



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान, मुंबई

(निफ्ट अधिनियम, 2006 के तहत एक सांविधिक संस्थान)

निफ्ट-खारघर और मुंबई द्वारा "एयर कंडीशनर के लिए व्यापक वार्षिक रख रखाव ठेका देने हेतु निविदा दस्तावेज़

निविदा संख्या : 34/NIFT/MUM/PO/2022-2023

**Tender Document for
Providing "Comprehensive Annual Maintenance Contract for Air
Conditioners Installed at NIFT Campus at Plot No.15 & 20, Sector-
4, Kharghar, Navi Mumbai".**

OPENING DATE FOR ONLINE SUBMISSION OF TENDER: 08.12.2022

CLOSING DATE FOR ONLINE SUBMISSION OF TENDER: 28.12.2022

नोट: इस निविदा दस्तावेज़ में 30 पृष्ठ शामिल हैं। सभी निविदाकारों से अनुरोध है कि वे निविदा दस्तावेज़ के सभी पन्नों पर हस्ताक्षर करें तथा तकनीकी एवं वित्तीय संविदाओं को विधिवत भर कर तथा अलग-अलग लिफ़ाफ़े में बंद करके एक कवर में अच्छी तरह मुहरबंद करके उस पर " निफ्ट-खारघर और मुंबई द्वारा "एयर कंडीशनर के लिए व्यापक वार्षिक रख रखाव ठेका देने हेतु निविदा दस्तावेज़ अथवा Comprehensive Annual Maintenance Contract for Air conditioners installed at NIFT Campus, Plot no.15 & 20, Sector-4, Kharghar, Navi Mumbai".

निफ्ट कैंपस, प्लॉट नं. - 15, सेक्टर - 4, खारघर, नवी मुंबई - 410210 दूरभाष: +91-22-2774 7000, 2774 7011, फ़ैक्स: +91-22-2774 5386 वेबसाइट : www.nift.ac.in/mumbai.

Signature of the Tenderer _____

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

**(Ministry of Textiles, Govt. Of India),
NIFT Campus, Plot No. 15, Sector – 4,
Kharghar, Navi Mumbai -410 210.**

National Institute of Fashion Technology (NIFT) is a premier educational Institution set up under an Act of Parliament and functioning under the aegis of the **Ministry of Textiles, Govt. of India**. NIFT, Mumbai centre is established in the year 1995 with undergraduate and post graduate programmes. Now, NIFT Mumbai has decided to call the tender for “Providing of Comprehensive Annual Maintenance Contract for Air Conditioners Installed at NIFT Campus, Mumbai. For this purpose, NIFT invites e- Tenders from reputed agencies or contractors having experience of at least 04 years in the same field. The terms and conditions of the tender are as follows:-

Tender Notice

OPEN E-TENDER INVITING FOR PROVIDING COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR AIR CONDITIONERS INSTALLED AT NIFT CAMPUS, Plot No.15 & 20, SECTOR-4, KHARGHAR, NAVI MUMBAI.

Tenders are invited from reputed agencies or contractors, having experience of at least 04 years in the same field for “**Providing Comprehensive Annual Maintenance Contract for Air Conditioners Installed at NIFT Campus, Plot no.15 & 20, Sector-4, Kharghar, Navi Mumbai.**

1. Providing Comprehensive Annual Maintenance Contract for Air Conditioners Installed at NIFT Campus, Plot no.15 & 20, Sector-4, Kharghar, Navi Mumbai
2. As per the requirements and details enclosed from contractors or agencies who have carried out similar work.
3. 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.
4. 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/contractors 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 technical & price bids – all duly signed – on the <https://eprocure.gov.in> from 08.12.2022 to 28.12.2022 up to 3.00 P.M. Tender documents is also available for viewing on the “tenders” link of the NIFT Portal & NIFT website i.e. <https://eprocure.gov.in> & <http://www.nift.ac.in/mumbai>.
- (b) Applications to this tender will be accepted only through the online mode through the website <https://eprocure.gov.in>. No other mode of application will be considered & application will not be accepted.
- (c) For applying online, the Firm should get itself registered at <https://eprocure.gov.in>.
- (d) The Firm should ensure that it complies with the requirements as per works before applying for tender.
- (e) The agency should apply/submit two separate bid, one for "Technical Bid" and another for "Financial Bid" in <https://eprocure.gov.in>. The technical bid must contain the details in prescribed Performa as per Annexure - III along with a demand draft for Earnest Money Deposit (refundable but non-interest bearing) (EMD) of Rs. 27,000/- (Rupees Twenty Seven Thousand Only, exempted for MSME/Udyam) favoring National Institute Of Fashion Technology and payable at Mumbai payable infavour of **“NIFT MUMBAI”** or thru NEFT/RTGS at **“NIFT Mumbai, IDBI Bank, Account no. 0302104000145176, IFSC IBKL0000302”** (with intimation at admin.mumbai@nift.ac.in) with all relevant documents in support of eligibility and experience criteria. The financial bid must contain only the financial bid- VIII. The financial bid shall include all the charges including all taxes etc to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.
- (f) The technical bid will be opened in e-tender portal on 29.12.2022 at 03.00 P.M. The Financial bid will be opened subsequently only those bidders who are found to be technically qualified after evaluation of technical bids by a committee.
- (g) The interested firms 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 NIFT office on Telephone No. 022-27747040, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai- 410210.

Earnest Money Deposit: Rs 27,000/-.

Commencing date of Tender: 08.12.2022.

Last date of Submission: 28.12.2022 up to 3.00 PM.

Date of opening of Tender (Technical Bid): 29.12.2022 at 3.00 PM.

1. The tenders shall submit the offer duly signed on all pages and sealed.
2. Tenders **in two bid systems** are invited on behalf of the National Institute of Fashion Technology, Mumbai from manufacturers/Authorized sale/ service dealers of reputed companies & who have worked with PSU's Govt./Pvt. MNC's reputed agencies, which have carried out similar works as per the requirements and details as given below.
3. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
4. Tenders received without prescribed earnest money before the last date of submission of Tender shall not be considered.
5. The schedule issued with the 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.
6. 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.
7. The tender is liable to be ignored 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 online submission and hard copies.
8. Individual signing the tender or other documents connected with the tender must specify whether he 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 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 (i) 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 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 (ii) 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.

- (v) Annual Turnover for the last three years not less than 40 lakhs for each year i.e 2019-20 (not less than Rs. 40 Lakh) , 2020-21 (not less than Rs. 40 Lakh) and 2021-22 (not less than Rs. 40 Lakh).

9. Tender shall be accompanied by the relevant documents including the Following:-

- I) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing/has provided AMC of Window AC & Split AC covered in the tender.
- II) Copy of GST Firm Registration.
- III) Copy of the PAN no. of the Firm.
- (IV) List of Present Clients.
- (V) List of Past Clients during last three years.

10. The bids should be valid in the case of all the tenders for at least 4 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 of the contract.

11. 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 weight age shall be given to several factors besides the commercial bid.

12. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, NIFT may terminate the contract of 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.

13. 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.

14. Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole arbitrator to be appointed by the Director, NIFT, Navi Mumbai as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.

General Terms and Conditions for Air Conditioner

- 1) Comprehensive AMC of Window, Split, Tower AC's shall include supply of all material spares, replacement of compressor, Fan Motor , other parts from Original Equipment Manufacturers, gas charging, air filter, electrical parts, servicing, overhauling, greasing, starting relay, overload protector, wiring repairs, tapes including handling charges, blower motor/outdoor fan motor, remote set repairs, digital scanner, piping insulation and spares of outdoor/indoor units replacement etc., complete in all respects, for ensuring the desired levels of cooling.
- 2) During the period of contract, company will be responsible for proper and consistent functioning of all the air conditioners.
- 3) In case any machine goes out of order, the repair work should be carried out by the company in the NIFT premises. Only such work, which cannot be executed in the NIFT premises, will be allowed to be carried out in the workshop of the company with the prior permission of NIFT for which no extra charges like cartage, transportation etc. will be paid. The maximum period for repair at workshop shall be five days. Beyond the stipulated period a penalty of Rs.500/- (Rs Five hundred only) plus GST 18% per day shall be imposed and shall be recovered from the bill of subsequent quarter.
- 4) Till the time AC is repaired the contractor will provide a standby AC in running condition.
- 5) Dismantling/relocation of window/Split Air conditioner shall be considered in the quoted rates of AMC; however, the cost of refrigerant Gas, insulated refrigerant piping, interconnection cables and drain pipe will be paid extra as per below mentioned rates:

Sr. No.	Description	Unit Rates
1	Refrigerant Gas	Rs. 2000/- per unit
2	Outdoor Stand	Rs. 550/- per unit
3	Insulated Copper Pipe	Rs. 230/- per feet
4	Additional Drain Pipe (PVC)	
5	Additional Wiring Extension	
6	Installation of new AC	Rs. 1200/- per unit.
7	Cutting of window glass for piping & wiring and after cutting sealing	Rs. 500/- per unit
8	Providing and fixing of water proof play board at windows size 12 mm to 18 mm with required painting etc. up to 16 sqft area.	Rs. 1500/- per unit

- 6) The contractor shall ensure that all air conditioners are in proper working conditions throughout the contract period.
- 7) Deployment of staff by the Contractor:
(From Monday to Saturday 9 AM to 6 PM*):-

Sr. No.	Category	Numbers
01	Mechanic for Air Conditioning	02

- 8) Complaint / Feedback / Performance report: - The Contractor will maintain all records of the complaints in a Register. The format of the register is enclosed as Annexure I.
- 9) The contractor will maintain preventive maintenance record of equipments under maintenance contract in a Register. The format of the register is enclosed as Annexure II.

- 10) Any damage to the building or the any part of the equipment which might result during the operation shall be repaired by the contractor.
- 11) Contractor will provide mobile numbers of Mechanic to Building Department before start of the AMC work.
- 12) Any damage resulting to the system on account of the negligence or mal-operation shall be made good by the contractor. Nothing extra will be paid for such work.
- 13) 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 Stakeholders and any expenditure incurred therein for alternative arrangements by the Building Department shall be recovered from the contractor.
- 14) Contractor has to provide adequate / additional staff within their quoted amount during servicing of Air Conditioners as prescribed in scope of service.
- 15) NIFT would be justified in asking for replacement of any of the contractor's staff. The decision of the NIFT in this regard will be final.
- 16) NIFT reserves the right to verify the qualifications, work experience and confides of the contractor's staff.
- 17) The contractor would ensure that his staff must have Identity cards to enter the premises of the NIFT Mumbai for due performance of duties.
- 18) The staff provided by the contractor will be disciplined, polite and courteous and will not misbehave with any of the NIFT staff members and will not enter into any unlawful activities in the premises.
- 19) The contractor and his staff abide by the regulations / requirement of security dept. and strictly follow the rules.
- 20) NIFT's security staff will have right to check, search or interrogate any of the contractor's staff while entering / leaving the NIFT premises for security purposes.
- 21) The contractor is required to make arrangement to provide to their mechanic with the tool kit, welding set, and hammer / drill machine or required

accessories etc. to carry out subject work. No AC should be non functional/
Shut down at any point of time.

22)The contractor is required to maintain the adequate stock of the consumable material such as gas, air filter, electrical parts, grease, starting relay, overload protector, wires, tapes, blower motor/outdoor fan motor, remote set, digital scanner, piping insulation and spares of outdoor/indoor units at adequate quantity.

23)PERFORMANCE SECURITY

- i) The contractor shall be required to deposit an amount equal to 8% of the tendered value of the contract as Performance Security within the period prescribed for commencement of work in the Letter of Award issued to him. Performance security may be accepted as Bank Guarantee of Scheduled Banks and State Bank of India or in the form Demand draft in favour of NIFT or thru NEFT/RTGS at **“NIFT Mumbai, Account no. 0302104000145176, IFSC IBKLO000302”** (with intimation at admin.mumbai@nift.ac.in).
- ii) This guarantee shall be in the form of fixed deposit receipts pledges in favour of the Employer or Bank guarantee of Scheduled Banks or State Bank of India in accordance with the Proforma attached. In case fixed deposit receipts of any bank are furnished by the contractor to Employer as part of the Performance Security and Bank is unable to make payment against the said Fixed Deposit receipts, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the Employer to make good the deficit.
- iii) The contractor will be allowed to start the work unless the Performance Security/Guarantee is submitted by him. In case of failure by the contractor to furnish the Performance Security/ Guarantee within specified period, Employer shall without prejudice to any other right or remedy available in law, be at liability to forfeit the Earnest Money absolutely.
- iv) The Performance security shall be initially valid upto 60 days after recording of satisfactorily completion of work by the Employer. In case the time of completion of work gets and enlarge, the contractor shall get the validity of Performance Security extended to cover such enlarge time for completion of work on 60 days of recording of satisfactory completion of work by the Employer, the Performance Security shall be returned to the Contractor, without any interest.

SCOPE OF SERVICE

The scope and nature of services to be provided by the contractor shall include scheduled preventive maintenance services which cover periodic and break down servicing, along with **replacement of defective spare parts with new and genuine one, including Compressor, Fan Motor and other consumables**, if required during the contract period. The routine maintenance service which shall include at least the following services:

Time schedule and details of work:-**1. PREVENTIVE MAINTENANCE SCHEDULE CHECKSHEETs****Monthly Checklist for Air Conditioner Units:**

S.No.	Maintenance Activity	Status	Remark
1	Inspection of AC units and check for any abnormality in operation.		
2	Removing of air filters, cleaning and reinstallation of same on AC Units.		
3	Check the pressure of refrigerant and if found less than normal, carryout the leak test and fulfil the refrigerant after rectification		
4	Check the refrigeration system, motor, compressor, and starters for performance and ensuring the overall healthy condition of units		
5	Check the wiring of Blower, Condenser fan, Compressor for any abnormality and other electrical connection tightness check		
6	Check the working of electrical panel's equipments like contactor, overload relay, etc. If any abnormality found then attended / replaced the same.		

7	Check all drain points for any obstruction to proper draining if found some problem then will be rectified		
8	General cleaning and Brushing of the Unit		
9	Check abnormal sound from the Bearing of Compressor, Condenser & Blower Motor		
10	Measurement of Room Temperature through Sling Thermometer		
11	Cleaning of Drain holes (Water outlet of indoor unit)		

Quarterly Checklist for AC units: (In addition to Monthly activities)

S.No.	Maintenance Activity	Status	Remark
1	Cleaning of condenser coils with approved chemical.		
2	Evaporator/Cooling coil cleaning		
3	Check the working of voltage stabilizer and check the level of insulating oil and maintain it.		
4	Check the thermal insulation for damages and bursting it will be attended.		
5	Total current drawn (Amp.)		
6	Current drawn (Amp.)(For compressor, Condenser and blower Motor)		
7	Back pressure (PSI)and Head pressure		
8	Insulation of refrigerant piping's & ducts and replace with nitrile rubber if found defective		

Half Yearly Checklist for AC units: (In addition to Quarterly activities)

S.No.	Maintenance Activity	Status	Remark
1	Cleaning and washing of condenser coil, with the approved non-damaging chemical.		
2	Cleaning of Evaporator coils with approved cleaning agent.		
3	Proper Cleaning of Contactors, Relays, Timers, and Connectors inside the Electrical panel		
4	Check and attend the complete wiring system of AC unit (Indoor & Out door unit) for looseness, insulation puncture and terminal looseness if wiring find overheated it will be replaced by new one.		

Above mentioned checklist should be submitted to engineer incharge invariably.

Report to the Engineer In charge in writing of all defect/ deficiencies and make repairs.

- 1 Immediately attending to any breakdown call made on receipt of verbal / written complaint during office hours on all working days. The time for rectification of defect shall not exceed 24 hours in any case.
- 2 Providing a service unit, free of charges during the repair of AC unit in the workshop.
- 3 Supply free of charges, of all the spares and materials including consumables, compressor found defective and necessary for the unit.
- 4 The servicing and maintenance shall be carried out without disturbing the normal functioning of the office,
- 5 The filters shall be cleaned on weekly basis and record thereof shall be maintained.
- 6 The history sheet of servicing/breakdown repairing of each and every unit shall be maintained. The copy of report shall be submitted along with the bill subsequent to the servicing activity. The cleaning/ minor repair of stabilizers shall be covered under the AMC contract.

- 7 If the contractor fails to maintain the required manpower, NIFT is empowered to deduct penalty at the rates indicated below from their bill:
Mechanic Rs.500/- plus GST 18% per day (Applicable also in case late/part absent).
- 8 The contractor will provide required man power to work on holidays in case of need for which no extra payment shall be made.
- 9 Daily attendance and complaint register must be maintained and will be produced before the Building Department.
- 10 The contractor shall be wholly responsible for theft, burglary, fire or any other mischievous done by his staff.
11. The Contractor will work in close co-operation with Building Dept, NIFT for the Repair & Maintenance services as per tender.
12. Payment shall be made quarterly on satisfactory completion of the job and/ submission of bill. TDS as applicable will be deducted.
13. All statutory obligations under various laws from time to time will have to be borne by contractor for which no extra payment shall be made to him at any time during the contractual period.
14. The contractor shall at all times indemnify and keep indemnified the owner and its officers, servants and agents from and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
15. As per NIFT policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. paisa 50 or above will be rounded off to the near higher rupee and paisa less than 50 will be ignored.
16. The agreement will be valid for Comprehensive AMC of Split & Window AC units as incorporated in the contract document. This should be strictly adhered to.

17. In case the amount quoted by lowest two or more bidders is similar then criteria of Turnover will be considered for the award of Tender.
18. The rates quoted should be inclusive of all taxes and including GST.
19. The rates quoted should be on FIRM & FIXED basis.
20. Comprehensive AMC of Split & Window unit AC's including supply of all material spares, replacement /repairs of compressor from OEM's, gas charging, stabilizer, air filter, electrical parts, servicing, overhauling, greasing, starting relay, overload protector, wiring repairs, motor rewinding with bush and shaft, tapes including handling charges, blower motor/outdoor fan motor, remote set repairs, digital scanner, piping, insulation and spares of outdoor/indoor units replacement etc., complete in all respects, for ensuring the desired levels of cooling.
21. AMC shall also include deployment of full time mechanic (Mechanic -02 no's required at full time) (from 09.00Am To 6.00PM every day (Monday to Saturday) including holidays at no extra charges. He will report to NIFT-Electrical Engineer for daily attendance and will take necessary instruction for effective co ordination, fault analysis and trouble shooting.
22. A minimum stock of spares including compressors, fan & blower motors, fan blades & accessories etc. will have to be maintained at the premises for meeting immediate exigencies of work and upkeep of equipments at all times. Efforts should be made to ensure close to zero MTBF (Mean Time between Failures).
23. Contractor has to do quarterly service of the unit by trained personnel including the following:-
 - a) Rectification of defects observed during inspection.
 - b) Checking of electrical parts including motors & rectification.
 - c) Checking & adjustment of controls and lubricating of moving parts.
24. The rates shall be submitted in the prescribed Performa Annexure enclosed.
25. After awarding the contract on the term & condition mentioned in the tender document if a contractor decline to offer service during the contract period EMD/Security deposit /performance guarantee will be forfeited.
26. The penalty amount per complaint will be as follow:
 - I) Fault not rectified within 6hour @ Rs 100/- plus GST 18% per hour.

- II) Major faults not rectified within 48 hours @ Rs 500/- plus GST 18% 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 Rs-3000/- plus GST 18% per day.
- V) Beyond 15 days, if the equipment is getting repaired in the open market and the actual cost of the repairs 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.
27. Details of all minor/major, routine/preventive repair/maintenance job undertaken shall be entered into the history sheet.
28. Complaint feedback/performance report:- The Contractor will maintain all records of the complaints in a Register to be provided later by the Engineer-in-Charge.
29. After completion of the Agreement, contractor has to hand over the system in perfect running condition (complete in all respects as per inventory) to the department.
30. Any damage to the building or the any part of the equipment which might result during the operation shall be repaired by the contractor.
31. In case the Mechanic is found absent from his duty, recovery at the rate of Rs.500/- per day shall be made from the contractor's bill.
32. Mechanic should have his Mobile Phone at the time of Duty at NIFT.
33. NIFT shall in no way be involved in any dispute of whatever kind, between the contractor and the staff engaged by him.
34. Any damage resulting to the system on account of the negligence or mal-operation shall be made good by the contractor. Nothing extra will be paid for such work.
35. The contractor shall arrange to render efficient service as outlined in this specification. However, in case he fails to maintain the service to the satisfaction of the Engineer- in - charge then NIFT has to incur any expenditure to maintain the installation by alternative arrangement. The expenditure thus incurred will be recovered from the contractor.

36. The EMD of successful bidder will be returned only after the receipt of security deposit/Performance guarantee.
37. The contractor or his representative, labour 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 in writing. 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.
38. Water and power shall be made available free of cost for bonafide use.
39. The material requires replacement shall be of same quality/manufacturer and specifications. The dismantled material shall be the property of contractor.
40. The staff deployed by contractor shall be versed with the job requirement and shall not be changed without information to NIFT engineer.
41. The successful bidder shall deposit 8% of the total contract value as a Security deposit /Performance guarantee with NIFT in shape of demand draft (in favour of NIFT, Mumbai) or thru NEFT/RTGS at **“NIFT Mumbai, IDBI Bank, Account no. 0302104000145176, IFSC IBKL0000302”** (with intimation at admin.mumbai@nift.ac.in), 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.
42. Initially maintenances contract shall remain valid for one year and it may be extended/renewed every year for further two years only subject to satisfactory performance and on same terms and conditions.
43. During the contract period, if the performance is not satisfactorily then Performance guarantee may be forfeited.

ANNEXURE-II

Preventive maintenance record of Air Conditioners

S.No.	Split AC/ Window AC	User Name/ Dept	Location	Date of Servicing	User signature	User Remarks

ANNEXURE -III
TECHNICAL BID**TECHNICAL BID**

Registration Details (whichever is applicable and attach copy):

Name of the Tenderer : _____

Address : _____

Pin Code No. : _____

Tel. No. : _____

Mobile No. : _____

Fax No. : _____

Email Address : _____

Status of the Company : Proprietor/Partnership/Company
(Pls. Tick mark as applicable)**NAME OF THE COMPANY:**

S. N.	Particulars	Registration Under	Valid upto	Remark
1.	Firm/Company Registration			
2.	PAN Card No.			
3.	GST Reg. No.			
5.	Annual turn Over	2019-20 (not less than 40 lakh)	2020-21 (not less than 40 lakh)	2021-22 (not less than 40 lakh)

Note 1: This tender document contains 24 pages and bidders are requested to sign on all the pages. The Technical bid (Ann. - III to VII) & the Price bid only separately in BOQ format in the CPP portal.

Note3: Tenders not accompanied with above information & documents in support of the same may be summarily rejected.

ANNEXURE -IV
TECHNICAL BID

UNDERTAKING

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

I 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.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :

ANNEXURE – V
TECHNICAL BID

DECLARATION

I/We having our office at declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :

ANNEXURE – VI
TECHNICAL BID**EARNEST MONEY DEPOSIT PAYMENT PARTICULARS****I.** Number of Demand Drafts enclosed:**II.** Demand Draft particulars

S. No.	D.D. No.	Date	Name of the Bank and Place	Amount in Rs.
1.				
2.				

I/We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature :

Name :

Designation :

Name of the Agency :

Address of the Tenderer :

Seal of Tenderer

Date:

Place:

ANNEXURE – VII

PRICE BID CERTIFICATION

To,
The Director
NIFT Mumbai

I/We of

.....
hereby agree on the acceptance of this tender by Director, NIFT-Mumbai for the
“Providing Comprehensive Annual Maintenance Contract for Air conditioners installed at NIFT Campus, Plot no.15 & 20 , Kharghar, Navi Mumbai” in accordance with the terms and conditions of contract stated in the tender document, the machines hereunder named of the quality and sort and at the rates or price specified BOQ.

Signature :

Name :

Designation :

Name of the Agency:

Address of the tenderer :

Seal of tenderer :

Date :

Place :

ANNEXURE – VIII

FINANCIAL BID (Price bid to be mention only in BOQ and not in this page for technical bid)

FINANCIAL BID

Name of Work: “Providing Comprehensive Annual Maintenance Contract for Air conditioners installed at NIFT Campus, Plot No.15 & NIFT Girls Hostel, Plot No.20, Kharghar, Navi Mumbai”.

SCHEDULE OF RATES AND QUANTITIES

(Rate should be quoted with all relevant taxes as applicable)

Sr. No.	Description of Items	Unit	Qty.
1	Full Comprehensive Annual Maintenance Contract for Air Conditioners Installed in NIFT Campus, Plot no.15 & 20, Kharghar for Window AC/Split AC/Tower AC for Periodic Servicing, Breakdown Servicing, Grills, Outer Wrapper, Casing, Air Filters, Control Knobs, Painting, Evaporating Coil, deterioration of any kind to the site compressor or any parts, maintaining the Air conditioners properly, regular checking, maintaining records of services etc. Complete. NIFT Campus for a period of 12 Months.		
I)	Split AC	(a) 1.0 T (b) 1.5 T (c) 2.0 T	No No No 38 161 119
II)	Window AC	(a) 2.0 T (b) 1.5 T	No No 14 14
	Total No. of AC	No's	346
	Amount	Rs.
	Add GST @	Rs.
	Grand Total	Rs.

(Rupees)

Note:

1. Before submitting tenders it is in the interest of the contractor to conduct inspection of Air conditioner units during office hours from Monday to Friday
2. The above quantity may increase/ decrease and the payment will be made as per actual.

Signature of Contractor

Date: