

**Dr. B.R. Ambedkar University Delhi**

**TENDER DOCUMENT**  
**FOR**  
**COMPREHENSIVE ANNUAL MAINTENANCE**  
**CONTRACT (AMC)**  
**AND**  
**PERIODIC SERVICING OF ROs, WATER**  
**COOLERS, FILTERS, AQUA GUARDS, WATER**  
**DISPENSER ETC. AT DR. B.R. AMBEDKAR**  
**UNIVERSITY DELHI.**

1. Annexure I : Details of Water Coolers and ROs for AMC
2. Annexure II : Technical Bid
3. Annexure III : Financial Bid
4. Annexure IV : Undertaking
5. Annexure V : Contract Agreement

**Dr. B.R. Ambedkar University Delhi**  
**Lothian Road, Kashmere Gate**  
**Delhi-110 006**  
**Contact No: 011-23863744**  
**Email: arestate@aud.ac.in**

### Schedule of Tender

Tender Enquiry No	No AUD/1.1-25(AR)/2017/Water System AMC/----	
Estimated value of Tender	Rs.2,50,000/- (Rupees Two Lakh Fifty Thousand only)	
Date/time release of tender through e-procurement solution	06.01.2021	<b>05:30 PM</b>
Start date/time of submission of online bid	06.01.2021	<b>05:30 PM</b>
Date/time of pre-bid meeting (at Estate Division, Dr. B.R. Ambedkar University Delhi Delhi-110006	13.01.2021	<b>03:00 PM</b>
Last date/time of downloading bid document	28.01.2021	<b>03:00 PM</b>
Date/time of opening of Technical Bid	28.01.2021	<b>04:00 PM</b>
Date/time of opening of Financial Bid	Will be notified later	



No. AUD/1.2-25(AR)/2017/ Water System AMC /

Dated: 06<sup>th</sup> January, 2021

To,

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**Subject: Notice Inviting Tender for Comprehensive Annual Maintenance Contract (AMC) and Periodic Servicing of ROs, Water Coolers, Filters, Aqua Guards, Water Dispenser etc. at Dr B.R. Ambedkar University Delhi.**

The Dr B.R. Ambedkar University Delhi (AUD) invites E-Tenders from reputed Firms for award of Annual Contract for the maintenance of ROs, Water Coolers, Filters, Aqua Guards etc. for a period of one year at different campuses of Dr B.R. Ambedkar University Delhi on the terms and conditions enumerated in the tender document. Only reputed Firms having experience of working in Government Organizations / Public Sector Undertakings/ reputed Private Organizations are eligible to participate in the E-tender process.

Last Date of submission of tender: 28.01.2021 at 03:00 PM

Date of Opening of Technical Bids:28.01.2021 at 04:00 PM

Bidders should read the tender document carefully and comply strictly with the conditions, while submitting their bids. Clarifications, if any, may be sought from AUD Estate Division on Telephone No 23863744. Tender can be submitted online on website '[govtprocurement.delhi.gov.in](http://govtprocurement.delhi.gov.in)'. Manual bids will not be accepted under any circumstances.

Deputy Registrar (Estate)

## Terms & Conditions

### 1. Parties:

The parties to the contract are the Tendering Firm and Dr B.R. Ambedkar University Delhi (AUD).

### 2. Contractor:

The term Contractor shall mean Company, Firm, Agency or the party to whom the Contract is awarded and shall include his/ her/ its heirs, legal representative, assigns and successors.

### 3. Scope of Work:

3.1 Annual Maintenance Contract (AMC) and Periodic Servicing of ROs, Water Coolers, Filters, Aqua Guards, Water Dispenser as described in Annexure-I.

3.2 The AMC is for preventative as well as for break down maintenance and includes repair and replacement of the following parts free of charge during AMC period:

- a) All kinds of filters
- b) Pre-filter candle
- c) Compressor (Except gas charging)
- d) Thermostat
- e) Transformer
- f) Relay
- g) Carbon
- h) Worn out parts etc.
- i) Electrical repair, electronic parts, units/sub-assemblies/ complete overhauling, oiling, cleaning, greasing, and servicing at the exclusive risk, responsibility and cost of the Contractor.

3.3 At least one replacement in a year for all filters will be mandatory.

3.4 Cleaning and washing of water tank will be **done on monthly basis**. The contractor will maintain a register having a record of all maintenance, repair and cleaning tasks carried out on all equipments.

3.5 The Contractor will be responsible for quick servicing and maintenance of all water coolers, Aquaguard, Water Dispenser & R.O. Systems with fully automatic water control sensor and will have to carry out the same within 24 working hours.

3.6 Machine will be checked by the Contractor quarterly and the Contractor will be responsible for removal of any defect as and when brought into his/ her/ its notice. The qualified representative/engineer of the Contractor has to make at least one visit per month to check that all the equipments under AMC are working properly.

- 3.7 An authorized representative of the Contractor shall check the water quality and submit a report to the Estate Division of AUD. The water coolers shall be cleaned at least once in 15 days and the date of cleaning shall be written on each water cooler.
- 3.8 It will be the responsibility of Contractor to get the Water Quality at all stations tested from a certified external water quality testing lab mandatorily on quarterly basis and submit a report to AUD. Parameters to be checked shall include Coliform Counts, Ph, Salinity & Conductivity, Physical properties like colour, odour etc. The water quality should confirm to IS: 10500:2012 (Second Revision).
- 3.9 At the end of the term of AMC, all machines under AMC will be handed over in functional condition along with treated Water Quality Analysis Report of the last month.
- 3.10 If the tenderer fails to undertake the job satisfactorily at any period of time or withdraws his services permanently for more than three consecutive weeks, the AUD has every right to cancel the contract and forfeit the Security Deposit without assigning any reason what so ever.
- 3.11 It may be ensured that rates for spare parts of authorized brand should only be quoted and supplied for repair and AMC accordingly. In case it is found at a later stage that sub- standard /inferior quality items have been supplied, necessary action will be taken against the Contractor, including imposition of penalty, forfeiture of Performance Security and black listing of the Contractor.
- 3.12 Rates should be quoted for comprehensive service contract for a period of one year which shall include overhauling of machines, repair, replacement of spare parts etc.
- 3.13 In exceptional circumstances, where the equipment/component has not been repaired for a period exceeding 48 working hours or it has been taken to Contractor's workshop for repairs at his/ her/ its own cost and risk, the Contractor shall provide a standby machine of equivalent specifications.
- 3.14 As far as possible, the repair work shall be carried out in the premises of AUD only. In no case, the machine or parts thereof shall be taken out of the premises without formal written permission of AUD. No transportation charges will be paid on this account.

#### **4. Contract Period:**

The maintenance contract will be for one year which may be extended on satisfactory performance on the same terms and conditions.

## 5. Location:

The AMC & periodic servicing will cover ROs, Water Coolers, Filters, Aqua Guards, Water Dispenser etc. installed at Kashmere Gate, Karampura, Lodhi Road and any other Campuses of Dr B.R. Ambedkar University Delhi. The Bidders, in their own interest, are advised to inspect these sites at their own cost and see physical condition of the installed equipment before submitting tenders. Estate Division, AUD may be contacted on Telephone No 011-23863744 for this purpose.

## 6. Eligibility Criteria:

6.1 Bidders who have an annual turnover of more than Rs. 10,00,000 (Rupees ten lakhs only) during each of last three financial years (2017-18, 2018-19 and 2019-20) shall only be eligible.

6.2 The Bidder should have minimum three years of work experience of carrying out similar type of work in Central or State Govt. Departments/Public Sector Undertakings and Reputed private organisations for amount not less than Rs. One lakh in each of the last three financial years. "Similar nature works means works of "Annual Maintenance Contract (AMC) and/or Periodic Servicing of ROs, Water Coolers, Filters, Aqua Guards, Water Dispenser etc. in Government/ Public Sector Undertakings/ reputed private organisations".

6.3 The Bidder shall not have been blacklisted by the Departments /Ministries of the Govt. of India/ State Govt./ PSUs.

6.4 The Bidder should have PAN No. and GST No. and should upload legible attested copies of these documents with Technical Bid.

6.5 The Bidder should be located in Delhi NCR.

7. **Validity of Bids:** The bids shall be valid for a minimum period of 90 days, computed from the date of opening of Financial Bid. The validity may be further extended for a further period of three months by mutual consent.

## 8. General Conditions:

8.1 Both Technical and Financial Bid are to be submitted concurrently duly digitally signed on the Delhi Government's Public Procurement Portal '[govtprocurement.delhi.gov.in](http://govtprocurement.delhi.gov.in)'.

8.2 The online bids (complete in all respect) must be uploaded online in two documents; (**Technical bid** and **Financial bid**) as per Annexure-I and Annexure-II respectively on the prescribed tender format in PDF form.

8.3 The Bidders shall have a valid digital signature certificate for participation in the online tender process. The cost of digital signatures, if any, will be borne by respective Bidders.

8.4 All other documents as per requirement of Technical Bid shall be uploaded online through portal website '[govtprocurement.delhi.gov.in](http://govtprocurement.delhi.gov.in)'. The Bidder shall bear all costs associated with the preparation of his tender document including cost of any clarifications, required by AUD.

8.5 When deemed necessary, AUD may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidder to change or cause any change in the price quoted. AUD may, if so required, ask the Bidder to give presentation for the purpose of clarification on the tender. All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Bidder.

8.6 AUD will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.

8.7 A tender determined as not substantially responsive will be rejected by AUD and may not subsequently be made responsive by the Bidder by rectifying the non-conformity.

8.8 AUD may waive off any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Bidders. The decision of AUD in this regard will however be final and binding.

8.9 Bidder shall not be permitted to withdraw his/ her/ its offer or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Performance Guarantee, will be forfeited by the University. Besides this, the Bidder will also liable to be debarred/ blacklisted from participating in the tendering process of AUD in future or fined.

8.10 Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Bidders who resort to canvassing in any form or try to influence the process either directly or indirectly shall be liable for rejection by AUD.

8.11 Tender containing any condition leading to unknown/ indefinite liability is liable to be summarily rejected.

8.12 Any modification/ corrigendum issued with regard to this tender document shall be uploaded on '[govtprocurement.delhi.gov.in](http://govtprocurement.delhi.gov.in)' website only. Bidders are, therefore, requested to visit the website regularly till the last stipulated date of submission of the tender for ascertaining any modification/ corrigendum issued in this regard.

8.13 The tender bid and copies of certificates uploaded by the Bidder in pdf form should be duly signed at the given places, together with initials on every page by the authorized person of the Bidder. Initial/ signature will indicate the acceptance of the tender document by the Bidder.

8.14 The contractor shall fulfil all the statutory requirements themselves related to the contractor.

8.15 The contractor shall indemnify AUD from all the losses/risks etc. related to this contractor. AUD shall not be responsible for any loss/risks/arising from this contract.

## **9. Technical Bid**

The Bidder will upload the technical bid in the format given in **Annexure II** along with the following documents:

9.1 No EMD is required.

9.2 Technical Bid duly filled in the prescribed format specified at Annexure II of this tender document. Bidders are required to sign on every page of Technical Bid and upload the same online.

9.3 Copy of at least one work order each in the last three financial years i.e. 2017-18 to 2019-20 of amount not less than Rs One Lakh for handling Annual Maintenance Contract (AMC) and/or Periodic Servicing of ROs, Water Coolers, Filters, Aqua Guards etc. in Government/ Public Sector Undertakings/ reputed private organisations.

9.4 Copy of GST Registration Certificate.

9.5 Copy of PAN allotted by Income Tax Department.

9.6 Copies of audited accounts statement issued by CA mentioning details of turnover or Copies of Income Tax Return filed for the last three financial years.

9.7 Undertaking certificate for not being blacklisted as per Annexure IV.

## **10. Financial Bid**

10.1 The Financial Bid should be uploaded in the format as per **Annexure III**. The Financial bid Form shall contain only price details (including payment Terms and conditions) as per **Annexure III**.

10.2 The rates/ prices must be in English. The rates should be indicated both in figures and words against the item.

10.3 The rates/ prices should be clearly specified in Indian Rupees. The rates shall be constant throughout the entire period of the contract.

10.4 If no amount is mentioned against any item/ column then its value shall be considered as ZERO and Bidder has to provide/ supply that item/ facility free of cost.

10.5 If there is a discrepancy in rates between figures and words, the amount given in words will prevail.



## **11. Criteria for Evaluation of Tenders:**

11.1 Online bids (complete in all respect) will be opened as per stipulated time and date indicated in Notice Inviting Tender of the tender document in presence of Bidder/ authorised representative of Bidder, if available at Dr. B. R. Ambedkar University Delhi, Kashmere Gate, Delhi 110006.

11.2 The evaluation of bids will be done by a Tender Evaluation Committee (TEC) first on the basis of technical information furnished in form as per **Annexure II** which is an eliminatory round and then on the basis of commercial information furnished in form as per **Annexure III**.

11.3 The criteria prescribed in respect of years of operation in the business, experience of similar class of work completed etc will first be scrutinized and the applicant's eligibility for the work will be determined. After evaluating the technical bids and on acceptance, then only financial bids will be opened.

11.4 As a part of the process to evaluate the technical bids, Tender Evaluation Committee may invite the Bidders to make a presentation before it. Bidder may also be asked to produce a sample of spare parts/components for inspection at the time of evaluation of bids.

11.5 AMC Contractor selection will be based on technical evaluation of the product and price.

11.6 AUD will award the AMC to the Bidder whose bid has been found to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be competent to perform the contract satisfactorily. AUD shall however not bind itself to accept the lowest or any tender bid, wholly or in part.

11.7 At the time of opening of Financial Bids, the price of each Bidder shall be read out on the spot. However, it shall be noted that the final Financial Bid prices would be arrived at after detailed scrutiny/ correction of arithmetical errors in the Financial Bid, if any.

11.8 It must be kept in view that no decision will be given by the Tender Evaluation Committee. Any inferences drawn during the meeting of this Committee by the Bidders or their representatives will be their own view and the University will not abide by the same.

**11.9 L1 will be decided on the basis of the sum total of prices quoted in Financial Bid.**

## **12. Performance Security Deposit (PSD):**

12.1 PSD of 3% of the cost of work order will have to be deposited within 15 days on receipt of notification of award to ensure due performance of the contract.

12.2 PSD shall be in the form of Demand Draft/ Banker's Cheque/ FDR/ Bank Guarantee payable to **Registrar, Dr. B.R. Ambedkar University Delhi**. In case PSD shall be deposited in the shape of Bank Guarantee, in that case, Bank Guarantee should remain valid for a period of Ninety days beyond the date of completion of all contractual obligations by the contractor.

12.3 The PSD should remain valid for a period of ninety days beyond the date of completion of all contractual obligations by the Contractor including warranty obligation, if any. EMD will be refunded to the successful Bidder on receipt of performance security.

12.4 PSD will be released after all contractual obligations by the Contractor are over. This can be withheld or forfeited in full or in part in case the AMC work is not executed satisfactorily within the stipulated period.

### **13. Rejection of incomplete and conditional tenders:**

The incomplete and conditional tenders will be rejected.

### **14. No withdrawal after submission of bids:**

Bidder shall not be permitted to withdraw his/ her/ their offer or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Performance Guarantee, will be forfeited by the University. Besides this, the Bidder will also be liable to be debarred/ blacklisted from participating in the tendering process of AUD in future and/or suitable penalty will be levied.

### **15. Non acceptance of the tenders received after the last date:**

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

### **16. Rates/ Prices:**

16.1. Rates should be valid for the contract period of one year. Rates quoted valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained during the period of contract.

16.2. If there is any downward revision or decreasing in prices or taxes, the Contractor will intimate AUD regarding change in prices and pass on the benefit to the University, failing which the rate contract may be cancelled.

16.3. Rates should be quoted for free delivery and installation of items/ performance of services at the campuses of Dr. B.R. Ambedkar University Delhi.

### **17. Extension of contract**

The contract can be extended by mutual consent of both the parties, for a period of two more years, one year at a time, on the same terms and conditions.

## **18. Penalty**

18.1. It will be the responsibility of the Contractor to supply the item in accordance with terms and conditions of tender and work order within stipulated time frame, on the stipulated quality standards, otherwise, the University may impose penalty.

18.2. If it is found the items are fake or of substandard quality and not conforming to the required specifications, the Contractor, will not only has to replace the fake/ substandard items with genuine ones as well as pay penalty but will also be liable to be blacklisted.

18.3. A penalty of upto 20% of the value of P.Os shall be imposed for any substandard (inferior quality) item/ incomplete supply/ inferior service quality.

18.4. In case of any complaint/ breakdown/fault in any equipment, is not resolved by the Contractor within 24 working hours of reporting on phone/FAX/ Email etc. and no standby arrangement to keep the purified water supply running is made during this period, AUD shall charge penalty as per the following details in each case:

18.4.1. Rectification of fault between 24 hours - 48 hours of intimation- Rs. 200/-

18.4.2. Rectification of fault between 72 hours - 96 hours of intimation- Rs.1000/-

18.4.3. Rectification of fault between 4 to 7 days- Rs. 2000/-

18.5. If the Contractor does not carry out necessary repair/ replacement for more than 10 days, the AUD reserves the right to arrange necessary repair/rectification from another Firm and the Contractor will have to reimburse the additional expenditure including transportation, if any.

## **19. Quality of Product ( Components/Spare Parts):**

The components/ spare parts to be supplied by the Contractor will be of authorized brand and specifications.

## **20. Purchaser's Rights:**

20.1. AUD reserves the right to accept/ reject any or all the bids in whole or in part and annual the bidding process without assigning any reason whatsoever and is not bound to accept the lowest tender.

20.2. Any failure on the part of the Bidder to observe the prescribed procedure and any attempt to canvass / influence AUD for furtherance of his/ her interest, the

Bidder's quotation will be cancelled forthwith. The decision of AUD in this regard will be final.

20.3. AUD reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage, in case of any change in requirement.

20.4. AUD reserves the right to award the tender to more than one Bidder.

20.5. AUD reserves the right to blacklist a Bidder for a suitable period in case the Bidder fails to honour its bids without sufficient grounds.

20.6. AUD can withdraw and/or add any equipment (s) during the period of the contract. In that case, the AMC charges of respective equipment(s) shall be reduced/ added proportionately.

## **21. Guarantee/ Warranty:**

The guarantee/ warranty given on components/spare parts of **ROs, Water Coolers, Filters, Aqua Guards and Water Dispenser etc.** will be run by the Contractor.

## **22. Mode of Payment:**

22.1. Payment against Bill/ Invoice shall be released on quarterly basis only after receipt inspection and observance of satisfactory performance of the Contractor. Payment will be made direct to the Contractor through NEFT/ RTGS transfer only.

22.2. No advance payment will be made in any case.

## **23. Subletting of Work:**

The Contractor shall not assign or sublet the work or any part of it to any other person or party.

## **24. Right to Call upon Information Regarding Status of work:**

AUD has the right to call upon information regarding status of work at any point of time.

## **25. Agreement:**

25.1 The successful Bidder shall sign a contract Agreement in accordance with form of Agreement given at Annexure V and submit the same to the Registrar, Dr. B.R. Ambedkar University Delhi within 15 days of the receipt of notification of award.

25.2 The contractor shall have the correct amount to stamp duly adjudicated by Superintendent of Stamps. It shall be duly signed and executed on behalf of the Contractor; all at his/ her/ its own cost.

**26. Termination of the Contract:**

26.1 The Contract can be terminated by either party, i.e., AUD or the Contractor, after giving two month's notice to the other party extendable by mutual agreement till alternate arrangements are made.

26.2 However, AUD reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract/ carries out poor quality of repair & maintenance. AUD's decision that a breach has occurred/ there is poor quality of work will be final and shall be accepted without demur by the Contractor.

26.3 In case of breach of any of terms and conditions, nothing will be payable by AUD in that case and the EMD & Performance security deposit shall be forfeited. Besides, the Contractor will also be debarred/ blacklisted from participating in the future tendering process of the University.

**27. Other terms and conditions:**

27.1 Bids through Telex/Tele fax/E-Mail etc. shall not be accepted.

27.2 No unsolicited correspondence shall be entertained.

27.3 Any offer containing incorrect statement and incomplete information will be summarily rejected.

27.4 The prices quoted shall include onsite warranty, if applicable. The Bidders will be bound by the details furnished by him / her/ it to the AUD, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her/ it liable for legal action besides termination of contract.

27.5 All taxes and levies will be paid by the Contractor only. No other charges such as packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the Contractor only.

**28. Force Majeure:**

28.1 For purpose of this Clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not limited, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

28.2 If a Force Majeure situation arises, the Contractor shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Contractor shall continue to perform its obligations under the Work Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**29. Arbitration:**

29.1 If dispute or difference of any kind shall arise between AUD and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultation.

29.2 However, if the parties fail to resolve their dispute or difference by such mutual consultation, all disputes or differences whatsoever arising between the parties relating to the contract shall be settled by arbitration in accordance with the rules of arbitration of Indian Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Delhi. The Vice-Chancellor, Dr. B.R. Ambedkar University, will make the appointment of Arbitrator on behalf of the University.

**30. Legal Jurisdiction:**

The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.

**Details of Water Coolers and RO Systems, Aqua Guard, Water Dispenser to be covered under Comprehensive AMC and Periodic Servicing at AUD.**

1. Water Coolers

Sl. No.	Brand/Make	Qty.	Capacity (Ltr.)	Location
1	Sidwal	2	150	Main Canteen, KG Campus
2	Sidwal	1	150	Near Library, KG Campus
3	Sidwal	1	150	Near CR-1, KG Campus
4	Blue Star	1	150	CR-Block, KG Campus
5	Sidwal	1	150	Media Block, KG Campus
6	Sidwal	1	150	Near CR-12, KG Campus
7	Sidwal	1	150	Admin Block 1 <sup>st</sup> Floor, KG Campus
8	Sidwal	1	150	Admin Block 1 <sup>st</sup> Floor, KG Campus
9	Blue Star	1	150	SS-Block, KG Campus
10	Sidwal	1	150	Girls Hostel, Karampura Campus
11	Voltas	3	150	Karampura Campus

2. Water Purification/RO Systems

Sl. No.	Brand/Make	Qty.	Capacity	Location
1	Kent	2	50 LPH	Main Canteen, KG Campus
2	Eurox	1	25 LPH	Near Library, KG Campus
3	Aqua Health Care	1	50 LPH	Media Block, KG Campus
4	Aqua Health Care	1	50 LPH	CR-Block, KG Campus
5	Eurox	1	25 LPH	Admin Block 1 <sup>st</sup> Floor, KG Campus
6	Eurox	1	25 LPH	Admin Block 1 <sup>st</sup> Floor, KG Campus
7	Kent	1	50 LPH	SS-Block, KG Campus
8	Eurox	1	25 LPH	Girls Hostel, KG Campus
9	Kent	2	50 LPH	Lodhi Road Campus
10	Kamflo	2	25 LPH	A & B Block, Karampura Campus
11	Lefoo	1	50 LPH	A Block, Karampura Campus
12	Lefoo	1	50 LPH	Canteen, Karampura Campus
13	Lefoo	1	50 LPH	B Block, Karampura Campus
14	Kent	1	6 Ltr. (Guard+R.O.)	DLF-82, PVC-II Residence

3. Water Dispenser with storage cabinet (Hot & Cold)

Sl. No.	Brand/Make	Qty.	Capacity	Location
1	Voltas	11	20 Litre	Karampura Campus
2	Voltas	02	20 Litre	Lodhi Road Campus
3	Voltas	18	20 Litre	Kashmere Gate Campus

### Technical Bid

1. Name & Postal address of Agency:

Telephones Nos.:

Fax Nos.

E-mail:

Mobile Nos:

2. Name & address of Owners/ Partners/ Directors :

3. Nature of Agency (Sole/ Partnership/ otherwise) :

4. If Registered, Regn No with validity of registration with appropriate authority:

5. GST Registration No. (Upload copy):

6. PAN No. (Upload copy):

7. Details of the turnover for the last three financial years **(indicate year-wise and upload audited document) :**

- |                |   |
|----------------|---|
| (a) FY 2017-18 | - |
| (b) FY 2018-19 | - |
| (c) FY 2019-20 | - |

8. Upload three Work orders/ Completion certificates in support of experience for having undertaken AMC of ROs and Water Systems in the last three years.

9. Has your organization been placed in defaulter category by any Govt. Department/ PSU/ Private organisation? If not, please upload a certificate as per Annexure IV to this effect.

10. Are you related in any way with any staff member of AUD : Yes/ No.

#### Check list

S. No	Check List of Documents/ Undertakings	Yes/ No	Remarks (Give reasons if answer is No)
1.	Is copy of GST No. certificate uploaded?		
2.	Is copy of PAN No. certificate uploaded?		
3.	Are details of the turnover for the last three financial years uploaded?		



4.	Are three Work orders/ Completion certificates for AMC of ROs and Water Systems in last three years uploaded?		
5.	Is undertaking certifying that the Firm is not black listed signed as per Annexure IV and uploaded?		
6.	Have all uploaded documents been <b>duly signed on each page?</b>		

Place :

Signature of the Proprietor/ Authorized Signatory

Date :

Rubber Seal indicating complete address

**Financial Bid**

The Financial bid should contain quotation for maintenance charges for each item in terms of yearly basis, as listed below:

<b>Sl. No.</b>	<b>Description (Items/ Particulars)</b>	<b>Rate (without tax) Rs.</b>	<b>GST (% and figure)</b>	<b>Qty.</b>	<b>Amount (Rs.)</b>
1	Water Coolers (150 Ltr)			14	
2	RO Systems (50 LPH)			10	
3	RO Systems (25 LPH)			6	
4	Kent 6 Ltr. (Guard+R.O.)			1	
5	Water Dispenser with storage cabinet (Hot & Cold) (Voltas)(20 Ltr.)			31	
<b>Grand Total</b>					

**Total Amount in words: Rupees \_\_\_\_\_ only**

The quoted amount shall include all taxes, duties, cartage, labour charges, insurance, custom duty etc. as applicable and no extra shall be payable on this account.

Signature : Name & Designation :

Name of the Firm/ Agency : Seal of Bidder :

## UNDERTAKING

It is certified that my Firm/ Agency/ Company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed educational institutions and no criminal case is pending against the said Firm/ Agency/

Company as on \_\_\_\_\_.

Signature of the Bidder \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

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

Seal of the Firm/Contractor \_\_\_\_\_

Place:

Date: \_\_\_\_\_

**Agreement to be signed for AMC**  
<Stamp paper of requisite amount>

**Comprehensive Annual Maintenance Contract (AMC) and Periodic Servicing of ROs, Water Coolers, Filters, Aqua Guards, Water Dispenser etc. at Dr. B.R. Ambedkar University Delhi.**

This agreement is made on \_\_\_\_\_ 2020 between the Dr. B. R. Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006 hereinafter referred to as "AUD",

and

M/s \_\_\_\_\_, a Firm/ Company/ Agency with registered office at \_\_\_\_\_, hereinafter referred to as "Contractor",

and both the parties as mentioned above set forth and agree to abide by the following terms of this agreement.

WHEREAS the Contractor has tendered for Comprehensive Annual Maintenance Contract (AMC) and Periodic Servicing of ROs, Water Coolers, Filters, Aqua Guards etc. as per the terms and conditions mentioned in the tender document. Whereas such tender has been accepted and the Contractor has deposited with the Tendering Authority the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as performance security for the fulfilment of this Agreement.

NOW IT IS HEREBY AGREED between the parties hereto as follows:

1. The Contractor has accepted the contract on the terms and conditions set out in the tender notice No. \_\_\_\_\_ dated \_\_\_\_\_, which shall hold good during period of this agreement.
2. Upon breach by the Contractor of any of the conditions of the agreement, the Tendering Authority may issue a notice in writing, determine and put an end to this agreement without prejudice to the right of the AUD to claim damages for antecedent breaches thereof on the part of the Contractor and also to reasonable compensation for the loss occasioned by the failure of the Contractor to fulfill the agreement as certified in writing by the Tendering Authority which certificate shall be conclusive evidence of the amount of such compensation payable by the Contractor to the AUD.
3. Upon the determination of this agreement whether by effluxion of time or otherwise, the said deposit shall after the expiration of two months from the date of

such determination be returned to the Contractor but without interest and after deducting there from any sum due by the Contractor to the Government under the terms and conditions of this agreement.

4. This agreement shall remain in force until the expiry of 12 months from the date of entering into the contract but the Tendering Authority may cancel the contract at any time upon giving one month's notice in writing without compensating the Contractor.

5. The Tendering Authority may give notices in connection with the contract. In consideration of the payments to be made by the AUD to the Contractor as hereinafter mentioned the Contractor hereby covenants with the AUD to provide the Services and to remedy defects therein conformity in all respects with the provisions of the Contract.

6. The Tendering Authority hereby covenants to pay the Contractor in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

7. If subject to circumstances beyond control (Force Majeure) the contract fails to deliver the services in accordance with the conditions mentioned in the tender, the Tendering Authority shall be entitled to render services from else other organization after giving due notice to the Contractor on the amount and at the risk of the Contractor without cancelling the contract in respect of the consignment not yet due for delivery, or to cancel the contract.

8. In the event of action to be taken, the Contractor shall be liable for any losses, which the Tendering Authority, may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bills be made good by a credit note within the stipulated period for the purpose.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by the hands of duly authorized representatives on the day, month and year first before written.

Signed:

For and on behalf of  
Dr. B. R. Ambedkar University Delhi

Witness 1 \_\_\_\_\_

Witness 2 \_\_\_\_\_

Authorized Signatory

For and on behalf of  
M/s \_\_\_\_\_

Witness 1 \_\_\_\_\_

Authorized Signatory

Witness 2 \_\_\_\_\_

