



**INDIAN INSTITUTE OF MANAGEMENT NAGPUR**

**(Tender Reference NO.: IIMN/CAO/ELEC-01/2019-20 dated  
12/02/2019)**

**Prepared & Issued by:**

Last date of Submission: 21/02/2019 up to 3.00 PM

**INDIAN INSTITUTE OF MANAGEMENT NAGPUR**

**Tender No. IIMN/CAO/ELEC-01/2019-20 dated 12/02/2019**

**A. NOTICE INVITING TENDERS**

Sealed bids are invited under Single stage (TWO bid system) professional agencies for the work mentioned below:

Name of Work: **Non-Comprehensive Annual Maintenance contract of split air conditioners**

Bid Downloading Schedule: Tender documents can be downloaded from IIMN web site **www.iimn.ac.in**

CRITICAL DATE SHEET

Issue of the bid Document	To be issued from IIM Nagpur office, from 13/02/2019 to 21/02/2019 up to 03.00 P.M .The tender documents can also be downloaded by the bidder from <b>www.iimn.ac.in</b>
Pre - Bid meeting followed by site visit	18/02/2019 on 3.00 P.M
Submission of Bid Documents	Last submission By <b>3.00 pm on 21/02/2019 Estate office IIM Nagpur, VNIT Campus, South Ambazari Road Nagpur-440010</b>
Opening of Bids	<b>PART-I</b> i.e. Pre-Qualification bid shall be opened on <b>21 /02/2019 at 3.30 P.M</b> in the presence of authorized attending representatives of contractors.
Financial Bid Opening	Price Bid of only technically qualified bidders shall be opened on same day or at later date in presence of authorized representatives of bidders & IIMN Officers.

**1. Bid Submission:**

Bids shall be submitted at IIMN Nagpur Estate office VNIT Campus, South Ambazari Road Nagpur-10. The firms participating should submit their bid in a sealed envelope super scribing tender for **'AMC FOR AC's** and send by **Speed Post/ Courier OR** drop the sealed quotation at **Estate & Maintenance Office**. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer who has downloaded the tender from the IIMN website [www.iimn.ac.in](http://www.iimn.ac.in) **shall not alter/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be altered/ modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with IIMN.

Intending tenderers are **advised to visit again** IIMN website [www.iimn.ac.in](http://www.iimn.ac.in) **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

The tender shall be submitted as follows:

- Pre-qualification documents
- Price bid as per Price Bid format

The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter.

### Part I: Pre-qualification Bid

The following documents are to be furnished by the tenderer along with **Pre-Qualification Bid** as per the tender document

#### Eligibility conditions:

Sr.	Description	Remarks (Documents to be submitted)
1	The applicant should have good reputation in business of Annual Maintenance contract of split air conditioners works for a minimum period of TWO years as on 13.02.2019.	Please attached relevant document as a proof that the firm is in business for the period mentioned
2	Bidder should have completed similar work as asked for in last two years as on 13.02.2019. One work of Rs.5 lakh OR Two works of Rs. 2.5 lakh	Please attached client's certificates
3	Other documents required to clear PQ criteria	Please attached copies of: 1. PAN, 2. GST (GST Registration), If applicable

**Note:** Only those bids who meet the above mentioned minimum criteria will be considered for evaluation of price bids

## Part II: Price Bid

Price Bid of only technically qualified bidders shall be opened on same day or at later date in presence of Institute's Officials. Technically qualified bidders shall be intimated by web notification or email. The date and time of opening the price bid shall be communicated to the eligible bidders through web-notification or email.

The bidders have to submit the price bid only as per the price schedule format/template available on IIMN portal. Any other format for submission of price bid shall be out rightly rejected without any further reference to the bidders.

In case if the price bid is found to be tempered/modified in any manner, tender will be completely rejected and bidder is liable to be banned from doing business with IIMN.

Do not quote price in the Pre-Qualification, Technical bid or elsewhere it would lead to your bid getting disqualified without any further reference to the bidders.

**The prices must include all the applicable taxes and duties, fees and any other charges except GST. GST component if applicable to be shown separately and will be paid extra, if applicable**

IIMN reserves the right to negotiate the quoted price with the successful bidder

The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason

**Part - 1 Technical bid**

Sealed tenders are invited from bonafide, experienced & reputed contractors of financial standing for the job given below:

Clause No.	Title	Description
101	Name of work	Non-Comprehensive Annual Maintenance contract of split air conditioners at IIM Nagpur
102	Reference no.	IIMN/CAO/ELEC-01/2019-20 dated 12/02/2019
103	Details of bidder	Annexure- A is to be filled, duly signed and stamped and submitted along with the tender.
104	Contract Period	The AMC contract will be for 1-year period. Further extension on reviewing of the work performance.
105	Initial Security Deposit (ISD)	Initial security deposit (ISD) @ 5% of the Contract Value to be paid on award of contract but before the commencement of work / services.
106	Running Security Deposit (RSD)	Not Applicable
107	Interest on Security Deposit	No interest will be paid on any deposit
108	Release of RSD	Not Applicable
109	Release of ISD	On completion of AMC period.
110	Conditional Bids	Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.
111	Contract Agreement	IF REQUIRED BY Indian Institute of Management Nagpur (hereinafter to be referred as IIMN), the successful Bidder has to execute a contract Agreement with IIMN on the non-judicial stamp paper of Rs.100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful Bidder. IIMN reserves the right to amend the terms & conditions of contract after Mutual discussions and shall only be in writing.
112	Work and risk cost	The Institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
113	Indemnity	The Contractor shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen Compensation Act, Sales Tax, Royalty, Excise Duty, gst,



		Works Contract, etc. and shall keep the Institute indemnified against all penalties and liabilities of every kind for breach of any such statute ordinance or law/regulations or Bylaws. <u>The Contractor shall not employ child labour.</u> Payment to workers must be according to Minimum wages act.
114	Compliance with owners rules and regulations	The Contractor shall comply with all norms stipulated by the Owner such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and Around the work site, Safety Precautions and Safety Regulations.
115	Arbitration	All disputes regarding quality, specifications and rates shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices, etc., but if not settled mutually, shall be referred to arbitration subject to relevant Arbitration and Conciliation Act 1996. and its amendments, modifications to-date. Arbitration cost to be shared equally by the owner and the contractor.
116	Authorization	The Contractor shall submit to the Institute the names and reason and specimen signatures of the persons authorized by him to draw materials, sign joint measurements, bills, receive payments, receive instructions/notices, etc. on behalf of the Contractor.
117	Safety and Security	Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.
118	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates inclusive of all Taxes like GST Tax, Duties, Levies, Personal Tax, Corporate Tax, worker welfare cess, etc. and all other expenditure required to be incurred by him/her for providing required construction work etc. during the contract period as indicated under his contract and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. (The contractor will indemnify IIM-Nagpur against all statutory liabilities present and future, arising out this contract.) <b>Only GST as applicable shall be paid extra over and above the quoted rates</b>
119	Bid Validity	The bid submitted by bidder shall remain valid for a period of THREE Months from the date of opening of offer. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as "REJECTED."
120	Award of similar type of work on same rates	Upon mutual consent, the client may award another similar type of work in campus based on this rates to the contractor, for which the rates may be valid up to TWO year from the date of issue of Purchase ORDER.



121	Access to site	The Contractor shall allow unhindered access to the Institute and/or any other party or person, engaged by the Institute to work at the same site and/or to check/ regulate / watch /guard/ measure/inspect, solely or jointly with the Contractor.
122	Rejection of bid(s)	The Owner reserves the right to reject any or all the tenders relating to the work under this Tender Document without assigning any reason whatsoever.
123	Assignment and sub-contracting	The Contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of on unavoidable circumstances, the contractor shall be able to do it with approval of the owner of premises. However, the job shall be sublet only to the party approved by the owner.
124	Misconduct	The Contractor shall keep the Owner indemnified from and against all personal and third party claims whatsoever arising out of any commission or omission by Contractor or his employees, or representatives as the case may be.
125	Water	Free of cost
126	Electricity	Free of cost
127	Payment of Bills	Payments will be made by crossed account payee cheques only OR e - payment.
127.1	Advance against material on site	Not Applicable
127.2	Running Account Bills	NA
127.3	Payment Clause	Payments will be made quarterly on submission of bills provided the bills are complete and duly authenticated by the specified Officer(s) of the Owner after completion of the work in all respect.
128	Basic Rates	Basic rates mentioned (if any) in the tender are FOR IIM Nagpur Campus. Difference will be paid OR deducted for the payment to the contractor upon submission of documentary proof if otherwise
129	Method of Measurement	No of AC at site to be measured and paid.



130	Force Majeure	If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
131	Taxes, Labour laws and Other regulations	The Contractor will be exclusively responsible to meet and comply with all legal requirements related to the work.
131.1		
131.2		The Contractor shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or service rendered pursuant thereto.
131.3		Any legal matter or issues arise, and all court matters if arise for this contract are subjected in Nagpur courts jurisdictions only.
132	System of Bid Evaluation	Price BID of only those bidders who qualify in Technical bid will be opened at a subsequent date.
133	Precedence Clause:	In the case of any ambiguity in interpretation, the Price bid will supersede the Technical Qualification bid and decision by Asst. Manager (A&C), IIMN on the interpretation of the entire contract terms and conditions will be final and binding to all.
134	Mathematical error	During the opening of price bids the total quoted amount will be declared. However, during calculation verification if there is any error found in total amount, the agency will be called for clarifications. The rates quoted by the agency will be considered firm and hence the amount will be worked out by multiplying the rate with quantity. The rate will not be allowed to be changed in any case. However, decision by Asst. Manager (A&C ), IIMN on the interpretation of the entire contract terms and conditions will be final and binding to all.



## 1. Scope of Work: -

### 1.1 The tentative quantity of various type/make of split AC is as under: -

Sr. No.	Capacity of Split AC	Quantity (Nos.)
1	Toshiba 1.0T AC	30
2	Toshiba 1.5T AC	2
3	Toshiba 2.0 T AC	16
4	Mitsubishi 2.0 T	27

The services shall include providing all manpower, tools and plants like ladder, spanners, testing equipment's and replacement of defective spare parts, such as replacing of chiller pipes, outlet pipes etc. at any height/any floors as and where required, and as directed by IIM Nagpur authorities.

All maintenance works shall be carried out as per procedure recommended by the manufacturers.

- Preventive Maintenance Service of ACs is mandatory by the qualified/ experienced technicians only.
- Maintenance of record at site for all service and repairs.
- The parts, consumable covered, not covered under the Maintenance should be clearly mentioned.
- Free transportation of the parts, to be repaired or replaced.
- In case of gas leaks, the same is to be rectified & gas charged for satisfactory working condition.
- All items including replacement of faulty compressor – which shall be obtained from the original manufacturer/authorized dealers.
- Maintenance Schedule in detail to be formatted in coordination with Engineer in Charge for proper Maintenance and Performance of Units.
- No service charges whatsoever shall be paid.
- Parts if any required related to be replaced or repaired will be charged on “Quote Rate items” list (Annexure-B)

## 1.2 Preventive Maintenance Services (PMS) Quarterly:

1. Every machine shall be serviced at least **once every quarter**. A record of such services duly acknowledged by the person using the machine or in his absence, in charge of the location of the AC shall be maintained.
2. Quarterly PMS shall include at least the following services:
  - Cleaning of filter if found Choked.
  - Checking selector switch, thermostat, relays, remote control etc.
  - Checking motor bushings
  - Checking ground connections.
  - Cleaning of blower and condenser fan
  - Cleaning the evaporator & condenser coils.
  - Checking and tightening of nuts & bolts.
  - Oiling the motors.
  - Checking of the backup electrical power outlet/ MCB.
  - Checking of the drive motors and fans.
  - Over hauling of the AC, with chemical washing process.
  - Checking cooling efficiency
  - Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
  - Replacement of any component of air conditioners (Outdoor and indoor units, inlet and outlet Pipelines, electrical connections etc.) found defective after the above checks and tests.
  - Checking of excessive vibrations of the machinery & equipment.

A maintenance schedule mutually agreed upon will be prepared before commencement of the AMC.

## 1.3 Annual Maintenance Services:

The scope of work shall include all checks and tests as detailed under routine maintenance services. In addition, annual maintenance services shall also include:

- Cleaning the condenser and evaporator coils with suitable detergent/chemical solution and flushing with high-pressure jet of water
- Greasing of blower motors and all moving parts.
- This schedule is for guidelines and not limited to the activities.

**SPECIAL INSTRUCTION:**

**PENALTY:**

- If agency fail to provide completion of repairing work in given time penalty will be Rs.500.00 / day from running quarter bill
- 1. 1.Gas Charging - Immediately from complain received & if keep in full pressure test 2 days' maximum for leakage detection
- 2. Compressor replacement – 4 days from the complaint received
- 3. Body work – 6 days from the complaint received
- 4. Starting / Running Capacitor – Immediately from the complaint received.
- 5. Knobs for Switches, OLP, Relays, Rotary Switch, Contactors, Contact kits etc., Electrical accessories like lugs, plugs etc. work – Immediately replacement from the complaint received.

**EXCEPTIONS:**

1. Replacement of AC Unit.
2. Maintenance Schedule in detail to be formatted in coordination with Engineer in Charge for proper Maintenance and Performance of Units.

**MATERIALS:**

1. All items including replacement of faulty compressor – which shall be obtained from the original manufacturer/authorized dealers.

**DAILY:**

1. Attending day-to-day complaints.

**Annexure A**

**PARTICULARS OF BIDDER**

SR.NO	DEACRIPTION	
1	Name of the bidder	
A	Trade Name (in Block letters)	
B	Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) In Block letters)	
C	Name of Proprietor/Partners/CEO/Directors ( In Block letters)	
2	Postal Address	
3	Telephone No.	
4	E-mail / Website address (if available)	
5	Payment details and amount	
6	Name of the Banker, Branch Name & address (In Block letters) (For e-payment purpose)	
7	PAN (Enclose self-attested photocopy)	
8	GSTIN (GST Registration No.) (Enclose self-attested photocopy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No IIMN/CAO/ELEC-01/2019-20 dated 12/02/2019 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “**Non-Comprehensive Annual Maintenance contract of split air conditioners**” at **IIM Nagpur** as per Price Bid

Signature \_\_\_\_\_

Date\_\_\_\_\_

Official seal of bidder \_\_\_\_\_

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED**

**Bidder is required to fill-up this checklist which is as follows:**

Sr.no	Item Description	Details of Certification Enclosed YES/NO	Bid Reference
1	PAN		
2	GST Registration		
3	Particulars of bidders <b>(Annexure A)</b>		
4	The applicant should have good reputation in business of Annual Maintenance contract of split air conditioners for a minimum period of TWO years as on 13.02.2019.		
5	Bidder should have completed similar work as asked for in last two years as on 13.02.2019.		
a.	Two contracts > Rs.2.5 lakh		
b.	One contracts > Rs.5 lakh		