

HANSRAJ COLLEGE

(University of Delhi)

NOTICE INVITING TENDER

The undersigned invites applications from bonafide and experienced companies of financial standing meeting the pre-qualifying requirements for the work of:

“SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF INVERTER AIR CONDITIONER IN HANS RAJ COLLEGE, DELHI”

The receipt of applications for issue of tender documents should be supported by copies of self-attested credentials including registration with PAN, VAT, SERVICE TAX, PF, ESI, and Satisfactory Completion with Work Order and SOR.

Date of Tender sale/download from 25.05.2017 to 09.06.2017 up to 12 Noon

Last date of Submission = 09.06.2017 up to 12:30 P.M. Date of Opening = 09.06.2017 at 12:30 P.M

The tender document shall be issued to the eligible firm on payment of non-refundable tender fees as Demand Draft (DD) in favour of Principal, Hans Raj College of **Rs. 500/- (Rupees Five Hundred only)** or tender fees as DD should accompany the Technical bid documents in case of downloaded tender document from college website.

Pre-qualification requirements

The bidder should fulfil the following pre-qualification requirements:

- 1 The firms should be having valid registration with VAT No., SERVICE TAX, TIN No., PAN No., Registration with Industries or any other relevant document etc. at the time of application. And must produce these document at the time of Purchase of tender
- 2 The bidder must produce proof of completion of similar type of work in Govt./ Semi Govt./P.S.U./ Private sector of the at least One such work of cost of Rs. 18.00 Lakhs or Two works of cost of Minimum 12.00 Lakhs each or Three works of cost of Minimum 10.00 Lakhs each.
- 3 Annual Turnover of the company shall be of minimum Rs. 1 Crore during any of the last **three** preceding financial year ending 31st March, 2017.

Earnest Money of Rs. 50,000.00 (Fifty Thousand only) by way of Demand Draft / Pay Order in favour of Principal, Hans Raj College payable at New Delhi to be deposited along with Tender documents. Tenders without Earnest Money are liable to be rejected.

The college reserves the right to reject any prospective application / tender without assigning any reason.

-sd-
(Dr. Rama)
Offg. Principal
HansRaj College

TENDER

FOR

**Supply, Installation, Testing & Commissioning of Inverter Air Conditioner
in Hansraj College, University of Delhi,
Mahatma Hansraj Marg, Malkaganj,
Delhi 110007. India.**

Tender No. HRC/AC/2016-17/01

Dated 25.05.2017

Period for tender sale/download = 25.05.2017 to 09.06.2017 up to 12 Noon
Last date of Submission =09.06.2017 up to 12:30 p.m.
Date of Opening =09.06.2017 at 12:30 p.m.

**Phone: +91-11-27667747, +91-11-27667458
Fax: +91-11-27666338**

Email:

**Website: <http://www.hansrajcollege.ac.in>
Hansraj College
University of Delhi
Delhi-110007**

Supply, Installation, Testing & Commissioning of Inverter Air Conditioner in Hansraj
College, University of Delhi,
Mahatma Hansraj Marg, Malkaganj,
Delhi 110007. India.

GENERAL INFORMATION TO THE BIDDERS

1. **Name of Work:** Supply, Installation, Testing & Commissioning of Inverter Air Conditioner in Hansraj College, University of Delhi, Mahatma Hansraj Marg, Malkaganj, Delhi 110007. India.
2. Hansraj college invites sealed bids in two bid system (Technical & Financial Bid) from experienced and reputed manufacturers, Vendors/Dealers, contractors, agencies/firms engaged in Supply, Installation, Testing & Commissioning of Inverter Air Conditioner in Hansraj College, University of Delhi, Mahatma Hansraj Marg, Malkaganj, Delhi 110007 having a minimum five year experience in the field, as per the terms specified here within under:-

Tender No. HRC/AC/2016-17/01		Dated: 25/05/2017
Sr. No.	Type	Description
(i)	Name of work	Supply, Installation, Testing & Commissioning of Inverter Air Conditioner in Hansraj College, University of Delhi, Mahatma Hansraj Marg, Malkaganj, Delhi 110007.
(ii)	List of Approved and Acceptable Makes of Inverter Air Conditioner	O General, Hitachi, Daikin, Mitsubishi
(iii)	Earnest Money Deposit (EMD)	Rs.50,000/-
(iv)	Last Date of Submission of Bids	09.06.2017 (1230 Hrs.)
(v)	Opening of Technical bids	09.06.2017 (1230 Hrs.)
(vi)	Address for Submission of Bids	Principal, Hansraj College, University of Delhi, Mahatma Hansraj Marg, Malkaganj, Delhi 110007. Phone : +91-11-27667747, +91-11-27667458 Fax : +91-11-27666338
(vii)	Opening of Financial Bid	To be intimated separately to the bidders qualified in technical bid.

Tender document and notice regarding the Tender document can be downloaded from college website: www.hansrajcollege.ac.in under heading **Tender & Quotations (Procurement of Goods and Services)**. Corrigendum/Addendum if any will be available on college website only. The bids received after last date and time will be rejected. **Principal Hansraj College reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.**

3. Tender Fees:

Demand draft of Rs. 500/-(Five Hundred only) towards non-refundable tender fees, drawn in favour of "Principal, Hansraj College" payable at New Delhi should accompany the Technical bid documents in case of downloaded tender document. **In the absence of tender cost, the tender will not be accepted.**

4. Scope of Work:

- i) Supply, Installation, Testing & Commissioning of Inverter Air Conditioner in Hansraj College Building, University of Delhi, Mahatma Hansraj Marg, Malkaganj, Delhi 110007.
- ii) The bidder should complete the entire job in all respect as per tender documents, specifications, drawings/layout if any, discussions as per site requirements to the satisfaction of Principal, Hansraj College. The work shall be done as per Hansraj College direction.

- iii) The bidder shall give comprehensive hands on training to the official of Hansraj College/or concerned person on operation, preventive maintenance of the Inverter Air Conditioner
- iv) The bidder shall also provide simplified write ups about operating of Inverter Air Conditioner
- v) Bidder shall continue to provide maintenance and support Inverter Air Conditioner during the warranty period.
- vi) Bidder shall resolve complaints regarding installed Inverter Air Conditioner within 1 day.
- vii) The work is to be done on priority basis and in a time bound manner.
- viii) It may be noted that if any work is required for completion of job, it will be deemed to be in the scope of bidder whether it is specifically mentioned or not.

5. Procedure for submission of bids: The bids shall be submitted as under:-

- a) **Envelope-A:** Marked with “**Technical Bid**” should contain EMD Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft/Pay Order (PO) drawn on any Nationalized/Schedule bank in favour of “Principal, Hansraj College” Payable at New Delhi. The technical information has to be prepared very carefully as indicated in the tender document since it will be the basis for the pre- qualification of bidders. Only relevant and to the point information/document should be furnished. Failure to provide any required information, may lead to rejection of the offer. The Bidders must read the tender document very carefully before signing on it. Technical formats and all other Annexures and relevant supporting documents including tender document duly signed and stamped with date on each page as token of acceptance of the terms & conditions should be enclosed.
 - b) **Envelope-B:** Marked with “**Financial Bid**” and should contain only Financial Bid formats duly signed and stamped with date by the authorized representative as token of acceptance of the terms & conditions. The charges as given in the schedule have to be quoted in figures inclusive of taxes in the financial bid. The Bidder is required to check the price carefully and consider the expenditure associated with visit and other incidental expenses for completion of the work before submitting the bid.
 - c) The Technical Bid and Financial Bid are to be submitted in a separate sealed covers and kept in another larger envelope duly sealed and super-scribed on top of all the envelopes ‘Name of the Work’. The tenders are to be dropped in the tender box kept at Principal Office. **Tenders sent by Speed Post/Registered Post/Courier will not be considered.** The bids submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
 - d) All pages of bid including terms and conditions of tender document should be signed with stamp serially numbered by authorized person only.
 - e) Both the bids should be submitted on the same day and time as explained above.
 - f) No Joint Venture/Consortia is allowed.
 - g) Not more than one tender shall be submitted by an agency/firm or vendors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one 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 tenders of both parties liable to rejection.
 - h) Conditional bids would be summarily rejected.
6. In case no bid or single bid is received, or any other reason whatsoever, Hansraj College may at its sole discretion cancel the whole tendering process or extend the last date and time of submission of the bid.
7. Sequence of opening the sealed bids will be on random basis.
8. Principal, Hansraj College reserve the right to modify/amend any or all provisions of this tender document. Any such modification/amendment shall be notified by uploading the same on college Website. Therefore participating bidders are advised to be in touch with college till last

date for submission of the bids. The Bidders shall be solely responsible to check Hansraj College website for the amendment issued in shape of Corrigendum and/or Addendum up-to last date of submission of the bid.

9. Any separately submitted discount letter on the financial bid shall not be considered by Hansraj College and shall be a sufficient ground for disqualification of the bidder. Evaluation of financial bid shall be considered only on the quoted price/Fee in the financial bid submitted by the bidders.
10. Preference may be given to the MSE bidders, who are registered as MSE in any of the recognized body as specified by Ministry of Micro, Small & Medium Enterprises (MSME) as per the provisions of the Public Procurement Policy for MSE Order, 2012 issued by the Ministry of Micro, Small & Medium Enterprises, and Govt. of India. MSE bidders are exempted from EMD and tender document fees provided they submit necessary certificate for benefit of exemption in fees and EMD.
11. Presence during opening of bids: The bidders may depute their authorised representatives during opening of bids by issuing an authorization letter.
12. Bid Evaluation: During technical evaluation of the proposals, Principal, Hansraj College may ask the bidders for clarification, if any on their proposal. The bidders are required to respond within the time frame prescribed by Hansraj College.
13. Validity of bids: Tenders submitted by the bidders shall remain valid for acceptance for a minimum period of 90 (ninety) days from the last date/extension if any from submission of Bid.
14. Authorization and Attestation:
The bidder has to submit an authorization letter or valid Power of Attorney on behalf of company/firm for signing the document.
15. **Opening of Technical Bids:** Technical bids will be opened on **09.06.2017 at 1230 Hrs.** by the Tender Committee. Hansraj College shall scrutinize the documents furnished in Envelope-A to determine suitably qualifying bidders.
16. **Opening of Financial Bids:** Financial bids of technically qualified bidders only, shall be opened by Hansraj College. Principal, Hansraj College's decision in this regard shall be final and binding. Exact date and time shall be communicated through official E-mail address given in the bid document.
17. Earnest Money Deposit (EMD): Interested Bidders shall pay specified amount towards Earnest Money deposit as under:
 - 17.1 Rs. 50,000/-(Rupees fifty Thousand Only) in the form of Demand Draft/PO drawn on any Nationalized /Schedule bank in favour of "Principal, Hansraj College" Payable at New Delhi.
 - 17.2 EMD will not carry any interest.
 - 17.3 EMD will be refunded to the unsuccessful bidders after finalization of the bid and EMD of successful bidder shall be returned after successfully installation testing & commissioning of the said work.
 - 17.4 The Earnest Money Deposit submitted by the bidder may be forfeited if,
 - Successful bidder fails to execute the awarded work within specified time as per intimation/request of the Hansraj College.
 - Successful bidder withdraws his tender or backs out after acceptance.
 - Bidder withdraws his tender before the expiry of validity period stipulated in the bidding document.
 - Bidder violates any of the terms and conditions of the tender.
 - Bidder revises the fee, quoted during the validity period.
 - Evidences are found to be fraudulent/non-genuine.
18. **Contact Person:** In case of any query, you may contact any of the following officials:

- i) **Sh. Sushil Kumar (9716771270)**
- ii) **Sh C. B. Rajput (9968733355)**

19. Criteria for Pre-Qualification:

The eligibility criteria for pre-qualification of bidder are as under:-

- a) Average Annual financial turnover during the last 3 years, ending March 31, 2017 should be at least Rs. 1 Crore.

AND

- b) Experience of having successfully completed similar works during the last 5 years as any of the following:
 - i) One similar completed works/assignments costing not less than the amount equal to Rs. 18.00 lakhs.

OR

- ii) Two similar completed works/assignments costing not less than the amount equal to Rs. 12.00 lakhs.

OR

- iii) Three similar completed works/assignments costing not less than the amount equal to Rs. 10.00 lakhs.

20. IMPORTANT NOTE:

- i) The bidder shall submit authenticated documentary proof in support of financial turnover certificates/annual audited reports of last 3 years certified by Chartered Accountant.
- ii) **“Similar work”** means “Supply, Installation, Testing & Commissioning of Inverter Air Conditioner in Colleges, University/PSUs/PSU Banks/Financial Institutions/MNCs/Corporates/ etc.
- iii) The bidder shall submit signed and scan copy of PO Copies/Work order copies/ completion/ performance certificate issued by client in support of satisfactory completion of similar works during the last 5 years.
- iv) **The bidder shall submit signed copy of (typed on company’s letter head) Tender Acceptance Letter (Annexure-3).**
- v) **The bidder shall submit signed copy of (typed on company’s letter head) Declaration (Annexure-4).**
- vi) **The bidder shall submit signed copy of (typed on company’s letter head) certificate (no modification) (Annexure-5).**
- vii) **The bidder should submit signed and scan copy of detailed profile of the Organization, (giving list of works in hand and carried out during the last 5 years, names & addresses of the clients, value of work, number of manpower deployed and such other details in respect of works, along with testimonials and other relevant documents, i.e. Proof of Organization, ESI/PF Registration Code, Company Registration No., VAT Clearance Certificate, Service Tax, TIN No., ITR and PAN etc.)**
- viii) **The agencies/firms/manufactures/Dealer participating in the bid will have to furnish Authorized Dealership certificate issued by product manufacturer.**
- ix) The bidder should submit signed and scan copy of partnership firm/partnership deed, if any. The bidder should have a Registered Office/Branch in Delhi/NCR.
- x) The bidder should also intimate official E-mail address and telephone no. for all communication in order to avoid loss of time. All communications from Hansraj College shall be sent by E-mail/speed post.
- xi) The bidder may also submit ‘Quality Plan’.

- xii)** Offers of Bidders who are under suspension/banned/black-listed by any PSU/Govt. Department /PSU Banks/ or otherwise shall not be considered. Further, if any of the partners/directors of the contractor's organization /firm is blacklisted or having any criminal case against him, his tender shall not be considered. An Undertaking to this effect should be submitted.
- xiii)** Principal, Hansraj College reserves the right to request for any further documents/certificate/clarification from the bidder/firms relevant to above qualifying criteria and the same must be submitted within stipulated time of receipt of any such communication from Hansraj College, failing which suitable action shall be taken by Principal, Hansraj College.
- xiv)** The bidder may be summarily disqualified in case of non-submission of required documents.

TERMS & CONDITIONS OF THE CONTRACT

1. Amendment to Bid documents:

At any time prior to the deadline for submission of Bids, Hansraj College may, for any reason, whether at its own initiative or in response to a clarification sought by any prospective bidder, modify the bidding documents by amendment/addendum/corrigendum. The corrigendum/amendment will be issued/published in website www.hansrajcollege.ac.in only. Bidders shall be solely responsible to check the web site for the amendment issued in shape of Corrigendum and/or Addendum up to last date of submission of bid.

2. Clarification on Bids:

To assist in the examination, evaluation and comparison of the technical bids, Hansraj College may, at its discretion, ask the Bidder for a clarification on its Bid. No change in price of the Bid shall be sought, offered or permitted. If required, Principal, Hansraj College reserves the right to ask the bidders to submit supplementary documents to support the documents already submitted by the bidder.

3. Abnormal Rates:

The bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of their financial bids unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.

4. Award of Work:

Principal, Hansraj College reserves the right to split the job into two or more parts and to award the work to separate agencies/bidders subject to the work experience and fulfillment of other terms & conditions and specifications to the suitability of Hansraj College.

5. Acceptance / Rejection of Bid:

- a) Principal, Hansraj College also reserves the absolute right to reject any or all the Bids at any time solely based on the past unsatisfactory performance by the bidder(s). The opinion/decision of Principal, Hansraj College regarding the same shall be final and conclusive.
- b) Principal, Hansraj College does not bind itself to accept the lowest tender.

6. Firms Rates:

The rates quoted by bidder shall remain firm till completion of all works even during the extended period, if any, on any account whatsoever. It is provided that the bidder shall not change any of the rates, quoted in the tender till the completion of work.

7. Completion of Work:

The entire work is to be completed within **30 days** from the date of issue of Work Order, to the satisfaction of Principal, Hansraj College.

8. Materials:

All materials to be provided by the Bidder shall be in conformity with the specifications laid down in the tender and the Bidder shall, if requested by the Hansraj College, furnish proof to the satisfaction of Hansraj College in this regard.

9. Insurance:

- i) It is the sole responsibility of the bidder to insure his materials, equipments, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's compensation Act. The work to be carried out in protected area and all the rules and regulations of the Hansraj College in the area of project which are in force from time to time will have to be followed by the bidder.
- ii) If due to negligence and or non-observation of safety and other precautions by the contactors, any accident/injury occurs to the property/manpower belong to third party, the bidder shall

have to pay necessary compensation and other expense, if so imposed by the appropriate authorities.

- iii) The bidder will take necessary precautions and due care to protect the material, while in his custody from any damage/loss due to theft.

10. Liquidated Damages for Delay:

Time is essence of the contract. In case the Bidder fails to complete the whole work within the stipulated period, and clear the site he shall be liable to pay liquidated damages @ 0.5% (zero point five percent only) of the value of contract per week and or part thereof of the delay subject to a maximum of 10% (ten percent only) of the value of the contract. The amount of Compensation may be adjusted or set-off against any sum payable to the Bidder under this or any other contract with Hansraj College.

11. Foreclosure of Contract in full or in part due to Abandonment or Reduction in Scope of Works:

If at any time after acceptance of the bid/tender, Hansraj College decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the Works to be carried out Hansraj College shall give notice in writing to that effect to the Bidder and Bidder shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

12. Cancellation of Contract in Full or in Part:

If the Bidder:

- a) At any time makes defaults in proceeding with the Works with due negligence and continues to do so even after a notice in writing of 7 days from Hansraj College; **or**
- b) Commits default in complying with any of the terms and conditions of Contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by Hansraj College ; **or**
- c) Fails to complete the works or items of work on or before the date(s) of completion, and does not complete them within the period specified in a notice given in writing in that behalf by Hansraj College; **or**
- d) Violates any of the terms and conditions stipulated in this tender.

13. Payment:

- i) 100% payment on successful completion of the job by the selected bidder to the Satisfaction of Hansraj College duly certified.
- ii) The successful completion of the job mean that the entire job has been completed to the satisfaction of Hansraj College, and repair/ maintenance/ changes/ modifications, if any, have been carried out by the selected bidder.
- iii) All statutory deductions as applicable like TDS, sales tax/VAT shall be made from the due payment of the bidder.

14. Security Deposit:

5% of the contract amount to be deducted as Security Deposit (SD) from the payments. The said Security Deposit shall be retained for warranty period of 1 (One) years. The SD amount shall not carry any interest.

15. Income Tax/WCT/VAT:

- i) Income tax, work contract tax, including surcharge if any, at the prevailing rate shall be deducted from the Bidder's bills as per the provision of Income Tax Act/Other Acts.
- ii) The Bidder shall ascertain from the concerned authorities regarding the applicability of Works Contract Tax / VAT/TIN/Service Tax. Necessary deductions will be made from the bidder's bill as applicable.

16. Taxes and Duties:

The Bidders must include in their tender prices quoted for all taxes and duties royalties, cess and sales tax, Freight & Insurance Charges, works contract tax or any other taxes or local charges if applicable. No extra claim on this account will in any case be entertained.

17. Comprehensive Warranty:

- i) The Bidder shall ensure that equipments/ goods/materials to be supplied shall be new, unused and free from all defects and faults in materials, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards for materials of the type ordered and shall perform in full conformity with the specifications, drawings if any and in accordance with the tender documents.
- ii) The entire system should be covered under comprehensive warranty from any defects in material and workmanship for a period of **One (1) years** commencing immediately upon the satisfactory commissioning.
- iii) The Bidder's liability shall be replacement of any defective parts in the equipment of his own manufacture or those of his Sub-Bidders under normal use and arising solely from faulty design, materials and/or workmanship provided always that such defective parts are repairable/ replaceable under the said warranty.
- iv) Replacement under warranty clause shall be made by the bidder free of all charges at site including freight, insurance and incidental charges.
- v) The bidder shall have a well-established after sale service Centre in Delhi/NCR with requisite spare parts.

18. HANSRAJ COLLEGE will not be responsible for any injury/demise caused to the labour/ workforce/employees working at site during execution of work. It will be the responsibility of the contractor to abide with all the provision of the Workmen Compensation Act 1923 and no compensation, whatsoever shall not be paid by HANSRAJ COLLEGE in this regard. The workforce deployed by the contractor should be adequately covered under Personal Accident Insurance Plan.

19. Force Majeure:

Any delays in or failure of the performance of either party herein shall not constitute default hereunder or give rise to any claim for damages, if any, to the extent such delays or failure of performance is caused by occurrences such as Act of God or the public enemy; expropriation or confiscation of facilities by Government authorities, or in compliance with any order or request of any Governmental authorities or due acts of war, rebellion or sabotage or fires, floods, explosions, riots or illegal joint strikes of all the workers of all the bidders.

20. Arbitration/ Dispute Resolution:

Any dispute or difference of any nature whatsoever regarding any right, liability, act, omission of either of parties hereto arising out of or in relation to this agreement or any matter incidental thereto shall be referred to the arbitration of a single arbitration as per the provisions of the Arbitration & Conciliation Act, 1996. The Arbitrator shall be appointed by the Principal, HANSRAJ COLLEGE and the parties shall bear the costs of such arbitration in equal shares. Such arbitration shall be held at Delhi and the courts at Delhi alone shall have the jurisdiction to deal with the arbitration proceedings and the awards in accordance with law.

Technical specification

1.	Split AC (indoor and outdoor unit)	Capacity: 2 Ton Power: single phase, 220-240V @ 50Hz Copper Condenser Noise level < 50dB (indoor unit) and < 60 dB (outdoor unit) Auto Restart Dehumidification for soaking moisture and reducing humidity Anti-Bacteria Filter Wireless remote control
2.	Ceiling cassette AC (indoor and outdoor unit)	Capacity: (a) 1.5 Ton, (b) 2.2 Ton, (c) 3 Ton Power: single phase, 220-240V @ 50Hz Copper Condenser Noise level < 50dB (indoor unit) and < 60 dB (outdoor unit) Auto Restart Dehumidification for soaking moisture and reducing humidity Anti-Bacteria Filter for indoor unit Wired wall mounted LCD control
3.	Refrigerant Piping	(a) $\Phi=15.9$ mm, (b) $\Phi=9.5$ mm with 9 mm thick elastomeric nitrile rubber/XLPE insulation
4.	Condensate Drain Piping	$\Phi=32$ mm hard PVC pipe with 9 mm thick class O Nitrile tube
5.	Control Wiring	4CX1.5 mm ² copper

TENDER FORMS

Annexure-1

BIDDER INFORMATION

Date: _____

S. No.	Particulars/Details	
1	Name of the Bidders/ Firm	
2.	Name of Brands/makes offered	
3	Communication Address	
4	Telephone No. Office	
	Mobile	
	Fax	
	E-Mail	
5	Website	
	Authorised Person - Name	
	Designation	
	Mobile	
6	E-Mail ID	
	Alternate Authorised Person - Name	
	Designation	
	Mobile	
7	E-Mail ID	
	Employee's PF & Miscellaneous Provision Act, 1952 (Valid PF code required)	
	ESI Number & DATE (Valid ESI code required)	
	PAN	
10	TIN No.	
11	VAT No.	
12	Company Registration No.	
13	Service Tax Registration No.	
14	Income Tax Return for last 3 years.	
15	Beneficiary Bank Details	
	Bank Account No	
	IFSC/NEFT Code	
	Name of Bank	
16	Address of Branch	
	Particular of Tender Fee	
	Amount	Rs.
	(DD/PO) No.	
	Date	
	Name of the Bank	
Address of Bank		

17	Particular of Earnest Money Deposit (EMD)	
	Amount	Rs.
	(DD/PO) No.	
	Date	
	Name of the Bank	
	Address of Bank	
18	The bidder should have office in Delhi/NCR for the last 3 years.	
19	The bidder should have Average Annual Turnover at least 1 crore in last 3 year ending March, 31 st 2017.	
20	Furnish the names with address & telephone nos. of three responsible persons who will be in a position to certify about the services/quality as well as the past performance of your organization.	
21	Address of Delhi office, if any.	
22	Whether You accept all the terms and conditions of the tender; Yes/No	

(Fill up the above table & Enclose legible copies of the supporting documents)

Date:

Signature of authorized person

Place:

Full Name & Designation:
Company's Seal

Annexure-2

A. Details of Similar Experience: Supply, Installation, Testing & Commissioning of reputed make of Inverter Air Conditioner during the last 5 years.

Sl. No.	Name & Address of the client, Concerned Person and contact/ Mobile No	Name & Location of work	Make and Nos. of AC and accessories	Value of Work (In lakh)	Contract Period (from__To - _)	Completion/ Performance Certificate enclosed 'Yes' or 'No'	Any other Information you would like to give

(Fill up the above table & Enclose legible copies of the supporting documents)

B. Details of Technical and skilled manpower

Ser. No.	Name and Designation	Qualification	Experience	Any Other Information
1	2	3	4	5

C. Financial Capability: Average Annual Turn Over of the bidder during the last 3 years

Sr. No.	Financial Year	Turnover (Rs. in lakh)
1	2014-15	
2	2015-16	
3	2016-17	
	Average	

(Fill up the above table and Enclose copy of Turn over certificates, profit/loss statement certified by any Chartered Accountant.)

Date:

Signature of authorized person

Palce:

Full Name & Designation:
Company's Seal

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: __/__/2017

To,
Principal,
Hansraj College,
University of Delhi,
Mahatma Hansraj Marg,
Malkaganj,
Delhi 110007.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: HRC/AC/2016-17/01

Name of Tender / Work: - Supply, Installation, Testing & Commissioning of Inverter Air Conditioner in Hansraj College, University of Delhi, Mahatma Hansraj Marg, Malkaganj, Delhi 110007. India.

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: www.hansrajcollege.ac.in as per advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Private organization.
6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit/Security deposit or both absolutely.

Date:

Signature of authorized person

Place:

Full Name & Designation:
Company's Seal

DECLARATION

(To be given on Company Letter Head)

Dated: ___/___/2017

To,
Principal,
Hansraj College,
University of Delhi,
Mahatma Hansraj Marg,
Malkaganj,
Delhi 110007.

Re: Supply, Installation, Testing & Commissioning of Inverter Air Conditioner in Hansraj College, University of Delhi, Mahatma Hansraj Marg, Malkaganj, Delhi 110007. India.

Dear Sir,

This is with reference to your Tender No. HRC/AC/2016-17/01 dated 25-05-2017 on the above subject that:

1. We have carefully read and understood all the terms and conditions of the tender and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above offer are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
3. We have apprised our self fully about the job to be done during the currency of the period of agreement and also acknowledge to bear the consequences to of non-performance or deficiencies in the services on our part.
4. We have no objection, if enquiries are made about the work listed by us.
5. We have not been blacklisted by HANSRAJ COLLEGE or any other organization where we have worked. Further, if any of the partners/directors of the organization /firm is blacklisted or having any criminal case against them, our bid shall not be considered. At any later point of time, if this information is found to be false, HANSRAJ COLLEGE may terminate the assigned contract immediately.
6. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
7. We agree that the decision of HANSRAJ COLLEGE in selection of Bidders will be final and binding to us.

Date:

Signature of authorized person

Place:

(Full Name & Designation)
Company's Seal

CERTIFICATE

(To Be Given In Case the Tender Document Is Downloaded From Website)

The downloaded tender document as published at the website www.hansrajcollege.ac.in has been used for bidding in this tender. It is certified that no modification has been done to the contents of the document.

Date:

Signature of authorized person

Place:

**(Full Name & Designation)
Company's Seal**

Work Order
(To be executed with successful bidder)

No.

Dated: __/__/2017

To

Kind Attn.: M/s: _____

Dear Sir/Madam,

Re: Supply, Installation, Testing & Commissioning of Inverter Air Conditioner in Hansraj College, University of Delhi, Mahatma Hansraj Marg, Malkaganj, Delhi 110007. India.

Work Order

This has reference to the following:-

- a) Invitation of bids, NIT/Tender Notice No. HRC/AC/2016-17/01 dated 25-05-2017
 - b) Tender Document on the above subject.
 - c) Opening of Technical Bid on atat Hansraj College, New Delhi
 - d) Opening of Financial Bid on at at Hansraj College, New Delhi
1. In this connection, HANSRAJ COLLEGE is pleased to award work of Supply, Installation, Testing & Commissioning Inverter Air Conditioner of in Hansraj College, University of Delhi, Mahatma Hansraj Marg, Malkaganj, Delhi 110007. India.
 2. As per Scope of Work and specification at an estimated cost of Rs...../- (Rupees) including all taxes and freight & insurance. You are, therefore, advised to start the aforesaid work immediately.
 3. The scope of work, payment terms, specifications, make of equipments, terms and conditions as per the tender, corrigendum's/addendums, and various declarations submitted as part of the bid, as more specifically defined in the tender, will form a part of the contract.
 4. During the period of the above said contract, in case the services are found to be unsatisfactory or breach of any terms & conditions is observed at any time, HANSRAJ COLLEGE may terminate the aforesaid contract as per the terms of the tender document and your company will be disqualified from participation in future tenders/bids of HANSRAJ COLLEGE.
 5. Other terms and conditions as per tender document no. HRC/AC/2016-17/01 dated 25-05-2017 shall also be applicable.
 6. Please return the duplicate copy of this letter duly signed by your authorized signatory as a token of your unconditional acceptance.

Signature of issuing officer

Financial Bid

Dated: __/__/2017

To,
Principal,
Hansraj College,
University of Delhi,
Mahatma Hansraj Marg,
Malkaganj,
Delhi 110007.

Re: Supply, Installation, Testing & Commissioning of Inverter Air Conditioner in Hansraj College, University of Delhi, Mahatma Hansraj Marg, Malkaganj, Delhi 110007. India.

Dear Sir,

This is with reference to Tender No. HRC/AC/2016-17/01 dated 25-05-2017 on the above subject. After reading above documents, Amendments/Clarifications/Corrigenda /Errata etc. issued in respect of tender document by HANSRAJ COLLEGE, your requirement, scope of work and after discussions, we have understood them fully and we accept all the terms and conditions mentioned therein. We quote our prices as under:

Sr. No	Items	Make offered	Quantity	Rate/Unit (Rs.)	Total Amount (Rs.) Including Taxes
1.	Split AC 2 ton		14		
2(a).	Ceiling cassette AC 1.5 ton		4		
2(b).	Ceiling cassette AC 2 ton		4		
2(c).	Ceiling cassette AC 3 ton		7		
3(a).	Refrigerant Piping (Φ=15.9 mm)		100 mt		
3(b).	Refrigerant Piping (Φ=9.5 mm)		100 mt		
4.	Condensate Drain Piping (Φ=32.0 mm)		120 mt		
5.	Control Wiring		150 mt		
6.	Cable Tray		100 mt		
7.	Installation charges if any				
	Total				

Services/ Products/ Goods supplied, will be of requisite specification and quality

Total Amount in

Words:.....

Note:

1. Submission in any other format may result in cancellation of the offer.
2. We hereby confirm that the above quoted price is inclusive of all taxes, duties, cess etc. and all other incidentals like transport, insurance etc. including service tax and a firm landing price at HANSRAJ COLLEGE site.