



INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH

(Established by Ministry of Human Resource Development, Govt. of India)

IISER Mohali, Sector-81, Knowledge City, SAS Nagar-140306

Tender Ref. No.: IISER/EE-EO/19-20/MISC-09

Tender Form Cost- Rs. 590/-

Date: 07.02.2020

Notice Inviting Quotation

1. The Executive Engineer on behalf of the Director, IISER Mohali, invites online bids under two bid system i.e. technical bid and financial bid through E- Central Public Procurement Portal i.e. <https://eprocure.gov.in/eprocure/app> from eligible contractor for the work mentioned below.

Name of work:- AMC for Solar Water Heating System installed in Hostel 5 & 7, Multistorey flats and Duplex residences at IISER Mohali.

Tender Ref No	:	IISER/EE-EO/19-20/Misc-09
Estimated cost	:	INR 2,63,483/- plus GST
Earnest Money	:	INR 6,300/-
Stipulated period of work	:	Twelve (12) months which can be extended for further a period of one year.

Critical Date Section

Sr. No.	Particular	Date	Time
1.	Tender publishing date and time	07.02.2020	06:55 PM
2.	Tender documents download start date and time	07.02.2020	06:55 PM
3.	Bid submission start date and time	07.02.2020	06:55 PM
4.	Bid submission end date and time	15.02.2020	03:00 PM
5.	Technical bid opening date and time	17.02.2020	11:00 AM

1. Technical document and price bid may be downloaded from the website of E-Central Public Procurement portal (<https://eprocure.gov.in/eprocure/app>) and www.iisermohali.ac.in. Quotation should be submitted online along with valid documents of eligibility criteria within the date mentioned above.
2. The Director, IISER Mohali shall be the “Accepting Authority” hereinafter referred to as such for the purpose of this contract.
3. For any information, other modifications and/or corrigendum may kindly visit IISER Mohali website <http://www.iisermohali.ac.in> and also publish on <https://eprocure.gov.in/eprocure/app>.

SUBMISSION OF Quotation:

Quotations shall be submitted by the Bidders in two parts:

(i) Technical Bid. – Cover I (ii) Financial Bid. - Cover II

The two bid system will be followed for this tender. In this system the bidder must submit bid **on line at E-Procurement Portal (i.e. <https://eprocure.gov.in/eprocure/app>)** his offer in two covers. **"Cover No. 1- Technical Bid along with requisite fee details and all forms under seal and signature of Bidder" mentioned below and "Cover No.2 - Financial Bid"** respectively.

The **Cove I** (Technical Bid) shall consist of following:

- (i) Earnest Money** -The bidder shall furnish as part of its bid, an EMD of Rs6,300/-(Rupees Sixty Three thousand only). The EMD is to be submitted through Demand Draft of any Scheduled / Nationalized Bank (drawn in favour of “Registrar, IISER, Mohali”).
- (ii) Cost of Tender Form** - The Cost of Tender Form Rs.590/- (non refundable) is to be submitted through Demand Draft of any Scheduled / Nationalized Bank (drawn in favour of “Registrar, IISER, Mohali”).

Note - The original payment instrument like Demand Draft of any Nationalized Bank against Earnest Money and Cost of Tender Form sent to the address- **IISER Mohall, Sector-81, knowledge City, PO- Manauli, SAS Nagar Mohal1140306, Punjab** by post/speed post/courier/by hand before bid opening date & time

(iii) Important Documents uploads in .pdf format only:-

- a. Scanned copy of DD of EMD and Cost of Tender Form.
- b. Scanned copy of IT Return for the last three financial years.
- c. Scanned copy of work experience.
- d. Scanned copy of Tender Accept Letter

The Cover II (Financial Bid) shall consist of following:

- * Schedule of price bid of in the form of BoQ_XXXXX.xls (Will be formulated according to the type of work)

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Executive Engineer

SCOPE OF WORK:

1. The AMC covers all the costs of items of work as attached in Annexure 'A', including the cost of material, GST, etc.
2. The service technician will visit the site of SWHS installed in the campus for Service / repair / painting of structures once in a year
3. The major components as solar collectors, hot water flow pipe, blockage, de-scaling wherever required will be done annually for 100% efficiency of the system once in year.
4. All the systems, inspections will be carried out for proper flow of water leakages of pipes, solar collector, proper functioning of thermophonic and controlling of temperature of hot water will be done once in year.
5. The system dismantling, re-assembling and re-installation will be done under AMC if required for proper functioning of the system.
6. All the Solar collection glass will be cleaned once in a year and quarterly basis. The service technician will visit for carrying out general inspection for checking of 100% of the system efficiency.
7. Repair and servicing of SWHS at IISER-Mohali request within reasonable time.
8. Defective Gate valve, float valve, temperature gauge, if required to be replaced will be done under the AMC period at no cost to IISER-Mohali.
9. The service technician will visit the location within 36 hours on receipt of any call made from IISER-Mohali.
10. The insulation work with rocked, chickenmess will be done with no extra cost, wherever installation is to be carried out during AMC.
11. AMC charges will be payable quarterly with deduction of 5% amount as security deposit from each running bill which will be released after successful completion of AMC period and payment of final bill
12. Water tank, monoetheline glycol, electrical element such as thermostat, wires, etc. if required to be replaced, shall be provided by IISER-Mohali.
13. The annual maintenance contract rates will be same for one year which can be extended for a further period of one year on satisfactory performance by the agency and mutually consent.
14. The bidder must provide copy of having executed AMC of solar water system amounting to Rs.2.0 lakhs in any Central/State Govt./PSUs/Autonomous Body in last 7 years along with the technical part of the bid otherwise their bid shall be liable to be rejected. The technical bid must also contain service report of the previous years, PAN Card, TDS Return, etc. along with their technical bid otherwise their bid shall be liable to be rejected. quotes.
15. The rates has be quoted in the enclosed schedule of quantities and duly signed by the contractor.
16. Rates to remain firm during the duration of work as well as the extended period, if any. No escalation in rates will be allowed in any circumstances.
17. The quantities as mentioned in the RFQ can be increased or decreased as per the requirement of work.

18. All material to be used in the work will have to be approved by the Engineer-in-Charge or his authorized representative.
19. The contractor will be responsible for the safety of labourers deployed by him for the work at the site and shall comply with all statutory norms.
20. The bids to be submitted in two parts i.e. Technical as per point No.14 and Financial as per BOQ attached, otherwise it is liable to be rejected.
21. The Director IISER reserves the right to reject or cancel the quotation without assigning any reasons.
22. Payments to be made after satisfaction completion of work and certification by Engineer in Charge.
23. EMD amounting to Rs.6,300/- in favour of Registrar, IISER Mohali payable at Mohali.

Payment:

1. AMC charges will be payable quarterly with deduction of 5% amount as security deposit from each running bill which will be released after successful completion of AMC period and payment of final.
2. Payments to be made after satisfaction completion of work and certification by Engineer in Charge.

Duration of contract:

The annual maintenance contract rates will be same for one year which can be extended for further a period of one year on satisfactory performance by the agency and mutually consent on same rates and terms & conditions.

Submission of Tender:

1. The bidder must provide copy of having executed 3 AMC of Solar water heating system amounting to Rs.1.05 lakhs or two AMC of Solar water heating system amounting to Rs 1.32 lakhs or one AMC of VRV machines amounting to Rs 2.11 lakhs Out of which one must have been executed in any Central/State Govt./PSUs/Autonomous Body in last 7 years along with the technical part of the bid otherwise their bid shall be liable to be rejected.
2. The technical bid must also contain service report of the previous years, PAN Card, ITR Return (last 3 years), Authorization letter, GST number etc. along with their technical bid otherwise their bid shall be liable to be rejected.
3. The bids to be submitted in two parts i.e. **Technical bid** and **Financial bid**, otherwise it is liable to be rejected.
4. The quotations shall be opened by the undersigned by 11:00 hrs on 17/02/2020 (17th day of February 2020) and envelope No.1 only containing earnest money, conditions. Application fees and EMD in original have to be submitted before opening the quotations. No consideration will be given to a quotations received after the above stipulated time and date. The financial bid (Envelope No 2) of qualified bidder shall then be opened at notified time and date.
5. GST amount to be mentioned separately.
6. **Earnest Money: Rs.6,300/-** (In Demand Draft form) and Tender Fee: **Rs.590/-** (In Demand Draft form) in favour of the "**Registrar, IISER Mohali**" payable at Mohali.

Termination:

The AMC can be terminated if agreed by both parties or at the expiry of the period of the agreement.

TERMS AND CONDITIONS:

IISER will provide the safe working conditions for the Soalr Water Heating system, if any point time, the same is not found safe to work, risking lives, and contract will get terminated on its own.

FORCE MAJEURE

Contractor shall be liable to perform of its obligations under or arising out of this contract if, such failure does not results from any force major, act of God, fire, industrial disputes, labour trouble, transportation embargo, existence of any state of Emergency, war, war like conditions, civil commotion, riot, inability to obtain any material, imposition of sanction and / or any measures taken by the Govt. what so ever which rendered it impossible or impracticable for the contractor to perform obligations under this contract.

Sd/-
Executive Engineer

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder :Enrollment" on the CPP Portal which is free of charge.

As part of the enrolment process, the bidders will be required to choose a unique username as assign a password for their accounts.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with Signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode /eMudhra etc.), with their profile.

- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC /e-Token.

SEARCH FOR TENDER DOCUMENTS

- 1) There are various search option built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 1) Once the bidders having selected the tenders they are interested in, they may download the required documents / tender schedules. The tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification I help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may be to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF / JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or 'father Important Documents' area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 1 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 2 Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument,
- 3 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DO/any other accepted instrument, physically sent should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Tenderer's to study entire tender document carefully

- a) Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and all other contract documents and has acquainted himself of the nature, site conditions scope and specifications of the works to be executed and of conditions and rates at which stores will be issued to him by the IISER. The contractor shall also be deemed to have acquainted himself with local conditions and other factors which have a bearing on the execution of the works.
- b) Before submitting the tender for the work to IISER, the tenderer should thoroughly examine the existing conditions of site
- c) After award of the work contractor has to prepare and submit the shop drawings (only for air-conditioning / fabrication work) for approval of the Engineer-in-charge.
- d) No claim will be entertained on account of ignorance of site conditions.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
Executive Engineer

IISER Mohali

Sub: Acceptance of Terms and Conditions of Tender. Tender

Reference No.: **IISER/EE-EO/19-20/MISC-09**

Name of Tender/Work :- AMC for Solar Water Heating System installed in Hostel 5 & 7, Multistorey flats and Duplex residences at IISER, Sector-81, SAS Nagar,” Punjab.

Dear Sir

1. I/We have downloaded/obtain the tender documents(s) from the above mentioned Tender/Work from the website(s) namely: as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We had read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting the acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totality/entirety.
5. In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the bidder, with official seal)