



राष्ट्रीय औद्योगिक इंजीनियरिंग संस्थान

NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING

विहार सरोवर मुंबई- *Vihar Lake, Mumbai 400 087*

Website: <https://www.nitie.ac.in>

(Only Through Online e-Procurement Mode)

NITIE e-Procurement / e-Tendering Website : <https://www.tenderwizard.com/NITIE>

**Notice Inviting e-Tender (NIT) for the Work of
e-Tender for Maintenance and Service Contract for Window
and Split Air-Conditioners and Water Coolers at NITIE
Mumbai**

(Tender Document, Instructions to Tenderer, General conditions of Contract and Special conditions of Contract)

National Institute of Industrial Engineering (NITIE), Mumbai

Ref. No: NITIE/Estate/2021-22

Date: 02.03.2022

NOTICE INVITING e-TENDERS (NIT)

Name of the work: Director, NITIE invites Online tender on item rate basis under single bid system for the work of “Maintenance and Service Contract for Window and Split Air-Conditioners and Water Coolers at NITIE Mumbai” .

Details of Tender fee, EMD, submission of tender and other details are elaborated in the tender document. (Pay through e-Payment mode online on portal, e-Payment facility are available on website for making the payment through Debit / Credit Card / Net Banking)

Tender Document: Tender document will not be issued in person. The tender document can be downloaded from <https://www.tenderwizard.com/NITIE> & www.nitie.ac.in for downloading of tender documents on <https://www.tenderwizard.com/NITIE> or <https://eprocure.gov.in> Or NITIE Website <https://www.nitie.ac.in>. Tenders downloaded from the website must be accompanied by requisite tender fee failing which tender will not be considered.

1	Cost of Tender document & ITI Ltd Tender Wizard e-Tender Processing Fees (Applicable-Non Refundable)	Rs. 200.00 (Rupees Two Hundred Only) : (Pay through e-Payment mode online on portal , e-Payment facility are available on website for making the payment through Debit / Credit Card / Net Banking for Cost of Tender Document
2	Download of Tender document Online	02.03.2022 : 1500 Hours to 13.03.2022 : 1500 Hours
3	Last date for receipt of Tender Online	14.03.2022 - 1100 hours
4	Opening of the Tenders Online	14.03.2022 - 1130 hours
5	EMD	Rs. 9000/- Pay through e-Payment mode online on portal, e-Payment facility are available on website for making the payment through Debit / Credit Card / Net Banking.

Opening of the bid Online: Bid will be opened in the presence of tenderers or their authorized representatives, who are present online. Late and delayed tenders will not be opened and such tenders will stand summarily rejected.

In case any document(s) produced in support of eligibility criteria or any other document(s) turns out to be fraudulent, following will be the course of action:

[a] **Before award of work:** The work will not be awarded, EMD will stand automatically forfeited, and the tenderer will be liable for further action as may be deemed fit; OR

[b] **After award of work:** The award of work will be cancelled, EMD and Security Deposit, will stand forfeited, and the contractor will be liable for action as deemed fit.

Evaluation of tender: In case two or more tenders are found equal in commercial bids, work will be awarded to the contractor who has executed satisfactorily contracts of higher values based on the certificate of experience submitted along with tender papers assessment carried out by the Institute.

The Director, NITIE, MUMBAI reserves the right to: a) reject any or all the tenders without assigning any reason whatsoever; b) not binding himself/herself to accept the lowest or any tender; and c) accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed on the website <https://www.tenderwizard.com/NITIE> & www.nitie.ac.in & <https://eprocure.gov.in>. Tenders downloaded from the website must be accompanied by requisite tender fee failing which tender will not be considered.

Executive Engineer (I/c)

National Institute of Industrial Engineering (NITIE), Mumbai

Ref. No: NITIE/ESTATE/2021-22

Date: 02.03.2022

e-Tender document

Name of the Work: “Maintenance and Service Contract for Window and Split Air-Conditioners and Water Coolers at NITIE Mumbai” .

INSTRUCTION TO TENDERERS

The Tender document has only one part.

Failure to comply with any of the conditions laid down herein renders the Tender invalid. All the enclosures/documents will have to be submitted along with bid. Any enclosure/document found not submitted along with bid of the Tender such enclosures /documents will not be accepted, at a later stage.

1. Estimated cost of work: Total estimated cost of work is Rs. 4,41,650.00 (Rupees Four Lakhs Forty One Thousand Six Hundred Fifty only) (per annum) (excluding GST)
2. **Visit of the Campus:** Tenderers are advised to visit NITIE, MUMBAI campus/premises and ascertain the nature and quantum of work before tendering.
3. Tender fee: The Tender/bid should be submitted in the prescribed proforma for Rs. 200.00 towards tender fee. (Pay through e-Payment mode online on portal, e-Payment facility are available on website for making the payment through Debit / Credit Card / Net Banking. Tender/bid not accompanied by tender fee stands automatically rejected.
4. Earnest Money Deposit (EMD) – 2% of Estimated Cost of Work (Sr. No.1): EMD of Rs. 9000.00 (Rupees Nine Thousand only) is a must and should be submitted along with the tender/bid. (Pay through e-Payment mode online on portal , e-Payment facility are available on website for making the payment through Debit / Credit Card / Net Banking).
5. EMD of successful bidder will be refunded on completion of contract period and/or extended period. EMD will not bear any kind of interest. EMD of unsuccessful bidder/s will be refunded on deciding after finalization of the contract. Tenders received without valid EMD stand automatically rejected. (Pay through e-Payment mode online on portal , e-Payment facility are available on website for making the payment through Debit / Credit Card / Net Banking).
6. Tender Fee should be separate and should not be combined with EMD. Upload the Online e-Payment Receipt. (Pay through e-Payment mode online on portal , e-Payment facility are available on website for making the payment through Debit / Credit Card / Net Banking).

Tender should be submitted online only.

Bid Forms and Documents scan copies should be submitted online only.

7. **Security Deposit:** Security Deposit @ 10% will be deducted as specified in the tender document.
- 7.1. Refund of Security Deposit: Security Deposit thus recovered will be refunded as specified in the tender document.
8. **Acceptance of tender conditions:** The tenderer should read the 'General Terms and Conditions' of NITIE, MUMBAI annexed hereto and give acceptance. The tenderer is advised to visit the NITIE, MUMBAI on any working day with prior intimation between 1000 hours and 1600 hours to assess the nature and quantum of work before tendering.
9. **Filling tender documents:** The tender should be clearly filled or typed and signed in ink legibly giving full address and contact details of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with full signature shall invalidate the tender. Tender should be duly signed by the authorized person(s). In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as valid offer. The tenderer should ensure that the figures of amounts are written in such a way that interpolation is not possible. No blank space should be left.

This notice is also available on website NITIE e-Tender & on NITIE website :<https://www.tenderwizard.com/NITIE> & www.nitie.ac.in for downloading of tender documents.

The Tender document can be downloaded from NITIE e-Procurement Website i.e, <https://www.tenderwizard.com/NITIE> or From NITIE Official website . The tender should be submitted through online mode only .

NITIE reserves the right to reject any or all tenders without assigning any reason thereof. This notice & tender document is also available on web-site: <https://www.tenderwizard.com/NITIE> , www.nitie.ac.in & CPP Portal for downloading of tender documents.

Standard e-Tender Terms & Conditions For NITIE e-Procurement .

NITIE e-Procurement Website are : <https://www.tenderwizard.com/NITIE>.

1. The details of tender notification can be downloaded from www.tenderwizard.com/NITIE under "Tender of NITIE " link in the homepage.

Vendors should obtain the USER ID and PASSWORD from www.tenderwizard.com/NITIE by clicking on "Enrolment" link in the homepage. The Vendor registration fees has to be paid to ITI Ltd for Rs. 2360/-. Using the e-Payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1year.

2. For further details on e-Tender participation, please contact ITI Help desk on :

- Telephone: 080 - 40482100 (Bangalore) & Sanjay KC – Mumbai & Maharashtra (09665721619) Email : sanjay.kc@etenderwizard.com

- Email: harishkumar.kb@etenderwizard.com, ambasa@etenderwizard.com.

3. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

INFORMATION & INSTRUCTIONS TO THE BIDDERS FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS)

Special Conditions & instructions for using online Electronic Tendering System :

e-Tenders through portal (website) <http://www.tenderwizard.com/NITIE> adopted by NITIE , Mumbai . Vendor Registration Fees Rs.2,000/-+ 18%(GST) through e-Payment Gateway on NITIE e-Procurement Portal i.e., <https://www.tenderwizard.com/NITIE>

Note: The e-Payment Gateway are available on e-Procurement Portal for making the Online Vendor Registration Payment.

Bidders are required to Enroll for Vendor Registration on the NITIE e-Procurement Tender wizard Portal (URL: <https://www.tenderwizard.com/NITIE>) by clicking on the link “ Enrolment ” on the home page of e- Portal which is chargeable. (Rs.2000/- + GST(18%)(Non-Refundable) to be paid online by e-payment gateway).

The bidders are required to submit soft copies of their bids electronically on the NITIE Tender Wizard e-Procurement Portal, using valid Class III Digital Signature Certificates. The step by step instructions about e-Tender Process are given in “Vendor Help Manual “ .

Class III Digital Signature Certificate are mandatory for e-Tender /e-Procurement . For Digital Signature Certificate Contact to above number of Mr.Sanjay Chandak (Mumbai , Pune & Maharashtra)

Note: Information about e-Procurement Portal.

More information useful for submitting online bids on the NIA e-Procurement Tenderwizard Portal may be obtained at: <https://www.tenderwizard.com/NITIE> . N.B: Bidders can download the Vendor’s manual by visiting on home page of NITIE e-Procurement Website : <https://www.tenderwizard.com/NITIE>.

KEY INSTRUCTIONS for BIDDERS by clicking on “Latest Circulars/Formats/Help Manuals/Faq”. The complete Step by Step “Vendors Help Manual For e-Procurement / e-Tendering Process , Vendors Registration Process , System Settings Requirements & JAVA Settings Manuals , e-Payment Guidelines” & “Digital Signature Certificate Process” this details are available on NITIE e-Procurement Website for e-Tenders.

Note: Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Department Officials . Online support through “Team viewer” , “Ammy Admin “ Or “Any Desk” Remote software only. For Downloading this software , the downloading software links are available on home page of NITIE e-Procurement Website.

1. Bid to be submitted online within the due date.
2. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

3. All prospective bidders are requested to visit our NITIE E-PROCUREMENT WEBISTE

regularly for any such updates / corrigendums.

4. Please see attached e-Tender Documents

5. All the Documents Scan copies should be uploaded online also) (All the Documents Scan copies should be uploaded online also)

Tender submission through online mode only.

5.1 **Attestation of documents by the contractor:** All the documents, submitted by the tenderer should be attested by the contractor. And same scan copies should be submitted online also.

5.2 **Producing originals documents for verification:** All above concerned original documents should be produced for verification at any stage of tender process or as and when sought for, failing which the bids are liable for disqualification.

EXECUTIVE ENGINEER (I/c)

NOTICE INVITING E-TENDER

Executive Engineer (I/c) NITIE, Mumbai-400 087 invites percentage Rate e-Tenders for the following work:

1. NIT No. : NITIE/ESTATE/2021-22
2. Name of Work : Maintenance and Service Contract for Window and Split
3. Air-Conditioners and Water Coolers at NITIE Mumbai
4. Estimated Cost : Rs. 4,41,650.00 (per annum) (exluding GST)
5. Earnest Money : Rs. 9000.00
6. Period of completion : 3 years
7. Tender Fee : Rs. 200.00
8. Last date of issue of tender form : 13/03/2022 up to 3:00 pm
9. Last date & time of submission of bid: 14/03/2022 upto 11:00 am
10. Date of opening of tender : 14/03/2022 at 11:30 am
11. Validity period of tenders for acceptance : 180 days from date of opening
12. Place of submission of tenders: Online mode only

For more clarification you may visit on above website and contact 022-28035377.

Executive Engineer (I/c)

TERMS AND CONDITIONS

MAINTENANCE AND SERVICE CONTRACT FOR WINDOW & SPLIT AIR-CONDITIONERS AND WATER COOLERS

01. All the machines will be in working condition at the time of commencement of contract. The contractor will have to hand over all the machines in working condition at the time of completion of contract.
02. All the machines should be serviced once in every month.(BDS once in 3 months)
03. This contract includes repair and replacement of all controls, compressors, fan motors including gas charging excluding sheet metal work. The compressor which are in original condition will have to be replaced with new compressors of same make when they fail, the cut compressors can be got repaired.
04. On breakdown of any machine, call should be attended immediately on the same day failing which Rs. 300/- will be deducted from the bill for each defaulted day.
05. If the air-conditioner is taken out for major repairs service unit should be provided in place of existing unit failing which Rs. 500/- will be deducted from the bill for each defaulted day.
06. The contractor has to deploy 2 technicians and 2 helpers on regular basis for the servicing and attending breakdown of machines.
07. On acceptance of the rates quoted by the contractor, the contractor will be allowed to start the work only after producing the receipt of the security deposit @ 10% of the cost of maintenance and service contract.
08. If the Contractor fails to honour the work order EMD will be forfeited.
09. The payment will be made quarterly only after satisfactory completion of three monthly services.
10. The contract may be renewed for another year on same rates, terms and conditions if performance is found to be satisfactory.
11. If the contractor shall make default in any one or more of the following respects that is to say :
 - a. If the contractor without reasonable cause wholly suspends the carrying out of work before completion thereof or
 - b. If the contractor fails to proceed regularly or diligently with the work or
 - c. If the contractor refuses or persistently neglects to comply with the written notice from NITIE asking him to remove defective work or improper material or goods, the Director NITIE, has the right to terminate the contract immediately.

Director, NITIE will be the sole authority to take the decision.

CONTRACTOR

EXECUTIVE ENGINEER (I/C)

APPENDIX

1. Defect liability period - 12 months from actual date of completion
2. Date of commencement - From the date of dispatch of work order + (plus) Four days postal transit time / From the date of issue of written order.
3. Period of Completion - One year
4. Date of completion - The day after the period of completion from date of commencement of work.
5. Payment terms - Payment will be made quarterly in arrears

E-TENDER

(FINANCIAL BID)

Name of Work:- Maintenance and Service Contract for Window & Split Air-Conditioners and Water Coolers.

Note : Below Schedule is for reference purpose only , the EXCEL (.xls) form are available on e-Tender website , vendors need to download and upload the filled price bid form online on e-Tender website.

(i) To be submitted by 11.00 hours on dated 14.03.2022

Issued to:.....

Signature officer issuing the documents.....

Designation.....

Date of issue.....

NITIE MUMBAI**SCHEDULE**

Name of Work : Maintenance and Service Contract for Window & Split Air-Conditioners and Water Coolers.

Note : Below Schedule is for reference purpose only , the EXCEL (.xls) form are available on e-Tender website , vendors need to download and upload the filled price bid form online on e-Tender website.

Sr. No.	Item	Qty.	Unit	Rate	Amount
1.	1.5 TR window AC	12 nos.	Each		
2.	1.0 TR window AC	32 nos.	Each		
3.	0.8 TR window AC	07 nos.	Each		
4.	1.0 TR split AC	39 nos.	Each		
5.	1.5 TR split AC	47 nos.	Each		
6.	2.0 TR split AC	26 nos.	Each		
7.	2.0 TR Inverter Split	22 nos.	Each		
8.	Water cooler small size 60 litres	20 nos.	Each		
9.	8.5 TR Package Ductable A.C.	03 nos.	Each		
				Total	
				GST @ 18%	
	Grand Total : Rs.				

Note: Machines purchased within the last year will be added in the AMC on completion of warrantee period.

CONTRACTOR**EXECUTIVE ENGINEER (I/C)**