



TENDER NOTICE

**Tata Institute Of Social Science ,
V.N.Purav Marg, Deonar , Mumbai-
400 088.**

Telephone :91-22-25525000

E-Mail :infomumbai@tiss.edu , Website : www.tiss.edu .

Tender Ref No.: **IDSLIBAC2022**

Date:20/07/2022

Name Of the Work : Tender for ‘ **Comprehensive Annual Maintenance Contract for VRF Air Conditioners located at library building, Main Campus**’.

Tender No.	:-	IDSLIBAC2022
Estimated cost	:-	Rs.4,50,000.00/-
Tender Fees	:-	
EMD	:-	Rs. 9,000/-
Tender Validity	:-	90 days from opening of bid
Type of Tender	:-	Item Rate Contract (Single Bid)
Tender issue date	:-	21/07/2022
Last date of Submission	:-	11/08/2022 (up to 4pm)
Pre-bid meeting	:-	-----
Financial bid opening	:-	12/08/2022 (Subject to availability of Competent authority)

Conditions of contract

Tenders for Item rate contract are invited by The Registrar , Tata Institute of Social Sciences, Deonar, Mumbai400088 “**AMC for ACs located at library building, Main Campus**”. The estimated cost of work is Rs.4,50,000.00/- including 18% GST which is a rough guess.

- The tender shall be in prescribed form consisting of NIT, Quote Sheet, Terms of contract which can be downloaded from website **www.tiss.edu** from **21/07/2022 to 11/08/2022**.

Tenders shall be submitted to the Office of Chief Engineer, Infrastructure development and support division, TISS, Mumbai 400 088 as per the instructions therein from **21/07/2022 to 11/08/2022 up to 16.00 hrs.** during office hours.

- Envelope Shall contain all the documents fulfilling the eligibility criteria and Schedule of Quantities (FINANCIAL BID SHEET) duly priced and completed in all respects. This shall not include any conditions whatsoever. In case any conditions are included, the same shall not be taken into consideration. Further, the tender in such case is liable to be rejected.
- The earnest money will be forfeited , if the contractor backs out after tendering or does not start the work within seven days after Date of work order.
- EMD shall be drawn by the name of ‘TATA INSTITUTE OF SOCIAL SCIENCES’
- On finalizing the tender , the Institute will return the EMD of unsuccessful tenderer .
- The acceptance of tender shall rest with The Registrar, Tata Institute of Social Sciences, who does not bound to accept the lowest tender and reserves the right to reject any or all of the tenders received without assigning any reason. The Registrar reserves the right of acceptance of whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Any attempt of influencing on tender process by the contractor shall not be entertained and his/her tenders shall be rejected. Team of TISS may visit sites of bidders before award of contract after verification of documents.
- Tenderers are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting their tender and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of site, whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
- All the tenders wherein the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. Tenders received without EMD will be summarily rejected.

Eligibility criteria

(i) Experience of having successfully completed works during the last 7 years ending previous day of last date of submission of tenders .

Three similar completed works, each costing not less than the amount equal to 40% of estimated cost put to tender,

Or

Two similar completed works, each costing not less than the amount equal to 60% of the estimated cost put to tender

Or

One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost.

(ii) Turnover: Average annual financial turnover on construction works should be at least 50% of the estimated cost put to tender during the immediate last three consecutive financial years.

(iii) Profit/loss : The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive balance sheet, duly audited and certified by the Chartered Accountant

(iv) Solvency Certificate: Solvency of the amount equal to 40% of the Estimated Cost put to tender (ECPT).

- Each bidder shall submit following documents including the tender document . Tender submitted without any of the following document will be disqualified from the bid process.

a) Notice Inviting Tender (NIT) duly signed by the bidder.

b) Terms of Contract duly signed by the bidder.

c) List of Clients and on-going projects during last 3 years.

d) Earnest Money deposit of **Rs9,000/= (interest free)** shall be drawn by the name 'TATA INSTITUTE OF SOCIAL SCIENCES' as per the instructions therein.

e) Documents certifying the eligibility criteria

f) PAN Card copy

g) GST registration copy.

h) In addition to above, the documents regarding satisfactory performance of works, personnel, establishment, plant, equipment etc. may be incorporated.

Financial Bid Sheet

As the tender is Item Rate Contract each bidder shall write the rate and calculated amount for each item individually. Total amount including GST shall be written at the end of the BID sheet as per prescribed format.

Scope of work

1. The representative of the vendor shall observe all security and safety norms in the campus.
2. Your Technician should inspect and submit a report regarding functioning of installed Acs on monthly basis.
3. The vendor has to carry out inspection, servicing, repairing, maintenance including the replacement of compatible spare parts. No spares, consumables and manpower will be

supplied by TISS. AMC shall cover servicing, repairing, and replacement of mechanical and electrical spares/parts/components etc.

4. Servicing shall be carried out at every quarter in a year. However, the representative of the vendor shall visit and attend the repairs as and when complaint is raised.

Performance guarantee

- 1) Performance guarantee of 5% of the tendered amount is to be submitted by vendor within 7 days of date of issue of tender. Retention amount of 5% will be deducted from each bill as a security against the performance, and will be released after completion of defect liability period of six months.

Bill payment and Advance

No advance will be paid against any bill or material. Contractor shall generate the invoice as per certified measurements and will be processed for payment after certification by institute engineer/ chief engineer. Vendor shall produce GST R1 and B2B along with the bill. Bill will not be accepted without B2B form.

Measurement and records

Contractor shall maintain regular work register in standard format and shall obtain the sign of end user at completion of work. Register shall include date, executed work, quantity etc. Contractor shall maintain this complaint register and shall produce as and when asked.

Compensation for delay of work

With maximum rate 5% (five percent) per month of delay to be computed on per day basis based on quantum of damage suffered due to stated delay on the part of Contractor.

Quality of material

Any material/ fitting to be installed in the institute shall be of ISI mark and IS standards. No lower quality/grade material is allowed. Contractor should surrender the removed material/fitting to institute. Newly installed material will be property of institute and no claims will be entertained.

Completion Certificate

. It is mandatory for the vendor to submit the Certificate saying 'Servicing is completed as per the contract and all ACs are functioning satisfactorily'. Contractor shall obtain completion certificate from Engineer in charge/Chief engineer before submitting bill of the particular quarter.

Suspension /Termination of work

TISS reserves the right to terminate/suspend the work with one day notice in case of unlawful activities, use of lower standard material/fittings, inferior work quality, break of contract etc.

Integrity Clause

- a) It is hereby specifically agreed that the firm/vendor/contractor will not pay offer, demand or accept bribes of any sort and that they shall disclose all commissions and similar expenses paid to anybody in connection with the contract.
- b) It is understood that violation of the aforesaid clause shall entail sanction, which could include loss or denial of contract, forfeiture of bid or performance security liability for damages, debarment for future contracts. Besides, action in accordance with law and criminal or disciplinary action against any, employee of the institute, who seeks, demands accepts bribes of any sort.
- c) The vendor/supplier/contractor shall declare that they have not been convicted by any court for any have not been formally investigated of a corruption crime and have not/will not resort to bribery or any other form of corruption in the context of the contract.
- d) Any misinformation or wrong declaration shall provide the TISS the right to cancel the contract unconditionally.

Standard Conditions

1. . The contractor shall complete the work within stipulated time frame as per the accepted rates and specifications as and when required basis.
2. The entire work shall be carried out by contractor in accordance with the conditions and specifications stipulated in the schedule of quantity/quotation and in the best workmanship manner and as per standard practice.
3. Materials required for satisfactory completion of work shall be of best quality, make, grade, as mentioned in quotation and / or conforming to Indian standard specification (latest edition), wherever applicable, and approved by Engineer In-Charge.
4. Contractor to quote the rates including all taxes other than GST, Octroi, entry tax and all other taxes. Any other charges incurred by contractor but not payable as per this work order, will not be paid / reimbursed. GST will be paid in addition to the quoted rates on production of B2B form.
5. Any damage to the Institute property will be made good at contractors risk and cost.
6. The Institute reserves the right to reject the bad work / or pay for the inferior quality work at reduced rates, as will be worked out by Institute. The Institute's decision in this regard will be final and binding on contractor.
7. Space for labour huts will not be provided in campus.

8. The Institute will not be held responsible for payment of any compensation to the laborers engaged by contractor. Contractor will pay all compensations etc. including accident compensations due to his laborers.
9. Implements / materials required for the work shall be provided by contractor. Institute's property/materials shall not be used by the contractor. A suitable penalty shall be charged if contractor fail to observe this condition.
10. Contractor shall follow all safety rules and security procedure that are in force and applicable during execution of work.
11. The contractor shall comply with the provisions of all acts, statutes, rules, regulations etc., of the central and state governments the case may be that may apply to his case. And if necessary get himself duly registered as require by the said acts, statutes, rules, regulation etc.
12. The Institute will not be held responsible for payment of any compensation to the labourers engaged by contractor. the labours can not claim any right for employment in TISS.
13. The contractor shall submit the running/final bills. These bills shall be paid after proper and thorough scrutiny by the Institute Engineer after submission of bill.
14. The contractor shall not at any time cause or permit any nuisance on the site or adjoining areas or do anything, which shall cause unnecessary disturbances or inconveniences to the owner, residents, guests, students etc.
15. Contractor shall obtain necessary gate pass; labor tokens from the security officer.
16. Contractor shall obtain prior permission for carrying out work on Sundays & holidays.
17. In case machine is not repairable in the premise, same shall be carried to your workshop at your own expenses with written permission of competent authority.
18. Method of work, specification, mode of measurement and other details wherever not mentioned should be followed as per Indian standard code of practice or as per engineer in charge's instructions.
19. Contractor shall intimate in advance and obtain prior approval before undertaking any extra items. The rate for such extra items, if approved, will be based on calculation of existing market rates.

20. If there is any abnormal increase or reduction in quantum of work as mentioned in NIT, no compensation or extra rate shall be paid on this accounts.
21. The owner will be at liberty to cancel some of the items from the contract. In such cases, the contractor cannot claim any compensation or percentage as profit.
22. The Contractor shall employ full-time technically qualified staff with adequate experience during the execution of the work.
23. The quality, time schedule for completion of work and well behavior with Client, and engineers of this project shall be essential & must for this project.
24. This contract shall be deemed to have been made in Mumbai and only the court of competent jurisdiction in Mumbai shall have jurisdiction to determine any question or dispute arising out of the contract.
25. On the completion of the works the contractor shall at his own cost clear away and remove from the site all construction material, equipments, surplus materials, rubbish and leave the entire site and works clean in a workmanship condition to the satisfaction of the employer.
26. Before starting of any work the contractor shall prepare detailed works schedule showing all milestones in order to complete the work in time and to the satisfaction of Architect/Engineer in charge
27. Vendor must submit work methodology/method statement & checklist prior to starting the work. Vendor will not be permitted to work unless method statement is approved.
28. Safety of the labours is entirely contractor's responsibility.
29. Contractor has to take out all the debris created during the work out of campus at his own cost.
30. Contractor must execute the work as per IS standards relevant to the particular work

BID SHEET



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V.N. Purav Marg, Deonar, Mumbai 400 088

Name of Work:- Tender For 'Comprehensive Annual Maintenance Contract for VRF Air Conditioners located at library building, Main Campus'.

Tender No :IDSLIBAC2022

BOQ : 'Comprehensive Annual Maintenance Contract for VRF Air Conditioners located at library building, Main Campus'.

Name Of The Bidder (Mandatory):

Sr.No.	Discriptions	Qty	Unit	Rate	Amount (Rs.)
1	Servicing (Quarterly Charges) for Comprehensive Annual Maintenance Contract for VRF Air Conditioners located at library building, Main Campus	4	No		0.00
	Total				0.00
	SGST 9%			9%	0.00
	CGST 9 %			9%	0.00
	Grand Total				0.00

Note:

Instructions To Bidders : The above BOQ sheet allow only enter the "Rate In Figures" in above "Coloured Blue Cells" only .The bidders can quote and allow only in above "Blue Cells" .

"This Is Electronic Spread Sheet Signaure Is Not Required"