

**Tender for Repair & Comprehensive Annual
Maintenance Contract of VRF Air Conditioning
System installed at Auditorium of Maharaja
Agrasen College, University of Delhi,
Vasundhara Enclave, Delhi - 110096**

N.I.T. No.	MAC/NIT/VRF/2024/01
NIT Issue Date	09.08.2024
Last Date of Online Submission of tender	24.08.2024
Date of pre bid meeting	13.08.2024 (at 11.30 am) (Committee Room, Adjacent to Principal Office, Maharaja Agrasen College, University of Delhi Delhi – 110096)

**Tender Documents may be downloaded from the following websites www.mac.du.ac.in
<http://eprocure.gov.in>**



**Maharaja Agrasen College
(University of Delhi)
Vasundhara Enclave
Delhi – 110096**

email: office@mac.du.ac.in

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**Principal (Offg.)
Maharaja Agrasen College**

NOTICE INVITING TENDER

S.No.	Particular	Remarks
1	Name of work	Tender for Repair & Comprehensive Annual Maintenance Contract of VRF System installed at Auditorium of Maharaja Agrasen College, University of Delhi, Vasundhara Enclave, Delhi – 110096
2	Tender No.	MAC/NIT/VRF/2024/01
3	Contract period	01 Year (further extendable up to one year)
4	Earnest Money Deposit (EMD)	₹. 40,000/-
5	Performance Guarantee	@ 5% of contract value
6	Tender documents	Download from the following websites: www.mac.du.ac.in https://eprocure.gov.in
7	NIT Issue Date	09.08.2024
8	Pre-bid meeting	13.08.2024 (at 11.30 am) (Committee Room, Adjacent to Principal Office, Maharaja Agrasen College, University of Delhi Delhi – 110096)
9	Last date and time of online submission of tender	24.08.2024 (upto 17.00 hrs.)
10	Website for online submission of tender	https://eprocure.gov.in/eprocure/app .

Principal (Offg.)
Maharaja Agrasen College

Instructions for the Bidder/ The service provider/ Bidders: -

Maharaja Agrasen College, University of Delhi, Vasundhara Enclave, Delhi – 110096, is a constituent college of University of Delhi and 100% funded by Govt. of NCT of Delhi, calls for tender for **Tender for Repair & Comprehensive Annual Maintenance Contract of VRF Air Conditioning System installed at Auditorium** of Maharaja Agrasen College.

1. **Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**
2. The complete bidding process is online. Bidders should be in possession of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC needs to be registered on the website mentioned above.
3. **Bidder/service provider are advised to follow the instructions provided in the ‘Instructions to the service providers/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>’.**
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. **Criteria of eligibility:** Bidder must fulfil following requirements in the last **5 years (not prior to 01.04.2019)** shall be eligible to apply. **Joint ventures are not accepted.**

Note: Completion certificate to be attached mandatorily.

“Similar works means Comprehensive Maintenance of a VRF System of at least 50 HP capacity.”

- a) Should have satisfactorily completed works of **annual value** mentioned below upto 31st March, 2024 :-

1	One similar completed work of annual value of above Rs. 15.00 Lakh
2	Two similar completed works each of annual value of above Rs. 10.00 Lakh
3	Three similar completed works each of annual value of above Rs. 5.00 Lakh

- b) Satisfactory job completion certificate certifying the detailed scope of work handled to include Maintenance of a VRF system. must be submitted/attached with the tender. The bidder must have completed similar works in the last five years and work should be completed till 31.03.2024. (**Fill details Annexure-III**).
- c) The value of executed work shall be brought to current costing level by enhancing the actual value of work at simple rate @ 7% per annum calculated from the actual date of completion of work upto 31.03.2024.
- d) The bidder must have a Delhi/NCR GST Registration.

6. **Earnest Money Deposit:** The EMD amounting to Rs. 40,000/- shall be deposited in favor of **“Principal, Maharaja Agrasen College’**, by the way of online mode only. The EMD will be allowed with the validity of up to 180 days and of any Scheduled Bank or the State Bank of India in accordance with the appropriate Performa. The Firm who are registered with Micro Small Medium Enterprises (MSME) / National Small Industries Corporation (NSIC) / OR Small-Scale Industries (SSI) are exempted to submit the EMD *only* (Copy of registration must be provided along with technical bid). **No other relaxation shall be allowed.** The EMD, in case of unsuccessful Bidders shall be retained by Maharaja Agrasen College till the acceptance of

the tender. No interest will be payable by Maharaja Agrasen College on the EMD. Bank details for online payment of EMD are as under;

Name of the Beneficiary : Principal, Maharaja Agrasen College
Account No. : 481701213
Bank Name : Indian Bank
Branch : Mayur Vihar, Phase- I, Delhi
IFS Code : IDIB000M102 (0 stand for “Zero”)

** UTR/Reference No. (copy of payment proof) in respect of earnest money deposit must be emailed to the Maharaja Agrasen College at office@mac.du.ac.in on or before the last date of submission of bid. The bid submitted without EMD will be summarily rejected.*

7. Bidder should have an **Average Annual Financial Turnover of Rs. 15,00,000/-** of one year during the last three consecutive financial years (2020-21, 2021-22 & 2022-23) ending till 31st March 2023. Bidder is required to upload a scanned copy of Certificate from Chartered Accountant with Unique Document Identification Number (UDIN) in support of Average Annual Financial Turnover.
8. Bidders are recommended to visit the site/locations at Maharaja Agrasen College, University of Delhi, Vasundhara Enclave, Delhi – 110096, before quoting the rates. No claim whatsoever will be entertained in this regard.

9. Submission of Tender:

The tender shall be submitted online in two parts, viz., technical bid and financial bid. All the pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of the content of the documents before uploading.

✓ The offers submitted by email or any other mode shall not be considered. No correspondence will be entertained in this matter.

I. Technical Bid

The following documents are to be furnished by the bidder along with **Technical Bid** as per the tender document:

- Proof of EMD submitted or exemption under MSME registration.
- Copy of Completion certificate issued by the client. (Ref. Clause-5: Criteria of eligibility)
- Copy of annual financial turnover for the last Three consecutive financial years (2020-21, 2021-22 & 2022-23) duly authorized by CA.
- Copy of PAN Card Registration.
- Copy of GST registration certificate.
- Certificates as per Annexure-I to V.

II. Financial Bid

Price bid Form [As per BoQ] - Price must be quoted as per format specified failing which tender shall be summarily rejected.

**Principal(Offg.)
Maharaja Agrasen College**

ACCEPTANCE OF TENDER**TENDER NOTICE NO: MAC/NIT/VRF/2024/01**

Name of work : Tender for Repair & Comprehensive Annual Maintenance Contract of VRF Air Conditioning System installed at Auditorium of Maharaja Agrasen College

I/We have read and examined the Notice Inviting Tender, General Conditions of Contract, Special Conditions of Contract, Scope of Work, Annexure-I to V.

We agree to keep the tender open for from the due date of its opening of technical bid and not to make any modification in its terms and conditions.

If I/We fail to furnish the prescribed performance guarantee within the prescribed period, I/We agree that the Principal, Maharaja Agrasen College, or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/ We agree that the Principal, Maharaja Agrasen College, or the successors in office shall, without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said Performance Guarantee shall be a guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in all the conditions of the tender form. Further, I/We agree that in case of forfeiture of Earnest Money or Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work. I/We undertake and confirm that eligible similar work(s) has/have not been executed through another contractor on a back to back basis. Further that, if such a violation comes to the notice of the Department, then I/ We shall be debarred for tendering in Maharaja Agrasen College in future forever. Also, if such a violation comes to the notice of the College before the date of start of work, the Principal, Maharaja Agrasen College shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee. I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived therefrom to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated

Signature of Contractor with Seal of the Co.

General Terms and Conditions

1. **Rate:** Rates to be quoted as per Financial Bid (BoQ) considering costs of all required works, minimum wages for labour and all their benefits and deductions. The rates shall be quoted only in the schedule of quantities attached in excel format with the tender and nowhere else i.e. letterheads, etc.
2. **Validity:** The quoted rates and EMD must be valid for a period of 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the tenderer withdraws, modifies, or changes his offer during the validity period, the bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender. In case the last date of sale / of receipt of tender / of opening the tender is declared as a Holiday, the respective dates shall be treated as postponed to the next working day accordingly.
3. **Technical Evaluation:**
 - a. Detailed technical evaluation shall be carried out by the College pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and conditions of the tender without any deviation.
 - b. The College determination of the bid's responsiveness is based on the contents of the bid itself without recourse to extrinsic evidence. The College shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are in order. Principal, Maharaja Agrasen College shall have the right to accept or reject any or all tenders without assigning any reasons thereof.
4. **Financial Evaluation:** After due evaluation of the bid(s) Maharaja Agrasen College will award the contract to the lowest evaluated responsive tenderer on a composite basis. Conditional bid/s will be treated as unresponsive and will be rejected.
5. The right to issue and to accept or reject any or all tenders without assigning any reason thereof is reserved by the Competent Authority.
6. **Award of Contract:** The College shall consider placement of orders for jobs on those bidders whose offers have been found technical and financially acceptable. The College reserves the right to counter offer price(s) against price(s) quoted by the L1 bidder.
7. **Signing of Contract:** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of **Rs. 100/-** within **Twenty One Days** of the issue of the Letter of Award along with performance security. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

8. Performance Guarantee:

- a. Performance guarantee of the contract in accordance with all the terms and conditions specified in the tender, the successful tenderer/contractor shall furnish a Performance bank guarantee @ **5%** of order value in the form of Fixed Deposit Receipt or Bank Guarantee (as per attached format) from any Nationalized Bank duly pledged in the name of the "Principal, Maharaja Agrasen College" within 21 days of the issue of the Work Award Letter.
- b. Maharaja Agrasen College shall have the right to encash the PBG for non-compliance of any or all the terms and conditions of the tender / contract and to recover any Liquid Damages and penalties under the contract as well as against defects in the any of the work as enumerated in the tender/ contract.
- c. **Refund of PG-** The validity of the PG shall have to be kept upto the complete period as per contract plus 60 days and will be refunded after completion of work/contract and in case of extension of contract period PG shall extended accordingly.

9. Authority of person signing document: A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed responsible, that he has authorize to bind the same and if, on enquiry, it appears that the person so, signing had no authority to do so, the Principal, Maharaja Agrasen College may without prejudice to other civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.

10. Right of acceptance: The Principal, Maharaja Agrasen College reserves the right to accept the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The Principal, Maharaja Agrasen College reserve the right to reject any or all tenders /quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained. Right to issue and to accept or reject any or all tenders without assigning any reason thereof is reserved by the Competent Authority.

11. Only GST shall be paid extra as applicable from time to time. Bidder shall submit a GST invoice for quarterly payment of services provided.

12. Subletting of Work: The firm shall not assign or sublet the whole work/job. The tender is not transferable, but firm may do CMC only from OEM of equipment on a **back-to-back basis**.

13. Breach of Terms and Conditions: In case of breach of any terms and conditions as mentioned in the tender, the Competent Authority will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by Maharaja Agrasen College in that event the bid shall also stands forfeited.

- 14. Insolvency etc.:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified Maharaja Agrasen College shall have the power to terminate the contract without any prior notice.
- 15.** After the evaluation of the bid(s) Maharaja Agrasen College will award the contract to the lowest evaluated responsive bidder on a composite basis. Conditional bids will be treated as unresponsive and will be rejected.
- 16. Applicable Law:**
 - The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.
 - The contractor shall follow all the government labour laws, minimum wages, labour safety, labour insurance etc.
 - Any disputes are subject to the exclusive jurisdiction of the competent court and forum in **Delhi, India** only.
 - The Arbitration shall be held in accordance with the provision of the Arbitration and Conciliation (Amendment) Act 1996 and the venue of arbitration shall be at Delhi. The decision of the Arbitrator shall be final and binding on both the parties.
 - Force Majeure: Any delay due to Force Majeure will not be attributable to the service provider.
- 17.** The rates shall be quoted only in the BOQ (schedule of quantities) attached with the tender in MS-Excel format and nowhere else.
- 18.** Bidder who got the work order for this work is suggested to do a back-to-back basis CAMC (only with the product OEM) for smooth functioning of work.
- 19. Guarantee / Warranty Period:** The contractor will provide the warranty/guarantee card for the material replaced during the course of contract.
- 20.** Any information / document required for verification shall be provided by the bidder.
- 21.** Contractor shall be fully responsible for any damages caused to the government. property or allottees property by his or his labour in carrying out the work and shall be rectified by the contractor at his own cost.

**Principal (Offg.)
Maharaja Agrasen College**

Special Conditions of Contract

1. The Contractor has to ensure safety and provide adequate supervision/precautions and shall ensure that the workmen engaged by him are professionally competent and have the required expertise to carry out the intended maintenance.
2. During working at the site, some restrictions may be imposed by the College or Local Authorities regarding safety and security etc., the contractor shall be bound to follow all such restrictions/instruction & nothing extra shall be payable on this account & no claim for delay on this account shall be entertained.
3. The contractor has to depute a technical team in Maharaja Agrasen College to attend the complaints and routine maintenance (Maharaja Agrasen College will not pay any extra in this regard). A complaint mobile number has to be provided to register the complaint and should be available/reachable around the clock (i.e. 24x7x365). Keeping in view the nature of complaint the staff in technical team may be increased to reduce break down time.
4. The tender shall be based on Conditions of Contract and bidders are required to quote their own rates against each item in the schedule of quantities (B.O.Q), which is enclosed. All rates shall remain firm for the contract period/extended contract period.
5. If the contractor fails to proceed with the work within the stipulated time as specified from the date of issue of work order to proceed with the work, it shall be treated as failure on the part of the Contractor to discharge the Contractual obligations which may result in termination of the contract and forfeiture of the bank guarantee.
6. At the end of the contract, the contractor must hand over all the machines (as mentioned in the contract) in healthy and working condition before submitting the final quarterly bill.
7. No residential accommodation shall be provided to any of the staff engaged by the contractor. The contractor shall not be allowed to erect any temporary setup for staff in the campus.
8. No claims of the labourers shall be entertained by the college including that of providing employment, regularisation of services etc.
9. Staff employed by the contractor should be well behaved, polite & courteous. Any complaint against staff should be taken very seriously and such staff should be removed by the contractor immediately from the site and replacement shall be provided immediately.
10. The contractor shall make all safety arrangements required for the labour engaged by him at his own cost. All consequences due to negligence or due to lapse of security/safety or otherwise shall remain with the contractor. Maharaja Agrasen College will not be responsible for any mishap, injury, accident or death of the contractor's staff. No claim in this regard shall be entertained/accepted by the Maharaja Agrasen College. Also, the Contractor is responsible for the damage caused to any man/material/ Govt. property by his or his labour during execution of work and this should be rectified by the contractor at his own cost.
11. For non-compliance or partial compliance of satisfactory execution of items, the college reserves his rights to levy compensation in accordance with the scale of non-conformity and the period for which this non-conformity continues.

12. The materials used for carrying out the work shall be of the best locally available quality and the contractor has to carry out the necessary testing of the material as ordered by college for its conformity and all testing charges shall be borne by the contractor.
13. Initially this Contract is for a one-year period (from the date of starting of this work), if the work is satisfactory, the CMC period may be extended to One more year on the same rates and contractor has to furnish Bank Guarantees per general terms and condition of this tender.
14. System will be handed over on '**as is where is**' condition. Bidders are suggested to visit the site before bidding.
15. A complaint log book having a record of complaints / maintenance attended time-to-time by the agency after checking and verifying by the official nominated by the college should be maintained and produced to the authorities as and when required.
16. In the case of discrepancy between the schedule of quantities, the Specifications and/or the Drawings, the following order of preference shall be observed: - (a) Description of schedule of quantities (B.O.Q). (b) General rules & Directions and General Conditions/ Special Conditions/CPWD Specifications. (c) Indian standards specifications/BIS. (d) Any reference made to any Indian standards specifications in these documents, shall imply to the latest version of that standard, including such revisions/amendments as issued by the Bureau of Indian Standards up to the last date of receipt of tenders. The contractor shall keep at his own cost all such publications of relevant Indian Standards applicable to the work at site. (e) If there are varying or conflicting provisions made in any one document forming Part of contract, Principal, Maharaja Agrasen College shall be deciding authority and regard to the intention of the document, his decision shall be final and binding on the Contractor.
17. The Vendor shall submit voucher/service report (signed by Officer, designated by the College) of new materials/items replaced/serviced during CAMC, while submitting the Bills.
18. If the performance of the contractor is found unsatisfactory during the period of CAMC, the contract shall be **ceased**, after giving notice period of 01 month by the Principal, Maharaja Agrasen College.
19. Quarterly payment will be made on submission of the original tax invoice along with all necessary documents by the vendor after verification of work done by the vendor. However, payment towards repair of faulty units, repaired before start of CMAC, shall be made separately on satisfactory work done.
20. The contractor will be fully responsible for the safety of their workers, stocks, furniture, fixtures, machines and equipment etc. Maharaja Agrasen College will not be responsible/liable for any damages caused to the contractor by any way including theft & fire etc. and no such claim to compensate any such damages will be entertained by Maharaja Agrasen College. The contractor shall be responsible for any loss/theft /pilferage or damage to the properties belonging to Maharaja Agrasen College, caused by their employees/staff negligence and will pay/compensate to Maharaja Agrasen College or allow the amount of loss sustained by the Maharaja Agrasen College, to be deducted from any such amount found due to the contractor. The responsibility for any such theft or loss or damages/ pilferage shall have to be decided on the finding of the inquiry committee, to be constituted for this purpose by the Maharaja Agrasen College. If considered necessary, Maharaja Agrasen College will also be free to take up the matter with the

police for proper investigations/ action and recovery of loss due to such theft/ pilferage and damages etc.

21. After expiry of Warranty/DLP period of any existing AC units other than this contract, in Maharaja Agrasen College, the contractor shall agree to continue the CAMC of these extra units with same quoted rates in NIT after due approval of the Competent Authority.
22. All tools including specialized tools needed for the purpose will be arranged by the Contractor and no extra payment on this account will be made.
23. Bidders are suggested to visit the site before bidding. It will be automatically understood that the bidder has visited the site before quoting the price.
24. Rejected materials shall have to be removed by the contractor at his own cost within three days.

Penalty Clause:-

(a.) Response & Resolution time for Complaints: - Complaint(s) logged should be resolved within 24 Hours of logging the complaint by failing which shall attract a penalty of Rs 1000 per day for each complaint.

Note: - 7 days in place of 24 Hrs for those complaints in which spares are not available in the local market.

(c.) If the contractor is not able to rectify the fault then the College will deduct the amount from the quarterly CAMC bill and may utilize that amount (as penalty) to execute the work through some other agency.

Technical Specification / System Details

GENERAL Technical specifications in this section cover the Comprehensive Annual Maintenance of VRF Air Conditioning System installed at Auditorium of Maharaja Agrasen College. The scope of work is inclusive of Electrical Works & Mechanical Works.

STANDARDS AND CODES.

The scope of work as mentioned below is the minimum expected from the firm/agency/ contractor apart from breakdown maintenance and any other work required for maintenance in proper way as per the maintenance manuals of respective equipment or as per sound engineering practices or the work shall be executed as per CPWD general specifications & HVAC works 2017 / ISHRAE/ ASHRAE recommendations.

Installed Outdoor VRF Units

Sl. No.	Location	Make of Outdoor unit	Capacity of Outdoor Units (in HP)	Quantity
1	Auditorium, Maharaja Agrasen College, University of Delhi. Vasundhara Enclave, Delhi - 110096	LG	20	06
			16	04
			14	02
Total				12

Note:- Maintenance of all other equipment (Like Indoor cassette units, Remote controls etc) connected/interlinked/assist the above outdoors will be in scope of bidder and will be included in CAMC. Bidders are suggested to quote the price accordingly.

Approved Make List of Items: -

Sl. No.	Description of Items	Make
1	Compressor	It should be compatible with OEM products.
2	Condenser Coil	Respective Marker or ISI, BIS Standard
3	Outdoor & Indoor Fan motor	As per manufacturing standards (ISI, BIS Standard)
4	Refrigerant Gas (R-22, R-32, R-410, R-407A)	Floron or Equivalent
5	Copper Pipe (5/8,1/2,3/8,1/4,7/8 etc)	As per manufacturing standards (ISI, BIS Standard)
6	3 core copper flexible cable (2.5 sqmm/10 sqmm)	R.R, FINOLEX, HAVELLS, POLYCAB, etc. or Equivalent
7	All type of Filters.	Cleanfilter/Dynafilter/Pyramid/ Spectral/TRION or compatible with OEM products.
8	AHU fan section (Single Skin) for fresh air, Exhaust, Staircase & Lift pressurization	Edgetech / Stulz / Creative Air Tech or equivalent.
9	Cooling coil	Creative Air Tech / Edgetech / Stulz / Flaktwood or equivalent.
10	Expansion Valve	Should be compatible with OEM products
11	Condenser Fan & Motor	Should be compatible with OEM products
12	Actuators	Belimo / Honeywell / Johnson Control / Sauters / Siemens or equivalent.
13	Overload Relays with built-in single- phase preventer	L&T/Minilec/Siemens/Schneider (MG) France or equivalent.
14	Fire Damper	Creative Air Tech / Airmaster / Greenheck /Honeywell / Ruskin Titus or equivalent.
15	Display, Sensors and LED	Should be compatible with OEM products.
16	Drain motor and drain Pipe	Should be compatible with OEM products.
18	Blower Motor, Blower and it's bush	Should be compatible with OEM products.
19	Insulation and insulation tape	Should be compatible with OEM products.
20	Flare nuts, Valves, Capillary	Should be compatible with OEM products.
21	PCB	Only manufactured by OEM

Scope of Work

The vendor has to carry out Comprehensive Maintenance of the following: -

- ❖ VRF Air Conditioning System having outdoor unit capacity of **50 HP** installed at Auditorium of Maharaja Agrasen College, University of Delhi, Vasundhara Enclave, Delhi - 110096
- ❖ The rate quoted by the bidders shall include maintenance of outdoor including indoor items such as cassette units, High wall units, AHUs and any instrument connected/interlinked/assist the outdoor units. The following work will be under the scope of the Vendor:

1. Preventive Maintenance Work Need to be done on Monthly Basis:

- a) Cleaning of Heat Exchangers, Air Filters, indoor unit grills and filters through air blower.
- b) Cleaning of the indoor unit body by wiping out the dust etc. with a wet cloth.
- c) Refrigerant check & if required then top-up.
- d) Check the unit Current (Amps)
- e) Check the indoor unit motor noise
- f) Check the drain pipe & clean (There should not be any water leakage)
- g) Check the swing motor & flap
- h) Check the return air sensor & coil sensor
- i) Check the remote battery.
- j) Check electrical connections, motor bushing etc.

2. Preventive Maintenance Work Need to be done on Monthly Basis:

- a) Every machine shall be serviced at least once every quarter. A record of such services duly checked by the person using the machine or in his absence, in charge of the location of the AC shall be maintained.
- b) Monthly PMS shall include the following services:
 - i) Replacement of filter if found damaged/unusable
 - ii) Checking the selector switch, thermostat, relays, remote control, capillary etc.
 - iii) Check the motor winding with the help of a megger and rewind if needed.
 - iv) Checking of all ground connections.
 - v) Checking and cleaning of blower and condenser fans
 - vi) Cleaning of the cooling/evaporator and condenser coils with the help of vacuum/blower and water pressure.
 - vii) Use the fin comb to straighten the coil fin if needed.
 - viii) Checking and tightening of nuts and bolts
 - ix) Lubricate, grease motor, and blower bearing.
 - x) Checking of the backup electrical power outlet/MCB, etc.
 - xi) Checking of the drive motors and fans
 - xii) Overhauling of the AC, with a chemical washing process (if required).
 - xiii) Checking of cooling efficiency in terms of grill temperature, room temperature and current drawn.
 - xiv) Checking firmness of the supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners
 - xv) Replacement of any component of air conditioners (indoor and outdoor units, inlet and outlet pipes, electrical connections etc) found defective after the above checks and tests.
 - xvi) Charging of Refrigerant gas during the period of contract if need arises, a maintenance schedule mutually agreed upon will be prepared before commencement of the CMC.

- xvii) Condenser fins to be cleaned with Flushing water jet.
- xviii) Use the fin comb to straighten the coil fin if needed.

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

- a) Cleaning the condenser and evaporator coils with suitable detergent/ chemical solution and flushing with high pressure jet water
- b) Greasing of blower motors and all moving parts.
- c) Insulation work if needed.
- d) Regular maintenance, cleanliness & upkeep of all the equipments under CAMC and cleanliness of nearby area of equipments is in the scope of the contractor.

4 Breakdown Services: On-call CAMC services shall include attending to any complaint at any time of the year on receipt of verbal/written complaint from the coordinating officer of Maharaja Agrasen College. A record of the breakdown calls attended duly acknowledged by the occupant or user of the Air Conditioner in his absence by the person in charge of the location.

5. This comprehensive contract includes replacement of any faulty spares like compressors, starting capacitors, running capacitors, relays, Thermostats, Fan Capacitors, Fan Motors, Selector switches, power contractors, control contractors, external time switch units provided for specific time running of AC's, PCBs, Thermostatic Expansion valves (TXV) , EXV, Rewinding of motors, providing ball bearing of motors, fan blades, electronic control circuitry, remote control units, drain motor, etc at contractor's cost including gas charging and complete repair and maintenance of their related voltage stabilizers, attending all complaints and breakdowns of all types of air conditioners.

6. Defective spares compressors/condensers are to be replaced with new compressors/condensers and repairing of the old compressors is not permitted. Whenever new compressors/condensers are used, the contractor has to produce the original invoice and warranty card of the new compressor/condenser at the discretion of Maharaja Agrasen College.

The compressor/condenser being replaced should match with the original star rating of the air conditioner. Other spares are also to be replaced with new.

7. The following registers/documents are to be maintained by the contractor:

- a) **Service/Breakdown Register:** The air conditioners serviced/maintained/repared has to be recorded in register and endorsement from person in charge has to be obtained in register.
- b) **Complaint Register:** All complaints received with respect to air conditioners under CAMC are to be recorded with time and date of receipt, as and when complaints are received from end user departments.
- c) **History sheet / card of equipments:** All equipments should have their history cards with details of work/repair/service executed on them.

Annexure - I**Details of the Bidder**

S. No.	Details of Bidder	
1	Name of Firm /Service provider	
2	Complete Address:	
3	Name of Proprietor/ Partner/ Managing Director / Director.	
4	State clearly whether it is sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organization	
5	Whether each page of NIT and its annexure have been signed and stamped	
6	Whether the firm is a registered firm Yes/No (attached copy of certificate).	
7	Copy of GST Registration	
8	Permanent Account No. (Copy must be provided)	
9	Copy of Income Tax Return Acknowledgement for last Three years	
10	Any other information, if necessary	
11	Official Email ID	
12	Contact No.	

Note: All pages should be numbered & indexed.

Date:
Place:

Name :
Business Address :
Signature of Bidder :
Seal of the Bidder :

Annexure-II

**UNDERTAKING FOR NON-BLACKLISTING
(To be submitted on letter head of the company / firm)**

I hereby certify that the above firm has not been ever blacklisted by any Central / State Government / Public Undertaking / Autonomous Body on any account.

I also certify that the firm will supply the item as per the specification given by the College and also abide by all the terms and conditions stipulated in tender.

I also certify that the information given in the bid is true and correct in all aspects and if in any case at a later date, it is found that any detail/s provided are false and incorrect, any contract given to the concerned firm or participation may be summarily terminated at any stage, the firm will be blacklisted and College may have imposed any action as per NIT rules.

Date:

Place:

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder :

Annexure-III**Details of all works of similar class completed during the last 05 years ending 31st March, 2024.****Attached certified copies of experiences (Can use extra sheet if necessary)**

S. No.	Name of Work/Project	Name of the Organization	Cost of work (in lac)	Date of Commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration/ pending / in progress with details	Name and address/ telephone number of officer to whom reference may be made	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

* Please attach completion & performance certificates from authorized persons.

Date:
Place:Name :
Business Address :
Signature of Bidder :
Seal of the Bidder :

Annexure-IV**FINANCIAL INFORMATION**

Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit & loss account duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

S. No.	Gross Annual Turn Over & Profit/Loss	2020-21	2021-22	2022-23
1				
2				
3				

Signature of Bidder with Seal

Signature of Chartered Accountant with Seal

Annexure-V
TENDER ACCEPTANCE CERTIFICATE
(To be submitted on Letter Head of the Company/Firm)

To,
The Principal
Maharaja Agrasen College
University of Delhi
Delhi - 110096

Name of work:- Tender for Repair & Comprehensive Annual Maintenance Contract of VRF Air Conditioning System installed at Auditorium of Maharaja Agrasen College.

I / We, the undersigned have examined the above-mentioned Tender Enquiry Document, including amendment/corrigendum (if any). We now offer to undertake /complete the works in conformity with your above-referred document for the sum as shown in the Price Schedules (BoQ) uploaded herewith and made part of this bid. If our bid is accepted, we undertake to provide the items/services for which the tender has been concluded, in accordance with the delivery schedule specified in the Schedule of Requirements. We further confirm that, if our bid is accepted, we shall provide you with a Performance Security of the required amount in an acceptable form as mentioned in your NIT. I/We agree to keep our bid valid for a period of 180 (one hundred eighty) days for acceptance as required in your NIT Document, read with modification, or for a subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal Agreement / Contract is executed; this bid read with your written acceptance thereof within the aforesaid period which shall constitute a binding contract between us. We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred advertised tender enquiry. We confirm that we do not stand deregistered/banned/blacklisted by Central / State Govt. / Ministries / Departments /PSU/Autonomous Body etc. I/We confirm that I/we fully agree to the terms and conditions specified in the above-mentioned Tender Enquiry Document, including amendment/corrigendum, if any.

We hereby certify that if at any time, information furnished by us is proved to be false or incorrect, we are liable for any action as deemed fit by the purchaser in addition to forfeiture of the Bid Security / Performance Security.

Further that, if such a violation comes to the notice of the College, then I/we shall be debarred for bidding in Maharaja Agrasen College in the future forever. Also, if such a violation comes to the notice of the College before the date of start of work, the Principal, Maharaja Agrasen College shall be free to forfeit the EMD/ Performance Guarantee/ Security deposit.

Name:	
Business Address:	
Place:	
Date:	

**Checklist for Documents Required with Technical Bid
(To be attached with the Technical Bid)**

S. No.	Details Provided	Compliance (to be ticked as attached)	Page no. of bid
1	Criteria of eligibility (Read and Attached)	Yes / No	
2	Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc. (Attached)	Yes / No	
3	Copy of Income Tax Return Acknowledgement for last three consecutive financial years (Attached)	Yes / No	
4	Copy of PAN Card Registration (Attached)	Yes / No	
5	Copy of GST registration certificate. (Attached)	Yes / No	
6	Copy of EMD (Attached)	Yes / No	
7	Copy of Average annual turnover duly verified by CA (Attached)	Yes / No	
8	Acceptance of tender condition (Filled and Attached)	Yes / No	
9	General Conditions of Contract (Read and Accepted)	Yes / No	
10	Special Conditions of Contract (Read and Accepted)	Yes / No	
11	Technical Specification/System Details (Read and Accepted)	Yes / No	
12	Scope of Work (Read and Accepted)	Yes / No	
13	Annexure – I (Details of Bidder) (Filled and Attached)	Yes / No	
14	Annexure – II (UNDERTAKING FOR NON-BLACKLISTING) (Filled and Attached)	Yes / No	
15	Annexure – III (Details of all works of similar class completed) (Filled and Attached)	Yes / No	
16	Annexure – IV (Financial Information) (Filled and Attached)	Yes / No	
17	Annexure-V (TENDER ACCEPTANCE CERTIFICATE)	Yes / No	
18	Check List (Filled & Attached)	Yes / No	

FORMAT FOR PERFORMANCE SECURITY (GUARANTEE)**(TO BE FURNISHED BY CONCERN BANK)**

1. In consideration of the Principal, Maharaja Agrasen College (hereinafter called “the Government “) having offered to accept the terms and conditions of the proposed agreement between _____ and _____ (hereinafter called “the said Contractor(s)”) for the work _____ (hereinafter called “the said agreement}” having agreed to production of an irrevocable Bank Guarantee for Rs. _____ (Rupees _____ only) as a security/guarantee from the contractor(s) for compliance of his obligation in accordance with the terms and conditions in the said agreement.
We _____ (hereinafter referred to as Bank) hereby (Indicate the name of the Bank) undertake to pay to the Government an amount not exceeding Rs. _____ (Rupees _____ only) on demand by Government.
2. We _____ do hereby undertake to pay the (Indicate the name of the Bank) amount due and payable under this Guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor (s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only)
3. We the said bank undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.
4. The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and the contractor (s) shall have no claim against us for making such payment.
5. We _____ further agree that the guarantee herein contained (Indicate the name of Bank) shall remain in full force and effect during the period that would be taken for the performance of the said agreement and it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till Engineer-in- charge on behalf of the Government, certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor (s) accordingly discharges this guarantee.
6. We _____ further agree with the Government that the (Indicate the name of Bank) Government shall have the fullest liberty without our consent, and without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor (s) and to forebear or enforce any of the terms and conditions relating to the said agreement & we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said contractor (s) or for any forbearance, act of omission on that part of the Government or any indulgence by the Government to the said contractor (s) or by any such matter or thing whatsoever which under the law relating to sureties would , but for this provision, have effect of so relieving us.
7. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor (s).
8. We _____ lastly undertake not to revoke this (Indicate the name of Bank) guarantee except with the previous consent of the Government in writing.
9. This guarantee shall be valid up to _____ unless extended on demand by Government. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. _____ (Rs. _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this Guarantee all our liabilities under the Guarantee shall stand discharged. Dated the _____ day of _____ For _____ (Indicate the name of Bank).

Proforma for Financial Bid

Sl. No.	Description	Quantity	Rates (Rs.)
1	Repair of Faulty Units	1 Job	
2	CAMC for One Year	12 Outdoor Units	
Total (1 +2)			

Note – (i) GST must be shown separately.

(ii) L1 shall be decided on the of basis of Total (1 +2) above.