



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING KANCHEEPURAM**  
Off Vandalur-Kelambakkam Road, Melakottaiyur  
Chennai-600 127

**NOTICE INVITING TENDER  
(E-PROCUREMENT THROUGH CPPP)**

**TENDER NO.:** IIITDMK/2025-26/Elect176/001; **Dt:** 26<sup>th</sup> May 2025.

**NAME OF THE WORK: PERCENTAGE RATE CONTRACT FOR ANNUAL  
MAINTENANCE OF VARIOUS CAPACITY AIR CONDITIONERS AT IIITDM  
KANCHEEPURAM**

**Important:** All communications are to be addressed to in the name of The Registrar, IIITD&M Kancheepuram only and not in the name of any officer and mails has to be sent to official email id [estate@iiitdm.ac.in](mailto:estate@iiitdm.ac.in) or 044 2747 6324.



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING KANCHEEPURAM**  
(An Institute of National Importance under MoE, Government of India)  
Melakkottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127,  
Tamil Nadu.

**NOTICE INVITING TENDER (E-PROCUREMENT THROUGH CPPP)**

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Indian Institute of Information Technology Design and Manufacturing (IIITD&M) Kancheeppuram invites **e-tender under SINGLE BID** with prequalification systems from the vendors who fulfils the eligibility as given below in the campus.

Sl. No.	Particulars	Quantity Required
1	PERCENTAGE RATE CONTRACT FOR ANNUAL MAINTENANCE OF VARIOUS CAPACITY AIR CONDITIONERS AT IIITDM KANCHEEPURAM	As per Annexure-3

The tender document can be downloaded from the website <http://iiitdm.ac.in> or <https://eprocure.gov.in/eprocure/app>

The offers, in the prescribed format shall be submitted through online at <https://eprocure.gov.in/eprocure/app> as per the tender document. No tender will be accepted in hard copy, fax, email or any other such means. The intending bidders must be registered with CPP procurement <https://eprocure.gov.in/eprocure/app>

a) Tender Number /Date	IIITDMK/2025-26/Elect176/001; Dt: 26 <sup>th</sup> May, 2025.
b) Last date of Bid Submission	02 <sup>nd</sup> June, 2025; 11:00 Hrs.
c) Bid Opening date	03 <sup>rd</sup> June, 2025; 11:00 Hrs.
d) EMD	Rs. 8,600/- (submission of EMD through SBI E'Collect) <a href="https://www.onlinesbi.sbi/sbicollect/icollecthome.htm">https://www.onlinesbi.sbi/sbicollect/icollecthome.htm</a> (or) Valid MSE exemption certificate must be attached.
e) Security Deposit / Performance Guarantee	Successful Bidder shall submit the Security Deposit at 7.5% of Contract value.

## **TERMS & CONDITIONS GOVERNING THE CONTRACT**

**1. Eligibility Criteria:** In order to be considered for the contract of the works as detailed under 'Price schedule' in this Tender Document the tenderer should be:

1.1 Any Original Equipment Manufacturer (OEM) or their authorized service company (OEM authorization letter / certificate must be enclosed).

1.2 Having experience in similar "AMC works for Air Conditioners" preferably awarded by the State Govt. / Central Govt. / Autonomous / Reputed corporate institutions, for the value enlisted below and executed on or after 01/01/2020 and Work Order / Purchase Order copy to be enclosed.

(i) Rs. 1.38 lakhs Excl. GST for a single work order

(Or)

(ii) Rs. 0.86 lakhs Excl. GST each for two work orders

(Or)

(iii) Rs. 0.69 lakhs Excl. GST each for three work orders.

### **2. Earnest Money Deposit:**

2.1 **Bidders shall Deposit EMD through SBI E'Collect.** For an amount of Rs. 8,600/- must be paid online, and it shall be received on or before the last date and time of bid submission. Proof of payment for EMD shall be attached along with the technical bid. Physical mode of payment, i.e., **Banker cheque or Demand drafts, is not acceptable.**

2.2 Steps for submission of EMD through SBI E'Collect.

- Go to link - <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
- Please select category as "Educational Institutions"
- Please select "IIITDM – KANCHEEPURAM A/C" from drop down list
- Please select "Earnest Money Deposit (EMD)" from Payment Category drop down list
- Kindly fill all tender details, contact details, EMD amount and make payment.
- After successful payment, the payment proof of EMD shall be attached along with the technical bid.

2.3 In the case of payment failure/ mismatch of particulars leads to cancellation of bid.

2.4 For the successful bidder, the EMD will be retained/ adjusted against the security deposit.

2.5 For the unsuccessful bidders, EMD amount will be refunded within 30 days from the date of issue of work order.

2.6 The bidder shall enclose cancelled cheque/bank details to refund the EMD amount in case of unsuccessful bids.

2.7 EMD shall be forfeited if any tenderer withdraw their offer within the bid validity period.

2.3 **Valid proof of MSE exemption shall be uploaded for to waive off the EMD and the classification of the enterprises should be updated in the current financial year i.e., 2025-2026.**

### 3. Security Deposit & Contract Agreement:

- 3.1 On receipt of notification of the award, the successful bidder shall be required to send the acceptance of the work order within 07 working days.
- 3.2 Successful Bidder shall submit the **Security Deposit of 7.5%** of the Contract value in the form of a Crossed Demand Draft/ Pay Order/ Banker's cheque/ FDR drawn/ Bank guarantee in favor of "The Registrar, IIITDM Kancheepuram," payable at Chennai within 07 (SEVEN) working days of the receipt of Notification of Award (NOA) / Award of Work order from IIITDM Kancheepuram (the Defect Liability Period as specified (i.e., 12 months during the AMC + 02 months).
- 3.3 The successful bidder shall be required to sign a detailed contract agreement & commence the work within 07 working days from the date of receipt of the work order.
- 3.4 In case of failure to commence the work by the Contractor within 07 days after signing of the contract or handover of the site, the Institute shall be at liberty to terminate the Award and forfeit the Security Deposit.

### 4. Preparation of bids - Single bid system (simultaneous receipt of separate technical and financial bids):

- 4.1 **Techno commercial bid** shall consist of prequalification documents along with supported documents as detailed below:
  - 4.1.1 Complete prequalification papers, Name of the Agency and also commercial terms etc., offered (**Note: Price column in this cover should be kept blank**).
  - 4.1.2 Duly filled and digitally signed Bid submission & self-declaration Proforma (As per Annexure – I), EMD transaction details/ MSE exemption certificate, Cancelled cheques/ Bank details & GST Certificate.
  - 4.1.3 Duly filled and digitally signed copy of Technical Qualification Proforma (As per Annexure-II), a copy of valid any OEM or their authorized service company certificate (OEM Authorization letter or certificate) and Work order or Purchase order as per the eligibility criteria referred in clause '1'.
  - 4.1.4 The Institute will contact the organization about the satisfactory execution of work and this shall be taken into account for the evaluation of technical bid.
  - 4.1.5 Scope of work & price bid (As per Annexure – III) indicating item-wise price for the items mentioned in the technical bid, special concession in rates if any applicable for Educational Institutions shall also be offered and indicated clearly.
- 4.2 **All the documents should be submitted through online CPPP portal <https://eprocure.gov.in/eprocure/app> before due date and time.**

### 5. Technical terms:

- 5.1 The selected contractor will have to carry out Annual Maintenance and service for Various Capacity Split and Tower type Air Conditioners and shall ensure performance of Air Conditioners as per the conditions pertained in this tender document. He / She shall be under obligation to carry out all of the works stipulated in the contract.

- 5.2 The contractor shall have carryout periodical maintenance of once in '3' months for the split and tower type air conditioners mentioned as in the scope of work and has to submit necessary service reports for the service carried out.
- 5.3 The AMC is inclusive of checking the operation of indoor & outdoor units, cleaning of filters, condenser coils, air grills, checking of electrical starters, switches, mechanical parts, filters, motors, pumps, compressors, gauges, condenser fans, condenser coils, evaporators, electric control panels, drives/VFD's, printed circuit boards, electronic circuit boards, automation systems, connecting cables, wires as well as cooling efficiency and gas leak checking etc., as required.
- 5.4 The AMC services shall include providing all manpower, tools and tackles like ladder, stools, spanners, testing equipment, all testing instruments/ meters, special equipment's etc., as required.
- 5.5 All the scheduled services & break down services including any number of compliant calls / break down services for the period of contract year shall be carried out by the contractor with in the stipulated time i.e., the complaints/ calls shall be attended & completed within 24 hours if it is minor and shall be attended & completed within 07 working days if it is major. (The materials for the repair or replacement for the consumables is in the scope of IIITDM, Kancheepuram and manpower shall be provided by the selected contractor at free of cost).
- 5.6 The requirements given in the tender document are only indicative and not exhaustive. Contractor shall be required to complete the AMC work in full. The decision of IIITDM Kancheepuram authorities in this regard shall be final and binding to the Contractor.
- 5.7 During service of Air Conditioning Systems, shall keep necessary safety / precautionary boards like WORK IN PROGRESS, OUT OF SERVICE & DANGER PLATES etc., at required places in terms of safety.
- 5.8 The Contractor shall, at his own expense, arrange for the safety provisions as appended to these conditions or as required by the Engineer-in-Charge, in respect of all labor directly or indirectly employed for the performance of the works and shall provide all facilities in connection therewith.
- 5.9 The Contractor shall be responsible for providing constant and adequate supervision of the work to ensure compliance with the provisions of laws relating to safety and for taking all practical steps necessary to prevent accidents.
- 5.10 Stores and Materials required for the works brought by the Contractor shall be stored by the Contractor only at places approved by the Engineer-in-Charge. Storage and safe custody of material shall be the responsibility of the contractor. The contractor shall ensure that no materials/ wastes/equipment are dumped at the site. Proper cleaning and debris removal should be done daily
- 5.11 No compensation shall be payable to the contractor for any damage caused by rains, lightning, wind, or storm during the execution of work. He shall make good all such damages at his own cost, and no claim on this account will be entertained.

## 6. Commercial terms:

- 6.1 **The AMC shall be in force for a period of ONE YEAR and may be extendable further TWO MORE YEARS with the same rate/ price based on the satisfactory performance by keeping other terms and conditions of the contract as same.**
- 6.2 Quoted rate is inclusive of all service, cleaning & trouble shooting of Split & tower type air conditioners for smooth & effective functioning of Air Conditioners.
- 6.3 The contractor shall maintain a record/ log sheet for split & tower Air conditioners about date of service carried out / next due date duly signed by the service engineer / technician.
- 6.4 The Contractor shall employ its labour in sufficient numbers to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the Engineer-in-Charge.
- 6.5 Work shall be executed and completed as per the technical terms and conditions of this document. In case, the contractor fails to complete the assigned work within the specified period, IIITDM Kancheepuram may recover Liquidated Damages and/or terminate the Contract and/or forfeit the Security Deposit. IIITDM Kancheepuram on its part would be required to handover the site to the Contractor free from any encumbrance
- 6.6 Item Rates quoted on the 'Scope of Work' by the bidder shall be valid and constant during the entire period of contract and will not be subject to any variation on any account whatsoever.
- 6.7 Payment will be made on Quarterly basis after satisfactory completion of the maintenance service during that period (Service reports shall be produced after completion of each service in the same day it self). The rate inclusive of inspection, testing, servicing, cleaning & incidental expenses etc.
- 6.8 If the Contractor fails to complete the assigned AMC work during the period as per the work order, IIITDM Kancheepuram shall without prejudice to its other remedies, deduct as liquidated damages i.e., particular AMC work value for the delayed period (or) 0.5% of the Contract Value (or) particular work value for each and every week of delay (part of the week shall be considered as full week) subject to maximum of 10% of the Contract Value (or) particular work value and the same shall be deducted from the bill(s) or any other payment due to the Contractor.
- 6.9 The competent authority will evaluate the incomplete work/delayed work and take appropriate decision for penalty/liquidity damages. In addition to it, Institute shall be at the liberty to terminate the Contract, and/or forfeit the Security Deposit, in case, Contractor fails to complete the assigned work within the 'AMC Period'.
- 6.10 The Contractor shall take at his own cost, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services personnel by services to be rendered.
- 6.11 Statuary deductions of taxes at source will be carried out from the payment due at the prevalent rates as prescribed by the government.
- 6.12 The Institute will verify the quality of workmanship through internal or third party quality team and the release of payment is subject to satisfactory quality assurance report.
- 6.13 No accommodation shall be provided within the premises. The contractor shall be solely responsible for arranging suitable accommodation for all staff and personal employed or engaged by him outside the premises.

## 7. Other conditions:

- 7.1 The institute reserves the right to reject any or all the bids without assigning any reasons thereof. No tenderer shall have any cause of action or claim against IIITDM Kancheepuram for rejection of his/her bid.
  - 7.2 The IIITDM, Kancheepuram is having a right to cancel the awarded work at any point of time in case of the contractor's performance is not up to the mark by giving termination letter.
  - 7.3 The tender document is not transferable and Conditional Tenders / Non-compliance of any of the conditions set in tender document shall render the bid liable for rejection.
  - 7.4 IIITDM Kancheepuram reserves the right to seek any clarification from the bidders or waive any minor deviation in the provisions governing the contract at its sole discretion.
- 8 Further, refer & comply with the in detail **“Tender general terms and conditions”** available at IIITDM > FORMS > ENGINEERING SECTION > TENDER GENERAL TERMS AND CONDITIONS” enclosed in the mentioned web link. These conditions are part and parcel of contract agreement.
- [http://old.iiitdm.ac.in/img/intranet\\_forms/ENGINEERING\\_SECTION/ENGINEERING%20SECTION\\_Tender\\_General\\_terms\\_and\\_conditions.pdf](http://old.iiitdm.ac.in/img/intranet_forms/ENGINEERING_SECTION/ENGINEERING%20SECTION_Tender_General_terms_and_conditions.pdf)

Sd/-  
Registrar  
IIITDM Kancheepuram

**BID SUBMISSION & SELF DECLARATION PROFORMA**

**Name of the Work/AMC:** Percentage rate contract for Annual Maintenance of various capacity Air Conditioners at IIITDM Kancheepuram

**Tender No.:** IIITDMK/2025-26/Elect176/001; **Dt:** 26<sup>th</sup> May, 2025.

The Registrar,  
IIITDM, Kancheepuram,  
Chennai – 600 127.

Dear Sir,

- 1.1 I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Autonomous Body etc., at anywhere in the country.
- 1.2 I/We hereby offer to quote for work as defined in ‘Price schedule’ and the relevant Annexures at the quoted price given in the ‘Price schedule’ Proforma as per Annexure-3 and agree to hold this offer open till 03 months from the due date.
- 1.3 I/We have read, understood and comply with all Terms and Conditions stipulated in the Tender document necessary for submission of this bid.
- 1.4 It is further stated that I/We have fully read and understood the ‘Price schedule’ and Terms and Conditions in the Tender Document governing this contract and shall abide by them in toto, if awarded the Contract.
- 1.5 The EMD amount will be returned to the unsuccessful bidder, as mentioned in the tender document.
- 1.6 **I/We do hereby agree that if our Firm has not provided a valid MSE Certificate (the classification of the enterprises should be updated in the current financial year, i.e., 2025-26) and work order/ purchase order copy, it will not be considered for the further evaluation process.**

Date:

Yours faithfully,  
Digital Signature

***Note: This form duly typed on the letterhead of the bidder and duly signed should be uploaded forming Annexure-1 of this Bid document.***



**TECHNICAL QUALIFICATION PROFORMA**

<b>Name of the Work/AMC:</b>	Percentage rate contract for Annual Maintenance of various capacity Air Conditioners at IIITDM Kancheepuram
<b>Tender No.:</b>	IIITDMK/2025-26/Elect176/001; <b>Dt:</b> 26 <sup>th</sup> May, 2025
Name of the bidder (Firm):	
Contact details of the bidder: Registered corporate/ works office address:	
Mobile:	
Email Id:	
GST No.: <b>(Please enclose the copy of GST)</b>	
PAN No.:	
EMD Payment details/MSME Details: <b>(Please enclose valid proof)</b>	
Bank details/Cancelled cheque for EMD refund: <b>(Please enclose valid proof)</b>	
Bid Submission & Self declaration Proforma: <b>(Please enclose the annexure-1)</b>	
Any OEM or their authorization certificate: <b>(Please enclose valid proof)</b>	
Experience: Having similar experience in “AMC works for Air Conditioners” preferably awarded by the State Govt. / Central Govt. / Autonomous / Reputed corporate institutions, for the value enlisted below and executed on or after 01/01/2020 and Work Order / Purchase Order <b>copy to be enclosed.</b> a) Rs. 1.38 lakhs Excl. GST for a single work orders (Or) b) Rs. 0.86 lakhs Excl. GST each for two work orders (Or) c) Rs. 0.69 lakhs Excl. GST each for three work orders.	
Details of Manpower availability: (Number with their qualification & experience): (Add separate sheet if required)	

**Declaration:**

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in NIT.

**SCOPE OF WORK & PRICE BID**

<b>NAME OF THE WORK:</b> Percentage rate contract for Annual Maintenance of various capacity Air Conditioners at IIITDM Kancheepuram					
<b>Tender No.:</b> IIITDMK/2025-26/Elect176/001; <b>Dt:</b> 26 <sup>th</sup> May, 2025					
<b>S. No.</b>	<b>Item Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Estimate Rate in Rs.</b>	<b>Total Amount in Rs.</b>
<b>1</b>	<b>AMC for Split and Tower type Air Conditioners</b>				
1.01	Tower type & 2.0 Ton – 3 No's	6.0	Ton	2,500.00	15,000.00
1.02	Tower type & 3.0 Ton – 1 No.	3.0	Ton	2,500.00	7,500.00
1.03	Split type & 1.5 Ton – 20 No's	30.0	Ton	2,500.00	75,000.00
1.04	Split type & 2.0 Ton – 13 No's	26.0	Ton	2,500.00	65,000.00
1.05	Split type & 2.2 Ton – 1 No.	2.2	Ton	2,500.00	5,500.00
<b>2</b>	<b>Shifting &amp; repair works for Split and Tower type Air Conditioners shall be executed as and when required</b>				
2.01	Installation of 1.5 / 2.0 Ton Split / Tower type Air Conditioner	1 No's		1,500.00	1,500.00
2.02	Uninstallation of 1.5 / 2.0 Ton Split / Tower type Air Conditioner	1 No's		800.00	800.00
2.03	Supply & laying of suitable size copper pipes as required for 1.5 / 2.0 Ton Air Conditioners	1 Mtrs		1,150.00	1,150.00
2.04	Supply & laying of 3 Core * 2.5 Sq.mm FRLS, PVC insulated, multi-stranded copper wire <b>ISI Marked</b>	1 Mtrs		140.00	140.00
2.05	Supply & laying of 4 Core * 2.5 Sq.mm FRLS, PVC insulated, multi-stranded copper wire <b>ISI Marked</b>	1 Mtrs		190.00	190.00
2.06	Supply & laying of white roll for Split / Tower type Air Conditioners	1 No's		180.00	180.00
2.07	Supply & laying of suitable size good quality outdoor unit stand for 1.5 / 2.0 Ton Split Air Conditioner	1 No's		750.00	750.00
<b>Total Amount in Rs. (Excl. GST)</b>					<b>1,72,710.00</b>
<b>Percentage on more or less on the Total Amount (Only up to 2 decimal points shall be quoted, valid &amp; considered)</b>					<b>%</b>
<b>Total Quoted Amount in Rs. (Excl. GST)</b>					

**Note:** Total quoted amount will be taken into consideration for arriving at L-1.

- **GST & Taxes** will be paid extra as applicable.
- **Site visit** is compulsory.

**Declaration:**

1. I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in NIT.
2. I/We further declare that all the materials (wires/accessories) etc., are locally manufactured/procured.

**Date:**

Digital Signature