



ALLAMA IQBAL LIBRARY

(ISO 9001:2008 Certified Library)

University of Kashmir

Hazratbal Srinagar, Kashmir, J & K-190006.

Tender Notice

Sealed bids affixed with revenue stamp worth Rs.5/= (five) are invited from competent firms/agencies meeting the bid evaluation Criteria as stated in the detailed tender document for the below matters:-

- 1) Annual Maintenance of Air Conditioners installed in Allama Iqbal Library**
- 2) Supply of Daikin Air Conditioners with allied accessories. - 3 No's**

Earnest Money Deposit/Bid Security for AMC: Rs. 8,000/-

Cost of Tender document : Rs. 400/-

Due date and time of submission of Bids: **By or before 12thAug 2013, 3.30 PM**

Due date and time for the opening of Bid : **13thAug 2013, 11 AM**

Place of Receipt of Tenders:-

Office of the University Librarian

Allama Iqbal Library

University Campus,

Hazratbal, Srinagar Kashmir, J&K -06

Position of funds : **Demanded.**

The complete tender document can be had from the office of the undersigned or can be downloaded from the website of Kashmir university viz. www.kashmiruniversity.ac.in. In case downloaded Tender Document is provided with the Bid, a Demand Draft of Rs. 400/- may be furnished as Cost of Tender Document.

If any of the days specified above happens to be a holiday, the next working day shall be implied. Bids received after the due date and times are liable to be rejected.



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Conditional bids will be straight away rejected and the bidder(s) are advised to quote strictly as per the terms and conditions of the tender documents and not to stipulate any deviations/exceptions.

The University Librarian reserves the right to reject any tender without assigning any reason thereof.

Dr. Abdul Majid Baba

University Librarian

No. F (Tender-Notice/AC) AIL/KU/13

Dated:- 25th July 2013

Copy to:

- 1) Public Relations Officer, for publicity through two prominent local dailies.
- 2) Scientist "B", IT and SS, for uploading on the website of University of Kashmir.
- 3) File for record.



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Tender Document

1) Scope of Bid:

- a) Allama Iqbal Library wishes to receive bids for the items as given in the tender notice.
- b) The successful bidder will be expected to complete the works within the period stated in the terms and conditions of the contract.

2) Eligible Bidders:-

- a) The bidders should have executed similar works, having order worth of Rs. 4 Lakhs or above in the last five years. Certified copy of work order and successful completion certificate with reference to similar work order from the customer shall be submitted.
- b) The bidders should have up to date VAT/TAX Clearance certificate issued by the department of sales taxes.
- c) The annual turnover of the bidder should be equal to or more than Rs.5 lakh in any one of the preceding three financial years.
- d) The bidder should furnish documentary evidence (copies of balance sheets /Authorization letter, work orders and relevant completion/performance certificates etc.) along with the bid.
- e) **In the absence of such requisite documents, the University Librarian reserves right to reject the bid without any reference to the bidder.**

3) General Terms and Conditions :-

- a) The bidder is advised to visit and examine the site of works and its surroundings and obtain for itself on his own responsibility all the information that may be necessary for the preparation of the bid and entering into the Annual Maintenance contract and repairing works of the system.
- b) Claims and objections due to ignorance of existing conditions will not be considered after submission of the bid and during the implementation.
- c) All duties and taxes including applicable VAT, Service Tax, Income Tax and other levies payable by the firm under the Annual Maintenance Contract and



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supply of allied items should be included in the rates and prices and the total bid price submitted by the bidder.

- d) Prices quoted for the supply of items shall be valid for four months and that AMC shall remain fixed and valid till the completion of the contract and will not be subject to any variation on any account.
- e) The bidder shall quote prices both in figures as well as in words. There should not be any discrepancies between the prices indicated in figures and the prices indicated in words.
- f) Discount, if any, should be indicated in the space provided only. Conditional discount, if offered, shall not be considered for evaluation. In case discount is given as range (e.g. 1 to 5%) the higher side shall be treated final.
- g) Bids shall be kept valid for 4 months from the final bid due date.
- h) The bid security may be forfeited :
 - I. If the successful bidder withdraws his bid during the period of bid validity.
 - II. In case the successful bidder fails to accept work order or fails to furnish performance security.
- i) Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for award of contract shall not be disclosed to bidders or any other person.
- j) Any effort by the bidder to influence the Allama Iqbal Library's processing of bids or award decisions may result in the rejection of bidders bid.
- k) Successful bidder shall be required to submit performance security towards faithful performance of the contractual obligations and performance of the equipment. The performance security shall be in the form of either Bankers Cheque or Demand Draft or Bank Guarantee. The performance security shall be deposited within 15 days of issuance of Work/Supply order.
- l) Performance security shall be refunded after expiry of AMC contract and Warranty Period of equipment purchased or as may be specified by the University Librarian depending upon the nature of contract.
- m) Performance Security shall be forfeited and credited to the library chest in the event of breach of the all general and standard terms and conditions of the tender document or in case it is established that the performance of the firm is not up to the mark.



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- n) The firms are at liberty to quote for only AMC or only supply of items or both AMC and Supply of Items.
- o) In case the successful bidder turns out to be one having quoted lowest rates for both AMC and Supply of Items then the Performance Security to be submitted by the firm shall be Sum of Performance Security of AMC and Performance security of Supply of items.
- p) Fines /Penalties, if any, imposed on the firm shall be paid by the firm and deposited in the library chest within 72 Hours from the date of receipt of notice informing about the same. Failure to do so shall empower the University Librarian to revoke the Performance Security in full without assigning any further notice thereof.
- q) The EMD/Security deposit shall be refunded as early as possible after the expiry period of the tender validity but no later than 30 days from the date of award of the contract subject to the condition that performance security has to be deposited by the firm.

4) Standard Terms and conditions for Annual Maintenance Contract:-

- a. The Air Conditioners are to be taken over for Comprehensive Maintenance on "as is where basis is" and could be inspected by the prospective bidders on any working day between 10.00 a.m. to 4.p.m.
- b. The term "Comprehensive Maintenance" shall include oiling, chemical washing, gas filling, replacement of compressor, filter, thermostat, all kind of motor, capacitors wiring, all kinds of plug, pads and replacement/repair of all other parts which are required to make the AC's in working condition during the currency of the contract at the exclusive risk, responsibility and cost of the AMC Provider. It shall be ensured that genuine certified parts only are provided and this shall be after proper inspection of old parts and new parts by the authorized Officer/Official of the Allama Iqbal Library under overall supervision of University Librarian.
- c. It shall be obligatory on the part of the AMC Provider to carry out repair/maintenance of machines under his direct supervision during the period of currency and in no case this shall be sub-contracted.If Original Equipment manufacturer or above specification component is not used as maintenance spare,



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the cost of the equipment will be paid by the vendor if the equipment becomes unserviceable.

- d. The firm will be required to undertake preventive maintenance by checking all the Air Conditioners at least twice every month and confirm that the systems are in the best of the working conditions.
- e. All service request/calls for repair work must be attended within 48 hours of the complaint being lodged with the AMC Provider. There should be adequate number of Telephone Numbers for lodging of service requests.
- f. All the repairs shall be carried out inside the premises of Allama Iqbal Library by the AMC Provider. However when sufficient reasons exist for taking the equipment's of AC for repairs to some workshop outside the library, proper permission would be required to be sought by the contractor and repairing work shall be carried out in presence of authorized personnel of Library.
- g. If the AMC Provider firm failed to attend the calls within 48 hours, this Department reserves the right to get the work done by other firms and deduct such expenses from the AMC charges. In the Case of exceptional and repeated delays, poor services, fault, break down, etc., this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the AMC unilaterally.
- h. If in any case, the firm is not able to do the work, the same shall be got done from some other firm or from the open market at the cost of the AMC Provider and the extra expenditure incurred thereon shall be recovered from him. This shall entail the termination of the contract; forfeiture of the performance security.
- i. The AMC Provider shall be responsible for handing over all the air conditioners in working condition along with all the accessories to the Department and the cost of shortcomings, if any, shall be borne by the outgoing AMC Provider at the time of expiry of the contract.
- j. The damage caused, if any, either to any machines or to any other property of the Allama Iqbal Library through negligence or otherwise, shall be at the risk, cost and responsibility of the AMC Provider.
- k. No extra payment/compensation whatsoever, on account of natural calamity/ accident or otherwise, will be made to the firm by the Department except the rates permitted under this contract.



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- l. No advance payment will be made. The payment shall be made quarterly basis in respect of the actual number of machines repaired/maintained by the firm, on submission of bills.
- m. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender letter. The Department reserves the option to select more than one firm for award of contract for different machines to ensure uninterrupted servicing/ repairing during the currency of the contract.
- n. The Department reserves the right to reject or to accept any quotation, whole or in part, without assigning any reason thereof. The Department also reserves the right to renew the contract for such period (s) as it may deem necessary taking into account, of course, the satisfactory services rendered by the AMC Provider during the currency of this contract.
- o. AMC Provider shall obtain users' certificates every month regarding satisfactory working of Ac's during the previous month. The release of payment will be made on the basis of the satisfactory performance certificates issued by Officer/Official of each section where Ac's are installed in the Allama Iqbal Library.
- p. In no case any equipment should remain out of order for more than 72 hours.
- q. In the case of delay in attending to the complaints, penalty at the following rates will be levied :-
 - a) Delay of up to 24 hours - **Rs.100** per unit/day
 - b) Delay in excess of 24 hours and up to 72 Hours – **Rs. 150** per unit per day.
 - c) Delay in excess of 72 hours - **Rs. 200** per unit/day

The period will be reckoned from the time of lodging the complaint by telephone/fax/letter, etc.

- r. The Department reserves the right to terminate the Contract AMC at any time during the contract period if the services of the AMC Provider are not found satisfactory. In all matters of dispute relating to the proposed Contract AMC, the decision of the Department shall be final and binding on the AMC Provider.
- s. In case any dispute arises out of this contract, the same will be referred to University Librarian, who will either himself arbitrate in the matter or will appoint an arbitrator. The award so given will be final and binding on both the parties.



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- t. The contractor will maintain history sheet of equipment's under maintenance contract with detailed specification. Details of all minor/major, routine/preventive repair/maintenance job undertaken shall be entered into the history sheet.
- u. Complaint / Feedback / Performance report: - The Contractor will maintain all records of the complaints in a Register. The format of the register is shown on the last page.
- v. The performance Security for the Annual Maintenance Contract shall be Rs.20,000/=

5) Terms and Conditions for the Supply of Air Conditioners.

- a) The rates quoted should be inclusive of all taxes like VAT, Service tax, Entry Tax etc. and inclusive of freight charges.
- b) During the Warranty Period it shall be the responsibility of the Supplier to provide/arrange Comprehensive Maintenance of the AC Units as per the standard terms and Conditions of AMC given above.
- c) The supplier shall at his own cost arrange the service of the Air Conditioners either directly or through any of the Service Providers of the Firm in such a manner that the warrant of equipment is not effected or violated.
- d) The Performance Security for the supply of tendered items shall be Rs. 20,000/-



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Financial details of Comprehensive Annual Maintenance Contract of Air Conditioners Installed in various sections of Allama Iqbal Library.

S. No	Details of A.C Units	Make	Qty	AMC Rate Per Unit per Year	Total Amount
1)	Split Ac's 1.5 Tr	LG	19		
2)	Split AC's 2 Tr	LG	3		
	TOTAL				

1) The rates quoted above should be inclusive of all taxes like VAT/Service Tax/Income Tax/Freight etc. and should be quoted in Lump sum per AC per Year.

2) The compressors of most of air conditioners of different capacities are under warranty and the repairing/ replacement of these compressors will be done by the AMC Provider. Library shall only provide the bills for the same.

**Signature and Seal
Of the Bidder.**



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Financial details of Purchase of Air Conditioners with allied accessories to be installed as per specifications given below.

S/no	Specifications of Air Conditioner	Rate quoted including all Taxes/Service Tax.
1)	Daikin Make Air Conditioner Wall mounted Type (Heat Pump) R-22 FTY 50 Indoor Unit and RY 50 Outdoor Unit Cooling KW 5.20 , Btu/h 17,750 Heating KW 6.07 ,Btu/h 20,720 And other standard Features.	
2)	Daikin Make Air Conditioner Wall mounted Type (Heat Pump) R-22 FTY 60 Indoor Unit and RY 60 Outdoor Unit Cooling KW 6.15 , Btu/h 21,000 Heating KW 7.16 ,Btu/h 24,400 And other standard Features.	
3)	Installation Charges	
4)	Powder Coated stand with accessories	
5)	Copper pipe with insulation per metre	
6)	Cable (4 core – 1.5 mm ²) per metre	
7)	AVR/Stabilizer 5 KW , Input 90-280 , Coil size 8 x 5" , Core 8 No-92 Grade, Copper Wound, Wire Gauge 11 No (Swg), Primary Relays 25A 4 No's, Secondary (other than Chinese) 6A, 3 no's, Time Delay Facility, and other standard features and accessories.	



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Bidder's General Information

1. Name of Firm _____
2. Address of Firm _____
3. Number of Years in Operation _____
4. Telephone No _____
5. Mobile No _____
6. Whether Registered YES / NO _____
7. Registration Number _____
8. Sales Tax Registered TIN No _____
9. VAT Certificate enclosed YES/ NO _____
10. Earnest Money Deposit amount _____ CDR/ DD Receipt
No. _____ & Dated _____
11. Details of Special Offer / Discount if any) _____
12. Dealership Certificate attached YES/NO _____
13. Warranty Period of Air Conditioners _____
14. Taxes :
 - a. Any other please specify _____



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Declaration/ Undertaking

The University Librarian,
Allama Iqbal Library,
University of Kashmir

Sir,

After examining /reviewing the tender document for _____, including technical specifications , General and Standard Terms and conditions etc. the receipt of which is duly acknowledged , I(We) , the undersigned , is (are) pleased to offer to execute the whole job of _____ and in conformity with the tender notice and tender document.

I(we) confirm that this bid is valid for a period of four (4) months from the date of opening of the bids and it shall remain binding upon us and may be accepted by any time by or before the expiration of that period.

If my (our) bid is accepted, I (we) will provide the performance security equal to 10 % (ten percent) of the value of Work/Supply order, for due performance within 15 days of issue of the order.

Until a final agreement is prepared and executed, the bid together with your written work order thereof shall constitute the binding agreement between us.

I(We) understand that Bid Document is not exhaustive and ,any action & activity not mentioned in Tender Document but may be inferred to be included to meet the propose of the Tender and shall be deemed to be mentioned in Tender Documents unless otherwise specifically excluded.I(we) confirm to perform for fulfilment of Agreement and completeness of the work in all respects within the time frame and agreed price.

We understand that any deviation/exception in any form may result in rejection of bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the bid and we agree that if any deviation/exception is mentioned or noticed, our bid may be rejected.

We understand that you are not bound to accept the lowest priced or any bid that you may receive. We understand that you believe in quality work/service

Signature

Of the firm with seal.

Proprietor/ Partner / Representative

Dated _____



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Performa for bank guarantee

University Librarian
Allama Iqbal Library
University of Kashmir

Dear Sir,

In accordance with Letter Inviting Tender under your reference No _____
M/s. _____ having their Registered / Head Office at

_____ (hereinafter called the Tenderer) has become successful in the said tender for

As an irrevocable Bank Guarantee against Performance Security for the amount of _____ is required to be submitted by the Tenderer as a condition precedent for participation in the said tender and the said amount is liable to be forfeited on the happening of any contingencies mentioned in the Tender Document.

We, the _____ bank _____ having our
Head Office _____

(Local Address) guarantees and undertakes to pay immediately on demand without any recourse to the tenderers by Allama Iqbal Library, the amount _____ without any reservation, protest, demur and recourse. Any such demand made by University Librarian, shall be conclusive and binding on us irrespective of any dispute or difference raised by the Tenderer.

This guarantee shall be irrevocable and shall remain valid up to _____. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from M/s. _____

whose behalf this guarantee is issued.

In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this

_____ day of _____ 200__ at _____.

WITNESS:

(SIGNATURE)

(NAME)

(OFFICIAL ADDRESS)

(SIGNATURE)

(NAME)

Designation with Bank Stamp

Attorney as per

Power of Attorney No. _____

Date: _____



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TRUCTIONS FOR FURNISHING BID-GUARANTEE

BANK GUARANTEE

1. The Bank Guarantee by bidders will be given on non-judicial stamp paper as per stamp duty applicable. The non-judicial stamp paper should be in the name of the issuing bank. In case of foreign bank, the said banks guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper.
2. The bank guarantee by bidders will be given from bank
3. A letter from the issuing bank of the requisite Bank Guarantee confirming that said bank guarantee /all future communication relating to the Bank Guarantee shall be forwarded to the University Librarian at its address as mentioned in tender notice.
4. Bidders must indicate the full postal address of the bank along with the bank's E-mail/ Fax/. From where the earnest money bond has been issued.

