

Volume- I

Name of Work:- Removal of dirt and dust from the inner surface of Air-conditioning duct and balancing of supply and return of air distribution system at NHIDCL office located at Ground Floor & 3rd floor, PTI Building, 4, Parliament Street, New Delhi-110001.

QUALIFICATION CRITERIA:

ESSENTIAL QUALIFICATION FOR THE BIDDER:

1. Should have minimum five years experience in undertaking similar works with the Government/ Private enterprise. Proof to this effect shall be submitted along with the bids.
2. Should have completed at least three Heating, Ventilation and Air-conditioning (HVAC) Works (Central Air-conditioning plant) of value not less than Rs.5.00 lakhs, during the last (7) seven years. Out of three, one work should have been completed of Maintenance/ Cleaning of Ducts of HVAC System. Completion certificates shall be attached along with bid for evaluation.
3. Should have registered for VAT and Service Tax and a documentary proof of the same shall be furnished while submitting the bid.
4. Should have PAN No and copy of the same shall be submitted along with the bid.
5. Affidavit to the effect that firm has not been blacklisted by any of the Govt. Agency on a non judicial stamp paper worth Rs.100/- duly notarized from the public notary.
6. The firm shall be approved agency of National Air Duct Cleaners Association (NADCA) or authorized firm of approved NADCA agency and shall attached proof to this effect issued by the certified agency.
7. In the absence of any of the above documents, the bids shall be liable for rejection and no correspondence in this regard will be entertained.
8. Bid security amounting to Rs.10,000/- shall be deposited along with the tender in the form of DD/Pay order in favour of "Managing Director, National Highways & Infrastructural Development Corporation Ltd", payable at New Delhi.
9. Financial bids of only technically qualified bidder shall be opened.
- 10. Technical Bid must also contain one photo copy of General Terms & Conditions duly signed & stamped by an authorized person on each page as a token of acceptance of all Terms & Conditions of NIT.**

The pre-qualification/ post-qualification of the bidders would be based purely upon their capability, competence, capacity, resources, experience and expertise. The bidders would be required to submit documentary evidence(s) in support of the above criteria along with their bids as mentioned above.

Sandeep Kumar
General Manager (T)
NHIDCL, New Delhi

GENERAL TERMS & CONDITIONS

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The terms and conditions for the above cited work shall be as under:-

1. The time allowed for the completion of work is 15 days after issue of award letter and has to start within 3 days of the award of work.
2. Extension of time shall normally be not permitted. However, in case necessary the same shall be obtained from NHIDCL in writing giving reasons thereof.
3. The rates quoted shall be for complete work. The bidder must quote the rates inclusive of all taxes. The work will be awarded to the technically qualified bidder who has quoted the lowest amount (L-1).
4. Interested bidder is advised to inspect the establishment (NHIDCL) at Ground Floor & 3rd Floor, PTI Building, 4, Parliament Street, New Delhi-110001 during office hours on all working days, in order to assess and understand the scope of work.
5. The bids shall remain open for acceptance for a period of 90 days from the date of opening of tender.
6. NHIDCL reserves the right to accept/reject any of the tender without assigning any reason whatsoever.
7. The bids shall be submitted in dual bid system in two separate sealed envelopes clearly mentioning on the top of one envelope as "Technical Bid" and "Price/ Financial Bid" on the other envelope.
8. Bad workmanship is liable to be rejected and no payment on that account will be made.
9. No Advance payment will be made to the contractor. The payment shall be released after completion of the work. The contractor shall submit the final bill with detail of measurement, which will be checked and verified by the Engineer in-charge of NHIDCL.
10. 90% of the total payment shall be released to the contractor after statutory deduction on satisfactory completion of the work, remaining 10% will be kept as Security Deposit till the expiry of defect liability period (DLP) of 1 year from the date of completion.

11. In case any defect comes in notice during the DLP, the contractor would be liable to rectify the same within 7 days, failing which, NHIDCL will get the same rectified at the risk & cost of the contractor.
12. The rate of extra item shall be as per current market rate when not available in Latest DSR. The same shall however be subject to prior approval of the competent authority in NHIDCL.
13. The contractor shall clean the dropping of dirt/ dust or any other waste material from the floors, doors, windows, furniture etc. The contractor shall also ensure to carry out any repair as required for satisfactory completion of the work. These works shall be treated as incidental and no extra payment will be made on this account.
14. The contractor shall be fully responsible for the safety precautions, Labour Laws and payment of Labour cess, VAT, Service Tax or any other Taxes directly to the concerned department. NHIDCL shall not entertain any claim whatsoever in this respect.
15. The contractor shall comply with minimum wages act and no minor labour should be engaged at the work site.
16. The contractor shall be responsible for any damage to the equipment, furniture, structure or injuries to the personnel during the progress of the work and he shall be liable to pay such compensation as may be decided by the competent authority of NHIDCL in respect of such damage/ injuries.
17. Contractor or his qualified authorized representative should always be available at the site of work to take the instructions from the Engineer in-charge, NHIDCL and ensure proper execution of work.
18. The work shall be carried out in the professional manner with prior information to cause least disturbance to the working of NHIDCL.
19. The work performed shall be having the defect liability period for one year from the date of completion of work.
20. The contractor shall submit HVAC duct network drawing after completion of work showing all the fixtures and fittings.

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Financial Bid Format

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S.No	Description of Item	Qty.	Unit	Rate in figures (Rs.)	Rate in Words (Rs.)	Amount
1	Providing duct cleaning services such as cleaning of internal surface of GI Sheet ducting of HVAC system by means and using high power vacuum, Air compressor, robotic camera, air hammer, special nozzles, air sweep/ showing inspection of duct using color video technology including checking/ cleaning such as clogs of debris, cobwebs, noticeable mold on the inner side, inspection of dead insects etc., as required. (Note - The firm shall arrange NADCA certified agency for joint inspection and carrying out inspection of the complete system for duct cleaning services.)	1	Job			
2	Providing indoor air quality survey by measuring the air quality at the site by using calibrated sophisticated digital equipment/ instrument capable of calculating a time weighted average of the following parameters and submitting a report based on observations and video recording made at site and also submit graphics of variations of following :					
a)	Temperature					
b)	RH %					
c)	CO ppm					
d)	CO2 ppm					
e)	O3 PPM					
f)	NH3 ppm					
g)	SO2 ppm					
h)	O2%					
i)	H2S ppm					
j)	NO2 ppm	1	Job			

3	Balancing of air distribution system by inspection of supply/ return air system ducting including modifications/ alterations in return air/ supply air path by connecting existing ducting with new site fabricated duct pieces/ branches, adjusting the dampers and balancing the air flow etc. The job includes minor repair works to return air/ supply air ducting/ grilles/ dampers for stopping the air leakages including providing neoprene gaskets, nut bolts wherever required etc., complete as required. (Please note that in case if it is felt necessary to extend the existing air duct or to have new opening of air duct in any of the cabin etc. in order to have the air balancing, the work shall be deemed included in the scope of work of the contractor and no extra payment shall be made for the same.)	1	Job		
Grand Total Rs.					
Amount in words Rupees....					

Note:

1. Please note the work also involves removal of air noise from the ducts.
2. Entire work shall be carried out beyond the office hours (i.e. 7.00 pm to 7.00 am). However, the work can also be performed on Saturdays & Sundays and other holidays during the days as well, with prior permission in writing.
3. Technical Bid must also contain one photo copy of General Terms & Conditions duly signed & stamped by an authorized person on each page as a token of acceptance of all Terms & Conditions of NIT.
4. In case of difference between rate in figures and rate in words, the rate in words will prevail in determining the lowest quoted amount.

I have read all the Terms & Conditions and the same are accepted.

**Authorized Signatory (Bidder)
With Official Seal**