

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam



IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम

Indian Institute of Management Visakhapatnam

Tender Ref No: IIMV/PMO/T/01/2026-27

May 13, 2026

Invitation to Tender for “**Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam**”.

Address:

Indian Institute of Management Visakhapatnam,
Near RTA Test Track,
Gambheeram Village,
Anandapuram Mandal,
Visakhapatnam – 531163,
Andhra Pradesh

Email: pmooffice@iimv.ac.in

Web site: www.iimv.ac.in

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam



Ref. No: IIMV/PMO/T/01/2026-27

Name of the Work: Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam.

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1. INVITATION TO E-TENDER

Ref. No: IIMV/PMO/T/01/2026-27

Date: 13/05/2026

1.0 Tender document pertaining to the below work has been uploaded in the website <https://eprocure.gov.in/eprocure/app> (Search: Active Tenders). Bidders are advised to go through the instructions provided along with Tender ‘**Instruction for Online Bid Submission**’.

Name of the work	Estimated cost (₹) Inclusive of GST	Earnest Money Deposit (₹)	Duration of contract period
Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam	49,00,000/-	98,000/-	01 Year

2.0 Tenderers are required to access the tender document on the website <https://eprocure.gov.in/eprocure/app> and go through all the conditions and other details pertaining to the tender like General Conditions of Contract, Technical Specifications and drawings etc., Tenderer can download the tender document from the website. Tenderers are required to fill all relevant information, upload the relevant documents called for in the tender and submit the quote online in the portal <https://eprocure.gov.in/eprocure/app> on or before stipulated due date.

3.0 EARNEST MONEY DEPOSIT:

3.1 The tender should be accompanied by an earnest money deposit in the form of demand draft drawn in favour of “**Indian Institute of Management Visakhapatnam**” payable at Visakhapatnam from any Nationalized Banks or NEFT. **Cheques will not be accepted.** The bid is liable for rejection, if it is not accompanied with the earnest money deposit.

3.2 The Bank details for NEFT (Online deposit for EMD) –
Indian Institute of Management Visakhapatnam
Account No : 105610100057740
IFSC Code : UBIN0810568
Bank Name : Union Bank of India
Branch address : Andhra University Campus, Behind Dutt Island, Siripuram, Visakhapatnam – 530003, Andhra Pradesh

3.3 Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of online transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

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- 3.4 **EMD to be furnished shall be deposited in the tender box situated in IIM Visakhapatnam, Near RTA Test Track, Gambheeram Village, Anandapuram Mandal, Visakhapatnam – 531163 on or before stipulated due date and time for submission of tenders.** Tenders submitted online without submitting the required EMD shall be liable for rejection.
- 3.5 Earnest Money so paid in the form of Demand Draft will be refunded or returned as the case may be to the unsuccessful tenderers after the tenders are opened. In the case of successful tenderer, the Earnest Money deposit paid through Demand Draft will be refunded on submission of performance bank guarantee. No interest will be payable on deposits.
- 3.6 If the bidder wants to avail themselves of the EMD exemption, the bidder must be having a valid Udyam Registration only and whose credentials are validated online by Tender Inviting Authority through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry.
- 3.7 MSE Policy is meant for procurement of only goods produced and services rendered by MSEs. However, traders/ distributors/ sole agent/ Works Contract are excluded from the purview of Public Procurement Policy for MSEs Order,2012, including exemption from submission of Earnest Money Deposit (EMD).
- 3.8 If a bidder intends to avail EMD exemption, the National Industry Classification (NIC) code(s) corresponding to the required service/work, as well as the activity specified in the UDYAM certificate, must align with the requirements of the tender category (HVAC – AMC / CAMC services); otherwise, the EMD exemption will not be permitted.
- 3.9 It is the responsibility of the bidder to verify the eligibility of MSE before submission of bid. If the NIC codes and the activity does not meet the tender criteria, no relaxation will be admissible for EMD, in this case if EMD is not accompanied, the bid will be rejected. No additional time will be given for submission of EMD.
- 3.10 To avail the EMD exemption, the bidder shall upload the scan copy of the relevant and valid UDYAM registration Certificate and bid security declaration in the website <https://eprocure.gov.in/eprocure/app> while submission of quote.
- 4.0 **TIME SCHEDULE OF TENDER: -**

S. No.	Particulars	Date	Time
1	Tender E-Publishing Date & Time	13/05/2026	09:00 Hrs
2	Tender document download Start Date & Time	13/05/2026	09:00 Hrs
3	Tender document download End Date & Time	03/06/2026	17:00 Hrs
4	Online tender submission Start Date & Time	13/05/2026	09:00 Hrs
5	Online tender submission End Date & Time	03/06/2026	17:00 Hrs
6	Pre-Bid Meeting Date & Time	19/05/2026	10:30 Hrs
7	Online tender opening Date & Time	04/06/2026	17:10 Hrs

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- 5.0 A Pre-Bid meeting will be held on **19/05/2026**; 10:30 Hrs to 12:00 Hrs at Project Management Office, IIM Visakhapatnam, Gambheeram Village, Anandapuram Mandal, Visakhapatnam - 531163, Andhra Pradesh and also through online mode via Zoom Link as follows : <https://iimv-ac-in.zoom.us/launch/jc/81644748167>
Meeting ID: 816 4474 8167
Passcode: 306080
- 6.0 The Tender will be opened by the **Bid Openers** at the tender opening time and date in the office of Project Management office in the presence of such tenderers or their representatives who may choose to be present.
- 7.0 Corrigendum, amendments etc., to the tender, if any, shall be issued / available online only. Prospective tenderers are requested to visit the website regularly.
- 8.0 Any particulars or information regarding the proposed work can be obtained from the office of the **Head (Projects)** on any working day during office hours from **9.00 Hrs. to 17.30 Hrs.**
- 9.0 Tender Forms are not transferable. The rates in the tender should remain valid for a period of **Ninety (90) days** from the date of **opening of the tender**.
- 10.0 Tenderers shall upload the relevant documents called for in the tender / website along with their quote. Tender of those tenderers who have not uploaded the relevant document in the website along with their quote is liable for rejection.
- 11.0 Canvassing in any form will entail disqualification and Conditional tenders are liable for rejection.
- 12.0 Detailed procedure for quoting is available in the website (<https://eprocure.gov.in/eprocure/app>) home page in **Bidder Manual Kit**.
- 13.0 Your User ID and password shall be chosen by you during enrollment of DSC in the e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>). You are advised to change your password if required.
- 14.0 Tenderers are hereby advised to download, duly fill, sign and should upload the Tender Acceptance Letter uploaded along with this tender (**Annexure – IV**). Tenders submitted online without submitting the Tender Acceptance Letter shall be liable for rejection.
- 15.0 Bids received offline without submission in the e-procure portal (<https://eprocure.gov.in/eprocure/app>) will not be considered as a valid bid and will be rejected. Online bid submission is mandatory.
- 16.0 Tenderers are hereby advised to submit their offers online well before the closing hours as any delay in submission of tenders due to slow internet accessibility or for any other reason will not be accepted by the system.
- 17.0 You are also requested to visit the website <https://eprocure.gov.in/eprocure/app> (Search: Active Tenders) and download the documents. For any queries, please call on the office of **Project Management Office, Gambheeram, IIM Visakhapatnam (0891-282-4575/4405)**.

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18.0 Compliance of GFR Rule 144 (xi)

The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in Annexure-VI.

List of Documents to be scanned and uploaded on the e-tender website while submission of quote –

COVER-1

1. Scanned copy of EMD / Valid MSE registration certificates & Bid security declaration (Annexure – III) in PDF format.
2. Scanned copy of Proforma of application (Annexure – I) duly filled and signed by the Bidder in PDF format.
3. Scanned copy of Experience certificate accompanied with work orders / purchase order / agreement & completion certificate of similar completed works.
4. Scanned copy of details and documents of ongoing similar works.
5. Scanned copy of certificate from the Chartered Accountant / Cost Accountant with UDIN No) indicating the turnover details, PAT statement for the last three years i.e., 2022-23, 2023-24 and 2024-25 shall be uploaded with the bid.
6. Scanned copy of ESI, PF, PAN, GST certificates.
7. Scanned copy of Tender acceptance Letter (Annexure – IV) duly signed by the bidder in PDF format.
8. Compliance format for Land border sharing (Annexure – VI) duly signed by the bidder in PDF format.

COVER-2

1. Price bid/BOQ in Excel format.

Note:

- a) In addition to the online submission of documents (Cover – 1), tenderers are hereby requested to submit the **hard copies of cover-1** by Courier / Post / By person etc., to the undersigned on or before due date for submission of tender (i.e., 04/06/2026,17:00Hrs).
- b) Price Bids (Cover – 2) will be opened online only.
- c) The Bidder must upload stipulated documentary evidence in support of their claim for fulfilling the criteria while uploading the Bids.

Thanking you,

Yours faithfully,

For Indian Institute of Management Visakhapatnam,

**Sd/-
Head (Projects)
Project Management Office,
Phone: 0891 282-4575 / 4573 / 4400
Email: pmooffice@iimv.ac.in**

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2. INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

Registration:

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Searching for tender documents:

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

Preparation of bids

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

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- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d) 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.

Submission of bids:

- a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- d) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the 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.
- e) 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 coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- f) 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.

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- g) 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.
- h) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i) 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.
- j) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- a) 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.
- b) 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.

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3. GENERAL INSTRUCTION TO TENDERER

The Tenderers are requested to comply with the following Instructions and Conditions while submitting their tender for the work.

- 1.0 The IIMV reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- 2.0 The bid submitted shall become invalid and e-tender processing fee shall not be refunded:
 - a) If the bidder is found ineligible.
 - b) If the documents submitted by the successful bidder does not match with the originals before the award of work.
- 3.0 IF ANY INFORMATION FURNISHED by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering/ taking up works in IIM Visakhapatnam.
- 4.0 Short listing of the agencies shall be subject to through verification of their credentials and inspection of works carried out by them, through a Technical Evaluation committee of experts, constituted by IIM Visakhapatnam.
- 5.0 The competent authority on behalf of the Director, IIM Visakhapatnam, does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
- 6.0 Canvassing, whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
- 7.0 The bid for the works shall remain open for acceptance for a period of Sixty (60) days from the date of opening of the technical bid. If any bidders withdraw his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the department, then the IIM Visakhapatnam shall, without prejudice to any other right or remedy, be at liberty to forfeit 100% of the said earnest money as aforesaid. Further the bidders shall not be allowed to participate in the rebidding process of the work and will be blacklisted for a period of Three (03) years.
- 8.0 This tender shall form a part of the contract document. The successful bidders/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-
 - a) The tender, all the documents including additional conditions, specifications, General Conditions of Contract and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of

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submission of bid and Acceptance thereof together with any correspondence leading thereto.

b) Any other Standard CPWD Form / other forms as applicable/mentioned.

9.0 TAXES: -

a) The contractor should get registered under GST (Goods & Service Tax) or any other tax as applicable as per the extent order on the subject work and same shall be paid by the contractor to concerned department and the same should be considered in his quoted rates.

b) Income Tax as applicable shall be deducted from each bill paid to the contractor.

c) Any other taxes/cess as per Government directives shall be deducted from each bill paid to the contractor from time to time or as per rule in case of manufacturer.

10.0 The tenderer should not have been blacklisted or debarred by any Central/ State / Public Agency from carrying out similar business during last seven financial years.

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4. Eligibility Criteria

S.No	Eligibility Criteria	Supporting documents admissible
1	The bidder's firm must be a public / private limited Company registered under Companies Act, or a partnership firm / proprietorship registered under the concerned acts.	Valid registration of Shop & Establishment license / Registered Partnership deed / Certificate of Incorporation
2	<p>The bidder / firm should have satisfactorily completed similar works during the last Five (05) years ending 31.03.2026, as below –</p> <p>a. Three similar works each costing not less than Rs. 19,60,000/-.</p> <p align="center">or</p> <p>b. Two similar works each costing not less than Rs. 24,50,000/-.</p> <p align="center">or</p> <p>c. One similar works each costing not less than Rs. 39,20,000/-</p> <p>Similar work shall mean “ AMC / CAMC services of HVAC system” in any educational / institutional / commercial establishments / hospitals / R&D facilities / pharmaceuticals / Hotels / office complexes of central / state / PSU's / autonomous / private organizations.</p>	<p>Copy of Work Orders / Purchase Orders / Service orders / Agreements</p> <p align="center">and</p> <p>completion certificate</p> <p>indicating the nature, duration, value of work completed & date of completion issued by respective clients.</p>
3	The bidder should have at least One (01) running contract of CAMC / AMC of similar works.	Work Order and periodical payment proof / Latest tax invoice or Form – 16.
3	<p>The bidder / firm should have had Average Annual Financial Turnover shall be at least 30% of estimated cost i.e., ₹ 14,70,000/- during the last three consecutive years ending 31.03.2025 (i.e., 2022-23, 2023-24 & 2024-25).</p> <p>Year in which no turnover is shown would also be considered for working out the average.</p>	Documentary evidence in the form of a certificate from the Chartered Accountant / Cost Accountant with UDIN No)
4	The Bidder / firm should not have incurred any loss (profit after tax should be positive) in minimum one year in the available last three consecutive years (2022-23, 2023-24 & 2024-25).	Copy of audited balance sheets of last three years.
5	Bidder / firm should not have been blacklisted / barred / debarred by any Central/State Govt. Department, PSU, Autonomous Body or Statutory Authority during the last 3 years.	Self- declaration on company letter head duly signed by bidder

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6	The bidder / firm should have a valid EPF, ESIC, PAN and GST	Copies of EPF, ESIC, PAN & GST Registration Certificate
7	Joint-venture or Consortia of firms / companies and foreign bidders are not eligible to quote for this tender.	

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5. General Conditions of Contract

- 1.0 The IIM Visakhapatnam shall reserves the right to following -
- a) To reject any equipment or parts submitted, as not being in accordance with the specification;
 - b) To reject the whole/part of the items & materials tendered for inspection, if after inspection of such portion thereof, as he may in his discretion think fit, he is satisfied that the same is unsatisfactory; and
 - c) To mark the rejected items / materials or parts with a rejection mark so that it may easily be identified if re-submitted.
- 2.0 The issue of the tender does not imply that the IIM Visakhapatnam is bound to select bid(s), and it reserves the right at any stage without assigning any reason to:
- reject any or all of the Bids, or
 - cancel the tender / bid process; or
 - abandon the procurement of the Services/goods/works; or issue another tender.

In such cases, no claims arising out of this decision will be admissible.

- 3.0 The Contract shall be awarded to the responsive bidder / firm who is overall lowest after considering the price quoted for all the items in the tender including Part – A & B (with quantity for each item as per estimated quantity mentioned in BoQ) and who meets the laid down Qualification Criteria in the Bid documents.
- 4.0 The Institute reserves the right to negotiate with the lowest bidder (L1) for the rates of spare parts (Part-B), if the quoted rates are found to be abnormal, unbalanced, or unreasonable.
- 5.0 Tie-breaking clause: In case, if two or more bidders quoted the same amount and became Lowest bidders, then the successful bidders will be the one with higher value work done during the last Five (05) years will be considered for tie-breaking.

6.0 Statutory Compliances / Laws

- 6.1 The bidder / firm shall be solely responsible for ensuring compliance with all applicable statutory requirements, including labour laws, provident fund, Bonus Act, Gratuity act, ESI, insurance, Workmen’s Compensation Act and any other laws or rules applicable from time to time, in respect of all personnel deployed for works at IIM Visakhapatnam. The agency shall fully indemnify IIM Visakhapatnam against any claims, liabilities, or demands arising out of compliance. Personnel engaged by the service-providing agency shall not have any claim or right to employment with IIM Visakhapatnam, in any form.
- 6.2 The bidder / firm himself shall be responsible for any type of statutory/mandatory claims or penalties in light of the default with reference to the above provisions.

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- 6.3 In case the bidder pays wages to its workmen higher than the notified minimum wages and such workmen are not covered under the ESI Act, the bidder shall provide all such workmen with an equivalent health insurance coverage of ₹2.50 lakh per annum per each person.
- 6.4 The contractor shall comply with the new labour codes in all respects. The quoted price shall be inclusive of all costs arising out of such compliance, and no additional payment shall be made on this account, other than the quoted price.

7.0 Manpower

- 7.1 The bidder / firm shall deploy adequate Nos. of staff as mentioned in the tender with required qualification to ensure smooth functioning of HVAC System. Attendance (biometric) shall be maintained for the staff deployed on daily basis for entire period of contract, included extended, if any. The attendance should be accompanied with bills duly certifying by Engineer – in – charge. The bidder / firm should not engage any staff below the age of 18 years. All the staff deployed by the bidder / firm shall be medically fit.
- 7.2 The bidder / firm shall submit a maintenance plan and schedule for all the equipment's covered in the scope.
- 7.3 The bidder / firm shall be responsible for verifying the antecedents of its staff/employees working at premises of IIM Visakhapatnam by police verification and will keep attendance and other relevant records at its cost and produce these on demand of any authority. The list containing the names/addresses of the personnel appointed by the bidder / firm shall be made available to the Institute with their biodata within 15 days from the date of deputation. The bidder / firm shall also provide the same in soft copy giving out photographs and detail of the staff within one month of commencement of work.
- 7.4 In case any person engaged by the bidder / firm is found to be inefficient, quarrelsome, cantankerous, infirm, and invalid or found indulging in unlawful or union activities, the bidder / firm will have to replace such person with a suitable substitute at the direction of the Engineer – in – charge.
- 7.5 The bidder / firm shall provide trained manpower for operation and AMC of HVAC Services. If extra manpower required for carrying out servicing (as per the scope of work), agency will provide additional manpower at no extra cost.
- 7.6 The deployed staff shall wear the prescribed neat and clean uniform, badge mentioning his name, provided by the bidder / firm at his own cost. He should also be provided an identity card duly signed by the authorized signatory of the bidder / firm.
- 7.7 The duty timings will be 09:00 Hrs to 18:00 Hrs from Monday to Saturday. The Institute declared list of holidays will be applicable.

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam

- 8.0 The bidder / firm shall not engage any sub-contractor or sublet/transfer the contract to any other agency/person in any manner.
- 9.0 The Institute shall not provide any sort of accommodation to the staff or person deployed by the bidding agency and no cooking/lodging will be allowed in the campus. The bidder / firm shall make their own arrangements.
- 10.0 The bidder / firm shall follow all safety rules & security procedures that are in force and applicable during execution of work. All safety accessories and measures as required for the execution of the work shall be provided to the workers by bidder / firm at its own cost.
- 11.0 The bidder / firm should ensure the following: -
- a) Daily report of its staff on duty & services performed should be maintained.
 - b) Any specific work related to Maintenance assigned to it by Engineer – in - charge or any officer authorized by him is carried out by him diligently and well in time.
 - c) It is responsibility of the agency to disburse wages timely to their deployed staff.
- 12.0 Mobilization advance is not applicable for this work.
- 13.0 **Penalty Clause**
- 13.1 In the event of non-commencement or unsatisfactory performance of the work contract, IIMV reserves the right to cancel the contract agreement or to withhold the payment. In such an eventuality, IIMV further reserves the right to get the work done from some other agencies at the cost of bidding agency. The Agency will also be blacklisted for a period of 3 years from participating in such type of tender and its earnest money / performance security will also be forfeited.
- 13.2 For any other breach of contract, Designated Committee or Authority or any person nominated by or on behalf of the Institute, shall be entitled to impose a penalty up to as given in table below. Some of the instances in which penalty would be imposed are enumerated below. But these are not exhaustive, and penalty may be imposed on any violation/breach or contravention of any of the terms and conditions as well as assigned duties and responsibilities).
- If the personnel working are not found in proper uniform and displaying their photo identity card.
 - If the personnel found indulging in smoking/drinking/sleeping during duty hours.
 - Penalty will also be imposed if the behaviour of personnel(s) found is discourteous to anyone in the Institute.
 - If any personnel is found performing duty by submitting a fake name and address, the services of such person shall be terminated, and the agency will be held responsible for such lapse.
 - In the case of any loss/theft of Institute property, the Competent authority of Institute will consider the circumstances, leading to the loss and if the

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam

responsibility is fixed on the bidder / firm, the institute will recover the losses by deducting the cost of loss from the next month's bill in one or more instalments.

S.No	Problem	Penalty (Rs.)
1	Maintenance complaint could not be resolved within 24 Hrs. of intimation / raising the request. (without justified reason)	Rs. 500/- per day.
2	Maintenance schedule not submitted within 15 days from date of commencement of agreement	₹5,000/-
3	Staff not wearing complete uniform with headgear and shoes: Per staff/stance	₹ 200/-
4	Refusal to work	Not acceptable, Change of person.
5	Improper/ uncivilized behaviour	Warning and ₹ 500/- only, one chance next time replacement of person.
6	Staff found smoking / chewing tobacco	₹ 500/- per person / stance

14.0 Terms of Payment:

14.1 Terms of Payment for the work - No variation in the terms of payment will be acceptable. Further, as per Indian laws income tax and any other tax as applicable shall be deducted at source from the bills and a certificate for the same will be issued to the contractor. The price quoted shall be inclusive of GST.

14.2 Escalation is not applicable for this contract. Quoted rates shall be valid for the entire period of the contract, included extended period, if any.

14.3 Release of payment: The Agency shall raise bill by the first week of following month. Payment shall be on monthly basis within Twenty-one (21) days from the date of receipt of bill duly certified by Engineer – in – charge. No advance payment will be made. Payment shall be made by electronic fund transfer to the bidder / firm account by NEFT or RTGS.

Part – A: AMC – Complaints & Maintenance work

Part – B: Item Spares - Upon the certification by Engineer – in – charge for replacement of damaged / malfunctioned item, Payment of part B items will be raised along with Part A, on monthly basis, if any. The bidder / firm should accompany the proof of purchase of spares (i.e., Tax invoice) along with bill.

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam

- 14.4 The bidder / firm shall submit a copy of proof of remittance towards ESI, EPF and minimum wages receipt for the all the manpower deployed at IIMV, on monthly basis, which shall be accompanied with the RA bills.
- 15.0 **Performance Guarantee:** The contractor whose bid is accepted will be required to furnish performance guarantee of 5% (FIVE Percent) of the bid amount within Ten days of issue of LOI and should be in favour of 'Indian Institute of Management Visakhapatnam'. This guarantee may be in the form of Demand Draft of any public sector bank/ Bank Guarantee (BG) in accordance with the prescribed format or online NEFT Transfer to IIM Visakhapatnam. In case the contractor fails to deposit the said performance guarantee within the period as indicated above, including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.
- 15.1 The performance guarantee @5% of the bid amount shall remain valid for the extended period, if there are any during this contract.
- 15.2 The Performance Guarantee shall be initially valid beyond 60 days of completion of work. The Performance Guarantee will be released on completion & handing over of the work without interest to the bidder / firm.
- 16.0 **Tenure of Contract**
- 16.1 The contract will be valid for a Period of One (01) Year from the date of commencement of Services.
- Date of commencement of services will be 21st day from the issue of service order.
- 16.2 After the completion of the contract tenure, IIM Visakhapatnam at its sole discretion may extend the contract by one (01) more year, subject to satisfactory performance by the bidder / firm, with the same quoted price.
- 17.0 **Risk:** In the event of the Bidder/ Supplier's/service provider fails to provide the services as per the contract, the IIM Visakhapatnam reserves the right to procure the services from any other source at the Bidder's risk and cost and the difference in cost shall be borne by the Bidder / firm. Such cost shall be recovered from the bill of the agency. Further, the IIM Visakhapatnam retain the right to take any other action(s) as deemed fit.
- 18.0 **Force Majeure**
- 18.1 "Force Majeure" shall mean any event beyond the reasonable control of IIM Visakhapatnam or the Bidder / firm, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected.

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam

- 18.2 If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances there of within fourteen (14) days after the occurrence of such event.
- 18.3 Non-performance by either party hereto caused by the occurrence of any event of Force Majeure shall not –
- a) constitute a default or breach of the Contract
 - b) Give rise to any claim for damages or additional cost or expense occasioned thereby
- 18.4 Notwithstanding clause 18.3 above, Force Majeure shall not apply to any obligation of the Institute to make payments to the Agency herein.

19.0 **Jurisdiction: -**

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference, if the same had been the subject matter of a suit, any and all actions and proceeding arising out of or relative to the contract shall lie only in the Court of Competent Civil jurisdiction in this behalf at Visakhapatnam and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

20.0 **Termination**

The Institute may terminate the Contract, by not less than thirty (30) days' written notice of termination to the Bidder / firm, to be given after the occurrence of any of the events specified in paragraphs (i) to (iii) of this Clause and sixty (60) days' in the case of the event referred to in (iv) below:

- i. if the Bidder/Agency fails to meet the performance obligations under the Contract.
- ii. If the Bidder/Agency becomes insolvent or bankrupt;
- iii. If the Bidder/Agency, in the judgment of the Centre has engaged in corrupt or fraudulent practices in competing or in executing the Contract.
- iv. If as a result of Force Majeure, the Bidder/Agency is unable to perform a portion of the Services for a period of not less than sixty (60) days.

21.0 **Liability**

The bidder / firm shall indemnify and hold IIM Visakhapatnam, harmless from and against all claims, demands, suits, proceedings, damages, costs, expenses and liabilities, including without limitation, reasonable legal fees brought against or incurred by either of them for

- Injury to persons, including death; and/or
- Loss or damage to any property; and/or
- Any other liability resulting from any acts or omissions of the indemnifying Party in the performance of this Contract.

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- Bidder / firm shall maintain in force and upon request give evidence of adequate insurance covering its potential liability.

22.0 Reporting

The bidder / firm shall submit the format of checklists, Daily, Weekly and Monthly Reports for the maintenance works within 1 week of commencement of Services to IIM Visakhapatnam and will be finalized within one week from submission.

23.0 Workplace compliance

- a) Background check for all employees / staff / workmen deployed at IIMV is mandatory. None should be deployed at IIMV without a police verification report seen and cleared.
- b) All Bidder / firm workmen should be provided with a uniform and shall work within Cluster premises in their prescribed uniform, at their own cost.
- c) The bidder / firm shall ensure that no access (passages / access to emergency apparatus / exits) is blocked, unless so authorized by IIMV.
- d) The bidder / firm shall provide prior information to IIMV representative about any hazardous material being brought on the site and shall ensure security storage of such material.
- e) The bidder / firm must provide required tools and equipment based on applicable regulations/codes/ guidelines.
- f) The bidder / firm should ensure that their personnel do not consume alcohol / do not smoke / do not take khaini/ any type of unlawful substances will attract penalty / severe action towards the bidder / firm as the case may be.
- g) All workmen of the bidder / firm or their sub-contractors must have valid identifications cards verified by IIMV Security & shall display at all times during duty hours.

Note:

- I. The minimum required manpower for this tender on daily basis to be deployed at IIM Visakhapatnam.
 - a) Highly Skilled Category - 03
 - b) Skilled Category – 02
- II. All the manpower should possess a minimum educational qualification of ITI.
- III. All the equipments covered in the tender are installed and started using from June 2022 onwards in a phased manner.
 - a. 35% of equipments - Year 2022
 - b. 35% of equipments - Year 2023
 - c. 30% of equipments - Year 2024
- IV. AHU's, FCU's & High Wall units are works on Chilled water system. Whereas for Split A/C's are regular gas based compressor individual units.

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam

6. LOCATION AND SCOPE OF WORK

1.0 Location:

The location of service is at IIM Visakhapatnam, Near RTA Test Track, Gambheeram Village, Anandapuram Mandal, Visakhapatnam – 531163, Andhra Pradesh.

2.0 The scope of work is Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) for Split, Cassette A/C's, AHU's, FCU's, Hi-wall units as listed in the **Appendix – 1** which consists of following services, which are installed in all the buildings (Institute assets only) at main campus of IIM Visakhapatnam as on 31.12.2025.

Part – A

- a) Preventive Maintenance – Half Yearly Basis for all the items
- b) Break down Maintenance
- c) Resolve the complaints raised by user's on daily basis

Part – B

- d) Supply & fixing of spare parts as and when required – Refer **Appendix – 2**

3.0 The scope includes the following activities, for which no additional payment will be admissible –

- a) Removing / replacement the existing units of any kind of HVAC equipment
- b) Leak Testing
- c) Miscellaneous items like Non – Copper/ Brass - nuts, bolts, washers, screws, clamps.
- d) Checking Fire Dampers & repairing at AHU Side
- e) Replacement of Blocked drainpipes, AHU duct connecting flexible.

4.0 The institute has identified a list of Spares which are required for the items installed in the campus (Refer Appendix – 2). The bidder / firm should procure those spares (genuine parts, from OEM / OEM authorized channel partners only) as and when required, only upon certification by Engineer – in – charge and use those spares in place of damaged / worn out components.

5.0 The damaged, worn out, Malfunctioned – parts / components / items will remain the property of IIM Visakhapatnam. These shall be handed over to the stores of Project Management office immediately with details such as name of the item, location & number of asset for record.

6.0 The bidder / firm shall maintain the following –

- a) Gate pass for the items taken out for repairs, if any and ensure that it should return back to IIMV.
- b) Delivery challans & tax invoices for the items procured by the bidder / firm during the period of contract

7.0 The items (Spare parts) installed during the contract period will only be considered for payment as per the price quoted by the bidder / firm.

8.0 There is no guarantee for minimum consumption of spare parts.

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam

- 9.0 The bidder / firm should provide all required tools, equipment's, plant & machinery to perform the duties on daily basis to their workmen deployed in site.
- 10.0 In the event that any items not included in Part - B are required, the cost of such items shall be determined based on the actual cost of the item (spare) as per the tax invoice i.e., item procured by the bidder / firm from respective sellers + CP& OH @15% + applicable GST. Prior written approval of the Engineer-in-Charge shall be obtained before proceeding with the procurement of such items.
- 11.0 **Exclusions:**
- The following are not covered in the scope –
- VFD's, Electrical items of Split, Cassette A/C's, AHU's, FCU's, Hi-wall units, remotes, battery and
 - Civil works – Construction of valve chambers, chamber covers, finishing of walls – Plastering, Painting, all kind of excavation, road cutting & relaying works, paver block – removal and relaying.
- 12.0 The following items will not be admissible as spare parts for which no payment will be made separately i.e., consumables like Teflon / insulation tapes, welding rods, tools, measuring devices, Pipe supports, gas cylinders machinery, gaskets for condensers and flanges, pump motor seals, nuts & bolts, adhesives.
- 13.0 If for any justified reason, any equipment is required to be repaired from any outside agency or in any workshop, the same shall be arranged by the bidder / firm, payment will be as mentioned in S.No. 10 above.
- 14.0 The Service Provider will maintain inventories and follow up with respective engineers, for regular supplies of such material.

Activities under Preventive Maintenance

The bidder / firm is to carry out the preventive maintenance and any part found malfunctioning / damaged will be repaired / replaced by agency under their scope of work. (Necessary spare parts will be procured by the bidder / firm as per s.no. 4 or 10 above.

S. No	Timeline	Description
		AIR HANDLING UNITS
1	Monthly	Check for coil and filters if found faulty/ damage, rectify or replace as required.
2	Monthly	Cleaning of AHU pre-filters
3	Monthly	Check for air and water leakage
4	Monthly	Check condensate drain for any blockage, clean if required.
5	Monthly	Check drain pan for any blockage.
6	Monthly	Check fan Belt for correct tension and sign of wear and alignment of fan and motor.
7	Monthly	Inspect coils and clean, if required
8	Monthly	Check functioning of lights and limit switch interlocking & proper Illumination
9	Monthly	Check for bearing of motor and blower
10	Monthly	Check for tightness of V-belts and alignment of pulleys.

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11	Monthly	Check looseness of any bolt in fan casing motor base etc
12	Monthly	Check for vibration in blower and motors.
13	Monthly	Check access doors and hinges for easy operation.
14	Monthly	Check cleanliness of the filters and clean.
15	Monthly	Check the looseness of any bolt in the fan or casing etc.,
16	Monthly	Check the associated damper flap movement and apply grease for the bearing housing, if required.
17	Monthly	Check running current of the motor.
18	Monthly	Check Fire damper condition & if required carry out lubrication
19	Quarterly	Check/Add grease or lubricate to the Fan shaft bearing, motor bearing blower bearing if required.
20	Quarterly	Check the alignment of Fan and Motor, If necessary, correct the same.
21	Quarterly	Inspect the condensate drain pane and ensure that it is clean and water freely flows to the drain.
22	Quarterly	Inspect the coils for cleanliness. Wash the coil with a low pressure water hose or low pressure air.
23	Quarterly	Observe all dampers for proper operation.
24	Quarterly	Check tightness of electrical connections
25	Quarterly	Check flexible connections spool piece for leakage
26	Quarterly	Check for condition of inlet strainers and clean (if required)
27	Half yearly	Check in motors full load current, fan motor running current and tightness of terminals
28	Half yearly	Check blower shaft, scroll, impeller and bearing.
29	Half-Yearly	Check and clean cooling coils & fins.
30	Yearly	Clean interiors and check for corrosion, check tightness of all sections
31	Yearly	Check anti-vibration mounting & flexible connections
32	Yearly	Check operation & condition of all electrical connections.
33	Yearly	Check alignment of drive pulleys, adjust the same if required
34	Yearly	Combing of fins to be done after coil cleaning (if required)
35	Yearly	Check all bellows, replace if any crack/water leakage observed
36	Yearly	Check insulation resistance (Megger) of motor
37	Yearly	Checking, servicing, calibration and validation of all VFDs along with centralized BMS System.
FAN COIL UNITS / SPLIT UNITS / HIGH WALL UNITS		
1	Quarterly	Check the water leakage
2	Quarterly	Clean air filters.

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3	Quarterly	Check drain pan for any blockage.
4	Quarterly	Clean the filter & Y-Strainers, if required.
5	Quarterly	Check the fan belt tension, abnormal noise and rectify if required.
6	Quarterly	Check any water leakage from unit.
7	Quarterly	Inspect the condensate drain pan and ensure that it is clean and water flows freely.
8	Quarterly	Check the condition of access door hinges for proper fixing.
9	Quarterly	Check the unit is secured.
10	Quarterly	Check the operation of inlet/outlet isolation valve.
11	Quarterly	Check looseness of any bolts in fan casing motor base etc
12	Quarterly	Check associated damper movement and apply grease for bearings.
13	Quarterly	Inspect cooling coil and clean if required.
14	Quarterly	Clean strainers for FCU.
15	Half yearly	Check blower, motor unit etc. Clean lubricate.
16	Half yearly	Check and receive the vibration value and compare with recommended values.
17	Half yearly	Check tightness of electrical connections.
18	Half yearly	Add water and flush condensate drain pan, trap and drain line.
19	Half yearly	Check the condition of inlet strainers and clean if required
20	Half yearly	Check the proper functioning of the 3 way and 2way valve.
21	Half yearly	Check the interconnection, copper piping, canvas and cooling coils.
22	Half yearly	Check full load current of motor.
23	Half yearly	Check the tightness of terminals of motor.
24	Half yearly	Check motor running current.
25	Yearly	Check blower, motor unit etc clean & lubricate.
26	Yearly	Check electrical control & connection.
27	Yearly	Check and clean cooling coil with water, if necessary.
28	Yearly	Check 2/3-way valve for proper operation.
29	Yearly	Carry out de-scaling process of condensers coils, with suitable chemical

7. ANNEXURES

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam

Annexure - I

IIM Visakhapatnam

Name of the Work: Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam

Ref. No: IIMV/PMO/T/02/2025-26

Proforma for the Application

Sl. No.	Description	
1.0	Name and Address details of the firm	
1.1	Name	
1.2	Postal address	
1.3	Contact person	
1.4	Mobile Nos	
1.5	Telephone Nos.	
1.6	Fax No.	
1.7	E-mail address (Mandatory)	
2.0	Registration with MSME / PWD / CPWD / MES / Govt / Public sector undertakings or any other reputed organizations with type and class of registration	
3.0	Details of civil suit / litigation / arbitration arisen, in the contracts executed during the last 5 years including orders regarding exclusions/expulsions or blacklisting if any	
3.1	If Yes, furnish the details	
4.0	Any other relevant information / details of the agency may like to furnish	

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5.4	The bidder should have at least One (01) running contract of CAMC / AMC of similar works.	
5.5	The bidder's firm must be a public / private limited Company registered under Companies Act or a partnership firm / proprietorship registered under the concerned acts.	
5.6	Bidder / firm should not have been blacklisted / barred / debarred by any Central/State Govt. Department, PSU, Autonomous Body or Statutory Authority during the last 3 years.	
6	PF Code (photocopy of the supporting documents to be enclosed), if applicable.	
7	ESI Code (photocopy of the supporting documents to be enclosed), if applicable	
8	PAN (photocopy of the supporting documents to be enclosed)	
9	GSTIN (photocopy of the supporting documents to be enclosed)	

Note:

- 1) The details should be filled in prescribed proforma only.
- 2) Certificate and Supporting documents shall be enclosed.
- 3) All columns / (Sl.Nos.) shall be filled by the agency. Columns / (Sl. Nos.) if left blank will be treated as NIL and the application will be processed accordingly.

I hereby confirm that the details furnished above are true to the best of my knowledge.

DATE:

PLACE

**SIGNATURE, SEAL
AND NAME OF THE AGENCY**

Form of Performance Guarantee

In consideration of the Designated Authority of IIM Visakhapatnam (hereinafter called "IIMV") having offered to accept the terms and conditions of the proposed agreement between _____ (hereinafter called "The Contractor") for the work providing _____ vide Contract No _____ having agreed (hereinafter called "The Contract") to the production of an unconditional, irrevocable Bank Guarantee for Rs. _____) as a security/guarantee from the applicant(s) for compliance of his obligations in accordance with the terms and conditions in the said "The Contract".

We, _____, a banking Company, constituted under Banking Companies (Acquisition and Transfer of Undertakings) Act 1980, having its Head Office at _____ and amongst other places a branch at _____ hereinafter called "the Bank" which expression shall include its successors and assigns. (hereinafter referred to as "the Bank") at the request of the Contractor(s) do hereby undertake to pay the "The Contract" an amount not exceeding Rs. _____ against any loss or damage caused to or suffered or would be caused to or suffered by the "The Contract" by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

M/s. _____, a company incorporated and registered under the _____ Act 1956, with UNI _____ and having its Office at _____, represented by its _____ Mr/Ms. _____ hereinafter referred to as "the Borrower" which expression shall unless repugnant to the context or meaning thereof be deemed to include his/her/their respective heirs, executors, administrators, legal representatives, successors and permitted assignees.

1. We, _____ the bank hereby undertake to pay the amount under the guarantee without any demur merely on a demand from "The Contract" stating that there is a breach by the supplier of any of the terms and conditions contained in the order or by the reasons of the Contractor's failure to comply with the terms and conditions as stipulated in the order or amendment(s) thereto. The demand made to the bank shall be conclusive as to breach of the terms and conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier regarding the validity of such breach and we agree to pay the amount so demanded by "The Contract" without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____/-.
2. We, _____ the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of "The Contract" under or by virtue of the said order have both fully paid and its claim satisfied or discharged or till "The Contract" certifies that the terms and conditions of the order have been fully and properly carried out by the Contractor and accordingly discharge the guarantee.
3. We, _____ the bank, undertake to pay to "The Contract" any money so demanded notwithstanding any dispute or disputes raised by he said The supplier in any suit or proceedings pending before any court or tribunal relating

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam

thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the said The supplier shall have no claim against us for making such payment.

4. We, _____ the bank , having its Head Office at _____ and amongst other places a branch at _____, the bank further agree that we shall have full liberty, without our consent and without effecting in any manner our obligation hereunder to vary any of the terms and conditions of the order or to extend the time of performance by the said The supplier from time to tome or to postpone for any time or from time to time any of powers exercisable by the “The Contract” against the said supplier and to forbear or enforce any of the terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said The supplier or for any forbearance, act or omission on the part of “The Contract” or any indulgence by “The Contract” to the Contractor or by any such matter or thing, whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.
5. Our liability under this guarantee is restricted to Rs. _____ and shall remain in force up to _____ unless demand or claim under this guarantee is made on us in writing within 6 months from the date of expiry viz. _____ We shall be discharged from all liabilities under this guarantee thereafter.
6. This guarantee will not be discharged due to change in the constitution in the bank or the said supplier.
7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to chief finance manager, _____.
8. We, _____ the bank, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the “The Contract” in writing.

9. BENEFICERY DETAILS
INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM
A/C NO 105610100057740
BANK: UNION BANK OF INDIA
BRANCH: 1056-ANDHRA UNIVERSITY CAMPUS BRANCH
IFSC CODE: UBIN0810568

Notwithstanding anything contained herein: -

- A. Our liability under this bank guarantee shall not exceed Rs. _____ /- (Rupees _____).
- B. This Bank Guarantee shall be valid up to _____.
- C. We are liable to pay the guarantee amount or any part thereof under this Bank guarantee only if you serve upon us a written claim or demand (and which should be received by us), on or before _____ (Inclusive of Claim Period) at _____ and a copy of the same to be sent to _____ having registered office at _____

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whereafter it ceases to be in effect in all respects whether or not the original bank guarantee is returned to us.

D. For Genuine & confirmation of Bank Guarantee, Kindly approach Below Address:

Signed on the _____ day of _____

Signature of the Bank

Name & Designation

Address

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam

Annexure – III

Date:

Bid Security declaration
(To be printed on Bidder's letter head)

To,
Head (Projects),
Indian Institute of Management Visakhapatnam
Near RTA Test Track, Gambheeram Village,
Anandapuram Mandal, Visakhapatnam – 531163,
Andhra Pradesh

Sub: Bid Securing declaration for bid for Tender No.: _____,
dated _____ for _____.

Tender Reference No: _____

Dear Sir,

I/We _____, the undersigned, declare that:
I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of THREE (03) years from the date of notification, if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the Institute during the period of bid validity
 - i. fail or refuse to execute the contract, if required, or
 - ii. fail or refuse to furnish the Performance Security/Security Deposit, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of -

- i. the receipt of your notification of the name of the successful Bidder; or
- ii. thirty days after the expiration of the validity of my/our Bid.

Name of the Bidder (Agency/firm/company): _____

Address of the bidder: _____

Authorised person's name and designation: _____

Contact No.: _____ e-mail id: _____

Date: _____ Authorized person's Signature: _____

Place: _____
(Company Seal)

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

Date:

To
Head (Projects),
Indian Institute of Management Visakhapatnam
Near RTA Test Track, Gambheeram Village,
Anandapuram Mandal, Visakhapatnam – 531163,
Andhra Pradesh

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein, along with the corrigendum(s) issued from time to time by your department/ organization before submitting this submission letter.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also 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. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking in the last Five (05) years.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely..
7. I / We hereby offer to execute the works specified in the said document with the amount mentioned at Price Bid portion of Tender Document and in accordance in all respects with the conditions, specifications, & instructions in writing referred to in conditions of the contract, articles of agreement, and in all other respects in accordance with such conditions so far as they may be applicable.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Form of Agreement

THIS AGREEMENT is made at Visakhapatnam on this ____ day of ____, _____ by and between.

Indian Institute of Management Visakhapatnam having its office situated at Near RTA Test Track, Gambheeram Village, Anandapuram Mandal, Visakhapatnam – 531163, Andhra Pradesh hereinafter referred to as "IIMV" or "the Institute" on the FIRST PART, represented by _____ working as _____ of the Institute.

AND

M/s. _____, a company registered as a company under _____ by _____ with UIN _____ vide certificate dated _____ with its registered address _____ and Regional Office at _____, and having its branch office at _____ represented by its _____ authorised vide company board resolution No. _____ dated _____ (hereinafter referred to as "Contractor") which expression shall, unless it be repugnant to the context, be deemed to include its successors and assigns of the OTHER PART.

WHEREAS 'IIMV' or 'the Institute' / FIRST PART AND 'Contractor' / OTHER PART and are individually also referred to as a Party and collectively as the Parties.

WHEREAS, IIMV has issued a public tender notice vide Tender No: _____ for engagement of agency for _____ through e-procurement mode, hereinafter referred as "Ref:1";

Against which Ref:1, the Contractor has submitted bid on dated _____ hereinafter referred as "Ref:2";

And IIMV evaluated the Contractor as successful bidder and awarded the contract by Letter of Award (LoA) vide reference _____ (hereinafter referred as "Ref:3");

WHEREAS, Contractor has accepted the LoA and agreed to start the said services with effect from _____ and started rendering of service from _____.

NOW THEREFORE IT HAS BEEN AGREED BETWEEN the Contractor and IIMV that the Contractor shall render _____ providing the required _____ on outsourcing basis at the rates as agreed and as per provisions of tender document and this contract is subject to the following terms and conditions:

1. SCOPE OF WORK:

As defined in the Tender document, Corrigenda, Addenda, Lol/LoA etc. Should be clear and unambiguous. With sufficient clauses for extended needs of the Institute.

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam

2. CONTRACT DURATION AND TERMINATION

Duration of the contract shall be for a period of ____ months from _____ i.e. up to _____. The contract may be extended by _____ months based on satisfactory feedback from all stake holders of the institute, requirement at that point of time, at discretion of the Competent Authority on mutually agreeable terms and conditions. Failure to give notice on part of the Contractor and failure in providing the services as agreed shall be treated as breach of contract. In such case, IIMV reserves the right to get the required services from open market/other similar agency and all that difference of cost shall be charged to the existing contractor. The cost shall be recovered from the Security Deposit. The contract can also be terminated by the Institute, without compensation to the contractor, if the contractor becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Institute.

3. PERFORMANCE BANK GUARANTEE (PBG):

The Contractor has submitted original, unconditional, irrevocable, interest free Performance Bank Guarantee (PBG) for Rs. _____/- (Rupees Seven Lakhs Twenty Thousand Only) issued by _____ dated _____ with a validity up to _____ /DD No.: _____ issued by _____ dated _____ /Cash as security/ guarantee for compliance of their obligations in accordance with the terms and conditions of this agreement.

The IIMV shall return/release the same interest free Security Deposit/ PBG after completing all the contractual obligations after expiry of the agreement/contract, within 30 days to the Contractor, after confirming NO dues.

4. RATES: Rates as per Financial Bid and conditions thereon.

- a. GST will be paid extra as per actuals at the time of billing.
- b. Rate structure for each item/category etc.
- c. The rates shall be firm and fixed unless specified otherwise.

5. PAYMENT TERMS:

The Contractor shall raise the bills as per the formats accepted by the IIMV and the payment shall be released within 21 days of receipt of such bills subject to due verification. Failure of production of such bills/ shall lead to withholding of payments. TDS and all other GST will be deducted as per applicable rules.

6. COMPLIANCE WITH THE INSTITUTE RULES AND REGULATIONS:

The contractor should comply with all norms stipulated by the Institute regarding maintenance of discipline, decorum, etiquette, safety, security and hygiene at and around the workplace. Strict compliance with all guidelines and procedures etc. issued by Central / State Government Local Authorities or the Institute in relation to, but not limited to, security, safety and any other contingencies or exigencies shall be duly observed while entering and during the stay at the office, while interacting with the staff & students etc.

7. AUTHORIZATION:

The Contractor should submit to the Institute the names, designation and specimen signatures of the persons authorized by it to sign documents, execute the work, receive payments, receive instructions and notices etc. on behalf of it.

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam

8. PENALTY CLAUSE:

Please refer clause 13 of General Conditions of Contract (GCC) of this Tender document.

9. WORK AT RISK AND COST:

In case, the Contractor fails to provide the required services during the contract period or extended contract period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both, in case the recoverable amount exceeds the amount of Performance Security.

10. SUB-CONTRACTING:

The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the prior approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.

11. INDEMNITY:

The CONTRACTOR shall indemnify IIMV from all claims, suits, inability & procedure which may be identified/initiated by the employees engaged by the CONTRACTOR, shall keep IIMV harmless from all such rules, procedure liabilities. The CONTRACTOR shall also indemnify IIMV from all or any legal implication or consequences that may arise out of labour laws/rules and any consequence that may arise out of misconduct of any of his personnel including loss of property or life due to any accidents. Any claims in this regard shall be settled between the Contractor and the effected party. If any charges in this regard are levied by the parties on IIMV, the same will be recovered or adjusted against the payments to be made to the Contractor subsequently. The decision of the Director, IIMV in this regard shall be final and binding.

12. ARBITRATION:

In the event of any question, dispute or difference arising under this tender and/or in connection therewith, except as regards decisions, the process in respect of which is specifically and explicitly provided under this tender, the same shall be referred to an arbitrator appointed in accordance with the law for the time being in force by the Competent Authority and the decision of the Arbitrator shall be final and binding on both parties of this tender. The costs of arbitration shall be shared equally.

13. GOVERNING LAW AND JURISDICTION:

All disputes arising, if any, under this tender/contract shall be resolved through Arbitration process as mentioned in the tender document. This agreement shall be governed by the laws of India. Without affecting the validity of arbitration clause herein above, all matters connected and related to this agreement shall, in all respects, be subject to the exclusive jurisdiction of the courts at Visakhapatnam.

14. FORCE MAJEURE:

If at any time, during the continuance of the agreement/contract, the performance in whole or in part, by the firm, of any obligation specified in the agreement/contract, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civil

Non – Comprehensive Annual Maintenance Contract (N-AMC) of HVAC System (Low Side) with Spares for a period of One (01) year for Main campus of IIM Visakhapatnam

commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), the Contractor may be excused from performance of its obligation provided that notice of happenings of any such event is given by the firm to IIMV within two calendar days from the date of occurrence thereof. Provided further that the obligations under the Agreement shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of IIMV as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive. However, the Force Majeure events mentioned above will not in any way cause extension of the period of the Contract. (Same as above).

IN WITNESS THEREOF, THE PARTIES HAVE HEREUNTO SUBSCRIBED THEIR HANDS ON THE DAY, MONTH AND YEAR FIRST MENTIONED ABOVE IN THE PRESENCE OF THE FOLLOWING WITNESSES:

For IIM Visakhapatnam

For M/s. _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

Date: _____

Date: _____

Office Seal: _____

Office Seal: _____

Witness:

1. _____

1. _____

2. _____

2. _____

Annexure – VI

**Declaration for compliance with GFR Rule 144 (xi)
(To be given on the letterhead of the bidder)**

Date:

**To
Head (Projects),
Indian Institute of Management Visakhapatnam
Near RTA Test Track, Gambheeram Village,
Anandapuram Mandal,
Visakhapatnam – 531163,
Andhra Pradesh**

Tender Reference No: _____

CERTIFICATE

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that Our Company/I am not from such a country.

OR (*whichever is applicable*)

(Bidders from a Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from _____ (Name of Country) and the Company has been registered with the Competent Authority.

I also certify that I fulfil all the requirements in this regard and is eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached).*

Place:

Signature of the Tenderer

Date:

Name & Address of the Tenderer
with Office Stamp

8. BILL OF QUANTITIES

Price Bid document attached seperately