

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-DELHI (IIIT-DELHI) Okhla Industrial Estate, Phase IIINew Delhi 110020 (Tel No 011-26907400, Website: www.iiitd.ac.in)

NOTICE INVITING TENDER FOR NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) FOR HT PANELS . TRANSFORMERS AND EARTHING PITS AT HITD CAMPUS

The Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of Delhi Government. The Institute has a campus spread over an area of around 25 acres with 14 buildings. The Institute invites sealed tender for the work of Non-Comprehensive Annual Maintenance contract (AMC) for HT Panels, Transformers and Earthing pits at IIITD Campus, New Delhi, from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSU's/MNC's or service providers as per the requirements and details enclosed.

Bid Schedule Name of Services: Non-Comprehensive Annual Maintenance contract (AMC) for HT Panels, Transformers and Earthing pits at IIITD Campus Okhla Phase-III New Delhi-110020. 09/2025 Tender No Date of Start and downloading the tender 28th Feb 2025 Rs.1000/- + 18% GST /-= Rs.1180/- (Rupees One Tender Fee/cost Thousand One hundred Eighty only) in the form of a demand draft/ pay order in favor of IIIT-Delhi Collections which is non-refundable. NEFT Transfer A/c details are as under: Bank - HDFC Bank LTD, Okhla Industrial Area Phase -III New Delhi 110020 Beneficiary's Name - IIIT Delhi Collections Account No - 20741110000035 IFSC code- HDFC0002074 In case of on-line payment of Tender Fees - UTR No. Rs. 6,000/- in the form of Demand Draft/ Pay Order in Earnest Money Deposit (EMD) favour of "IIIT Delhi Collections" payable at New Delhi -110020 (except for those who are exempted by NSIC certifications (with Proof)) failing bid shall be treated as invalid and shall be liable for rejection. Financial bids of only those bidders, who Only those tenderers who have submitted the required qualify for bidding will be opened. documents as prescribed in the tender document will be considered for opening of Financial Bid. The date and time for the same will be decided later. Address for communication & submission of Registrar, IIIT-DELHI, Okhla Industrial Area, Phase III, New Delhi 110020 tender documents and opening of technical bid

| Date of opening of Technical Bid (envelope-1) | The first envelope containing Technical documents and EMD will be opened on 21 st Mar 2025 at 3.30 PM at A-203, Old Academic Block IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020 | |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Date of opening of Financial Bid (envelope-2) | The date for opening of second envelope containing financial bid will be intimated to the qualified bidders | |
| Address for communication & submission of tender documents and opening of technical bid | A-203, Old Academic Block IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020 | |
| Performance Guarantee | To be submitted by L1 bidder The bidder whose bid is accepted will be required to furnish Performance Guarantee of 3% (Three percent) of the accepted tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract. This guarantee shall be in the form of DD / FDR in favour of IIIT Delhi Collections payable at New Delhi- 110020. Bank Guarantee of any scheduled bank drawn in favour of IIIT Delhi Collections. Will be returned 1 month after completion of AMC | |
| Date for start of services | 1 st April 2025 | |
| Clarification/Queries, if any, can be addressed to | email ID: admin-project@iiitd.ac.in phone no01126907563/564/565, 011- 71985363/ 9773793610 | |

Note: The bidders having valid registration with NSIC/MSME may avail exemption from submission of EMD but must enclose valid NSIC / MSME certificate/document with registration for similar works in envelope No. 1 instead of EMD demand draft. However, all bidders irrespective of their registration with NSIC/MSME have to submit the requisite Tender Fee).

If there is any addendum/corrigendum related to tender, it shall only be published on IIITD website (https://www.iiitd.ac.in/tenders). The Bidders are advised to check IIITD website regularly. No other mode of notice will be given.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

- The tenders shall be super scribed with "Tender for Non-Comprehensive Annual Maintenance contract (AMC) for HT Panels and Transformers at IIITD Campus Okhla Phase-III, New Delhi-110020 to be submitted in office by 3 P.M on 21st Mar 2025 to be opened on the same day at 3.30 P.M. Any bid submitted after 3 P.M. on 21st Mar 2025 shall not be considered by IIITD.
- 2. The Earnest Money in the form of Demand Draft/Pay Order valid for minimum three months from date of publishing of tender on IIITD website, payable in favour of "IIIT Delhi Collection". The GST No. & copy of PAN card of the firm shall be enclosed with the tender.
- 3. The tender shall be completed in all respect and should be signed by the Authorized Signatory of Tenderer on all the pages and duly signed all pages of tender shall be placed with Technical Bid. Also, the company stamp shall be placed under the signature of person on each and every page of tender document.
- 4. All the columns of the tender shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten.
- 5. The Tender should be signed on each page, dated and witnessed in all places provided for in the documents; all other papers should be initialed. The Technical bid of the bidders will be opened at 3.30 P.M. on 21st Mar 2025 and financial bid of the technically qualified bidders only will be opened on a later date. All technically qualified bidders will be intimated accordingly for the same.
- 6. The tenderer must confirm their acceptance of the terms and conditions mentioned herein and the enclosed documents. Each page of the original quotation document should be signed and returned back and this will form a part of the contract.
- 7. Complete tender document available on our website https://www.iiitd.ac.in/tenders, any further corrigendum/addendum to this tender document shall be made available on aforesaid website. It is therefore, requested that the bidders may regularly visit the website for checking any corrigendum/addendum to this document.
- 8. The equipment are to be repaired maintained and serviced as per the SOP.

The scope of work includes:

1. <u>VCB Panel 11 KV 800 AMP – 4 Nos (Including incomer and outgoing)</u>

WE WILL COVER THE FOLLOWING WORKS REGARDING SERVICING OF EXISTING ELECTRICALMAIN VCB PANELS.

- V.C.B SERVICING AS PER THE STANDARD.
- TIGHTING OF VCB HARDWARE.
- CHECKING AND TIGHTING OF BUSBAR.
- TESTING OF PROTECTION RELAYS.
- CHECKING AND TINGHNING OF CONTROLS AND POWER CONNECTION.
- TRIPPING TESTING THROUGH OTI & WTI, OVER CURRENT & EARTH FAULT RELAY.
- MEGGER TESTING
- HI- POT TESTING ALL THE ABOVE TESTING WILL BE DONE **ONCE IN A YEAR.**
- CLEANING OF PANEL
- TIGHTING OF ALL CONTROL AND POWER CONNETION.
- CHECKING OF EARTHING VALUE ALL THE ACTIVITIES WILL BE DONE **EVERY THREE MONTHS.**
- WE WILL COVER 24X7 BREAKDOWN SERVICES WITHIN FOUR HOURS OF TIME AFTERRECEIVING THE COMPLAINT/CALL.
- WE WILL COVER THE PHYSICALLY CHECKING ONCE IN A MONTH.
- IF THERE IS ANY FAULT FOUND, THEN WE WILL REPAIR FOR THE SAME.

2. 1600 KVA OIL TYPE TRANSFORMERS WITH OLTC 03 NO'S

- WE WILL COVER THE FOLLOWING WORKS REGARDING SERVICING OF TRANSFORMERS.
- SERVICING OF TRANSFORMER AS PER THE STANDARD.
- TIGHTING OF TRANSFORMER CONNECTION,
- CHECKING OF SAFTY LIKE BUCHOLZ, WTI, M.O.G ETC.
- DEHYDRATION OF TRANSFORMERS OIL.
- CHECKING AND TIGHTENING OF CONTROLS AND POWER CONNECTION.
- BDB TEST OF TRANSFORMER/OLTC OIL
- SERIES LAMPS TEST
- OPEN CIRCUIT TEST
- CHECKING OF TRIP CIRCUIT WITH HT BREAKER THROUGH RELAYSALL THE ABOVE TESTING WILL BE DONE **ONCE IN A YEAR**.

BUST DUCT FROM TRANSFORMERS TO LT PANELS (3 NOS)

- IF THERE IS ANY FAULT FOUND, THEN WE WILL REPAIR FOR THE SAME.
- CLEANING OF BUST DUCT.
- TIGHTENING OF BUST DUCT
- ALL THE ABOVE ACTIVITIES WILL BE DONE EVERY SIX MONTHS.
- CLEANING OF TRANSFORMER.
- TIGHTENING OF ALL CONTROL AND POWER CONNETION.
- CHECKING OF EARTHING VALUE ALL THE ABOVE ACTIVITIES WILL BE DONE EVERY THREE MONTHS.
- WE WILL COVER 24X7 BREAKDOWN SERVICES WITHIN FOUR HOURS OF TIMEAFTER RECEIVING THE COMPLAINT/CALL.
- WE WILL COVER THE PHYSICALLY CHECKING ONCE IN A MONTH.
- IF THERE IS ANY FAULT FOUND, THEN WE WILL REPAIR FOR THE SAME.

3. PROVIDING MEASUREMENT OF EARTH RESISTANCE VALUE USING APPROVED EARTH TESTING EQUIPMENT, INCLUDING ENGINEER AND ONE LABOUR FOR SEARCHING THE EARTH PIT AS REQUIRED, WITH ASSISTANCE FROM OUR TEAM. AND SUBMIT THE REPORT .-QTY OF EARTHING PITS – 120 NOS APPORX.

ALL THE ABOVE ACTIVITIES WILL BE DONE **EVERY SIX MONTHS.** *Contractor must visit site before quoting and fully satisfy himself of the site conditions.* The above are general check – lists and test requirements etc. The contractors shall be bound for undertaking any other check test which is considered necessary for efficient functioning of equipment/system, whether included in above schedule. He shall not claim any extra charge for such work However, replacement of worn out/defective material shall be paid extra to the contractor.

It may be ensured that parts of authorized brand should only be used for repairs and replacement. If it is found at a later stage that substandard /inferior quality items are used during the AMC, necessary action will be taken against such firms, including forfeiture of their Performance Security and debarring them for quoting future tenders.

Technical Bid

The agencies / companies who fulfill the eligibility criteria mentioned below will only be considered for opening of financial bid:

| similar field in previous three financial years ending on 31.03.2024. 24 may be enclosed. CA certified copy turnover from annual maintenance contacts. 3. Firm's Registration Certificate, and Valid Electrical License/Electrical Competence Certificate to be furnished/enclosed 4. Company should have experience of similar work in Institute/Academic Institute/Public Sector Undertaking/MNC/ Corporate Sector during last Seven (07) years i) Three similar completed works costing not less than the amount equal to Rs.1.20 lakhs. or Certified Copies of Work orders/ Experienc certificate etc. on the letter head of the client customer. ii) Two similar completed works costing not lessthan the amount equal to Rs.2.40 lakhs. or "SIMILAR WORK" means, maintenance of HT /LT Panels and Transformers. Manufacturers of such plants with similar experience are also eligible. Certified Copy of each document 6. Company should not have been barred / blacklisted for taking up similar work in any organization Certification to this effect on the letter of the bidder. 7. Earnest Money Deposit (EMD) Rs.6,000/- in the form of Demand Draft i favour of "HIT Delhi Collection" payable a New Delhi (except for those who are exempte by NSIC certifications (with Proof)) failin shall be treated as invalid and shall be liabl for rejection 8. The Firm/office/service should have well established servicing facility in Delhi - NCR Certificate to be furnished/enclosed | S. No. | Particulars | Document (s) to Annex |
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| 2. Company should have average turnover of Rs.5 lacs in similar field in previous three financial years ending on 31.03.2024. Audited accounts of 2020-21, 2022-23 & 202 3. Firm's Registration Certificate, and Valid Electrical License/Electrical Competence Certificate to be furnished/enclosed 4. Company should have experience of similar work in Institute/Academic Institute/Public Sector Undertaking/MNC/ Corporate Sector dundertaking/MNC/ Corporate Sector dundertaking/MNC/ Corporate Sector dundertaking MNC/ Corporate Sector dundertaking in the amount equal to Rs.1.20 lakhs. or Certificate etc. on the letter head of the client customer. i) Two similar completed works costing not less than the amount equal to Rs.2.40 lakhs. Certified Copy of each document 6. Company should have valid PAN, GST registration Certification to this effect on the letter of the bidder. 7. Earnest Money Deposit (EMD) Rs.6,000/- in the form of Demand Draft i favour of "HIT Delhi Collection" payable a New Delhi (except for those who are exempted by NSIC certifications (with Proof)) failin shall be treated as invalid and shall be liabl for rejection 8. The Firm/office/service should have well established servicing facility in Delhi - NCR Certificate to be furnished/enclosed | 1. | As on 31.01.2025, the agency / Company should be in | |
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| 8. The Firm/office/service should have well established servicing facility in Delhi - NCR | | | bidder. |
| 8. The Firm/office/service should have well established servicing facility in Delhi - NCR New Delhi (except for those who are exempted by NSIC certifications (with Proof)) failing shall be treated as invalid and shall be liable for rejection | 7. | Earnest Money Deposit (EMD) | Rs.6,000/- in the form of Demand Draft in |
| 8. The Firm/office/service should have well established servicing facility in Delhi - NCR Certificate to be furnished/enclosed | | | favour of "IIIT Delhi Collection" payable at |
| 8. The Firm/office/service should have well established servicing facility in Delhi - NCR Certificate to be furnished/enclosed | | | New Delhi (except for those who are exempted |
| 8. The Firm/office/service should have well established servicing facility in Delhi - NCR Certificate to be furnished/enclosed | | | by NSIC certifications (with Proof)) failing |
| 8. The Firm/office/service should have well established servicing facility in Delhi - NCR Certificate to be furnished/enclosed | | | shall be treated as invalid and shall be liable |
| established servicing facility in Delhi - NCR | | | for rejection |
| | 8. | The Firm/office/service should have well | Certificate to be furnished/enclosed |
| (Address proof) | | established servicing facility in Delhi - NCR | |
| (Address proor) | | (Address proof) | |

| 9. | Bidder must have sufficient Technical & supervisory staff proficient in managing the tender service (Please enclose undertaking on bidder's business letterhead signed by the authorized signatory | Certificate to be furnished/enclosed |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 10. | The details of current and previous clients are to be submitted by the agency incorporating the following details: Name of Office Contact Person (Tel.No./Email ID) Period and volume of work with the manpower deployed | |

Award of Work

Those who meet the eligibility criteria as above will only be considered for opening of financial bid. In this regard decision of the Institute shall be final and not open to dispute/challenge. The agency quoting the lowest rate for AMC shall be considered for award of work. However, IIIT- Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

Payment Terms

Quarterly bill by the 7th day of next month shall be raised for 25% of the total contract value plus taxes, as applicable. Payment shall be released within 15 days of raising bill. Payment shall be released through online mode only. The bidder is advised to furnish copy of the cancelled cheque and funds transfer details as will be provided by the Institute.

Performance Guarantee

Selected company will be required to deposit Performance Guarantee @ 3% of the Work value which shall be in the form of DD/FDR/Bank Guarantee in favour of the Institute. The format of which will be provided at the time of Award of work.

Bidding Procedure:

Bids are invited in Two Bids System i.e. (1) Technical and (2) Financial Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for "Non-Comprehensive Annual Maintenance contract (AMC) for HT Panels, Transformers and Earthing pits at IIITD Campus" addressed to Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, NewDelhi-110020.

Sealed quotations shall be received not later than 3.00 P.M. on **21**st **Mar 2025**. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and also for reasons beyond control of the Institute.

Technical bids must contain the EMD for specified amount, along with complete technical details as desired by this tender. Technical bids of all the tenderers will be opened on pre scheduled date, time & venue. Technical bids without EMD will be summarily rejected. The financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later.

How to submit

The interested agencies may submit their proposal along with the above mentioned documents by subscribing the envelope "Non-Comprehensive Annual Maintenance contract (AMC) for HT Panels, Transformers and Earthing pits at IIITD Campus" enclosing separate sealed envelopes marked as Technical Bid and Financial Bid, so as to reach the Registrar, IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020 by 1500 Hrs on 21st Mar 2025.

For and on behalf of Indraprastha Institute of Information Technology Delhi Registrar

TERMS AND CONDITIONS

- 1. The contract is initially for a period of one year. The contract will be reviewed yearly, and may be extended for a period of maximum of three years. However, Institute at its discretion, can terminate the contract without citing any reason at any point of time by giving three (1) month notice. In case of termination, Institute will be liable to pay pro-rata amount to the vendor only for the period for which the AMC services availed by the Institute. On mutual consent, contract may be extended for a further period of two years on the same rates, terms and conditions.
- 2. The Non Comprehensive Annual Maintenance contract (NCAMC) is located in IIITD Campus Okhla Phase-III, New Delhi. The selected vendor will be required to maintain the system in the mentioned site.
- 3. Logistics: The customer shall provide all the necessary permits, forms and documents if any required for the movement and avoidance of octroi/entry tax if any.
- 4. The contractors are advised to get acquainted with the proposed work and its site and special conditions carefully before tendering. No claim of any sort shall be entertained on account of any site conditions and ignorance of specifications and special conditions.
- 5. Prices quoted should be for Institute premises and should be all inclusive of statutory taxes, fees, cesses, any duties, levies, charges, surcharges and other components, etc. except GST which is to be shown separately.
- 6. The successful bidder has to submit the security deposit /performance guarantee from nationalized bank of equivalent amount of 3% of the contract value within 10 days of issue of order on awarding the contract but before execution of the agreement, to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission by the successful bidder or any failure on the part of the successful bidder in fulfillment of terms and conditions of the contract and conditions contained in the agreement. The Bank Guarantee shall have to remain valid for the entire duration of the Contract plus three months beyond the completion of contract period. The successful bidder shall not be entitled to any claim or receive any interest on the amount of performance guarantee. The EMD of the successful bidder will be refunded after submission of the performance Guarantee/Security Deposit. Successful bidder may also submit the performance guarantee in the form of demand draft payable to IIIT-Delhi Collections.
- 7. The rates quoted by the contractor shall be taken as net and nothing extra shall be paid on any account i.e. royalty, cartage, taxes and stacking at required places etc.
- 8. In case of any breakdown the contractor shall visit site to attend the breakdown.
- 9. Payment shall be made on quarterly basis.
- 10. The technical proficiency and the behavior of the staff to be engaged shall be checked along with the credentials of the staff and only those who pass the above criteria shall be engaged at the site.
- 11. The department reserves the right to close the contract at any time during the currency of the contract and 30 days' notice will be issued to the contractor without giving any compensation.

- 12. The rates quoted shall be inclusive of all taxes i/c GST.
- 13. Escalation matrix up to the level of CEO must be provided with phone numbers and e-mail addresses of all personnel in the matrix.
- 14. This is purely a service contract. All the staff engaged by the contractor shall solely be his liability and this department, in no way, shall be held responsible for any compensation for any of their acts/accidents.
- 15. In case of any accident during the maintenance of the equipment leading to injuries, damages to human being, equipment and or loss of life, the contractor shall be fully responsible for setting all claims and indemnity. In this respect no compensation shall be made by the department. inquiry office & shall be produced as and when required by higher officer of deptt. Otherwise recovery @ Rs. 1000/-. per month will be made from the bill.
- 16. Repair/replacement shall be done at the direction of Engineer-in-Charge to keep the system in healthy condition and with minimum down time.
- 17. In addition of above T&P if any special T&P shall be required, the same shall be arranged by the contractor within the scope of work for which nothing extra shall be paid.
- 18. Technical staff shall visit the site and check the complete system, including all of the above mentioned systems, once in a quarter and carry out the required preventive maintenance to avoid break downs. The service slips/ log books for every visit shall be got signed from Engineer-in- Charge regularly.
- 19. All installations shall be kept clean and safe from risk of Fire/Theft/Accidents and damage etc.
- 20. The contractor shall bring to the immediate notice of the department any defect/mal-functioning of any of the equipment and machinery which requires attention of the department if not otherwise covered by the scope of the contract.
- 21. Dismantled materials if any resulting from the replacement or repair shall be returned to the Engineer in charge.
- 22. All standard protocols such as wearing masks, using sanitizer, maintaining safe distancing norms must be followed by the Contractor and his workers to prevent spread of coronavirus failing which expulsion/ penalty shall be levied on the agency.
- 23. The workers shall be scanned for temperature before entry as per norms and actions per policy taken.
- 24. All workers are supposed to use identified utilities of the Institute only.

SPECIAL TERMS & CONDITIONS OF THE CONTRACT

- 1. The contractor must possess the requisite instruments & arrange tools at site for maintenance and no instrument shall be provided by the Institute.
- 2. It shall be the sole responsibility of the Contractor to ensure security and safety of all the Electrical Property of Institute and if there is any loss to the Institute on account of dishonesty, and or sue to any lapse on the part of the Contractor or his worker.
- 3. The Contractor shall keep the Centre indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same.
- 4. The contractor should handover all the electrical equipment in good working condition and any disputes the contractors responsible to rectify the same and handover to next contractor after completion of the contract period.
- 5. All the electrical contact points and connections, tightness should be checked and preventive and breakdown maintenance should be carried out.
- 6. The contractor employees should coordinate with other AMC contractor such as DG sets, LT Panels etc.
- 7. Safety measures should be strictly followed during execution of the work.
- 8. In case of any accident or damage due to negligence or unsafe work that require medical attention, the contractor is wholly responsible
- 9. The electrical contractor shall depute qualified and experienced workers at IIITD Campus. In case, any of the persons so deployed by the Contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct the Contractor shall immediately replace.
- 10. If the equipment are found to be faulty and is required to be changed/repaired, the matter will be reported to the concerned authority at the Centre.
- 11. Any consumables which are required to be replaced will be provided by the Institute. However, if the contractor is asked to provide any such consumables, he must provide rate of such items and take prior approval of the Institute authority either in writing or verbal.
- 12. Any damage to the existing installation, equipment or the building shall be the Institute responsibility of the contractor to repair, rectify or replace free of cost.
- 13. All complaints have to be attended free of cost including breakdown maintenance within a specific period/time/hours depending upon the urgency of the same. Spare parts not covered under AMC shall be provided by the Institute. The service report shall be submitted immediately with details of fault attended, action taken and further suggestions, if any.
- 14. The damaged components i.e. nut, bolt, screw etc. shall be replaced free of cost. All dismantled parts will be property of the IIITD Campus and shall be returned failing which recovery shall be made.
- 15. The maintenance of Transformers and HT panels to be inclusive of Lubricants, cloth, all testing equipment, tools, Silica gel and transformer oil accessories shall be provided by the contractor. The work shall be carried out as per specification and standard of the Institute.
- 16. The Institute will not be responsible for any disputes that may arise between the contractor and his workers. The Centre will also not be responsible for any casualty to the workers that may happen during maintenance etc in the Institute premises.
- 17. Obtaining of licenses for Transformers and DG sets from local authorities viz, Labour Department Office of the Electrical Inspector, along with submissions as required for the same. Only Legal fees will be reimbursed on the production of original receipts.

Authorized Signatory (Signature In full): _____

Name and title of Signatory:

Stamp of the Company: _____

- 1. Name and Address of the firm/agency, telephone number, fax, mobile number, emailaddress
- 2. Type of organization (Whether proprietorship,partnership, private limited, limited company)
- 3. Name and Address of the directors proprietor /partners
- 4. Year of formation of the company/ experience
- 5. Nature of business carried by the company
- 6. Total number of employees of the firm

7. Contact number in case of emergency

- 8. Whether authorized service provider of anyOEM/Manufacturer ?
- 9. If yes, Name & Address of OEM (please furnishdocumentary proof)

10. Details of contracts executed till date

(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof)

| S.No. | Name of Contracts with email , phone number | Period | Govt./Educational Institutes/Semi Govt./Private |
|-------|------------------------------------------------|--------|----------------------------------------------------|
| | | | |

11. Details of present contracts in hand:

| S. No. | Name of Contracts with email, | Period | Govt./Educational Institutes/Semi | |
|--------|-------------------------------|--------|-----------------------------------|--|
| | phone number | | Govt./Private | |
| | | | | |

12. Any other information

Certified that all the terms and conditions mentioned in the tender document are acceptable to me/us.

Signature of the Authorized Signatory with Seal of the Agency/ Firm

NON-BLACK LISTING DECLARATION

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON - DEBARMENT

<u>To, Registrar</u> <u>IIITD Campus</u> <u>Okhla Phase-III,</u> <u>New Delhi-</u> <u>110020</u>

We hereby confirm and declare that we, M/s------, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

Signature of Contractor

With stamp

Format of Financial Bid for Non-Comprehensive Annual Maintenance contract (AMC) for HT Panels and Transformers

| Sl. No. | Description | Yearly Maintenance Cost Without GST | GST | Amount (All inclusive) In Rupees | |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----|-------------------------------------|--|
| A | Non Comprehensive Annual Maintenance contract (AMC) HT Panels (4 Nos VCB) and Transformers (1600 KVA OLTC 3 Nos) and Earthing pits (120 Nos Approx.) as per the details provided in the tender document under "Scope of Work" | Without 0.51 | | | |
| Total All inclusive(Rs. in figures). Non-Comprehensive Total (Rs. in words) | | | | | |

We agree to carry out the Work at the rate quoted above for the duration of **one full year**.

We understand that IIIT, Delhi is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

Please note:

- i) Quantity of Items may increase / decrease as per the requirement of the Institute.
- ii) Institute at its sole discretion may award AMC period for one year / two years / three years.
- iii) Vendor shall have no right to claim any minimum/definite/guaranteed volume of business.
- iv) The award of work shall be based on the lowest bid of AMC cost as at A above.

(Name and Signature of Authorized Signatory with seal)

(Signature of the bidder)

Date: