



## **TENDER DOCUMENT**

**For**

**Supply, Installation, Testing & Commissioning of  
Air Conditioning Units for Server room/ UPS room in  
IT Department of NS Hospital  
(Tender No. 1423/2020-21/HVAC/ NSMIMS)**

Start date for issue of tender documents at office	-	09/05/2020, 10.00 am onwards
Closing date for issue of tender documents	-	20/05/2020, upto 2.00 pm on
Last date for submission of tender documents	-	20/05/2020, upto 3.00 pm on
Date of opening of Technical bid	-	20/05/2020, 4.00 pm onwards

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Bid document for “**Supply, Installation, Testing & Commissioning of air conditioning Units for Server room/ ups room in IT department of NSMIMS, Kollam**

Sealed tenders are invited by the **Secretary, NSMIMS, Kollam** for **Supply, Installation, Testing & Commissioning of air conditioning Units for Server room/ ups room in IT department of NSMIMS, Kollam**

**2. Nature and Scope of work:**

Nature and scope of the work is mentioned at **Annexure-II** of this bid document (enclosed herein).

**3. Eligibility:**

- i. Contractors who have sufficient experience of having successfully carried out similar works in Government Offices/Residential buildings/Office buildings/Pvt. buildings during the last three years are eligible to participate in the bidding.
- ii. The NSMIMS reserves the right to verify the proof of having experience and expertise of the bidder in executing similar works and the bidder has to produce the proof thereof.

**4. Submission of bid:**

The tender document can be obtained in person from the below mentioned address from 10.00 am to 5.00 pm on all working days:

**N.S Memorial Institute of Medical Sciences, Palathara, Thattamala P.O Kollam 691020**

**Cost of the Tender document – Rs.2000/- to be payable by way of DD in favour of “KOLLAM DISTRICT CO OPERATIVE HOSPITAL SOCIETY Q 952” payable at Kollam**

Alternatively, the tender document can be downloaded from the website **[www.nshospital.org](http://www.nshospital.org)**

**The downloaded tender document is to be submitted along with the tender fees of Rs.2000/- as mentioned above. The tenders submitted without the tender fees shall be rejected.**

The bid along with the NSMIMS's terms and condition duly signed is to be submitted in a sealed envelope superscribing the envelope “**Bid for Supply, Installation, Testing & Commissioning of air conditioning Units for Server room/ ups room in IT department of NSMIMS, Kollam**”

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The Tenderer should submit the following along with the bid

- (i)
  - (1) List of similar works completed during the last three years in any Government organization or private company
  - (2) Copy of Registration of VAT and Service Tax
  - (3) Copy of PAN Number
  - (4) If the bid is from an authorized dealer/ distributor of any manufacturer, the dealer or distributor shall submit a valid proof for authorized dealership/ distributorship.
  - (5) Satisfactory completion certificate from the organization where the tenderer has successfully completed similar projects within last 3 years.
- (ii) Price Bid Form (**Annexure-III**) to be submitted by duly filling up the rates for each item of work indicated in the prescribed price bid form.
- (iii) Earnest Money Deposit (EMD) amount of Rs.25000/- by way of Demand Draft drawn in favour of "KOLLAM DISTRICT CO OPERATIVE HOSPITAL SOCIETY Q 952" payable at Kollam

Bid shall be submitted in a sealed cover super scribed "**Supply, Installation, Testing & Commissioning of Air-Conditioning Units for Server Room/ UPS Room in IT Department of NSMIMS and due date is upto 3.00 pm on 20/05/2020**"

This shall contain separately sealed envelopes superscribed as below:

- Envelope -I - EMD amount of Rs.25000/- by way of demand draft.
- Envelope -II - TECHNO-COMMERCIAL PART
- Envelope -III - PRICE PART

- (i) Envelope -I of offer shall contain EMD as specified.
- (ii) Envelope -II of the offer shall contain all the pages of the bid document duly signed and stamped on each page, covering letter, bid form, documentary proof for eligibility, technical submissions, duly signed scope of work, deviations from the NSMIMS terms & conditions, if any and other details required forming part of the offer.
- (iii) Envelope -III of offer shall contain only the price schedule issued herewith, with all rates and amounts filled in and no conditions.

All the above three envelopes shall be enclosed in a single larger envelope superscribed as mentioned above.

The **NSMIMS** is not responsible for delay, loss or non- receipt of bids on time sent by post. Fax/Email/ Telegraphic offers shall not be accepted.

**Last date for submission**

- The last date for receipt of the bid at our office is **20.05.2020, 3.00 P.M.** The bid submitted beyond the above date and time shall not be considered for the bidding and shall be rejected out-rightly.
- The bid not submitted in the prescribed bid form shall be summarily rejected

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**Information to be furnished by the bidder along with their bid:**

The bidders are requested to submit their bid form along with the following information (to be furnished in their letter head):

- i. Name of the Company :
- ii. Complete address of the Company :
- iii. Name of the authorized person :
- iv. Company's/Firm's Nature of business :
- v. Number of years of experience in similar works :

The bid submitted, without the prescribed EMD and/or the bid submitted without the NSMIMS's terms and conditions duly accepted, shall be summarily rejected. Similarly the bid submitted not in the prescribed bid forms of the NSMIMS, the bid document shall be summarily rejected. Any deviation from the NSMIMS terms & conditions shall be clearly brought in the bid.

**Earnest Money Deposit (EMD):**

- i. The bidder shall submit along with the bid an Earnest Money Deposit amount of Rs.25000/- in the form of Demand Draft from a nationalized Bank drawn in favour of "KOLLAM DISTRICT CO OPERATIVE HOSPITAL SOCIETY Q 952" payable at Kollam. No interest is payable on EMD amount by the NSMIMS. The EMD of unsuccessful bidders will be returned on finalization of successful bid and on placement of order to successful bidder.

**5. OPENING OF BIDS**

Envelope-I & Envelope-II of Bids shall be opened at **4.00 P.M. on 20/05/2020** in the presence of attending Bidders/Authorized representatives at the Conference Hall, NSMIMS, Kollam

Envelope-III (Price part) of Techno Commercially qualified Bidders shall be opened at a later date with due information to them.

**6. PLACE OF SUBMISSION**

N.S Memorial Institute of Medical Sciences, Palathara, Thattamala P.O Kollam 691620.

**7. Clarifications:**

The bidders are requested to go through the 'Scope of Work' and 'Terms and conditions' of the bid before submitting their offer/bid. Any clarification, if required, may be obtained prior to filing of bid from the Office. No claim whatsoever on such account shall be entertained by the NSMIMS in any circumstances. The bidders shall physically inspect the work premises during working hours on working days and ensure the quantity and scope of the work before bidding.

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**8. Variation of quantity :**

(i) The quantity (area) mentioned in the scope of work is approximate. The NSMIMS or any authorized person reserves the right at the time of award and executing of the contract to vary the quantity of the area specified in the scope of work without any change in the unit rate quoted and/or to cancel any work mentioned under the scope of work.

(ii) The successful bidder to whom work is awarded shall be paid for the actual work completed and actual material utilized as per rate schedule furnished by the bidder.

**9. Terms and conditions of Bid:**

The terms and conditions of above bid are enclosed in the bid form, which is part and parcel of the bid document. The bidders should submit the bid form by duly accepting the NSMIMS's terms and conditions of the bid as stipulated in the bid form. The bid submitted without the acceptance of the NSMIMS's terms and conditions shall be summarily rejected.

**10. No canvassing:**

Canvassing in connection with the bids is prohibited and the bids submitted by the contractor who resort to canvassing are liable for rejection.

**11.** The NSMIMS reserves the right to accept or reject any or all bids in part or in total without assigning any reason whatsoever.

**Enclosures:**

- 1) **Bid Form along with the NSMIMS's terms and conditions (Annexure-I)** to be submitted by the bidders to the NSMIMS.
- 2) **Scope of Work (Annexure-II)**- to be duly filled in and submitted by the bidders
- 3) **Price Bid Form (Annexure-III)** to be duly filled in and authenticated to be submitted by the bidders to the NSMIMS.

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## **Annexure-I BID FORM**

(The bidders should submit their acceptance only in Bid Form for the acceptance of the NSMIMS's terms and conditions of Bid)

### **Name of the work:**

**Supply, Installation, Testing & Commissioning of air conditioning Units for Server room/ UPS room in IT department of NSMIMS, Kollam as per the scope of work attached.**

### **Terms and conditions of Bid:**

#### **1. Rate / Price**

The unit rate to be quoted shall be unit rate and shall remain firm without the price variation clause. The bidders should not claim for any price variation / escalation.

i. The bid submitted with a price variation/escalation clause will be treated as non-responsive and rejected.

ii. Bid / rates quoted by the bidder shall remain valid for 120 days from the date of opening of tenders for the purpose of acceptance and award of work; validity beyond 120 days from the date of opening shall be by mutual consent. No price variation / cost escalation is accepted.

iii. The rates quoted by the bidder should be inclusive of all the tax applicable, levies, excise duties, transit, insurance and freight and any other statutory levies etc.

iv. The Income Tax and any other taxes or charges as applicable will be deducted at source by the NSMIMS from the successful bidder while making the payment.

v. The price quoted by the bidder shall remain firm during the entire period of contract and shall not be subject to variation on any account.

vi. The bidder should quote the rate as specified in the scope of work. The bids submitted other than in the specified scope of work at **Annexure-II** shall be summarily rejected.

#### **2. Execution of work:**

i. **Time period of completion:** The successful bidder shall execute and complete the work as per specification/Scope of work mentioned in **Annexure-II** to the satisfaction of the Officer In-Charge within a period of **4 weeks** from the date of award of work.

ii. The successful bidder to whom the work is awarded, shall have to execute the work as per the work order and the terms & conditions of this tender document.

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- iii. The NSMIMS is not responsible for the breakage/damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded.
- iv. No extra cost shall be given for transportation; cost of labourers, insurance etc., as the rates quoted is all inclusive price.
- v. The contractor shall have to bring all the supporting materials for carrying out the above work.
- vi. The EMD will be released after a month from the date of submission of the performance guarantee.

**3. Variation in quantity/ scope of work:**

The quantity mentioned in the scope of work is approximate. The NSMIMS reserves the right at the time of award/execution of the contract to vary the quantity specified in the scope of work without any change in the unit rate. However, the payment will be made as per the actual material used and work done.

**4. Security Deposit & Performance Guarantee**

a) The Contractor shall submit a bank guarantee for 5% of the bill amount towards security deposit. The bank guarantee shall be from a nationalized bank and shall be valid for a period of 12 months and additionally 60 days from the date of completion of the work to the full satisfaction of the NSMIMS. The same shall be released by the NSMIMS after the expiry of the above period.

**5. Liquidated damages**

For delay in completion of work, the liquidated damage @ 1% of order value per week or part thereof subject to the maximum of 10% of the order value shall be deducted.

**6. Extension of work completion time**

Ordinarily no time extension shall be granted. However, under unforeseen site conditions, the contractor shall make proper representation to the office in-charge with reasons for the delay upon which the extension of completion time may be allowed by the office in-charge.

**7. Payment terms**

A part payment upto 20% of the contract value shall be paid upon receipt of the materials required for project at the site after due verification and authentication by the Officer In-charge against submission of the part bill by the contractor. Balance Payment shall be made against the final bill within 45 days from the date of completion of the works to the satisfaction of the NSMIMS/Officer In-charge in all respects and submission of completion certificate.

**8. Completion Certificate**

Within one month of the completion of the work the contractor shall furnish a certificate for such completion.

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**9. Guarantee Period**

Guarantee period for the air-conditioner units and other materials supplied should be 12 months from the date of completion of the installation and for the compressors should be 60 months from the date of completion of installation for poor workmanship, poor performance, and in case of deficiencies are found during guarantee period, the same shall be rectified or replaced free of cost by the Contractors at their own cost and risk.

**10. Quality assurance:**

The successful contractor should ensure the quality of material as per the requirement / discretion of the NSMIMS and quality standards as specified by Government agencies.

**11. Right to accept or reject tender**

- (i) The right of acceptance of tender will rest with the NSMIMS.
- (ii) The acceptance of the tender shall rest with the NSMIMS who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assigning any reason. Further, the NSMIMS reserves the right to accept the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted. All the tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

**12. Insurance**

Contractor shall at his own expenses carry and maintain insurance with reputable Insurance Companies for : (i) Employees State Insurance Act, (ii) workmen's Compensation & Employer's Liability Insurance, (iii) Any other Insurance required under Law or Regulations or by Owner.

**13. Safety Regulations**

Contractor shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. The NSMIMS shall not be held responsible for any accidents that occur due to unsafe practice of the persons employed by the contractor to carry out the work.

**14. Other Important conditions**

**Before submitting their bid proposals, bidders shall carefully examine the site of the work to familiarize themselves with the site conditions which exist regarding present work to be executed, materials to be matched, precautions required, working space available and other conditions necessary to the making of the intelligent bids.**

**All the above terms and conditions of the tender as mentioned above AND included in the tender document are duly accepted.**

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**Annexure – II****SCOPE OF WORK****BOQ FOR AIR CONDITIONING OF SERVER ROOM/ UPS ROOM IN IT DEPARTMENT**

Sl.No	Item Description	Unit	Qty
1	Supply and installation of <b>Bluestar/ Voltas/ Carrier/ Mitsubishi/ Hitachi</b> make ceiling suspended ductable split air conditioner with eco-friendly gas of R 407C and with SCROLL compressor and microprocessor controller		
a	8.50TR ducted unit	Nos	2.00
b	3.00TR ducted unit	Nos	2.00
2	Strip heater package including, strip heaters, heater panel,	Nos	1.00
3	Humidistat, thermostat and safety thermostat	Nos	1.00
4	Flexible canvass connection interconnecting indoor and supply air ducts	Nos	4.00
5	Supply and installation of Rectangular GSS ducting of gauge 22g, 120GSM -	Sqr mtr	44.55
6	Supply and installation of Rectangular GSS ducting of gauge 24g, 120GSM	Sqr mtr	59.40
7	Supply and installation of motorized mouth volume control damper	Nos	4.00
8	Actuator with electrical works	Nos	4.00
9	Supply and installation of SA / RA grill	Sqr mtr	3.00
10	Supply and installation of aluminium collar damper	Sqr mtr	1.50
11	Thermal insulation of the supply duct & PLENUM with 13 mm aluminium faced Class O nitrile insulation neatly stucked with manufacturer recommended adhesive for all insulations	Sqr mtr	104.00
12	1" PVC drainpipe with necessary nitrile sleeve insulation	mtr	50.00
13	consumables like gaskets / silicon sealants / aluminium tapes / hardware's etc	Lot	1.00
14	Acoustic insulation of the initial portion of the duct with 10mm open cell type XLPE sheet (fire retardant & antimicrobial), neatly stucked with manufacturer recommended adhesive - UPS room	Sqr mtr	6.00
15	Hard drawn copper refrigerant pipe of size with necessary 13 mm thick nitrile sleeve insulation for connecting indoor and outdoor units for 8.50TR	mtr	30.00
16	Soft drawn copper refrigerant pipe of size with necessary 13 mm thick nitrile sleeve insulation for connecting indoor and outdoor units for 3 TR	mtr	30.00
17	Outdoor unit supports for 8.50TR	nos	2.00
18	Outdoor unit supports for 3.0Tr	nos	2.00
19	Installation charges for 8.50TR	Nos	2.00
20	Installation charges for 3.0TR	Nos	2.00
21	Testing, Commissioning and air balancing	Lot	1.00

The contractor who is quoting the tender shall get themselves well versed with the site condition. The scope of work includes masonry work, fabrication, fixing and painting. The contractor should be well versed with all the activity and should have specialized team of workers for the same.

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of constitution already existing (so far as in practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at own cost all materials, tools and plants, facilities for workers and all other services required for the execution of the work unless otherwise specifically provided for in the contract documents. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the work to be done and of conditions and rates at which stores, tools and plants etc. if any will be issued to him by the NSMIMS and local conditions and other factors having a bearing on the execution of the work. The tenderer must also study the neighbourhood, rules and regulations for building as well as the area where it is situated.

In case of items not covered by the above specification the work should be carried out as per the direction of Officer-in-charge.

Approval of the Officer -in-Charge shall be taken well in advance for the materials to be used in the work by the contractor.

All repairs and patch work shall be neatly carried out to match with the original finish and to the entire satisfaction of Officer-in-Charge.

The contractor has to make his own arrangement for stores and watch and ward and no extra claim for this will be entertained. The contractor has to make his own arrangement at his own cost for all the general and special T & P.

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**Annexure – III****PRICE BID**

<b>Sl.N o</b>	<b>Item Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Rate</b>	<b>Amount</b>
1	Supply and installation of <b>Bluestar/ Voltas/ Carrier/ Mitsubishi/ Hitachi</b> make ceiling suspended ductable split air conditioner with eco-friendly gas of R 407C and with SCROLL compressor and microprocessor controller				
a	8.50TR ducted unit	Nos	2.00		
b	3.00TR ducted unit	Nos	2.00		
2	Strip heater package including, strip heaters, heater panel	Nos	1.00		
3	Humidistat, thermostat and safety thermostat	Nos	1.00		
4	Flexible canvass connection interconnecting indoor and supply air ducts	nos	4.00		
5	Supply and installation of Rectangular GSS ducting of gauge 22g, 120GSM -	Sqr mtr	44.55		
6	Supply and installation of Rectangular GSS ducting of gauge 24g, 120GSM	Sqr mtr	59.40		
7	supply and installation of motorized mouth volume control damper	Nos	4.00		
8	Actuator with electrical works	Nos	4.00		
9	Supply and installation of SA / RA grill	Sqr mtr	3.00		
10	Supply and installation of aluminium collar damper	Sqr mtr	1.50		
11	Thermal insulation of the supply duct & PLENUM with 13 mm aluminium faced Class O nitrile insulation neatly stucked with manufacturer recommended adhesive for all insulations	Sqr mtr	104.00		
12	1" PVC drainpipe with necessary nitrile sleeve insulation	mtr	50.00		
13	consumables like gaskets / silicon sealants / aluminium tapes / hardware's etc	Lot	1.00		
14	Acoustic insulation of the initial portion of the duct with 10mm open cell type XLPE sheet (fire retardant & antimicrobial), neatly stucked with manufacturer recommended adhesive - UPS room	Sqr mtr	6.00		
15	Hard drawn copper refrigerant pipe of size with necessary 13 mm thick nitrile sleeve insulation for connecting indoor and outdoor units for 8.50TR	mtr	30.00		
16	Soft drawn copper refrigerant pipe of size with necessary 13 mm thick nitrile sleeve insulation for connecting indoor and outdoor units for 3 TR	mtr	30.00		

17	Outdoor unit supports for 8.50TR	nos	2.00		
18	Outdoor unit supports for 3.0Tr	nos	2.00		
19	Installation charges for 8.50TR	Nos	2.00		
20	Installation charges for 3.0TR	Nos	2.00		
21	Testing, Commissioning and air balancing	Lot	1.00		
	<b>GST</b>				
	<b>Total for Supply and installation</b>				

Taxes and other duties shall be leviced as per Govt. norms) The price quoted above shall be inclusive of all taxes and duties)

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