

**REQUEST FOR PROPOSAL (RFP) FOR**  
**SUPPLY, INSTALLATION, TESTING AND COMMISSIONING**  
**OF SPLIT AC FOR 2<sup>ND</sup> AND 3<sup>RD</sup> FLOOR IN NEW SCIENCE BLOCK AT HINDU COLLEGE**

**Tender No: HC/TE/2026/AC NAB**

**Date:19 MAY2026**

**NOTE**

**1. COST OF TENDER FORM (NON-REFUNDABLE):** Rs.1000/- (Rupees One Thousand only) through NEFT (A/c no. 10851301244, IFSC : SBIN0010433 ) / DD in favour of The Principal, Hindu College, Payable at New Delhi. **Tender cost in original copy should reach the office of Section Officer (Admin), Hindu College, New Delhi-110007 before the end date and time of bid submission, failing which the bids will not be considered for evaluation.** Bidders, however have to also upload a scanned copy of tender cost along with the e-tender (technical bid).

**2.** This tender document contains \_\_\_ nos. of pages including this cover page

## **DISCLAIMER**

1. While this Request for Proposal document ("RFP") has been prepared in good faith, neither the Purchaser nor its employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness reliability of Information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP, even if any loss or damage is caused by any act or omission on their part.
2. This document is nontransferable, and this RFP does not purport to contain all the information that each Bidder may require and accordingly is not intended to form the basis of an investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for this Project. Each Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
3. Though adequate care has been taken while preparing this Bid Document, the Bidder shall satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately.
4. The Purchaser may modify, amend, reject, or supplement this RFP document in accordance with norms as per the requirement of the project. The Purchaser reserves the right to waive any irregularity in the proposal (RFP) and the Purchaser makes it clear that the RFP is not an offer/ Agreement.
5. Neither the Purchaser nor its employees shall be liable to any Bidder or any other person under any law including the law of Agreement, tort, the principles of restitution for unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this RFP document, or any matter that may be deemed to form part of this RFP document or the award of the Agreement, or any other information supplied by the Purchaser or their employees or Firms or otherwise arising in anyway from the selection process for the award of the Agreement for the Project.
6. The Purchaser is not bound to accept any oral Proposals. The purchaser reserves the right to reject any or all the Proposals without assigning any reasons. No Bidder shall have a cause for action or claim against the Purchaser or its officers, employees, successors, or assignees for rejection of his bid. The RFP submitted by the bidder will be the property of the Purchaser.

## CHAPTER 1

### INTRODUCTION

a) Hindu College, established in 1899, stands as one of India's most prestigious and time-honoured institutions for higher education, located in the heart of Delhi. Known for its academic excellence, vibrant campus life, and rich cultural legacy, the college offers a wide array of undergraduate and postgraduate programs across arts, sciences, and commerce. Affiliated with the University of Delhi,

b) This tender document outlines the scope of work and terms for interested parties to submit proposals for the **SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF SPLIT AC FOR 2<sup>ND</sup> AND 3<sup>RD</sup> FLOOR IN NEW SCIENCE BLOCK AT HINDU COLLEGE.**

d) All proposals submitted in response to this RFP must be accompanied by an Earnest Money Deposit (EMD) of the amount specified herein, payable through e-Payment modes (NEFT/RTGS, Net Banking, Credit/Debit Card) via the e-Procurement Portal. Bids submitted without the requisite EMD shall be liable for rejection.

e) Hindu College invites detailed Proposals—including Qualification, Technical, and Financial components (collectively referred to as the "RFP")—from experienced and capable agencies. Bids must be submitted via the designated e-Procurement Portal. The Scope of Services forming part of this assignment is detailed in this document, and Proposals will be evaluated based on the specified Evaluation Criteria to identify the most suitable agency ("Successful Bidder") for the assignment.

## CHAPTER 2

### SCHEDULE OF BID PROCESS

<b>S. No.</b>	<b>Information</b>	<b>Details</b>
1	RFP No. and date of availability	HC/TE/2026/AC NAB dated 19 May 2026
2	Date and time of online publication of tender	20.05.2026 at 10.00 AM
3	Starting date and time of download of tender documents	20.05.2026 at 10.00 AM
4	Starting date of submission of bid	20.05.2026 at 10.00 AM
5	Last date and time of submission of bid	26.05.2026 by 4 PM
6	Opening of Technical Bids	27.05.2026 at 4 PM
7	Opening of Financial Bids	28.05.2026 at 4 PM
8	Method of Selection	Lowest Bid (L1 method)
9	Tender Fee	RS 1000/-
10	EMD	Rs 35 thousand only
11	Work experience	Two Works (of Rs 5 lakh each) or three works (of Rs 3 Lakh each) of similar nature in last 5 years for any govt/semi-govt/PSU/Reputable private client, especially educational institutions.
12	Contact person for queries	Shri Dinesh Mandhotra, Section Officer

### CHAPTER 3

#### SCOPE OF WORK

1. This tender calls for construction of SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF SPLIT AC FOR 2<sup>ND</sup> AND 3<sup>RD</sup> FLOOR IN NEW SCIENCE BLOCK AT HINDU COLLEGE, as per approved layout, drawings and specifications. The project's intent is to create a modern, interactive, and technologically enabled academic space optimized for teaching, collaboration, and innovation.
2. The project involves **electrical and interior works** as per Layout / drawings and instructions of engineer-in-charge.

### CHAPTER 4

#### IMPLEMENTATION TIMELINES

The entire project shall be completed within 21 days of the award of techno-commercially complete Contract. The work can be undertaken preferably in night as they will be occupied during daytime.

### CHAPTER 5

#### PAYMENT TERMS

- 40% mobilisation advance
- 40% within 20 days of site mobilisation for approx 50% work is completed.
- 20% against completion of work

### CHAPTER 6

#### EARNEST MONEY DEPOSIT (EMD)

- a. Bidders shall submit along with their bids, EMD of Rs 35,000.00 (Rupees Thirty five thousand only) through Payment mode NEFT (A/c no. 10851301244, IFSC : SBIN0010433 ), Bank Guarantee, DD) drawn in favour of The Principal, Hindu College via e-Proc Portal before last date & time of tender submission and should be valid for 90 days from the due date of the tender/RFP. **The EMD in original copy (Bank Guarantee, DD) should reach the office of Administrative Officer, Hindu College, New Delhi-110007 before the end date and time of bid submission, failing which the bids will not be considered for evaluation. The proof of the payment if made by NEFT shall also be uploaded on portal.**
- b. Bids submitted without adequate EMD will be liable for rejection. EMD of all unsuccessful bidders would be refunded within 30 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee as per the format provided. The EMD may be forfeited in case bidder withdraws its bid during the period of bid validity or successful bidder failed to execute the contract.
- c. **EMD EXEMPTION:** Bidders, who are eligible to be exempted from depositing EMD according to Rule-170 of GFR, 2017, should submit documentary proof thereof along with technical bid online through CPP Portal. Besides, they have also to enclose a hardcopy of same valid exemption certificate(s) and ensure that the same is submitted to the officer above mentioned.

## CHAPTER 7

### **1. SUBMISSION OF PROPOSALS**

- a. The bidders should submit their responses as per the format given in this RFP in the following manner
  - i. Technical Proposal
  - ii. Commercial Proposal.
- b. Please Note that prices should not be indicated in the Technical Proposal but should only be indicated in the Commercial Proposal.
- c. All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- d. The bids shall be uploaded through eproc website as per the instructions available on the website.  
**It is a recommended practice to combine all documents for technical proposal in a single PDF file for uploading on CPP Portal.**

### **2. VENUE & DEADLINE FOR SUBMISSION OF PROPOSALS**

- a. Proposals, in its complete form in all respects as specified in the RFP, must be submitted online.
- b. Late Bids: Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter. Purchasing Authority reserves the right to modify and amend any of the above-stipulated conditions/criterion depending upon project priorities vis-à-vis urgent commitments.
- c. Tender Validity: The offer submitted by the Bidders should be valid for a minimum period of 180 days from the date of submission of Tender.
- d. Selection of Agency: L1 methodology
- e. Joint Ventures: **No joint venture proposals will be accepted .**

## CHAPTER 8

### **1. OPENING OF BIDS**

- a. **Pre-Qualification** : Purchasing Authority will scrutinize the bids received to determine whether they are complete and as per the RFP requirement. The Bids meeting the criteria will be taken forward to the next stage of evaluation i.e. technical evaluation. All the supporting documents/documentary evidence must be attached as per specifications.

<b>S. No.</b>	<b>Criteria</b>	<b>Requirement</b>	<b>Supporting Documents</b>
1	Legal Status	Registered Indian Company# in existence for at least 5 years.	Incorporation Certificate(s), PAN, GSTIN
2	Financial Strength	The agency must have an average annual turnover of not less than ₹ 15 Lakh during the last three financial years FY22-23, FY23-24, and FY24-25 (provisional acceptable).	CA certificate/audited balance sheet
3	Experience in Similar Projects	The agency must have successfully completed at least two similar projects( each valued at ₹ 5 Lakh or more) or three similar works (each valued at Rs 3 lakh). These projects may have been executed either through a single purchase order or multiple related orders issued within the same timeframe. All such projects must have been carried out in schools, colleges, or universities within India or govt departments.	Work Completion certificates/Invoices/Work orders
4	Non-Blacklisting Declaration	Bidder must not be blacklisted or debarred by any Government Department, PSU, or Autonomous Body. Additionally, the bidder must not have been subjected to any documented penalties, liquidated damages, or performance-related deductions by any client in the last three years for quality or delivery issues.	Undertaking on letterhead

## **CHAPTER 09**

### **GENERAL TERMS AND CONDITIONS AFTER TENDERING**

#### **1. RIGHT OF ACCEPTANCE**

(a) The Principal, a Hindu College reserve all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Principal, Hindu College in this regard shall be final and binding.

2. The tenderer will be suspended by Hindu College on the happening of any one or more of the following events:

(a) If, after submission of the quotation, the tenderer fails to accept the contract, if awarded, or refuses to comply with any/all of the terms and conditions of the tender.

(b) If the tenderer withdraws the offer during the validity period of the quotation.

(c) If the successful tenderer fails to commence the contract at the stipulated time in accordance with the terms and conditions of the tender.

(d) If the successful tenderer fails to submit the Performance Bank Guarantee/Security Deposit within 07 days of the start of contract. This will also warrant closure or termination of contract.

3. Hindu College reserves the right to relax/ withdraw any of the terms and conditions mentioned in the tender document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

4. Canvassing in any form entails the tenderers' disqualification. If any tenderer is found influencing or intimidating other tenderer/tender processes, its tender is liable for disqualification.

5. Please note that any falsification/suppression of information could lead to tenderers' disqualification

#### **6. LETTER OF ACCEPTANCE**

(A) After determining the successful bidder, 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 Three (3) days of receipt of the same by him.

(B) The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be a binding to the contract.

#### **7. PERFORMANCE BANK GUARANTEE (SECURITY DEPOSIT)**

(A) The successful bidder within five days of the acceptance of the LoA shall execute a Performance Bank Guarantee in the form of a Bank Guarantee of any nationalized bank for a sum equivalent to 5% of the accepted contract value in favour of The Principal, Hindu College, Delhi University, New Delhi, payable at New Delhi.

(B) The Bank Guarantee shall be forfeited by order of the Principal, Hindu College in the event of any breach or negligence or non-observance of any term/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. The Contractor is also liable to be blacklisted by the Client in such cases. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Principal Hindu College sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

(C) If the contractor is called upon by the competent authority of the office of the Principal Hindu College to deposit Security and the contractor fails to provide the security deposit within the period specified such

failure shall constitute a breach of the contract and Principal Hindu College shall be entitled to make other arrangements at the risk, cost and expense of the contractor.

(D) On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute No Demand Certificate in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the Client, which may have been issued to the contractor.

## **8. INSOLVENCY**

(A) The Principal Hindu College may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:

(i) If the contractor shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or

(ii) If the contractor shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.

(iii) If the contractor commits any breach of this contract not herein specifically provided for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the Client and provided also that the contractor shall be liable to pay the Client for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

## **9. CONFIDENTIALITY:**

The Contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the Client's business or security arrangements and/or business of the Client. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of Client's information.

## **ANNEXURE A - BID SUBMISSION FORM**

(To be printed on Bidder's letter head, signed and stamped in original, scanned and submitted online through CPP Portal)

### **LETTER OF BID**

To  
The Principal  
Hindu College  
Delhi University-1100007

Date:

Ref: Invitation for Bid No.

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
2. We undertake to provide the services/works to your office in conformity with the Bidding Document.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent. Collusive or coercive practices or any other failure/lapses of serious nature. Annexure E to this effect is attached with technical bid.
6. We undertake; to enter into agreement as per the terms and conditions of the bidding document and bear all expenses including charges for stamps etc. and agreement will be binding on us.
7. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/ lowest bid or any other bid that you may receive.

Yours sincerely,

Authorised Signatory  
Full Name and Designation

*(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding Company)*

## **ANNEXURE B - PARTICULARS OF THE BIDDER**

(On the Letterhead of the Bidder and to be submitted / uploaded online)

**(a) Name of the Bidder:**

**(b) Year of Incorporation:**

**(c) Incorporation (i.e. Company or Partnership)**

**(d) Registered Office Address with telephone, fax, website and email:**

**(e) Date of Incorporation (Please attach copy of certificate of incorporation/ registration):**

**(f) Name of the Authorized Signatory:**

**(g) Designation of Authorized Signatory:**

**(h) Mobile Number of Authorized Signatory:**

**(i) E-mail Address:**

**(j) Fax Number:**

**(k) GST Registration number:**

**(l) PAN details:**

**(m) Average Annual Turnover: (in INR crores)**

S. No.	Particulars	FY 2022-23	FY 2023-24	FY 2024-25 (Provisional)
1	Annual Turnover			
2	Average Annual Turnover for last 3 financial years			

**Note:**

The above financial data must be submitted by the bidder and duly certified by either the Statutory Auditor or a Chartered Accountant. Alternatively, audited Balance Sheets along with Profit & Loss statements, or a CA-issued Turnover Certificate, may be provided as supporting documents.

Authorised Signatory  
Full Name and Designation

*(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding Company)*

## **ANNEXURE C - COMPLIANCE SHEET**

(On the Letterhead of the Bidder and to be submitted / uploaded online)

### **Compliance Sheet:**

<b>S. No.</b>	<b>Particulars</b>	<b>Yes/No</b>
<b>1</b>	Letter of Bid (Annexure A)	
<b>2</b>	Proof of Bid Processing Fee (Scanned copy)	
<b>3</b>	Proof of EMD or Valid Exemption Documents (Scanned copy)	
<b>4</b>	Particulars of the Bidder (Annexure B)	
<b>5</b>	Letter of Undertaking (Annexure D)	
<b>6</b>	Power of Attorney (Annexure G)	
<b>7</b>	Legal Entity (Certificate of Incorporation)	
<b>8</b>	Certificates on GST registration and PAN	
<b>9</b>	Udyam Registration Certificate (if MSME)	
<b>10</b>	CA Certificate for Turnover (FY22-23, FY23-24, FY24-25 provisional)	
<b>11</b>	Audited Balance Sheets, Profit & Loss statements, as applicable	
<b>12</b>	Copy of Work Orders and Project Completion Certificates	
<b>13</b>	Self-declaration about non-black-listing (Annexure E)	
<b>14</b>	Technical Resource Strength (Annexure F): <ul style="list-style-type: none"><li>• COA-registered Architect Certificate</li><li>• IGBC Accreditation Certificate</li></ul> CVs of other Key Experts	
<b>15</b>	Technical Presentation (as per RFP guidelines)	

Signature (Authorised Signatory)

Seal:

Date:

Place:

## **ANNEXURE D – LETTER OF UNDERTAKING**

(On the Letterhead of the Bidder and to be submitted / uploaded online)

I the undersigned as the authorized signatory hereby submit this Undertaking stating that I have carefully read all the terms and conditions as given in the tender document and agree to the terms and conditions, scope of work, Agency's & Hindu College obligation, Payment terms, Penalty clause and all other conditions as mentioned in the said tender document. The agency will abide by all the terms and conditions stipulated in the said tender document if we are awarded this tender.

Signature (Authorised Signatory)

Seal:

Date:

Place:

**ANNEXURE E - SELF-DECLARATION ABOUT NON BLACK-LISTING**

(on letterhead)

To  
The Principal  
Hindu College  
Delhi University-1100007

Date:

**Ref:** Invitation for Bid No.

Dear Sir / Madam,

In response to the tender under reference, I/We hereby declare that presently our firm maintains an unblemished record and has **not been declared ineligible** for corrupt or fraudulent practices, either indefinitely or for a specified period, by any Central or State Government Department, Public Sector Undertaking, Autonomous Body, Academic Institution, or Commercial Organization.

We further confirm that our firm is **not blacklisted, debarred, or declared ineligible** for any reason whatsoever—other than for corrupt or fraudulent practices—by any such authority mentioned above.

Additionally, we undertake that **during the last five financial years**, our firm has **not been formally documented or penalized** for **quality deficiencies, performance shortfalls, or delays in delivery** by any Central or State Government entity, semi-government organization, PSU, or statutory body.

If this declaration is found to be incorrect or misleading at any stage, then without prejudice to any other legal or administrative action that may be taken, the Performance Security submitted by me/us is liable to be forfeited in full, and any contract awarded pursuant to this tender, in part or in whole, is liable to be cancelled at the discretion of the competent authority.

Yours sincerely,

Authorised Signatory  
Full Name and Designation

(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding company)

[Validate](#)[Print](#)[Help](#)

Tender Inviting Authority: Principal, Hindu College

Name of Work: Supply, installation, testing & commissioning of Split AC for 2nd & 3rd floor of NAB

Contract No: HC/TE/2026/AC NAB

Name of the Bidder/  
Bidding Firm /  
Company :

**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Supply of Split Airconditioner (Diakin/ Bluestar/LG/Hitachi/Carrier)/ 1.5 ton inverter ac split with standard accessories	30	Nos		0.00	INR Zero Only
2	Installation , testing & commissioning units with hilty fasteners, tie rod etc.	30	Nos		0.00	INR Zero Only
3	Providing and fixing of 25 mm Additional copper piping including fittings , dressing cavity, clamps duly insulated by 9mm K flex high density insulation	210	mtr		0.00	INR Zero Only
4	Providing and fixing Additional PVC Drain pipe make polypack/supreme/Prince	300	mtr		0.00	INR Zero Only
5	Providing and installation of unarmoured 3 core x 2.5 sqmm copper Electrical cables with conduit (Make polycab/Havells)	300	mtr		0.00	INR Zero Only

6	Providing and fixing fibrecoated MS Stand with vibration pads	30	mtr		0.00	INR Zero Only
7	Providing Chase cutting in walls for copper pipes and drain pipes	100	mtr		0.00	INR Zero Only
8	Shuttering Charges for 2 and 3 <sup>rd</sup> floor outdoor installation-approx	1	nos		0.00	INR Zero Only
<b>Total in Figures</b>					<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>	<b>INR Zero Only</b>					