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**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
**MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA**

Tender No. NITD/ 04 /SO/101/2015-16

Date: 15.03.2016

**TENDER NOTICE**

Quotation in sealed cover super scribed  
Tender No. & date must reach within due date

**COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR REPAIR ,MAINTENANCE & SERVICING OF AIR  
CONDITIONERS OF NIT DURGAPUR**

Last date of submission of bids: 04/04/2016 at 12.00 p.m.  
Date of opening bids: 04/04/2016 at 03.00 p.m.

Quotations are invited from all prospective bidders including enlisted vendors for **COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT** of Air Conditioners (Split A.C. as well as Window A.C.) of NIT Durgapur, as per the terms and condition mentioned below. All bidders are required to address their bid documents to the Dy. Registrar (P&S) National Institute of Technology, Durgapur, (W.B) and drop the same in sealed condition in the Tender box in Purchase and Stores Section. Only those firms with valid certificate of enlistment (Trade License), TIN, Service Tax Registration, VAT No. PAN No., Sales Tax Registration etc. will be considered.

**General Terms & Conditions:**

1. The bid is to be submitted in two parts in separate envelopes super scribed with the Tender no. and type of bid (Technical/Price). Both the envelopes are to be put in one single envelope super scribed with tender notice no. and date.
  - i) **Technical Bid:** This includes *signed and stamped copy of the Tender Notice and completely filled and signed Form-A (Annexure-1 to this Tender Notice). EMD of ₹5000/- (Rupees Five Thousand)* is to be deposited (by the vendors who are not enlisted with NITD) in the form of Demand Draft of any nationalized bank, having branch at Durgapur, in favour of Director, NIT Durgapur, payable at par. The EMD of the unsuccessful bidder shall be returned without any interest after the finalization of the contract. The successful bidder will have to furnish **performance guarantee deposit/PGD** of 10 % of total contract value in the form of Bank Guarantee before their EMD is returned. **PGD/performance guarantee deposit is necessary for both enlisted as well as non-enlisted successful bidder.**
  - ii) **Price Bid:** Introductory Letter and completely filled and signed Form-B (Annexure-2 to this Tender Notice). The breakup price of parts such as compressors, filters and any other items required to keep the system operational should be provided in a separate sheet along with the Price Bid, duly signed and stamped by the bidder.
2. **Please fill up the attached sheets Form-A & B (Annexure-1 & 2 to this Tender Notice) only otherwise tender will be rejected. Do not change or modify the format.** You may download it from the Institute website.
3. Self attested copy of Valid VAT certificate, Service Tax Registration Certificate, Sales Tax Registration Certificate, Certificate of Enlistment (Trade License) for relevant items must be provided by the bidders along with their technical bid, failing which the bid may be rejected without further reference.
4. For the price calculations show the taxes (in percentage (%) as well as amount) separately. The rates should be quoted clearly without any overwriting/cutting. Extra charges (if any) are to be specifically mentioned including the amounts to be charged in additional sheets which is to be duly signed and stamped by the bidder, failing which no claim will be entertained at a later stage.
5. All pages of the bid should be duly signed and stamped with date.
6. All price quoted must remain open for acceptance for 90 days from the date of opening of the price bid.
7. The successful bidder will be required to enter into a contractual agreement on non-judicial stamp paper with the NIT Durgapur. The period of annual contract shall be for 01 (one) year which may be extended for another year by the Institute authorities on the basis of satisfactory report by the users.

8. The contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, rewinding of motors, gas filling /charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors or any other parts which may be required for keeping the system operational, labour charges etc. The breakup price of parts such as compressors, filters and any other items required to keep the system operational should be provided in a separate sheet along with the Price Bid, duly signed and stamped by the bidder.
9. The contractor shall use the material of BIS specification for repairs/replacement. Contractor must show the new parts to concerned Department/Section Head. The old parts, which are replaced, must be deposited in the Purchase & Stores Section. If the firm uses a non-ISI marked Part, it will have to intimate the reason for doing so to this Institute.
10. The bidders may provide credentials of providing the same service in Government/Semi-Government/Autonomous/Private Organizations along with their Technical Bids.
11. The Institute reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory. The decision of the Institute in all respect shall be final and binding upon the contractor.
12. Any financial loss caused due to the damage of any part of the Air Conditioners of the Institute due to handling or otherwise would be deducted from the earnest money/ performance security/bills.
13. The contractor will be required to attend to the 'break down' calls of Air Conditioners within 24 hours of the complaint. For this purpose, he will invariably depute one mechanic, thoroughly conversant with the maintenance and upkeep of the machine. No Air Conditioner or any part thereof shall be taken out by the mechanic to the workshop. The work is to be carried out in the premises of the Institute. However, the work which cannot be done in the office premises would be allowed to be done outside and no extra charges will be paid for this work.
14. Payment for the AMC charges will be made in two installments as per the details below:
  - (i) 40% of the total amount after all the machines have been serviced at least once and brought to good working condition, duly certified by the user and on production of bill with detailed breakup and servicing reports duly certified by Heads of Department/Section/Centre/central facilities.
  - (ii) Of the remaining 30% will be paid after 6 months and 30 % on the expiry of the contract, on the submission of the bill by the vendor duly supported by the service report cum installation and commissioning certificates to the effect that the machines remained in good working condition during the last one year.
15. All supplies of parts are to be guaranteed against manufacturing defects and must be replaced at suppliers' cost. Removal and replacement of rejected goods will be supplier's responsibility and at supplier's cost. Our normal terms of payment of are 100% of each billing amount as stated in point 13 above, within 30 working days on submission of bills, if the bills and documents are in order.
16. All invoices raised should bear printed serial number, date and should mention the Purchase Order no. and date. Prices, extra charges (if any) and taxes (rate, % & type of tax) are to be shown separately. The Institute reserves the right to reject any or all tenders without assigning any reason thereof. The Institute may also engage in rate negotiation with the lowest bidder.
17. The bidders may represent themselves personally or through their authorized representative, if any, at the time of opening of bids.
18. Changes, if any, to this Tender Notice will be intimated as corrigendum to the same on the Institute website ([www.nitdgp.ac.in](http://www.nitdgp.ac.in)), so bidders are requested to check the Institute website regularly.
19. If the date of tender opening/last date of tender submission happens to be a holiday or the Institute remains closed due to any reason, the date for the same will be shifted to the next working day at the same time and venue.

Yours sincerely,

  
Dy. Registrar (P & S)

Copy to: 1. Registrar Secretariat, 2. Notice Board: a)Purchase & Stores Section, b) Admin Building, c) Academic Building, 3. Institute Website.



**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

**ANNEXURE-1 TO TENDER NOTICE NO. NITD/04/SO/ 101/2015-16, dated 15.03.2016**

**FORM-A**

<b>Sl. No.</b>	<b>Name of the Supplier/Vendor/Firm/Distributor</b>	
1	Name of the Contact person/Proprietor:	
2	Registered/Contact Address of the Supplier/Vendor/Firm/Distributor	
3	Contact no.:( Mobile no./Telephone no.)	
4	Email address:	
5	PAN / GIR No. (Attach self attested copy)	
6	VAT& CST Reg. No. for the specified item (Attach self attested copy)	
7	Service Tax Reg. No. for the specified item (Attach self attested copy)	
8	Valid Trade License No. (Attach self attested copy)	
9	Whether rates are quoted as per format mentioned in the Bidding Document or not.	
10	Whether rates quoted are inclusive of all taxes or not.	
11	Warranty of spare parts provided	
12	Whether credentials of providing the same service in Government/Semi-Government/Autonomous/Private Organizations are provided with the Technical Bid.	

  
16/3/16

(Signatures of the authorized signatory with seal of tendering firm)

Name:

Contact no.:

Date:



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR  
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

ANNEXURE-2 TO TENDER NOTICE NO. NITD/ 04 /SO/ 101/2015-16, dated 15.03.2016

FORM-B

Sl. No.	Particulars	Rate per unit (₹)	Tax		Total Rate per unit (₹) inclusive of taxes (State in numbers as well as words)
			State Type & % of Tax	Amount of Tax (₹)	
1.	Air Conditioning per unit per annum of various make such as LG, Voltas, Hitachi, Carrier etc.				
	a) Split 1 ton Note: The contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, re-winding of motors, gas failing /charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, labours charges and any other material which may be required to keep the system operational etc.				
	b) Split 1.5 ton Note: The contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, re-winding of motors, gas failing /charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, labours charges and any other material which may be required to keep the system operational etc.				
	c) Split 2.0 ton Note: The contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, re-winding of motors, gas failing /charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, labours charges and any other material which may be required to keep the system operational etc.				
	d) Window 1.00 ton Note: The contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, re-winding of motors, gas failing /charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, labours charges and any other material which may be required to keep the system operational etc.				

*Handwritten signature and date*  
16/3/16

Sl. No.	Particulars	Rate per unit (₹)	Tax		Total Rate per unit (₹) inclusive of taxes (State in numbers as well as words)
			State Type & % of Tax	Amount of Tax (₹)	
	e) Window 1.5 ton Note: The contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, re-winding of motors, gas failing / charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, labours charges and any other material which may be required to keep the system operational etc.				
	f) Window 2.00 ton Note: The contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, re-winding of motors, gas failing / charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, labours charges and any other material which may be required to keep the system operational etc.				
2.	Installation charges with material (applicable only when the location of the AC changes, on the direction of the Institute) (i) Window (ii) Split				
3	Heating Kit (Per Kit)				
4	Cooling Kit (Per Kit)				
5	Body replacement of AC Per Unit				
6	Steel chassis				
7	Grills				
8	Inner unit of Split AC				
9	Outer unit of Split AC				
10	Cost of repair of Remote –Window and Split				
11	Cost of repair of Remote –Window and Split				
12	Air Conditioner Stabilizer (Comprehensive Maintenance per Stabilizer per Annum)				

**For the rates quoted in Sl. No. 1(a) to (f), price break-up item wise of all spare parts such as compressors, filters and any other part to keep the system operational is to be provided in separate sheets duly signed and stamped by the bidder.**

*[Handwritten Signature]*  
16/3/16

(Signatures of the authorized signatory with seal of tendering firm)