



**MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES**

मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

**No 1 Development Enclave, Rao Tula Ram Marg,
Delhi Cantt, New Delhi – 110 010**

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F.No. IDSA/EM/HVAC/2024-25

Date: 08.01.24

E- TENDER NOTICE FOR "DAY TO DAY OPERATION AND MAINTENANCE OF HVAC SYSTEM AND PLANT AT MP-IDSA" (IN TWO BID SYSTEM)

Online bids are invited under two bid system from OEM or its Authorised service centers, experienced contractors / agencies for **DAY TO DAY OPERATION AND MAINTENANCE OF HVAC SYSTEM** ". (IN TWO BID SYSTEM) at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats. **The bids should remain valid up to 90 days from the last date of submission of bids.**

Detailed Tender Documents are available online from the date of tender publication at <https://gem.gov.in>, www.idsa.in and <https://eprocure.gov.in/epublish>. The interested bidders are advised to register themselves with e-procurement Portal at - **GeM** to participate in the e-Tender. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical bids on the **GeM**, latest by 31 January **2025 by 1500 hrs**. Hard copies of the relevant documents also to be submitted along with Demand Draft for Rs.40000/- (**Rupees Forty Thousand only**) in favour of "**MP-IDSA**" payable at **New Delhi** as Earnest Money Deposit and , all pages signed and stamped, which shall be submitted in sealed cover to the **Assistant Director, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute's address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 31st January 2025** duly mentioning on top right hand corner of the sealed envelope "**EMD and Supporting documents "Day to day operation and maintenance of HVAC system and Plant** ".

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of bid document as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.



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TENDER DOCUMENT FOR "FOR "DAY TO DAY OPERATION AND MAINTENANCE OF HVAC SYSTEM AND PLANT AT MP-IDSA ". (IN TWO BID SYSTEM).

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All bidders and/or their representatives, if they so desire, may be present at the opening of online opening of tender (Technical Bids/Financial Bids) by the constituted Committee at the time and date as specified in the schedule. It may be noted that under no circumstances tender received late shall be entertained. **Both technical and financial bid should be submitted in the E-procurement portal (GeM) as mentioned above.** The Financial bid shall be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids. MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

Bidder who has downloaded the tender /quotation from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/epublish/app>, MP-IDSA website and GeM shall not tamper/modify the tender /quotation form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with MP-IDSA.

Critical Dates of Tender:

(i) Publish Date & Time	09/1/2025, 10:00 hrs
(ii) Document Download Start Date & Time	09/01/2025, 10:30 hrs
(iii) Bid Submission Start Date & Time	09/01/2025, 11:00 hrs
(iv) Bid Submission End Date & Time	31/01/2025, 15:00 hrs
(v) Offline submission, EMD and other supporting documents	31/01/2025, 15:00 hrs
(vi) Bid Opening Date & Time	31/01/2025, 15:30 hrs
(vii) Cost of Tender	Free of cost

Note :

1. Contractor shall inspect the Campus & assess its requirement before bidding the tender.
2. Bidders may note that financial bid shall only be accepted through online mode. Kindly ensure that bid format should remain vacant, while submitting hardcopies of signed documents, otherwise financial bid shall be considered as "invalid".

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://gem.gov.in>, www.idsa.in and <https://eprocure.gov.in/epublish> only.


Col Chetan Gurbax (Retd)
Assistant Director (admin)

Appendix A

**Tender Document for Day to Day Operation and Maintenance of HVAC system
(Two Bid System)**

MEMORANDUM OF WORK IN BRIEF

1.	Name of work	Day to day operation and maintenance of HVAC system (2x300 TR-Carrier make chilling Plants+1x300 TR-Daikin plus other equipment)
2.	Earnest Money	Rs 40,000/-
3.	Cost of Tender Document	Free of cost/-.
4.	Validity period	90 days
5.	Security Deposit	10 % of Annual contract value
6.	Period of Contract	Three years
7.	Last date of Submission of Tender	31.01.2025-1500 Hrs
8.	Mode of Sending	<p>a. EMD and relevant documents of Technical bid In sealed cover by Speed post/Hand Delivery in the tender box kept at reception in addition to online submission .</p> <p>b. Tender sent by ordinary post will be rejected out rightly.</p>
9.	Description essential to be made on sealed cover	a. Name of work and Tender No, name of Bidder..

Signature of bidder


 Col Chetan Gurbax (Retd)
 Assistant Director (admin)

**Manohar Parrikar Institute for Defence Studies and Analyses
No 1, Development Enclave, Rao Tula Ram Marg, New Delhi-110010**

TENDER DOCUMENT FOR

DAY TO DAY OPERATION AND MAINTENANCE OF HVAC SYSTEM

LAST DATE OF SUBMISSION: 31st January 2025 UP TO 1500 HRS

Subject : Day to Day Operation and Maintenance of HVAC system

Dear Sir(s),

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

- a. Tender Document can also be downloaded from our website or online portal of MSTC , free of cost.
- b. Tenderers 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 conditions and condition of HVAC system ,building, fittings, etc before submission of tender.
- c. Hard Copy of the duly filled and sealed tender document including complete set of supporting documents in two separate envelopes as indicated below, shall be submitted to the Estate Manager at the address indicated above before the last date .Price bid shall accepted through Online mode only . Open/manual price bid shall be rejected immediately .

Envelop

Complete set of Tender document as issued, duly filled and signed by the tenderer on all pages (Including Annexures) alongwith all supporting documents, etc and and earnest money deposit of Rs 40,000/- in form of demand draft in favour of IDSA, Payable at New Delhi shall be submitted by speed post or in the tender box placed at the reception. EMD will not bear any interest. Cheques in lieu of DD will not be accepted.



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General Conditions of Tender

1. Scope of work

Day to day operation and Maintenance of HVAC system as per its Annexures.

2. Deployment of staff : The contractor shall always/whenever required deploy a minimum strength of experienced staff as follows:-

(i) Sr Technician/supervisor	(skilled)	-	01 No
(ii) Electrician Cum AC plant Operator	(semiskilled)	-	02 No
(iii) Helpers	(unskilled)	-	02 Nos
Total			= 05 Nos.

The Contract is service based . Contractor has to deploy man power on daily basis (including Saturdays / Sundays and holidays or whenever required). Failing which Payment will be deducted Prorate from Contractor's bill for every default. Normally Sunday is closed holiday for Plant.

No additional payment shall be made on any account if contractor keeps more staff at site for completing the pending work or regular 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 action shall be taken . The contractor is also required to submit list of workers with Photo ID, educational qualifications, address proof etc before deputing the worker.

Contractor is required to get the police verification within a period of one month . The person to be deploy must be covid-19 vaccinated . All employees of the contractor must be free from infectious diseases and medically fit .

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

Contractor is required to make timely payment (before 10th of every month) to his staff without waiting for the payment received from MP- IDSA including various statutory

authorities. The Institute reserves the right to check the same. Before raising every bill, the contractor has to give a certificate that he has paid all Govt. liabilities and Labour payment as per minimum wages Act for the previous month..

MP-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, after receipt of instruction in writing from the Institute. No claim shall be entertained on account of any such rejection.

It is purely responsibility of contractor to follow all govt. obligation and applicable rules regarding qualifications/experience of technician, . Contractor has to ensure to follow Minimum wages Act, EPF, ESI and bonus act and other statutory requirements.

Contractor is required to get the police verification within a period of one month . The person to be deploy must be covid-19 vaccinated . All employees of the contractor must be free from infectious diseases and medically fit .

3. **Minimum Qualification of deployed staff**. The minimum qualification of deployed staff will be as follows:-

(a) Sr Technician : Polytechnic Diploma in Electrical / Mechanical / Refrigeration Engineering from AICTE approved/recognized Institutions with minimum 03 years' experience or ITI Diploma with 05 years of experience under the same scope of work as defined above.

(b) Electrician / Plant Operator : Only trained and having hand on experience of at least three years shall be allowed to be deployed . The Operators should be well versed with plant and machinery associated with HVAC plant . He must be able to rectify the minor faults.

(c) Helpers : Minimum 8th class Pass from school .

. Before deployment, contractor has to submit CVs of his employees to be deputed, Only those persons who will be cleared by the Estate Cell would appointed for the site . Selection of applicants will be done through interviews / on site work practical test conducted by Estate Cell. Decision of Estate Manager in this matter will be final and binding

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

(a) 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 including mandatory requirements with regard to minimum wages , EPF, ESI, bonus etc as per the latest notification of NCT Delhi , 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 , MP-IDSA would be entitled to reject the accepted bid.

(b) The Contractor will Initiate and maintain safety management programme to protect contractor's employees from hazardous situations through procedures, practices and regular inspection of the work area, material equipment, information and training necessary for safe working performance.

(c.) IDSA shall not be responsible for any hazard / accident during operation and maintenance during the contract period. It is the purely responsibility of Contractor to Compliance with statutory requirements including minimum wages , EPF, ESI and bonus including all applicable labour laws . Contractor shall indemnify IDSA in case any audit conducted in this regard by any authority.

5. Consumables:

(a) The following consumables shall be supplied by the contractor as a part of the contract and tools as per Annexure III, without any extra payment shall be made by the Institute for these Items.

1. Lubricating Oil (Not Compressor Oil)
2. Grease
3. M Seal
4. Taflon tape/Dhaga /Safeda
5. PVC Insulation Tape
6. Screws/nut/Bolts/Washers
7. Welding Rod.
8. Acid for coil wash/cleaning of cooling tower
9. Old Dhoti/cotton waste
10. Emery Paper

(b) Other consumables /spare parts /accessories /fittings/fixtures apart from the aforesaid list and approved lists given at Annexures shall be purchased by the contractor after getting prior approval from MP-IDSA from open Market /Authorized dealer and the cost of same shall be reimbursed at actual rate on production of the original bills by the contractor plus 10 % as service charge and the relevant payment shall be made along with monthly payment. The bought item should not have cost more than MRP under any circumstances. The minimum warranty for bought item should not be less than 06 months .

(c) The Estate Cell reserves the right to reject any consumables which do not conform to the correct specification /quality.

(d) A register shall be maintained to record the consumption of the items mentioned in clause5 (b) if any with the approval of the Estate Cell.

(e) The contractor shall always keep all the required tools/equipment to maintain the operation of the plant including welding set/box spanner etc and the list of the said tools / equipment is attached at Annexure III. No extra payment will be paid for the said tools / equipment. The Contractor will provide hand gloves to his staff during maintenance of AHUs and SFUs.

6 . **Routine maintenance/ Preventive Maintenance**: The contractor shall do the preventive maintenance as per requirement of machine /OEM's manual. No extra labour payment will be made for works such as coil washing, cleaning of filters, cleaning of cooling towers etc.

7.. **Major repairs/Overhauling** : Any major repairs /overhauling that may be required shall brought to the notice of the Estate Cell in writing immediately upon the said requirement of repair/overhaul coming to light. The Estate Cell shall then authorize the contractor to carry out such repairs /Overhaul. The payment for the same shall be made to the contractor alongwith the Monthly payment.

8.**Emergency Telephone Nos**: The Contractor shall provide an Emergency Telephone Number for normal and odd hours of operation with a maximum of two hours response time during any breakdown to essential utility services.

9. **Log Book** : Log book shall be maintained by the contractor in conformity with the Estate Manager's proforma for the consumption of consumables mentioned in clause 5(b), which shall be signed by the Estate manager / AEM. (daily, weekly, monthly) after physical verification of the consumption/consumables.

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

10 Earnest Money Deposit: Bidders are required to submit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **Rs. 40,000/-** by demand draft / PO favoring "**IDSA**" payable at New Delhi. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity or latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from the awardee as called for in the contract. EMD is not required to be submitted by those Bidders who are registered MSME, etc. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidders found without EMD are liable for outright rejection.

11. **SECURITY DEPOSIT** :

11.1 On receipt of the Letter of intent (LOI), the successful bidder shall furnish 10% of the annual contract value as security deposit in accordance with the conditions of contract and as acceptable to the Institute.

11.2 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.

11.3 No Interest will be payable on Security Deposit.

11.4 EMD of successful bidders may be converted into security deposit, if bidder wishes so .

12. **Duration Of contract:** The contract shall be valid for **three years** which will be subject to further extension at the discretion of the competent authority before expiry of the contract as mutually agreed terms and conditions, subject to satisfactory performance and wages as per minimum wages of Govt.of NCT Delhi latest notification for the that period or as may be agreed to. **The contract can be cancelled unilaterally by the institute in case service is not rendered satisfactorily. The Contract shall be reviewed every year , if services not found satisfactory , the contract shall be terminated after giving three month's notice .**

13. **Termination of the contract :**

(a) The contract can be terminated by MP- IDSA by serving Three month notice in writing without assigning any reason to the contractor. If the contractor wants to terminate the contract, he has to give three months notice in writing to Institute with valid reasons .

(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 forth with return to the institute upon request, all the institute's property (including but not limited to the material, documents, information, access keys).

(d) Additionally, the contractor shall give a written undertaking that he has not retained any movable property belonged to the Institute and in particular shall undertake that he has not made any duplicate of access keys which are still in his possession or his employee 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 contractor have to vacate the premises within a period of three month of written notice. MP-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.

(f) During MP- IDSA's, Audit if any overpayment /under payment detected by either parties, both parties shall reconcile the accounts and shall be liable for payment .

14. Rates :

Rates quoted for the work shall be inclusive of the following:

- (i) Expenses towards boarding, lodging of mechanics / technicians, electricians, skilled, semiskilled and unskilled labour, any other labour, tools and plants as required for proper operation and maintenance of work, dress, shoes, apron complete in all respect.
- (iii) Descaling operation of all three chillers
- (iv) Cooling Tower Motor rewinding/replacement (labour part)
- (v) All type of labour element of HVAC system ie labour cost of any breakdown calls
- (vi) Consumables as per para 5.
- (vii) Stationary/necessary registers /logbooks and telephone expense .
- (viii) Anticipated price escalations including increase in minimum wages for one year. From 02nd year, rates shall be revised as per Government of NCT , DELHI notification on minimum wages .
- (ix).Contractor's overheads and Profit. Nothing extra shall be admissible on any such account.
- (x) Support from OEM(s)

The firm should also keep in mind following factors before Quoting :-

- (a) Each workman is entitled to get minimum wages/PF/ESI /and bonus as per latest notification of NCT Delhi and prevailing rules .
- (b) Deduction by MP-IDSA : TDS and GST shall be deducted as per applicable rates .

15. SUBMISSION OF TENDER: The technical Bid and the Price Bid shall have to be submitted online on GEM .Tenders will be opened electronically on specified date and time as given in the NIT. All entries in the tender should be entered in online Technical & price bid Formats without any ambiguity.

16. OPENING OF TENDERS: Price Bid will be opened online after scrutinizing the technical bids by the committee constituted by the Institute . All qualified Tenderers will

be informed in advance the date of opening of financial bids in presence of their representative(s) if they wish to be present.

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

18. SIGNING OF CONTRACT : On receipt of acceptance of LOI , the successful bidder has to deposit the security amount within 7 days and execute the necessary contract agreement with IDSA within 3 days thereafter.

19. Mode of payment Payment shall be made on **Monthly Basis** on production of bills in duplicate duly verified by Estate Manager. It is duty of contractor to pay salaries to his workers on monthly basis. If any non payment / under payment complaint is received, Contract may be terminated with immediate effect after verification of Complaint.

20. **Electricity and Water** Electricity and water required for carrying out the work shall be supplied by the Institute free of charge.

21. **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, MP-IDSA in this regard shall be final and binding.

22. **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.

23. 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.

24. 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 nay 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 y other loss which is caused directly of indirectly by nay act or omission of the Contractor/ his employees / agents and /or representatives.

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

25 .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, MP-IDSA whose decision shall be final and binding upon the parties. Disputes, if any with regard to the decision of the Director General, MP-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 Courts of competent jurisdiction at New Delhi. Upon acceptance of the bid, no sub-letting/transfer would be allowed by the contractor except with the prior written permission of the Director General, MP- IDSA.

26. Standard force-majeure conditions would apply.

27. Mode of selection: Contract will be awarded to the bidders who emerged over all lowest in table given in price bid format.

Kindly Acknowledge.


Col Chetan Gurbax (Retd)
Assistant Director (admin)

A. HVAC SYSTEM

Screw Chiller water cooled type capacity 900 TR (03 Nos) Comprising of the following:-

S.No.	Item	Quantity
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.	Condenser water pump with motor	03 Nos.
15.	Cooling tower FRP Type	04 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	

Detailed scope of work and Charter of duties for Contractor

Under Scope of work of Contractor

Sr No	Description	Remarks
1	Operation of the plant daily including Saturday, Sunday, holiday or whenever required including beyond office hours running of the plant	No overtime shall be provided
2.	Back-end Support	Contractor must have a team of well-trained team of engineers , they should be able to rectify the faults . In Case of Chillers only OEM/Authorized channel partners workmen shall be allowed to attend the machines .Contractor has to obtain MOU with OEMs.
2.	Any breakdown in all three Chillers	Only OEM or Authorized service centers will be allowed.
3.	Compressor Overhauling	As per approved rate list
4.	Overhauling of pump(s)	For minor faults labour cost shall be borne by the contractor . Overhauling as per approved rate list .
5.	Any Breakdown in LT Panel/Starter	Labour cost shall be borne by the contractor. Cost of Material As per approved list
6.	Breakdown in cooling Tower	Motor dismantling, and refitting shall be borne by

		the contractor. Rewinding and bearing set as per approved rate shall be reimbursed to contractor
7.	Descaling operation of all three condenser and chiller units	Yearly operation including cost of material shall be borne by the contractor
8.	Rewinding /repair of FCU motor	5 Nos of Rewinding/repair of FCU motors per year shall be in the scope of contractor .

Under the scope of MP-IDSA

Sr No	Description	Remarks
1.	Rewinding of FCU motor	Cost of rewinding shall be reimburse to contractor on approved rates after 05 Nos Rewinding/replacement
2.	Material /spares	Any material , which is going to be fitted for smooth functioning of the plant In addition to approved /listed item .

Eligibility Criteria and Technical Bid :-

1. The following documents & information should be attached with Tender Documents :

1.1 Certified copy of work executed of similar nature by the firm in support of experience in a tabular form.

1.2 Details of works in hand.

1.3 Certified copy of Audited balance sheet of last three financial years.

1.4 Income tax return for last three financial years.

1.5 Certified copy of certificate of the client/owner regarding satisfactory performance of previous works.

1.6 Registration No with GST Dept with latest challans.

1.7 Pan No of Partners/Firm.

1.8 PF and ESI registration with latest copies of challans

1.9 Permanent Man Power Details.

2. Eligibility Criteria/ Prequalification Requirement :-

Sr No	Parameter	General Bidder	MSME Bidder	Remarks
1	EMD	Yes, Required	Exempted	
2.	Past Experience	3 Years	Exempted	Attach Completion certificate
3.	OEMs support*	MOU required	MOU required	
4.	Turn Over	03 Years –average should not be less than 40 Lakh/Per Annum	Exempted	Attach Profit and Loss account of last 03 years
5.	Work in hand**	Firm should have one running AMC not below 900 TR	Firm should have one running AMC not below 600 TR	
6.	Control Office in Delhi/NCR	Yes, Required	Yes , Required	Attach Proof
7	Clear Track Record	Firm Should not be black listed	Firm Should not be black listed	Attached Notary certificate of Rs 100
8	PF & ESI registration	Yes , Required	Exempted	
9	Technical Requirement	Experience of Compressor Overhauling	Exempted	

*2.1 Firm must be OEM or its Authorized service centre (Carrier/Daikin chillers). In case, if the firm is Authorized service center/channel partner of Carrier then he has to produced MoUwith Daikin . In case , the firm is Authorised service of Daikin he has to produce MoU with Carrier. In case of general contractors, firm has to submit its MoUs/ undertaking with both OEMs (Carrier and Daikin) that they will provide support to firm incase of successful bidding . These MoUs are prequalification requirements alongwith other requirements of bid document.

**2.2 MSME must have one AMC running at present in their hand alongwith MOUs as stated above.

PREQUALIFICATION OF CONTRACTOR

Basic information

1.	<p>a) Name of the applicant / organisation</p> <p>b) Address of the Registered Office</p> <p>c) Address of office at Delhi (with Phone Nos Fax Nos & Email ID & Contact Person)</p>	
2.	Year of establishment	
3.	<p>Type of the organisation (Whether sole proprietorship, Partnership, Private Ltd. Or Ltd. Co. etc.)</p> <p>(Enclosed certified copies of documents as evidence)</p>	
4.	<p>Name & qualification of the Proprietor / Partners / Directors of the Organisation/Firm</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>Enclose certified copies of document as evidence</p>	
5.	<p>Details of registration – Whether partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.</p> <p>Enclose certified copies of document as evidence</p>	
6.	Whether registered with Government / Semi-	

	Government / Institute Authorities of any other Public Organisation and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7.	No. of years of experience in the field and details of work in any other field.	
8.	Address of Delhi office through which the proposed work of the Institute will be handled and the Name & Designation of officer in charge.	
9.	Yearly turnover of the organisation during last 3 years (year wise) and furnish audited balance sheet including Profit & Loss A/c (Audited) for the last 3 financial years.	
10.	Name & Address of PF office (where registration carried out, also mention year of registration)	
11.	Enclose copy of latest income tax clearance certificate.	
12.	PAN No/ GST No.	
13.	Details of registration for ESI.	
14.	Detailed description and value of works done (Proforma 1) and works on hand (Proforma 2)	
15.	Details of Key Personnel Permanently employed (Proforma – 3)	
16.	Other infrastructural information to be used/referred for this project (Proforma-4)	
17.	Furnish the names organization, you have completed the above mentioned jobs.	
18.	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of	Attach a separate sheet if required.

	the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation.	
19.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
20.	Have you ever been put on a holiday list or banned by any Public sector units? If so give details	
21	Certificate /Undertaking on non judicial stamp paper that the firm has not blacklisted by any of the organization dealt with	

I/We confirm that to the best of our knowledge the information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

Sign. & Seal of the Tenderer

DATE:

PLACE:

PROFORMA – 1**LIST OF Works EXECUTED BY THE ORGANISATION DURING THE LAST 3 Years**

Sl. No.	Name of work with addresses	Name & full postal address of the owner. Specify	Contract Amount (Rs.)	Stipulated time of completion (Years)	Actual time of completion (years)	Any other relevant information Actual amount of the work, if increased, give reasons	Enclose clients certificate for satisfactory completion.
1	2	3	4	5	6	7	8

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks "As indicated in Brochure".
2. Date shall be reckoned from the date of advertisement of the notice in news papers.
3. For certificates, the issuing authority shall not be less than an Executive In Charge.

PERFORMA – 2**B) LIST OF IMPORTANT WORKS IN HAND**

Sl. No.	Name of work with address	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of 2- persons (Engineers or top officials of the organization)	Contract Amount (Rs.) with copy of Work Order & completion certificate from project in-charge	Stipulated time of completion (Years)	Present status of the project	Any other relevant information.
1	2	3	4	5	6	7

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks "As indicated in Brochure".

Proforma – 3**DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN HOUSE ESTABLISHMENT.**

Sr. No.	Name and designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amounts	Date from which employed in your organization	Indicate details of experience for similar projects.
1	2	3	4	5	6	7	8	9

Notes:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

Proforma 4**OTHER INFORMATION**

Sr. No.	Particulars
I)	OFFICE INFRASTRUCTURE
II)	WORKSHOP FACILITIES A) Location B) Land Area C) Type of Structure D) Type of Facilities
III)	LIST OF MAJOR EQUIPMENT/INSTRUMENTS IN POSSESSION OF THE FIRM

Note: Please furnish information in this proforma only. Do not write 'as per enclosed sheet/brochure'.

Form of Tender

(Note: the appendix forms part of the tender)

To,

MP-IDSA

No 1, Development Enclave

Rao Tularam Marg, New Delhi-110010.

Sir,

Name of work : Day to day Operation and maintenance of HVAC system

- a. 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 or obtain a guarantee from a scheduled bank to be jointly and severally bound by us for the sum named in appendix hereto for initial security deposit. 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.
- (h) We understand that our rates will be firm through out the contract period .

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)

Annexure 'III'**List of minimum tools to be kept at site**

1. All type of Open Spanner .
2. All type of Ring spanner.
3. Pipe wrench up to 3" pipe .
4. Two Nos of Aluminim ladder 5' and 10' long.
5. Digital Tong Tester.
6. Digital multimeter.
7. Digital Temperature Meter .-3 Nos.
8. Digital anemometer.
9. Electrical tool kit including pliers/screwdrivers etc .
- 10.Megger./Insulation tester.
- 11.Crimpting tool .
- 12..Any Other tool required for smooth functioning of work.

Cost effecting price bid

- (i) Operation of the plants .
- (ii) Cost of 05 Nos FCU motor rewinding .
- (iii) Cost of yearly Descaling operation of all three chiller units
- (iv) Tools and tackles
- (v) Support from OEM incase of Chiller breakdown .
- (vi) Labour cost for the items which are not covered in rate contract .

(Through Online Mode only, offline price bid will be outrightly rejected)

Annexure-IV

Price Bid

<u>Sr No</u>	<u>Description</u>	<u>Total Amount per Annum (Rs)</u> <u>Including GST</u>
1.	Annual Maintenance contract Value for Day to day Operation and maintenance of HVAC system including descaling operations, 5 Nos Rewinding of FCU motors, including consumables and tools required as per the tender document and scope of work plus OEMs support ,	
2.	Compressor Overhauling –Annexure-A	
3.	Pump Overhauling –Annexure-B	
4.	Cooling Tower Motor Rewinding and other misc charges as per Annexure-C	
5.	LT Panel spares-as per Annexure-D	
	Total Amount	

Amount in Words

(Rupees -----)

Signature of the bidder/applicant.

Date :

Seal

Note 1. These rates are remain same for entire contract period, except for item No 1, where rates shall be reviewed every year based on minimum wages notification of Govt of NCT .

Note 2. TDS and GST shall be deducted as applicable .

Note 3. If any discrepancy found with the quoted amount in figures and words, higher of the two would be considered.

Note 4. Contractor shall also provide break up of cost for Item No 1, if it is found below minimum wages , bid shall be rejected immediately . No Further communication shall be entertained in this regard.

Annexure-A.

Itemwise Rate list for Compressor Overhaul and other items**Including GST**

Sr No	Description	Qty	Rate	Amount
1.	Dismantling the 75 TR Compressor from the machine , transporting the same to workshop, opening the compressor after dismantling the same	01 Job		
2	Drier core filters	02 Nos		
3	Internal filter	02 Nos		
4	External filter	01 Nos		
5	Compressor Oil	37.8 lit.		
6	Bearing Set for Compressor	01 No		
7	O Ring set for Compressor	01 No		
8	SCPM card	01 No		
9	Motor winding sensor	01 Set		
10	Cleaning the stator with chemical Rewinding and varnishing the Compressor stator	01 Job		
11	Reassembling the compressor after repairs and transportation of the same to site , connecting it to suction and discharge system , vaccumisation of the plant , Nitrogen pressure testing , charging refrigerant and replacement of all filters etc	01 Job		
12	Supply of R-134 Gas	62kg		
	Grand total for one compressor Overhaul/repair			

Annexure-B (including GST)**(i) For Primary Pump –Model No 125/30 B-make Kirloskar**

<u>Sr No</u>	<u>Description</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
1.	Mechanical seal-45mm	2 Nos		
3.	Shaft sleeve SS	2 Nos		
4	Shaft with Impeller	01		
5.	Seal plate	2 Nos		
6.	Ball bearing set	01 set		
7.	Gland stud and packing	01 set		
8.	Dismantling & fitting charges	01 Job		
	Total amount for one pump			

(ii) For Secondary Pump –Model No 100/35 B-make Kirloskar

<u>Sr No</u>	<u>Description</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
1.	Mechanical seal-50mm	2 Nos		
3.	Shaft sleeve SS	2 Nos		
4.	Seal plate	2 Nos		
5	Shaft with Impeller	01		
5.	Ball bearing set	01 set		
6.	Gland stud and packing	01 set		
7.	Dismantling & fitting charges	01 Job		
	Total amount for one pump			

(iii) For Condensor Pump –Model No 150/38 A-make Kirloskar

<u>Sr No</u>	<u>Description</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
1.	Mechanical seal-60mm	2 Nos		
3.	Shaft sleeve SS	2 Nos		
4.	Seal plate	2 Nos		
5.	Ball bearing set	01 set		
6	Shaft with impeller	01 No		
6.	Gland stud and packing	01 set		
7.	Dismantling & fitting charges	01 Job		
	Total amount for one pump			
	Total of annexure-B			

Annexure-C

Itemwise Rates for other misc. works.

<u>Sr No</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
<u>1.</u>	Rewinding including replacement of bearing set of 12.5 HP Cooling tower motor including replacement of bearing. The cost includes taken out from tower and refitting-01 No		
<u>2.</u>	Supply and fitting of Aluminium fan hub Assembly including balancing work-01 No		
3.	Rewinding of FCU motor including replacement of bush/shaft etc-01 No		
4.	Cartrize Fuse 100 Amp-20 Nos		
5.	Coil washing of different capacity of Fan Cooling units-100 Nos		
<u>6.</u>	Motor Rewinding of Pumps including bearing replacement -01 No		
	Total		

Annexure-D

Itemwise Rate list for LT panel

Sr No	Description	Qty	Rate	Amount
1.	Contactor MNX-45, L&T make, coil volt 220v	03		
2.	Contactor MNX-32, coil volt 220v	02		
3.	Contactor Simens 3TF 48, 220V	02		
4.	Aux. contact block NO+NC MNX A1	03		
5.	Contactor Kit MNX-45	03		
6.	Contcator kit MNX-32	03		
7.	MCCB 100 Amp L&T DH 100	03		
8.	Overload Relay L&TMAX(30-50Amp)	02		
9.	Overload Relay L&T(20-33 Amp)	02		
10	Timer GIC Cat ID-02ASD TO-03s-120 Sec	01		
11	Cartrize Fuse-125 Amp	18		
12	Total Amount –Annexure-D			

Annexure-E

Break up of cost for Item No 1 of price bid

<u>Sr No</u>	<u>Description</u>	Cost	<u>Remarks</u>
1.	Operation cost (Labour cost)		
2.	Rewinding of 05 Nos FCU Motor		
3.	Descaling operation		
4.	OEM Support cost		
5.	Other Misc cost/Overhead and Profit		
	Total		