

National Centre for Polar & Ocean Research
(An Autonomous Society under the Ministry of Earth Sciences)
Headland Sada, Vasco-da-Gama, Goa-403804



Tender No: NCPOR/EST/EE/03/21-22

Name of the work

**Comprehensive Annual Maintenance Contract for Split
Air Conditioning units and Water Coolers at NCPOR, Goa.**

National Centre for Polar & Ocean Research
Headland Sada, Vasco-da-Gama, Goa-403804

Notice Inviting Tender

Director, National Centre for Polar and Ocean Research, Goa invites sealed tender for ‘Comprehensive Annual Maintenance Contract for Split Air Conditioning units and Water Coolers at NCPOR, Goa from the eligible contractors of Government/PSU/ Reputed Organizations. Interested bidders can download the tender documents from web site <http://www.ncpor.res.in> or Central Public Procurement portal <http://eprocure/epublish.gov.in>. Last date of submission of bid is 21.04.2022 at 11.00 Hrs

TERMS AND CONDITIONS OF CONTRACT

1. The Director, NCPOR, Goa invites sealed tenders in one cover system for the work of Comprehensive Annual Maintenance Contract for Split Air Conditioning units and Water Coolers at NCPOR from the contractors of Government/PSU/Reputed Organizations who have executed maintenance contracts of ACs of at least one single AMC of Rs. 8 lakh or above OR two single AMC of Rs. 6 lakh or above OR three single AMC of Rs. 4 lakh or above during last seven years ending March 2022. [AMC means Comprehensive Annual Maintenance Contract of Split Air Conditioners with material & labour]
2. The contractor should have established office in Goa preferably in Vasco da Gama city. (Pl. enclose copy of Light Bill, Telephone Bill of the office)
3. The contractor who is either terminated or black listed from any institute or who has been denied / not granted extension of the contract by NCPOR or any other institute for poor/non satisfactory performance is not eligible for this tender.
4. **Earnest Money Deposit (EMD)** is Rs. 30,000/- (Rupees Thirty Thousand Only) to be submitted in the form of a Demand Draft drawn in favour of Director, NCPOR, payable at Vasco-Da-Gama, Goa.

Pl. Note : Bidders need not to enclose EMD along with the bid document however, bidders should submit undertaking in the format provided at Annexure – V. Only the successful bidder will require to submit the EMD amount as detailed above. EMD of the successful bidder will be converted into Security Deposit.

5. Entire tender document (signed and Stamped on all pages) should be submitted in a single sealed cover, superscribed with the name of the work, date and time of opening. Tenders will be received **upto 11.00 am on 21.04.2022** and will be opened at **11.30 am on the same day**. Tenders should be dropped in the tender box kept in the Estate section before the closing date and time indicated. If the tender opening day happens to be a holiday then tenders will be opened on the next working day on the same timings. Late tenders will be rejected outright.
6. The Contract period is initially for One Year extendable on yearly basis for a further period of Two Years on the same Rates, Terms & Conditions of the agreement based on the satisfactory performance assessed by NCPOR.
7. It is mandatory to quote all items of the price bid. If all items are not quoted then tender is liable for rejection. All pages of the tenders should be signed and stamped by the tenderer.
8. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. The extension of validity beyond 90 days from the date of opening shall be by mutual consent.
9. The tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and writes in both figures and words. On checking if there are differences between the rates quoted by the tenderer in words and figures or in the amount worked out by him, the following procedure shall be followed:
 - When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the tenderer, shall be taken as correct.
 - When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figure or in words, the rate quoted by the tenderer in words shall be taken as correct.

- When the rate quoted by the tenderer in figure and in words tallies but the amount is not worked out correctly the rate quoted by the Tenderer shall be taken as correct and not the amount.
10. Before submission of tender, interested tenderer may inspect the site to acquaint himself with the condition in regard to accessibility of site, nature and extent of work, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of work contract. No claim whatsoever on such account shall be entertained by the Employer under any circumstances.
 11. Tenders with conditional prices will be rejected.
 12. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the price schedule of tenders.
 13. The Employer does not bind himself to accept the lowest or any tender and reserves himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
 14. Tender is liable for disqualification & legal action, if bidder is found to have mislead or furnished false information in the forms / statements / certificates submitted in proof of qualification requirements or record of performance such as abandoning execution of the works, litigation history and or financial failures and or suppression of material facts and information .

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ANNEXURE - II

STANDARD TERMS AND CONDITIONS OF THE CONTRACT

1. INTERPRETATION:

- a. In construing these conditions the Specifications , the Schedule of Quantities, additional Conditions and Agreement, the following words shall have the meanings herein assigned to them except where the subject or context otherwise requires.
- b. This contract shall comprise of the Articles of Agreement, General Conditions of Contract, Additional Conditions, Scope of Work, the Schedule of Quantities , Specifications, drawings , letter of acceptance of tender and other documents mentioned in the contents sheet attached hereto and including those to which only reference is made herein.

WORK OR WORKS: shall mean all work or works defined in schedule of quantities. Specifications and such other work or works as the contractor may be entrusted with for carrying out under this contract.

EMPLOYER: shall mean the Director, NCPOR (National Centre for Polar & Ocean Research) or any Officer authorized by the Director for the purpose.

ENGINEER: shall mean the Engineer designated by the Employer to superintend and perform other duties as indicated in the contract.

CONTRACTOR: shall mean the individual or Firm or Company , whether incorporated or not, undertaking the work and shall include the legal personal representative or such individual or the persons composing such Firm or Company or the successors of such Firm or Company and the permitted assignees of such individual or Firm or Firms or Company.

SITE: shall mean the site of the contract works including any buildings and erections thereon and any other land adjoining thereto (inclusive) as aforesaid allotted by the Employer or the Engineer for the contractor's use.

2. CONTRACTOR TO PROVIDE EVERYTHING NECESSARY

- a. The contractor shall provide at his own cost all materials, (except such materials, if any as may in accordance with the contract, be supplied by the Employer). Plants , tools , appliances, implements, ladders, scaffolding, temporary works etc. requisite for the proper execution of the work whether original, altered or substituted and whether included in the specifications or other documents forming part of the contract or which may be necessary for the purpose of satisfying or complying to the requirements of Engineer, as to any manner as to which under these conditions he is entitled to be satisfied together with carriage therefore to and from the work. The contractor shall also supply without charge the requisite number of persons with means and materials necessary for the purpose of setting out works and counting, weighing and assisting in the measurement or examination at any time and from time to time of the work or materials. Failing his so doing, the same may be provided by the Engineer at the expense of the contractor and the expenses may be deducted from any money due to the contractor under the contract and /or from his Security Deposit.
- b. The Contractor should personally supervise each work till completion or may appoint a qualified Supervisor, pre-approved by the Engineer till the completion of work. No separate supervision charges will be paid.
- c. NCPOR shall provide requisite quantity of water, electricity for carrying out the work free of cost, subject to availability in the NCPOR campus.
- d. The Employer on no account shall be responsible for the expenses incurred by the contractor for anything hired, which the contractor needs to complete the ordered work.

3. DUTIES & TAXES :

Rates quoted by the contractor shall include all duties, octroi, toll tax, levies, royalties and all other taxes with respect to this contract. **Goods and Service Tax (GST)** as applicable is to be stated specifically in the prescribed columns of the price bid. In absence of any such stipulation, it will be presumed that rates quoted are inclusive of all taxes and no claim whatsoever in this regard will be entertained later.

4. SECURITY DEPOSIT :

EMD of the successful bidder shall be converted into Security Deposit. It is an interest free deposit & it will be refunded after successful completion of the contract period. In the event of Contractor fails to comply the terms and conditions of the awarded contract during the contract period, the Security Deposit would be forfeited.

5. MODE OF PAYMENT :

Payment to the Contractor will be released within 30 days upon submission of bill in duplicate after satisfactory performance of the Contractor & completion of work after deduction of statutory taxes. No part payment / advance will be made. (As per the Govt. of India norms, payment to the Contractors are made online through Public Financial Management System (PFMS). The Contractor should submit his bank & other details in the prescribed format along with the first bill.)

The contract is a fixed price contract & no cost escalation will be permissible during any stage of contract.

In case of any addition or deletion in the original quantity, payment will be made for the actual quantity serviced during the billing period on pro-rata basis.

6. TESTING OF MATERIALS

The contractor shall provide assistance, instruments, materials, labour and any other arrangement normally required for testing, checking of materials and workmanship as stipulated in the specifications and by statutory authority at his own cost. The Employer has the right to appoint the testing authorities. The contractor shall pay for the cost of test samples, its packing, transportation including testing fees. Failing his so doing the same shall be provided by the Engineer at the expense of the contractor and the expenses may be deducted from any money due to the contractor under the contract and/or from the Security Deposit or proceeds thereof or of a sufficient portion thereof.

7. CONTRACTOR'S ENGINEERS/FOREMAN & WORKMEN

- a. The contractor shall give all necessary personal superintendence during the execution of the work and as long thereafter as the Engineer may consider necessary until the expiration of the Defects Liability Period. The contractor shall employ qualified and competent technicians and as approved by the Engineer. Any directions, explanations, instructions or notices given by the Engineer to such technicians or any other authorized agent shall be held to be given to the contractor.
- b. The contractor shall on the request of the Engineer immediately dismiss from the works any person employed thereon who may in the opinion of the Engineer be unsuitable or incompetent or who may in the opinion of the Employer misconduct himself.

8. ACCESS

- a. The Engineer and the Employer or its representative shall at all reasonable time have free access to the works and /or workshops, factories or other places the materials are being prepared or constructed for the contract and also to any place where the materials are lying or from which they are being obtained and the contractor shall give every facility to them for inspection. Except the representatives of statutory authorities and those mentioned above no other person shall be allowed on the works at any time without the permission of the Engineer.
- b. If any work is to be done at a place other than the site of works, contractor shall obtain written permission of the Engineer.

9. VALUATION & PRICE FOR VARIATION

The Engineer with the approval of the Employer shall have power to make any alterations/omissions/additions and /or substitutions from the original scope & schedule of work,

drawings, designs and written instructions and such alterations, omissions, additions, substitutions shall not invalidate the contract and any altered, additional, or substituted work which the contractor may be directed to do, in the manner specified above as part of the work shall be carried out by the contractor on the same conditions in all respects on which he agreed to do the main work.

10. FAULTY MATERIALS, WORKMANSHIP & DEFECTS AFTER COMPLETION

- a. The Engineer shall have powers to require the removal from the site of all materials and work, which in his opinion are not in accordance with specifications and in case of default, the Engineer shall be at liberty to employ other persons to remove the same without being answerable or accountable for any loss or damage that may happen or arise to such materials to be substituted thereof and in case of default the Engineer may cause the same to be supplied and all costs which may attend such removal and/or substitution are to be borne by the contractor.
- b. If the work is not done in accordance with the contract, the Employer may get the defective work rectified from any other outside sources and the expenditure incurred will be recovered from the contractor.
- c. Provided always that nothing in this clause shall relieve the contractor from his liability to execute the works in all respects in accordance with the terms and conditions of this contract, or from his liability to make good all defects.

11. WORKS TO BE OPEN FOR INSPECTION

All work under or in course of execution or executed in pursuance of the contract shall at all times be open to the inspection and supervision of the Engineer and the contractor shall at all times during the usual working hours, and at all other times the Contractor or his representative should be present on the work site.

12. INDEMNIFYING AGAINST DAMAGES TO PERSONS, PROPERTY & STATUTES

The contractor shall take all precautions to avoid all accidents by exhibiting necessary caution boards day and night, speed limit boards, red flags, red lights and providing barriers. He shall be responsible for all damages and accidents caused due to negligence on his part. No hindrance shall be caused to traffic during the execution of work.

- a. The contractor shall be responsible for all injury to persons, animals or things and for all damage whether such injury or damage arises from carelessness or accident in any way connected therewith. The contractor indemnifies the Employer and holds him harmless in respect of all expenses arising from such injury or damages as aforesaid and also in respect of any award of compensation or damage consequent.
- b. The contractor shall reinstate all damage of every sort mentioned in this clause so as to deliver the whole of the contracted works complete and perfect in every respect and so as to make good and otherwise satisfy all claims for damage as aforesaid to the property of third Parties.
- c. The contractor also indemnifies the Employer against all claim which may be made upon the Employer for acts during the currency of this contract by any employee or representative of an employee of the contractor or any sub-contractors, employed by him for any injury to or loss of life of such employees or for compensation payable under any law for the time being in force to any workmen or to the representative of any deceased or incapacitated workmen.
- d. The Employer shall be at liberty and is hereby empowered to deduct the amount of any damages compensation costs charges and /or expenses arising or occurring from or in respect of any such claim and/or damages as aforesaid from any sum or sums due or to become due to the contractor or security deposit.
- e. The contractor shall indemnify the Employer against any action claim or proceedings relating to infringement or use of any patent or design or any alleged patent or design rights and shall pay any royalties which may be payable in respect of any article or part thereof included in the contract. In the event of any claims made under or action brought against the Employer in respect of any such matters as aforesaid the contractor shall be immediately notified thereof and the contractor shall be at liberty at his own expense to settle any dispute or to conduct any litigation that may arise there from provided that the contractor shall not be liable to indemnify the Employer if the infringement of the : patent or design of any alleged patent or design right is the direct result of an order passed by the said Employer or his authorized representative.

13. IN CASE OF DEATH OF CONTRACTOR

Without prejudice to any of the rights or remedies under this contract, if the contractor dies the Employer shall have the option of terminating the contract without any compensation to the contractor.

14. COMPLIANCE TO LABOUR LAWS

The contractor shall comply with all the provisions of the Minimum Wages Act,1948. Contract Labour (Regulation and Abolition)Act,1970 and rules and orders framed there under and other labour laws affecting contract labour and the rules and orders framed there under that in force from time to time. NCPOR will not take any responsibilities towards any injury or compensation etc.

15. RENEWAL/TERMINATION OF THE CONTRACT

- a. The contract period is Twelve months extendable on yearly basis for a further period of Two years with the same rate & same terms & conditions of the agreement based on the satisfactory performance assessed by NCPOR.
- b. If the Contractor is found to be not performing satisfactorily during the course of the contract period, or refuses to do any part of the work or becomes bankrupt then NCPOR shall terminate the contract at any stage with a short notice. In case of termination of the contract by Employer for any reason, entire security deposit will be forfeited.
- c. At any point of time during the contract period if any malafide intention of the contractor is observed or if any fake, misleading information is submitted by the contractor then the contract will be terminated immediately & security deposit will be forfeited.

16. PENALTY CLAUSE : The contractor shall strictly monitor that all ACs & water coolers under AMC are functional all the times. A non functional AC or water cooler has to be made functional maximum within two working days. Otherwise, 0.5% of the quarterly bill amount will be levied as fine for a delay of each day, subject to a maximum of 10% of the total quarterly bill amount. Even though, if incomplete work is not completed within 3 weeks, the contract will be terminated without any liability

17. STATUTORY VARIATION: In case of any increase or decrease in the taxes and duties subsequent to the Contractor's offer during the contract period then the Contractor can claim the difference by submitting documentary evidence, in case of increase. And if any decrease in the taxes or duties takes place then benefit will have to be passed on to the Employer.

18. POST TENDER CORRESPONDENCE / ENQUIRIES: Any correspondence or enquiry subsequent to opening of the bids is not desirable, if the same is indulged into, it will be considered for disqualifying the tender. The Tenderer will be required to abstain from pursuing / canvassing the matter, directly or indirectly with any Officers of NCPOR, as otherwise the same would also amount to disqualification of the tender. However, bidder can ask their queries in writing regarding bidding conditions, bidding process prior to the bid opening and/ or rejection of its bid, reason for rejecting a tender after opening of bids.

19. CLARIFICATIONS FROM BIDDERS: To assist the process of examination, evaluation and comparison of bids, the Employer may ask all the bidders or any bidder individually for clarification, if any, of their bids, including breakdown of unit rates and price. The request for clarification and the response should be in writing, but no change in the price or substance of the bid will be sought, offered or permitted, except as required to confirm the correction of arithmetical errors discovered by the Employer in the course of scrutiny.

20. SETTLEMENT OF DISPUTES/ARBITRATION: The decision of the Director, NCPOR shall be final and binding for any dispute whatsoever. All questions, disputes or differences whatsoever which may at any time arise between the parties to this agreement touching the agreement or subject matter thereof, arising out of or in relation there to and whether as to construction or otherwise shall be referred to the decision of the Sole Arbitrator, appointed by the Director of NCPOR and the decision of the said Arbitrator shall be final and binding upon the parties.

- 21. RIGHT TO CANCEL TENDER/WORK ORDER:** In case of strike, accident or any other unforeseen conditions causing stoppage of work, NCPOR reserves the right to cancel and/ or modify the tender / work order without any liability for any compensation and / claim or any description.
- 22. FORCE MAJEURE :** If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strike, lockout or acts of God (hereinafter referred to as 'eventuality'), provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall be reason of such an 'eventuality' be entitled to terminate this contract nor shall either party have any claim or damages against the other in respect of such non-performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such 'eventuality' has come to an end or ceased to exist. In case of any dispute, the decision of Director, NCPOR, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days, either party may at its option, terminate the contract. Provided also that if the contract is terminated under this clause the Employer shall be at liberty to take over from the Contractor at a price to be fixed by the Employer, which shall be final, all unused, undamaged and acceptable materials, bought out components and other stores in the course of manufacture which may be in the possession of the Contractor at the time of such termination, or such portion thereof as the Employer may deem fit except such material, as the Contractor may, with the concurrence of the Employer, elect to retain.
- 23. JURISDICTION:** All questions, disputes or differences arising under out of or in connection with the Tender / Contract if concluded shall be subject to the exclusive jurisdiction of the court under whose jurisdiction the place from which the tender / Acceptance of tender is issued, is situated i.e.Goa.

I/ We have read all the Terms and Conditions above carefully and agree to it.

Signature & Seal of the Tenderer :

TERMS & CONDITIONS OF WORKS

1. Office - The contractor should have established office in Goa, preferably in Vasco city with contact details like landline phone numbers, mobile numbers, email-Id, etc.
2. Daily Visit ó The Contactor or his technician should visit NCPOR on daily basis on all working days as per the time fixed by the Engineer.
3. Contact Phone Numbers & Contact persons - The Contractor should provide alternate telephone numbers & name of the Contact persons. The Contact person should be in reach & available at any given time on all working days.
4. Call attendance - The Contractor or his technician should attend the complaint within 24 hrs. from the time of launching of complaint.
5. Comprehensive Contract - The Contract is Comprehensive Maintenance Contract which includes supply & installation of compressors, contactors, all major- minor electrical & mechanical parts, consumables, wear & tear items, coils, relays, gas filling, lubricants etc.
6. Material - All material to be used/replaced should be brand new. The materials shall be brought as supplied by the manufacturer and got approved by Engineer before being used on the work. All materials used shall be as per specifications and ISI marked where ever applicable. ISI marking referred to latest BIS code as published by Bureau of Indian Standards.
7. Maintenance Tools - The contractor should have all materials and maintenance tools/equipments like Vacuum pump, Air Blower, Multimeter with Clamp meter (AC & DC), Electrical Testers, Spanners, Adjustable spanner, Ring spanners, Pipe range, Hammers, screw drivers, cutting pliers, nose pliers, tube cutter, cleaning brush, Allen key set, Gas charging line with gauge, Gas cylinder for charging gas, flaring tool set, Brazing torch with cylinder, Brazing rods etc. and other necessary safety items.
8. Repairs - All repairs should be made at the NCPOR premises as much as possible. In case any part has to be taken outside NCPOR for repair, then the same should be taken by a written request against issuance of necessary gate pass. The contractor shall replace/return the parts within two working days.
9. Tender Quantity - The tendered quantity is not a fixed quantity & there may be variation up to ±10% during the contract period, however the contractor will have to execute the contract work with the same rates, terms & condition. There may be addition or deletion in the quantity as per the requirement and payment will be made on pro-rata basis for the actual number of ACs / Water Coolers serviced during the quarterly billing period.
10. Service Records - All air conditioner split/multi split units should be serviced regularly as per the schedule. For each unit (AC & Water cooler) there should be a separate service report card with unit details. The service details should be recorded in the service report card and user's/Engineer's signature to be taken for every visit of servicing, replacement of faulty parts etc. The Service report cards shall verified for the billing purpose.
11. Performance of the Contractor ó (a) The contractor's workers must maintain discipline and proper dress code during their visit to NCPOR. (b) On the expiry of the contract all the units covered under C-AMC should be handed over to NCPOR in good working condition. (c) If the Contractor is found to be not performing satisfactorily during the course of the contract period, or refuses to do any part of the work or becomes bankrupt then NCPOR shall terminate the contract at any stage with a short notice.

SCOPE OF WORK

1. **Air Conditioning units:** The ratings of the AC units are 1TR, 1.5TR & 2TR of different makes & installed at different years.
 - a) The comprehensive maintenance includes routine servicing of air conditioning units. The contractor should service all the ACs units tri-monthly i.e four times a year as per the procedure given below. Routine servicing also includes repairs and replacement of materials or parts wherever required. This service will also include transportation, tools, materials, labour charges etc.
 - b) The Contract is Comprehensive Maintenance Contract which includes supply & installation of Compressors, Contactors, Condensers, all major- minor electrical & mechanical parts, consumables, wear & tear items, coils, relays, gas filling, lubricants etc.
 - c) Air Conditioners complaint attendance. The complaint regarding non-functioning of any AC should be attended within 24 hours and rectify the same within next 24 hours maximum.

Work to be done at the time of each servicing of the air conditioning unit :

Each service shall consist of:

- Checking general functioning of all the equipment of split/multi split units (indoor and outdoor units)
 - Cleaning evaporator and condenser coil, pre filters, drain pipe and water strainers, if required.
 - Lubricating motors and fans and checking equipment like Compressor, fan motors starters, wherever applicable.
 - Inspection/adjusting refrigerant controls.
 - Attending to minor breakdown calls, as and when called upon by you.
 - Servicing includes overhauling, descaling of condensers, attending to major breakdowns, supply of spares, material, filters, and refrigerant gas.
 - Checking of correct refrigerant levels and if found low, repair any leaks before adding further gas.
 - Checking the Motor Amps and keep the record of the same.
 - Checking thermostat and condenser operation, in case of failure repair work to be carried out and make functional.
 - Checking of indoor, outdoor coils, drain pipe for any blockage for avoiding major breakdown.
 - Checking all electrical fitting tightness, outdoor unit vibration control if any etc.
2. **Water Coolers:** The storage capacity of water coolers are 40 ltrs. & 80 Ltrs of different makes.
 - a) The comprehensive maintenance includes routine servicing of Water Coolers. The contractor should service all the Water Coolers bi-monthly i.e six times a year as per the procedure given below. Routine servicing also includes repairs and replacement of materials or parts wherever required. This service will also include transportation, tools, materials, labour charges etc.
 - b) Water Coolers complaint attendance. The complaint regarding non-functioning of any Water Coolers should be attended within 24 hours and rectify the same within next 24 hours maximum

Work to be done at the time of each servicing of the water cooler unit

Each service shall consist of:

- Water cooler and filter cartridges needs to be cleaned once in month.
- Checking of indoor drain pipe for any blockage for avoiding major breakdown.
- Checking all electrical fitting tightness, compressor tightness etc.
- Checking the Motor Amps and keep the record of the same.
- Checking of correct refrigerant levels and if found low, repair any leaks before adding further gas.
- Cleaning of storage water tank, cleaning of inlet and outlet pipes, rectifying any leakages if any.

It is a Comprehensive Maintenance Contract & Contractor shall provide the following without any additional cost,

- Replacement of defective/worn out parts with new or serviceable parts based on our assessment. All parts should be branded and new.
- Contract includes free replacement of compressor during the contract period.
- Repairing of equipment at site/service station as and when necessary.
- De-scaling of condensers, chemical cleaning of evaporator coils, replacement of pre-filters, only once; if required during the contract period.
- Refilling of refrigerant gas.
- Compulsory painting of all outdoor units with anti corrosive paint as per the existing colour once in a year to avoid rusting.
- Replacing damaged taps of water cooler.

The above is a general list of items however, the Contractor shall provide all items, spares etc. necessary to make ACs & water coolers functional under this contract.

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DECLARATION IN LIEU OF EMD/BID SECURITY

(To be submitted on the Bidder's Letter Head)

I/We _____ .(Name and Address of the Bidder) am/are submitting this declaration in lieu of EMD/Bid Security for the Tender _____ (Tender Name), _____ (Tender No) and thereby fully accepting that I/We will be suspended and/or black listed and/or shall not be eligible to participate in any Tenders invited by National Centre for Polar and Ocean Research (NCPOR) under the following circumstances,

- a) If after opening of the Tender, I/We withdraw or modify my/our Tender bid during the period of bid validity as specified in the Tender Documents (including extended validity, if any)
- b) If do not accept any Tender Terms & Condition of the Tender Document.
- c) If after the award of work, I/We fail to furnish the required Earnest Money Deposit (EMD) or Bid Security as detailed in the Tender Document within the stipulated time.
- d) If I/We do not provide any information, documents as asked by you for the bid evaluation or contract finalization or contract execution purpose.
- e) If I/We fail to sign the Contract, within the stipulated time as mentioned in the Tender Document/Work Order
- f) If I/We fail or refuse to execute the contract as per the Terms & Conditions of the Tender Document.

Name & Signature of the Tenderer/Authorized Signatory with seal :

ANNEXURE –VI

PARTICULARS OF THE TENDERER

1. Name of the Tenderer : _____

2. Main Office Address : _____

3. Goa Office Address : _____

(Pl. enclose copy of Electricity Bill/ Telephone Bill etc. of Goa address as a proof of establishment)

(a) Name of the contact person : _____

(b) Telephone No. (s) : _____

(c) Fax No. : _____

(d) E-mail Address : _____

(E-mail address should be provided which will be used for official correspondence)

(e) Website Address : (if any) : _____

4. Trade Registration Licence Number : _____

Registration Valid up to date : _____ *(Please enclose copy)*

5. PAN No. of the quoted Firm / Tenderer : _____ *(Please enclose copy)*

6. Goods and Service Tax (GST) Number : _____

(Please enclose copy of registration number)

9. Have you ever terminated/Black Listed by any organization : YES / NO

Name & Signature of the Tenderer with seal :

WORK COMPLETION PROFORMA

Pl. provide the details of maintenance work of at least one single AMC of Rs. 8 lakh or above OR two single AMC of Rs. 6 lakh or above OR three single AMC of Rs. 4 lakh or above during last seven years ending March 2022. Copies of Work Orders & Work Completion Certificates to be enclosed as proof.

Sr. No.	Name of Work	Date of Commencement of work	Date of Completion of work	Total Value of Work	Name of Organization/ Authority under whom work is done

Name & Signature of Tenderer with Seal:

ANEXURE – VIII

SCHEDULE OF RATES (PRICE BID)*(Only RATE in words and figures, Amount in figures)*

Sr. No	Description (Comprehensive AMC of)	Ton capacity	Quantity (Nos.)	Rate (Rs.)	Amount (Rs.)
1	Split AC	1.0	01		
<i>Rate in words:</i>					
2	Split AC	1.5	114		
<i>Rate in words:</i>					
3	Split AC	2.0	65		
<i>Rate in words:</i>					
5	Water Coolers	Storage capacity 40-80 litrs.	07		
<i>Rate in words:</i>					
A	Sub Total (Rs):				
B	GST..... (%) :				
C	Other Charges (if any):				
D	GRAND TOTAL :				

(D) Grand Total: Rs. _____

Grand Total in words: _____

1. Discount offered if any, should be included in the quoted rates & should not be shown separately.
2. Contractor should quote all items given in the price bid.
3. Price Evaluation Criteria - The Lowest Evaluated Bidder (L1) would be arrived from the Grand Total (D) above.

DECLARATION

- 1) We have read and understood the terms & conditions of the above mentioned tender and comply to all Terms & Conditions of your Tender. (In case of any deviation the Bidder must attach a separate sheet clearly stating the clause no. of the Tender and Deviation thereto)
- 2) The undersigned is an authorized signatory and authorized to submit this bid and also certifies that the information mentioned above is true and correct.
- 3) If the work is awarded, I/we assure that the entire work will be completed satisfactorily within the stipulated time as per the tender terms & conditions.
- 4) I/We agree to accept payment through Public Financial Management System (PFMS).

Name:

Signature of Authorised Signatory:

Date:

Place:

Seal:

TENDER SUBMISSION LETTER / OFFER FORWARDING LETTER

(To be typed and submitted on the Letter Head of the Company/Firm of Bidder)

Offer Reference No: í í í í í í í .

Date: í í í í í

To,
Director,
National Centre For Polar and Ocean Research
Headland Sada, Vasco-Da-Gama, Goa 403 804.

Dear Sir,

Sub : Submission of Offer against your Tender No: í í í í í í í í í í

I/We hereby offer to carry out the work detailed in your above Tender described as,
Comprehensive Annual Maintenance Contract for Split Air Conditioning units and Water Coolers at NCPOR, Goa, in accordance with the terms and conditions thereof.

I/We have carefully perused the Tender documents connected with the above work and agree to abide by the same.

I/We hereby declare and confirm that we have visited the Work Site as referred in NCPOR Tender on (date) í í í í í í í í í í í .. and acquired full knowledge and information about the Site conditions including geographical location, climate, wage structure, the office law & order and other conditions prevalent at and around the Site. We further confirm that we shall not raise any claim of any nature due to lack of knowledge of Site conditions.

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the appendices annexed thereto.

I/We have submitted herewith the requisite Earnest Money Deposit (EMD) as per details furnished in EMD Details.

I/We, hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, conditions, stipulations and all other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I further certify that I am authorised to represent on behalf of my Company/Firm for the above mentioned tender and a valid Power of Attorney to this effect is also enclosed.

I/We, hereby certify that all the documents submitted by us in support of possession of öQualifying Requirementsö are copies of the original and are fully compliant required for qualifying / applying the bid and shall produce the original of same as and when required by NCPOR.

I / We hereby further confirm that no tampering is done with documents submitted in support of our qualification as bidder. I / We understand that at any stage (during bidding process or while executing the awarded works) if it is found that fake / false / forged bid qualifying / supporting documents / certificates were submitted, it would lead to summarily rejection of our bid / termination of contract. NCPOR shall be at liberty to initiate other appropriate actions as per the terms of the Tender / Contract.

I/We hereby confirm that we have not changed/ modified/materially altered any of the tender documents as downloaded from the website/ issued by NCPOR and in case of such observance at any stage, it shall be treated as null and void.

We also hereby confirm that we have neither set any Terms and Conditions and nor have we taken any deviation from the Tender conditions together with other references applicable for the above referred Tender Specification.

We confirm to have submitted offer in accordance with tender instructions and as per aforesaid references.

I/We hereby also declare that we will not share any details of our bid for this tender with any other person/company/firm & maintain confidentiality of document & information till the opening of bids.

Yours faithfully,

(Signature, date & seal of Bidder or Authorized Representative of the Tenderer)