



**REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FROM
EXPERIENCED AND REPUTED HEATING AND VENTILATION AIR
CONDITIONING SYSTEM (HVAC SYSTEM) FIRMS FOR REPLACING
EXISTING TWO STAGE EVAPORATIVE COOLING SYSTEM WITH
CENTRALIZED AIR-CONDITIONING SYSTEM OR DUCTABLE SYSTEM OR
COMBINATION OF BOTH SYSTEM, AT INFORMATION & LIBRARY
NETWORK CENTRE, INFOCITY, GANDHINAGAR**

RFP No. INF/PUR/HVAC/RFP/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\[at\]inlibnet\[dot\]ac\[dot\]in](mailto:adminofficer[at]inlibnet[dot]ac[dot]in)
[devang\[at\]inlibnet\[dot\]ac\[dot\]in](mailto:devang[at]inlibnet[dot]ac[dot]in)

Tel : 079-23268100, 23268121

For Commercial query :

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

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

Tel: 079-23268143

INTRODUCTION

Information and Library Network (INFLIBNET) Centre, Gandhinagar is an Autonomous Inter-University Centre (IUC) of University Grants Commission, New Delhi (Ministry of Education, Govt. of India). It is a major National Programme initiated by the UGC in March 1991 as a project under the IUCAA, it became an independent Inter-University Centre in June 1996. INFLIBNET is involved in modernizing university libraries in India using the state-of-art technologies for the optimum utilisation of information. INFLIBNET is set out to be a major player in promoting scholarly communication among academicians and researchers in India.

Sr. No.	RFP - DATA SHEET	
1.	RFP Number	RFP NO. INF/PUR/HVAC/RFP/2022-23
2.	RFP validity	90 days
3.	Earnest Money Deposit (EMD)	Rs. 6,000/-
4.	Issue of RFP Forms	RFP Documents can be downloaded from the Centre's website www.inflibnet.ac.in and Central Public Procurement Portal (CPPP) https://eprocure.gov.in/eprocure/app
5.	RFP Document Participation Mode	Online mode on CPPP e-Procurement module
6.	Contact Address	In-Charge (P&S) INFLIBNET Centre, Infocity, Opposite DAICT, Gandhinagar- 382 007

IMPORTANT DATES

Publish Date	05.07.2022	17:00 Hrs.
Document Download / Sale start Date	05.07.2022	17:00 Hrs.
Document Download / Sale end Date	26.07.2022	16:00 Hrs.
Pre-Bid Meeting	14.07.2022	11:00 Hrs.
Bid Submission Start Date	15.07.2022	12:00 Hrs.
Bid Submission End Date	26.07.2022	16:00 Hrs.
Bid Opening Date	27.07.2022	16:00 Hrs.

Chapter 1: GENERAL INSTRUCTION FOR FIRMS

1.1 Eligibility (Pre-qualification) Criteria: The INFLIBNET has set up minimum eligibility criteria for the Bidding purpose. All Bidding parties must meet criteria mentioned at annexure-I before they apply for the RFP. The Bidding parties meeting the criteria must enclose their supporting document photocopies along with the proposal, failing which their RFPs will be summarily rejected and will not be considered any further.

1.2 Period of Validity of Offer:

- a) The RFP shall be valid for a period of 90 days from the date of opening of RFP.
- b) Extension of RFP Validity, if any shall be decided by INFLIBNET Centre.
- c) Prior to the expiry of the original RFP, INFLIBNET may request Bidders to extend the Bid Validity Period for a specified additional period.

1.3 Submission of RFP: INFLIBNET Centre invites online e-tender under Two Bid System i.e. Technical Bid (as per Annexure T-I and Financial Bid (BOQ), in the prescribed RFP Document available on Central Public Procurement Portal (CPPP) (URL: <https://eprocure.gov.in/eprocure/app>) for the above cited subject. Firms must submit their RFPs well within the stipulated date & time and no opportunity shall be given to Firms to withdraw any offer at any stage after the submission of the RFPs.

1.3.1 The RFP document can be downloaded from Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). Besides, RFP document reference can also be seen at INFLIBNET website (<https://www.inflibnet.ac.in>). Prospective Firms 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 Firms shall possess Digital Signature Certificate (DSC) for submission of RFP documents. The DSC holder/authorized signatory signing the RFP shall state in what capacity he is/they are, signing the RFP for e.g., as sole proprietor of the firm, or as a Secretary/Manager/Director etc.

1.3.2 Any incomplete and conditional RFPs received shall not be considered and will be summarily rejected in the very first instance without any recourse to the Firms and shall not be evaluated. All entries in the RFP form should be legible and filled clearly, otherwise the RFP 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 RFP must be initialed by the person authorized to sign the RFP.

1.3.3 All supporting documents mentioned in Annexure-I, except RFP document have to be scanned, encrypted and uploaded in Technical RFP at the requisite places in the CPP Portal system (URL: <https://eprocure.gov.in/eprocure/app>).

1.4 Earnest Money Deposit (EMD): The interested companies/firms may put the RFP document complete in all respects along with Earnest Money Deposit (EMD) of Rs. 6,000/- in the form of Demand Draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar. No interest shall be payable by the Institute on EMD. The RFP security is normally to remain valid for a period of forty-five days beyond the final RFP validity period.

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

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.

1.5 Forfeiture of EMD: EMD made by Firms may be forfeited under the following conditions:

- 1.5.1 Accept the work order along with the terms and conditions.
- 1.5.2 Furnish performance security.
- 1.5.3 Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
- 1.5.4 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 Firms may be even deferred from participating in any job.
- 1.5.5 In the event of the successful Firms/contractor failing to comply with any provision of the contract.
- 1.5.6 The successful Firms, on award of contract/ order must sign the contract in writing, within 30 days of award of contract/order, failing which the payment will not be made.

1.6 Performance Security Deposit: The successful Firms 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.

1.7 Pre Bid Meeting: Pre Bid Meeting will be held offline at the premises of INFLIBNET Centre on 14.07.2022 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:

For Technical: Shri Harish Chandra, AO (P&A) Email: adminofficer[at]inflibnet[dot]ac[dot]in , devang[at]inflibnet[dot]ac[dot]in Tel: 079-23268100, 23268121	For Commercial: Shri Shyam T Yadav, In-Charge (Purchase & Store) Email: shyam[at]inflibnet[dot]ac[dot]in , 079-23268143
--	---

1.8 Technical Bid Opening: The Technical bids will be opened online as per schedule indicated in the RFP. The Firms can view the RFP opening event online at their remote end.

1.9 Price Bid: The price/financial bids (BOQ) of technically qualified Firms shall be opened online and the date and time of opening of financial bids will be intimated to the technically qualified Firms well in advance through email which will be displayed on the CPPP. The Firms 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 Firms).

- 1.9.1 The financial bids shall be opened online of only technically qualified Firms 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.
- 1.9.2 The Price bid/BOQ template shall not be modified/replaced by the Firms; else the Bid submitted is liable to be rejected.

1.10 RFP Evaluation Criteria & Award Criteria:

- 1.10.1 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 Firms. 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 Firms will be opened on a specified date and time by the Centre.
- 1.10.2 The contract will be awarded to technically suitable and overall lowest evaluated Firms whose RFP has been found to be responsive and who is found eligible and qualified as per the RFP document. In case two or more agencies are found to have quoted the same rates, the Competent Authority of INFLIBNET shall decide about the Firms 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.
- 1.10.3 The Competent Authority of INFLIBNET is not bound to accept the lowest offer if found any technical discrepancies in the RFP. The Authority reserves the right of accepting the whole or any part of the RFP. The decision of the Authority in this regard shall be final and binding on the firm.
- 1.10.4 Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the Firms and shall not be evaluated.

1.11 Terms of Payments stage:

Sl.No	Milestone	% Payment	Cumulative percentage payment
1	<ul style="list-style-type: none">Thoroughly inspect the existing AC system and pick up the usable parts and discard the rest.Decide the upset value of the discarded parts.Now design the new AC system as per the requirement of the client.Suggest few alternatives, which are economical, durable, energy efficient and needs lesser maintenance.	20%	20%
2	<ul style="list-style-type: none">Arrive at the TR capacity after Heat load calculations.Submit detailed AC systems finalized with estimated costs to client with operating costs & Life cycle costs too.Work out a detailed estimated cost of the approved AC system along with High side and Low side.	20%	40%
3	<ul style="list-style-type: none">Prepare tender papers for two bid systems with Technical bid and Price bid.Prepare a comparative statement of the tenders received and submit it to the client for approval.Set a kick-off meeting with the contractor and explain to him the entire work.	20%	60%
4	<ul style="list-style-type: none">Supervise the work.Certify the bills.	20%	80%
5	<ul style="list-style-type: none">Supervise the installation and commissioning of the AC plant.Certify the completion of work.	20%	100%

- 1.11.1 The payment will be released stage wise as per above table on satisfactory performance and due certification by the Administrative Officer – (P&S). No advance payment will be made.
- 1.11.2 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).
- 1.11.3 The final payment shall, however, be made only after adjusting all the dues/claims of the Centre.

- 1.11.4 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 or due to Administrative delay for the reasons beyond the control of the Centre.
- 1.11.5 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.
- 1.11.6 All taxes will be amended as per the Government rules and norms from time to time and payment will be made accordingly.

1.12 Time Schedule and Milestones:

Sl. No	Deliverables	Time period to complete the work
1	<ul style="list-style-type: none"> Thoroughly inspect the existing AC system and pick up the usable parts and discard the rest. Decide the upset value of the discarded parts. Now design the new AC system as per the requirement of the client. 	Within 2 Months
2	<ul style="list-style-type: none"> Arrive at the TR capacity after Heat load calculations. Submit different alternative AC systems with estimated costs to client with operating costs & Life cycle costs too. Work out a detailed estimated cost of the approved AC system along with High side and Low side. 	Within 2 Months
3	<ul style="list-style-type: none"> Prepare tender papers for two bid systems with Technical bid and Price bid. Prepare a comparative statement of the tenders received and submit it to the client for approval. Set a kick-off meeting with the contractor and explain to him the entire work. 	Within 2 Months
4	<ul style="list-style-type: none"> Supervise the work. Certify the bills. 	Within 2 Months
5	<ul style="list-style-type: none"> Supervise the installation and commissioning of the AC plant. Certify the completion of work. 	Within 2 Months

1.13 Liquidated Damage: In the event of failure to meet the job completion in stipulated date/ time, liquidated damage may be imposed on the consultancy firm for sum not less than 0.5% of the contract value for each week or part thereof, subject to a ceiling of 5 % of the total contract value (including all taxes & duties and other charges). In the event of LD exceeds 5 % of the order value, INFLIBNET reserves the right to terminate the contract and INFLIBNET will get the job completed by any other competent party/ 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.

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

1.15 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.

- 1.16 INFLIBNET Right to reject any of all RFPs:** The Competent Authority of INFLIBNET reserves the right to reject any RFP and to annul the RFP process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders (s) off the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny / consideration / evaluation / comparison of the RFP or decision concerning award of contract shall entail rejection of the RFP.
- 1.16.1 The Competent Authority of the INFLIBNET reserves the right to annul RFPs or discontinue this RFP process, without assigning any reason at any time prior to signing of agreement with the successful Firms.
- 1.16.2 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 Firm.
- 1.17 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.
- 1.18 Resolution of Disputes:**
- 1.18.1 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].
- 1.18.2 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.
- 1.18.3 The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.
- 1.19 Site Visits:**
- 1.19.1 The Consultant shall maintain a "Project Team" in his office consisting of adequate key personnel and render advice to the INFLIBNET as and when called upon.
- 1.19.2 During planning (pre-construction) the Consultant and his team shall visit the site as per requirements. Also, during project work, the Consultant and his team shall visit as and when required depending upon the execution of works.
- 1.20 Extension of time:** If the Firms desire any extension of time for completion of work on grounds of there having been unavoidable hindrances in execution or any other ground, they shall apply in writing immediately after the occurrence of the hindrances. Such application shall contain complete details of hindrances, which hindered the Firms in the execution of the work. If in the opinion of INFLIBNET's Engineer / Officials, works be delayed by force majeure such as (a) war / hostilities, (b) riots or civil commotion, (c) earthquakes, fire tempest, lightening or other natural / physical disasters, etc., (d) restrictions imposed by the Government which prevent or delay the execution of the order or by any other reasons. If any such

extension of time is granted by the INFLIBNET, the extension of time will be given without prejudice to INFLIBNET's right to recover liquidated damages or compensation under the relevant contract clause and no extra claim will be paid by the INFLIBNET whatsoever on account of delay.

1.21 Indemnity: The Firms 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 Firms 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 Firms during the course of performing duties. 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.

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

1.23 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.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Terms & Conditions

- 2.1.1 All pages of RFP document including technical RFP and financial RFP should be serially cumbered and stamped, signed by authorized person/persons to having a token of acceptance to all conditions of RFP.
- 2.1.2 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.
- 2.1.3 The successful Firms shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The Firms shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 2.1.4 The Contracting Agency shall render the consultancy services as mentioned in the scope of work.
- 2.1.5 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 agency in any case.
- 2.1.6 In case office is closed on RFP opening date due to some reason, the last date and time will automatically shifted to the next working day.
- 2.1.7 Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts and observation contained herein.
- 2.1.8 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.
- 2.1.9 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.
- 2.1.10 The Firms will be bound by the details furnished by him/ her to INFLIBNET while submitting the RFP 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.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

SCOPE OF WORK WITH TECHNICAL REQUIREMENTS

3.1 STUDY THE EXISTING AIR-CONDITIONING SYSTEM

- 3.1.1 The Consultant has to study the existing AC system in detail and explore the possibility of use of its part in new AC system to be installed.
- 3.1.2 The part of the existing AC system which cannot be used any more in existing building has to be then divided into two parts i.e Usable and Non-usable parts.
- 3.1.3 The Consultant has to arrive at offset value of both the parts and prepare the tenders / quotation for the Auction of both the parts along with terms and conditions.

3.2 STUDY THE REQUIREMENTS OF AIR CONDITIONING FOR INFLIBNET OFFICE

- 3.2.1 The Consultant need to study in detail the requirement of Air-Conditioning for the INFLIBNET office.
- 3.2.2 Calculate TR capacity on the basis of Heat load calculations.
- 3.2.3 If required, Consultant may propose partitions and false ceilings to cut down the area of cooling.

3.3 PROJECT PLANNING & DESIGN:

- 3.3.1 Selection & suggestion for the most suited HVAC system to the client.
- 3.3.2 Advance planning for the provisions to be made with respect to civil structure to accommodate plant, piping & ducting.
- 3.3.3 Requirement of fresh Air and design for the same.
- 3.3.4 Design of AHU
- 3.3.5 Design and location of Return Air ducts
- 3.3.6 The Consultant may also propose unitary or ductable AC at few locations where AC system may prove costlier.
- 3.3.7 To work out budgetary cost of the proposed HVAC scheme.

3.4 DETAIL DESIGN:

- 3.4.1 On approval of HVAC scheme, the detailed working includes Heat load calculations.
- 3.4.2 Detailed design of high & low side of the Air Conditioning System.
- 3.4.3 Design of HVAC system, ducting & piping designs & its layout, freezing the specification & suitable selection of Plant, AHU, Pumps etc.
- 3.4.4 The Air-Conditioning plant proposed must be Energy Efficient, Economical, Durable and with minimum maintenance.
- 3.4.5 Calculate Life cycle of the proposed Air-Conditioning plant.

3.5 EXECUTION:

- 3.5.1 Consultant to prepare tender papers based on the approved Design.
- 3.5.2 Consultant to prepare Technical Bid, Price Bid, working drawings, Terms and conditions of the contract along with complete set of bid document along with BOQ based on R&B SOR. Consultant to prepare RA for non-SOR items.
- 3.5.3 The consultant is required to pay periodic site visits & supervision till the system is executed and commissioned to the satisfaction of client.
- 3.5.4 The consultant is required to scrutinize the bill submitted by contractor and certify for payment.

- 3.5.5 The Consultant shall have carry out / execute all other type of works as required for the installations and commissioning of the new AC system

3.6 The quantum of work to be discharged is as below:

- 3.6.1 Thoroughly inspect the existing AC system and pick up the usable parts and discard the rest.
 - 3.6.2 Decide the upset value of the discarded parts.
 - 3.6.3 Now design the new AC system as per the requirement of the client.
 - 3.6.4 Arrive at the TR capacity after Heat load calculations.
 - 3.6.5 Submit different alternative AC systems with estimated costs to client with operating costs & Life cycle costs too.
 - 3.6.6 Work out a detailed estimated cost of the approved AC system along with High side and Low side
 - 3.6.7 Prepare tender papers for two bid systems with Technical bid and Price bid.
 - 3.6.8 Prepare a comparative statement and submit it to the client for approval.
 - 3.6.9 Set a kick-off meeting with the contractor and explain to him the entire work.
 - 3.6.10 Supervise the work.
 - 3.6.11 Certify the bills.
 - 3.6.12 Supervise the installation and commissioning of the AC plant.
 - 3.6.13 Certify the completion of work.
- The Consultant shall have to visit INFLIBNET many times as and when required by the Centre for all the above-stated works.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Eligibility (Pre-qualification) Criteria

Annexure T-I

Mention Page Numbers

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
1.	Firms must be a firm/ agency/ company that should be registered with appropriate authorities	Certificate of Commencement of business (Certificate of incorporation) Certificate consequent to change of name, if applicable		
2.	Consultancy firm need to have executed minimum of 3 projects of minimum 200 TR Capacity at a recognized Institution in the last 2 years	Certified documents of Work orders/completion certificate		
3.	Principal Consultant should have a minimum of 15 yrs of experience solely as an HVAC consultant. In case of HVAC Consultancy firm registered as a partnership firm then all the partners need to have a minimum experience of 15 yrs. solely as an HVAC consultant	Certified documents of Work orders/completion certificate		
4.	Principal consultants should be minimum qualified as Graduate Mech. Engineer	Detailed information On the letterhead of the Firms		
5.	Principal consultant should have a permanent association of minimum of 10 years with the firm submitting the offer	Proof for the same		
6.	Firms must have GST registration certificate issued by competent authority	Attested copy of GST registration certificate.		
7.	Firms must have PAN/TAN/GIR card.	Attested copy of PAN/GIR/TAN Card		
8.	Earnest Money Deposit (EMD) of Rs. 6,000/-	Soft copy attached with technical RFP.		
9.	Firm's Details	Annexure T-II [On the letterhead of the Firms]		
10.	RFP form	Annexure T-III [On the letterhead of the Firms]		
11.	Declaration of Firms	Annexure T-IV [On the letterhead of the Firms]		
12.	Declaration of blacklisting/Non Blacklisting	Annexure-T-V [On the letterhead of the Firms]		

13.	Details of Firm's Experience of similar services	Annexure T-VI [On the letterhead of the Firms]		
14.	Annual turnover of the Firms for each year for past 3 Years.	Annexure T-VII [On the letterhead of the Firms]		
15.	Certificate for the site inspection	Annexure T-VIII [On the letterhead of the Firms]		

- **While evaluating RFPs, the document required against above eligibility criteria shall be provided as per this RFP as Annexures. Firm shall self-certify each page of the RFP document in token of its understanding / acceptance by signing it and upload the same on CPP Portal (<https://eprocure.gov.in/eprocure/app>)**
- The Firms is required to submit the all above required documents self-attested photocopies of the respective documents along with the Technical RFP, failing which their RFPs may be summarily/out rightly rejected and may not be considered.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Bidder's Details

[On the letterhead of the Bidder]

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

Date:

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

BID FORM

[On the letterhead of the Bidder]

To
INFLIBNET CENTRE
Infocity, Gandhinagar

SUB: REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FROM EXPERIENCED AND REPUTED HEATING AND VENTILATION AIR CONDITIONING SYSTEM (HVAC SYSTEM) FIRMS FOR REPLACING EXISTING TWO STAGE EVAPORATIVE COOLING SYSTEM WITH CENTRALIZED AIR-CONDITIONING SYSTEM OR DUCTABLE SYSTEM OR COMBINATION OF BOTH SYSTEM, AT INFORMATION & LIBRARY NETWORK CENTRE, INFOCITY, 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/HVAC/RFP/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 the issued work order.

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:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

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.

Date:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING

[On the letterhead of the Bidder]

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.

Date:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

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.

Annexure T-VI

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		

Date:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

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

- **Copies of work orders should be attached with the page no.**
- **Separate sheet may be used to submit the information.**

Date:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure T-VIII

CERTIFICATE OF SITE INSPECTION

[On the letterhead of the Bidder]

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: _____

PRICE BID BOQ					
Tender Inviting Authority: The Director, INFLIBNET Centre, Gandhinagar					
Name of Work: REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES FROM EXPERIENCED AND REPUTED HEATING AND VENTILATION AIR CONDITIONING SYSTEM (HVAC SYSTEM) FIRMS FOR REPLACING EXISTING TWO STAGE EVAPORATIVE COOLING SYSTEM WITH CENTALIZED AIR-CONDITIONING SYSTEM OR DUCTABLE SYSTEM OR COMBINATION OF BOTH SYSTEM, AT INFORMATION & LIBRARY NETWORK CENTRE, INFOCITY, GANDHINAGAR					
Contract No: INF/PUR/HVAC/RFP/2022-23					
Name of the Bidder/ Bidding Firm / Company :					
<p align="center">PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (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) Note: The Charges shall be in accordance with the Scope of Work and Terms of Payment laid down in the RFP document.</p>					
NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Consultancy Charges as per scope of work	GST in Percentage	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	7	8	14	15
1.01	CONSULTANCY CHARGES FOR REPLACING EXISTING TWO STAGE EVAPORATIVE COOLING SYSTEM WITH CENTALIZED AIR-CONDITIONING SYSTEM OR DUCTABLE SYSTEM OR COMBINATION OF BOTH SYSTEM, AT INFORMATION & LIBRARY NETWORK CENTRE, INFOCITY, GANDHINAGAR			0.00	INR Zero Only
Total in Figures				0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only				