

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, HYDERABAD
(Ministry of Textiles Govt. of India)
Opp Hitech City, Madhapur, Hyderabad-500 081.
Ph.No.040- 23110841 – 43, 040-23115934,

**TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT
FOR ACs AND WATER COOLERS**

Ref. No: NIFT/Hyd/Bldgs./AMC/6909/2022-23/01

Date of issue: 14.02.2023

Tender Document issued towards : Comprehensive AMC for ACs & Water Coolers
Date of issue of Tender Document : 14.02.2023
Last Date & Time of submission : 07.03.2023 upto 2.00 P.M.
Date & Time of Opening of Bids : 07.03.2023 at 3.00 P.M.

Note:

This tender document contains **13** Pages and bidder is requested to sign on all the pages.

1. This tender document is available at Building Department, NIFT Campus, Hyderabad against submission of Union Bank of India Challan payable in favour of NIFT, Hyderabad. It can also be downloaded from the website <https://www.nift.ac.in/hyderabad> by submitting a separate tender document fee by way of Demand Draft of `1180/- which including GST18%, payable in favour of NIFT, Hyderabad.
2. The Bid should be sealed by the bidder duly super scribed "Tender for Comprehensive AMC for ACs & Water Coolers".
3. Tender should be addressed to the Director, NIFT, Hyderabad and be deposited in the Tender Box available at Building department on or before 07.03.2023 by 2.00 p.m.

NIFT, HYDERABAD Opp. Hitech City, Madhapur, Hyderabad-500 081.
Ph.No.040- 23110841 – 43, Ext: 44,

I accept the above terms & conditions

(Full signature & stamp of the Tenderer)

**National Institute of Fashion Technology
NIFT Campus, Opp. Hi-Tech City,
Madhapur, Cyberabad, Hyderabad – 500 081
☎ : 040 – 23110841 – 43; 040-23115934**

TENDER DOCUMENT FOR COMPREHENSIVE AMC OF ACs AND WATER COOLERS

Tender No. NIFT/Hyd/Bldgs./AMC/6909/2022-23/01

DATE OF TENDER OPENING: 07.03.2023 at 3:00 PM

**To be deposited in the Tender Box at Building Department
NIFT Campus, Hyderabad before 2.00 p.m. on or before 07.03.2023**

Cost of Tender form: `1180/- by way of Demand Draft in favour of “NIFT” payable at Hyderabad

I accept the above terms & conditions

(Full signature & stamp of the Tenderer

**National Institute of Fashion Technology
Madhapur, Hyderabad – 500 081**

National Institute of Fashion Technology was set up in 1986 under the aegis of the Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design, Management and Technology, developing professionals for taking up leadership positions in fashion business in the emerging global scenario. NIFT has been granted statutory status under the Act of Parliament of India in 2006, empowering the Institute to award degrees and other academic distinctions. NIFT, Hyderabad Center is situated at Hitech city, Madhapur, Hyderabad.

GENERAL TERMS AND CONDITION

1. Tender shall be submitted in official tender form only. If submitted in any other form shall be summarily rejected.
2. The schedule issued with the form of tender listing the details of items to be supplied must not be altered by the tenderer. Any modifications / alterations of the schedule considered necessary by the tenderer should be in the separate letter accompanying the tender.
3. No paper shall be detached from the tender.
4. 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 should be filled in and submitted in strict accordance with the instructions laid down herein; otherwise the tender is liable to be ignored.
5. The tender is liable to be 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.
6. Individual signing the tender or other documents connected with the tender must specify whether he / she signs as
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - (ii) A partner of the firm if it is a partnership firm, in which case he / she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
 - (iv) In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.

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7. The tender must be addressed to the Director, National Institute of Fashion Technology, NIFT Campus, Opp. Hi-Tech City, Madhapur, Cyberabad, Hyderabad - 500081 and be deposited in the Tender Box placed in Building Department at NIFT Campus, Hyderabad on or before 2.00 PM on 07.02.2023. The tenders will be opened on 07.03.2023 at 3:00 P.M. in NIFT Campus, Hyderabad in the presence of such tenderers who may wish to be present, either by themselves or through their authorized representatives.
8. Tenders must be accompanied with Earnest Money Deposit (EMD) of `11,000/- (Rupees Leven thousand only) in shape of Demand Draft in favour of NIFT, Hyderabad **along with their Technical Bid. Technical Bid received without earnest money or with earnest money less than the amount specified above shall be summarily rejected.** Tenderers are advised to go through the Earnest Money clause (Annexure “A”) attached with this Tender Enquiry carefully before filling the tenders.
9. The bids should be valid in the case of all the tenders for at least 6 months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period till the supplies are completed.
10. Correction if any must be attested.
11. Late tenders will not be considered. (i.e. tenders received after the specified time of opening), delayed tenders (i.e. tenders received before the time of opening but after the due date and time of receipt tenders) and post tender offers will not be considered under any circumstances.
12. National Institute of Fashion Technology reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the price bid.
13. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the supplier will indemnify NIFT in case of any damage or liability, which may arise on account of action of the supplier.
14. Dispute, if any, arising out of the supply, the final decision of the Centre Director will be binding to the supplier. Court jurisdiction will be subject to Hyderabad only.
15. Tender shall be accompanied by the relevant documents including “A list of organizations where the supplier has currently provided/has supplied the items covered in the tender”.
16. As per NIFT policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearest higher rupee and in other cases the rounding off will be to nearest i.e. paise 50 or above will be rounded off to the near higher rupee and paise less than 50 will be ignored.
17. In case L-1 is more than one, then the Technical qualification of the Tenderer will be the criteria and the decision of NIFT will be final.
18. The contract once awarded can be terminated by either party after giving due notice to other party. Nevertheless NIFT may terminate the contract without any notice if the contractor commits a breach of any of the terms of the contract. NIFT decision that a breach has occurred will be final and shall be accepted without demur of the contract.

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19. The schedule of work is mentioned in the financial bid and the evaluation of bid will be on the basis of total bid value. The rates quoted should be inclusive of all taxes. The rates quoted should be on the basis of free delivery to the consignee.
20. The bidders before quoting should visit the site. The list of AC units (Split) and Water Coolers with all details is available with concerned engineer at NIFT Hyderabad. The bidder should check the details before quoting. The site can be inspected from 10AM to 5PM during working hours on any working days. No extra shall be payable for non-awareness and constraints
21. The rates quoted should be on FIRM & FIXED basis inclusive of tax.
22. The agency shall ensure that he himself or his authorized representative is available for proper servicing at NIFT Hyderabad.
23. The agreement will be valid for Preventive / Comprehensive AMC for ACs & Water Coolers as incorporated in the tender document. This should be strictly adhered to.
24. The service engineer / technician shall visit once in a month on mutually agree date for general check-up and preventive maintenance.
25. The agency has to take up the quarterly service of the ACs and Water Coolers by the qualified / trained personnel.
26. Water and power shall be made available free of cost for bonafied use.
27. The staff of the agency should carry a valid ID proof before entering into the campus which is required at the NIFT entrance for security check.
28. No security will be provided by NIFT to the agency's equipment, tools, spares etc. which is brought into the NIFT premises. The agency should make their own arrangement for security of their materials.
29. The successful bidder must maintain all the ACs & Water Coolers in good working condition. On failure of any machine the break-down maintenance should be carried out immediately.
30. A penalty of `1000/- will be imposed if the minor fault is not completed within 24 hours, `2,000/- will be imposed if the major fault is not completed within 48 hours. If the equipment is not repaired within 48 hours, the same will be repaired by NIFT from OEM / open market for which the actual cost will be recovered from the agency.
31. Any spare parts required for the repair of the AC & Water Coolers are to be borne by the agency. No extra cost will be paid.
32. The material utilized should be New and Unused.
33. The materials / spare parts used for replacement should be of the OEM / standard manufacturers and of genuine quality. The item should be approved by NIFT / user department. After replacing the new spares the old dismantled parts shall be the property of the agency.
34. Minimum stock of spares will be maintained at NIFT premises for immediate exigencies.
35. The contractor shall maintain registers i.e. complaint / feedback / performance report.

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36. After completion of the contract the agency has to handover all the equipments in good running condition.
37. Any equipment is lost while in the custody of the contractor or damaged for any reason the contractor is liable to pay the full cost of the equipment as per the prevailing market rate.
38. The agency should not remove / dis-locate the existing equipment or its parts without permission of the authorized NIFT officials.
39. The agency should enclose client list for the items quoted for & supplied by them during the last 2 years along with the copies of purchase orders.
40. They should be registered for GST and Income Tax and should enclose copies of relevant certificates.
41. The successful bidder shall deposit 5% of the total cost quoted as Security Deposit to NIFT, Hyderabad within one week after entering into agreement. It shall be furnished in the form of DD in favour of NIFT payable at Hyderabad. No interest shall be paid on security deposit which will be returned after successful completion of contract period i.e. one year from the date of agreement and after adjusting dues, if any.
42. The quantity may vary as per the final requirement. NIFT reserves the rights to include or exclude any number of ACs / Water Coolers into / from the contract at any time.
43. The contractor shall execute the agreement before taking the contract, agreeing to abide by all the terms & conditions mentioned thereon.
44. The payment shall be made against completion of the servicing on the basis of certification by the concerned user department by quarterly / half yearly and against of submission of original Invoice & Service Reports.
45. TDS will be deducted as per the prevailing rate and PAN number of the agency to be furnished.
46. **All bidders are required to submit their offer in two covers (i.e. Envelope-I is Technical Bid and Envelope-II is Financial Bid & the two covers should thereafter, be kept in a third cover and sealed. This cover should also be super-scribed with the (TENDER for Comprehensive AMC of ACs & Water Coolers) and should be addressed to the Director, NIFT, Madhapur, Hyderabad-500081 and be deposited in the *Tender Box available at Building Section, NIFT, Madhapur, Hyderabad before 2.00 PM on 07.03.2023. The tenders will be opened on the same day at 3.00 P.M. in NIFT* in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives.**
Tenders received in the single-bid system i.e. having the technical as well as financial bid in the same cover are liable to be rejected.
47. The Tender Documents received by Post / Courier and by other means will not be entertained after the last Date / Time of submission of Tender dated 07.03.2023 after 2:00 p.m.
48. Incomplete offers, offers not confirming to the requirements or with vague replies or without earnest money, if applicable, will not be considered.

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49. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge extra mentioning clearly the present rate(s) thereof. Vague offers like “**duties as applicable**” shall not be considered.
50. Any attempt at negotiation direct or indirect on the part of the Tenderer with the authority to whom he has submitted the tender or the authority that is competent finally to accept it after he has submitted his tender or any influence by any means the acceptance of a particular tender will render the liable to exclusion from considerations.
51. **Donations to NIFT are exempted under Sec 80(G) of Income Tax Act 1961.**

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ANNEXURE “A”
TERMS & CONDITIONS

1. All firms are required to deposit EARNEST MONEY as mentioned in the tender schedule.
2. The EMD can be deposited through a crossed bank draft / Banker’s Cheque drawn in favour of National Institute of Fashion Technology payable at Hyderabad.
3. The earnest money of the unsuccessful bidder shall be returned after the finalization of the contract.
4. No interest shall be payable on the Earnest Money deposited by the tenderer.
5. The Earnest Money of the successful tenderer shall be returned against the receipt of Security deposit which shall be 5% of the total cost quoted.
6. Any tender not accompanied with earnest money shall be rejected.
7. Earnest Money shall be forfeited in case of the following
 - a. On revocation of tender or increase in rates after opening of the tender but before the validity of the quotation expires.
 - b. On refusal to enter into contract after award of the contract
 - c. Non-performance of the contract.

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(Full signature & stamp of the Tenderer

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
MADHAPUR, HYDERABAD-500 081.**

TECHNICAL BID FOR COMPREHENSIVE AMC OF ACs AND WATER COOLERS

1. Name of the Tenderer's firm :
2. Office Address :
Telephone No. :
E-mail Address :
Website address if any :
3. Name of authorized representative(s) :
4. Whether proprietary or partnership Firm or Company:
5. The duly filled tenders must be accompanied with a Demand Draft for `11,000/- only as Earnest Money Deposit, drawn on any bank in Hyderabad in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY. The Earnest money of the unsuccessful bidders will be returned after the award of the contract to the successful bidder.
6. Demand Draft No. _____ Dated _____ for ` _____ drawn on _____ favoring NATIONAL INSTITUTE OF FASHION TECHNOLOGY, HYDERABAD is enclosed

Required Documents	Attached/ Not Attached (Enter Regn. Nos. wherever applicable)
Self attested copy of Shop and Establishment Certificate / GST registration certificate	
Self attested copy of PAN Card number under Income Tax Act.	
A list of owner / partner(s) of the firm and their contact telephone numbers along with a certificate to the effect that the firm is neither blacklisted by any government department nor any criminal case registered against the firms or its owner / partners anywhere in India.	

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7. Details of services in Government / Public Sector undertaking / Registered Societies / Universities / Research Institutions / Educational Institutions / IT Industries as per the attached format in the past two Financial Years i.e. 2020-21 and 2021-22 (**Please use separate sheet for additional information**).

I) PREVIOUS CLIENTELE:

Year	Name of the Agency where the similar work executed	Total Value	Remarks

Details of ACs & Water Coolers

S. No.	Item	Qty.
1	Split ACs 2ton	90
2	Water Coolers 80/120ltrs.	16

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, HYDERABAD

I accept the above terms & conditions

(Full signature & stamp of the Tenderer)

FINANCIAL BID FOR COMPREHENSIVE AMC FOR ACs AND WATER COOLERS

To be deposited in Separate sealed cover-II (subscribed as Financial Bid) in Building Department, NIFT, and Hyderabad before 2:00 p.m. on or before 07.03.2023

S. No.	Description	Qty.	Rate per unit	Amount
1	Comprehensive Annual Maintenance Contract of W Split ACs of the following capacity of different makes			
1.1	Split ACs 2ton	90		
2	Comprehensive Annual Maintenance Contract of Water Coolers of the following capacity of different makes			
2.1	Water Coolers 80/120ltrs.	16		

(Rupees

only)

Note: Prices quoted should be inclusive of all taxes etc.

NOTE:-

- i) All the supporting documents should be enclosed along with this bid. If not enclosed the bid will not be considered.

I accept the above terms & conditions

(Full signature & stamp of the Tenderer

Date: _____

To,
The Director,
NIFT,
Madhapur,
HYDERABAD.

Dear Sir,

Sub:- Tender for Comprehensive AMC for ACs and Water Coolers at NIFT Campus, Hyderabad.

Ref:- Tender Notice on _____.

* * *

With respect to the enquiry dt: _____, I / we hereby submit my / our tender in a required format.

I / We have adhered to the requirements prescribed by NIFT, Hyderabad. I / We have carefully gone through the guidelines / terms and conditions and prescribed format and I / We accept the same without any alterations / modifications.

I / We understand that you are not bound to accept the lowest or any tender you may receive.

Thanking you,

Yours faithfully,

Signature and Seal of contracting agency/firm/company

I accept the above terms & conditions

(Full signature & stamp of the Tenderer)