

**Indian Institute of Teacher Education
(Established Under Gujarat Act No.: 08 of 2010)**



**Quotation for Providing Comprehensive Annual Maintenance of
Comprehensive Annual Maintenance of Water Cooler, and Air
Conditioner, at Indian Institute of Teacher Education.**

**Indian Institute of Teacher Education
Ramkrishan Paramhans Vidya Sankul, "KH" Road,
Near Mahatma Mandir, Sector-15, Gandhinagar.
Phone No. : 079-23243733/23243734
Visit us: www.iite.ac.in**

Quotation Notice No: 2023-24

1. Quotation Notification

Indian Institute of Teacher Education(IITE), Gandhinagar, invites sealed Quotation offers from eligible, repute agency/firms/registered dealer and/or their authorized for Work related to maintenance of different thing at IITE, Gandhinagar as specified in Schedule of Requirement of this Quotation.

Quotation document may be downloaded from www.iite.ac.in by any interested eligible vendor. The prescribed nonrefundable Quotation fee, as mentioned in the Quotation document, should be sent with your offer by DD in favour of "The Registrar, IITE, Gandhinagar". Any subsequent amendments in the Quotation document will be available on above mentioned website.

Duly filled-in Quotation documents may be submitted to the office of The Registrar, Indian Institute of Teacher Education. Ramkrishan Paramhans Vidya Sankul, "KH"Road, Near Mahatma Mandir, Sector-15, Gandhinagar., Gujarat, India by speed post/RPAD, couriar, or in persona on or before 29/03/2023 up to 06:00 PM.

1.0	Name of Work	Quotation for Providing Comprehensive Annual Maintenance of Comprehensive Annual Maintenance of Water Cooler and Air Conditioner,
2.0	Quotation Fee	Rs.500/- (Non Refundable)
3.0	Earnest Money Deposit	Rs. 5000/-
4.0	Date of issue of Online	16/03/2023 on www.iite.ac.in
5.0	Last date for receiving hard	29/03/2023 up to 06:00 PM.
6.0	Address for Communication, Queries and Submission of filled Quotation document.	The Registrar, Indian Institute of Teacher Education. Ramkrishan Paramhans Vidya Sankul, "KH"Road, Near Mahatma Mandir, Sector-15, Gandhinagar.,
7.0	Security Deposited	Rs.10,000/-

- 1) Separate DD for Prescribed Quotation Fee and Earnest Money Deposit (EMD) must accompany the offer as mentioned in this Quotation document. Offers received without them will be rejected. No exemptions.
 - 2) Detailed Technical Specifications, Terms and Conditions, Scope of Work, various format and Performa for submitting the Quotation offer are described in this Quotation document.
- 3) Do not change this Quotation document. Any change/s made in the Quotation document by the vendor will lead to disqualification. Such offers will be rejected.

Indian Institute of Teacher Education

Sealed Quotations are invited from reputed, and experienced agency/vender/dealer for providing Comprehensive Annual Maintenance of Water Cooler, Air Conditioner, at the above mentioned address.

- 1) Interested agencies may submit their sealed bids under Two-cover system as per Technical Bid & Financial Bid given at **Annexure I (Part A&B) & II** and Specific and General Terms & Conditions given at **Annexure III**.
- 2) Agencies are required to submit their Details in the format given along with their technical bids. They are also required to submit a signed Declaration in the format given at Annexure **V**.
- 3) A Checklist and Compliance statement against each item of **Annexure I & II** thereon severally & individually shall also be submitted.
- 4) The Quotation be sent in a sealed packet, containing two separate sealed envelopes (one for Technical Bid and one for Price Bid) along with prescribed Quotation fee and Earnest Money Deposit (EMD), duly super scribed with Quotation Notice No: 2023-24, to the Office of the Registrar, Indian Institute of Teacher Education. Ramkrishan Paramhans Vidya Sankul, "KH"Road, Near Mahatma Mandir, Sector-15, Gandhinagar on or befor 29/03/2023 .
- 5) For any query pertaining to this bid document, communication be addressed to the Registrar, IITE.
- 6) The technical bid will be evaluated first and price bids will be opened only in respect of those agencies, who are found technically qualified after evaluation of Technical bids. Please provide legible phone number and email ID on the big envelop and same will be used to inform date of opening of Technical/Financial bids.

ANNEXURE I (Part-A) QUOTATION DOCUMENT (TECHNICAL BID) MANDATORY CONDITIONS FOR BIDDER

(In separate sealed cover-I superscribed as Technical bid)

PRE-QUALIFICATION CRITERIA: -

- (A) Bidder should have at least three years of experience in the field of Maintenance of Water Cooler, and Air Conditioner.
- (B) The bidder should submit the details of at least 01 similar works in nature and cost executed in other Govt./Semi Govt. department or privet & public sector.
- (C) The experience should not be later than 3 years.
- (D) The bidder should have the experience of completion of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities, Corporate firms.
- (E) Annual turnover of the Bidding Company should not be less than Rs 5.00 lakh. Testimonials to show the Annual turnover should be obtained from the Chartered Accountant along with Income Tax Return should be produced.
- (F) Bidder should be authorized for sales and service of above mentioned approved make Note: - Make sure that the documents are in the same as order as the above list. (Seal of the Bidder)

(Signature of bidder with seal)

Name.....

.....

Seal.....

.....

Address.....

..... Phone

No.....

. Fax

No.....

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E-mail.....

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Place: Date:

ANNEXURE I (Part-B) QUOTATION DOCUMENT (TECHNICAL BID) MANDATORY CONDITIONS FOR BIDDER

(In separate sealed Cover-I superscribed as Technical bid along with Part-A)

Sr. No.	Particulars	Details			
1	Name & Address of the Quotationer organization/Agency with Phone No., e-mail and name and telephone/mobile no. of contact				
2	Name of organization with complete address and telephone no. to whom services provided (kindly bifurcate the same in below mentioned categories). a. Industries / Offices / Public Undertakings b. Educational Institution c. Others (Proof To be Attached)	From	To	Contracted Amount (Rs. Per Month)	Reason for Termination
3	Turnover of Previous 3 years (Please attach copy of last return of income tax)	FY 2021-22	FY 2020-21	FY 2019-20	
4	Please attach balance sheet of the company duly certified by chartered accountant for last three years.				
5	PAN No: (Please attach copy)				
6	GST No: (Please attach copy)				
7	Details of DD of Rs.- towards EMD and DD of Rs./- towards Quotation Fees. The DD should be in favour of "The Registrar, IITE payable at Gandhinagar.				

Note: - Make sure that the documents are in the same as order as the above list.

(Seal of the Bidder)

ANNEXURE II GENERAL TERMS & CONDITIONS

1. Last Date of Submission of Sealed Bids is 29/03/2023 in the Office of the Registrar, IITE.
2. Merely applying by giving quotations can't be claimed as a matter of right for awarding the contract.
3. The undersigned reserves the right to terminate the contract at any time without assigning any reasons to the agency.
4. The AMC will be for the period of ONE YEARS starting from the date of award. However, the IITE reserves the right to terminate the contract forthwith in the case of poor performance and to also to extend it beyond one-year subject to satisfactory performance of the service provider.
5. If the Agency wishes to terminate contract, at least 3 months' notice should be given to this office. The power is reciprocal for the organization also.
6. The Agency shall not be permitted to transfer their rights and obligations under the contract to any other organization/agency during the contractual period.
7. **Price:** The price shall be quoted in Indian Rupees only. This shall be inclusive of all taxes, and summary cost of total implementation be indicated.
8. **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. Quotation Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The OEMs may either bid directly or authorize their Country/Regional/State Distributors/Dealers/Agencies, to quote with valid authorization certificate, capability to sale and service of the products.
9. Acceptance of Quotation: The Authority of Indian Institute of Teacher Education, Gandhinagar does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire Quotation bids received without assigning any reason thereof. The authority may also decide to empanel more than one OEM or their certified authorized distributors/dealers and fix a price band for the product specifications offered by different companies/brands, compliant to minimum specifications asked in the Quotation. This is in view of the spectrum of products available in the market, requirements of the University.
10. Conditional Offer will not be accepted.
11. Period of Validity: Bids shall remain valid for acceptance for a period of 60 days from the date of opening of the price bid.
12. The benefit of any downward price revision (revision on account of budget/financial policy, tax revision, EPZ etc.) is to be given to Indian Institute of Teacher Education, Gandhinagar by the selected OEM/agency.
13. Past Performance of the agency will be judged at the time of Technical Evaluation.
14. The University does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee.
15. The bids (technical and price bids) once submitted shall be the property of the University and shall not be returned to the agency in future.

16. The person/officer signing the Quotation/bid documents should be authorized by the Chief Executive Office/Managing Director of the Company to sign such documents.
17. Opening of Price Bids: The Price Bid(s) of only those agency(s) who are found technically qualified will be opened and the same will be opened before the technically qualified agency(s).
18. Quotationer or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

IMPORTANT:

- a) University may accept or reject any or all the bids in part or in full without assigning any reason and does not bind to accept the lowest bid. The University at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
- b) A bid submitted with false information will not only be rejected but also the OEM/agency will be debarred from participation in future Quotations process.
- c) The OEMs/Agency need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in any state level/national organization or educational institute/university.
- d) In case of any dispute, the decision of the Hon'ble Vice –Chancellor of this University shall be final and binding on the bidders.
- e) For any query pertaining to this bid document, correspondence be addressed to: The Registrar, IITE.
- f) IITE reserves the right to verify the applicant's credentials/eligibility and also to reject any or all the quotations without assigning any reasons. The conditional bid will not be accepted under any circumstances and shall be summarily rejected.
- g) Registrar, IITE reserves the right to change the specifications and may accept or reject any Quotation without assigning any reason. The disputes, if any, with reference to Quotation/resultant contract shall be subject to sole adjudication of Registrar, IITE.

(Seal of the Bidder)

(Signature of bidder with seal)
 Name.....
 Seal

ANNEXURE III

SPECIFIC TERMS & CONDITIONS RELATED TO COMPREHENSIVE ANNUAL MAINTENANCE OF Water Cooler, ,, Air Conditioner, ,

1. The complaint should be attended within 06 hrs. and the technical person should submit monthly report to the concerned authorities. If the contractor fails to attend the telephonic complaint within 06 hrs, a penalty of Rs. 500/- per day per unit will be imposed which will be recovered from the running bill. The decision of the IITE as regards the reasonableness of deduction will be final and binding on the agency.
2. It will be the responsibility of the contractor to ensure that the equipment's covered under the contract remains functional throughout the contract period and the contractor shall handover the charge of all equipment's in working condition at the time of expiry of the contract period.
3. It will be the responsibility of the contractor to check all the equipment & systems on monthly basis and submit the report to the competent authority. The contractor shall keep a comprehensive service record register with the authorized competent authority of IITE.
4. The technician should be well qualified having appropriate degree/diploma/certificate in the appropriate field of engineering/technology. The technician should carry a valid Identity card issued by the contractor.
5. During the AMC period, defects, if any in the equipment(s) shall be rectified by the contractor.
6. All spare parts and consumables, required for all the system and equipment in good running condition, would be provided by the contractor. In case the same is not available with them it would be procured by the contractor under their own arrangements.

• **Water Cooler: -**

Sr.No	Detail	Number of Unit	Year of Purchase	AMC Covered
<u>1</u>	Cool Mark water Cooler Model JDIX-150	5	Jan-2015	Compressor, Fan, Motor, Chiller Tank, All electrical Accessories, on -off switch controlling, inlet-out let pipe and Water tap, Gas etc.

- **Air Conditioner: -**

Sr. No	Detail	Num ber of Unit	Year of Purchas e	AMC Covered
<u>1</u>	LG Split AC 1.5 tone	4	2012-13	condenser, Fan-Motor, capacitor, PCB All electrical Accessories, Gas filling on-off switch controlling, remote, inlet-out let pipe, and Servicing every 3 month, etc.
<u>2</u>	Blue Star 11.00 tone Duct AC	2	2015	condenser, Fan-Motor, capacitor, PCB All electrical Accessories, duct cleaning, Gas filling on-off switch controlling, remote, inlet-out let pipe, and Servicing every 3 month, etc.
<u>3</u>	Voltas Split AC 2.00 tone	18	2016	Fan-Motor, capacitor, PCB All electrical Accessories, Gas filling on-off switch controlling, remote, inlet-out let pipe, and Servicing every 3 month, etc.
<u>4</u>	Blue Star 28.00 ton VRF/VRV System	1	2017	condenser, Fan-Motor, capacitor, PCB All electrical Accessories, Gas filling on-off switch controlling, remote, inlet-out let pipe, and Servicing every 3 month, etc.
<u>5</u>	Blue Star Split AC 2 tone	11	2018	Fan-Motor, capacitor, PCB All electrical Accessories, Gas filling on-off switch controlling, remote, inlet-out let pipe, and Servicing every 3 month, etc.
<u>6</u>	Blue Star Cassette AC 2 tone	2	2018	Fan-Motor, capacitor, PCB All electrical Accessories, Gas filling on-off switch controlling, remote, inlet-out let pipe, and

				Servicing every 3 month, etc.
<u>7</u>	Hitachi split AC 2 tone	3	2017	Fan-Motor, capacitor, PCB All electrical Accessories, Gas filling on-off switch controlling, remote, inlet-out let pipe, and Servicing every 3 month, etc.
<u>8</u>	Hitachi split AC 1.5 tone	3	2017	Fan-Motor, capacitor, PCB All electrical Accessories, Gas filling on-off switch controlling, remote, inlet-out let pipe, and Servicing every 3 month, etc.
<u>9</u>	Panasonic 2 tone split AC	2	2018	Fan-Motor, capacitor, PCB All electrical Accessories, Gas filling on-off switch controlling, remote, inlet-out let pipe, and Servicing every 3 month, etc

7. Free replacement of worn-out/exhausted parts with new parts during the periodical servicing or breakdown visits during the service contract period. All worn-out parts shall be the property of the contractor. All parts should comply ISI, ISO or equivalent certification wherever applicable and have to be approved by the authorized officer IITE.
8. The payment should be made on quarterly basis on receiving satisfactory reports from the user concerned. It will be the responsibility of the contractor to maintain records/log book, duly signed by authorized officer of IITE and submit serviced reports duly signed, mentioning name and designation of the verifying authority accordingly along with the bills.
9. GST/Tax number must give on the face of the bill.
10. No revision in the price will be allowed till the duration of the AMC period indicated above.
11. However, if there is any downward revision of price during the validity of quotation and contract period, then the benefit of the same shall have to be passed on to IITE.
12. In case of non-compliance of AMC order, Security amount will be forfeited and the party is liable for being blacklisted. Also further action shall be taken at the costs of the contractor.
13. The initial servicing of the will have to be completed within seven (07) days from the date of commencement of the contract. The number of Equipment may increase and decrease at the time of award of contract. In case of variation in number of items, the payment will be paid in pro-rata basis.

14. During the period of contract, the contractor will be responsible for proper & consistently good functioning of all the Equipment installed in the IITE.
15. In case any equipment goes out order, the repair work should be carried out by the agency in the premises of IITE. Only such work, which cannot be executed in the premises of IITE, would be allowed to be done in the workshop of the contractor with the prior permission of IITE.
16. If the IITE feels that any of the equipment under the contract was not properly maintained /serviced by the contractor or does not function during any period of, deduction of Rs. 500/- per day per unit from the bill will be made. The decision of the IITE as regards the reasonableness of deduction will be final and binding on the agency.
17. The contract may be terminated by the IITE at any time without assigning any reason thereof, if the work of the contractor is found to be unsatisfactory and IITE will be at liberty to entrust the same to any other contractor at the risk and expenses of the defaulting firm. In this connection, the decision of IITE shall be final and binding upon the agency.
18. In all the case of dispute, the decision of the competent authority of IITE shall be final.

(Seal of the Bidder)
 (Signature of bidder with seal)
 Name.....

 Seal.....

 Address.....

 Phone
 No.....
 Fax No.....
 E-mail.....

Place: Date:

ANNEXURE – I
SIGNED DECLARATION

- 1) I, ----- Son /Daughter of Mr. -----
----- Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of
M/s. -
----- am competent to sign this declaration and execute this Quotation
document.
- 2) I have carefully read and understood all the terms and conditions of the
Quotation 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.
- 4) I/ we/ am are well aware of the fact that furnishing of any false
information/ fabricated document would lead to rejection of my Quotation
at any stage besides liabilities towards prosecution under appropriate law.
- 5) Each page of the Quotation document and papers submitted by my
Company is authenticated, sealed and signed, and I take full responsibility
for the entire documents submitted.

(Seal of the Bidder)

(Signature of bidder with seal)

Name.....

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Seal.....

.....

Address.....

..... Phone

No.....

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Fax

No.....

E-mail.....

Place: Date:

ANNEXURE II FINANCIAL BID
FINANCIAL BIDS DOCUMENTS FOR PROVIDING
COMPREHENSIVE
MAINTENANCE OF Water Cooler, , Air Conditioner, , At IITE.

(In separate sealed cover-II super scribed as Financial bid)

A). Bidder has to bid for Water Cooler, Air Conditioner.

- **Water Cooler: -**

Sr. No.	Work Description	Make	Quantity (No.)	Comprehensive annual charges per unit (Rs.)	Total Amount (Rs.)
1	Water Cooler Model JDIX-150	Cool Mark	5		

Air Conditioner:

Sr. No.	Work Description	Make	Quantity (No.)	Comprehensive annual charges per unit (Rs.)	Total Amount
1.	Split 2.00 tone	Panasonic	2		
2.	Split AC 1.5 tone	LG	6		
3.	11.00 tone Duct AC	Blue Star	2		
4.	Split AC 2.00 tone	Voltas	18		
5	28.00 tone VRF/VRV System	Blue Star	1		
6	Blue Star Split AC 2 ton	Blue Star	11		
7.	Cassatt AC 2.00 tone	Blue Star	2		
8.	Split Ac 2.00 tone	Hitachi	3		
9	Split Ac 1.5 tone	Hitachi	3		
10	Split AC 2 tone	Voltas	3		
11	Split AC 1.5 Voltas	Voltas	6		
6.	Installation and dismantling of AC Split		1		

Note: -L-1 will be decided on the basis of total cost of the bid for Equipment as ONE UNIT

This is certifying that I/we have studied site, read and understood all clauses of the Quotation in case of award of contract I/we undertake to abide by all terms and conditions mentioned in the same.

Dated

(Seal of

the Bidder) (Signature of bidder with seal)

Name.....

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Seal.....

.....

Address.....

..... Phone

No.....

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Fax

No.....

E-mail.....

Place: Date:

ANNEXURE -III

SCOPE OF THE WORK FOR PROVIDING COMPREHENSIVE MAINTENANCE OF Water Cooler, ,, Air Conditioner, , at IITE.

- 1) To keep all equipment in running condition and to maintain system within specified limits “On single responsibility basis”.
- 2) All spare parts and consumables, required for keeping in good running condition, would be provided by the contractor. In case the same is not available with them it would be procured by the contractor under their own arrangements.
- 3) Free replacement of worn-out/exhausted parts like Compressor, Fan, Motor, Chiller Tank, On –off switch, controlling system and inlet/outlet pipe, wire, board, MCB, rewinding, condenser, fan-motor, remote, gas filling, etc. with new parts during the periodical servicing or breakdown visits during the service contract period. All worn-out parts shall be the property of the contractor. All parts should comply ISI, ISO or equivalent certification wherever applicable and have to be approved by the authorized officer of IITE.

(Seal of the Bidder)

(Signature of bidder with seal)

Name.....

.....

Seal.....

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