

**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**  
**E-TENDER NOTICE**

**NIT No: IIFM/M(M)/18/18**

**Dated: 12-11-2018**

Online Item Rate Tenders are invited from reputed Manufacturers / Authorized service provider/ Authorized Dealers of Air Conditioning machines of reputed company for comprehensive annual Maintenance Contract of air conditioners of IIFM:

S. No	Name of work	PAC. (In Rs)	EMD (Rs)	Online Processing fee
1	CAMC of Air conditioners of IIFM	3.70 lakhs	Rs 9,250/- Online Payment	Rs 634/- (Including GST) Online Payment

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal <https://moefcc.euniwizard.com> Enrolment on the above mentioned Portal is mandatory. For registration on ITI portal one time charges of Rs. 2360/- (Rs 2000/- + 18% GST) shall be payable through online payment. **Validity of online registration is 1 year** after which re-registration charges at that time shall be applicable. The required documents are to be uploaded on portal during registration process.

Upon successful registration, an acknowledgement mail shall be sent by ITI Ltd., e-Wizard a copy of which shall be required at [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) to ensure account activation.

2. The tenderers have to digitally sign their bids before submitting the bids hashes online thus the tenderers are advised to obtain Digital Certificates. The Bidders may contact ITI Ltd, for obtaining Class - III Digital Signature Certificates at 91+9179595728, 011-49606060, E-mail: [ewizarddhirajkr@gmail.com](mailto:ewizarddhirajkr@gmail.com)

3. Tender documents are available in the website <https://moefcc.euniwizard.com> which can be purchase and downloaded from **12.11.18, 10:30 AM to 26.11.18 up to 5:30 PM**. And bid submission date from **12.11.18, 10:30 AM to 26.11.18 up to 5:30 PM**.

4. Note: Online Processing Fee of Rs.634/-(including GST) to be made online.

5. EMD of Rs. 9,250/- should be submitted through online payment. The receipt of the same may be submitted with the Physical Envelope 'A'.

6. The tenderers are required to submit Envelope 'A' physically as per the date (27.11.2018 up to 2.00pm) to the Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Post Box no-357, Bhopal-462003.

The Physical Envelope 'A' should contain the following.

Kindly upload scan copies of below mentioned documents under Technical Qualification (Envelope A) & Submit Physical copy of the documents in department office in due date.

1. On line payment receipt of EMD
2. Registration Certificate
3. Manufacturer/ Authorised Dealership Certificate
4. Experience of similar work in past three years
5. Income Tax return of last three years
6. GST No copy
7. Any Other Document

Note: Tenders which qualify the technical bid will only be considered for opening of Financial Bid, rest of the Financial bid will be rejected. IIFM reserves the right to reject any or all the Tenders received without assigning any reason(s) thereof

**Tender Date Schedule:**

<b>S.No</b>	<b>Stages Name</b>	<b>Stages By</b>	<b>Start Date and Time</b>	<b>End Date and Time</b>
1	TENDER RELEASE	DEPARTMENT	12-11-2018 10:30 AM	
2	TENDER PURCHASE & DOWNLOAD	BIDDER	12-11-2018 10:30 AM - 26-11-2018 05:30 PM	
3	BID SUBMISSION	BIDDER	12-11-2018 10:30 AM - 26-11-2018 05:30 PM	
4	TENDER CLOSING	DEPARTMENT	26-11-2018 06:00 PM	
5	TENDER OPENING (Technical Bid)	DEPARTMENT	27-11-2018 3:00 PM	
6	TENDER OPENING (Financial Bid)	DEPARTMENT	06.12.2018 3:00PM	

**For Support:** Bidders should get in touch with Dhiraj Kumar Yadav, ITI Ltd, contact nos 9113711647 or 9179595728 for e-tendering support.

..

**{Chief Administrative officer}**

**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**

**INDIAN INSTITUTE OF FOREST MANAGEMENT**

(Tender No.IIFM/M(M)/18/18)

**TENDER FORM FOR**

**Comprehensive Annual Maintenance Contract of Airconditioners (ACs) from  
Dec, 2018 to Nov' 2019**

**TECHNICAL BID**

(Do not write the amount here. Amount must be mentioned in the FINANCIAL BID)

1. Name of Firm :
2. Office Address with Phone Nos:

(Please tick mark the following columns appropriately)

S.No	Particulars	Yes	No	Enclosures No
01	Copy of currently valid Registration Certification			
02	Copy of certificate of currently valid Manufacturer's / authorized Dealership/ authorized service provider of AC			
03	Minimum three Experience of CAMC SERVICES OF AIR CONDITION EQUIPMENT each amounting to Rs 2,22,000/- or more			
04	Whether EMD deposited or not			
05	Income Tax return for the last three years			
06	GST No			
07	PAN no			

Proof of all above documents duly self attested with seal, on line payment receipt of EMD of Rs 9,250/- may be submitted along with the technical bid.

Note: All documents should be enclosed in the above sequence properly.

Place:

Date:

{Name & Signature of the Contractor with seal and address}

## INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

### TERMS & CONDITIONS OF TENDER FOR MAINTENANCE CONTRACT

01. The Rates quoted should be indicated in figures as well as in words and there should not be any overwriting as far as possible. Overwriting, if any should be initialed.
02. Each and every page of the Tender should be signed by the Tenderer before submission as a token of acceptance. Correction, if any, should be duly attested.
03. Rate quoted for each item should be inclusive of all Taxes/Duties, spares, cost of other materials, labor charges, Installation of Equipments at IIFM Campus.
04. **Earnest Money (Refundable) of Rs.9250/-** should be submitted online with the Tender. Tenders received without Earnest Money Deposit will not be considered.
05. The Director, IIFM, Bhopal, reserves the right to accept or reject any or all the tenders in full or part or to waive off any formality, minor deviations and omissions without assigning any reason(s). The Institute reserves the right to reject conditional Tenders/Tenderer's conditions at its discretion.
06. Submission of tender shall be treated as the acceptance of terms & conditions of the tender and any counter terms shall not be accepted.
07. On the award of contract the party has to execute an AMC agreement on Rs..100/- non judicial stamp paper in the prescribed format enclosed. The Security deposit of 10 % of the tendered amount as has to be submitted with the agreement.
08. In case of non-compliance of AMC order, Security deposit will be forfeited and the party is liable for being blacklisted for a period of 3 years. Also further action shall be taken at the costs of the party.
09. Payment will be made on quarterly basis after completion of services satisfactorily.
10. Quarterly servicing during the period of contract mentioned above should be done.
11. Additional visits should be made during the contract period, as and when required, in the event of any breakdown/malfunctioning of the equipment, on intimation in this regard by the customer.
12. Replacement of all spares and materials free of cost which are found defective and found necessary for the unit should be made.
13. For Window AC, Split AC, Tower AC: Free replacement of worn-out/exhausted part, including ACgrill, Regulator, Thermostate, Fan motor, Compressor (replacing), Stabilizer, Starter (electrical panel), Control panel HRC fuse, Gas filling, Relay, Remote & other parts. For 7.5 ton Split in addition to above parts, replacement of drain pipe, indoor cable, automatic controlling panel (MCB, Relay, indication lamp, contact kit ) also included.

14. The CAMC fee is payable on quarterly basis including on completion of the quarter the party has to submit their bill provided the performance is satisfactory.

15. Providing record chart of servicing, attending complaint for each equipment at the specific location of the AC machine

### Numbers and Location of AC

S. No	Make & Type	Capacity	Location	Quantity	
01	Carrier Make Split AC Pkg.	7.5 Ton	Room no 119	03 Nos	3 nos
02	Carrier Make Split AC	2 Ton	Room no114 (2 nos)	02 nos	61
03	LG Make Split AC	2 Ton	Room no 120 (2 nos)	22 Nos	
			Room no121 (2 nos)		
			Room no 122 (4 nos)		
			Room no 123 (2 nos)		
			Room no 108 (3 nos)		
			Room no 39 (1 no)		
			Room no 54 (1 no)		
			Computer Lab (4nos)		
Guesthouse common hall (3nos)					
04	Voltas Make Split AC	2 Ton	Library (17 nos	37 Nos	
			IP centre 2		
			Computer centre -3		
			CAO-1, room no 64- 1 library 2nd Floor- 3		
			Geo informatic centre - 2, Common room of Hostel - 2		
			Room no 115 (2 nos)		
			Vidwan-4 (Hitachi)		
05	LG Make Split AC	1.5 Ton	Room no 120 (2 nos)	14 Nos	32 nos
			Room no121 (2 nos)		
			Room no 123 (2 nos)		
			Room no 72 (2 nos)		
			Room no 106 (2 nos)		
			Room no 40 (2 nos) (Director's chamber)		
			Director Section reception room – 02 nos		
06	Voltas Make Split AC	1.5 Ton	Guesthouse Dining hall (4nos) Room no 71 (1), Common room of hostel (1)	18 nos	
	Blue Star Split AC		MDP hostel (12)		
	Voltas Make Split AC	1 ton	Guesthouse 2-Suits – 4nos	06 nos	06 nos
			Computer centre server room (2 no)		
07	LG Make Window AC	2 Ton	Room no 61, 94 (2 nos)	03 nos	66 nos
	LG Make Window AC	2 Ton	Room no 112 (1 no)		
08	LG Make Window AC	1.5 Ton	Faculty rooms (34 nos),	38 nos	
			Room no 7 (01 no)		
			Room no 64, 44 (2 nos)		
09	Carrier Make Window AC	1.5 Ton	Room no 24 (01) Room no 51, 21- 2 nos	17 Nos	
			Hostel guest room 02, Officers room (12)		
		1.5 Ton	Guesthouse rooms	8 nos	
	Voltas TowerAC	4 Ton	Library 2 <sup>nd</sup> Floor- 05, Mess -- -5	10 nos	10 nos
			total		178 nos

**FINANCIAL BID**  
(Tender No.IIFM/M(M)/18/18)

**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**

**Sub: CAMC OF AIR CONDITIONERS (From Dec'2018 to Nov'2019)**

SNo	Description	Make	Quantity	Rate/yearly	Amount
01	7.5 Ton Split AC	Carrier make	03		
02	2 Ton Split AC	Carrier make-2 LG make -22 Voltas make- 37	61		
03	1.5 Ton Split AC	LG make -14 Voltas make- 06 Blue star- 12	32		
04	1 Ton Split AC	Voltas make	06		
	2 Ton Window AC	Carrier make	03		
05	1.5 Ton Window AC	Carrier make -17 Blue Star make -8 LG make-38	63		
06	4 Ton tower AC	Voltas	10		
	Total				

Note: 1. The Window AC AMC includes maintenance of AC grill, regulator, thermostate, Fan motor, compressor (replacing), stabilizer, starter (electrical panel), control panel HRC fuse, gas filling, relay & other parts and remote.

2. The Split AC 7.5 Ton, Tower AC 4 Ton includes maintenance of regulator, thermostate, Fan motor, compressor (replacing), stabilizer, starter (electrical panel), control panel HRC fuse, relay & other parts, drain pipe line, indoor cable, automatic controlling panel ( MCB, Relay, indication lamp, contact kit), drain pipe.

Note: Please provide the bank account number along with the IFSC Code and Pan Card copy, GST No for releasing the payment.

**Signature of the Party with seal**