



राष्ट्रीय डिज़ाइन संस्थान  
NATIONAL INSTITUTE OF DESIGN

A Statutory Institute under DPIIT, Ministry of Commerce & Industry, Government of India  
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NIT No. 03 / 2022-23  
Dated 12.05.2022

## Tender Document

**Composite Tender for  
Removal & Buyback of Existing Air-conditioning Units and  
Replacement with Supply, Installation, Testing & Commissioning of  
New Air-conditioning Units at NID-Gandhinagar Campus.**

### **Part-1: Technical Bid**

(To be submitted separately)

Tender Submitted By:

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# Form-1

## General Information

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1	Name of Tenderer	
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2	Detailed Address for Correspondence	_____
		_____
		_____
		_____

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3	Email ID for Correspondence	
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4	Telephone Number	
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5	Authorized Contact Person	_____
	Designation	_____
	Mobile Number	_____

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6	Company Organization (tick one) (Submit certified copy of partnership deed, Articles of Association, Detailed list of partners, directors, etc. as applicable)	<ul style="list-style-type: none"><li>• Individual</li><li>• Proprietorship Firm</li><li>• Partnership Firm</li><li>• Private Limited Company</li><li>• Public Limited Company</li></ul>
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7	Bank Information	
	<ul style="list-style-type: none"><li>• Name of Bank</li><li>• Name of Branch</li><li>• Address of Branch</li><li>• City &amp; Pin-code of Branch</li><li>• IFSC Code</li><li>• MICR</li><li>• Category of Account</li></ul>	_____ _____ _____ _____ _____ _____ _____

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\_\_\_\_\_  
**Signature of the Tenderer (with stamp).**

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**Form-2**  
**GST Registration Detail**  
(Attach Copy GST Registration Certificate)

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<b>1</b>	GST Registration Number
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<b>2</b>	Legal Name as per GST
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<b>3</b>	Trade Name as per GST
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<b>4</b>	Address	_____
		_____
		_____
		_____

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<b>5</b>	State
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<b>6</b>	PAN (Permanent Account Number)
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<b>7</b>	Constitution of Business (as per GST)
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<b>8</b>	Period of Validity
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**Signature of the Tenderer (with stamp).**

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

### Form-3

#### Eligibility Criteria: Authorized Company Registration

(Attach Copy Authorization Certificate issued by Company whose brand is being quoted for valid upto the proposed date of completion of the Works)

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1	Name of Company / Brand being quoted	
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2	Company Authorization	<ul style="list-style-type: none"><li>• Manufacturer</li><li>• Authorised Distributor</li><li>• Authorized Dealer</li><li>• Authorized Installer</li><li>• Any Other _____</li></ul>
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3	Association with Company for	Since _____ / _____ Years
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4	Address of Company's Registered Office (for company / brand being quoted)	_____ _____ _____ _____
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5	Authorization Validity	Till ____ dd / ____ mm / ____ yyyy
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\_\_\_\_\_  
**Signature of the Tenderer (with stamp).**

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**Form-4 (A)**  
**Eligibility Criteria: Manpower Infrastructure**  
 (Attach more sheets if required)

No	Name	Designation	Qualification	Total experience (Years)	Working with this company since (Years)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

## Form-4 (B)

### Eligibility Criteria: Service Station / Workshop & Equipment Infrastructure (Attach more sheets if required)

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1 Address of Workshop and/or Service Station \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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2 Approximate carpet area of \_\_\_\_\_ sqft.  
Workshop

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No	Name of Equipment	Quantity	Owned or Leased	Age of Equipment	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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**Signature of the Tenderer (with stamp).**

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

## Form-5 (A)

### Eligibility Criteria: List of Similar Works Completed in last 5 years

(Attach more sheets if required)

1	Name of Project	
2	Brief description of Project including HP / tonnage of HVAC work	
3	Address	_____ _____ _____ _____
4	Authorized Contact Person Designation Mobile Number	_____ _____ _____
5	Work Order Amount	
6	Completion Date (Stipulated)	
7	Completion Date (Actual)	
8	Copy of Work Order enclosed	Yes / No
9	Completion Certificate Enclosed	Yes / No
10	TDS Certificates Enclosed	Yes / No

\_\_\_\_\_  
**Signature of the Tenderer (with stamp).**

Place: \_\_\_\_\_  
Date: \_\_\_\_\_



**Form-5 (B)**  
**Eligibility Criteria: List of Similar Works Completed in last 5 years**  
 (Attach more sheets if required)

<b>1</b>	Name of Project	
<b>2</b>	Brief description of Project including HP / tonnage of HVAC work	
<b>3</b>	Address	_____ _____ _____ _____
<b>4</b>	Authorized Contact Person Designation Mobile Number	_____ _____ _____
<b>5</b>	Work Order Amount	
<b>6</b>	Completion Date (Stipulated)	
<b>7</b>	Completion Date (Actual)	
<b>8</b>	Copy of Work Order enclosed	Yes / No
<b>9</b>	Completion Certificate Enclosed	Yes / No
<b>10</b>	TDS Certificates Enclosed	Yes / No

\_\_\_\_\_  
**Signature of the Tenderer (with stamp).**

Place: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Form-5 (C)

### Eligibility Criteria: List of Similar Works Completed in last 5 years (Attach more sheets if required)

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1	Name of Project	
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2	Brief description of Project including HP / tonnage of HVAC work	
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3	Address	_____ _____ _____ _____
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4	Authorized Contact Person Designation Mobile Number	_____ _____ _____
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5	Work Order Amount	
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6	Completion Date (Stipulated)	
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7	Completion Date (Actual)	
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8	Copy of Work Order enclosed	Yes / No
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9	Completion Certificate Enclosed	Yes / No
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10	TDS Certificates Enclosed	Yes / No
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\_\_\_\_\_  
**Signature of the Tenderer (with stamp).**

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**Form-6 (A)**  
**Eligibility Criteria: List of Similar Works Under Progress**  
 (Attach more sheets if required)

<b>1</b>	Name of Project	
<b>2</b>	Brief description of Project including HP / tonnage of HVAC work	
<b>3</b>	Address	_____ _____ _____ _____
<b>4</b>	Authorized Contact Person Designation Mobile Number	_____ _____ _____
<b>5</b>	Work Order Amount	
<b>6</b>	Completion Date (Stipulated)	
<b>7</b>	Current status of work	
<b>8</b>	Copy of Work Order enclosed	Yes / No

\_\_\_\_\_  
**Signature of the Tenderer (with stamp).**

Place: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Form-6 (B)**  
**Eligibility Criteria: List of Similar Works Under Progress**  
(Attach more sheets if required)

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<b>1</b>	Name of Project	
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<b>2</b>	Brief description of Project including HP / tonnage of HVAC work	
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<b>3</b>	Address	_____ _____ _____ _____
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<b>4</b>	Authorized Contact Person Designation Mobile Number	_____ _____ _____
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<b>5</b>	Work Order Amount	
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<b>6</b>	Completion Date (Stipulated)	
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<b>7</b>	Current status of work	
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**Signature of the Tenderer (with stamp).**

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**Form-6 (C)**  
**Eligibility Criteria: List of Similar Works Under Progress**  
(Attach more sheets if required)

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<b>1</b>	Name of Project	
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<b>2</b>	Brief description of Project including HP / tonnage of HVAC work	
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<b>3</b>	Address	_____ _____ _____ _____
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<b>4</b>	Authorized Contact Person Designation Mobile Number	_____ _____ _____
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<b>5</b>	Work Order Amount	
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<b>6</b>	Completion Date (Stipulated)	
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<b>7</b>	Current status of work	
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**Signature of the Tenderer (with stamp).**

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

## Form-7 (A)

### Eligibility Criteria: Financial Strength Information

(At least past 3 years' data to be given, duly certified by CA)

No	Financial Year	Gross Turnover (Rs.)	Profit / Loss (Rs.)	Net worth on first day of F.Y. (Rs.)
1	2020-2021			
2	2019-2020			
3	2018-2019			
4	2017-2018			
5	2016-2017			

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Signature of the Tenderer (with stamp).

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

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Signature of CA (with stamp & Registration Number).

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**Form-7 (B)**  
**Eligibility Criteria: Financial Strength Information**

Format of Solvency Certificate (or as per Bank's Standard Format)  
to be issued by Tenderer's Bank on Letterhead,  
issued not more than six (6) months old from the last date of submission of this tender.

This is to certify that  
Mr. / Mrs. / M/s. \_\_\_\_\_  
Address \_\_\_\_\_  
is / are our respectable customers since \_\_\_\_\_ (year)  
and as per records available with the bank,  
Mr. / Mrs. / M/s. \_\_\_\_\_  
can be treated solvent upto a limit of Rs. \_\_\_\_\_ (in amount)  
(Rupees \_\_\_\_\_ (in words)

This certificate is being issued at the specific request of the customer.

Signature, seal & designation of Bank Manager.

I / we have attached copy of the Solvency Certificate as above.

\_\_\_\_\_  
**Signature of the Tenderer (with stamp).**

Place: \_\_\_\_\_  
Date: \_\_\_\_\_