



प्लाज़्मा अनुसंधान संस्थान
INSTITUTE FOR PLASMA RESEARCH

**OPERATION AND MAINTENANCE
OF
AC EQUIPMENTS AND ACCESSORIES**

निकट इन्दिरा पुल, भाट, गांधीनगर 382428 (भारत)
NEAR INDIRA BRIDGE, BHAT, GANDHINAGAR 382 428 (INDIA)
दूर भाष / TELEPHONE : 91-079-23962260
फैक्स / FAX : (079) 2396 2277
ईमेल- / Email: stores@ipr.res.in

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निविदा फार्म/TENDER FORM

INSTITUTE FOR PLASMA RESEARCH

(An Aided Institute of
Department of Atomic Energy, Government of India)
Near Indira Bridge; Bhat; Gandhinagar-382428; India

Invitation to Tender and Instructions to Tenderers

Assistant Stores Officer, Institute for Plasma Research invites, online tenders **IN TWO PART** for **Operation and Maintenance of AC Equipments and accessories** as detailed in the Purchaser's Tender documents. The conditions of contract and instructions to tenderers which will govern the contract are given in tender documents.

If you are in a position to quote for in accordance with the requirements stated in the attached Tender Form please submit your quotation **online**.

Tender submitted by **fax/cable/telegram or any mode other than online will NOT be considered at all** and all such tenders will be rejected without any notice to the tenderer.

Yogesh Dadheech
Assistant Stores Officer
Phone: (079) 2396 2260
Email: yogesh.dadheech@ipr.res.in
Institute for Plasma Research

INSTRUCTION FOR ONLINE SUBMISSION

- 1) It is mandatory for all the applicants to have **class-III digital signature certificate** from any of the licensed Certifying Applicant to participate in e-tendering.
- 2) In order to participate in online e-tendering process, it is mandatory for the applicants to have **user ID & password** to get access to the website www.tenderwizard.com/DAE. The applicants have to get registered their firm / company with the service provider, M/s ITI Limited for user ID & password. The registration shall be done by paying an annual registration fees to M/s ITI Limited and completing other formalities as mentioned in the website, www.tenderwizard.com/DAE. Validity of online registration is for one year from the date of its issuance and may be renewed by paying the applicable amount. For assistance/clarifications please contact Mr. Sunil K Patel at mobile 09624981992, e-mail: twhelpdesk426@gmail.com or nodalofficer.et@ipr.res.in or All India Help line No: 91-80-40482000/18004255048, e-mail: daehelpdesk@tenderwizard.co.in.
- 3) The applicants, who have already obtained such valid user ID and password from M/s ITI Limited, for any other tender of DAE, need not obtain fresh user ID and password for the purpose of participation in the present tender.
- 4) The services for e-tendering is provided by M/s ITI Ltd., Tender wizard Help Desk Centre, # 24, 1st Floor, Sudha Complex, Near Havanoor Circle, 3rd Stage, 4th Block, Basaveshwaranagar, Bangalore – 560079, Ph: 91-80-40482000/18004255048, Telefax: 91-80-40482114, Email: daehelpdesk@tenderwizard.co.in.
- 5) The quotations shall be submitted online in the prescribed format before the date and time as mentioned in tender document. No other mode of submission is acceptable.
- 6) On successful e-payment of tender processing fees, the applicants can download the tender documents (including Excel sheets, if any) from the e-tendering portal.
- 7) Submission of the offer document after the due date and time shall not be permitted. Time being displayed on e-Tendering portal shall be final and binding on the applicant.
- 8) Applicants are advised to submit their documents well before the due date. Institute shall not be responsible for any delay in submission of documents for any reason including server and technical problems.
- 9) **Applicants are advised to fill all the details of the excel files of the Tender.**
- 10) In case of any problem with the submission of the offer documents, the applicant may have the assistance of helpdesk or use the help manual given on the said website or mobile and e-mail mentioned elsewhere.

**निविदा सूचना नं / TENDER NOTICE No. IPR/ST/TN-OMC/03/19-20 दिनांकित
17.09.2019**

निम्नलिखित के लिए प्रतिष्ठित और योग्य पार्टियों से ई-निविदा विधि के माध्यम से दो भाग में ऑनलाइन निविदा आमंत्रित की जाती है।

Online tender is invited in **TWO PART** through e-tendering mode from reputed and eligible parties for the following.

निविदा सूचना नं / NIT No.	IPR/ST/TN-OMC/03/19-20 dated 17.09.2019
कार्य का विवरण / Nature of Work	Operation and Maintenance of AC Equipments and accessories
कार्य की अवधि / Tenure of Contract	02 (Two) Years.
निविदा प्रक्रिया शुल्क Tender Processing Fee	Tender Processing Fee of ₹5,900.00 (Rupees Five Thousand Nine Hundred only) should be paid online through electronic mode to M/s ITI Limited.
बयाना राशि जमा / EMD	₹3,80,000.00 (Rupees Three Lakh Eighty Thousand Only) Note: Copy of Demand Draft to be uploaded with the quotation, Original DD should be sent to Institute on or before the specified tender closing date and time (see below)
निविदा दस्तावेज वेबसाइट पर देखने और डाउनलोड करने के लिए उपलब्ध है / Tender document available for view and downloading on website	10.00 Hrs. on 17.09.2019 to 12.55 Hrs. on 16.10.2019
निविदा दस्तावेज के संबंध में स्पष्टीकरण / Clarifications regarding Tender document	10.00 Hrs. on 23.09.2019 to 16.00 Hrs. on 30.09.2019
निविदा ऑनलाइन जमा करने की अंतिम तिथि / Closing of online submission of tenders	16.10.2019 at 13.00 Hrs.
तकनीकी बोली ऑनलाइन खोलने का समय और तिथि / Time and Date of online Opening of Technical Bid	16.10.2019 at 15.30 Hrs.
ऑनलाइन खोलने का समय और तिथि (मूल्य बोली) / Time and Date of online Opening of Price Bid	Will be declared later on

आवेदक www.tenderwizard.com/DAE वेबसाइट पर 30.09.2019 (16:00 बजे तक) तारीख तक अपने संदेह अपलोड करके निविदा दस्तावेज के संबंध में स्पष्टीकरण (बोली से पहले) प्राप्त कर सकता है। स्पष्टीकरण उसी वेब पोर्टल www.tenderwizard.com/DAE पर 11.10.2019 17:30 बजे तक अपलोड किए जाएंगे।

The applicant can seek clarifications (pre-bid) regarding the tender document up to 30.09.2019 (16:00 Hrs.) by uploading their queries on website www.tenderwizard.com/DAE. The clarifications will be uploaded on the same web portal www.tenderwizard.com/DAE by 11.10.2019 (17:30 Hrs.).

विस्तृत निविदा सूचना, योग्यता मानदंड और निविदा दस्तावेज के साथ वेबसाइट www.tenderwizard.com/DAE पर निःशुल्क देखने और डाउनलोड करने के लिए उपलब्ध है। ई-निविदा प्रक्रिया में भाग लेने के लिए, उपर्युक्त ई-निविदा पोर्टल पर रजिस्टर करना अनिवार्य है और डिजिटल हस्ताक्षर प्रमाणपत्र (श्रेणी-III) होना आवश्यक है। बोलीदाता नए रजिस्ट्रेशन/टेन्डरिंग में सहायता के लिए पञ्जी हेल्पडेस्क से daehelpdesk@tenderwizard.co.in पर संपर्क कर सकते हैं, फोन नंबर: (80)-40482000/ 9624981992/18004255048

Detailed tender notice along with Eligibility criteria and Tender Document is available on website www.tenderwizard.com/DAE for free view and downloading. For participating in the e-tendering process, it is mandatory to get registered on the above e-tender portal and required to have Digital Signature Certificate (Class -III). For new registration/ tendering help, bidders may contact DAE Helpdesk at daehelpdesk@tenderwizard.co.in Phone No: (80)-40482000/ 9624981992/ 18004255048.

इस निविदा सूचना की एक प्रति संस्थान की वेबसाइट www.ipr.res.in//purchasetenders.html पर भी उपलब्ध है। अधिक जानकारी के लिए, कृपया संपर्क करें: 079 23962260/2264, फ़ैक्स: 079 23962277

A copy of this tender notice is also available on the Institute's website www.ipr.res.in//purchasetenders.html. For further information, please contact: 079 23962260/2264, Fax: 079 23962277.

Tender Requirements for Eligibility & Qualification:

Note: Notwithstanding the tenderer's compliance to the following requirements the bids can be subjected to additional evaluation as necessary.

ELIGIBILITY QUALIFYING CRITERIA:

No.	Eligibility Criteria	Required documents
(i)	Bidder shall be Manufacturers of the screw/centrifugal chillers or their authorized service providers of any make	Copy of relevant certificate must be submitted
(ii)	Bidder shall have servicing facility/workshop in Ahmedabad / Gandhinagar.	Copy of relevant document must be submitted
(iii)	Experience of successfully carried out similar kind of Central Air Conditioning AMC works within the last seven years as on date of publication of this tender, shall be of minimum value as under: at least One AMC Work of minimum value of Rs. 57 lakhs/per year OR at least Two AMC Work of minimum value of Rs. 38 lakhs/per year OR at least Three AMC Work of minimum value of Rs. 28.5 lakhs/per year.	Copy of purchase order/work order with completion certificate with technical details, issued by client must be submitted
(iv)	Bidder should have minimum of five years of experience in Central Air Conditioning AMC business as on date of publication of this tender.	Copy of relevant document must be submitted
(v)	The bidder should not have incurred any loss in more than one year during the last three financial years i.e., FY15-16, FY16-17, and FY17-18.	Copy of Audited/CA certified profit/loss statement of the accounts must be submitted
Note	Similar kind of Central Air Conditioning AMC work means AMC of Screw/Centrifugal chillers and associated equipment	

OTHER COMPLIANCE & CONDITIONAL REQUIRMENTS:

- 1) Bid shall have compliance to the technical scope, general and special conditions of the contract without any deviations. No conditional compliance shall be acceptable.
- 2) Short listing of the bidders shall be subject to thorough verification of their credentials along with eligibility compliance, acceptance of technical scope, general and special conditions. If required, inspection of works either ongoing and/or carried out by Contractor by a technical evaluation committee shall be done.
- 3) Contractor must ensure to quote rate of each item. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as “0”. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as “0” (ZERO).
- 4) IF ANY INFORMATION FURNISHED by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in the Institute.
- 5) Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
- 6) If any tenderer withdraws his/her tender within the validity period and before award of work whichever is earlier or make any modifications in the terms and conditions of the tender which are not acceptable to the institute, then the institute shall without prejudice to any right or remedy, be at liberty to forfeit the Earnest money absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process of the same work.
- 7) Taxes :-
 - a. Contractor should be registered under GST The bidder should not consider GST in his rates.
 - b. Income Tax and Cess as applicable shall be deducted from each bill paid to the contractor.
 - c. Any other taxes/cess as per Government directives shall be deducted from each bill paid to the contractor, from time to time.

- 8) The successful bidder whose tender is accepted will be required to obtain Police Verification Certificate (PVC) issued by Office of the Superintending of Police of the concerned district at his own cost for all his workmen i.e. Engineers, Supervisors and Operators to work inside the Institute and should quote accordingly. The PVC will be valid for three years. In case of receipt of any adverse character and antecedent remarks/notification against the contractor/company/ firm/proprietor and/or his contract personnel, consequent to the security vetting, the Institute reserves absolute right to terminate the contract forthwith without assigning reason/show cause notice. Under the circumstances the contractor will have no right to claim any loss/liability that may be incurred as consequence to the above action initiated by the Institute. The Institute also reserves the right to forfeit in part/full performance guarantee and/or security deposit in possession of the institute for failure on part of the contractor

The institute reserves the right to accept / reject any prospective application without assigning any reason thereof. The institute does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all of the tenders received without assigning any reason. All tenders in which, any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.

<u>LIST OF MANDATORY DOCUMENTS TO BE UPLOADED</u>	
Sr. No.	Description
1	Copy of relevant certificate must be submitted as per Eligibility Criteria 1.
2	Copy of relevant document must be submitted as per Eligibility Criteria 2.
3	Copy of purchase order/work order with completion certificate with technical details, issued by client must be submitted as per Eligibility Criteria 3.
4	Copy of relevant document must be submitted as per Eligibility Criteria 4.
5	Copy of Audited/CA certified profit/loss statement of the accounts must be submitted as per Eligibility Criteria 5.
6	Income tax clearance certificate/latest IT return
7	Any other document that bidder feels necessary in support of his candidature.
8	Certificates :
i)	PAN (Permanent Account Number) Registration
i)	GST registration certificate
iii)	EPF/ESI Registration certificate
9	E-payment details towards cost of processing fee
10	Undertaking for having gone through the documents as per Technical Bid in the specified format.
NOTE:	
1	Scanned copy of original documents to be uploaded
2	In the event of work award, the documents submitted by the successful bidder shall be verified with originals before the award of work.
3	In case, if date of opening of bid is declared as Government holiday in the Institute then the date of opening shall be treated as next working day. No separate intimation given to bidders. However, date and time of online submission of bid shall remain unchanged.

(This need to be printed in Tenderer's letter head)

To
Assistant Stores Officer,
Institute for Plasma Research
Near Indira Bridge
Bhat
Gandhinagar-382428 (INDIA)

Dear Sir,

I/We have gone through the tendering conditions pertaining to the Tender and General Conditions of Contracts and Special Conditions of Contracts contained in Tender Documents. I/We hereby agree to the stores conforming to the tender specifications and also agree to abide by your General Conditions of Contracts and Special Conditions of Contract contained in the Tender document.

- You will be at liberty to accept any one or more of the item's rates offered by us and I/We shall be bound to comply with the Purchase Order/Contract.
- I/We hereby agree to keep the price valid for your acceptance for a period of 120 days from the date of opening of the Tender (Price Bid Section – V).
- I/We are also uploaded all the leaflets/catalogue, etc. pertaining to the Tender.

Yours faithfully
Stamp and Signature of the Tenderer