



National Power Training Institute

An ISO 9001: 2000 & ISO 14001: 2004 Organization
(Ministry of Power, Govt. of India)

E-TENDER DOCUMENT

Annual Maintenance Contract of Air-Conditioning System of NPTI (CO), Faridabad

Tender Enquiry No. : NPTI/CO/Purch/ET-1/AMC/2017/

Dated:-10/11/2017

NPTI Complex, Sector-33, Faridabad – 121 003
Phone No. 0129-2275448
Fax No. 0129-2277412
Website: www.npti.in

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SECTION-1
NOTICE INVITING TENDER
(E-Tendering Mode Only)

NOTICE INVITING TENDER

 <p>एन पी टी आई NPTI एनपीटी संस्थान</p>	<p>E-Tender Advt. No. Purchase/17/01 NATIONAL POWER TRAINING INSTITUTE (Ministry of Power, Govt. of India) NPTI Complex, Sector – 33, Faridabad-03 Tel. No: 0129-2275448</p>	 <p>एन पी टी आई 1971 172823 1971</p>
<p><u>E-Tender notice for Annual Maintenance Contract of AC System</u></p>		
<p>NPTI invites Tender (only through e-tendering mode) for Annual Maintenance Contract of Air-Conditioning System of NPTI (CO), Sector-33, Faridabad. The tender documents can be downloaded from our website: www.npti.in / www.eprocure.gov.in. The last date for submission of tender is 05.12.2017 at 14.00 Hrs.</p>		
<p>S.N. Pandey Dy. Director (Purchase)</p>		
<p>"FIFTY YEARS OF SERVICE TO THE POWER SECTOR"</p>		

E-TENDER NOTICE

NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Govt. of India)
NPTI Complex, Sector-33, Faridabad – 121 003
Tele Fax No. 0129-2275448
Website: www.npti.in

DOMESTIC COMPETITIVE BIDDING (Through call of open E-Tenders)

1. E-Tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from bidders for Annual Maintenance Contract of Air-Conditioning System of NPTI (CO), Sector-33, Faridabad as per details given in **Section-4**.
2. The bidders may download E-tender document from NPTI Website www.npti.in or <http://eprocure.gov.in> w.e.f. 10.11.2017 to 05.12.2017 (upto 14:00 hours). Earnest Money Deposit of Rs. 8000/- and non-refundable tender fee of Rs. 500/- in the form of a Demand draft in favour of “National Power Training Institute”, payable at Faridabad is to be paid in accordance with para-5 of instruction to bidders.
3. The bidders may submit the tenders online at <https://eprocure.gov.in/eprocure/app> in two bids system (i.e. (i) Technical Bid and (ii) Financial Bid) in the prescribed proforma. Tenders are to be submitted only online through the e-procurement portal <https://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. No tender document will be accepted after the expiry of stipulated date under any circumstances whatsoever.

Name of Work	E-Tender for Annual Maintenance Contract of Air-Conditioning System of NPTI (CO), Sector-33, Faridabad
Estimated Value of Work	Rs 400000/- (per annum)
Cost of Bid Document	Rs. 500/-
EMD	Rs. 8000/-
Period of Contract	02 years
Date of Issue of Tender Document	10.11.2017
Document Download/Sale Start Date and time	12.11.2017 at 9:00 hrs
Last Date & Time of receipt of Bid	05.12.2017 at 14:00 hrs (E-tendering Mode Only)
Date & Time of Opening of Bid	06.12.2017 at 14:00 hrs

Date & time for opening of Financial Bid	To be intimated later
Address for Communication	Dy. Director (Purchase), NPTI (CO), Faridabad

Note:

4. The technical bid will be opened online on above date by a Tender Opening Committee of this office. At the first instance the technical bids shall be evaluated by the Tender Evaluation Committee (TEC) constituted by the competent authority. The financial bids of technically compliant bidders will be opened for which the date and time will be intimated in due course. The Tender Evaluation Committee (TEC), after the evaluation of the Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the Member of the TEC.
5. This tender is covered under Integrity Pact Programme of Govt. of India and prospective bidders are required to sign the Integrity Pact document and submit the same to NPTI along with the bid.
6. NPTI reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Documents, without assigning any reason, thereof.
7. NPTI reserves the right to accept or reject any or all the tenders without assigning any reason.

(S.N. Pandey)
Dy. Director (Purchase)
National Power Training Institute (CO)
Sector- 33, Faridabad
Haryana-121003

SECTION-2
INSTRUCTION TO BIDDERS

INSTRUCTION TO BIDDERS

- 1.0** National Power Training Institute (NPTI) is an autonomous institute under Ministry of Power, Govt. of India, and is National Apex Body for Human Resource Development in Power Sector for the past four decades. NPTI invites E-Tender for Annual Maintenance Contract of Air-Conditioning System of NPTI (CO), Sector-33, Faridabad.
- 2.0** The Tender form/bid documents may be downloaded from the website: <http://eprocure.gov.in/eprocure/app> online submission of Bids through Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.**
- 3.0** Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. Any changes /modifications in tender enquiry will be intimated by corrigendum through this website only.
- 4.0** In case, any holiday is declared by the Government on the date of opening, the tenders will be opened on the next working day at the same time. NPTI reserves the right to accept or reject any or all the tenders.
- 5.0** The estimated cost is Rs. 4.00 Lakhs. The Earnest Money Deposit (EMD) of Rs. 8000/- (Rupees Eight Thousand Only) and a non-refundable tender fee of Rs. 500/- (Rupees Five hundred only) in the form of Account Payee Demand Draft/Bankers Cheque in favour "National Power Training Institute", payable at Faridabad between **10.11.2017 to 05.12.2017 upto 14.00 Hrs.** Bids received for which EMD and tender fee is not submitted by **14.00 Hrs on 05.12.2017** will be summarily rejected. The technical bid should be submitted online in proforma given in Annexure-I and the financial bid should be submitted online in proforma as given in Annexure-II.
- 6.0** Bidder need not to come at the time of Technical as well as Financial bid opening at NPTI (CO), Faridabad. They can view live bid opening tender after log in on CPPP eProcurement Portal at their remote end. If bidder wants to join bid opening event at NPTI (CO), Faridabad they have to come with bid acknowledgement slip that generated after successful submission of online bid.
- 7.0** Aspiring Bidders who have not enrolled/registered in e-procurement should enrol/ register before participating in the tender through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

- 8.0** Tender shall be accepted under Two Bid System. The interested bidders may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted only online through the e-procurement portal <https://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded alongwith the Tender Documents. Tender sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.
- 9.0** Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering. The Bidders are required to submit the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>. The detail procedure for submission of e-bid is available <http://eprocure.gov.in/eprocure/app>.
- 10.0** Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 11.0** After downloading / getting the tender document/schedules, the bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 12.0** In case of any query, clarifications thereto may be obtained online through the tender site, or through the contact details, Bidder should take into account the corrigendum published before submitting the bids online.
- 13.0** It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 14.0** Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/xip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidders Bid documents may be scanned with 100 dpi with black and white option. However if the file size is less than 1MB the transaction uploading time will be very fast.

- 15.0** Any clarifications issued through corrigendum shall form the part of this NIT. This may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 16.0** The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 17.0** For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. For any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to cppp-nic@nic.in.
- 18.0** The bidder may visit the proposed site and inspect the relevant documents before filling in and submitting the tender to get fully acquainted with the scope of work.
- 19.0** The estimated value of work given in the tender document is only indicative and it may vary either side.
- 20.0** No interest shall be payable by NPTI on EMD.
- 21.0** EMDs of all the bidders shall be returned after finalization of contract. NPTI reserves the right, without prejudice to any other remedies, to reject the bid forthwith if the bidder has engaged in corrupt or fraudulent practices or is found to have misrepresented the facts or has provided false information/documentation.
- 22.0** NPTI reserves the right to accept/reject any or all the offers/bids without assigning any reason thereof.
- 23.0** Bids shall be valid for acceptance for a period of 180 days from the date of opening.
- 24.0 CONCIILIATION/ ARBITRATION**
- 24.0** If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Director General, NPTI.
- 24.1** In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or

differences are detailed above shall be referred to and settled as per Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

24.2 The venue of the arbitration shall be Faridabad, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

24.3 The arbitrator will give the speaking and the reasoned Award.

25.0 FORCE MAJEURE

The terms and conditions mentioned in this inquiry letter shall be subject to Force Majeure which mean and shall include the following –

i) Any war or hostilities

ii) Any riot or civil commotion

iii) Any earthquake, flood, tempest, lighting or other natural physical disaster impossibility of the use of any Railway, Post, Airport, Shipping services or other means of transport.

iv) Any strike or lockout (only those exceeding 10 continuous days in duration) affecting the performance of contractor's / NPTI obligation.

26.0 TERMS OF PAYMENT

26.1 The payment will be made monthly to the contractor. The payment will be made within 15 days of the succeeding month. The contractor has to submit his bill immediately on completion of every month.

26.2 Income Tax will be recovered from each running bill of the contractor as per the Government Rules existing at the time of payment.

26.3 Work Tax or any other taxes applicable as per rules of State/Central Govt. will be recovered from each running bill of the contractor as per the Government Rules existing at the time of payment.

27.0 CONTRACT PERFORMANCE GUARANTEE

In the event of selection, the successful Bidder will be required to submit the Contract Performance Guarantee in the form of a Bank Guarantee (BG) equivalent to 5% of the total contract value, within fifteen days of receipt of the Letter of Award from NPTI. The format for submission of BG is attached at **Appendix-1B**.

28.0 AWARD OF CONTRACT

The Letter of Award shall be placed on qualified and technically and commercially responsive lowest evaluated bidder.

29.0 QUALIFYING REQUIREMENTS FOR BIDDERS

Sr. No	Description	Documents to be attached
1.	The Agency should have Income Tax PAN No.	Attach scanned copy of PAN card
2.	The Agency should have GST Registration No.	Attach scanned copy of Registration certificate
3.	The bidder should have been in operation for a period of at least 3 years	Attach scanned copy of Incorporation Certificate /copy of the partnership deed/instrument of Partnership.
4.	<p>The bidder should have at least three years of experience in providing similar works/services in reputed organization including at least one of PSU/Govt. Deptt. with:-</p> <p>a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.</p> <p style="text-align: center;">or</p> <p>b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost.</p> <p style="text-align: center;">or</p> <p>c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.</p>	Attach scanned copy of Completion Certificate
5.	Bidder should have average annual Financial turnover during the last 3 years, ending 31 st March 2017 of the previous financial year, should be at least Rs. 4.00 Lakhs.	Attach scanned copy of Balance Sheet for last 3 years.

The bidder must complete the Bidder's Detail as per Section VI and submit it online after filling it.

SECTION-3
CONDITIONS OF CONTRACT

SPECIAL CONDITIONS OF CONTRACT

1.0 The attendance which will be maintained for the staff to be engaged for the R&M of plant will be checked by the Engineer-in-Change or his authorized representative at any time.

2.0 In case any of the staff engaged is on leave, a substitute has to be arranged by the contractor. At any time if it is found that some staff are absent and no substitute has been posted the following amount will be recovered from the monthly bill of the contractor.

- a) A/C Plant Mechanic Cum operator : Rs. 600/- per day of absent
- b) Technical Helper : Rs. 360/- -do-

3.0 Normal maintenance /routine servicing such as clearing of filters, cooling tower pumps, AHU filters etc. Will be carried out during non working hours/Sundays/holidays. The Chilling units, AHUs, switch board; control panel etc. of the plant has to be cleaned daily to have a better appearance.

4.0 Maintenance Schedule

- i) Cleaning of Plant Room and Plant Room Panels -- Daily
- ii) Cleaning of AHU Filters and AHU area -- Weekly
- iii) Checking of nuts & bolts, loose Connections etc. -- Weekly
- iv) Cleaning of cooling Tower & filters -- Monthly
- v) Checking of water level -- Daily
- vi) Greasing rope packing etc. for all pumps. -- Weekly or as required
- vii) Salt charging in water softening Plant -- Weekly
- viii) Any of the above activities in between as & when required.
- ix) Leak testing of Gas in the gas system -- Daily
- x) Filling of gas etc. as and when required.
Servicing of spilt & window AC-Twice a year
- xi) Filters of split & window air Conditioners are to be cleaned in every 15 days.

All materials required for maintenance such as compressor/pumps components, seals, "O" ring sets, gaskets, refrigerant gas, compressor oil, grease, lube oil, salt and chemicals for maintaining water quality, fuse links etc. are to be arranged by the contractor at his own cost. All electrical works like repair/replacement of electrical controls, electrical switches/contactors, meters, bus bars, fuse links/units, terminals, thimbles, control wiring, control fuses etc. are to be arranged by the contractor at his own cost. If any of the motor is burnt out, the same is to be rewound by the contractor at his own cost. All materials required during the Maintenance work

except mentioned above will be supplied by NPTI. Additional manpower and T & P required for repairs (if any), is to be arranged by the contractor for which nothing extra will be paid by the NPTI.

5.0 Down Time Clause

5.1 Contractor is totally responsible for preventive maintenance, timely repair of any breakdown within a reasonable time line failing which recovery will be made from the monthly bill of the contractor at the rate of Rs. 1200/- per day. The decision of the Engineer-in-Charge will be final. In case if the contractor fails to rectify/repair the plant within reasonable period another agency will be engaged and the actual amount paid will also be recovered from the bill in addition to the above mentioned amounts.

5.2 The staff engaged by the contract had to carry out the instruction of the Engineer-in-Charge. If any of the worker is found not carrying the instruction of the Engineer-in-Charge the matter will be reported to the contractor and the non cooperating worker shall be replaced with another staff immediately so that no shortage of staff existing.

6.0 Contract Period

The Period of contract will be two years from the date of award of work and is likely to be extended for 3rd year on mutual agreement subject to satisfactory performance of the agency.

7.0 Antecedent of persons

7.1 The antecedents of the persons shall be verified before employing to this work. The persons to be employed shall have good behavior.

7.2 For engaging staff the contractor is requested to comply with the provision of contract Labour (Regulation and abolition) act of 1970 and Contract Labour (Regulation and abolition) contract rules 1972 and minimum wages Act and Rules there of Central and State Government. The Contractor has to adhere to the relevant safety standards/codes of safety procedure for various works. All the claims of the staff have to be paid by the contractor and NPTI will not pay any claim of the staff. The contractor is responsible for any compensation claim of the staff.

7.3 The Contractor shall also employ a supervisor/Engineer and the name of the supervisor/Engineer has to be intimated to NPTI with the Telephone. No, so that he can be contacted by NPTI as and when required. Supervisor/Engineer

has to visit and inspect the plant once in a week, failing which recovery will be made @ Rs. 300/- per non-visit.

- 7.4** Due to unprecedented rain if water enters central Air Conditioning plant room etc. the draining out of water and keeping the plant room clean and dry is the responsibility of the contractor.

8.0 Rates

The rates quoted shall be firm throughout the contract period. The rates quoted for second year should not be less than first year rates.

9.0 Tool and Plants

- 9.1** The required tools and plants for carrying out the work shall have to be arranged by the Contractor at his cost and no tools will be arranged by NPTI. The Contractor shall keep the required tools at site.
- 9.2** The Staff to be engaged on this work shall have full knowledge and experience of the work in which they are engaged. The electrical foreman shall have valid license for corresponding trades.
- 9.3** The Successful tenderer is responsible to provide the required manpower with qualified persons to meet the requirement of the installation. Any cleaning materials required shall be provided by the contractor. All tools required for the maintenance shall be arranged by the contractor (Ladder, spanner set, cutting plier, pipe wrenches etc.)

SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

General:

These Special Instructions (for e-Tendering) supplement 'General Instructions to Bidders' (GIB), as given in Section-3 of the Tender Documents. Submission of Bids only through online process is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, NPTI has decided to use the (<http://www.eprocure.gov.in>) through NIC's (National Informatics Centre) Central Public Procurement Portal, Ministry of Communications, Government of India. Benefits to Suppliers are outlined on the Home-page of the E-portal.

Instructions:

1. Tender Bidding Methodology:

Sealed Bid System 'single Stage – 2 e-Envelopes'.

In case of two e-Envelope system Financial & Techno-commercial bids shall be submitted by the bidder at the same time.

2. Broad outline of activities from Bidders prospective:

- a) Procure a Digital Signing Certificate (DSC)
- b) Register on NIC's (National Informatics Centre) Central Public Procurement Portal(CPPP)
- c) Create Users and assign roles on CPPP
- d) View Notice Inviting Tender (NIT) on CPPP
- e) Download Official Copy of Tender Documents from CPPP
- f) Clarification to Tender Documents on CPPP Query to NPTI (Optional) View response to queries posted by NPTI, as addenda.
- g) Bid-Submission on CPPP: Prepare & arrange all document/paper for submission of bid online and offline.
- h) Attend Public Online Tender Opening Event (POTOE) on CPPP Opening of Techno-commercial Part.
- i) View Post-TOE Clarification posted by NPTI on CPPP (Optional) Respond to NPTI Post-TOE queries.
- j) Attend Public Online Tender Opening Event (TOE) on ETS Opening of Financial-Part(Only for Technical Responsive Bidders)
- k) Participate in e-Reverse Auction on CPPP (Not applicable in this Tender).
- l) Submission of offline documents in sealed envelope at NPTI (CO), Faridabad.
- m) Please ensure that the total size of the scanned documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.

- n) Utmost care may be taken to name the files/documents to be uploaded on CPPP. There should be no special character or space in the name of file. Only underscores are allowed. The illustrative examples are given below:-

File name	Allowed or not allowed in CPPP	Reason for Allowed/Not allowed
QA Certificate	Not allowed	Space in between words/characters not allowed
QA Certificate(1)	Not allowed	Special characters not allowed
QA Certificate	Allowed	Underscore allowed between words /characters
QA Certificate	Allowed	Upper & lower cases allowed

- o) It is advised that all the documents to be submitted (See Clause 5 below) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ Section -VII (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer. The names & total size of documents (**Preferably below 50 MB**) may be checked.

For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the CPPP.

3. Digital Certificates:

For integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in> for more details].

4. Registration:

To use the NIC's Central Public Procurement Portal (<http://www.eprocure.gov.in>). Vendor needs to register on the portal. The vendor should visit the home-page of the portal (www.eprocure.gov.in) and to the e-procure link then select Bidders Manual Kit.

Note: Please contact NIC Helpdesk (as given below), to get your registration accepted/activated.

NIC Help Desk No.:

Telephone No. 1800 233 7315

Email ID: cppp-nic@nic.in (Please mark cc: support-nic@ncode.in)

NPTI Contact, for Faridabad:

S.N. Pandey

Dy. Director (Purchase)

NATIONAL POWER TRAINING INSTITUTE

NPTI Complex, Sector –33, Faridabad – 121 003

INDIA Telefax: 0129-2275448

5. Bid related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on CPPP. Broad outline of submissions area follows:

- a) Submission of Bid Security/Earnest Money Deposit (EMD)
- b) Submission of digitally signed copy of Technical Bid & Financial Bid (Excel Sheets).
- c) Tender Documents/Addendum/Addenda
- d) Two Envelopes
 - Techno-commercial-Part
 - Financial-Part

Each of the above electronic envelopes consists of Main bid and Electronic form (both mandatory) and bid Annexure (Optional).

NOTE: Bidder must ensure that after following above the status of bid submission must become – “Complete”.

Bidders must ensure that all documents uploaded on e-tender portal as files or zipped folders, **contain valid files and are not corrupt or damaged due to any processing at bidder PC system like zipping etc. It shall be the responsibility of bidder himself for proper extractability of uploaded zipped files.**

Any error/virus creeping into files/folder from client end PC system cannot be monitored by e-tender software/server and will be bidder’s responsibility only.

In case the files are non-extractable or illegible otherwise, then the bidder’s authorized representative shall be given one chance by Tender Opening Committee to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence.

If, even after above chance, the bidder is unable to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence then no fresh bid in any form, soft or hard copies, shall be accepted by tendering authority and his bid shall be summarily rejected and treated as non-responsive.

6. Offline Submissions:

The bidder is requested to submit the following documents offline to NPTI (CO), Faridabad, on or before **05.12.2017 Hrs on 14.00 Hrs** in a Sealed Envelope:

- a. DD for EMD in accordance with Clause 2 of NIT.

b. DD for Cost of Tender Document in accordance with Clause 2 of NIT.

The sealed envelope shall be super scribed as:

"e-Tender for Annual Maintenance Contract of Air-Conditioning System of NPTI (CO), Faridabad"

Note: 1.The Bidder has to upload the Scanned copy of all above mentioned original documents during Online Bid-Submission.

Note: 2. Special Note on Security of Bids: Security related functionality has been rigorously implemented in CPPP in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Security related aspects as regard Bid Submission are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in CPPP is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officers who will open the bid. Else Tender Opening Officer may authorize the bidder to open his bid himself. There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

7. Public Online Tender Opening Event (TOE)

CPPP offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) dully authorized are requested to carry a Laptop and Wireless Connectivity to Internet.

Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on CPPP. As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The work of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.

CPPP has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders in electronic forms. A detailed Technical and/or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.

CPPP has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'. There are many more facilities and features on CPPP. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

NOTE: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event, during e-auction, it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement/ e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of NPTI by the bidders in time, then NPTI will promptly re-schedule the affected event(s).

8. Other Instructions:-

For further instructions, the vendor should visit the home-page of the portal (www.eprocure.gov.in), click on e-procure and go to the Bidders Manual Kit. The compatible support software (PDF Converter, Java, etc) for online bid submission may be downloaded from CPP Portal.

The help information provided through '**CPPP User-Guidance Centre**' is available in three categories –

Users intending to Register/First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of CPPP.

The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to -

- a. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender Submission deadline on **CPPP**.
- b. Register your organization on **CPPP** well in advance of your first tender submission deadline on **CPPP**.
- c. Get your organization's concerned executives trained on **CPPP** using online training module well in advance of your tender submission deadline on **CPPP**.

- d. Submit your bids well in advance of tender submission deadline on **CPPP** (DOT should not be responsible any problem arising out of internet connectivity issues).

Note: While the first three instructions mentioned above are especially relevant to first-time users of the **CPP-Portal**, the fourth instruction is relevant at all times.

9. Minimum Requirements at Bidders end

Computer System with good configuration (Minimum P-IV, 1GB RAM, Windows XP) 2Mbps of Broadband connectivity with UPS. Microsoft Internet Explorer 6.0 or above Digital Certificate(s) for users.

10. PRICE SCHEDULE/BOQ:

Utmost care may kindly be taken to upload price schedule / BOQ. Any change in the format of price Schedule/BOQ file shall render it unfit for bidding. Following steps may be followed: -

1. Download price schedule/BOQ in XLS format.
2. Fill rates in down loaded price schedule/BOQ as specified in XLS format only. Please enter only bidder name and rates in figures.
3. BOQ file is password protected XLS file. Don't unprotect the file. Price has to be filled in the same file and the same has to be uploaded.
4. Save filled copy of downloaded Consolidated sheet/BOQ, price schedule/BOQ file, in your computer and remember its name & location for uploading correct file (duly filled in) when required.

SECTION-4
SCOPE OF WORK

SCOPE OF WORK

The scope of work includes Operation, Repairing & Maintenance of Air Conditioning System at National Power Training Institute, Faridabad for the following equipment and accessories:

1.0 Main A.C Plant:

- a) 3 nos. 55 ton Kirloskar and 1 no 35 ton Bluestar Make Compressor.
- b) 5 nos. Condenser Water Pumps including gate valves, strainer etc.
- c) 5 nos. Chilled water pumps including valves.
- d) 4 nos. of cooling tower including chemical clearing.
- e) 4 nos. Air Handling Units (AHU's).
- f) Maintenance of electrical control panels at different locations connected with operation of Air-conditioning System.
- g) Servicing of 10 water pumps, 2 drain pumps, 4 cooling tower & fan motors including valves Descaling of condensers.
- h) General Cleaning, Sweeping, moping and Up-Keepment in the AHU, Central AC Plant areas & its surrounding areas.

2.0 Responsibilities of the Contractor

The Contractor is responsible for operating, repairing and maintenance of the above air conditioning system throughout the year i.e. summer as well as winter. He is responsible to carry out preventive maintenance as per schedule and shall ensure round the clock availability of A.C. system. Contractor shall ensure that temperature of 22 Degree C and RH of 40% to 50% and dust level nil is strictly maintained in the Simulator Hall at 500MW simulator, Library and auditorium.

3.0 Minimum Frequency of Visits

The Contractor shall provide the following staff as a bare minimum in general shift as given below:

A.C. Plant Mechanic- cum- Operator	:	1 No.	(Daily)
Technical Helper	:	1 No.	(Daily)
Supervisor/Engineer	:	1 No.	(Once in a week)

The staff engaged shall have requisite qualification with adequate experience in operation and maintenance of similar plant along with valid licenses.

4.0 Maintenance of Records

The Contractor has to maintain the following records:

- a) Attendance Register of the Staff

- b) Daily/weekly/monthly preventive maintenance registers.
- c) Inspection Register
- d) Maintenance Register for recording various maintenance works carried out, replacements made, quantity of refrigerant charged & compressor oil replacement etc

All the above mentioned Registers shall be checked by the Officer-in-Charge or by his authorized representative.

5.0 Facility to be provided by NPTI

NPTI will provide the following free of cost to the Contractor:

- a) Electricity for repair and maintenance of plant.
- b) Water

SECTION-5
PRE-QUALIFICATION BID
(CONTENTS OF ENVELOPE - 1)

GENERAL PARTICULARS/ DETAILS OF THE FIRM

Sr. No.	Particulars	Details to be filled up by the Bidder
1.	Name of Agency	
2.	Type - Individual/Partnership/ Public limited / Pvt. Ltd (Please enclose copy of Memorandum/Articles of Association/ Registration with Govt. Department):	
3.	Name of contact person of the Agency	
4.	Designation of the contact person of the Agency	
5.	Contact details of contact person of the Agency	
	(i). Mobile Number	
	(ii). Landline Number	
	(iii). Fax Number	
	(iv). Email Address	
6.	Details of EMD / BG	
	i) DD / BG No.	
	ii) Amount in Rs.	
	iii) Name of the issuing Bank	
7.	Details of Cost of Bid Document	
	i) DD / Cash receipt No.	
	ii) Amount in Rs.	
	iii) Name of the issuing Bank (in case of DD)	

Signature with stamp _____

Date _____

Full Name _____

Address _____

QUALIFYING REQUIREMENTS

S. No.	Particulars	Enclose the necessary documents as proof. also specify the Item No./ Page No. of technical bid where attached
1.	The Agency should have Income Tax PAN No.	PAN No _____ (Scanned Copy of certificate attached Yes/No)
2.	The Agency should have GST Registration No.	GST No. _____ (Copy of certificate attached Yes/No)
3.	The bidder should have been in operation for a period of at least 3 years.	
4.	<p>The bidder should have at least three years experience in providing similar works/services in reputed organization including at least one of PSU/Govt. Deptt. with:-</p> <p>a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost. or</p> <p>b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost. or</p> <p>c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.</p>	
5.	<p>Bidder should have average annual Financial turnover during the last 3 years, ending 31st March 2017 of the previous financial year, should be at least Rs. 4.00 Lakhs.</p> <p>(Please enclosed copies of audited balance sheet)</p>	

6. Experience of similar nature work in the field during last three years						
Sr. No.	Name of work	Name of the Client	Cost (in Rs.)	Date of commencement	Date of completion	Remarks

Signature with stamp _____

Date _____

Full Name _____

Address _____

SECTION-6
FINANCIAL BID
(Contents of Envelope -2)

FINANCIAL BID

A. PRICE BREAK-UP

S. No.	DESCRIPTION OF WORK	QTY.	1st Year Rates (in `)	2nd Year Rates (in `)	Total (in `)
1.	Compressor (Kirloskar make 55 TR for Simulators & Library)	03 No			
2.	Compressor (Bluestar 35 TR for Auditorium)	01 No			
3.	Condenser Water Pumps	05 No			
4.	Chiller Water Pumps	05 No			
5.	Cooling towers	04 No			
6.	Air Handling Units (AHU)	04 No			
7.	Maintenance of Electrical Control Panels at different locations	-----			
8.	Servicing of Condenser water Pumps, Chiller Water Pumps, Drain pumps	11 No			
9.	Servicing of cooling tower including valves, CT fan motors, Descaling of Condensers	04 No			
10.	General Cleaning & Up Keepment of AHU & cooling tower Area	-----			
Total (in `)					

Grand Total (in Words): _____

Signature with stamp _____

Date _____

Full Name _____

Address _____

TENDER ACCEPTANCE LETTER
(To be given on Company letter head)

To,
Dy. Director (Purchase)
NPTI, Corporate Office
Sector – 33, Faridabad
Haryana.

Subject: Acceptance of Terms and Conditions of tender –reg.

Tender reference No: _____

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the abovementioned tender/work from the website(s) namely:

As per your advertisement, given in the above mentioned website(s)

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No _____ to _____ (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/organization too have also been taken into consideration, while submitting this acceptance of tender.
4. I/We hereby 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.
6. I/we certify that all information furnished by our firm is true and 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 or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder with official seal)

PROFORMA FORMAT FOR CONTRACT PERFORMANCE GUARANTEE

Ref. No. _____ Dated: _____

Bank Guarantee No. _____

To,

National Power Training Institute
NPTI Complex, Sector-33
Faridabad – 121003, Haryana, India
Tel: 0129-2255213, 2275475, Telefax: 0129-2277412

Dear Sirs,

1. In consideration of National Power Training Institute with its Registered Office at NPTI Complex, Sector 33, Faridabad – 121003, (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assignees) having entered into a contract
No.

_____ dated _____ (hereinafter called the Contract" which expression shall include all the amendments thereto) with M/s _____ having its registered /head office at _____ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning hereof include all its successors, administrators, executors and assignees) and NPTI having agreed that the Contractor shall furnish to NPTI a performance guarantee for Indian Rupees for the faithful performance of the entire contract.

2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank" , which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of Indian Rs./ (in words) _____ without any demur, reservation, contest or protest and/or protest and/or without any reference to the Contractor. Any such demand made by NPTI on the bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal and shall continue to be enforceable until it is discharged by NPTI in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.
3. The Bank also agrees that NPTI at its option shall be entitled to enforce this Guarantee against the bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that NPTI may have in relation to the Contractor's liabilities.
4. The Bank further agrees that NPTI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time for performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in NPTI against the said Contractor(s) and to forbear or enforce any of the terms and condition relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of NPTI or any indulgence by NPTI to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of NPTI under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till NPTI discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of NPTI or that of the Contractor.
7. The bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and constructed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs./(in figures) _____ (Indian Rupees/ in Words) _____ I and our guarantee shall remain in force until _____ (indicate the date of expiry or bank guarantee, any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of NPTI under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of NPTI under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this _____ day of _____ 2017 at _____

WITNESS NO 1

 (Signature)
 Full name and official
 Address (in legible letters)

 (Signature)
 Full name, designation
 Address (in legible letters)

WITNESS NO. 2

 (Signature)
 Full name and official
 Address (in legible letters)

Attorney as per Power of
 Attorney No _____
 Dated _____