

**Tender Enquiry**

Ref: GVM04C004OR

Date: 18.03.2025

M/s

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**Sub: Maintenance and Service Contract for Air Conditioners (Window ACs & Split ACs) installed in Admin Building, Public Buildings Township, E.P.D & M.P.D etc. on job basis.**

Dear Sir,

ITI Limited Raebareli invites bids/offers in physical mode (offline mode) via Two Bid System (Two Packet) in sealed envelopes from experienced parties in the relevant field for the subject work and prospective bidders are requested to submit their physical bids/offers in our central dispatch / receipt section, as per terms and conditions stipulated below: -

**Salient Terms and Conditions of the Tender**

**1. Eligibility Criteria for Bidders:**

Bidders must be doing similar kind of work and are required to submit the experience certificate for similar work experience from reputed PSU/Govt organization or any reputed private organization during the last 03 years: -

Execution of single order of 50% of estimated value.

OR

Execution of two orders of 30% of their estimated value.

OR

Execution of three orders of 25% of their estimated value.

2. Bidders are requested to submit supportive documents for GSTIN Registration & PAN Registration.
3. Duly complied and signed copy of the tender terms and conditions.
4. **EARNEST MONEY:** - ₹ 5000.00 through DD/Bankers cheque in favor of "ITI Limited Rae Bareli". EMD of unsuccessful bidders will be returned without interest after award of the contract. EMD of a bidder will be forfeited, if the bidder withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender.

MSME bidders are required to submit valid certificate issued by NSIC/MSME along with Bid Security declaration (As per annexure II) to claim EMD/Bid Security exemption.

5. In absence of any above documents, the bid/offer may be rejected.
6. **SCOPE OF WORK:** - As per enclosed Annexure – I

7. This is only an enquiry to quote and not an order. This tender enquiry is not transferable

**8. CRITICAL DATES:**

Publishing Date	18.03.2025
Due Date for Submission	02.04.2025, up to 05.00 PM
Technical Bid Opening Date	03.04.2025, at 02.00 PM onwards.

Financial Bid will be open only for Technically suitable Bidders.

- 9. Estimated value of Tender:** Rs 2,25,000.00 approx.
- 10. Bid Validity Period:** 180 Days from the date of tender opening.
- 11. CONTRACT PERIOD:** - The Contract period will be for 08 Months effective date of work order or from the date of award of work order. It may be extended, if required, on mutual consent.
- 12. PAYMENT TERMS:** - 100% payment will be made after successful completion of work. However, running payments may also be considered on Pro- rata basis, if desired by the contractor. The contractor has to remit the GST as per rule and submit the bill as per GST format in subsequent running bill for payment. Mode of payment will be electronic fund transfer. The EMD will be treated as security deposit and will be refunded without interest on completion of the work satisfactorily.
- 13.** MSME preference will be applicable as per the govt guidelines. MSME bidders are required to submit valid certificate
- 14.** The workers engaged by the contractor shall strictly observe factory discipline.
- 15. PENALTY:** - If the faulty reported AC is not attended and set right within 24 Hrs, a penalty @ ₹100.00 per day per AC will be levied for delay in completion of work. Penalty amount will be deducted through running bills. Poor & unsatisfactory services for longer time may result in cancellation of the contract at any stage.
- 16. TAX Deduction:** - Taxes will be applicable as per govt. rules.
- 17.** The Successful Bidder shall submit Work Order acceptance within one week of Work Order issuance by the Tenderer. Agreement of contract should be submitted on Stamp Paper of ₹100.00 after award of the work order.
- 18.** The work shall commence immediately on issue of Work Order as per the Work Order terms & conditions.
- 19.** Staff of contractor will report at 9:00 AM sharp in our office at every working day.
- 20.** During VVIPs Visits as per requirement, contractor shall depute service engineer for overnight stay without any extra charges.
- 21.** All tools and tackles will be arranged by the Contractor for execution of the work including LPG for welding.
- 22.** The contractor has to take care of all safety measures required to ensure
- 23.** In case of any casualty or accident during execution of work happen to contractor technicians/ workmen in ITI Limited premises, Rae Bareli. ITI limited will not take any responsibility and contractor will be solely responsible for the same.
- 24.** The Contractor will indemnify ITI Ltd from losses /damages cause to ITI Ltd by his persons or by negligence of them, and the same may be recovered from their running bill if not indemnified.
- 25.** Electricity & water will be provided free of cost by ITI Ltd Rae Bareli for execution of work
- 26.** Other standard terms and conditions of ITI Ltd are also to be complied.
- 27.** Prospective bidders may visit the site and assess the scope of work before submitting the bid.
- 28.** In case of dispute originating from the contractor, the decision the Unit head or any officer nominated by him will be final.

29. In case of legal disputes originating from the contractor the same will be adjudicated within the jurisdiction of Rae Bareli UP.
30. The list of technicians engaged for the work will be intimated in advance and they will be allowed to enter inside the premises of the ITI Ltd with proper ID proofs. The contractor will not engage any regular, contract employees or contract labourers of the ITI Ltd for carrying out the work.
31. ITI Ltd reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without there by incurring any liability to the affected bidder or bidders on the grounds of ITI Ltd action.
32. Successful contractor will remove the indoor unit from the location and wash & clean with chemical and installed at same location.
33. During maintenance and service contract, supply of spare parts e.g. starting and running capacitor, chemical, starting relay, thermostat, rewinding of fan motor, repairing of PCB and transformer of PCB of indoor unit shall be responsibility of successful contractor with free of cost. However, ITI Ltd Raebareli will provide required gas and the contractor shall do gas charging after rectification of leakage. Also, ITI will provide good compressor in case compressor is found faulty but the replacement of faulty compressor by good one, including all associated work shall be the responsibility of successful contractor.
34. All repairing work will have to be done in our premises.
35. Quantity of A.C unit may increase or decrease by 10% of total quantity.
36. Shifting of A.C, Installation & dismantling of unit shall be responsibility of Successful contractor with free of cost. However required material will be provided by I.T.I Ltd.
37. Fan blade, Magnetic contractor, copper pipe size 5/8,3/8 and 1/4, insulation Size 5/8,3/8,and 1/4,roll pattee, non-adhesive, flair nut and charging valve for Outdoor unit will be provided by I.T.I Ltd if required.
38. Any other items required to maintain the functioning of the ACs not included in the tender will be provided by the contractor free of cost.
39. **The bidding shall be conducted under Two Bid System via physical mode**

#### **40. Methodology of Packing and Sealing of Bid Documents**

**Bids/offers must be submitted in three covers:**

<b>Envelope1-</b>	Super scribing 'Technical Bid' with our Tender Enquiry no. & due date on the face of the envelope.
<b>Envelope2-</b>	Super scribing "Financial Bid" with our enquiry no. on the face of the envelope. (Note-Financial Bid should be submitted as per Annexure-I.)
<b>Envelope3-</b>	All the envelopes i.e.1and 2 are in turn to be put in another i.e Third envelope and this envelope should be superscripted with our Tender Enquiry no. & due date on the face of the envelope.

All the three envelopes 1, 2 and 3 are to be duly sealed.

***Technical bid and Financial bid both should be in separate envelope i.e. 1 and 2. The Bidder shall not quote, disclose or submit its price with the Technical Bid (Envelope 1) or in any other manner. In case of any non-compliance in this regard, the bids shall be out-rightly / summarily rejected.***

**Bids/offers must be submitted in a 3<sup>rd</sup> sealed envelope superscribed with our Tender Enquiry no. & due date on the face of the envelope and should be addressed to Chief Manager (Civil & CS), ITI Limited, Doorbhash Nagar, Sultanpur Road, Rae Bareilly-229010 (U.P) India. Late quotations are liable for rejection.**

Please visit ITI Web site "<https://www.itilttd.in/>" & Govt. web site for other General Terms & Conditions and if any corrigendum, before submitting the tender.

Yours faithfully,

For ITI Ltd.



(N.K. Sharma)  
**Chief Manager- CIVIL & CS**

**Financial Bid (Annexure-I)**

Ref: GVM04C004OR

Date: 18.03.2025

**SUJECT: - Maintenance and Service Contract for Air Conditioners (Window ACs & Split ACs) installed in Admin Building, Public Buildings Township, E.P.D & M.P.D etc. on job basis.**

Sl. No.	Description of work	Qty	Unit rate (Rs)	Total basic value (Rs)	GST on basic value @18%	Total value with GST @18%
a	b	c	d	e = c * d	f	g = e + f
1	Maintenance & service contract for window A.C capacity 1.5 ton & 2.0 ton make Voltas /Carrier /Crystal/Videocon etc.	32				
2	Maintenance & service contract for split A.C capacity 1.5 ton make Voltas/Carrier/Crystal etc.	18				
3	Maintenance and service contract for split type A.C capacity 2.0 ton make carrier/Blue star Videocon/Voltas/Lloyd etc.	61				
4	Maintenance and service contract for stabilizer for 4 & 5 KVA capacity etc.	50				
	<b>Total</b>					

Total value in words:



Chief Manager- CIVIL &amp; CS

Annexure II

Ref. No. GVM04C004OR

(On Bidders Letter Head)  
**Form For Bid Security Declaration**

Date:

To,  
ITI Ltd,  
Sultanpur Road  
Raebareli, Uttar Pradesh-229010

Name of work:- Maintenance and Service Contract for Air Conditioners (Window ACs & Split ACs) installed in Admin Building, Public Buildings Township, E.P.D & M.P.D etc. on job basis.

Tender Ref. No. - GVM04C004OR

I/WE understand This Bid Security Declaration is in lieu of Bib Security (Earnest Money Deposit) and I/We accept that if the bids are withdrawn or modified during the period of the validity, I will be suspended for six months from the date of suspension order.

Signature

Name: (insert complete name of the person signing the bid security declaration).

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (Insert date of signing)

Seal