

Date: 28.03.2023

e-TENDER NOTICE

Online e-tenders are invited in two bid system i.e. Technical bid and Financial bid from reputed and experienced Firm for awarding the Rate Contract of Job Items for two years and may be extended further for one year (to a maximum total period of three years) for the Repair, Maintenance and Service of Air / Conditioning Equipment (Split Air / Conditioner, Window Type Air / Conditioners, Water Cooler, Deep Freezer, Bottle Cooler, Refrigerator, Voltage Stabilizer and other electrical items) on Job Order Basis from the eligible contractor at central public procurement portal <http://eprocure.gov.in/eprocure/app>. However, the complete tender document together with terms & conditions may also be downloaded from NCERT website i.e. www.ncert.nic.in. The bid security will be valid for a period of 45 days beyond the final bid validity period.

Critical Date Sheet:

Published date	28.03.2023 at 02.30 p.m.
Bid document download start date	28.03.2023 at 3.00 p.m.
Bid submission start date	28.03.2023 at 4.00 p.m.
Bid submission end date	12.04.2023 up to 11.00 a.m.
Bid opening date (Technical)	13.04.2023 at 11.30 a.m.

Offline/ physical/ manual bids shall not be accepted and no request will be entertained at any ground/ reasons except for the submission of original document/ instruments as mentioned in the tender. Interested firms may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app> and NCERT website www.ncert.nic.in

Bidders should regularly visit the NCERT website to keep themselves updated.

DS, (Services) R&M Section
NCERT NEW DELHI
E-mail- rmncert@gmail.com

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

SRI AUROBINDO MARG, NEW DELHI - 110016

e-TENDER DOCUMENT

e-Tender for awarding the Rate Contract of Job Items for three years as per scope of work for the Repair, Maintenance and Service of Air – Conditioning Equipments

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SECTION – I

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app>, 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 requirement and submitting their bids on the CPP Portal.

REGISTRATION

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the "Online Bidder Enrollment" option available on the home page. Enrolment on the CPP Portal is free of charge.
- ii. During enrolment/registration, the bidder should provide the correct/true information valid email-id & office no. / Mobile no. All the correspondence shall be made directly with the contractor/ bidders through email id provided.
- iii. As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iv. For e-tender, possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard.
- v. Upon enrollment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- vi. Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- vii. Bidders then can log into site through the secured login by entering their User ID/ password and the password of the DSC/eToken.

SEARCHING FOR TENDER DOCUMENTS

- i. 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.
- ii. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tender can be moved to 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.

- iii. 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:

- i. For preparation of bid Bidders shall search the tender from published tender list available on site and download the completed tender document and should take into account corrigendum if any published before submitting their bids.
- ii. After selecting the tender document same shall be moved to the 'My favorite' folder of bidders account from where bidder can view all the details of the tender document.
- iii. Bidders shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid document 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
- iv. Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- v. Bidder should get ready in advance the bid document in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender documents/schedule. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- vi. Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/Other Important Document" option, which can be submitted as per tender requirements . This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS:

- i. Bidders should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission date & time.
- ii. Bidder should prepare the Tender Fee as per the instruction specified in the tender document. The details of the DD and other documents physically sent should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid be rejected.
- iii. While submitting the bids online. The bidder shall read the terms & conditions (of CPP Portal) and accepts the same in order to proceed further to submit their bid.
- iv. Bidder shall select the payment option as offline to pay the Tender Fee enter details of the DD.
- v. Bidder shall digitally sign and upload the required bid document one by one as indicated in the tender document.
- vi. Bidders shall not as some that the very act of using DSC for downloading the tender document and uploading their offer is deemed to be a confirmation that they have read all sections and pages of the tender document and the tender document.

- vii. Bid document may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, transaction uploading time will be very fast.
- viii. If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and change/modification of the price schedule.

Bidder shall download the Price schedule, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.

IF the template of Price schedule file is found to be modified/ corrupted in the eventuality by the bidder, the bid will be rejected and Earnest Money Deposit shall be forfeited.

The bidders are cautioned that the uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.

- ix. Bidder shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server Clock). The TIA will not be held responsible for any sort of delay or difficulties faced during the submission of bids online by the bidders at eleventh hour.
- x. After the bid submission (i.e. after clicking "Freeze Bid Submission in the portal). The bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as entry pass to participate in the bid opening
- xi. Bidder should follow the server time being displayed on bidder's dashboard of the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- xii. All the documents being submitted by the bidder would be encrypted using PKI (Public Key infrastructure) encryption techniques to ensure the secrecy of the date. The date entered cannot be viewed by unauthorized person until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

ASSISTANCE TO BIDDERS:

Interested eligible bidder may obtain further information in respect of the Bidding Documents from the Sr. Technical Officer, Room No. 2, Ground Floor, Workshop Building, NCERT, Sri Aurobindo Marg, New Delhi – 110016.

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.

Toll Free Number 1800-3070-2232, 18002337315,

SECTION – II

INVITATION OF BID

1. National Council of Educational Research and Training (NCERT) is an autonomous organization under the Ministry of Education, Government of India and established in the year 1961. NCERT requires the services for awarding the Rate Contract of Job Items for two years and may be extended further for one year (to a maximum total period of three years) for the Repair, Maintenance and Service of Air / Conditioning Equipments (Split Air / Conditioners, Window Type Air / Conditioners, Water Coolers, Deep Freezers, Bottle Coolers, Refrigerators, Voltage Stabilizers and other electrical items etc on Job Order Basis from the eligible contractor.
2. Here NCERT means NCERT HQ at New Delhi including Publication Division.
3. In line with the stated details and in compliance of the terms and conditions as mentioned in the tender document, the bidders may submit their on-line bids (technical and financial) at CPP portal for the said job in the prescribed format only.
4. The bidder is required to furnish non refundable Tender fee of Rs. 500/- (Rupees Five Hundred Only) along with bid. However the firms registered under **MSME / NSIC are exempted for Tender fee & EMD** as per GFR. The interested bidders may upload the scanned copy of tender cost in the form of **an Account Payee Demand Draft/BC/BG/FDR/ in favour of "Secretary, NCERT payable at New Delhi / or through NEFT along with the technical bid.** Hard copy of DD/BC must be submitted in R&M Section, NCERT before the last date and time. Bids without the non-refundable **'tender fee of Rs. 500/-** (Rupees Five hundred only) will not be considered and summarily rejected. For online payment the account details are as follows :
Account No. **10137881331, Bank - SBI NCERT Branch IFSC Code - SBIN00001690**
5. Online bids should be accompanied with the refundable earnest money deposit (EMD), in the form of DD/BC/BG drawn in favor of Secretary NCERT for **an amount of Rs. 5,000** (Rupees Five thousand only) payable at New Delhi. Bids without EMD will not be considered and rejected summarily and no further correspondence will be entertained in this regard. Account No. **10137881331, Bank - SBI NCERT Branch IFSC Code - SBIN00001690**
6. The opening of Financial Bid will be separately notified on the CPP portal for information of all technically qualified bidders.
7. NCERT reserves the right to accept/reject any or all bids and cancel all the e-tender proceedings without assigning any reason whatsoever.

PERFORMANCE SECURITY DEPOSIT

- 1 The successful bidder within Seven (07) days of the acceptance of the Letter of Intent (LOI) shall execute a Performance Security Rs. 10,000/- (Rupees Ten Thousand Only) in form of an Account Payee Demand Draft/BC/ BG/FDR/online payment in an

acceptable form, in favor of Secretary NCERT, New Delhi, payable at New Delhi.
Account No. **10137881331**, Bank - SBI NCERT Branch IFSC Code - **SBIN00001690**

- 2 Performance Security should remain valid for **Sixty days** beyond the date of completion of all contractual obligations.
- 3 Bid Security (EMD) will be returned to the unsuccessful bidders within 30th days after award of contract and to the successful bidder on receipt of Performance Security.
- 4 The Performance Security can be forfeited by order of the National Council of Educational Research & training (NCERT), in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work/job order. On expiry of the contract, such portion of the said Performance Security as may be considered by the National Council of Educational Research & Training, sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained.
- 5 If the bidder is called upon by the National Council of Educational Research & Training to deposit Performance Security and the bidder fails to provide the Performance Security deposit within the period specified, such failure shall constitute a breach of the contract and National Council of Educational Research & Training shall be entitled to make other arrangements at the risk, cost and expense of the lowest bidder, besides forfeiting the EMD.
- 6 On due performance and completion of the contract in all respects, the Performance Security Deposit will be returned to the bidder without any interest.

SECTION –III

BIDDING DATA SHEET (BDS)

The specific data for awarding the Rate Contract of Job Items for two years and may be extended further for one year (to a maximum total period of three years) for the Repair, Maintenance and Service of Air – Conditioning Equipments (Split Air – Conditioner, Window Type Air – Conditioners, Water Cooler, Deep Freezer, Bottle Cooler, Refrigerator, Voltage Stabilizer and other electrical items) on Job Order Basis from the eligible contractor.

S.No.	Items
1.	Address: National Council of Educational Research and Training, Sri Aurobindo Marg, New Delhi-110016 Telephone No. 011-26534270
2.	Tender fee (Non-refundable) Rs. 500/- (Rupees Five hundred only)
3.	Amount of Earnest Money Deposit (EMD): Rs. 5,000/- (Rupees Five Thousand only)
4.	Last date and time of uploading bid up to Dated 12.04.2023 up to 11.00 a.m. Last date and time of submitting of EMD and other documents at Accounts Branch, NCERT up to Dated 12.04.2023 at 11.00 a.m.
5.	Date and time of the opening of technical bids: Date: 13.04.2023 Time: 11.30 AM The bid opening shall take place at: Sr. Technical Officer, Room No. 2, Ground Floor, Workshop Building, NCERT, Sri Aurobindo Marg, New Delhi – 110016.

SECTION -IV

SCOPE OF WORK

Repair, Maintenance and Service of Air / Conditioning Equipments (Split Air / Conditioners, Window Type Air / Conditioners, Water Coolers, Deep Freezers, Bottle Coolers, Water Dispensers, Refrigerators, Voltage Stabilizers and other electrical items etc on Job Order Basis

Initially the contract will be awarded for a period of two years and may be extended further for one year (to a maximum total period of three years) on the sole discretion of NCERT. 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 or her to accept such extension offered by NCERT. In case extension is granted the rates and applicable terms & conditions will remain the same as per the initial contract.

SECTION – V

ELIGIBILITY CRITERIA

All related documents must be attached/uploaded as proof.

1. The Firm should have its office in Delhi/NCR.
2. The Firm must have minimum of 3 years of experience 2020-21, 2021-22 & 2022 – 23 in relevant field from any central / state Government / PSUs / Autonomous Bodies/ Private Firms. The firm must provide the list along with documentary evidence for which they have rendered similar services in each of the past three years along with performance certificate.
3. Photocopy of PAN Card of owner/partner/ firm.
4. GST registration certificate of Firm.
5. Bank details of Firm.
6. ITR for the last three financial years.
7. An undertaking on Rs. 100/- non-judicial stamp paper duly attested by notary regarding non-blacklisting and non-registration of legal case against the Firm.
8. Solvency certificate issued by Bank clearly indicating the bank account number of the /Firm.

(All supporting documents must be uploaded duly signed and stamped otherwise no cognizance with regard to mere filling up the documents will be taken. The paging of attached document is must along with index/checklist.)

SECTION – VI

Terms – Conditions of Contract

- 01 The facilities and the inputs which will be provided to the Contractor**
- 1.01 All the repair/maintenance work will be carried out in the NCERT premises only. However, the Contractor will be fully responsible for the safe custody of his items/ equipments etc. Electricity water email mosquito repelling solution and detergent carrying out the repair/ maintenance and service related activities will be provided by NCERT free of cost.
- 02 Eligibility Criteria to be met by the Bidders**
- 2.01 The Bidder must have sufficient infrastructure, qualified and trained manpower, equipment, tools, machineries / plants and other technical assets etc. for performing repair, maintenance and service activities. The NCERT will have the right to inspect the work premises of the successful bidder to assess the infrastructure and other assets etc, if required.
- 03 The Details of Work or Services to be performed by the Contractor**
- 3.1. The machines/items should be installed in a systematic/professional manner. Poor installation will not be accepted. The bidder will have to remove defective parts/ scrap that arises on account of servicing/repair work at their own cost.
- 3.2 The repair service/maintenance of machines/items will have to be done in professional manner and the replaced spare parts used must be genuine and of reputed company bearing proper specification and ISI grading.
- 3.3 The trained manpower will always be available to Technical staff of NCERT. If demanded by NCERT, the manpower will also be made available by the Contractor on Saturdays / Sundays / Holidays.
- 3.4 In order to prevent breeding of mosquitoes, the firm has to take necessary precautions like ducting of water escape, keeping the machines / items functional and dry by spraying of mosquito repelling solution etc. the cost of such jobs will be borne by the contractor.
- 3.5 After receipt of the Job Order, the work must be attended on the same day. If it is not attended Beyond a period of 06 hours, it will be assumed that the Machine / Item did not work for full day and subsequent days till it is made functional, and a penalty of **Rs. 100/-** per day per machine/item will be deducted from the bill / Performance Security deposit.
- 3.6 The work has to be done in NCERT premises only; in exceptional cases and in case of major repair, the machine / item may be allowed to repair in Contractor's workshop for a maximum period of 07 days by issuing Gate pass from R&M Section. **Beyond this period, an amount of Rs. 100/- per day per machine / item will be charged from the Contractor.**
- 3.7 In case of frequent breakdown of the machines / items and unsatisfactory maintenance of machines / items by the Contractor or sufficient manpower

not provided by the Contractor, NCERT will have the right to employ other machines. In such cases, the charges incurred together with the cost of material will be recovered from the bills / performance security deposit.

- 3.8 All the electrical items must have proper earthing wires. Any loss to the machine / items or to the user of the machine/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 deposit.
- 3.9 During the contract period replacement of parts, maintenance of machines, 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.
- 3.10 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 equipment / machine / 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 deposit.
- 3.11 In case of repair/ service/ maintenance of machine/items are being done in the premises of the Contractor, NCERT reserves the right to inspect the functionality / test of the item/ machine in the premises of the Contractor. In such cases, all reasonable facilities and assistance required for the inspection may be provided by the contractor free of charge.
- 3.12 If any inspected or tested service fails to conform to the specifications, NCERT may reject it 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.

4 The Contractor must comply with all the Statutory and Contractual Obligations.

- 4.1 Based on the requisition received from various offices of NCERT, the Technical Staff of NCERT will inspect the machine / equipment 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.
- 4.2 The Contractor will carry out only those jobs which are mentioned in the Job Order. In case any other necessary is reported, he will inform in writing on his letterhead and obtain additional Job Order from NCERT bearing proper number and date for carrying out such additional jobs.
- 4.3 If Contractor notices any missing part(s) from the Machine/Item/Equipment, etc. 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.
- 4.4 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.

4.5 The jobs given in the Job Order must be completed within the time frame specified in the job order failing which penalty as deemed fit will be imposed / amount as deemed fit will be recovered from bill / Performance Security.

4.6 The bidders are required to quote rates of spare parts to be replaced by deducting back price of defective parts/scrap which are supposed to be disposed off by the bidder at their end. Bidder will be allowed to take defective part/scrap arises on account of repair with permission from R&M Section.

4.7 The contractor will be solely responsible for any loss / damage / injury suffered by the Manpower employed by the contractor, while performing duty under this contract and NCERT shall not be responsible in any manner whatsoever.

5 Submission of Bill (S)

5.1 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 mentioning the job order number and Date (Including additional Job Order number and date, if any connected to main Job Order) in the bill. The following documents must be attached along with the bill:

(i) Duly filled in (No columns and rows to be left blank) **Satisfactory Job Completion Certificate** (on the prescribed format as per Appendix – 2, Section III, issued by the user of responsible capacity, with his name, designation and rubber stamp.

(ii) A list of old / replaced spare parts on the letterhead of the Contractor as per the format given in Annexure - C along with the spare parts which will be deposited in NCERT.

(iii) Bill(s) in original with complete information such as bill book no., serial no., PAN, GST Number and other information etc.

5.2 Bill(s) submitted must be neatly typed/Hand Written and must be easily readable. The bill(s) must be addressed to **“Secretary NCERT, for R&M Section.**

5.3 The bill(s) submitted must be strictly in accordance with job order. The job items mentioned in the bill must be in same sequence as given in List of Job Items mentioned in job order.

5.4 The bill(s) must also be in accordance with the approved rates.

5.5 It will also be the sole 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 and Conditions of the contract resulting in termination of contract, forfeiture of Performance Security deposit / recovery of already paid amount from the bill / Performance Security deposit.

5.6 No bill to be submitted for the machine under warranty etc.

5.7 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 RTGS/crossed Cheque which will be sent to the Contractor's address.

5.8 No advance payment will be made by this office under any circumstances.

6 Refund of Performance Security Deposit : The Performance Security deposit will be refunded without any interest, sixty days after the successful completion of contract period or extended Contract Period.

7 Termination for Default: NCERT has the right to terminate the existing contract at any time, either whole or part, by giving 10 days notice to the contractor by a registered e-mail or by hand, and if needed, may award the same 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, is engaged in fraud and corrupt practices

8 ARBITRATION

In the event of any dispute arising between Contractor and NCERT in any matter covered by this contract in any manner of the implementation of any terms and conditions of the said contract, the matter shall be referred to Delhi Arbitration Centre (DAC) in terms of DAC Rules and the provisions of the Indian Arbitration and Conciliation Act, 1996 shall apply to such arbitration. The supplier expressly agrees that the arbitration proceedings shall be held at Delhi.

8.1 The proceedings of arbitration shall be in English language.

8.2 In case Contractor wants to take the dispute to a court of law after arbitration award as aforesaid, it is clearly understood that only courts in Delhi shall have the Jurisdiction.

9. Breach of Contract

If the contractor fails to deliver any or all the Goods/Services to perform any other contractual obligations within the period stipulated in the contract or within extension thereof granted by the procuring entity, it shall be treated as a breach of contract.

SECTION – VII

PROFORMA FOR TECHNICAL BID

Table – 1

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

S. No.	Details and Documents Required	Write Yes or No
1.	Name and Address of the firm	
2.	Mobile no. and email ID of firm	
3.	Copy of PAN card of the firm /	
4.	Copy of GST number of the firm	
5.	Copies of last three year Income Tax Returns (ITR) of the firm	
6.	Non-blacklisting undertaking in non-judicial stamp paper of Rs.100/-	
7.	Three years of experience in relevant field from any central / state Government / PSUs / Autonomous Bodies/ Private Firms	
8	An undertaking on Rs. 100/- non-judicial stamp paper duly attested by notary regarding non-blacklisting and non-registration of legal case against the /Firm.	

I hereby certify that the information furnished above is complete and correct to the best of my knowledge and belief. I understand that in case any deviation is found in the above statement at any stage. The bid will be rejected and our firm will be black listed. I also certify that I have read and understood all the sections of the tender document and acceptable to me.

Signature and stamp of authorized signatory

Place:.....

Date:

SECTION –VIII

Proforma of Financial Bid

Table – II
Price Bid (Price Schedule of Job Items)

Sr. No.	Cat. Code.	Name of Job Item	Price of Unit Job / Spare Part including Labour Charges (Rs.)	GST on unit Spare Part, if applicable (in %)	Total Price of Unit Job Item rounded off (Rs. in figure)
1		2	3	4	5=3+4
	1.0	Complete Servicing of :			
1	1.1	WTAC			
2	1.2	Split AC			
3	1.3	Water Cooler			
4	1.4	Deep Freezer			
5	1.5	Bottle Cooler / Water Dispenser			
	2.0	Replacement of Defective Compressor with the Repaired Compressor New by the Reputed Manufacturing Company for WTAC / Split AC / Water Cooler / Deep Freezer / Bottle Cooler / Refrigerator :			
6	2.1	1/8 HP (for 165 Ltrs. Refrigerator)			
7	2.2	1/5 HP (for 320 Ltrs. Refrigerator)			
8	2.3	1/5 HP (for 320 Ltrs. Deep Refrigerator)			
9	2.4	1/5 HP (for 400 Ltrs. Refrigerator)			
10	2.5	1/5 HP (for 400 Ltrs. Deep Freezer)			
11	2.6	0.5 Ton (also for 60, 80 & 90 Ltrs. Water Coolers)			
12	2.7	1.0 Ton (also for 120 & 150 Ltrs. Water Coolers)			
13	2.8	1.5 Ton (AC)			
14	2.9	2.0 Ton (AC)			

Sr. No.	Cat. Code.	Name of Job Item	Price of Unit Job / Spare Part including Labour Charges (Rs.)	GST on unit Spare Part, if applicable (in %)	Total Price of Unit Job Item rounded off (Rs. in figure)
	3.0	Replacement of Defective Compressor with the Repaired Compressor of the Reputed Manufacturing Company for WTAC / Split AC / Water Cooler / Deep Freezer / Bottle Cooler / Refrigerator / Water Dispenser:			
15	3.1	1/8 HP (for 165 Ltrs. Refrigerator)			
16	3.2	1/5 HP (for 320 Ltrs. Refrigerator)			
17	3.3	1/5 HP (for 320 Ltrs. Deep Refrigerator)			
18	3.4	1/5 HP (for 400 Ltrs. Refrigerator)			
19	3.5	1/5 HP (for 400 Ltrs. Deep Refrigerator)			
20	3.6	0.5 Ton (also for 60, 80 & 90 Ltrs. Water Coolers)			
21	3.7	1.0 Ton (also for 120 & 150 Ltrs. Water Coolers)			
22	3.8	1.5 Ton (AC)			
23	3.9	2.0 Ton (AC)			
24	3.10	1.0 Ton Rotary Compressor			
25	3.11	1.5 Ton Rotary Compressor			
26	3.12	2.0 Ton Rotary Compressor			
27A	3.13	Cost of Defective Compressor 1/8 HP/1/5HP Capacity in case you buy back the Defective Compressor			
27B	3.14	Cost of Defective Compressor 0.5 Ton Capacity in case you buy back the Defective Compressor			
27C	3.15	Cost of Defective Compressor 1.0 Ton Capacity in case you buy back the Defective Compressor			
27D	3.16	Cost of Defective Compressor 1.5 Ton Capacity in case you buy back the			

Sr. No.	Cat. Code.	Name of Job Item	Price of Unit Job / Spare Part including Labour Charges (Rs.)	GST on unit Spare Part, if applicable (in %)	Total Price of Unit Job Item rounded off (Rs. in figure)
		Defective Compressor			
27E	3.17	Cost of Defective Compressor 2.0 Ton Capacity in case you buy back the Defective Compressor			
	4.0	Compressor Gas Charging for WTAC / Split AC / Water Cooler / Deep Freezer / Bottle Cooler / Refrigerator :			
28	4.1	For 1/8 HP 1/5 HP /0.5 Ton / 1.0 Ton (reciprocating & Rotary Compressors) Including Bottle cooling water Dispenser			
29	4.2	For 1.5 to 2.0 Ton (Reciprocating & Rotary Compressor)			
	5.0	Repair of WTAC Fan Motor (Including Rewinding, Bush, Shaft etc):			
30	5.1	1/8 HP			
31	5.2	1/5 HP			
32	5.3	0.5 Ton (1/6 HP)			
33	5.4	1.0 Ton (AC)			
34	5.5	1.5 Ton (AC)			
35	5.6	2.0 Ton (AC)			
	6.0	Replacement of Defective WTAC Fan Motor with New WTAC Fan Motor :			
36	6.1	1/8 HP			
37	6.2	1/5 HP			
38	6.3	0.5 Ton (1/6 HP)			
39	6.4	1.0 Ton (AC)			
40	6.5	1.5 Ton (AC)			
41	6.6	2.0 Ton (AC)			
	7.0	Replacement of Defective WTAC Fan Blower with New WTAC Fan Blower:			

Sr. No.	Cat. Code.	Name of Job Item	Price of Unit Job / Spare Part including Labour Charges (Rs.)	GST on unit Spare Part, if applicable (in %)	Total Price of Unit Job Item rounded off (Rs. in figure)
42	7.1	1.0 Ton (AC)			
43	7.2	1.5 Ton (AC)			
44	7.3	2.0 Ton (AC)			
	8.0	Replacement of Defective WTAC Fan Blade with New WTAC Fan Blade:			
45	8.1	1.0 Ton (AC)			
46	8.2	1.5 Ton (AC)			
47	8.3	2.0 Ton (AC)			
48	8.4	Replacement of Defective Overload with New One			
49	8.5	Replacement of Defective Relay with New One			
	9.0	Replacement of Defective WTAC Copper Condenser Coil with New WTAC Copper Condenser Coil :			
50	9.1	1.0 Ton (AC)			
51	9.2	1.5 Ton (AC)			
52	9.3	2.0 Ton (AC)			
	10.0	Replacement of Defective WTAC Copper Cooling Coil with New WTAC Copper Cooling Coil :			
53	10.1	1.0 Ton (AC)			
54	10.2	1.5 Ton (AC)			
55	10.3	2.0 Ton (AC)			
	11.0	Providing and Fixing of Complete Front Grill of WTAC :			
56	11.1	1.0 Ton (AC)			
57	11.2	1.5 Ton (AC)			
58	11.3	2.0 Ton (AC)			
	12.0	Providing and Fixing of Complete Body with Chasis of WTAC / Split and			

Sr. No.	Cat. Code.	Name of Job Item	Price of Unit Job / Spare Part including Labour Charges (Rs.)	GST on unit Spare Part, if applicable (in %)	Total Price of Unit Job Item rounded off (Rs. in figure)
		other small parts :			
59	12.1	1.0 Ton (AC)			
60	12.2	1.5 Ton (AC)			
61	12.3	2.0 Ton (AC)			
62	12.4	Replacement of Defective Wiring Kit with New One			
63	12.5	Replacement of Defective Thermostat with New One			
64	12.6	Replacement of Defective WTAC Rotary Switch with New One			
65	12.7	Replacement of Defective WTAC / Split AC Air Filter with New One			
66	12.8	Replacement of Defective PVC Knob with New One			
67	12.9	WTAC Complete Dismantling			
68	12.10	WTAC Complete Installation With Window Making			
69	12.11	WTAC Complete Installation Without Window Making			
70	12.12	Replacement of Defective Split AC inner Blower Motor with New One			
	13.0	Repair of Split Ac Outdoor Fan Motor (Including Rewinding, Bush, Shaft etc) :			
71	13.1	1.0 Ton (AC)			
72	13.2	1.5 Ton (AC)			
73	13.3	2.0 Ton (AC)			
	14.0	Replacement of Defective Split AC outdoor Fan Motor with New Split AC Outdoor Fan Motor :			
74	14.1	1.0 Ton (AC)			

Sr. No.	Cat. Code.	Name of Job Item	Price of Unit Job / Spare Part including Labour Charges (Rs.)	GST on unit Spare Part, if applicable (in %)	Total Price of Unit Job Item rounded off (Rs. in figure)
75	14.2	1.5 Ton (AC)			
76	14.3	2.0 Ton (AC)			
	15.0	Replacement of Split AC Indoor Blower			
77	15.1	1.0 Ton. (AC)			
78	15.2	1.5 Ton. (AC)			
79	15.3	2.0 Ton. (AC)			
	16.0	Replacement of Split AC Outdoor Fan Blade :			
80	16.1	1.0 Ton (AC)			
81	16.2	1.5 Ton (AC)			
82	16.3	2.0 Ton (AC)			
	17.0	Replacement of Split AC Indoor Old Complete Body by New Complete Body:			
83	17.1	1.0 Ton (AC)			
84	17.2	1.5 Ton (AC)			
85	17.3	2.0 Ton (AC)			
	18.0	Replacement of Split AC Outdoor Old Complete Body by New Complete Body:			
86	18.1	1.0 Ton (AC)			
87	18.2	1.5 Ton (AC)			
88	18.3	2.0 Ton (AC)			
	19.0	Replacement of Split AC Outer Old Copper Condenser Coil by New Outer Copper Condenser Coil			
89	19.1	1.0 Ton (AC)			
91	19.2	1.5 Ton (AC)			
92	19.3	2.0 Ton (AC)			

Sr. No.	Cat. Code.	Name of Job Item	Price of Unit Job / Spare Part including Labour Charges (Rs.)	GST on unit Spare Part, if applicable (in %)	Total Price of Unit Job Item rounded off (Rs. in figure)
93	19.4	Replacement of Defective Suction Value of Split AC with New One			
94	19.5	Replacement of Defective Discharge Value of Split AC with New One			
95	19.6	Replacement of Defective Timer of WTAC / Split AC / Fridge / Deep Freezer / Bottle Cooler with New One			
	20.0	Remote Control :			
96	20.1	Repair of Remote Control Attached with Cord			
97	20.2	Repair of Cordless Remote Control			
98	20.3	Replacement of Remote Control Attached with Cord			
99	20.4	Replacement of Cordless Remote Control			
100	20.5	Providing Remote Hand Set			
	21.0	Split AC Installation :			
101	21.1	Proving and Fixing New Copper Pipe ½" with Insulation and PVC Sleeve Per Meter			
102	21.2	Proving and Fixing New Copper Pipe ¼" with Insulation and PVC Sleeve Per Meter			
103	21.3	Proving and Fixing New Copper Pipe 3/8" with Insulation and PVC Sleeve Per Meter			
104	21.4	Providing and Fixing New Copper Pipe 5/8" with Insulation and PVC Sleeve Per Meter			
105	21.5	Providing & Fixing Insulation For Cooper Pipe 3/8" Per Mtr.			
106	21.6	Providing & Fixing Insulation For Cooper Pipe 5/8" Per Mtr.			
107	21.7	Proving & Fixing 1" Dia PVC Drain			

Sr. No.	Cat. Code.	Name of Job Item	Price of Unit Job / Spare Part including Labour Charges (Rs.)	GST on unit Spare Part, if applicable (in %)	Total Price of Unit Job Item rounded off (Rs. in figure)
		Pipe Per Meter			
108	21.8	Providing and Fixing of New Frame Box with Angle Iron Stand (with Lock & Key Arrangement)			
109	21.9	Repair of Frame Box with Angle Iron Stand (with Lock - Key Arrangement)			
110	21.10	Split AC Complete Installation			
111	21.11	Split AC Complete Dismantling			
112	21.12	Water Cooler Denting & Painting			
	22.0	Providing Angle Iron Painted Stand for Water Cooler:			
113	22.1	60 Ltrs.			
114	22.2	80 Ltrs.			
115	22.3	90 Ltrs.			
116	22.4	120 Ltrs.			
117	22.5	150 Ltrs.			
118	22.6	Replacement of Defective PVC Base Pipe of Water Cooler With New One Per Meter			
	23.0	Repair of Water Cooler Tank with Replacement of Lid Gasket:			
119	23.1	60 to 90 Ltrs.			
120	23.2	120 to 150 Ltrs.			
121	23.3	Replacement of Defective Water Cooler Tap Long Type 150/120/90/80/60 Ltrs. With New One.			
122	23.4	Replacement of Defective Water Cooler Tap Long Push 150/120/90/80/60 Ltrs. With New One.			
123	23.5	Replacement of Defective Water Cooler Tap Long Faucet 150/120/90/80/60 Ltrs. With New One.			

Sr. No.	Cat. Code.	Name of Job Item	Price of Unit Job / Spare Part including Labour Charges (Rs.)	GST on unit Spare Part, if applicable (in %)	Total Price of Unit Job Item rounded off (Rs. in figure)
124	23.6	Replacement of Defective Water Cooler Float Valve with New One Complete Set 150/120/90/80/60 Ltrs.			
125	23.7	Replacement of Defective Water Cooler Connection Pipe with New One Complete Set 150/120/90/80/60 Ltrs.			
126	23.8	Water Cooler Installation with GI Pipe with Complete Fittings			
	24.0	Repair of Water Cooler Fan Motor (including Rewinding, Bush, Shaft etc) :			
127	24.1	60 to 90 Ltrs.			
128	24.2	120 to 150 Ltrs.			
	25.0	Replacement of Defective Water Cooler Fan Motor with New one:			
129	25.1	60 to 90 Ltrs.			
130	25.2	120 to 150 Ltrs.			
131	25.3	Replacement of Defective Water Cooler Fan Blade with New one			
132	25.4	Replacement of Defective Water Cooler Thermostat with New Water Cooler Thermostat			
133	25.5	Replacement of New Water Cooler Wiring Kit			
	26.0	Replacement of Defective Water Cooler Condenser Coil with New One:			
134	26.1	60 to 90 Ltrs.			
135	26.2	120 to 150 Ltrs.			
	27.0	Replacement of Defective Running Capacitor with New Running Capacitor:			
136	27.1	2.0 MFD			

Sr. No.	Cat. Code.	Name of Job Item	Price of Unit Job / Spare Part including Labour Charges (Rs.)	GST on unit Spare Part, if applicable (in %)	Total Price of Unit Job Item rounded off (Rs. in figure)
137	27.2	2.5 MFD			
138	27.3	4.0 MFD			
139	27.4	6.0 MFD			
140	27.5	6.15 MFD			
141	27.6	15 MFD			
142	27.7	30 MFD			
143	27.8	36 MFD			
144	27.9	45 MFD			
145	27.10	50 MFD			
	28.0	Replacement of Defective Starting Capacitor with New one:			
146	28.1	40-60 MFD			
147	28.2	80-100 MFD			
148	28.3	100-120 MFD			
149	28.4	Replacement of Defective Split AC / WTAC / Water Cooler Relay 1.0 / 1.5 / 2.0 Ton			
150	28.5	Replacement of Defective Defrosting Heater with New One			
151	28.6	Replacement of Defective thermostat New One			
152	28.7	Providing & Fixing New Looover Motor along with Grill for WTAC / Split AC			
153	28.8	Providing & Fixing Pencil Cells for Remote Control :			
	29.0	Rewinding of Transformer of Voltage Stabilizer :			
154	29.1	3 KVA			
155	29.2	4 KVA			

Sr. No.	Cat. Code.	Name of Job Item	Price of Unit Job / Spare Part including Labour Charges (Rs.)	GST on unit Spare Part, if applicable (in %)	Total Price of Unit Job Item rounded off (Rs. in figure)
156	29.3	5 KVA			
	30.0	Replacement of Solenoid of Voltage Stabilizer:			
157	30.1	3 KVA			
158	30.2	4 KVA			
159	30.3	5 KVA			
	31.0	Replacement of Defective Transformer of Voltage Stabilizer with New Transformer :			
160	31.1	3 KVA			
161	31.2	4 KVA			
162	31.3	5 KVA			
	32.0	Other Jobs of Voltage Stabilizer :			
163	32.1	Replacement of Defective Voltmeter / Ammeter for Voltage Stabilizer with New One			
164	32.2	Replacement of Defective Relay of Voltage Stabilizer with New One			
165	32.3	Replacement of Defective PCB of Voltage Stabilizer with New One			
166	32.4	Replacement of Defective Timer of Voltage Stabilizer with New One			
167	32.5	Installation and fitment of Steel Frame Box Type of Voltage Stabilizer / Aqua Guards etc.			
168	32.6	3 Pin Top Plug 5 Ampere			
169	32.7	3 Pin Top Plug 15 Ampere			
170	32.8	3 Pin Metal Industrial Plug 15A / 20A			
171	32.9	MCB 32 Ampere ISI MARK			
172	32.10	Covering of wall hole by ply board arised after removing window AC Rates Per Sq. ft. may be quoted for			

Sr. No.	Cat. Code.	Name of Job Item	Price of Unit Job / Spare Part including Labour Charges (Rs.)	GST on unit Spare Part, if applicable (in %)	Total Price of Unit Job Item rounded off (Rs. in figure)
		12mm ply.			
	33.0	Providing and Fixing of PVC conduit pipe with socket, nipple, elbow, T etc. for drain water Rates per running ft may be quoted			
173	33.1	¾" Conduit pipe			
174	33.2	1" Conduit pipe			
175	33.3	1½ Conduit pipe			
176	33.4	Providing and Fixing Copper 3 Core Supply Lead 80/86 Per Metre			
177	33.5	Providing and Fixing Copper 3 Core Supply Lead 70/76 Per Metre			
178	33.6	Providing and Fixing Copper 3 Core Supply Lead 23/76 Per Metre			
179	33.7	Providing and Fixing Copper 3 Core Supply Lead 40/60 Per Metre			

Annexure "A"

UNDERTAKING

(To be submitted on the letterhead of the firm)

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the National Council of Educational Research & Training to forfeit the Earnest Money/Performance Security money deposited by me/us and the Contract may be terminated by the NCERT, in case of breach of conditions of Contract, if Performance at any stage during the currency of Contract is unsatisfactory or it is found that I/We have furnished wrong information / documents.
4. I/We hereby undertake to provide services as per the direction given in the tender document/contract agreement.

**Signature of the Authorized signatory
Designation:**

Date:

Place:

(Office seal of the Bidder)

Annexure “B”

Non-blacklisting/Non-debarment Certificate

(Format of Non-blacklisting certificate/non-debarment by any Central/State Govt. Organization/Autonomous bodies in the past years to be submitted on non-judicial stamp paper of Rs. 100/-)

To,

The Secretary
NCERT
Sri AurobindoMarg
New Delhi – 110016

Sir,

I/We hereby confirm and declare that M/s is not blacklisted/debarred by any Central/State Govt. organization//Autonomous bodies for which we have executed/undertaken the works/services during the last three years.

Authorized Signatory

Official Stamp

Date:

Place: