



**COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR CONVENTIONAL  
AIR-CONDITIONING SYSTEM AND TWO STAGE EVAPORATIVE SYSTEM  
INSTALLED AT INFORMATION & LIBRARY NETWORK CENTRE, INFOCITY,  
GANDHINAGAR**

**Tender Ref. No. INF/PUR/AC/258/2022-23**



**Information and Library Network Centre**

सूचना एवं पुस्तकालय नेटवर्क केन्द्र

**An Autonomous Inter-University Centre of UGC**

विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र

**Gandhinagar/ गांधीनगर-382007**

**Contact person:**

**(During office hours 10.00 am to 5.00 pm (Mon-Fri))**

**For Technical query:**

Shri Harish Chandra, AO (P&A)

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Tel : 079-23268100, 23268121

**For Commercial query :**

Mr. Shyam T Yadav, I/C Section Officer (P&S)

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Tel: 079-23268143

Sr. No.	BID-DATA SHEET	
1.	Tender Number	<b>INF/PUR/AC/258/2022-23</b>
2.	Estimated Cost of the Contract per Annum	Rs. 5,00,000/-
3.	EMD fees	Rs. 10,000/-
4.	Bid validity	90 days
5.	Issue of Tender Forms	Tender Documents can be downloaded from the Centre's website <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a> and Central Public Procurement Portal (CPPP) <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
6.	Tender Document Participation Mode	Online mode on CPPP e-Procurement module

## IMPORTANT DATES

<b>Publish Date</b>	28.11.2022	16:00 Hrs.
<b>Document Download / Sale start Date</b>	28.11.2022	16:00 Hrs.
<b>Document Download / Sale end Date</b>	20.12.2022	16:00 Hrs.
<b>Pre-Bid Meeting</b>	09.12.2022	11:00 Hrs.
<b>Bid Submission Start Date</b>	10.12.2022	11:00 Hrs.
<b>Bid Submission End Date</b>	20.12.2022	16:00 Hrs.
<b>Bid Opening Date</b>	21.12.2022	16:00 Hrs.

# **CHAPTER 1**

## **GENERAL INSTRUCTIONS FOR BIDDERS**

- 1.1 Eligibility Criteria:** The INFLIBNET Centre has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet following criteria before they apply for the e-bid through online mode. The bidding parties meeting the criteria must enclose their supporting documents along with the proposal as mentioned at Annexure T-I, in orderliness of Technical Bid on CPP Portal (<https://eprocure.gov.in/eprocure/app>), failing which their bids will be summarily rejected and will not be considered any further.
- 1.2 Contract Period:** The contract will be initially for period of one year, which may be extended up to maximum of further two years, one year at a time by mutual consent of contracting Agency/Firm and the INFLIBNET Centre, if the performance/ service is found satisfactory at the discretion of INFLIBNET, Gandhinagar. The Centre reserves the right to curtail or extend the validity of contract. Further, during the contract period, the Centre reserves the right to curtail the contract for CAMC Services of either Conventional Air-Conditioning System or Two Stage Evaporative System or both the services at any stage by serving a notice period of one month (30 days).
- 1.3 Period of Validity of Offer:**
- The Tender document shall be valid for a period of 90 days from the date of opening of Tender.
  - Extension of Tender/Bid Validity, if any shall be decided by INFLIBNET Centre.
  - Prior to the expiry of the original tender, INFLIBNET may request Bidders to extend the Bid Validity period for a specified additional period.
- 1.4 Submission of Bid:** INFLIBNET Centre invites online e-Tenders under Two Bids System i.e., Technical Bid (Annexure T-I) and Financial Bid (BOQ), in the prescribed Tender Document available on Central Public Procurement Portal (CPPP) (URL: <https://eprocure.gov.in/eprocure/app>) for the above cited subject. Tenderer must submit their bids well within the stipulated date & time and no opportunity shall be given to Tenderer to withdraw any offer at any stage after the submission of the bids.
- 1.4.1 The Tender document can be downloaded from Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). Besides, Tender document reference can also be seen at INFLIBNET website (<https://www.inflibnet.ac.in/tenders/>). Prospective tenderers who have not enrolled/registered with aforesaid portal shall have to enroll/register themselves before participating through the website Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>). The authorized signatory of the Tenderer shall possess Digital Signature Certificate (DSC) for submission of tender documents. The DSC holder/authorized signatory signing the tender shall state in what capacity he is/they are, signing the tender for e.g., as sole proprietor of the firm, or as a Secretary/Manager/Director etc.
- 1.4.2 Any incomplete and conditional bids received shall not be considered and will be summarily rejected in the very first instance without any recourse to the bidder and shall not be evaluated. All entries in the bid form should be legible and filled clearly, otherwise the bid is likely to be rejected. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.
- 1.4.3 All supporting documents mentioned in Annexure T-I, except tender document have to be scanned, encrypted and uploaded in Technical Bid at the requisite places in the CPP Portal system (URL:<https://eprocure.gov.in/eprocure/app>).
- 1.4.4 Bids for this tender will be accepted through online mode only. Manual bids will not be accepted under any circumstances.
- 1.5 Earnest Money Deposit (EMD):** The interested companies/firms shall submit the Earnest Money Deposit (EMD) of Rs.10,000/- by speed post in the form of Demand Draft / Banker's Cheque / Fixed Deposit of

any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar. **The copy of the EMD submitted shall be attached with the tender document and uploaded on CPP Portal.** No interest shall be payable by the Institute on EMD. The Bid security is normally to remain valid for a period of forty-five days beyond the final Bid validity period.

In exceptional circumstances, INFLIBNET may solicit firm's consent to extend the period of validity. The request and the response thereto shall be made in writing. The Bid security shall also be suitably extended. Any firm granting the request is not required nor permitted to modify the tender.

**Bank details for RTGS Payment:**

Account Holder Name: INFLIBNET Centre

Bank Name: State Bank of India

Branch Name: Infocity Gandhinagar

Bank A/c Number: 10298781250

IFSC Code: SBIN0012700

**Exemption in EMD will only be given to Startups recognized by DPIIT and Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department. Relevant certificates to claim exemption shall be submitted.**

**1.6 Forfeiture of EMD:** EMD submitted by Firms may be forfeited under the following conditions:

- 1.6.1 Non-acceptance of the work order along with non-compliance of the terms and conditions.
- 1.6.2 Not furnishing performance security.
- 1.6.3 Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
- 1.6.4 Submitting false/misleading information/declaration/documents/proof/etc.
- 1.6.5 In the event of the successful Firms/contractor failing to comply with any provision of the contract.
- 1.6.6 The successful Firms, on award of contract/ order must sign the contract in writing, within 30 days of award of contract/order, failing which the payment will not be made.
- 1.6.7 The decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances. Besides, forfeiture of EMD, the Firms may be even deferred from participating in any job.

**1.7 Performance Security Deposit:** The successful bidder shall have to deposit a Performance Security Deposit of the 3% of the total amount of estimated tender value immediately on receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" Payable at Gandhinagar. The performance security deposit should be valid for sixty days beyond the date of completion of all contractual obligations.

**1.8 Pre-Bid Meeting:** Pre-Bid Meeting will be held offline at the premises of INFLIBNET Centre on 09.12.2022 at 11:00 AM. All such clarifications, together with all details on which the clarification had been sought will be uploaded on the e-Procurement portal. Such clarifications shall form part of the tender document. Only the queries received within the stipulated date prior to the pre-bid meeting will be entertained and answered. Bidder can send their queries to:

<p><b>For Technical:</b> Shri Harish Chandra, AO (P&amp;A) Email: <a href="mailto:adminofficer[at]inflibnet[dot]ac[dot]in">adminofficer[at]inflibnet[dot]ac[dot]in</a> <a href="mailto:devang@inflibnet[dot]ac[dot]in">devang@inflibnet[dot]ac[dot]in</a> Tel: 079-23268100, 23268121</p>	<p><b>For Commercial:</b> Shri Shyam T Yadav, In-Charge (Purchase &amp; Store) Email: <a href="mailto:shyam[at]inflibnet[dot]ac[dot]in">shyam[at]inflibnet[dot]ac[dot]in</a> Tel: 079-23268143</p>
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In case, if the pre-bid meeting is convened online, the link for the meeting will be made available on the INFLIBNET website on the day of pre-bid meeting as per the schedule.

**\*Note: All the bidders are advised to visit the site for going through the Centre's requirement and installed systems before pre-bid meeting at its own expenses else the bidder will be solely responsible for all or any discrepancy.**

**1.9 Technical Bid Opening:** The Technical Bids will be opened online on CPP Portal as per schedule indicated in the Tender. The Tenderer can view the bid opening event online at their remote end.

**1.10 Price Bid:** The price/financial bids (BOQ) shall be opened online on the scheduled time and date at INFLIBNET Centre, Infocity, Gandhinagar. The Price/Financial Bid format (BOQ) is provided in a spread sheet file, which has to be downloaded from <https://eprocure.gov.in/eprocure/app> and the rates offered should be entered in the allotted space and uploaded after filling the relevant columns (such as rates & particulars of the bidder).

1.10.1 The financial bids shall be opened online only of technically qualified bidders whose bids have been found eligible as per the criteria mentioned in the technical bid Annexure – T-I. All eligibility conditions have to be satisfied on the respective dates in such condition and not on a later date.

1.10.2 The Price Bid/BOQ template should not be modified/replaced by the Tenderer; else the Tender submitted is liable to be rejected.

**1.11 Bid Evaluation Criteria & Award Criteria:**

1.11.1 After the opening of the technical bids, the same will be evaluated by the Centre. In case, the Centre decides to seek further information/clarification, the same shall be provided by the bidder. Those bids which are technically qualified as per the pre-qualification criteria and completed in all aspects with all annexures and meeting the requirements as specified in Annexure T-I, the financial bid of such qualified bidders will be opened on a specified date and time by the Centre. The date and time of opening of financial bids will be intimated to the technically qualified bidders well in advance through email and/or displayed on the CPPP.

1.11.2 The contract will be awarded to technically suitable and overall lowest evaluated bidder whose bid is found to be responsive and who is found eligible and qualified as per the tender document.

1.11.3 In case, two or more agencies are found to have quoted the same rates, the Competent Authority of INFLIBNET shall decide the bidder to which the offer shall be granted based on the report of length of experience as mentioned in the submitted documents etc. The decision of the Competent Authority of INFLIBNET shall be final.

1.11.4 The Competent Authority of INFLIBNET is not bound to accept the lowest bidder or any bidder if any technical discrepancies are found in the tender. The Authority reserves the right of accepting the whole or any part of the tender. The decision of the authority in this regard shall be final and binding on the firm.

The bidders must meet the qualifying criteria as per form Annexure T- I (Pre-Qualification Criteria) of the tender. Any bidder not meeting any of requirements of Annexure T- I will not be short-listed for the further evaluation.

**Note:** The Branch Office in Ahmedabad/Gandhinagar is necessary if the contract is awarded to the vendor. The address of the branch office along with name of contact person with cell phone no. shall be furnished to the Centre within a week from the date of issue of order. In case, no office is available presently at Ahmedabad/Gandhinagar, the same shall have to be opened and shall submit the proof of the same within 30 days of award of contract. In case, this provision is found violated, the Performance Security deposit of the Agency/Firm will be forfeited by the INFLIBNET Centre and contract shall be terminated.

**1.12 Compensation clause:**

1.12.1 **Normal breakdown Service:**

The normal breakdown call shall be attended by contractor within 24 hours at any time or any day and for the same no any extra charge will be paid by INFLIBNET. It has to be ensured by the contractor that the Conventional and Two Stage AC System are always in working condition. Any breakdown or defects shall be attended to it immediately. If for any reason, Conventional and Two Stage AC System are not operational for more than 24 hrs., recovery @ Rs. 1000/- per day per system will be made till the set is made functional. The said penalties will be recovered from performance guarantee or from bill amount.

**1.12.2 Emergency Service:**

If in emergency, breakdown shall be attended by contractor within 90 minutes at any time on any day and for the same no any extra charges will be paid by INFLIBNET. For excess timing to reach for attending the emergency /breakdown call penalties is imposed as below:

The said penalties will be recovered from performance guarantee or from bill amount.

[a] After call, more than 90 minutes to 3 hrs.: Rs. 1000/- per emergency /breakdown call.

[b] After call, more than 3 hrs.: Rs. 1500/- per emergency breakdown call.

[c] After call, more than 8 hrs.: Rs. 2000/- per emergency /breakdown call or Full charge by other agency if said work will be done by another agency.

**1.12.3** If the agency/contractor is not able to rectify the fault, then the same may be done through some other agency at the risk and cost of agency/contractor failing which the same amount will be deducted from AMC bill in addition to the penalty as stipulated above will be imposed. However, the decision of INFLIBNET Centre in this regard will be final and binding.

**1.13 Termination of Contract:** INFLIBNET may terminate the order in whole or in part without prejudice to any other remedy or right of claim for breach of contract by giving not less than one month written notice of default sent to the Agency/Firm. Where a contract terminated by INFLIBNET on account of the default committed by the Agency/Firm, it shall have the right to award the contract to any other Agency/Firm at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by INFLIBNET from the contractor's security deposit or pending bill or by raising a separate claim.

**1.14 Terms of Payment:**

1.14.1 The payment will be released monthly basis, on satisfactory performance and due certification from the admin division. No advance payment will be made. The payment will be made by e-transfer through RTGS/ NEFT on submission of bill and scrutinized. The bidder should provide their bank details duly signed by authorized signatories.

1.14.2 Format of invoice is as per INFLIBNET (i.e., Tax invoice as per Service Tax/GST rules clearly indicating Tax registration number, Service Classification, GST number of both parties, rate and amount of Tax shown separately). The terms of such invoice(s) are that they shall be payable as per the rates submitted, negotiated and agreed by both.

1.14.3 No claim for interest will be entertained by the Centre in respect of any payment/deport which will be held with the Centre due to dispute between the Centre & Contractor or due to Admin delay for the reasons beyond the control of the Centre.

1.14.4 The Centre will deduct Income tax at source under Section 194-C of Income Tax Act from the renderer at the prevailing rates of such sum as income tax on the income comprised therein. All Taxes per applicable rules at time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre. Necessary TDS certificate will be issued by the Centre.

1.14.5 During the currency of the contract, no increase in rates will be allowed.

1.14.6 Subject to any deduction which INFLIBNET may be authorized to make under the contract, the contractor shall be entitled upon the certificate of the Admin in-charge to the effect hereinafter

stated payments of Bills shall be made to the contractor. The payment shall be made subject to availability of Fund/Grant/Letter of Credit.

1.14.7 The final payment shall, however, be made only after adjusting all the dues/claims of the Centre. Centre reserves the right to recover amount paid in excess during the contract from any other work or source after the contract if any found paid excess.

**1.15 Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the Centre's website [www.inflibnet.ac.in](http://www.inflibnet.ac.in) and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>. The Corrigendum shall be binding on all firms/bidders and will form part of the tender document.

**1.16 Enforcement of Terms:** The failure of either party to enforce at any time, any of the provisions of this contract or any rights in respect thereto or to exercise any option herein provided shall, in no way, be construed to be a waiver to such provisions, rights or options or in any way affect the validity of the contract. The exercise by either party, of any of its rights, herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

**1.17 INFLIBNET Right to reject any of all bids:** The Competent Authority of INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time, without assigning any reason, prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) off the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

1.17.1 The Competent Authority of the INFLIBNET reserves the right to annul bids or discontinue this tender process, without assigning any reason, at any time prior to signing of agreement with the successful bidder.

1.17.2 By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and INFLIBNET reserves the right at any frame of time and without advance notice, to change the procedure for the selection of Agency/Firm.

**1.18 Resolution of Disputes:**

1.1.1 If any dispute arises between the parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the parties hereto, after reasonable attempts, giving one month's notice period.

1.1.2 In the case of such failure, the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.

1.1.3 The place of the arbitration shall be Gandhinagar, Gujarat. The proceedings of arbitration shall be in English language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.

1.1.4 The parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

**1.19 Indemnity Bond:** The contractor shall keep INFLIBNET Centre and all officials of this office indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature or kind

including costs and expenses, injuries to any person, damages to any property whatsoever, levy of fees or consequences which they may be put to or suffer on account of the services undertaken by the contractor. The Contractor shall keep the INFLIBNET CENTRE and all officials of this office indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature brought or instituted against them by any of contractors' employees or any other third party in connection with, relating to or arising out of the performance of the services or non-compliance, deficiency, non-implementation of various provisions of statutory requirements.

**1.20 Agreement:** The Agency/Firm will have to enter into a written Agreement with this Centre immediately on intimation of acceptance of order and before initiation of services at the Centre.

**1.21 Splitting of the contract and Curtailment of Work:** The Agency/Firm shall refrain from awarding the services to another Agency/Firm for any particular item and avoid splitting of work.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_



**Terms & Conditions****2.1 Terms & Conditions for Comprehensive Annual Maintenance Contract for Conventional and Two Stage AC System (Conventional Air-Conditioning System and Two-Stage Evaporative Cooling System)**

- 2.1.1 All pages of tender document including technical bid and financial bid should be stamped and signed by authorized person/persons to having a token of acceptance to all conditions of tender.
- 2.1.2 In case of breach of any terms and conditions attached to this contract, the Performance Security deposit of the agency is liable to be forfeited by this office besides annulment of the contract.
- 2.1.3 The successful tenderer shall not engage any sub-contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 2.1.4 INFLIBNET does not bind itself to accept the lowest or any bid and reserves the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rates quoted.
- 2.1.5 Before bidding, the bidder shall inspect the site to fully acquaint himself about the equipment & condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools, tackles & Plant etc., conditions affecting accommodation and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the employer under any circumstances.
- 2.1.6 The INFLIBNET will be under no legal obligation to provide employment to any of the personnel of the tenderer during/expiry of agreement period and the INFLIBNET recognizes no employer-employee relation between the INFLIBNET and the personnel deployed by the tenderer/agency.
- 2.1.7 The Contracting Agency shall render the services as mentioned in the scope of work.
- 2.1.8 In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation /legal or any other liability will solely rest with the contractor/firm.
- 2.1.9 If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulges in such type of activities, should not be further employed in this office by the contractor in any case.
- 2.1.10 In case office is closed on bid opening date due to some reason, the last date and time will automatically shift to the next working day.
- 2.1.11 Interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts and observation contained herein.
- 2.1.12 The proposal and all correspondence and documents shall be written in English. All proposals and accompanying document received within the stipulated time shall become the property of INFLIBNET and will not be returned.
- 2.1.13 The Service provider shall comply with and abide by such directions that INFLIBNET may issue from time to time.

- 2.1.14 The bidder will be bound by the details furnished by him/her to INFLIBNET while submitting the tender or at any subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
- 2.1.15 The Service provider must employ adult skill labour only. Employment of child labour will lead to the termination of the contract. Person deputed for servicing the Conventional and Two Stage AC System should have minimum 02 years' experience in this field.
- 2.1.16 The contractors/ agency's personnel shall follow and adhere to all procedures as laid down by INFLIBNET.
- 2.1.17 The contractor shall be responsible for the safety of his/her manpower, all the items of furniture, plants, office equipment and other fittings provided in the premises and shall be liable to make good if damaged/lost during the execution of their duties which shall be recoverable from their bill or other dues payable to the contractor by the Centre.
- 2.1.18 The monthly bills for the service shall be submitted by the contractor before at the end of every month and the same will be settled by INFLIBNET only after due scrutiny.
- 2.1.19 The contractors should deploy the personnel after screening/approval from INFLIBNET.
- 2.1.20 The contractor shall be responsible for the good conduct and behavior of his employees. If any employee of the contractor is found misbehaving with the supervisory staff or any other staff member, the contractor shall terminate the services of such employees at their own risk and responsibility on the recommendation of the Admin In-charge (Estate) or any other officer designated by the Director, INFLIBNET. The contractor shall issue necessary instruction to his/its employees to act upon the instructions given by the supervisory staff of the Centre.
- 2.1.21 In case of any damage caused to the installation due to negligence, carelessness or inefficiency of staff of the firm the contractor shall be responsible to make good the loss. Decision of the INFLIBNET shall be final & binding on the contractor.
- 2.1.22 Bidder should not write any conditions or make any changes, additions, alterations and modifications in the printed form of bids. Correction / overwriting should be countersigned and stamped by the bidder.
- 2.1.23 The conditions beyond contractor's control such as, but not limited to, war, strikes, fires, flood, governmental restrictions or power failures, damages etc., shall not be deemed as a breach of the contract.
- 2.1.24 The contractor shall make good to all the damages caused to the machinery due to negligent maintenance and at the end of contract period, shall hand over plant and all equipment of the contract in good working condition.

## **2.2 Special terms & conditions of the contract**

- 2.2.1 Required tools like screwdriver, adjustable spanner, test lamp etc. should be arranged by the Contractor, i.e., all necessary tools & tackles should be provided by the contractor to his maintenance staff at his own cost. The Contractor/ bidder shall either have in possession or shall arrange the required necessary sets of spanners, testing equipment etc. with the technicians.
- 2.2.2 Supply and fixing of any parts/ components which may be required to be replaced due to wear and tear of break down is also included in the scope of work. Repair/replacement of important items is also included in the scope of work being part of the job. No extra charges will be paid for spare parts replaced at the time of Service/ Repair.

- 2.2.3 Normally servicing / routine maintenance of the Conventional and Two Stage AC System should be done on the working days during office hours at mutually agreed time in presence of INFLIBNET Engineer/Supervisor. Major break down, if any, should be attended on priority within reasonable period on any day to maintain facility.
- 2.2.4 All the equipment/ components should be checked thoroughly for its proper functioning after the service is over. The surrounding areas with machinery should be kept neat & clean. Cleaning agents such as soap, detergent, cotton waste etc. will be provided by the contractor.
- 2.2.5 In case if contractor fails to carry out the services satisfactorily, apart from the right to terminate the contract, the Centre reserves the right to get the work done at the risk and cost of the contractor.
- 2.2.6 A logbook shall be maintained for each system and the record of work done for servicing/ maintenance/ replacement of part and repairs etc. carried out will be recorded therein by the contractor and presented to Admin In-Charge (Estate) of Centre on every last day of the month.
- 2.2.7 Contractor should ensure that each system is in perfect operating condition all the times (especially sensitive events as described hereinafter by INFLIBNET). Preventive maintenance of each Conventional and Two Stage AC System should be done every month and a log book should be maintained and kept ready for inspection at any time.
- 2.2.8 Any material required for making good the damages will be brought by the contractor at his own cost and risk, and such material should be of proper brand and of good quality.
- 2.2.9 The firm will be responsible for the security/insurance of their staff working at site and INFLIBNET will not be responsible in any manner in case of any accident / mishaps.
- 2.2.10 The contractor should submit list of spare parts required to carry out repairs and maintenance works well in advance to INFLIBNET. They shall be responsible for any periodic statutory inspection to be carried out on the equipment necessary test report and certificate rectification of defects, pointed during such inspection etc.
- 2.2.11 Contractors should follow all safety norms and provide necessary safety equipment at their own cost. In case of any accident during the maintenance of the equipment leading to injuries / damages to human beings, equipment and / or loss of life, the contractor shall be fully responsible for setting all claims and indemnify the Centre against any claims arising out of such accidents. Consequent damages to other systems will however be recoverable from the contractor.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**Scope of Work**

The scope of work as mentioned below are the minimum expected from the firm / agency / contractor apart from break down maintenance and any other work required for maintenance in proper way as per the operation & maintenance manuals of respective equipment and as per good engineering practices will be required to be done under this scope of work. Successful bidder will make Proforma for recording the following minimum work schedule/parameters and show to the employer to ensure proper accomplishment of these tasks.

Description of Complete System for Maintenance.

**1.1 Conventional Air-Conditioning System**

- 1.1.1 Attending complaints of the system which include routine as well as breakdown maintenance of all the system.
- 1.1.2 Vendor shall supply minimum following consumables & general spares / items for smooth operation of all the system and the rates quoted by them should be inclusive of following items:
  - Refrigerant Gas
  - Lubricating oil for compressor systems
  - Packing / bearings / couplings / gaskets / flanges / insulation material / other general spares.
  - All electrical spares e.g. fuses / relays, contactors, condensers etc.
  - AHU, indoor units Filter /Belts / Bearings / Valves / Other spares etc.
- 1.1.3 All tools & tackles, manpower, transportation and other resources required for executing the job shall be in the scope of the contractor. No extra charges will be paid by the authority regarding tools & tackles, manpower, transportation, etc.
- 1.1.4 Spares of compressor, control panel card, Software etc. which may be required during maintenance of the all the system will have to be supplied by the contractor as per instruction of the Authority.
- 1.1.5 The Vendor has to maintain a maintenance register during each visit mentioning what kind of job has been done during that visit. Contractor also has to provide maintenance report.
- 1.1.6 The vendor shall depute a single person who will control this Annual maintenance work, so that authority can contact him for any kinds of problem occurred in any /all of the system(s).
- 1.1.7 The unit rates quoted should be kept firm and valid during the entire period of contract and no escalation shall be permissible for any reason whatsoever after award of contract.
- 1.1.8 The rates quoted by Vendor shall include all liabilities such as supervision, wages, overtime, leave, bonus, increment, retrenchment compensation, insurance and all other statutory payments, including providing of tools and tackles under contractor's scope of supply, overheads, profits etc. for which no extra payment whatsoever will be made by INFLIBNET.

**1.2 Monthly Maintenance.**

- 1.2.1 Maintenance of all filters, strainers, fans, diffusers, cooling coils, Refrigerant Gas make up etc.
- 1.2.2 Tightening of belts, foundation bolts of equipment, alignment of belt pulleys and couplings.
- 1.2.3 Examining dampers & operating linkage for smoothness.
- 1.2.4 To check the gland /seal, coupling of units.
- 1.2.5 To check the valve, safety controls, mechanical, Electrical/ Electronics and inter-locking of the various equipment.
- 1.2.6 To check all ducts/insulation/proper positioning/damage and rectifying the same where ever required.
- 1.2.7 Inspect/check entire line for leakage and rectification of leakage, if any.
- 1.2.8 To check and lubricate (if required) the bearing of the pumps/fans/motors and keep the proper record.
- 1.2.9 To check the foundation bolts of the units/motors and to take the necessary action if required.
- 1.2.10 Check the quantity of Air flow from various out lets in each room/ Area as per drawings and do adjustment of dampers, etc. as and when required.
- 1.2.11 Check the performance of equipment of HVAC plant for proper functioning.

1.2.12 Any other job required to be attended during course of Checking and to keep the plant in perfectly working conditions.

### **1.3 Quarterly Maintenance**

1.3.1 Checking / setting / rectification of all safety and automatic controls.

1.3.2 Complete Overhauling of AHU, FCU, CSU.

1.3.3 Cleaning of strainers.

1.3.4 Maintenance of Fresh Air. Observe the operation of all the dampers and make necessary adjustment in linkage and blade orientation for proper operation.

1.3.5 Functional checks & calibration of all gauges, switches, and other instruments rectification of the same if required.

1.3.6 Any other job required to be attended during course of checking / as per OEM and to keep the plant in perfectly working conditions.

1.3.7 Maintenance of all Electrical equipment Feeders, Panels, Bus Bars, Cubicles, Motors, Heaters, Circuit Breakers, Power Points, etc. pertaining to HVAC as per standard electrical maintenance practice and as directed by concerned maintenance engineer. The maintenance and repairing of motors, Software-re installation (if required) etc. are also within the Vendor's scope of work.

1.3.8 The gas charging in HVAC system will be executed by vendor, whenever required.

**NOTE:** All the equipments/installations shall always be kept in good and trouble free operating conditions. All the required record for break-downs/repairs and maintenance etc. shall be maintained in the form of history books and logbooks etc. as per directions.

All the maintenance works shall be carried out in accordance with the manufacturer's specifications and instructions of the Administrative Officer (PA&F) or his representative.

### **1.4 Tools & Plants**

1.4.1 All the general & special tools, tackles required for proper maintenance and repairs/break down etc., shall be arranged by the contractor at his own cost.

### **1.5 Consumables**

1.5.1 The rates shall be all inclusive of establishment as well as spares and consumables as per schedule of work. The contractor is required to assess the probable quantity of all types of spares and consumables likely to be required for replacement for keeping all the installations in good working conditions and include the lump sum cost of these spares & consumables. Nothing extra on any account shall be payable over and above the approved all-inclusive comprehensive rates of the contract.

1.5.2 The consumables and spares shall be of best standard quality purchased from the original manufactures or authorized dealers only and shall be approved by the Admin In-charge (Estate) of **INFLIBNET** before use. INFLIBNET may direct the contractor to use consumables of its choice from the listed/approved vendors.

1.5.3 All spares and consumables shall be arranged by the contractor for which nothing extra shall be payable.

1.5.4 A list shall be prepared by the Contractor for major & minor spares consumables and the decision of INFLIBNET regarding the major /minor consumables shall be final.

1.5.5 Replaced parts/ spares, used brunt oil etc. will be property of vendor. It is his responsibility to get it disposed of immediately.

**Note:** Bidders are advised to visit the site for verification of complete system. Variations in quantities of equipment w.r.t as given above are likely to occur as per INFLIBNET requirement and during the period of Contract.

**Detail of Conventional & Two Stage Evaporative Air Conditioning System Installed at Administrative & Academic buildings**

<b>Material Group</b>	<b>Description of Equipment</b>	<b>Qty</b>
Chiller	Water cooled screw chillers of 100 TR	1
Pump	Centrifugal Pumps	6
Cooling Tower	Cooling Towers	1
AHU, CSU	Air Handling Unit 38 TR 13500 CFM	1
	Double Skin Ceiling Suspended Unit 5000 CFM	2
	Double Skin Ceiling Suspended Unit 3200 CFM	1
	Double Skin Ceiling Suspended Unit 3000 CFM	2
	Double Skin Ceiling Suspended Unit 1600 CFM	1
	Double Skin Ceiling Suspended Unit 2100 CFM	1
	Double Skin Ceiling Suspended Unit 2625 CFM	1
	Double Skin Ceiling Suspended Unit 4275 CFM	1
	Double Skin Ceiling Suspended Unit 1200 CFM	1
FCU	FCU 400 CFM	1
	FCU 600 CFM	6
	FCU 800 CFM	4
	FCU 1200 CFM	3
	FCU 1000 CFM	1
FAN	FAN 2800 CFM	1
	FAN 3000 CFM	4
	FAN 5500 CFM	2
	FAN 3500 CFM	2
	FAN 6000 CFM	1
	FAN 1500 CFM	1
	FAN 1600 CFM	2
	FAN 850 CFM	1
	FAN 400 CFM	3
	FAN 625 CFM	4
	FAN 900 CFM	2
	FAN 1300 CFM	2
	FAN 1250 CFM	1
	FAN 1200 CFM	1
	FAN 500 CFM	2
	FAN 275 CFM	5
HRW	Cabinet Type Enthalpy Wheel 2200 CFM	1
Two Stage Unit	Two Stage Evaporative Cooling Units 9000 CFM	4
	Two Stage Evaporative Cooling Units 8500 CFM	1
	Two Stage Evaporative Cooling Units 17000 CFM	1
	Two Stage Evaporative Cooling Units 4500 CFM	3
	Two Stage Evaporative Cooling Units 7500 CFM	1
	Two Stage Evaporative Cooling Units 10000 CFM	1
	Two Stage Evaporative Cooling Units 6000 CFM	3
	Two Stage Evaporative Cooling Units 8000 CFM	4
	Two Stage Evaporative Cooling Units 18000 CFM	1
	Two Stage Evaporative Cooling Units 18400 CFM	1
	Two Stage Evaporative Cooling Units 5000 CFM	1
	Two Stage Evaporative Cooling Units 14900 CFM	1

**Technical Bid: Pre-qualification Criteria (Annexure – T-I to T-VIII)****Checklist for Technical Bid**

Sr. No.	Pre-qualification criteria	Documents to be provided	Mention Page Numbers	
			Attached (Y/N)	Page No.
01.	The bidder must be a company registered under the Companies Act, of India/State. Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate to do the business for AMC of Conventional and Two Stage Evaporative AC System etc. for last (3) three years. (Relevant document shall be furnished by agency).	Certificate of Commencement of business/Certificate of incorporation Certificate consequent to change of name, if applicable		
02.	Tenderer should have provided similar services as per Scope of Work with minimum 30% of the estimated value of contract for each of the last three years to Government clients/ Autonomous Bodies/ Public sector.	Certified documents of Work orders/completion certificate in support of past contracts Turnover certificate issued by the statutory auditor of the company		
03.	Bidder must have GST registration certificate issued by competent authority	Attested copy of GST registration certificate.		
04.	Bidder must have PAN/TAN/GIR card.	Attested copy of PAN/GIR/TAN Card		
06.	Earnest Money Deposit (EMD) of Rs. 10,000/-	Soft copy of EMD to be uploaded with document on CPPP		
07.	Bidder's Details	Annexure T-II [On the letterhead of the Bidder]		
08.	Bid form	Annexure T-III [On the letterhead of the Bidder]		
09.	Declaration of Bidder	Annexure T-IV [On the letterhead of the Bidder]		
10.	Declaration of blacklisting/non-Blacklisting	Annexure-T-V [On the letterhead of the Bidder]		
11.	Details of Firm's Experience of similar services	Annexure T-VI [On the letterhead of the Bidder]		
12.	Annual turnover of the bidder for each year for past 3 Years.	Annexure T-VII [On the letterhead of the Bidder]		
13.	Certificate for the site inspection	Annexure T-VIII [On the letterhead of the Bidder]		

- Please use separate sheet for providing complete information, if necessary.
- **While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token**

**of its understanding / acceptance by signing it and upload the same on CPP Portal (<https://eprocure.gov.in/eprocure/app>)**

- The bidder is required to submit the all above required documents self-attested photocopies of the respective documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_



**Bidder's Details**

[On the letterhead of the Bidder]

1	<b>Name of the Firm/ Company</b>		
2	<b>Name and Designation of Authorized Signatory</b>		
3	<b>Office Address of the Firm/ Communication Address:</b>		
4	<b>Phone No. / Mobile No:</b>		
5	<b>E-Mail ID:</b>		
6	<b>GST registration Number:</b>		
7	<b>PAN Number:</b>		
8	<b>Firm's Bank Account details</b>	<b>Bank Account No.:</b>	
		<b>Name of the Bank:</b>	
		<b>IFSC Code No:</b>	
		<b>Name of Branch:</b>	
<b>Particular Details of the Bidders Representative</b>			
9	<b>Contact Person: / Mobile No:</b>	<b>Name of Person:</b>	
		<b>Designation:</b>	
		<b>Tele / Mobile No:</b>	
		<b>E-Mail ID:</b>	

**UNDERTAKING**

1. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

Date:

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre  
(Tender No. INF/PUR/AC/258/2022-23)

**Annexure T-III**

**BID FORM**

[On the letterhead of the Bidder]

**To**  
**INFLIBNET CENTRE, GANDHINAGAR**

**SUB: Tender for CAMC for Conventional Air-Conditioning System and Two Stage Evaporative system at INFLIBNET Centre, GANDHINAGAR, GUJARAT**

Dear Sir,

We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject Tender No.INF/PUR/AC/258/2022-23, do hereby propose to execute the job as per specification as set forth in your Bid documents.

The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 90 (ninety only) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to 3% (may vary following the Government's provisions) of the Order value as stipulated in Financial Bid.

We agree that INFLIBNET reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, this ..... day of .....20....

Thanking you, we remain,

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

सूचना एवं पुस्तकालय नेटवर्क केन्द्र **Information and Library Network Centre**  
(Tender No. INF/PUR/AC/258/2022-23)

**Annexure T-IV**

**DECLARATION**

[On the letterhead of the Bidder]

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_ Proprietor / Director / Authorized Signatory of the Company / Firm, mentioned above, is competent to sign this declaration and execute this tender document;

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedules(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) in it's totally / entirely.

**In case any provision of this tender is found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.**

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**CERTIFICATE**

**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING**

[On the letterhead of the Bidder]

I /We Proprietor / Partner (s) / Director (s) of M/s .....hereby declare that the firm/ company namely M/S. .... has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S..... was blacklisted or debarred by any Government Department from taking part in Government tenders for a period of .....years w.e.f ..... The period over on ..... And now the firm/ company is entitled to take part in Government tender. In case, the above information is found false, I/we am/are fully aware that the tender/ contract will be rejected / cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR and EMD/Performance Bank Guarantee shall be forfeited. In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR. Will not be responsible to pay the bills for any completed/ partially completed work.

Signature: .....

Name: .....

Capacity in which as signed: .....

Name & address of the firm: .....

Seal of the firm should  
be affixed.

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre  
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**Annexure T-VI**

**Details of works of similar type executed by the bidder**

[On the letterhead of the Bidder]

Sl. No.	Name of the Company	Work Description	Ref. & Date of the order	Work Order Value	Contract Period	Page No

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

- Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to rejected.
- If necessary, separate sheet may be used to submit the information.

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**Annexure T-VII**

**FINANCIAL CAPABILITY OF BIDDER**

[On the letterhead of the Bidder]

**Annual turnover details of the Bidder from [insert relevant details]**

#	Financial Year	Turnover in Indian Rupees	Document Page No.
A	2019-2020		
B	2020-2021		
C	2021-2022		

**Note: The bidders shall provide IT Return/ Audited balance sheet form CA as a proof for the above stated financial turnover.**

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre  
(Tender No. INF/PUR/AC/258/2022-23)

**Annexure T-VIII**

**CERTIFICATE OF SITE INSPECTION**

This is to certify that:

I, \_\_\_\_\_ (*name of bidder or his representative*) of the  
\_\_\_\_\_ (*name of the firm*) visited the site on \_\_\_\_\_ at \_\_\_\_\_ in  
connection with the Bid No. \_\_\_\_\_ for the  
\_\_\_\_\_ (*name of the Tender.*)

Having examined the bid documents, I certify that I have acquainted with the nature, exact location of the works, the general conditions of execution and verified the list of all items/equipment mentioned in the tender for which CAMC services are to be provided; physically checked the condition of the mentioned items/equipment; all constraints and obligations resulting from social, tax; all conditions and circumstances which might influence the execution or price of the works.

I further certify that I am satisfied with the description of the works and that I understand perfectly the works to be undertaken as specified and implied in the execution of the contract. In case of any disparities or any other observations, I shall submit a separate report to the INFLIBNET Centre during the Site Inspection.

Signature of Bidder with seal: \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of Address of Company: \_\_\_\_\_

## Financial Bid Format (BOQ)

<b>Tender Inviting Authority: INFLIBNET Centre, Gandhinagar</b>								
<b>Name of Work: CAMC for Conventional Air-Conditioning System and Two-Stage Evaporative Cooling System including Manpower for both the systems</b>								
<b>Contract No:</b>								
<b>Name of the Bidder/ Bidding Firm / Company:</b>								
<b>PRICE SCHEDULE</b>								
<p>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p> <p><b>Note: The rates quoted for Sl. No. 03 is common for items at Sl. No. 01 &amp; 02)</b></p>								
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER R	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE per year In Figures To be entered by the Bidder in Rs. P	GST / Service Charge in %	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	14	53	54	55
1	Comprehensive Annual Maintenance Contract for Conventional Air-Conditioning System (Rates to be quoted for 12 Months/One Year)	1.000	Nos			0.00	0.00	INR Zero Only
2	Comprehensive Annual Maintenance Contract for Two-Stage Evaporative Cooling System (Rates to be quoted for 12 Months/One Year)	1.000	Nos			0.00	0.00	INR Zero Only
3	Manpower Charges for Operation & Maintenance of both the systems (mentioned at Sl. No. 1&2 above) (Rates to be quoted for 12 Months/One Year)	1.000	Nos			0.00	0.00	INR Zero Only
<b>Total in Figures</b>						<b>0.00</b>	<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>		<b>INR Zero Only</b>						