

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI**

TENDER DOCUMENT FOR

**Supply, Installation, Testing, & Commissioning (SITC) of Split type Air Conditioning units at
IGIDR**

NIT No. IGIDR/Tender/2024/ED/04 Date: 14.02.2024

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (East), Mumbai-400065.

Telephone: 022 6909 6200/502/9920153014. Fax: 022 6909 639

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

“NAME OF THE WORK: Supply, Installation, Testing, & Commissioning of Split type Air Conditioning units at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. Institute invites bids from reputed & qualified bidders for the following work:

Name of work	Completion Period	EMD (INR)
(1)	(2)	(3)
Supply, Installation, Testing, & Commissioning of Split type Air Conditioning units at IGIDR	3 Weeks	INR 13,000.00

2. The tenders being invited for the above mentioned work. IGIDR Mumbai reserves its right to award the work to the successful bidder.
3. Bidder has to deposit Earnest Money of **Rs. 13,000.00** (Rupees Thirteen Thousand only) along with the bid.
4. The tender bids in two bid system are invited through two separate Emails to tender@igidr.ac.in : “**Email-1: EMD and Pre-qualification/Technical Bid**” and “**Email-2: Financial bid**”. Subject of email should be mentioned as “**Email-1: EMD and Pre-qualification/Technical Bid for Supply, Installation, Testing & Commissioning of Split AC units at IGIDR**” and “**Email-2: Financial bid for Supply, Installation, Testing & Commissioning of Split AC units at IGIDR**” **respectively. All the bid documents should be attached as a PDF document or zip file and the financial bid file should be protected with a password.**
5. Last date of submission of Tender document shall be up to **6th March 2024, the end of the day.**
6. The institute reserves the right to reject any prospective application without assigning any reasons whatsoever.
7. Before quoting the rates, contractor should inspect the site and understand themselves about the nature, and scope of the work.

REGISTRAR

SECTION-‘A’

LETTER OF OFFER

Date _____

To,
The Registrar,
Indira Gandhi Institute of Development &
Research,
Gen. A.K. Vaidya Marg, Film city Road,
Goregaon (East), Mumbai 400065.

Subject: Tender for Supply, Installation, Testing & Commissioning of Split AC units at IGIDR, Mumbai.

Reference: NIT No. IGIDR/Tender/2024/ED/04 Date: 14.02.2024

Dear Sir,

With respect to your above mentioned tender, we hereby submit our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

We have deposited DD/FDR/BG for an amount of Rs. 13,000.00 or valid MSME registration certificate as an earnest money to the IGIDR, which will not bear any interest.

Should we fail to execute the contract when called upon to do so. We do hereby agree that this sum shall be forfeited by us to the IGIDR.

We have carefully gone through the terms and conditions prescribed and we accept the same in to without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of the Bidder

** The bidder should submit the Letter of Offer on their company letterhead.*

SECTION 'B'

GENERAL INSTRUCTIONS TO BIDDERS

Tender bids through email should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.

1. The bidder has to deposit Earnest Money of **Rs. 13, 000.00 (Rupees Thirteen Thousand only)** through NEFT/DD/FDR/BG to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account No. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of tender document towards Earnest money.
2. The bidders registered under **MSME** are exempted for submission of EMD, but they should submit the necessary copy of the MSME certificate for exemption.
3. The tender bids in two bid system are invited through two separate Emails to tender@igidr.ac.in “**Email-1: EMD and Pre-qualification/Technical Bid**” and “**Email-2: Financial bid**”. Subject of email should be mentioned as “**Email-1: EMD and Pre-qualification/Technical Bid for Supply, Installation, Testing & Commissioning of Split AC units at IGIDR** and “**Email-2: Financial bid for Supply, Installation, Testing & Commissioning of Split AC units IGIDR**” respectively. **All the bid documents should be attached as a PDF document or zip file. In case bidder cannot attach single bid file to an email then they can split their bid and submit in multiple emails with mentioning in the email as Part-I, II, III....etc.**
4. All the required documents should be scanned and merged either into a single PDF file or zipped into a single and attached to the respective emails. **The Financial bid should be attached as a PDF document protected with a password and the password to be shared at the time of financial bid opening through online meeting. The vendor should keep their password securely with them and required to give only when asked in online meeting for financial bid opening.**
5. The bids will be received up to **6th March 2024 end of the day**. Each copy of the tender document under their stamp and signature. No tender will be accepted after 6th March 2024 under any circumstances whatsoever.
6. The Email bid with subject “EMD & Pre-qualification/Technical Bid for Supply, Installation, Testing, & Commissioning of Split AC at IGIDR” shall be opened by the tender opening committee on **7th March 2024 at 03.00 PM**. Through online meeting platform. The link of meeting will be shared with participated bidders. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
7. The Email bid with subject “Financial bid for Supply, Installation, Testing & Commissioning of Split AC units at IGIDR” of only qualified bidders will be opened. The date of opening of price bid shall be informed by institute to the qualified bidders. The date of opening of financial bid and link for online meeting shall be informed by the institute to the qualified bidders. **The bidders should provide the password of financial bid PDF file during the opening of the financial bid. In case bidder can NOT provide password for financial bid at the opening then their bid shall be rejected.**
8. Tender bid shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the tender during this period.

9. The bidder must use only the tender forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.
10. The tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Institute in its discretion.
11. Rates should be quoted both in figures and in words in columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.
12. Each Page of the Tender document should be stamped and signed by the authorized person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
13. A tender which is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the institute but without interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the work. No interest shall be paid on this deposit. The EMD of the successful bidder may be converted into Performance Security Deposit. The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the institute.
14. Tender incomplete in any form will be rejected outright; conditional offers will not be accepted.
15. Institute does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
16. Institute reserves the right to divide the work mentioned in the tender, amongst two or more bidders at its own discretion and the successful bidders will have to execute orders for part of the items placed with them at the quoted rates. Institute also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the Contractor shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self-supporting and relevant.
17. No bidder will be allowed to withdraw after submission of the tender: otherwise, the EMD submitted by the bidder would stand forfeited. In case, the successful bidder declines the offer of contract (or refuse to acknowledge or execute the contract within 15 days of award of order), for what so-ever reasons, their EMD will be forfeited.
18. **The intending bidder can obtain any clarifications regarding the tender document, scope of work etc. if any by contacting to Mr. Amit Gaikwad (Estate Officer) on email amitg@igidr.ac.in or mobile – 9881070122 or from the Estate Department of the Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065 on any Institute`s working day.**

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place:

Signature of the Bidder with seal

Date:

SECTION 'C'

SPECIAL CONDITIONS

1. The successful bidder shall not assign the sub-contract. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.
2. The workmen will not be allowed to stay within the premises. The work has to be carried out with least inconvenience to the staff. The debris/dust or any wastage generated out of the above work shall be cleaned as frequently as required and as instructed by the institute's engineer away from the institute's premises.
3. The successful bidder should note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self-supporting. The quantities in the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the contract. No claim shall be entertained on this account.
4. The successful bidder shall bring to the notice of the Employer in case of any extra items not mentioned in the schedule of quantities during the course of the work and shall only carry out the same on written approval from the Institute's Engineer.
5. In all matters of dispute arising on the work, the matter shall be referred to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon** for a decision.
6. The successful bidder shall carry out all the work strictly in accordance with scope of work, specifications and as per detailed instructions of the Institute's Engineer. If in the opinion of the Institute's Engineer, changes have to be made in the design and with the prior approval in writing of the Employer they desire the successful bidder to carry out the same. The Institute's Engineer's decision in such cases shall be final. Any damage cause to any of institute's properties shall be made good by the contractor at their own cost.
7. The successful bidder shall make their own arrangements for storing of their material at site. Before quoting the rates the bidder should inspect the site and understand themselves about the nature and scope of the work.
8. The successful bidder should supply the model of the split AC units mentioned in the financial bid only and if there is any changes in the mentioned models or if the particular model is not available, then the bidder should inform to the institute in written through the OEM before supplying the alternate model of same make and capacity.
9. **Arbitration Clause:**

In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.

10. Insurance Clause:

The successful bidder shall be responsible for all injury to person, animals or things and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated sub-Contractor's employees, whether such injury or damage arise from carelessness, accident or any other case whatever in any way connected with the carrying out of the contract.

11. **Performance Security Deposit (PSD):** The successful bidder will have to deposit a Contract Performance Guarantee of **5%** of the total contract amount, subject to the revision at the time of placing the work order, within 7 working days of the receipt of the formal work order. The performance guarantee will be furnished in the form of an account payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a commercial bank drawn in favour of "Indira Gandhi Institute of Development Research" payable at Mumbai. The performance guarantee should remain valid for a period of 60 days beyond the date of completion of defect liability period of **one year**. The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of contract. The security deposit will be released to successful bidder after completion of defect liability period of 1 year and all contractual obligations. No interest will be paid on Security Deposit withheld by the Institute.

12. Defect Liability Period:

The defect liability period for the split AC with all the components & accessories should be of **1 year** from the date of completion of work and the **Compressor** unit should have **additional 4 years warranty** after the defect liability period. Any defect or fault which may appear during 12 months from the date of virtual completion of work/or supply and installation in full as specified under the contract, arising in the opinion of the Institute's Engineer from materials or workmanship not in accordance with the contract, shall upon the directions in writing of the Institute's Engineer, and within such reasonable time as shall be specified therein, be amended and made good by the Contractor at his own cost and in case of default the Institute may employ and pay other persons to amend the make good such defects/faults and damages, loss and expenses consequent there upon or incidental thereto shall be made good and borne by the Contractor and such damages, loss and expenses shall be recoverable from him by the Institute, or may be deducted by the Institute upon the Institute's/Institute's Engineers' certificate in writing from any moneys due or that may become due to the contractor. The contractor/supplier shall remain liable under the provisions of this clause notwithstanding the signing by the Institute's Engineer any certificate or passing of any accounts.

13. Payment Terms:

Payment shall be made to the successful bidder after successful completion of work within 15 working days of submission of certified invoice along with measurement sheet as per actual

measurement of work done.

14. Completion Period:

The time allowed for the completion of work shall be 3 weeks commence from 4th day of award of the work order, subject nevertheless to the provisions for extension of time.

15. Penalty Clause:

Time allowed for carrying out the work is 1 month, which shall be strictly observed by the successful bidder and it shall be reckoned from the 4th day of issue of work order. The work shall throughout the stipulated period of the contract be preceded with all the due diligence and if the Contractor fails to complete the work within the specified period he shall be liable to pay compensation at the rate of 1% per week subject to a maximum amount of 5% of the contract amount. The Tender shall before commencing work prepare a detailed work program which shall be approved by the Institute's Engineer.

Any damage cause to any of Institute's properties shall be made good by the successful bidder at their own cost.

16. Termination Clause:

- 16.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the contractor in the performance of this contract or in the discharge of any contractual obligations arising out of this contract or if the contractor commits substantial breach of his obligations and such breach is not corrected within 7 (seven) days from the date of receipt of the notice specifying the breach, by the contractor, the Institute may terminate this contract by giving a 15 (fifteen) days written notice of intended termination to the contractor.
- 16.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the Contractor subject to clause 16.5 hereunder.
- 16.3 Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the Contractor without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The Contractor may terminate this Contract at any time by giving two months' notice to the Institute without assigning any reason thereof.
- 16.4 Forthwith on the expiry or earlier termination of this Contract, the Contractor shall, return to the Institute all materials and equipment, belonging to the Institute with regard to this Contract. The Institute shall also intimate to the Contractor a time when it can collect its equipment stored in the Institute and the Contractor shall collect the same. In the event that the Contractor does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.
- 16.5 Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, cost of remedying any defects (if any) and the cost of completion of the work (if required). The Institute shall be entitled to recover from the Contractor the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the Contractor.

16.6 On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature of the Bidder with seal

Date:

SECTION-‘E’

PRE-QUALIFICATION CRITERIA

- **Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:**
 - a) The bidder should be registered with the appropriate registration authorities. Copy of Registration under Shop & Establishment or Certificate of Incorporation or Affidavit/Partnership Deed in case of firm to be submitted.
 - b) Authorization Letter from Original Equipment Manufacturer (OEM) for this IGIDR tender should be submitted.
 - c) Copy of Registration of Goods & Service Tax and PAN
 - d) The bidder should have an average annual turnover of **Rs. 20.00 Lakh** for similar services only in the last 3 financial years (i.e., FY2020-21, FY2021-22 and FY 2022-23). The bidder will submit the audited balance sheets; P & L account statements or CA certificate for turnover amount for above 3 financial years certified by the CA.
 - e) The bidder should have successfully completed the similar nature of works i.e. SITC of split AC units during last 07 years ending last month of date of publication of tender either of the following-
 - i. At least 01 similar work of costing not less than **Rupees 5, 17,500.00 Or**
 - ii. At least 02 similar works of costing not less than **Rupees 3, 23,500.00 in two different organizations Or**
 - iii. At least 03 similar works of costing not less than **Rupees 2, 58,500.00 in three different organizations**
- (Bidder should submit copy of Work orders and respective completion certificates).**
- f) Bidder should submit details of at least two clients along with contact details of representative and copy of certificate of appreciation if any.
 - g) The bidder should have either the Registered Office or one of the Branch Office located in the territory **region of MMRDA.**
 - h) The bidder should not be blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency (Submit Undertaking As per **Annexure-A**).

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company duly stamped and signed by the authorized person of the agency and attached as PDF file, to be submitted along with the qualification bid (Email-1).

• **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2	Address	
3	Telephone Number: Office /Residence: Mobile Number: Fax No. E-Mail address-	
4	Details of Registration (number & date)	
5	Month and Year in which the firm / company was formed/ incorporated.	
6	Type of organisation (Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.)	
7	Enclose copy of partnership deed, Articles of Association or MOA or Affidavit (in case of firm)	
8	Average Annual Turnover of Last Three Financial Year (attached audited balance sheets & profit & Loss account statements)	FY 2020-21 FY 2021-22 FY 2022-23
9	Bank Account Details	Bank Name: Account Number: IFSC Code:

SECTION ‘E’
TECHNICAL BID

1. SCOPE OF WORK:

The detailed scope of work, Bill of Quantities and specifications are as follows-

- **Bill of Quantity of Split type Air Conditioning units to be installed location wise:**
 - A. Director’s bungalow:** 03 Nos. -2.0 TR capacity, 3 Star rated split AC unit
 - B. Dining hall:** 02 Nos. – 2.0 TR capacity, 3 Star rated split AC unit
 - C. Cafeteria:** 02 Nos. – 2.0 TR capacity, 3 Star rated split AC unit
 - D. Administration building first floor:** 03 Nos. – 2.0 TR, 3 Star rated split AC unit (Each 1 No. at visitor seating area, cubicle near utility room and the cubicle opposite conference room)
 - E. Office No. 305 at RB-2:** 01 No. – 1.5 TR capacity, 3 star rated split AC unit

2. Technical Specifications of Split AC units:

Sl. No.	Parameters	Specifications
1	Quantity Required	Total 11 Nos. (As per above BOQ)
2	Capacity	As mentioned in BOQ
3	Type	Non inverter Split type with wall mounted indoor unit and bracketmounted outdoor unit.
4	Condenser	100% Copper
5	BEE Star Rating	3 Star rating
6	ISEER Rating	Min. 3.50
7	Refrigerant type	R410 or R-32 Refrigerant (environment friendly)
8	Connecting pipes	100% Copper connecting pipes between the indoor and outdoor AC Unit
9	Refrigerant pipe insulation	Nitrile rubber insulation
10	Warranty	1 Year for all Parts & 5 Years for compressor after completion of installation & testing.

3. List of Preferred Brand/ Manufacturer’s:

Sl. No.	Particulars of Equipment or Material	Manufacturer’s Name
1	Non inverter Split Air-conditioner/Hi-wall split AC	Hitachi/ Carrier/ Daikin
2	PVC Power Cable	Polycab/ Havells/ Finolex

3	PVC Drain Pipe	Astral/ Precision/ Ashirwad/Eq.
4	Copper Refrigerant pipe & insulation	Standard brand

4. Technical Bid to be filled by the Bidder:

Sl. No.	Particulars of Equipment or Material	Quoted Make	Quoted Model No.
1	1.5TR and 2.0 TR capacity, 3 Star rated split AC		
2	PVC Power Cable		
3	PVC Drain Pipe		

- **The bidder should submit the datasheets of Split AC unit models quoted in technical bid.**
- The bill of quantities for other materials will be as per financial bid.
- The carpentry work required if any will be in scope of the Institute.
- **The hard/soft copper refrigerant piping will not be measured separately and shall be considered as one while measuring after completion of work.**
- **The quantity of standard piping/cable supplied from the OEM should not be considered in the measurement.**
- **The financial bid should be considering the buyback offer for old existing AC units.**
- **The work should be carried in phases as per the schedule approved by the institute.**

Place:

Date:

Signature of the Bidder with seal

Annexure – A*

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
The Registrar
Indira Gandhi Institute of Development Research,
Film City Road, Santosh Nagar,
Goregaon (East), Mumbai – 400 065.

We hereby confirm and declare that we, M/s _____, is not blacklisted/ De-registered/debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date:

**To be submitted on company letter head duly signed and stamped on it.*