



Indian Institute of Information Technology, Sri City, Chittoor

NOTICE INVITING QUOTATION

No.: IIITS/NIQ/SERVICE/AC/2021/001, Dt. 02.09.2021

Sub: - Notice for E-quotations for the Service of Split Type Air Conditioners installed at Academic Block of Indian Institute of Information Technology Sri City, Chittoor at various locations.

E-quotations are invited from bonafied and resourceful agencies / companies on MHRD e-Procurement portal for **“Quotation for the Service, repair, installation/de-installation/dismantle and labour charges of Split Type Air Conditioners”** addressed to the Registrar, IIIT Sri City, Chittoor and submit all specified documents. Quantity and specifications of the items are mentioned in **Annexure A & B**.

Bid Issue Date	September 02, 2021
Last Date Of Bid Submission	September 11, 2021 up to 15:00 Hrs
Date Of Technical Bid Opening	September 13, 2021 at 10:00 Hrs
Date Of Price Bid Opening	Based on the Technical Bid Evaluation and short listing
Mode of Submission	Hard copy in two bid system
Address for Submission	The Registrar Indian Institute of Information Technology Sri City, Chittoor 630, Gnan Marg, Sri City, Satyavedu Mandal, Chittoor District, Andhra Pradesh – 517 646.

Date: September 02, 2021

Place: IIIT Sri City

**Sd/-
Registrar i/c**

Signature of the tenderer with seal

PART "A": NIQ DETAILS

1. Tender Documents: The Interested parties may download the tender documents from web-site of IIIT Sri City –<https://www.iiits.ac.in/tenders/>
2. Bidders are advised to visit the website frequently to find any addendum/ Corrigendum issued or extension of due date for submission, etc. No separate intimation will be issued /advertised in this regard.
3. The tender in two bid systems in sealed envelope shall be submitted in the office of Registrar in the prescribed format before the due date and time as mentioned in NIQ. No other mode of submission is acceptable.
4. Sealing and Marking of Bids:
 - a. The Techno-Commercial bid (**Part 1**) must be sealed in a separate envelope (ENVELOPE- ONE), duly super-scribed as “Techno-Commercial Bid (Part 1), Tender No.: _____, Submission Deadline: _____”.
 - b. The Price bid (**Part 2**) should be sealed in separate envelopes (ENVELOPE-TWO), duly super-scribed as “Price Bid (Part 2) Tender No.: _____, Submission Deadline: _____”.
 - c. The above TWO separate sealed envelopes are to be put in a **bigger envelope (ENVELOPE- THREE)**, which should also be sealed, duly super-scribed as Tender No.: _____, Submission Deadline: _____”.
5. Offer must be legible, clear and free from overwriting and cutting. Incomplete submissions are liable to be rejected.
6. The service, repair, installation/de-installation/dismantle and labour charges of the air conditioners shall be done for all Split Type Air Conditioners and shall be completed **within 15 days** of award of work.
7. The Institute reserves the right not to accept the lowest quotation without assigning any reason for the rejection.
8. The replacement of any equipment should happen on written confirmation from the OEM that equipment is not repairable and the institute will bear the cost of replacement of the equipment. No charges of any sort other than the spare parts/equipment shall be payable.
9. Any other charges, such as parking and forwarding, delivery charges, TA/DA. Sales tax, etc. if any should be included in Service Contract.
10. The bidder should be fully responsible for the proper functioning of the air conditioners.
11. **IIIT Sri City reserves the right:**
 - a. to accept or reject any or all quotations either in whole or in part or to invite revised price bids or to annul the bidding process or to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder.
 - b. The Director, IIIT Sri City does not bind himself to accept the lowest or any quotation and reserves to himself the right of accepting the whole or any part of

- the quotation. And, the Tenderer/Bidder shall be bound to perform the same at the rates quoted.
- c. to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same, without assigning any reason thereof.
 - d. to obtain feedback from the previous/present clients of the bidder by contacting them or by visiting their site to get first-hand information regarding the services (being) provided by the bidder.
12. If the date of opening of the quotation is declared as holiday, it will be opened on the next working at the same time.
13. **Site Visit:** Every Tenderer/Bidder is expected to inspect the site/locations between Monday to Saturday from 10:00 Hrs to 16:00 Hrs except Sunday and Govt. holidays, to ascertain the exact requirement of the Institute, at his own cost before quoting the rates. Bidder must also go through all the terms and conditions as stipulated in the document. It will be construed that the bidder has inspected the site and satisfied himself with the Institute's requirements, site conditions, and other relevant matters.
14. **Financial Evaluation:** The Financial Bid (Tender) should be submitted strictly in the prescribed 'Annexure A & Annexure B' and should remain valid for a minimum of three months.
- a. Financial bids, which are incomplete and are not submitted in the prescribed format, will be summarily rejected.
 - b. The Financial bid should clearly contain the details (without erasers/overwriting etc.) as mentioned in the form.
15. **SUMMARY OF REJECTION OR DISQUALIFICATION OF BIDS**
- a. Applications received after the stipulated deadline
 - b. Any bid in which rates have not been quoted in accordance with the specified formats/details as specified in the bid document.
 - c. If any bidder has filled more than one bid.
 - d. If unclear, poorly scanned copies are uploaded and received.
 - e. Conditional proposal/bid will not be accepted and will be rejected outright.
 - f. Canvassing in any form will make the quotation liable to rejection.
 - g. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
 - h. Record of poor performances such as, abandoning work, not properly completing the work, or financial failures / weakness etc.

16. **QUERIES & RESPONSES**

Queries related to the stated above should be submitted at pmc.2021@iiits.in only till 08.09.2021 up to 17:00 Hrs. Queries submitted after due date and time, and on any other email id will not be entertained. The response to the queries will be given within 1-2 days by email after the last date of submission of queries.

17. **DELIVERY:** Work shall be commenced immediately soon after receipt of this work order.

Location: Indian Institute of Information Technology, Sri City, Chittoor
630, Gnan Marg, Sri City, Satyavedu Mandal, Chittoor District,
Andhra Pradesh – 517646, India.

18. **WARRANTIES:** The parts replaced which are not repairable are to be guaranteed for trouble free operation, maintenance and service. The warranty should cover defects due to faulty manufacture, workmanship or material for 1 year from the date of commissioning and handed over with the requisite documentation.

19. **Structural Alterations to Buildings:** No structural member in the building shall be damaged/alterd, without prior approval from the competent authority through the Engineer- in-charge. Structural provisions like openings, cutouts, if any, provided by the department for the work, shall be used. Where these required modifications, or fresh provisions are required to be made, such contingent works shall be carried out by the contract at his cost. All such openings in floors provided shall be closed by the contractor after installing the cables/conduits/rising mains/GI&MS Pipe etc. as the case may be, by any suitable means as approved by the Engineer-in-charge without any extra payment.

20. The contractor shall take care of all safety precautions pertaining to work, such as scaffolding, ladder, working platforms, gangways, electric arc/ gas welding, use of hoist and construction machinery.

21. **PAYMENT TERMS:**

- a. No advance payment will be made.
- b. 75% of Bill Value for the service, repair, installation/de-installation/dismantle and labour charges of the Split Type air conditioners shall be made after completion of work within 30 days.
- c. Balance 25% Bill value shall be release after 30 days from date of handing over all equipment in full working condition.
- d. Payment will be initiated only after receipt of certificate from the official concerned from IIIT Sri City Chittoor.
- e. All taxes must be clearly mentioned in financial bid.
- f. No escalation of prices for services will be entertained later in any case.

22. **TAXES AND DUTIES:** The Rates unless otherwise specified, will be deemed to include sales tax, excise duty, octroi, sales tax or GST or any other taxes and duties, which are in force or may be levied by the Central/State/Local Governments from time to time, on the production and sale of the goods.

23. On account of security consideration, some restrictions may be imposed by the security staff on the working and/ movement of men and materials etc. The contractor will be bound to follow all such restrictions/ instructions and he shall organize his work accordingly. No claim on this account, whatsoever, shall be payable.

24. The contractor will take all precautions to avoid accidents by providing suitable mechanism. He will be responsible for all damages and accidents caused to existing/new work due to negligence on his part. No hindrance shall be caused to occupants during the execution of the work.
25. The contractor will hand over the entire equipment in good working condition to the IIIT Sri City /successive contractor after completion of the contract period.
26. IIIT Sri City reserves the right to change the quantity or add the item or cancel the item/service required.
27. **JURISDICTION:** All the disputes arising out of this order shall have exclusive jurisdiction of Chittoor, Andhra Pradesh only.

Director, IIIT Sri City reserves the right to accept or reject any or all the Tenders without assigning any reason.

PART "B": ELIGIBILITY CRITERIA

1. Bidders who fulfill the following requirements shall only be eligible to apply
 - a. **Joint ventures/ Consortiums are not eligible.**
 - b. **Company / Firm / LLP are eligible.**
 - c. **Minimum Eligibility Criteria for submission of bid documents:**

The bidder must have prior experience of having successfully completed similar works during last three (3) years ending last day of receipt of tenders. Without required experience party will not be considered in this tender:

 - I. Three (3) similar works completed costing not less than **Rs. 1.0 lakh** each OR
 - II. Two (2) similar works completed costing not less than **Rs. 2.0 lakh** each OR
 - III. One (1) similar works completed costing not less than **Rs. 3.0 lakh**

Similar work shall mean: On-site service and repair of Air Conditioners including installation/de-installation/dismantle as per the client requirements.
2. **Performance / Work Experience:** Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria in the technical bid of the tender. Simply an undertaking by the bidder for any item of the eligibility criteria shall not suffice the purpose.
3. The rates quoted should be on firm and fixed basis and no variation of prices shall be entertained.
4. **Selection Procedure:**
 - a. **First Stage:** The technical bids will be opened on due date and time as mentioned above. Evaluation will be done as per the submitted documents in respect to the Minimum Eligibility Criteria as mentioned as above.
 - b. **Second Stage:** The price bid will be opened only of those vendors who meet the minimum qualifying criteria in First Stage and evaluated.

PART “C”: LIST OF DOCUMENTS TO BE ATTACHED

Self-attested copies of the following certificates are to be attached:

- a. Firm Registration
- b. Certificate of Registration for GST
- c. EPF/ESI registration certificates (If any)
- d. Permanent Account Number (PAN)
- e. Certificate(s) of experience for the value mentioned.
- f. Any other documents that bidder feels necessary in support of his candidature.
- g. All annexures as attached in this tender.

Annexure 1: EMD Declaration Form

Annexure 2: Details to Be Furnished by the Bidders

Annexure 3: Declaration Regarding Black-Listing and/ Or Litigations

Copy of Price Bid is attached along with this tender for reference ONLY.

Rates to be filled separately and submit the same in separate envelop.

Annexure -1

EMD DECLARATION FORM

Proforma for Earnest Money Deposit (Bid Security) Declaration

Whereas, I/We (name of Agency) have submitted bids for the work of

I/ We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/We withdraw or modify my/our bid during the period fo validity of tender (including extended validity of tender) specified in the tender documents,

Or

2. If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/We shall be suspended for one year and shall not be eligible to bid for tenders in the Indian Institute of Information Technology Sri City, Chittoor from date of issue of suspension order.

(Signature of the Bidder, with Official Seal)

Annexure-2

DETAILS TO BE FURNISHED BY THE BIDDERS

1. Name of the Firm/Company:
2. Class of Registration with validity date:
3. Value of Registration:
4. Address for Communication:
5. Telephone/ Mobile No.:
6. E-mail:
7. Details of Proprietor/partner/Director
8. PAN, TIN Number, GST Registration of the Firm/Company:
(Copies to be attached)
9. GST Registration No.:

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the Tender Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the Tender and agree to abide by these terms and conditions.

Name and Signature of the Firm/Company

Seal of the Firm/Company

Signature of the tenderer with seal

Annexure-3

Declaration regarding black-listing and/ or litigations

I/we hereby declare that our firm/agency is not black-listed by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/State Government. I/we further declare that no criminal case is registered or pending against the firm/company or its owner/partners/directors anywhere in India.

Date the day of 2021

Signature of Bidder

Name & Address of Bidder

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PRICE BID**ANNEXURE 'A'**

(To filled and submitted in separate envelop)

NIQ No.: IIITS/NIQ/SERVICE/AC/2021/001, Dt. 02.09.2021

Servicing for Split Type Air Conditioners at IIIT Sri City, Chittoor.

Blue Star Make, Non-Inverter Type - 10 Units (Approx.)

Sl. No.	Description	Qty	Unit	Rate (in Rs.)	Amount (in Rs.)
1	AC Removing & Re-fixing	10	No	-	-
2	Gas Charging with Testing & Commissioning	10	No	-	-
3	N2 Pressure Test and Vacuuming	10	No	-	-
4	Copper Pipe laying charges	100	Rmt	-	-
	TOTAL				-

Note:

1. Above mentioned prices are exclusive of GST.
2. Price includes Servicing, repair, installation/de-installation/dismantle and labour charges etc.
3. AC Removing & Re-fixing may be done by replacing the indoor and/or outdoor unit with working units available at IIIT Sri City.

Seal & Signature of the Service Provider

Date:

Name of the Firm:

Mobile Number:

Signature of the tenderer with seal

ANNEXURE 'B'

(To filled and submitted in separate envelop)

Price of Spare Parts & Other Consumable items:

Sl. No.	Description	Qty	Unit	Rate (in Rs.)	Amount (in Rs.)
1	PCB Board	1	No	-	-
2	Copper Condenser Coil	1	No	-	-
3	Compressor	1	No	-	-
4	Expansion Valve	1	No	-	-
5	Evaporator Coil	1	No	-	-
6	Connector	1	No	-	-
7	Running Capacitor	1	No	-	-
8	Fan Motor	1	No	-	-
9	Split Outdoor Unit Motor	1	No	-	-
10	Split Indoor Unit Motor	1	No	-	-
11	Split Indoor Blower	1	No	-	-
12	PVC/Fan Blade	1	No	-	-
13	Remote	1	No	-	-
14	Copper Refrigerant Pipe	1	No	-	-
15	Refrigerant (R22 & R32)	1	No	-	-
16	Service Valve	1	No	-	-

Seal & Signature of the Service Provider

Date:

Name of the Firm:

Mobile Number:

Signature of the tenderer with seal