



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

**E-Tender for Repair & CAMC of Window/Split/Inverter Air-Conditioners**

No.NIT-29/CMC/ACs/P&SS/RO/JMI/2021

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 repair and CAMC of Window Air-Conditioners (1,1.5 & 2 tons) (approx 555 nos), Split Air-Conditioners (1,1.5 & 2 tons) (approx 634 nos) and Inverter ACs (approx 10 nos) for the different departments of Jamia Millia Islamia, New Delhi. Maximum numbers of ACs are 1.5 tons. The CAMC will be awarded for a period of two years & may be extended for another years 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 1.00 p.m.	Rs.20.00 lakhs	26.02.2021 at 3.00 p.m.

**Please note that the number of Air-conditioners 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 Govt. Departments/Autonomous Institution/Universities/PSUs of Govt. of India.
- (ii) Bidder must have an average annual turnover of at least Rs.15 lakhs for the last three financial years.
- (iii) 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.
- (iv) 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.8.00 lakhs each; or
  - (b) Two similar completed works costing not less than Rs.12 lakhs each; or
  - (c) One similar completed work costing not less than Rs.16 lakhs

### **Terms & Conditions**

1. The successful bidder should submit a Demand Draft as Security Money @3% of the award value of the CAMC 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. The contract for repair work and Comprehensive Annual Maintenance Contract (CAMC) may be awarded to two different vendors.
3. Immediately after award of the contract, the following activities must be carried out:-
  - (a) Cleaning of 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
  - (c) Prevention of rusting of units
4. Routine maintenance service at least once in 3 months to each window/split AC includes:
  - (a) Cleaning/Replacement of filter
  - (b) Checking operation of the controls of the air conditioner such as selector switch, thermostat, relays, remote control etc.
  - (c) Checking air flow through the supply air grill, return air grill, condenser
  - (d) Checking operation of the drive motors and fans
  - (e) Checking air temperature at supply air grill, return air grill, inlet air condenser and outlet air from the condenser
  - (f) Checking operation of the voltage stabilizer and back up electrical power outlet/MCB.
5. Rates : Rates should be quoted separately for repair of ACs and for the CAMC of ACs as per separate financial bids. Rates for CAMC should be quoted per unit per annum basis (includes spare parts, gas charging, company replacement/repairing of compressor, maintenance of stabilizer etc.) in respect of each item. It may be ensured that only genuine spare parts of authorized brand should be used during CAMC. Rates quoted will be valid for minimum two years.
6. Compressor Rewinding will not be permitted more than two times. After two rewindings, the compressor should be replaced. Contractor will be required to maintain separate log-book for compressors.
7. The replacement/repair work shall carry a warranty of one 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: Payment for repair work will be made after successfully completing the repair and the same will be checked by University Technician/Engineer and concerned department/office. The payment for CAMC of ACs will be made on quarterly basis (after submission of satisfactory performance report mandatory quarterly routine checkup reports duly endorsed by the concerned deptt.). No payment shall be made for the ACs not provided routine check up during any quarter.
10. Contract: The repair work will be carried out in the first phase. The CAMC will be comprehensive (including spare parts replacement, gas charging, company replacement/repairing of compressor, maintenance of stabilizer etc.).
11. The bidder should have enough infrastructures to maintain the above equipments of different makes/models/capacities.
12. Full time Resident Engineers/ Technicians (on site) from 9:30 a.m. to 5:30 p.m. to be deputed. However, Technicians can be called after 5.30 p.m. and even on Holidays..
13. Resolution time: **a) 2 days maximum in case of change of parts etc.**  
(if not done within time period, the penalty of Rs.200/- per day per unit shall be imposed).  
**b) Rewinding & Replacement of Compressor within five days.**  
(If not repaired within Five Days, the penalty of Rs.200/- per day per unit shall be imposed or the Service provider has to provide standby AC)
14. Parts replacement as & when needed, free of cost.
15. Shifting of A.C as and where needed, will be paid extra.

16. Attendance: Engineer/Technician must report Purchase & Store Section on every working day and record his attendance in the respective Attendance Registers. In case of urgent complaint. Engineer should visit the respective deptt./office directly and then report to Inventory Control Office immediately after attending the complaint/solving the problem(s).
17. Penalty: In case of absence as per Attendance Register at P&SS, penalty will be imposed @ Rs.200/-per day.
20. Engineer/Technician: Engineer: Engineer/Technician should have enough experience in the respective fields.
21. Frequent change of Engineer/ Technician shall not be allowed. Profile of Engineer/ Technician should be submitted in P&SS. Every Engineer/ Technician has valid I Card for identification.
22. Profile of Technician (to be deputed) should be given in advance i.e. at the time of entering into contract.
23. Maintenance of Log-book: Engineer/ Technician should maintain Log-book for attending the equipment (s).
24. Maintenance of Service Card: The firm will be required to give regular (periodical) service at least three dry service & one wet service for AC/s in a year and should maintain Service Card accordingly. Firstly wet service would be provided during commencement of summer season.
25. In the evaluation and comparison of bids; Jamia Millia Islamia reserves the exclusive right to reject any or all tenders.
26. Jamia Millia Islamia, at its absolute discretion, reserves the right to award the contract to any party irrespective of the financial bids and award the contract to more than one party.
27. Tender documents sent by post will not be entertained.
28. Split ACs/Window ACs/Inverter ACs/Stabilizers under warranty/guarantee period of the supplying firms shall not be included in the proposed CAMC.
29. A separate letter of inclusion in the proposed CAMC shall be issued by P&SS after expiry of original warranty/guarantee period.
30. A representative of the firm awarded CAMC along with a representative from P&SS office shall verify the list of all split/window/inverter ACs/stabilizers put under CAMC for the current session.
33. The JMI shall consider award of contract to only those of eligible bidders whose offers have been found technically and financially acceptable.
34. Bills should be produced in the prescribed format serially printed incorporating GST Registration / IT PAN No., etc.
35. At the end of CAMC, all window ACs/Split ACs/Inverter ACs shall be handed over as functional.
36. The tender will be for a period of two years which can be extended for another years on yearly basis subject to the satisfactory performance. However, if the performance is found unsatisfactory at anytime, the Competent Authority can cancel the contract with immediate effect.
37. Once the ACs are entered under CAMC, the contractor cannot condemn them in any case. The contractor must have to maintain these ACs during the contract period.
37. Technical and financial bids are to be uploaded separately.
38. The vendor can visit the site from Monday to Friday from 10.00 a.m. to 1.00 p.m.
39. The Vice Chancellor, Jamia Millia Islamia is 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 Repair and Comprehensive Annual Maintenance Contract for Air-conditioners 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 along with Balance Sheet for the last three years showing a turnover of at least Rs.15.00 lakhs.
- 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 within last 5 years to become eligible to offer their bids. Satisfactory completion certificate work may be attached mentioning amount of completion of work.
  - i. Three similar completed works costing not less than Rs.8.00 lakhs each; or
  - ii. Two similar completed works costing not less than Rs.12 lakhs each; or
  - iii. One similar completed work costing not less than Rs.16 lakhs

### **Note**

1. The work orders/award letters will not be considered as completion certificate.
2. Technical Bids and Financial bids are to be uploaded separately.
3. Each document shall be duly signed and stamped by the vendor.
4. All future corrigendum/amendments will be published on JMI 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.

## **Annexure B**

### **FINANCIAL BIDS FOR CAMC OF ACs (To Be Uploaded at Price Bid CAMC OF ACs in Excel)**

<b>S.No.</b>	<b>Item Description</b>	<b>Rates per unit per annum</b>	<b>GST</b>	<b>Total Amount</b>
	<b>CAMC of ACs with Stabilizers</b>			
1.	Window ACs (all models, makes and capacities)			
2.	Split ACs (all models, makes and capacities)			
3.	Inverter ACs (all models, make & capacities)			
4.	Charges for wall stand/floor stand including fitting for Split AC			
5.	Shifting of Window A.C. per unit (dismantling & installation)			
6.	Shifting of Split A.C per unit (dismantling & installation)			
7.	Extra Copper pipe (running meter)			
8.	Extra Drainage pipe (running meter)			
9.	Extra cable (running meter)			
10.	Wooden Frame & installation charges for window AC			
11.	Dismantling of Window AC			
12.	Dismantling of Split AC			
13.	Outdoor Fan Jaali for Split AC			
14.	Remote charges			

**Note: There are approx.555 Window Air-Conditioners , 634 Split Air-Conditioners and 10 Inverter ACs. The quantity of ACs may increase or decrease.**

Name and Signature of the Tenderer (with seal)

Name of the Firm:

Address with Telephone No.

Place:

**Financial Bid for Repair of ACs (To Be Uploaded at Price Bid Repair of ACs in Excel)**

Sl. No.	Items/Descriptions Window ACs	Rates in Rupees including GST			Warranty / guarantee	Items/Descriptions Split ACs	Rates in Rupees including GST			Warranty / guarantee
		1 ton	1.5 tons	2 tons			1 ton	1.5 tons	2 tons	
1	Gas Charging					Gas Charging				
2	Compressor repair with gas filling charges					Compressor repair with gas filling charges				
3	Compressor change with new one with gas filling charges					Compressor change with new one with gas filling charges				
4	PCB Circuit repair					Indoor P.C.B. Circuit replacement with new one				
5	PCB Circuit replacement with new one					Indoor motor replacement with new one				
6	Condenser coil repair with gas filling charges					Blower replacement with new one				
7	Condenser coil replacement with new one along with gas filling charges					Indoor cooling foil replacement with new one along with gas filling charges				
8	Cooling Coil repair with gas filling charges					Condenser coil replacement with new one along with gas filling charges				
9	Cooling Coil replacement with new one along with gas filling charges					Outdoor motor repair				
10	Motor Fan rewinding					Outdoor motor replacement with new one				
11	Motor Fan replacement with new one					Outdoor Fan replacement with new one				
12	Motor Bearing replacement with new one					Running capacitor replacement with new one				
13	Grill replacement with new one					Starting capacitor replacement with new one				
14	Relay replacement with new one					Relay replacement with new one				

15	Running capacitor replacement with new one					Gas Charging valve all replacement with new one				
16	Starting capacitor replacement with new one					Shifting of AC (Dismantling & installation)				
17	Thermostat replacement with new one					Outdoor Fan Jaali for Split AC				
18	Selector switch replacement with new one					Remote replacement charges with new one				
19	Swing motor replacement with new one					Replacement of Fan Capacitor with new one				
20	Fan blade change with new one									
21	Shifting of AC with wooden frame									
22	Shifting of AC without wooden frame work									
23	Change of Pin Valve									
24	Replacement of Fan Capacitor with new one									
	Any other charges, if any									

**NOTE: Please note that all the old items replaced should be deposited to P&SS Office**



### **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, 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