



INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

No 1 Development Enclave, Rao Tula Ram Marg,

Delhi Cantt, New Delhi – 110 010

Ph. No., 26145352

Email: estatecell.idsa@yahoo.com

F.No. A/950/2019-2020/HVAC

Date: 09.05.2019

**E-TENDER NOTICE FOR “ DAY TO DAY OPERATION AND MAINTENANCE OF HVAC SYSTEM
(TWO BID SYSTEM)**

Online bids are invited under two bid system from experienced contractors / agencies for **DAY TO DAY OPERATION AND MAINTENANCE OF HVAC SYSTEM ”. (IN TWO BID SYSTEM ”** at IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats. **The bids should remain valid up to 90 days from the last date of submission of bids.**

Detailed Tender Documents are available on line from the date of tender publication at <https://www.mstcecommerce.com>, www.idsa.in and <https://www.eprocure.gov.in>. The interested bidders are advised to register themselves with e-procurement Portal at - <https://www.mstcecommerce.com> to participate in the e-Tender timely to avoid last minute rush. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical bids and Financial bids on the <https://www.mstcecommerce.com>, latest by 11 June 2019 by 1500 hrs. Hard copies of the relevant documents also to be submitted along with (1) Demand Draft for Rs. 30000/- (**Rupees Thirty thousand only**) in favour of “**IDSA**” payable at **New Delhi** as Earnest Money Deposit and (2) All documents signed and stamped, which shall be submitted in sealed cover addressed to the **Estate Manager, Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 11 June 2019** duly mentioning on top right hand corner of the sealed envelope “**EMD and other supporting documents for “ Day to day operation and maintenance of HVAC system ”.**

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of tender and Annexures as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

The online financial bids shall only be opened for technically qualified firms in presence of the bidders or their authorized representative, not more than one person, may be present at the time of opening of the bids, if they desire.

IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the IDSA will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time	13/05/2019, 10:00 hrs
(ii) Document Download Start Date & Time	13/05/2019, 10:30 hrs
(iii) Bid Submission Start Date & Time	13/05/2019, 11:00 hrs
(iv) Bid Submission End Date & Time	11/06/2019, 15:00 hrs
(v) Offline submission, EMD, and other supporting documents	11/06/2019, 15:00 hrs
(vi) Bid Opening Date & Time	12/06/2019, 15:30 hrs
(vii) Cost of Tender	Free of cost

Note : Contractor may inspect the Campus & assess its requirement before bidding the tender. **Bidders are also advised to go through e-tendering process which is attached as Annexure I.**

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://www.mstcecommerce.com>, www.idsa.in and <https://eprocure.gov.in> only.

Hemant Kumar
Estate manager

Annexure I**Process of E-tender:**

Registration: The process involves bidder's registration with MSTC e-procurement portal free of cost. Only after registration, the bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Bidder should possess class II or Class III signing type digital certificate. Bidders shall make their own arrangement for bidding from a P.C. connected with Internet. MSTC or IDSA is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). At <https://www.mstcecommerce.com>

- 1). Bidders are required to register themselves online with <https://www.mstcecommerce.com>
- 2). Bidders will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact MSTC, (before the scheduled time of the e-tender).

MSTC Help Desk: 011-23212357, 011-23215163, 011-23217850, 033-22901004

The technical Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com> tenders will be opened electronically on specified date and time as given in the Tender. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender by IDSA. Hence, the bidders are required to ensure that their official email I.D. provided is valid and updated at the time of registration of bidder with MSTC (i.e. Agency). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

E-tender cannot be accessed after the due date and time mentioned in NIT.

Bidding in e-tender:-

- a) The process involves Electronic Bidding for submission of Technical and Commercial Bid.
- b) The bidder(s) can submit their Technical Bid and Commercial Bid through internet in MSTC website <https://www.mstcecommerce.com>
- c) **System Requirement:**
 - i) Windows 7 Operating System and above
 - ii) Internet Explorer-7 (IE-7) and above Internet browser.
 - iii) Signing type digital signature
 - iv) Java Runtime Environment 8 (JRE-8) update 191(windows X86 offline) and above software to be downloaded and installed in the system.
To enable ALL active X controls and disable "use pop up blocker" under Tools→Internet Options→ custom level

Appendix A**Tender Document for Day to Day Operation and Maintenance of HVAC system
(Two Bid System)****MEMORANDUM OF WORK IN BRIEF**

1.	Name of work	Annual maintenance contract for day to day operation and maintenance of HVAC system (2x300 TR-Carrier make chilling Plants+1x300 TR-Daikin) for Two years
2.	Earnest Money	Rs 30000/-
3.	Cost of Tender Document	Free of cost/-.
4.	Validity period	90 days
5.	Security Deposit	10 % of Annual contract value
6.	Period of Contract	Two years
7.	Last date of Submission of Tender	11.06.2019-1500 Hrs
8.	Mode of Sending	a. EMD and relevant documents of Technical bid In sealed cover by Speed post/Hand Delivery in the tender box kept at reception . b. Tender sent by ordinary post will be rejected out rightly.
9.	Description essential to be made on sealed cover	a. Name of work and Tender No, name of Bidder..

Signature of bidder**Name :****Company seal****Hemant Kumar****Estate Manager, IDSA****Date :**

**Institute for Defence Studies and Analyses
No 1, Development Enclave, Rao Tula Ram Marg, New Delhi-110010**

**TENDER DOCUMENT FOR
DAY TO DAY OPERATION AND MAINTENANCE OF HVAC SYSTEM**

LAST DATE OF SUBMISSION: 11 June 2019 UP TO 1500 HRS

Subject : Day to Day Operation and Maintenance of HVAC system

Dear Sir(s),

Online Bids are invited for day to day operation and maintenance of HVAC system through two bid system as per scope/specifications of works given in Appendix-'A' enclosed. Conditions of the order shall be as follows:

- a. Tender Document can also be downloaded from our website or online portal of MSTC , free of cost.
- b. Tenderers are advised to go through this tender document carefully as well as visit the Institute's premises at Development Enclave, Rao Tula Ram Marg, New Delhi and acquaint themselves both the site conditions and condition of HVAC system ,building, fittings, etc before submission of tender.
- c. The duly filled and sealed tender document including complete set of supporting documents in two separate envelopes as indicated below, may be submitted to the Estate Manager at the address indicated above.

Envelop

Complete set of Tender document as issued, duly filled and signed by the tenderer on all pages (Including Annexures) alongwith all supporting documents, etc and and earnest money deposit of Rs 30000/- in form of demand draft in favour of IDSA, Payable at New Delhi shall be sent by speed post or in the tender box placed at the reception. EMD will not bear any interest. Cheques in lieu of DD will not be accepted.

General Conditions of Tender

1. Scope of work

Day to day operation and Maintenance of HVAC system as per its Annexures.

2. Deployment of Staff

The contractor shall always/whenever required deploy a minimum strength of experienced staff as follows:-

(i) Sr Technician/supervisor (skilled)	-	01 No
(ii) Electrician Cum Operator (semiskilled)	-	01 No
(iii) AC Plant operator-(Semi skilled)	-	01 No
(iv) Helpers (unskilled)	-	02 Nos
Total	=	05 Nos.

Contract is Service based .Contractor has to deploy this man power on daily basis (including Saturdays / Sundays and holidays or whenever required). Failing which Rs. 500/- will be deducted from Contractor's bill for every default.

No additional payment shall be made on any account if contractor keeps more staff at site for completing the pending work or if the minimum strength is not able to perform satisfactorily as per contractual provision.

Any indecent behavior /suspicious activities of the staff employed shall be viewed seriously and a suitable action shall be taken. The contractor is also required to submit list of workers with Photo ID, educational qualifications, address proof etc before deputing the worker.

Contractor shall be solely responsible for the credential / acts of his staff / workers.

Contractor is required to make timely payment (before 10th of every month) to his staff without waiting for the payment received from IDSA including various statutory authorities. The Institute reserves the right to check the same. Before raising every bill, the contractor has to give a certificate that he has paid all Govt. liabilities and Labour payment as per minimum wages Act for the previous month..

IDSA reserve the right to reject the deployment of any person(s) by the contractor and contractor shall cease to deploy any such person/persons forthwith, upon receipt instruction in writing from the Estate Cell. No claim shall be entertained on account of any such rejection.

3. **Minimum Qualification of deployed staff.** The minimum qualification of deployed staff will be as under :

(a) Sr Technician : Diploma in Electrical / Mechanical / Refrigeration Engineering with minimum 03 years experience or ITI with 05 years of experience under the same scope of work as defined above.

(b) Electrical / Plant Operator : ITI with Electrical / Mechanical / Refrigeration with 03 years experience under the same scope of work as defined above.

(c) Helpers : Minimum 8th Pass.

Before deployment, contractor has to submit CVs of his employees to be deputed, Only those persons who will be cleared by the Estate Cell would appointed for the site . Selection of applicants will be done through interviews / on site work practical test conducted by Estate Cell. Decision of Estate Manager in this matter will be final and binding. IDSA also reserve right to relax educational qualifications if experience of staff is in accordance with the scope of work as defined above.

4. (a) **Compliance with all statutory requirements & Safety Management**

The contractor shall adopt all necessary safety requirements and shall adhere to requirements of all applicable laws , statutory rules and Regulations and Executive orders issued by various Government /Statutory /regulatory authorities from time to time, including and not limited to labour laws including mandatory requirements with regard to minimum wages , EPF, ESI, bonus etc as per the latest notification of NCT Delhi , shall all the requisite permissions and licenses from the authorities concerned within a period of 30 days from acceptance of the bid, failing which the Director General , IDSA would be entitled to reject the accepted bid.

The Contractor will Initiate and maintain safety management programme to protect contractor's employees from hazardous situations through procedures, practices and regular inspection of the work area, material equipment, information and training necessary for safe working performance.

IDSA shall not be responsible for any hazard / accident during operation and maintenance during the contract period. It is the full responsibility of Contractor to Compliance with statutory requirements including minimum wages , EPF, ESI and bonus including all applicable labour laws . Contractor shall indemnify IDSA incase any audit conducted in this regard by any authority .

(b) Quoting less , below minimum wages & other statutory compliances will be rejected at first instance. No Communication will be entertained in this regard.

5. **Consumables :**

(a) The following consumables shall be supplied by the contractor as a part of the contract and tools as per Annexure III, without any extra payment shall be made by the Institute for these Items.

1. Lubricating Oil
2. Grease
3. M Seal
4. Teflon tape/Dhaga /Safeda
5. PVC Insulation Tape
6. Screws/nut/Bolts/Washers
7. Welding Rod.
8. Acid for coil wash/cleaning of cooling tower
9. Old Dhoti/cotton waste

10. Emery Paper

(b) The Other consumables /spare parts /accessories /fittings/fixtures apart from the aforesaid list shall be purchased by the contractor from Authorized dealer and the cost of same shall be reimbursed at actual on production of the original bills by the contractor plus 10 % as service charges and the relevant payment shall be made alongwith Monthly payment.

(c) The Estate Cell reserves the right to reject any consumables which do not conform to the correct specification /quality.

(d) A register shall be maintained to record the consumption of the items mentioned in clause 5 (b) if any with the approval of the Estate Cell.

(e) The contractor shall always keep all the required tools/equipment to maintain the operation of the plant including welding set/box spanner etc and the list of the said tools / equipment is attached at Annexure B. No extra payment will be paid for the said tools / equipment. The Contractor will provide hand gloves to his staff during maintenance of AHUs and SFUs.

6 . **Routine maintenance/ Preventive Maintenance**: The contractor shall do the preventive maintenance as per the respective schedule of the OEMs. No extra labour payment will be made for works such as coil washing, cleaning of filters, cleaning of cooling towers etc.

7.. **Major repairs/Overhauling** : Any major repairs /overhauling that may be required shall brought to the notice of the Estate Cell in writing immediately upon the said requirement of repair/overhaul coming to light. The Estate Cell shall then authorize the contractor to carry out such repairs /Overhaul. The payment for the same shall be made to the contractor alongwith the Monthly payment.

8. **Emergency Telephone Nos**: The Contractor shall provide an Emergency Telephone Number for normal and odd hours of operation with a maximum of two hours response time during any breakdown to essential utility services.

9. **Log Book** : Log book shall be maintained by the contractor in conformity with the Estate Manager's proforma for the consumption of consumables mentioned in clause 5(b), which shall be signed by the Estate manager / AEM.(daily, weekly, monthly) after physical verification of the consumption/consumables.

The contractor has to bear the cost of all stationary, telephone etc required for proper execution and maintenance of records for the work. If found using IDSA's material, Institute may recover an appropriate amount from the contractor's bill.

10 Earnest Money Deposit: Bidders are required to submit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 30,000/-** by demand draft / PO favoring "**IDSA**" payable at **New Delhi**. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the

earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered MSME, etc. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidders found without EMD are liable for outright rejection.

11. SECURITY DEPOSIT :

11.1 On receipt of the Letter of intent (LOI), the successful bidder shall furnish 10% of the annual contract value as security deposit in accordance with the conditions of contract and as acceptable to the Institute.

11.2 Failure of the successful bidder to comply with requirement of above clause shall constitute sufficient grounds for forfeiture of the EMD, in which event the IDSA may make the award to the next lowest evaluated bidder.

11.3 No Interest will be payable on Security Deposit.

12. **Duration Of contract:** The contract shall be valid for **two years** which will be subject to further extension at the discretion of the competent authority before expiry of the contract as mutually agreed terms and conditions, subject to satisfactory performance and wages as per minimum wages of Govt. of NCT Delhi latest notification for the that period or as may be agreed to. **The contract can be cancelled unilaterally by the institute in case service is not rendered satisfactorily.**

13. Termination of the contract :

(a) The contract can be terminated by IDSA by serving Three month notice in writing without assigning any reason to the contractor. If the contractor wants to terminate the contract, he has to give three months notice in writing to IDSA..

(b) Termination or expiry of the contract shall be without prejudice to any rights and remedies of the Institute and the contractor accrued before such termination or expiration and nothing in the contract shall prejudice the right of either party to recover any amount outstanding at such termination or expiry.

(c) At the end of contract period or upon termination thereof, the contractor shall forth with return to the institute upon request, all the institute's property (including but not limited to the material, documents, information, access keys).

(d) Additionally, the contractor shall give a written undertaking that he has not retained any movable property belonged to the Institute and in particular shall undertake that he has not made any duplicate of access keys which are still in his possession or his employee and that he shall indemnify the Institute in the event of any losses attributable to such acts / omission on the part of contractor and /or his employees, agents etc.

(e) If the contractor fails to perform any of the obligations under this contract and if Institute is dissatisfied with the services, the contractor have to vacate the premises within a period of three month of written notice. IDSA should not be held liable for any cost, damage, expenses or any loss whatsoever that the contractor may suffer on being served with the winding up notice. The contractor is required to give 3 months' notice in case he does not want to continue with the contract.

- (f) During IDSA's Audit if any overpayment /under payment detected by either parties , both parties shall reconcile the accounts and shall be liable for payment .

14. Rates : Rates quoted for the work shall be inclusive of the following:-

- i) Expenses towards boarding, lodging of mechanics / technicians, electricians, skilled and unskilled labour, any other labour, tools and plants as required for proper operation and maintenance of work, dress, shoes, apron complete in all respect.
- ii) Prices escalations including increase in minimum wages during the first year .
- iii) Contractor's overheads and Profit. Nothing extra shall be admissible on any such account.
- iv) The firm should also kept in mind following factors before Quoting :-
- v) Each workman is entitled to get minimum wages EPF/ESI /and bonus as per latest notification of NCT Delhi .
- vi) Deduction by IDSA : TDS and GST (2% each at present) shall be deducted as per applicable rates .

15. SUBMISSION OF TENDER: The technical Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com/eprochome/mstc> tenders will be opened electronically on specified date and time as given in the NIT. All entries in the tender should be entered in online Technical & price bid Formats without any ambiguity.

16. OPENING OF TENDERS: Price Bid will be opened online after scrutinizing the technical bids by the committee constituted by the Institute . All qualified Tenderers will be informed in advance the date of opening of financial bids in presence of their representative(s) if they wish to be present.

17. IDSA reserves the right to change, alter or to waive and technical or commercial terms, conditions and qualifications. IDSA also reserves the right to reject all or any tender. IDSA reserve right for changes/relaxation in eligibility criteria at any time.

18. SIGNING OF CONTRACT : On receipt of acceptance of LOI , the successful bidder has to execute the necessary contract agreement with IDSA within 7 days alongwith the security deposit.

19. Mode of payment Payment shall be made on **Monthly Basis** on production of bills in duplicate duly verified by Estate Manager. It is duty of contractor to pay salaries to his workers on monthly basis. If any non payment / under payment complaint is received, Contract may be terminated with immediate effect after verification of Complaint.

20. Electricity and Water Electricity and water required for carrying out the work shall be supplied by the Institute free of charge.

21. Liability to Damage The contractor at his own cost shall make good all the damages, losses, burns outs etc. which may be attributable to nay fault/negligence faulty operation. Inadequate preventive maintenance and / or mishandling of plants and equipment. The decision of Director General, IDSA in this regard hall be final and binding.

22. Handing/Taking Over The Contractor shall on receipt of work order take over the plants in serviceable and running condition. Similarly on expiry of period of the contract, he shall hand over all the plants in serviceable / running condition to the Institute. All the repairs/ Maintenance required for the purpose shall be carried out by the contractor at his own cost.

23. Equipment/Installations Regular/Preventive/ Periodical upkeep, Maintenance & Servicing of all equipments/ installations etc shall be carried out as per manufacture's instructions and as per directions of the Project Engineer/Engineer-in-Charge/Estate Manager.

24. INDEMNITY

a. The Contractor shall indemnify, and keep indemnified, the Institute fully against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities whatsoever arising out of, in respect of or in connection with the Contract including in respect of nay death or personal injury, loss of or damage to property, financial loss arising from fault/ negligence, faulty operation, inadequate maintenance, mishandling of plant and equipment and /or any advice given or omitted to be given by the Contractor/his employees/ agents and /or representatives, or and y other loss which is caused directly of indirectly by nay act or omission of the Contractor/ his employees / agents and /or representatives.

b. The decision of the Director General, IDSA in this regard shall be final and binding.

25 .Dispute Resolution: Disputes, if any with regard to the interpretation, execution and /or implementation of these terms and conditions shall vest exclusively in the Director General, IDSA whose decision shall be final and binding upon the parties. Disputes, if any with regard to the decision of the Director General, IDSA in the regard, shall be referred to Arbitration at the hands of a sole Arbitrator to be appointed by IDSA shall all proceedings in this regard shall be subject to the sole and exclusive jurisdiction of Courts of Courts of

competent jurisdiction at New Delhi. Upon acceptance of the bid, no sub-letting/transfer would be allowed by the Operator except with the prior written permission of the Director General, IDSA.

26. Standard force-majeure conditions would apply.

27. The quoted rates shall remain firm for the first year of the contract period, irrespective of any change of any kind. Contractor should have foreseen all types of liabilities arising during the first year. However, increase for the second year will be considered based on increase in minimum wages, etc. as per the latest orders of NCT Delhi or on mutual consent of both parties.

Kindly Acknowledge.

Hemant Kumar.
Estate Manager.

Sub :- **DAY TO DAY OPERATION AND MAINTENANCE OF HVAC SYSTEM**

Sl. No.	Description of Work/Item
1.	Day to day operation and maintenance of HVAC Plant
(a)	<p>Imported water cooled chilling machine with Hermetic/ Semi-hermetic screw type compressor complete with water cooled condensers, single/multiple Compressors, single/ multi circuit Chiller, microprocessor based Control system, related piping AHU, FCU, Pumps, Ducting, Electrical Panel, mounting frame works etc. Suitable for 50 HZ, 3 PH, 415 A.C – 02 Nos . Brief details of different items of work involved for HVAC attached as Annexure “A”</p> <p>Cooling Capacity :- 600 TR (2 X 300 TR carrier make)+300 TR (Daikin make)</p> <p>Chilled water “In” :- 12.2• C</p> <p>Chilled water “Out” :- 7.2 • C</p> <p>Chilled Fouling Factor (FPS) :- 0.0005</p>

A. HVAC SYSTEM

Screw Chiller water cooled type capacity 900 TR (03 Nos) Comprising of the following:-

S.No.	Item	Quantity
1.	32000 CFM AHU	03 Nos.
2.	24000 CFM AHU	01 Nos.
3.	20000 CFM AHU	04 Nos.
4.	8000 CFM AHU	02 Nos.
5.	6800 CFM AHU	02 Nos.
6.	4000 CFM AHU	05 Nos.
7.	3000 CFM AHU	09 Nos.
8.	2000 CFM AHU	13 Nos.
9.	1600 CFM AHU	08 Nos.
10.	1000 CFM AHU	112 Nos.
11.	600 CFM AHU	02 Nos.
12.	Chilled Water pump with motor	03 Nos.

13.	Secondary Chilled water pump with motor	06 Nos.
14.	Condenser water pump with motor	03 Nos.
15.	Cooling tower FRP Type	02 Nos.
16.	Hot water generator 180 KW capacity	02 Nos.
17.	S Piping with insulation for chilled water systems/condenser/Hot water line valves Temperature and Pressure gauge etc.	01 Lot
18.	GI Ducts insulation, grills/ Defuser etc.	01 Lot.
19.	Any other item just to complete the work	

Eligibility Criteria and Technical Bid :-

1. The following documents & information should be attached with Tender Documents :
 - 1.1 Certified copy of work executed of similar nature by the firm in support of experience in a tabular form.
 - 1.2 Details of works in hand.
 - 1.3 Certified copy of Audited balance sheet of last three financial years.
 - 1.4 Income tax return for last three financial years.
 - 1.5 Certified copy of certificate of the client/owner regarding satisfactory performance of previous works.
 - 1.6 Registration No with GST Dept with latest challans.
 - 1.7 Pan No of Partners/Firm.
 - 1.8 PF and ESI registration with latest copies of challans
 - 1.9 Permanent Man Power Details.

2. Eligibility Criteria :-

- 2.1 Minimum 3 years experience of having successfully completed works of similar nature as mentioned in scope of work, registered with CPWD/PWD/Railways/MES/P&T or any Other Govt. organization . In case of Private Organisation it should be verifiable through TDS deduction .
- 2.2 Average turn over during last three years ending 31st March 2018 should not less than Rs 30 lakhs.
- 2.3 Should fulfill all statutory requirements
- 2.4 Must have Experience of Compressor Overhauling /Repair of HVAC system of similar nature .
- 2.5 Firm must have Control office in Delhi/NCR.
- 2.6 Must have One AMC of HVAC plant be running at present which can be verified physically by the officials of IDSA.
- 2.7 Firm must have clear track record and should never been blacklisted by any department or Organisation . An affidavit to be attached with technical bid .

3. Firms satisfying above criteria should upload their bid alongwith proofs and also forward in sealed envelop duly subscribed the name of work in with an account payee demand draft of a scheduled bank as earnest money in favour of IDSA, payable at New Delhi.

Annexure II

PREQUALIFICATION OF CONTRACTOR
Basic information

1.	a) Name of the applicant / organisation b) Address of the Registered Office c) Address of office at Delhi (with Phone Nos Fax Nos & Email ID & Contact Person)	
2.	Year of establishment	
3.	Type of the organisation (Whether sole proprietorship, Partnership, Private Ltd. Or Ltd. Co. etc.) (Enclosed certified copies of documents as evidence)	
4.	Name & qualification of the Proprietor / Partners / Directors of the Organisation/Firm a) b) c) Enclose certified copies of document as evidence	
5.	Details of registration – Whether partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence	
6.	Whether registered with Government / Semi-Government / Institute Authorities of any other Public Organisation and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7.	No. of years of experience in the field and details of work in any other field.	
8.	Address of Delhi office through which the proposed work of the Institute will be handled and the Name & Designation of officer in charge.	
9.	Yearly turnover of the organisation during last 3 years (year wise) and furnish audited balance sheet including Profit & Loss A/c (Audited) for	

	the last 3 financial years.	
10.	Name & Address of PF office (where registration carried out, also mention year of registration)	
11.	Enclose copy of latest income tax clearance certificate.	
12.	PAN No/ GST No.	
13.	Details of registration for ESI.	
14.	Detailed description and value of works done (Proforma 1) and works on hand (Proforma 2)	
15.	Details of Key Personnel Permanently employed (Proforma – 3)	
16.	Other infrastructural information to be used/referred for this project (Proforma-4)	
17.	Furnish the names organization, you have completed the above mentioned jobs.	
18.	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation.	Attach a separate sheet if required.
19.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
20.	Have you ever been put on a holiday list or banned by any Public sector units? If so give details	
21	Certificate /Undertaking on non judicial stamp paper that the firm has not blacklisted by any of the organization dealt with	

I/We confirm that to the best of our knowledge the information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

Sign. & Seal of the Tenderer

DATE:
PLACE:

PROFORMA – 1**LIST OF Works EXECUTED BY THE ORGANISATION DURING THE LAST 3 Years**

Sl. No.	Name of work with addresses	Name & full postal address of the owner. Specify	Contract Amount (Rs.)	Stipulated time of completion (Years)	Actual time of completion (years)	Any other relevant information Actual amount of the work, if increased, give reasons	Enclose clients certificate for satisfactory completion.
1	2	3	4	5	6	7	8

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks "As indicated in Brochure".
2. Date shall be reckoned from the date of advertisement of the notice in news papers.
3. For certificates, the issuing authority shall not be less than an Executive In Charge.

PERFORMA – 2**B) LIST OF IMPORTANT WORKS IN HAND**

Sl. No.	Name of work with address	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of 2-persons (Engineers or top officials of the organization)	Contract Amount (Rs.) with copy of Work Order & completion certificate from project in-charge	Stipulated time of completion (Years)	Present status of the project	Any other relevant information.
1	2	3	4	5	6	7

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks "As indicated in Brochure".

Proforma – 3
DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR
TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN
HOUSE ESTABLISHMENT

Sr. No.	Name and designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amounts	Date from which employed in your organization	Indicate details of experience for similar projects.
1	2	3	4	5	6	7	8	9

Notes:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

Proforma 4**OTHER INFORMATION**

Sr. No.	Particulars
I)	OFFICE INFRASTRUCTURE
II)	WORKSHOP FACILITIES A) Location B) Land Area C) Type of Structure D) Type of Facilities
III)	LIST OF MAJOR EQUIPMENT/INSTRUMENTS IN POSSESSION OF THE FIRM

Note: Please furnish information in this proforma only. Do not write 'as per enclosed sheet/brochure'.

Form of Tender
(Note: the appendix forms part of the tender)

To,
IDSA
No 1, Development Enclave
Rao Tularam Marg, New Delhi-110010.
Sir,

Name of work : Day to day Operation and maintenance of HVAC system

- a. Having visited the site and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract, specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.
- (a) We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
 - (b) We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
 - (c) If our tender is accepted, we will remit the initial security deposit by demand draft or obtain a guarantee from a scheduled bank to be jointly and severally bound by us for the sum named in appendix hereto for initial security deposit. Third party insurance policy shall also be obtained from a insurance company approved by you.
 - (d) We agree to abide by this tender for the period of one year from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us may be accepted at any time before the expiry of the period.
 - (e) Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
 - (f) We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
 - (g) We understand that you are not bound to accept the lowest or any tender you may receive.
 - (h) We understand that our rates will be firm through out the contract period .

Dated Day of

Signature.....In the capacity of
Duly authorized to sign for and on behalf of.....
Name and address of the tenderer.
(IN BLOCK CAPITALS)

Annexure 'III'**List of minimum tools to be kept at site**

1. All type of Open Spanner .
2. All type of Ring spanner.
3. Pipe wrench up to 3" pipe .
4. Two Nos of Aluminim ladder 5' and 10' long.
5. Digital Tong Tester.
6. Digital multimeter.
7. Digital Temperature Meter .-3 Nos.
8. Digital anemometer.
9. Electrical tool kit including pliers/screwdrivers etc .
- 10.Megger./Insulation tester.
- 11.Crimpting tool .
- 12..Any Other tool required for smooth functioning of work.

(Through Online Mode only, offline price bid will be out rightly rejected)

Annexure-IV

Price Bid

<u>Sr No</u>	<u>Description</u>	<u>Total Amount per Annum (Rs) excluding GST</u>
1.	Annual Maintenance contract Value for Day to day Operation and maintenance of HVAC system asper minimum wages Inclusive of EPF, ESI and bonus (yearly basis) including material required as per the scope of work	

Amount in Words

(Rupees -----)

Signature of the authorised representative of the bidder.

Date :

Seal

Note 1. Contractor should consider minimum wages , bid will be considered non responsive if found below minimum wages .

Note 2. Minimum wages, PF ,ESI and bonus are essential Component of each workman as per rules

Note 3. TDS and GST (2% each at present) shall be deducted as applicable .

Note 4. If any discrepancy found with the quoted amount in figures and words, higher of the two would be considered.

