



Institute of Infrastructure, Technology, Research And Management

(An Autonomous University Established by Government of Gujarat)

IITRAM Campus, Near Khokhra Circle,
Maninagar (East), Ahmedabad – 380026, Gujarat.

Contact No.: 079-67775430

E-mail: purchase@iitram.ac.in

Website: www.iitram.ac.in

Tender No.: 2025/15

Date: 28.02.2025

NOTICE INVITING TENDER

Crucial Dates & Information:

Name of Work	Annual Maintenance Contract (Non-Comprehensive) for Various Capacities Air Conditioners Installed at IITRAM, during 2025-26
Tender Issue Date	28.02.2025
Tender Fee	Rs.1770/- (Including 18% GST) (Non-Refundable)
Bid Security (EMD)	Rs. 6,500/- (Refundable)
Last Date & Time for online bid/offer submission	20.03.2025 till 06.00 pm
Last date & time for physical bid/offer submission	21.03.2025 till 05:00 pm
Date & Time for opening of Technical bid/offer	24.03.2025 at 11:30 am
Date & Time for opening Financial bid/offer	To be informed later through email (Will be informed only technically qualified bidders)
Tender Inviting Authority and Address	The Registrar Institute of Infrastructure, Technology, Research And Management Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, Gujarat. Contact No.: 079-67775430 E-mail: purchase@iitram.ac.in

Institute of Infrastructure, Technology, Research And Management

SECTION – ‘A’

INSTRUCTIONS TO BIDDERS

Inviting bids through e-Tender format for Annual Maintenance Contract (Non-Comprehensive) for Various Capacities Air Conditioners Installed at IITRAM, during 2025-26 as shown in SECTION ‘D’

1. The Institute of Infrastructure, Technology, Research And Management (IITRAM) invites bids for **“Annual Maintenance Contract (Non-Comprehensive) for Various Capacities Air Conditioners Installed at IITRAM, during 2025-26”** from authorized service providers under “two bid system in e-tender format.” Interested bidders/Contractor(s) who wish to participate in this e-Tender may obtain the tender documents from IITRAM website i.e., www.iitram.ac.in and/or from <https://tender.nprocure.com>. The bidder(s)/contractor(s) have to submit the technical bid/offer through RPAD, Speed Post or in Person till the last date and time prescribed for submission in this tender notice. Tender sent by other means will not be accepted in any case. Hardcopy of Tender Documents, Tender Fee, EMD and other essential documents as indicated in this tender notice should be submitted on or before **21.03.2025 till 05:00 PM** in the office of the IITRAM Room No. G2, Near Khokhara Circle, Maninagar (East), Ahmedabad-380026, Gujarat. The Financial bid is to be submitted in ELECTRONIC FORM ONLY on (n)Procure Portal (<https://tender.nprocure.com>).
2. The maintenance contract will be initially for a period of one (01) year which may be renewed on the same terms & conditions for further period of one (01) year by Institute of Infrastructure, Technology, Research And Management, Ahmedabad depending on requirement of the Institute and performance of the CONTRACTOR.
3. The eligibility criteria to the tenderers of the tender are mentioned in **SECTION ‘B’** of the tender document.
4. The General terms and conditions, Scope of Work, Evaluation procedure and other instructions for the requisite services are mentioned in **SECTION ‘C’** of the tender document.
5. The list of the tentative selected air conditioners whose services can be done during the contract period are mentioned in **SECTION ‘D’** of the tender document.
6. Intending tenderers are advised to visit Institute’s website i.e. www.iitram.ac.in and/or (n)Procure Portal <https://tender.nprocure.com> regularly till closing date of submission of tender for any corrigendum/addendum/ amendment.
7. Manual/Offline tenders/bids/offers shall not be accepted.
8. Anyone or more of the following action/commission/omission are likely to cause summarily rejection of the bid:
 - 8.1 Any conditional bid(s)
 - 8.2 Bid(s) devoid of documentary proofs in support of eligibility criteria as mentioned in **SECTION ‘B’** of the tender
 - 8.3 Any bid in which rates have not been quoted in accordance with the specified formats/details as specified in the bid/offer document.
9. Joint venture between any other companies is not allowed.
10. Interested and eligible bidders/contractors may obtain further information or clarification from the IITRAM Office. Phone : 079-67775430; email: purchase@iitram.ac.in
11. In case the tender is cancelled, the tender fee will not be refunded to the concerned bidder.

SECTION – ‘B’

ELIGIBILITY CRITERIA

1. The bidding company should be in existence for at least past 03 (three) years. Appropriate proof to be submitted.
2. Photo copy of firm's valid GST (Goods and Service Tax) Registration.
3. Photo copy of firm's valid PAN Card.
4. Photo copies of filed Income Tax Returns for the last three Financial Years (i.e. 2021-22, 2022-23 and 2023-24).
5. **Electronic Transfer advise with UTR details / Demand Draft to be submitted** for Bid Security (EMD) of **Rs.6500/- (Rupees Six Thousand Five Hundred Only)** and Tender Fee of **Rs.1770/- (Rupees One Thousand Seventy Only)**.
6. Service Centre/Workshop in Ahmedabad/Gandhinagar or in surrounding areas and **an experience of maintenance of Air Conditioners of reputed brand/makes for at least last three (03) years. Out of this minimum one year's experience in Govt. Organization, Corporate Offices or Academic Institutes is required.** The experience and capability must be supported through documents.
7. If the firm is blacklisted by central government or state government or any other government body, then its submitted tender will be rejected. It is essential for bidder/firm to submit **UNDERTAKING (Annexure - II)** on their firm's letter head that the bidder/firm is not blacklisted, failing which the tender will be summarily rejected.
8. If any bidder fails to meet any of the above eligibility criteria, bid stands to be disqualified.

SECTION – ‘C’

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. General Conditions of the Contract:

- 1.1 The contract will remain in force for a period of one year w.e.f. the date of award of contract.
- 1.2 The Goods & Service Tax will be paid extra as applicable.
- 1.3 The maintenance contract will be initially for a period of one (01) year which may be renewed on the same terms & conditions annually for further period of one (01) year by Institute of Infrastructure, Technology, Research And Management, Ahmedabad depending on requirement of the Institute and performance of the CONTRACTOR.
- 1.4 Time is the essence of this contract.
- 1.5 The rates/quotation must be submitted in accordance with the specifications/item(s) given in SECTION ‘D’.
- 1.6 Company seal with authorized signature should be affixed on all pages of the bidding document.
- 1.7 The rates quoted by the bidder/contractor shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 1.8 The physical bid/offer received after the due date specified above will not be considered.
- 1.9 The IITRAM reserves its right to reject all or any of the bid and to split up the requirements or relax any of the conditions without assigning any reason.
- 1.10 If there happens to be a holiday on any date indicated in this tender notice, the transaction shall be performed on the next working day.
- 1.11 The bidder/contractor(s) may visit at IITRAM, Ahmedabad for location and condition of Air Conditioners.
- 1.12 The replaceable parts must be standard make/quality preferably (ISI mark). Prior permission must be taken from officer in-charge of Institute (IITRAM) before replacement of any part.
- 1.13 All dismantled/replaced spare parts to be deposited with the authorized representative of IITRAM, Ahmedabad.
- 1.14 The quantity given in SECTION ‘E’ is proposed quantity. The bidders/contractor(s) has to quote the rate for per unit. IITRAM reserves its right to increase or decrease the quantity at the time of award the contract.
- 1.15 The contractor required to provide Escalation Matrix of Telephone Numbers for service support.
- 1.16 The Contractor will be required to maintain a register detailing complaints about the AC’s where in each complaint received and action taken there on shall be recorded. **The complaint register should be maintained as per Form ‘A’.** The firm must ensure that the complaints are attended to within 2 hours and it must also ensure the attendance of one service personnel dedicated to IITRAM at all time, particularly during the period of **May to September**. Any unattended complaint is liable to be panelized Rs.100 per day per unit.

- 1.17 The Contractor would attend to the complaints during the normal office hours i.e. between (9.00 AM to 5.30 P.M.) and if necessary, beyond office hours also with the approval of IITRAM. Contractor has to solve the problem on call basis as and when required.
- 1.18 If the services are not according to specification and standard laid down in the contract, the AMC would be terminated and the Security Deposit stands forfeited and in that case IITRAM will not accept any responsibility for any loss suffered by the Contractor.
- 1.19 The Contractor should ensure that all the equipment included in the contract are in working condition at all times. While minor repair should be carried out within 2 hours on the same day, for the major repairs relating to the parts like compressor, fan motor, gas charging, the maximum permissible time period will be five working days from the day of breakdown of the equipment. After five days the same will be got repaired at the risk and cost of the Contractor.
- 1.20 Any repair/replacement will be done at our site. If needed, machine may be taken at your premises with prior permission of IITRAM. The cost to and fro carting will be borne by yourself. Unit taken out of the office premises for the service at workshop shall be returned at the earliest & in any case, within a week time.
- 1.21 At the end of every quarter, bidder shall have to submit the report for every visit made. **The Job-Card should be maintained as per Form 'B'.**
- 1.22 Any liability arising on IITRAM, Ahmedabad shall be deducted from the bills of the Contractor and if the full amount is not recovered then the same shall be recovered from the Security Deposit of the Contractor. There would be no liabilities towards the workers of the Contractor by IITRAM, Ahmedabad.
- 1.23 The Contractor shall be liable to pay compensation for any loss and damage caused to the property of IITRAM or its student, staff members by the Contractor or his worker.
- 1.24 **The offer shall be valid up to 90 days from the date of opening of Technical bid/offer.**
- 1.25 The tender/bid (i.e. technical bid/offer) will be opened on **24.03.2025, 11:30 a.m.** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
- The bidders or their authorized representative may remain present during the opening of the Technical bid, if they desire so, at their own expenses.
 - Only those financial bids will be opened whose technical offers/bids are found suitable by the expert panel/committee appointed for the concerned item(s)/goods. The respective dates for opening of financial bid shall be informed to the technically qualified bidder(s) through email only.
 - In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the offer.
 - The tender committee reserves its right to select or reject any or all of the item(s) mentioned above without assigning any reasons.
- 1.26 All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.

2. Submission of bid/offer:

- 2.1 The tender documents can be downloaded from Institute's website i.e., www.iitram.ac.in or (n)Procure Portal, i.e., <https://tender.nprocure.com>. The bidder(s) are required to submit the Tender Acceptance Letter (**Annexure - III**) endorsed by seal and signature as acceptance of terms and conditions of this tender. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

2.2 Bid Security (EMD) of **Rs.6500/- (Rupees Six Thousand Five Hundred Only)** and Tender Fee of **Rs.1770/- (Rupees One Thousand Seventy Only)** through Electronic Transfer / Demand Draft.

2.2.1 For Electronic Transfer, Bank Account details are as follows:

Account Name: Institute of Infrastructure, Technology, Research And Management
Account No.: 923010019592531
Bank Name: AXIS BANK LTD
IFSC Code: UTIB0002645
Branch Name: Hatkeshwar Ahm GJ, Ahmedabad - 380026

Note: Kindly submit Electronic Transfer advise with UTR details along with bid document.

OR

Demand Draft in favor of the “INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT” payable at Ahmedabad. Please mention Tender number and name of the firm on back side of DD.

2.2.2 Bidders registered with Micro and Small Enterprises (MSEs) and having valid MSE Certificate will be considered for relaxation of EMD. In view of the above, if the bidder will claim for EMD exemptions, the bidder should meet all the criteria for Micro and Small Enterprises. The bidder must submit the supporting document i.e. MSME registration certificate issued by competent government bodies (i.e. issued by Government of Gujarat & Government of India only) to become eligible for the EMD exemptions. The registration certificate (MSE) of the bidder must cover the items tendered to get EMD exemptions.

2.2.3 The EMD is required to protect the purchaser against risk of bidder(s) conduct, which would warrant the forfeiture of Bid Security (EMD).

2.2.4 The EMD is refundable (without any interest) within 30 (thirty) working days after successful award of Work Order:

- The EMD of unsuccessful bidders will be returned ‘without any interest’ within 30 (thirty) working days from the date of award of work order.
- EMD of successful bidder will be returned ‘without any interest’ within 30 (thirty) working days after submission of a Performance Security.

2.2.5 The Bid Security (EMD) may be forfeited:

- If a bidder withdraws his bid during the period of bid validity specified in this tender notice; and/or
- In case of a successful Bidder fails, (i) To sign the contract agreement; and (ii) To furnish a performance security

2.3 The bidder/contractor(s) has to submit the tender in two parts viz. (a) Technical bid/offer in ***envelop No.1*** and (b) EMD and tender Fee in ***envelope No.2***. Both these envelopes should be sealed and put together in a ***covering envelope***, super scribed with – Please Don’t Open, Bid for “**Annual Maintenance Contract (Non-Comprehensive) for Various Capacities Air Conditioners Installed at IITRAM, during 2025-26**”, due date, tender number, and complete address along with contact no. & email id. **The bidder must be submitted duly filled Annexure I, II & III along with technical bid/offer in hard copy.**

2.4 The technical bid/offer shall also include the attested photo copies of the following documents to demonstrate that the bidder has the capability necessary to perform the contract and meet the criteria outlined in the qualification requirements:

- The documents mentioned in **‘ELIGIBILITY CRITERIA’** under **SECTION – ‘B’**

2.5 The “Financial Bid” to be filled as per **SECTION ‘E’** and **should be submitted online only at (n)Procure Portal as ‘Financial Bid’**. Rates quoted “ONLINE” will only be considered.

3. Performance Security:

- 3.1 The successful CONTRACTOR shall be required to furnish/deposit a Performance Security in form of (i) Account Payee Demand Draft (ii) Fixed Deposit Receipt from a Nationalized bank (iii) Bank Guarantee from a Nationalized bank, at the rate of @5% of the total cost of contract, for the duration of contract period plus additional two months, in favor of **“INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT”** within 30 days of the receipt of the order. Failure to comply with the above said requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD/Performance Security. No payment will be released without a performance security.
- 3.2 This Performance Security will be returned (without any interest) within 60 (sixty) working days after satisfactorily completion of contract period.

4. Scope of Services:

4.1 Preventive Maintenance Services (PMS) Monthly:

- Cleaning of air filters, indoor unit grills & filters through air blower
- Cleaning of the indoor unit body by wiping out the dust etc. with wet cloth
- Cleaning of water tank and water tray with detergent every month

4.2 Preventive Maintenance Services (PMS) Quarterly:

- Every machine shall be serviced at least once every quarter. A record of such services duly acknowledged by the person using the machine or in his absence, in charge of the location of the AC shall be maintained.
- Quarterly PMS shall include at least the following services:
 - ✓ Checking of motor, checking of ground connection, checking of main plug, cleaning of blower and condenser fan, cleaning of equipment, cleaning of evaporator and condenser coils, tightening of nuts and bolts, oiling and greasing of motor, checking of cooling efficiency, checking of voltage stabilizer, checking of exhaust fan and associated panel and switches and providing protective coat of paint on all ACs (complete on the full body and vital parts) once in a year, etc.

4.3 Yearly wet service (at least twice in a year):

- Six-month deep cleaning with water jet is necessary to clean blower and condenser fan, along with other related parts.

5. Evaluation of Quotation (bid/offer):

The Institute's committee constituted will evaluate & compare the bid(s) determined to be substantially responsive i.e. which are properly signed and confirmed with the terms & conditions and specifications. The financial evaluation will be done based on the following parameters:

- **Total price quoted at FB - SECTION 'E' (TABLE -I ONLY).**
- **It is compulsory for bidders to quote their rates for both TABLE 'I' and TABLE 'II'. If the bidder fails to quote their price for either section, their bid will not be considered for further processing. However, the L1 bidder will be finalized who has offered the lowest total price for TABLE 'I'.**
- **The rates offered for parts and additional services as specified in TABLE 'II' should be competitive in nature. The appointed committee will review the rates offered by the bidder(s) and make a decision accordingly. IITRAM reserves the right not to award the offer with components as specified in TABLE 'II'.**

6. Award of Contract:

The IITRAM will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest rates for the TABLE – I (Refer Section – E).

- 6.1 Notwithstanding the above, IITRAM reserves its right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of contract without giving any reason.
- 6.2 The rates offered for parts and additional services as specified in TABLE ‘II’ should be competitive in nature. The appointed committee will review the rates offered by the bidder(s) and make a decision accordingly. The committee may ask for revised rate for Table-II from the L1 Bidder, if it is found on higher side/non-competitive. IITRAM reserves the right not to award the offer with components as specified in TABLE ‘II’.
- 6.3 The bidder whose bid is accepted will be notified about the award of contract by the IITRAM prior to expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the Work Order.

7. Termination of Contract:

7.1 Termination on expiry of the Contract

This Agreement shall be deemed to have been automatically terminated on the expiry of the CONTRACT period unless IITRAM has exercised its option to extend this CONTRACT in accordance with the provisions, if any, of this CONTRACT.

7.2 Termination on Account of Insolvency

In the event the CONTRACTOR at any time during the term of this Agreement becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then IITRAM shall, by a notice in writing have the right to terminate this CONTRACT and all the CONTRACTOR's rights and privileges hereunder, shall stand terminated forthwith.

7.3 Termination for Unsatisfactory Performance

If IITRAM considers that the performance of the CONTRACTOR is unsatisfactory or, not up to the expected standard, IITRAM shall notify the CONTRACTOR in writing and specify in detail the cause of such dissatisfaction. IITRAM shall have the option to terminate this Agreement by giving 30 days' notice in writing to the CONTRACTOR, if CONTRACTOR fails to comply with the requisitions contained in the said written notice issued by IITRAM.

8. Terms of Payment:

- 8.1 **Payment:** The payment will be released on quarterly basis (every three months) within 30 (thirty) working days, upon submission of following documents:
 - a) Contractor's clear Tax-Invoice(s).
 - b) Copy of the "Maintenance Cards" signed by the user & countersigned by the person in charge of the section/subsection of the Institute.
- 8.2 Advance payment will not be made under any circumstances.
- 8.3 All bills along with relevant supporting documents shall be submitted to Registrar IITRAM, Ahmedabad – 380026. The original invoice (with first Invoice only) should also accompany the following documents/details:
 - a) Copy of valid Registration certificate under the GST rules.
 - b) Particulars required for making payments through Cheque/RTGS/NEFT, in accordance with the clause on 'Terms of Payment' of bid documents.

- c) Mobile No.
 - d) e-mail ID (If any)
- 8.4 Recoveries as per the Institute's norms shall be made while making payment (if any) without prior intimation to the CONTRACTOR.

9. Address for physical bid/offer submission:

The Registrar
Institute of Infrastructure, Technology, Research And Management
Office No. G2,
Near Khokhra Circle, Maninagar (East),
Ahmedabad – 380026, Gujarat.

Registrar

SECTION 'D'

(Schedule of Quantity)

The tentative quantity of various Air Conditioners is as under: -

Sr. No.	Particulars	Unit	Qty.
1.	Air Conditioner - 1.0 Ton Split type	Nos.	13
2.	Air Conditioner - 1.5 Ton Split type	Nos.	140
3.	Air Conditioner - 2.0 Ton Split type	Nos.	27

Make of Air Conditioners: PANASONIC / VOLTAS / LG / GODREJ / ELECTROLUX / LLOYD

SECTION 'E'

FINANCIAL BID

(Format of Quotation)

(To be submitted online only at (n)Procure Portal)

Table – 'I'
[Rate for Annual Maintenance Contract (Non-Comprehensive)]

Sr. No.	Particulars	Unit	Qty.	Rate (Without GST)	Total Amount (Rs.)	GST Slab Rate (%)
A	B	C	D	E	F = (D*E)	G
1.	Air Conditioner - 1.0 Ton Split type	Nos.	13			
2.	Air Conditioner - 1.5 Ton Split type	Nos.	140			
3.	Air Conditioner - 2.0 Ton Split type	Nos.	27			
Total Amount (Without GST)						

This table of Financial Bid is stated for reference purpose only and please do not disclose any price here at the time of submission of this document.

Table – 'II'
[Rate for Parts and Additional Services]

Sr. No.	Particulars	Unit	Qty.	Rate (Without GST)	Total Amount (Rs.)	GST Slab Rate (%)
A	B	C	D	E	F = (D*E)	G
Capacity: 1.0 Ton						
1	Condenser	Nos.	1.00			
2	Fan Motor (Out-door)	Nos.	1.00			
3	Fan Blade	Nos.	1.00			
4	Capacitor (55x4/60x4 MFD)	Nos.	1.00			
5	Fan Capacitor	Nos.	1.00			
6	Connector (std. size)	Nos.	1.00			
7	Fan Motor (In-door)	Nos.	1.00			
8	Circuit Service/Repairing	Nos.	1.00			
9	Swing Motor with mechanism	Nos.	1.00			
10	Temperature Sensor	Nos.	1.00			

11	Fan Blower (In-door)	Nos.	1.00			
12	Gas Charging (R – 22)	Nos.	1.00			
13	Gas Charging (R – 32)	Nos.	1.00			
14	Gas Charging (R – 407)	Nos.	1.00			
15	Gas Charging (R – 410)	Nos.	1.00			
16	Installation of ACs	Nos.	1.00			
17	Dismantle of ACs	Nos.	1.00			
18	Stand	Nos.	1.00			
19	Coper Pipping rate per Ft.	Nos.	1.00			
20	Cable as per requirement per ft.	Nos.	1.00			
21	Cooling Coil	Nos.	1.00			
22	In-door Air Blower	Nos.	1.00			
23	Our-door Valve (1/2, 1/4, 5/8)	Nos.	1.00			
Capacity: 1.5 Ton						
1	Condenser	Nos.	1.00			
2	Fan Motor (Out-door)	Nos.	1.00			
3	Fan Blade	Nos.	1.00			
4	Capacitor (55x4/60x4 MFD)	Nos.	1.00			
5	Fan Capacitor	Nos.	1.00			
6	Connector (std. size)	Nos.	1.00			
7	Fan Motor (In-door)	Nos.	1.00			
8	Circuit Service/Repairing	Nos.	1.00			
9	Swing Motor with mechanism	Nos.	1.00			
10	Temperature Sensor	Nos.	1.00			
11	Fan Blower (In-door)	Nos.	1.00			
12	Gas Charging (R – 22)	Nos.	1.00			
13	Gas Charging (R – 32)	Nos.	1.00			
14	Gas Charging (R – 407)	Nos.	1.00			
15	Gas Charging (R – 410)	Nos.	1.00			

16	Installation of ACs	Nos.	1.00			
17	Dismantle of ACs	Nos.	1.00			
18	Stand	Nos.	1.00			
19	Coper Pipping rate per Ft.	Nos.	1.00			
20	Cable as per requirement per ft.	Nos.	1.00			
21	Cooling Coil	Nos.	1.00			
22	In-door Air Blower	Nos.	1.00			
23	Our-door Valve (1/2, 1/4, 5/8)	Nos.	1.00			
Capacity: 2.0 Ton						
1	Condenser	Nos.	1.00			
2	Fan Motor (Out-door)	Nos.	1.00			
3	Fan Blade	Nos.	1.00			
4	Capacitor (55x4/60x4 MFD)	Nos.	1.00			
5	Fan Capacitor	Nos.	1.00			
6	Connector (std. size)	Nos.	1.00			
7	Fan Motor (In-door)	Nos.	1.00			
8	Circuit Service/Repairing	Nos.	1.00			
9	Swing Motor with mechanism	Nos.	1.00			
10	Temperature Sensor	Nos.	1.00			
11	Fan Blower (In-door)	Nos.	1.00			
12	Gas Charging (R – 22)	Nos.	1.00			
13	Gas Charging (R – 32)	Nos.	1.00			
14	Gas Charging (R – 407)	Nos.	1.00			
15	Gas Charging (R – 410)	Nos.	1.00			
16	Installation of ACs	Nos.	1.00			
17	Dismantle of ACs	Nos.	1.00			
18	Stand	Nos.	1.00			
19	Coper Pipping rate per Ft.	Nos.	1.00			
20	Cable as per requirement per ft.	Nos.	1.00			

21	Cooling Coil	Nos.	1.00			
22	In-door Air Blower	Nos.	1.00			
23	Our-door Valve (1/2, 1/4, 5/8)	Nos.	1.00			

Note:

- a) It is compulsory for bidders to quote their rates for both **TABLE 'I' and TABLE 'II'**. If the bidder fails to quote their price for either section, their bid will not be considered for further processing. However, the L1 bidder will be finalized who has offered lowest total price for **TABLE 'I'**.
- b) The rates offered for parts and additional services as specified in **TABLE 'II'** should be competitive in nature. The appointed committee will review the rates offered by the bidder(s) and make a decision accordingly. The committee may ask for revised rate for Table-II from the L1 Bidder, if it is found on higher side/non-competitive. IITRAM reserves the right not to award the offer with components as specified in **TABLE 'II'**.

DECLARATION:

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in this tender notice.

Seal & Signature of Company

Date: _____

Place: _____

(To be printed on firm's letterhead)

Annexure – I

Name of Item(s): **Annual Maintenance Contract (Non-Comprehensive) for Various Capacities Air Conditioners Installed at IITRAM, during 2025-26**

FORMAT FOR SUBMISSION OF BIDDER'S INFORMATION

1	Registered Name of the Bidder:	
2	Registered Office Address: Contact Number Fax Number E-Mail	
3	Correspondence Address: Contact Number Fax Number E-Mail	
4	Details of the authorized person: (Name, Designation, Address) Contact Number Fax Number E-Mail	
5	Bidder Registration Type - <ul style="list-style-type: none">• Proprietary Firm• Partnership Firm (if yes, give partnership deed)• Company or LLP• Government/ Public Sector Undertaking• Member of a group of companies (if yes, give name, address & details of group companies)• Subsidiary of a large corporation (if yes, give the name & address of the parent organization) If the company is subsidiary, state what involvement will the parent company have in the project.	
6	Permanent Account Number (PAN):	
7	Goods & Service Tax Number (GST):	
8	<u>Particulars of Bank Account</u> Name of the Bank: Name of the Branch: Branch Code: Address & Contact Details: IFSC Code: Type of Bank Account: Bank Account No.:	

Signature of Bidder with Seal

Date: _____

Place: _____

(To be printed on Firm's Letterhead)

UNDERTAKING

I, _____ hereby declare that the Firm/ Company/ Agency/ Organization/ Partnership firm/ Proprietary firm titled as _____ has not been blacklisted or banned or debarred at any stage from inception till this date by any of the NITs/ IITs/ IIITs/ Central Universities/ IISERs/ CSIR labs or Central/ State Government body/ PSUs/ Autonomous Institute or any Other Government organization. In case of the any fraudulency, the Firm/ Company/ Agency/ Organization/ Partnership firm/ Proprietary firm is fully aware that the tender/contract will be rejected/cancelled by IITRAM and EMD / Performance Bank Guarantee / any deposited amount if any shall be forfeited.

In addition to above, IITRAM will not be responsible to pay the bills for any completed/partially completed work.

*Authorized Signatory of the Firm /
Company / Agency / Organization /
Partnership firm / Proprietary firm*

Date:

Place:

Company Seal

(To be printed on Firm's Letterhead)

TENDER ACCEPTANCE LETTER

To,
The Registrar
Institute of Infrastructure, Technology, Research And Management
Near Khokhra Circle, Maninagar (East),
Ahmedabad – 380026, Gujarat.

Subject: Acceptance of Terms & Conditions of the Tender

Tender Reference No:

Name of Tender / Work: Annual Maintenance Contract (Non-Comprehensive) for Various Capacities Air Conditioners Installed at IITRAM, during 2025-26

Sir(s),

1. I/We have downloaded/obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely: _____
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby declare that I/We have carefully studied the conditions of contract, specifications and other tender documents of this work and unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Govt. Autonomous organizations.
6. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full EMD/SD absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

JOB-CARD Performa

Sr. No.	Date	Cleaning	Cooling	Noise	CC Coil	Firmness of AC	Grill Temp	Amp	Tech. Sign	Client Sign	Remarks