



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र



NIT No.: e-16/2019(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)

**e-TENDER**

**For**

### **“Comprehensive AMC of AC Machines”**

**Tender No.: e-16/2019(Pur-Kol)**

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	08/08/2019
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	<b>28/08/2019 up to 2.00 pm.</b>
Date and time of opening of tenders (Technical Bid)	28/08/2019 at 3.00 pm.

**Opening Date and Time of Financial Bidding:** will be notified to the short listed bidders only

### **PREAMBLE / INTRODUCTION**

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textiles, Govt. of India

- Note:**
- 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.**
  - 2. Being registered with DSIR, NIFT is entitled for Custom/Central Excise duty exemption.**

### **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 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program to address the specialized needs of professional and students in the field on 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 and Srinagar.

Founded in 1995, National Institute of Fashion Technology (NIFT), Kolkata is providing education in the field of Design, Technology and Management. NIFT Kolkata is one of the five oldest Centres among the NIFT fraternity and stands as a pioneer of fashion training and research.



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### **TENDER NOTICE**

NIFT, Kolkata invites **online** tender under two bid systems for “Comprehensive AMC of AC Machines” 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.

The hard copy of the tender alongwith fees (i.e EMD), necessary/relevant documents should be placed in a sealed envelope superscribed with “**Comprehensive AMC of AC Machines (NIT No.: e-16/2019(Pur-Kol))**” and shall be addressed to and sent to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 7000106 or dropped in the Tender Box kept at the said address on or before schedule financial bid should be quoted online only and need not to be submitted in hard copy .

### **SUBMISSION OF BID**

- i) The interested firms should apply online and submit their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in>
- ii) Tender documents are also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in>
- iii) Applications to this tender will be accepted only in the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & accepted.
- iv) For applying online, the prospective bidder/Firm should get itself registered at <https://nifttenders.eproc.in>
  - Registration Charges of Rs.2000/- + Rs.360/-(GST) = Rs.2360/- non-refundable.
  - Bid Processing Fee charges of Rs.400/- + 72/-(GST)=Rs 472/- non-refundable through online payments only.
- v) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online and in the prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- vi) Any further clarifications can be sought from the NIFT office on Telephone No. 033- 23357546, National Institute of Fashion Technology, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 700106.

### **For online procedure:**

For More enquiries/For Helpdesk officers:- Mr.Sandeep Bhandari,  
E-mail:- [sandeep.bhandari@clindia.com](mailto:sandeep.bhandari@clindia.com)  
Phone No.:- 0124-4302033/36



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### **SCOPE OF SERVICE/WORK:**

1. Service schedule: There will be six routine services (i.e. one in each two months in a year (i) Dry servicing – 5 nos. (ii) Wet servicing – 1 no.) compulsorily for each unit to be done by the technicians at equal interval in a year. Besides this, in breakdown maintenance, any numbers of breakdown calls are to be attended.
2. The routine servicing will cover the following:
  - a. Checking of motor bushings
  - b. Checking of connection at the main plug
  - c. Cleaning of blower, condenser fan, air filter, evaporator, condenser coils and equipments.
  - d. Oiling of motor
  - e. Checking of cooling efficiency
  - f. Repair / replacing of compressor, gas charging, replacement of defective spare parts, blower for motor runner and fan blade.
  - g. Repair of blower motor stand, rewinding, heat varnishing, oiling and greasing, patch repairing of the machine body, housing, base plate outer cover, painting of the machine during first servicing together with oil filter changing, cleaning etc.
  - h. Shifting of any machine (if any) to be done at the reasonable charges (claim will be only for material cost).
3. SPARE PARTS REPLACEMENT
  - a. Faulty parts that need replacement are to be replaced with the same specification and same make; if the part of same specification and make is not available it is to be replaced with spares/parts of higher specifications/ configuration and/or make/brand agreed by NIFT. The replaced spare parts should be new and at par with the faulty parts.
  - b. The rate of all the required materials as an additional item/work to be mentioned as fixed rate throughout the AMC period.
4. UP-TIME
  - a. Response time for maintenance works covered under AMC will be maximum 4 hours.
  - b. Any number of breakdowns should be attended by the contractor during the AMC period.
  - c. The minimum up time shall be within 24 Hrs.
5. There will be six routine services in a year (i.e. one in every two months)
  - a) Dry servicing – 5 nos. (ii) Wet servicing – 1 no. for each unit to be done by the technicians at equal interval in a year. Besides this, in breakdown maintenance, any number of breakdown calls shall be attended by the contractor.
  - b) If any machine is required to be taken to workshop for any repair/service, the agency should provide another machine as replacement temporary and till rectification/installation of the repaired machine. They should also bear the transportation charges.



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### **TERMS AND CONDITIONS**

1. Please read the terms & conditions carefully before online submission/filling up the document. Incomplete tender documents will be summarily rejected.
2. Conditional or offline tender will not be accepted or the condition(s) may not be considered.
3. The Contract shall be initially for one year and may be extended/renewed for further periods subject to satisfactory service.
4. The agency/tenderer should have at least three years of relevant experience in executing/rendering such services.
5. The contract for Comprehensive AMC for AC Machine shall be commercial contract and between NIFT & the successful tenderer. There shall be no employer-employee relationship between NIFT and the Tenderer or the staff/personnel deputed by the said contractor.
6. Tender(s) 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.
7. If the Technical and Financial Bids are submitted together in the same single envelope the bid will not be considered.
8. All tenderers are required to submit **Earnest Money Deposit (EMD) of Rs.20,000/-** (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 **Refundable Security Deposit of 10%** 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 average annual turnover of the tenderer for the last two years should not be less than **Rs.50 Lakh** per year which should be substantiated by Trading PL/ IT Returns/Audit report.
11. All the DD(s) are to be submitted along with the Technical Bid only. All bidders should mention their company name and tender/NIT no. at the back of the DD(s).
12. 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



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accordance with the instructions laid down herein; otherwise, the tender is liable to be rejected.

13. 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.
14. The AMC is of Comprehensive type, i.e. inclusive of all spares/parts etc.
15. 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.
16. The quotes should be valid in the case of all the tenders for at least 3 months from the date of opening of the tender and if tenderer withdraws during the period, the EMD shall be forfeited. In case of the successful tenderer, rates quoted shall be valid for the entire period of contract.
17. The Successful Bidder should depute competent service engineer(s) for trouble shooting and maintenance as and when required. In emergency/urgent/unavoidable circumstances the contractor may be required to provide the service on Saturday/Sunday/holidays also, which will be communicated accordingly.
18. No payment shall be made in advance. Payment will be made quarterly on arrear basis against bills in triplicate and based on satisfactory certification by the concerned NIFT official(s), Kolkata. Penalty may be imposed on the bill amount due to unsatisfactory 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.
19. 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.
20. The number of items/systems mentioned in **Annexure "IV"** for which AMC is being done may be increased/decreased and payment will be made on actual based on the quoted rate.
21. 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.
22. NIFT will not provide any mode of transport in respect of manpower or any items/materials required by the contractor for executing the AMC.



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23. In case of L-1 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.
24. 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.
25. Even after qualifying in the technical bid, the financial bid may be rejected if found not in order.
26. The Contractor shall not engage any Sub-Agent or Sub-Contractor whatsoever for the said AMC of AC Machines.
27. 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.
28. 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 charge shall be payable for this and lack of knowledge of the site conditions/items and constraints, if any will not be accepted as an excuse later.
29. 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 unsatisfactory 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.
30. 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 one month from the date of issuing of work order and the same shall be notarised by the contractor at his own cost.
31. 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 9.00 am to 5.30 pm on any working day with prior appointment (033-23357546). However, NIFT will not entertain or clarify any such query during post bid.
32. 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.
  - a. Name of the tenderer/organization .....
  - b. Name of the proprietor/partners.....
  - c. Date of Establishment: .....
  - d. Please specify as to whether Tenderer is sole proprietor/ Partnership firm/ Private or Limited Company.....

2. a. Address (Office):

- b. Telephone/Phone No.
- c. Email ID

3. List of reputed clients:

Sl. No.	Client's Name	Contact Person	Contact number (with email-id, if any)	Remarks, if any

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

- i. Trade License
- ii. PAN Registration
- iii. GST Registration
- iv. ITR (AY 17-18, 18-19)
- v. Experience certificate/Work Order

5. DD [enclosed] details:

i. DD no. \_\_\_\_\_, dtd. \_\_\_\_\_, amt. \_\_\_\_\_, bank \_\_\_\_\_ [EMD]



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### ANNEXURE-II

**TECHNICAL BID**  
*for*  
AMC (Comprehensive) of AC Machines

<u>Sl.</u>	<u>Particulars</u>	<u>Mention 'Yes' or 'No'</u>
01	Whether Demand Draft of Rs. <b>20,000/-</b> in favour of NIFT, KOLKATA is enclosed as EMD ( to be submitted with the Technical Bid).	
02	Whether capable and agreed to deposit <b>Security Deposit of 10%</b> of Contract value within 15 days of receiving of Work Order.	
03	Whether document in support of having minimum 03 (Three) years experience in executing of similar kind of works alongwith a list of organizations (Govt., PSU, reputed MNCs/Educational Institutes/ organisations) where the Tenderer is currently providing/ has earlier provided this kind of service, submitted.	
04	Whether Trade License for this kind of jobs submitted	
05	Whether copy of PAN submitted	
06	Whether copy of GST Registration submitted	
07	Whether average Annual turnover is Rs. <b>50 Lakh</b> during the last two years [i.e. <u>Financial Year</u> : 2016-2017 & 2017-2018] [Please attach relevant documents, viz. Trading, PL & Balance Sheet (audit report from authorized chartered Accountant), etc. as a proof]	
08	Whether Copy of Income Tax Return for last 2 (two) years submitted ( <u>Assessment Year</u> : 2017-18 & 2018-19)	
09	Whether agreed to abide by all the terms & conditions of this tender	
10	Whether all DDs, Annexure-I, II & III duly filled has been submitted with "Technical Bid"	

**All above enclosures must be valid**





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### **ANNEXURE-III**

#### **UNDERTAKING**

I/We hereby submit the undertaking that the information provided above and elsewhere in the tender is true and the tender is liable for 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)**



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### ANNEXURE-IV

### FINANCIAL BID for Comprehensive AMC of AC Machines

Sl. No.	Make	Capacity	Location	No. of AC	Rate per Unit	GST (@18%)	Unit Rate including GST	Total Rate for one year	
				A	(Rs.)	(Rs.)	(Rs.)	(Rs.)	
				A	B	C=(B x18%)	D=(B+C)	E=(DxA)	
1	Hitachi	2.0 TR	campus	28					
2	L.G. (copper coil)	2.0 TR	campus	29					
3	L.G. (01 set Aluminium coil ) (08 set converted copper coil)	2.0 TR	campus	09					
4	Carrier Midea	2.0 TR	Campus-60 Hostel-09	69					
5	Carrier	2.0 TR	Campus	24					
6	Amtrex	2.0 TR	campus	02					
7	Amtrex	5.0 TR	campus	06					
8	Hyundai	1.5 TR	campus-02 hostel-02	04					
9	Blue Star	2.0 TR	campus	02					
10	Voltas (Window)	1.5 TR	Campus -02 Hostel-01	03					
11	Daikin	0.75 TR	Campus	05					
12	Weather Maker	1.5 TR	Campus	01					
13	Voltas	2.0 TR	Hostel	05					
				Total	187				
							<b>Grand Total</b>		

(Rate should be quoted for all the above items)

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”, etc. “all inclusive” shall not be considered.