

# **SOUTH ASIAN UNIVERSITY**

Akbar Bhawan, Chanakyapuri, New Delhi



## **TENDER DOCUMENT**

for

**Comprehensive Annual Maintenance Contract (A.M.C) for Air Conditioning units (Cassette / Split / Window ), Treated Fresh Air units, Water coolers and Smoke extraction system of students mess at South Asian University, Akbar Bhawan, Chankyapuri, New Delhi 110021**

### **Part -A**

**NOTICE INVITING TENDERS / TECHNICAL BID**

### **PART - B**

**GENERAL CONDITIONS**

### **PART - C**

**SCHEDULE OF QUANTITIES**

**26<sup>th</sup> July 2021**



**NOTICE INVITING LIMITED TENDER(NIT)**

NITNo.: 33 / NIT / SAU / 2021

**Name of the work:**

Comprehensive Annual Maintenance Contract (A.M.C) for Air Conditioning units (Cassette / Split / Window), Treated Fresh Air units, Water coolers and Smoke extraction system of students mess at South Asian University, Akbar Bhawan, Chankyapuri, New Delhi 110021

**Estimated Cost:Rs.7,82,259/-**

Earnest Money	Rs.15,700/-
Performance Guarantee	5% of tendered value (The L1 bidder has to submit the PBG within 14 days after award of work)
Contract Period	01 Year
Defect Liability Period	2 months from the date of completion

Certified that this NIT contains Part-A from **Page- 5 to Page-26** &Part-B from **Page-27 to Page-38** and Part-C from **Page-39 to Page-43** (schedule of quantities) with modifications and corrections up to 26<sup>th</sup> July 2021



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## South Asian University

**Akbar Bhawan, Chanakyapuri, New Delhi-110021**

### **2.0. NOTICE INVITING LIMITED TENDER (Website Notification)**

Registrar, South Asian University (SAU), New Delhi-21, on behalf of the President, SAU, invites online, percentage rate bids in two bid system (Technical/ Eligibility Bid and Financial Bid) from eligible Tenderers/bidders for the following work/s:

**NIT NO: 33 / NIT / SAU / 2021**

**Name of the work:** Comprehensive Annual Maintenance Contract (A.M.C) for Air Conditioning units (Cassette / Split / Window ), Treated Fresh Air units, Water coolers and Smoke extraction system of students mess at South Asian University, Akbar Bhawan, Chanakyapuri, New Delhi 110021

Estimated Cost Put to Tender (ECPT)	: <b>Rs.7,82,259/-</b>
Earnest Money	: <b>Rs.15,700/-</b>
Annual Maintenance (AMC) Period	: 01 Year (One year) from the date of award of work.
Defect Liability Period	: 02 Months from the date of Completion
Last Date and Time for Submission of Bids	: 04.08.2021 and 3:00 PM

For detailed NIT/Tender Documents/Details/ downloads and for any other correction / amendments / modification / extension of time till the last date of submission of bids, please visit websites: [www.sau.int](http://www.sau.int)

Tender submissions can only be made in hard copy to the Reception Counter of the South Asian University at the Ground Floor, Akbar Bhawan, Chanakyapuri, New Delhi 110021, on or before 04.08.2021 at 3.00 PM.

**Registrar**  
For and on behalf of the President, SAU



**3. PART-A**

**TECHNICAL BID / ELIGIBILITY CRITERIA**



### 3.1 INFORMATION AND INSTRUCTIONS FOR TENDERERS/ BIDDERS FOR LIMITED TENDERING(FORMING PART OF TENDER / BID DOCUMENT AND TO BE POSTED ON WEBSITE)

(Applicable to two bid systems)

Registrar, South Asian University (SAU), New Delhi-21, on behalf of the President, SAU, invites online percentage rate bids in two bid system (Technical/ Eligibility Bid and Financial Bid) from eligible Tenderers/bidders for the following work:

#### DETAILS OF WORK:

1	NIT No.	<b>33 / NIT / SAU / 2021</b>
2	Name of Work & Location	Comprehensive Annual Maintenance Contract (A.M.C) for Air Conditioning units (Cassette / Split / Window ), Treated Fresh Air units, Water coolers and Smoke extraction system of students mess at South Asian University, Akbar Bhawan, Chankyapuri, New Delhi 110021
3	Estimated Cost put to tender	Rs.7,82,259/-
4	Earnest Money	Rs.15,700/-
5	<u>Stipulated Period for the Annual Maintenance Contract</u>	: 01 Year ( One Year) from the date of award of work
6	Defects Liability Period	<b>02 Months from the date of Completion</b>
7	Last date and time of submission of bids along with original EMD and other documents as specified in the tender document.	<b>04.08.2021 at 3.00 pm</b>
8	Time & date of opening of Technical/ Eligibility Bid	<b>04.08.2021 at 3.30 pm</b>
9	Time & date of opening of Financial bid	<b>to be informed later through email only to be provided in tender by the bidder</b>



**Note:**

1. The intending bidders must read the terms and conditions of NIT(Notice Inviting Tender) carefully. They should only submit their bids if they considers themselves eligible and would be able to submit all the documents required. The eligibility criteria are given under Para 1.5 of section 3.3.
2. Information and Instructions for bidders posted on website shall form part of bid Document.
3. The full bid document consisting of Nature of Work, the Schedules of Quantities and the set of Terms and Conditions of the contract to be complied with and other documents can be seen and downloaded from website free of cost.
4. Tender shall be accompanied with **earnest money for Rs. 15,700/- (Rupees Fifteen Thousand Seven Hundred Only)** in the form of demand draft drawn in favour of South Asian University, payable at New Delhi. Tenders not accompanied by such earnest money will be rejected straight away.
5. The bid can be submitted only in hard copies along with the original EMD as specified in the tender document within the period of bid submission. The EMD can be any of the following forms, i.e. Demand Draft or Banker's Cheque in favour of **The South Asian University, New Delhi** as mentioned in NIT.
6. **List of documents to be submitted are mentioned separately at section 3.2.**
7. The **Part-C** of tender documents contains **Schedule of Quantities (SOQ)**, consisting of **Schedule -A: AMC Rates, Schedule B: Rates for Labour and Works related to Maintenance Works**. Bidders shall quote percentage(%), above, below or at par for both the schedules (A& B) separately at the designated place. If any Part of SOQ summary is left blank by the bidder, the bid shall be considered as zero or at par. The percentages quoted in Schedules A and B needs to be brought forward and clearly mentioned with no cutting or over writing in the Financial Bid abstract at Page No:60.
8. The Technical/Eligibility bid shall be opened first on due date and time as mentioned above. The time and date of opening of Financial bid of contractors qualifying the Technical/ Eligibility bid shall be communicated to them at a later date.
9. If any information furnished by the applicant is found incorrect at a later stage and it is found that tenderer/bidder does not qualify as per terms and condition of the tender, he shall be liable to be debarred from tendering/ bidding for works in South Asian University (SAU). His tender shall be cancelled and EMD forfeited. The SAU reserves the right to verify the particulars and documents furnished by the applicant, independently.
10. Bidders must mention their postal address and telephone number(s) of the Chief Executive/authorized agent or attorney in the tender. The tender submitted by the bidder will be rejected if he or his agent cannot be contacted on the last known address or on the intimated telephone number(s) after reasonable search in which event earnest money may be forfeited by the SAU.

a. Name of Agency: \_\_\_\_\_

b. Contact Person \_\_\_\_\_

c. Registered Address \_\_\_\_\_





d. Contact No

e. Mobile No:

f. E-mail id:

Self-attested copies of all the documents shall be submitted and originals kept ready as these can be called for verification.

*[Handwritten Signature]*  
26/10/2021  
Registrar,

For and on behalf of the President, SAU

*[Handwritten Signature]*  
26/10/21



*[Handwritten Signature]*  
26/10/21

### 3.2 List of Documents to be filled, and submitted by the Bidders

1.	Demand draft/Pay order or Banker's Cheque/Fixed Deposit Receipt of a Scheduled Bank/ Bank Guarantee of any Scheduled Bank towards EMD
2.	Letter of transmittal (4.3.1)
3.	Certificate of Financial Turnover from a Chartered Accountant (Form 'A'). (Refer to Para 9(a) of section 4.3.2)
4.	Certificates of Works Experience (Form 'C', 'D' & 'E'). (Section 4.3.3, 4.3.4 & 4.3.5)
5.	Structure & Organization (Form 'E'). (Section 4.3.6))
6.	Details of Technical & Administrative Personnel (Form 'F'). (Section 4.3.7))
7.	Plant And Equipment Required at Site, To Be Owned / Taken On Lease By The Contractor (Form 'H') ( Section 4.3.8).
8.	<b>Work Experience:</b> List of similar past works and performance on these works during last seven years, but not more than 10 works.
9.	Certificate of Registration for Goods and Service Tax and acknowledgement of up to date filed return.
10.	Affidavit regarding execution of qualifying works, as mentioned under Para 1.2(B) of Section 3.3
11.	Affidavit as mentioned under Para 1.4 of section 4.2 – Guidelines for bidders
12.	Affidavit to the effect of not being black listed by any agency, as mentioned under Para 1.3 of section 4.2 – Guidelines for bidders
13.	Certificate of enlistment under Air Conditioning/ Refrigeration/ HVAC works category in CPWD/MES/Railways/Telecom or any other Govt. agency in appropriate class if any.
14.	Copy of PAN card.

### 3.3 NOTICE INVITING LIMITED TENDER – (Form CPWD-6)

Registrar, South Asian University (SAU) Akbar Bhawan, Chankyapuri New Delhi 110021 on behalf of the President, SAU, invites percentage rate bids in two bid system (Technical/ Eligibility Bid and Financial Bid) from eligible Tenderers /bidders for the following work:

**“Comprehensive Annual Maintenance Contract (A.M.C) for Air Conditioning units (Cassette / Split / Window ), Treated Fresh Air units, Water coolers and Smoke extraction system of students mess at South Asian University, Akbar Bhawan, Chankyapuri, New Delhi 110021”**

(**Important;** The South Asian University is in International University established by eight member states of SAARC region. It has been established by act of parliament 2008 and granted the immunity and privileges at par with united nations organizations as per ministry of External Affairs (MEA) , Govt. of India, Gazette notification dated 15<sup>th</sup> January 2009. The University is being run by contribution paid by member states..

#### 3.3.1 TERMS and CONDITIONS

1	1.1	The work is estimated to cost <b>Rs.7,82,259/-</b> .  The estimated cost is based on prevailing market rates. This estimated cost, however, is given merely as a rough guide.  Intending bidders may submit the bid only after satisfying themselves that they fulfill the following eligibility criteria:
	1.2	<b>Enlistment requirement:</b> Please refer eligibility criteria given in this NIT.
	1.3	<b>Joint ventures are not accepted. The bidder shall not be allowed to sublet the work.</b>
	1.4	An intending bidder is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below:
	1.5	<b>Eligibility Criteria</b> Tenderers/bidders who fulfill the following requirements shall be eligible to apply:
		Should have satisfactorily completed the works as mentioned below during the last Seven years ending previous day of last date of submission of bids.;
		<b>For Annual Maintenance of Air conditioning units, treated fresh air units, water coolers:</b>
	A	<b>Three similar works, each of value not less than Rs 3.09 Lacs</b>  <b>OR</b> <b>Two similar works, each of value not less than Rs 4.64 Lacs</b>  <b>OR</b> <b>One similar work of value not less than Rs 6.19 Lacs.</b>  <b>OR</b> Registered in appropriate class with CPWD/NDMC/MES/ RAILWAYS / PSU's. The enlistment of the contractors should be valid on the last date of submission of bid. In case the last date of submission of bid is extended, the enlistment of Contractor should be valid on the original date of submission of bids. Also, <b>the agency should have executed at least one similar work of value not less than Rs 3.09 Lacs</b>
	B (i)	<b>Similar work means</b> “Annual Maintenance of Air conditioning units, treated fresh air units, water coolers etc”.

	(ii)	<b>Important Note</b> -if after opening of financial bid, it is founds that the lowest bidder has not executed similar work given in above paras or does not fulfil eligibility criteria, his bid will be rejected, earnest money deposited will be forfeited and will also be debarred from future tendering in SAU.
	(iii)	The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission of bid.
	(iv)	Components of work executed other than those included in definition of similar work shall be deducted while calculating cost of similar work. Bidder shall submit certified attested abstract of cost of work in support of this. The bidder may show separately the net value of similar work certified by client.
	(v)	To become eligible, the bidder shall have to furnish an affidavit as under:  <i>I / We undertake and confirm that eligible similar work(s) has / have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice, then the SAU shall be at liberty to terminate/determine the contract prejudice to its right under other clauses of contract. The bidder/tenderer shall be debarred for bidding in SAU in future . Also, if such a violation comes to the notice of SAU before date of start of work, the Engineer-in-Charge/SAU shall be at liberty to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.</i>
	(vi)	The applicant's performance for each eligible work completed in the last seven years shall be certified by an officer not below the rank of Executive Engineer or equivalent.
	(vii)	The applicant's performance for each eligible work completed in the last seven years shall be certified by an officer not below the rank of Executive Engineer or equivalent.
	C	Should have an average annual financial turnover of Rs. 3.87 Lacs on Air conditioning works during the immediate last three consecutive financial years ending 31st March 2021. (At the time of submission of bid, the bidder may submit Affidavit/ Certificate from CA mentioning Financial Turnover of immediate last 5 years ending 31 <sup>st</sup> March 2021. There is no need to submit the entire voluminous balance sheets).
	D	Should not have incurred any loss (profit after tax should be positive) in more than two years during the last five years ending 31st March 2021. (Consecutive financial statements duly certified and audited by the Chartered Accountant to be submitted.)
	1.6	To ensure timely completion and quality of workmanship/ maintenance, the University is inviting tenders in two bid system. Based on the past performance and soundness of the firm, University will qualify/shortlist the bidders for opening of financial bids.
	1.7	The intending bidder must read the terms and conditions of NIT carefully. He should submit his bid only if he considers himself eligible and can provide all the documents required for establishing his eligibility etc.
2		The site for the work is available The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to satisfy himself and collect all information that he considers necessary for proper assessment of the work and for quoting his rates judiciously.



3		<p>The time allowed for completion of work is as below:</p> <p>a) <b>Annual Maintenance of Air conditioning units, treated fresh air units, water coolers (schedule A&amp;B); One Year</b></p> <p><b>Defects Liability Period– 2 months from the date of completion of Annual Maintenance of Air conditioning units, treated fresh air units, water coolers(Schedule A&amp;B).</b></p>
4		<p>The bid document consisting of instructions to bidders, eligibility criteria, nature of the work, locations and makes of ACs, smoke extract system, treated fresh air unit and water coolers (Annexures 1 to 3), Schedule of quantities of items to be executed (A&amp; B) and the set of terms &amp; conditions of the contract to be complied with and other necessary documents can be seen free of cost from website <a href="http://www.sau.int">www.sau.int</a>.</p>
5		<p>Earnest Money of Rs.15,700/- in the form of Demand Draft or pay order or Banker's Cheque or Fixed Deposit Receipt of a scheduled bank drawn in favour of "The South Asian University, New Delhi", shall be submitted in along with the technical bid at the time of submission of the bid, failing which the tender shall be rejected.</p> <p>Alternatively, the EMD amount can also be transferred to the SAU account directly. In that case the bidder has to submit the transaction details along with the technical bid and the same will be get verified before opening of the financial bid.</p> <p>The bank details of SAU are as follows:</p> <p>Beneficiary Name : South Asian University  Name of Bank : State Bank of India  Bank Address : Old JNU Campus, New Delhi  Beneficiary A/C No. : 30796569318  IFSC Code/ RTGS No. : SBIN0001624  MICR Code : 110002056  PAN Number : Not Applicable in view of tax exemption.</p>
6		<p>Copy of Enlistment Order(as applicable), certificate of work experience and other documents as specified in the tender document for eligibility shall be submitted along with the tender submission.</p>
7		<p>The technical bid submitted shall be opened on 04.08.2021 at 3.30pm .</p>
8		<p>The bid submitted shall become invalid and the EMD will be forfeited if:</p> <ol style="list-style-type: none"> <li>The bidder is found ineligible.</li> <li>The bidder does not submit all the documents including PAN card, Goods and Service Tax (GST) registration, as stipulated in the tender document including undertakings, as required /applicable and proof of deposition EMD amount (bank transaction details or the original EMD in physical form along with the technical bid.</li> <li>Any discrepancy is noticed in the documents submitted along with the bid by the lowest bidder in the office of tender opening authority.</li> <li>If a tenderer quotes NIL percentage (%)rate above/below on the total amount against the specified cells of Abstract of the Financial Bid, Schedule A and B of the tender or any section/sub-head in percentage rate tender, the tender shall be treated as invalid even if he otherwise is found to be the lowest tenderer.</li> <li>No relaxation of any kind will be provided for the MSME registered contractors</li> </ol> <p>Note: If everything found Okay, after selection of the Lowest (L1) bidder, the</p>

		EMDs of the unsuccessful bidders will be released.
9		After opening of the technical bid/ eligibility bid , SAU shall prepare a list of deficiencies if found in the bids of each bidder vis a vis requirements as per NIT and send to individual bidders by Speed Post or Email with a request to furnish required documents within specified time, failing which it will be presumed that the individual bidder does not have any further documents to furnish and decision on bids will be taken accordingly.
10		The tenderer whose bid is finally accepted, will be required to furnish performance guarantee of 5% (Five Percent) of the bid amount within the period i.e. 14 days as Banker's cheque of any scheduled bank / Demand Draft of any scheduled bank / Pay order of any Scheduled bank or Fixed Deposit Receipts of Scheduled bank. In case the contractor fails to deposit the said performance guarantee within the said period as indicated including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The Earnest Money deposited along with tender by the L1 bidder shall be returned after receiving the aforesaid performance Guarantee.
11		Intending Bidders are advised to inspect and examine the site/premise and its surroundings and satisfy themselves before submitting their bids as to the nature of the site, the means of access to the site, and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. Bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra claims/ payments consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions if any, in this tender document and local conditions and other factors having a bearing on the execution of the work.
12		The competent authority on behalf of SAU does not bind itself to accept the lowest or any other bid and reserves to itself the right to reject any or all the bids received without assigning any reason. All bids in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
13		Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the Bidders who resort to canvassing will be liable to rejection.
14		The bids for the work shall remain open for acceptance for a period of Sixty (60) days from the last day of opening of technical bid. Further;  If any tenderer/bidder withdraws his tender/bid before the said period or after issuance of the letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender/bid which is not acceptable to the SAU, then the SAU shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the rebidding process of the work.
15		The employer (SAU) reserves the right to increase or decrease the scope of work before or after the award of work without assigning any reason to the bidder/ contractor and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever. No claim on any account whatsoever in any manner, in this regard shall be entertained by the employer (SAU).



## 4.0 PARTICULARS OF WORK

### 4.1 BRIEF PARTICULARS OF THE WORK

Salient details of the work for which bids are invited are as under:

Name of the Work	Comprehensive Annual Maintenance Contract (A.M.C) for Air Conditioning units (Cassette / Split / Window ), Treated Fresh Air units, Water coolers and Smoke extraction system of students mess at South Asian University, Akbar Bhawan, Chanakyapuri, New Delhi 110021
Estimated Cost	Rs.7,82,259/-
Period of Completion	01 Year (One Year) (Schedule A & B) from the date of ward of Work 02 Months (Two Months) defects liability period from the date of completion

- A. The site for the work is at South Asian University Campus Akbar Bhawan, Chanakyapuri near Yashwant Place Shopping Complex
- B. Few Split AC units installed at the Site office at Maidangarhi, New Delhi has also been taken in scope of work. South Asian University Campus is located in Maidan Garhi, New Delhi 110068 near village-Rajpur Khurd and can be accessed from the Chattarpur-Fatehpur Beri Road.
- C. **Brief scope( as per SOQ) includes:**

*(The brief scope of work given below is for guidance purpose only and does not absolve the contractor from his responsibilities and duties or scope of work as per this content, even if not indicated here)*

#### C.1 AIR CONDITIONING

- All moving parts including compressor, which requires repair / replacement due to normal wear and tear during the contract.
- Dehydration & gas charging (Either top up or Full Charge).
- All types of testing to identify the faults.
- Replacement of parts, capacitors, contactor, controller & repair of motors, PCB's etc.
- Reputed / branded items shall be provided during replacements after obtaining approval of the university representative.
- Change of air filters / heating elements etc.
- Deputing qualified technicians for the works including helpers etc. If required manpower has to be increased as per requirement to attend breakdown calls or routine servicing.
- Any spare parts supplied by the department will be fitted free of cost (indigenous or imported).
- The first dry / wet servicing will be carried out within two month after award of work depending upon condition of the AC unit.
- The inventory for the Air Conditioners is enclosed along with make, model, capacity & date of purchase. (Annexure-1)
- Replacement of damaged or worn out insulation of the refrigerant piping or drain piping.
- Minimum 2 services (dry or wet) depending on condition & usage of the AC units shall be provided in one calendar year.
- Small welding works for various supports inside the unit shall be inclusive. If not possible same shall be replaced free of cost.

**C.2 AIR CONDITIONING & MECHANICAL VENTILATION SYSTEM (For Biotech Lab in Basement)**

1. All moving parts including compressor, which requires repair / replacement due to normal wear and tear during the contract.
2. Dehydration & gas charging (Either top up or Full Charge).
3. All types of testing to identify the faults.
4. Rectification of any type of fault in sensor / grills / air valves / ducting works / insulation works / ventilation fans / controllers.
5. Repairing of refrigerant piping insulation.
6. Replacement of parts, controller & repair of motors, PCB's etc.
7. Reputed / branded items shall be provided during replacements after obtaining approval of the university representative.
8. Change of air filters / heating elements etc.
9. Deputing qualified technicians for the works including helpers etc. If required manpower has to be increased as per requirement to attend breakdown calls or routine servicing.
10. Any spare parts supplied by the department will be fitted free of cost (indigenous or imported).
11. Minimum 2 services (dry or wet) depending on condition & usage of the AC units shall be provided in one calendar year.
12. The inventory is enclosed with the tender. (Annexure-2)
13. Small welding works for various supports inside the unit shall be inclusive. If not possible same shall be replaced free of cost.

**C.3 SMOKE EXTRACTION SYSTEM (kitchen of Students Mess)**

1. Starter panel, Motor, pulley, belt etc that requires repair / replacement of parts due to normal wear and tear during the contract including ducting, flexible canvass connection, support system.etc complete.
2. All types of testing to identify the faults.
3. Cleaning / washing of the filters & grills above counter once in 3 months.
4. Small welding works for various supports inside the unit shall be inclusive. If not possible same shall be replaced free of cost.

**C.4 DRINKING WATER COOLERS**

1. All moving parts including compressor, which requires repair / replacement due to normal wear and tear during the contract.
2. Dehydration & gas charging (Either top up or Full Charge).
3. Any type of fault in sensor.
4. Replacement of parts, controller, contactor, capacitor, SS taps, repair of motors, PCB's etc.
5. Reputed / branded items shall be provided during replacements after obtaining approval of the university representative.
6. Deputing qualified technicians for the works including helpers etc. If required manpower has to be increased as per requirement to attend breakdown calls or routine servicing.
7. Any spare parts supplied by the department will be fitted free of cost (indigenous or imported).
8. Cleaning of water coolers to be done once every month and report be submitted.
9. A separate service register shall be maintained by the contractor in which all the entries in respect water coolers shall be made & got certified by SAU.
10. The inventory for the water coolers is enclosed along with make, model & capacity. (Annexure-3)
11. Minimum 2 services (dry or wet) depending on condition shall be provided in one calendar year.
12. Small welding works for various supports inside the unit shall be inclusive. If not possible same shall be replaced free of cost.

Annexure- I, Annexure-II and Annexure –III (attached in part B )may be seen and to be considered as part of scope.





#### 4.2 ADDITIONAL GUIDELINES FOR BIDDERS (Information and instructions to the bidder)

<b>1</b>	<b>GENERAL:</b>
1.1	The applicant/bidder must submit information of on-going litigations and litigations in which he is involved in the past seven years. In the event that the Bidder has no litigations either in process or in the past Seven years, an affidavit to this effect, duly notarized must be submitted in original.
1.2	<p>The bidder will have to submit the credentials in respect of qualification/eligibility for tender in the proforma attached herewith.</p> <ol style="list-style-type: none"> <li>Annual financial statement for the last five years in Form "A".</li> <li>List of works of similar nature successfully completed during the last seven years in form "B".</li> <li>List of the projects / works under execution or awarded in Form "C".</li> <li>Performance report of work to be considered for eligibility (Form 'D').</li> <li>Organizational structure (in forms 'E' &amp; 'F').</li> <li>List of plant, tool and equipment to be used in carrying out the work in Form "G".</li> </ol> <p><b>Bidders may download the softcopy from the website <a href="http://www.sau.int">www.sau.int</a> and fill the requested details accordingly.</b></p> <p>These credentials may be verified by SAU, if found necessary before opening of the financial bid. The bidder will make necessary arrangement for local transport, arranging meeting with client department, etc.</p> <p>Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him disqualified and liable for forfeiture of Earnest Money Deposit/ Performance Guarantee and he shall be debarred from tendering/taking up of works in SAU.</p>
1.3	The bidder should not have been black listed by any State/Central Government Department or PSU or Autonomous bodies. <b>The Bidder must submit a duly notarized affidavit to this effect.</b> Applications received without this declaration shall stand automatically rejected.
1.4	The applicant's must submit an <b>undertaking</b> that up to date tax returns have been filed along with copies of such returns submitted to the concerned IT department/ Commercial Tax department.
1.5	Minimum requirement of Technical Staff for this work need to be provided at site by the contractor.

<b>2.0</b>	<b>DEFINITIONS:</b>
2.1	In this document the following words and expressions have the meaning hereby assigned to them:
2.2	<b>EMPLOYER:</b> Means the <b>South Asian University (SAU)</b> , acting through an <b>authorized representative of SAU</b> , or <b>successor thereof</b> .
2.3	<b>BIDDER:</b> Means the individual, proprietary firm, firm in partnership, limited company
2.4	"Year" means "Financial Year" unless stated otherwise.
2.5	"SAU" means South Asian University, New Delhi
2.6	"Engineer - in - charge" means the <b>Executive Engineer (Civil)</b> , SAU or <b>successor thereof</b> .
2.7	<ol style="list-style-type: none"> <li>The words "Tenderer" and "bidder" holds the same meaning so is the word "Tender" and "bid" .</li> <li>The term, contract/agreement, contract agreement wherever used (interchangeably) in this tender documents means the same.</li> </ol>

<b>3.0</b>	<b>METHOD OF APPLICATION:</b>
3.1	If the bidder is an individual, the application shall be signed by him above his full type written name and current address.
3.2	If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
3.3	If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current address, or, alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
3.4	If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.
<b>4.0</b>	Every tender shall be written in English language. All information such as documents supplied by the bidder will also be in the English language only.
<b>5.0</b>	<b>FINAL DECISION MAKING AUTHORITY</b>
	<b>The employer reserves the right to accept or reject any bid and to annul the process and reject all bids at any time without assigning any reason thereof or incurring any liability to the bidders.</b>

<b>6.0</b>	<b>LETTER OF TRANSMITTAL</b>
	The bidder should submit the letter of transmittal attached with the Tender/Bid document.
<b>7.0</b>	<b>Essential Submissions and Information</b>
7.1	The bidder shall provide copies of work orders as well as completion certificates from the past Employer as documentary proof for having executed similar works. However, decision with regard to eligibility of the applicant/successful bidder will be taken by the appropriate authority on SAU, only after necessary documents provided by the Bidder have been examined.
7.2	<b>BID Submission</b>
	<b>The bid will be submitted in the following manner in sealed envelopes;</b> <b>Envelope 1 – Technical Bid + EMD or Bank Transaction details</b> <b>Envelope 2 – Financial Bid (Duly filled ABSTRACT OF THE FINANCIAL BID and SCHEDULE OF QUANTITIES A and B (SOQ A and B)</b> <b>Envelope 3 –Envelope 1 and 2 duly sealed separately shall be placed inside envelop -3 and completely sealed will be submitted at designated place.</b>

**4.3 SECTION III - INFORMATION REGARDING ELIGIBILITY CRITERION****4.3.1 Letter of Transmittal**

From:

.....  
 .....  
 .....

To,

**The Registrar,  
 South Asian University Akbar Bhawan, Chanakyapuri,  
 New Delhi - 110021**

**Sub: Comprehensive Annual Maintenance Contract (A.M.C) for Air Conditioning units (Cassette / Split / Window ), Treated Fresh Air units, Water coolers and Smoke extraction system of students mess at South Asian University, Akbar Bhawan, Chankyapuri, New Delhi 110021**

Sir,

Having examined the details given in **Notice Inviting tender and Detailed Bid** document available on designated websites for the above work, I/we hereby submit the relevant information.

1. I/We hereby certify that all the statement made and information supplied in the enclosed forms A to H and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/We authorize SAU, New Delhi to approach individuals, employers, firms and corporation etc. to verify our competence and general reputation.
4. I/We submit the certificates as per the form "E" in support of our suitability, technical knowledge and capability for having successfully completed the following works:-

S. No.	Name of work	Amount	Certificate issued by
1			
2			
3			

5. Technical / Eligibility bid documents and Earnest money amounting to Rs.15,700/-are submitted in the prescribed form as specified in the NIT.
6. Financial bid is submitted as specified in the NIT.

Enclosures:

Seal of bidder

Date of submission

**SIGNATURE(S) OF BIDDER(S)**

**4.3.2 FINANCIAL INFORMATION**

Name of the firm / Contractor .....

- I. Financial Analysis-Details to be furnished duly supported by figures in balance sheet / profit & loss account for the last five years duly certified and audited by the Chartered Accountants, as submitted by the Bidder to the Income Tax SAU (Copies to be attached).

S. No.	Particulars	Financial Years (Figures in Lakhs Rs)				
		2016-17	2017-18	2018-19	2019-20	2020-21
(i)	Gross Annual Turnover					
(ii)	Turnover on similar works specified in the bid					
(iii)	Profit / Loss					

- II. Financial arrangements for carrying out the proposed work.  
 III. The Firm /Bidder should have not posted loss in more than two financial years during the last Five Years.

SIGNATURE OF BIDDER(S)

Signature of Chartered Accountant with Seal



**FORM 'B'**

**4.3.3. DETAILS OF WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST SEVEN YEARS**

Name of the firm / Bidder.....

SIN.	Name of work /project and location	Owner or sponsoring organization	Cost of work in Rs. Lacs	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Cases pending / in progress with details*	Litigation arbitration	(Postal & E- mail) / telephone number of officer to whom reference may be made	Name and Address	Remark
1	2	3	4	5	6	7	8	9	10	11	12

\* Indicate the gross amount claimed and amount awarded by the arbitrator.

\* Bidders may download the softcopy from the website [www.sai.int](http://www.sai.int) and fill the requested details accordingly

**SIGNATURE OF BIDDER(S) WITH STAMP**



Form 'C'

4.3.4 Projects/works Under Execution or Awarded (The bidder may furnish the details of not more than ten works)

Name of the Firm/Contractor: \_\_\_\_\_

Sr No.	Name of work /project and location	Owner or sponsoring organization	Cost of work in Rs. Lacs	Date of commencement as per contract	Stipulated date of completion	Up to date percentage progress	Slow progress if, and reason there off	(Postal & E- mail) / telephone number of officer to whom reference may be made	Name and Address	Remark
1	2	3	4	5	6	7	8	9		10
1										
to										
10										

\* Bidders may download the softcopy from the website [www.sai.int](http://www.sai.int) and fill the requested details accordingly

SIGNATURE OF BIDDER(S) WITH STAMP



## FORM 'D'

**4.3.5. Performance Report of Works to be Considered for Eligibility**

Name of the Firm/Contractor: \_\_\_\_\_

1.	Name of work / Project & Location	
2.	Agreement No.	
3.	Estimated Cost	
4.	Tendered Cost	
5.	Date of Start	
6.	Date of completion	
	i) Stipulated Date of Completion (as mentioned in work order )	
	ii) Actual Date of Completion	
7.	i) Status of Compensation (Not Levied / Levied / Not Decided)	
	ii) Amount of compensation levied for delayed completion, if any	
8.	Amount of reduced rate items, if any.	
9.	Whether any litigation / arbitration case pending / in progress in respect of this work.	
10.	Performance Report	
	1) Quality of Work	Very Good / Good / Fair / Poor
	2) Financial Soundness	Very Good / Good / Fair / Poor
	3) Technical Proficiency	Very Good / Good / Fair / Poor
	4) Resource fullness	Very Good / Good / Fair / Poor
	5) General Behavior	Very Good / Good / Fair / Poor
11	Remarks(if any):	
Dated:		Engineer-in-Charge Equivalent to EE with stamp

\* Bidders may download the softcopy from the website [www.sau.int](http://www.sau.int) and fill the requested details accordingly

**4.3.6 STRUCTURE & ORGANISATION OF THE FIRM/BIDDER**

1.	Name & Address of the bidder	
2	Telephone No. / Email ID / Telex No. / Fax No.	
3	Legal status of the bidder (attached copies of original document defining the legal status).	
(i)	An Individual	
(ii)	A Proprietary Firm	
(iii)	A Firm in Partnership	
(iv)	A Limited company or Corporation	
4.	Particulars of registration with various Government bodies (attach attested photo-copy).	
	<b>ORGANIZATION / PLACE OF REGISTRATION</b>	
	1.	
	2.	
	3.	
5	Names and Titles of Directors & Officers with designation to be concerned with this work.	
6.	Designation of Individuals authorized to act for the organization.	
7.	Was the bidder ever required to suspend the comprehensive maintenance works of ACs for a period of more than six months continuously after commencing the Work? If so, given the name of the project and reasons of suspension of work	
8	Has the bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	



9.	Has the bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details	
10.	Have the bidder, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11.	In which field of the bidder has specialization and interest?	
12.	Any other information considered necessary but not included above.	

\* Bidders may download the softcopy from the website [www.sau.int](http://www.sau.int) and fill the requested details accordingly

Signature of bidder(s) with stamp



**FORM 'F'****4.3.7 Details of Technical & Administrative Personnel to be deployed on the Work:**

Name of the Firm/Contractor: \_\_\_\_\_

Sl no.	Designation	Total Number	Number for this work	Name	Qualifications	Professional experience and details of work carried out	How these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

\* Bidders may download the softcopy from the website [www.sai.int](http://www.sai.int) and fill the requested details accordingly

**Signature of bidder (With Stamp)**



**'FORM G'**

**4.3.8 Plant And Equipment Required at Site, To Be Owned / Taken On Lease By The Contractor**

SI No.	Equipment	Minimum Numbers available
<b>the agency will submit the list of plant and equipments required at site to execute the work</b>		

\* Bidders may download the softcopy from the website [www.sai.int](http://www.sai.int) and fill the requested details accordingly

**This will be subject to further actual requirement at site and as directed by employer.**

.....

Signed by an Authorized Signatory of the firm  
With stamp



**PART B.**

**SPECIAL AND GENERAL WORK CONDITIONS AND ANNEXURES I TO III**



## 5.1 SPECIAL CONDITIONS

1. The work order shall be valid for 01 year and can be extended with mutual consent of both the parties as per the quoted percentage (%) rates in the tender, however it can be curtailed by university at any time without assigning any reason to the contractor by giving one month notice.
2. Work shall be executed according to CPWD GCC 2020 maintenance works, CPWD maintenance manual 2019 (available free of cost at [www.cpwd.gov.in](http://www.cpwd.gov.in)). The bidder may also obtain the address of the outlets from the CPWD website or Engineer-in-Charge.
3. SAU has GST no: which is UIN >> 0717UNO00175UNQ. The guidelines for invoice submission in compliance with GST are as below:-
  - a) The Invoice should be Tax Invoice;
  - b) Name, address and GSTIN of the supplier;
  - c) Invoice Number;
  - d) Date of issue
  - e) Name, address UIN of the recipient;
  - f) HSN code of goods or Accounting Code of services (SAC)
  - g) Description of goods or services;
  - h) Quantity in case of goods and unit or Unique Quantity Code thereof;
  - i) Total value of supply of goods or services or both;
  - j) Taxable value of supply of goods or services or both considering discount or abatement, if any;
  - k) Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
  - l) Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
  - m) Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
  - n) Address of delivery where the same is different from the place of supply;
  - o) Signature or digital signature of the supplier or his authorized representative:
- 6 The Contractor has to carry out repair maintenance of specified machines/equipment specified in this document which are installed at Akbar Bhawan, Chanakyapuri, New Delhi and at the permanent campus of the university at Maidaangarhi, New Delhi.
- 7 The Akbar Bhawan is located in diplomatic area at Chanakyapuri, New Delhi where permission of Police Authorities is required for transportation of material. The successful bidder have to arrange any transportation related to work. Nothing extra shall be payable.
- 8 The contractor shall be solely responsible for safety & security and general well being of his men working on the site. Special care shall be taken while working at height. The university in no way be responsible for any accident or mishappening on the university work site or any injury caused to any worker of the contractor during the course of his work in the university premises.
- 9 The insurance cover shall be as per labour laws requirements. The contractor shall submit an undertaking indemnifying to the university and its staff.
- 10 The work shall be asked to be done in laboratories where costly equipment's are installed. The technician / helper have to work carefully in these areas and any damage to university infrastructure should be recovered from the bills of the contractor.
- 11 This contract and the annual maintenance / repairs hereby are non-transferable under any circumstances whatsoever.
- 12 The payment will be made after completion of each quarter upon submitting the bill along with satisfactory reports from the user on the basis of satisfactory services provided on actual basis. No advance payment shall be made. The service registers needs to be properly maintained with records & signatures and submit while submitting the bills.



- 13 SAU reserves the right to terminate the contract any time by giving 01 (one) month notice without assigning any reasons thereof. The contractor may withdraw his services by giving at least three months notice to the university.
- 14 The contractor shall be responsible for maintaining office decorum and good behavior and character of the staff engaged by him.
- 15 All types of tools, ladders, testing equipment, measuring equipment, safety harness and any other material shall be arranged by the agency for attending the equipments under AMC contract whether in breakdown or routine servicing. Proper nut bolts, rawl plugs, screws, PVC gitti, fastners, clamps etc shall also be arranged for the purpose free of cost.
- 16 The loading, unloading of any material required for repairs of equipment at SAU and bringing the material upto the work location shall be responsibility of the contractor.
- 17 The rates shall be inclusive of Transportation, loading, unloading & handling charges and nothing extra will be paid.



## 5.2 GENERAL WORK CONDITIONS

E-mail id on which complaints will be registered: .....

1. The Contract will not cover visits / replacement / repairing of parts and/or equipment under the following
  - a) Damage caused to the machines due to floods, fire, accident, riot, breakage, pest, misuse, improper or negligent use, mishandling, unauthorized alteration, modification or substitution of any part and/or the alteration, tempering etc. of the serial no. machine and / or any loss / damage caused due to due to abnormal voltage supply..
  - b) This service contract shall be entered into after due checking and verification of the equipment by the SAU & company's authorized representative jointly & certifying that the same is in good working condition. During such verification if the equipment is found defective and needs repairing, then the same shall be got repaired and thereafter the contract in respect of the same shall be entered into.
2. One qualified Air Conditioning technician & one helper is to be provided throughout the contract period from Monday to Friday from 9.00am to 5.30 pm except Saturday, Sunday & holiday. However, if the work / complaint is pending the same has to be attended even on holidays as well even if extra manpower is needed to be deputed. Nothing extra on this account is payable.
3. The ventilation system with treated fresh air units in upper basement is for animal house and is very critical system in terms of alive animals being kept their for research work for which extra care needs to be given while working.
4. The agency shall make all efforts to give preferential attention to emergency breakdown of the equipment. All minor complaints shall be attended within 24 hrs& major complaints in 48 hrs of lodging.
5. Minor breakdowns like gas topup, leakage arrest in drain pipe, wiring faults, contactor, capacitor replacement etc shall be attended same day. A penalty of Rs750/- per day per AC / drinking water cooler shall be made if the same is not done in specified time.
6. Major breakdowns like full gas charge, compressor works, motor repair works, controller faults etc. shall be attended within 2-5 days. **A penalty of Rs 2,000/- per day per AC / drinking water cooler / mechanical ventilation system** shall be made if the same is not done in specified time.
7. A minimum tool kit shall be maintained at SAU premises like nitrogen cylinder, refrigerant cylinder, brazing torch, electrical multimeter (clamp meter) etc. Frequently required spares like capacitor, contactor, bends / coupler of drain pipes etc shall also be kept at site.
8. Any damage to any existing installations during the execution of work shall be the responsibility of the contractor and the same shall be made good and nothing extra will be paid.
9. Any accident / electrocution caused due to negligence or during the course of normal work etc., shall be responsibility of the Contractor. The contractor shall be responsible for all compensation to the staff engaged by him.
10. The management also reserves the right to reduce / increase the scope. More equipments of same specification may be added if the same comes out of the warrantee period on pro-rata basis from the rates available in the work order. The unit may be removed from the order if it is to be discarded / removed from its place due to any reason. These shall be intimated to the agency in advance and

payment will be deducted accordingly.

11. This contract does not cover the repair / replacement of plastic parts, electricity distribution boards, MCCB/ MCB/ ELCB, ancillary work such as ducting / masonry work, cabinet sheet metal panels, shifting of units in part or as a whole.
12. The compressor units which are under warranty shall be got replaced by the manufacturer (OEM) but gas charging & related works shall be done by the agency with coordination and free of cost.



Executive Engineer (Civil)

Contractor





5.3 ANNEXURE - 1					
LOCATION OF AC UNITS					
SI No:	Floor	Room No:	Split / Window / Casattee Capacity / (Spl/Wnd/Cst) Air Conditioner	Make	Purchase date
1	FF	Biotech lab Seminar room	1.5 / Spl	LG	21.07.10
2	FF	Biotech lab Seminar room	1.5 / Spl	LG	21.07.10
3	FF	Biotech lab Perciever M/C	1.5 / Spl	LG	21.07.10
4	FF	Biotech lab Perciever M/C	2.0 / Spl	Panasonic	
5	GF	Library GF (AL)	1.5 / Spl	LG	21.07.10
6	GF	Library GF (Staff)	1.5 / Spl	LG	21.07.10
7	GF	Library GF (Faulty reading)	1.5 / Spl	LG	21.07.10
8	GF	Library GF (corridor)	1.5 / Spl	LG	21.07.10
9	GF	Nursing Room	1.5 / Spl	LG	21.07.10
10	Fourth	409	1.5 / Spl	LG	21.07.10
11	Third	312	1.5 / Spl	LG	21.07.10
12	Third	313	1.5 / Spl	LG	21.07.10
13	Third	314	2.0 / Spl	Panasonic	
14	Third	315	2.0 / Spl	Hitachi	10.11.17
15	Third	316	2.0 / Spl	Hitachi	10.11.17
16	Fourth	413	1.5 / Spl	Daikin	11.06.2018
17	Fourth	Mezzanine main Hall	1.5 / Spl	Panasonic	20.05.13
18	Third	310	1.5 / Spl	Daikin	11.06.2018
19	Third	320	1.5 / Spl	LG	21.07.10
20	Third	302	2.0 / Spl	LG	21.07.10
21	Second	234	1.5 / Spl	Voltas	20.06.11
22	Second	223	1.5 / Spl	Voltas	20.06.11
23	Second	211 (Hall 2H)	2.0 / Spl	Hitachi	10.11.17
24	Second	210	2.0 / Spl	Hitachi	10.11.17
25	Second	221	1.5 / Spl	Voltas	20.06.11
26	Second	226	1.5 / Spl	Voltas	20.06.11
27	Second	227	1.5 / Spl	Voltas	20.06.11
28	Eighth	801	1.5 / Spl	Voltas	20.06.11
29	Second	205 (Hall 2B)	2.0 / Spl	Voltas	31.03.16
30	Second	207 (Hall 2D)	2.0 / Spl	Hitachi	10.11.17
31	Second	208 (Hall 2E)	2.0 / Spl	Hitachi	10.11.17
32	Second	209 (Hall 2F)	2.0 / Spl	Hitachi	10.11.17
33	Second	203	1.5 / Spl	Voltas	20.06.11
34	Second	201	1.5 / Spl	Voltas	20.06.11
35	Second	206 (Hall 2C)	2.0 / Spl	Hitachi	10.11.17
36	Second	220	1.5 / Spl	Voltas	20.06.11
37	Second	202	2.0 / Spl	Hitachi	10.11.17
38	Second	212 Computer Lab	1.5 / Spl	Voltas	20.06.11
39	Second	201	1.5 / Spl	Voltas	20.06.11
40	Second	213 Computer Lab	1.5 / Spl	Voltas	20.06.11
41	Second	214 Computer Lab	1.5 / Spl	Voltas	20.06.11
42	Second	216	1.5 / Spl	Voltas	20.06.11
43	Second	215 Computer Lab	1.5 / Spl	Voltas	20.06.11
44	Second	218 Computer Lab	1.5 / Spl	Voltas	20.06.11
45	Second	219 Computer Lab	2.0 / Spl	Panasonic	

46	Second	218 Server room (toilet)	1.5 / Spl	Voltas	20.06.11
47	Second	217	1.5 / Spl	Voltas	20.06.11
48	Second	218 Server room (toilet)	1.5 / Spl	Voltas	20.06.11
49	Second	230	1.5 / Spl	Voltas	20.06.11
50	Second	228	1.5 / Spl	Voltas	20.06.11
51	Second	231	1.5 / Spl	Voltas	20.06.11
52	Second	229	1.5 / Spl	Voltas	20.06.11
53	Second	222	1.5 / Spl	Voltas	20.06.11
54	Second	236	1.5 / Spl	Voltas	20.06.11
55	Second	224	1.5 / Spl	Voltas	20.06.11
56	Second	237	1.5 / Spl	Daikin	11.06.2018
57	Second	225	1.5 / Spl	Voltas	20.06.11
58	Second	235	1.5 / Spl	Voltas	20.06.11
59	Second	232	1.5 / Spl	Voltas	20.06.11
60	Second	233	1.5 / Spl	Voltas	20.06.11
61	GF	Anarkali Hall	1.5 / Spl	Voltas	20.06.11
62	GF	Anarkali Hall	1.5 / Spl	Voltas	20.06.11
63	GF	Anarkali Hall	1.5 / Spl	Voltas	20.06.11
64	GF	Anarkali Hall	1.5 / Spl	Voltas	20.06.11
65	GF	Anarkali Hall	1.5 / Spl	Voltas	12.07.11
66	GF	Anarkali Hall	1.5 / Spl	LG	23.07.14
67	GF	737	1.5 / Wnd	Voltas	12.07.11
68	GF	Doctor's room	2.0 / Spl	LG	15.04.13
69	Third	311	2.0 / Spl	LG	15.04.13
70	Third	301	2.0 / Spl	LG	15.04.13
71	Third	301	2.0 / Spl	LG	15.04.13
72	Mez flr	Mezzanine reading room	2.0 / Spl	LG	15.04.13
73	Mez flr	Mezzanine reading room	2.0 / Spl	LG	15.04.13
74	Third	317	2.0 / Spl	Panasonic	27.07.12
75	Third	318	2.0 / Spl	Panasonic	27.07.12
76	Third	311	2.0 / Spl	Panasonic	27.07.12
77	Third	336	2.0 / Spl	Panasonic	27.07.12
78	Third	335	2.0 / Spl	Panasonic	27.07.12
79	Third	334	2.0 / Spl	Panasonic	27.07.12
80	Third	337	2.0 / Spl	Panasonic	27.07.12
81	Third	332	2.0 / Spl	Panasonic	27.07.12
82	Third	331	2.0 / Spl	Panasonic	27.07.12
83	Third	330	2.0 / Spl	Panasonic	27.07.12
84	Third	329	2.0 / Spl	Panasonic	27.07.12
85	Third	328	2.0 / Spl	Panasonic	27.07.12
86	Third	327	2.0 / Spl	Panasonic	27.07.12
87	Third	326	2.0 / Spl	Panasonic	27.07.12
88	Third	325	2.0 / Spl	Panasonic	27.07.12
89	Third	324	2.0 / Spl	Panasonic	27.07.12
90	Third	323	2.0 / Spl	Panasonic	27.07.12
91	Third	322	2.0 / Spl	Panasonic	27.07.12
92	Third	321	2.0 / Spl	Panasonic	27.07.12
93	Third	333	2.0 / Spl	Panasonic	
94	Fourth	427	2.0 / Spl	Panasonic	27.07.12
95	Fourth	426	2.0 / Spl	Panasonic	27.07.12
96	Third	304	2.0 / Spl	LG	
97	Fourth	424	2.0 / Spl	Panasonic	27.07.12
98	Fourth	423	2.0 / Spl	Panasonic	27.07.12



99	Fourth	422	2.0 / Spl	Panasonic	27.07.12
100	Fourth	436	2.0 / Spl	Panasonic	27.07.12
101	Fourth	434	2.0 / Spl	Panasonic	27.07.12
102	Fourth	433	2.0 / Spl	Panasonic	27.07.12
103	Fourth	432	2.0 / Spl	Panasonic	27.07.12
104	Fourth	431	2.0 / Spl	Panasonic	27.07.12
105	Fourth	412	2.0 / Spl	Panasonic	27.07.12
106	Fourth	420	2.0 / Spl	Panasonic	27.07.12
107	Fourth	401	2.0 / Spl	Panasonic	27.07.12
108	Fourth	401	2.0 / Spl	Panasonic	27.07.12
109	Fourth	402	2.0 / Spl	Panasonic	27.07.12
110	Fourth	402	2.0 / Spl	Panasonic	27.07.12
111	Fourth	403	2.0 / Spl	Panasonic	27.07.12
112	Fourth	404	2.0 / Spl	Panasonic	27.07.12
113	Fourth	405	2.0 / Spl	Panasonic	27.07.12
114	Fourth	406	2.0 / Spl	Panasonic	27.07.12
115	Fourth	407	2.0 / Spl	Panasonic	27.07.12
116	Fourth	408	2.0 / Spl	Panasonic	27.07.12
117	Fourth	410	2.0 / Spl	Panasonic	27.07.12
118	Fourth	411	2.0 / Spl	Panasonic	27.07.12
119	Fourth	415	2.0 / Spl	Panasonic	27.07.12
120	Fourth	416	2.0 / Spl	Panasonic	27.07.12
121	Fourth	417	2.0 / Spl	Panasonic	27.07.12
122	Fourth	418	2.0 / Spl	Panasonic	27.07.12
123	Fourth	419	2.0 / Spl	Panasonic	27.07.12
124	Fourth	421	2.0 / Spl	Panasonic	23.11.12
125	Fourth	437	2.0 / Spl	Panasonic	23.11.12
126	Fourth	435	2.0 / Spl	Panasonic	23.11.12
127	GF	Library / Cyber Center	2.0 / Spl	Panasonic	23.11.12
128	First	Navrattan Hall (Biotech Lab)	2.0 / Spl	Panasonic	23.11.12
129	First	Navrattan Hall (Biotech Lab)	2.0 / Spl	Panasonic	23.11.12
130	First	ODA Cell (Biotech Lab)	2.0 / Spl	Panasonic	23.11.12
131	First	ODA / ART Cell (Biotech Lab)	2.0 / Spl	Panasonic	23.11.12
132	First	ODA / ART Cell (Biotech Lab)	2.0 / Spl	Panasonic	23.11.12
133	First	ODA / ART Cell (Biotech Lab)	2.0 / Spl	Panasonic	23.11.12
134	First	ODA Cell / Lobby (Biotech Lab)	2.0 / Spl	Panasonic	23.11.12
135	First	ODA Cell / X ray room (Biotech Lab)	2.0 / Spl	Panasonic	23.11.12
136	First	Chankya Hall (Biotech Lab)	2.0 / Spl	Panasonic	23.11.12
137	First	Chankya Hall (Biotech Lab)	2.0 / Spl	Panasonic	23.11.12
138	First	Chankya Hall (Biotech Lab)	2.0 / Spl	Panasonic	23.11.12
139	Sixth	614	2.0 / Spl	Panasonic	23.11.12
140	Sixth	614	2.0 / Spl	Panasonic	23.11.12
141	Sixth	614	2.0 / Spl	Panasonic	23.11.12
142	Sixth	614	2.0 / Spl	Panasonic	23.11.12
143	GF	Library	4.0 / Cst	LG	31.12.12
144	GF	Library	4.0 / Cst	LG	31.12.12
145	GF	Library	4.0 / Cst	LG	31.12.12
146	GF	Library	4.0 / Cst	LG	31.12.12
147	GF	Library	4.0 / Cst	LG	31.12.12
148	GF	Library	4.0 / Cst	LG	31.12.12
149	GF	Library	4.0 / Cst	LG	31.12.12
150	First	Biotech Lab FF (Navrattan Hall)	4.0 / Cst	LG	31.12.12
151	First	Biotech Lab FF (Navrattan Hall)	4.0 / Cst	LG	31.12.12

152	First	Biotech Lab FF (ODA Cell)	4.0 / Cst	LG	31.12.12
153	First	Biotech Lab FF (ODA Cell)	4.0 / Cst	LG	31.12.12
154	First	Biotech Lab FF (ODA Cell)	4.0 / Cst	LG	31.12.12
155	First	Biotech Lab FF (ODA Cell)	4.0 / Cst	LG	31.12.12
156	First	Biotech Lab FF (ODA Cell)	4.0 / Cst	LG	31.12.12
157	First	Biotech Lab FF (ODA Cell)	4.0 / Cst	LG	31.12.12
158	Third	306	2.0 / Spl	Panasonic	24.07.12
159	Third	307	2.0 / Spl	Panasonic	24.07.12
160	Third	308	2.0 / Spl	Panasonic	24.07.12
161	Third	309	2.0 / Spl	Panasonic	24.07.12
162	First	Haj Cell	2.0 / Spl	Panasonic	20.05.13
163	First	Haj Cell	2.0 / Spl	Panasonic	20.05.13
164	First	Haj Cell	2.0 / Spl	Panasonic	20.05.13
165	First	Haj Cell	2.0 / Spl	Panasonic	20.05.13
166	First	Haj Cell	2.0 / Spl	Panasonic	20.05.13
167	First	Haj Cell	2.0 / Spl	Panasonic	20.05.13
168	Basement	Animal House	2.0 / Spl	Panasonic	20.05.13
169	Basement	Animal House	2.0 / Spl	Panasonic	20.05.13
170	Basement	Animal House	1.5 / Spl	Panasonic	20.05.13
171	Basement	Animal House	1.5 / Spl	Panasonic	20.05.13
172	Basement	Animal House	1.5 / Spl	Panasonic	20.05.13
173	Mez flr	Mezzanine Hall -1	2.0 / Spl	Panasonic	20.05.13
174	Mez flr	Mezzanine Hall utility	1.5 / Spl	Panasonic	20.05.13
175	Mez flr	Mezzanine Hall -1	1.5 / Spl	Panasonic	20.05.13
176	Mez flr	Mezzanine main Hall	2.0 / Wnd	Samsung	20.05.13
177	Mez flr	Mezzanine main Hall	2.0 / Wnd	Samsung	20.05.13
178	Mez flr	Mezzanine main Hall	2.0 / Wnd	Samsung	20.05.13
179	Mez flr	Mezzanine main Hall	2.0 / Wnd	Samsung	20.05.13
180	Mez flr	Mezzanine main Hall	2.0 / Wnd	Samsung	20.05.13
181	GF	CCTV Room	2.0 / Spl	Panasonic	15.06.13
182	GF	FSI Hall	2.0 / Spl	LG	31.03.12
183	GF	FSI Hall	2.0 / Spl	LG	31.03.12
184	GF	FSI Hall	2.0 / Spl	LG	31.03.12
185	GF	FSI Hall	2.0 / Spl	LG	31.03.12
186	Third	319	1.5 / Spl	LG	11.04.12
187	Third	320	1.5 / Spl	LG	11.04.12
188	Third	303	1.5 / Spl	LG	11.04.12
189	First	Students Mess	2.0 / Spl	Panasonic	18.05.12
190	First	Students Mess	2.0 / Spl	Panasonic	18.05.12
191	First	Students Mess	2.0 / Spl	Panasonic	18.05.12
192	First	Students Mess	2.0 / Spl	Panasonic	18.05.12
193	First	Students Mess	2.0 / Spl	Panasonic	18.05.12
194	First	Students Mess	4.0 / Cst	Panasonic	04.06.12
195	First	Students Mess	4.0 / Cst	Panasonic	04.06.12
196	Fifth	511	2.0 / Spl	Panasonic	18.05.12
197	Fifth	510	1.5 / Spl	Panasonic	18.05.12
198	Sixth	601	1.5 / Spl	Panasonic	18.05.12
199	Sixth	601	2.0 / Spl	Panasonic	18.05.12
200	First	Dark Room biotech lab	1.5 / Wnd	LG	
201	Second	237-A	1.5 / Wnd	LG	15.07.14
202	Second	204	2.0 / Spl	LG	21.08.14
203	First	Biotech Lab II	2.0 / Spl	Daikin	12.12.14
204	Basement	Ext of biotech Lab upper basement	2.0 / Spl	Daikin	12.12.14



205	Basement	Ext of biotech Lab upper basement	2.0 / Spl	Daikin	12.12.14
206	Basement	Ext of biotech Lab upper basement	2.0 / Spl	Daikin	12.12.14
207	First	Biotech Lab II	1.5 / Spl	Daikin	12.12.14
208	Basement	Ext of biotech Lab upper basement	1.5 / Spl	Daikin	12.12.14
209	Eighth	801	1.5 / Spl	Voltas	25.08.15
210	Eighth	801	1.5 / Spl	Hitachi	02.05.17
211	Eighth	810 / 811	1.5 / Spl	Voltas	25.08.15
212	Eighth	810 / 811	1.5 / Spl	Voltas	25.08.15
213	Eighth	811 / 812	1.5 / Spl	Hitachi	02.05.17
214	Eighth	811 / 812	1.5 / Spl	Hitachi	02.05.17
215	Basement	Ext of biotech Lab upper basement	1.0 / Spl	Daikin	12.12.14
216	Third	305	2.0 / Spl	LG	
217	Second	337-A	1.5 / Wnd	Voltas	20.07.16
218	GF	Site Office, SAU Maidangarhi	2.0 / Spl	Hitachi	10.06.16
219	GF	Site Office, SAU Maidangarhi	2.0 / Spl	Hitachi	10.06.16
220	GF	Site Office, SAU Maidangarhi	1.5 / Spl	Hitachi	23.05.17
221	GF	Site Office, SAU Maidangarhi	1.5 / Spl	Hitachi	23.05.17
222	GF	Site Office, SAU Maidangarhi	1.5 / Spl	Hitachi	23.05.17
223	GF	Site Office, SAU Maidangarhi	1.5 / Spl	Hitachi	23.05.17
224	GF	Site Office, SAU Maidangarhi	1.5 / Spl	Hitachi	23.05.17
225	GF	Site Office, SAU Maidangarhi	2.0 / Spl	Hitachi	23.05.17
226	Second	216	1.5 / Spl	Voltas	20.06.11
227	First	Biotech lab	1.5 / Spl	Voltas	20.06.11
228	GF	Anarkali Hall	1.5 / Spl	Voltas	20.06.11
229	GF	Anarkali Hall	1.5 / Spl	Voltas	20.06.11



**5.4 ANNEXURE- 2**

<b>LIST OF IMPORTANT COMPONENTS OF MECHANICAL VENTILATION SYSTEM</b>			
<b>S.No</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>
1	AIR CONDITIONING SYSTEM TREATED FRESH AIR UNIT):		
a	750 CFM(5 TR) capacity with 25mmWg ESP for extension of lab (Carrier make)	No.	1
b	1200 CFM(8 TR) capacity with 25mmWg ESP for Animal house (Carrier make)	No.	1
2	Nitrile rubber insulation for referigerant piping	Lot	1
3	PVC drain piping	Lot	1
4	VENTILATION FANS:		
a	700 CFM (Radioactivity lab)	No.	1
b	1100 CFM (Animal house)	No.	1
5	Sheet Metal Duct: 24 gauge galvanised sheet	Sqm	200.00
6	Thermal Insulation : 19 mm thick insulation	Sqm	36.00
7	Acoustic Lining of Ducts: 25mm thick acoustic lining 48 kg/cum.	Sqm	8.00
8	Grilles	Sqm	1.50
9	Volume Control Damper:	Sqm	0.50
10	Flexible Connection:	Sqm	3.80
11	Key Operated Volume control damper	Sqm	1.20
12	Fresh Air Louvers:	Sqm	0.50
13	Exhaust Air Louvers:	Sqm	0.25



<b>5.5 ANNEXURE-3</b>					
<b>LIST OF WATER COOLERS AT SAU CAMPUS AKBAR BHAVAN</b>					
S.No.	Capacity storage / cooling capacity	Make	Model	Purchase date	Location
1	40 / 80 ltrs	Voltas	Tushar	26.08.2010	Cafeteria FF
2	20 / 40 ltrs	Voltas	Tushar	26.08.2010	Mezzanine
3	20 / 40 ltrs	Voltas	Tushar	26.08.2010	Porta cabin
4	120 ltrs	Sidwal	-	30.03.2012	Mess
5	120 ltrs	Sidwal	-	30.03.2012	Mess
6	150 ltrs	Sidwal	-	30.03.2012	second floor
7	150 ltrs	Sidwal	-	30.03.2012	third floor
8	150 ltrs	Sidwal	-	30.03.2012	fourth floor
9	150 ltrs	Sidwal	-	30.03.2012	fifth floor
10	150 ltrs	Sidwal	-	30.03.2012	sixth floor
11	150 ltrs	Sidwal	-	20.04.2013	seventh floor
12	150 ltrs	Sidwal	-	20.04.2013	eighth floor
<b>LIST OF MOTORS IN KITCHEN OF STUDENTS MESS</b>					
1	3 Phase 2 HP motor with starter panel	Kirloskar	set	2	



**PART C.**

**ABDTSRACT OF FINANCIAL BID AND SOQ'S**






**6.1 ABSTRACT OF FINANCIAL BIDS**

**Name of Work:** Comprehensive A.M.C of Cassette / Split / Window type Air conditioning units, treated fresh air units, water coolers, smoke extraction system of students mess at South Asian University, Akbar Bhawan, Chanakyapuri, New Delhi

**Please note following before filling:**

- 1 Please write percentage figures upto two decimal places.
- 2 If want to quote above / at par / below, then write "XX.YY % above", "AT PAR" OR "XX.YY% below"
- 3 If any wrong calculation is found in the amount calculated then percentage figure will be considered and amount calculated accordingly.
- 4 The percentage must be in figures & words both. In case of mismatch the text written in words shall prevail.
- 5 Cutting or over writing should be avoided.

Sl No:	Description of Subhead	Estimated cost	% above / at par / below estimate		TOTAL AMOUNT In figure
			In Figures	In words	
1	Schedule of Quantities 'A'	694404			
2	Schedule of Quantities 'B'	87855			
	Total	782259			
<b>Grand Total for deciding L-1</b>					

**Applicable Taxes**

- 1 The above quoted rates should be without taxes. (GST will be extra)
- 2 The bidder shall furnish the details of all applicable taxes separately.

Date:

Signature & Seal of Bidder

Part A



*[Handwritten signature]*  
B.B.C.

## 6.2 SCHEDULE OF QUANTITIES (A)

Name of Work: Comprehensive A.M.C of Cassette / Split / Window type Air conditioning units, treated fresh air units, water coolers, smoke extraction system of students mess at South Asian University, Akbar Bhawan, Chankyapuri, New Delhi						
NIT No: 33 / SAU / NIT / 2021						
Sl no:	Type of unit	Qty	Unit	Months	Unit Rate /month	amount / year without taxes
1	Comprehensive Annual Maintenance Contract for air conditioning units including routine servicing, repairing & breakdown of following capacity Cassette type / Split Type / Window type A.C. units of different makes comprising of Floor / Wall mounted condensing units including maintenance of Refrigerant piping work including all parts / machines / wiring / motors of indoor, outdoor units, voltage stabilizers or refrigerant piping etc complete as per the details below and terms & conditions in the tender.					
A	1.0 TR Split type AC unit	1	Each	12	192	2304
B	1.5 TR Split type AC unit	79	Each	12	201	190548
C	1.5 TR Window type AC unit	4	Each	12	131	6288
D	2.0 TR Split type AC unit	123	Each	12	210	309960
E	2.0 TR Window type AC unit	5	Each	12	149	8940
F	4.0 TR Casattee type AC unit	17	Each	12	525	107100





