

हंसराज महाविद्यालय

दिल्ली विश्वविद्यालय

महात्मा हंसराज मार्ग, मल्कागंज

दिल्ली 110007



Hansraj College

University of Delhi

Mahatma Hansraj Marg, Malka Ganj

Delhi - 110007

F. No.: HRC/Colg./Tender/2019-20/08

Date: 10/02/2020

CAMC for various types of Air Conditioning Machines installed at Hansraj College

Online tender from bonafide and experienced Companies/Firm/Agency of financial standing for the work stated above as per the specification given in this tender document.

The tender and other details are available on Hansraj college website www.hansrajcollege.ac.in & central public procurement portal (cphp) website <https://eprocure.gov.in/eprocure/app>. The interested Companies/Firm/Agency of repute may download the tender document from above cphp website and upload the same after completing in all respect in the portal as per guidelines mentioned in the portal by or before the due date & time.

Tender Documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'Hansraj College'. Thereafter, Click on "GO" button to view all Hansraj College tenders). Select the appropriate tender, fill them with all relevant information, and submit the complete tender document online on the website <https://eprocure.gov.in/eprocure/app> as per the schedule given below.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted through E-procurement portal).

Not more than one tender shall be submitted by one bidder(s) or bidder(s) 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.

**-Sd-
Convener
Purchase Committee**

**-Sd-
Principal
Hansraj College**

SCHEDULE

Name of the Organization	Hansraj College University of Delhi
Tender Type	Open
Tender Category	Service
Type/Form of Contract	CARC
Item Category	AC Repair and Service
Tender Fee	Rs 500/- Demand Draft (DD) or Banker's Cheque In favor of: The Principal, Hansraj College Payable at: Delhi
EMD	Rs. 40,000/- Demand Draft (DD) or Banker's Cheque In favor of: The Principal, Hansraj College Payable at: Delhi
Is Multi currency allowed	No (Only Indian Rupees)
Date of Issue/Publishing of Tender	Date and Time as on CPP Portal
Document Download/Sale Start Date	
Document Download/Sale End Date	
Last Date and Time for Uploading of Bids	
Date and Time of Opening of Technical Bids	
No of Covers	02
Bids Validity Days	180 days from the date of opening of Financial bid
Venue for the opening of Bids	Contact Principal's Office, Hansraj College
Address for communication (if any)	The Principal, Hansraj College University of Delhi Mahatma Hansraj Marg, Malka Ganj Delhi-110007
Contact No.	Ph.: 91-011-27667747, Mob. no. 9999623129
Email:	principal_hrc@yahoo.com

INSTRUCTIONS FOR ONLINE BID SUBMISSION (IOBS)

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option(s) to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, an EMD / Tender fee is sought, bidders need to pay the tender fee and EMD separately through the mode mentioned in the tender.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases, Financial Bids can be submitted in PDF format as well (in lieu of BoQ).

5. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

GENERAL INSTRUCTIONS TO THE BIDDERS

1. The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
2. In financial bid to be submitted in .xls file or PDF as per the file specification given in the tender.
3. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
4. Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

GENERAL TERMS AND CONDITIONS FOR BIDDING (GTCB)

- 1. Introduction:** Online tender from bonafide and experienced Companies/Firm/Agency of financial standing for the “CAMC for various types of Air Conditioning Machine installed at Hansraj College” as per the qualification criteria, technical specifications, terms and condition laid down in this tender.
- 2. Language of Bid:**

The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and the Purchaser, shall be written in the English language. However, the language of any printed literature furnished by the Bidder in connection with its Bid may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the Bid, the English translation shall prevail.
- 3. Amendment(s) to Bid Documents:**
 - (i) At any time prior to the deadline for submission of bid, the Purchaser may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by issuing suitable amendment(s) to it.
 - (ii) Such an amendment to the bid document will be uploaded on college website: www.hansrajcollege.ac.in and Central Public Procurement (CPP) Portal.
 - (iii) Prospective bidders are advised in their own interest to visit Website of Hansraj College and CPP Portal for any amendment etc. before submitting their bids.
 - (iv) In order to afford prospective bidders reasonable time to take into account the amendments in preparing their bids, Hansraj College may, at its discretion, suitably extend the dead line for submission of bids.
- 4. Modifications/withdrawal of bids:**
 - (i) The bidder, after submitting the bid, is permitted to submit alterations/modifications to the bid, so long such alterations/ modifications are received duly sealed and marked like original bid, up-to the date and time of submission of bid.
 - (ii) Any amendment/modification submitted after the prescribed date and time of receipt of bids is not to be considered.
 - (iii) The bidder may modify or withdraw his bid after submission, provided that a written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.
- 5. Clarification of Bid Documents**
 - (i) A bidder requiring any clarification or elucidation on any issue in respect of the bid document may take up the same with the Purchaser in writing. The Purchaser will respond in writing to such request provided the same is received (by the Purchaser) not later than 07 days prior to the prescribed original date of submission of bid.

- (ii) Any clarification issued by Purchaser in response to query(ies) raised by the prospective bidders shall form an integral part of bid document and it may amount to an amendment of the relevant clause(s) of the bid document.

6. Late bids: Any bid submitted after the specified date and time for submission of bids shall not be considered.

7. Bid format:

The bidders are to furnish their bids as per the prescribed format at Annexure-IV and also as per the instructions incorporated in the Technical bid document.

8. Preparation Of Bids:

Bid is two bid system, i.e., “Technical Bid” and “Financial Bid” prepared by the bidder shall comprise of the following:-

- (i) **Technical Bid: Bidders are requested to follow Annexure-V “ONLINE BID SUBMISSION DETAILS” for preparation and upload/submission of technical bid.**
- (ii) The bidding Company/Firm/Agency are required to attest (self-attestation) the scanned copies of documents, as required as per this tender, signed on each page with seal, to establish the bidders’ eligibility and qualifications failing which their bid shall be summarily rejected and will not be considered. The bidders are responsible for what they attest and claim; if, later on, it is found that whatever has been attested by the bidder is not true/correct, the Company/Firm/Agency of the bidder will render itself liable for punitive action including black-listing for purpose of procurement of any item(s), in addition to attracting penal provisions of the agreement.
- (iii) The Technical bid shall not include any financial information. Such a bid shall be summarily rejected.
- (iv) **All required hard copy of annexure or certificate (as mentioned in the Annexure-V) and DD/BC for Tender fee/EMD should reach to Principal’s Office, Hansraj College on or before the Date and Time of tender opening.**
- (v) **Financial Bid:** This should be uploaded online in the prescribed .xls format as per the financial bid/BoQ uploaded with this tender notice on CPP Portal.

9. Bid currency: The tender supplying indigenous goods or already imported goods shall quote only in Indian Rupees. Tenders, where prices are quoted in any other way shall be treated as non-responsive and rejected.

10. Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will be disqualified.

11. Bidder may download the tender document/NIT from the CPP Portal <https://eprocure.gov.in/eprocure/app> or from the website of the Hansraj College, <https://www.hansrajcollege.ac.in/>. He shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected.

12. Manual bid will not be accepted.

13. There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure should be written above and the same should be attested with full signature by the same signatory with stamp, who signed the quotations. In the absence of the attested corrections the quotations is liable to be rejected.

14. In the event of furnishing false/incorrect/incomplete/forged information/documents by the bidder, the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract, if it is detected that the contract has been obtained by furnishing the false/incorrect/incomplete information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited without prejudice to the contractor liable to be blacklisted accordingly and is liable to be banned from doing business with the Hansraj College.

15. Rates of successful bidder will remain valid for **180 days** from the date of execution of the contract/agreement and no increase of rates, on any account will be considered.

16. The Principal, Hansraj College has right to accept any bid and to reject any or all bids: The Purchaser reserves the right to cancel the bidding process and reject all bids at any time prior to issuing of award letter, without incurring any liability, whatsoever to the affected bidder or bidders.

17. Opening of bids:

- (i) The Purchaser will open the bids at the specified date, time and place as indicated on CPP portal. If due to administrative reasons the venue/date/ time of bid opening are changed, it will be displayed prominently in the notice board of the Purchaser and on the Hansraj College website.
- (ii) In case the specified date of bid opening falls on a holiday or is subsequently declared a holiday or closed day for the Purchaser, the bids will be opened at the appointed time and place on the next working day.
- (iii) Authorized representatives of the bidders, who have submitted bids on time may attend the bid opening provided they bring with them letters of authority from the corresponding bidders.
- (iv) **Technical Bids** will be opened in the first instance, at the prescribed date and time as per tender. During the Technical bid opening, the bid opening official(s) will read the salient features of the bids like brief description of the items offered, delivery period, Bid Security and any other special features of the bids, as deemed fit by them.
- (v) Thereafter, in the second stage, the **Financial Bids** of only the technically acceptable bids / offers (as decided in the first stage) shall be opened for further scrutiny and evaluation on a date notified after the evaluation of the Technical Bid. The prices, special discount if any offered etc., as deemed fit by bid opening official(s) will also be read out.

18. Minor infirmity/irregularity/Non-conformity:

If during the preliminary examination, the purchaser finds any minor infirmity and/ or irregularity and/ or non-conformity in a tender, the purchaser will convey its observation on such 'minor' issues to the bidder

by short fall of documents provision through CPP Portal and asking the bidder to response by a specified date and time. If the bidder does not reply by the specified date and time or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

19. Qualification Criteria: Bids of the Bidders, who do not meet the required Qualification Criteria prescribed in this tender will be treated as non - responsive and will not be considered further.

20. Comparison of Bids and Award Criteria:

- (i) The comparison of the techno commercially responsive Bids for ranking purpose shall be carried out on Free Delivery at Consignee Site basis.
- (ii) The Contract shall be awarded to the responsive Bidder(s) who is item rate/item wise (to be specified by the Purchaser as per functional requirement) lowest (L-1) and who meets the laid down Qualification Criteria in the Bid documents.
- (iii) The Purchaser reserves the right to give the price preference/ purchase preference as per the instruction in vogue while evaluating, comparing and ranking the responsive Bids. The Bidders claiming the same should enclose the concerned Notification of Govt. of India along with other relevant documents so as to establish their claim for such preferences.

21. Contacting the Purchaser:

- (i) From the time of submission of tender to the time of awarding the contract, if a BIDDER needs to contact the purchaser for any reason relating to this tender enquiry and / or its tender, it should do so only in writing.
- (ii) In case a bidder attempts to influence the purchaser in the purchaser's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the bidder shall be liable for rejection in addition to appropriate administrative actions being taken against that bidder, as deemed fit by the purchaser

22. Cancellation of Bid: The Purchaser reserves the right to cancel the bid(s)/contract without assigning any reason.

23. The Principal, Hansraj College, may, at its discretion, relax any minor non-conformity or any minor infirmity in an offer.

24. The right to accept the tender(s) will rest with Principal, Hansraj College which reserves the right to reject any or all the bids without assigning any reason thereof.

25. Tenure of the Contract: Initially the tenure of the contract will be for one year. On the expiry of the contract or on its termination, the Hansraj College reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. However, initially contract will award only one year and it will be extended for further period on service provided satisfactorily by the contractor.

- 26.** In the event of any question, dispute or difference whatsoever arising between the parties out of or in relation to the construction, interpretation, application, meaning, scope, operation, performance or effect of this tender contract or the validity or breach thereof, the matter shall be referred to the sole arbitrator to be appointed by the Principal, Hansraj College, New Delhi. The provisions of Arbitration and Conciliation Act, 1996 (No. 26 of 1996) shall be applicable to the arbitration under this clause.
- 27.** Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued, i.e., New Delhi only.
- 28.** The arbitrator may, from time to time, with the consent of parties, change the time for making and publishing the award. The Arbitration and Conciliation Act, 1966 and the rules made there under, as amended from time to time shall be deemed to be applicable to the arbitration proceeding under this clause.
- 29.** The proceedings of the arbitration shall be carried out in Delhi which shall be subject to the jurisdiction of courts in Delhi.
- 30.** Conditional tenders shall not be accepted. Any tender containing addition / alternation in the above terms and conditions and the specifications of items / materials will also not be considered except where Purchase Committee of the Hansraj College recommends so in the interest of College
- 31.** Any dispute or disagreement will be interpreted and addressed under Indian Laws in the Hon'ble Courts of Delhi Jurisdiction only.

SPECIAL TERMS AND CONDITIONS OF CONTRACT (STCC)

1. The bidders should have sufficient credentials for this type of work.
2. The contract should be both corrective as well as preventive maintenance along with replacement of defective parts.
3. Replacement of defective AC Machine will be provided by the Engineers as and when necessary.
4. All calls are to be attended within 24 hours of reporting.
5. The Technician & Helper should have valid identity proof issued by their Employer.
6. Care-taker of the college or any person assigned for this by the Principal, Hansraj College will monitor the work of the Technicians. At the end of each quarter the care-taker or the assigned person will submit a performance report regarding the service of the Technicians.
7. In exceptional cases where the equipments are to be taken out of College Campus to the service centre for repair, the returnable gate pass of Hansraj College will be arranged by the Administrative Officer, while doing so, suitable replacement has to be provided.
8. **Please contact the Care-Taker of the College for any technical clarification.**
9. **SAFETY AND SECURITY**
The contractor will ensure safety, serviceability and confidentiality of the instrument/system and will be held responsible for omission or act of bad workmanship on their part.
10. **PENALTY**
A suitable penalty will be charged against failure to attend the problems and removal of the same or engaging suitable manpower **within 24** hours from reporting (either through email or telephonic) and penalty will be deducted from the next bill or Security Deposit whichever is deemed fit. The schedule of services as per job order should be strictly adhered to. In case there is delay either in the delivery of services or successful completion period, the firm will be liable to pay the liquidated damages @ 0.5% of the total value of the order per month or part of a month during which the delivery of such services may be in arrears where delivery thereof is accepted after expiry of the aforesaid period, provided that the total damages so claimed shall not exceed 10% of the total contract price.
11. **SCOPE OF CONTRACT**
 1. While execution of this tender, the Hansraj College intends to procure services of **CAMC for various types of Air Conditioning Machine installed at Hansraj College.**
 - a) Duty hours from 9.00 AM to 4.30 PM (Monday to Saturday).

- b) The daily services of **CAMC for various types of Air Conditioning Machine installed at Hansraj College**, should be performed under guidance of care-taker or person assigned by the Principal of Hansraj College.
- c) **Details scope as per ANNEXURE-I**

2. Eligibility Criteria for evaluation:-

- a) **The firm should have sufficient experience of Comprehensive Annual Maintenance Contract for ACs with authentic certificates (if any).**
- b) **The firm should have executed**
One CAMC/AMC Order value of not less than Rs. 16 lakh satisfactorily within last 3 years
OR
two CAMC/AMC Order value of not less than Rs. 10 lakh satisfactorily within last 3 years
OR
Three CAMC/AMC Order value of not less than Rs. 8 lakh satisfactorily within last 3 years
Authenticated photocopies showing the same should be enclosed with the tender.
- c) **Copy of Valid Trade License is to be enclosed with the Bid.**
- d) **Average annual turnover of the Company/Firm/Agency should not be less than 30 lakh in last three years (**

3. Duties & Responsibilities of the Firm awarded with the CAMC.

- a) The Annual Maintenance Contract will be valid for the period of one year from the date of acceptance of the purchase order.
- b) At least one technician & one helper shall be stationed at our premises Hansraj College on all the working days. The number of technician & helper shall be suitably increased on discretion of the agency to provide the satisfactory work.
- c) The status of service provider shall either be a partnership firm or a corporate Entity or authorized representatives of reputed ACs manufacturing firms.
- d) The service provider shall be based in Delhi NCR.
- e) The service provider shall provide direct service and shall not employ Sub-Contractors.
- f) There shall be two types of Maintenance Service to be carried out by the Service Provider as in installed conditions as:
 - i. **Preventive Maintenance Service (PMS):** Every machine shall be serviced at least **once every month**. A record of such service, duly acknowledged by the person in charge of the location of the air-conditioner, shall be maintained.

- ii. **Breakdown service (BDS):** Breakdown calls shall be attended to immediately and due to exceptional reasons, shall be attended to the next day without fail. The record of such service, duly acknowledged by the person in charge of the location of the air conditioner, shall be maintained.
- g) This Annual Maintenance Contract shall be Comprehensive contract for different types of air-conditioners and for different types of maintenance. Comprehensive service includes replacement of all spares
- h) The quantity details of Air-conditioning units are given in Annex-I of Application Form of the tender document. The air-conditioners under the supplier's Warranty shall stand included under CAMC on completion of the Warranty period.
- i) All the technicians and helpers posted on duty shall sign the attendance prescribed for the purpose. Any absence/default in this regard would involve proportionate deduction of AMC charges payable to the service provider. Repeated absence/default in this regard shall lead to termination of contract.
- j) The CAMC will be concluded on Comprehensive basis and so all required spares for maintenance purpose are to be provided by the vendor for which the CAMC charges should inclusive of all requirements in the quoted rates.
- k) All spares for branded equipment (windows/split ACs) should be from the OEM or genuine parts manufacturer. Spares for the other equipment (Branded other than OEM) should be equivalent model and the quality as the original. Any replacement should also be of equivalent model and quality
- l) Single vendor will be awarded with the CAMC for all windows/split ACs together. Therefore quotation should be submitted for bundle offer indicating break up of charge for each category of item, if required. If a particular AC under CAMC is not repaired within a reasonable time, the amount charged for that item will be deducted from the subsequent bill along with penalty.
- m) Agency should carryout prior inspection of the installed ACs to have realistic assessment before quoting rates for CAMC. Later modification/changes shall not be permitted.
- n) Details of service personnel with qualification if any, should be submitted before executing the contract

12. BID SECURITY AND PERFORMANCE SECURITY

- a) Except the valid and prescribed **BID SECURITY** amount, the offer/tender will be treated as cancelled if any. **In this case tender fees and bid security/EMD omitted.**

- b) Bidders who are registered with **NSIC/MSME** under single point registration of stores as per Tender Schedule (this NIT) are exempted from furnishing **BID SECURITY**. They need to submit the relevant document for this with bid.
- c) No interest is payable on the **BID SECURITY DEPOSIT AMOUNT**.
- d) The validity of the Bank Draft/ Bank Guarantee submitted as the **BID SECURITY**, should be suitably extended by the Bidder, if need be, beyond validity of the tender.
- e) The **BID SECURITY** will be returned to the unsuccessful Bidder if any. It will be returned to the successful Bidder after receipt of the **PERFORMANCE SECURITY DEPOSIT** from them.
- f) In case of withdrawals **or** amends **or** impairs **or** derogates **or** non-compliance of Tender condition(s) of the offer in any respect within the validity period of the tender **or** refusal of furnishing **PERFORMANCE SECURITY DEPOSIT** in the event of getting intimation of awarding the Purchase Order, the **BID SECURITY** amount is liable to be forfeited.
- g) The successful bidder, irrespective of its registration status (i.e. NSIC, MSME or DGS&D), is to submit **PERFORMANCE SECURITY DEPOSIT** amount (5%-10% of the order value – to be intimated latter) before issuing Purchase Order. This **Performance Security Deposit** should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty period.
- h) **PERFORMANCE SECURITY DEPOSIT** is to be furnished in way of Bank Guarantee/FDR in the form provided.
- i) In case of non-compliance of the order in time or/and for any other bad delivery performance or/and failure to render contracted service during the period (summarily noncompliance of due performance of contract by the supplier to whom order has been awarded), the **Performance Security Deposit** will be forfeited.
- j) The **Performance Security Deposit** amount will be returned to the Supplier after satisfactory completion of the work as well as the warranty period of the delivered stores as per terms and condition of the Job/Purchase Order.

13. PAYMENT TERMS:

- a. Payment will be made on quarterly basis if any and after successful completion of job of each quarter. Bill should be duly verified by the **care taker or person assigned by the Principal of Hansraj College**.
- b. No advance payment shall be made by Hansraj College.
- c. All payments shall be made through NEFT/RTGS, Bidders are requested to give the relevant detail of the bank account.

14. PRE-QUALIFICATION CRITERIA

- a) The firm must be ISO Certified. The ISO Certificate must be submitted along with the technical Bids.
- b) The bidder must submit declaration that they have not been black-listed/de-listed or are put to any holiday by any Indian Institutional Agency/Government Department/Public Sector Undertaking in the last three years.

- c) Bidders who meet with all the above criteria fully will be technically qualified and their Price Bid will be considered for further evaluation.
- d) Bidders who do not meet with all or anyone or more of the above criteria will be technically **disqualified and their Price Bid will not be opened.**

ANNEXURE-I

Room Name/ No.	No. of AC		Ton		Type of AC
	IDU	ODU	IDU	ODU(In case of VRV only)	
Auditorium	10 4	10 4	2x10=20Ton 11x4=44Ton		Split Ductable
Badminton Court	9	9	1.5x9=13.5		Split
Old Seminar	6	6	1.5x6=9		Split
New Seminar	6	6	1.5x6=9		Split
PC1	2	2	1.5		Split
PC2	2	2	1.5		Split
Chemistry Store	1	1	2.0		Split
Sports Office	1 1	1 ---	2.0 1.5		Split Window
Amphitheatre Changing room	1	1	1.5		Split
Physics Teachers Staff Room	1	1	2.0		Split
Old enabling unit	1	----	1.5		Window
Room opposite to old enabling unit	2	2	1.5		Split
Departmental Room – Hindi/History	1	1	1.5		Split
Departmental Room – NCWEB Library	1	1	1.5		Split
Departmental Room – Commerce / Philosophy	1	1	1.5		Split
Departmental Room – English / Mathematics	1	1	1.5		Split
Departmental Room – Economics / Sanskrit	1	1	1.5		Split
Departmental Room – Meditation Room	1	1	1.5		Split
Departmental Room – Yoga Room	1	1	1.5		Split
Departmental Room – Gym	3	3	1.5x3=4.5		Split
New Computer lab Ist Floor NCL -1	3 2	3 0	1.5x3=4.5 1.5x2=3		Split Window
New Computer lab Ist Floor NCL -2	1 2	1 0	1.5 1.5x2=3		Split Window

Conference Room	2	----	1.5x2=3		Window
Media Center	4	4	1.5x4=6		Split
Principal Room	1	1	1.5		Split
	2	0	1.5x2=3		Window
Bursar's Room	1	1	1.5		Split
Staff Room I st	1	----	1.5		Window
	1	1	1.5		split
Staff Room II nd	2	----	1.5x2=3		Window
P.A Office	1	1	1.5		Split
Department of Computer Science Lab1	1	1	1.5		Split
Department of Computer Science Lab2	1	0	1.5		Window
Department of Computer Science Lab3	2	0	1.5x2=3		Window
Department of Computer Science Lab4	2	2	1.5x2=3		Split
Physics Department Lab No. – 4	2	0	1.5x2=3		Window
Zoology Department Lab-4	1	1	1.5		Split
Zoology Department Lab-5	2	2	1.5x2=3		Split
Zoology Department Staff Room	2	2	1.5x2=3		Split
Botany Department Lab-1	2	----	2.0		Split
Botany Department Lab-2	2	----	2.0		Split
Botany Department Lab-3	3	----	2.0		Split
Botany Department Lab-4	1	----	1.5		Window
	1		2.0		Split
Botany Department Staff Room	1	----	1.5		Window
Botany Department Instrumentation Room	1	1	1.5		Split
Botany Department Research Room	1	1	1.5		Split
	2	0	1.5x2=3		Window

Library Ground Floor	10 Cassette Ac +5Split	4		11HPx4= 44HP	VRV System
Library + 1 st Floor	8 Cassette Ac +7 Split				
Enabling Unit	1	1	1.5		Split
Admin office	10	2		10 HP Each	VRV System
Admin office 1 st floor	2				
Canteen	4	2		14HP-1No. 16HP-1No.	VRV System
Shooting Range	2				
Counselor Room near Lift	1	1	1.5		Split
Camera Room	1	1	1.5		Split
Room No. B-104	4	4		3Ton-7 4Ton-4 4Ton-4	Cassette type Ac
Room No. B-105	4	4			
Physics Department Lab No. – 5	4	4			
Physics Department Lab No. – 6	3	3			
Director's Room	1	1	1.5		Split
Glass Room (Near Auditorium)	1	1	3.0		Cassette Type Ac
Room with Glass Room / Control Room	1	1	1.5		Split
G.C.R	2	2	1.5x2=3		Split
C.E.C (Central Evaluation Center)	3	3	1.5x3=4.5		Split
C.E.C Exam Checking Room	1		1.5		Window
Medical Room	1	1	1.5		Split
A- 1	04	18		16Hp-4 14Hp-8 14Hp-3 12Hp-3	VRV System
A- 2	02				
A- 3	02				
A- 4	02				
A-101	02				
A-102	02				
A-103	02				
A-104	04				
A-105	02				

A-106	02				
A-107	02				
A-108	02				
A-109	04				
A-110	04				
A-111	02				
A-112	04				
A-113	02				
A-114	02				
A-115	02				
A-116	02				
A-117	03				
A-118	03				
A-119	03				
A- 201	04				
A- 202	04				
A- 203	02				
A- 204	05				
A- 205	04				
A- 206	04				
A- 207	04				
A- 208	04				
A- 209	04				
A- 210	04				
A- 211	06				
A- 212	04				
A- 213	04				
A- 214	04				
A- 215	04				
A- 216	01	01			Split
A- 217	01	01			Split
Library (plACement Cell) IInd Floor Lab1 innovation plaza	5			12Hp-4Pc	VRV System
Library (plACement Cell) IInd Floor Lab2	4				VRV System
Library (plACement Cell) IInd Floor Lab3	2				

Library (plACement Cell) IInd Floor Lab4	2				
Library (plACement Cell) IInd Floor Office1	1				
Library (plACement Cell) IInd Floor Office2	2				
lobby	1				

ANNEXURE-II

DETAIL OF THE BIDDER

Name & address of Company/Firm/Agency		
Phone No.:		
Email:		
Contact Person Name:		
Mobile No.:		
Registration of Companies/Firm/Agency		
TIN No.: (if any)		
PAN No.:		
GSTIN No.:		
ESIC registration No.		
EPFO registration No.		
Authorization certificate attached (Y/N)		
Bank's Detail & Address:		
IFSC code & Account No. (for NEFT transaction)	(for correct information attach copy of cancelled cheque)	
Cost of Tender Fee detail:	DD/BC No.:	Dated:
EMD detail	DD/BC No.:	Dated:

ANNEXURE-III

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

Date: __/__/2020

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

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: **HRC/Colg./Tender/2019-20/08**

Name of Tender / Work: - **CAMC for various types of Air Conditioning Machine installed at Hansraj College**

Dear Sir/Madam,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> 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 Company/Firm/Agency 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 Company/Firm/Agency 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.
7. The downloaded tender document as published at the website <https://eprocure.gov.in/eprocure/app> in has been used for bidding in this tender. It is certified that no modification has been done to the contents of the document.

ANNEXURE-IV

FINANCIAL BID UNDERTAKING

Name of the Bidder: _____

Address of the Bidder: _____

To,
The Principal
Hansraj College
University of Delhi
Malka Ganj
Delhi-110007

Dear Sir/Madam,

1. I/We submit the Financial Bid for Tender Reference No. HRC/Colg./Tender/2019-20/08 and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the Financial Bid/BoQ excluding all applicable taxes.
4. I/We will submit the schedule of Financial bid in the form of BoQ_XXXX .xls only
5. I/We have not modified Financial bid/BoQ template provided along with this tender and the same is uploaded after filling the relevant columns only, such as name of the bidder, basic rate per unit (without taxes).
6. My/Our financial bid will be liable to cancelled if we do any modification in the template provided with this tender.
7. If I/We become successful bidder for executing above annual contract, taxes will mentioned extra as per govt. GST rule while submitting the bill(s) if any.

Yours Faithfully,

ANNEXURE-V

ONLINE BID SUBMISSION DETAILS:

The Online bids (complete in all respect) must be uploaded online in two Envelops as explained below:
Hard copy (original) of certain document is to be submitted before last date and time of bid submission

Envelop – 1				
Document Types	Sr. No.	Contents (*single .pdf of document(s) to be made and same to be uploaded)	File types for uploading	Hard Copy (original) to be submitted
Technical bid	1	Scanned copy of DD/BC for Tender fee and EMD	.pdf	YES
	2	Scanned copy of dully filled and signed ANNEXURE-II, and supporting document(s) in support of all claims made at ANNEXURE-II	.pdf	NO
	3	Scanned copy similar work experience as per qualification criteria of this tender	.pdf	NO
	4	Scanned copy of Balance Sheet for avg turnover, latest ITR acknowledgment for last three FY years (2018-19, 2017-18, 2016-17)	.pdf	NO
	5	Scanned copy of ANNEXURE-III and IV with Seal of authorized signatory from bidder	.pdf	YES
	6	Authorization certificate or licence (if any) for CAMC	.pdf	NO
Envelop – 2				
Financial Bid	1	Financial bid/BoQ	.xls	NO

***single .pdf file means that if the contents of any Sr. No. contains more than one page, then scan all the pages and convert them to .pdf format. After that, attach all the .pdf files into a single .pdf file and this single .pdf file to be uploaded against respective Sr. No. in the technical bid.**

Every scanned copy of documents to be self-attested