



TENDER FOR

**“ANNUAL OPERATION AND MAINTENANCE OF
AIR-CONDITIONING PACKAGE UNITS AND COMPREHENSIVE
MAINTENANCE OF OTHER INDIVIDUAL AC UNITS AT HARISH-
CHANDRA RESEARCH INSTITUTE, CHHATNAG ROAD, JHUNSI,
ALLAHABAD -211 019”**

PART- 1 (TECHNICAL BID)

TENDER NOTICE NO. HRI/19/2018

Harish-Chandra Research Institute

Chhatnag Road, Jhunsi, Allahabad

Inviting Tender for

**ANNUAL OPERATION AND MAINTENANCE OF AIR-CONDITIONING PACKAGE UNITS &
COMPREHENSIVE MAINTENANCE OF OTHER INDIVIDUAL AC UNITS AT HARISH-CHANDRA
RESEARCH INSTITUTE, CHHATNAG ROAD, JHUNSI, ALLAHABAD -211 019**

Bid Reference No. : NIT – HRI/19/2018

Last date and time for submission of bids : 30.11.2018 up-to 1500 Hrs.

Date and time of opening of Bid : 30.11.2018 up-to 1530 Hrs.

Place of Opening of Bids : Harish-Chandra Research Institute
Chhatnag Road, Jhunsi, Allahabad-211019

The dates for submission and opening of the tender mentioned above are final. In case some other dates for these are mentioned elsewhere in the tender document, the above shall prevail over them.

Address for any clarification/communication : Mr. Ajay Srivastava SO-C,
0532-2274333,
ajay@hri.res.in),
Mr. Manish Sharma SO-E,
0532-227 4358,
manish@hri.res.in)
ENGINEERING SECTION,
HARISH-CHANDRA RESEARCH
INSTITUTE, ALLAHABAD

This document contains : 19 Pages

It will be the responsibility of the bidders to check website <http://www.hri.res.in> for any amendment through corrigendum in the tender document. In case of any amendment, bidders will have to incorporate the amendments in their bid accordingly.

Sd/-
Seal & Signature of Registrar

Harish-Chandra Research Institute
Chhatnag Road, Jhunsi, Allahabad

Name of work: “Annual Operation and maintenance of Air-conditioning Package units & Comprehensive maintenance of other individual AC units” at Harish-Chandra Research Institute, Allahabad

Tender Notice No.: HRI/19/2018

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Harish-Chandra Research Institute

Chhatnag Road, Jhunsi, Allahabad

Check list

<i>Sl. No.</i>	<i>Description</i>	<i>Party has to specify whether they have submitted the relevant details with their technical bid in YES or NO</i>
1.	Proof of average annual turnover(Ref. point no. 5a of terms & conditions)	
2.	Experience of having successfully completed works(Ref. point no. 5b of terms & conditions)	
3.	Attested copy of PAN & GST....(Ref. point no. 5c & 6 of terms & conditions)	
4.	Earnest Money Deposit of Rs. 33,600/-(Ref. point no. 10 of terms & conditions)	

Signature of the tenderer
Address & Seal

SECTION - I

NOTICE INVITING TENDERS

HARISH-CHANDRA RESEARCH INSTITUTE
CHHATNAG, ROAD, JHUNSI, ALLAHABAD – 211 019

TENDER NOTICE NO. HRI/19/2018

On behalf of the Director, Harish-Chandra Research Institute, sealed tenders are invited (in Two bids) from eligible Firms up-to **3.00 p.m.** on **30.11.2018** and only technical bid shall be opened at **3.30 p.m.** on the same day for the work of “**Annual Operation and maintenance of Air-conditioning Package units & Comprehensive maintenance of other individual AC units**” at Harish-Chandra Research Institute, Allahabad

Estimated Cost	EMD	Performance Security	Security Deposit	Tender Cost
Rs. 16.8 lakhs	Rs. 33,600/-	@ 5% of tendered amount	@ 5% of tendered amount	Rs. 590/-

Interested parties may collect the Tender documents from the Accounts Officer, HRI on recommendation of Engineer, HRI on payment of tender cost (non Refundable) in cash from **31.10.2018** to **29.11.2018** during working days (11.00 a.m. to 4.00 p.m.).

The party may also download the tender document from HRI web-site address: <http://www.hri.res.in>. In that case they have to submit a Demand draft of the tender cost alongwith the technical bid of the tender.

Director, HRI reserves the right to accept or reject any or all the Tenders without assigning any reason.

Sd/-
Registrar
HRI, Allahabad.

SECTION - II

TERMS & CONDITIONS

“Annual Operation and maintenance of Air-conditioning Package units & Comprehensive maintenance of other individual AC units” at Harish-Chandra Research Institute, Allahabad

TERMS & CONDITIONS

Following instructions should be strictly followed while submitting your tender.

1. Your offer should valid for a period of **120 days** from the date of opening of technical bid.
2. Please note that your tender will not be considered unless it is received in sealed envelope super scribed with tender number and due date. It should be put in the Tender Box kept at Reception of Institute building, Harish-Chandra Research Institute at Chhatnag Road, Jhansi, Allahabad – 211 019.
3. Deadline for receipt of tenders (Part-1 & Part-2) is **3.00 p.m.** on or before **30.11.2018**. Late submission will not be entertained on any account. Part-1 (Technical bid) and part-2 (Price bid) will be in two separate envelop.
4. The Part-I of tender will be opened at the above office at **3.30 p.m.** on **30.11.2018** and your authorised representatives can be present at the time when the tenders are so opened and opening time of Part-2 (Price Bid) will be intimated later on to qualified bidder of Part-1 only. If on the day of opening of tender, holiday is declared in HRI then tender will be opened on next working day at same time.
5. Tenderer has to submit the following with technical bid for evaluation of their bid (Part-1).
 - a. Proof of average annual turnover of not less than Rs. 16.8 lakhs during last three years ending 31.03.2018
 - (i) Year 20015-2016
 - (ii) Year 2016-2017
 - (iii) Year 2017-2018
 - b. Experience of having successfully completed works during last seven years ending. 29.11.2018. The party has to submit work order copy, Performance and completion certificate of the concerned work:
 - 3 similar works completed costing not less than Rs.7.00 lakhs each OR
 - 2 similar works completed costing not less than Rs. 10.00 lakhs each OR
 - 1 similar works completed costing not less than Rs. 13.00 lakhsSimilar work shall mean: Operation and maintenance of Air conditioning units. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of application for tenders.

and

One completed similar work (either part of (b) or a separate one) costing not less than Rs. 7.0 lakhs with some Central/State Government Organization/Central Autonomous Body/Central Public Sector undertaking during last seven years ending 29.11.2018.
 - c. Full address of firm along with /Telephone no./Fax no./E-mail address :
 - d. Attested copy of PAN
6. The party should be registered under GST. They have to submit a proof of Registration with their technical bid otherwise they will not be considered in this tender.
7. If the bidders do not submit the required document/details with their bids then Institute may ask the bidders to submit the details/documents after opening of their bids. However, if three or more bidders are qualifying in the tender then bidders will not be asked to submit the details after opening of their bid.
8. If bidder do not quote rate of any item under schedule of quantities or left the rate column blank then their bid will be treated as unresponsive & not be considered

9. **In case the contractor leaves the work or shows unwillingness to do work within stipulated contract period then EMD, Performance security & Security money deposited by party will be forfeited to HRI.**
10. A deposit at call Receipt or Demand Draft/FDR of scheduled Bank guaranteed by the Reserve Bank of India for the **Earnest Money Deposit of Rs. 33,600/-** in favour of Registrar, HRI, Allahabad is to be enclosed with the Tender Document (part-1) at the time of submission. No exemption in earnest money shall be given. All tenders submitted without requisite amount of earnest money shall be rejected.
11. An amount equal to 5% of tendered value towards Security Deposit shall be recovered. This amount will be recovered @ 10% from your each bill till the amount deducted is equal to concerned security deposit amount. The security money will be returned after 03 months from the date of completion of work and submission of certificate by contractor that there is no statutory liability (taxes etc.) due on him for this work. In addition the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as performance security within the period prescribed for commencement of the work in the letter of award issued to contractor and will be released alongwith the final bill.
12. As the nature of work is maintenance type therefore party has to attend any problem at the earliest within 48 hours. If party do not attend the problem within the period (without any justified reason and accepted by competent authority of HRI) then penalty @ 0.1% per day of order value will be imposed till the period when problem is resolved. During this period payment will also not be paid for concerned default unit. If it is found that contractor is not taking interest for addressing the problem deliberately then contract may be terminated also and in the case EMD & Security deposit may be forfeited.
13. The schedules of quantities are having four parts. The maintenance of parts A, B & D will be regular & C as and when required. The no. of AC units in each part may also be increased or decreased. In that case payment will be made on pro-rata (per ton) basis by converting whole amount of concerned parts by total tonnage capacity in respective part.
14. The financial bid will be opened only of the qualified bidder under technical bids.
15. Evaluation criteria of lowest bidder - The bidder will be finalized based on total lowest quoted amount under (Part-A+ Part-B +Part-C + Part-D) with weightage. The total value will be calculated based on 90% weightage of quoted amount under part A, B & D and 10% weightage of quoted amount under part C.
16. Tender containing erasures or alterations will not be considered. Any printed condition provided by the bidders will not be accepted by HRI.
17. You shall in separate sheet to the tender, furnish in case you are a partnership firm of joint Hindu family concern, the names and full particulars of the partners of the members of the joint Hindu family owning the concern. The tender must be signed by the authorized person only (Proprietor/power of attorney/By all partners etc. as applicable).
18. Party has to ensure gate entry (at Security gate, HRI) for any material before bringing at site. In this connection, they have to submit challan copy of materials in Engineering office at HRI for records.
19. Contractor has to make their own arrangement for staying their labourers as Institute will not allow any labourers inside the campus after working period.
20. **Payment terms:** Quarterly advance payment as per work order value may be released against equal amount of Bank Guarantee. The party may claim GST if applicable in this work with their bill. Institute will pay the amount for GST. However, the liability of depositing tax (GST) to concerned Department will be totally on the contractor. If contractor is unable to pay BG/ other security against advance then payment will be released after completion of each quarter of work.
21. **In case any discrepancy between terms & conditions and General condition of tender then terms & condition of tender shall take precedence.**

22. Procedure for dealing with ambiguities in rates: That if on check there are differences between the rates given by the contractor in words and in figures or in amount worked out by him, the following procedure shall be followed:
- a. When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the contractor shall be taken as correct.
 - b. When the amount of an item is not worked out by the contractor, or if it does not correspond with the rates written either in figures or in words, then the rate quoted by the contractor in words shall be taken as correct.
 - b. When the rate quoted by the contractor in figures and in words tallies, but the amount is not worked out correctly, the rates quoted by the contractor shall be taken as correct and not the amount.
23. Party has to submit a letter with their technical bid that they have gone through the specification of the work as mentioned in schedule of quantities of financial bid and they will follow the same if work is awarded to them. In case of any deviation, they should clearly mention in the letter.
24. The Contractor shall agree and undertake to totally indemnify HRI against all expenses, claims, payments, dues, fines, penalties, compensations, liabilities, and losses whatsoever which the HRI may suffer due to the default, violations, omissions thefts, or non-compliance of the statutory and/or contractual obligations committed by the Contractor or its employed. The HRI shall also have the right to deduct and recover all such losses and expenses etc. from any payments due to the Contractor besides seeking appropriate legal remedies for the balance amount or relief, if any.
25. All labour regulation applicable by the central Labour Commissioner of Govt. of India shall be adhered to strictly.
26. **The period of contract is for two years. However, initially it will be awarded for one year & based on satisfactory performance it may be renewed for another year with a condition regarding increase or decrease in quantity of work during the working period.**
27. Don't detach any paper from the tender document and put the signature at all the papers of the tender document.
28. For any information/clarification in this tender, you may contact Engineering Section, HARISH-CHANDRA RESEARCH INSTITUTE, during office hrs. (10.00 a.m. to 4.30 p.m.) on any working days.
29. Decision of the Director of the Institute will be final & binding to all concerned.
30. Director, Harish-Chandra Research Institute reserves the right to reject any or all tenders without assigning any reason whatsoever. Harish-Chandra Research Institute would not be under any obligation to give any clarifications to those contractors whose tenders have been rejected.
31. All disputes will be subject to Allahabad jurisdiction.

Note: The contractor acknowledge that he has satisfied himself as to the nature and location of the work before submitting the tender.

DECLARATION BY THE CONTRACTOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 31. This is also certified that I/We/our principal manufacturing firms have no objection in signing the contract if the opportunity for the items against this tender is given to me/us.

Date:

Address:

Signature:

Name:

Designation:

On behalf of company Seal:

Scope of work & other condition

Scope of work – For Part- A

- (i) Contractor shall attend any break down calls free of charge during working hours.
- (ii) Contractor shall periodically check & service the plant in every three months and monitor the performance of pumps, compressor, motors, etc., and defective parts will be serviced/replaced.
- (iii) Contractor shall check the performance for blower motors, check and adjust the belt tensions.
- (iv) Contractor shall clean and service the electrical panel board (Inside the package units) and clean all contact points and tighten any loose connections. Defective parts if any shall be replaced.
- (v) Contractor shall provide all consumables like refrigerant gas, compressor oil, fuses and other electrical control components like relays, overload, selector switches, rubber belts & bearing etc.
- (vi) Contractor shall overhaul the plant once in a year preferably during winter months.
- (vii) Cooling Tower will be serviced & attended to and contractor will clean the pump, filters and nozzles etc.
- (viii) Contractor shall de-scale the condensers twice in a year by de-scaling solutions.
- (ix) Repair/Replacement of compressor, Motor & Filters etc.
- (x) Contractor shall clean the Air filters, water tank on regular basis.
- (xi) Replacement of strip heaters.
- (xii) Critical spares inventory will be maintained by the contractor as per HRI requirements.
- (xiii) Replacement of Evaporator coils.

Scope of work – For Part- B & D

- a. Routine cleaning of the machine filter
- b. Replacement of all the required parts including compressor etc.
- c. Replacement and top-up of cooling Gas as and when required.
- d. Service engineer has to visit minimum once in a week for routine check of machine & on call basis.
- e. Two essential services of each machine will be required, one at the time of starting the contract and second at the time of closing the summer season.

Other condition

- 1. Any kind of civil/masonry work support will be provided by HRI:
- 2. The staff to be engaged by the contractor shall have minimum qualification as below. The staff to be engaged at site in consideration of round the clock operation of plant. However, operation time may be changed as per requirement therefore contractor has to engage their suitable manpower accordingly.

SUPERVISOR:

Should have B-tech in Electrical/Mechanical with 3 years' experience in similar type of work or 3 years Diploma in Electrical/Mechanical and specialization in Refrigeration and Ac's with 5 years' experience similar type of work.

OPERATORS:

Should have 2 years ITI or equivalent certificate in Refrigeration and Air conditioning and minimum 05 years' experience to run the similar type of AC plants.

HELPER:

Should have at-least 10th std. pass and knowledge & minimum 3 years' experience in handling of Electrical and Ac's equipment (parts and equipments)

3. Any damage or injury to the person so deployed by the contractor or by other persons and any damage to the property within the HRI due to negligence of contractor or his representative shall be sole responsibility of the contractor.
4. Any lapse on the part of the tenderer/agency in the discharge of their duties which may result in monetary loss or loss of reputation to HRI will result in imposition of penalties at the discretion of the competent authority.
5. In case of any dispute/difference arising out of the terms and conditions mentioned above, the same should be referred to the Director HRI whose decision shall be final.
6. Contractor should make all their staff payment as per minimum wages through the account payee cheque only.
7. Contractor will insure that disbursement of staff payment will be done before 7th of every month.
8. Before quoting the rate Tenderer/agency are advised to visit the sites at HRI, Allahabad and acquaint themselves for the existing electrical fittings/fixtures/ installations/lights etc. at all premises.
9. The contractor shall provide uniform having badge indicating name of person on duty to all the staff deployed by him.
10. HRI will not provide any residential accommodation for the contract personnel for their stay at Allahabad. They should make their own arrangement for their stay at Allahabad
11. Any incident mishap of staff on duty shall be contractor's responsibility.

Detail of package Air-conditioning units to be maintained under part -A

Library Building:

Number of package units and description:

Ground Floor:

Description	Qty.	Capacity
a. Blue Stat Ltd. make package unit capacity-10TR comprising 02 nos. of compressors, condensing coils, evaporation coils, filters, blowers, electrical and control systems heaters.	04 Nos.	40 TR
b. M/s Feeders Lloyd make capacity-15TR package unit comprising 03 nos. of compressor, condensing coils, evaporation coils, filters, heaters, fan blowers and control & electrical circuits.	01 No.	15 TR

First Floor:

Blue Star Ltd. make package unit capacity-10 TR comprising 02 Nos. of compressors, condensing coils, evaporation coils, filters, blowers, electrical and control systems heaters	04 Nos.	40 TR
Total (Ground & First floor)		95 TR

Cooling towers and water circuits for condensing system:

01 no. 175 TR FRP Cooling Tower with water circuit and 2 nos. water circulation pumps complete for library building.

Detail of other individual AC units to be maintained under - Part -B

Sl. No.	Description	Qty.	Capacity
1	Tower AC of capacity 3.0 TR (Make: LG). Procurement period of concerned AC's are not more than 5 years	6 Nos.	18 TR
2	Tower AC of capacity 3.0 TR (Make: LG). Procurement period of concerned AC's are more than 5 years & less than 10 years	14 Nos.	42 TR
3	Tower AC of capacity 3.0 TR (Make: LG). Procurement period of concerned AC's are more than 10 years & less than 15 years	5 Nos.	15 TR
4	Tower AC of capacity 3.7 TR (Make: Daikin). Procurement period of concerned AC's are not more than 5 years	02 Nos.	7.4 TR
5	Tower AC of capacity 3.7 TR (Make: Daikin). Procurement period of concerned AC's are more than 5 years & less than 10 years	05 Nos.	18.5 TR
6	Cassette AC of capacity 4.0 TR (Make: LG). Procurement period of concerned AC's are more than 5 years & less than 10 years	02 Nos.	08 TR
7	Cassette AC of capacity 3.0 TR (Make: LG). Procurement period of concerned AC's are more than 5 years & less than 10 years	03 Nos.	09 TR
8	Cassette AC of capacity 2.0 TR (Make: LG). Procurement period of concerned AC's are more than 5 years & less than 10 years	02 Nos.	4 TR
9	Split AC of capacity 2.0 TR (Make: LG & Hitachi). Procurement period of concerned AC's are not more than 5 years.	16 Nos.	32 TR
10	Split AC of capacity 2.0 TR (Make: Blue star). Procurement period of concerned AC's are more than 10 years & less than 15 years.	17 Nos.	34 TR
11	Split AC of capacity 2.0 TR (Make: LG). Procurement period of concerned AC's are more than 5 years & less than 10 years.	07 Nos.	14 TR
12	Window AC of capacity 1.5 TR (Make: LG, Blue star, carrier & Samsung). Procurement period of concerned AC's are more than 10 years & less than 15 years.	14 Nos.	21 TR
13	Split AC of capacity 1.5 TR (Make: Hitachi). Procurement period of concerned AC's are not more than 5 years.	04 nos.	06 TR
14	Split AC of capacity 1.5 TR (Make: Blue Star). Procurement period of concerned AC's are more than 10 years & less than 15 years.	20 Nos.	30 TR
15	Water cooler of capacity 2TR (Make: LG) Procurement period of concerned Cooler are more than 10 years & less than 15 years	04 Nos.	08 TR
Total capacity			266.9 TR

Detail of package Air-conditioning units to be operated under part -C

Main Institute Buildings

Ground Floor:

Blue Star Ltd. make Package unit capacity - 16.5TR comprising 03 Nos. of scroll compressors, condensing coils, evaporation coils, filters, blowers, electrical and control systems heaters.	02 Nos.	33 TR
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First Floor:

Blue Star Ltd. make Package unit capacity - 16.5TR comprising 03 Nos. of scroll compressors, condensing coils, evaporation coils, filters, blowers, electrical and control systems heaters.	02 Nos.	33 TR
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Second Floor:

a. Blue Star Ltd. make package unit capacity- 16.5TR comprising 03 Nos. of scroll compressor condensing coils, evaporation coils, filters, blowers, electrical and control systems heaters	02 Nos.	33 TR
b. Blue Star Ltd. make capacity - 11TR. Comprising 02 Nos. of scroll compressors, condensing coils, evaporation coils, filters, flowers, electrical and control systems heaters	02 Nos.	22 TR
Total (Ground, First & Second floor)		121 TR

Cooling towers and water circuits for condensing system:

01 no. 200 TR FRP Cooling Tower with water circuit and 2 nos. water circulation pumps complete for Institute building.

Detail of other individual AC units to be maintained under part -D

Cluster area

Sl. No.	Description	Qty.	Capacity
1	Ductable AC of capacity 17.0 TR (Make: Carrier). Procurement period of concerned AC's are less than 5 years	02 Nos.	34 TR

PART-2
FINANCIAL BID

Name of work: “Annual Operation and maintenance of Air-conditioning Package units & Comprehensive maintenance of other individual AC units” at Harish-Chandra Research Institute, Allahabad

Schedule of quantities

Item Description	Qty.	Unit	Annual maintenance charge for one year (including all taxes) Amount in words & figure	
			Rs.	Ps.
<u>Part-A</u>				
Annual Operation & comprehensive maintenance charge for Air-conditioning Package unit of Library building having capacity (95 TR) with Cooling Tower & other accessories/equipments. Detail of plant mentioned under Annexure-A.	1	Job		
<u>Part-B</u>				
Annual comprehensive maintenance charge for other individual AC units (Tower AC, Cassette AC, Split AC & Window AC). The total capacities of all individual AC units are around 267 TR. Detail mentioned under Annexure-B.	1	Job		

Item no.	Item Description	Qty.	Unit	Annual maintenance charge for one year (including all taxes) Amount in words & figure Rs. Ps.
<u>Part-C</u>				
	Per day operation charge for Air-conditioning Package unit of Institute building having capacity (121 TR) with Cooling Tower under Annexure-C.	1	Job	
<u>Part-D</u>				
	Annual Operation & comprehensive maintenance charge for Air-conditioning Ductable unit of Cluster area having capacity (34 TR) & other accessories/equipments. Detail of plant mentioned under Annexure-D.	1	Job	
Total amount (Part-A+ Part-B +Part-C + Part-D)				

(Total amount in words Rupees: -----)

1. Party should quote their rate including all charges and **taxes (except GST)**. The party may claim GST if applicable in this work with their bill. Institute will pay the amount for GST. However, the liability of depositing tax (GST) to concerned Department will be totally on the contractor.
2. Evaluation criteria of lowest bidder - The bidder will be finalized based on total lowest quoted amount under (Part-A+ Part-B +Part-C + Part-D) with weightage. The total value will be calculated based on 90% weightage of quoted amount under part A, B & D and 10% weightage of quoted amount under part C.

Signature of Tenderer
Address & Seal