



राष्ट्रीय डिज़ाइन संस्थान  
NATIONAL INSTITUTE OF DESIGN

A Statutory Institute under DPIIT, Ministry of Commerce & Industry, Government of India  
Paldi, Ahmedabad 380007. Tel: +91-79-26629500, +91-79-26629600  
www.nid.edu

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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.**

Tender Submitted By:

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## Notice Inviting E-Tenders

National Institute of Design (NID) invites – through Online E-Tendering System – Tenders from reputed, experienced and eligible Agencies / Vendors / Manufacturers for “Removal & Buy-back of existing AC units & replacement with Supply, Installation, Testing & Commissioning of New AC system at NID Gandhinagar Campus” including all material, labour, equipment, etc. required for completion of works at its Gandhinagar Campus for various areas as per Schedule as under.

Tender Notices and Tender Documents related to this Tender are available on Government of India Central Public Procurement Portals and websites including:

- [www.eprocure.gov.in](http://www.eprocure.gov.in)
- [www.nprocure.com](http://www.nprocure.com)
- [www.nid.edu](http://www.nid.edu)

Any modification and / or corrigendum to this Tender will be available on these websites.

NID reserves the right to accept or reject any or all Tenders without assigning any reason.

1	NIT Number & Date	03/2022-23 dated 12.05.2022
2	Name and Location of Work	NID- Gandhinagar Campus
3	Brief Scope of Work	Removal & Buy-back of existing AC units & replacement with Supply, Installation, Testing & Commissioning of New AC system at NID Gandhinagar Campus
4	Estimated Cost (Rs.) (Excluding GST)	Rs. 65,00,000 (Rupees Sixty Five Lakhs)
5	Period of Completion (Months)	4 months
6	Earnest Money Deposit (EMD) (Rs.)	Rs 1,30,000/- ( Rupees One Lakh thirty Thousand) (Exemption from submission of EMD for MSME vendors )
7	Non-refundable cost of Tender Document (Rs.)	Rs. 5000/- (Rupees Five Thousand) payable through Demand Draft drawn on any Nationalised or Scheduled Bank in favour of “National Institute of Design”, payable at Ahmedabad. (Exemption from Tender fees for MSME vendors )
8	Last Date & Time of Submission of On-line Tender	Up to 06.06.2022 by 17:00 Hrs
9	Last Date & Time of submission of signed, hard copy (in original) of all Tender Documents including EMD, Cost of Tender, Tender Acceptance Letter and all other documents related to this Tender	Before and Up to 18.00 Hrs. on 06.06.2022 in the office of: The Chief Administrative Officer, NID, Paldi, Ahmedabad -380 007
10	Date & Time of Pre-Bid Meeting	23.05.2022 at 11:00 Hrs at NID Ahmedabad
11	Date & Time of Opening of Part-1: Technical Bid	07.06.2022 at 11.00 Hrs
12	Date & Time of Opening of Part-2: Financial Bid	To be intimated later
13	Validity of Offer	60 days from the date of opening of financial bid

## **GENERAL CONDITIONS & INSTRUCTIONS TO TENDERERS**

1. The Tender Document as uploaded can be viewed and downloaded free of cost by anyone including intending tenderer. But the Tender can ONLY be submitted after uploading all mandatory documents including scanned proofs of payment instruments of Tender Fees, EMD and all other documents forming the Tender Document as per NIT. Online Technical Bid documents will be opened for ONLY those tenderers whose EMD, Cost of Tender Document and other documents are found to be in order.
2. This Tender Document shall be printed (in entirety) on A4, Single side paper and bound together to ensure that no page can be removed or added, for submission in Hard Copy Format, as prescribed, along with other documentation. Online submission of Tender shall be as per NPROCURE Portal format.
3. This Tender has 2 (two) separate parts: Technical Bid & Financial Bid. Both the parts (bids) shall be uploaded simultaneously on NPROCURE Portal on or before 17:00 hrs on 06.06.2022 along with requisite support documentation. Only the Technical Bid along with Tender acceptance form shall be submitted in hard copy format in separate, sealed envelopes, marked "NIT No.03/2022-23, Buyback & New AC Work at NID Gandhinagar" and submitted to "The Chief Administrative Officer, NID, Paldi, Ahmedabad 380007" on or before 18:00 hrs on 06.06.2022. The Financial Bid will ONLY be uploaded to NPROCURE portal and shall not be submitted in ANY other format. Tenders received after the last date and time shall not be accepted under any circumstances.
4. Tenderers shall sign each page of this Tender Document, along with company stamp, at bottom right corner, as prescribed.
5. The intending Tenderer must carefully & completely read all the terms and conditions related to this Tender and submit the same ONLY if he considers himself eligible for submission and is in possession of all the requisite documents for submission. All information and instructions posted on the website / portals related to this Tender shall form part of the Tender Document.
6. Tenderers are advised – in their own interest – to submit all Tender Documents well in advance of the Last Date of Submission to avoid problems that tenderers may face at last moment due to unforeseen technical issues, etc. After submission of the Tender, the tenderer may re-submit the Tender or any of its constituent documents any number of time but ONLY before the Last Date & Time of Submission specified in the NIT & Schedule.
7. Tenderers may submit queries related to the Tender – if any – through Email and in writing to the Tender inviting Authority to seek clarifications within 7 days from the date of uploading of Tender on the portal
8. Documents may be uploaded in JPG or PDF format. All the uploaded documents as well as physically submitted hard copies shall be clearly readable, printable & legible, failing which, the Tender is liable for rejection. All documents physically submitted in hard copy format shall be indexed and duly page numbered.
9. Addendum / Corrigendum to the tender documents may be issued prior to the Last Date of Submission of Tender to clarify or effect modification in specification and / or contract terms included in various tender documents. The tenderer shall suitably take into consideration such Addenda / Corrigenda while submitting his tender. The tenderer shall return such Addenda / Corrigenda duly signed and stamped as confirmation of its receipt & acceptance and submit along with the tender document. All a\Addenda / Corrigenda shall be signed and stamped on each page by the tenderer and shall become part of the tender and contract documents.

Before tendering, tenderers are advised to visit the site and its surroundings to assess and satisfy themselves about the local conditions such as the working and other constraints at site, approach roads to

the site, availability of water & power supply, and levies as applicable & any other relevant information required by them to execute complete scope of work. The tenderer may obtain all necessary information as to risks, weather conditions, contingencies & other circumstances (insurgencies, etc.) which may influence or affect their tender prices. Tenderer shall be deemed to have considered site conditions whether he has inspected it or not and to have satisfied himself in all respect before quoting his rates and no claim or extra charges whatsoever in this regard shall be entertained / payable by the NID at a later date. Tenderers are advised to visit the site (NID-Gandhinagar) and familiarize themselves with all site conditions affecting the Scope of Work, before submitting their Tender, with reference to storage of material & equipment, locations of IDUs & ODUs, refrigerant pipe routes, drainage line routes, installation restrictions, drilling and core-cutting limitations, structural limitations, electrical cable routes & lengths, etc.

10. If any Tenderer is found to be ineligible for submission of tender – after the opening of Tender – his tender shall become invalid and the cost of tender document fees shall not be refunded.
11. If any discrepancy is noticed between documents as uploaded and physically submitted hard copies, the tender shall become invalid and the cost of tender document shall not be refunded.
12. Any Tender submitted with incomplete or improper information and / or documents shall become invalid and the cost of tender document shall not be refunded.
13. Any Tender submitted with additional conditions and / or modifications shall become invalid and the cost of tender document shall not be refunded.
14. Notwithstanding anything stated above, NID reserves the right to assess the capabilities of the Tenderer to execute the Contract, in the overall interest of NID. In case any tenderer's capabilities are not found to be satisfactory, NID reserve the right to reject such Tender.

**15. Minimum Eligibility Criteria: Company Authorization**

Tenderers (excluding Manufacturers) shall submit Certificate from respective Manufacturers establishing their Authorized Distributorship / Dealership / Installer status, valid till the completion of Work Completion period of this Tender. The Tenderers shall be Authorized Distributor / Dealer / Installer of the brand – for which they intend to quote – for a minimum, continuous period of 3 (three) years before the date of submission of this Tender.

**16. Minimum Eligibility Criteria: Manpower & Infrastructure**

Tenderers shall have sufficient manpower, workshop & service station infrastructure to undertake & complete the scope of work including AMC for 5 years. Tenderers will be required to submit proof of such manpower & other infrastructure.

**17. Minimum Eligibility Criteria: Work Experience**

- a. The firm / company intending to submit the Tender shall be at least 5 (five) years old prior to the last date of submission of this tender and continually engaged in executing similar nature of works as the scope of this tender.
- b. Experience of having successfully completed similar works during the last 5 years ending previous day of Last Date of Submission of Tender.
  - i. 3 (Three) similar works each costing not less than 40% of the estimated cost of this tender. ( i.e Rs 26.00 Lakhs for each work)  
OR
  - ii. 2 (two) similar works each costing not less than 60% of the estimated cost of this tender. ( i.e Rs 39.00 Lakhs for each work)  
OR
  - iii. 1 (one) similar works costing not less than 80% of the estimated cost of this tender. ( i.e Rs 52.00 Lakhs for each work)
- c. Past work experience in similar works shall be supported by certificates of completion issued by the clients, including copies of Letter of Award.  
Copies of corresponding TDS certificates if attached may be preferable.

- d. Joint ventures and / or Consortia of firms / companies shall not be allowed, and the tenderers should independently meet the eligibility criteria themselves.

**18. Minimum Eligibility Criteria: Financial Strength**

- a. The average annual financial turnover for the last 3 (three) years shall be at least 100% of the estimated cost of this tender. The requisite turnover shall be duly certified by a Chartered Accountant with his seal, signature & registration number.
- b. The firm / company should have earned profit for last 3 (three) Financial Years.
- c. Net worth of the firm / company as on the last day of preceding Financial Year shall be Positive.
- d. Bank Solvency Certificate for the firm / company, intending to submit Tender, issued by Nationalized or Scheduled Bank should be at least 50% of the estimated cost of this tender i.e Rs 32.50 Lakhs and the certificate should have been issued not more than 6 months from the Last Date of submission of this tender.

**19. Only reputed, experienced, authorised, and eligible Agencies / Vendors / Manufacturers of the following brands shall submit this Tender.**

- a. Toshiba
- b. Carrier
- c. Mitsubishi Electric
- d. Mitsubishi Heavy
- e. Blue Star
- f. Voltas
- g. Daikin
- h. Hitachi
- i. Samsung

**20. Tenderers shall quote for any ONE brand only. Mixed or Combination of brands shall not be permitted.**

**21. Earnest Money Deposit (EMD)**

- a. Earnest Money Deposit for the amount specified in NIT & Memorandum shall be payable ONLY in the form of Demand Draft / Banker's cheque, drawn in favour of "National Institute of Design", payable at Ahmedabad.
- b. Any Tender submitted without the requisite EMD shall become invalid and the cost of tender document shall not be refunded.
- c. EMD of all tenderers – except the successful tenderer – will be returned within 15 days, after opening of Financial Bid and after issue of WO / LOI to successful tenderer.
- d. No interest will be paid by NID on the EMD.
- e. EMD will be forfeited
  - i. If the tenderer withdraws the Tender after opening of Bid and during period of validity.
  - ii. If the tenderer makes any unilateral revision to the offer during the period of validity.
  - iii. Upon non-acceptance of LOI / LOA, if and when placed.
  - iv. If the successful tenderer fails to sign the contract within 30 days of issue of LOI/LOA or furnish requisite Performance Security or fails to commence work within stipulated time period.
  - v. If the tenderer submits any incorrect or false information and / or document as part of the Tender.
- f. All Start-up (recognized by DIPP) and Micro, Small and Medium Enterprises (MSMEs) are allowed for exemption from submitting EMD as per NIT but exemption in cost of tender document/fee and relaxation in pre-qualification criteria (PQC) are not allowed for want of

quality work. They shall require to submit an affidavit in stamp paper of Rs 100/- that in case they become eligible with lowest price bid will take up the work.

- 22.** The Works will be carried out strictly as per Manufacturers' recommendation regarding materials and workmanship and NID, may at its discretion, ask for Manufacturer's certification for satisfactory completion and commissioning of works.
- 23.** The successful Tenderer shall be required to take – at his own cost - requisite Insurance under Workman Compensation Act of 1923 (as per latest amendment) from an authorised Insurance Company and submit the Policy documents and premium receipts to NID before commencement of work.
- 24.** The successful Tenderer shall be required to take – at his own cost – requisite Insurance Policy equivalent to “ALL RISK POLICY” from an authorised Insurance Company covering the entire cost of work for the entire duration of work till completion, commissioning & handing over against all risks, damages, losses, etc. for whatever reason and indemnify NID against any such risks. He shall submit the Policy documents and premium receipts to NID before commencement of work.
- 25.** The Tender shall remain open for acceptance for a period of 60 (Sixty) days from the date of opening of the Financial Bid. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to NID, then NID shall, without prejudice to any other right or remedy, be at liberty to forfeit the said EMD as aforesaid. Further the tenderers shall not be allowed to participate in the retendering process of work.
- 26.** NID reserves the right to reject any or all the tenders in part or full without assigning any reason whatsoever. NID does not bind itself to accept the lowest tender. NID reserves the right to award the work to a single contractor or split the work amongst two or more contractors as deemed necessary without assigning any reason thereof. The Contractor is bound to accept the part work as offered by NID after splitting up at the quoted / negotiated rates.
- 27.** Payment: Payment will be made against SITC of AC Units. No advance payment released against supply of material.

# TENDER ACCEPTANCE FORM ( to be submitted on letterhead of company )

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

To,

**The Chief Administrative Officer**  
National Institute of Design,  
Paldi, Ahmedabad 380007.

**Name of Project :** Removal & Buy-back of existing AC units & replacement with Supply, Installation, Testing & Commissioning of New AC system at NID Gandhinagar campus

Having examined all the documents, details, drawings, designs, specifications, and all instructions and Conditions of this Tender relating to the Works specified in the Memorandum hereafter set out and having visited and examined the site of the works specified in the said Memorandum and having acquired the requisite information relating hereto as affecting the Tender, I/we hereby unconditionally offer to execute the Works specified in the following Memorandum, within the Time Period specified in the said Memorandum, at the Rates mentioned in the attached Schedule of Rates and in accordance, in all respects, with the details, drawings, designs, specifications and instructions in writing referred to in all Conditions of the Tender, and with such materials as are or may be provided for and in all other respects in accordance with such conditions so far as they may be applicable.

I/we also undertake to do all extra or varied works which may be ordered as part of this Tender upon terms provided for in the Conditions of Tender and Agreement.

I/we hereby undertake to complete the whole of the work required within specified time limit allowed for completion of works from the date of handing over the site to me/us and agree to pay the penalty as specified in the Conditions of Contract, in case I/we fail to complete the works within stipulated time period.

I/we have deposited requisite **Earnest Money Deposit (EMD)** / Valid MSME Certificate with NID. If I/we fail to commence the work within 15 days of the date of issue of Letter of Award and/or if I/we fail to sign the agreement as per Tender Conditions and/or if I/we fail to submit Performance Guarantee as per Tender Conditions, I/we agree that NID shall – without prejudice to any other right or remedy – be at liberty to cancel the Letter of Award.

All the document required to establish our eligibility to undertake the Works are enclosed herewith in prescribed format. I/we hereby certify that all these documents and information supplied / submitted are true and correct.



**MEMORANDUM:**

<b>A</b>	Works	Removal & Buy-back of existing AC units & replacement with new AC units at NID-Gandhinagar Campus.
<b>B</b>	EMD	Rs 1,30,000/- ( Rupees One Lakh thirty Thousand)
<b>C</b>	Performance Guarantee	5% (Five Percent) of the total contract value including EMD
<b>D</b>	Security Deposit	10% (Ten Percent) will be deducted from the gross value of the work done against each RA Bill (excluding Annual Maintenance Contract of Five years)
<b>E</b>	Time allowed for completion of the works	4 Months form the date of issue of Work Order
<b>F</b>	Penalty for delay in completion	0.5% (Point Five Percent) per week of the contract value or part subject to maximum five percent of the contract value
<b>G</b>	Defects Liability Period	12 months after completion of work or handing over to NID, whichever is later.
<b>H</b>	Payment Terms	Within 30 days after submission of valid Bill.
<b>I</b>	Period of Final Settlement	3 (three) months from the date of Final Bill.
<b>J</b>	Release of Performance Guarantee & Security Deposit	After completion of Defects Liability Period, subject to fulfilment of Conditions of Tender.
<b>K</b>	Labour Cess	Labour Cess shall be included in the quoted rates and will not be paid extra.

Yours faithfully,

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Designation)

Signature of the Tenderer (with stamp)

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

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