

Tender
For Supply & Installation of
Split and Window Air Conditioner
At
O/o DGA(Energy), New Delhi

NIT No. : Tender/Admn/AC/1-10/2019-20
NIT Issue Date : 22 July 2022
Pre-Bid Meeting : 27 July 2022
Last Date of Submission : 19 August 2022



O/o DGA(Energy), New Delhi

5.6. 7&10 Floor Annexe Building, 10-Bahadur Shah Zafar Marg, NEW DELHI - 110 002
Tel: 23239227 FAX: 23239211 e-mails: admin.del.energy@cag.gov.in

Tender for supply and installation of AC

O/o DGA(Energy), New Delhi invites sealed tenders for supply & Installation of the following item. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

S. No.	Item Description	Unit	Quantity
1.	Split Air Conditioner {1.5 Ton}	Nos	5
2.	Window AC (1.5 Ton)	Nos	4

(Refer Details as per Annexure – “I”)

Quotation should be sealed and superscripted with tender number and address to:

“Sr. Audit Officer(Admin)
O/o DGA Energy,5th,6th,7th floor Annexe
Building ,10 Bahadur shah Zafar Marg, New
Delhi -110002”.

The sealed quotations should reach the office, latest by 19 August 2022 at 05:00 PM and it will be opened on 24th August 2022 at 11:00 AM in the Conference Hall at 5th floor of the office, in the presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time.

General Conditions

01. The tender should be submitted in two parts i.e., Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers “**Technical Bid for Supply & Installation of Air-Conditioning**” and “**Financial Bid for Supply & Installation of Air-Conditioning**”. Both sealed envelopes should be kept in a main/bigger envelope super-scribed as “**Tender for Supply & Installation of Air-Conditioning**”.

Documents comprising in technical bid-

- I. Duly filled format of technical bid as per Annexure-II and certificate given in Annexure III.
 - II. Copy of constitution or legal status of the bidder/ manufacturer/ Sole proprietorship/ firm/ agency etc.
 - III. Signed each page of tender document.
 - IV. The technical bid should be accompanied by Demand Draft of Earnest Money Deposit and tender fee.
 - V. Copy of Income Tax Return Acknowledgement for last three years.
 - VI. Copy of PAN card/ Service Tax Registration.
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VII. Copy of GST registration certificate.

VIII. Bidder must be authorized distributor/ Dealer/ Sub Dealer of Air Conditioner of recommended make.

Documents comprising in Financial bid-

I. Financial Bid form (Annexure-IV) - Rate must be quoted as per format specified, failing which tender shall be summarily rejected.

02. **Earnest Money Deposit (EMD):** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of **8200/- (Rupees Eight Thousand two hundred Only)** by way of demand drafts only. The demand draft shall be drawn in favour of **“Pay & Accounts Officer, O/o Principal Accountant General (Audit), New Delhi.”** The demand draft for earnest money deposit must be enclosed in the envelope containing the technical bid.

- a. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- b. The tender without earnest money deposit will be summarily rejected. The firm who are registered with National small Industries Corporation (NSIC)/OR small scale industries (SSI) are exempted to submit the EMD(Copy of registration must be provide along with technical bid)
- c. The EMD, in case of unsuccessful bidders shall be retained by this office till the finalization of the tender. No interest will be payable by this office on the EMD.
- d. The EMD of successful bidder shall be returned after successful delivery and installation.

03. **“Pre-BID Meeting”** with the intending bidders shall be held on 27.07.2022 at 03.30 PM in Conference Hall at 5th floor of office.

04. **Rates:** Rate should be quoted inclusive of delivery charges and in Indian Rupees (INR. Where there is a difference between the rates in figures and words, lower of the two rates shall be taken as valid and correct rate.

05. The sealed quotations/tender, super scribed with the name of the work, reference number, should be submitted in person or by post. However,

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the Department shall not be responsible for delay or loss of tenders in transit or any postal delay.

06. **Opening of Tender:** The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending on the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification. The late received tenders will be ignored. Further, this office does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.

07. Tender inviting officer reserves the right to accept or reject any or all quotations without assigning any reason thereof and do not bind himself to accept the lowest tender.

08. Delayed/ late/ conditional quotations/tenders shall not be accepted at all.

10. **Validity of the bids:** The quoted rates must be valid for a period of **60 days** from the date of closing of the tender. The overall offer for the assignment and bidder(S) quoted price shall remain unchanged during the period of validity. If the bidder quoted validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extended the validity, if required, without changing any terms, conditions etc. of their original tender.

11. **Authority of person signing document:** - A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the Office may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.

12. **Performance security Deposit:** The successful tenderer will be required to furnish a Performance security Deposit equal to **5%** of the contract value after receiving purchase order in the form of Fixed Deposit Receipt or Bank Guaranty from any Nationalized bank duly pledged in the name of the **“Pay & Accounts Officer, O/o Principal Accountant General (Audit), New Delhi.”** Which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations.

13. The Income Tax/ Any other Taxes as applicable shall be deducted from the bill unless exempted by the Income-tax department.

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14. **Award of Contract:** After the evaluation of the bid(s) office will award the contract to the lowest evaluated responsive tenderer on composite basis. Conditional bid will be treated as unresponsive and will be rejected.
 15. **Delivery and Installation:** ACs shall be delivered, and all work related to installation shall be completed within 15 days from the date of issue of work order by the institute. All the aspects of safe installation including civil and electrical shall be the exclusive responsibility of the supplier. If the supplier fails to complete the work on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value.
 16. **Force Majeure:** Any delay due to Force Majeure will not be attributable to the supplier.
 17. Bidder shall submit a copy of the tender document and addendum/ corrigendum thereof, if any, with each page of this document should signed and stamped to confirm the acceptance of the entire terms and conditions as mentioned in the tender enquiry document.
 18. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned in tender, 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 office in that event the EMD shall also stands forfeited.
 19. **Legal Jurisdiction:** All legal disputes are subject to jurisdiction of Delhi courts only.
 20. **Payment Terms-**Payment shall be made to supplier with in one month from submission of bills along with proof of supply and installation.
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Annexure-II

Annexure – I

Specification

S. No.	Detail of Item	Unit	Qty.
1.	Providing and Fixing 1.5 Ton, 5 Star Rating of BEE Air Cooled Split Type Air Conditioners complete with indoor unit (IDU), Outdoor unit (ODU), surface / concealed copper Refrigerant piping with insulation (EP Foam pipe section) IDU to ODU, copper power cable (at least 3CX 2.5 Sqmm, PVC Insulation, FRLS copper wire) (IDU to ODU), R-22/R-410 Refrigerant, PVC drainpipe (dia 15mm) Remote, suitable for 400/230V +10% of 50 Hz, 1/3 phase AC supply capable of performing cooling, dehumidification, air circulation of following capacity with scroll/ reciprocating/ rotary compressor, with ODU Stand	Nos.	5
2	Providing and Fixing 1.5 Ton, 5 Star Rating of BEE Air Cooled Window Type Air Conditioners with all mandatory installation accessories.	Nos.	4

Specification for both type AC (Split and window): -

- **Capacity: 1.5 Ton**
- **Energy Efficiency: 5 BEE star**
- **Cooling Capacity: Not less than 3500W**
- **Condenser type: Copper**
- **Non-Invertor**

Annexure-II

Technical Bid

(In Separate sealed cover-I super scribed "Technical Bid")

S.No.	Details of the Tenderer/Bidder	Page No.	Remarks
1	Name and Address of the Tenderer/Bidder		
2	Complete Address:		
3	State clearly whether it is sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No: Dated: Drawn on Bank: Amount: (Rupees... ..)		
6	Whether each page of NIT and its annexure have been signed and stamped		
7	GST Registration (Copy must provide)		
8	PAN card		
9	ITR Acknowledgement Last Three Year		
10	Email ID		
11	Contract No.		

(Signature of the Bidder)
Along with Stamp of Firm/Company

Date:
Place:

Annexure - III

CERTIFICATE

(To be submitted on letter head of the company/ firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that firm will be supplied the item as per the specification given by office and also abide all the terms & conditions stipulated in tender.

I 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 concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Institute may imposed any action as per NIT rules.

Date:

Name :

Place:

Business Address :

Signature of Bidder :

Seal of the Bidder :

Annexure – IV
Financial Bid

**Tender for supply & installation of Air Conditioner (To be submitted
on the letterhead of the company / firm)**

S. No.	Particular	Unit required	Quoted Make	Rate/Unit (including Taxes) *No. of units required = Total
1	Providing and Fixing 1.5 Ton, 5 Star Rating of BEE Air Cooled Split Type Air Conditioners complete with indoor unit (IDU), Outdoor unit (ODU), surface / Concealed copper Refrigerant piping with insulation (EP Foam pipe section) up to 3 Mtr. (IDU to ODU) copper power cable up to 4 Mtr. (at least 3CX 2.5 Sqmm, PVC Insulation, FRLS copper wire) (IDU to ODU), R-22/R-410 Refrigerant, PVC drainpipe (dia 15mm) Remote, suitable for 400/230V +10% of 50 Hz, 1/3 phase AC supply capable of performing cooling, dehumidification, air circulation of following capacity with scroll/ reciprocating/ rotary compressor, with ODU Stand	5 Nos.		
2	Providing and Fixing 1.5 Ton, 5 Star Rating of BEE Air Cooled Window Type Air Conditioners with all mandatory installation accessories and as per specification in Annexure I	4 No.		
	Total Quoted rate for Sr. N0.1 and 2			------(In words.....)

Note: - (Bidder must submit Financial Bid in separate envelope and clearly mention Financial Bid in Bold letters in the top of the envelope and strictly as per the format given above only)

1. L1 will be decided on composite basis.
2. We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
3. No other charges would be payable by the office

Date:

Place:

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder :