

SECTION I: INFORMATION & INSTRUCTIONS TO BIDDERS FOR TENDERING

The Executive Secretary, Indian Society for Technical Education at Indian Institute of Technology Campus, Shaheed Jeet Singh Marg, New Delhi invites on behalf of the Institute item rate tenders from Specialized Firms / Govt. Registered contractors of repute in single stage two bid system for the following work:-

Last date for submission of tender is **8th October 2018 by 5.00 p.m.**

1	Tender Reference No	NIT No.01/ISTE/2018-19		
2	Name of Work/ items	Proposed Heating Ventilation & Air-conditioning Work for Basement, Ground Floor, 1 st Floor, 2 nd Floor & 3 rd Floor for I.S.T.E.		
	Work Involves Supply, Installation, Testing and Commissioning of :-			
A	Split Air conditions and Variable Refrigerant Flow (VRF) Systems Includes Copper Piping between Indoor and outdoor units, Cassette units to be connected with Copper pipe (Hard/ Soft) to the VRF Unit being installed at Terrace level the Insulated Drain piping to nearest drain point, Control Cables. The Details are as under :-			
	Floors	1.5 TR Split A/c	2.0 TR Split A/C	Indoor Cassette Units with VRF
		Refrigerant Gas to consider – R 410/R-32 only		
	Basement		6 Nos	
	Ground Floor	4 Nos	3 Nos	2Nos @ 2 TR Each
	First Floor	6 Nos	1No	2Nos @ 2 TR Each
	Second Floor	6 Nos	1 No	2Nos @ 2 TR Each
	Third Floor	6 Nos	1 No	2Nos @ 2 TR Each
	VARIABLE REFRIGRANT FLOW SYSTEM to be Installed on Terrace	VRF to be considered for all the cassette units above – total 20 TR (i.e. Model 30 HP). Must include all Copper Piping (Hard/ Soft Piping) Raff nuts and Y joints, T Joint, EEV Control kits and all accessories with control wiring. Preferred Make – Samsung/ Mitsubishi/ Daikin/ LG		
B	Ventilation Systems for the following :-			
	Ground Floor/ First Floor (Inline Duct Fan)	Male Toilet & Handicap - @ 600 cfm 40 mm SP ducted with terminal Diffuser. – 1 on each Floor Female Toilet - @ 300 cfm, 25mm SP ducted with Terminal Diffuser. – 1 on Each Floor		
	Second Floor & Third Floor	Male Toilet and Female Toilet – Wall mounted Axial Flow Exhaust Fan – 500 cfm 20mm SP Capacity in each toilet		
	Ground Floor	Kitchen Hood with Exhaust station for one station to suit at site to be made of SS 304. Exhaust fan capacity of 2000 cfm		
	(Optional quote) for Stairwell pressurization	2500 CFM Stairwell pressurization fan @ 50mm TSP X 2 Nos for Staircase		

- A. The Bidder submitting the tender should read the schedule of quantities, additional conditions, additional specifications, particular specifications and other terms and conditions given in the notice. The site for the work is available for inspection. **The Bidder should visit the site of work and acquaint himself with the site conditions, design a suitable air conditioning system as per site requirement and give the quote for the self-designed system with detailed specifications in accordance with the requirements mentioned in the table above. No separate tender document will be issued by the society.**
- B. Tenders with any condition including that of conditional rebates shall be rejected forthwith. Rates of such tenders shall neither be read out, not be entered in the tender opening register at the time of opening of tender.
- C. Bidder must ensure to quote rate for each item. Therefore, if any cell is left blank and no rate is quoted by the Bidder, rate of such item(s) shall be treated as '0' (Zero).
- D. It will be obligatory on part of the Bidder to tender for all the component parts. The Institute reserves right to accept tender in full or in part. The Institute does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without assigning any reason. All bids in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the Bidders shall be summarily rejected.
- E. **The Earnest Money Deposit will have to be submitted in the form of a Demand Draft/Bankers' Cheque, drawn on a Scheduled Bank, in favour of "ISTE-BUILDING FUND" payable at New Delhi.**
- F. **Specialized Firms / Contractors who fulfill the following requirements shall only be eligible to apply. Applications from Joint ventures or consortium of companies will not be accepted or considered for participation.**
- (a) Should have average annual turnover of RS.30 Crores or more during the last Three (3) years ending 31st March 2018.
 - (i) At least one similar work should have been completed in Ministries/ Departments/Autonomous Bodies/Public Sector Undertakings under Government of India/private sector of repute
 - (b) Should have had a minimum average annual financial turnover (Gross) of Rs.30.0 crores on similar works during the last three consecutive balance sheets duly audited by a Chartered Accountant.
 - (c) Should not have incurred any loss in more than two years during the last five years ending 31st March 2018 for which balance sheets, duly certified by the Chartered Accountant, are available.
 - (d) Should have a bidding capacity equal to or more than Rs.10 crores.
 - (e) Should have a minimum solvency of Rs. 5 crores.

Bidders are advised to keep visiting the **ISTE** office from time to time (till the deadline for bid submission) for any updates in respect of the tender documents, if any. Failure to do so shall not absolve the Bidder of his liabilities to submit the tender complete in all respect including Updates thereof, if any.

- G.** The Bidder shall submit hard copy of the Eligibility Documents, along with Earnest Money Deposit and Tender processing fee at the office of **Executive Secretary, Indian Society for Technical Education at Indian Institute of Technology Campus, Shaheed Jeet Singh Marg, New Delhi, at New Delhi** on or before the last date specified above.
- H.** Bidders shall be required to pay a Tender Processing Fee (non-refundable) of Rs.15,000/- by way of a Demand Draft drawn in favour of **“ISTE-BUILDING FUND”**, payable at **New Delhi** .
- I.** The Tenderer shall submit the documents, on or before the last date and time specified above,
- J.** In case the lowest tendered amount (worked out on the basis of quoted rate of individual items) of two or more Bidders is the same, then such lowest Bidders may be asked to submit sealed revised offer quoting rate of each item of schedule of quantity for all sub sections/ sub heads as the case may be, but the revised quotes rate of each item of schedule of quantity for all sub sections / sub heads should not be higher than their respective original rate quoted already at the time of submission of tender. The lowest tender shall be decided on the basis of revised offer.
- K.** If the revised tendered amount (worked out on the basis of quoted rate of individual items) of two or more Bidders received in revised offer is again found to be equal, then the lowest tender among such Bidders shall be decided by a draw of lots in the presence of lowest Bidders who have quoted equal amount of their tenders.
- L.** In case any of such lowest Bidders in his revised offer quotes rate of any item more than their respective original rate quoted already at the time of submission of tender, then such revised offer shall be treated as invalid. Such case of revised offer of the lowest firm/contractor or case of refusal to submit revised offer by the lowest Bidder shall be treated as withdrawal of his tender before acceptance and 50% of his earnest money shall be forfeited.
- M.** In case all the lowest Bidders those who have tendered amount (as a result of their quoted rates of individual items), refuses to submit revised offers, then tenders are to be recalled after forfeiting of EMD of each lowest Bidder.
- N.** The tender for the works shall remain open for acceptance for a period of thirty days from the date of opening of Eligibility Documents. In case the Tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes 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 other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the Tenderer shall not be allowed to participate in the re-tendering process of the work.
- O.** Bidder, whose earnest money is forfeited because of non-submission of revised offer, or quoting higher revised rate (s) of any item(s) than their respective original rate quoted already at the time of submission of his bid shall not be allowed to participate in the re-tendering process of the work.
- P.** The tender inviting Authority shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest or any other tender.
- Q.** The Successful Tenderer shall be required to submit a Performance Guarantee of 5% (Five Percent) of the agreement amount within 15 days of issue of letter of intent. This guarantee shall be in the form of Fixed Deposit Receipts or Bank Guarantee from any Scheduled Bank or the State Bank of India in accordance with the prescribed form.

This period can be further extended by Engineer-in-Charge/Institute upto a maximum period of 7 days on the written request of the contractor, **however late fee will be charged @ 0.1% per day.**

- R. The Tenderer whose tender is accepted (Successful Tenderer/Bidder or Contractor) will also be required to furnish by way of Security Deposit for the fulfillment of his contract, an amount equal to 2.5% of the tendered value of the work. The Security deposit will be collected by deductions from the running bills of the Contractor at the rates mentioned above and the earnest money deposited at the time of tenders, will be treated as a part of the Security Deposit. The Security amount will also be accepted as Fixed Deposit Receipt or Bank Guarantee of a Scheduled Bank or State Bank of India.
- S. On acceptance of the tender, the name of the accredited representative(s) of the selected Contractor who would be responsible for taking instructions from the **ISTE New Delhi** shall be communicated in writing to the **ISTE New Delhi**. The selected Contractor shall give a list of Institute employees related to him.
- T. The Selected Contractor shall comply with the provisions of the Apprentices Act 1961, and the rules and orders issued there under from time to time. If he fails to do so, his failure will be a breach of the contract and the Accepting Authority may in his discretion, without prejudice to any other right or remedy available in law, cancel the Contract. The Selected Contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the said Act.
- U. Agreement shall be drawn with the successful bidder as per the format forming part of the Tender Documents. This Notice Inviting Tender shall form a part of the contract document. The successful bidder / tenderer, on acceptance of his bid by the Accepting Authority shall within 15 days from the letter of acceptance, sign the agreement consisting of :-

The Notice Inviting Tender, all the documents including special conditions, additional conditions, particular specifications and drawings, if any, forming part of the bid and the rates quoted at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.

Sd/-
Executive Secretary
Indian Society for Technical Education
Indian Institute of Technology Campus
Shaheed Jeet Singh Marg ,New Delhi

SECTION II - INFORMATION & GENERAL INSTRUCTIONS TO BIDDERS

1.0 General

- 1.1 The information called for should be furnished on a separate sheet. The Bidders are cautioned that not giving complete information called for or not giving it in clear terms or deliberately suppressing the information may result in the Bidder being summarily disqualified. Submissions made by telegram, fax, email or telex and those received late will not be entertained.
- 1.2 The Application should be type written. The Bidder's name should appear on each page of the Application.
- 1.3 The Application along with required documents should be submitted in Original and should be hard bound and each page serially numbered. All the pages should be duly signed in ink on each page & official seal stamped and should be submitted in a sealed envelope super scribing "Tender for Heating Ventilation & Air-conditioning Work for Basement, Ground Floor, 1st Floor, 2nd Floor & 3rd Floor for I.S.T.E.," addressed to **Executive Secretary, Indian Society for Technical Education at Indian Institute of Technology Campus, Shaheed Jeet Singh Marg, New Delhi.** Documents submitted in connection with this tender will be treated confidential and will not be returned.
- 1.4 Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the Bidder should be signed by an officer not below the rank of Executive Engineer or equivalent.
- 1.6 The Bidder is advised to attach any additional information which he thinks is necessary in regard to his capabilities to establish that the Bidder is capable to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Tender Application, unless it is called for by the Institute.
- 1.7 The Tender Application in prescribed form duly completed and signed shall be submitted along with a non-refundable processing fee of Rs.15,000/- (Rupees Fifteen thousand only) shall be submitted in a sealed cover. The processing fee shall be in the form of a Demand Draft/Banker's cheque drawn in favour of "**ISTE-BUILDING FUND**" from a scheduled Bank and payable at **New Delhi.**
- 1.8 The credentials submitted in respect of Tender Application shall be verified before award of work. Any information furnished by the Bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from any work awarded and from tendering/taking up of any other work in the Institute. If such Bidder happens to be enlisted contractor of any Govt. organisation, his name shall also be recommended for removal from the approved list of contractors.

- 1.9 Bidders are advised to keep visiting **ISTE New Delhi** office from time to time (till the deadline for Tender submission) for any updates in respect of the Tender notice, if any. Failure to do so shall not absolve the Bidder of his liabilities to submit its Tender Application complete in all respect including update, thereof, if any. Incomplete Application may be liable to rejection.

2.0 Definitions

In this document the following words and expressions have the meaning hereby assigned to them.

- 2.1 **Institute:** means **Indian Society for Technical Education**, acting through Executive Secretary, **ISTE, IIT Campus, Shaheed Jeet Singh Marg, New Delhi**.
- 2.2 **Bidder:** means a legal entity in the form of a proprietary firm, firm in partnership, limited company (private or public) or corporation acting through its authorized signatory. Wherever the generic expression 'he' is used to refer to a Bidder, it will refer to any bidder irrespective of gender.
- 2.3 **"Year"** means "Financial Year" unless stated otherwise.

3.0 Method of Application:

- 3.1 If the Bidder is a Proprietary Firm, the application shall be signed by the proprietor, with his full typewritten name, and full name of his Firm with its current address.
- 3.2 If the Bidder is a Firm in partnership, the application shall be signed by all the partners of the firm with their full typewritten names and current addresses, or, alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney shall accompany the Application. A certified copy of the partnership deed and current address of all partners of the firm shall also accompany the Application.
- 3.3 If the Bidder is a Limited Company or a Corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application. In such a case, a certified copy of the power of attorney shall accompany the application. The Bidder should also furnish a copy of the Certificate of Incorporation, Memorandum and Articles of Association duly authenticated by the statutory auditor and attested by Public Notary.
- 3.4 In case of Foreign entities, only entities having registered establishment in India for carrying out its operations for atleast last 7 years and meeting all other eligibility criteria, as mentioned in this document, may also apply.

4.0 Final decision making authority:

The Institute reserves the right to accept or reject any Tender and to annul the process and reject all tenders at any time, without assigning any reason or incurring any liability to the Bidders unless such action is warranted by actions of any bidder(s).

5.0 Particulars provisional:

The particulars of the work given above are provisional. They are liable to change and must be considered only as information to assist the Bidder to tender for proposed work.

6.0 Site visit:

The site for the work is available. The Bidders are advised to visit the site of work and its surrounding and obtain for himself on his own responsibility, all information that may be necessary for preparing the Tender. The cost of visiting the site shall be at the Bidder's own expense.

7.0 Eligibility Criteria:

7.1 Should have average annual turnover of Rs.30 Crores or more during the last Three (3) years ending 31st March 2018.

(ii) At least one similar work should have been completed in Ministries/ Departments/Autonomous Bodies/Public Sector Undertakings under Government of India / Private sector.

Components of works executed other than those included in definition of similar work shall be deducted while calculating cost of similar work. Bidder shall submit abstract of cost of work in support of this.

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 Applications.

7.2 The Bidder should have had a minimum average annual financial turnover (gross) of Rs. 30.0 crores on similar works during the last three consecutive balance sheets duly audited by Chartered Accountant. Year in which no turnover is shown should also be considered for working out the average.

7.3 The Bidder must submit an undertaking that the bidder is not in default of payment of Statutory dues (other than disputed dues being contested by the Bidder) and that up to date tax returns have been filed along with the payment of due taxes, and submit copies of such returns submitted to the IT Department/Department of Trade and Taxes.

7.4 The Bidder should not have incurred any loss in the more than two years during the last five years ending 31st March for which balance sheets, duly certified by the Chartered Accountant, are available.

7.5 The Bidder should have a minimum solvency of Rs.5 crores certified by his Bankers after date of issue of these Tender documents.

7.6 Bidder should not have been blacklisted by any State/Central Government Department/Autonomous Bodies or PSU. The bidder must submit a duly notarized affidavit to this effect. **Applications received without affidavit in original shall stand automatically rejected.**

7.7 The Bidder should own equipment required for the proper and timely execution of the work. The Bidder should furnish a list of these equipments.

7.8 The Bidder should have on his pay roll sufficient number of Technical and Administrative employees for the proper execution of the contract. The Bidder should submit a list of these employees clearly stating how they would be involved in this work.

7.9 The bidder shall submit the supporting documents such as:

- a) List of full-time technical staff (clearly mentioning regular/contract staff) proposed to be deployed for the work with name, qualification and experience, each alongwith complete CV, not exceeding 2 pages.
 - b) Attested copies of Degree/Diploma and experience certificate.
- 7.10 The Bidder's performance for each work completed in the last three years and in hand should be certified by an officer not below the rank of Executive Engineer or equivalent or Architect or Consultant in case of private sector.
- 7.11 The Bidder needs to make disclosure of any liquidated damages or penalties imposed on it by the clients towards delay in completion of project or for not meeting the contractual specifications, including issues relating to defects, workmanship and warranty obligations.
- 7.12 The Bidder will be required to give an undertaking that it would comply with all statutory laws and compliances, including those applicable to the sub-contractors appointed by him and indemnify the Institute of all implications and consequences resulting from any non-compliances due to any reasons whatsoever.

8.0 Financial Information :

Bidder should furnish the following financial information:

- (a) Annual financial statement for the last five (5) years). This should be supported by audited balance sheets and profit and loss accounts duly certified by the statutory auditor and copies of Income Tax Return filed with Income Tax Department.
- (b) Solvency certificate issued by a Scheduled Bank after date of issue of these Tender documents. Name and address of the bankers, identification of individuals familiar with the Bidder's financial standing and a banker's statement on availability of credit.

9.0 Experience in works highlighting experience in similar works:

- 9.1 Bidder should furnish the following:
- (a) List of all works of similar nature successfully completed during the last three years
 - (b) List of the projects under execution or awarded
- 9.2 Particulars of completed works and performance of the Bidder duly authenticated/certified by an officer not below the rank of Executive Engineer or Equivalent or Architect or Consultant in case of private sector should be furnished separately for each work completed or in progress.

10.0 Organization Information:

Bidder is required to submit the information in respect of his organization

11.0 Plant and equipment:

Bidder should furnish the list of plant and equipment

12.0 Financial Bids:

After evaluation of Eligibility Documents, a list of the qualified Bidders will be prepared. Financial Bids of the qualified Bidders will be opened on a later date. Date for Financial Bid's opening will be informed separately to the qualified Bidders.

13.0 Miscellaneous:

- 13.1 The Institute reserves the right, without being liable for any damages or obligation to inform the Bidders, to:
- (a) Reject any or all the Tenders without assigning any reason.
- 13.2 Any effort on the part of the Bidder or his agent to influence or pressurize the Institute would result in rejection of his Tender. Canvassing of any kind is prohibited.
- 13.3 Work shall be executed according to General Conditions of Contract forming part of the Tender Documents. The Institute reserves the right to modify any of the conditions, to its specific requirements.
- 13.4 The Bidding process shall be governed by, and construed in accordance with, the laws of India and the Courts at **New Delhi** (.) shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Bidding process.
- 13.5 The Institute, in its sole discretion and without incurring any obligations or liability, reserves the right, at any time, to;
- a) Suspend and/or cancel the Tender process and/or amend and/or supplement the Tender process or modify the dates or other terms and conditions relating thereto;
 - b) Consult any Bidder in order to receive clarification or further information;
 - c) Qualify or not to qualify any Bidder and/or to consult any Bidder in order to receive clarification or further information;
 - d) Retain any information and/or evidence submitted to the Institute by, on behalf of, and/or in relation to any Bidder; and/or
 - e) Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder;
 - f) Call for information from previous clients and evaluate the previous completed projects regarding all submissions including litigations;
 - g) Undertake physical verification of completed projects and interact with clients;
 - h) Call for information from taxation authority or by financial auditor, banker, chartered accountant engaged by the Bidder.
- 15.6 It shall be deemed that by submitting the Tender, the Bidder agrees and releases the authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder and the Tender Documents, pursuant here to, and/or in connection with the Tender process, to the fullest extent permitted by applicable law, and raise any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or in future.

Sd/-
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