



**PURCHASE & STORE SECTION  
JAMIA MILLIA ISLAMIA  
Jamia Nagar, New Delhi-110 025  
Ph: 011-26982759**

**E-Tender for CAMC of Water Coolers (150 ltrs & 400 ltrs)**

No.NIT-26/CMC/WC/PICO/RO/JMI/2021-II

Date: 11.02.2021

On behalf of the Vice-Chancellor, Jamia Millia Islamia (JMI), New Delhi, India, online bids (two bids system) are invited from reputed companies/firms for the CAMC of Water Coolers (150 ltrs & 400 ltrs) **(Total Nos.328 approx.)** installed at different departments/offices/centres of Jamia Millia Islamia, New Delhi. The CAMC will be awarded for a period of Two years & may be extended for another year, depending upon the performance. Bid documents with other terms & conditions can be downloaded from Website: <https://mhrd.euniwizarde.com> and be uploaded as per following:

<b>Last Date &amp; Time for online submission of bids</b>	<b>Estimated cost in Rupees</b>	<b>Date/Time for opening of Technical Bid</b>
26.02.2021 by 12:00 P.M	Rs.3.50 lakhs	26.02.2021 at 03:00 P.M.

**Please note that the number of Water Coolers may increase or decrease**

In place of a Bid security, the Ministries/ Departments may require Bidders to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids (Annexure A).

**Eligibility of Bidders-Pre Qualification**

- (i) Firm that is providing similar kind of services to any of the Departments/Autonomous Institution/Universities/PSUs of Govt. of India.
- (ii) The bidder should not have been black listed at anytime in the past by any of the Departments/Autonomous Institutions/Universities/PSUs of Govt. of India. Affidavit in this regard may be submitted.
- (iii) In addition to above bidder should also fulfill any one of the following conditions during last 7 years to become eligible to offer their bids.
  - (a) Three similar completed works costing not less than Rs.1.20 lakhs each; or
  - (b) Two similar completed works costing not less than Rs.1.80 lakhs each; or
  - (c) One similar completed work costing not less than Rs.2.40 lakhs

## Terms & Conditions

1. The successful bidder should submit a Demand Draft as Security Money @3% of the award value of the AMC at the time of acceptance of offer. JMI shall forfeit the security money in the event of breach of contract by successful service provider.
2. If the successful bidder does not carry out the job or deny to do the job without any specific reason the Jamia has right to forfeit the Security Money immediately.
3. Award of the Contract may be terminated on one month advance notice, which will be applicable on both sides.
4. Immediately after award of the contract (within 15 days) following activities must be carried out:-
  - (a) Cleaning of Water Coolers
  - (b) Prevention of rusting of units
5. Routine maintenance service at least one in 03 months includes:
  - (a) Checking operation of the controls of the water coolers such as thermostat, relays, etc.
  - (b) Checking operation of the drive motors and fans
  - (c) Checking cooling temperature and water flow level.
6. Rate: Rates should be quoted per unit per annum basis (includes spare parts, gas charging, company replacement/repairing of compressor etc.) in respect of each item.  
**Note:** Compressor Rewinding will not be permitted more than two times. After two rewindings, the compressor should be replaced. Contractor will be required to maintain a separate log-book for compressors.
7. The replacement/repair work shall carry a warranty of 1 year from the date of repair/replacement.
8. If, the material/part is damaged after retrieved requisite repairs under CMC, shall be the part of the vendor.
9. Payment: Will be made on quarterly basis (after submission of satisfactory performance report duly endorsed by the concerned deptt.).
10. Contract: Will be comprehensive (including spare parts replacement, gas charging, company replacement/repairing of compressor etc.).
11. The bidder should have enough infrastructures to maintain the above equipments of different makes/models/capacities.
12. Full time Technicians (on site) from 9:30 a.m. to 5:30 p.m. to be deputed.
13. Resolution time: a) 2 days maximum in normal condition  
(if not done within time period, the penalty of Rs.500/- per day shall be imposed).  
b) 3 days maximum in case of change of parts etc.  
(if not done within time period, the penalty of Rs.500/- per day shall be imposed).  
c) Rewinding & Replacement of Compressor within five days.  
(if not done within time period, the penalty of Rs.500/- per day shall be imposed).
14. Parts replacement as & when needed, free of cost.
15. Technician must report Purchase & Store Section on every working day. In case of urgent complaint, Engineer should visit the respective deptt./office directly and then report to Purchase & Store Section immediately after attending the complaint/solving the problem(s).
16. Technician should have enough experience in the respective fields.

17. Frequent change of Technician shall not be allowed. Profile of Technician should be submitted in PICO. Every Technician has valid I Card for identification.
18. Technician (to be deputed) should be given in advance i.e. at the time of entering into contract.
19. No Extra charge will be paid for the transfer of Water Cooler from one place to another place, if needed.
20. Issuance of tender documents should not automatically be construed that the bidder is considered qualified.
21. In the evaluation and comparison of bids; Jamia Millia Islamia reserves the exclusive right to reject any or all tenders.
22. Jamia Millia Islamia, at its absolute discretion, reserves the right to award the contract to any party irrespective of the financial bids.
23. Jamia Millia Islamia shall not entertain the tender documents sent by post.
24. The Jamia Millia Islamia reserves the right to award the contract to more than one contractor on common lowest rates or split the same.
25. The tender will be for a period of two years which can be extended for one more year subject to the satisfactory performance. However, if the performance is found unsatisfactory at anytime, the Competent Authority can cancel the contract with immediate effect.
26. Over-writing, if any, should be supported by signatures.
27. At the end of CAMC period, all water coolers under CAMC will be handed over in functional condition to the Jamia Millia Islamia.
28. The Vice Chancellor, JMI will be the final authority for settlement of any dispute.

**Annexure – A**

**BID SECURING DECLARATION**

I, \_\_\_\_\_ S/o \_\_\_\_\_, R/o \_\_\_\_\_, Aadhar No. \_\_\_\_\_,  
Proprietor/Partner/Director of \_\_\_\_\_ do hereby solemnly and sincerely declare as  
under:

1. That I/we are bidding for the Comprehensive Annual Maintenance Contract for Water Coolers installed in Jamia Millia Islamia.
2. That if we withdraw or modify our Bids during the period of validity, or if the contract is awarded to us and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, we will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the Jamia Millia Islamia.

Name

Signature

Company/Partnership/Proprietorship Name with seal

Address

Mobile Number

Aadhar Number

### **TECHNICAL BID (to be uploaded)**

Bidders should upload the following documents in technical bid:

- a. Copies of IT return for the last three years.
- b. GST Registration number and certificate.
- c. Copy of PAN Card
- d. The bidder should not have been black listed at anytime in the past by any of the Departments/ Autonomous Institutions/Universities/PSUs of Govt. of India. Affidavit in this regard may be submitted.
- e. In addition to above bidder should also fulfill any one of the following conditions during last 7 years to become eligible to offer their bids. Satisfactory completion certificate work may be attached mentioning clearly the type of work, duration (date of commencement & completion) and amount of completion of work.
  - i. Three similar completed works costing not less than Rs.1.20 lakhs each; or
  - ii. Two similar completed works costing not less than Rs.1.80 lakhs each; or
  - iii. One similar completed work costing not less than Rs.2.40 lakhs

### **Note**

1. Technical Bids and Financial bids are to be uploaded separately.
2. Each document shall be duly signed and stamped by the vendor.
3. All future corrigendum/amendments will be published on JMI website and <https://mhrd.euniwizarde.com> website only and no separate newspaper shall be released for the same. All the prospective bidders are therefore requested to visit the website regularly for any such change/update.

**FINANCIAL BIDS**  
**(To be uploaded only in Financial Cover separately)**

<b>S.No.</b>	<b>Item Description</b>	<b>Rates per unit per annum</b>	<b>GST</b>
1.	Comprehensive Maintenance Contract (CMC) of Water Coolers 150 ltrs. (all models & make)	Rs.	Rs.
2.	Comprehensive Maintenance Contract (CMC) of Water Coolers 400 ltrs. (all models & make)	Rs.	Rs.
	Total	Rs.	Rs.

**Note:** The quantity of water-coolers may increase or decrease.

Name and Signature of the Tenderer (with seal)

Name of the Firm:

Address with Telephone No.

Place:

### **Instructions to Bidder for online participation**

1. Bidders/Vendors/Suppliers/Contractors must get themselves registered by payment of 2000/- exclusive onetime fee for 1 Year on the portal for participating in the e-tenders published by the department. Detailed registration help manual is available in bidder help manual kit.
2. Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details.
3. Bidders must have a valid email id and mobile number.
4. Bidders are required to obtain Class 3 Digital Certificates (Signing & Encryption) as per their company details.
5. Once bidder DSC is mapped with the user id, the same DSC must not be used for another user id on the same portal. However bidder can update the digital certificate to another user id after unmapping it from the exiting user id.
6. Bidders now can login with the activated user Id & DSC for online tender submission process in this portal.
7. Bidders can upload required documents for the tender well in advance under My Documents and these documents can be attached to the tender during tender participation as per the tender requirements. This will save the bid submission duration/time period and reduce upload time of bid documents.
8. Bidders must go through the downloaded tender documents and prepare and upload bid documents as per the requirements of the department.
9. Bidders are advised to read complete BoQ/SoQ/Price Bid/Financial Bid and Terms & Conditions before quoting rates in the bid document.
10. Any modification/replacement in BoQ/SoQ/Price Bid/Financial bid template is not allowed. Bidders must quote only in predefined fields in the bid sheet and save the bid sheet. After saving, the same bid sheet must be uploaded in the portal.
11. Bidders must pay required payments (Tender fee, EMD, Tender Processing Fee etc as available on the portal) as mentioned in the tender document, before submitting the bid.
12. Bidders are recommended to use PDF files for uploading the documents and file size must not cross 5MB. Only price bid sheet will be in Excel format.
13. The bidders must ensure to get themselves registered on the portal at least 1 week before the tender submission date and get trained on the online tender submission process. For tender submission and registration process bidders are advised to refer respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc...
14. Offline Submission of bids/documents/rates by the bidders will not be accepted by the department, under any circumstance.
15. After final submission of the bid, a confirmation message and bid submission acknowledgement will be generated by the portal. The bid submission acknowledgement contains details of all documents submitted along with bid summary, token number, date & time of submission of the bid and other relevant details. Bidder can keep print of the bid submission acknowledgement.
16. If bidder is resubmitting the bid, bidder must confirm existence of all the required documents, financial bid and again submit the bid. Once submitted, the bid will be updated.
17. Submission of the bid means that the bid is saved online; but system does not confirm correctness of the bid. Correctness of the bid will be decided by tender inviting authority only.
18. The time displayed in the server is IST(GMT 5:30) and same will be considered for all the tendering activities. Bidders must consider the server time for submission of bids.
19. Bid documents being entered by the Bidders/Vendors/Contractors will be encrypted at the client end and the software uses PKI encryption techniques to ensure security/secrecy of the data. The submitted bid documents/data become readable only after tender opening by the authorized individual.

#### **For E-Tendering Help/Support in participation or guidance: -**

**Helpdesk No.** – 01149606060 or you may contact to below persons for any clarifications

Navneet – 9560364871