



National Power Training Institute

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

TENDER DOCUMENT

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

Tender Enquiry No. : NPTI/CO/Purch/T-21/AMC/2014/

Dated:-

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
LETTER OF INVITATION

LETTER OF INVITATION

Tender Enquiry No. : NPTI/CO/Purch/T-21/AMC/2014/

Dated:

To

Subject: - Annual Maintenance Contract for Air-Conditioning System of NPTI (CO), Sector-33, Faridabad –reg.

Dear Sir,

1. National Power Training Institute, (hereinafter called “NPTI”), is a National Apex Body of the Govt. of India, Ministry of Power. NPTI invites bids for Annual Maintenance Contract for Air-Conditioning System of NPTI (CO), Sector-33, Faridabad.
2. The Tender Document includes the following:
 - Section 1 - Letter of Invitation
 - Section 2 - Notice Inviting Tender
 - Section 3 - Instruction to Bidders
 - Section 4 - Special Conditions of Contract
 - Section 5 - Scope of Work
 - Section 6 - Pre-qualification Bid
 - Section 7 - Financial Bid
3. The Bid shall be received in NPTI (Corporate Office), Faridabad, up to 3.30 PM of 30.4.2014 and shall be opened on the same day at 4.00 PM in the presence of bidders, who choose to be present.

Thanking You

Yours faithfully

(S.N. Pandey)
A.P. (Purchase)
Phone No: 0129-2275448
Fax No: 0129-2277412
E-mail: snpandey@npti.in

SECTION-2
NOTICE INVITING TENDER

NOTICE INVITING TENDER



Advt. No. Purchase/14/01
NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Govt. of India) NPTI
Complex, Sector – 33, Faridabad-03
Tel. No: 0129-2275448

Sealed Tenders are invited for the following

1. **Empanelment of Agencies for Printing Jobs in NPTI (CO), Sector-33, Faridabad** (Last date for submission of tender is 30.04.2014 up to 2.30 PM)
2. **Annual Maintenance Contract for Air-conditioning System of NPTI CO, Sector-33, Faridabad** (Last date for submission of tender is 30.04.2014 up to 3.30 PM)

For details please refer our website www.npti.in or www.tenders.gov.in.

**S.N. Pandey
A.P. (Purchase)**

FOUR DECADES OF SERVICE TO THE POWER SECTOR

NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Govt. of India)
NPTI Complex, Sector-33, Faridabad – 121 003
Phone No. 0129-2275448
Fax No. 0129-2277412
Website: www.npti.in

DOMESTIC COMPETITIVE BIDDING
(Through call of open Tenders)

TENDER ENQUIRY NO. NPTI/CO/Purch/T-21/AMC/2014

Dated:

Name of Work	Annual Maintenance Contract for Air-Conditioning System of NPTI (CO), Sector-33, Faridabad
Estimated Value of Work	₹14 Lakhs/-
EMD	₹14000/-
Date of Issue of Tender Document	31.03.2014
Last Date & Time for receipt of Bid	30.04.2014 up to 3.30 PM
Time and Date of Opening of Bid	30.04.2014 at 4.00 PM
Place of Opening of Bid	NPTI (CO), Faridabad
Officers from whom the tender documents can be obtained.	A.P. (Purchase), NPTI, Faridabad
To whom the tender documents can be submitted.	Bids shall be sent to A.P. (Purchase) NPTI (CO), Faridabad or may be dropped in the Tender Box within due date and time
Cost of Bid Document	₹500/- (non refundable)
Tenders addressed to	A.P. (Purchase), NPTI, Sector – 33, Faridabad.

Note:

- 1(a) The bid documents can be obtained from A.P. (Purchase), NPTI (Corporate Office), Faridabad from 31.03.2014 to 30.04.2014 on working days on payment of ₹500/- towards the cost of bid documents, payable through Demand Draft/Bankers Cheque or by Cash deposited to Accounts Section.
- 1(b) The bid documents can be downloaded from NPTI's website www.npti.in / www.tenders.gov.in and in such case, the bidder should enclose Demand Draft / Bankers cheque amounting to ₹500/- (Five hundred only) towards cost of bid documents and submit the same along with EMD in the envelope

superscribed as “Pre-Qualification Bid”.

- 1(c) The Demand Draft / Bankers Cheque is to be drawn in favour of National Power Training Institute, payable at Faridabad.

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

**SECTION-3
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 'Sealed Bids' for Annual Maintenance Contract for Air-Conditioning System of NPTI (CO), Sector-33, Faridabad.
- 2.0** The bids are to be submitted in two parts - one sealed envelope superscribed as '**Pre-qualification bid**' giving details in the format given as per **Section – 6** and the second sealed envelope superscribed as '**Financial Bid**' in the format given at **Section - 7**. The two sealed envelopes as above will be placed in another sealed envelope superscribed as '**Bid for Annual Maintenance Contract for Air-Conditioning System of NPTI (CO), Sector-33, Faridabad**' and not to be opened before 16.00 Hrs on **30.04.2014**. The bid shall be signed by a person duly authorized on behalf of the firm and shall be dropped in the Tender Box placed at NPTI Office premises at NPTI Complex, Sector-33, Faridabad-121003, Haryana.
- 3.0** The sealed proposal shall be received by NPTI up to the due date given and any proposal received after the prescribed deadline shall not be considered. The Pre-qualification proposal will be opened on the same date in the presence of the representatives of the firms present. **Date of opening of financial proposal of such firms who meets the prescribed Pre-qualification criteria will be notified separately.**
- 4.0** ₹14000/- (**Rupees Fourteen Thousand Only**) as earnest money should accompany in the form of bank draft / banker's cheque in favour of NPTI payable on any scheduled bank payable at Faridabad along with Pre-qualification bid.
- 5.0** Bids not accompanied with the requisite amount of EMD shall not be considered and price bid of such bidders shall not be opened.
- 6.0** No interest shall be payable by NPTI on EMD.
- 7.0** 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.

- 8.0** NPTI reserves the right to accept/reject any or all the offers/bids without assigning any reason thereof.
- 9.0** Bids shall be valid for acceptance for a period of 180 days from the date of opening.
- 10.0** The bidder has to maintain the quality of work and the work shall be executed / completed to the entire satisfaction of NPTI. NPTI reserves the right to award the work in full or in part as per the decision of the competent authority.
- 11.0** 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.
- 12.0** The contractor has to inform contact Telephone No., Fax No., E-mail etc. and the person to be contacted in case of contingency.

13.0 CONCILIATION/ ARBITRATION

- 13.1** 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.
- 13.2** 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.
- 13.3** 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.
- 13.4** The arbitrator will give the speaking and the reasoned Award.

14.0 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.

15.0 TERMS OF PAYMENT

- 15.1 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.
- 15.2 Income Tax will be recovered from each running bill of the contractor as per the Government Rules existing at the time of payment.
- 15.3 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.

16.0 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 10% 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**.

17.0 AWARD OF CONTRACT

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

18.0 QUALIFYING REQUIREMENTS FOR BIDDERS

Sr. No	Description	Documents to be attached
1.	The Agency should have Income Tax PAN No.	Attach copy of PAN card
2.	The Agency should have Service Tax Registration No.	Attach copy of Registration certificate
3.	The Agency should have TIN No.	Attach copy of Registration certificate.

4.	The bidder should have been in operation for a period of at least 3 years	Attach copy of Incorporation Certificate /copy of the partnership deed/instrument of Partnership.
5.	<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 copy of Completion Certificate
6.	Bidder should have average annual Financial turnover during the last 3 years, ending 31 st March of the previous financial year, should be at least Rs. 4.20 Lakhs.	Attach copy of Balance Sheet for last 3 years.

ADDRESS FOR SUBMISSION OF BID;

S.N. Pandey

A.P. (Purchase)

NATIONAL POWER TRAINING INSTITUTE

NPTI Complex, Sector –33, Faridabad – 121 003

INDIA Telefax: 0129-2275448

SECTION-4
SPECIAL 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-Charge 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) 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, 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/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 on 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 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.)

SECTION-5
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 30 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) 3 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) Operating, Repairing and Maintenance of Water Softening Plant of Ion Exchange Model NGS-6B, Flow rate 6 Cubic Meter per hour.
- i) Painting of AC Equipments such as cooling tower, Condenser, water pipe line, chiller water Pipe line, compressor with motor, Condenser & chiller water pumps AHU & other associated items of both Central Ac systems of Main Building & Auditorium-Once a Year.
- j) General Cleaning, Sweeping, moping and Up-Keepment in the AHU, Central AC Plant areas & its surrounding areas.

2.0 Repairing & maintenance of 04 spilt air conditioners (LG make) of 1.0 ton capacity. (Comprehensive i.e. Labour, gas filling & spare cost).

3.0 Repairing & maintenance of 13 spilt air conditioners (11 Lloyd make, 1 LG make and 1 Amtrex Make) of 1.5 ton capacity. (Comprehensive i.e. Labour, gas filling & spare cost).

4.0 Repairing & maintenance of 91 spilt air conditioners (83 LG make, 5 Amtrex make, 2 Voltas make and 1 Carrier make) of 2.0 ton capacity. (Comprehensive i.e. Labour, gas filling & spare cost).

5.0 Repairing & maintenance of 25 window air conditioners (22 LG make, 1 Carrier make and 2 Amtrex make) of 1.5 ton capacity (Comprehensive i.e. Labour, gas filling & spare cost).

6.0 Repairing & maintenance of 03 (3 phase) cassette air conditioners (Lloyd make) of 4 ton capacity (Comprehensive i.e. Labour, gas filling & spare cost).

7.0 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 two Simulator Hall i.e. 500MW simulator and CCGT simulator and auditorium. At other locations the normal temperature shall be maintained at 25 Degree C and 50 RH.

8.0 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	:	2 No.	(Daily)
Technical Helper	:	1 No.	(Daily)

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

9.0 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.

10.0 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-6
PRE-QUALIFICATION BID
(CONTENTS OF ENVELOPE - 1)

BID SUBMISSION FORM

Ref. No
From: [Name, address and telephone nos. of the bidder]

Dated:

To,
A.P. (Purchase)
NPTI, Corporate Office
Sector – 33, Faridabad
Haryana.

Subject: Submission of Pre-qualification Bid for Annual Maintenance Contract for Air-Conditioning System of NPTI (CO), Faridabad – reg.

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms & conditions of Tender enquiry No. NPTI/CO/Purch/T-21/AMC/2014. We are hereby submitting our bid.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us are valid till six months from the date of submission of the quotation. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand NPTI is not bound to accept the lowest or any bid or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Contractor] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Fax:

Email:

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 _____ (Copy of certificate attached Yes/No)
2.	The Agency should have Service Tax Registration No.	Service Tax No. _____ (Copy of certificate attached Yes/No)
3.	The Agency should have TIN No.	TIN No. _____ (Copy of certificate attached Yes/No)
4.	The bidder should have been in operation for a period of at least 3 years.	
5.	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:-	
	a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.	
	or	
	b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost.	
	or	
	c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.	

6.	Bidder should have average annual Financial turnover during the last 3 years, ending 31 st March of the previous financial year, should be at least Rs. 4.20 Lakhs. (Please enclosed copies of audited balance sheet)	2010-11
		2011-12
		2012-13

7. 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-7
FINANCIAL BID
(Contents of Envelope -2)

BID SUBMISSION FORM

Ref. No
From: [Name, address and telephone nos. of the bidder]

Dated:

To,
A.P. (Purchase)
NPTI, Corporate Office
Sector – 33, Faridabad
Haryana.

Subject: Submission of Financial Bid for Annual Maintenance Contract for Air-Conditioning System of NPTI (CO), Faridabad –reg.

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms & conditions of Tender enquiry No. NPTI/CO/Purch/T-21/AMC/2014. We are hereby submitting our bid.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us are valid till six months from the date of submission of the quotation. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand NPTI is not bound to accept the lowest or any bid or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Contractor] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Fax:

Email:

FINANCIAL BID

A. PRICE BREAK-UP

S. No.	DESCRIPTION OF WORK	QTY.	1st Year Rates (in ₹)	2nd Year Rates (in ₹)	Total (in ₹)
1.	55 TR Open Type Kirloskar make Compressor.	03 No			
2.	30 TR Closed Type Bluestar make Compressor	01 No			
3.	Condenser Water Pumps including Gate valves, strainer etc	05 No			
4.	Chilled Water pumps including valves.	05 No			
5.	Cooling towers including chemical cleaning	04 No			
6.	Air Handling Units (AHU's)	03 No			
7.	Maintenance of Electrical Control Panels at different locations connected with operation of AC System	-----			
8.	Servicing of Condenser water Pumps, Chilled Water Pumps, Drain pumps	11 No			
9.	Servicing of cooling tower including valves, CT fan motors, Descaling of Condensers	04 No			
10.	Operating Repairing and Maintenance of Water Softening Plant of Ion Exchange Model NGS-6B, Flow rate 6 Cubic Meter per hour.	01 No			
11.	General Cleaning & Up Keepment of AHU & AC plant Area	-----			
12.	Split air conditioners (LG make) of 1 TR Capacity	04 No			
13.	Split air conditioners (11 Lloyd make, 1 LG make and 1 Amtrex make) of 1.5 TR Capacity	13 No			
14.	Split air conditioners (83 LG make, 5 Amtrex make, 2 Voltas Make and 1 Carrier make) of 2 TR Capacity	91 No			
15.	Window air conditioners (22 LG make, 1 Carrier make and 2 Amtrex make) of 1.5 TR Capacity	25 No			
16.	Cassette air conditioners (Lloyd Make) of 4 TR(3 Phase) Capacity	03			
	Sub Total-A (in ₹)				

B. PRICE BREAK-UP

S. No.	DESCRIPTION OF WORK	QTY.	1 st Year Rates (in ₹)	2 nd Year Rates (in ₹)	Total (in ₹)
1.	Painting with synthetic enamel paint (Two or more coats) of approved brand & Manufacture and required colour on old works of AC Equipments, pipelines including cleaning & rust proofing, in Condenser, water pipe line, chiller water pipe line compressor with motor, Condenser & chiller water pumps, AHU & other associated items of both Central AC systems of Main Building & Auditorium (The payment will be made once annually as per on actual basis, after completion of Painting work)	1000 Sq Mt (Apprx)			
	Sub Total-B (in ₹)				
	Total Cost(A+B) (in ₹)				
	Taxes if any-C (in ₹)				
	Gross Total (A+B+C) (in ₹)				

Grand Total (in Words): _____

Signature with stamp _____

Date _____

Full Name _____

Address _____

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 assigns) 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) _____ 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 _____ 2014 at _____

WITNESS NO 1

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

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

WITNESS NO. 2

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

Attorney as per Power of
 Attorney No _____
 Dated _____