



# INSTITUTE OF NANO SCIENCE AND TECHNOLOGY, MOHALI

(An autonomous Research Institute of Department of Science and Technology,  
Government of India)

Habitat Centre, Sec-64, Phase X, Mohali – 160062, PUNJAB

Phone No: 0172 – 2210075/74/73, Fax No: 0172 – 2211074

Website: [www.inst.ac.in](http://www.inst.ac.in), email: [purchase@inst.ac.in](mailto:purchase@inst.ac.in)

Ref. No. INST/12(24)/2014 – PUR

Date: 18<sup>th</sup> August, 2020

To

## **NOTICE INVITING QUOTATION**

Sir,

Sealed Quotations are invited on behalf of Director, INST for Annual Maintenance Contract, Dismantling/installation of Air Conditioners installed at Habitat Center, Phase 10, S.A.S Nagar, Mohali, INST Lab at IISER Mohali, and NPDL INST Lab at Sector 81, Mohali and INST labs at NABI & CIAB, **so as to reach at INST, Mohali latest by 9<sup>th</sup> September, 2020 upto 2.00 pm.** You may quote your rate item wise in the enclosed format. The sealed quotations received within due date and time will be opened on the same day at 3.00 pm in the presence of tenderers (if any). EMD of Rs. 5,000/- is mandatory required to be submit along with tender.

### **Note:**

*At present INST is functional at various locations i.e. Phase 10, NABI, CIAB, IISER Mohali, NPDL at Sector 81, Mohali. We have 92 ACs (90 Split ACs and 2 window Acs) installed at above mentioned labs. We are shifting to our new campus at Sector 81, Mohali where we have centralised air conditioner system facility. We need to remove all these ACs from the present locations and same will be installed at new campus as per requirement of the institute.*

**Before quoting, please read the instructions carefully mentioned overleaf.**

**NIQ can also be downloaded from INST website i.e. [www.inst.ac.in](http://www.inst.ac.in) or CPPP website i.e. [www.eprocure.gov.in](http://www.eprocure.gov.in).**

Yours faithfully

Sd/-  
Head of Office



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## **INSTRUCTIONS**

- i) Inquiry if any may be sent by Courier/Speed Post/E-mail and INST will not be liable for any kind of Postal delay.
- ii) The Quotation should be addressed to the Director INST, Mohali invariably giving on the envelop Reference No. With date and due date with time.
- iii) The Quantity mentioned in this inquiry shall be deemed to be only approximate and will not in any manner be binding on the Institute.
- iv) The Quotation should be enclosed in a sealed envelope.
- v) GST: The Institute is not exempted from the payment of GST. The rate (i.e., percentage of GST should be clearly indicated included or excluded) wherever chargeable. The Institute **GST No. is 03AAAI4829E1Z3.**
- vi) Quotation should have minimum validity of 90 days from the date of opening.
- vii) The rates quoted should be for each item separately otherwise your Quotation is liable to be ignored.
- viii) Late or delayed Quotation will not be accepted.
- ix) EMD: Tender fee/EMD is to be obtained from the bidders except those who are registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. The tenderer should submit Tender Fee/EMD amount as per tender ref. no. through NEFT/RTGS in INST Account. Account Details are as follows:
  - a. Name of Beneficiary: Institute of Nano Science and Technology (INST)
  - b. Account No. **2452201001102**
  - c. Name of Bank: **Canara Bank, Sector 34, Chandigarh**
  - d. IFS Code: **CNRB0002452**
  - e. MICR Code: **160015003**
  - f. Swift Code: **CNRBINBBFFC**The details of transaction for EMD viz. Name of bidder firm, Tender Description, Transaction ID/No. of Transfer, Transaction date, Amount of Transaction, Name of Bank, Address of Bank shall be furnished by the tenderer on their letterhead separately along with their tender.
- x) Refund of EMD: Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. In case of successful Tenderer, it will be retained till the successful and complete installation of the equipment.
- xi) Director has the right to reject to the Quotation and to split up the requirements or change any or all the above conditions without assigning any reason.



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## **Terms & Conditions:-**

- i) AMC Services shall be provided at INST, Sector 81, Main Campus, Mohali.
- ii) Minimum of 3 services for all the AC shall be provided during the period of AMC on quarterly basis in the month of February, June and September.
- iii) Breakdown call will be attended within 4 hours on receipt of information and resolved immediately.
- iv) The AMC is valid for a period of one year from the date of award of AMC and extended further for one more year if services are found satisfactory.
- v) AMC shall include condenser cleaning, small electronic parts, gas tubes, gas charging, capacitor, labour charges etc.
- vi) Bidder should have the workshop in the vicinity of the tricity.
- vii) Bidder should have ready stock of spares.
- viii) Service report on quarterly basis need to be submitted mentioning number of ACs labwise to the supervisor of the INST.
- ix) Director has the right decide whether to go for AMC or mentioning particular numbers for AMC.
- x) Bidder should have GST registration number.
- xi) Prices quoted in your quotation shall be clearly indicate viz. AMC service charges & GST if any.
- xii) Payment: 50% of the total AMC amount after the successful and satisfactory completion of service on half yearly basis and remaining on completion of the AMC period.
- xiii) Complete service should be done without any extra charges by your firm.
- xiv) The bidder should quote rates of AMC in Annexure – 1.

**Sign & Stamp of Tenderer**



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## Annexure - 1

### BID PARTICULARS

1. Name of the Firm : \_\_\_\_\_
2. Address of the Firm : \_\_\_\_\_
3. Online EMD submission information enclosed : Yes / No if Yes

Sr. No.	Particulars	EMD Details
i)	Transaction ID / UTR No.	
ii)	Transaction date:	
iii)	Amount of Transaction	
iv)	Name of Bank	
v)	Address of Bank	

4. Name and address of the Officer/contact person to whom all references shall be made regarding this tender enquiry.

Sr. No.	Particulars	Details
i)	Name:	
ii)	Address:	
iii)	Phone Number	
iv)	Fax	
v)	Mobile No.	
vi)	Email ID	
vii)	Website address	
viii)	GST No.	
ix)	PAN No.	



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## 5. Bank details:

i)	Name of Account Holder	
ii)	Account Number	
iii)	Name of Bank and Branch	
iv)	IFSC Code	

## 6. Price quoted for AMC of ACs:

Sr. No.	Description	AMC rate per AC	GST	Amount of AMC per AC including GST
1.	AMC of AC per unit			

Price quoted for Dismantling of ACs from present locations of INST:

Sr. No.	Description	Dismantling rate per AC	GST	Amount of dismantling rate per AC including GST
1.	Dismantling Charges			
2.	Any other charges, if any			

Price quoted for installation of ACs at INST New Campus at Sector 81, Mohali

Sr. No.	Description	installation rate per AC	GST	Amount of dismantling rate per AC including GST
1.	Installation Charges per unit			
2.	Gas filling Charges per unit per KG			
3.	Copper pipe rate per meter			
4.	Any other charges, if any			

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Sign & Stamp of Tenderer