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Indian Institute of Management Udaipur

भारतीय प्रबंधन संस्थान उदयपुर

INDIAN INSTITUTE OF MANAGEMENT UDAIPUR  
(An Autonomous Institute under the Ministry of Education, Govt. of India)

**TENDER DOCUMENT  
FOR**

**Name of Work: - Annual Operation and Non-Comprehensive Maintenance Contract of Heating, Ventilation and Air Conditioning (HVAC) system at IIM Udaipur.**



Tender No. :IIMU/Tender/HVAC/2024-25/01

Dated: 12 July 2024

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Indian Institute of Management Udaipur  
Balicha, Udaipur-313001, Rajasthan  
Website: [www.iimu.ac.in](http://www.iimu.ac.in)

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## **Notice Inviting Tender (NIT)**

Signature of Bidder

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Signature of Associate Manager-Estate



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## **Annual Operation and Non-Comprehensive Maintenance Contract of Heating, Ventilation and Air Conditioning (HVAC) system at IIM Udaipur.**

Indian Institute of Management Udaipur (hereinafter referred to as “Institute” or “IIMU”) is an Autonomous Institute under the Ministry of Education (MoE), Government of India. IIM Udaipur is recognized as a premier management institution in the country. IIM Udaipur started its operations in the year 2011 and operates from its permanent campus located at Balicha, Udaipur, Rajasthan.

IIM Udaipur invites E-tender (online tender) from firms/organizations having relevant experience in similar works (hereinafter referred to as "Agency" or “Bidder”) for **Annual Operation and Non-Comprehensive Maintenance Contract of Heating, Ventilation and Air Conditioning (HVAC) system at IIM Udaipur.**

Bidders must read the complete ‘Tender Documents: This NIT is an integral part of the Tender Document serves a limited purpose of invitation and does not purport to contain all relevant details for submission of bids. The Bidders must go through the complete Tender Document for details before submission of their Bids.

The Bidders shall sign and stamp each page of this tender document as a token of having read, understood, and comply with the tender, the terms, and conditions contained herein. Manual bid/tender will not be accepted under any circumstances. Incomplete bids/ documents shall be rejected without giving any reason.

Availability of the Tender Document -This tender document containing eligibility criteria, the scope of work, terms and conditions, specifications, and other documents, can be downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in/cppp/> or Indian Institute of Management Udaipur website: [www.iimu.ac.in](http://www.iimu.ac.in).

Clarifications – A Bidder requiring any clarification regarding the Tender Document may ask questions in writing/ electronically from the Office/ Contact Person as mentioned in TIS, provided the questions are raised before the clarification end date mentioned in TIS. This deadline shall not be extended.

Submission of Bids, EMD: - Bids shall be submitted through online mode under the e-procurement system of CPPP. No manual Bids shall be made available or accepted for submission. The bidders have to apply online through the E-Procurement portal <https://eprocure.gov.in/cppp/> only. The original EMD is to be submitted in a sealed envelope to be superscribed to this tender name & the name of their agency and must reach the below address before the last date & time for submission of the bid.

The Chief of Administration  
IIM Udaipur,  
Balicha, Udaipur-313001,Rajasthan



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### **TENDER INFORMATION SUMMARY (TIS)**

Name of Work	Annual Operation and Non-Comprehensive Maintenance Contract of Heating, Ventilation and Air Conditioning (HVAC) system at IIM Udaipur.
Duration of work	Initially for 1 year and may be extended to 2 more years in a spell of 1 year each subject to satisfactory performance.
Validity of Bid	90 Days from the date of submission of bid
Tender Fees	<b>Rs. 1500.00/- (Fifteen Hundred Only)</b>
Estimated Cost of Tender	<b>Rs.38,00,000/-</b> (Rupees Thirty-Eight Lakhs Only)
Earnest Money Deposit	<b>Rs. 76,000/--</b> (Rupees. Seventy Six Thousand only) in the form of Demand Draft Pay Order in favour of “ <b>Director, Indian Institute of Management, Udaipur, Rajasthan</b> ”
Performance Guarantee (at the time of signing of the Agreement)	5 % of the tendered amount
Date of Publishing	12 July 2024
Tender Downloading Start Date	12 July 2024
Pre Bid Meeting	23 July 2024
Tender Submission Last Date	02 Aug 2024
Date and Time of Technical Bid Opening	02 Aug 2024
Date and time of Financial Bid Opening	To be notified later
Submission of Bids	The bid shall be submitted online on CPP Portal
Tender Opening Place	<b>On CPP portal</b>
Office/ Contact Person/ email for clarifications	<b>Phone – 02942477-254/153</b> <a href="mailto:procurement@iimu.ac.in">Email - procurement@iimu.ac.in</a>



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## **Section 1**

### **TECHNICAL BID SUBMISSION FORM**

#### **FORM- 1**

#### **(Company/Agency Details)**

<b>1</b>	<b>Name of Tendering Company / Firm / Tenderer</b>	
<b>2</b>	Name of Director/ Partners/Chairperson	
<b>3</b>	<b>Full Particulars of Office</b>	
(a)	Address	
(b)	Telephone Nos.	
(c)	Mobile Nos.	
(d)	E-mail Address	
<b>4</b>	<b>Registration Details</b>	
(a)	Firm Registration No./Partnership / Proprietorship	
(b)	PAN No.	
(c)	GST Registration No.	
(d)	ESI Registration Detail	
(e)	EPF Registration Detail	
(f)	Undertaking from OEM /OEA	
(g)	If an MSME entity, enclose a copy of the registration for similar work category	
<b>5</b>	<b>Details of Tender Document Fee</b>	
(a)	Tender Document Fee Amount	
(b)	EMD	

**Signature of Bidder as  
Authorized by the  
Company**



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## FORM- 2

### TENDER ACCEPTANCE LETTER

(To be given on Agency Letter Head)

Date :

To,

The Director, IIM Udaipur  
Balicha, Udaipur,  
Rajasthan-313001.

Sub. : Acceptance of Terms & Conditions of Tender.

Tender Reference No.: IIMU/Tender/HVAC/2024-25/01

Name of Tender/Work:- Annual Operation and Non-Comprehensive Maintenance Contract of Heating, Ventilation and Air Conditioning (HVAC) system at IIM Udaipur.

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above-mentioned 'Tender/Work' from the website (s) namely: CPPP Portal as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No.\_\_\_\_to\_\_\_\_(including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide by with the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization have all been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found to be 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 earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)



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### FORM - 3

#### DECLARATION ON THE LETTERHEAD OF THE BIDDER

1. I/we, the undersigned certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. The rates quoted by me/us are valid and binding on me/us during the period of validity of the tender.
3. I/we, the undersigned hereby bind myself/ ourselves to the Indian Institute of Management Udaipur, Balicha Udaipur, Rajasthan-313001 during the period of the contract.
4. The Performance Security deposited by me/us shall remain in the custody of the Indian Institute of Management Udaipur, Balicha Udaipur, Rajasthan-313001 subject to settlement of all dues on either side. The performance Security Deposit will not carry any interest.
5. The conditions herein contained shall form part of and shall be taken as included in the agreement itself.

I/we will be wholly responsible for undertaking **“Annual Operation and Non-Comprehensive Maintenance Contract of Heating, Ventilation and Air Conditioning (HVAC) system at IIM Udaipur.”**

6. An affidavit to the effect that there is no vigilance/CBI or court case pending/contemplated against the firm as on the date of submission of the bid.
7. The decision of the IIM Udaipur regarding acceptance/rejection of the Tender shall be final & binding on me/us.

#### **Affirmation**

1. I, Son / Daughter of Shri Partner / Director Authorized Signatory of affirm that I am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I am aware of the fact that furnishing any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:  
Partner / Director

Signature of Bidders / Managing

Place:  
Seal:

Name:

**N.B. The above declaration, duly signed and sealed by the authorized signatory of the Company, should be enclosed with the Technical Bid.**





## FORM 4

### ELIGIBILITY CRITERIA

**Only those Bidders which meet the following minimum criteria will be considered for opening of financial bid. Supporting documents/annexures should be attached with this and must be serially numbered. An Index must be made for this to facilitate quick reference to the relevant page number.**

1. Legally valid entity: The Tenderer shall necessary be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 2013/ Partnership or Proprietary concern. A proof in support of the legal validity of the Tenderer shall be submitted.

S No.	Certificate/License No.	Validity	Page number of the attached copy

2. The Bidder shall submit the original EMD and tender fee in a sealed envelope superscribing this tender name & the name of the organization and must reach at IIMU before the last date & time for submission of Bid. Photocopies of the same EMD and tender fee should be enclosed to support this along with the format given below.

S.No.	Type of Fee	Details	Page number of the attached Copy
1	Tender Fee	DD No. of <b>Rs. 1500/- (Rupees Five hundred only)</b> of Dated drawn on.....	
		Bank -	
		Branch -	
2	EMD	DD No. of <b>Rs.76,000/- (Rupees. Seventy-Six Thousand only)</b> of Dated drawn on.....	
		Bank -	
		Branch -	

DD will be made in favor of "Indian Institute of Management Udaipur" payable at Udaipur.

3. The intending bidder shall submit an undertaking from the OEM (**Original Equipment Manufacturer i.e M/s. Dunham bush AIRE India Pvt. Ltd**) or from OEA (**Original Executing Agency i.e M/s. Voltas Ltd.**) regarding the following:

(i) Authorization Certificate. (In Original)

Signature of Bidder

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Signature of Associate Manager-Estate



(ii) The OEM/OEA shall unconditionally support the lowest tenderer technically throughout the execution of the contract as well as for Maintenance/Comprehensive Maintenance contract for the useful life of System, and

(iii) OEM/OEA shall provide all the spares required for healthy functioning of the equipment for at least Seven Years from the date of supply of equipment.

\*In Case of non-submission of undertaking from the OEM/OEA (Original Executing Agency as above, the bidder will be disqualified.

4. The Bidder should have a valid Indian Permanent Account (PAN), GST, EPF, and ESI number as per the detail given below: -

<b>S No</b>	<b>Type</b>	<b>Number</b>	<b>Page number of the attached self-attested Copy</b>
1.	PAN		
2.	GST		
3	EPF		
4	ESI		

5 The Bidder should have experience of executing successfully (completed similar works) during the last seven years ending on the last day of the month previous to the one in which tenders are invited in reputed Organizations (Central/State govt. Dept./PSUs of Central or State Govt./Railways/Similar Govt. Organizations/ Private Corporate Bodies).

(a) Similar works of the value not less than 40 % each i.e. 15.20 Lacs. with 3x200 TR Capacity Chiller.

or

(b) Similar works of the value not less than 60 % each i.e. 22.80 Lacs with 3x200 TR Capacity Chiller.

or

(c) Similar works of the value of not less than 80 % each i.e. 30.40 Lacs. with 3x200 TR Capacity Chiller.

<b>Financial Year</b>	<b>Name of Organization</b>	<b>Amount of work executed (Rs.)</b>	<b>Page no of the attached copy</b>	<b>Date of Completion</b>
FY: 2017-18				
FY: 2018-19				
FY: 2019-20				
FY: 2020-21				



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FY: 2021-22				
FY: 2022-23				
FY: 2023-24				

8. Turnover (**minimum Turnover should be Rs. 38 Lakh**) during the last Three (3) financial years ended on 31 Mar 2023. The documentary evidence duly certified by CA, indicating yearly total turnover and turnover from similar services related work, should be attached in the following format.

Financial Year	Total Turnover in Rupees (in words and figures)	Page no of the attached copy
FY: 2020-21		
FY: 2021-22		
FY: 2022-23		

7. There should be no case pending with the police against the Bidder/ Proprietor/ Firm /Partner/Director or the Company (agency) and should not be blacklisted by any Govt agency. A self-undertaking to this effect on the agency's letterhead should be attached.

S No.	Agency/ Bidder is blacklisted (Yes/No)	Site on which it is Blacklisted	Page number of the Undertaking on agency letterhead (If not blacklisted)

Note: - All third-party certificates should be duly signed and stamped by the bidding organization.

Certified that all above information is correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.

Place:

Date:

(Signature of the bidder with seal)



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## Form 5

### CERTIFICATE OF SITE INSPECTION

[On the letterhead of the Bidder]

THIS IS TO CERTIFY that:

I/We, \_\_\_\_\_ (name of bidder or his representative) of the \_\_\_\_\_ (name of the firm) visited the site in connection with the Bid/Tender No. \_\_\_\_\_ for the \_\_\_\_\_ (name of the Tender.)

Having examined the bid documents, I certify that I have acquainted with the nature, geographical and exact location of the works; the general conditions of execution; the neighboring area and other work that might affect the operation and maintenance activities; the physical conditions specific to the sites; the climatic conditions; local conditions; means of communication and transport; the possibility of supplying electricity; the availability of labor sufficient in number and quantity; all constraints and obligations resulting from social, tax; and all conditions and circumstances which might influence the execution or price of the works.

I further certify that I am satisfied with the description of the works mentioned in the tender and that I understand perfectly the works to be undertaken as specified and implied in the execution of the Contract.

**\*Note: All the bidders are advised to visit the site before bidding. In case the bidder is not making site visit he will be solely responsible for all or any discrepancy.**

Signature of Bidder with seal:

Name and title of Signatory:

Stamp of Address of Company:

## Section 2

### Instructions to the Bidders

#### 1. GENERAL INSTRUCTIONS:

- a) For Bidding / Tender Document Purposes, 'Office of the Director, Indian Institute of Management, Udaipur, Rajasthan referred to as 'Client' and the Bidder Successful Bidder shall be referred to as 'Agency/ Contractor' and/or Bidder interchangeably.
- b) The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
- c) While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- d) **Each page of the Tender documents must be stamped and signed by the person or persons authorized to submit the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any bid with any of the Documents not so signed is liable to be rejected at the discretion of the client.**
- e) The Bidder shall attach the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the tendering company/ firm/ tenderer.
- f) All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, technical bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents, are liable to be rejected.
- g) The parties to the Bid shall be referred to as the 'Bidders' /Agency (to whom the work has been awarded) and 'Office of the Director, Indian Institute of Management, Udaipur, Rajasthan' shall be referred to as 'Client'.
- h) For all purposes of the contract including arbitration there under, the address of the Bidder mentioned in the bid shall be final unless the Bidder notifies a change of address by a separate letter sent by registered post with acknowledgement to the 'Office of the Director, Indian Institute of Management, Udaipur, Rajasthan. The Bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- i) **Bidders are advised to visit personally the worksite/place i.e. Indian**

**Institute of Management Udaipur, village Balicha, Udaipur, Rajasthan 313001 to acquaint themselves with site conditions.**

- j) The Bidder shall attach the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the tendering company/ firm/ tenderer.
- k) While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- l) **Pre- Bid Meeting:** -The purpose of the pre-bid meeting will be to clarify issues and to answer questions on any matter concerning bids that may be raised at that stage or for any clarification in connection with this tender document. The bidder may submit any queries in writing or by e-mail before the pre-bid meeting. The proceedings of the pre-bid meeting, including copies of the queries raised and responses given, will be furnished expeditiously to all those attending the meeting. Any modification of the bidding documents which may become necessary as a result of the pre-bid meeting or otherwise shall be made by the IIM Udaipur through the issuance of an Addendum (or Amendment) to this tender document and shall form part of the resultant contract.

## **2. VALIDITY OF TENDERS AND RATES**

- 2.1 Bid shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Tenders.
- 2.2 The rates shall be valid for a period of One Year from the date of start of work. Rates must be inclusive of GST and taxes. The agency may be given a yearly increment up to 5 % on the immediate previous year's rate and will be continued if the contract is extended to all the contracted value under this tender subject to satisfactory performance recorded by the user dept. The agency shall not be given any additional increment on the rates that imposes any obligation on the agency such as a hike in minimum wages by the government or any other statutory authority.

## **3. PREPARATION/SUBMISSION OF BIDS**

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. 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 documents that need to be submitted. Any deviations from these may lead to the rejection of the bid.
- iii. 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 the black and white option which helps in reducing the size of the scanned document.

- iv. 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 “Other 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.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

#### 4. SUBMISSION OF TENDER

- 1) Bidders 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.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) **Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.** (if applicable)
- 4) Bidder should prepare the EMD/Tender Fee (if applicable) 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 DD/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 the 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 opener's 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 acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.
- 11) 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.
- 12) 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.
- 13) The Agencies are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the Agencies at the eleventh hour.
- 14) Not more than one tender shall be submitted by one Agency or Agencies having a business relationship. Under no circumstance will the father and his son(s) or other close relations who have a business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- 15) Bidder who has downloaded the tender from the IIMU website [www.iimu.ac.in](http://www.iimu.ac.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> **shall not alter/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be altered/ modified in any manner, tender will be completely rejected and EMD would be forfeited, and Bidder is liable to be banned from doing business with IIMU.

## 5. TENDER OPENING PROCEDURE

- 5.1 The tender will be opened online on the Central Public Procurement Portal (CPP Portal).

## 6. CLARIFICATION ON TENDER EVALUATION





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- 6.1 The Tender shall be evaluated based on the available documents submitted by the tenderer.
- 6.2 Client also reserves right to seek confirmation/ clarification on the supporting documents submitted by the tenderer.

## **7. RIGHT OF ACCEPTANCE**

- 7.1 Office of Director, IIM Udaipur, Rajasthan reserves all rights to reject any tender including of those tenderer's who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Competent Authority in this regard shall be final and binding.
- 7.2 Any failure on the part of the Tenderer to observe the prescribed procedure and any attempt to canvass shall render the Tenderer liable for rejection.
- 7.3 The Competent Authority reserves the right to award any or part or full contract to any successful tenderer's at its discretion and this will be binding on the Tenderer's.
- 7.4 Office of Director, IIM Udaipur, may terminate the contract if it is found at any stage that Contractor is black listed on previous occasion by any institution.

## **8. LETTER OF ACCEPTANCE**

- 8.1 After determining the successful evaluated Tenderer, Client shall issue a Letter of Acceptance (LoA) in duplicate, who will return one copy to client duly acknowledged, accepted and signed by the authorized signatory, within 3 days of receipt of the same by him.
- 8.2 The issuance of the Letter of Acceptance to the Tenderer shall constitute an integral part of the contract and it will be binding on the contractor.



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## **Section 3**

### **GENERAL CONDITIONS OF CONTRACT (GCC)**

#### **1. DEFINITIONS**

Unless repugnant to the subject or context of usage, the following expressions used herein shall carry the meaning hereunder respectively assigned to them, namely:

1. **“Annexure”** referred to in the Tender document shall mean the relevant annexure appended to the Tender Document and the Contract.
2. **“Approved”** shall mean approved in writing including subsequent confirmation of previous verbal approval. “Approval” shall mean approval in writing including as aforesaid.
3. **“Agreement”** the word “Agreement” and “Contract” has been used interchangeably.
4. **“Bidder”** shall mean the Bidder who submits the tender for the work and shall include the successors and permitted assigns of the Bidder.
5. **“Organisation”** shall mean the Indian Institute of Management located at Udaipur, Rajasthan.
6. **“Estate Officer ”** shall mean an Associate Manager (Estate) appointed to work in the capacity of Competent Officer of the Indian Institute of Management, Udaipur.
7. **“Commencement Date”** shall mean the date upon which the Contractor receives the notice to commence the supply of Services.
8. **“Competent Authority”** shall mean the Director, Indian Institute of Management, Udaipur, Rajasthan.
9. **“Competent Officer”** shall mean an officer authorized by the Director.
10. **“Contract”** shall mean the contract for the work and shall include the Tender Documents, the Special Conditions of Contract, the General Conditions of Contract, the Letter of acceptance and the accepted rates, the offer, the Agreement and mutually accepted conditions in the authorized correspondence exchanged between the Contractor and the Competent Officer and any other document forming part of the contract.
11. **“Contract Amount”** shall mean the sum quoted by the Contractor in his offer and accepted by Competent Authority.
12. **“Contractor”** shall mean the individuals or firm or company whether incorporated or not, undertaking the contract and shall include legal representatives of such individual or persons composing such firm or unincorporated company or successors of such firm or company as the case may be and permitted assigns of such individual or firm or company. This shall

be synonymous with term “Bidder” used in the Detailed Tender Notice and shall mean the successful “Bidder”.

13. **“Letter of Acceptance”** means the formal acceptance of Bid issued by the Competent Officer.

14. **“Owner”** shall mean the Director, Indian Institute of Management, Udaipur, Rajasthan.

15. **“Prescribed”** shall mean as prescribed in the Tender Document.

16. **“Specifications”** means the specifications referred to in the Tender and any modification thereof or addition or deduction thereto as may from time to time be furnished or approved in writing by the Competent Authority. In **case where no particular specification is given, the relevant specification, where one exists, of the CPWD /OEM specifications shall apply.**

17. **“Tender”** means the Contractor’s bid offered to the Competent Authority for the supply of the Services and remedying of any defects therein in accordance with the provisions of the Contract, the installation and services as accepted by the Letter of Acceptance.

19. **“Time for completion”** means the time for completing the supply of services or any part thereof as stated in the Contract calculated from the Commencement Date.

20. **“Similar Work” and “Scope of work”** shall mean the work of Annual operation & maintenance of HVAC system.

Any term that has not been defined hereinabove, shall be governed by the meaning explained in Oxford Dictionary and/or should be determined by the General Clauses Act relevant to such contracts.

## 2. EARNEST MONEY DEPOSIT (TENDER SECURITY AMOUNT)

2.1 This tender should be accompanied with Earnest Money Deposit (E.M.D.) of Rs. 76,000/- (Rupees Seventy Six Thousand Only) in the form of Demand Draft/ Banker’s Cheque/ Pay Order of any nationalized/Scheduled bank in favor of “Director, Indian Institute of Management, Udaipur, Rajasthan” payable at Udaipur, Rajasthan valid for 3 months.

2.2 The Earnest Money Deposit will be refunded to the bidders without any interest whose offers have not been accepted. The Earnest Money Deposit of the bidder whose offer is accepted will be kept until such time that the Performance Bank Guarantee is received.

2.3 Cost of EMD & Tender Cost is exempted for bidders (Micro, Small & Medium Enterprises) registered with District Industries Centre or any other bodies specified by the Ministry of Micro, Small & Medium Enterprises for the relevant category (as indicated in scope of work) and having valid registration certificate as on date of tender submission. The MSMEs would not be eligible for exemption of Tender Cost and EMD if;

- they are not registered for providing services in relevant category.



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OR

- they do not have valid registration as on the date of tender submission for subject works.

The tenderers seeking exemption from “EMD”, being MSMEs, shall ensure their eligibility w.r.t. above and submit registration certificate issued by the body under which they are registered which clearly mentions relevant category (as per scope of work) and Terminal Validity of registration. In absence of any of the above requirements no exemption for “Cost of EMD” will be allowed and tenderer eligibility shall be dealt as if they are not registered Centre, or any other body(s) specified by Ministry of MSME.

2.4 The tenders without the Earnest Money shall be summarily rejected.

2.5 The tender security (EMD) may be forfeited:

- (i) If the Tenderer withdraws his tender during the period of tender validity specified by the Tenderer in the tender form; or
- (ii) In case of successful Tenderer, if the Tenderer
  - (a) Fails to sign the contract in accordance with the terms of the tender document.
  - (b) Fails to furnish required performance security in accordance with the terms of Tender document within the time frame specified by the client.

### **3. PERFORMANCE GUARANTEE.**

3.1 The successful tenderer will deposit 5 % of the tendered value as Performance security in the form of FDR/Bank Guarantee pledged in favor of “Director, Indian Institute of Management, Udaipur, Rajasthan” from any Nationalized/Scheduled Bank within 10 working days of the acceptance of the LoA. The validity of PG will be of 15 months from the date of acceptance of LOA. The performance security can be forfeited by order of the competent authority i.e. Director, Indian Institute of Management, Udaipur, Rajasthan. in the event of any breach of negligence or non-observance of any terms/ condition of contract or for unsatisfactory performance or for non-acceptance of the work order.

### **4. SIGNING OF CONTRACT AGREEMENT**

4.1 The successful tenderer shall enter into the contract and shall execute and sign the Contract Agreement in accordance with the Articles of Agreement on a non-judicial stamp paper of Rs. 500/- to be obtained by the successful tenderer.

4.2 The competent authority of the Client shall sign the Contract agreement and return a copy of the same to the successful tenderer.

### **5. CONTRACTOR'S OBLIGATIONS**

5.1 The Contractor shall provide services at Client's premises as per Scope of Work (Section 4) which may be amended from time to time by the Client



during the Contractual period and it shall always form part and parcel of the Contract. The Contractor shall abide by such assignments as provided by the Client from time to time.

5.2 Contractor shall not engage any sub-contractor for the work assigned to him.

5.3 In the event of substandard performance or non-performance during the contract period, the client shall have the right to foreclose the contract and forfeit the Performance Guarantee/ Security Deposit.

5.4 The Agency/contractor has to make their own arrangement of machinery and T&P to undertake the work in mechanized manner.

## **6. PERIOD OF CONTRACT**

6.1 Initially the contract will be awarded for one year. Post completion of One year, the contract may be extended further (1+1) subject to satisfactory services at the sole discretion of IIMU on an annual basis. Total period of contract will be of Three years.

6.2 Commencement of work: The Contractor shall commence the work with effect from 1st September 2024 or as per the date mentioned on the work order.

In case of breach of Contract or in the event of not fulfilling the minimum requirements / statutory requirements, the Client shall have the right to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the contractor and initiating administrative actions for blacklisting etc. solely at the discretion of the Competent Authority of the office of the Client.

## **7. PAYMENTS**

7.1 Printed/Computerized bill shall be submitted in two copies, quarterly basis on post-work basis. The contractor shall ensure that payment to his employees is made by the 10th day of the following month through the bank.

7.2. E.S.I. & Provident Fund Obligations: The Contractor shall include in his rates all expenses towards meeting obligations under the Employees State Insurance Act and the Provident Fund Act. He shall follow all rules and regulations required under the Act as may be in force from time to time. All employees engaged in the works shall be covered under these schemes and the required amounts deposited by him directly with the concerned authorities. All records in connection with the above shall be properly maintained by the agency and produced for scrutiny by the Institute whenever called for.

3. All provisions of the Contract Labour (Regulation & Abolition) Act 1970 should be strictly complied with.

4. The agency must comply with all statutory requirements and adhere to at least the minimum wage (amended from time to time) by Government of India. No claim whatsoever will be entertained in this regard.

5. All payments shall be made in Indian Currency by means of NEFT/ RTGS



in the account of the Contractor.

6. Client shall be entitled to deduct in accordance with Applicable Law, Income Tax, GST or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. The client shall provide a certificate certifying the deduction so made.

7. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

## **8. COMPENSATION FOR DELAY**

8.1 If the contractor fails to start the work and clear the site on or before the contract or extended date of completion, he shall, without prejudice to any other right or remedy available under the law to the Government on account of such breach, pay compensation amount as:-

8.2 Compensation for delay of work @ 1 % per week of delay to be computed on per day basis.

8.3 Provided always that the total amount of compensation for the delay to be paid under this condition shall not exceed 10% of the Tendered Value of work.

## **9. FORECLOSURE OF CONTRACT DUE TO ABANDONMENT OR REDUCTION IN SCOPE OF WORK**

If at any time after acceptance of the tender, Competent Authority shall decide to abandon or reduce the scope of the works for any reasons whatsoever and hence not require the whole or any part of the works to be carried out, the Estate Officer shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

## **10. TAXES AND DUTIES**

The rates quoted by the tenderer shall be firm and final and inclusive of all taxes i.e. GST, TDS, Cess etc.

## **11. RIGHT TO INSPECTION**

The Competent authority or his/ her subordinates shall have unabridged right to inspect and supervise the day-to-day activity of the contractor to ensure maintenance of high-quality standards conformity to the tender terms and conditions.



## **12. RISK & COST**

Non completion of work or willful abandoning the work or non-fulfillment of any condition of contract shall render the contract liable for termination of his contract. Upon such termination the work shall be taken out of his hand and will be got executed at the risk and cost of the defaulting contractor. The extra cost incurred shall be recovered from the dues of the defaulting contractor or as per the legal course of action available with the department. The same will be applicable for defect liability period of 12 month for the work executed by the agency. The agency have to resolve all type of complaints regarding the work carried out by him till the completion of Defect liability period of 12 months, if the agency fails to do so, the performance guarantee./ security deposited shall be fortified and the work will be carried out by the other agency on Risk & Cost.

## **13. DISPUTES & ARBITRATIONS**

Any dispute, difference or question with regard to any matter in connection with this contract shall be referred to two arbitrators, one to be nominated by each party. In case of difference between the Arbitrators, the decision of the umpire appointed by the Arbitrators shall be final and binding on both the parties. The appointment of the arbitrators and the procedure to be followed shall be governed by Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof. The arbitrators or the Umpire may from time to time with the consent of the parties extend the time for making and publishing the Award. The arbitrators and Umpire shall be Engineers only. The Contractor shall continue to execute the work at site during the arbitration proceedings and maintain the same pace of progress of work and required under the conditions of contract.

## **14. DEVIATIONS/VARIATIONS EXTENT & PRICING**

14.1 The client shall have power (i) to make alteration in, omissions from, additions to, or substitutions for the original specifications, drawings and instructions that may appear to him to be necessary or advisable during the progress of the work, and (ii) to omit a part of the works in case of non-availability of a portion of the site or for any other reasons and the contractor shall be bound to carry out the works in accordance with any instructions given to him in writing signed by the Estate Officer and such alterations, omissions, additions or substitutions shall form part of the contract as if originally provided therein and any altered, additional or substituted work which the contractor may be directed to do in the manner specified above as part of the works, shall be carried out by the contractor on the same conditions in all respects including price on which he agreed to do the main work within the deviation limit of 30% of the original quantities.

14.2 In the case of contract items, which exceed the limit(s) of quantity (ies) laid down in schedule, the contractor shall be paid rates specified in the schedule of quantities.

## **15. ESCALATION/ PRICE VARIATION**



No claim on account of any price variation/ Escalation on whatsoever ground shall be entertained at any stage of works. All Rates as per Bill of Quantities (BOQ) quoted by Contractor shall be firm and fixed for entire contract period. No escalation/ price variation clause shall be applicable on this contract except extension of contract.

## **16. FORCE MAJEURE - OBLIGATIONS OF THE PARTIES**

"Force Majeure" shall mean any event beyond the control of Client or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:

- (i) War, hostilities, invasion, act of foreign enemy and civil war;
- (ii) Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;
- (iii) Strike, sabotage, unlawful lockout, epidemics, quarantine and plague;
- (iv) Earthquake, fire, flood or cyclone, or other natural disaster.

As soon as reasonably practicable but not more than 48 (forty-eight) hours following the date of commencement of any event of Force Majeure, an Affected Party shall notify the other Party of the event of Force Majeure setting out, inter alia, the following in reasonable detail:

- (i) The date of commencement of the event of Force Majeure;
- (ii) The nature and extent of the event of Force Majeure;
- (iii) The estimated Force Majeure Period,
- (iv) Reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the Contract is affected by the Force Majeure.
- (v) The measures which the Affected Party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected thereby.
- (vi) Any other relevant information concerning the Force Majeure and / or the rights and obligations of the Parties under the Contract.

## **17. CORRUPT & FRAUDULENT PRACTICES**

The director requires that bidders under the resultant contract observe the highest standard of ethics during the period of contract. In pursuance of this policy, the Director:

(a) Defines, for the purpose of these provisions, the terms set forth below as follows:

- (i) "Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public servant; and
- (ii) "Fraudulent practice"** means a misrepresentation of facts in order to influence the execution of a contract to the detriment of the Employer and includes collusive practice among Applicants / Bidders (prior to or after bid





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submission) designed to establish bid prices as artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.

(b) Will reject a proposal for award of contract, if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question will declare an Applicant/ Bidder ineligible, either indefinitely or for a stated period of time, for award a contract/ contracts, if it at any time it is found that the Applicant/ Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

**18. Safety Codes:**

Ensuring safety at site for the captioned work needs to be observed / ensured in accordance with the provision content in handbook of CPWD related to safety health & environment to the extent applicable to this work at IIM Indore. Decision in this regard will be governed by the competent authority of IIM Udaipur which shall be final and binding to the contractor.

**19 Fire Safety:**

This will be as per the Fire Safety codes of the CPWD to the extent applicable to the IIM Udaipur. A decision in this regard will be governed by the competent authority of IIM Udaipur which shall be final and binding to the contractor.



## **Section-4**

### **SPECIAL TERMS & CONDITIONS OF CONTRACT**

#### **1. Scope of Work:-**

**A. Operation and Maintenance:** - Carrying out Operation and Maintenance of the equipment listed in Annexure-01, as a part of day-to-day operation and Preventive Maintenance (PM) in accordance with relevant checklists that will be prepared upon activation of contract. The salient features in these checklists are as follows:

- (a) The agency has to submit Standard Operating Procedures (SOPs) for Operation and Maintenance of the HVAC system in hardcopy and softcopy. The hardcopy of the SOPs (spiral binded) must be available at the plant room for reference and proper training must be provided to all the employees engaged for Annual Operation and Maintenance of the HVAC system.
- (b) Operation of the equipment's of the HVAC system as per requirement.
- (c) Currently 03 nos. x 200 TR Chillers (2 W+1S) are installed. However, the institute is also planning to install an additional chiller of 350 TR and the same will be commissioned from next financial year. The agency has to quote the rates accordingly.
- (d) Performing the quarterly Planned Preventive Maintenance (PPM) of the below-mentioned equipment's and must submit the PPM reports:-
  - (i) Air Handling Units (AHUs)
  - (ii) Air Washer Units
  - (iii) Cassette Units
  - (iv) Wet Scrubber Units
  - (v) Fresh Air Units
  - (vi) Cooling Towers
  - (vii) Primary Pumps
  - (viii) Secondary Pumps
  - (ix) Condenser Pumps
- (e) Performing the wet servicing of the Fan coil Units (FCUs)/Split ACs of:-
  - (i) Academic Blocks- Twice a Year
  - (ii) Hostels/Clusters- Once a year, preferably before the start of the summer season/as and when directed by the Estate Department

The agency at its sole discretion may deploy an additional team for performing this task. However, nothing extra shall be paid to the agency on this account.

- (f) Recording the operating parameters of HVAC system equipment in the log sheet. The log sheets will be issued by the contractor/agency.



- (g) Checking the Chillers and its electrical and mechanical controls of the respective equipment.
- (h) Checking the water level in the cooling tower.
- (i) Cleaning the filters/cooling coils of the HVAC equipment's as per the requirement.
- (j) Attending the complaints as and when required at the site.
- (k) Cleaning the filters, Stainer's of AHUs, FCUs, Air Washers, Scrubber units.
- (l) Checking the leakages in the system and rectifying them.
- (m) Checking and rectification of the HVAC system for any leaks with proper rectification of the leaks with brazing, if required.
- (n) Checking the electrical and refrigeration control systems for operation and adjustments of set values, as necessary.
- (o) Lubrication of all necessary points in the system & its components.
- (p) Repairing of pipeline to stop leakage.
- (q) Charging of refrigerant to the desired level as per the recommendation of OEM to achieve cooling parameters of chillers.
- (r) The water softening plant associated with AC plant is not included in the scope of work
- (s) General cleaning of HVAC Plant equipment's, LT panels, etc.
- (t) Checking, tightening cables, MCCB/ACB connections, making connection with help of ferrules, PVC taping etc. c) Checking of all electrical connections.
- (u) Checking of all pipeline and valves for leakage water.
- (v) Air balancing through dampers in diffusers
- (w) Checking of integration of ventilation fans with fire alarm system, checking of fire dampers once in a month, Checking of volume control damper once in a month.
- (x) Cleaning of air diffusers as and when required.
- (y) Checking healthiness of all electrical panels once in a month.
- (z) Painting condenser pipe once in a year.
- (aa) Checking and repairing of chilled water pipeline insulation. The insulation material and the adhesive will be provided by the institute. The agency at its sole discretion may deploy an additional team for performing this task. However, nothing extra shall be paid to the agency on this account.
- (bb) Maintaining and recording requisite data in logbook. Necessary action shall be taken by the contractor if the readings are not normal.
- (cc) Checking the system for any leaks and rectify the leaks if found.
- (dd) Taking set of readings and evaluating to ensure satisfactory performance of the plant.
- (ee) Annual sample analysis of compressor oil.
- (ff) Annual sample analysis of Water
- (gg) Repair or replacement of defective part of pipe line including insulation for any leakage in chilled/condenser pipe line i/c welding wherever required etc. as required.

Note: - The list mentioned above is not exhaustive and the operation, servicing and maintenance must be done in accordance with the standard practice of OEM of the equipment.

- B. Quarterly Annual Maintenance Chillers-** The institute is currently having 03 nos x 200 TR Chillers The salient features of the maintenance must include: -
- (a) To carry out PPM of Chillers as per OEM specifications and check the all the other parameters of the chillers as specified by the Original Equipment Manufacturer (OEM) of the chiller's quarterly basis.
  - (b) To review the previous months operating log records and alarm history.
  - (c) To inspect the unit for any unusual vibration, noise etc.
  - (d) To carry out the descaling of the condenser coils at least once in a year, no payment shall be made on account of consumable required in decaling work including the descaling chemical.
  - (e) To check for a sign of refrigerant leakage and rectifying the same.
  - (f) To check the proper functioning of the microprocessor, VFD, Soft Starters and take control test.
  - (g) To check the flow switch for proper functioning.
  - (h) To check the antifreeze and carrying out the setting of the same.
  - (i) To check the LP / HP cut out switches and to replace the same, if found defective.
  - (j) To clean the electrical panel of the chiller every quarter with air blowers.
  - (k) To check the water flow across the cooler/condenser by checking the pressure.
  - (l) Checking the chillers and allied equipment such as compressor, electrical and mechanical controls associated with the respective equipment.

Note:- The list mentioned above is not exhaustive and the operation, servicing and Maintenance must be done in accordance with the standard practice of OEM of the equipment.

2. The agency must submit the sealed and signed computerized PPM reports of the equipment's.
3. The contractor must provide a checklist on all the equipment of HVAC system except FCUs and High-wall units.
4. Attending the complaints/breakdowns of the equipment including the electrical/mechanical controls of the HVAC system.
  - a. In case, if the complaint is of the nature where material is not required. In such case, the complaints must be resolved within 03 Hours of receiving the complaint.
  - b. In case, if the complaint is of the nature where material is required for resolving the issue. In such case, the complaints must be within 48 Hours of receiving the complaint. However, the material will be provided by the IIMU.



- c. In case, if there is a breakdown of any equipment of the HVAC system. The agency must rectify the issue and make the equipment operational within 04 to 06 hours of receiving the complaint. If needed, the agency must deploy the expert engineer's team to resolve the issue within 24 Hours of receiving the complaint if not resolved by the ground team. No payment will be made against service charges required for rectifying/repairing the equipment. However, the material will be provided by the IIMU, and the agency must provide assistance in procuring any spare for the HVAC system i/c electrical and mechanical controls.

Note: - In exceptional cases, competent authority of IIMU may consider extending the time limit mentioned above. The decision of the competent authority shall be final and binding on the contractor in respect of the category of rectification of defects. However, all complaints will be attended promptly, and the time limit set for each category is the maximum time limit.

5. In case of un-serviceability / dysfunction of the equipment and un-attending the complaint within the stipulated time, the penalty as detailed below shall also be imposed on the contractor and the amount will be recovered from their respective quarterly bills: -
- Unable to attend to the complaint within 03 (Three) Hours where material is not required for resolving the complaint @ 200.00/- (Rupees Two Hundred only) per complaint.
  - Unable to attend to the complaint within 48 hours where material is required for resolving the complaint @ 500.00/- (Rupees Five Hundred only) per complaint. (As the material will be provided by IIMU and if the delivery of the material got delayed by the IIMU, then this will not be considered as delay on part of the agency)
6. The preventive maintenance has to be done as per the convenience of institute and no extra payment for idle labour will be made.
7. The preventive maintenance of the equipment shall be done in the presence of the Estate Department or his representative.
8. The work shall be carried out in accordance with the general specifications for Electrical Part-I Internal 2013 & Part-II external 1995 and CPWD General Specifications for HVAC works-2017 as amended upto date.
9. The contract period will be valid initially for one year. The contract may be extended subject to satisfactory performance at the sole discretion of IIMU for a further period of up to two years in a spell of one year each. In case the performance of the agency is found to be unsatisfactory as per operational parameters set out in the contract or is not in conformity with the terms & conditions of the tender, then the entire or any part of the contract may be terminated by IIMU even before the scheduled time by giving advance notice of one month to this effect and in case the agency needs to foreclose the contract, three (3) month written notice should be given by the agency.
10. The rates should be valid for One year, no extra payment shall be made other than the Quoted rates. However, in case of an extension of the contract



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after the completion of One year, an increment up to 5% on previous year rates may be provided subject to satisfactory performance at the sole discretion of IIMU.

11. The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, 1970, amended from time to time and rules framed there under and other labour laws affecting contract labour that may be brought into force from time to time.
11. The contractor must adhere to, follow all statutory compliance procedures, and Labour laws and should submit proof as and when required.
12. The agency should ensure the deposit of EPF & ESIC monthly subscriptions of all the employees posted at site, for which no refund will be made by IIMU. The same shall be readily available to produce before the Competent Authority as when required.
13. The department reserves the right to short close the agreement any time without assigning any reasons by giving advance notice of one month to this effect and if required 30% deviation may be done in the work on the same terms and conditions.
14. All the workers engaged at the site must have photo identity cards in the original issued by the agency. The work is spread all over in the Academic Building, Dining Hall and in 15 nos. Hostels. Advance intimation is required to enter the girl's hostels after showing the photo identity cards. The contractor shall have to submit the following documents for the workers engaged by them and nothing extra will be paid on this account.
  - Passport size Photo – 2 Nos.
  - Valid ID proof (Aadhaar/driving license)
  - Identity Card issued by the agency.
15. The agency should keep 01 (one) mobile phone with dedicated phone no. always on site to contact at any given time. This mobile number should be displayed on the escalation chart.
16. The contractor must provide an escalation chart mentioning the Name, designation, phone no. and email id. for prompt response.
17. In case of any damage to any equipment and installation on account of negligence or fault of the contractor's staff the same shall have to be made good by the contractor at his own risk and cost.
18. The contractor will give the names of workers and their telephone numbers, as per escalation chart also having details of responsible officers, so that they may be contacted for reporting failure during office hours and after office hours for immediate rectification of faults in AC system in case of any exigency.
19. The team shall wear appropriate uniforms or overalls, safety footwear, personal protective equipment and tools for the O&M Works. The uniforms shall clearly display proper identification thereon of the name of the agency.



The agency shall comply with IIMU's security. The uniforms and PPE to be provided by agency

20. The Agency at its own cost shall provide minimum two sets of uniform, one pair of shoes and one set of raincoats to all of its employees deployed at IIMU in a year No personnel shall smoke, chew tobacco, consume alcohol, litter, loiter, and stand in passage.
21. The institute has full right to change the duties of above staff as per requirement as and when required. All the employees engaged against this work must mark their attendance in manual attendance register/bio-metric device.
22. The operator should inform the Estate Department about the condition of plant and the complete HVAC system so that necessary preventive action can be taken in this regard.
23. The contractor shall take over the installation as per list of inventories attached herewith and after expiry of the contract the firm should hand over all the installation in working conditions to the department. Any damage done to the building or existing installation during operation and maintenance period, shall have to be made good by the contractor at his own cost.
24. The contractor has to hand over the plant after completion of the agreement in well running condition otherwise suitable recovery will be proposed. Any damage to the plant/ equipment/ building during operation and maintenance period shall have to be made good by the contractor at his own cost.
25. The contractor has to submit preventive/ routine maintenance plan of equipment's when the agreement starts.
26. The contractor shall depute the following highly skilled/skilled/unskilled staff for round the clock Operation of AC system, on all days i/c Sundays and holidays (in accordance with the Ministry of Labour and Employment guidelines)

S.no.	Designation	Category	No. of Manpower required at site as per contract
1	Supervisor	Highly Skilled	1
2	Operator	Skilled	4
3	Helper	Unskilled	3

- a. **AC Operator-cum-Supervisor (Highly-Skilled) – 01 Nos.** with Diploma Certificate (Electrical/Mechanical Stream) and having minimum 03-year experience in similar work. Out of these minimum 03 years of experience, at least 1 year must be specifically related to the operation of HVAC systems using the Building Management System (BMS).
- b. **AC Operator (Skilled) – 04 Nos.** with ITI holder certificate (Mechanical/Electrical stream) having of at least 02-year experience in similar work.
- c. **Helper (Un-skilled) – 03 nos.** having 01-year of experience in the similar work.



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27. The recovery in case of absence of staff will be done from contractor's quarterly bill at the following rates: -
- Supervisor @ Rs. 3000.00/- per day (If the supervisor is absent from the site for more than 5 consecutive days, recovery will commence from the first day of the supervisor's absence at the site. This recovery will be made till the agency deploys a competent replacement)
  - Operator @ Rs. 2000.00/-, per day (If the operator is absent from the site for more than 5 consecutive days, recovery will commence from the first day of the operator's absence at the site. This recovery will be made till the agency deploys a competent replacement)
  - Helper @ Rs.1200.00/-, per day (If the helper is absent from the site for more than 5 consecutive days, recovery will commence from the first day of the helper's absence at the site. This recovery will be made till the agency deploys a competent replacement)
28. The contractor shall arrange a logbook(s), Complaint and Handing-Taking over register maintained by the staff and shall be kept at Plant Room & shall be produced as and when required by higher officer of the department. Otherwise, recovery @ Rs. 1000.00/- . per month will be made from the bill. The agency has to provide the stationary and the requisite registers/logbooks at the site.
29. All the employees of the contractor shall be in proper neat & clean uniform (including shoes) and will behave courteously, disciplined, and professional manner maintaining absolute integrities during their duty / service hour in IIMU Campus. The staff deployed for O&M must take prior appointment before entering into girl's hostel.
30. The department will not be responsible for any injury sustained by the agency workers during the performance of their duties and also for any damages or compensation due to any dispute between the agency and its workers. Any expenditure incurred by the department to face the situation arising out of act of his workers will be paid by the agency. The agency will be fully responsible for the payment of the compensation.
31. The contractor and/or his authorized site person shall be regularly reviewing the complaint register/site order book, thereby attending the site requirements efficiently & effectively, failing of which estate officer shall be free to take suitable action as per relevant terms and conditions of contract at his discretion as required.
32. Estate Officer shall have the absolute power to with hold such amount from the claim of the agency/contractor as he finds suitable for breach of any conditions mentioned herein as above to compensate the damages/risk caused by negligence of agency/contractor or his workman.





33. The contractor shall engage suitably skilled workman of various categories & having experience to ensure proper operation of the installations, as per the scope of work. They will carry out instructions of Engineer in Charge & other Senior Officers of the department. If E & M services of any workman found unsuitable for the particular job, he shall not be allowed to continue & the contractor will provide proper substitute immediately.
34. The staff shall be equipped with the following minimum T&P, in working condition, at all times, otherwise the same shall be purchased by the institute & issued to staff and recovery shall be made from the contractor's quarterly bill.

S.No.	Tool/Instrument Name	Qty
1	Tool Bag	3
2	Socket Wrench Spanner Set (94 pcs Goti Pana Set )	1
3	Combination Spanner Set (Ring & Open-End type)-6" to 36"	2
4	T Spanner Set(6mm to 19mm)	2
5	Auto Universal Adjustable Double Ended Wrench	2
6	Salai Wrench (Salai wrench)- 6", 8", 10" & 12"	2
7	Pipe Wrench- 8", 10", 14" & 18"	2
8	Allen Key Set (inch and mm)	Each set 01 piece
9	Hexagonal allen key set	1
10	Screwdriver (Heavy Duty)- (Plus-minus magnetic type)	5
11	Stubby Screwdriver (Plus-minus magnetic type)	2
12	Magnetic Screwdriver set	3
13	Line Tester	10
14	Clamp meter (Any good make)	2
15	Multimeter(Any good make)	2
16	L.T.Megger 500/1000 volts.(Any good make)	1
17	Tong Tester (Fluke make)	2
18	Hydraulically operated & hand operated crimping machine.	1
19	Earth tester	1
20	Copper tube cutter with reamer	1
21	Flaring Tool set	1
22	02-way manifold Gauge set	
23	Blower 750watt (Bosch)	2
24	Wire Cutter	2
25	Combination Plier 250mm	5
26	Water Jet Pump for wet cleaning of the AC Coils	2
27	Insulation Tape for Chilled Water & Return water piping	



28	Electrical Insulation Tape	Consumable- As per requiemnt
29	WD-40	
30	Stationary items	
31	First Aid Box	
32	CRC	
33	Lubricant/Grease	
34	Dhoti Cloth, Jute cloth for cleaning purpose	
35	Teflon Tape(viking)	
36	Digital Thermometers	5
37	Bearing Puller set	1
38	Digital Anemometer to measure the CFM upto 25000 CFM	2
39	Digital Tachometer	1
40	Refrigerant Gas charging kit with Gas cylinder and N2 cylinders with Gauges	1
41	Plumbing parrot pliers	3
42	Brazing rod and Brazing torch	As per requirement
43	Long Nose Plier	3
44	Leveller	1
45	Heavy Duty Hammering Drill Machine with consumable bits	1
46	Measurement Tapes (3 mtr to 5 mtr)	3
47	Copper Tube Bender (internal/external) as per size requirement	each 1 piece
48	AC service Wash Bag waterproof cover	5
49	Electronic Leak Detector	1
50	Refrigerant Charging Hose 500psi pipes(1.5/2mtr length)	3
51	Pipe Pinch of Plier(EB-201)	2
52	Capillary Tube Cutter (EB-1104)	2
53	Vernier Calliper manual (300mm)	1
54	Vaccum Pump Double Stage	1
55	Hammer 250 gm,500 gm & 1000 gm	each 1 piece
56	AC fin comb set(heavy Duty)	3
57	Heavy Duty Rechargeable Torch	2
58	Copper Pipe Portable Brazing set	1
59	Hacksaw Blade Set with frame	2

Note:- The list mentioned above is not exhaustive and other materials required for operation, servicing, and maintenance must be provided by the contractor/agency as and when required.

All the tools/equipment provided must be calibrated and the calibration certificate (issued by NABL-approved labs) must be provided.



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35. The agency must provide the requisite consumables from time-to-time and when required. If in any case, the work is hampering due to the shortage/unavailability of the consumables, the recovery will be made from the particular quarter bill @ Rs. 5000.00/- per incident.
36. The agency have to made the short/ unavailable consumable within 3 days form the intimidation reg. the shortage. If, the consumables are not received at the site within 3 days, then the consumables will be procured locally at the risk and cost of the agency and the same actual amount will be recovered from the quarterly bill.
37. The staff engaged by the contractor shall obey the instruction/direction of the controlling field staff of the institute. The institute at its sole discretion shall ask to replace the deployed staff in case of unsatisfactory performance or complaints.
38. All installations shall be kept clean and safe from risk of Fire/Theft/Accidents and damage etc.
39. The Contractor will keep institute indemnified against all losses or damage or liability arising out of/or imposed in the context of employment of person by him.
40. The agency has to follow all the safety measures, in case of any mis-happening due to any carelessness in safety regulations, IIMU will not be held responsible. No claim whatsoever will be entertained in this regard.
41. The contractor shall remove the staff if found incompetent/ discourteous immediately from the site of work after due approval from the.



**The Inventory of HVAC equipment installed at IIM Udaipur**

<b>S. No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Remarks</b>
1	<b>Chillers- Screw type water cooled water Chiller Machines</b>	3	Nos	
	Make- Dunham Bush			
	Model- 1204160052			
	Capacity- 200 Tr			
2	<b>Primary Chilled Water Pumping System</b>	3	Nos	
	Make- Xylem			
	Capacity- 7.5 kW/ 10 HP			
3	<b>Secondary Variable Chilled Water Pumping System with VFD</b>	3	Nos	
	Make- Xylem			
	Capacity- 45 kW/60 HP			
4	<b>Condenser Water Pumping System</b>	3	Nos	
	Make- Xylem			
	Capacity- 15 kW/20 HP			
5	<b>Chilled Water Expansion Tank</b>	1	Nos	
	Make- CNP			
6	<b>Air and Dirt Separator</b>	1	Nos	
	Capacity-300 mm Dia line size & 2210 GPM			
7	<b>Cooling Tower</b>	3	Nos	
	Make- BELL-02 Nos. and MIHIR-01 Nos.			
	Capacity-200/250 TR			
8	<b>Floor Mounted Cabinet Type Scrubber units</b>			
	Make: - Waves and Location: - Dining Hall and Academic Block			
	Capacity- 21250 CFM (Kitchen Exhaust- Dining Hall Area)	1	Nos	
	Capacity-3800 CFM (Cutting Area Exhaust- Dining Hall Area)	1	Nos	
	Capacity-7500 CFM (Waiting Lounge- Academic Block)	1	Nos	
	Capacity- 4100 CFM (Cutting Area Fresh Air- Dining Hall Area)	1	Nos	
	Capacity- 18000 CFM (Kitchen Fresh Air-Dining Hall Area)	1	Nos	
Capacity- 1800 CFM (Executive Dining- B-Block)-Zeco make)	1	Nos		
9	<b>Plant Room Ventilation System- Exhaust Air Unit with drive</b>	1	Nos	



	Make- Waves and Location: - Plant Room			
	Capacity- 16000 CFM			
	<b>Plant Room Ventilation System- Fresh Air Unit with drive</b>			
	Make- Waves and Location: - Plant Room			
	Capacity- 15000 CFM			
10	Air Washer- Executive Dining Hall	1	Nos	
	Make- Zeco			
	Capacity- 2000 CFM			
	<b>Treated Fresh Air Unit- Waiting Lounge Area</b>			
	Make- Zeco			
	Capacity- 7500 CFM			
	<b>Air Handling Units</b>			
11	Make- Waves/Zeco Aircon	35	Nos	
	Capacity- various capacity (Installed in the Academic Blocks and Dining Hall)			
	<b>Fan Coil Units</b>			
12	Make- Midea/Zeco Aircon/Bhutoria	1110	Nos	
	Capacity- 300/400/600/800 CFM			
	<b>Ceiling Suspended Chilled Water Cassettes</b>			
13	Make- Midea/Carrier Location: - Dining Hall & Incubation Centre			
	Capacity- 400 CFM (Dining Hall basement-05 nos.)	5	Nos	
	Capacity- 400/600 CFM (Incubation centre)	2	Nos	
	<b>Pressurization Unit</b>			
14	Make- CNP, Model- IEC 60034, Type- YE2-80M1-2, KW-0.75, 3-phase	2	Nos	
	<b>Split Air Conditioners</b>			
15	Capacity- 1.5 TR/2 TR	40	Nos	
	Make- Blue Star/Carrier/Mitsubishi/Samsung			
16	<b>Additional Chiller (Will get commissioned by the Start of Next Financial Year)</b>	1	Nos	This new chiller of 350 TR along with the allied plant accessories will be commissioned by the start of the next financial year.
	Capacity- 350 TR (Tentative)			
17	<b>Primary Chilled Water Pumping System</b>	1	Nos	
	Capacity- 10 kW (Tentative)			
18	<b>Secondary Variable Chilled Water Pumping System with VFD</b>	1	Nos	
	Capacity- 60 kW (Tentative)			
19	<b>Condenser Water Pumping System</b>	1	Nos	
	Capacity- 20 kW (Tentative)			
20	<b>Cooling Tower</b>	1	Nos	
	Capacity-400 TR (Tentative)			