

National Institute of Technology
Rourkela, Odisha, Pin: 769008

Ref No: NITR/AR/GH/AMC/2013/01

Name of the work: Annual Maintenance of Central Air Conditioning Equipments in South and North Block Guest Houses at NIT Rourkela.

Sealed Tenders are invited from experienced air conditioning Contractors having establishment in Rourkela having experience in maintenance of similar works with a certified AC mechanic and capable of mobilizing resources as and when required for the maintenance of Central air conditioning plant in the South and North block Guest houses at NIT Rourkela.

Name of Work	Estimated Cost for 3 years duration (Approx in Rs.)	Earnest Money	Tentative date of starting of work	Tentative date of completion of work
Annual Maintenance of Central Air Conditioning Equipments in the South and North Block Guest Houses at NIT Rourkela.	Rs. 6,50,000/-	Rs.7500/- to be submitted through Bank Draft drawn drawn on any nationalized bank in favour of Director, National Institute of Technology, Rourkela.	01-03-2013	29-02-2016

Eligibility criteria:

1. The Contractors who fulfill the following criteria shall be eligible to submit Tender. Joint ventures and sub contractors are not accepted.

i) Should have successfully completed atleast **three similar works** during the last seven years ending 31st March 2012.

(ii) Similar work shall mean that the Annual Maintenance Contract of Centralized Air Conditioning system in industries/commercial complexes/office complexes that are successfully completed

(iii).Tenderers should submit the copies of work orders with the Tender as documentary evidence without which the Tender will not be considered.

Validity of Tender :-90 days (from the date of Tender opening)
(a) Date of downloading of Tender :- 01-02-2013 to 14-02-2013.
(b) Last date of Submission :- 15-02-2013 at 03.00 PM
(c) Date & Time Opening of Tender :- 15-02-2013 at 3.30 P.M
(Envelope No.I)

3. The Tender papers may be downloaded from NIT website (i.e. www.nitrkl.ac.in).

4. The submission of bids by the Tenderer should be addressed to the Registrar, National Institute of Technology, Rourkela in two separate sealed Envelopes enclosed in one common over envelope superscribing on the top of the envelope:

Annual Maintenance Contract of Central Air Conditioning System in the South and North Block Guest Houses at NIT ROURKELA

**(TENDER NOTICE NO- NITR/AR/GH/AMC/2013/01)
DUE DATE: 15-02-2013 UP TO 3.00 PM**

Envelope No-I: - To contain EMD and Tender document duly signed, past experience, copies of work order.

Envelope No-II:-To contain the "PRICE BID" only.

NOTE:

a) Tenderers are advised not to make any alteration/modification in the Tender documents, item of work or any respect whatsoever. Violation of this requirement will make the Tender liable for rejection.

b) In case the schedule date becomes a holiday of NIT Rourkela, the next working date shall be the schedule date.

c) Envelope No I: Consisting of Demand Draft towards EMD will be opened first on the due date of opening.

e) Envelope No II: On satisfying the eligibility criteria and that the Tender who have confirmed the acceptance of NIT terms and conditions (both technical and commercial), the Envelope No-II (i.e. Price Bid) will be opened.

5. The Tenderer must use only the Tender forms issued for the purpose.

6.Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the Tender invalid and it will be discretion of National Institute of Technology, Rourkela to accept or reject the Tender. No request of any change in rate or condition after opening of Tender will be entertained.

7. Each page of the printed Tender documents should be signed by the authorized person or persons submitting the Tender as token of his/their having acquainted himself/themselves with the general and special condition of contract, specifications etc as laid down and acceptance thereof. Any Tender with any of the documents not so signed will be subjected to rejection.

8. The Tender submitted on behalf of the firm shall be signed by all the partners of the firm or by a partner who has necessary authority on behalf of the firm to enter into the proposed contract, otherwise the Tender may be rejected.

9. No consideration will be given to a Tender received after the time stipulated above and no extension will be allowed for submission of Tender.

10. The NIT-Rourkela shall have the right to reject any Tender not conforming to prescribed procedure (or all Tenders) without assigning any reason.

11. The price quoted shall be firm throughout the tenure of the contract (including extension of time, if any, granted on request of the contractor) and will not be subject to any fluctuation due to increase in cost of materials, consumables, labour, sales tax, octroi etc. unless specifically provided in the documents variation clause enclosed in the Tender.

12. The EMD will be retained in case of the successful Tenderer as a part of the security for due fulfillment of the contract. No interest shall be paid on this deposit. Failure to enter into the contract agreement within the stipulated time of 20 days from the date of letter of Intent shall entail the forfeiture of the EMD. The EMD of unsuccessful Tenderers will be returned after finalization of Tender, without any interest.

13. **Security** deposit: Total security deposit of the awarded value will be @10 % (Ten percent). The successful Tenderer shall have to submit the security deposit, initially, @2 % (Two percent) of the awarded value prior to commencement of work. The EMD will be converted as initial security deposit and subsequently security deposit @8% (Eight percent) will be deducted from each bill. Security deposit will be refunded on successful completion of contract.

The Tenderer shall submit his Tender after carefully examining the whole of the Tender document and the terms and conditions of contract, the drawing and specifications, the schedule of quantities etc. and also after examining the site and conditions prevailing in and around site.

14. This notice inviting Tenders, the conditions of Tender and the duly completed form of Tender etc. will form part of the Agreement to be executed by the successful Tenderer with the Owner.

15. The competent authority on behalf of NIT Rourkela does not bind himself to accept the lowest or any other Tender, and reserves to him the authority to reject any or all of the Tenders received without the assignment of a reason. All Tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the Tenderer, shall be summarily rejected.

16. Tenders shall remain valid for a period of 90 days from the date of opening of the Tender which period may be extended by mutual agreement and the Tenderer shall not cancel or withdraw the Tender during the initial validity period 90 days .

17. Tenderers must include in their rates, sales tax including VAT, excise duty, octroi, and sales tax on works contract and any other tax & duty or other levy by the central and state government or any other tax & duty or other levy or to be levied in future by the central government or state government or local authority if applicable **except Service tax**. No claim in respect of sales tax, excise duty, **service tax**, octroi, turn-over tax, sales tax on works contract or other tax, duty or levy etc. shall be accepted by the Owner, if found later on to be additionally payable. Deductions in respect of sales tax or turnover levied as per government notification and /or guidelines shall be made from the contractor's interim and final bills, and deposited with the relevant authority by the Owner, on his behalf. Any shortfall in deposit thereof shall be made up by the contractor, before submitting his final bill.

18. The Contractor shall conform in all respects with the provision of any such Statute, Ordinance or Law as aforesaid and the rules, Regulations or Bye-Laws of any local or other duly constituted authority which may be applicable to the Works.
19. The Contractor shall comply with all rules framed from time to time by Government (Central or State) or other local authority and legislations governing labour for the protection or health, sanitary arrangements, wages, welfare (including EPF, ESI etc.) and safety of workers.
20. **Payment Schedule:** Pro rate payment on monthly basis shall be paid on submission of satisfactory maintenance certificate from Professor-In charge of Central Air Conditioning system.
21. No correspondence will be entertained in respect of this Tender other than any clarification strictly pertaining to this Tender.
22. All the correspondence and documents shall be in English only.
23. The Tender price quoted by a Tenderer shall be kept strictly confidential by them and shall not be divulged to any other party even approximately before the time limit for delivery of Tender. The only exception be for obtaining an insurance quotation, you may give your insurance company or agent any essential information they ask for, so long as it is done in strict confidence. No information about others Tender price should be obtained and no arrangement with anyone else should be made whether or not he submitted the Tender.
24. For electrical works, Tenderer must possess or obtain necessary license from the competent authority valid in Rourkela, wherever applicable.
25. List of approved Makes / Brands / Agencies is enclosed. However the final choice of brand will be as per the decision of the engineer incharge.
26. Tenderers are requested to inspect the existing Central Air Conditioning installation on their own interest before submission of Tender. After submission of Tender no alteration or change in the Tender will be entertained.
27. Any clarification required by Tenderer may be clarified prior to submission of Tender of Tender.
28. Details including our prescribed format for prequalification, General Conditions and scope of work etc. are available in our website at <http://www.nitrkl.ac.in/Tender.asp>.

REGISTRAR

**National Institute of Technology
Rourkela-769008 (Odisha)
Fax: 0661-2472022
Ph No: 0661-2472021**

CHECK LIST

Forms to be filled in properly.

1. Form-A: This form (check list)
2. Photocopy of documents to be attached.
 - a) Work orders executed of last 7 years.
 - c) Vat Clearance Certificate & PAN Card.
 - d) Solvency Certificate from bankers to be submitted (optional).
 - e) Performance report from authority/officer having rank not below Executive Engineer or Manager for Govt./PSUs and General Manager for private firms with specific mention about the project components, scheduled and actual time of completion, final project value etc. to be submitted.
- e) List of equipments in possession.

(Signature of the Agency)

SPECIFICATIONS AND SCOPE OF WORK

The scope of work for the Tender shall be as follows;

1) The Annual Maintenance work of Central air conditioning system at North and South Block Guest Houses for three years shall cover the following equipment.

[A]. 3x24TR Scroll compressor run Chiller Plant at South Block

(i). 24 TR Scroll compressors	- 3 Nos.
(ii). Cooling Tower with fan 2.2kW	- 2 Nos
(iii). 63kW Hot Water Generator	- 1 No.
(iv). 0.75kW Primary pump	- 6 Nos.
(v). 1.5 kW Secondary pumps	-6 Nos.
(vi). 3 kW Secondary pumps	-8 Nos.
(vii). 4 kW Condenser pump	- 3Nos.
(viii). Electrical control panel	- 1 No
(ix). Piping and Valves	- 1 lot

[B]. South Block Guest House

(i) Fan coil units with switches, sensors and accessories - 41 Nos.

[C]. North Block Guest House

(i) Fan coil units with switches and sensors - 22 Nos.

2). Scope of work:

(a) Periodical preventive maintenance will be provided during the entire contract period. On award of contract, the successful Tenderer shall submit a preventive maintenance check list/schedule, on weekly/monthly/quarterly/yearly basis, for approval of Professor Incharge(AC), NIT Rourkela which shall form a part of contract.

(b) All breaks down calls shall be attended as and when required immediately on receipt of complaint from the Institute (Verbal/written/telephone/email).

(c) Regular maintenance of the plant and systems covering all Mechanical and Electrical equipment.

(d) The price includes all materials, Labour charges, consumables (including refrigerant gas), over time work, freight transportation costs.

(e) Spare parts costing more than Rs.2000/- will be either provided by NIT or cost reimbursed (if intimated prior to purchase)

(f) Spare parts costing Rs.2000/- and less will be borne by the Tenderer.

(g) General cleanliness and proper upkeep of all the plant machinery and housekeeping of Lamps and Lighting in AC plant room.

(h) Tenderer has to inspect and confirm the existing Central Air Conditioning system installation completely with all the equipments before submission of Tender. Any clarification may be clarified/obtained prior to submission of Tender.

3). **Termination of Contract:** The contract can be terminated under any one of the following circumstances.

- a) If the company firm does not perform its duties properly as per the agreed terms and conditions of the contract.
- b) By giving one month notice by the Institute, any time without assigning a reason, if in the opinion of the authorities such termination is in the interest of the institute. This termination will not be challenged by the Contractor.
- c) The Institute shall decide whether the performance of the firm meets specification or deficient and to what degree. In such a case the notice period shall be one week without any compensation.
- d) For committing breach of the terms and conditions of the contract or assigning the contract or any part thereof by the firm to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week without any compensation.
- e) For gross misconduct, for jeopardizing safety and security of the Institute and others for association with any person or group involved in anti-national or dangerous activity, immediate termination may be ordered by the Director of NIT Rourkela.
- f) The firm being declared as insolvent by the court of law. The notice period shall be one week without any compensation.

During the notice period for termination of contract, in any of the situation contemplated above, the contractor shall keep discharging its duties as before till the expiry of notice period. It shall be duty of the contractor to remove all the persons and/or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/hindrance/problem of any nature to the Institute.

4). The assets and articles provided by the Institute shall be property of the Institute and the firm shall be merely the custodians of such assets and articles. On termination of the contract, any such property shall be handed over to the Institute in good condition.

5). In the event of any loss/theft/damage of property caused due to negligence of any of its employees, the Institute shall be entitled to get any compensation from your firm.

6). ARBITRATION AND RIGHT TO AMEND RULES:

- a) The Institute reserves the right to amend rules whenever and wherever considered necessary and appropriate. The same shall be intimated to the contractor in due course.
- b) The Institute rules shall be binding for execution of the contract. Further in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, Director NIT, Rourkela is the sole arbitrator to decide the same and his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go the court, it will be decided in the court of Rourkela only.

Thanking you,

Yours faithfully,

REGISTRAR

0661-2476773

0661-2462021

Copy to: 1. Dean (PD)

2. PIC (AC)

SPECIAL CONDITION FOR A/C PLANT & PACKAGE UNIT AT NIT GUEST HOUSE (NORTH AND SOUTH BLOCK)

1. The Tenderer has to carry out the preventive maintenance work as per the Daily/Weekly/Monthly/Quarterly check list. Contractor has to submit the preventive maintenance check list to Professor In charge for approval prior to the commencement of Work.
2. The inspection and maintenance work are to be carried out as per the approved check list/maintenance schedule. After carrying out the works should be duly entered in the relevant registers/records maintained by us. Only trained and experienced staff in the maintenance of centralized A/C plant should be engaged.
3. The work will have to be carried out during normal working hour i.e from 8 AM to 5 PM and to attend any breakdown works at any time immediately.
4. The Tenedrer has to carry out the routine maintenance of all the safety appliance of control circuit to be kept in serviceable condition including Motors ,pumps, and mono block pump sets, compressors & Blowers once in a week and to carry out the preventive maintenance of all the pumps, mono block pump sets, compressors blowers including overhauling once in a year. A joint record should be maintained with signature of the contractor and representative of NIT.
5. All the spares and materials including replacement of defective ball bearing , machining jobs, water valves, coupling rubber bushes , gland packaging , greasing , nuts and bolts, pulleys etc. which are needed for the pumps, mono block pump sets and Motors including compressor & blowers as a result of normal wear and tear during the contract period will be supplied by you free of charges. The defective returnable material should be deposited with NIT Rourkela.
6. The scope of work covers repair /maintenance of motors and starters and other electrical by the party without any additional charges.
7. This compressive maintenance service contract shall also cover the maintenance of all the Heater units including repair/replacement of Heater elements.
8. The contract does not cover maintenance of underground pipe lines Water supply upto the pump set and supply of electricity shall be the responsibility of NIT.
9. In case of major breakdowns of any A/C plant or package units for any reasons what also ever (except water supply and electricity) it would be commissioned within 15 days.
10. At that time standby unit (if any) must be in good working condition. If any of the A/C plants or package units remain idle continuously for more than 15 days, then double the amount of proportionate recovery shall be made from your bills.
11. Any irregularity in the proper functioning of the Central A/C Plants and Package units shall be intimated to the contractor by the department or the owner and this work should be attained within 24 Hrs. positively. In case of certain breakdown jobs which requires immediate attention the party has to attend such jobs on short notice during any time.

SIGNATURE OF THE TENDERER WITH SEAL

12. The A/C Plants & Package Units under the annual comprehensive Maint./Service Contract any increase or decrease at any time during the contract period with the intimation to the party. In the event of any addition/deletion the existing contract rate shall be applicable.
13. Apart from the maintenance work and inspection services mentioned in the schedule the party shall be fully responsible for proper check up and up-keep of A/C Plants and package units including all motors, pumps, mono block pump sets, compressors and blowers etc.
14. The contractor is required to maintain necessary registers and records for day to day maintenance and service work, repair/replacement of compressors, pump, motors and spares of A/C Plants and package unit duly signed by the concerned Officer-in-charge. The contractor is to submit Daily, Weekly, Monthly checklist, Half-yearly inspection/maintenance report. All such reports will be signed by the concerned officer-in-charge for record purpose.
15. The contractor should strictly follow the safety rules and safety practices as per NIT rules and in case of an accident the party shall be liable for prosecution.
16. Payment shall be made on quarterly (three months) on the basis of service reports duly certified by the owner, that the Maint./Service/Inspection/Operation in respect of A/C plants and packages units was carried out as per the checklist and maintenance schedules and air conditioning plants and package units had been operating smoothly with proper cooling effect. The party should submit the bill in duplicate with necessary challan and service reports for payment action to the office.
17. In the event of expire/termination of the contract, the outgoing party is to handover A/C Plants and Package units in good working condition to the entire satisfaction of the owner Department and incoming contractors where representatives of these entire three establishments will be signatories. Whenever the incoming contractor is not fixed, the party is to handover these units to the owner. Department with the above mentioned conditions, where the owner Dept.& outgoing party will be signatories. In the event of any defect found in any A/C unit ,the same has to be rectified immediately or else the work will be carried out by some other agency and cost there of shall be recovered from the final bill.

SIGNATURE OF THE TENDERER WITH SEAL

FORMAT FOR WORKS COMPLETED AND IN PROGRESS DURING THE LAST 7 YEARS

<i>S.No</i>	<i>Period/Year</i>	<i>Name of Work</i>	<i>Name of Client</i>	<i>Capacity of AC plant</i>	<i>Value of work order</i>
<i>1.</i>					
<i>2.</i>					
<i>3.</i>					

PRICE BID
(To be submitted in the Letter Pad of firm)

From

To
The Registrar
National Institute of Technology
Rourkela – 769008

Dear Sir,

SUB: AMC of Central Air Conditioning System in the North and South Block Guest Houses at NIT ROURKELA.
REF : Tender Notice No. NITR/AR/GH/AMC/2013/01

We are hereby submitting our price bid for the above mentioned work.

Our quoted price for the above work for duration of three calendar years is as given below:

In Digit (Rs.)	In word (Rupees)

Signed in the capacity of duly authorized to sign Tenders for and behalf of

Name of Firm

Signature

Date:

Full Address
Telephone No.
Mobile No.
Email ID: