

SECTION – I
Invitation of Bids & Instructions to Bidders

- 01 Introduction**
National Council of Educational Research and Training(NCERT), Sri Aurobindo Marg, New Delhi – 110016, Invites sealed bids from the interested bidders for **Awarding the Rate Contract of Job items for one year for the Repair, Maintenance and Service of Hot Eqpt Items and on Job Order Basis.** The List of Job Items Furniture items and tapestry Work on Wooden / Steel Furniture items are given in Table II,
- 02 Scope of Bid**
Initially the contract will be granted for one year period and It is extendable to a further period of one year and again for one year (to a maximum total period of three years) on the sole discretion of NCERT subject to satisfactory service provided by the contractor. The approved Contractor will have to apply in writing for such extensions well in advance before the expiry date of contract. The Contractor will have no claim for such extensions neither this will be binding on him to accept such extensions offered NCERT. In case extensions are granted for more than one year period, the application rates and terms-conditions will remain the same as the first one year of contract.
- 03 Cost of Bidding Document**
03.01 The cost of the Tender Documents is Rs. 500/- (Rupees Five Hundred Only). The interested bidders may purchase complete set of Bidding Document from **“Senior Technical Officer (R&M Section), Room No. 02 Ground Floor, Workshop, Building, NCERT, Sri Aurbindo Marg, New Delhi – 110016”**, from 10.00 hours to 16.00 hours on all working days (except declared holidays), upto one day before the deadline date of submission of complete bid. The payment is to be mad in form of **DD/ BC drawn in favour of “Secretary, NCERT, New Delhi – 110016” payable at New Delhi.**
- 03.02 Complete Bid Document can also be downloaded from NCERT Website www.ncert.nic. In the this case, a **DD / BC of Rs. 500/- in favour of “Secretary, NCERT, New Delhi – 110016” payable at New Delhi, must be enclosed in the bid document.**
- 04 Amendment (s) in Bidding Documents**
04.01 The Bidding Documents must be readable Any **amendment (s)** done must be authenticated by placing signature of the authorized signatory. No **amendment** will be allowd after the last date and time fixed for submission of bids.
- 05 Submission of Completed Bid Documents**
05.01 **EMD of Rs. 5,000/- (Rupees Five thousand only) in the form of DD / BC in favour of “Secretary, NCERT, New Delhi- 16” payable at New Delhi must be submitted along with Completed Bid failing which bid will be rejected.** The EMD will be returned without any interest to all unsuccessful bidders after the finalization of the contract. Also the EMD will be returned without any Interest to the successful bidder after the receipt of letter of Acceptance of Contract along with amount of Performance Security. The EMD will be forfeited if the bidder withdraws the bid.
- 05.02 **Price Schedule of Job Items**
05.02.01 For this, the prospective bidders must refer Table II which consist of list of Job Items for the Repair and Maintenance of Geyser, Heat Convector, Heaters, Room Heaters, Round Plat Heater Hot equipments Items. which has been provided for quoting the % Good & Service Tax (GST). The prospective bidders are required strictly to use format of these table only, or their clear photocopies without incorporating any changes to quote the Prices both in figures and words.
- 05.02.02 The Prices Bid shall be placed in the envelop. Sealed and marked on the top as **Awarding the Rate Contract of Job items for one year for the Repair, Maintenance and Service of Hot Eqpt Items and on Job Order Basis.** Complete postal address of the Bidder must also be written on this envelop.
- 05.03 The bidder or his authorized person must place his signature at the bottom of all pages of tender documents.

Contd. On next page

Contd. from pre-page

06 Deadline for submission of Completed Bids

06.01 The deadline date / time for the submission of Completed Bid is by 13.00 hours on 28/09/2018. The Completed Bid must be dropped in the Sealed Tender Box or sent by Registered Post / Speed Post / Courier to “**Senior Technical Officer (R&M Section), Room No. 02, Ground Floor, Workshop Building, R&M Section NCERT, Sri Aurobindo Marg, New Delhi – 110016**” to be received strictly on or before the deadline date and time.

06.02 In case, holiday, is declared on the deadline date, the Completed Bids can be received on the immediate next working date. In such case the time of receipt will remain as 13.00 hours only.

06.03 At any time prior to the deadline date for submission of Bids, NCERT may amend the Bidding Documents by issuing an Addendum. The amendments given in the Addendum will be binding on the prospective bidders. The addendum will be uploaded on the NCERT Website only. The prospective bidders are advised to remain in touch with NCERT Website.

07 Opening and Evaluation of Bids

07.01 **Late Bids will be rejected and will not be opened.** These bids will be returned to the bidder if request for this is received in writing.

07.02 The Bid will be opened at 15.00 hours on 28/09/2018 in the presence of bidders or their Original Documents for verification of Self Certified Copies submitted by them.

07.03 If this date falls on declared holiday, then Bids will be opened on immediate next working day but the time of opening will remain the same.

07.04 Bid received without the cost of bid document and EMD will be summarily rejected and the Bids of such bidders will not be processed further.

08 Corrections of Errors

08.01 If there is a discrepancy in the rates in figures and in words, the rates in words will be considered as final. This will be binding on the bidders. In case the bidders (s) do not / agree with this, their bids will be rejected and EMD forfeited.

09 NCERT’s right to Accept any Bid or Reject any Bid or Reject All Bids

09.01 NCERT reserves the right to accept any Bid or to Reject any Bid or to Reject All Bids without assigning any reason, at any time prior to the award of contract.

10 Notification for the Award of Contract

10.01 The bidder (s) who has quoted the lowest price for maximum number of Job Items will be offered to give written acceptance for the lowest price quoted by other bidders for the remaining job items for which he has quoted higher prices.

10.02 The NCERT will issue an offer of Acceptance of Contract and upon receipt of such notification, the successful bidders must submit Acceptance Letter on Letter head along with the Performance security Money of Rs. 10,000/- (Rupees ten thousand only) within one seven days time to NCERT. **The Performance Security Money of Rs. 10,000/- (Rupees ten thousand only) will be acceptable in the form of DD/ BC in favour of “Secretary, NCERT, New Delhi – 16” payable at New Delhi.**

10.03 After the receipt of the Acceptance Letter and Performance security from the successful bidder, NCERT shall issue the Contract Letter to the successful bidder.

10.04 Failing to comply with above formalities by the bidder will result in Termination of his bid and forfeiture of the EMD.

SECTION _ II
Terms – Conditions of Contract

- 01 The facilities and the Inputs which will be provided to the Contractor**
- 01.01 The space to carry out activities of repair, maintenance and service will be provided by the NCERT free of cost. However, the Contractor will be fully responsible for the safe custody of his items / equipments etc.
- 01.02 Electricity and water will also be provided free of cost for carrying out the repair, maintenance and service activities.
- 02 Eligibility Criteria to be met by the Bidders**
- 02.01 The Bidder must have sufficient Infrastructures, Qualified and Trained Manpower, Equipments. Tools, Machineries/ Plants and other Technical Assets etc, for performing the Repair, Maintenance and Service activates, The NCERT will have the right to inspect the work premises of the successful bidders to assess the Infrastructure and other Assess etc, if necessity arises.
- 02.02 The Table – I (undertaking) serial numbers 01 to 04.05 given in section IV (to be submitted by the prospective bidders) are also the aprts of Eligible Criteria to be met by the Bidders.
- 03 the Details of Work or services to be performed by the Contractor**
- 03.01 The Machines / items should be installed in a systematic / professional manner. Poor installation will not accepted.
- 03.02 The Repair / Maintenance of Furniture items will have to be done in professional manner and the replaced spare parts used must be of genuine reputed company bearing proper specifications and ISI grading.
- 03.03 Proper and sufficient number of trained manpower has to be deputed by the Contractor for the repair / maintenance of NCERT's Items / Equipments. This manpower will also be made available by the Contractor on Saturdays / Sunday / Holidays.
- 03.04 After the receipt of Job Order, the work must be attended within a period of 06 hours. Beyond a period of 06 hours, it will be assumed that the Furniture Item did not work for full day and subsequent days till made functional, and an amount of Rs. 100/- per day per Machine / Item will be deducted from the bill / performance security money.
- 03.05 The work has to be done in this office's premises only, in exceptional cses and in case of major repair, the Furniture Item may be allowed for repair in Contractor's workshop for a maximum period of 04 days. Beyond this period, an amount of Rs. 100/- per day per day Item will be deducted from bill / performance security money. In case a Item is to be taken out to contractor's premise for repair, proper Gate Pass is to obtained from NCERT where Item is installed with a copy to this office.
- 03.06 In Case of frequent breakdown of the Items and unsatisfactory maintenance of Items by the Contractor or sufficient manpower not provided by the Contractor, the NCERT will have the right to employ other Mechanics. In such cases, the charges incurred together with the cost of materials will be recovered from the bills / performance security money of the Contractor,
- 03.07 Any loss to the Item or to the user of the Item due to poor workmanship on the part of Contractor will have to be compensated by the Contractor or will be recovered from the bill / performance security money of the Contractor.
- 03.08 The functioning of contract / replacement of parts. etc. will be continuously monitored by a team of technical staff of NCERT whose names / designations will be given in the Job Order. The recommendations of the team which may include recovery of any amount due to poor performance of contractor, will be binding on the contractor, The continuance of contract will also be based on their report.

Contd. from pre-page

- 03.09 The repair jobs carried out by the firm are to be given 06 months guarantee / warranty from the date of completion of job. If the Item becomes defective during the guarantee / warranty period, the same will be repaired / replaced by the Contractor free of cost at his own expense. Failure to do so, the amount as deemed fit will be recovered from the Bill / Performance Security Money.
- 03.10 In case of repair / maintenance of items are being done in the premises of the Contractor, NCERT reserves the right to inspect the functionality / test of the item in the premises of the Contractor. In such cases, all reasonable facilities and assistance required for the inspection work shall be provided to our inspectors free of charge.
- 03.11 Should any inspected or tested Service fails to conform to the specifications, NCERT may reject them and the Contractor shall either re-do the rejected Service or make all alterations necessary to meet specification requirements to make it functional free of cost.
- 03.12 NCERT's right to inspect, test and, where necessary reject the Services shall in no way be limited or waived by reason of the services having previously been inspected, tested and passed by NCERT or its representative.
- 03.13 The Contractor may be required to provide any or all of the Incidental Services. Including additional services free of costs like: Loading at point of dispatch, Transportation to the point of Delivery, Unloading at point of Delivery and Stacking and Installation at the point of Delivery.
- 04 The Statutory and Contractual Obligations to be complied with by the Contractor and Mode of Functioning of Contract**
- 04.01 Based on the requisition received from the various offices of NCERT, the Technical Staff of NCERT will inspect the Item and identify the defects. Based on the Inspection Report of Technical Team, Job Order bearing proper Job Order Number and Date will be issued to the Contractor along with a list of Jobs to be done by the Contractor.
- 04.02 The Contractor will carry out only those jobs which are mentioned in the Job Order. In case he notices any other necessary jobs, he will inform in writing on his letter head and obtain additional Job Order from NCERT bearing proper number and date for carrying out such additional jobs.
- 04.03 If Contractor notices any missing part (s) from the Item, he will inform in writing to NCERT and take prior written permission from NCERT before replacing them, NCERT will issue additional Job Order for such cases.
- 04.04 The Contractor will work strictly under the supervision of Foreman / Jr. Foreman / Fine Mechanic / Mechanic and one representative of Department concerned deputed for this purpose by NCERT. Their names and designation will be mentioned on the Job Order issued to the contractor. The jobs are to be completed satisfactorily to the utmost satisfaction of this team.
- 04.05 The jobs given in the Job Order must be completed within time frame specified in the job order failing which penalty as deemed fit will be imposed / amount as deemed fir will be recovered from bill / performance security.
- 05 Submission of Bills (s)**
- 05.01 Immediately after the completion of all jobs listed in one Job Order (including additional Job Order, if any connected to Main Job Order), the contractor will submit only one pre-receipted revenue stamped bill against one such Job Order. He must write the Job Order Number and Date (including additional Job Order number and date, if any, connected to main Job Order) in the bill

Contd. on next page

Contd. from pre-page

- 05.02 Duly filled in (No columns and rows to be left blank) **Satisfactory Job Completion Certificate** (on the prescribed format as per Appendix – 2, issued by the user of responsible capacity, with his name, designation and rubber stamp must be attached along with the bill.
- 05.03 The bill (s) must be original and proper and must indicate bill book no., serial no. and PAN / TIN / TAN / VAT / Service Tax Registration Number, and other information etc.
- 05.04 The bills (s) must be neatly typed / Computer Typed / Hand written and must be easily readable. The bill (s) must be addressed to “**STO (R&M), NCERT, New Delhi – 16**”
- 05.05 The bills (s) must be strictly in accordance with the job order. The job items written in the bill must be in same sequence as given in List of Job Items mentioned in Job Order.
- 05.06 The bills (s) must also be in accordance with the approved rates.
- 05.07 It will be the absolute responsibility of the Contractor not to submit the bill and claim the money for those Job Items of relevant Job Order which fall under the category of Guarantee / Warranty period. If such act is noticed by NCERT, it will be taken as violation of Terms-Conditions of Contract resulting in termination of contract, forfeiture of performance Security Money / recovery of already paid amount from the bill / Performance Security Money.
- 05.08 It will also be the absolute responsibility of the Contractor not to submit the bill and claim the money for those Job Items of relevant Job Order which have not been done. If such act is noticed by NCERT, It will be taken as violation of Terms-Conditions of Contracts resulting in termination of contract, forfeiture of Performance Security Money / recovery of already paid amount from the bill. Performance Security Money.
- 05.09 After the scrutiny and the verification of satisfactory work by team of officials, the bill (s) will be forwarded to the Accounts Branch of NCERT. The Accounts Branch will make the payment through crossed Cheque which will be sent to the Contractor’s address.
- 05.10 No advance payment will be mad by this office under any circumstances.
- 06 Refund of Performance Security Money :** The Performance Security Money will be refunded without any interest, 06 months after the successful completion of contract period (including periods of Extensions).
- 07 Termination for Default :** Notwithstanding anything contained herein, the NCERT has the right to terminate the Approved Running Contract at any time, either whole or part, by giving 10 days notice to the contractor by a registered mail or by hand, and if needed may award the same to any other firm at the cost of the contractor, without prejudice to any other firm at the cost of the contractor or without the cost of the contractor, without prejudice to any other right available under the term-conditions or under law. Further, NCERT may without prejudice to any other remedy for breach of contract, terminate the contract in whole or part, if : (a) The Contractor fails to deliver any or all of the Services within the time period (s) specified in the Contract or Job Order issued to the Contractor, or within any extension thereof granted by NCERT pursuant to Contract. (b) The Contractor fails to perform any other obligation (s) under the contract. (c) The Contractor, in the judgment of NCERT, has engaged in fraud and corruption.

Contd. from pre-page

SECTION – III [APPENDIX – 1]

(Format for list of Job Items to be done by the contractor to be attached with the Job Order)

F. No.

Main / Additional Job Order Serial No. & Date.....

Subject: Job Items to be attended by the Contractor

S. No.	Name of Deptt., Building , Floor, Room No. etc.	Details of Item (Name Model No., Serial No., Capacity / Stock No.	* Whether in Warranty Period (If yes then Main / Additional Job Order No. & Date against which last repaired by the contractor)	Nature of Defects to be rectified by the Contractor Including replacement of missing Spare Parts given in the bracket	Qty
1	2	3	4	5	6

* For repeat jobs done within warranty period, no bill will be raised by the Contractor.

(The number of rows to be extended as per requirement)

REPAIR AND MAINTENANCE (R&M) SECTION NCERT

Completion Certificate

01	DEPARTMENT / SECTION	
2	NCERT's Job Order Number & Date including Additional Job Order Number & Date	
03	List of Jobs which has been done (strictly as per main and additional Job Order)	
04	<p>Certified that above stated Job(s) have been done as per the Job Order referred above. The Spare Parts of reputed make with ISI Grading & correct quantity has been replaced as per job order. The list of old replaced Non-consumable spare parts on our letter head along with the parts has been submitted along with this bill.</p> <p>Name & Signature of the Firm -----</p> <p>Date -----</p> <p>Rubber Stamp</p>	
05	<p>Certified for details given as above stated job (s) and has/have been done by the Firm under our supervision as per the Job Order referred above. The Spare Part (s) which has / have been replaced are of reputed make/quality and correct quantity. The Non-consumable old spare part(s) has/have been deposited by the Firm. The Functional Test of the Item (s) after repair/service/maintenance has/have been found satisfactory.</p> <p><u>Signatures with, Name & Designation of:</u></p> <p>Supervisory Technical Staff of R&M Section Authorized official of User</p> <p style="text-align: right;">With stamp</p>	

Contd. from pre-page

SECTION – IV

To,
The Senior Technical Officer (R&M)
Sri Aurbobindo Marg, New Delhi- 110016

Subject: Submission of Quotation for Awarding the Rate Contract of Job items for one year for the Repair, Maintenance and Service of Hot Eqpt Items and on Job Order Basis.

Sir,

I hereby submit the undertakings and Price Bid as per the requirement mentioned in the Tender Document / Addendum as below for your necessary action:

Table – I (Undertakings)

(Write Yes or No against each row of following table without table leaving any row blank and also attach self certified proofs in the same sequence).

S. No.	Undertakings	Write Yes or No
1	A recent copy of Bill / Cash – memo indicating necessary information of the firm is enclosed	
2	Self attested copy of valid Pan / GST Registration Number (in the name of the firm) issued by the competent authority attached	
3	I have attached the response letter on the printed letter head of the bidder's firm, duly signed and rubber stamped, with the following undertaking:	
03.01	That I hereby acknowledge the receipt of complete set of Tender Document and Addendum. It has been examined and studied in respect of full Details, Sections, Terms-Conditions, Addendum etc. and Completed Bid submitted by me covers all the parameters of Tender Documents / Addendum, failing which NCERT has the authority to reject my completed Bid.	
03.02	That I undertake that all the information mentioned in the completed bidding document are correct to the best of my knowledge and belief. I also undertake, if our bid is accepted, to render services in accordance with the terms-conditions of the contract and as per the prices including taxes approved by NCERT.	
03.03	That I undertake to abide by all the conditions given in Tender Documents in various Sections and Addendum. In case of violation of any condition by me, NCERT may take action as deemed fit / as mentioned in various Sections of Tender Documents and Addendum including rejection of my bid.	
03.04	That I agree to abide by this bid and shall remain binding upon us, for the complete validity period of the bid until contract is finalized. This bid together with your written communications thereof and your notification for award of Contract shall constitute a binding conditions upon us till the successful completion of Contract.	

Contd. on next page

Contd. from pre-page

03.05	That for the submission of bid, we have used the prescribed formats and tables or their clear photocopies only without incorporating any changes in them, failing which my completed bid will be rejected by NCERT. The Spare Parts (that will be replaced) will be of genuine Reputed Manufacturing Company having ISI or Equivalent Grading.	
03.06	That the Prices quoted by me will remain fixed during the total period of bid validity, and if approved by NCERT to a total period of contract including extended period if granted, accordingly valid period of DD / BC submitted toward the cost of the Tender Document / EMD / Performance Security Money will be adjusted falling which my bid may be rejected by NCERT. The prices quoted by me shall not be subjected to any upward variation / change on any account. In case of downward variation Prices during the running contract period, the benefit will be given to NCERT. Upward / Downward Changes, if any, in GST will be acceptable to NCERT with effect from the date of notification by the Government if proper proofs are provided to NCERT to its satisfaction. If a bid is submitted with adjustable prices, the same will be treated as non- responsive. The bid will also be treated as non-responsive if prices quoted are found imaginary. The price quoted have been rounded to nearest Rupee (s) Failing to comply with above requirements will result in rejection of bid.	
03.07	That I have quoted the rates of All Job Items given in Table I Price Bid (Price Schedule of Job Items) and schedule of Taxes given in table, II, failing which my bid will be rejected.	
03.08	That I shall charge the taxes, if any, in accordance with the existing Government Procedures / Rules. For example Vat will be charged on new items only and Service Tax will be charged on Labour Charges only.	
03.09	That I shall be entirely responsible for depositing to Govt. Agencies all taxes such as Sales Tax, Vat, Service Tax, Insurance, Duties, License Fees, Octroi, Road permits etc. incurred for performing the contract.	
03.10	That My firm has never been Blacklisted by any Central Government / State Government / Autonomous Body PSU Educational Institute / Private Agencies etc, and if it comes to the notice of NCERT, the bid / approved running contract will be terminated by NCERT with immediate effect. NCERT also reserve the right to Blacklist my Firm as per the available rules / regulations.	
04	That NCERT requires the Bidders of strictly follow the laws against any Fraud and Corruptions in force India, namely Prevention of Corruption Act 1988 amended from time to time to all date. I undertake that, in completing and executing the contract, we will strictly observe the "Prevention of Corruption Act 1988 and its subsequent amendments".	
04.01	I have submitted the self certified copies of previous years Income / Sales Tax / Vat Balance Sheet duly cleared by income Tax / Sales Tax Department	

PROFORMA FOR FINANCIAL BID

To,

The Secretary

NCERT

Sri Aurobindo Marg, New Delhi-110016

Subject: Quotation for providing services of repair of Hot Eqpt items of NCERT.Sir,

With reference to your Tender No. F. No. 3 – 5 / 2018 – 19 / R&M / Hot Eqpt. dated _____ on the subject mentioned above, the undersigned have read the terms and conditions of the tender and quote the rates as under :-

Table – II

Price Bid (Price Schedule) of Job Items for Hot Eqpt.

Sr. No.	Name of Item	Base Rate	CGST	%	SGST	%	Total
	Job Items for Geysers of Bajaj, Usha Lexus, Venus and Jupiter Make etc.						
1	Providing and Fixing of New 2 kW Heater Element with Pocket for Thermal Cut Out Having ISI Grading						
2	Providing and Fixing of New Thermostat having ISI grading						
3	Providing and Fixing of New Copper Tank 35 Ltrs. Having ISI grading						
4	Providing and Fixing of New Copper Tank 25 Ltrs. Having ISI grading						
5	Providing and Fixing of New Copper Tank 15 Ltrs. Having ISI grading						
6	Repairing and Fixing of Copper Tank 35 Ltrs.						
7	Repairing and Fixing of Copper Tank 25 Ltrs.						
8	Repairing and Fixing of Copper Tank 15 Ltrs.						

Contd. on next page

Contd. from pre-page

9	Repairing and Fixing of SS Tank 35 Ltrs.						
10	Repairing and Fixing of SS Tank 25 Ltrs.						
11	Repairing and Fixing of SS Tank 15 Ltrs.						
12	Providing and Fixing of New Inner Assembly 35 Ltrs. Heavy Duty						
13	Providing and Fixing of New Inner Assembly 25 Ltrs. Heavy Duty						
14	Providing and Fixing of New Inner Assembly 15 Ltrs. Heavy Duty						
15	Providing and Fixing of New Glass Wool (for Storage Type Geyser)						
16	Denting / Painting of Body 35 Ltrs. Geyser						
17	Denting / Painting of Body 25 Ltrs. Geyser						
18	Denting / Painting of Body 15 Ltrs. Geyser						
19	Providing and Fixing of New Gasket (for Storage Type Geyser)						
20	Providing and Fixing of New Inlet PVC Pipe						
21	Providing and Fixing of New Outlet SS Pipe						
22	Providing and Fixing of New Safety Valve for Storage Type Geyser						
23	Providing and Fixing of New Dead Nut (Fusible Plug) for Top of Storage Type Geyser						
24	Providing and Fixing of New Dead Nut (Fusible Plug) for Bottom with PVC extended pipe of Storage Type Geyser						
25	Providing and Fixing of New Indicator set of Geyser						
26	Providing and Fixing of New Inlet Stop Cock						
27	Providing and Fixing of New 03 Pin 15 Ampere Top MC Plug						
28	Providing and Fixing of New PVC 70/76 wire 3 core Per Metre						
29	Installation of Storage Type Geyser						
30	Providing and Fixing of New GI Pipe ½" Per Metre						
31	Providing and Fixing of New Union ½"						
32	Providing and Fixing of New Socket ½"						
33	Providing and Fixing of New Elbow ½"						
34	Providing and Fixing of New Tee ½"						
35	Providing and Fixing of New Reducer ½"						

Contd. on next page

Contd. from pre-page

	Job items for Heat Convectore						
36	Providing and Fixing of New Blower of Heat Convectore of Reputed Company						
37	Providing and Fixing of New Motor of Heat Convectore of Reputed Company						
38	Repairing and Fixing of motor of Heat Convectore						
39	Providing and Fixing of New Heater Element of Heat Convectore of Reputed Company						
40	Providing and Fixing of New Thermostat of Heat Convectore of Reputed Company						
41	Providing and Fixing of New Rotary Switch of Heat Convectore of Reputed Company						
42	Providing and Fixing of New Piano Switch Three Speed of Heat Convectore of Reputed Company						
	Job Items for Oil Condenser Heater						
43	Providing and Fixing of New Fan Blade of Oil Condenser Heater of Reputed Company						
44	Providing and Fixing of New Fan Motor of Oil Condenser Heater of Reputed Company						
45	Repairing and Fixing of Fan Motor of Oil Condenser Heater						
46	Providing and Fixing of New Heater Oil Elements of Oil Condenser Heater of Reputed Company						
47	Providing and Fixing of New Round Piano Type Switch with Indicator of Oil Condenser Heater of Reputed Company						
48	Change of Oil in Oil Condenser Heater						
49	Providing and Fixing Thermostat of Oil Condenser Heater						
50	Providing and Fixing Wheel in Stand of Oil Condenser Heater of Reputed Company						
	Job Items for Room Heater Radiator						
51	Providing and Fixing of New Element Rod of 10" of Heater						
52	Providing and Fixing of New Element Rod of 09" of Heater						
53	Providing and Fixing of New Big Size Reflector Plate one Side Round for Single Element Rod						
54	Providing and Fixing of New Big Size Reflector Plate one Side Round for Double Element Rod						

Contd. on next page

Contd. from pre-page

55	Providing and Fixing of New Small Size Reflector Plate one Side Round for Single Element Rod						
56	Providing and Fixing of New Small Size Reflector Plate one Side Round for Double Element Rod						
57	Providing and Fixing of New Small Size Reflector Plate Flat Type for Single Element Rod						
58	Providing and Fixing of New Big Size Zali Round Type						
59	Providing and Fixing of New Zali Flat Type						
60	Providing and Fixing of New Heat Proof Insulated Connecting Tin Wire 40/76 Single Core Per Meter						
	Job Items for Round Plate Heater						
61	Providing and Fixing New Round Heater Plate 08"						
62	Providing and Fixing New Round Heater Plate 07"						
63	Providing and Fixing New Round Heater Plate 05"						
64	Providing and Fixing New 2 kW Element of Round Heater Plate						
65	Providing and Fixing New 1.5 kW Element of Round Heater Plate						
66	Providing and Fixing New 1.0 kW Element of Round Heater Plate						
67	Providing and Fixing of New Cleat Type 02 Pin Connector						
68	Providing and Fixing New 03 Pin Top Plug 05 Ampere ISI Marked						
69	Providing and Fixing New 03 Pin Top Plug 15 Ampere ISI Marked						
70	Providing and Fixing New Piano Type Switch 05 Ampere ISI Marked						
71	Providing and Fixing New Piano Type Switch 15 Ampere ISI Marked						
72	Providing and Fixing New 05 Pin Socket 05 Ampere ISI Marked						

I/We undertake that I/we shall furnish the Performance Security within fifteen days after issue of notification of award for an amount equal to 10,000/- in the form of demand draft or Fixed Deposit Receipt (in original) or Bank Guarantee in an acceptable form from any Nationalized/Commercial Bank in favour of **Secretary, NCERT payable at New Delhi.**

Contd. on next page

Contd. from pre-page

Performance Security shall remain valid for a period of one year beyond the date of completion of all contractual obligations of the supplier. No interest will be paid on amount, the same will be refunded when the contract is over and after clearing all dues.

I/We also agree to abide by this Bid validity period of 180 days from the date of opening of Technical Bid. It shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

I/We understand that you are not bound to accept the lowest or any bid you may receive.

I/We attach here with an affidavit confirming that the information furnished in the Bid is correct to the best of our knowledge and belief.

I/We clarify/confirm that we comply with the eligibility requirements of the bidding documents till our contract remain in operation/force.

Dated this _____ day of _____ 20

Signature of the Authorized Signatory of the Bidder with seal of firm

PROFORMA FOR TECHNICAL BID

To,
The Secretary,
NCERT, Sri Aurobindo, Marg,
New Delhi-110016.

Subject: Award of Rate Contract for Repair and Maintenance of Hot Eqpt of NCERT.

Sir,

With reference to your Tender F. No. 3 – 5 / 2018 – 19 / R&M / Hot Eqpt. dated _____ on the subject mentioned above, the undersigned have read the terms and conditions of the tender and quote the rates as under.

SI. No.	Particulars	Page Number
1	Vendor's Qualification (As Per the format given at Annexure – I)	
2	Experience Certificate (as per Annexure – II)	
3	Tender Acceptance Letter as per Annexure - III	
4	Any other Supporting Documents submitted by bidder	
5	Undertaking on non-judicial stamp paper of Rs. 100/- (As per Annexure – VI)	
6	Agency Details (as per annexure- V)	
7	Compliance Statement Certificate as per Annexure - VII	

Contd. on next page

Contd. from pre-page

2. It is to certify that above information are correct and duly certified copy of relevant documents in the proof of above is enclosed herewith. All pages of the Technical bid have been numbered, indexed and the document is final for all purpose.
3. All the above mentioned documents have been scanned & uploaded along with bid documents.

Signature of the Authorized Signatory of the Bidder

With seal of firm

Contd. from pre-page

Annexure-V

AGENCY DETAILS

(Including performance records, financial viability etc.)

1. Name of Agency (Copy to be enclosed) :
2. Status of ownership of the firm(Proprietary/Partnership/Company) (Copy to be enclosed)
3. Registration No. of the firm.
4. PAN Number (Copy to be enclosed) :
5. GST No.(Copy to be enclosed):
6. Telephones Nos. :
7. Office Address :
8. Banker's Name & Address(Copy of cancelled cheque / NEFT details to be enclosed):
9. Experience (Years) :
10. List of Major Clients (Enclose copy of Orders/Firms : Alongwith Items Details, Performance Report)

Signature of the Firm

Name/Firm_____

Address_____

EXPERIENCE CERTIFICATE

Certified that
M/s.....has

Provided / is providing Repair of Hot Equipment items in this PSU/Government
Department/organization satisfactorily for the period from

.....to.....

Authorised signatory with Office Seal /Rubber
Stamp

An undertaking enclosed at Annexure of the tender/bid document on non judicial stamp paper of Rs. 10

UNDERTAKING

I/We have read and understood the contents of tender and agree to abide by the terms and conditions of this tender and undertake the following.

1. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as mentioned in the bid document.
2. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the government have banned/suspended business dealing. I/We further undertake to report to the NCERT, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the contract with you.
3. I/We agree that all disputes, if arising related to this tender, shall be within the jurisdiction of courts of Delhi.
4. I/we undertake that the firm/company etc has never been blacklisted by any of the Central/Govt. organization and no criminal case is pending against the firm/company.
5. That the information supplied by the firm/company/bidder in the bid are true and nothing has been concealed and in case at any stage any information is found false our EMD/ Performance Security can be forfeited and our tender can also be rejected by the Council.

Date:

Signature of the tenderer / bidder)

Name: designation with seal of the firm/company

Compliance Statement Certificate

I/we do hereby state that each terms and conditions of the tender documents have strictly been complied and nothing has been concealed or left as required in the tender document.

Authorized signatory with Rubber
Stamp

Dated:

Place

