



TENDER DOCUMENT

Sr. No.	BID-DATA SHEET	
01.	Name of Work	Comprehensive Annual Maintenance Contract for Conventional Air-Conditioning System (Voltas Make) at INFLIBNET Centre, Gandhinagar
02.	Tender Number	INF/PUR/AC/VOLTAS/2019-20
03.	Yearly Estimated Cost of Tender	Rs.2 Lakhs
04.	Bid validity	120 days
05.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP) www.eprocure.gov.in
06.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person.
07.	Earnest Money Deposit (EMD)	Earnest Money of Rs.5,000/- (Rupees five thousand only)
08.	Contact Person	Shri Harish Chanda, Administrative Officer (PA&F) Email: adminofficer[at]inflibnet[dot]ac[dot]in and devang[at]inflibnet[dot]ac[dot]in Tel : 079-23268220- 8121 Shri Shyam T Yadav, In-Charge (Purchase & Store) Email : shyam[at]inflibnet[dot]ac[dot]in Tel: 079-23268143
09.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website : www.inflibnet.ac.in

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INTRODUCTION

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, MHRD, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited under **Two Bid System i.e. Technical Bid and Financial Bid for Comprehensive Annual Maintenance Contract for Conventional Air-Conditioning System (Voltas Make) at INFLIBNET Centre, Gandhinagar** from bonafide, resourceful and reliable service providers/Vendors/agencies only as per terms and conditions attached.

Tender document and further amendments can downloaded from the INFLIBNET Centre's website www.inflibnet.ac.in or Central Public Procurement Portal (CPMP), Govt. of India website www.eprocure.gov.in and submit the same to INFLIBNET CENTRE on or before due date of tender.

OEM/Bidder is expected to examine all instructions, forms, terms & conditions, and specification in the bidding document. Failure to furnish all information prescribed in the bidding documents or submission of bids not substantially responsive to the bidding documents in every respect may result in the rejection of the bid. OEM/Bidder must submit the technical and financial bid in prescribed format without ANY deviation.

IMPORTANT DATES

Publish Date	25.09.2019	11:00 Hrs.
Document Download / Sale start Date	25.09.2019	11:00 Hrs.
Document Download / Sale end Date	14.10.2019	17:00 Hrs.
Pre-Bid Meeting	04.10.2019	11:00 Hrs.
Bid Submission Start Date	05.10.2019	09:00 AM
Bid Submission End Date	15.10.2019	17:00 Hrs.
Bid Opening Date	16.10.2019	11:00 Hrs.

GENERAL INSTRUCTION FOR BIDDER**1.1 Eligibility (Pre-qualification) Criteria.**

The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting document photocopies as mentioned in Annexure – I along with the proposal, failing which their bids will be summarily rejected and will not be considered any further.

1.2 Contract Period: The period of contract initially will be for two years from the date of written order to commence the work issued from INFLIBNET, which may be extended further one more year on same terms, conditions and rates of the original contract on mutual consents, if the performance/services is found satisfactory in the discretion of INFLIBNET. The Centre reserves the right to curtail or extend the validity of Contract.

1.3 Period of Validity of Offer: For the purpose of placing the order, the proposals shall remain valid till 120 days from the date of opening of tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, INFLIBNET may ask for extension of the period of validity and such a request shall be binding on OEM/Contractors/Bidders. INFLIBNET's request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.

1.4 Submission of Bid: The bids have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested OEM/Bidders/Contractor are advised to submit two separate sealed envelopes super scribing "Technical Bids (Annexure T-I to T-VIII)" and "Financial Bids (Annexure F-I)". Both sealed envelopes should be kept in a Third envelope of bigger size duly sealed suprescribed "Bid of Conventional AC System" to the INFLIBNET Centre, INFOCITY, Gandhinagar And also deposited/ dropped in the tender Box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007 on or before 15th October, 2019 at 17:00 Hrs.

Bid may be submitted in the following manner:**1.4.1 Envelop No. 1:**

Shall contain all the information and documents in the same serial order as shown in the (Annexure T-I to T-VIII) (Pre-qualification criteria). The complete document should be numbered chronologically. On the top of envelope must be suprescribed "Technical Bid". Shall also contain the bid EMD.

1.4.2 Envelop No.2:

Shall contain the rates/prices of the Services / items duly filled in Chapter - 5 at Annexure F-I and signed and stamped. On the top of envelope must be suprescribed "Price Bid of Conventional AC System".

1.4.3 Envelope No.3 (Bigger Size):

Both the envelopes must be suprescribed "Bid of Conventional AC System" with due date and time and shall be sealed in third envelope of bigger size addressed to:

The In-charge (P&S),
INFLIBNET CENTRE,
INFOCITY,
GANDHINAGAR-382007
GUJARAT, INDIA

The Tender must reach on or before 15th October, 2019 at 17:00 Hrs. OR deposited/ dropped in the tender Box placed in the security cabin at INFLIBNET Centre on or before 15th October, 2019 at 17:00 Hrs.

- 1.4.4 All the envelopes shall indicate the name and address of the OEM/Bidder/Contractor to enable the bid to be returned, if required.
- 1.4.5 Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date.
- 1.4.6 Any Incomplete and conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the OEM/Bidder/Contractor and shall not be evaluated.
- 1.4.7 The bid shall be written in English only.
- 1.4.8 No other method/means of submission of bid except as stated above shall be acceptable. 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. No overwriting or cutting is permitted in the Financial Bid form. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.
- 1.4.9 Duly filled Tender for qualification shall be submitted in proper format and incomplete offers shall be liable for rejection. Copy of each required documents should be submitted with technical bid for assessment.
- 1.4.10 Bids of those OEM/Bidders/Contractors who have submitted all information, statistical details as required in the bid documents. If the employer desires any clarification/ verification for any ambiguity or difference found in the documents/statistical details submitted by the OEM/Bidder/Contractor the same shall be furnished within stipulated time otherwise further processing will be carried out in absence of above and the OEM/Bidders/Contractors shall be liable for any consequence.

1.5 Earnest Money Deposit (EMD):

- 1.5.1 The interested OEM/Bidders/Contractors may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.5,000/- (Five Thousand only) in the form of Demand draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar and other requisite documents in the Tender Box kept near Security Cabin of INFLIBNET Centre, INFOCITY, Gandhinagar.
- 1.5.2 The bid securities of the unsuccessful OEM/Bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. 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.
- 1.5.3 In exceptional circumstances, INFLIBNET may solicit OEM/Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A OEM/Bidder granting the request is not required nor permitted to modify the Bid.
- 1.5.4 **Exemption in EMD will only be given to 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.**

1.6 Forfeiture of EMD: EMD made by OEM/Bidder/Contractor may be forfeited under the following conditions:

- 1.6.1 If OEM/Bidder/Contractor withdraw the proposal before the expiry of validity period. During the evaluation process, if a OEM/Bidder/Contractor indulges in any such activity as would jeopardize the process, the decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances.
- 1.6.2 If OEM/Bidder violates any of the provisions/terms and conditions of this proposal or indulges any such activities as would jeopardize the work.
- 1.6.3 Accept the work order along with the terms and conditions.

- 1.6.4 In case of a successful OEM/Bidder/Contractor, if the OEM/Bidder/Contractor fails to submit the PBG in accordance with terms and conditions.
- 1.6.5 Submitting false/misleading information/declaration/documents/proof/etc. 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 even the OEM/Bidder will be deferred from participating in any job.
- 1.6.6 In the event of the successful OEM/Bidder/Contractor failing to comply with any provision of the contract.
- 1.6.7 The OEM/Bidder/Contractor shall not be allowed to withdraw or modify the offer on his own after the last date of submission of bid. If any OEM/Bidder/Contractor withdraws or makes any modifications or additions in the terms and conditions of his tender not acceptable to the INFLIBNET then the INFLIBNET shall without prejudice to any other right or remedy, be at liberty to forfeit the entire earnest money absolutely.
- 1.6.8 In case the OEM/Bidder/Contractor fails to commence the work specified in the tender documents within 15 days or such time period as mentioned in Purchase Order/Work Order/LOI, after the date on which INFLIBNET issues written orders to commence the work, whichever is later, INFLIBNET shall, without prejudice to any other right or remedy, be at liberty to forfeit whole of the earnest money absolutely.
- 1.6.9 In case of forfeiture of earnest money as prescribed as 1.6.1 to 1.6.8 above, the OEM/Bidder shall not be allowed to participate in the retendering process of the work, if carried out.

1.7 Pre-Bid Meeting: The Pre-Bid Meeting will be held on 4th October, 2019 at 11:00 Hrs. at premises of INFLIBNET. Only the queries received within the stipulated date prior to the pre-bid meeting will be answered. OEM/Bidder/Contractor can end their queries to:

For Technical query:

Shri Administrative Officer (PA&F)

Email: adminofficer[at]inflibnet[dot]ac[dot]in

and devang[at]inflibnet[dot]ac[dot]in

Tel : 079-23268121(During office hours 9.30am to 6.00pm (Mon-Fri))

For Commercial and general query:

Shri Shyam T Yadav, In-Charge (Stores & Purchase)

Email : shyam[at]inflibnet[dot]ac[dot]in

Tel: 079-23268143 (During office hours 9.30am to 6.00pm (Mon-Fri))

The OEM/Bidder/Contractor is expected to have visited the site before pre-bid meeting or submitting tender documents so as to have a fair idea of the CAMC of Conventional Air-Conditioning System (Voltas Make) installed at the Centre. The costs incurred by the Bidders in making this offer, in providing clarification or attending discussion, conferences or site visits will not be reimbursed by INFLIBNET.

The pre-bid meeting amendments as well as other amendments/corrigendum related to tender can download from the INFLIBNET website (www.inflibnet.ac.in) or from Central Public Procurement Portal (CPPP), Govt. of India website (www.eprocure.gov.in)

1.8 Performance Security Deposit: The successful OEM/Bidder/Contractor shall have to deposit a Performance Security Deposit of the 5 % of the total amount of work order or estimated tender value within three (3) weeks of the 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/warranty period. Bid security (EMD) shall be refunded to the successful OEM/Bidder/Contractor on receipt of performance security. The performance security will be renewed, if the contract is extended.

1.9 Terms of Payment:

- 1.9.1 The payment will be released in four installments/ after completion of every 3 months of service period, on satisfactory performance and due certification by Administration division. No advance payment will be made. The payment will be made on quarterly basis by e-transfer through RTGS/ NIFT on submission of bill and scrutinized. No advance payment will be made. The Bidders should provide their bank details duly signed by authorized signatories.
- 1.9.2 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) is that they shall be payable as per the rates submitted, negotiated and agreed by both.
- 1.9.3 No claim for interest will be entertained by the Centre in respect of any payment/deposit which will be held with the Centre due to dispute between the Centre & Contractor/Bidder/OEM or due to Admin delay for the reasons beyond the control of the Centre.
- 1.9.4 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.
- 1.9.5 During the currency of Contract. No increase in rates will be allowed.
- 1.9.6 Subject to any deduction which INFLIBNET may be authorized to make under the contract, the Contractor/Bidder/OEM shall be entitled upon the certificate of the Scientist in charge to the effect hereinafter stated payments of Bills shall be made to the Contractor/Bidder/OEM. The payment shall be made subject to availability of Fund/Grant/Letter of Credit.
- 1.9.7 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.

1.10 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 website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

1.11 Enforcement of Terms: The failure of either party to enforce at any time of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to 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.

1.12 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 prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of 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.

- 1.12.1 The Director, INFLIBNET reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days to the Tenderer at any point of time during the period of the contract.

- 1.12.2 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.
- 1.12.3 INFLIBNET reserves the right to vary/alter/amend the eligibility criteria for the CAMC Services Provider at any time, in its discretion, before the last date submission of proposals.
- 1.12.4 By acceptance of this document, the recipient agree 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 time and without advance notice, to change the procedure for the selection of service provider.
- 1.12.5 The INFLIBNET reserves right to terminate the contract at any time after giving a one month's notice to the selected Service Provider with or without assigning any reason and shall be under no obligation whatsoever to continue the contract.

1.13 Termination of the Contract: INFLIBNET may without prejudice to any other remedy or right of claim for breach of contract by giving not less than 15 days written notice of default sent to the contractor, terminate the order in whole or in part. If the contractor materially fails to render any or all the services within the time period specified in the contract or any extension thereof granted by INFLIBNET in writing and fails to remedy its failure within a period of fifteen days after receipt of default notice from INFLIBNET. In such case INFLIBNET will invoke the amount held back from the contractor as PBG.

1.14 Resolution of Disputes:

- 1.14.1 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 [which attempt shall continue for not less than 30 (thirty) days], give 15 day notice thereof to the other Party in writing.
- 1.14.2 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.
- 1.14.3 The place of the arbitration shall be Ahmedabad/Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- 1.14.4 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.
- 1.14.5 The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

1.15 Price Bid: The price bids shall be opened on the scheduled time and date at INFLIBNET Centre, Infocity, Gandhinagar, in the presence of the representatives of the service Providers, if any, who wish to be present on the spot at that time.

The price bid of only those bidders will be opened whose bids have been found eligible as per the criteria mentioned in the technical bid Annexure-I (Pre-qualification criteria). All eligibility conditions have to be satisfied on the respective dates in such condition and not on a later date.

This part shall contain prices in Indian Rupees only with detailed break-up of price as per format (Annexure – F-I) both in figures and words. No other enclosure is permitted in

Envelope - B. Change of terms and conditions and technical deviations, if any, found in financial Bid of the tender will not be taken into account and will be treated as null and void.

1.16 Compensation for Delay:

1.16.1 Normal breakdown Service:

The normal breakdown call shall be attended by Contractor/Bidder/OEM 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/Bidder/OEM that the Conventional Air-Conditioning System are always in working condition. Any breakdown or defects shall be attended to it immediately. If for any reason, Conventional Air-Conditioning System are not operational for more than 24 hrs., recovery @ Rs. 500/- 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.

1.16.2 Emergency Service:

If in emergency, breakdown shall be attended by Contractor/Bidder/OEM 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.500/- per emergency/breakdown call.

[b] After call, more than 3 hrs. : Rs. 1000/- 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 other agency.

1.16.3 If the agency/ Contractor/Bidder/OEM is not able to rectify the faulty then the same may be done through some other agency at the risk and cost of agency/ Contractor/Bidder/OEM 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.

1.17 Relaxation of Terms and Conditions: The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.

1.18 Agreement: The Contractor/Bidder/OEM will have to enter into a written Agreement with this Centre before start the Work/ Contract.

1.19 Bid Evaluation Criteria & Award Criteria:

1.19.1 After the opening of the technical bid, the same will be evaluated by a committee, In case the committee decided for seeking further information/clarification, the same shall be provided by the bidder. Those bids which technically qualified as per pre-qualification criteria, and completed in all aspects with all Annexures (T-II to T-VIII) and meeting the requirements as specified in Chapter-3, Scope of work. The financial bid of such qualified bidders will be opened on a specified date and time by the committee. The date and time of opening of financial bids will be intimated to the bidders well in advance through phone/email. The bidder is at liberty to be present either in-person or authorize, not more than one representative to be present at the time of opening of the financial bid. The Bids will be opened by the committee in the presence of the representative of the bidders who may wish to be present on that day.

1.19.2 In case it is found that the bidder has not quoted as per the requirement for any specified item that particular item shall be evaluated on the basis of highest quoted rates by the another bidder.

1.19.3 Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.

1.19.4 The contract will be awarded for technically suitable lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per the tender document. In case two or more agencies are found to have quoted the same rates. The Competent authority of INFLIBNET shall decide about the bidder to which the offer shall

be granted based on the report of the past performance of the firm, and length of experience etc. the decision of the Competent Authority of INFLIBNET shall be final.

1.20 Disclaimer:

The relatives of employees of the INFLIBNET are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- Member of a INFLIBNET Centre
- Their husband or wife.
- The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

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 Air-Conditioning System (Voltas make).

- 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** INFLIBNET is not responsible for non-receipt of quotation due to postal delay, loss in transit. etc.
- 2.1.3** In case of breach of any terms and conditions attached to this contract. The Performance Security deposit of the agency will be liable to be forfeited by this office besides annulment of the Contract.
- 2.1.4** The successful tenderer shall not engage any sub-Contractor/Bidder/OEM 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.
- 2.1.5** 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.
- 2.1.6** Canvassing in connection with the Bids is prohibited and the Bids submitted by the Contractor/Bidder/OEM who resort to canvassing are liable for rejection.
- 2.1.7** Before Biding, the Bidder shall inspect the site to fully acquaint himself about the equipments & 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.
- 2.1.8** The Bidder shall quote rates both in figures and words. He shall also workout the amount for each item of work and writes in both figures and words. On check if there are differences between the rates quoted by the Bidder in words and in figures or in the amount worked out by him, the following procedure shall be followed –
 - 2.1.8.1.1** When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the Bidder shall be taken as correct.
 - 2.1.8.1.2** When the amount of an item is not worked out by the Bidder or it does not correspond with the rate written either in figures or in words, the rate quoted by the Bidder in words shall be taken as correct.
 - 2.1.8.1.3** When the rate quoted by the Bidder in figures and in words tallies but the amount is not worked out correctly the rate quoted by the Bidder shall be taken as correct and not the amount.
- 2.1.9** The Tenderer shall indemnify the Centre against all other damages/charges and expenses for which this Centre may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Centre shall not be responsible financially or otherwise for any injury to the worker or person deployed by the Tenderer during the course of performing duties.
- 2.1.10** 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.
- 2.1.11** Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
 - 2.1.12** The Contracting Agency shall render the services as mentioned in the scope of work.
 - 2.1.13** The personnel deployed by the agency shall be healthy, active. Nobody shall have any communicable diseases.
 - 2.1.14** 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/Bidder/OEM / firm.
 - 2.1.15** If any of the personnel of the Contractor/Bidder/OEM indulges in theft or any illegal/irregular activities, misconduct, the Contractor/Bidder/OEM 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 indulge in such type of activities, should not be further employed in this office by the Contractor/Bidder/OEM in any case.
 - 2.1.16** In case office is closed on bid opening date due to some reason, the last date and time will automatically shifted to the next working day.
 - 2.1.17** This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the CAMC Service Provider described herein.
 - 2.1.18** Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts and observation contained herein.
 - 2.1.19** This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirement.
 - 2.1.20** The proposal and all correspondence and documents shall be written in English. All proposals and accompanying document received within the stipulated times shall become the property of INFLIBNET and will not be returned.
 - 2.1.21** The Service providers shall comply with and abide by such directions that INFLIBNET may issue from time to time.
 - 2.1.22** The bidder will be bound by the details furnished by him/ her to INFLIBNET while submitting the tender or at subsequent stage. In case, any of such documents furnished if 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.
 - 2.1.23** The Service provider must employ adult skill labour only. Employment of child labour will lead to the termination of the contract.
 - 2.1.24** The Contractor/Bidder/OEMs/ agency's personnel shall follow and adhere to all procedures and processer as laid down by INFLIBNET.
 - 2.1.25** The Contractor/Bidder/OEMs shall be responsible for the safety of his/her man power, all the items of furniture, plants, office equipment and other fittings provided in the premises and shall be liable to make good any loss to the same if damaged during the execution of their duties which shall be recoverable from their bill or other dues payable to the Contractor/Bidder/OEMs by the company.
 - 2.1.26** The monthly bills for the service shall be submitted by the Contractor/Bidder/OEMs before at the end of every month and the same will be settled by INFLIBNET after due scrutiny only.

- 2.1.27** The Contractor/Bidder/OEMs should deploy the personnel after screening/approval from INFLIBNET.
- 2.1.28** The Contractor/Bidder/OEM shall be responsible for the good conduct and behavior of his employees. If any employee of the Contractor/Bidder/OEM is found misbehaving with the supervisory staff or any other staff member, the Contractor/Bidder/OEM shall terminate the services of such employees at their own risk and responsibility on the recommendation of the Scientist In-charge (Estate) or any other officer designated by the Director, INFLIBNET. The Contractor/Bidder/OEM shall issue necessary instruction to his/its employees to act upon the instructions given by the supervisory staff of office building.
- 2.1.29** In case of any damage caused to the installation due to negligence, carelessness or inefficiency of staff of the firm the Contractor/Bidder/OEM shall be responsible to make good the loss. Decision of the INFLIBNET shall be final & binding on the Contractor/Bidder/OEM.
- 2.1.30** Bidder should not write any conditions or make any changes, additions, alterations and modifications in the printed form of Bids. Bidders who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the Bid except wherever needed after referring the details of the Bid and if asked for. Correction / overwriting should be countersigned by the Bidder.
- 2.1.31** The conditions beyond Contractor/Bidder/OEMs control such as, but not limited to, war, strikes, fires, flood, governmental restrictions or power failures, damages etc, shall not be deemed a breach of the contract.
- 2.1.32** The Contractor/Bidder/OEM shall make good all the damages caused to the machinery due to negligent maintenance and at the end of contract period he shall hand over plant and all equipment in the contract scope in good working condition.

2.2 Special terms & conditions of the contract

- 2.2.1** Person deputed for servicing the Conventional Air-Conditioning System should have minimum 2 years' experience in this field.
- 2.2.2** Required tools like screwdriver, adjustable spanner, test lamp etc. should be arranged by the Contractor/Bidder/OEM, i.e., all necessary tools tackles should be provided by the Contractor/Bidder/OEM to his maintenance staff at his own cost. The Contractor/Bidder/OEM/ bidder shall either have in possession or shall arrange the required necessary sets of spanners, testing equipment etc. with the technicians.
- 2.2.3** Consumable materials like cotton pieces, oil, grease etc. should be arranged by the Contractor/Bidder/OEM.
- 2.2.4** Supply and fixing of any parts/ components which may be required to be replaced due to wear and tear or break down is also included in the scope of work.
- 2.2.5** Repair/ Replacement of important items is also included in the scope of work being part of the job.
- 2.2.6** Normally servicing / Routine maintenance of the Conventional Air-Conditioning System should be done on the working days during office hours on mutually agreed upon time in presence of INFLIBNET Engineer/ Supervisor.
- 2.2.7** Break down/ Faulty operation calls should be attended within 24 hours after registering the complaint with the Contractor/Bidder/OEM.
- 2.2.8** Major break down, if any, should be attended on priority within reasonable period on any day to maintain facility.

- 2.2.9** All the equipment/ components should be checked thoroughly for its proper functioning after the services is over.
- 2.2.10** The surrounding areas with machinery will be kept neat & clean. Cleaning agents such as soap, detergent, cotton waste etc. will be provided by the Contractor/Bidder/OEM.
- 2.2.11** Person engaged for services should carry identity card and should produce when demanded.
- 2.2.12** Person engaged for servicing, if found objectionable should be replaced immediately as instructed and directed by Engineer/ Supervisor.
- 2.2.13** No extra charges will be paid for spare parts replaced at the time of Service/ Repair.
- 2.2.14** The Contractor/Bidder/OEM shall be responsible for the behavior of the person employed by him. He will also be responsible for any damage or loss of the property of INFLIBNET as a result of negligence/ carelessness of the work.
- 2.2.15** In case if Contractor/Bidder/OEM fails to carry out 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/Bidder/OEM.
- 2.2.16** 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/Bidder/OEM and present to Scientist In-Charge (Estate) of Centre on every last day of the month.
- 2.2.17** Contractor/Bidder/OEM should ensure that each system is in perfect operating condition all the time.
- 2.2.18** Preventive maintenance of each Conventional Air-Conditioning System should be done every month and a log book should be maintained and kept ready for inspection at any time.
- 2.2.19** The Contractor/Bidder/OEM must take responsibility of indemnifying the INFLIBNET against any damages or legal proceedings or of any other kind arising out of this contract.
- 2.2.20** Contractor/Bidder/OEM will be responsible for all acts of his/her workers deployed to work at INFLIBNET for all requirement/ damages/ injuries etc. & INFLIBNET should indemnified by the Contractor/Bidder/OEM.
- 2.2.21** Corrupt or Fraudulent Practices:
Bidders & Suppliers shall observe the highest standard of ethics during the procurement and execution of the contract.
- 2.2.22** Any material required for making good the damages will be brought by the Contractor/Bidder/OEM at his own cost and risk, and such material should be of proper brand and of good quality.
- 2.2.23** 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 / miss-happenings.
- 2.2.24** Technical evaluation committee during technical evaluation will also review the past performance of the Contractor/Bidder/OEM before making them technically qualified etc.
- 2.2.25** The Contractor/Bidder/OEM should submit list of spare parts required to carry out repairs and maintenance works well in advance to INFLIBNET.
- 2.2.26** 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.
- 2.2.27** Contractor/Bidder/OEMs 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/Bidder/OEM 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/Bidder/OEM.

NOTE: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between INFLIBNET and the outsourced Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

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/Bidder/OEM 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.

Bidder to be deployed one operator in INFLIBNET Centre for normal working days and also as and when required.

Description of Complete System for Maintenance.

1.1 Conventional Air-Conditioning System (Voltas Make)

- 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/Bidder/OEM. 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/Bidder/OEM 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/Bidder/OEM 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/Bidder/OEM'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 Conventional Air-Conditioning System 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 Conventional Air-Conditioning System 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 Conventional Air-Conditioning System 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/Bidder/OEM 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/Bidder/OEM 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 Scientist In-charge (Estate) of **INFLIBNET** before use. INFLIBNET may direct the Contractor/Bidder/OEM to use consumables of its choice from the listed/approved vendors.
- 1.5.3 All spares and consumables shall be arranged by the Contractor/Bidder/OEM for which nothing extra shall be payable.
- 1.5.4 A list shall be prepared by the Contractor/Bidder/OEM 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.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Detail of 3.1 Conventional Air-Conditioning System Installed at Administrative & Academic buildings

Material Group	Description of Equipment	Qty
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
HRW	Cabinet Type Enthalpy Wheel 2200 CFM	1

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.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

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Eligibility (Pre-qualification) Criteria**Annexure T-I****Page number should mention mandatory**

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	The bidder must be a company registered under the companies Act, of India/State. Documentary. Those which are not in existence in last three years as mentioned above shall not be considered at all.	I. Certificate of Commencement of business (Certificate of incorporation) II. Certificate consequent to change of name, if applicable		
02.	Bidder should have provided similar services during last three years with minimum 30% (thirty percent) of the estimated value of contract for each of the last three year to Government clients/ Autonomous Bodies/ Public sector undertaking from housekeeping services / facility management services.	I. Certified documents of Work orders/ Agreements in support of past contracts with Govt/ PSUs/ Other establishments II. Turnover Certificate issued by the statutory auditor of the company Annexure-VI.		
03.	They should be registered with Income Tax and Goods and Service Tax.	Attested copy of PAN/GIR Card Attested copy of GST registration certificate.		
04	They should be registered with appropriate authorities under EPF and ESI (Regulation and Abolition Act.)	I. Attested copy of the EPF registration certificate. II. Attested copy of the ESI Certificate.		
05.	Earnest Money Deposit (EMD) of Rs.5,000/-	Attached with technical bid.		
06.	Bidder's Details Annexure T-II	[On the letterhead of the Bidder]		
07.	Bid form Annexure T-III	[On the letterhead of the Bidder]		
08.	Declaration of Bidder Annexure T-IV	[On the letterhead of the Bidder]		
09.	Declaration of blacklisting/Non Blacklisting - Annexure-V	[On the letterhead of the Bidder]		
10.	Financial Capability of bidder Annexure T-VI	[On the letterhead of the Bidder]		
11.	Details of Firm's Experience of Similar Services T-VII	[On the letterhead of the Bidder]		
12.	Certificate for the site inspection T-VIII	[On the letterhead of the Bidder]		

- Please use separate sheet for providing complete information.

- 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.
- The bidder is required to enclose self-attested photocopies of the following 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: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
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Bidder's Details

1	Name of the Firm/ Company	
2	Name and Designation of Authorized Signatory	
3.	Communication Address:	
4.	Office Phone No: Mobile No: Fax: E-Mail ID:	
5.	GST registration Number: PAN Number:	
6.	Bank Holder's Name Bank Name: Branch Name: Account No: IFSC code: Other Bank details, if required:	
Particular Details of the Bidders Representative'		
3	Name of the Contact Person: Designation: Phone No: Mobile No: E-Mail ID:	

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.**
- 2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension,**

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the all details and to be submitted on Letter Head in original)

To
INFLIBNET CENTRE
Infocity, Gandhinagar

Sub: CAMC for Conventional Air-Conditioning System (Voltas Make) at INFLIBNET CENTRE, Gandhinagar

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/VOLTAS/2019-20, do hereby propose to execute the job as per specifications as set forth in your Bid document.

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 five to ten percent (5-10%) 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, thisday of2019

Thanking you, we remain,

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

DECLARATION

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 are 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

I /We Proprietor / Partner (s) / Director (s) of M/shereby 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 ofyears 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 found false I / we are fully aware that the tender/ contract will be rejected / cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR 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:
seal.

Signature of Bidder with

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.

FINANCIAL CAPABILITY OF BIDDER
[On the original letterhead of the Bidder]

Date : _____

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

#	Financial Year	Turnover in Indian Rupees
A	2016 - 2017	
B	2017- 2018	
C	2018- 2019	

[Extra rows may be added, if required]

***Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the above mentioned financial years shall submit as supporting evidence.**

Please affix the signature of the authorized signatory of the Bidder with name, designation, seal and date here.

Please affix the signature of the authorized signatory of the statutory auditor of the Bidder with name, designation, seal and date here.

Authorized Signatory (Signature In full): _____	Authorized Signatory of Statutory Auditor: _____ _____
Name and title of Signatory: _____	Name and title of Signatory _____
Stamp of the Company: _____	Stamp of the firm _____

Details of works of similar type executed by the bidder*(To be submitted in Envelop A)*

Sr.No.	Name of the Company with full address, phone, fax and name of contact person	Work Description	Ref. & Date of the order	Work Order Value	Details of Order	Dates of		Page No
						Start	Completion	

Sign and Seal of Contractor/Bidder/OEM

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

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SITE VISIT CERTIFICATE

[On the letterhead of the Bidder]

CERTIFICATE FOR THE SITE INSPECTION

I / We (M/s.

_____) have certified that we have visited the site on _____ and assessed the nature and amount of work involved before submitting our offer.

We will be able to complete the works within the stipulated time and also that we will be able to execute the work suit to the site conditions.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Note 1: This form shall be completed at the time of the visit to the site where the works are to be carried out.

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Annexure –F-I

(To be submitted in Envelop B)

(Bidders are requested to furnish the Financial Bid in the Format given in this section, filling all details and to be submitted on Letter Head in original)

Financial Bid for Comprehensive Annual Maintenance Contract for Conventional Air-Conditioning System

Sr. No.	Description	Qty.	Rate quoted for Contract	Amount in Rupees.
01	Comprehensive Annual Maintenance Contract for Conventional Air-Conditioning System	01 Nos.	12 Months/ One (1) Years	
			Total:	
			Charges of GST _____%	
			Total Amount including GST	
Amount in words: Rupees _____				

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

CONTRACT AGREEMENT OF COMPREHENSIVE ANNUAL MAINTENANCE
CONTRACT FOR CONVENTIONAL AIR-CONDITIONING SYSTEM
(VOLTAS MAKE) AT INFLIBNET CENTRE

This agreement made the _____ day of the month of _____ in the year 20____ BETWEEN, The Information and Library Network Centre (Hereinafter called "INFLIBNET") or Client which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns, having its Head office at INFOCITY, Gandhinagar 382 007, Gujarat, India on the ONE PART; and

* Shri _____ S/D/o _____ resident _____ of _____ the sole proprietor of M/s _____ having office at the following address _____

* M/s. _____ the partnership firm having an administrative/principal office at _____ represented by its Managing/duly authorised partner.

* M/s. _____ company/body corporate incorporated under the provisions of the Companies Act 1956 having its registered office at the following address _____, duly represented at _____ duly represented by its constituted and authorized Managing Director, Shri _____ and (hereinafter called the Tenderer which term shall also be called the Supplier or the Bidder/OEM) which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns on the other part

WHEREAS THE Client/ INFLIBNET is desirous that certain works should be maintained as detailed in the notice inviting tender and their office mentioned and called for invitation to tenderers for the Comprehensive Annual Maintenance Contract for Conventional Air-Conditioning System (Voltas Make) maintain and performance of such works has been accepted by the INFLIBNET on the terms and conditions as set out therein and interalia others.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.

2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz;

a) Notice inviting **Tender No.INF/PUR/AC/VOLTAS/2019-20**

b) General rules and Instructions for the guidance of tenderers.

c) The Tender, Letter of Acceptance, Letters from & to the tenderer, Amendment's, Corrigendum's, if any, leading to and prior to acceptance letter.

d) General Conditions of contract and clauses of contract along with Annexures thereto.

e) Schedules consisting of Technical Specifications, Special Conditions, Compliances, Comprehensive AMC terms, tender drawings if any, etc.

f) Schedule of quantities including Prices and tendered amount known as Price - Bid.

g) The details submitted in technical bid, design, product demo, site survey and such other commitments like Annual Rate Contract Charges for the period mentioned shall be part of the agreement.

[Note : * Strike off whichever is not applicable]

3. In consideration of the payments to be made by the INFLIBNET to the tenderer, the tenderer hereby covenants and agrees with the INFLIBNET to complete the works in conformity in all respects and subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said tenderer, _____

to the CLIENT(INFLIBNET) _____ in the presence of:

Signature of Tenderer (with seal)

Witness (Signature, Name & Address):

1).

2).

Signature of Authorised representative
of the Client/INFLIBNET Accepting Authority.

Witness (Signature, Name & Address):

1).

2).

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/AC/VOLTAS/2019-20)

INDEMNITY BOND

(ON A STAMP PAPER of Rs.100/-)

We,, having a registered office at, have entered into a contract with Information & Library Network (INFLIBNET) Centre having registered office at INFOCITY, Opp. DAIICT, Gandhinagar 382 007, vide contract dated, to provide CAMC for Conventional Air-Conditioning System (Voltas Make) at Information & Library Network (INFLIBNET) situated at INFOCITY, Opp. DAICT, Gandhinagar 382 007.

We do hereby indemnify and keep harmless, Information & Library Network (INFLIBNET) Centre, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the Institute by any party, employee(s), or workman/woman provided by us, on account of any delay, default, lapse, error, or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time.

We further undertake to indemnify and keep harmless, Information & Library Network (INFLIBNET) Centre against any claim/compensation arising out of any non-payment or short payment of salaries, wages, overtime, or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death, etc. during the course of their engagement by us for the purpose of this contract, or non-fulfilment of any obligation under any of the labour laws as applicable to the class of workers/employees engaged by us for the purpose of this contract.

We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

Signature of the Tenderer/Authorized Signatory Name of the Tenderer -----
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Address of the Tenderer-----

Seal of the Company/Firm:

Telephone No/ Mobile No.-----