



NATIONAL INSTITUTE OF TECHNOLOGY

ROURKELA

(An Institute of National Importance under Ministry of HRD, GOI)

NOTICE INVITING TENDER

Tender Notification No: NITR/EM/HVAC/16-17/L/001/ Date:-13.5.16

The National Institute of Technology, Rourkela invites sealed bids from eligible bidders for Annual Operation and Electrical Maintenance Contract for Central Air-conditioning System of South & North Block Guest Houses, NIT, Rourkela

Last date of Submission of Bid: **04.07.2016 at 12.00 Noon**

Opening date of Bid: **04.07.2016 at 04.30 PM**

For

Details:http://nitrkl.ac.in/Jobs_Tenders/Maintenance/Default.aspx

Contact: (i) Prof. M.S.P. Rao, Ph: 0661-2462751, +91**9437246383** /
(ii) Er. R.K. Sahoo, Engineer [Elect.]

Ph: 0661-2462089 +91**9439966656**

Email: sahoork@nitrkl.ac.in

Sd/-
REGISTRAR

Tender Invitation

for

***Annual Operation and Electrical Maintenance Contract for Central
Air-conditioning System of South & North Block Guest Houses,
NIT, Rourkela***

Tender Invitation

Sub: Annual Operation and Electrical Maintenance Contract for Central Air-conditioning System of South & North Block Guest Houses

1. The National Institute of Technology, Rourkela (NITR) is an autonomous body under MHRD, GOI, imparting Technical Education and engaged in Research Activities.

NITR invites Tenders from reputed Agencies/ Companies providing Annual Operation and Electrical Maintenance Contract for Central Air-conditioning System of South & North Block Guest Houses

2. Guidelines for submission of Quotes:

- 2.1. NITR adopts a two-bid Tender System. Therefore, separate TECHNICAL and FINANCIAL BIDS are to be submitted as per following procedure, by the interested bidders.

Envelope 'A' duly superscribed, as “**TechnicalBid/NITR/HVAC/O&M/2016-2017/001**” should consist of:

1. A complete set of the tender document (Technical Bid) along with addenda / corrigenda to Technical Bid Documents so sold or issued, duly filled by the Bidder as prescribed in different clauses of the tender document, signed stamped and date affixed.
2. Details of the Bidder and other relevant details as per Annexure-I including requisite enclosures.
3. Earnest Money Deposit (EMD) by means of Demand Draft in favour of **Director, NIT Rourkela**
4. Valid Income Tax Clearance Certificate in the Porforma prescribed by the Government of India.
5. Copy of certificate indicating valid PAN, TIN, PF/ESI Nos of the bidder.
6. Copies of experience certificates showing works done in last three years.

Envelope 'B' duly superscribed “**Financial Bid/NITR/HVAC/O&M/2016-2017/001**” should consist of:

1. Commercial / Financial Bid duly filled as per Annexure-II. No other format will be acceptable.

3. Addenda/corrigenda, if any, issued to the price bid documents.

Envelope 'A' and Envelope 'B' should be sealed and kept in another Main Envelope 'C' duly superscribed "NITR/EM/HVAC/O&M/2016-2017/001".

Technical Bids shall be opened first and evaluated and the Financial Bid of only technically accepted bidders will be opened, the date of which will be notified.

2.2. LAST DATE/TIME OF RECEIPT OF TENDERS

Bidders should ensure that their tender bids are dropped in the tender box at the NITR Reception by **12.00 hrs. on 04.07.2016**

In case the tender bid is posted, the bidder should ensure that the same reaches NITR Reception by **1400 hrs on 04.07.2016**

2.3. Tenders should be addressed to:

**The Registrar,
NIT Rourkela,
Rourkela, Odisha,
PIN-769008.**

2.4. Date of Technical Bid Opening: The technical bid will be opened in the presence of the intending bidders at 16:30 hrs. on 04.07.2016 at NITR. (In case the date of technical bid opening happens to be a holiday, the bids will be opened on the next working day at the same time).

2.5. Commercial Bid Opening: The date will be intimated subsequently only to the technically shortlisted bidders.

2.6. Tender bid should either be delivered in person to be dropped in the tender box or sent only by Registered Post /Speed post/Courier.

Telegraphic/Telex/Fax quotations will be summarily rejected. NITR will not be responsible for any delay(s) including postal and force majeure.

2.7. Bidders are requested to study the terms and conditions of the tender carefully, and then submit their tenders accordingly. Any tender/quotation received against this tender and any contract resulting from this tender shall be governed by the terms and conditions indicated in the tender document and the bidder quoting against this tender shall be deemed to have read, understood and accepted the same. No clarification shall be entertained after receiving the bids.

2.8. Bidder is advised to inspect and examine the site and its surroundings and satisfy himself before submitting the tender as to the form and nature of the contract, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect his tender. The bidder shall be deemed to have visited the site and familiarized him-self thoroughly before submitting the tender. A bidder shall be deemed to have full knowledge of the

site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Should the Contractor after visiting the site find any discrepancies, omissions, ambiguities or conflicts in or among the contract documents or be in doubt as to their meaning, he shall bring this to the attention of and seek written clarifications from the NITR in the pre-bid meeting. Submission of a tender by a bidder implies that he has read this notice and all contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and local conditions and other factors having a bearing on the execution of the work.

- 2.9. Technical and Financial bid must be submitted giving complete details as sought in the enclosed annexures.
- 2.10. Each page of the offer should bear the signature, name and title of the person signing the offer with rubber stamp of the Bidder and date. Partnership firms shall furnish the full names of all partners in the tender. It should be signed in the partnership's name by all the partners or by duly authorized representative followed by the name and designation of the person signing. A copy of constitution of the firm with names of all partners shall be furnished. Tender by a corporation shall be signed by an authorized representative and a power of attorney on that behalf shall accompany the tender.
- 2.11. The total amount quoted should be written both in figures and in words and if there is any discrepancy between the two, the amount mentioned in words will prevail.
- 2.12. Tender document is not transferable.
- 2.13. Bids preferably should be free from erasures or alterations etc. Bids containing erasures or alterations shall not be considered, unless authenticated by the authorized signatory.
- 2.14. Bids, which do not comply with the conditions laid down in the tender document, are liable to be rejected.
- 2.15. The entire schedule of the tender should be quoted for and the quote shall be unconditional, failing which the tender bid shall be rejected.
- 2.16. The scope of services proposed should not be altered and if found altered, the tender bid shall be rejected.
- 2.17. NITR shall be under no obligation to accept the lowest tender and shall be entitled to reject any tender without assigning any reason whatsoever.
- 2.18. Bid should be complete in all respects and incomplete bids will be summarily rejected. No clarification will be taken by NITR in this regard.

Annual Operation and Electrical Maintenance Contract for Central Air-conditioning System of South & North Block Guest Houses, NIT, Rourkela

CERTIFICATE FROM BIDDER
(ON BIDDER'S LETTER HEAD)

I/We, _____
(address) _____

_____ have gone through the complete tender document bearing No.NITR/EM/HVAC/O&M/2016-17/L/01/

NITR has rendered all clarifications on the complete tender document and decision/clarifications rendered to us vide NITR letter No. NITR/_____ dated _____ form part of the tender as page No. _____ to _____. I/We _____ confirm that no doubts/ambiguities/ shortfalls now exist in the complete tender documents, which we are submitting duly quoted on _____ for evaluation and further action by NITR.

I/We further certify that I/We are not attaching fresh clarifications/conditions other than those given or clarified during the Pre-tender meeting held on _____. In the event, fresh clarifications/conditions are found attached with my/our quoted tender, the same shall be considered as non-fide bid and rejected.

M/s

Date:

Signature of Bidder

Stamp

3. **TERMS AND CONDITIONS OF THE TENDER**

- 3.1 a) Bidders should submit EMD of ₹ 5,000.00 (Five thousands only) for 2 years in the form of Demand Draft only to be enclosed in the technical bid. The EMD has to be from a nationalized/ scheduled bank in favor of Director, NIT Rourkela. If required, it has to be extended by another Demand Draft for next 3 months on/prior to expiry of the submitted Demand Draft. The EMD is payable by all categories of bidders and no exemption is permissible. Only Government bodies/ PSU's and SSI organizations are exempted from payment of EMD on production of relevant proof. EMD in the form of cheque /cash will not be acceptable. Bids without EMD and /or other than Demand Draft shall be treated as invalid forthright.
- 3.2 In the case of successful bidders EMD amount will be forfeited to NITR in the following cases: -
- a) Any quotation received against this tender shall be governed by the terms and conditions indicated in the tender document. If, after submission of the quotation, the bidder fails to honor the contract, if awarded, or refuses to comply with any/all of the terms and conditions of the tender.
- b) If the bidder withdraws the offer during the validity period.
- c) If the successful bidder fails to commence the contract at the stipulated time in accordance with the tender terms and conditions of the contract.
- d) If the successful bidder fails to submit the Performance Bank Guarantee/ Security Deposit within the stipulated time. This will also warrant closure or termination of contract.
- 3.3 EMD will be returned interest free, to the unsuccessful bidders within 6 months from the closing date of tender. In case of successful bidder(s) EMD will be returned interest free to the bidder(s) only after submission of security deposit.
- 3.4 NITR reserves the right to reject/accept or withdraw any part or full tender(s) without assigning any reason whatsoever. The decision of NITR is final and unquestionable.
- 3.5 NITR reserves the right to award the contract to deserving parties either in full or in parts. The decision of NITR is final and no enquiry will be entertained in this regard.
- 3.6 Any falsification/ suppression of information would lead to the cancellation of contract with forfeiture of Bank guarantee.

- 3.7 Canvassing in any form entails the bidders disqualification. If any bidder is found influencing or intimidating other bidder/tender processes, his tender is liable for disqualification.
- 3.8 Where counter terms and conditions of business have been offered by the bidder, NITR shall not be deemed to be governed by these unless specific written acceptance thereof has been given by NITR.

4. PRICE AND VALIDITY

- 4.1 The rates must be quoted as detailed in Annexure-II covering the entire activity as per the scope of the contract. Rates should be inclusive of all charges applicable and excluding applicable taxes like service tax, etc, the quantum of which should be clearly specified.
- 4.2 The bill raised to NITR after rendering the services shall be subject to tax deduction at source.
- 4.3 Rates agreed upon shall remain same throughout the period of contract. However, any revision in minimum wages and changes in the Government taxes as and when notified, will be considered only on submission of documentary evidence.
- 4.4 Offer quoted should be valid for a minimum period of **6 MONTHS** from the date of opening of Technical Bid.
- 4.5 For the purpose of comparison of the rates, conditional discounts if any offered will not be taken into account. However, NITR reserves the right to avail of the same as part of award of the contract.
- 4.6 Bidders are advised to understand the magnitude of the job involved for Operation and maintenance of HVAC services before submitting their bids. They may visit our Campus at Rourkela during working hours with prior appointment. For appointment and any clarification regarding Tender, please contact **Er. Rajesh Kumar Sahoo 0661- 2462089/ 9439966656 or Prof. M.S.P.Rao 0661-2462751** No clarification will be entertained after receiving bids.

5 DURATION OF THE CONTRACT

- 5.1 The Contract will be valid for a period of two years. However, in order to evaluate your performance and services, the contract will cover a probationary period of 3 months. Only after the services are found to be satisfactory during the probationary period, the contract will be confirmed for a further period of 21 months under the same terms and conditions.

5.2 After expiry of two years, the contract may be extended for another one year on the same price, terms and conditions by mutual consent.

6 MINIMUM CRITERIA FOR SHORTLISTING:

6.1 The contractor must have valid Electrical License from Govt. of Odisha

6.2 Contractor should be a registered Co./Partnership Co./ Proprietary/ Society/or registered under Shops and Establishment act. Please enclose the copy of Registration/ Incorporation.

6.3 Contractors should attach the documentary proof/details of their experience of undertaking two similar or electrical job contract amounting to 5 lakhs of similar nature while submitting their quote for the previous three financial years (FY 2013-2014, 2014-15, 2015-16)

6.4 The Contractor should have PF and ESI Registration number. (copy of proof to be provided)

6.5 The Contractor should have adequate trained manpower and financial strength to take up contracts of this magnitude and should provide Bank solvency certificate in support of the same.

7 SCOPE OF THE HVAC CONTRACT

7.1 Operation of Central AC Plant of the Institute Guest House round-the-clock throughout the year ie., daily 24 hours 365 days basis including deployment of Operator. At any time one Operator must be present in Central AC Plant Room of Institute Guest House.

7.2 Preventive maintenance will be provided for all the above electrical panels, motors & electrical equipment and complaints will be complied during the entire contract period.

7.3 Day to day and regular maintenance of the plant and system covering all the electrical panels, motors & electrical equipment shall be attended.

7.4 Motors & V-Belts of Cooling Towers are to be cleaned regularly every month.

7.5 Motors & Fan Belts of Fan Coil Units (FCU) are to be cleaned at least once in 3 months.

7.6 The Contractor must possess all type of tools & tackles, portable air blower, hand gloves etc. of his own.

7.7 All breaks down calls shall be attended as and when required within 24 hours of complaint received from the Institute (either verbal or written or telephone or email).

- 7.8 The contract price shall include total labour charges (both skilled & unskilled), re-winding of existing motors, capacitors, motor components, bolts & nuts, lubricating oil & grease, gaskets, material transportation costs etc.**
- 7.9 The contract price shall exclude cost of supply of Spare Parts, V-Belts, Switch Gear, MPCBs, Relays, VFDs, Indicator lamps, Fuses, Cabling, Lugs, Ammeter, Voltmeter, O/L Relays, Contactors, Electrical switches etc. These items shall be provided by the Institute on intimation by the Contractor. If required to be purchased by the Contractor with prior intimation, the actual cost shall be reimbursed by the Institute against documentary evidence. However, the contract price shall include all labour cost for installation / fitting of all such items during entire maintenance contract period.**
- 7.10 General cleanliness and proper upkeep of all the plant machinery and housekeeping of AC plant room shall be maintained.**

8 PAYMENTS:

- 8.1 The Contractor should submit his claim for the services rendered showing distinctly the charges payable. These claims are to be made in quarterly (three monthly) basis, the quarter for which the bill is raised. The Contractor shall submit their bills along with proof of PF, ESI, Service tax and other necessary statutory remittances for the personnel deployed in NITR. The revised minimum wages will be paid after submission of documentary proof thereof.
- 8.2 Payment will be made to the contractor on actual work done basis quarterly after ascertaining the satisfactory performance of contractual responsibility carried out in the previous period and verifying proof of PF/ESI payment and Biometric attendance.
- 8.3 No advance payment claims or running bills will be entertained.
- 8.4 Income Tax and any other statutory levies will be deducted at source as per the rules in force from time to time.
- 8.5 It is obligatory for the Contractor to make payments to his staff latest by 07th day of every month in presence of NITR representative or make payment in their Bank account and furnish proof of payment of salary including ESI & PF.

9. INDEMNITY BOND

Successful bidder shall indemnify NITR against any claim by any authority. In the event NITR has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this contract, the contractor only should pay such claim/damages and even if NITR is called upon to pay such damages/penalties, the Contractor will reimburse the

same. This is subject to the condition that NITR complies with various requirements in respect of the laws applicable to it.

10. MANPOWER REQUIREMENT

The manpower requirements as envisaged under the contract are as follows:

A.	Technician/ Operators	ITI with central A/C Plant or electrical work experience	03 Nos. (01 No. in each shift of Eight Hours) plus reliever
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The HVAC plant has to operate on all days of the month (24X7) and the operators have to be available at site of work.

11. TERMINATION OF THE CONTRACT

NITR alone reserves the right to terminate a contract by giving 30 days notice and without assigning any reasons thereof.

12. OTHER TERMS AND CONDITIONS

12.1 The contractor shall be responsible for the proper conduct of his staff. Any misconduct by the contractor's staff shall not be tolerated and appropriate action shall be taken by NITR.

12.2 The Contractor shall be responsible for payment of compensation and settlement of litigation arising out of dispute between employer and employees and before any including labour commissioner /labour courts relating to the present tender. NITR will no way be responsible on any account whatsoever relating to payment of wages and labour laws. There will be no relation of master and servant between NITR and labourers of the contractor employed for carrying out the day to day maintenance work.

12.3 NITR will not be responsible for any accident, death or injury to contractor's employees which would arise during the course of their duty nor shall be responsible or be liable to pay damage or compensation to such persons. The contractor should at all times indemnify and keep NITR indemnified against all claims which may be made under Workmen Compensation Act, 1923 or any statutory modifications thereof or otherwise for or in respect of any damages or compensation payable in consequence of any accident or injury sustained by any workman or other person whose entry into NITR premises has been authorized by the contractor.

12.4 If, at any time, during the performance of the contract, the contractor encounter conditions impeding timely performance of service, then they should promptly notify NITR, in writing, of the fact of the delay, the cause of delay and its likely duration. NITR shall evaluate the situation and at its

discretion extend the suppliers time for performance and the decision of NITR would be final and binding.

- 12.5 INSPECTION: Materials on its arrival at NITR will be inspected by NITR Engineer in-charge and his/her decision in the matter will be considered final. The rejected materials will be returned to the Contractor for replacement and all charges on the same will have to be borne by the Contractor. Replacement should be carried out within 3 days.
- 12.6 The contractor should have proper telephone numbers and email enabling NITR to contact them at any time.
- 12.7 The Contractor shall have no right, title or interest in the site made available by the NITR for the execution of the work or in the building, structure or work executive in the said site or in the goods, articles or materials etc. brought to the said site (unless the same specifically belong to the contractor) and the contractor shall not have or deem to have any lien whatsoever charge for unpaid bill will not be entitled to assume or retain possession or control of site or structures or materials or equipment and the NITR shall have an absolute right to take full possession of the site and to remove the Contractor, their servants, agents, representatives, materials etc. belonging to the Contractor and lying on the site.
- 12.8 If any damage to any other person/persons at the premises or buildings of NITR, is attributable to the Contractor, such damages should be made good by the Contractor. The contractor shall be responsible for any insurance coverage of their employees.

13. PERFORMANCE BANK GUARANTEE/ SECURITY DEPOSIT

The Contractor should provide NITR with the Security Deposit through Performance Bank Guarantee/ Demand Draft equivalent to 10 % of the contract value (for 2 years) from any nationalized/ scheduled bank, in the prescribed format. The above Bank Guarantee should be submitted within 02 weeks from the date of award of contract and should be valid for over three months after the expiry of the period of the contract and extended in case of further renewals of the contract. NITR will be free to encash this Bank Guarantee in the event of any failure on the part of the Contractor to meet his obligations under the contract or in the event of any demand by the concerned Statutory Authorities for the dues from the Contractor at its sole discretion.

- 13.01 After acceptance of the contract if any/all the terms and conditions of the contract is /or violated, NITR reserves the right to terminate the contract. In such cases, the security deposit will be forfeited to NITR at its discretion.

14. DEDUCTIONS ON ACCOUNT OF NON-SATISFACTORY WORK

- a) Damage to NITR assets or equipment's etc., caused by the contractor's staff, the acquisition cost of assets, will be levied as penalty as decided by NITR. The amount of losses/damages will be recovered from either bills/security deposit of the contractor.
- b) Misbehavior like quarreling, abusing etc., between the staff employed by the contractor, causing disturbance in the premises: ₹ 500/- per occasion and replacement of such personnel immediately.
- c) Personnel found idling without performing the assigned work – ₹ 100/- per occasion.
- d) In NITR Campus smoking & chewing tobacco etc. is prohibited. Worker who is habitual of this items is deputed in campus if any found violating this rule will be asked to leave the premises and should be replaced immediately.
- e) Absence of personnel without prior permission from Admin Representative – ₹ 500/- per person per shift.
- f) If specified quality work is not maintained for on account of non-satisfactory work performance, a proportionate deduction for that non-satisfactory work will be made from the bill of the contractor by the competent authority of C-DOT. No correspondence shall be entertained from the contractor if deductions are made due to non-satisfactory work.

The decision of NITR will be final with regard to levying of penalty.

15 A pre-bid meeting would be conducted at NITR Campus, Rourkela at **15:00 hrs.** on **04.07.2016**. All the queries should reach NITR by e-mail latest **01.07.2016, 1700 hrs.** to **sahoork@nitrkl.ac.in**. No query shall be entertained after the above said date and time. A maximum of 02 authorized representatives will be allowed to attend the Pre-Bid meeting.

16 In the event that no such clarification is sought, it will be deemed that the bidders have understood the parameter/requirement indicated/enunciated/described completely and are complying with the same at the time of submission of the tender. The bidders may also note that no request for clarifications will be entertained after the above date. The replies to queries shall only be uploaded on our website.

17 The schedule of opening of bid is as follows:

Pre-Bid Queries to be submitted latest by	01.07.2016 1700 hrs
Pre-Bid Meeting	01.07.2016 1715 hrs
Last Date of Bid Submission	04.07.2016 1400 hrs

- 18 The tender will be opened on **04.07.2016** at **16:30 hrs** at the office of _____.
- 19 Disputes, if any, arising out of the above tender will be referred to courts having jurisdiction over Rourkela only.
- 20 Any dispute, difference or disagreement between NITR and the Contractor concerning the existence, validity, interpretation, performance, termination or breach under this Contract, shall be amicably resolved in good faith. Failing which, the matter shall be referred for settlement by arbitration in accordance with provisions of Indian Arbitration & Conciliation Act, 1996, as amended from time to time. Either Party may refer the dispute to the Sole Arbitrator, to be nominated by the Director, NITR. The language of arbitration proceedings shall be English and the venue and jurisdiction of the arbitration shall be Rourkela. The arbitration award shall be final and binding on both the Parties.

ANNEXURE - I

BIDDER DETAILS

Please provide details as per format given below only.

1.0	NAME / ADDRESS OF BIDDER Tele. nos. Fax nos. Mobile Nos. E-mail	
1.1	Statutory Requirements: Please state whether the Bidder is Registered Co./Proprietary/Society/or Registered under Shops & Establishment Act. Please enclose copy of Registration accordingly	
1.2	Number of Employees	
1.3	Name of the Directors and their occupation	
1.4	Experience (Years) in this service	
2.0	Nature of ANY OTHER Business carried by your company.	
3.0	Location of the Registered/Main office	
4.0	If there are branches, furnish names & location of branches in Delhi	
5.0	INCOME TAX A/C no./PAN No. & Amount of TAX PAID Last Financial year (Please enclose copy of latest Income Tax Clearance Certificate	
6.0	Annual Turnover of the Bidder in the last three financial years for O&M for HVAC services	
7.0	Vendors should attach the documentary proof/details of their experience of undertaking two contract amounting to 5 lakhs of similar nature while submitting their quote for the previous three financial years (FY 2013-2014, 2014-15, 2015-16)	

8.0	Please provide your Bidder/ Company Banker's name and address.			
9.0	Is there any litigation of whatsoever nature in respect of the contracts executed. If yes, give details.			
10.0	Details of bank solvency certificate			
11.0	Types of Jobs being sub-contracted			
12.0	List of Major Existing Clients with their annual billing			
13.0	List of major Clients in the PAST 3 YEARS along with their annual billing	Clint Name	Contact person & no.	Contract Value
14.0	Details of any other information / document which may help NITR in assessing bidder's capabilities for award of contract			

STATUTORY REQUIREMENTS

1 Are you registered under ESI Act 1948? If so, enclose copy of registration.	ESI No.	Year of Registration
2 Enclose copy of latest remittance made by your Bidder towards ESI		
3 Have you registered under Employees Provident Fund & Miscellaneous Provision Act 1952? If so, enclose copy of Registration.	EPF No.	Year of Registration
4 Enclose copy of latest remittance made by your Bidder towards EPF		
5 Have you registered under section 69 of the Indian Finance Act 1994 & Service Tax Rules 1994? If so, enclose copy of Registration.		
6 Enclose copy of latest remittance made by your Bidder under service rules.		
7 Have you registered with state/Central Labour Authorities. If so, enclose copy of registration		
8 Specify whether there are any issues/disputes against your Agency before Commissioner ESI, Income Tax authorities, Labour Tribunal Authorities etc.		

INFRASTRUCTURE

1 Furnish details of infrastructure maintained by your Agency/Company for providing O&M for HVAC services	
2. Mobile phones/Pager nos. allotted to staff working in NITR office who can be contacted on emergency	

I certify that all the information furnished above is true to my knowledge.

I have no objection to NITR verifying any or all the information furnished in this document with the concerned authorities, if necessary. I am signing this document as an authorized signatory in the capacity of _____.

Date : _____

Signature: _____

Place : _____

Name : _____

Designation: _____

Seal of the Company / Agency

UNDERTAKING:

I/we hereby certify that I/we have studied all the Terms and Conditions of the tender document, understood the same and hereby accept the same completely and I/we are signing this document as an authorized signatory in the capacity of _____.

I/we certify that our Company/Agency has not been blacklisted/ debarred from doing business by any customer organization (including Govt.) during last three financial years.

I/we certify that all the information provided against the Tender document are correct and abide by it. If at any stage the same is found to be incorrect, NITR shall be free to take appropriate legal action against us including but not limited to termination of contract and forfeiture of Security Deposit.

I/We hereby confirm we will provide services as per the terms and conditions of the contract awarded, failing which NITR will be free to make alternate arrangements at our risk and cost. We also confirm that in case of unsatisfactory services, NITR has the right to take any legal course of action against us.

I/we agree to provide services as per the rates quoted by us.

SIGNATURE OF OWNER/DIRECTOR

OFFICIAL SEAL / STAMP

Place :

Date :

The applicant/firm should provide information regarding litigation/ arbitration cases for the last 3 years as per ANNEX

Year	Name of work	Name of Client with address	Title of Court Case/ Arbitration	Detail of Court/ Arbitrator	Status Pending/ Decided	Disputed Amount (Current value or equivalent) in case of Court Case/ Arbitration	Actual Awarded Amount in decided Court Case/ Arbitration

NITR /TENDER/ADMIN/HVAC/O&M/2015-2017/001

ANNEXURE-'II' - Commercial/FinancialQuote

Name of the Agency with Address:

S. No.	Description	Amount in <input type="checkbox"/>
1	Annual Operation and Electrical Maintenance Contract of Central Air Conditioning System of South and North Block Guest House	

Any Statutory taxes (please specify) :

Total of the above:

All applicable taxes to be clearly indicated. Taxes, if covered, in the quoted rates, shall be mentioned.

I hereby certify that I have studied all the Terms and Conditions of the tender document, understood the same and hereby accept the same and signing this document as an authorized signatory in the capacity of _____.

Date : _____ Signature: _____

Place : _____ Name : _____

Designation

Seal of the Company/Agency:

Details towards EMD to be mentioned below:

	DD NO.	DATE	BANK NAME / ADDRESS	AMOUNT (RS.)
EMD				

ANNEXURE-III

List of equipment for operation and maintenance:

1.0 Central AC Plant Room at South Block :-

- 1.1) Scroll Compressors Panels – Three (3) nos. in each Chiller Machine
- 1.2) Electrical Control Panel
- 1.3) Primary Pump Motors – Six (6) nos. @ 0.7kW each
- 1.4) Secondary Pump Motors – Six (6) nos. @ 1.5 kW each
- 1.5) Secondary Pump Motors – Eight (8) nos. @ 3.0 kW each
- 1.6) Condenser Pump Motors – Three (3) nos. @ 4.0 kW each
- 1.7) Cooling Tower Motors – Two (2) nos. @ 2.2 kW
- 1.8) Hot Water Generator – One (1) @ 63kW
- 1.9) Exhaust Fans – Four (4) nos.

3.0) South Block Guest House :- 41 nos., Fan Coil Units

4.0) North Block Guest House :- 22 nos., Fan Coil Units