



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी
All India Institute of Medical Sciences (AIIMS) Kalyani
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिक निकाय)
(A Statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)
राष्ट्रीय राजमार्ग – 34, बसन्तपुर, सागूना, कल्याणी, ज़िला – नदिया, पश्चिम बंगाल - 741245
NH-34 Connector, Basantpur, Saguna, Kalyani, District Nadia, West Bengal 741245

NIT No. : 356 /P-12074/1/23-24 (E-Tender-ENGG)/ET-02

Date:27-04-2023

**Notice Inviting E-Tender
for**

One year Comprehensive Maintenance and operation Contract for HVAC System comprising of 5000 TR TRANE make Centrifugal Chiller at Phase-2 locations and 1000 TR CARRIER make Centrifugal Chiller at Phase-1 locations at AIIMS ,Kalyani

Certified that this tender document contains 38 (Thirty Eight) pages only

A.P. Shrivastava
Superintending Engineer
AIIMS, Kalyani

Government of India
Ministry of Health & Family Welfare
AIIMS, Kalyani

Name of Work:- One year Comprehensive Maintenance and operation Contract for HVAC System comprising of 5000 TR TRANE make Centrifugal Chiller at Phase-2 locations and 1000 TR CARRIER make Centrifugal Chiller at Phase-1 locations at AIIMS ,Kalyani

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ALL INDIA INSTITUTE OF MEDICAL SCIENCES, KALYANI
NOTICE INVITING E-TENDER

(a)	Name of Work	One year Comprehensive Maintenance and operation Contract for HVAC System comprising of 5000 TR TRANE make Centrifugal Chiller at Phase-2 locations and 1000 TR CARRIER make Centrifugal Chiller at Phase-1 locations at AIIMS ,Kalyani
(b)	NIT No.	356 /P-12074/1/23-24(E-Tender-ENGG)/ET-02
(c)	Contract Period	Twelve months.
(d)	Estimated Cost	Rs.1.57 Crore/- (Rupees One Crore Fifty Seven Lakh only)
(e)	Earnest Money Deposit (EMD)	Rs. 3,14,000/- (Rupees Three Lakhs Fourteen Thousand Only)
(f)	Performance Security (Bank Guarantee) / Security Deposit	5 % of contract amount (to be known after acceptance of tender)
(h)	Tender documents will be Issued From	Download from Institute Website. (i.e. www.aiimskalyani.edu.in , https://www.tenderwizard.com/AIIMSKALYANI ,
(j)	Last Date, Time of Submission	Date: 26-05-2023 Time: 14:00 Hrs.
(k)	Date, Time for opening of Technical Bid	Date: 26-05-2023 Time: 15:00 Hrs.

1. The starting date of submission of Tender is28-04-2023..... The intending bidder must read the terms & conditions of AIIMs, Kalyani carefully. He should submit his bid only if he finds himself meeting all eligibility criteria and being in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
3. The Bid documents consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.aiimskalyani.edu.in Or <https://www.tenderwizard.com/AIIMSKALYANI>,

A. P. Shrivastava
Superintending Engineer
AIIMS, Kalyani

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

The Superintending Engineer, AIIMS, Kalyani, on behalf of Executive Director, AIIMS, Kalyani, invites Item Rate Tender in Two (02) Bid system (Technical & Financial respectively) from contractors having successfully completed works of similar nature including at least one year work in Chillers of TRANE and CARRIER makes, as per eligibility conditions, for the work as per the following details:-

Ser. No.	Description	Details
(a)	NIT No.	356 /P-12074/1/23-24(E-Tender-ENGG)/ET-02
(b)	Name of Work:	One year Comprehensive Maintenance and operation Contract for HVAC System comprising of 5000 TR TRANE make Centrifugal Chiller at Phase-2 locations and 1000 TR CARRIER make Centrifugal Chiller at Phase-1 locations at AIIMS, Kalyani
(c)	Estimated Cost	Rs.1.57 Crore/- (Rupees One Crore Fifty Seven Lakh only)
(d)	Earnest Money Deposit (EMD)	Rs. 3,14,000/- (Rupees Three Lakhs Fourteen Thousand Only)
(e)	Period of Completion	12 months
(f)	Last date and time of online submission of Tender	Date: 26-05-2023 Time: 14:00 Hrs.
(g)	Time and date of online opening of Technical Bid	Date: 26-05-2023 Time: 15:00 Hrs.
(h)	Time and date of opening of Online Financial Bids	To be intimated later through website
(j)	Period during which <u>hard copies of EMD (in Original), Registration Certificates, Undertaking and other Documents to be submitted</u> to the FIC Procurement, AIIMS Kalyani. However, the Eligibility will be considered as per uploaded documents.	Before the scheduled date and time of opening of technical bids. All the Bidder shall have to submit/deposit the Original Instrument for EMD (Demand Draft) and Self Certified copies of other Eligibility Documents with the FIC Procurement, AIIMS Kalyani

1. The intending bidder must read the terms and conditions of the Bid Document carefully. He should submit his bid only if he considers himself eligible and he is in possession of all the certificates/documents required.
2. The bid document consisting of NIT, plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from <https://www.tenderwizard.com/AIIMSKALYANI> or www.aiimskalyani.edu.in free of cost.
3. For e-tendering of this tender, AIIMS, Kalyani has engaged e-portal maintained by M/s ITI Limited, Kalyani. Intending bidders shall have to register with M/s ITI Limited, Kalyani to participate in the tendering process. For details, kindly visit website <http://www.tenderwizard.com/AIIMSKALYANI> or contact Shri SANJEEB MAHAPATRA (Mobile No. 7377708585). If needed they can be imparted training on online bidding process as per details available on the website.
4. The intending bidders must have valid class-III digital signature to submit the bid.
5. The bid can be submitted only after depositing e-tender Processing Fee in favour of ITI Limited and uploading the mandatory scanned documents as specified with in the period of bid submission.

6. Copies of eligibility documents and EMD as specified in the notice inviting tender shall be scanned and uploaded on the e-tendering web site within the period of tender submission. Bidders can upload documents in the form of JPG format, PDF format and any other format as permissible by the e-tendering portal.

7. Bidders must ensure to quote rate of each item (In this contract there is one item only). The column meant for quoting rate in figures appears in dark yellow Colour and the moment rate is entered; it turns sky blue. In addition this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).

8. After submission of bid online, it can be revised any number of times before specified time on last date of submission of bid. While submitting the revised bid, bidder can revise the rate of one or more item(s) any number of times (he need not re- enter rate of all the items).

9. Financial bids shall be opened online only for bidders for whom EMD and other documents are found in order and who are found to be eligible to bid for work. On opening date, the bidder can login and see the bid opening details. After opening of bids, he will be able to see the competitor bid sheets.

10. If the contractor is found ineligible after opening of bids, his bid shall be come invalid.

11. If any discrepancy is noticed between the eligibility documents as uploaded at the time of submission of bid and hard copies as submitted physically by the bidder, the bid shall be come invalid.

12. **List of Eligibility Documents to be scanned and uploaded within the period of bid submission:-**

- (a) Demand Draft of any scheduled Bank against EMD in favour of AIIMS, Kalyani.
- (b) Appendix `A to C' duly filled in (Pages 10 & 11 ref.) and signed.
- (c) Certificates of Work Experience & Completion Certificate of Similar (as mentioned in Ser.No.-2, Page No.-7 under Pre-Qualification Criteria) from client not below the Rank of Executive Engineer. It should include documentary proof that either the contractor or his technical person has worked for at least one year with chillers of CARRIER and TRANE makes.
- (d) Certificate of Registration for GST and acknowledgement of up to date filed return if required.
- (e) Copies of Balance Sheets and profit and loss account
- (f) Copies of ESI Registration.
- (g) Copies of EPF Registration.
- (i) The Bidder should have their Registered Office/Branch in Kalyani. If not, an Office should be opened in Kalyani within 30 (Thirty) Days of the award of Work. Details of Address Proof of Office located at Kalyani should be given.
- (j) Declarations to be given by the Tenderers (as per Page 06.).

13. Each Bidder shall have to submit/deposit the Original Instrument for EMD (Demand Draft) dated within the last date of submission of bid and Self Certified copies of other Eligibility Documents with the FIC Procurement, AIIMS Kalyani.

14. Information & Instruction for Bidders will form Part of NIT.

Superintending Engineer
AIIMS, Kalyani

DECLARATIONS TO BE GIVEN BY TENDERERS

NOTE : - (To be certified by all the partners in case of partnership firms, by all the directors in case of companies).

a. "I/We undertake and confirm that eligible similar Work(s) have not been got executed through another contractor on back to back basis. Further, it is stated that, if such a violation comes to the notice of Department, than I/We shall be debarred for bidding in AIIMS in future forever. Also, if such a violation comes to the notice of AIIMS, Kalyani before date of start of work, the Superintending Engineer shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee".

Date : _____

Signature of the Tenderer

b. "The Original Instrument for EMD (Demand Draft) and Self Certified copies of other Eligibility Documents shall be deposited by me/us with the FIC Procurement, AIIMS, Kalyani before the scheduled time and date of opening of technical bid failing bid failing which AIIMS shall reject the Bid.

Date : _____

Signature of the Tenderer

GENERAL RULES & DIRECTIONS

Name of Work:- One year Comprehensive Maintenance and operation Contract for HVAC System comprising of 5000 TR TRANE make Centrifugal Chiller at Phase-2 locations and 1000 TR CARRIER make Centrifugal Chiller at Phase-1 locations at AIIMS ,Kalyani.

The work is estimated to cost of **Rs.1.57 Crore/-** (Rupees One Crore Fifty Seven Lakh only). The estimate, however, is given merely as a rough guide.

1. The time allowed for carrying out the work will be Twelve months from the Date of Start (which shall be reckoned from **10th** day of issue of letter of acceptance) or from the First Date of Handing Over of the Site, whichever is later.

2. Pre-Qualification criteria

Intending Bidder would be eligible to submit the bid provided he complies with the following conditions :

- a) He should have satisfactorily completed similar works in **last 07 (Seven) Years** ending 31st Mar 2022 as follows:
(“ **for this tender** similar work” means HVAC works .The experience of similar work should be from Central Govt./State Govt./Centre PSU/State PSU and Autonomous Body
- Three (03) similar works each of value **not less than 40%** of estimated cost put to tender

Or

 - Two (02) similar works each of value **not less than 60%** of estimated cost put to tender

Or

 - one (01) similar work of value **not less than 80%** of estimated cost put to tender

Note : The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 07% per annum, calculated from the date of completion to the last date of submission of bid.

- (b) **He Should have average Annual Financial Turnover of minimum Rs.78,50,000/- (Rupees Seventy Eight Lakh Fifty Thousand Only)** during the immediate last **03 (Three)** consecutive financial years ending 31st Mar 2022.
- (c) He should have registration with **Employee Provident Fund (EPF) Commissioner** and **Employee State Insurance (ESI) Corporation**.
- (d) He should have positive net worth and should not have incurred loss in last 03 (Three) years ending 31st March 2022, for which he would submit documentary proof duly certified by a Chartered Accountant.
- (e) **The successful Bidder/Firm shall have to submit a valid License from Competent License Authority under the provision of Contract Labour Act and Contract Labour Central Rule.**

3. Bid related directions:

- i. Agreements shall be concluded with the successful bidders in prescribed format. Bidders shall quote their rates as per various terms and conditions of the said form which will form part of the agreement.
- ii. The bid document consisting of plans, specifications, the schedule of quantities of the various type of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents would form part of agreement.

iii. Conditional Bids shall not be considered and will be out rightly rejected .

iv. Preparation & Submission of Tender through Online. The Tender should be submitted in 02(Two) Parts i.e. Technical Bid and Financial Bid Respectively. The Technical Bid & Financial Bid should be submitted by the Bidder through online portal as Bid for One year Comprehensive Maintenance and operation Contract for HVAC System comprising of 5000 TR TRANE make Centrifugal Chiller at Phase-2 locations and 1000 TR CARRIER make Centrifugal Chiller at Phase-1 locations at AIIMS, Kalyani.

4. Earnest Money Deposit. The bidders shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.3,14,000/- (Rupees Three Lakhs Fourteen Thousand Only) by way of Demand Drafts only (In favour of All India Institute of Medical Sciences (AIIMS) Kalyani payable at State bank of India, Kalyani Branch Code 1082) **Scanned Copy of the Demand Drafts must be uploaded/attached** with the Technical Bid. The EMD of the successful Bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit. For unsuccessful bidder(s) it would be returned after award of the contract to the successful bidder. Bid(s) received without Demand Drafts of EMD will be rejected.

4. **Performance Guarantee/ Performance Security Deposit.** *The successful bidder will be required to furnish a Performance Guarantee of 5 % of contract amount* after receiving notification of award, in the form of either **Fixed Deposit Receipt** or Bank Guarantee from any Nationalized Bank **duly pledged in the name of the "All India Institute of Medical Sciences, Kalyani"** which should have its validity for a period of minimum 60 days beyond completion of all the contractual obligations. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contractor for unsatisfactory performance or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations (including Warranty/Guarantee period) under the contract. In case the contractor fails to deposit the said performance guarantee within the period including the extended period if any, the Earnest Money deposited by the Contractor shall be forfeited automatically without any notice to the contractor.

5. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost, all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions.

6. The Tender paper/documents can be seen/downloaded from Official website. For any query, Superintending Engineer, Phone : 8902499295 or Procurement Cell, AIIMS Kalyani Phone no.- 03329991575 may be contacted.

7. The Competent Authority, the Executive Director, AIIMS KALYANI does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.

8. Canvassing whether directly or indirectly, in connection to bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.

9. The Competent Authority, The Executive Director, AIIMS, Kalyani reserves to himself the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.

10. The contractor shall not be permitted to bid for works in AIIMS, Kalyani if his near relative is posted as an officer in any capacity between the grades of Superintending Engineer and Junior

Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the AIIMS, Kalyani. Any breach of this condition by the contractor would render him liable to be disqualified from this tender and be removed from the approved list of contractors of this Department.

11. No Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India will be allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
12. The bid for the works shall remain open for acceptance for a period of 180 days from the date of opening of bids.
13. This notice inviting bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of "The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and rate quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
14. The Income Tax and other taxes as applicable shall be deducted from the Bill unless exempted by the Income Tax Department.

Superintending Engineer
AIIMS KALYANI

FORM FOR FINANCIAL INFORMATION

(Financial Analyses)

Details to be furnished duly supported by figures in Balance Sheet/Profit & Loss Account duly Certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Ser. No.	Description	2019-20	2020-21	2021-22

Note : Gross Annual Turn Over only in Rs.

Appendix B ----Deleted

FORM FOR DETAILED INFORMATION BY BIDDER

Name of Firm/Contractor/Supplier	:
Complete Address and Telephone Number	:
Name of Proprietor/Partner/Managing Director/Director	:
Phone Number	:
Mobile Number	:
e-Mail ID	:
Name and address of service Centre nearby Kalyani	:
Whether the firm is a registered Firm(Yes/No. Attach Copy of Certificate)	:
PAN Number. (enclose the attested copy of PAN Card)	:
Service Tax Number. (enclose the attested copy of VAT Certificate)	:
GST Number (enclose the attested copy of VAT Certificate)	:
Whether the firm has Uploaded the Bank Draft/Pay Order/ Banker's Cheque of Earnest Money Deposit (EMD).	:
Whether the Firm/Agency as signed Each &Every page of Tender/NIT	:
EPF No. (Enclose the attested copy of EPF Registration Certificate)	:
ESI Code.	:
Any other information, if necessary.	:

(Authorized Signature of the Bidder with Seal)

Bidder's undertaking against item rate bid for work

Name of work: One year Comprehensive Maintenance and operation Contract for HVAC System comprising of 5000 TR TRANE make Centrifugal Chiller at Phase-2 locations and 1000 TR CARRIER make Centrifugal Chiller at Phase-1 locations at AIIMS, Kalyani.

I/We have read and examined the Notice Inviting Tender, Schedule along with Appendices , Specifications applicable, Drawings & Designs, general Rules and Directions, Conditions of contract, Clauses of Contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender documents for the work.

A sum of **Rs. 3, 14,000/-** (Rupees **Three Lakhs Fourteen Thousand Only**) is hereby forwarded as **Earnest Money** in form of Bank Guarantee of scheduled Bank/Demand Draft of a scheduled Bank. If I/We, fail to furnish the prescribed Performance Guarantee within prescribed period, I/We agree that the Executive Director, AIIMS, Kalyani or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely. Further, if I/We fail to commence work as specified, I/We agree that Executive Director, AIIMS, Kalyani or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said Performance Guarantee absolutely. The said Performance Guarantee shall be a Guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in the tender form. Further, I/We agree that in case of forfeiture of Earnest Money & Performance Guarantee as a foresaid. I/We shall be debarred for participation in the retendering process of the work.

I/We undertake and confirm that eligible similar work(s) mentioned by me have not been got executed through another contractor on and, if such a violation comes to the notice of AIIMS, Kalyani, then, I/We shall be debarred for tendering in AIIMS, Kalyani in future forever. If such a violation comes to the notice of AIIMS, Kalyani before date of start of work, the Administrative Officer shall be free to forfeit the entire amount of my/our Earnest Money Deposit/Performance Guarantee.

I/We hereby declare that, I/We shall treat the tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated : * _____

Signature of Bidder
with full Postal Address

Witness : *

Occupation:*

Address : *

(* To be filled in by the Contractor.)

CONDITIONS OF CONTRACT

Name of Work: One year Comprehensive Maintenance and operation Contract for HVAC System comprising of 5000 TR TRANE make Centrifugal Chiller at Phase-2 locations and 1000 TR CARRIER make Centrifugal Chiller at Phase-1 locations at AIIMS, Kalyani.

1. The contractor shall be deemed to have examined the Contract documents, generally obtained his information in all matters whatsoever that might affect the execution of the works at the quoted rates and to have satisfied himself to the sufficiency of the tender.
2. Any error or omission in description or quantity or any other aspect taken from or in accordance with standards, shall not vitiate the contract or release the contractor from executing the work comprised in the contract as per drawing and specification at the scheduled rates. He is deemed as an experienced contractor to know the scope, nature and magnitude of works and the requirements of material and labour and the type of work involved, etc. and as to what all work he has to complete in accordance with contract document whatever be the defects, omissions or errors that may be found in the contract document. The contractor shall be deemed to have visited the site and its surroundings to have satisfied himself as to the nature of all existing structures, if any and also to the nature and means of transport and communication to have access to and regress from the site.
3. Specifications: The work shall be carried out as per CPWD Specifications (HVAC) and CPWD (general specifications for Electrical works 2013 with up to date correction slips). The contractor should be well aware of these specifications before quoting the rates in Financial Bid for the subject tender. In the absence of specifications for any work or material, relevant Indian Standard (ISI) Specification shall be applicable.
4. Contractor to employ Qualified Supervisor. The contractor shall employ Skilled Engineer/Supervisor to supervise and execute the work.
5. **In convenience to the Public.** The Contractor shall not deposit or store any materials at any site without permission of the Engineer in charge. The materials will be stored at such places only with prior approval of the Engineer in charge as there is no obstruction in Traffic or other Agencies.
6. **Inspection of Work:** Engineer or any person appointed by them shall have access and right to inspect the work, or any part thereof at all times and places during the progress of the work. The inspection and supervision is for the purpose of assuring owner and/or Engineer in charge and their representative will extend to contractor all desired assistance in interpreting the plans and specifications, all such assistance shall not relieve contractor from any responsibility for the work. Contractor without delay shall correct any work, which proves fault.
7. The contractor shall take instructions from the Engineer-in-Charge regarding collection and stacking of materials at any place. No excavated earth or building rubbish shall be stacked on areas where other buildings, roads, services and compound walls are to be constructed
8. All materials issued in the works shall be subjected to inspection and tests if required by Engineer in charge. Samples for approval and testing must be supplied with sufficient time in hand for testing and approval. Materials shall be tested on site if required by Engineer in Charge and they may be rejected if found not suitable or not in accordance with the specification or Test certificate or any approval given earlier. The contractor shall carry out necessary test as per the direction of Engineer in charge in

approved NABL/ Govt. laboratories. The expenses towards all such tests are to be borne by the contractor at his own cost. Tests shall be conducted as per relevant Indian Standard Specifications.

9. All manufacturer's certificates of tests showing that the material have been tested in accordance with the requirement of the appropriate Indian standard, other relevant specification are to be supplied free of charge.
10. Supply of Tools, Tackles & other materials: For full completion of the work, Contractor shall at his own expense arrange and furnish all necessary work tools, tackles, scaffolding, tagaries, mugs, scrapers, wire brushes etc., that may be required to complete the work under contract.
11. All Electrical Connections/Wirings etc. (if required) for the work shall have to be taken from the nearest source with prior permission from Superintending Engineer. All expenses on this account shall be borne by the contractor. The electrical expenses shall be charged based on the meter reading. If connection is taken directly without installation of meter, then then amount as per the usage of electrical equipment shall be deducted from the gross bill amount as suggested by Superintendin Engineer.
12. Water shall be supplied to the contractor by the department subject to the following conditions: - (i) The water charges @ 1 % of the gross bill amount shall be recovered on gross amount of the work done if it is taken departmentally. (ii) The contractor(s) shall make his/their own arrangement of water connection and laying of pipelines from existing main of source of supply at his own cost. (iii) The Department do not guarantee to maintain uninterrupted supply of water and it will be incumbent on the contractor(s) to make alternative arrangements for water at his/ their own cost in the event of any temporary break down in the Government water main so that the progress of his/their work is not held up for want of water. No claim of damage or refund of water charges will be entertained on account of such break down.
13. Contractor shall take all precautionary measures to avoid any damages to adjoining property. All necessary arrangement shall be made at his own cost.
14. **Security Rules:** The Contractor shall follow at Site Security rules regarding removal of materials from site, issue of materials from site, issue of materials from stores, issue of Identity Card etc., as may be framed from time to time by the Engineer. It is to note that the Security Section is empowered to carry out the checks.
15. Normally, Contractors shall not be allowed to work at night. Work at night shall, however, be allowed if the site condition/circumstances so demand. However, if the work is carried out in more than one shift or at night, no claim on this account shall be entertained. In such situations, the Contractor shall make available to the department in proper means of transport such as vehicle at his own cost.
16. All labour should be in good health, capable of doing strenuous work, work at heights and not having any criminal cases pending against them. They should be PVR clear with a character certificate from a gazette officer or headmaster or Mukhiya, Sarpanch, local council or their higher level authorities.
17. Workers detected, by AIIMS Engg. group, as showing poor workmanship, wastage of water, ill behavior, not able to understand instructions, doing suspicious or unrelated work, etc. will have to be removed and new workers will have to be brought by the agency.
18. Required safety measures is to be adopted before starting chipping works of the walls so that any inconvenience may not be faced by the patient/ medical staff.

19. The contractor must deploy his manpower in the night time to complete the work if the circumstances do not permit to work in official time.
20. The contractor shall make all safety arrangement required for the labour engaged by him at his own cost. All consequences due to negligence or due to lapse of security/safety or otherwise shall be borne by the contractor. The department shall not be responsible for any mishap, injury, accident or death of the contractor's staff. No claim in his regard shall be entertained/accepted by the department. Also Contractor is responsible to the damage caused to any man/material other than his team during execution and AIIMS will not be responsible for that.
21. All melba/rubbish/silt/waste, garbage etc. generated due to any operation whatsoever the contractor to the specified common disposal point shall dispose of on daily basis. After the collection of full truck load of the said Melba (approx. 4.5 cubic meters), the same shall be disposed of by the contractor to the authorized municipal dumping ground and nothing extra shall be paid on this account. In case of non-removal/disposal in the specified period, a Compensation of Rs.1,000/- (Rupee ONE THOUSAND only) per day shall be recovered from the contractor.
22. No canteen facility or rest room or medical assistance will be provided to the workers from AIIMS Kalyani in return of working for this order.
23. No residential accommodation shall be provided to any of the staff engaged by the contractor. The contractor shall not be allowed to erect any temporary set up for staff in the campus.
24. The Department including that of providing employment, regularization of services etc, shall entertain no claims of the labours.
25. Contractor shall be fully responsible for any damages caused to govt. property or allotter's property by his or his labour in carrying out the work and shall be rectified by the contractor at his own cost.
26. The contractor shall clear the site properly after the completion of the work. He shall restore back the premises and other articles provided by the department to the AIIMS at the time of closure of the contract.
27. No permanent /temporary huts/structures shall be constructed by the contractor at the site of work or at any government land/premises. Such structures, if any, found at the site or at AIIMS, Kalyani land shall be demolished and removed at the cost of the agency without any notice. AIIMS Kalyani however may allow this for purpose of productive activities like material storage, etc.
28. The contractor shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at AIIMS, Kalyani site or for any accident caused to them and the institute shall not be liable to bear any expense in this regard.
29. The contractor shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by AIIMS, Kalyani for whatever reason. The contractor shall also be responsible for the insurance of its personnel.
30. The contractor shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and the ire-enactments/amendments/modifications:-

- a. The Payment of Wages Act 1936.
- b. The Employees Provident Fund & MP Act, 1952.
- c. The Contract Labor (Regulation) Act, 1970.
- d. The Payment of Bonus Act, 1965.
- e. The Payment of Gratuity Act, 1972.
- f. The Employees State Insurance Act, 1948.
- g. The Employment of Children Act, 1938.
- h. The Motor Vehicle Act, 1988.
- i. Minimum Wages Act, 1948.

(All with up-to date corrections)

31. It will be the bidder's liability that the rate quoted by should be adequate for meeting all above obligations and requirements.
32. Breach of Terms and Conditions. Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract. Or In Case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by AIIMS, Kalyani in that event the EMD shall also stand forfeited.
33. Termination of Contract. AIIMS, Kalyani would have the right to terminate the contract by giving one month's notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of AIIMS, Kalyani rules & regulations, or if there is any lapse in compliance of any labour legislation, or if there is any incident of in discipline on the part of the Tenderer or his staff and the agreement may be terminated by either party by giving one month's notice to the institution. The decision of AIIMS, Kalyani's management in this regard would be final and binding on the Tenderer. In such an event, AIIMS, Kalyani shall have the right to engage any other tenderer to carry out the task.
34. Arbitration: The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Kalyani. The decision of the Arbitrator shall be final and binding on the both parties.
35. Dispute Settlement: It is mutually agreed that all differences and disputes arising out of or in connection with these agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, AIIMS Kalyani whose decision shall be final and binding on both the parties. The contract shall be governed by laws and procedures established by Govt. of India, with in the frame work of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.
36. The Lowest Bidder will be decided as per the Rates quoted by the Bidder in schedule of quantities. The rate quoted by the bidder will be including GST.
37. Payment shall be made on monthly basis after due certification of the bills by the representative of Engineer-in-Charge.
38. The contractor will have to submit the monthly bank transaction statement showing details of salary of staffs working under HVAC maintenance. The contractor will have to pay the monthly salary to the employees of HVAC maintenance in 1st week of every month irrespective of any other situation.
39. The contractor shall disburse wages to his workers by 7th day of each month through Electronic Transfer (ECS). In case due to any circumstances beyond control of contractor, payment shall be made by bearer cheque for the period up to maximum of three months, in any circumstances, cash payment of wages is not acceptable.

40. The contractor shall not pay the wages less than what is legally admissible to be paid along with other elements as mentioned above. Any violation in this regard will result into the forfeiture of the Performance Security in addition to severance of this contract. The contractor will not charge any money or seek any gratitude or favor in any form from his workmen for this job before or after the deployment. An undertaking in this regard will be attached with the biodata of the work manpower which will be signed by the contractor as well as by the personnel deployed. Any violation of this clause lead to termination of the contract and penal action as appropriate. The contractor will submit the document alongwith the bill such as proof of deposit of ESI, EPF, and Service Tax/GST proof of payment of salary through ECS.

*Superintending Engineer
AIIMS, Kalyani*

SCOPE OF WORK AND OPERATION AND MAINTENANCE DETAILS

Name of work: One year Comprehensive Maintenance and operation Contract for HVAC System comprising of 5000 TR TRANE make Centrifugal Chiller at Phase-2 locations and 1000 TR CARRIER make Centrifugal Chiller at Phase-1 locations at AIIMS, Kalyani

1. The work includes comprehensive Maintenance and operation of HVAC System at AIIMS Kalyani . This HVAC system has the following main components:

LOCATION	Total No. of Chiller	Total No. of Primary Pump	Total No. of Secondary Pump	Total No. of Condenser Pump	Total No. of Colling Tower	Air Handling Unit (Floor Mounted & Ceiling Suspended) of various capacities
CHILLER PLANT I Capacity 1000 TR	2	3	5	3	3	-
OPD	-	-	-	-	-	35
AYUSH	-	-	-	-	-	6
Chiller Plant II Capacity 5000 TR	5	5	17	5	15	-
ADMIN	-	-	-	-	-	2
LIBRARY	-	-	-	-	-	4
MEDICAL COLLEGE	-	-	-	-	-	5
NURSING COLLEGE	-	-	-	-	-	5
MEDICAL LAB	-	-	-	-	-	34
IPD	-	-	-	-	-	145
AUDITORIUM	-	-	-	-	-	15
GUEST HOUSE	-	-	-	-	-	-
DHARSHALA	-	-	-	-	-	-
AMINITY I	-	-	-	-	-	-
AMINITY I	-	-	-	-	-	-
DIRECTOR BENGLOW	-	-	-	-	-	-
Total (Nos)	7	8	22	8	18	251

LOCATION	No. of Heat recovery Wheel	No. of Ventilation Fan.	VRF UNIT (HP)	No. of SPLIT AC
CHILLER PLANT 1 Capacity 1000 TR	-	-		1
OPD	5	15		20
AYUSH	0			
Chiller Plant II Capacity 5000 TR	-	4		1
ADMIN				1
LIBRARY				2
MEDICAL COLLEGE		4		2
NURSING COLLEGE		4		2
MEDICAL LAB	2	15		9
IPD (Make Daikin) 10 nos outdoor type and 10 nos In door type	10	250	70	15
AUDITORIUM		25		3
GUEST HOUSE 10 nos outdoor type and 52 nos In door type Make Toshiba			120	4
DHARSHALA				10
AMINITY I				6
AMINITY I				6
DIRECTOR BENGLOW				10
Total	17	317	190	91

2. Further details about these units and the overall system may be known by physically visiting the site and clearing all his doubts and queries with the AIIMS Engg. department officials before quoting the tender.
3. The agency should ensure adequate involvement of OEMs(CARRIER and TRANE) for purpose of overall supervision, software upgrade and annual check up of machines health by the OEMs'technical experts.
4. The units have to be run and maintained in such a way that air of required volume, quality and temperature is supplied at all parts covered by the system round the clock or as per requirement.
5. This contract is for operation and maintenance of all units round the clock throughout the year.
6. The agency should be well conversant at locate atmospheric condition and surrounding fitting and fixture and other units effecting the masonry and will take suitable preventive and corrective measures against all kind of suspected corrosion. Chemical pollution of rusting, painting of the plant.
7. Before bidding, the agency should visit the site of work and take due care of the anticipated defects in the existing running condition. NO. Consideration will be made wards agencies allegation on the previous agencies work as a reason for any defect.
8. As soon as the agency start the work he should make complete preventive maintenance including cleaning the line, titening the nut-bolts, replacement of bush, bearing, packing, stranding of fastning and encoring arrangements. Proper function of all earthling, electrical & mechanical insulation. Seepage and stagnation of water, around the unit and rectified them to the satisfaction of supervising staff.
9. The periodicity of different operation will be strictly maintain and a register will be maintain, and its record maintain by register, filter cleaning, Actuator cleaning, In/Out pipe line water flush in all over campus, Motor alignment check, Belt tightness check, VAV fire dumper, VFD operational check, etc.

10. The HVAC system is also connected to and controlled by an online Building Management System which to be run and maintained along with HVAC running and maintenance. So running of BMS including connected fire alarm related BMS commands and controls would be a part of this work.
11. The HVAC draws water from WTP whenever the make-up water tanks of chiller plants has shortage of water. In such situation, filling of these make-up water tanks by opening the valve and starting the motor made for this purpose would be a part of this work. This items would be shown to the agency by AIIMS, Kalyani Engineering Department.
12. For these operations, the necessary manpower to be engaged has been worked out as follows:

MANPOWER REQUIRED FOR OPERATION AND MAINTENANCE PURPOSE					
		BMS CONTROL-TECHNICIAN	HVAC OPERATION & MAINTENANCE TECHNICIAN	HVAC OPERATION & MAINTENANCE HELPER	HVAC O&M SUPERVISOR
		ITI-Fitter/Electrician/5 year experience	ITI-Fitter/Electrician /5 year experience	Labour - unskilled	Diploma in Electrical/Mechanical Engineering
		Labour Semi skilled	Labour Semi skilled	Labour - unskilled	Supervisor Semi skilled
LOCATION : OPD CHILLER PLANT no.01(1000 TR)					
	SHIFT 01 (07.00-15.00 HRS)	1	2	2	
	SHIFT 02 (15.00-23.00 HRS)	1	2	1	
	SHIFT 03 (23.00-07.00 HRS)	1	1	1	
LOCATION: UTILITY CHILLER PLANT no. 02 (5000 TR)					
	SHIFT 01 (07.00-15.00 HRS)	1	2	2	
	SHIFT 02 (15.00-23.00 HRS)	1	2	1	
	SHIFT 03 (23.00-07.00 HRS)	1	1	1	
	SUPERVISOR				1
	TOTAL	6	10	8	1

13. The agency can increase the manpower without charging extra over the overall quoted (accepted) rate if he is not able to carry out the specified maintenance with this manpower. But no reduction of manpower is permissible.
14. If any reduction of manpower is observed, deduction will be done at prevailing Minimum wages rates.
15. The period of this Contract will be 12 months which would be extendable by 6 months as per AIIMS Kalyani decision .The agency would be bound to continue the work on same terms and conditions at same rates in the extended period also.

16. OPERATION and MAINTENANCE details

<p>15.1 For guidance in maintenance, the following documents supplied by HSCC , the Executing Agency for HVAC system , would be made available to the comprehensive maintenance agency who should be able to derive his useful and necessary actions for efficient maintenance of the system: <u>HVAC Documents provided by HSCC</u></p> <ol style="list-style-type: none"> 1. Operation Guide of Chiller Display (Trane) Tracer Adaptiview. (1A) 2. Installation, Operation and maintenance manual (Trane). (1B,1C,1D). 3. Installation and operation instruction of wilo,hot water pump.(Phase-2,2A) 4. Danfoss Secondary pump VFD manual. (2B) 5. ABB VFD of Phase -2 manual, Ahu & HRW DFD. (3A, 3B) 6. Installation manual drive shaft paharpur cooling tower, Phase-2. 7. Pressure vessels Reflex, Phase-2. (6A,6B) 8. Product catalogue tracersystem controller, Phase-2. 9. Operation and maintenance instructions for panel phase-2. (Make-NEC) 10. AHU installation and operation manual phase-2. 11. HRW installation, operation and maintenance manual phase-2. 12. Actuator, motorised valve phase-2. (Make- flowcon international) 13. Axial fan, Toilet exhaust fan, phase-2. (Make- Nicotra, Gebhar DT,ostberg o) 14.Toilet exost fan (OSTBERG O)-(phase 2) 15.VAV/Motorised fire damper.-(phase 2) 16.Automatic Condenser Cleaning system (CEIENVIRO PRIVATE LIMITED)-(phase 2) 17.Split Air conditioners.- (phase 2) 18.Main Abstract sheet.-(phase 2) 19.Chiller(operation & maintenance manual.)-(phase 1) 20.VRV(operation & maintenance manual.)-(phase 1)
<p>15.2 The different maintenance and checking action and their frequencies, if not specified separately in this tender or in manufacturer’s catalogue,, should not be lesser than the frequency specified in Appendix H of CPWD GENERAL SPECIFICATIONS for HEATING, VENTILATION & AIR-CONDITIONING (HVAC) WORKS (2017)</p>
<p>15.3 The agency would carry out preventive maintenance, so there should be only planned shutdowns and no breakdown of the system. However,if If due to some unforeseen reasons not included in initial planning or due to some external factors not within control of the agency a breakdown occurs, it has to be attended immediately and rectified in time bound manner</p>
<p>15.4 The replacement of spares and consumables would be done as per requirement and as directed by the supervising staff of AIIMS. However, the total cost of replaced spares to be borne by the agency (excluding consumables) as per actual tax invoice would be restricted to 20% of the contract amount. This would include the spares to be kept in stock in bare minimum quantities for replacement in emergency .AIIMS would have right to verify the cost from market and restrict the</p>

payment to actual market cost .In case of additional requirement under this head, separate payment shall be made after prior approval and justification of the spare cost.

15.5 At all locations including AHU rooms, panels, Chiller units, the agency would do cleaning of the plants, daily dusting and sweeping, take out spilled water, disposal of rubbish, Spider web, Clean up animals and insects carcass, all equipment must be blown clean etc. For unclean machines and places, penalty would be charged as given in Penalty Clause.

15.6 The item-wise OPERATION AND MAINTENANCE activities are tabulated as follows:

A Operation and maintenance of Centrifugal Chillers		
1	Operation of the plant as per the site requirement and as directed by AIIMS Kalyani engineering department.	
2.	Recording the operating parameters of the centrifugal chillers as per the log sheet	
	Operating Parameter	Typical values observed for example
	Guide Vane Position	100%
	CHW set Point	7 °C.
	Entering CHW Temp	12.9°C.
	Leaving CHW temp	7.1 °C.
	Entering cond Water Temp	30.2 °C.
	Leaving cond water temp	35.1 °C.
	Chiller Gas Temp	5.9 °C.
	Chiller Gas Pressure	-8.9 PSIG
	Cond Gas Temp	35.5 °C.
	Cond Gas Pressure	3.5 PISG
	Bearing Temp	57.9 °C.
	Motor Winding Temp	38.2 °C.
	Oil Sump temp	52.1 °C.
	Oil Level	L-Full
	Oil Diff Pressure	22.70 PSIG
	Load	73.5
	Amps	867
	Line Voltage	406
	Motor KW	514 V
	Motor Kilowatts Hours	166071 KW
	Chilled Water Pressure	2.9 KG/CM ²
	Running Hour	421:38 H
3.	The observed values of these parameters are to be interpreted by the technical person of the agency for performance of the system as a whole and necessary repairs be done to maintain them within desired limits.	
4.	Monitoring the healthy operation of the Chiller plant oil pump and oil sump, makes notes of leaks, unusual sound and vibration, unusual odors and take up timely preventive repairs under intimation to AIIMS Kalyani Engineering department.	
5.	Preventive maintenance is to be done for all parts and in case of some item gone out of order due to some other reason, immediate repair and replacement of defective part , as directed by AIIMS engineering department, would be done.For delay in repairs, penalty would be charged as per details given under Penalty Clause of this document.	
6.	Recording the plant room temperature and maintaining it within 5 degree centigrade above the ambient temperature of open air outside the room with the help of exhaust system	

7.	Checking the safety controls of chillers for its normal operation and recording the same in the logsheet.
8.	For Chiller plant, to check the mounting point, mechanical seal of packing, pump flanges for leaks, coupling, filter clean, lubricate the motor and pump bearing, motor vents and winding for dust/ dirt build up clean, arcing and overheating of starter / controller etc. required to check and replace as directed by AIIMS Engineering Team.
9.	Quarterly Inspection of the plant and / or the system and carrying out the preventive maintenance as per our standard practice.
10.	Quarterly checking the refrigeration system, motor and starters for performance and carrying out necessary preventive maintenance to avoid any breakdown.Immediate repair in case of breakdown to be done.
11.	To check / calibrate the flow switch for proper functioning and replacement the same if found defective.
12.	Inspection of the quality of oil (by colour and operating parameters) and replacement of the same as and when required basis including the supply of the oil.
13.	To clean all the contactors during the annual / quarterly visit and replacement of the same if required.
14.	Attending to the calls for fault diagnosis and rectification of the same
15.	Condenser and evaporator descaling will be done once in a year during the contract period, if required.
16.	Replacing of sensors as and when required (including supply of necessary spares)
17.	Repairing of microprocessor controls and replacement of cards as and when required (including supply of necessary spares)
B.	Operation and Maintenance of Pumps & Motors (Primary Chilled Water Pumps, Secondary Chilled Water Pumps & Condenser Pumps).
1.	Operation of the pumps (running and standby) in rotation as per the site requirement, makes notes of leaks, unusual sound and vibration, unusual odors, mounting point, mechanical seal of packing, pump flanges for leaks, coupling, filter clean, lubricate the motor and pump bearing, motor vents and winding for dust/ dirt build up clean, arcing and overheating of starter / controller, Volt (RY, YB, BR), In pressure, Out pressure, Current (Amp), etc.Taking necessary preventive repairs based on these observations under intimation to AIIMS Kalyani Engg Department.
2.	Rewinding of burnt out motor winding, replacement of burnt cables and switches and other electrical parts,
3.	Quarterly Greasing of bearings at pump end.
4.	Quarterly Greasing of bearings at motor end.
5.	Quarterly Checking and doing the alignment of shaft if required.
6.	Quarterly Servicing of all pump motor.
7.	Annual Heat varnishing of pump motors if required.
8.	Quarterly Checking and doing alignment of the motor if required.
9.	Annual Overhauling of the pumps during winter shut down.
10.	Quarterly servicing of VFDs for the Pumps.
11.	Quarterly servicing of chilled water line strainer for the Pumps.
12.	Quarterly Servicing of Pump electrical panel.
13.	Half yearly flow checking for condenser and chilled water circuit and submission of report to your end.
14.	Replacement of bearings as and when required.
15.	Replacement of Mechanical Seal of the pumps as and when required.
16.	Repair and replacement of couplings for the condenser water pumps as and when required.
17.	Rewinding of pump motor if burnt out.
18.	Replacement of motor terminal in case of burnt out.

19	Replacement of Pressure Gauges and Thermometers for pumps as and when required.
20	Replacement of Electrical Spares of Electrical Starter Panel for Pumps as and when required (supplied by AIIMS Kalyani).
21	Replacement of motor (supplied by AIIMS Kalyani) as and when required.
22	Laying of incoming cable (supplied by AIIMS Kalyani.) as and when required.

C.	Operation and maintenance of Cooling Towers
1.	Operation of the Cooling Towers rotation-wise as per the site requirement and as per direction by engineer team, AIIMS Kalyani.
2.	Monitoring the smooth running of the cooling Towers and voltage (RY, YB, BR), Current (R, Y, B), Inlet temperature, Outlet temperature, water level vibration and motor, tightness of the termination of the panel, condition of gear box, spray nozzles and oil level of gear box etc.
3.	Recording the wet bulb and ambient temperature in once in morning and afternoon shift.
4.	Recording the cooling tower sump temperature, wet bulb and ambient temperature, etc.
5.	Ensuring cleanliness in the Cooling Tower area, Sweep daily, disposal of rubbish, Spider web, Clean up animals and insects after they die, all equipment must be blown clean etc.
6.	Quarterly Greasing of bearings at motor end.
7.	Quarterly Cleaning of Cooling Tower sump.
8.	Monthly cleaning of Condenser water line Pot Strainers.
9.	Annual Overhauling of gear box if required.
10.	Annual Overhauling of Cooling Tower.
11.	Quarterly servicing of VFDs for the Cooling Towers.
12.	Annual Heat varnishing of Cooling Tower motors if required.
13.	Quarterly cleaning of Cooling Tower sump and Spray Nozzles.
14.	Quarterly checking and ensuring proper pitch angle of Cooling tower fan blade.
15.	Replenishing gear oil as and when required.
16.	Rewinding of Cooling Tower motor if burnt out.
17.	Replacement of coupling and its accessories as and when required.
18.	Replacement of seal of gear box as and when required.
19.	Replacement of nozzles as and when required.
20.	Replacement of bearings as and when required.
21.	Replacement of net of Pot Strainer as and when required.
22.	Replacement of motor terminal in case of burnt out.
23.	Replacement of Electrical Spares of Electrical Starter Panel for Cooling Towers as and when required (supplied by you).
24.	Replacement of motor (supplied by you) as and when required.
D.	Operation and maintenance of Air Handling Units (AHU) & Ventilation Fan.

1.	Operation of the AHUs, Ventilation Fan along with the VFDs wherever applicable as per the siterequirement with HVAC related Building Management System.
2.	Monitoring the smooth running of the AHUs and respective VFDs filter filter cleaning, Actuator cleaning, In/Out pipe line water flush, Motor alignment check, Belt tightness check, VAV fire dumper, VFD operational check, Daily ON/ OFF time, Return air temperature, Canvas air temperature, AHU inlet/outlet water temperature, AHU inlet/outlet water pressure, etc.
3.	Monitoring the smooth running of the Ventilation Fan, abnormal sound and vibration check.
4.	Ensuring cleanliness in the AHU rooms Sweep daily, disposal of rubbish, Spider web, Clean up animals and insects after they die, all equipment must be blown clean etc.
5.	Quarterly Greasing of bearings at AHU blower end.
6.	Quarterly Greasing of bearings at AHU motor end.
7.	Quarterly Checking and doing the alignment of shaft.
8.	Quarterly Servicing of all AHU motor.
9.	Annual Heat varnishing of AHU motors if required.
10.	Quarterly Servicing of AHU Filter.
11.	Quarterly Checking and doing alignment of the motor.
12.	Half yearly cleaning of AHU coils.
13.	Quarterly Servicing of AHU electrical panel.
14.	Quarterly servicing of VFDs for the AHUs.
15.	Annual performance test of all the AHUs and submission of report to your end.
16.	Quarterly Tightening of terminals of motor.
17.	Half yearly servicing of chilled water line strainer for the AHUs.
18.	Replacement of bearings as and when required.
19.	Replacement of V-Belts as and when required.
20.	Rewinding of AHU motor if burnt out.
21.	Replacement of AHU motor terminal in case of burnt out.
22.	Replacement of Pressure Gauges and Thermometers for AHUs as and when required.
23.	Replacement of MCCBs and contactors of AHU Electrical panel if required.
24.	Repairing and replacement of Canvas as and when Required.
25.	Replacement of motor.
26.	Replacement of AHU Pre Filter.
27.	Check the BMS Different sensor like Temperature sensor, pressure sensor, supply air and return air sensor, duct detector, Prefiller and fine filter sensor, etc. any kind of issue found inform by AIIMS Authority.
28.	Repair/rectification/replacement of BMS and fire alarm components connected to HVAC would be fully included in this contract
29.	AHU operated and check the status of AHU through the BMS will be done by agency.
30.	Checking the interlocks (fire & BMS) for its normal operation and recording the same in the log sheet

E.	Operation and maintenance of Fresh air & Exhaust air Ventilation Fans, Smoke extraction fans etc.
1.	Operation of the ventilation fans and exhaust air fans for proper ventilation as per the site requirement and as per direction by engineer team, AIIMS Kalyani.
2.	Monitoring the smooth running of the ventilation fans and Smoke exhaust air fans, lift well pressurization fan, fresh air fan, etc.
3.	Informing abnormalities to the seniors and the concerned officials.

4.	Quarterly Greasing of bearings at blower end.
5.	Quarterly Greasing of bearings at motor end.
6.	Quarterly Tightening of terminals of motor.
7.	Quarterly Servicing of all motors.
8.	Annual Heat varnishing of motors if required.
9.	Quarterly Servicing of electrical panel.
10.	Replacement of bearings as and when required.
11.	Replacement of V-Belts as and when required.
12.	Replacement of motor terminal in case of burnt out.
13.	Rewinding of motor if burnt out.
14.	Replacement of MCCBs and contactors of Electrical panel if required (supplied by AIIMS Kalyani).
15.	Repairing and replacement of Canvass as and when Required.
16.	Replacement of motor (supplied by AIIMS Kalyani).

F. Operation and maintenance of Split AC & DX unit ODU:

1. Indoor Unit filter Cleaning, Coli cleaning, cleaning with blower, etc.
2. Indoor unit over all servicing as per instruction by AIIMS engineering Team.
3. Gas charging as and when required will be work by agency.
4. Replacement of spare parts and electronics components as per requirement.
5. Outdoor Unit Coil cleaning, Electronic parts cleaning with blower, etc.
6. Outdoor unit over all servicing work done by agency as per instruction by AIIMS engineering Team.

G. Operation and maintenance of Variable Refrigerant Volume (VRV/VRF) type units

1. Indoor Unit filter Cleaning, Coil cleaning, cleaning with blower, etc.
2. Indoor unit over all servicing as per instruction by AIIMS engineering Team.
3. For requirement of Gas charging and copper pipe line brazing work will be done by agency.
4. Replacement of spare parts and electronics components as per requirement.
5. Outdoor Unit Coli cleaning, Cleaning with blower, etc.
6. Outdoor unit over all servicing work done by agency as per instruction by AIIMS engineering Team.
7. This system will be operated by through Building management system.
8. Replacement of spare/parts/component of BMS work will be done by agency.

Notes: For all items

1. On every occasion of greasing the greasing of AHU blower,motor,/alignment checking/Heat varnishing/any type of servicing/Cleaning/tightening/replacement of any parts etc incident

- would be entered in tabular form in a compliance sheet and got signed by AIIMS authority (From Engg deptt) on the same date else it will not be considered as done or done satisfactorily
2. In case of materials/spares/components supplied by AIIMS and fitted by the agency, AIIMS would supply only the main components. Small items consumables and sundries would be arrange by this agency.

15. Penalty Clause

1. Since there is a provision of regular monitoring, checking and preventive maintenance, there should be only planned shutdowns and no breakdown of the system.

However, if due to some unforeseen reasons not included in initial planning or due to some external factors not within control of the agency a breakdown occurs, it has to be attended immediately and rectified in time bound manner as follows:

- I. Day time breakdown requiring repair and replacement of available spares ---Within 4 hours from complaint reporting.
- II. Day time breakdown requiring repair and replacement of spares to be brought from local /Kolkata market---Within 12 hours from complaint reporting.
- III. Night time breakdown requiring repair and replacement of available spares --- Within 16 hours from complaint reporting.
- IV. Night time breakdown requiring repair and replacement of spares to be brought from local /Kolkata market-----Within 24 hours from complaint reporting.
- V. For repairs requiring material to be arranged by AIIMS Kalyani: within 24 hours of material being arranged.

For any breakdown beyond this allowable repair period, a penalty in proportion to the affected area will be calculated as follows:

2. Penalty for disruption of services

(Hourly cost of contract based on 24 x365 hours in a year) X area of buildings affected by the breakdown/ Total area covered by the system

In place of area data, this calculation can be done based on number of AHUs affected v/s total no of units etc

The calculation of penalty amount as done by AIIMS by this process would be binding on the agency.

In case of disruption of services at the time of important events and functions in presence of high level guests and / or dignitaries, a lump sum penalty of Rs. 25000.00 would be charged.

Also, cost of alternative arrangements made by AIIMS like hiring some equipment in emergency or engaging some outside agency for immediate repairs, would also be recovered from the agency at penal rate of twice the actual cost .

3. Penalty for unclean equipment and unclean AHU rooms and Chiller plant area :
Rs. 200 per location per day after expiry of 24 hours after giving instruction.

AFFIDAVIT

(To be Submitted on Non Judicial Stamp Paper of Rs. 10/- or above)

I/We hereby certify that the undermentioned firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account. I/We also certify that, Firm will supply the item(s) as per the specification given by Institution and also abide all the Terms & Conditions stipulated in Tender.

I/We also certify that, the information given in Bid is true and correct in all aspects and in any case at a later date, it is found that any details provided are false and incorrect, any contract given to the concerned firm or participation may be summarily terminated at any state, the firm will be blacklisted and Institute may impose any action as per NIT Rules.

“I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee”.

Name : _____

Business Address :-

(Signature of Bidder with Firm's Seal)

Place : _____ Dated : _____

FORM OF PERFORMANCE SECURITY (GUARANTEE)

In consideration of the Executive Director, AIIMS, KALYANI (hereinafter called “the Government”) having offered to accept the terms and conditions of the proposed agreement between and (hereinafter called “ the said Contractor(s)”) for the work One year Comprehensive Maintenance and operation Contract for HVAC System comprising of 5000 TR TRANE make Centrifugal Chiller at Phase-2 locations and 1000 TR CARRIER make Centrifugal Chiller at Phase-1 locations at AIIMS, Kalyani.” having agreed to production of an irrevocable Bank Guarantee for Rs. _____(Rupees _____only) as a security/guarantee from the contractor(s) for compliance of his obligation in accordance with the terms and conditions in the said agreement.

1. I/We (hereinafter referred to as Bank) hereby (Indicate the name of the Bank) undertake to pay to the Government an amount not exceeding Rs. _____(Rupees _____ only) on demand by Government.
2. I/We do hereby undertake to pay the (Indicate the name of the Bank) amount due and payable under this Guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under his Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____ (Rupees _____ only).
3. I/We the said bank undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating there to, our liability under this present being absolute and unequivocal.
4. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.
5. I/ We further agree that the guarantee herein contained (Indicate the name of Bank) shall remain in full force and effect during the period that would be taken for the performance of the said agreement and it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till Engineer-in-charge on behalf of the Government, certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) accordingly discharges this guarantee.
6. I/We further agree with the Government that the (Indicate the name of Bank) Government shall have the fullest liberty without our consent, and without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement & we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on that part of the Government or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would , but for this provision, have effect of so relieving us.
7. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
8. We lastly undertake not to revoke this (Indicate the name of Bank) guarantee except with the previous consent of the Government in writing.
9. This Guarantee shall valid up to _____ unless extended on demand by Government, notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. _____Rupees _____only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this Guarantee all our liabilities under the Guarantee shall stand discharged.

Dated the _____ day of _____ for _____

(Indicate the name of Bank)

AGREEMENT

(To be Submitted on Non Judicial Stamp Paper of Rs 100/- or above)

This Agreement is made at Kalyani on this (day) of(Month) 20___. BETWEEN Executive Director, AIIMS, Kalyani represented through Superintending Engineer, AIIMS, Kalyani (hereinafter referred as the) (Address) “Principal/Owner”, which expression shall unless repugnant to the meaning or context hereof include its success or sand permitted as signs) AND..... (Name and Address of the Individual/firm/Company) through..... (Hereinafter referred to as the (Details of duly authorized signatory) “Bidder/Contractor” and which expression shall unless repugnant to the meaning or context hereof include its success or sand permitted as signs) Preamble WHEREAS, the Principal/Owner has floated the Tender (NIT No. AIIMS/BBSR/Engg./013/2022-23 (hereinafter refer red to as “Tender/Bid”) and intends to award, under laid down organizational procedure, contract for “One year Comprehensive Maintenance and operation Contract for HVAC System comprising of 5000 TR TRANE make Centrifugal Chiller at Phase-2 locations and 1000 TR CARRIER make Centrifugal Chiller at Phase-1 locations at AIIMS, Kalyani (hereinafter referred to as the “Contract” AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the Land, Rules & Regulations, Economic use of resources and of fairness/ transparency in its relation with its Bidder(s) and Contractor(s). AND WHEREAS to meet the purpose afore said both the parties have agreed to enter to this Agreement (hereinafter referred to as “Pact”), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties. The Tendered Value which has been accepted by Competent Authority for “One year Comprehensive Maintenance and operation Contract for HVAC System comprising of 5000 TR TRANE make Centrifugal Chiller at Phase-2 locations and 1000 TR CARRIER make Centrifugal Chiller at Phase-1 locations at AIIMS, Kalyani.” is Rs _____/- (Rupees _____ only). NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under: -

Article - 1: Commitment of the Principal/Owner.

1. The Principal/Owner commit itself to take all measures necessary to prevent corruption and to observe the following principles:

- (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the Tender processor the Contract execution.
- (c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

2. If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC)/Prevention of Corruption Act,1988 (P C Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article - 2 : Commitment of the Bidder(s)/Contractor(s)

1. It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standard and makes, and report to the Government/Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

2. The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:-

- (a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner’s employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind what so ever during the Tender process or during the execution of the Contract.

(b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

(c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

(d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both.

Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.

(e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to, or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

3. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

4. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.

5. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may be fall upon a person, his/her reputation or property to influence their participation in the tendering process).

Article - 3: Consequences of Breach.

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right :-

1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article-2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may before vigor for a limited period as decided by the Principal/Owner.

2. Forfeiture of EMD/Performance Guarantee/Security Deposit : If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contractor has accrued the right to terminate/determine the Contract according to Article-3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Performance Guarantee and Security Deposit of the Bidder/Contractor.

1. Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article - 4 : Previous Transgression.

1. The Bidder declares that no previous transgressions occurred in the last 05 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.

2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender processor action can be taken for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the Principal/Owner.

3. If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/ Owner may, at its own discretion, revoke the exclusion prematurely.

Article - 5 : Equal Treatment of all Bidders/Contractors/Sub-contractors.

1. The Bidder(s)/Contractor(s) undertake(s) to demand from all sub-contractors a commitment in conformity with this Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Sub-contractors/sub-vendors.

2. The Principal/Owner will enter in to Pacts on identical terms as this one with all Bidders and Contractors.

3. The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article - 6 : Duration of the Pact.

1. This Pact begins when both the parties have legally sign edit. It expires for the Contractor/Vendor 12 months after the completion of work under the contractor till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

2. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, AIIMS, Kalyani.

Article – 7: Term & Conditions of Payment.

a. 100% payment will be released after due certification of RA Bill/Final Bill by Engineering-in-charge or his representative after completion of work.

b. Security Deposit 5% of contract value will be deducted from the bills of the Contractor.

c. The Income Tax as application shall be deducted from the bills unless exempted by the Income Tax Department.

e. Labour CESS @ 01% will be deducted from the Bill.

f. If water is used from the AIIMS, Kalyani, then water charges will be deducted @1% of the bill amount.

f. Electrical charges as per actual meter reading shall be deducted from the bill. If connection is taken directly without installation of meter with prior permission from Superintending Engineer , then amount as per the usage shall be deducted from the gross bill amount as suggested by Superintending Engineer .

g. All the work shall be completed within 06 (Six) Months from the date of issue of work Order by the Institute. All the aspects of safe installation shall be the exclusive responsibility of the Contractor. If the contractor fails to complete the work on or before the stipulated date, then a penalty at the Rate of 01% 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 the contractor (as per GCC – 2020) shall be levied subject to maximum of 10% of the accepted tendered valued of the work.

h. It will be mandatory for the bidders to indicate their bank account number and over relevant e-payment details so that payment could be made through RTGS/Other mechanism.

i. GST and other taxes as applicable shall be recovered/paid from the contractor's bill as per Govt. of India/AIIMS Rules.

Article - 8 : Other Provisions.

1. This Pact is subject to Indian Law, place of performance and jurisdiction is the Kalyani of the Principal/Owner, who has floated the Tender.

2. Changes and supplements need to be made in writing. Side agreements have not been made.

3. If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members.

In case of a Company, a representative duly authorized by board resolution must sign the Pact.

4. Should one or several provisions of this Pact turnout to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intensions.

5. It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Agreement/Pact, any action taken by the Owner/Principal in accordance with this Agreement/Pact or interpretation thereof shall not be subject to arbitration.

Article - 9: LEGAL AND PRIOR RIGHTS.

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this

Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Pact.

IN WITNESS WHEREOF the parties have signed and executed this Pact at the place and date first above mentioned in the presence of following witnesses :-

.....
...
(For and on behalf of Principal/Owner)

.....
(For and on behalf of the Bidder/Contractor)

WITNESSES:

.....
(Signature, Name and address)

.....
(Signature, Name and address)

Dated :

Dated :

Place : Kalyani

Place : Kalyani

Annexure E :

Price Bid Format

Name of work : One year Comprehensive Maintenance and operation Contract for HVAC System comprising of 5000 TR TRANE make Centrifugal Chiller at Phase-2 locations and 1000 TR CARRIER make Centrifugal Chiller at Phase-1 locations at AIIMS ,Kalyani

TE No.

<u>Item</u>	<u>Sub Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u> <u>Rs. Per</u> <u>unit</u>	<u>Amount</u>
One year Comprehensive Maintenance and operation Contract for HVAC System at AIIMS ,Kalyani as per details given in Annexure A					
	A : Total labour cost including all taxes, profit and overheads for labour as per Annexure A	12 months	Per month		
	B: Total Material cost including all taxes, profit and overheads for material spares and consumables as per actual requirement as per scope of work	12 months	Per month		

Total Cost Rs. (in figures)

(Rupees (in words)

E-Tendering Instructions to Bidder(s)

General. The Special Instructions (for e-Tendering) supplement ‘**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING**’, as given in this TenderDocument. Submission of Online Bids is mandatory for this Tender. e-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers / Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, AIIMS KALYANI has decided to use the portal <https://www.tenderwizard.com/AIIMSKALYANI> through an ASP, M/s. ITI Ltd., BHUBANESWAR.

Instructions.

1. Tender Bidding Methodology. Two Stage Online Bidding.

2. Broad outline of activities from Bidders prospective:

- (a) Procure a Class III Digital Signature Certificate (DSC).
- (b) Register on the e-Procurement portal www.tenderwizard.com/AIIMSBBSR.
- (c) Create Users on the above portal.
- (d) View Notice Inviting Tender (NIT) on the above portal.
- (e) Download Official Copy of Tender Documents from the above portal.
- (f) Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS, Kalyani.
- (g) Bid-Submission on the above portal.
- (h) Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part.
- (i) Post-TOE Clarification on the above portal (Optional) – Respond to AIIMS, Kalyani’s Post-TOE queries.
- (j) Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part(Only for Technical Responsive Bidders).

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. Digital Certificates. For integrity of data and authenticity / non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. Registration. To use the Electronic Tender portal www.tenderwizard.com/AIIMSKALYANI, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable. (Rs 2000+ GST as applicable)

Note. : *After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/ activated.*

- (a) The Bidder must ensure that after following above, the status of bid submission must become - “Submitted”.

(b) Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.

(c) It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.

(d) The Financial part/BOQ may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

5. Bid submission. The entire bid-submission would be online on the Tender wizard portal i.e. <https://www.tenderwizard.com> /AIIMS, Kalyani.

6. Broad outline of submissions are as follows:-

- (a) Submission of Bid Parts (Technical & Financial).
- (b) Submission of information pertaining to Bid Security/ EMD.
- (c) Submission of signed copy of Tender Documents/Addendums.

7. The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required establishing compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.

8. The FINANCIAL PART shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copy of duly filled price schedule (Section VII) for both packages are to be uploaded. If required, additional documents in support of taxes, quoted duties etc. may also be uploaded.

9. Tender Processing Fee. You pay processing fee (0.1% of ECV + GST as applicable (Min. 750/- & Max 7500/- + GST as applicable)) through online (Credit card/ Debit card/ Net Banking), when participating in the e- tender.

10. Public Online Tender Opening Event (TOE). The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Important Note. *In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc.) due to which all the bidders face a problem during critical events, and this is brought to the notice*

of AIIMSKALYANI by the bidders in time, then AIIMS, Kalyani will promptly reschedule the affected event(s).

9. Other Instructions. For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.

Important Note. : *It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.*

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to :-

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
2. Register your organization on the portal well in advance of your first tender submission deadline on the portal
3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc.).
5. While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each registered bidder under this portal shall be impacted by the ASP, M/s. ITI, Kalyani, if required, before participation in the online tendering.

For any further assistance, please contact Mr. Sanjeeb Mahapatra (08249821902), Mr. Mayank Singh Thakur (08800115628), Helpdesk-011-49424365, ITI email ID for mailing communication:
twhelpdesk680@gmail.com /twhelpdesk404@gmail.com /mayank.s@etenderwizard.com
[/sanjeeb.m@etenderwizard.com](mailto:sanjeeb.m@etenderwizard.com) .