। रोहित बाल, रितु बेरी, मनीष अरोड़ा जैसे कई प्रतिष्ठित पूर्व छात्र एनआईएफटी दिल्ली से स्नातक की डिग्री प्राप्त की है।

यह विभिन्न प्रकार के नियमित और सीई कार्यक्रमों की पेशकश करता है। इसमें पुराने और सबसे प्रचुर संसाधन केंद्र हैं जिनमें प्रिंट और गैर प्रिंट सामग्री का समृद्ध-संग्रह है।

## **INTRODUCTION:**

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 17 centers. It provides four years undergraduate (UG) program in design and technology, two years postgraduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong, Panchkula and Srinagar.

NIFT Delhi Campus situated in the Hauz Khas near Gulmohar Park. The nearest Metro station is Green Park Metro Station.

NIFT Delhi has produced a number of eminent alumni over the years like Rohit Bal, Ritu Beri, Manish Arora....

It offers a variety of Regular as well as CE programs. It has the oldest and richest Resource Centre having a rich collection of print and non-print materials.

## NOTICE INVITING TENDER

Sealed open tenders (two bid format) are invited on behalf of the National Institute of Fashion Technology for the work of “Comprehensive AMC of Window & Split AC, Water Cooled packaged AC, Central AC Plant & Mechanical ventilation” in the NIFT Delhi Campus, **for a period of one year (extendable to further 2 years subject to the satisfactory performance)**, as per the requirements and details enclosed from the Specialized Agencies who have experience of Comprehensive AMC of HVAC Equipment’s ,Central Air Conditioning Plant , Water cooled packaged AC plant etc. Govt. departments/PSU’s/MNC/Pvt.

The copy of the proof for having carried out similar works should be enclosed by all the bidders with the tender (in Technical Bid). The detailed bill of quantities/ requirement is mentioned in Financial Bid.

**The tenders shall be super scribed with “Comprehensive AMC of Window & Split AC, Ductable AC, Water Cooled packaged AC, Central AC Plant & Mechanical ventilation”** at NIFT Campus, Hauz Khas, New Delhi.

NIFT shall have the authority to cancel the tender process if NIFT does not find a suitable tender. NIFT shall have the right to call for fresh tender in such circumstances, wherein tenderers who have bid in the previous tender, shall have the right to participate in the fresh process. The tenderers shall have no right to challenge the authority and decision of NIFT to cancel the tender process for the reasons deemed fit by NIFT.

The site can be inspected any time during working hours on any working days. No extra money shall be payable by NIFT for non-awareness of the site conditions and constraints.

### **Submission of Bids:**

- (a) The interested agencies should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their bids from 07.11.2024 to 28.11.2024 upto 03.00 P.M. Tender documents is also available for viewing on the “tenders” <https://eprocure.gov.in/eprocure/app>.
- (b) Applications to this tender will be accepted only through the online mode through the website <https://eprocure.gov.in/eprocure/app> . No other mode of application will be considered & application will not be accepted.
- (c) The basic requirements registration and applying for tender online are as under:
  - Operating System should be atleast windows 7.
  - Java version: Available at <https://eprocure.gov.in/eprocure/app> -download-JRE 8 download(never update Java)
  - Use Internet Explorer atleast 8.
  - All java add-ons must be enable in the system.
  - Always use Class II Digital Signature Certificates (DSC) having Signing.
- (d) In case of any further clarification required relating to this tender , the same may be sought from the following officers of NIFT:-
  - (Query related to scope of work & tender document):- Estate Engineer (Building), NATIONAL INSTITUTE OF FASHION TECHNOLOFY New Delhi ,Hauz Khas , Near Gulmohar park , New Delhi -110016, phone no:011- 26542165

- (Query related to online process): For online submission of the tender on e-portal , contact no. 0120-4001002, 0120-4001005, 0120-6277787 , email ID- support-eproc@ nic.in
- (e) The agency should ensure that it complies with the requirements as per works before applying for tender. All the document including NIT should be uploaded on portal as a technical bid after sealed and sign of the agency
- (f) The technical bid will be opened at NIFT, Delhi, in the office of Estate Engineer, Building on 29.11.2024 at 03.30 P.M. in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
- (g) The interested agencies are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- (h) Any further clarifications can be sought from the office of Estate Engineer (Building) on Telephone No. 011-26542165, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi - 110016.

### **3. INSTRUCTIONS TO TENDERERS:**

The tenderers are requested to follow the below mentioned instructions:

1. Offers on original tender document will only be considered. Offers submitted by fax or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications/Rewording of formats shall not be acceptable.
2. All documentations are required to be in Hindi/English.
3. Tender should be filled with neat legible and correct entries. Indistinct figures, erasures and alterations are not permitted in the tender.
4. Failure to comply with these conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same and counter sign.
5. Incomplete tenders, amendments and additions to tender after opening and tenders submitted after due date shall be liable to be ignored.
6. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration /presentation etc. shall be borne by the bidder.
7. No tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates, he shall be disqualified from participating in any future tender of the Institute.
8. Vendor's geographic presence can be all over India or in any Indian states but an office or Branch office of the service provider must be located in the state of consignee. If at present vendor does not have the branch office in Delhi then within 15 days of entering into contract he/she/it has to open branch office with GST registration for their branch office in the state of consignee.
9. The bidder has to register himself / herself / itself within one month of award of work with the appropriate authorities, if not already registered.
10. The bidder should have Goods and Service Tax Registration Certificate and bidder has to give a self-declaration that bidder is not black listed by GST authorities
11. The Vendor has to indemnify NIFT against loss of input tax credit to NIFT on account of blacklisting of supplier during tenure of contract.
12. NIFT may at any time terminate the contract by giving written notice of one month to the contractor without compensation to the contractor, if the contractor becomes bankrupt or

otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of NIFT.

13. Conditional bids will be rejected. Financial Bids of those firms qualified in Technical Evaluation shall be opened in the second round. The Financial Bids submitted along with technical bid will be rejected and treated as non-responsive. The financial bid offer should have detail of all payable taxes and cess. Financials offered shall be in Indian Rupees only.
14. The vendor shall depute a competent authorized representative. The representative shall represent the vendor in his absence and all directions given to him shall be binding as if given to the vendor. The authorized representative shall not refuse to receive the instructions under any circumstances.
15. The vendor's worker should not indulge in any kind of Trade union / Association activities in and around NIFT Campus. The loss that NIFT may incur due to acts of omission or commission of vendor or his workers shall be deducted from the vendor's bills. The decision of Competent Authority, NIFT or his/her successor in all such events shall be final and binding.
16. Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.

**17. Detail of required Experience Certificates /Work orders:**

The Applicant to meet the following minimum experience:

A. Work orders/ Experience of having successfully competed similar work during last 7 (Seven) years ending May 2024&estimated value of the work is Rs. 49,87,053/-.

(1) One similar / civil completed work costing not less than 80% of total tender estimated cost.  
Or

(2) Two similar /civil completed works costing not less than 50% of total tender estimated cost for each work.  
Or

(3) Three similar / civil competed works costing not less than 40% of tender estimated cost for each work

**Experience of having successfully competed similar work (Minimum 02 years/ 02 sites of below mentioned works) during last 7 (Seven) years ending October 2024. Work of similar nature means:**

- a. Bidder should have experience of comprehensive AMC with operation of minimum of 300 TR. screw water cooled chiller at a single site and
- b. Bidder should have experience of comprehensive AMC with operation of minimum of 250 TR water cooled packaged ac at single site and
- c. Bidder should have experience of maintaining minimum of 450 TR TR window/split/ductable ac at single site.

**TERMS & CONDITIONS:**

1. No paper shall be detached from the tender.
2. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
3. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender shall be filled in and submitted in strict accordance with the instructions laid down herein; otherwise, the tender shall be liable to be rejected by the NIFT unilaterally without assigning any reason or giving explanation to this effect.
4. The tender shall be liable to be ignored/rejected if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in or any wrong/false or incorrect information is given, or any material thing is concealed or manipulated therein.

5. If the successful tenderer fails to furnish the performance guarantee as required in the contract within the stipulated period, NIFT shall be entitled to initiate appropriate legal proceedings against the tenderer for the losses suffered by it as a result of the same.
6. Tender shall be accompanied by all the relevant documents covered in the tender.
7. All statutory duties and taxes may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during the validity of the offer shall attract appropriate legal action against the Tenderer.
8. The agency shall be liable with regard to compliance of all laws, regulations, rules & directions given by any statutory or constitutional authority for the time being in force in the state of Delhi.
9. The quoted rates shall be inclusive of all taxes. as applicable and no extra shall be payable on this account. No extra shall be payable by NIFT in case of revision of tax by Govt.
10. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, N.I.F.T. may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
11. The NIFT shall in no way be responsible for any default with regard to any statutory obligation and the Contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action of contractor.
12. The Contractor will work in close co-operation with Building Deptt. of H.O. and D.C. NIFT for the repair & Maintenance services as per tender.
13. Payment shall be made monthly on submission of bills & on satisfactory completion of the job and T.D.S as applicable will be deducted.
14. All statutory obligations under various laws from time to time shall be borne by contractor for which no extra payment shall be made at any time during the contractual period.
15. The agreement will be valid for **Comprehensive AMC of Window & Split AC, Ductable AC, Water Cooled packaged AC, Central AC Plant & Mechanical ventilations** incorporated in the contract document. This should be strictly adhered to. The AMC contract shall remain valid for a period of one year and it may be renewed on mutually acceptable up to three years on the same terms and conditions. The contract once awarded can be terminated by either party after giving one month notice to the other party.
16. AMC shall include supply of all labour cartage, loading unloading, technical services for attending to complaints of breakdown/problems in the running of said units within 2 hours of complaint and resolve within 6 hours (working hours) The major faults need to be rectified within 48hours of complaint lodged and periodic servicing for ensuring the proper maintenance of the units.
17. The scope of contract includes annual maintenance contract of air conditioning plant & equipment as per enclosed bill of quantities comprehensive with spares for maintenance, timely repairs & under keep of system at all times with efforts to ensure closed to zero MTBF (Mean Time Between Failures) for smooth efficient & uninterrupted operation & running of all system/ equipment comprising AHUs, piping, pumps, valves control systems complete in all respects.
18. Contract includes all material spares including repair/replacement of compressor, from OEM's gas charging, descaling of condenser, coil servicing overhauling, greasing and maintenance including replacement of starting relay, overload protector, SFU, gauges, expansion valves, condenser & cooling coil, fire damper, thermostat switch, water faucet float valve assembly, wiring repairs, motor rewinding with bush/bearing and shaft, fan blade/blower, tapes including handling charges, blower/fan motor, GI piping, insulation repair/replacement complete in all respects, Drain pipe for ensuring the desired levels of cooling and maintaining of the smooth



- hygienic and safe running, maintenance of the units complete. This shall include maintenance all and painting of pipes (exposed) and internal painting of units.
19. AMC of Cooling towers includes maintenance and operation of Cooling Towers (Combined with HO and Delhi Centre) with FRP body, CT fan, Wire Mesh Protection, piping, valves, ball cock, NRVs, electrical control panels, pumps complete in all respects. The contractor shall make any damage resulting to the system on account of the negligence or mall- operation good. Nothing extra will be paid for such work.
  20. AMC shall also include maintenance & repair of electrical panels in AHU rooms and MCCB's of each package units, cooling towers in main electrical panel of D & E-Block and other locations. This includes replacement of MCCB's, Fuse, Connectors, and Knobs etc. The contract includes all the material (except any exclusion mentioned in the tender) which is required for the smooth operation of the all ac plants/units/mechanical ventilation etc.
  21. 61 nos AC's (Window/Split/Ductable) are under warranty and the same will be expired (50 Nos in January 25, and balance upto August 2025).
  22. The work shall be carried out as per the direction of Engineer in charge and manufacturer's instructions
  23. The tenders shall be submitted in the prescribed Performa.
  24. The rates of AMC shall be inclusive of all taxes, duties, octroi, GST and other statutory taxes, if any complete in all respects, valid for a period of one year from the date of award of contract.
  25. The penalty amount per complaint will be as follow:
    - i) Fault not rectified within 6hour @ Rs50/- per hour.
    - ii) Major faults not rectified within 48 hours @ 500/- per day.
    - iii) If OEM or above specification component is not used as maintenance spare, the cost of the equipment will be paid by the vendor if the equipment becomes unserviceable.
    - iv) Any delay beyond 10 days in rectifying the major fault, the penalty will be enhanced to Rs1000/- per day
    - v) Beyond 15 days if the equipment gets repaired in the open market, the actual cost of the same shall be recovered from the contractor. In extreme cases, the action of forfeiture of security money/pending bill/blacklisting of the firm can be resorted at the discretion of the competent authority.
  26. Absent of Mechanic & Assistant will penalty to contractor as:  
Mechanic& BMS Operator– Rs. 1000/- per day  
Assistant - Rs. 800/- per day
  27. The staff deployed by contractor shall be versed with the job requirement and shall not be changed without information to concerned Engineer.
  28. The material requires replacement shall be of same quality/manufacturer and specifications. The dismantled material shall be the property of contractor.
  29. The contractor will be liable to handover the plant in running condition with all the equipment serviceable at the end of contract or termination of contract.
  30. During the process of overhauling or routine maintenance if any modification/improvement of plant is required to be undertaken that has to be cleared by the Engineer In charge in writing.
  31. Supervision of personnel provided by the Contractor shall be his responsibility. The Contractor shall ensure the quality of job performed by his personnel and in case of any complaint; the Contractor shall have to replace the concerned personnel
  32. The service provider shall at his own risk and cost ensure that his employees deployed to carry out the work of NIFT are insured against all attendant risks that may be associated with the job.

33. Due to unprecedented rain if water enters central Air Conditioning plant room/ package ac rooms etc. the draining out of water and keeping the plant room clean and dry is the responsibility of the contractor.
34. The Contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for operation and maintenance of the Central AC plant.
35. No more than one tender shall be submitted by one contractor having business relationship. Under no circumstances will father and his son (s) or other close relation who have business relationship with one another (i.e when or more partner (s)/ director (s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tender of both parties liable to rejection.
36. **Labour:**
  - a.) The Contractor shall employ its labour in sufficient numbers (as per boq) to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the Engineer-in-Charge. The Contractor shall not employ in connection with the Works any person who has not completed eighteen years of age.
  - b.) All the workers or employees deployed by the contractors shall be considered the employees of contractor and corporation shall not have any liability what so ever in nature in regard to such workers/employees.
37. **Maintenance of Records:**

The Contractor has to maintain the following records:

  - a) Attendance Register of the Staff
  - b) Daily/weekly/monthly preventive and overhaul maintenance register cum log book
  - c) Inspection Register All the above-mentioned Registers shall be checked by the Engineer-in-Charge.
38. Department shall in no way be involved in any dispute of whatever kind, between the contractor and the staff engaged by him.
39. All the Central A.C. plants shall be serviced at least once in every quarter and the service reports shall be maintained and submitted at E.E. Office.
40. The contractor will be responsible for any loss caused due to mishandling all the Central A.C. plants. The contractor will be liable to make good such loss.
41. Frequent change of Engineer/ Technician shall not be allowed. Profile of Engineer/ Technician should be submitted in Building & Construction Deptt. Every Engineer/ Technician has valid I Card for identification.
42. Attendance: Engineer/ Technician must report Building & Construction Deptt, on every working day and record his attendance in the respective Attendance Register. In case of urgent complaint, Engineer/ Technician should visit the respective Deptt/office directly and the report to Engineer In Charge Building & Construction Department. Immediately after attending the complaint/solving the problem and takes a sign as confirmation.
43. All the Central A.C. Plant and HVAC Equipment's like AHUs, Pumps, Cooling towers, HVAC Electrical Panels and painting of M.S. Pipelines etc which may be not in healthy condition/ need to be repaired are also covered under its contract. No extra cost will be paid for repairing of the unhealthy Central A.C. Plant and its associated equipment's.
44. Any damage resulting to the system on account of the negligence or mall- operation shall be made good by the contractor. Nothing extra will be paid for such work.
45. The contractor shall arrange to render efficient service as outlined in this specification. However, in case the contractor fails to maintain the service to the satisfaction of the Engineer- in – charge

- of the department and any expenditure incurred therein for alternative arrangements by the Engineer-in-charge shall be recovered from the contractor.
46. The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer – in – Charge. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling.
  47. Water and power shall be made available free of cost for bonafide use.
  48. The agency shall quote minimum wages in the National Capital Territory of Delhi Act for skilled, unskilled and semi-skilled. In the event of revision of minimum wages fixed by Delhi Govt. are more than rates quoted by the tenderer, the rates will be revised accordingly. The ‘Onus’ for producing the copy of notification shall be of the Agency.
  49. No additional payment will be made for transportation of equipment from the NIFT to parties’ work shop or delivery of the materials to the NIFT at any point of time.
  50. The works of urgent nature should be attended immediately whether it is office hours or holidays for which no additional charges will be payable. If the party fails to maintain or to carry out the repairs of any defect to the satisfaction of the office, then the NIFT, in order to keep the A/C Plants running will undertake the works of getting it done through outside agency and cost incurred thereby will be deducted from the firm’s bills.
  51. All Compressors should be maintained in optimum condition. The compressors will be checked for proper functioning.
  52. Refrigerant gas will be provided as and when necessary, by the Tenderer.
  53. All such items should be original, and no additional charges will be payable for these materials at any point of time.
  54. The party must ensure availability of the spares in their stock to handle any break-down without delay.
  55. The party shall make good all the losses occurred during servicing, overhauling, repairing and maintenance of plants.
  56. The successful bidder shall deposit 10% of quoted price within 10 days of awarding contract as security deposit with NIFT in shape of demand draft (in favour of NIFT, New Delhi), fixed deposit receipt or bank guarantee. No interest shall accrue on this deposit which will be returned after expiring the AMC period and after adjusting dues, if any. All compensation or other sums of money payable by the contractor under the terms of this Contract or any other Contract or any other account whatsoever may be deducted from the security deposit.
  57. **Refund of Security deposit:** Security deposit refundable without interest to the Contractor shall be refunded to the Contractor on the Engineer-In-Charge certifying in writing that the AMC period of 12 months has been completed satisfactorily.
  58. Security Deposit will be forfeited in the event of the contract offered in full or in part not being fulfilled by the Tenderer/Contractor. Bid security of the unsuccessful bidders will returned to them (without interest). In the event of any breach of the terms of the contract, the contractor shall have to bear as penalty specified in the present terms. However, upon a material breach of the contract terms which is not remedied by the contractor within 10 days, NIFT shall be entitled to terminate the present contract without any notice and the contractor shall be required to make good any damage incurred by NIFT.
  59. The interested bidder should inspect the AC plant, HVAC water cooled packaged AC, window & Split air conditioners and mechanical ventilation before submitting their bids. The entire system can be inspected on any working day between 11:00 hours and 17:00 hours with the engineer in charge or authorized representative of NIFT. The tenderers must thoroughly inspect the systems and furnish their quotes in —**as is where is** condition without stipulating any preconditions.

**PLANTS OPERATION: SPECIFIC DUTIES OF OPERATORS:**

- a) Routine operation of the system as per requirement
- b) Seasonal starting and stopping of the system as per requirement.
- c) Taking all required readings regularly, maintaining the logbook record up to date with observations, if any. Logbook and other registers will be provided by the agency.
- d) Operations like pump down, removing and charging refrigerant, purging, leak testing, evacuation and dehydration etc.
- e) Cooling water and chilled water system leakage detection in the plant.
- f) All other routine inspections to ensure smooth running of the plants as well as those which are otherwise related to satisfactory plant operations, viz., safety related checks.
- g) Performing all the operations according to standard methods, without damaging other working parts of the system.
- h) Maintaining operation logbook for the inspection of Engineer in charge.

**SCOPE OF WORK:**

**A. PREVENTIVE MAINTENANCE**

**Monthly:**

1. Routine inspection and maintenance work of all the plants to be done in any one of working day.
2. All safety and indicating devices to be checked up.
3. Current & Voltage measurements for all the plants in full load.
4. Routine inspection and maintenance of all electrical items like Switches / Cables etc.
5. Cleaning of all the AHUs, and other units.
6. Cleaning of air filters and replacement whenever required
7. Inspection of belts and adjustment / replacements if required
8. Checking of AHU fan motor, Impeller, Impeller housing, shaft, bearing and replacement if required
9. Recording various readings and calculating tonnage of plants, calculating the cooling tower efficiency.
10. Cleaning the cooling towers
11. Check up for possible leakages in the refrigeration system.
12. Checking of electrical panels.
13. Checking of cooling tower nozzles, sprinklers, cooling tower motors/fans and servicing/ replacement if required.

**Quarterly:**

- 1 Cleaning of AHU cooling coils
- 2 Lubrication of bearings of motors and other machinery
- 3 Tightening of V-Belts.
- 4 Cleaning of Pot Strainers in water circuit.
- 5 Checking of safety control and switches / replacement if required.
- 6 Calibration of meters and gauges / replacement if required.
- 7 Cleaning of contact switches, checking of relays, timer etc./replacement if required.
- 8 Cleaning of AHU outlet like diffusers, grills etc.
- 9 Cleaning of cooling coils.

Any other part of the AC plant, not covered by the above, to be serviced also.

**Annual: Overhauling of complete AC plants and accessories:**

Total plant overhauling shall be done once a year, preferably in winter. Prior permission shall have to be taken from the Engineer-in-charge for the job.

Condenser to be descaled on half yearly basis or as per requirement and direction of engineer-in-charge.

compressor and accessories to be serviced.

All motor to be greasing and servicing.

Main electrical control panel to be serviced.

Control panel along with gauge to be serviced.

A.H.U coil to be cleaning with suitable chemical.

Damper and duct with diffusers to be serviced.

Cooling tower and accessories to be serviced.

Any other part of the AC plant, not covered by the above, to be serviced also.

**(B) BREAKDOWN MAINTENANCE:**

The firm has to attend to the unscheduled service calls as and when required for locating the faults and rectify the same within 06 hours. In case of any break down or any abnormal functioning of the equipment, the same has to be brought to the notice of the Engineer-in-Charge immediately and necessary remedial measures would be taken immediately as required / advised

- 1 The party must ensure availability of the spares in their stock to handle any break-down without delay.
- 2 The party shall make good all the losses occurred during servicing, overhauling, repairing and maintenance of plants.

**EXCLUSIONS:**

- a. Every effort will be made by the Contractor in servicing condenser and chilled water pumps and if they go beyond repair, they would be replaced by the NIFT. However, the labour cost and spare if any for replacement will be borne by the firm, under maintenance contract.
- b. Every effort will be made by the Contractor for repairing of water lines and if they go beyond repair, the same would be replaced by the NIFT. However, minor repairs/ welding/jointing/ replacement of pipes upto 02 meters shall be in the scope of the Firm.
- c. Works related to replacement of sheet metal panels, base tray and thermal insulation – materials will be provided by NIFT, work to be carried out by the Firm under AMC.
- d. Works related to ducting, duct lining, false ceiling and masonry / steel structure works.
- e. Replacement of electrical cablings
- f. Any replacement required because of theft or fire (Nor happened due to AC operation).
- g. Any modification, shifting, alteration to suit future requirements.

- h. The replacement of pvc fills of the cooling towers will be done by the NIFT as per requirement. The servicing/other repairing of the cooling towers will be done by the firm under maintenance contract.

60. **CONCILIATION/ARBITRATION:**

- a. If any dispute (s) or difference (s) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Campus Director, NIFT – Delhi Centre.
- b. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the sole Arbitrator to be appointed by Campus Director, NIFT – Delhi Centre.
- c. The arbitration proceeding shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- d. The venue of the arbitration shall be New Delhi, India & the language of arbitration shall be English. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- e. The arbitrator shall have powers to award only such remedy as is contemplated by this Agreement, including as appropriate, injunctive relief.
- f. The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendent-lite interest during arbitration proceedings.

Earnest Money Deposit : Rs 150000/-  
Commencing date of Tender : 07.11.2024  
Last date of submission : 28.11.2024 upto 3.00 PM  
Date of opening of Tender (Technical Bid) :29.11.2024 at 3.30 PM

**Estate Engineer (Bldg)  
Delhi Centre**

**Format I**

**तकनीकी बोली  
TECHNICAL BID**

14/19

Seal & Sign. of the Agency

**बोलीदाता की अंडर टेकिंग**  
**UNDERTAKING FROM THE BIDDER**

सेवा मे,

निदेशक

राष्ट्रीय फैशन टेक्नोलॉजी संस्थान, दिल्ली केंद्र  
नई दिल्ली

महोदय/महोदया,

We hereby unconditionally accept all terms and condition mentioned in “**Comprehensive AMC of Window & Split AC, Ductable AC, Water Cooled packaged AC, Central AC Plant & Mechanical ventilation**” at NIFT Campus, New Delhi”.

We hereby also confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years. “If any information supplied by the company is found to be incorrect at any point of time later, NIFT shall have the right to terminate the contract”

सादर,

(अधिकृत हस्ताक्षरकर्ता)

(कंपनी की मोहर)

**TECHNICAL BID**

**(To be kept in separate sealed envelope super scribed as “Technical Bid”)**

1. Name of the Agency/Firm :

2. Name of the authorized person :  
 (Who signs on the tender document) :  
 3. Address of the Agency/ Firm :  
 4. Phone No. / Mobile No. :  
 5. Email :

**Document to be submitted:**

S. No	Particulars	Attached at pg. no	Remark
1	EMD Rs. 150000/-		Yes / No
2	Whether „Technical“& „Price“ bids submitted separately and the respective envelopes super scribed properly.		Yes / No
3	GST No.		Yes / No Copy of certificate to be attached
4	PAN Number		Copy of certificate to be attached
5	Have you ever been debarred by any Govt. organization/PSU/ Educational Institute		Yes / No
6	Certificate regarding carried out similar works with Govt. departments/PSU's/MNC /Pvt		Yes / No Copy of certificate to be attached
7	Whether agreed to abide by all the terms & conditions of this tender		Yes / No
8	Copy of the ITR, latest last 03 years (2021-22,2022-23, 2023-24)		Yes / No (Copy of certificates to be attached)
9	Copy of the CA certified average Turnover of last 03 years (should be at least 60 Lacs)		Yes / No (Copy of certificates to be attached)
10	Copy of the ESI & EPF certificate		Yes / No (Copy of certificates to be attached)
11	Copy of the Electrical License		Yes / No (Copy of certificates to be attached)

*All above enclosures must be enclosed (wherever applicable)*

**Format II**

**FINANCIAL BID**



**(To be kept in separate sealed envelope super scribed as “Financial Bid”****Sub: BOQ for the AMC of Air conditioners installed at NIFT Campus, New Delhi**

S.No	Description (1)	Capaci ty (2)	Unit (3)	Rate/Uni t (4)	Amount (5=4X2)
1	Comprehensive Annual Maintenance Contract and operation of Water-Cooled package units Air-Conditioning System D & E Block. (8.5 Tr/ 15 Tr / 17 Tr)	246.5	Tr		
2	Annual Maintenance Contract of window & split AC and Ductable units. Window AC 0.8 Tr/ 1 Tr / 1.5 Tr /2 Tr Split AC 1 Tr /1.5 Tr / 2 Tr /3 Tr Ductable AC: 5 Tr/ 7.5 Tr/ 8.5 Tr (	428	Tr		
3	Annual Maintenance Contract and operation of 300 TR (100X3 nos) Screw type water cooled chilling units, air handling units, FCU's, cooling towers, condenser pumps, chilled water pumps etc. There are 42 nos AHU's, 127 Nos FCU's, Air washer – 1 no, BMS system etc	300	Tr		
4	Annual Maintenance Contract and operation of Basement mechanical system including lift/stairs air pressurization system with all electrical panels, fans units, fire sensors, etc. Axial Fans- 34 nos	1	No		
5	Operator: - for 24 hrs operation (24X 7, 365 days) There will No Holiday on Sunday, Government holidays etc.	36 (03 nos per month)	Nos		
6	Mechanic (Monday to Saturday)	36 (03 nos per month)	Nos		
7	Assistant (Monday to Saturday)	36 (03 nos per month)	Nos		
	Total Amount				

**Net Total (in Rupees & in words):**

.....  
.....

I/We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature \_\_\_\_\_

Name & Address of the Agency \_\_\_\_\_

Date:  
\_\_\_\_\_

Telephone No.

Place:  
\_\_\_\_\_

Mobile No.

-

**Annexure – ‘A’**

**MONTHLY CALL REPORT REGISTER**

SR. NO	Call Login Date/ Time	Reported By/User Name	Problem Encounter	Call Attended By	Problem Diagnosed	Call Cleared Date /Time	User/EE/ JE /AC (Tech.) Remark/ Signature