

MANAGEMENT DEVELOPMENT INSTITUTE, GURGAON

ESTATE DEPARTMENT

Mehrauli road Sukhrali, Gurgaon Haryana-122007,

Phone: -0124-4560000.Website:-www.mdi.ac.in

Sub: Tender for Comprehensive Annual Maintenance Contract (AMC) for various types of air-conditioners/VRV/Water cooler & Stabilizers installed at MDI Campus, Gurgaon.

- **Time schedule for tender process:**

Sr. No	Description Details	Date and Time
1	Date of publication of tender notification	01/10/2021
2	EMD	50,000/-
3	Pre Submission conference at 11:00 AM	07/10/2021
4	Last date for receipt of duly filled in tenders	14/10/2021

- **INTRODUCTION**

Management Development Institute Gurgaon, (MDIG), Haryana (hereinafter referred to as the "Institute") is one of the Institute of national reputed on which is dedicated to offer world class programmes in Management Education. The Institute Invites Sealed Tenders on 'Two Bid System' as mentioned hereunder in the attached prescribed format from reputed Agency/Firm having adequate experience in the field of providing air-conditioners/VRV/Water cooler & Stabilizers.

- **TENDER NOTICE:**

MDI invites sealed Tenders under two bid systems for technical and price bid for Providing Comprehensive Annual Maintenance Contract (AMC) for air-conditioners/VRV/Water cooler & Stabilizers at MDI campus, Gurgaon, from the firms/ companies who have carried out the same nature of works

The prospective Bidders are advised to read the entire tender document carefully and satisfy themselves about the work, site condition by visiting the MDI Campus (Estate office), on any working day between 10.00 a.m. and 5.00 p.m. before submitting their tenders (nothing is payable for visiting the MDI campus in this regard). The sealed tender as Specified in the tender document may be address it to "The C E (Estate), Management Development Institute, Mehrauli Road Sukhrali, Gurgaon-122007" so as to reach on or before 03.00 PM, 14.10. 2021.The tender may be dropped in Tender Box placed at Estate department at Taksha Shila building before last date and time.

- **Technical Qualifying Criteria:**

1. The agencies/companies who fulfill the eligibility criteria mentioned below in matrix will only be considered for opening of financial bid.
2. The matrix for evaluation of Technical bids on the scale of 50 marks shall be as follows subjects to the condition that the minimum qualification marks for technical bid would be 30 out of 50.

Sr. No	Technical Criteria	Marks	Total Marks
1	Experience of the agency in AMC services for air-conditioners/VRV/Water cooler & Stabilizers		
a	7 to 10 Years	03	
b	10 to 15 Years	05	
c	More than 15 Years	10	
2	Registration of agency/companies		
a	Proprietorship Firm	03	
b	Partnership Firm/Society	05	
c	Pvt. Ltd/LLP	10	
3	The agencies/companies should have average turnover in air-conditioners/VRV/Water cooler & Stabilizers similar field in last three financial years each ending on 31/03/2021 (CA Certified copy of turnover for the year of 2018-19,2019-20 & 2020-21 is attached).		
a	Turnover of 15 Lakhs (Without GST)	03	
b	Turnover of 20 Lakhs (Without GST)	05	
b	Turnover of above 20 Lakhs (Without GST)	10	
4	Average turnover in similar type works in last three years in air-conditioners/VRV/Water cooler & Stabilizers etc.		
a	Turnover of 15 Lakhs (Without GST)	03	
b	Turnover of 20 Lakhs (Without GST)	05	
c	Turnover of above 20 Lakhs (Without GST)	10	
5	Currently providing number of Air conditions staff in Institute/Academic Institute/Public sector undertaking/Corporate sector etc in on roll of agency.		
1	Between 5 to 6	03	
2	Between 6 to 10	05	
3	More than 10	10	
	Total Marks		

3. The agencies/companies shall enclose the copies of the following documents
- Latest Income Tax Clearance Certificate.
 - The agencies/companies should have similar work in Institute/Academic Institute/Public sector undertaking/Corporate sector during last 7 years, -
 - Three similar completed works costing not less than the equal to Rs.15 Lakhs in last three years (Certified copies of work order on the letter head of the Clint/customer attached).
 - “SIMILAR WORK” means, experience in the service/maintenance of air-conditioners/VRV/Water cooler & Stabilizers in various organization.
 - Client list for last 3 years along with copies of work orders.
 - The agencies/companies have valid GST & PAN registration (Copy attached).
 - Any other certificates and documents which the contractor would like to enclose to substantiate his stand in the field as a contractor proven ability.
- Mode of Submission:**
 - This tender document contains 12 pages and bidders are requested to sign on all the pages.
 - The Technical bid & Price bid should be sealed in separate covers duly super scribed as ‘Technical Bid’ & ‘Price Bid’ in the appropriate covers & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed as “Providing Comprehensive Annual Maintenance Contract (AMC)” for Air Conditioner Units at MDI campus, Gurgaon. Any Addendum/Corrigendum date extension in respect of above tender shall be updated in our website only and no separate notification shall be issued in the press/Bidders. Opening date and time of Price Bid will be notified after evaluation of Technical Bid to the shortlisted Bidders only

Cover -A: Technical Bid cover should contain duly filled prescribed Technical Bid of tender document from Page No. 1 to 9 (without indicating the Prices-Annexure-A only) along with necessary documents as specified in the Technical Bid enclosure, copy and EMD amount by DD/pay order and it should be sealed cover duly super scribed as 'Technical Bid'

Cover -B: Price bid cover should contain Price Bid of tender document page No 10-12 (Annexure-B only) and it should be sealed cover duly super scribed as 'Price bid'. Both the sealed covers (Cover — A and Cover — B) are to be put in a bigger cover, which should also be sealed & duly super scribed as "Providing Comprehensive Annual Maintenance Contract (AMC)" for Air Conditioner Units at MDI campus, Gurgaon, shall be addressed to:

The C E (Estate)

Management Development Institute

Mehrauli Road Sukhrali

Gurgaon, Haryana -122007

Note:

* If Bidder furnishing with Price Bid in the single/same cover of Technical Bid will be summarily rejected.

* The tender will be summarily rejected, if price of the item indicated in the technical bid.

* All the page of tender document should be signed with seal.

Tender can be submitted in person on or before the due date and time specified in the Notice Inviting Tender. Such tenders may be dropped in the TENDER BOX kept at the Estate Department at MDI Campus Gurgaon.

• **Earnest Money Deposit (EMD):**

1. Technical Bid should contain Earnest Money Deposit (EMD) of an amount of Rs. 50,000/- in the form of Demand Draft /Bankers Cheque drawn on any Nationalized Bank in favour of Management Development Institute and payable at Gurgaon, EMD will not bear any interest.
2. **Forfeiture of the EMD:** If any tenderer withdraws the rates, the EMD amount deposited by him will be forfeited and he will be disqualified from participating in any future tender of the Institute.
3. Refund of EMD: The EMD of unsuccessful tenderer will be refunded within 30 working days of opening of price bid.
4. If the EMD is not enclosed, the Tender offer will be summarily rejected
5. **Cheque will not be accepted towards EMD.**
6. The Earnest Money Deposit/Security Deposit will be forfeited and they will be disqualified from participating in any future tender of the Institute if:
 - a) Tenderer withdraws his tender or backs out after acceptance.
 - b) Tenderer fails to remit the EMD.
 - c) Tenderer violates any of the conditions prescribed in the Tender Document.
 - d) Tenderer revises any of the terms quoted, during validity period
 - e) If the successful tenderer fails to enter into an agreement. In the event of refusal to carry out work by the successful Bidder on any grounds.

• **Performance guarantee (PG):**

1. The EMD amount of Rs. 50,000/-of successful bidder will be retained as security deposit in the form of performance guarantee for the period of contract and will be released after completion of the contract period after adjustment of dues, if any. No interest shall be accrued on the deposit before the agreement with MDI, Gurgaon is entered in to.
2. **Forfeiture of the EMD:** The whole amount of the earnest Money deposit shall be liable to be forfeited in case of breach of any of the terms agreed upon by the contractor. The whole amount of the EMD shall be liable for forfeiture in event of the contractor not being able to continue the contract for the entire duration of the contract on the same rates, terms and conditions.

- **AWARD OF WORK**

Those who meet the eligibility criteria as above will only be considered for opening of financial bid. In this regard decision of the Institute shall be final. The agency quoting the lowest rate for AMC shall be considered for award of work. However, MDI does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or part without assigning any reason or bargain to arrive reasonable rates.

- **TENDER TERMS & CONDITIONS**

1. Tender should be submitted in the specified Tender document only, if submitted in any other form, incomplete in any form, the tender is liable to be rejected. If any bidder stipulates any condition, such conditional tender is liable to be rejected.
2. Any correction should be initialed by the tenderer in the price bid attached with this document.
3. Validity rates will be valid for 60 days from the date of opening of tender.
4. The materials to be used shall be subject to approval of MDI.
5. All the dismantled materials shall be deposited with the Institute.
6. The job shall be carried out to the entire satisfaction of the Institute.
7. Delay on account of non-availability of materials and/or labour in the market shall not be entertained by the Institute.
8. You shall ensure that job is done efficiently and keep at least one Supervisor/Sr. Mechanic, two technicians and two helpers at the Institute for **24 x 7 hours'** service with required spares so that there is no delay for the repairs and also provide helper to the Institute AC mechanic for the air-conditions maintenance whenever required. All the staff should have in uniform in blue color with Identity card and Company Badge.
9. Only genuine spare parts shall be used for replacement which should be got approved from the Institute before replacement. The Institute can also seek documentary proof in support of the genuine spare parts procured by you.
10. The tender shall be rejected, if any wrong/ false or incorrect information is given in the tender document.
11. The contract is initially for a period of two years, which can be extended for further period of maximum of one year's subject to satisfactory performance of the work at the same tendered rate and mutually agreed,
12. The units should be checked and serviced thoroughly once in a month without fail.
13. The complaints shall be attended within 2 to 4 hrs from the time of lodging the complaints. In case job is not carried out within the stipulated time, the same shall be carried out through some other agency at your risk and cost. In addition, there shall be a penalty of Rs.50/- per day for non-completion of the job.
14. No advance payment will be made for the AMC/Service contract.
15. MDI Gurgaon reserves the right to include additional or deletion of AC under AMC contract and AMC contractor should carry out the work as per the quoted rate per unit.
16. All the components should be checked thoroughly to work in perfect conditions and it should be ensured that all the safety devices work perfectly. Checking vibration and condensate drain, and along with service to the Air conditioners.
17. The rates quoted should be inclusive of all Taxes and all other charges. However, GST will have paid extra.
18. TDS will be deducted as per Govt. of India norms.

19. AMC contractor should follow all the statutory obligations under various laws from time to time and no additional payment will be made in this regard.
20. Repairs and Replacement of front grill, outer cover / cabinet bottom base plate, should be if done the additional cost shall be payable by MDI.
21. The amount falls due from the contractor on account of this contract even after recovering from the bills and adjusting the security deposit and any other contract awarded to the contractor, the amount is liable to be recovered under the provision of the Revenue Recovery Act.
22. The refrigerant and cooling lines should be checked for leaks and proper insulation provided periodically.
23. The strength of base frame, platform and also proper tightness of the fixing bolt, foundation bold of the outdoor units shall be checked periodically.
24. The contractor should handover all the machines in good working condition and any disputes the contractors responsible to rectify the same and handover to next contractor after completion of the contract period.
25. The filters, evaporate coils, condenser, fan blades, fan motors, motor compressor, casing, cabinet, inner holding where dusts accumulate will be cleaned and maintained as dust free area.
26. All the electrical contact points and connections should be checked and minor adjustments made, replacements of cables from the indoor to outdoor units should be done without any extra charge, if necessary.
27. Since this is a comprehensive service contract spares of all the materials including the components of Indoor, Outdoor & Remote Controller of A.C. units (Available), compressor, conductors, fan motor, blower motor, condenser coil, fan blade, all plastic components including blower fan, blower, thermostat, selector switches, overload relay, single phase preventer, valves, knobs, copper tubes, strainers, filters, refrigerant, pipe insulation, drain hose, accessories, all control, Electrical cord, control panel (PCB) should be repaired or replaced, overhauled at no extra cost immediately when the defects are noticed or informed to the firm.
28. The Air conditioners should be removed from the site to their workshop only for any major repairs/service air conditioners shall be fixed at no extra cost.
29. The gas (as per recommended by the Original Equipment Manufacturer) and oil shall be charged as and when necessary at no extra cost.
30. Payment of bills shall be made monthly (proportionately of the contract amount), on successful completion of the job on basis of actual quantity.
31. Major overhauling/servicing/painting of each machine once in a year is compulsory inclusive painting of exposed i.e. pipe lines of condenser water & cooling tower of chiller plants/package ACs under contract.
32. Institute shall have the full liberty to get any job or part of the job or any items executed through any other agency without reference to the contractor and no claim on this account shall be entertained by the Institute.
33. You may visit the site to assess the extent of the work involved before submitting the quotations. All machines shall be taken over under AMC in present condition as is where basis. Nothing shall be paid extra if any machine found defective at the time of taken over.
34. The cleaning of water coolers is compulsory twice in a month and take a record details with sign of building supervisor.
35. If the firm discontinues the services at any time during the period of contract the security deposit deposited by the firm shall be forfeited. The charges spent to put the units under running conditions will be recovered from the firm against the payments due to them.

36. Either party can terminate the contract, after giving two-month notice to the other party. Nevertheless, MDI, Gurgaon may terminate the contract without any notice in case of breach of the contract. MDI decision that a breach has occurred will be final and shall be accepted without demur by the contractor.
37. Safety measures should be strictly followed during execution of the work.
38. It is the responsibility of the contractor to rectify if any damages due to negligence in the work.
39. The AMC contractor provide experienced/qualified technician & they should be ITI/Polytechnic Diploma holders in refrigeration and air-conditioning or equivalent qualification and experience in same type of works.
40. You will ensure that job work is attended by qualified personnel and that MDI reserves the right to reject any or all tender documents without assigning any reason thereof.

Thanking You

Your Faithfully

(C E)
Estate Department

DECLARATION

(In Bidders company's/firms letter head)

I/We having our office at-----

declare that I/We have never been blacklisted by any state Government/Central Government or any State/Central PSU.

Date:

Place:

(Authorized Signatory)

Name: -

Designation:

Name of the company/firm:

Address of the Bidder:

(Company Seal)

UNDERTAKING

1. I/We fully understand the terms and conditions in the tender documents, I/We hereby unconditionally accept all terms and condition mentioned in the Tender Document
2. We hereby undertake that the information provided above and elsewhere in the tender is true and if any information is found to be false or have been suppressed by me the tender is liable to be rejected and the EMD forfeited.
3. If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents
- 4, We have understood the existing system in the MDI, Gurgaon including the scope and nature of work expected from the Bidder.
5. I/We distinctly agree that I/We would hereafter make no claim or demand upon the MDI, Gurgaon based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.
6. Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein.

Date:

Place:

(Authorized Signatory)

Name: -

Designation:

Name of the company/firm:

Address of the Bidder:

(Company Seal)

GENERAL INFORMATION

(To be filled by the bidder)

Sr. No	Description	Details (Proof submit)
1	Name of the Firm/ company -	
2	Complete Office Address: (With contact telephone & mobile number & email ID)	
3	Company's/firm's website, If any:	
4	Type of Organization: Proprietor /Partnership /Company (Please tick as applicable)	
5	Year of establishment:(Applicable Registration Details may be furnished with copy)	
6	Name of the authorized person (Who signs on the tender documents with Designation &contact Mobile No.)	
7	Name of the contact person and Mobile No.:	
8	PAN No	
9	GST No	
10	EMD details for Rs.50,000	DD/Pay order No-----& Date----- Name of the Bank:----- -----
11	Duly filled and affix the seal by the Bidder in Tender Document of all the pages company profile, other relevant documents etc	Yes/No

I/We -----

hereby declare that

the particulars furnished by me/us in this offer are true to the best of my/our knowledge and (We understand and accept that, if at any stage, the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Date:

Place:

(Authorized Signatory)

Name: -

Designation:

Name of the company/firm:

Address of the Bidder:
(Company Seal)

MANAGEMENT DEVELOPMENT INSTITUTE
GURUGRAM
ESTATE DEPARTMENT

Details of air-conditioners for Price Bid

Schedule of the work for Providing Comprehensive Annual Maintenance Contract (AMC) for Air Conditioner Units at MDI campus, Gurgaon

S.N	Items	Description	Qty.	Unit)	Rate (Rs)	Amount (Rs)
Comprehensive AMC for Air Conditioners installed at MDI Campus Gurgaon including indoor and outdoor unit with mechanical, electrical and electronic accessories including compressors, relay, switches, PCB boards, Sensors, filters Capacitors, Fuses (with in the unit) & AC unit cable etc.						
1.	Window AC's	1.0 & 1.5 ton with heating & without heating	385	Nos.		
2.	Split AC's & Ductable split	1.5 ton & 2.0 ton	32	Nos.		
3	Split AC's normal and Inverter AC's with stabilizers (Purchase year 2018 to 2021)	1.5 ton	41.	Nos.		
4	Multi split AC's	2.5 ton & 3 ton	4.	Nos.		
5	Water coolers	40/80 & 60/120	45	Nos.		
6	Voltage stabilizers with TDR	4 KVA/5KVA	250	Nos.		
7	AC's Chilling plant (Nalanda Block)	3X12 ton scroll compressor, 2 condenser pump, 2 chiller pump, one cooling tower with one heating boiler	1	Nos.		
8	AC's Chilling plant (Nalanda Block) 2 nd floor	2X12 ton scroll compressor, one condenser pump, 1 chiller pump, 1 cooling tower	1	Nos.		
9	AC's Package unit (D Block) lecture hall	15 ton (3 X5.0 ton) water cooled (2 condenser pump & 1 cooling tower & heating system.	2	Nos.		
10	AC's Package unit (PGPM Lecture hall) 8,9,10	10 ton package units (2 X 5 ton) compressor (water cooled)	3	Nos.		
11	AC's package unit (PGPM) Hall No.6	7.5 ton package unit water cooled	1	Nos.		
12	AC's package unit (PGPM) hall No.1 & 7	5.0 ton package unit water cooled Note: - From Sl.No. 10, 11, & 12 plants are combined fitted with one cooling tower & two condenser pumps	2	Nos.		
13	AC's package unit (PGPM) lecture hall Nos.12,13 & 14	16.5 ton package unit (3 X 5.5 ton) water cooled fitted each machine with one condenser pump & one cooling tower.	3	Nos.		
14	AC's package unit (Taksha shila) MDP Dining Hall	8.5 ton package air cooled unit with heating system	3	Nos.		
15	AC's split ductable unit (Taksha shila) New NMP Dining Hall & reception GF	8.5 ton ductable air cooled split AC units fitted with heating system	2	Nos.		

S.N	Items	Description	Qty.	Unit)	Rate (Rs)	Amount (Rs)
Comprehensive AMC for Air Conditioners installed at MDI Campus Gurgaon including indoor and outdoor unit with mechanical, electrical and electronic accessories including compressors, relay, switches, PCB boards, Sensors, filters Capacitors, Fuses (with in the unit) & AC unit cable etc.						
16	AC's ductable split AC's (Taksha shila) New NMP Dining Hall & reception GF	5.5 ton ductable air cooled Split AC unit with heating system	2	Nos.		
17	AC's package unit (Parthenon) basement	8.75 ton air cooled package with heating	4	Nos.		
18	AC's air cooled ductable (Parthenon) Basement	5.5 ton air cooled ductable with heating system	2	Nos.		
19	AC's air cooled package unit (D Block lecture hall) GF & FF	8.75 ton air cooled package with heating system	2	Nos.		
20	Air cooled package unit D block Ground floor with heating system	5.5 ton air cooled package unit.	1	Nos.		
21	Package ACs Lakshya Building	8.75 ton water cooled package with heating system	14.	Nos.		
22	Package ACs Lakshya Building	5.5 ton water cooled with heating system	6	Nos.		
23	Ductable ACs Lakshya Building	5.5 ton air cooled ductable units	5	Nos.		
24	Mega Split in board room	3 ton Air cooled	2	Nos.		
25	Tower ACs in PGPM D/hall	4.5 ton Air cooled	12	Nos.		
26	Ductable ACs unit at MDP Kitchen	8.5 Ton Ductable unit (Blue Star) air cooled	3	Nos.		
27	Air washer complete unit	5000 & 15500 CFM	2	Nos.		
28	Air Scrubber complete unit	6000 & 18000 CFM	2	Nos.		
29	Ductable ACs unit at Chankaya FF	11 Ton Air cooled (Blue Star)	4	Nos.		
30	Ductable ACs unit at Chankaya FF	8.5 Ton Air cooled (Blue Star)	1	Nos.		
31	Variable Refrigerant Volume modular type air-conditioning system, Inverter controlled with staples modulation complete with indoor and outdoor units	Model No -A-RXYQ12TRY6 & A-RXYQ16TRY6, Make-Daikin	2	Nos.		
32	Cold Room storage (15000 BTUH)	Blue Star make Split type Air Cooled DX system evaporating & condensing unit	2	Nos.		
33	Cassette unit 4 TR, Make-Blue Star	Manthan-2 & A-9 Scholar-1	3	Nos.		
34	Cassette AC Indoor & Outdoor Unit at CHAITANYA	4 way Cassette type AC unit				
A	Cassette AC unit 2.5 TR	Visitor rrom-1, Incharge room-1, Maint room-1, Common room-2=5	5	Rate only		

S.N	Items	Description	Qty.	Unit)	Rate (Rs)	Amount (Rs)
Comprehensive AMC for Air Conditioners installed at MDI Campus Gurgaon including indoor and outdoor unit with mechanical, electrical and electronic accessories including compressors, relay, switches, PCB boards, Sensors, filters Capacitors, Fuses (with in the unit) & AC unit cable etc.						
B	Cassette AC unit 2 TR	Maintenance room-1,Cyber room-2,Common room-1=4	4	Rate only		
C	Cassette AC unit 3.5 TR	Reading room-3	3	Rate only		
D	Cassette AC unit 0.8 TR	In charge room	1	Rate only		
35	HRV unit	HRV unit 1200 CFM	1	Rate only		
36	Air Condensing TFA unit with scroll compressor.	44 TR,R-407 (Kitchen) with 1 indoor and 4 outdoor (11 TR X4 Nos.=44 TR)	1	Rate only		
37	Treated Fresh Air unit	7500 CFm,40mmwg	1	Rate only		
38	Tube Axial Fan for kitchen exhaust	16000 CFM	1	Rate only		
39	Installation of 1.5/2 TR AC's Complete job.	Installation of AC's with copper pipe, control wire up to 5 Mtrs inclusive all material or labour charges.	1	Rate only		
	Total					
	GST					
	Total Amount (Inclusi GST)					
	Total Amount in Words:					

Note:

- Connected with 4 condenser pump and 2 cooling towers.
- AMC is comprehensive basis inclusive of all parts, gas charging, compressors, motors, water pumps, CT fan motors, cooling towers and related control panels etc.
- Cables and main switches of main LT electric panel of the building shall not be covered under AMC.

Date:

Place:

(Authorized Signatory)

Name: -

Designation:

Name of the company/firm:

Address of the Bidder:

(Company Seal)