



National Power Training Institute
An ISO 9001 : 2000 & ISO 14001: 2004 Organization
(Ministry of Power, Government of India)

TENDER DOCUMENT

Annual Operation & Maintenance Contract of (2x 40 Ton) Air conditioning Plant of Simulator at NPTI Badarpur, New Delhi-110 044

Open Tender No NPTI/NR.BDR/AC Plant-Sim/12-13/04 Dated 20-2-2012

**NATIONAL POWER TRAINING INSTITUTE
(NORTHERN REGION)
BADARPUR, NEW DELHI-110044
Phone No. 011-26940722, 26952083
Fax No. 011-26940722
Website: www.nptidelhi.net**

Cost : Rs. 500/- (Non-refundable)

S.No. :

Issued to : _____

INDEX

S.No	Description	Page No.
1.	Invitation of Bid	3-4
2.	Letter of Invitation	5-6
3.	Notice Inviting Tender	7-9
4.	Job Specification & Scope of work	10-12
5.	Tender Document	14-23
6.	Standard Forms for Technical Bid & Price Bid	24-30

Invitation of Bid

NATIONAL POWER TRAINING INSTITUTE
(Northern Region)
(Ministry of Power, Govt. of India)
An ISO 9001 & ISO 14001 Organization
Badarpur, New Delhi-110044.
Tel: 011-26952083, 26940722

Tender No./NPTI(NR)/BDR/AC Plant-Sim /12-13/04

Dated: 20-02-12

To

Invitation for Annual Operation & Maintenance Contract of (2x40 Ton) Air conditioning Plant of Simulator

National Power Training Institute (NPTI) intends to invite Tender for **Annual Operation & Maintenance Contract of (2x40 Ton) Air conditioning Plant of Simulator** from interested contractors, having minimum pre-qualifications criteria / experience in handling AC Systems.

The bid document will be sold up to 13.00hrs on 20-3-2012, bids completed in all respect shall be received in our office up to **14.00 hrs** on **20.03.2012** and same shall be opened at **15.00 hrs** on the same day in presence of the bidders or their representatives, who choose to remain present.

NATIONAL POWER TRAINING INSTITUTE
(Northern Region)
(Ministry of Power, Govt. of India)
An ISO 9001 & ISO 14001 Organization
Badarpur, New Delhi-110044.
Tel: 011-26952083, 26940722

SECTION – 1

Letter of Invitation

Tender No./NPTI(NR)/BDR/AC Plant-Sim /12-13/04

Dated: 20-02-12

SECTION-1 LETTER OF INVITATION

To

Subject: Annual Operation & Maintenance Contract of (2x40 Ton) Air conditioning Plant of Simulator

Dear Sir,

1. National Power Training Institute, (hereinafter called "NPTI"), is a National Apex Body of the Govt. of India, Ministry of Power invites tender for " **Annual Operation & Maintenance Contract of (2x40 Ton) Air conditioning Plant of Simulator**". More details on the tenders are provided in the Tender Reference Document.
2. The tender includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 – Notice Inviting Tender
 - Section 3 –Job Specification and Scope of work.
 - Section 4 – Tender Document
 - Section 5 – Standard Forms.
3. **The bid document will be sold up to 13.00 hrs on 20-3-2012, the tender Document shall be received in NPTI, Badarpur office upto 14.00 hrs of 20.03.2012 and shall be opened on the same day at 15.00 hrs.**

Thanking you,

Yours Faithfully,

(V.K. Gupta)
PRINCIPAL DIRECTOR

Encl: As above

NATIONAL POWER TRAINING INSTITUTE
(Northern Region)
(Ministry of Power, Govt. of India)
An ISO 9001 & ISO 14001 Organization
Badarpur, New Delhi-110044.
Tel: 011-26952083, 26940722

SECTION – 2

Notice Inviting Tender

NATIONAL POWER TRAINING INSTITUTE
(Northern Region)
(Ministry of Power, Govt. of India)
An ISO 9001 & ISO 14001 Organization
Badarpur, New Delhi-110044.
Tel: 011-26952083, 26940722

SECTION - 2

DOMESTIC COMPETITIVE

(Through call of open Tenders)

Open Tender No NPTI/NR.BDR/AC Plant-Sim/12-13/04

Dated 20-2-2012

Name of Work	Annual Operation & Maintenance Contract of (2x40 Ton) Air conditioning Plant of Simulator
Value of the work	Rs 2 Lakh /annum)
EMD	Rs. 4,000/-
Operation & AMC Period	01/04/12 to 31/03/13(one year)
Period of Sale of Bidding Document	From 21.02.2012 to 20.03.2012 (up to 13.00 PM)
Last Date & Time for receipt of Bid	20.03.2012 at 14.00 hrs
Time and Date of Opening of Bid	20.03.2012 at 15:00 hrs
Place of Opening of Bid	Syndicate Room in Institute Building, NPTI (NR), Badarpur
Officers from whom the tender documents can be obtained.	Junior Accounts Officer, NPTI (NR),Badarpur
With whom the tender documents can be submitted.	Bids shall be sent Principal Director NPTI (NR) Badarpur or may be dropped in the Tender Box kept in Administration Section within due date and time

Cost of Tender	Rs .500/- (not refundable)
Tenders addressed to	Principal Director NPTI (NR) Badarpur

Note :

2(a) The bid documents can be obtained from Accounts Section, NPTI, Badarpur at Institute Building NPTI, Badarpur, New Delhi-110 044 from **20.02.2012 to 20.03.2012**. on working days on payment of Rs.500/- towards the cost of bid documents, payable through demand draft/Banker Cheque / o r by cash deposited in the Accounts Section.

2(b) The bid documents can be downloaded from NPTI's website www.nptidelhi.net and www.npti.in and in such cases, the bidder should enclose a Demand Draft / Bankers cheque amounting to Rs.500/- (Rs. Five hundred only) towards cost of bid documents and submit the same alongwith the EMD in Envelope- I.

2(c) The Demand Draft / Bankers cheque to be drawn in favour National Power Training Institute, payable at New Delhi.

NATIONAL POWER TRAINING INSTITUTE
(Northern Region)
(Ministry of Power, Govt. of India)
An ISO 9001 & ISO 14001 Organization
Badarpur, New Delhi-110044.
Tel: 011-26952083, 26940722

SECTION – 3

Job Specification & Scope of Work

Section-3

Job specifications and scope of work

- 1.1. **Name of Work:** Annual Operation and Maintenance Contract of 2x40 Ton Air Conditioning Plant of Simulator at NPTI Badarpur, New Delhi-110044.
- 1.2. **Scope of Work:** Operation, Repairing & Maintenance of Air Conditioning Plant of Simulator at National Power Training Institute, Badarpur for the following equipment and accessories as per terms & conditions attached:
1. 3. a) 2 nos. 40 ton each Accel Sabro Make Compressors.
- b) 2 nos. condensers, 3 nos. Condenser Water Pumps including gate valves, strainers etc. including descaling of both condensor
- c) 2 nos. of cooling towers with 2 CT Fans including chemical cleaning/ descaling
- d) 2 nos. Air Handling Units (AHU's)
- e) Maintenance of electrical control panels at different locations connected with operation of Air-conditioning plant
- f) Servicing of 3 water pumps, 2 cooling tower & fan motors including valves
- g) Filling of gas and oil as and when required
- h) Painting of AC Equipments such as Cooling tower ,Condenser, water pipe line, compressor with motor, Condenser ,AHU & other associated items of Central Ac Plant of Simulator & Auditorium –Once a Year
- i) 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 operation, repairing and maintenance of the above air conditioning plant throughout the year i.e. Summer as well as winter. He is responsible to carry out preventive maintenance as per schedule and shall ensure operation of AC Plant from 7.00 am to 5.00 pm in summer and 9.00 AM to 5.00 PM in winter during all working days. Contractor shall ensure that temperature of 20°C with RH of 40% to 50 % and dust level nil is strictly maintained in the Simulator Hall on all working days between 9.30 hrs to 17.00 hrs.

3.0 Minimum Frequency of Visits :

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

- i) A.C.Plant Mechanic-cum- Operator : 1No. (Daily)

- ii) The contractor shall also employ one Supervisor who has to visit and inspect the plant once in week. The name of the Supervisor/Engineer has to be intimated to NPTI with the Telephone number so that he can be contacted by NPTI as and when required.

Note:- 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 and overhaul maintenance register cum-log book.
- c) Inspection Register

All the above mentioned Registers shall be checked by the Engineer-in-Charge of NPTI and/ 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 – 4

TENDER DOCUMENT

Section-4

Tender Document

Sub: Annual Operation & Maintenance Contract of (2x40 Ton) Air conditioning Plant of Simulator at NPTI Badarpur, New Delhi-110 044

Sealed tenders are invited on behalf of **National Power Training Institute**, Badarpur for the work as detailed below.

1.0 NAME OF WORK

Annual Operation & Maintenance Contract of (2x40 Ton) Air conditioning Plant of Simulator at NPTI Badarpur, New Delhi-110 044

2.0 EARNEST MONEY DEPOSIT

Rs. 4,000/- (Rupees five thousand only) This shall be in the form of DD/BC in favour of **National Power Training Institute**, Badarpur payable at New Delhi. Any Tender not accompanied by the Earnest Money will be rejected and such Tenderers will not be allowed to attend the process of opening of tenders.

3.0 TIME SCHEDULE: The period of contract will be one year from the date of award of work and is likely to be extended for a further period of one year depending upon the performance and on the same rates, terms and conditions.

4.0 SUBMISSION OF OFFERS

4.1 Tender shall be submitted in a sealed cover super scribed **Tender for Annual Operation & Maintenance Contract of (2x40 Ton) Air conditioning Plant of Simulator at NPTI Badarpur, New Delhi-110 044** and due date is **20.03.2012 upto 14.00 PM**. This sealed cover shall contain 3(three) separately sealed envelopes super scribed as below:

Part-I EMD (Earnest Money Deposit) + photo copy of receipt Rs 500/- as cost of tender

Part-II TECHNICAL PART

Part-III PRICE PART

Tender and date of submission should be subscribed with the note "**QUOTATION DO NOT OPEN**"

4.2 (i) Part-I of offer shall contain **(Covering Letter at Annexure-I)**

Earnest Money Deposit in a sealed envelope as specified + photo copy of receipt Rs 500/- as cost of tender

(ii) Part-II of the offer shall contain (Covering letter and format at Annexure-II (A & B) & Technical part of Tender

Tender Document must be signed and stamped on each page. No cutting or overwriting should be done. Covering letter, technical submissions and other details required forming part of the offer, filled separately.

4.3 Part-III of offer shall contain only the total price of annual operation and maintenance of 2x40 ton AC plant of Simulator at NPTI without any conditions. No corrections are permitted. Any corrections in quoted prices must be stamped and signed. Any conditions mentioned in Part-III shall not be taken into account **(Covering letter and format at Annexure-III (A & B)).**

4.4 NPTI takes no responsibility for delay, loss or non receipt of tenders sent by post/ Fax/Email/Telegraphic offers shall not be accepted.

5.0 **LAST DATE & TIME FOR SALE & RECEIPT OF TENDERS:** The tenders shall be sold upto 1.00 PM on 20-3-2012 and shall be received upto **2.00 P.M. on 20.03.2012** at NPTI, Badarpur, New Delhi-110044.

6.0 **OPENING OF TENDERS**

Part-I & Part-II of Tenders shall be opened at **3.00 P.M. on 20.03.2012** in the presence of attending Tenderers/Authorized representatives at NPTI, Badarpur, New Delhi-44. Part-III (Price part) of the tenders of Techno Commercially qualified Tenderers shall be opened at a later date with due information to them.

7.0 The NPTI reserves the right to accept or reject any or all tenders in part or in total without assigning any reason.

8.0 **Pre-qualification criteria (PQ)**

The bidder should be a individual / partnership / Ltd./ Pvt. Ltd company established under the Companies Act or registered with Govt. Organization and should submit documentary evidence in respect of the following:-

- (i) A copy of Memorandum /Articles of Association of the company / Registration with Govt. Department.
- (ii) A valid Pan No.
- (iii) Service Tax Registration No., TIN No.,
- (iv) EPF Registration No.
- (v) ESI Registration No.
- (vi) Experience of having provided similar air conditioning services in reputed organizations including at least one PSE/Govt. Deptt. during the last three years with at least (i) one similar completed / on going work of more than Rs.1,00,000/- or two similar completed / on going works of more than Rs.50,000 each; Self attested photo copies of documentary evidence towards above supported by relevant satisfactory job completion certificates are required to be submitted.

9.0 Eligibility Criteria for opening of the “Price Bid” Envelope-III

After opening of Envelope-II, technical suitability/documents required to be submitted shall be scrutinized as per pre-qualification criteria and respective bidders shall be enlisted.

10.0 If any bidder withdraws after its acceptance or refuses to carry out the work without any satisfactory and acceptable reasons, the bidders Earnest Money will be forfeited and the firm will be disqualified from participation in tender of NPTI in future for two years.

11.0 **Validity:** - Validity of offer should be at least 90 days from the date of opening of the 1st Envelope of the Tender.

12.0 NPTI reserves the right to accept or reject even the lowest or all of the bidders or to split the order amongst more than one bidder or part thereof without assigning any reason whatsoever.

13.0 Security Deposit:

The Security Deposit will be collected at the rate of 10% of awarded cost and the earnest money deposited at the time of tenders, will be treated as a part of the Security Deposit. The Security Deposit will be released after one month of completion of contract period. The same can also be released on production of a Bank Guarantee from any Nationalized Bank for an equal amount and valid up to completion of contract.

INSTRUCTIONS TO TENDERER

1.0 **SITE INFORMATION:** The work involves Annual Operation Maintenance Contract of 2x40 Ton air Conditioning plant at NPTI, Badarpur, New Delhi

2.0 INFORMATION/DOCUMENTS REQUIRED WITH TENDERS:

2.1 All details as mentioned in original tender document and addendum (if any), shall be submitted.

2.2 The Tenderers should note that all the self attested documents/information as per above and other section of the tender documents must be enclosed with the offers and that the tenders as received shall be evaluated based on document/information enclosed with the offer. It shall not be obligatory on the part of NPTI,(Owner) to further correspond with the Tenderers on the above aspect. No communication/ representation shall be entertained from the Tenderers in the above respect.

3.0 RATES TO BE IN FIGURES AND WORDS

The Tenderer should quote rate both in figures as well as in words (in English only)

In case of discrepancy in the rates quoted by the contractor in words and figures, the rates quoted in words will be the correct basis and not the rates quoted in figures.

4.0 VALIDITY OF OFFER:

4.1 Tender submitted by Tenderers shall remain valid for acceptance for a minimum period of 90 days from the date of opening of the Tenders. The Tenderers shall not be entitled during the said period of 90 days, without the consent in writing of the NPTI (Owner), to revoke or cancel their Tender or to vary the Tender given or any term thereof. In case of Tenderers revoking or canceling their Tenders or varying any terms in regard thereof without the consent of Owner in writing, owner shall Forfeit Earnest Money paid by them along with their offers.

5.0 STIPULATIONS AND DEVIATIONS TO TENDER CLAUSES:

5.1 No Deviations whatsoever shall be acceptable in the provisions contained in General Conditions of Contract/Special Conditions of Contract and the tenders of the Tenderers taking exceptions/deviations to these provisions shall be rejected.

5.2 Owner reserves the right to split up the above work between one or more Contractor or award the entire work to one Contractor. Quoted rates should hold good for all such eventualities. No revision in the quoted rates will be entertained at a later date on this account

6.0 CONTRACT AGREEMENT

6.1 Contract document for agreement shall be prepared after award of works to the successful bidder. Until the final contract documents are prepared and executed this tender document together with the annexed documents, modifications, deletions agreed upon by the Owner and Bidders acceptance there of shall constitute a binding contract between the successful Bidder and the Owner based on terms contained in the aforesaid document and the finally submitted and accepted prices.

6.2 The contract document shall consist of the following:

- a) Original tender documents issued with its enclosures,
- b) Addendum/ Corrigendum to tender documents issued, if any.
- c) Letter of Award
- d) The detailed letter of Acceptance by the contractor along with Statement of Agreed and Enclosures attached therewith.
- e) Contract Agreement on stamp paper of appropriate value in prescribed format.

7.0 The Contractor shall have to obtain **ESI & EPF** number from Central Provident Fund Commissioner & related Office for the labor engaged by him as required under the law and they have to fulfill all the required relevant laws for the engagement of labor.

7.1 The contractor has to maintain all the relevant register/records as per the laws related with labor engagement etc. An affidavit on a non-judicial stamp paper of appropriate value of the effect that the contractor will be entirely responsible for fulfilling all the statutory obligations under different statutes like workmen compensation Act., Contract Labor (Regulation & Abolition) Act, ESI Act, PF Act, Bonus Act, Gratuity Act for the workers employed by him on the job will be submitted by the contractor before execution of the contract agreement. The workers employed by the contractor will not be treated as the employees of the NPTI for any purpose whatsoever.

7.2 It shall be the responsibility of the contractor to comply with the provision of the various Labor Laws. The contractor shall faithfully discharge all the liabilities under the labor laws. The contractor shall indemnify the NPTI against the claims arising out of non-fulfillment of obligations by him under the various labor laws.

8.0 The contractor has to take all precautionary/safety measures towards fire, hazards, etc., any loss on account of this will be made good from him. In case of default it will be recovered by security deposit amount and or contract is subject to termination.

TERM AND CONDITIONS OF CONTRACT

1.1. The attendance which will be maintained for the staff to be engaged for the Annual Operation & Maintenance Contract of (2x40 Ton) Air conditioning Plant will be checked by the Engineer-in-Charge or his authorized representative at any time.

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

A/C Plant Mechanic Cum operator : Rs. 500/- per day of absence

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

1.4. **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) Any of the above activities in between as & when required.
- viii) Leak testing of Gas in the system - Daily
- ix) Filling of gas and oil - as and when required.
- xi) Decaling of condenser unit once in a year or as required

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, waste, 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/ contactor, 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 material (required during the Maintenance work) will be supplied by contractor. 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.

1.5. Down Time Clause:

Contractor is totally responsible for preventive maintenance, timely repair of any breakdown within one day failing which recovery will be made from the monthly bill of the Contractor at the rate of Rs. 1000/- per day. The decision of the Engineer-in-Charge will be final.

In case if the contractor fails to rectify/repair the plant within a reasonable period another agency will be engaged and the actual amount paid will also be recovered from the bill of contractor in addition to the above mentioned amounts.

The staff engaged by the contractor has to carry out the instructions of the Engineer- in-Charge. If any of the worker is found not carrying out 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 is existing.

1.6. Contract Period:

The period of contract will be one year from the date of award of work and is likely to be extended for a further period of one year depending upon the performance and on the same rates, terms and conditions.

1.7. Payment terms:

The payment will be made monthly (on pro-rata basis) 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.

1.8 Contract Performance Guarantee:

As a contract security, the successful bidder, to whom the work is awarded, shall be required to furnish a Performance Guarantee from Nationalized Bank in the favour of owner which shall be equal to 10% of awarded cost and it shall guarantee the faithful performance of the contract in accordance with the term and conditions of the contract.

Otherwise the successful bidder may deposit 10% of awarded cost as **Contract Performance Guarantee in NPTI**. The **Contract Performance Guarantee amount** will be released after six month of completion of contract period.

- 1.9 **Security Deposit:**
The Security Deposit will be deducted from each bill at the rate of 10% of the bill amount and will be released after six month of completion of contract period.
- 1.10. **Income Tax deduction:**
Income Tax will be recovered from each running bill of the contract as per Government Rules existing at the time of payment.
- 1.11. **Work Tax/other taxes:**
Work Tax or any other taxes applicable as per rules of State/Central Govt. will be recovered from each running bill of the contract as per the Government Rules existing at the time of payment.
- 1.12. **Antecedent of persons:**
The antecedents of the persons shall be verified before employing to this work. The persons to be employed shall have good behavior.
- 1.13. For engaging staff the contractor is requested to comply with the provision of contract Labor (Regulation and abolition) act of 1970 and Contract Labor (Regulation and abolition) contract rules 1972 and Minimum Wages Act and Rules there of of Central and State Governments. The contractor has to adhere to the relevant safety standards/codes of safety procedure for various works. All the claims of the staff has 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.
- 1.14. The contractor shall also employ one Supervisor/Engineer and the name of the Supervisor/Engineer has to be intimated to NPTI with the Telephone number so that he can be contacted by NPTI as and when required. Supervisor/Engineer has to visit and inspect the plant once in week, failing which recovery will be made @ Rs. 300/- per visit.
- 1.15. 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.
- 1.16. **Rates:**
The rates quoted shall be firm throughout the contract period.
- 1.17. **Tool and Plants:**
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 all required tools at site

GUIDANCE TO TENDERERS

- 1.1. The staff to be engaged on this work must have full knowledge and experience of the work in which they are engaged. The technical/electrician/supervisor shall have valid license for corresponding trades.
- 1.2. 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 pliers, pipe wrenches etc.).

- 1.3. Any variation in the terms and conditions related to general or and special conditions for payment, security deposit, penalty for not providing the staff is not acceptable to NPTI.
- 1.4. Sealed Quotations shall be valid for acceptance for a period of 90 days from the date of opening.
- 1.5. NPTI reserves the right to award the work in full or in part as per the decision of the competent authority.
- 1.6. NPTI is not responsible for any postal delay in receipt of the application. Receipt of tender documents etc. It is the responsibility of tenderer to make sure that the tender is received in time.
- 1.7. The contractor has to inform his contact telephone No., Fax No., E-mail and the person to be contacted in case of contingency.
- 1.8. The antecedents of the staff shall be verified before engaging them for the work.
- 1.9. The payment will be made monthly within 15 days after completion of one month after recovering Income Tax, security deposit and other penalty for which the contractor has rendered himself liable.
- 1.10. Any damages to the installation by the negligence of the staff, the contractor has make good the damages at his own cost.
- 1.11. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing are liable to be rejected.
- 1.12. All rates should be quoted on the proper form of the tender alone.
- 1.13. On acceptance of the tender the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated to the Engineer-in-Charge.
- 1.14. Sales tax or any other tax on material in respect of this contract shall be payable by the contractor and NPTI will not entertain any claim whatsoever in this respect.
- 1.15. It will be obligatory on the part of the tendering agency to tender and sign the tender documents for all the components part and that after the work is awarded he will have to enter into an agreement for each component with the competent officer of NPTI.
- 1.16. Before tendering, the contractor should inspect the site to fully acquaint himself about the conditions in regard to accessibility of site, nature and extent of ground, working conditions including stocking of materials, T & P, conditions affecting accommodation and movement of labor etc. required for the satisfactory

execution of the work contract. No claim whatsoever on such account shall be entertained by NPTI under any circumstances.

- 1.17. The contractor shall comply with the provision of the Apprentices Act 1961, and the rules and orders issued there under from time to time. If he fails to do so, his failure will be a breach of contract and the NPTI may at their discretion cancel the Contract. The contractor shall be liable for any pecuniary liability arising on account of any violation by him of the provisions of the act.
- 1.18. The contractor's responsibility for the contract shall commence from the date of issue of orders of acceptance of tender.
- 1.19. The Sealed Quotation documents show already the specific terms and conditions on which tenders are required by the NPTI. Hence all tenders should be in strict conformity with the tender documents and should be fulfilled in wherever necessary and incomplete tenders are liable to be rejected. The terms and conditions of the tender documents are firm; as such conditional tenders are liable to be rejected.
- 1.20. In case of discrepancy in the rates quoted by the contractor in words and figures, the rates quoted in words will be the correct basis and not the rates quoted in figures.
- 1.21. The rate for all items of work shall, unless clearly specified otherwise, include cost of all labor, materials and other inputs involved in the execution of the items.

1.22. The Technical Bid prepared by the bidder shall include the following:

- (a) Full particulars of organizations where the contractor has supplied such services in the current and two preceding financial years. (Self-attested copies of the relevant work orders to be enclosed).**
- (b) Copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous two financial years (2009-10 to 2011-12)**
- (c) A copy of PAN card.**
- (d) Copy of Sales Tax Registration Certificate / Service Tax Registration Certificate, if any.**
- (e) Information regarding any litigation, current or during the last five years in which the bidder was/is involved, the opposite party(s) and the disputed amount.**
- (f) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be enclosed).**
- (g) Details of support facilities to execute the order.**
- (h) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved.**

- 1.23. Bids shall remain valid for 90 days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Npti as non-responsive.**
- 1.24. In exceptional circumstances, the nptimay solicit the Bidder's consent for an extension of the period of validity. The request and the responses thereto shall be made in writing A Bidder granting the request will not be required nor permitted to modify the bid.**
- 1.25 The contract shall be deemed to have been concluded to Badarpur for purposes and therefore, the Courts of India in Delhi will have exclusive jurisdiction to determine any unresolved dispute in relation TO this contract.**

Read and accepted.

**Signature and stamp of
Bidder or Authorized Signatory**

SECTION - 5
STANDARD FORMS

Annexure-I

LETTER OF SUBMISSION

{To be submitted along with Envelope –I}

Tender No./NPTI(NR)/BDR/AC Plant-Sim /12-13/04

Dated: 20-02-12

To

M/s National Power Training Institute,
(Northern Region)
Badarpur, New Delhi-110044.

Sub: Submission of Bid for Annual Operation & Maintenance Contract of (2x40 Ton) Air conditioning Plant of Simulator at NPTI Badarpur, New Delhi-110 044

Ref Tender No./NPTI(NR)/BDR/AC Plant-Sim /12-13/04

Dated: 20-02-12

I/We have read and examined the notice inviting tender, bid document, BOQ, and all other contents in the tender document for the above work.

I/We hereby tender as per NIT for the Annual Operation & Maintenance Contract of (2x40 Ton) Air conditioning Plant of Simulator at NPTI Badarpur, New Delhi-110 044 work specified for the NPTI within the time specified, BOQ and specification mentioned.

I/We agree to keep the tender open for 90 days from the due date of opening of the Envelope – I & II of the bid thereof and not to make any modifications in its terms and conditions.

I hereby submitting demand draft amounting Rs. 20,000/- as Earnest Money Deposit.

EMD Amount Rs DD No.Date... Bank

I have submitted cost of tender document Rs. 500/- vide receipt No.....date.....

Signature_____

Name_____

Designation_____

Place:_____

Date: _____

Seal of Applicant:

Annexure-II(A)

PROFORMA OF APPLICATION FOR SHORTLISTING OF CONTRACTORS

Certificate

(To be furnished by the Bidder)
{To be submitted along with Envelope –II}

Last date for submission: _____

I/We have read and understood the instructions contained in advertisement appeared in.....dated.....and the application form as also the terms & conditions for the displayed at NPTI website. I/We do hereby declare that the information furnished in the application and in the supplementary sheets from pagesto.....are correct to the best of my/our knowledge and belief. Xerox copies of the documents enclosed have been attested.

Signature_____

Name_____

Designation_____

Place:_____

Date: _____

Seal of Applicant:

Annexure-II(B)

PREQUALIFICATION BID

Air Conditioning Plant – FORMAT FOR TECHNICAL BID

1. THE COMPANY

a) Name

Type

b) Individual / Partnership/ Public Limited/Pvt. Ltd. (Pl. tick)

(Please enclose copy of Memorandum/Articles of Association / Registration with Govt. Department)

c) Regd. Address _____

d) Address of Office at Delhi/NCR _____

e) Contact Person's

i) Name & Design. _____

ii) Tel No. Landline _____ Mobile _____

iii) Email ID _____

2. PAN/GIR No. : _____

(Please enclose photocopy)

3. TIN No. : _____

(Please enclose photocopies)

4. Service Tax Regn.No.: _____

(Please enclose photocopy)

5. EPF Registration No. _____

(Please enclose photocopy)

6. ESI Registration No. _____

(Please enclose photocopy)

7. Experience of similar work in the field during the last three years

(Should have provided air conditioning services in reputed organizations including at least one PSU/Govt. Deptt. with work order not less than (i) Rs 1.00 lakh in a single similar completed / on going work or (ii) Rs 50,000/- each in two similar completed / on going works.

Please submit self attested copies of documentary evidence e.g. work order and Corresponding satisfactory job completion certificates from clients specifying Value and period of work order

Signature_____

Name_____

Designation_____

Place:_____

Date: _____

Seal of Applicant:

Annexure-III(A)

BILL OF QUANTITIES

{To be submitted along with Envelope-III}

NAME OF WORK: **Annual Operation & Maintenance Contract of (240 Ton) Air conditioning Plant of Simulator at NPTI Badarpur, New Delhi-110 044**

Signature_____

Name_____

Designation_____

Place:_____

Date: _____

Seal of Applicant:

SECTION-VI

TENDER FORM (Financial Bid)

(To be submitted in side of envelop III)

(On the letter head of the concern submitting the bid document)

The Principal Director,
National Power Training Institute,
BTPS Complex, Badarpur, Delhi- 110 044.

Ref : Open Tender No NPTI/NR.BDR/AC Plant-Sim/12-13/04 Dated 20-2-2012

Sir,

Having examined the bidding documents and having submitted the technical bid for the same, we, undersigned, hereby submit the Financial Bid for the annual operation, repair and maintenance of AC Plant work of NPTI (NR) complex as per the invitation for this and in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.

The Price quoted by us for the scope of work detailed in Section V of the bid document is as below:

Name of Work : Annual Operation & Maintenance Contract of 2x40 ton Air conditioning Plant of Simulator at NPTI Badarpur, New Delhi-110 044

Sr. no.	Name of Work	Estimated cost	Amount quoted (total prize)
1	Annual Operation & Maintenance Contract of 2x40 Ton Air conditioning Plant at NPTI Badarpur, New Delhi-110 044	2,00,000/-	(In figure) Rs..... (In words)

I/we agree to execute the above said work (Annual Operation & Maintenance Contract of 2x40 Ton Air conditioning Plant at NPTI Badarpur, New Delhi-110 044) at the rate of cost of Rs.
(Rupees

(Signature of contractor with seal)