

CHANAKYA NATIONAL LAW UNIVERSITY

Nyaya Nagar, Mithapur, Patna-1, Phone No: 0612-2352300, Website: <http://cnlu.ac.in>

NIQ No. 31/2022-23

Date: 09/02/2023

Sealed quotations are invited for Servicing the 180 nos. of Air Conditioners of various type (Split, Window & cassette), various capacity and various make installed at Classrooms, Library Building, Administrative Building, Vice Chancellor Camp Office, Registrar Residence and Guest House inside CNLU Campus.

Scheduled Date and Time

- i) Cost of document : Rs. 500/- (Five Hundred Only) in shape of Demand Draft issued by a Nationalized or Schedule bank in favour of **Registrar, Chanakya National, Law University** and payable at Patna.
- ii) EMD : Rs.10,000/-(Ten Thousand only) in shape of Demand Draft issued by a Nationalized or Schedule bank in favour of **Registrar, Chanakya National Law University** and payable at Patna.
- iii) Last date & Time of submitting filled in quotation document : up to 01/03/2023 till 01.00 pm
- iv) Date of opening of technical bid : On 01/03/2023 at 02:00 pm
- v) Date of opening of financial bid : On 03/03/2023 at 01:00 pm
- vi) Place of all meeting : Chamber of Registrar, CNLU, Patna

Responsibility of the contractor

- The contractor shall be responsible in all respects for providing services in the assigned places as per the time scheduled strictly as conveyed and duly acknowledged by him/ them at the time of accepting the contract and to be communicated to them from time to time.
- All the equipment's/installations shall always be kept in good and trouble-free operating conditions. All the required record for breakdowns/repairs and maintenance etc. shall be maintained in the form of history books and logbooks etc. as per directions.
- All the maintenance works shall be carried out in accordance with the manufacturer's specifications and instructions of the competent authority of CNLU.

Scope of work

1. Monthly Maintenance

- Maintenance of all filters, strainers, diffusers, cooling coils, Refrigerant Gas make up etc.
- Tightening of belts, foundation bolts of equipment, alignment of belt pulleys and couplings.
- Examining dampers & operating linkage for smoothness.
- To check all ducts/insulation/proper positioning/damage and rectifying the same wherever required.
- Inspect/check entire line for leakage and rectification of leakage, if any.
- To check and lubricant (if required) the bearing of the pumps/motors/fans and keep the proper record.

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2. Maintenance Work

- Every machine shall be serviced at least three times in year.
- Every machine shall be service for Jet Pump.
- Checking / setting / rectification of all safety and automatic controls.
- Complete Overhauling of AHU, FCU, CSU, Fans & Two Stage unit.
- Cleaning of strainers.
- Maintenance of Air Blowers, Fresh Air & Exhaust Air Fans and their Balancing, if required. Observe the operation of all the dampers and make necessary adjustment in linkage and blade orientation for proper operation.
- Functional checks & calibration of all gauges, switches, thermostats, humidistat and other instruments rectification of the same if required.
- Any other job required to be attended during course of checking / as per OEM and to keep the plant in perfectly working conditions.
- Maintenance of all Electrical equipment Motors, Power Points, etc. pertaining to AC as per standard electrical maintenance practice and as directed by concerned maintenance engineer.
- If required. Consumable & Non Consumable material will be provided by University

Eligibility

- I. The quotationer should be registered under Indian Companies Act 1956 / Partnership Act / Proprietorship firm / Registered under Bihar Shops and Establishment Act 1956. Supporting documents should be annexed along with the technical quotation.
- II. The quotationer should have minimum of five years of operational experience in the field of Air Conditioner Maintenance of various make and various reputed brand and shall have authorization of service from any of the reputed AC OEM, have valid registration, valid GST registration certificate and Permanent Account Number (PAN) issued by respective authorities. Copies of certificates should be submitted along with technical quotation.
- III. The quotationer should have a proven track record of providing services of AC Maintenance for reputed Institutes of Higher Learning / Indian Universities / Central or State Government Organizations / PSUs / Professional bodies, with at least one AC Maintenance projects of Rs.Three Lakhs during any one of the last three financial years (from 2020-21 to 2022-23). One Copy of work orders / agreements along with completion / satisfactory performance certificates be Annexed along with technical quotation
- IV. The quotationer should not be currently blacklisted by any Central Ministry / State Govt. Departments / Public Sector Units / Universities nor should have any litigation enquiry pending and / or initiated by any Department or Court of Law with regard to the works executed by it during the last five financial years. **The quotationer shall furnish an undertaking duly attested by notary on a non-judicial stamp paper of value Rs. 100/- (Rupees Hundred only) as per Annexure II.**
- V. Those quotationers who are either blacklisted or debarred or against whom FIR has been lodged or whose contract has been rescinded by any Government /PSU or who have failed to execute the awarded work in past three years will not be allowed to participate in this bid process.

Penalty

Non-compliance with terms and conditions may entail imposition of penalty on the service provider. The penalty amount would be decided by the University in consultation with the concerned service providers, as

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and when necessary. Repeated offense may result in forfeiture of security deposit and termination of assignment / contract.

Safety Measures

The service provider shall ensure that all safety precautions are properly undertaken during the process of servicing.

Good behaviour and prompt service

The service provider firm shall ensure that the quality of service is courteous and prompt and is in accordance with the laid down specifications. The staff of the AC Maintainer should behave proper and in decent way to the students as well as employees of the university.

Arbitration

Any dispute arising out of this contract shall be referred to the Vice- Chancellor, CNLU, Patna whose decision will be final and binding for both the parties.

Payment

Payment will be made quarterly after submission of satisfactory performance report by competent authority of CNLU. All payments are subject to statutory deductions as and when applicable. Performance security will be 5% of the total amount items without tax. You will deposit performance security in the form of DD. Performance security will be refundable after 60 days from completion of warranty period i.e., One Year from the complete of work.

Other Conditions

1. Quotations received after due date & time shall be summarily rejected.
2. Manner of submission of the Quotations: Sealed Quotations Technical & Financial in separate sealed covers should be either dropped in the Quotation Box marked "NIQ No.-31/2022-23 dated- 09.02.2023 for Annual Service Contract of AIR Conditioner of various type, various capacity and various make or be sent by Post at the address given above so as to reach by the due date and time. Incomplete quotations are liable for rejection. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Quotation documents.
3. Quotations should be forwarded by Quotationers under their original memo / letter pad.
4. Quotationers are advised to be present in the meeting of Pre-Bid, Technical Bid and Financial Bid.
5. Quotationers are advised to study all technical and commercial aspects, instructions, terms and specifications carefully in the Quotation document. Failure to furnish all information required in the Quotation Document or submission of a quotation not substantially responsive to the Quotation document in every respect will be at the quotation's risk and may result in the rejection of the quotation. Quotationer may ask for any query / clarification through written request / e-mail (registrarcnlu@gmail.com) up to the date of pre bid meeting.
6. This Quotation document is not transferable.
7. All documents should be signed by proprietor or an authorised signatory of firm. Original Certificate of authorisation should also be attached. Interlineations, corrections, erasures and/or over-writings shall be valid only if initialled by the person or persons signing the quotation.

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8. Quotationers should attach copy of Firm registration, copy of certificate of GST registration, PAN Card in the name of firm or proprietor, Financial Statements, as per check list annexed vide Annexure-I, Declaration vide Annexure-II, DD of Cost of Document and DD of EMD in Technical Quotation envelope.
9. Tender received without EMD or with EMD amount less than the amount specified shall not be considered.
10. Notwithstanding anything to the contrary in this document, the Chanakya National Law University is not bound to accept the lowest quotation and reserves the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the quotationing process at any time prior to the award of contract, without assigning any reason whatsoever.
11. This notice is being issued with no financial commitment. The university reserves the right to amend or vary any part thereof at any stage. University also reserves the right to relax terms & conditions of the quotation in the interest of work and withdraw the Quotation, should it become necessary at any stage.
12. Service Label Agreement (SLA): During the warranty period SLA will be applicable as below:

<u>SL No</u>	<u>Services</u>	<u>Time Limit</u>
1	Service support should be available on all the working days of the Govt.	Sundays and General Holidays are excluded
2	Time limit for attending complaint.	Within Three hrs (excluded Holidays).
3	If the vendor fails to service the unit.	An amount equivalent to 5% the quoted/ accepted price of the equipment will be charged to the vendor.

13. University reserves the right to withdraw / cancel / amend the quotation at any stage without assigning any reason whatsoever.
14. Quantities of ACs are tentative. It may increase or decrease.
15. Clarification regarding contents of the quotations: During evaluation and comparison of quotations, the university may, at its discretion, ask the quotationer for clarification of his quotation. The request for clarification will be given in writing and no change in prices or substance of the quotation will be sought, offered or permitted. No post-quotation clarification on the initiative of the quotationer will be entertained.
16. Financial Quotations of only those firms will be opened whose Technical Quotations are found responsive.
17. Rejection of Quotations: Canvassing by the Quotationer in any form, unsolicited letter and post Quotation correction may invoke summary rejection. Conditional Quotations will be rejected.
18. Any Suggestions/Clarifications may be put forth in the pre quotation meeting.
19. The quotationer should adhere with all seriousness to the time schedule provided by the Chanakya National Law University, Patna.

- 20.** The quotationer shall be liable to indemnify the Chanakya National Law University, Patna in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of and as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.
- 21.** The contract period will be for one year subject to satisfactory performance of duties. The university reserves the right to curtail or to extend the contract period on same rates, term and condition.
- 22.** The new air conditioners installed and which are under warranty period presently will not come under the purview of this contract immediately on awarding of AMC. The details of such Air conditioners presently existing will be provided during awarding of the works.
- 23. Quotation Evaluation Process:**
- A. Evaluation of Technical Quotation:**
- Detailed technical evaluation shall be carried out in relation with the conditions in the quotation document to determine the substantial responsiveness of each quotation. For this clause, the substantially responsive quotation is one that conforms to all the eligibility and terms and condition of the quotation without any material deviation.
 - The evaluation committee may call the responsive quotationer who comply all Eligibility of the quotation for discussion to facilitate and assess their understanding of the scope of work and its execution.
- B.** It is mandatory for the bidder to qualify all the Technical qualifications (including eligibility criteria) to be responsive and for being considered for opening of their Financial Quotation and evaluation thereof.
- 24.** Dispute if any, will be subject to Patna jurisdiction only.
- 25.** The work order placed is liable to be cancelled at any time if any document submitted by agency is found fake and misleading.
- 26. Amendment of Quotation Document.**
- 26.1** At any time prior to the last date for receipt of quotations, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Quotationer, modify the Quotation Document by an amendment.
- 26.2** The amendment will be notified through official website of Chanakya National Law University for all the prospective Quotationers.
- 26.3** In order to afford prospective quotationer reasonable time in which to take the amendment into account in preparing their quotations, the Client may, at its discretion, extend the last date for the receipt of the Quotations.
- 27.** The selected quotationer will have to enter into agreement within 15 days from date of issue of work order. The Earnest Money Deposit of successful quotationer will form part of the initial security deposit. Balance 5% of bill amount is deducted against performance security. The firm will have to deposit a sum of. If agreement is not signed within stipulated period earnest money may be forfeited. Performance security will be refundable after 60 days from completion of work. Usual TDS will be deducted from running on account bills.

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28. Quantity of ACs is tentative. Payment of this item will be made on actual quantity serviced.
29. Copy of work order, its satisfactory performance certificate and copy of invoice as a proof of commercial transaction should be attached with technical quotation.

Failure and termination

If the performance of the service is not satisfactory, University may take the any or all of the actions mentioned hereunder:

1. Recommend cancellation of the contract awarded to the contractor to competent authority and/ or impose reasonable fine.
2. Arrange another service provider from waiting list.

Note: CNLU, Patna shall not be responsible for any loss, damages, etc. suffered by the service provider as result of such termination of contract.

**Registrar
CNLU, Patna**

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Annexure-I

CHECK LIST (SHOULD BE ATTACHED WITH TECHNICAL QUOTATION DOCUMENT)

<u>Sr. No.</u>	<u>Description</u>	<u>Remarks</u>
1.	Passport size Photograph of the Quotationer / authorized Signatory holding power of attorney.	
2.	Copy of Document of Company Registration /Incorporation.	
3.	Address with contact number, E-mail of the Firm	
4.	Attach copy of PAN card	
5.	Address of local office for after sales service in Patna	
6.	GST details Attach copy of Registration Certificate	
7.	Firm's Bank Account Details with Bank Name, Address and IFSC / RTGS codes	
8.	At least one copy of work orders / agreements of AC maintenance work during last three financial years (from 2020-21 to 2022-23) in reputed Institutes of Higher Learning / Indian Universities / Central or State Government Organizations / Professional bodies / Private Sector etc.	
9.	Copy of return of financial year (from 2020-21 to 2022-23)	

I / We hereby declare that information furnished above is true and correct and the documents annexed are genuine.
Signature of the Quotationer / Authorized Signatory

Name & Signature of the Quotaioner with Designation
Seal of the Quotationer

Place

Date

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Annexure-II

Declaration

I / we declare that my / our company

namely..... has not been blacklisted by any Government / Non-Government Organization nor should have any litigation enquiry pending and / or initiated by any of these Department or Court of Law with regards to the works executed by our company since incorporation. No FIR has been lodged against us.

The documents annexed along-with the quotation are genuine. If they are found fake or forged the Purchase Order / Agreement may be cancelled and FIR may be inflicted against us by the University

Signature of the Quotationer / Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Place

Date

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Annexure-III

(To be printed on Letter Head of Quotationer)

To,
The Registrar
Chanakya National Law University,
Nyaya Nagar,
Mithapur,
Patna-1

Subject : Quotation for NIQ No.-31/2022-23 dated 09/02/2023.

Dear Sir,

With reference to aforementioned subject, please find our best rate for AC Maintenance Service as mentioned below:

SI. No	Description of work	Quantity	Unit rate per Pcs A.C maintenance charge With GST	Yearly Rate per A.C maintenance charge With GST
1.	Air Conditioner (Split/Widow/Cassette)	182 pcs		

Yours Sincerely
Authorised Signatory of the
Quotationer Seal of the
Quotationer

Place-

Date-

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Monthly Call Report

Sr. No.	Call login date/ time	Reported by/ user name	Problem Encounter	Call Attended by	Problem diagnosed	Call cleared date/ time	Users remarks/ signature

Signature of Authorized person of

The Firm/Agency with stamp