



नैनो विज्ञान एवं प्रौद्योगिकी संस्थान

(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का एक स्वायत्त अनुसंधान संस्थान)

नॉलेज सिटी, सेक्टर - 81, एस.ए.एस. नगर, मोहाली - 140306, पंजाब

INSTITUTE OF NANO SCIENCE & TECHNOLOGY

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

Knowledge City, Sector-81, SAS Nagar, Mohali-140306, Punjab



वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

Ref. No. INST/12(24)/2014-Pur

Date: 20.03.2023

NOTICE INVITING TENDER

Subject: Tender for Annual Maintenance Contract (AMC) of Air Conditioners installed at Institute of Nano Science and Technology (INST), Campus, Knowledge City, Sector 81, Mohali, Punjab.

For and on behalf of INST online Tenders (Two bid system) are invited on CPPP e- Procurement website <https://eprocure.gov.in/eprocure/app> from eligible Manufacturers/ suppliers/ authorized dealers/ service providers for the Servicing / Repairing / Maintenance (AMC) of Air conditioners installed in INST Campus for the period of one year from the date of award of AMC.

Critical Date Sheet

S.N.	Particulars	Important Dates	Time	EMD	Tender processing Fees
1.	Issue of Tender documents	20.03.2023	10.00 AM	₹ 20,000/-	₹ 500 + GST 18% = ₹ 590/-
2.	Bid submission start date and time	20.03.2023	11.00 AM		
3.	Last date & time for submission of tender	10.04.2023	02.00 PM		
4.	Date & time of opening of Technical Bids	11.04.2023	03.00 PM		
5.	Date & time of opening of Financial Bids	Will be intimated separately to the successful bidders			

Chief Finance and Administrative Officer

1. Scope of Work:

- A. Bids are invited for Annual Maintenance Contract (AMC) of Air conditioners installed in Institute of Nano Science and Technology (INST), Campus, Knowledge City, Sector 81, Mohali, Punjab for the period of one year from the date of award of AMC. The details of items are as under:-

S.No.	Description of Items	Make	Capacity	Qty.*
1.	Split AC/ Tower AC	Voltas/Blue Star/Panasonic/Godrej	1/1.5/2 Ton	100 Approx.

(Note – Approximately 100 Air conditioners of various locations are installed in the campus).

- A. A complaint should be attended within 24 hours excluding holidays. Preventive servicing of machines shall be done at least twice a year. Washing of filter of Air conditioners shall be done every two month in normal case, however if required this may be done as required.
- B. INST has all the rights to cancel the contract agreement at any stage, if the services of the concern agency will not found satisfactory.
- C. The agency will take-care all the safety measure, while going for repair and maintenance.
- D. The bidders are advised to visit INST campus before participating in the said tender to check the physical conditions of all machines because AMC will be awarded to the successful agency on “As is where is basis”.
- E. The agency shall maintain service logbook/ file containing copy of the cards duly signed by the users and countersigned by INST officials.
- F. Time is the essence of this contract. In case, the contractor fails to adhere to the time schedule, INST shall have the absolute right to take up the work at the contractor’s risk and cost and recover any and all such expenses from the amount due to the contractor including Security Deposit. The Institute shall have the right to impose penalty commensurate with the fault and if any, shall be deducted from the bill.
- G. Contractor will be duly responsible for any accident or mishaps involving workers engaged by the contractor and the contractor would pay claims made on this part. The contractor shall indemnify the Institute from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor.
- H. The spare parts used for replacement shall be procured from the authorized dealer/service centre of same make/ quality as installed in new air conditioner with warranty or guarantee as per manufacturer. The cost for spare parts paid on actual basis.

Contract Period: Initially for one year from the date of issue of letter of AMC. The period of contract can be extended further up to two year depending upon satisfactory performance & mutual consent on same terms & conditions.

Break-down Services (BDS):

On call AMC services shall include attending to any complaint any time of the year, on receipt of verbal/written complaint from coordinating officer of INST. A record of the break-down calls attended duly acknowledged by the occupant or user of the AC & in his absence by the person in charge of the location of the AC, shall be maintained & displayed on the "Maintenance Card" kept with the AC & also copy of the same in records of the person in charge. Ordinarily a complaint must be attended within 4 hours whenever no change of part is involved, however, in case of requirement of change of sparepart, the complaint may be attended within 48 hours of its receipt.

Thereafter, under both the cases the delay in attending complaint shall attract a levy of compensation at the rate of Rs.300/- per day & per AC subject to a maximum of Rs. 2,500/- against the complaint. Thus after 5 days INST shall have the right to get the complaint rectified on his own through any other agency and the amount shall be recovered from the concerned agency.

Preventive Maintenance Services (PMS) Quarterly:

Every machine shall be serviced at least once every quarter. A record of such services duly acknowledged by the person using the machine or in his absence, in charge of the location of the AC shall be maintained.

Quarterly PMS shall include at least the following services:

- a. Checking selector switch, thermostat, relays, remote control etc.
- b. Checking motor bushings.
- c. Checking ground connections.
- d. Cleaning of blower and condenser fan.
- e. Cleaning the evaporator & condenser coils.
- f. Checking and tightening of nuts & bolts.
- g. Oiling the motors.
- h. Checking of the backup electrical power outlet/ MCB.
- i. Checking of the drive motors and fans.
- j. Over hauling of the AC, with chemical washing process.
- k. Checking cooling efficiency.
- l. Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
- m. Charging of Refrigerant Gas during the period of Contract if need arises.

A maintenance schedule mutually agreed upon will be prepared before commencement of the AMC. Any delay beyond the agreed schedule will attract penalty of 1% of Rate Contract value per day of delay or part there of subject to maximum deduction of 10% of the Rate Contract value.

Annual Maintenance Services:

The scope of work shall include all checks and tests as detailed under routine maintenance services. In addition annual maintenance services shall also include:

- a) Cleaning the condenser and evaporator coils with suitable detergent/chemical solution and flushing with high-pressure jet of water.
- b) Greasing of blower motors and all moving parts.

The above activities must be carried out within 15 (fifteen) days from the date of award of the contract or before commencement of the summer season.

2. Eligibility Criteria

The tenderers must fulfill the following eligibility criteria:-

- i. The Service Provider should have at least 03 years experience in AMC of Air conditioners related to works in the Central Govt./ State Govt./ PSU/ University/ Research Institute. Copies of work orders for last three years must be attached. Copies of minimum three Completion Certificates/ Performance Certificate must also be attached in which experience of minimum 50 AC's units in one work order. The Completion Certificate for last three years should contain Date of start, Date of completion, Value on completion etc.
- ii. Bidder should have authorized dealer of Panasonic/Blue Star/Voltas/Godrej.
- iii. The Annual financial turnover of the bidder during the last 03 Financial Years (2019-20, 2020-21 & 2021-22) ended 31st March, 2022 should be at least Rs. 15.00 Lakh (Attach audited copies of Balance Sheet, P&L Account Statement. The Certificate by CA regarding turnover must be attached.
- iv. The bidder should have sufficient work force and infrastructure resources to carry out such work.
- v. No subletting of work will be allowed at any stage.

Caution: All the bidders are specifically informed that while submitting tender, must ensure that signed documents as indicated in the tender documents are mandatory, otherwise tender will be similarly rejected and no second opportunity will be given to submit shortfall documents. In case of less bids, Institute has liberty to invite shortfall documents.

The agencies (registered with MSME /NSIC registration) willing to claim any relaxation/exemption in tender fee. Upload proper Udyog Adhar Certificate from both sides with specified validity and relevant service category. The bidders who are claiming relaxation/exemption are required to submit undertaking as per **Annexure-V**.

3. Bidding Procedure

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractor is advised to follow the instructions “Instructions to Bidder for Online Bid Submission”.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Bidding Application must be accompanied by the following:-

Technical Bid (Attached signed and stamped copy of each document)

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document (Scan Copies):

- i. **Proof for payment of Tender document Cost (Tender Fee)/ Earnest Money Deposit** and permanent address of the Firm/Agency/Person.

Bank Details of INST:

Name of Beneficiary : Institute of Nano Science and Technology (INST)
Account No. : 2452201001102
Name of Bank : Canara Bank, Sector 34, Chandigarh
IFS Code : CNRB0002452
MICR Code : 160015003
Swift Code : CNRBINBBFFC

- ii. Application Processing Fee of ₹ 590/- (including GST) and EMD ₹ 20,000/- through NEFT/RTGS/Online Transfer details are to be enclosed with the technical bid, failing which the tender will summarily rejected. The Application Process Fee is nonrefundable.
- iii. Chartered Accountant's signed statement for Annual Turnover of the F.Y. 2019-20, 2020-21 & 2021-22.
- iv. Copies of Audited Balance Sheet and Profit & Loss Account for the F.Y. 2019-20, 2020-21 & 2021- 22.
- v. Income Tax Returns for the previous years, 2019-20, 2020-21 & 2021-22.
- vi. Copies of Work Orders and Completion Certificates for last three years.
- vii. Incorporation details
- viii. PAN & GST details
- ix. Bank account details
- x. An Authorization Letter from bidder in favour of person signing tender documents.
- xi. Annexure No-I, Tender Form (Technical Bid) to be submitted on Letter Head, must be filled in completely. Page No is must to mention in the Annexure.
- xii. The Annexure No-IV, an undertaking to declare that Bidder has not been black listed in India and abroad must be submitted on Non-judicial Stamp Paper of Rs. 100.
- xiii. Complete Tender documents including Annexure (I, II, III & IV) and Annexure – V, if required, duly signed and stamped on each page.

Financial Bid

Price bid format in the form of BOQ_XXXXX.xls.

The tender not submitted in the prescribed formats or incomplete in detail is liable for rejection. INST is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delays.

4. Evaluation Procedure

The eligibility of bidders and their technical bid will be evaluated by the Technical Evaluation Committee on the basis of documents submitted by the bidders with the Technical Bid. The financial bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions laid down in the tender. In this regard the decision of Institute shall be final. The Award of Work will be made to overall L-1 Agency.

General Term & Conditions

- i. Acceptance of tender will be intimated to the successful tenderer through a letter of intent (LOI) duly signed by the authorized signatory of the institution.
- ii. Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.
- iii. **Validity of bids should be 180 days from the date of closing of tender.**
- iv. EMD of the successful bidder (L-1) converted into **Performance Security** and will be returned after the satisfactory completion of the Guarantee period without interest.
- v. **The EMD of unsuccessful bidder will be return after submission finalization of contract.**
- vi. **Conditional Tender will not be accepted.**
- vii. Tender without EMD & Tender Fee will be summarily rejected.
- viii. The Institute can ask any clarifications & documents at any stage of the procurement depending upon the circumstances to ascertain quality of material used in manufacturing of items.

- ix. All the documents attached with the technical bid should be properly tagged, numbered, signed and stamped by the competent authority.
- x. The EMD/performance security shall be forfeited in case:-
 - 1. If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
 - 2. If the bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity,
 - 3. Fails or refuse to execute the contract.
- xi. Fails to respond to queries by the INST Mohali.

5. Payment Terms

- i. Billing frequency for AMC work should be on quarterly basis i.e. agency can submit their bills after successful completion with successful/ satisfactory log report of every 03 months & payment will be done within 30 days from the date of bill submission if found complete & genuine in all respect.
 - ii. The payment of repairing may be made within 30 days from the date of bill submission, if found complete & genuine in all respects.
 - iii. No advance payment will be made for AMC.
 - iv. Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.
 - v. Copy of the "Maintenance Cards" signed by the user & countersigned by the person in charge of the section/subsection of the institute.
6. INST reserves the right to accept or reject any/all tenders without assigning any reason(s).
7. Tenders not on the prescribed Performa (attached), without requisite details, EMD and Processing Fee and received after the closing date/ time of tenders and tenders with any rider will summarily be rejected.
8. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practices, the tender of such firm will be rejected.

9. **Arbitration Clause:** That in case of any dispute between party of first part(INST) and the part of other party(Agency) arising out of or in relation to the agreement, the dispute shall be referred to Hon'ble Vice Chancellor for arbitration. The award of the said Arbitrator shall be binding upon both parties. The seat of the arbitration shall be at INST Mohali.

10. Right of Acceptance of Offer.

- (a) Buyer reserves the right to accept partly or reject any offer without assigning any reason thereof. The Buyer does not pledge itself to accept the lowest or any other tender and reserves to itself the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the Seller shall supply the same at the rate quoted.
- (b) In respect of enquiries, which call for procurement of more than one item, the Buyer reserves the right to consider and accept the offer for any of the items in the enquiry reserving the right to utilize the offer for balance items at a later stage within the validity of offer.

11. Force Majeure

Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 14 days of its occurrence informs in a written form the other party. Force majeure shall mean fires, floods, natural disasters or other acts such as war, turmoil, strikes, sabotage, explosions, and quarantine restriction beyond the control of either party.

12. Penalty for Use of Undue Influence

The Seller undertakes that he has not given, offered or promised to give, directly or indirectly any gift, consideration, reward, commission, fees brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or for borne to do any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government. Any breach of the aforesaid undertaking by the seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the seller) or the commission of any offers by the seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer/employee of the buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

13. Right to Variation Clause

To take care of any change in the requirement during the period between issue of RFP and conclusion of contract, Buyer reserves the right to increase or decrease the quantity of the required deliverables by 50% without any change in the terms & conditions and prices quoted by the Seller. While concluding the contract, the quantity can be accordingly increased or decreased at the same terms of conditions.

14. Liquidated Damages (LD)

In the event of the seller's failure to submit the Bonds/Guarantees/ Documents or/and supply/performance the items/services as per Delivery schedule specified in the contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The buyer may also deduct LD to the sum of 0.5% of the contract price of the delayed/undelivered stores/ services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores/services.

15. Cancellation of the Contract

INST shall have the right to terminate the Contract, arising out of finalization of this tender, in part or in full in any of the following cases :-

- a. The start of works is delayed for causes not attributable to Force Majeure for more than 10 days after the scheduled date of delivery.
- b. When both parties mutually agree to terminate the contract.

16. Modification and Withdrawal of Bids

Bidder can modify his bid any number of times before bid submission closing date and time. Bidder can also withdraw his bid before bid submission closing date and time. Withdrawn is allowed only once in a tender. If a bidder withdraws his bid, he cannot participate in the particular tender again.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of

each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed,
the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Tender Form (Technical Bid)

(To be submitted by the tenderer on their letter head. All Columns should be filled in documents prescribed at Sl. No. 2 (a) of other term & conditions should be enclosed)

S. N.	Particulars	Details (must be filled by bidder)	Document Placed at
1	Name of Firm with address, mobile/phone no. & e-mail.		Page No.
2	Tender Fee Details (NEFT Details)		Page No.
3	EMD Details (NEFT Details)		Page No.
4	Year of Incorporation of the agency (copy to be enclosed) along with the latest registered address of corporate office.		Page No.
5	The service provider should have at least 3 years experience in AMC/CAMC of Air conditioners to related works to the Central Govt. /State Govt./PSU/University/ Research Institute Attached the copy of work order for last 3 years. Experience of minimum 50 AC's units in one work order. Details of work carried out in Past with name of Deptt, Quantity, amount and successful compliance report/ work order.		Page No.
6	Turnover:- The annual financial turnover of the bidder during the last 3 financial years (2019-20, 2020-21 & 2021-22) ended 31st March 2022, should be at least Rs. 15.00 Lakh.		Page No.
7	Copies of audited Balance sheet and Profit & Loss Account for the F.Y. 2019-20, 2020-21 & 2021-22.	2019-20: Rs 2020-21: Rs. 2021-22: Rs.	Page No.
8	Income Tax. Returns for the previous year's 2019-20, 2020-21 & 2021-22.		Page No.
9	Incorporation details		Page No.
10	PAN & GST details		Page No.
11	Bank account details		Page No.
12	An Authorization Letter from bidder in favour of person signing tender documents.		Page No.
13	The Annexure No.-V, an undertaking to declare that Bidder has not been black listed in India and abroad must be submitted on Non-judicial Stamp Paper of Rs. 100.		Page No.

15	Complete Tender documents including Annexure (I, II& III) duly signed and stamped on each page.		Page No.
16	Annexure-V, if any.		Page No.

A Processing Fee and EMD demand draft bearing Nos..... dated drawn onis enclosed with Technical bid.

The above documents must be enclosed with proper pagination.

Signature.....

Name

.....

Address

.....

Mobile:.....

.

Seal of firm.

Date: -

Annexure -II

FINANCIAL BID

Rates for Annual Maintenance Contract (CAMC)

Sl.No	Description of Work / Item(s)	Unit Rate	Rate	GST	Rate With Tax
1.	Annual maintenance of Air Conditioner installed at INST Mohali				
2.	Installation Charges per AC				
3.	Copper Pipe rate per mtr				
4.	Drain Pipe rate per mtr				
5	Gas filling charges per KG				

Note: The L1 should be on the basis of Sr. No. 1 above i.e. AMC charges.

Annexure-III

**TENDER CONDITIONS ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date:

To,
The Director, INST
Mohali

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender/ Work: - **Tender for AMC of Air Conditioners installed at Institute of Nano Science and Technology, Knowledge City, Sector 81, Mohali, Punjab.**

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned „Tender/Work“ from the web site(s) namely:

CPPP e-Procurement website <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. 01 to 18 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , your department/ organization shall bear liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/right against deptt in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

UNDERTAKING

To,
The Director, INST
Mohali

Sir,

- 1 I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.
3. We will supply the goods in accordance to the specifications of the work order. At any stage, if it is found that the sub standard/deviation from the specifications/ design/quality has been made by us, we shall be liable for penalty and legal action.

Dated:

SIGNATURE OF THE TENDERER
WITH SEAL

NAME OF THE TENDERER
WITH ADDRESS

NOTE: Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 100/- (Rs One Hundred Only)

Annexure-V

Dated:

**Undertaking to Claim Exemption/Relaxation under
MSME/NSIC/Start up (to be submitted on Company
Letter head with stamp)**

I am (.....) is Owner/Director of
/s.....registeredwith MSME/NSIC/Start UpUnit
under... category.

- 1) Firm Name :
- 2) Udhog Adhaar No :
- 3) NSIC No :
- 4) Year of Registration :
- 5) Category of Registration (Manufacture/Dealer/Supplier):
- 6) Turnover :

As per the benefits extended to MSEs registered with NSIC under single point registration scheme, we are entitled for:

- 1. Exemption in Tender Fee

	:
	:
- 2. Exemption in EMD

	:
	:
- 3. Relaxation in Turnover

	:
	:

 How much Relaxation required (please specify)
- 4. Relaxation in Experience : How much Relaxation required (please specify)

(Kindly tick the box(es) for the same)

We are enclosing herewith relevant certificate and documents in support of our claim of exemption/relaxation of the same.

Signature of Authorized
signatoryName:

(Note: Undertaking must be submitted on company's letterhead duly signed and stamped)