

Terms and condition
IGIMS/EW/E-Tender/ 110/2017-18

- 1(a) Tender processing fee(Non refundable) is mandatory to be paid through online mode i.e. Internet Payment Gateway(Credit /Debit Card) , net banking , NEFT/ RTGS
- (b) Bids along with necessary online payments must be submitted through e-Procurement portal www.eproc.bihar.gov.in before the date and time specified in the NIT. The department doesn't take any responsibility for the delay/Non Submission of Tender/Non Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic/Holidays or any other reason."
- 2 Cost of B.O.Q (non refundable) and Earnest Money Deposit (Refundable) shall be acceptable in the form of Demand Draft of any nationalized bank in favour of Director IGIMS Patna payable at Patna, of any nationalized bank having branch at Patna, with hard copy of technical bid being submitted in the office of the Director IGIMS Patna-14.
- 3 Bidders also has to submit sealed envelopes containing hardcopy of Technical bid super scribed as "Technical Bid" and Price bid super scribed as "Price Bid" in two separate envelopes , both containing in third envelope super scribed as "Bid for NIT Tender Notice No.110(E)/E-Tender/2017-18 work Sr. no- 1 or 2 . This must reach to the office of the undersigned through Registered post/ Speed post/Courier Services only as per NIT. IGIMS takes no responsibility for the delay or loss in transit of any document related to this Tender Notice.
- 4 IGIMS reserves the right to reject the lowest or in part any bid or all bids without assigning any reason.
- 5 Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders on their own cost, to acquaint themselves from the nature of the work and nature of the ground and sub-soil, the form and nature of the site, the means of access to the site, the volume of work involved, 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 work tender. The bidder shall be deemed to have full knowledge of the site, nature of work etc, whether he inspects it or not. It is to note that and no extra charges for complete work either in civil, electrical or mechanical work, etc will be paid to the contractor. Any misunderstanding or otherwise shall not be allowed.
- 6 The work to be awarded by this tender shall be treated as indivisible works contract.
- 7 IGIMS reserves the right to inspect the works intimated to have been completed by the contractor and reject any without assigning any reason.
- 8 The tender for the works shall remain open for acceptance for a period of 120 days from the date of opening of tenders.
- 9 **Completion period-**
The completion period for maintenance work is for 12 months from the date of the work order.
- 10 **Warranty-**
All the spare parts installed shall carry minimum 12 months onsite Comprehensive Warranty, commencing from the date of completion of entire job. The after – sales service support/ warranty services has to be provided at IGIMS, Patna- 14. The repairing / rectification, if any of the items under warranty must be done at site only within 24 hours.
- 11 The bidders name, dated signature & seal should appear on each page of the Tender Document in the hard copy.
- 12 The bidder shall be responsible for the maintenance of Package AC, VRV AC, AHUs etc.
- 13 If the contractor or his workmen or employees shall break, deface, injure, or destroy any part of a building, road kerb, fence, enclosure, water pipes, cables, drains, electric or telephone posts, wires, etc. The contractor shall make the same good at his own expenses. IGIMS may cause the same to be made good by other workmen and deduct the expenses of which IGIMS decision is final

Safety-

14 The successful bidder shall follow the Safety Code and Model Rules for the Protection of health and sanitary arrangement for Workers.

15 The quality of all the materials to be utilized by the successful bidder must be get approved by the Engineer in charge before utilizing it.

16 1% Labour cess will be deducted of the complete work as per prevailing Bihar state government rule.

17 **Eligibility Criteria:**

(a) The bidder should have successfully carried out at least one of the following in the last three years. Details should be submitted as per Performa- I

(i) Either three similar completed works each costing not less than the amount equal to 40% of the estimated cost put to tender.

(ii) Two similar completed works each costing not less than the amount equal to 60% of the estimated cost put to tender

(iii) One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost put to tender.

(b) Bidder should be having all the necessary documents (as per Pre-Qualification details asked in enclosed Technical bid) like Service Tax, VAT, PAN etc. He/she must enclose and up load the proofs of these document. Bidders should fill the related boxes in performa clearly the detailed data in figures like nos, amount in detail and are not supposed to write vague word like "attached".

18 This Notice Inviting Tender (NIT) shall form a part of the contract document. The successful bidder/contractor, on acceptance of his tender by the Accepting Authority, shall, sign the contract agreement within 15 days from the stipulated date of start of the work.

19 The rate for all items of work, shall include the cost of all labour, materials and all other inputs involved in the execution of the complete work and nothing extra on any account will be paid to the agency other than his quoted rates.

20(a) While installing or commissioning the contractor or his authorized representative should always be available at the site of work to take instructions from department officers and ensure proper execution of work.

(b) The contractor has to establish a fully equipped workshop with sufficient manpower, spares and consumables on the campus of IGIMS to attend the problems in the entire contract period. Space will be provided by the IGIMS.

21 The malba /garbage, removed from the site shall be disposed off by the contractor at any suitable place as directed by the Executive Engineer Electrical.

22 All the expenses involved in delivering, unloading etc. the equipment at our site, shall be borne by the Bidder. All aspects of safe delivery shall be the exclusive responsibility of the Bidder. IGIMS will have the right to reject the component/equipment supplied, if it does not comply with the specifications at any point of installation, inspection and testing, EMD is liable to be forfeited and bid is liable to be rejected, if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of the tender

23 The contractor shall provide for Work Sr.No.1 minimum 1 Engineer, 1 Technician, 2 helpers and for Work Sr.No.2 he/she shall provide 2 skilled Air Conditioning Technicians and 2 unskilled Air Conditioning Technicians/helper readily available for the works to be carried out to rectify the breakdown as well as preventive maintenance work. Penalty as suitable and decided by Executive Electrical Engineer will be levelled if the contractor don't comply this for the works not attended within 24 hrs after intimation.

24 If any equipment/material or part thereof is lost or rendered defective during transit, the supplier shall immediately arrange for the replacement of damaged equipment or part thereof, as the case may be, at no extra cost.

25 IGIMS shall have the sole right to assess the performance of the tendered equipment(s) /components, primary / intermediate and or final, and reject the same without assigning any reason / explanation to the bidder if the performance is found to be unsatisfactory. The decision of IGIMS will be final and binding on the contractor

26 The quoted price will be considered firm and no price escalation will be permitted.

SECURITY DEPOSIT

27 The amount of Security Money shall be 10% (Ten Percent) of the work order Value- and deduction/deposit shall be made in following manner.

(a) Initial Security Deposit of (Five Percent) of the accepted/agreed value, which has to be deposited by the contractor through D. D. payable to Director IGIMS Patna and remain with IGIMS till expiry of warranty period.

(b) Balance 5% (Five Percent) Security Money shall be deducted from each running account bill of work done under this work order.

28 Security deposit shall be refunded after expiry of warranty period (12 months from the date of completion of work order) provided, there are no defects in work.

Payment-

29(a) For work Sr.No.1 Annual Comprehensive Maintenance of Package AC, VRV AC, A.H.U Units, the payment will be released on monthly basis through R.A Bills after satisfactory certificate by the Engineer in charge.

(b) For work Sr.No.2, Annual Comprehensive Maintenance of Split and Window AC unit of 1.5/2 TR Capacity, the payment will be released on monthly basis through R.A Bills after satisfactory certificate by the Engineer in charge.

30 The quoted rate shall be complete in all respects including the cost of all materials, labour, tools & plants, machinery etc. IGIMS shall not be supplying any material, labour, plant etc.

31 The contractor has to ensure co-ordination with Institute authorities to maintain the smooth functioning / operation of existing Institute timing without disruption during the execution of work. This may require working rescheduling the normal working hours, working in restricted period etc. Nothing extra shall be payable on this account

32 In the case of any tender where unit rate of any item/ items appear unrealistic, such tender will be considered as unbalanced and in case the bidder is unable to provide satisfactory explanation such a tender is liable to be disqualified and rejected.

33 The contractor shall be responsible for completing the work and for satisfying all terms and conditions of the Contract without any extra payment over his quoted rates unless otherwise specified. The contractor shall quote his rates for various items of work accordingly and no claim whatsoever shall be entertained for any incidental or extra work involved in the execution of the work as per nomenclature of the item and the specifications indicated in the tender documents.

34 **Technical Bid shall contain:**

(a) Non-Refundable cost of B.O.Q. amounting to the respective work of this NIT in the form of crossed DD drawn on any nationalized bank in favor of "Director IGIMS" payable at Patna.

(b) Refundable Earnest Money Deposit (EMD) amounting to the respective Column and work of this NIT in the form of crossed DD drawn on any Nationalized bank in favour of "Director IGIMS" payable at Patna.

In addition to above the following documents are to be uploaded and hard copy should be submitted in the Technical bid

A Forwarding letter clearly indicating the documents attached therein submitted in the first cover.

- B Notarized copy of Registration of the firm/company
- C Notarized copy of Permanent Account Number of the tenderer issued by the Commissioner of Income Tax.
- D Notarized copy of copy of valid VAT Certificate issued from Sales tax Department.
- E Self attested copy of the certificate for the Annual turnover for last 3 years from a chartered accountant.
- F Notarized copy of Details of works of similar type and magnitude carried out by the Contractor in Last 3 Years.
- G Notarized copy of Details of technical personnel available with contractor.
- H Notarized copy of List of Tools, Plant and Machinery Immediately available with the Tenderer for use on the respective work for which prospective bidder is submitting the tender.
- I Notarized copy of Duly filled Prequalification Criteria as per enclosed Performa I & II along with all the supporting documents must be uploaded at www.eproc.bihar.gov.in and hard copies submitted at the Director Office
- J Notarized affidavit issued in the period 22 March.2017 to 11/04/2017 that it has not been blacklisted, debarred, declared non-performer or expelled by Union Govt/State Govt / PSU's during the last 5 years. In the absence of this Certificate, the Bid is liable to be rejected.

35 Special terms and condition:

- (a) The contractor will have to make a list of Package AC, VRV, A.H.U Units for work Sr.No.1 ; Split and Window AC unit of 1.5/2 TR Capacity for Work Sr.No.2 which are running at the time of starting of the work and this will be covered under C.M.C. Contractor will have maintain separate register for these ACs and logging for all the works is to be maintained for respective units on concerned pages.
 - (b) Servicing of AC units is to be scheduled and it has to be maintained as per our requirement in this tender.
 - (c) All breakdown calls should be attended within 24 hours.
 - (d) The contractor has to carry out a preventive maintenance , as and when required and at least 3 times in one quarter of a year for each AC units
 - (e) Preventive maintenance for work Sr.No.2 should consist of full servicing of AC i.e. proper washing of indoor unit cooling coils, indoor unit blower fan and outdoor unit condenser coils, washing of air filter, checking of wiring connections(both internal and external), checks for refrigerant leakage, checks for any loose joints/connection of any component of AC.
 - (f) Maintenance work consist of both breakdown and preventive measures. In case of failure of any component/part of the AC, the contractor shall provide the replacement for said defective components. The contractor shall also be responsible for the transportation and installation of the replacement components for said machine at the site. No extra cost will be provided for this. The replacement component/spare must be of reputed make.
 - (g) The contractor has to keep sufficient spares, consumables for Work Sr.No.1 like refrigerant, contactor, air handling motor belt, thermostat etc so that any break down period will not exceed more than 24 hours. Penalty will be leveled at the rate of Rs100/AC per day.
 - (h) The Tools required for maintenance shall have to be supplied to its workers by the contractor.
 - (i) All spares and consumables items used must be brand new. On arrival of the materials or equipments at site they shall be inspected and tested by the Engineer-in-charge.
- 36 The contractor shall include and provide for securely protecting and packing the equipment in accordance with the best-established practices so as to protect the contents from damage during transit, storage, etc. The Contractor shall be entirely responsible for loss, damage or deterioration to the equipment occasioned by faulty, defective or insecure packing.
- 37 In respect of termination of contract, addition, alteration or modification in any of the conditions of contract, rights are reserved with the IGIMS, without assigning any reason.
- 38 Contractor shall provide a checklist book to its worker in which they will note down the work done daily and present it daily to be signed by the Engineer in charge.
- 39 Contractor should provide a separate service checklist book for work Sr.No.1&2.

- 40 The original documents of the contractor is to be shown and get verified by the Executive Engineer(Electrical) before opening the Technical bid.
- 41 The contractor must have a fully equipped workshop at Patna. IGIMS representative may inspect the workshop at any working day and time.

42. Work specification for Sr. No 1 of NIT-IGIMS/EW/E tender/110/2017-18

A) AHU units

~ Cleaning AHUs

~ The Housing of AHU should be cleaned properly.

~ Drainage should be checked when condensate generation is high. It is recommended that visible rust is removed and surfaces repainted to return their appearance to new. Drain pipe should also be checked.

• Components

~ Defective electrical switches and sockets connections etc has to be maintained.

~ Fix leaks in cabinet and supply ducts - Door maintenance, Gaskets, frames, hinges and latching handles tend to loosen and wear. It is to be maintained.

~ Clean heating and cooling coils.

~ Clean and adjust dampers.

• Fans, bearings and belts:

Motor exterior should be periodically cleaned.

~ Check for signs of corrosion

~ Lubricate the bearings if required.

Feel the motor frame and bearings for excessive heat or vibration. Listen for abnormal noise that may indicate a potential motor failure. Promptly identify and eliminate the source of the heat, noise, or vibration.

Verify that belt and motor drive guards are securely fastened so as not to cause vibration and noise and possible damage to equipment and personnel. Maintain proper belt tension and alignment.

~ Clean filters. Filter cleaning intervals should be every 1. 3 months, depending on particulate loading from indoor and outdoor air. Filters should be changed as and when required.

~ Direct expansion (DX) coils.- Check for leakage of refrigerant should be done. Damage and wear and tear to coils should be checked.

~ Check that:

Dampers are operating freely;

Linkages are properly lubricated;

Motors and pistons are working and responding to control signals;

Temperature and humidity sensors are working and properly calibrated.

~ Tune-up AHU controls. Controls should be checked frequently for proper operation.

~ All wiring connections both internal and external should be checked.

For Outdoor unit connected to AHUs

~ Check condition and operation of unit.

~ Check fixings are secure

~ Check fan blade for vibration and noise, and clean and tighten it if necessary.

~ Check condenser coil and clean if necessary.

~ Check refrigerant system for leaks, operating pressure.

~ Motor exterior should be periodically cleaned.

~ Check fan motor for signs of corrosion

~ Lubricate the bearings if required.

~ Feel the motor frame and bearings for excessive heat or vibration. Listen for abnormal noise that may indicate a potential motor failure. Promptly identify and eliminate the source of the heat, noise, or vibration.

~ Check compressor and fan motors, record motors current draw at full operating load and compare with rated output.

b) PACKAGE units:

• Outdoor unit

~ Check condition and operation of unit.

~ Check fan blade for vibration and noise, and clean and tighten it if necessary.

~ Check condenser coil and clean if necessary.

~ Check refrigerant system for leaks, operating pressure.

~ Motor exterior should be periodically cleaned.

~ Check fan motor for signs of corrosion

~ Lubricate the bearings of motor if required.

~ Feel the motor frame and bearings for excessive heat or vibration. Listen for abnormal noise that may indicate a potential motor failure. Promptly identify and eliminate the source of the heat, noise, or vibration

• Indoor unit

~ Check air filter and clean if necessary.

~ Check cooling coils and clean if necessary.

~ Inspect PCB and remote is functioning properly or not, if malfunctioning, get it repaired or replaced.

~ Check Drain tray for garbage and clean it if necessary.

~ Check drain pipe and clean it if necessary.

~ All wiring connections both internal and external should be checked.

~ Checks for any loose joints/connection of any component/part of AC.

Tune up package AC settings/controls: Control setting and sensor calibration should be checked.

Check compressor and fan motors, record current draw at full operating load and compare with rated output.

These preventive measures/activities must be carried out minimum 4 times or as and when required in one year.

C) VRV units

INDOOR UNITS

Check condition and operation of units.

Check controls including thermostats, set points, safety controls and devices.

Check air filters and cooling coils of indoor unit and clean it if necessary.

Check Drain tray for garbage and clean it if necessary.

NOTE: The outdoor unit services multiple indoor units, ensure they are all serviced and record quantity serviced in service sheet.

OUTDOOR UNIT

Check condition and operation of unit.

Check fixings are secure including pipe work system.

Check fan for vibration and noise and clean if necessary.

Check heat exchanger coil and clean if necessary.

Check refrigerant system for leaks, operating pressure.

ELECTRICAL

Check condition and operation of all electrical components including:-

all safety devices all connections for security, tightness, contact and corrosion

relays and contactors all overloads and circuit breakers

all indicator lights

Check compressor and fan motors, record current draw at full operating load and compare with rated output.

These preventive measures/activities must be carried out minimum 4 times or as and when required in one year.

- **Outdoor unit**

- Check condition and operation of unit.
- Check fan blade for vibration and noise, and clean and tighten it if necessary.
- Check condenser coil and clean if necessary.
- Check refrigerant system for leaks, operating pressure.
- Check fan motor for signs of corrosion
- Lubricate the bearings of motor if necessary.

- **Indoor unit**

- Check air filter and clean if necessary.
- Check cooling coils and clean if necessary.
- Clean blower fan.
- Inspect PCB and remote is functioning properly or not, if malfunctioning, get it repaired or replaced.
- Check Drain tray for garbage and clean it if necessary.
- Check drain pipe and clean it if necessary.
- All wiring connections both internal and external should be checked.
- Checks for any loose joints/connection of any component/part of AC.

Tune up Split AC settings/controls: Control setting and sensor calibration should be checked.

Check compressor and fan motors, record current draw at full operating load and compare with rated output.

- Check condition and operation of unit.
- Clean air filters.
- Clean cooling coils.
- Clean condenser coils.
- Check PCB and control system
- Check wiring connections both internal and external.
- Clean blower fan and fan blade.

Check compressor and fan motors, record current draw at full operating load and compare with rated output.

These preventive measures/activities must be carried out minimum 3 times and whenever required in one year.

Director
IGIMS Patna-14