

**Cost of tender document Rs.1,000/- to be  
Paid in the form of D.D. /Cash in favour of IDSA**

**INSTITUTE FOR DEFENCE STUDIES AND ANALYSES**  
**No 1 Development Enclave, Rao Tula Ram Marg**  
**Delhi Cantt., New Delhi – 110010**  
**Advertisement No. IDSA/028/2010**

**Annual maintenance contract for operation  
and Maintenance of HVAC system**

**MEMORANDUM OF WORK IN BRIEF**

1.	Name of work	Annual maintenance contract for operation and maintenance of HVAC system (2x300 TR-Carrier make chilling Plants) for one year at IDSA
2.	Earnest Money	Rs 13200/-
3.	Validity period	180 days
4.	Security Deposit	25 % of contract value in form of DD or Cash
5.	Period of Contract	One year
6.	Last date of Submission of Tender	30.09.2010
7.	Mode of Sending	a. In sealed cover in original and duplicate copies by Registered post A.D/Speed post/Hand Delivery/Courier b. Tender sent by ordinary post will be rejected out rightly
9.	Description essential to be made on sealed cover	a. Name of work and Tender No, name of Bidder and opening date of Tender. b. Last date of receiving Tender by IDSA.

**Signature of bidder  
Name:**

**Assistant Director  
IDSA**

**Company seal**

**Date:**

**INSTITUTE FOR DEFENCE STUDIES AND ANALYSES**  
**No 1 Development Enclave, Rao Tula Ram Marg**  
**Delhi Cantt., New Delhi – 110010**  
**Advertisement No. IDSA/028/2010**

**TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF AC PLANT AT IDSA**

**LAST DATE OF SUBMISSION: 30<sup>th</sup> Sept , 2010 UP TO 1500 HRS**

Tender No.IDSA /A.M.C./ 01 / 2010

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**Subject: Day to day operation and maintenance of AC plant in IDSA.**

Dear Sir(s),

Quotations are invited for day to day operation and maintenance of AC plant in IDSA in two bid system as per scope/specifications of works given in Appendix-'A' enclosed. Conditions of the order shall be as follows:

- I. Tenders are advised to go through this tender document carefully as well as visit the Institute's premises at Development Enclave, Rao Tula Ram Marg, New Delhi and acquaint themselves both the site condition and present condition of building and fittings etc before submission of tender.
- II. The duly filled and sealed tender documents including complete set of supporting documents in two separate envelop as indicated below, may be submitted to the Assistant Director at the address indicated above.

**Envelop 1**

Complete set of Tender document part I as issued, duly filled in signed by the tenderer on all pages (Including Annexures) alongwith all supporting documents, etc and demand draft of **Rs 1000/-** in favour of IDSA in case of tenders downloaded from the website and earnest money deposit of **Rs 13200/-** in form of demand draft in favour of **IDSA, New Delhi**. EMD will not bear any interest. Cheques in lieu of DD will not be accepted.

**Envelop 2**

- a. The Complete set of Tender document part II (price bid-Annexure III) duly signed by the tenders on all pages.

- b. The offer shall be valid for a period of 180 days from the last date for submission of tender.

### **General Conditions of Tender**

**1. Scope of work**

Maintenance and day to day operation of AC plant at IDSA all as per appendix A and all as per direction of Engineering Incharge /Estate Manager of IDSA.

**2. Deployment of Staff**

The contractor shall always employ a minimum strength of experienced staff as follows:-

(i) Sr Technician/Supervisor	-	01 No
(ii) Electrician	-	01 No
(iii) AC Plant operator	-	01 No
(iv) Helper	-	02 No
<b>Total</b>	<b>=</b>	<b>05 Nos</b>

These deployment is indicative only, if any additional man power required for any additional operation of the plant. No additional payment shall be made on any account if contractor keep more staff at site for completing the pending work or if the minimum strength is not able to perform satisfactorily as per contractual provision.

Any indecent behavior /suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be levied on the contractor. The contractor is also required to submit list of workers with Photo ID, educational qualifications, address proof etc before deputing the worker.

Contractor shall be solely responsible for the credential /acts of his staff/workers.

Contractor is required to submit daily labour report duly signed by Asst. Care taker/Care taker of the Institute.

Contractor is required to make timely payment (before 10<sup>th</sup> of every month) to his staff including various statutory authorities. The Institute reserves the right to check the same.

IDSA reserve the right to reject the deployment of any person(s) by the contractor and contractor shall cease to deploy any such person/persons forthwith, upon receipt instruction in writing from the Institute. No claim shall be entertained on account of any such rejection.

**3. Compliance with all statutory requirements & Safety Management**

The contractor shall adopt all necessary safety requirements and shall adhere to requirements of all applicable laws, statutory rules and Regulations and Executive orders issued by various Government /Statutory /regulatory authorities

from time to time, including and not limited to labour laws, sanitation and health and security requirement, shall all the requisite permissions and licenses from the authorities concerned within a period of 30 days from acceptance of the bid, failing which the Director General , IDSA would be entitled to reject the accepted bid.

The Contractor will Initiate and maintain safety management programme to protect contractor's employee from hazards through procedures, practices and regular inspection of the work area, material equipment, information and training necessary for safe work performance.

IDSA will not responsible for any hazard during operation and maintenance during the contract.

#### **4. Consumables:**

- (a) The following consumables shall be supplied by the contractor as a part of the contract and no extra payment shall be made by the Institute for these Items.
- I. Lubricating Oil
  - II. Grease
  - III. M Seal
  - IV. Taflon tape/Dhaga /Safeda
  - V. PVC Insulation Tape
  - VI. Screws/nut/Bolts/Washers
  - VII. Welding Rod.
  - VIII. Acid for coil wash/cleaning of cooling tower
  - IX. Old Dhoti/cotton waste
  - X. Emery Paper
- (b) The Other consumables /spare parts /accessories /fittings/fixtures apart from the aforesaid list shall be purchased by the contractor from Authorized dealer and the cost of same shall be reimbursed at actual on production of the original bills by the contractor (plus) 10 % and the relevant payment shall be made alongwith monthly payment.
- (c) The Engineering Incharge reserve the right to reject any consumables which do not confirm to the correct standard/quality
- (d) A register shall be maintained to record the consumption of the items mentioned in clause (b) if any with the approval of the Engineering Incharge.
- (e) The contractor shall always keep all required tools/equipment to maintain the operation of the plant including welding set/box spanner etc. The list of such equipment will be handed over to Engineering In charge. The Contractor will provide hand gloves to his staff during maintenance of AHUs and SFUs.

5. **Routine maintenance/ Preventive Maintenance:** The contractor shall do the preventive maintenance as per schedule of OEM. No extra labour payment will be made for works such as coil washing, cleaning of filters, cleaning of cooling towers etc.
6. **Major repairs/Overhauling:** Any major repairs /overhauling that may be required shall brought to the notice of the Engineering In charge in writing immediately upon the said requirement of repair/overhaul coming to light. The Engineering Incharge shall check such repairs /Overhaul where necessary or authorize the contractor to carry out such repairs /Overhaul. In the latter case, the payment for the same shall be pre approved by the Director General IDSA/Estate Manager in writing shall be paid out to the contractor alongwith the monthly payment.
7. **Emergency Telephone Nos:** The Contractor shall provide an Emergency Telephone No for normal and out of hours operation with a maximum of two Hour response Time during any breakdown to essential utility services like cable fault, burst water mains etc.
8. **Log Book:** Log book shall be maintained by the contractor in conformity with the Estate Manager proforma for the consumption of consumables mentioned in clause 4(a), which shall signed by the Estate manager/Engineering In charge (daily, weekly, monthly) after physical verification of the consumption/consumables.

The contractor has to bear the cost of all stationary, telephone etc required to proper execution and maintenance of record for the work. If found using IDSA's material, Institute may recover an appropriate amount from the contractor's bill.

9. **EARNEST MONEY DEPOSIT:**

The bidder shall furnish, as part of its Tender, Earnest money Deposit for the amount as indicated in the invitation for tender

- 9.1 The EMD shall be denominated in Indian Rupees and shall be in form of demand draft payable to IDSA, New DELHI
- 9.2 Any Tender without EMD will be rejected by the Institute as non-responsive.
- 9.3 Unsuccessful Bidder's Earnest Money will be discharge/returned as early as possible after the award has been finalized.
- 9.4 The successful Bidder's Earnest Money will be discharged upon the Bidder signing the Contract and furnishing the performance/security deposit.
- 9.5 No interest will paid on Earnest Money deposit.

**10. SECURITY DEPOSIT:**

- 10.1 On receipt of the order, the successful bidder shall furnish **25%** security deposit in accordance with the conditions of contract, in the form acceptable to the Institute.
- 10.2 Failure of the successful bidder to comply with requirement of above clause shall constitute sufficient grounds for forfeiture of the EMD, in which event the IDSA may make the award to the next lowest evaluated bidder.
- 10.3 No Interest will be payable on Security Deposit.

**11. Period of Contract**

- (a) The contract shall be valid for a period of 1 year commencing from the date of award of contract. However IDSA reserve its right to review and terminate the same before completion of said period. The rate quoted shall be valid for period of one year without any increase.
- (b) It is however open to IDSA to extend the tenure of the contract beyond the existing term of 12 months on such terms and condition as may be mutually decided between the parties

**12. Termination of contract:**

- (a) The contract can be terminated at the option of either party by serving one month's prior notice in writing and without assigning any reason thereof.
- (b) Termination or expiry of the contract shall be without prejudice to any rights and remedies of the Institute and the contractor accrued before such termination or expiration and nothing in the contract shall prejudice the right of either party to recover any amount outstanding at such termination or expiry.
- (c) At the end of contract period , or upon termination thereof, the contractor shall forthwith deliver to the institute upon request , all the institutes property (including but not limited to the material , documents , information , access keys) relating to the contract of any permitted supplier or sub contractor and in default of compliance with this clause the Institute may recover possession thereof and the contractor grants a license to the Institute or its appointed agents to enter (for the purpose of such recovery) any premises of the contractor or its permitted supplier or sub contractor where any such items may be held.
- (d) Additionally, the contractor shall give a written undertaking that he has not retained any property belongs to the Institute and in particular shall undertake that he has not made any copies of access keys which are still in his possession or in possession of his employees and that he shall indemnify the Institute in the event of any losses attributable to such acts /omission on the part of

contractor and /or his employees, agents etc.

- (e) If the contractor fails to perform any of the obligations under this contract and if Institute is dissatisfied with the services, the Institute shall forfeit the security deposit and terminate the contract within a period of one month of written notice. IDSA should not be held liable for any cost, damage, expenses or any loss whatsoever that the contractor may suffer on being served with the winding up notice. The contractor is required to give 3 months' notice in case he does not want to continue with the contract. However, under such situation, Security Deposit shall be forfeited.

### **13. Rates**

- (a) Unit rates quoted for the work shall be inclusive of the following:
  - 1. Expenses towards boarding, lodging of mechanics/technicians, electricians, skilled and unskilled labour, any other labour, tools and plants as required for proper operation and maintenance of work, complete in all respect.
  - 2. All taxes including octroi and excise duty.
  - 3. Prices escalations.
  - 4. Contractor's overheads and Profit.
- (b) Nothing extra shall be admissible on any such account.

### **14. SUBMISSION OF TENDER:**

- 14.1. The Tenderers shall seal the original and duplicate of the tender in one sealed envelop.
- 14.2. Tenderers are requested to submit the original and duplicate tender documents in two separate sealed envelope as per procedure given here under:-
  - (A) The sealed envelop A (Technical Bid, Tender Fee and EMD Cover) containing two sealed covers namely cover I and II.
    - (i) Envelop – I (EMD and Tender Fee Cover)  
It will contain only demand draft payable at New Delhi.
    - (ii) Envelop – II (Technical Cover)  
Technical bid.
  - (B) The sealed envelope-B (Price Bid cover) it will contain price schedule bid in which the prices are to be quoted by the bidder in item rate method. No condition will be accepted along with the price bid, discount, if any, must be mentioned on the same page.

14.3 The envelope shall be addressed at the following:-  
**Office of the Assistant Director  
Institute for Defence Studies and Analysis  
No 1, Developmant Enclave  
Rao Tura Ram Marg  
New Delhi-110010**

**15. OPENING OF TENDERS:**

The tender will be opened in the office of Assistant Director, IDSA on the due date: 15/10/2010 at 4:00 p.m.

16. IDSA reserves the right to change, alter or to waive and technical or commercial terms, conditions and qualifications. IDSA also reserves the right to reject all or any tender. IDSA reserve right for changes/relaxation in eligibility criteria at any time.

**17. SIGNING OF CONTRACT:**

On receipt of the order, the successful bidder has to execute the necessary contract agreement with IDSA as per the prevailing rules and regulations of the Institute, along with security deposit.

**18. Mode of payment**

Payment shall be made on **Monthly Basis** on production of bills in duplicate duly verified by Estate Manager.

**19. Electricity and Water**

Electricity and water require for carrying out the work shall be supplied by the Institute free of charges.

**20. Liability to Damage**

The contractor at his own cost shall make good all the damages, losses, burns outs etc. which may be attributable to any fault/negligence faulty operation. Inadequate preventive maintenance and / or mishandling of plants and equipment. The decision of Director General, IDSA in this regard hall be final and binding.

**21. Handing/Taking Over**

The Contractor shall on receipt of work order take over the plants in serviceable and running condition. Similarly on expiry of period of the contract, he shall hand over all the plants in serviceable / running condition to the Institute. All the repairs/ Maintenance required for the purpose shall be carried out by the contractor at his own cost.

**22. Equipment/Installations**

Regular/Preventive/ Periodical upkeep, Maintenance & Servicing of all equipments/ installations etc shall be carried out as per manufacture's instructions and as per directions of the Project Engineer/Engineer-in-Charge/Estate Manager.

**23. INDEMNITY**

a. The Contractor shall indemnify, and keep indemnified, the Institute fully



against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities whatsoever arising out of, in respect of or in connection with the Contract including in respect of any death or personal injury, loss of or damage to property, financial loss arising from fault/negligence, faulty operation, inadequate maintenance, mishandling of plant and equipment and /or any advice given or omitted to be given by the Contractor/his employees/ agents and /or representatives, or and any other loss which is caused directly or indirectly by any act or omission of the Contractor/ his employees / agents and /or representatives.

- b. The decision of the Director General, IDSA in this regard shall be final and binding.

- 24. Dispute Resolution:** Disputes, if any with regard to the interpretation, execution and /or implementation of these terms and conditions shall vest exclusively in the Director General, IDSA whose decision shall be final and binding upon the parties. Disputes, if any with regard to the decision of the Director General, IDSA in the regard, shall be referred to Arbitration at the hands of a sole Arbitrator to be appointed by IDSA shall all proceedings in this regard shall be subject to the sole and exclusive jurisdiction of Courts of competent jurisdiction at New Delhi.

Upon acceptance of the bid, no sub-letting/transfer would be allowed by the contract except with the prior written permission of the Director General, IDSA.

- 25.** Standard force-majeure conditions would apply.

Kindly Acknowledge.

Wg Cdr. Hemlata Lohani  
Assistant Director

**Sub: - MAINTENANCE AND DAY TO DAY OPERATION OF AC PLANT AT  
IDSA'S NEW CAMPUS, RAO TULA RAM MARG,  
DELHI CANTT., NEW DELHI – 110010**

<b>Sl. No.</b>	<b>Description of Work/Item</b>	<b>Unit</b>		
1.	Maintenance and day to day operation of AC Plant at IDSA's New Campus, Rao Tula Ram Marg, Delhi Cantt., New Delhi – 110010			
(a)	<p>Imported water cooled chilling machine with Hermetic/ Semi-hermetic screw type compressor complete with water cooled condensers, single/multiple Compressors, single/ multi circuit Chiller, microprocessor based Control system, related piping AHU, FCU, Pumps, Ducting, Electrical Panal, mounting frame works etc. Suitable for 50 HZ, 3 PH, 415 A.C – 02 Nos next Para. B. Brief details of different items of work involved for HVAC attached as Annexure "A"</p> <p>Cooling Capacity :- 600 TR (2 X 300 TR)            Chilled water "In" :- 12.2• C            Chilled water "Out" :- 7.2 • C            Chilled Fouling Factor (FPS) :- 0.0005</p>			
(b)	Hot water Generator 180 KW :- 2 Nos.			

A. HVAC

**Screw Chiller water cooled type capacity**  
**300 TR (02 Nos) Comprising of the following:-**

<b>S. No.</b>	<b>Item</b>	<b>Quantity</b>
1.	32000 CFM AHU	03 Nos.
2.	24000 CFM AHU	01 Nos.
3.	20000 CFM AHU	04 Nos.
4.	8000 CFM AHU	02 Nos.
5.	6800 CFM AHU	02 Nos.
6.	4000 CFM AHU	05 Nos.
7.	3000 CFM AHU	09 Nos.
8.	2000 CFM AHU	13 Nos.
9.	1600 CFM AHU	08 Nos.
10.	1000 CFM AHU	112 Nos.
11.	600 CFM AHU	02 Nos.
12.	Chilled Water pump with motor	03 Nos.
13.	Secondary Chilled water pump with motor	06 Nos.
14.	Condensor water pump with motor	03 Nos.
15.	Cooling tower FRP Type	02 Nos.
16.	Hot water generator 180 KW capacity	02 Nos.
17.	S Piping with insulation for chilled water systems/condenser/Hot water line valves Temperature and Pressure gauge etc.	01 Lot
18.	GI Ducts insulation, grills/ Defuser etc.	01 Lot.
19.	Any other item just to complete the work	

**Form of Tender**

**(Note: the appendix forms part of the tender)**

**To,**

**IDSA  
No 1, Development Enclave  
Rao Tula Ram Marg,  
New Delhi-110010**

**Sir,**

**Name of work: -----**

1. Having visited the site and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract, specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.
  - (a) We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
  - (b) We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
  - (c) If our tender is accepted, we will remit the initial security deposit by demand draft . Third party insurance policy shall also be obtained from a insurance company approved by you.
  - (d) We agree to abide by this tender for the period of one year from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us may be accepted at any time before the expiry of the period.
  - (e) Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
  - (f) We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
  - (g) We understand that you are not bound to accept the lowest or any tender you may receive.

.....

Dated ..... Day of .....

Signature.....In the capacity of .....  
Duly authorized to sign for and on behalf of.....  
Name and address of the tenderer.  
(IN BLOCK CAPITALS)

WITNESS

Signature .....

Name and address.....

Occupation.....



**Price Bid**

<b><u>S. No</u></b>	<b><u>Description</u></b>	<b><u>Total Amount Quoted/Annum (Rs) Including all taxes</u></b>
1.	Annual Maintenance contract for Operation and maintenance of AC plant at IDSA.	

Note: The Quoted rates shall be inclusive of all taxes, duties, work contract tax, Sales tax, service tax, vat, etc. No extra payment will be made in any account for the above job.

Amount in Words

(Rupees -----)

Signature of the authorised representative of the bidder

Date :

Seal .

## **INSTRUCTIONS TO TENDERERS**

### **1. EXAMINATION BY TENDERERS:**

1.1. Prior to submitting the tender, each bidder must do following steps:

- (a) Examine all instructions and specifications in the tendering document and also inspect the site.
- (b) Visit the site & determine local conditions which may affect the work including prevailing wages & other pertinent cost factors.
- (c) Familiarize himself with all central, state & local laws, taxes ordinance, rules, regulations & codes affecting the services including the cost of permits & licenses required for the work at site.
- (d) Co-relate his observations, investigations & determinations with the requirement of the tender documents.
- (e) No additional claim, discrepancy etc., shall be entertained after opening of the tender.

### **2. TENDER PRICES:**

The Bidder shall fill in the prices in the schedules indicated in price schedule of the Tender Document. On opening the price bid the price shall be firm throughout the period of contract.

### **3. DOCUMENTS COMPRISING THE TENDER**

3.1 The original and duplicate tenders prepared by the Bidder shall be in two envelopes comprising of the following components:

#### **Envelope- A: Technical bid.**

- (i) Technical tender documents with all schedules and eligibility.
- (ii) Tender fee & EMD in separate cover.
- (iii) Certified Photocopies of audited Balance sheets for preceding three financial year.
- (iv) Power of Attorney authorizing the person for signing the Tender.
- (v) Details of Executed orders with photocopies of orders, certificates for works completed.

#### **Envelope-B: Price Schedule Cover.**

- (i) Tender price schedule dully filled, signed and stamped.

3.2 Bidder shall have to mention of the cover, Quotation for:

- (a) AC plant operation and maintenance
- (b) Opening Date (3) Name of Bidder

The rates quoted by the tenderer shall be inclusive of all taxes, duties, service tax, VAT etc.

### **4. SPECIAL INSTRUCTION TO TENDERERS**

- 4.1 If the bidder is found to have misled or made false representation in the form of any of the statements submitted his bid shall be rejected & EMD will be forfeited.
- 4.2. Conditions of the tender issued by IDSA must be duly signed & attached with the tender documents.
- 5. TENDER FEE:**  
Sealed tender accompanied by tender fee of **Rs.1000/-** in the form of DD in the favour of “**IDSA, New Delhi**” and addressed to the Office of the Assistant Director be sent by Regd. Post A.D. / Speed Post / Hand Delivery / Courier so as to reach on or before **1500h on dt.30/09/2010**.
- 6. TENDER VALIDITY:**  
Tender shall remain valid for 180 days after the deadline for submission of tender opening. Any tender valid for a shorter period may be rejected by the Institute as non-responsive.
7. IDSA will not be responsible and will not pay for expenses which may have been incurred, losses or person or property suffered by any tenderer in connection with visits to and examination of the site and in preparation of his tender for submission.
8. IDSA reserves the right to adjust arithmetic or other errors in any tender in the way that considers suitable. Any adjustment so made by the IDSA shall be stated to the tenderer if the IDSA makes an offer to accept his tender.
9. IDSA does not bind to accept the lowest or any tender and has the right to refuse any tender without assigning any reason. IDSA also has the right to reissue the tender without tenders having the right to object against such re-issue.