



**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR  
TENDER DOCUMENT**

An Institution of National Importance under Shiksha Mantralaya (Ministry of Education), Govt. of India.

[Comprehensive AMC of various Capacity/ Brand Air Conditioning Units Installed in various buildings of NIT Durgapur.]

**TENDER No. NITD/CAMC-AC/22-23/08**

**Date: 14/06/2022**

**DURGAPUR**

**उद्योगः पुरुषस्य लक्षणम्**



# **NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

MAHATMAGANDHIAVENUE, DURGAPUR-713209

(West Bengal), INDIA, [www.nitdgp.ac.in](http://www.nitdgp.ac.in)

**An Institution of national importance under Shiksha Mantralaya (Ministry of Education), Govt. of India.**

**Tender No.: NITD/CAMC-AC/22-23/08**

**Date: 14/06/2022**

## Notice Inviting Tender

NITD invites online e-Tender from reputed contractors for the Comprehensive AMC of various Capacity/ Brand Air Conditioning Units Installed in various buildings of NIT Durgapur. E-tenders are invited in two-bid system, i.e., i) Technical Bid ii) Financial Bid from bonafide, resourceful and competent contractors for execution of specified works.

### Eligibility Criteria of Bidders:

- i) EARNEST MONEY = Rs. 42,355.00 (Rupees Forty Two Thousand Three Hundred and Fifty Five Only) either in DD on any Nationalized Bank or Banker's Cheque of any Nationalized Bank. For small-scale industries with certificate from NSIC/MSME, the deposition of Earnest Money is exempted (subject to the submission of valid NSIC/MSME certificate). However, there is No preference / exemption on i) Bid value, ii) Performance Security (3%) and iii) TOTAL Security Deposit (10%) (Cl. 3: General Condition). EMD will be retained till the finalization of successful bidder.
- ii) (a) Three (3) similar works, each of value not less than 40% of the estimated cost put to tender\*, or  
(b) Two (2) similar works, each of value not less than 60% of the estimated cost\*, or  
(iii) One (1) similar work of value not less than 80% of the estimated cost, \*all above amounts rounded off to a convenient full figure of nearest Rs. 10, in the last 7 Financial years (2015-16 to 2021-22).

**\*WORK ORDER AND SATISFACTORY COMPLETION CERTIFICATE WITH CLIENT'S COMMENT/REMARKS ARE TO BE SUBMITTED BASED ON SIMILAR NATURE OF SUCCESSFULLY COMPLETED JOB.**

Similar works shall mean Comprehensive Maintenance of Unitary AC system comprising of different type of Unitary Split and Window DX System, Package AC, Cassette AC Unit etc.

- iv) All valid licenses namely Trade License, ESIC, EPF, GST etc. whichever is applicable.
- v) Valid Electrical Supervisor's/Technician's License.
- vi) Authorised Service Provider documents of at least one or more brand of Air Conditioners.
- vii) Latest IT returns (20-21, 19-20 & 18-19), Balance Sheet & Profit & Loss Statement of last three financial years audited by CA wherever applicable by law.
- viii) Attested Aadhar Card, PAN and Valid NSIC/MSME Certificate for the said work and said scale of operations.
- viii) The Cost of the Tender Document is Rs. 500/- (Rupees Five Hundred only) to be submitted in Technical Bid as in online payment mode only. NSIC/MSME firms are exempted from depositing this price.

### Schedule of Work

Name of Organization	<b>National Institute of Technology Durgapur</b>
Nature of Work	Comprehensive AMC of various Capacity/ Brand Air Conditioning Units Installed in various buildings of NIT Durgapur
Tender No.	NITD/CAMC-AC/22-23/08
Tender Estimated Cost (Including GST, Cess and other taxes)	Rs. 21,17,740.00
Tenure of Contract	One year from the date of receipt of work order.
Tender Type	Open
Tender Category	Works
Type / Form of Contract	Works
Product Category	Electrical Works
Source of Fund	Institute
Date of Issue/Publishing	14/06/2022
Document Download Start Date	14/06/2022
Document Download End Date	05/07/2022 (15.30 Hrs.)
Last Date and Time for Uploading of Bids	05/07/2022 (15.30 Hrs.)
Date and Time of Opening of Technical Bids	05/07/2022 (16.00 Hrs.)
Pre-Bid Conference Date	22/06/2022 (11.00 Hrs.)
Date and Time of Opening of Financial Bids	Will be intimated after Technical Evaluation.
Tender Fee (Non-Refundable) by e-payment only	Rs. 500/-
Tender Processing Fee (E-Payment Mode Only)	Rs. 2498/-
EMD by DD/Banker's Cheque (Offline Only)	Rs. 42,355.00
No. of Covers**	02
Bid Validity days	90 days (From last date of opening of tender)
Address for Communication	1) Mr. B. Nagarajan, Assistant Engineer (Electrical) and I/C Maintenance Section, National Institute of Technology Durgapur M. G. Avenue. Durgapur -713209, West Bengal. INDIA 2) Dr. Biman Kumar Saha Roy, FIC (Electrical), Assistant Professor, National Institute of Technology Durgapur M. G. Avenue. Durgapur -713209, West Bengal. INDIA
Contact No.	0343 2759028/9031
Email Address	<a href="mailto:nagarajan.b@admin.nitdgp.ac.in">nagarajan.b@admin.nitdgp.ac.in</a> , <a href="mailto:help.maintenance@nitdgp.ac.in">help.maintenance@nitdgp.ac.in</a>
ITI Helpdesk Contact No. and mail address	Helpdesk Number-011-4960 6060 <a href="mailto:ewizardhelpdesk@gmail.com">ewizardhelpdesk@gmail.com</a> Mr. SK Tariq- 9355030608; <a href="mailto:eprochelpdesk.35@gmail.com">eprochelpdesk.35@gmail.com</a> Mr. Saikat Pal - 9355030620 <a href="mailto:eprochelpdesk.38@gmail.com">eprochelpdesk.38@gmail.com</a>

If the last date of tender opening coincides with a Holiday / Bandh, the same will be deferred to the next working day.

Sl. No.	Nature of Work	Earnest Money Deposit in INR	Performance Guarantee (in INR)
1	Comprehensive AMC of various Capacity/ Brand Air Conditioning Units Installed in various buildings of NIT Durgapur	Rs. 42,355.00 (Rupees Forty Two Thousand Three Hundred and Fifty Five Only)	For MSME, PG is 3% Otherwise for Non-MSME, PG= 3% (-) EMD. (Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance is 15+ 1 day)

The Contractor shall submit an irrevocable Performance Guarantee of 3% (Three percent) of the contract price in addition to other deposits mentioned elsewhere in the contract for his proper performances and due fulfilment of the terms and conditions of the Contract, (not withstanding and/or without prejudice to any other provisions in the contract) within period specified in Bid Data (15 + 1 working days) from the date of issue of letter of acceptance. If EMD is deposited then that will be adjusted against a part of Performance Guarantee. This period can be further extended by the Employer up to a maximum period as specified in bidding data on written request of the contractor stating the reason for delays in procuring the Bank Guarantee, to the satisfaction of the Employer. This guarantee shall be in the form of Cash (in case guarantee amount is less than Rs.10,000/-) or Deposit at Call receipt of any scheduled Bank/Banker's Cheque/Demand Draft/Pay Order of any scheduled bank (in case guarantee amount is greater than Rs.50000/-) or accordance with the form annexed hereto.

The Performance Security is a Part of the Security Deposit. The Total SD = 10%. While Performance Security is deposited within a stipulated day as mentioned above, the rest of the SD i.e. 7% will be deducted in instalments from each R/A bill. No preference will be given to NSIC/MSME firms on SD/PG.

- i) The Performance Guarantee shall be initially valid up to the stipulated date of completion plus 365 days thereafter. In case the time for completion of work gets enlarged, the Contractor shall get the validity of Performance Guarantee extended to cover such enlarged time for completion of work. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the Contractor, without any interest.
- ii) The Employer shall not claim under the performance guarantee except for amounts to which the Employer is entitled under the contract (not withstanding and/or without prejudice to any other provisions in the Contract) in the event of:
  - a) Failure by the Contractor to extend the validity of the Performance Guarantee as described herein above, in which event the employer may claim the full amount of the Performance Guarantee.
  - b) Failure by the Contractor to pay the Employer any amount due, either as agreed by the contractor or determined under any of the Clause/Conditions of the Contract, within 30 days of the service of notice to this effect by Employer.
- iii) In the event of the Contract being determined or rescinded under provision of any of the Clause/Condition of the Contract, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of the Employer.

All compensations or the other sums of money payable by the Contractor under the terms

of this contract may be deducted from, or paid by the sale of a sufficient part of his security deposit or from the interest arising there from, or from any sums which may be due to or may become due to the Contractor by the Employer on any account whatsoever and in the event of his Security Deposit being reduced by reason of any such deductions or sale as aforesaid, the Contractor shall within 10 days make good in cash or fixed deposit receipt tendered by the State Bank of India or by Scheduled Banks or Government Securities (if deposited for more than 12 months) endorsed in favour of the Employer, any sum or sums which may have been deducted from, or raised by sale of his security deposit or any part thereof. The security deposit shall be mentioned above and the Earnest money if deposited in cash at the time of tenders will be treated a part of the Security Deposit.

**Note- 1:** Government papers tendered as security will be taken 5% (five per cent) below its market prices or at its face value, whichever is less. The market price of Government paper would be ascertained by the Employer at the time of collection of interest and the amount of interest to the extent of deficiency in value of the Government paper will be withheld if necessary.

**Note -2:** Government Securities will include all forms of Securities mentioned in rule No.275 of the G.F. Rules except fidelity bond. This will be subject to the observance of the condition mentioned under the rule against each form of security. The performances Guarantee shall be continuous and revolving for the warranty period. In case, the Bank Guarantee shall be replenished by an equal amount within 15 days by the contractor.

**Earnest Money and its Conversion to Security Deposit:**

Earnest Money Deposit\* (EMD) = Rs. 42,355.00 is a part of security Deposit (SD) of 10 % of the bid value of the work through PG = 3% as stated in (i) above. Such Deductions will be made and held by Institute by way of Security Deposit unless he / they has/have deposited the amount of Security at the rate mentioned above in cash or in the form of Government Securities or fixed deposit receipts. SD will be held for 365 days after completion of work, during which the contractor is responsible for attending and rectifying all complains on his work). Earnest Money is to be deposited as DD or Bank Guarantee on any nationalized bank, which will be returned to the unsuccessful bidders within 30 working days after finalization of bid. For NSIC/MSME firms EMD is exempted though there is no exemption or preference in i) bid value, ii) Performance Security (3%) and iii) Security Deposit (=10%) for those having certificate of NSIC/MSME.

In case the contractor fails to deposit the said performance guarantee within the period as indicated above, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.

## PROCEDURE FOR SUBMISSION OF E-TENDER

The bidders are required to submit soft copies of their bid electronically on the ITI e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the ITI e-Wizard Portal. For more information, bidders may visit the ITI e-Wizard Portal <https://mhrd.euniwizarde.com>

### 1. REGISTRATION PROCESS ON ONLINE PORTAL

- a. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com> by clicking on the link "Bidder Enrolment" as per portal norms.
- b. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
- c. Bidders must provide the details of PAN number, registration details etc. as applicable and submit the related documents. The user id will be activated only after submission of complete details. The activation process will take minimum 24 working hours. After completion of registration payment, you can also send your acknowledgement copy on our help desk mail id [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for activation of your account.
- d. Bidders to register upon enrolment their valid Digital Signature Certificate (DSC: Class III Certificates with signing key and encryption usage) issued by any Certifying Authority recognized by CCA India with their profile.
- e. A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
- f. Bidder then logs in to the site through the secured login by entering their user ID/password and the password of the DSC / e-Token.

### 2. Tender Document Search

- a. Various built-in options are available in the e-Wizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords, etc. to search for a tender published on the Online Portal.
- c. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective '**Interested Tenders**' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

### 3. Bid Preparation

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

- c. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/PNG, etc. formats. Documents in PDF format with maximum Five (100) Mb file can be uploaded.

#### **4. Bid Submission**

- a. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues. Late submission is not permissible.
- b. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document. All pages are to be signed.
- c. Bidders must pay required payments (Form fee, EMD, Tender Processing Fee etc.) as mentioned before submitting the bid
- d. Bidder to select the payment option mode as specified in the Schedule (EMD/FORM FEE Section) to pay the form fee/ EMD wherever applicable and enter details of the instrument.
- e. The details of the Earnest Money Deposit (EMD)/Cost of Tender document submitted physically to the Dept. and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
- f. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable. BOQ is a part of the tender document.
- g. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- h. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- i. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- j. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- k. Kindly have all relevant documents in a single PDF file.
- l. The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
- m. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.

#### **5. Amendment of bid document**

At any time prior to the deadline for submission of proposals, the NIT Durgapur reserves the right to add/ modify/ delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder

who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

## 6. Instruction to Bidders

a. Process for Bid submission through ITI E-wizard portal is explained in Bidder Manual. Bidders are requested to download Bidder Manual from the home page of website <https://mhrd.euniwizarde.com>. Steps are as follows:

**(Home page    ⇒    Downloads    ⇒    Bidder Manuals).**

b. The tenders will be received online through portal <https://mhrd.euniwizarde.com> In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

c. Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://mhrd.euniwizarde.com> Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available on the web site <https://mhrd.euniwizarde.com> under the link 'DSC help'.

Tenderers are advised to follow the instructions provided in the 'User Guide and FAQ' for the e-Submission of the bids online through the ITI e-Wizard Portal for e-Procurement at <https://mhrd.euniwizarde.com>

d. The bidder has to "**Request the tender**" to portal before the "**Date for Request tender document**", to participate in bid submission.

7. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
8. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.
9. No deviation to the technical and commercial terms & conditions allowed.
10. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bids.

### Method for submission of bid documents.

In this tender, the bidder has to participate in e-tender online. Some documents are to be submitted physically offline.

#### A) Tender must be submitted in two parts,

- (a) Technical bid (Cover-1) and (b) Price bid (Cover-2).

#### (a) Tenderers have to upload the following documents (Cover-1):

- i) GST Registration Certificate along with acknowledgement of up to date filed return.
- ii) Latest valid licenses like Trade License, Electrical Supervisor's/ Technician License, ESI, and EPF, etc. whichever is applicable.
- iii) Requisite Credentials along with work completion certificate and work orders as mentioned above.
- iv) Latest Bank Solvency Certificate – Solvency amount should be 30% of estimated cost obtained from the banker and/or its bank statement. The solvency certificate shall not be older than one year from the tender opening date.
- v) Attested Copies of Aadhar Card and PAN Card.
- vi) Latest IT returns (20-21, 19-20 & 18-19) and Audited Balance Sheet & Profit & Loss by CA wherever applicable by law.
- vii) Scanned Copy of a single Demand Draft of requisite value for the Bid Security/EMD as per NIT.
- viii) NSIC/MSME Registered bidders who want to claim the EMD exemption need to submit the Scanned copy



of Latest and valid NSIC/MSME Certificate for the specific service only to avail this exemption. The original document projected for EMD exemption can be verified/checked at the discretion of the tendering authority. A scanned & self-attested stamped copy of the same **is to be uploaded**.

- ix) In case of repeated calling if required, the bidders who have deposited the cost of tender in 1st call need not deposit the same for re-participation. In that case, the previously submitted tender cost bank transaction can be uploaded for claiming the tender cost exemption.
- x) The bidder must sign and stamp on all pages of tender documents and Proforma Agreement as a token of acceptance indicating read, understood and accepted the Terms & Conditions mentioned in tender document, general terms of the contract and Proforma Agreement. A company declaration with sign and company seal/stamp with date stating acceptance of all the terms and conditions provided in Notice Inviting Tender and General Conditions of Contract is mandatory.

**(b) Price Bid (Cover-2):**

**Completely filled BOQ available in e-wizard to be submitted online only.** The price bid must be quoted in Indian Rupees. Any indication of prices in the Technical Bid will result in automatic disqualification. Price Bids will be opened after due scrutiny of technical bids.

**B) Hard Copies of Technical Bid Documents:**

The bidder shall submit the following documents offline in Physical to Maintenance Section, NIT Durgapur on or before the date & time of submission of bids specified in NIT, in a sealed Envelope. The envelope shall bear (the tender name), the tender number and the words “DO NOT OPEN BEFORE” (due date & time).

- i) Original Demand Draft (DD) – drawn in favor of NIT Durgapur, payable at Durgapur, issued by any scheduled bank towards the payment of total Bid Security/EMD as per NIT through a single Demand Draft which to be deposited on or before of bid submission date. NSIC registered MSME bidders who want to claim the EMD exemption need to submit the attested copy of the latest and valid MSE certificate in place of the DD of the EMD. NSIC/MSME Certificate for the specific service only to avail this exemption. The original document projected for EMD exemption can be verified/checked at the discretion of the tendering authority. A scanned & self-attested stamped copy of the same **is to be submitted physically**.
- ii) Earnest money as mentioned, is to be deposited along with tender, in the form of an A/C payee demand draft in favor of “National Institute of Technology, Durgapur” payable at SBI, NIT Durgapur branch Durgapur-713209 and to be enclosed with in part “A” of the tender.
- iii) Bank details for online payment of non-refundable tender processing fee and the tender fee as mentioned:

Division/ Department (If any)	Name of Account Holder	Name of the Bank	Account Number	Bank Branch/IFSC Code	MICR Code
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR	NIT (DURGAPUR) SOCIETY	STATE BANK OF INDIA	11520034072	SBIN0002108	713002204

## GENERAL TERMS & CONDITIONS:

- 1) Quotation shall remain valid for a period of not less than 90 days after opening of price bid.
- 2) Please fill in the attached sheets Form A otherwise the tender will be rejected. Do not change or modify the content. You can download it from institute website/ e-Wizard/ CPP Publish.
- 3) No changes are to be made in BOQ, any tampering with the BOQ will result in disqualification.
- 4) Bidders are requested to provide valid email IDs, contact numbers and other information. The same should be clearly written/ typed without any error. Failure of any communication due to invalid email ID /phone no. etc. is not the responsibility of the Institute.
- 5) Tender calling authority reserves the right to cancel any tender or close agreement any time without giving any reasons.
- 6) It is the bidder's responsibility to ensure that the scanned documents should be clear. Set the resolution (DPI) while scanning to maximum. The Institute is not responsible for any disqualification if the documents can't be verified/ascertained on account of poorly scanned images. Any misrepresentation/concealment/ fraud/collusion on part of the bidders, is an offence and the Institute reserves the right to take action against the bidder(s). The order/tender/bid may be cancelled and/or the bidder(s) debarred from further tendering process of the Institute.
- 7) The documents as requested must be uploaded in e-Wizard website correctly and in order. The hard copies of documents as stated in this tender document must reach on time.
- 8) Notwithstanding anything specified in this tender document, the Institute unconditionally and without assigning any reasons, reserves the right to: (a) accept or reject the lowest tender or any other tender or all the tenders, at any time prior to the award of the purchase/work order, without incurring any liability to the affected tenderer or tenderers; (b) accept any tender in full or in part; (c) reject the tender offer not confirming to the tender terms; (d) give purchase preference to Public Sector Undertaking wherever applicable as per Govt. Policy/ Guidelines; (e) cancel the bidding process and reject all quotations at any time prior to the award of contract. Bids with unconditional rebates may be accepted but conditional tenders will be summarily rejected.
- 9) The final type, variant & quantity of goods in question to be serviced/purchased are to be as per the discretion of the Institute keeping in mind our requirements. Therefore, price may not be the sole consideration. Bidders are requested to take care as to not to quote sub-standard products in order to gain an order. The Institute reserves the right to cancel an order, if on inspection, it is deemed by the Institute to be of sub-standard quality or not meeting our specifications/requirements, as the case may be, irrespective of the price. Bidders may be required to produce samples &/or price justification even before placing of an order.
- 10) **Genuine Pricing:** The bidder has to ensure that the quoted price for NITD is not more than the Price Offered to any other customer in India (except for revision in tax rates) to whom this particular item has been sold/services rendered, particularly to Indian Institute of Technology, National Institute of Technology, State/ Central or Deemed Universities, Defence Organizations, Research Establishments or any other Government Institutions. For this purpose the vendor has to furnish a price reasonability certificate in the page 02 of Form - A of the Technical Bid.
- 11) No interest will be paid by the Institute on EMD/Security Deposit.
- 12) **Failure of Order Execution:**
  - a) If a successful bidder after receiving the order fails to execute the order within the stipulated period or does not fulfil any of the terms and conditions in any respect, the Institute reserves the right to cancel the order unilaterally. In such case, the EMD/SD of the bidder will be forfeited and no claim whatsoever will be entertained thereof.
  - b) Firms who are exempted from giving Earnest Money and fail to execute the order have to pay an amount equivalent to Earnest Money. If this the second time of the firm, being unable to execute its orders, the concerned firm may be de-listed/debarred for 02 years or more by the Competent Authority of the Institute.

- 13) In case the vendor fails to carry out the work as per directions of the Institute authority or terms & conditions of tender document/P.O./W.O. the order may be cancelled by the Institute without incurring any liability to the bidder. The EMD/Security deposit stands to be forfeited. The Institute may impose fines in cases where it deems fit.
- 14) Bidders should be authorized service provider of at least one or more Original Equipment Manufacturer (OEM). Bidders should note that even though the Service Provider may be the authorized representative of only one or more specific brands, they would be required to carry out servicing of all brands & types, which the Institute decides to bring under the contract.
- 15) **Black Listing:** The bidder should not have been blacklisted or debarred from participating in tenders in any State/ Central Government agencies or autonomous bodies or Universities / Educational Institutions or PSUs. A declaration to this effect is to be uploaded with the technical bid.
- 16) It will be the sole responsibility of the Service Provider to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract :
- i. Employment of Children Act, ii. Workmen Compensation Act, iii. Employment of Labour/Contract Labour Act, iv. Industrial Employment Act, v. Contract Labour Abolition and Regulation Act 1970, vi. Minimum Wages Act, 1948, vii. Employee Provident Fund Act, viii. Employees State Insurance Act, 1948 and ix. Any other act or legislation, which may govern the nature of the contract.
- 17) The Service Provider will be required to pay wages as per Minimum Wages fixed by the Central Government from time to time. The Service Provider will be required to take labour license, if required.
- 18) All supplies of spare parts are to be guaranteed against manufacturing defects and must be replaced at suppliers' cost. Removal and replacement of rejected goods will be supplier's responsibility and at supplier's cost.
- 19) All invoices raised should bear printed serial number, date and should mention the Purchase Order no. and date. Prices, extra charges (if any) and taxes (rate, % & type of tax) are to be shown separately and the Challan should bear Security entry stamp of NIT Main Gate. The Challan should clearly state the make/manufacturer, model, specifications; quantity etc. of the items supplied.
- 20) If the date of tender opening happens to be a holiday or the Institute remains closed due to any reason, the date for the same will be shifted to the next working day at the same time.
- 21) Changes, if any, to this Tender Notice will be intimated as corrigendum/addendum to the same on the Institute website ([www.nitdgp.ac.in](http://www.nitdgp.ac.in))/e-wizard/ e-publish, so bidders are requested to check the same regularly. No personal intimation will be given.
- 22) The contractor shall at his own expense, conform to all anti-malarial/anti-Covid-19 instructions given to him by the Employer including the filling up of any borrow pits which may have been dug by him.
- i. The above rules shall be incorporated in the contract and in notice inviting tenders and shall form an integral part of the contracts.
  - ii. SOP containing latest Covid-19 protocol issued by GoI/ GoWB/NITD.

Sometimes issue of Corrigendum may be necessary to clarify doubts raised or to make some corrections. All such corrigendum shall be displayed on website <https://mhrd.euniwizarde.com> and NIT Durgapur website. The bidders are therefore advised to refer to this site from time to time to keep them updated.

**Note 1: The Bidder has to upload the Scanned copy of all above said documents during Online Bid-submission also.**

**Note 2: Number of Cover is one for technical bids and the other one for financial bids.**

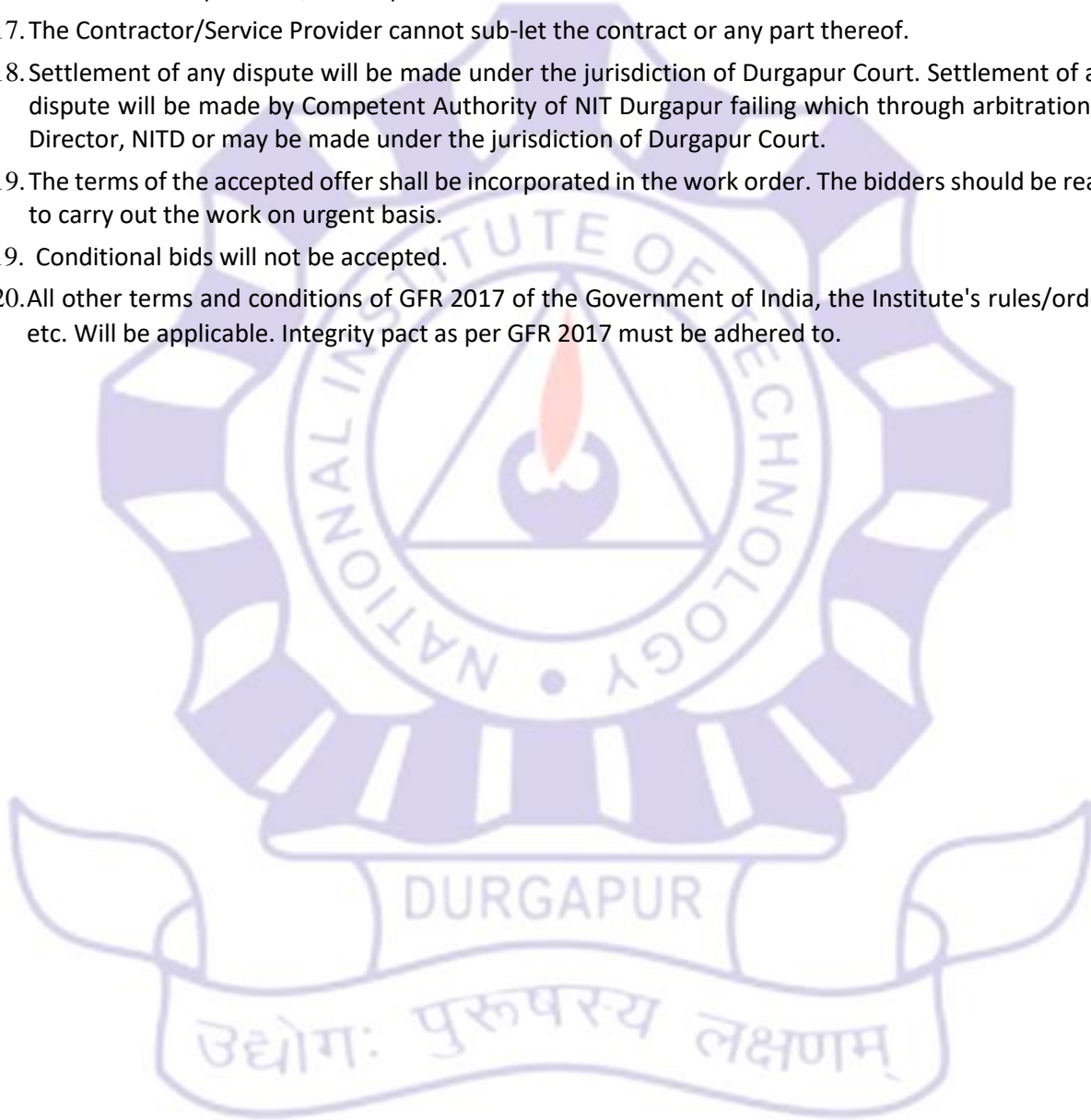
### **Scope of Work:**

1. The contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, rewinding of motors, gas filling [charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors or any other parts which may be required for keeping the system operational, labour charges etc. The Service providers will be required to keep stock of items/spare parts/substitute machine units etc. locally, so that machines are left in nonworking condition till parts are repaired/replaced/serviced.
2. **The contractor/service provider should carry out survey before commencing work to ascertain the exact number, type, make etc.** of AC Machines. A duly signed report of the same is to be provided to the Institute.
3. The contractor/service provider shall use the material of per National Code/ CPWD/ PWD specification for repairs/replacement. Service Provider must show the new parts to concerned Department/Section Head. The old parts, which are replaced, must be deposited in the Purchase & Stores Section. If the firm uses a non-ISI marked Part, it will have to intimate the reason for doing so to this Institute. Spare parts are to be genuine & of respective brand. If a particular make/brand of AC is no longer manufactured a written declaration to that effect is to be given by the Service Provider. In case of spare parts declaration to that effect may be required from OEM. For any part/machine condemned, the report is to be placed to Institute Authority/committee for decision).
4. **Preventive Maintenance:** Every machine shall be serviced at least once every quarter. A record of such services duly acknowledged by the person using the machine or in his absence, in charge of the location of the AC shall be maintained. At least one wet and one dry servicing per machine is compulsory during the year. These original servicing reports duly signed are to be provided with the bill.
5. **Breakdown Maintenance:** The contractor/service provider will be required to attend to the 'break down' calls of Air Conditioners within 24 hours of the complaint. No Air Conditioner or any part thereof shall be taken out by the mechanic to the workshop. The work is to be carried out in the premises of the Institute. However, the work which cannot be done in the office premises would be allowed to be done outside and no extra charges will be paid for this work.
6. The Service Provider shall personally be responsible for the conduct of his staff and in case of any complaint against any staff; the Service Provider will be under obligation to change the staff immediately when instructed by Authority. Police verification of all staff deployed should be carried out by the Service Provider. The Service Provider shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. NIT Durgapur will not hold any responsibility with regard to staff on the role of the Service Provider what so ever.
7. The Service Provider and his/her staff shall follow the rules and regulations of the Institute in force and instructions issued from time to time. NIT Durgapur will be free to take action against the Service Provider for violating the same. Company ID cards should be carried by the staff at all times. Security gate pass of the Institute needs to be made for all the staff of the Service Provider.
8. The Service Provider shall station at least one team consisting people (02 qualified technicians & 02 helpers, out of which one will function as the Service provider's supervisor on site) on full time basis in the Institute premises, at any point of the time. The Supervisor's/Technician's should have valid Electrical License.

9. *The teams shall be suitably increased in order to provide satisfactory services.* The daily attendance and timings of the Service Provider's personnel shall be maintained by the Service Provider's supervisor on the site. The supervisor shall be one point contact between the end user(s) and the service provider. Contact (mobile) no. of such personnel is to be made available to the Institute for registering of calls/complaints. The uniforms, daily ration and place of staying of the service personnel of the Service Provider shall be the responsibility of the Service Provider. All tools and equipments required for such servicing work including ladders, harness, helmets and other safety equipments are to be provided by the Service Provider.
10. Service Provider will be fully responsible for any accident or mishaps involving workers engaged by the Service Provider and the Service Provider would pay claims made on this part. The Service Provider shall indemnify the Institute from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or any other nature in respect of all workers engaged by the Service Provider. The Service Provider is to pay for any damage to the Institute property in course of work.
11. **Duration of Contract:** The successful bidder will be required to enter into a contractual agreement on non-judicial stamp paper of Rs. 100/- with the NIT Durgapur. The period of annual contract shall be for 01 (one) year which may be extended for another 02 years (01 year at a time) or part thereof, by the Institute authorities on the basis of satisfactory report by the users and performance of the service provider. The renewal is subject to reviewing of performance of the service provide at the end of 1st and 2nd year respectively at the discretion of Institute Authorities. The rates shall remain fixed during the entire duration of contract. Only government dues/charges/taxes may change. In case of unsatisfactory service/complaints, the Institute Authority reserves the right to cancel the contract at any moment. PGD is to be submitted each year accordingly.
12. Any additional AC's whose warranty may expire during the duration of contract will come under the contract and their payment will be made on pro-rata basis depending on the duration of contract left. In case only 03 months are left in the contract period (contract year taken 01 year at a time) then 01 wet servicing should be carried out. In case 06 months are left then 01 wet and 01 dry servicing of such machines are required to be carried out. These are besides any breakdown maintenance required.
13. **Register of Stock / Service:** a) The Contractor / Supervisor of the Contractor shall maintain Stock records of the spares for immediate requirements for replacing on being found faulty in any of the units. The stock register shall be prepared in consultation with the Client. b) The Contractor / Supervisor of the Contractor shall prepare a register of Complaints / Service Register in consultation with the Client and the same shall be produced to the competent authority of the Client fortnightly. c) Maintaining of History card. d) Maintaining of Attendance in client premises. e) Maintaining Register for spares replacement f) Maintaining separate Report for Breakdown and Service Report.
14. **Payment** for the AMC yearly charges will be made in three instalments as per the details below:
- (i) 30% of the total amount after all the machines have been serviced at least once and brought to good working condition, duly certified by the user and on production of bill with detailed breakup and servicing reports duly certified by Heads of Department/Section/Centre/central facilities.
- (ii) Of the remaining 30% will be paid after 6 months and 40 % on the expiry of the year/contract, on the submission of the bill by the vendor duly supported by the service report cum installation and commissioning certificates to the effect that the machines remained in good working condition during the last one year. At the end of the contract the Service Provider should handover the machines in running condition to the next Service provider.

*The documents of EPF, ESI payment and minimum wage payment (as per Central Govt. rates) are to be provided with bills/invoice.*

15. In case the Service Provider fails to carry out a work, the Institute reserves the right to get the work done from outside and the cost is to be indemnified to the Institute by the Service Provider.
16. The purchaser reserves its right to terminate the maintenance contract at any time after giving due notice without assigning any reason. The Service Provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the Service Provider for maintenance services already performed in terms of the contract, these would be paid to it/him as per the contract terms.
17. The Contractor/Service Provider cannot sub-let the contract or any part thereof.
18. Settlement of any dispute will be made under the jurisdiction of Durgapur Court. Settlement of any dispute will be made by Competent Authority of NIT Durgapur failing which through arbitration by Director, NITD or may be made under the jurisdiction of Durgapur Court.
19. The terms of the accepted offer shall be incorporated in the work order. The bidders should be ready to carry out the work on urgent basis.
19. Conditional bids will not be accepted.
20. All other terms and conditions of GFR 2017 of the Government of India, the Institute's rules/orders etc. Will be applicable. Integrity pact as per GFR 2017 must be adhered to.



**CHECK LIST OF ATTESTED COPIES OF VALID DOCUMENTS TO BE ATTACHED WITH  
THE TECHNICAL BID**

List of Documents to be uploaded in the “Technical Bid Folder” and to be filled online .xls file in cover-1 folder of e-Wizard.

Sr. No.	Particulars	Declaration (Submitted/Not Applicable)
1	Scanned Copy of online transaction details for Tender Fee	
2	Scanned Copy of DD for EMD	
3	Certificate of Enlistment/ Trade License/ License	
4	Electrical Supervisor’s/ Technician’s License	
5	Scanned Copy of Form A, Declaration Certificate	
6	Scanned details of Company’s Category (Micro/ Small/ Medium unit as per MSME/NSIC)	
7	Copies of 3 years audited balance sheet and IT Return (FY 2018-19, 2019-20, 2020-2021)	
8	Name & Address of Director/ Proprietor/ Partners	
9	Scanned copy Registration of firm/ Partnership Deed (If any)	
10	Authorised Service Providers have to provide proof of authorisation Certificate from OEM	
11	Phone Number & E-mail ID	
12	GST Registration along with acknowledgement of up to date filed return	
13	EPF & ESIC Registration Certificate	
14	Work Experience/ Credential as per tender terms [Work Order and Satisfactory Completion Certificate with Client’s Comments/ Remarks.]	
15	Bank Solvency @ 30 % of estimated value not older than one year from the tender opening date.	
16	Whether Supplier / Vendor/ Distributer/ Firm have been ever blacklisted in any state/ central government agencies or Autonomous bodies or universities/ Educational Institute or PSU’s? If such blacklisting has been revoked (Attach details if applicable)	
17	Scanned copy of AADHAR Card and PAN Card	
18	Signed copy of whole tender document along with company declaration with sign and company seal/ stamp with date stating acceptance of Notice Inviting Tender, General Condition, Scope of Work, Form A, BOQ etc. is mandatory.	

**Note 1: If the information is not pertaining to the bidder, in the third column he should specify that as “Not Applicable”**

DECLARATION CERTIFICATE (Form -A)

1. Price reasonability: It is certified that the RATE quoted against the NITD's tender number \_\_\_\_\_ dated \_\_\_\_\_ for the supply/ installation/ commissioning/ servicing of....., is not more than the rates charged to other NIT's / IIT's / Central or State Government Organizations / Research Laboratories / Defence establishments/ Autonomous Bodies/PSUs, for similar supplies/works made by our firm, in the recent past. If at any stage, it has been found that the quoted rate to NITD is higher than the rates charged to above mentioned Institutions, then in such a situation / condition, NITD shall have the right to take appropriate action against us, for recovery of excess rates. NITD reserves the right to cancel the tender or reject the bid.
2. Blacklisting: I \_\_\_\_\_ Contractor /partner/sole proprietor (Strike off word which is not applicable) of firm M/s. \_\_\_\_\_ do also hereby solemnly affirm and declare that my/our individual/firm/companies is not/ has not been blacklisted by NIT's / IIT's / Central or State Government Organizations /Research Laboratories /Defence establishments/ Autonomous Bodies/ PSUs etc..
3. I do hereby solemnly declare and affirm that the above declaration and all details provided by me in the tender/ bid document is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.
4. In the event of any such information, pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/ contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the Institute.

Yours faithfully,

Authorized signatory of Bidder with Seal

Name.....

Designation.....

Date: .....



## SAMPLE AGREEMENT FORM

This agreement made the \_\_\_\_\_ day of \_\_\_\_\_ 20-- between the National Institute of Technology, Durgapur (hereinafter called the employer) of one part and \_\_\_\_\_(Name and address of contractor) in the state of \_\_\_\_\_(District) (hereinafter called the contractor of the other part. Whereas the employer is desirous that certain work should be constructed viz. \_\_\_\_\_ (Name of work), and has accepted a tender by the contractor for the construction, completion and maintenance of such works. Now this agreement witness as follows:

- 1) In this agreement, words and expression shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to.
- 2) The following documents shall be deemed to form and be read, construed as part of this agreement, viz.:-
  - a) The said tender
  - b) Invitation to tender
  - c) Instructions to tenderers
  - d) General terms and conditions of contract
  - e) Scope of Work
  - f) Specifications
  - g) Tender schedule showing the approximate quantities, quoted rate and amount against each item
  - h) Period of contract
  - i) Work Order (No.: \_\_\_\_\_).

3) In consideration of the payments to be made by the Employer to the contractor hereby covenants with the Employer to construct, complete and maintain the works in conformity in all respects with the provisions of the contract.

4) The Employer hereby covenants to pay the contractor in consideration, of the construction, completion and maintenance of the works the contract price at the times and in the manner prescribe by the contract.

In witness of the parties hereto have caused their respective common seals to be hereunto affixed (or to have set their respective hands and seals) the day and the year first above written.

The common seal of REGISTRAR, National Institute of Technology, Durgapur-9 was hereunto affixed in the presence of:

Signed, sealed and delivered by the said CONTRACTOR in the presence of:

Dated Signature of contractor  
In the capacity of  
On behalf of

Dated signature of the Employer  
Designation

**B.O.Q for Comprehensive AMC of various Capacity/ Brand Air Conditioning Units Installed in various buildings of NIT Durgapur.**

[Rates are to be quoted in the PRICE BID including all taxes]

<b>Sl. No.</b>	<b>Type of AC</b>	<b>Tentative Qty.</b>	<b>Units</b>
1	<p><b>7.5 TR Ductable AC</b></p> <p>Note: For Items/Services mentioned against s.no. 1 to 9: The contract shall be inclusive of cost of all spare parts, replacement of compressor, fan motors, rewinding of motors, gas failing (charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter/air filter replacement, relay, thermostat, drain /water &amp; copper pipe/cable replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, P.C.B, Magnetic Switch, Transformer, Other Electrical parts of AC, Evaporator Coil, Condenser Coils, Cooling Kit, Heating Kit, Front grill Assy./Plastic cover/Panel, Fan, labours charges and any other material which may be required to keep the system operational etc.</p>	10	Nos
2	<p><b>5.5 TR Ductable AC</b></p> <p>Note: For Items/Services mentioned against s.no. 1 to 9: The contract shall be inclusive of cost of all spare parts, replacement of compressor, fan motors, rewinding of motors, gas failing [charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter/air filter replacement, relay, thermostat, drain /water &amp; copper pipe/cable replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, P.C.B, Magnetic Switch, Transformer, Other Electrical parts of AC, Evaporator Coil, Condenser Coils, Cooling Kit, Heating Kit, Front grill Assy./Plastic cover/Panel, Fan, labours charges and any other material which may be required to keep the system operational etc.</p>	8	Nos.
3	<p><b>Split 1 ton</b></p> <p>Note: For Items/Services mentioned against s.no. 1 to 9: The contract shall be inclusive of cost of all spare parts, replacement of compressor, fan motors, rewinding of motors, gas failing [charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter/air filter replacement, relay, thermostat, drain [water &amp; copper pipe/cable replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, P.C.B., Magnetic Switch, Transformer, Other Electrical parts of AC, Evaporator Coil, Condenser Coils, Cooling Kit, Heating Kit, Front grill Assy./Plastic cover/Panel, Fan, labours charges and any other material which may be required to keep the system operational etc.</p>	38	Nos.
4	<p><b>Split 1.5 ton</b></p> <p>Note: For Items/Services mentioned against s.no. 1 to 9: The contract shall be inclusive of cost of all spare parts, replacement of compressor, fan motors, rewinding of motors, gas failing [charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter/air filter replacement, relay, thermostat, drain /water &amp; copper pipe/cable replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, P.C.B, Magnetic Switch, Transformer, Other Electrical parts of AC, Evaporator Coil, Condenser Coils, Cooling Kit, Heating Kit, Front grill Assy./Plastic cover/Panel, Fan, labours charges and any other material which may be required to keep the system operational etc.</p>	545	Nos.
5	<p><b>Split 2.0 ton</b></p> <p>Note: For Items/Services mentioned against s.no. 1 to 9: The contract shall be inclusive of cost of all spare parts, replacement of compressor, fan motors, rewinding of motors, gas failing /charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter/air filter replacement, relay, thermostat, drain water &amp; cover pipe/cable replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, P.C.B, Magnetic Switch, Transformer, Other Electrical parts of AC,</p>	55	Nos.

	Evaporator Coil, Condenser Coils, Cooling Kit, Heating Kit, Front grill Assy./Plastic cover/Panel, Fan, labours charges and any other material which may be required to keep the system operational etc.		
6	<b>Split 2.5 ton</b> Note: For Items/Services mentioned against s.no. 1 to 9: The contract shall be inclusive of cost of all spare parts, replacement of compressor, fan motors, rewinding of motors, gas failing [charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter/air filter replacement, relay, thermostat, drain /water & copper pipe/cable replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, P.C.B, Magnetic Switch, Transformer, Other Electrical parts of AC, Evaporator Coil, Condenser Coils, Cooling Kit, Heating Kit, Front grill Assy./Plastic cover/Panel, Fan, labours charges and any other material which may be required to keep the system operational etc.	14	Nos.
7	<b>Window 1.00 ton</b> Note: For Items/Services mentioned against s.no. 1 to 9: The contract shall be inclusive of cost of all spare parts, replacement of compressor, fan motors, rewinding of motors, gas failing /charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter/air filter replacement, relay, thermostat, drain /water & copper pipe/cable replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, P.C.B., Magnetic Switch, Transformer, Other Electrical parts of AC, Evaporator Coil, Condenser Coils, Cooling Kit, Heating Kit, Front grill Assy./ Plastic cover/Panel, Fan, labours charges and any other material which may be required to keep the system operational etc.	20	Nos.
8	<b>Window 1.5 ton</b> Note: For Items/Services mentioned against s.no. 1 to 9: The contract shall be inclusive of cost of all spare parts, replacement of compressor, fan motors, rewinding of motors, gas failing (charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter/air filter replacement, relay, thermostat, drain /water & copper pipe/cable replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, P.C.B, Magnetic Switch, Transformer, Other Electrical parts of AC, Evaporator Coil, Condenser Coils, Cooling Kit, Heating Kit, Front grill Assy./Plastic cover/Panel, Fan, labours charges and any other material which may be required to keep the system operational etc.	78	Nos.
9	<b>Window 2.00 ton</b> Note: For Items/Services mentioned against s.no. 1 to 9: The contract shall be inclusive of cost of all spare parts, replacement of compressor, fan motors, rewinding of motors, gas failing /charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter/air filter replacement, relay, thermostat, drain /water & copper pipe/cable replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, P.C.B, Magnetic Switch, Transformer, Other Electrical parts of AC, Evaporator Coil, Condenser Coils, Cooling Kit, Heating Kit, Front grill Assy./Plastic cover/Panel, Fan, labours charges and any other material which may be required to keep the system operational etc.	20	Nos.
10	Installation charges incl. all material (applicable only when the location of the AC changes, on the direction of the Institute): <b>Split AC</b>	1	Each
11	Installation charges incl. all material (applicable only when the location of the AC changes, on the direction of the Institute): <b>Window AC</b>	1	Each
12	Cost of insulated copper cable if extra required during installation (other than quantity already existing with the machines which would be reused) (cost per meter)	1	Mtr.
13	Cost of insulated electric cable (2.5 sq. mm 3 core) if extra required during installation (other than quantity already existing with the machines which would be reused)(Cost per meter)	1	Mtr.
14	Body/Housing replacement of AC	1	Nos.

15	Grills	1	Nos.
16	Indoor unit of Split AC	1	Nos.
17	Outdoor unit of Split AC	1	Nos.
18	Remotes	1	Nos.

Note:

1. **The above quantity, tonnage & type of AC Machines are tentative & subject to change.**
2. **For items 10 to 18, the cost will be incurred only on case-to-case basis, if required.**
3. **For Items/Services mentioned against s.no. 1 to 9: The contract shall be inclusive of cost of all spare parts, replacement of compressor, fan motors, rewinding of motors, gas failing [charging including cost of gas, cleaning, oiling, chemical washing, greasing (General servicing), filter/air filter replacement, relay, thermostat, drain /water & copper pipe/cable replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, P.C.B, Magnetic Switch, Transformer, Other Electrical parts of AC, Evaporator Coil, Condenser Coils, Cooling Kit, Heating Kit, Front grill Assy./Plastic cover/Panel, Fan, labours charges and any other material which may be required to keep the system operational etc. as mentioned in the tender document.**
4. **The items mentioned against s. no. 12 & 13 (item code 12 & 13) are applicable only if needed, i.e. only in case of change in location of AC on direction of the Institute. The extra quantity required during change in location of AC (other than that which is already existing with the machines & would be reused & therefore no charges paid for that) would have to be certified by concerned Head of Dept./Section etc. For all other cases, in case these items need to be replaced, the same will be covered in AMC no extra charges will be paid for that.**

Warranty period on replaced parts:	Period of warranty offered in years ( to be filled by bidder)
a) Compressor	
b) Remote	
c) Fan Motor	
d) Indoor unit of Split AC	
e) Outdoor unit of Spilt AC	
f) Heating Kit	
g) Cooling Kit	