



**Re-Tender for Comprehensive Annual Maintenance Contract for VRF System with BMS System including Energy Monitoring & Central Remote Control (TOSHIBA Make) at Information and Library Network Centre, Gandhinagar**

**Tender No. INF/PUR/VRF/CAMC/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)

Email: [adminofficer\[at\]inflibnet\[dot\]ac\[dot\]in](mailto:adminofficer[at]inflibnet[dot]ac[dot]in)  
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Tel : 079-23268100, 23268121

**For Commercial query :**

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

Email : [shyam\[at\]inflibnet\[dot\]ac\[dot\]in](mailto:shyam[at]inflibnet[dot]ac[dot]in)

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Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/VRF/CAMC/2022-23
2.	Estimated Cost of Tender Per Annum	Rs. 5,00,000/-
3.	Bid validity	90 days
4.	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>
5.	Tender Document Participation Mode	Online mode on CPPP e-Procurement module
6.	Contact Address	In-Charge (P&S) INFLIBNET Centre, Infocity, Opposite DAIICT, Gandhinagar- 382 007

## IMPORTANT DATES

Publish Date	31.05.2022	17:55 Hrs.
Document Download / Sale start Date	31.05.2022	17:55 Hrs.
Document Download / Sale end Date	22.06.2022	17:00 Hrs.
Pre-Bid Meeting	09.06.2022	11:00 Hrs.
Bid Submission Start Date	10.06.2022	12:00 Hrs.
Bid Submission End Date	22.06.2022	17:00 Hrs.
Bid Opening Date	23.06.2022	17:00 Hrs.

## **Chapter 1: 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 at Annexure T-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 is 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 at 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 90 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 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:** INFLIBNET Centre invites online e-Tenders under Two Bids System i.e. Technical Bid (as per 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-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>).
- 1.5 Earnest Money Deposit (EMD):** The interested companies/firms may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 15,000/- 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 bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> 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.

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

**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 Bidder may be forfeited under the following conditions: If a bidder withdraws the proposal before the expiry of validity period. During the evaluation process, if a bidder indulges in any such activity as would jeopardize the process, the decision of the INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances. If a bidder violates any of the provisions of the terms and conditions of the proposal. In the case of a successful bidder, EMD may be forfeited if bidder fails to:

1.6.1 Accept the work order along with the terms and conditions.

1.6.2 Furnish 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. 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 Bidder may be even deferred from participating in any job.

1.6.5 In the event of the successful bidder/contractor failing to comply with any provision of the contract.

1.6.6 The successful bidder, 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.

**1.7 Performance Security Deposit:** The successful bidder shall have to deposit a Performance Security Deposit of the 3% of the total amount of work order 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 09.06.2022 at 11:00 hrs. 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. Only the queries received within the stipulated date prior to the pre-bid meeting will be entertained and answered. Firms can send their queries to:

<b>For Technical:</b> Shri Harish Chandra, AO (P&A) Email: <a href="mailto:adminofficer[at]inflibnet[dot]ac[dot]in">adminofficer[at]inflibnet[dot]ac[dot]in</a> , <a href="mailto:devang[at]inflibnet[dot]ac[dot]in">devang[at]inflibnet[dot]ac[dot]in</a> Tel: 079-23268100, 23268121	<b>For Commercial:</b> Shri Shyam T Yadav, In-Charge (Purchase & Store) Email: <a href="mailto:shyam[dot]ac[dot]in">shyam[dot]ac[dot]in</a> , 079-23268143
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- 1.9 Technical Bid Opening:** The Technical Bids will be opened online at INFLIBNET Centre 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) of technically qualified bidders shall be opened online and the scheduled time and date will be informed well in advance through email and will be displayed on the CPPP. The Tenderer can view the bid opening event online at their remote end or may be present at INFLIBNET Centre, Infocity, Gandhinagar. The Price/Financial Bid format (BOQ) is provided in a spread sheet file, which is 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 of only 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 shall 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 bid, the same will be evaluated by the Centre. In case, the Centre decides for seeking 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 at Annexure-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 displayed on the CPPP.
- 1.11.2 In case, if any bidder has not quoted the price against a particular item, the rate of that particular item shall be considered on the basis of lowest quotation submitted by another bidder and all bidders will have to bound to the same.
- 1.11.3 The contract will be awarded to technically suitable and overall 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 length of experience based on 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 tender or any tender if found any technical discrepancies 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.
- 1.11.5 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.
- 1.12 Terms of Payment:**
- 1.12.1 The payment will be released in four installments/ after completion of every 3 months of service period, on satisfactory performance and due certification by the Scientist In-Charge (Estate). No advance payment will be made.
- 1.12.2 Invoice (i.e. Tax invoice as per Service Tax rules clearly indicating GST and Tax registration number, service classification, rate and amount of tax shown separately).
- 1.12.3 The final payment shall, however, be made only after adjusting all the dues/claims of the Centre.
- 1.12.4 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 Administrative delay for the reasons beyond the control of the Centre.

- 1.12.5 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.
- 1.12.6 All taxes will be amended as per the Government rules and norms from time to time and payment will be made accordingly.

**1.13 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.

**1.14 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.

**1.15 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.

1.15.1 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.

1.15.2 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 service provider.

**1.16 Termination of the Contract:** The contract may be curtailed/terminated before the contract period, inter alia owing to deficiency in services or substandard quality of services by the empanelled agency etc. as may be specified in the contract to be signed between the parties. The INFLIBNET, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider with or without assigning any reasons. Where a contract terminated by INFLIBNET on account of the committed by the agency, it shall have the right to award the contract to any other agency at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by INFLIBNET from his Security deposit or pending bill or by raising a separate claim.

**1.17 Resolution of Disputes:**

1.17.1 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.
- 1.17.2 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.
- 1.17.3 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.
- 1.17.4 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.
- 1.17.5 The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

**1.18 Compensation for Delay:**

- 1.18.1 **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 VRF Systems are always in working condition. Any breakdown or defects shall be attended to it immediately. If for any reason, VRF systems 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.
- 1.18.2 **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. 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.
- 1.18.3 If the agency/ contractor 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 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.

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

**1.20 Agreement:** The contractor 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 Contractor shall refrain from awarding the services to another contractor 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 VRF System with BMS System including Energy monitoring & Central Remote Control (TOSHIBA 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 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 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.
- 2.1.6 The INFLIBNET will be under no legal obligation to provide employment to any of the personnel of the Tenderer after the 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 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 2.1.8 The Contracting Agency shall render the services as mentioned in the scope of work.
- 2.1.9 The personnel deployed by the agency shall be healthy and active. Nobody shall suffer from any communicable diseases.
- 2.1.10 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.
- 2.1.11 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 indulge in such type of activities, should not be further employed in this office by the contractor in any case.
- 2.1.12 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.
- 2.1.13 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.
- 2.1.14 Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts and observation contained herein.



- 2.1.15 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.
- 2.1.16 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.
- 2.1.17 The Service providers shall comply with and abide by such directions that INFLIBNET may issue from time to time.
- 2.1.18 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.
- 2.1.19 The Service provider must employ adult skill labour only. Employment of child labour will lead to the termination of the contract.
- 2.1.20 The contractors/ agency's personnel shall follow and adhere to all procedures and processes as laid down by INFLIBNET.
- 2.1.21 The contractors 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 contractors by the company.
- 2.1.22 The contractors should deploy the personnel after screening/approval from INFLIBNET.
- 2.1.23 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 Scientist 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 office building.
- 2.1.24 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.

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

- 2.2.1 Person deputed for servicing the VRF Systems 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.
- 2.2.3 Consumable materials like cotton pieces, oil, grease etc. should be arranged by the contractor.
- 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 like hoisting motor, door motor, gear box, ropes, hook etc. is also included in the scope of work being part of the life.
- 2.2.6 Normal servicing / routine maintenance of the VRF systems should be carried out on the working days during office hours on mutually agreed terms 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.
- 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 service is over.
- 2.2.10 Person engaged in service should carry identity card and should produce when demanded.
- 2.2.11 Person engaged for servicing, if found objectionable should be replaced immediately as instructed and directly by Engineer/ Supervisor.
- 2.2.12 No extra charges will be paid for spare parts replaced at the time of Service/ Repair.
- 2.2.13 The Contractor 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.
- 2.2.14 In case, the 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.
- 2.2.15 A logbook shall be maintained for each VRF systems 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 Scientist In-Charge (Estate) of Centre on every last day of the month.
- 2.2.16 Contractor should ensure that each VRF systems is in perfect operating condition all the time.
- 2.2.17 Preventive maintenance of each VRF Systems should be done every month and a log book should be maintained and kept ready for inspection at any time.
- 2.2.18 The Contractor must take responsibility of indemnifying the INFLIBNET against any damages or legal proceedings or of any other kind arising out of this contract.
- 2.2.19 Contractor 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.
- 2.2.20 Corrupt or Fraudulent Practices:
- Bidders & Suppliers shall observe the highest standard of ethics during the procurement and execution of the contract.
- 2.2.21 Any material required to repair the damaged goods will be brought by the contractor at his own cost and risk, and such material should be of proper brand and of good quality.
- 2.2.22 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.
- 2.2.23 The contractor 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.
- 2.2.24 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 with stamp (Signature In full): \_\_\_\_\_

**Scope of Work**

The scope of work as mentioned below is the minimum expected works 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. This will have to be executed under the specified 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 VRF System with BMS System including Energy monitoring & Central Remote Control (TOSHIBA Make)**

- 1.1.1 Attending complaints of systems 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 / Couplings / gaskets / insulation material / other general spares.
  - All electrical spares e.g. Fuses / Relays, contactors, Condensers etc.
  - 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 of the all system.
- 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, 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 indoor/outdoor units & operating linkage for smoothness.
- 1.2.4 To check the gland /seal, coupling of units.
- 1.2.5 To check the safety controls mechanical, Electrical/ Electronics and inter-locking of the various equipments.

- 1.2.6 To check all piping/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 lubricant (if required) the bearing of the 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 VRF 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 indoor/outdoor units, FCU, Fans.
- 1.3.3 Maintenance of Fresh Air & Exhaust Air Fans and their Balancing, if required. Observe the operation of all the dampers and make necessary adjustment in linkage and blade orientation for proper operation.
- 1.3.4 Functional checks & calibration of all switches, thermostats, humidistat and other instruments rectification of the same if required.
- 1.3.5 Any other job required to be attended during course of checking / as per OEM and to keep the plant in perfectly working conditions.
- 1.3.6 Maintenance of all Electrical equipment Feeders, Panels, Bus Bars, Cubicles, Motors, Heaters, Circuit Breakers, Power Points, etc. pertaining to VRF 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.
- 1.3.7 The gas charging in VRF 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 Scientist 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 disposed of immediately.

Details of VRF System Installed at Residence & Guest House			
Out Door Unit			
	Location	Capacity	Qty.
1	Gound Floor	24HP	12HP x 2nos.
2	Gound Floor	16HP	16HP x 1no.
3	Gound Floor	48HP	12HP x 4nos.
4	Lower Terrace	16HP	16HP x 1no.
5	Lower Terrace	14HP	14HP x 1no.
6	Upper Terrace	36HP	12HP x 3nos
Indoor Unit			
	HP Capacity	TR Capacity	Qty.
1	1HP	0.8Tr	1
2	1.25HP	1.1Tr	59
3	1.7HP	1.3Tr	2
4	2.0HP	1.5Tr	29
5	2.5HP	2.0Tr	6
6	4.0HP	3.0Tr	8

**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: \_\_\_\_\_

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

**Eligibility (Pre-qualification) Criteria****Annexure T-I****Mention Page Numbers**

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	Bidder must be a firm/ agency/ company that should be registered with appropriate authorities and attested copy of registration may be attached	I. Certificate of Commencement of business (Certificate of incorporation) II. Certificate consequent to change of name, if applicable		
02.	Bidder should have at least 03 years' experience and work executed amounting to at least Rs. 2,50,000 per year during last three years in Central Govt./State Govt./PSU/ reputed firms	Certified documents of Work orders/completion certificate		
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		
05.	Bidder must have EPF and ESI* registration with competent authority or any other Labour authorities including under the Contract Labour (Regulation and Abolition Act.	Attested copy of the Certificates		
06.	Earnest Money Deposit (EMD) of Rs. 15,000/-	Attached with technical bid.		
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]		

- **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: \_\_\_\_\_

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

**Annexure T-II**

Bidder's Details

[On the letterhead of the Bidder]

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

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/VRF/CAMC/2022-23)

**Annexure T-III**

**BID FORM**

[On the letterhead of the Bidder]

To  
INFLIBNET CENTRE

Sub: Annual Maintenance Contract for VRF System with BMS System including Energy Monitoring & Central Remote Control (TOSHIBA Make) at INFLIBNET Centre.

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/ VRF/CAMC/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% 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/VRF/CAMC/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 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**

[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 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:

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**  
(Tender No. INF/PUR/VRF/CAMC/2022-23)

**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 be rejected.
- If necessary, separate sheet may be used to submit the information.

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

**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 of above stated financial years.**

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

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

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

**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 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, geographical and exact location of the works; the general conditions of execution; the neighboring area and other work that might affect the construction methods; the physical conditions specific to the sites; the climatic conditions; local conditions; means of communication and transport; the possibility of supplying electricity; the availability of labor sufficient in number and quantity; all constraints and obligations resulting from social, tax; and 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.

**\*Note: All the bidders are advised to visit the site before bidding. In case the bidder is not making site visit he will be solely responsible for all or any discrepancy.**

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

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

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

## Chapter -5 Financial Bid Format (BOQ)

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

	A	B	D	E	M	Q	S	BB	BC
1	<input type="button" value="Validate"/> <input type="button" value="Print"/> <input type="button" value="Help"/>			<b>Item Rate BoQ</b>					
4	Tender Inviting Authority: INFLIBNET Centre								
5	Name of Work: CAMC for VRF System with BMS System including Energy Monitoring & Central Remote Control (TOSHIBA Make)								
6	Contract No: INF/PUR/VRF/CAMC/2022-23								
8	Name of the Bidder/ Bidding Firm / Company :								
9	<b>PRICE SCHEDULE</b> <small>(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 )</small>								
10	NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	TEXT	NUMBER #	TEXT #
11	Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST in %	GST Amount In Rs.	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
12	1	2	4	5	13	17	19	54	55
14	1.01	ComprehensiveAnnual Maintenance Contract for VRF System with BMS System including Energy monitoring & Central Remote Control (TOSHIBA Make)	1.00	Year			0.00	0.00	INR Zero Only
15	Total in Figures							0.00	INR Zero Only
17	Quoted Rate in Words		INR Zero Only						