



TENDER DOCUMENT

Tender No. NRTI/02/2019/ AMC – Electrical


Name of Work : Annual Maintenance Contract of Different Capacities of Split Air Conditioning Units of NRTI Boys' Hostel, Old Pahune Girls' Hostel, Mess, NRTI Guest House at Sai Shukan and maintenance of Electrical Installation of NRTI including material and manpower for One Year.

Approximate Cost of the Work	:	Rs 9.21 Lacs
Earnest Money	:	Rs. 18433.00
Cost of Tender Document	:	Rs 1000.00
Last date of submission of Bid	:	29/02/2020 – 15.00 hrs.
Date & Time of Opening of Tender	:	02/03/2020 15.30 hrs.
Completion Period	:	12 months

ADDRESS:

NATIONAL RAIL AND TRANSPORTATION INSTITUTE

1st Floor, NAIR Campus, Lal Baug, Vadodara, Gujarat - 390004


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National Rail and Transportation Institute
वडोडरा, गुजरात / Vadodara, Gujarat.

Dy. Comptroller HR/NRTI

Signature of Tenderer -----
Name of Signatory -----




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Approximate cost work	Rs. 921650/- (Nine Lacs Twenty One Thousand Six Hundred Fifty Only).
Type of Tender	Open Tender
Cost of Tender Document	Rs. 1,000/- (Rs. One Thousand only)
Earnest Money to be Deposited	Rs. 18433/- (Eighteen Thousand Four Hundred Thirty Three Only)
Completion Period	12 months from date of issue of Letter of Acceptance.
Web site particulars	Tender Document can be down loaded from Website: https://nrti.edu.in
Last Date & Time for Submission of Tender	29/02/2020 – 15.00 hrs.
Place for Submission of Tender Documents	NATIONAL RAIL AND TRANSPORTATION INSTITUTE, 1 st Floor, NAIR Campus, Lal Baug, Vadodara - 390004, Gujarat
Date & Time for opening of Tender	02/03/2020 15.30 hrs
Validity of Offer	90 Days from the date of opening of tender.
Note: In case of any clarification, the firms may contact Dy. Comptroller-HR, NRTI at the above office during the working hours on Telephone No. 0265-2648301	


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INSTRUCTIONS TO THE TENDERERS

1. *Before submitting the offer, please read the Tenderers instructions carefully.*
2. *Your signature on the Tender Form will be considered as confirmation that you have read and accepted all the conditions laid down in the documents as well as in the schedule of the Tender.*
3. *The prospective tenderers are advised to visit the website (www.nrti.edu.in) frequently before the date of closing of tender to note any changes/corrigendum issued to this tender.*
4. *Tender to be signed by Authorized person:*
 - (a) *If the Tender is submitted on behalf of a partnership concern, he/they should submit the certified copy of the partnership deed and authorization to sign the Tender on behalf of partnership firm. If copies of these documents are not enclosed along with the Tender document, the Tender will be treated as having been submitted by individual signing the Tender.*
 - (b) *The tenderer whether sole proprietor, a limited company or a partnership firm if they want to act through agent or individual partner(s) should submit along with the Tender, a power of attorney duly stamped and authenticated by a Notary Public or by Magistrate in favour of the specific person whether he / they be partner(s) of the firm or any other person specifically authorizing him/them to submit the tender, sign the agreement, receive money, witness measurements, sign measurements, compromise, settle, relinquish any claim(s) preferred by the firm and sign “No Claim Certificate” and refer all or any disputes to arbitration.*
 - (c) *The NRTI will not be bound by any Power of Attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. It may, however, recognize such power of attorney and changes after obtaining proper legal advice to the satisfaction of the NRTI, the cost of which will be chargeable to the contractor.*
5. *The tender should be accompanied by a tender fee of Rs. 1000 (Rs ONE THOUSAND ONLY) and an Earnest Money Deposit (EMD) of **Rs. 18433/- (Eighteen Thousand Four Hundred Thirty Three Only)** in the form of Demand Draft drawn in favour of NATIONAL RAIL AND TRANSPORTATION INSTITUTE. The EMD shall be valid for a period of 45 days beyond the validity of the offer i.e. 135 days.
Note: - MSEs registered with District Industries Centres, Khadi and Village Industries Commission, Khadi and Village Industries Board, Coir Board, National Small Industries Corporation, Directorate of Handicraft and Handloom, any other body specified by*


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Ministry of MSME or Startups as recognised by Department of Industrial policy & Promotion shall be exempted from payment of Tender Document Fee as well as EMD (Earnest Money Deposit). Photocopy/ Xerox copy of their evidence to this effect must be enclosed.

6. *Please note that earnest money submitted in the form of a Cheque, Banker's Pay Slip and bank guarantee etc. shall not be accepted for the works.*
7. *The cost of tender document shall not be clubbed with the Earnest Money Deposit.*
8. *All the relevant documents shall be attached along with the Tender Form as per the terms and condition of the Tender.*
9. ***The Tenderer/s must fulfill / satisfy the following mandatory requirements failing which their offers shall be summarily rejected without any correspondence. Hence, the Tenderers are advised to ensure that these documents are submitted, duly signed at all pages, with their offer.***
 - a) *The requisite Tender Document Fee & Earnest Money (EMD) in prescribed and acceptable form.*
 - b) *Scanned copies of documents in support of meeting the Technical and Financial eligibility criteria.*
 - c) *Documentary evidence necessary to establish that tenderer possesses the requisite skills, technical expertise, technical and skilled manpower and necessary equipments to execute the complete work covered in the schedule with stipulated specifications/details.*
 - d) *Scanned copies of documents in support of formation/registration of the company/firm/legal authorization of the person to deal with the tender/ notarized/ registered copies of the documents wherever required as per Tender conditions.*
 - e) *Power of Attorney, (if any), in acceptable form duly stamped and authenticated by a Notary public or Magistrate.*
 - f) *Offer Letter as per Annexure -1.*
 - g) *Affidavit as per Annexure -2.*
 - h) *Details of Tenderer as per Annexure -4.*
 - i) *Details of works of desired similar nature of work carried out as per Annexure -5.*
 - j) *Details of works under execution or tendered as per Annexure -6*

NOTE- The tenderer must keep all the original documents ready, copies of which have been submitted by the tenderer along with the offer. The original documents will have to be produced as and when required by the NRTI for verification purpose. All the documents submitted shall be self-attested by the tenderer.

10. *Mandatory details to be filled-in by tenderers while submitting their offer:*


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1. PARTICULARS OF THE PARTY

- a) NAME:
- b) ADDRESS: :
- c) PHONE NO.:
- d) MOBILE No.:
- e) FAX. No :
- f) I. TAX PAN No :
- g) EMAIL :

2. PARTICULARS OF BANK ACCOUNT:

- a) BANK NAME:
- b) BRANCH: :
- c) BANK ADDRESS:
- d) BANK TEL No.: FAX No.:
- e) BANK MICR CODE (9DIGIT):
- f) BANK IFS CODE:
- g) BANK ACCOUNT No.:
- h) ACCOUNT TYPE:
- i) (SAVINGS/CURRENT/CASH CREDIT)

11. DECLARATION BY THE PARTY


I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, the User Institution will not be held responsible. I have understood the scheme and agree to discharge the responsibility expected from me as a participant under the scheme.

One cancelled Cheque / photo copy of the Cheque duly carrying IFS Code is enclosed. I also certify that the particulars furnished above are correct as per our knowledge and records.

12. NRTI reserves the right to reject any or all tenders without assigning reason whatsoever.

13. In case it happens to be a holiday on the date of opening, the tender will be opened on the next working day at same time of opening.

14. Every Tenderer shall state, in the Tender document, his postal address fully and clearly. Any communication sent in time to the Tenderer by post at the said address shall be deemed to have reached the Tenderer duly and in time. He shall also give telephone, fax number and email address for communication. Important documents shall be sent by Registered post and also may be sent by email.


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IMPORTANT NOTE: Tenderers should specifically check the items and fulfill mandatory conditions in order to avoid summarily rejection of their offers.

15. It is responsibility of the tenderer to check any correction or any modifications published subsequently on the website and the same shall be taken into account while submitting the tender.
16. Each of the page of tender documents and corrigendum (if any) is required to be signed by person/ persons submitting the tender in token of their having acquainted themselves with the general/ special conditions & specification as laid down.
17. Tenderer(s) are free to download tender document at their own risk and cost for the purpose of perusal as well as for using the same as tender document for submitting the offer by taking a print out of the same and submitting to NRTI Office after signing each page. However, the document fee of Rs. 1000/- has to be paid to the NRTI even if the Tender document used have been downloaded from the website. Master copy of the tender document is available in the office of The Deputy Comptroller-HR, National Rail and Transportation Institute, NAIR Campus, Lal Baug, Vadodara-4. After award of the work, an Agreement will be prepared based on the master copy of the tender available in the above-mentioned office. In case, any discrepancy between the tender documents downloaded from the Internet and the master copy, the latter shall prevail and will be binding on the tenderer(s). No claim, on this account, will be entertained.
18. If any change/addition/deletion is made by the Tenderer/Contractor and the same is detected at any stage even after the award of the tender, full earnest money deposit will be forfeited and the contract will be terminated at his/their risk and cost. The tenderer is also liable to be banned from doing business with NRTI and/or prosecuted.
19. **Error/omission and Discrepancies-** The tenderer shall not take advantage of any error due to typing or otherwise, if there is any doubt, that shall be brought to the notice of the Deputy Comptroller, HR without delay and the same shall be dealt with as per NRTI's requirement and NRTI's advantage only.
20. **Rate Sheet:** Tenderer(s) are advised to quote their rates in the rate sheet at last page of the tender document as percentage above OR below OR at par.
 - a) *The rates shall be quoted both in figures and words.*
 - b) *If there is variation between the rate quoted in figures and in words, the lower Rate quoted shall be taken into consideration. If more than one rate is indicated, the tender is liable to be rejected.*


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21 Validity of Offer:-The tenderer(s) shall keep their offer open for a minimum period of **90** days or more from the Date of opening of the tender. The duration of period for which the tender offer remains open must be clearly mentioned.

CHECKLIST FOR SUBMISSION OF BID

Sr. No.	Particulars	Complied YES or No	Details of Supporting document
1	Tender Document Fee & Requisite Earnest Money in valid form with details of Bank submitted or not.		
2	Signature of tenderer / authorized signatory on all the pages of tender document & supporting documents along with address and phone no. for correspondence and communication.		
3	Copy of Partnership Deed/ Memorandum of Association/ Article of Association/ Agreement of HUF/ Joint Venture Agreement submitted or not.		
4	Proof of contractual turnover for minimum eligibility criteria		
5	Proof of similar nature of work for minimum eligibility criteria.		
6	List of completed works		
7	Details of the organization and Technical employees to be engaged on this work.		
8	Rates have been filled-in the offer sheet in words as well as in figures.		
9	Affidavit & other details as per the Performa given in Annexure 1,2,4,5&6.		

Scope of Work


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Keeping in view the need of reliability/safety working of entire electrical system, duly ensuring healthy functioning of all electrical gadgets, switch gears, power supply equipment's, etc provided in the above installations, it has been proposed to outsource the electrical maintenance activities to an experienced agency with good credentials and possessing technical personnel etc.

The motive in outsourcing the maintenance contract is to prefer quality services from the approved agency who can execute the work without compromising on safety standards/regulations/rules as per the IE Act provisions in maintenance of electrical system.

The scope of the work comprises maintenance & supervision of all Split Air Conditioning Units, general services assets provided in the Boys' Hostel, Old Pahune Girls' Hostel & in NRTI Building such as wiring point, sub-mains, distribution boards, cabling, street lights, staircase lighting, lights and fans inside the rooms by providing dedicated manpower for maintenance and material of above assets. For the maintenance work, skilled/unskilled staffs need to be deployed in General shift of 09.00-18.00 hours.

Scope of work under Schedule – I (Maintenance & Supervision of all Split Air Conditioning Units)

- 1. The price shall cover for comprehensive maintenance of split type inverter AC unit 1.5TR & 2 TR capacities (located as per the attached list). The work includes complete repairs/replacement of spare parts i.e. starting capacitor, running capacitor, condenser fan motor with blade, blower fan motor with blade, auto swing motor, condenser and cooling coils, starting relay, over load protector, thermostat, selector switches with knob, contactors, relays, timers, remote, inverter components/circuits, electrical wiring, control wiring, switches plug and sockets, three core (80/0.20 mm) copper wire PVC insulated, 15 Amp plug and socket, earthing etc. including supply of refrigerant gas M-22 for charging. Suction/discharge copper tubing, capillaries, filters, dehydrator, control valves are also included in the scope of the work. Electronic starter is to be provided, wherever available.*
- 2. If the compressor is of imported make and not available in the Indian market, compressor of equivalent and reputed make may be used with prior written approval from NRTI.*
- 3. The contractor shall attend the breakdown calls and depute staff for attending the failure of any split AC of NRTI immediately.*


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4. *The AMC shall include maintenance of all the enlisted split ACs including any other make installed by NRTI during the course of service contract.*
5. *The contractor shall have 24x7 access facility for contacting and attending to urgent repairs including after office hours. The contractors staff shall attend the failure during the general shift (9 AM to 6 PM) within 2 hours after receipt of intimation of the failure.*
6. *If the compressor is found defective and requires replacement, the AC unit shall be put into operation within 24 hours. Beyond this, for non-working period of the compressor, the AMC charges for full day shall be deducted as per the contract rate plus a penalty of Rs. 300/- for full day unless the Contractor provides his own working AC unit where the outage due to repairs is likely to be more than 24 hours. The contractor may undertake any additional service pertaining to effective performance of the split AC units, if required.*
7. *The penalty rate is to be considered for full day if failure is not attended to within the prescribed period. Routine maintenance services are to be carried out every two months and shall be completed as per the following schedule. If services are not carried out, then a penalty of Rs. 1000/- shall be imposed per day till the date the services are started. The penalty shall be deducted from bills.*
8. *Non-working of sensor, remote circuit, swing motor, display unit, remote/hand set, toggle switch, water drainage including abnormal sound due to vibration of AC, poor cooling etc. shall be treated as a failure and penalty shall be imposed as per tender conditions.*


Maintenance Schedule for Comprehensive Annual Maintenance of Split Type A/C Units

General Maintenance – Daily Schedule

The contractor shall take daily status of all the split ACs on telephone and take prompt action. Timely feedback shall also be given to the concerned supervisor.

Periodical Servicing – Once Every Two Months

1. *Clean air dust filter using blower and wash with water. Replace, if condition is found deteriorated or as advised by site in-charge.*
2. *Check and record compressor current.*
3. *Check leakages of all joints and attend, if required.*


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4. *Check all electrical accessories like capacitor, relay, thermostat, contactor, timers, selector switch, operating knob, remote, wiring, remote cell, plug/socket, inverter components/circuits and related items of the split ACs and attend accordingly.*
5. *Check condenser fan motor, blower motor, auto swing motor. Ensure greasing of bearings and oiling of motor. Noisy bearing shall be replaced to reduce noise level.*
6. *Check blower drum and condenser fan blade for vibrations etc.*
7. *Cleaning of condenser, cooling coil, front grill, inside and outside using blower and washed with water or as advised by site in-charge.*
8. *Checking of tightness of screws, nut and bolts etc. and provide wherever required.*
9. *Charging of gas, if required.*
10. *Check insulation on suction/discharge line and provide if found deteriorated or as advised by site in-charge.*
11. *Check power plug, starter, three-pin plug/socket, fuses etc. including three-core PVC copper wire and attend. Replace, if found defective.*
12. *Check noise level of split AC indoor units and take action wherever required.*
13. *Take requisite action to improve quality and better performance of split AC units.*
14. *Checking of control panel and its accessories like starter, relay, timer contactors, wiring indicator, knob, selector switch, inverter components/circuits, etc. Replace/repair, if found defective.*
15. *Check electric circuit, if defective, attend/replace by new.*
16. *Wherever indoor unit drain water piping is leaky or found in deteriorated condition, the same shall be replaced as per the instruction of site-in-charge.*

Annual Overhauling –

1. *The indoor/outdoor unit shall be dismantled from site for POH, if required.*
2. *Blower motor, condenser fan motor, auto swing motor, bush, bearing, shafting, nut-bolts, screw etc. should be dismantled and overhauled thoroughly and defective parts shall be replaced.*


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3. *Painting with enamel paint on sheet metal parts after de-rusting by Asian/Berger/Nerolac/Jenson-Nicholson paint only.*
4. *Cleaning of condenser and cooling coil by non-harming chemical and soft brush.*
5. *Re-insulation with foam sheet of required thickness in blower housing and suction/discharge line, if found deteriorated or as advised by NRTI official.*
6. *Replacement of PVC air dust filter.*
7. *Check wiring and all electrical components and replace if found defective.*
8. *Painting of outdoor/indoor unit using enamel paint of Asian/Berger/Jenson-Nicholson/Nerolac as per original body colour.*
9. *Re-assembly of split A/Cs and testing for proper cooling and recording the result in the log-book.*
10. *Re-installation of the split A/C if it has been dismantled for POH.*
11. *Recording of grill temperature and it should be as per the permissible limit.*
12. *Recording of servicing in log-book and jointly signed by the tenderer and the site in-charge.*
13. *Replace defective electronic starter, if provided with AC units*

List of Split Invertor AC units to be included in the AMC

Sl. No	Location	Make	Capacity
			1.5TR
	NRTI Boys' Hostel		
	(1.5T Split Invertor AC unit)		
01	Room No.108	Hitachi	1
02	Room No.109	Hitachi	1
03	Room No.110	Hitachi	1
04	Room No.111	Hitachi	1
05	Room No.112	Hitachi	1
06	Room No.113	Hitachi	1
07	Room No.207	Hitachi	1
08	Room No.211	Hitachi	1
09	Room No.212	Hitachi	1


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10	Room No.213	Hitachi	1
11	Room No.214	Hitachi	1
12	Room No.215	Hitachi	1
13	Room No.216	Hitachi	1
14	Room No.307	Hitachi	1
15	Room No.311	Hitachi	1
16	Room No.312	Hitachi	1
17	Room No.313	Hitachi	1
18	Room No.314	Hitachi	1
19	Room No.315	Hitachi	1
20	Room No.316	Hitachi	1
		TOTAL	20

Sl. No	Location	Make	Capacity(1.5 TR)
01	Room No. 101	LG	1
02	Room No. 102	LG	1
03	Room No. 103	LG	1
04	Room No. 104	LG	1
05	Room No. 105	LG	1
06	Common Room	LG	2
07	Room No. 201	LG	1
08	Room No. 202	LG	1
09	Room No. 203	LG	1
10	Room No. 204	LG	1
11	Room No. 205	LG	1
12	Room No. 206	LG	1
13	Room No. 301	LG	1
14	Room No. 302	LG	1
15	Room No. 303	LG	1
16	Room No. 304	LG	1
17	Room No. 305	LG	1
18	Room No. 306	LG	1
19	Room No. 308	LG	1
20	Room No. 106	Hitachi	1
21	Room No. 107	Hitachi	1
22	Room No. 208	Hitachi	1
23	Room No. 209	Hitachi	1
24	Room No. 210	Hitachi	1
25	Room No. 309	Hitachi	1
26	Room No. 310	Hitachi	1
		TOTAL	27
	Old Pahune Girls' Hostel		


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Ground Floor (1.5T AC unit)			
Sl. No.	Location	Make	Capacity
01	Room No.1	Onida (W.AC)	1
02	Room No.2	Onida (W.AC)	1
03	Room No.3	Voltas(W.AC)	1
04	Room No.4	L.G.(W.AC)	1
05	Room No.5	Onida(W.AC)	1
06	Room No.6	Voltas (W.AC)	1
07	Room No.7	Voltas (W.AC)	1
08	Room No.8	Hitachi	1
09	Room No.9	Hitachi	1
10	Room No.10	Hitachi	1
TOTAL			10
First Floor			
01	Room No.1	Hitachi	1
02	Room No.2	Hitachi	1
03	Room No.3	Hitachi	1
04	Room No.4	Hitachi	1
05	Room No.5	Hitachi	1
06	Room No.6	Hitachi	1
07	Room No.7	Hitachi	1
TOTAL			7
Sai Shukan Guest House			
Sl. No.	Location	Make	Capacity
01	Flat No. 1103	Hitachi	1
		Blue Star	2
02	Flat No. 1103	Blue Star	3
03	Flat No. 802	Hitachi	3
TOTAL			9
GRAND TOTAL		73	
2 Ton Split AC Unit			
01	NRTI Mess	Temp Air	4
02	Pahune Girls Hostel Room No. 108	Carrier	1
Total			5

Scope of the Work Under Schedule-II : (Maintenance of All Electrical Installations

The details of maintenance to be carried out are as under:

- 1) Maintenance of light points/ fan point/ plug point shall include -


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Providing, fixing & replacement of 5A/ 15A piano/modular switches, PVC insulated copper multi-strand single core wire, PVC casing capping of all sizes with associated accessories, sunmica top teakwood/PVC switch boards, ceiling roses, 5A/ 15A modular sockets, earth wire, fan regulators etc. If required, defective portion of wiring shall be done by contractor.

- 2) Maintenance of main / sub-main wiring / cable.
- 3) Maintenance of ceiling fans shall include -
 - a) Periodical Cleaning and dusting of fans every month.
 - b) Replacement of defective capacitors, rubber seal insulators with new ones.
 - c) Removal of defective fans and replacing it with working fans.
- 4) The maintenance in service building and stair case of light fittings shall include -
 - a) Cleaning of fittings half-yearly
 - b) Replacement of defective lumine, tubes, tube holder, starter and choke.
 - c) Fixing of new fittings, if required.
- 5) The maintenance of call bells shall include removal of defective push button, wiring etc.
- 6) The maintenance of MCB - DB shall include -
 - a) Checking and cleaning in half-yearly.
 - b) Intactness of connections for incoming and outgoing wires.
 - c) Replacement of defective MCB, ELCB or DP isolators switch.
- 7) Removal and replacement of defective DP/MCB/MCCB switches and fuse units.
- 8) The maintenance of street light, staircase light


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Minimum Eligibility Criteria


Only such Tenderer(s) need to apply who fulfill the following minimum eligibility criteria:

1	Should have completed* at least one similar nature** single work having a minimum value in the last three financial years (i.e. current year up to the date of opening of the Tender and three previous financial years)	Single work having minimum value of 35% of the advertised Tender value of the work on or before opening of the Tender.
3	Total contract amount received during the last three years and in current financial year. (i.e. current year up to the date of opening of tender and three previous financial years) as per attested certificate from the employer/client, audited balance sheet duly certified by the Chartered Accountant etc.	Should be a minimum of 150% of the advertised Tender value of the work.

Note:

1. ***Completed work** includes on-going work subject to payment of bills amounting to at least 35% of the advertised value of the Tender.
2. ****The similar nature of work** means that the work of “**Similar nature of the Tendered work**”.
3. *Documentary proof should be submitted for the above Minimum Eligibility Criteria along with the Tender. If the tenderer fails to abide by any one of the above conditions or fails to submit documents as stated above, the Tender is liable to be rejected straightaway.*
4. *Work experience certificate from a private individual shall not be accepted. Certificate from Govt./PSU Organizations, public listed company/private company/Trusts having annual turnover of Rs. 500 Crores and above will only be accepted.*

TECHNICAL ELIGIBILITY CRITERIA


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1. The tenderer firm must have valid Electrical Contractor's License granted by the Government in his own name. A copy of the same shall be attached with the tender offer, failing which the offer shall be summarily rejected. The licence must be valid as on the date of opening of the Tender.
2. It is desirable that the tenderer should have experience of Annual Comprehensive Maintenance of similar or higher capacity of split AC units having identical features and other electrical installations. Necessary satisfactory certificate to prove the credential of the contractor shall be submitted along with the offer.

NEGOTIATION


Tenderer(s) shall not increase his/their quoted rates in case the NRTI Administration negotiates for reduction of rates. Such negotiations shall not amount to cancellation or withdrawal of the original offer and the rates, quoted will be binding on the tenderer.

EARNEST MONEY

The tenderer shall deposit **Rs. 18433/- (Eighteen Thousand Four Hundred Thirty Three Only)**, as the Earnest Money in the form of Demand draft drawn in favour of NATIONAL RAIL AND TRANSPORTATION INSTITUTE . If Tenderer do not submit the requisite Earnest Money Deposit, as mentioned above, along with Tender offer; their offer will be summarily rejected. However MSEs registered with District Industries Centres, Khadi and Village Industries Commission, Khadi and Village Industries Board, Coir Board, National Small Industries Corporation, Directorate of Handicraft and Handloom, any other body specified by Ministry of MSME or Startups as recognised by Department of Industrial policy & Promotion shall be **exempted from payment of Tender Document Fee as well as EMD** (Earnest Money Deposit). Photocopy/ Xerox copy of their evidence to this effect must be enclosed.

1. If tender is accepted, the Earnest Money deposited by the contractor will be retained as part of security for the due and faithful fulfillment of the contract. The earnest money of the other tenderer(s) shall be returned to them.
2. In case the tenderer/s withdraws his offer within the validity date of his / their offer or fails to undertake the contract after acceptance of his/ their tender, the full earnest money shall be forfeited.
3. The earnest money should be in form of Demand draft drawn in favour of **“NATIONAL RAIL AND TRANSPORTATION INSTITUTE”**.

SECURITY DEPOSIT


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- a. The earnest money deposited by the contractor with his tender will be retained by NRTI as part of security for the due and faithful fulfillment of the contract by the contractor. The balance to make-up the security deposit is to be recovered by percentage deduction from the Contractor's "on account" bills, provided also that in case of defaulting of the Contractor, NRTI may retain any amount due for payment to the Contractor on the pending "on account bills" so that the amounts so retained may not exceed 10% of the total value of the contract.
- b. Unless otherwise specified in the special condition, if any, the security deposit / rate of recovery/ mode of recovery shall be as under:
1. Security deposit for each work should be 5% of the contract value.
 2. The rate of recovery should be at the rate of 10% of the bill amount till the full security deposit is recovered.
 3. Security deposit will be recovered only from the running bills of the Contract.
- c. **Security deposit shall be returned to the contractor after the physical completion of the work as certified by the Competent Authority which in this case is Dy. Comptroller-HR, NRTI who is also the signing Authority of the Contract. The certificate, inter alia, should mention that the work has been completed in all respects and that all the contractual obligations have been fulfilled by the contractor and that there is no due from the contractor to NRTI against the contract concerned. Before releasing the S.D., an unconditional and unequivocal "no claim certificate" from the contractor concerned should be obtained".**

Note: - No interest will be payable upon the Earnest Money and Security Deposit or the amount payable to the contractor under the contract.


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PERFORMANCE GUARANTEE

The procedure for obtaining Performance Guarantee is outlined below:

1. The successful bidder shall have to submit a Performance Guarantee (PG) within 30 (thirty) days from the date of issue of Letter of Acceptance (LOA). Extension of time for submission of PG beyond 30 (thirty) days and upto 60 days from the date of issue of LOA may be given by the Authority who is competent to sign the contract agreement. However, a penal interest of 15% per annum shall be charged for the delay beyond 30 (thirty) days, i.e. from 31st day after the date of issue of the LOA. In case, the Contractor fails to submit the requisite PG even after 60 days from the date of issue of the LOA, a notice shall be served to the contractor to deposit the PG immediately (however not exceeding 90 days from the date of LOA). In case, the contractor fails to submit the requisite PG even after 90 days from the date of issue of the LOA, the contract shall be terminated duly forfeiting EMD and other dues, if any, payable against that contract. The failed contractor shall be debarred from participating in re-tender for that work.
2. The successful bidder shall submit the Performance Guarantee (PG) in favour of NRTI in any of the following forms amounting to 5% of the contract value:
 - (i) A deposit of Cash;
 - (ii) Irrevocable Bank Guarantee;
 - (iii) Government Securities including State Loan Bonds at 5 % below the market value;
 - (iv) Deposit Receipts, Pay Orders, Demand Drafts and Guarantee Bonds. These forms of Performance Guarantee could be either of the State Bank of India or of any of the Nationalized Banks;
 - (v) Guarantee Bonds executed or Deposits Receipts tendered by all Scheduled Banks;
 - (vi) A Deposit in the Post Office Saving Bank;
 - (vii) A Deposit in the National Savings Certificates;
 - (viii) Twelve years National Defence Certificates;
 - (ix) Ten years Defence Deposits;
 - (x) National Defence Bonds and
 - (xi) Unit Trust Certificates at 5% below market value or at the face value whichever is less.

Also, FDR in favour of NATIONAL RAIL AND TRANSPORTATION INSTITUTE (free from any encumbrance) may be accepted.

3. The Performance Guarantee shall be submitted by the successful bidder after the Letter of Acceptance (LOA) has been issued, but before signing of the contract agreement. This PG shall be initially valid upto the stipulated date of completion plus 60 days beyond that. In case, the time for completion of work gets extended, the contractor shall get the


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validity of PG extended to cover such extended time for completion of work plus 60 days.

4. The value of PG to be submitted by the contractor will not change for variation upto 25% (either increase or decrease). In case during the course of execution, value of the contract increases by more than 25% of the original contract value, an additional Performance Guarantee amounting to 5% (five percent) for the excess value over the original contract value shall be deposited by the contractor.
5. The Performance Guarantee (PG) shall be released after physical completion of the work based on 'Completion Certificate' issued by the competent authority stating that the contractor has completed the work in all respects satisfactorily. The Security Deposit shall, however, be released only after expiry of the maintenance period and after passing the final bill based on 'No Claim Certificate' from the contractor.
6. Whenever the contract is terminated/rescinded due to any fault of the Contractor, the Security Deposit shall be forfeited and the Performance Guarantee shall be encashed by the NRTI. The balance work shall be got done independently without risk & cost of the failed contractor. The failed contractor shall be debarred from participating in the tender for executing the balance work. If the failed contractor is a JV or a Partnership firm, then every member/partner of such a firm shall be debarred from participating in the tender for the balance work in his/her individual capacity or as a partner of any other JV/partnership firm.
7. The NRTI shall not make a claim under the Performance Guarantee except for the amounts to which NRTI is entitled under the contract (not withstanding and/or without prejudice to any other provisions in the contract agreement) in the event of
 - i. Failure of the contractor to extend the validity of the Performance Guarantee as described herein above, in which event the NRTI may claim the full amount of the Performance Guarantee.
 - ii. Failure of the contractor to pay any amount due, either as agreed by him or determined under any of the Clauses/Conditions of the Agreement, within 30 days of the service of the notice to this effect by NRTI.

Terms & Method of Payment

- a) The Agency shall be paid normally once in a quarter by way of "On account" bills.
- b) The Agency shall submit the on-account bill once in a quarter by the date stipulated by NRTI supported with complaint/compliance Register & Attendance sheet for the manpower deployed by the Contractor duly verified by NRTI representatives.


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- c) All payment shall be made on the certificate from the Deputy Comptroller-HR, National Rail & Transportation Institute, Vadodara or his authorized representative.
- d) After preliminary scrutiny and certification by NRTI, payment of the certified amount shall be made as early as possible (by NRTI). The certified amount shall account for all deductions, including statutory deductions, recoveries for advances and any amounts due from the Agency.
- e) The payment to the Agency shall, thus, be made after deducting the applicable TDS (Tax Deduction at Source).

SPECIAL CONDITIONS OF THE CONTRACT

1. The staff of the contractor shall report to the authorized person of NRTI.
2. The contractor staff shall always be available at the nominated places and shall maintain close liaison with the authorized person(s) of NRTI.
3. The contractor staff deputed for the maintenance as well as operation of the installation should be SSC/HSC passed with ITI Electrician / Wiremen trade certificate for skilled category with minimum of two years' field experience. Skilled staff should possess Wireman license to perform all electrical works.
4. The maintenance staff shall be provided with proper identification cards with passport size photographs and submitted to the site in charge for authorization by NRTI administration.
5. The maintenance staff should bring their own tools and other equipment required for the execution of the work.
6. Consumption of alcoholic drinks & narcotics is strictly prohibited. In case of violation of this code, the Contractor shall immediately replace the concerned staff.
7. The contractor shall maintain a Complaint Register and should obtain the signature of the occupants for compliance.
8. All claims arising out of accident etc. during maintenance either by NRTI staff or the work man employed by the contractor are to be settled by the contractor promptly without causing interferences by the NRTI and the maintenance work should not be allowed to linger at any stage for whatsoever reasons.
11. The contractor staff should wear the proper uniform as approved by NRTI.


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12. Contractor's Staff Register: The staff, deployed by the contractor, should be well qualified as per the contract conditions and their attendance register shall be produced to the authorized person of NRTI for verification every day.

13. The NRTI Administration shall not be bound to accept any tender or to assign any reason for non-acceptance or rejection of a Tender.

14. VARIATION IN QUANTITIES: The NRTI Administration reserves the right to modify the quantity from time to time whether it is an increase or decrease in the scope and quantity of the work. The tenderer shall not be entitled to any compensation but will be paid for as per contract for the actual work done.

15. SUPPLY OF ELECTRICITY


The Contractor(s) shall be responsible for obtaining electrical supply required for the works from concerned local agency, Electricity Board; as the case may be at his/their own cost. However, if required by the Contractor, the NRTI Administration may give necessary assistance in recommending to the local electricity authorities for giving necessary electric connection to the contractor for execution of the works. In case the NRTI electricity is available, the connection can be given on usual terms through concerned Sr. DEE, (Power) of Railways.

16. CARE OF THE STAFF

No quarters will be provided by the NRTI for the accommodation of the Contractor or any of his staff employed at the work. The Contractor shall, at his own cost, make all necessary and adequate arrangement for the importation, feeding and preservation of the hygiene of his staff. The Contractor shall permit inspection at all times by NRTI of all sanitary arrangements made by him. If the Contractor fails to make adequate medical, sanitary arrangements, these will be provided by the NRTI for which the cost will be recovered from the Contractor.

17. DAMAGE BY ACCIDENT, FLOODS OR TIDES

- a The Contractor shall take all precautions against a damage from forced majeure such as accident, floods or tides. No compensation will be allowed to the contractor for his plant or part or material lost or damaged by any cause whatsoever. The contractor shall be liable to make good the damages to any structure or part of structure, plant or material of every description belonging to the administration lost or damaged by any cause during the course of the Contractor's work.
- b The Administration will not be liable to pay to the Contractor any charges for rectification or repairs to any damage(s) which may have occurred from any cause, whatsoever to any part of the new/existing structure during construction.


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18. FIRST AID

The Contractor shall maintain, at a readily accessible place, First Aid material and appliances including adequate supply of sterilized cotton wool. The appliance shall be placed under the charge of a responsible person who shall be readily available during the working hours.

19. TRESPASS

The Contractor shall, at all times, be fully responsible for any damage or trespass committed by his agents or workmen in carrying out the work.

20. INFLAMMABLE ARTICLES

Inflammable materials such as petrol, oil, etc. shall be stored separately from other materials and all due precautions as required under the Indian Explosives Act or any other Act shall be taken by the Contractor(s) to prevent any fires, etc.

21. TAXES AND ROYALTIES


All rates quoted in the Tender shall be deemed to be inclusive of all taxes, royalties payable by the Contractor(s) to the Government or public body or local authority and no additional amount will be paid or claim entertained on this account by NRTI.

22. Deduction for Income Tax

The NRTI will deduct Income tax on the gross amount and surcharge on income tax of each bill as prescribed by Government from time to time and such deduction of Income Tax shall be recovered while making payment to the Contractor(s). The settlement of income tax should be made with the Income Tax authorities.

23. Compliance with EPFS, EPS & DLIS Rules

The Contractor shall comply with the provisions of Para 30 & 36-B of the Employees Provident Fund Scheme (EPFS), 1952; Para 3 & 4 of Employee's Pension Scheme (EPS), 1995; and Para 7 & 8 of Employees Deposit Linked Insurance Scheme, 1976 as modified from time to time through enactment of "Employees Provident Fund & Miscellaneous Provisions Act, 1952, wherever applicable and shall also indemnify NRTI from and against any claims under the aforesaid Act and Rules.


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24. PROVISION OF CONTRACT LABOUR ACT/RULES WILL BE APPLICABLE TO THE NRTI CONTRACTS.

Responsibility for Payment of Wages

(1) The Contractor shall be responsible for payment of wages to the each worker employed by him as contract labourer and such wages shall be paid before the expiry of such period as may be prescribed.

(2) The Contractor will be bound by the provisions of Minimum Wage Act 1948 and the rules made there under from time to time. The Contractor shall also observe and perform all provision of contract labour Act 1970.

Maintaining of Registers and Other Records

NRTI and the Contractor shall maintain such registers and records giving such particulars of contract labourer employed, the nature of the work performed by the contract labourer, the rates of wages paid to the contract labourer and such other particulars in such form as may be prescribed.

Besides above, all provisions should be complied with by the contractor.


25. EMERGENCY WORKS

(i) In the event of any accident or failure occurring in on or about the work or arising out of or in connection with the construction, completion or maintenance of the works which in the opinion of the NRTI requires immediate attention, the NRTI may bring its own workmen or other agency to execute or partly execute the necessary work or carry out repairs if the NRTI considers that the Contractor(s) is/are not in a position to do so in time and charge the cost thereof to the Contractor which will be determined by the Dy Comptroller-HR / Vice Chancellor, NRTI.

(ii) Vehicle and equipment of Contractor(s) can be drafted by NRTI Administration in case of accident/ natural calamities involving human lives and market rates as mutually agreed will be paid.

26. SAFETY PRECAUTIONS

(i) The Contractor(s) shall at all times adopt such safe methods of work as will ensure safety of structure, equipment and labour. If at any time the NRTI finds the safety arrangements inadequate, the Contractor (s) shall take immediate corrective action as directed by the NRTI in the matter. It shall in no way absolve the Contractor(s) of his/their sole responsibility to adopt safe working methods.


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- (ii) The Contractor(s) shall design and execute temporary works such as form work and supports so as to ensure absolute safety of Contractor(s)' personnel as well as NRTI staff and the personnel engaged on the work. The Contractor(s) should indemnify NRTI against damages and injury to workmen. NRTI reserves the right to enforce safety regulations on the Contractor(s) and recover any cost which may be incurred for the purpose.

27. PARTNERSHIP DEEDS, POWER OF ATTORNEY ETC

- (i) The Tenderer/s shall clearly specify whether the tender is submitted on his behalf or on behalf of the partnership concern/Company. If the tender is submitted on behalf of partnership concern, he should submit the certified copy of partnership deed along with the Tender and authorization to sign the tender documents on behalf of partnership concern/Company.

If these documents are not enclosed along with tender documents, the Tender will be treated as having been submitted by individual signing the tender documents. NRTI will not be bound by any power of Attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. It may, however, recognize such power of attorney and changes after obtaining proper legal advice and the cost of the same will be chargeable to the Contractor.

- (ii) If the power of Attorney is not accepted, otherwise than for legal defect, the charges will be refunded. If the Power of Attorney is returned on account of legal defect for correction, separate charges of Rs.50/- for the scrutiny of corrected power of attorney will be payable by the tenderer while resubmitting power of Attorney. The same charges will be recoverable for scrutiny of all documents.
- (iii) No power of Attorney in favour of an individual person will be accepted if it is irrevocable.
- (iv) In case, where the power of Attorney/partnership deed has not been executed in English, the true and authenticated copies of the translation of the same by a Advocate/ authorized translator of courts and licensed petition writers should be supplied by the Contractor(s) while tendering for the work.
- (v) The tenderer whether a sole proprietor, a limited company or a partnership firm if they want to act through agent or individual partner/ partners should submit along with the Tender or at a later stage, a power of Attorney duly stamped and authenticated by a Notary Public or by a Magistrate in favour of the specific person whether he/they be partner/partners of the firm or any other person specifically authorizing him/them to submit the Tender, sign the agreements, receive money, witness measurements, sign measurement books, compromise, settle, relinquish any claim or claims preferred by the firm and sign 'No Claim Certificate' and refer all or any disputes to arbitration.


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Non-compliance with any one of the conditions set forth herein above is liable to result in the tender being rejected.

VARIATION IN QUANTITIES OF ITEMS OF CONTRACT

Contracts shall be operated with overall variation of plus or minus 25%. However variation in quantities of individual items may be up to plus or minus 100% and payment would be made as per the agreement rate for actual quantity operated.

Penalty Clause

1. If the Contractor(s)' staff do not report on duty at the schedule time, a penalty of Rs.500/- per day will be imposed and deducted from the Quarterly Bills. NRTI shall reserves the right to terminate the contract at any given time if the services are found to be unsatisfactory.
2. If any complaint of failure is not attended to within 8 hours of reporting, the failure will attract a penalty of Rs. 100/- per hour per case for the period exceeding 8 hours and the same will be deducted from Quarterly Bills.

COMPLETION PERIOD

The entire work shall be completed by the Contractor within a period of **Twelve Months** from the date of issue of the letter of Acceptance.(LOA)

VALIDITY


Tenderer shall keep the offer open for a minimum period of 90 days from the date of opening of the tender within which period, the tenderer cannot withdraw his offer subject to the period being extended if required by mutual agreement from time to time.

SETTLEMENT OF DISPUTES

All the disputes or differences of any kind whatsoever that may arise in connection with or out Of the contract or subject matter thereof, whether during the currency of the contract or after the completion or whether before or after the termination of contract shall be settled as under:

1. Mutual Settlement

All such disputes or differences shall in the first place be referred by the Agency / Service Provider to the Client in writing for resolving the same through mutual discussions, negotiations, deliberation etc. by the associated representatives from both the sides; and concerted efforts shall be made for reaching amicable settlement of the disputes or differences.


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2 Conciliation/Arbitration

- i) Conciliation/Arbitration of disputes shall not be commenced unless an attempt has first been made by the parties to settle such disputes through mutual settlement.
- ii) If the disputes and differences are not settled within 90 days of its reference in writing by the Agency/ Service Provider and or if the Agency/Service Provider is not satisfied with the settlement by the Client on any matter in question, the Agency/Service Provider may within a period of 30 days from the date of settlement decision or failure settlement as the case may be, refer the same to the **Vice Chancellor of NRTI** in writing to settle such disputes or differences through Conciliation or Arbitration provided that the demand for conciliation or arbitration shall specify the matters, which are in question or subject of the disputes or differences as also the amount of claim, item-wise. Only such dispute(s), or difference(s) in respect of which the demand has been made to the Client shall be referred to a Conciliator or Arbitrator, as the case may be, and other matters shall not be included in the reference.
- iii) The Vice Chancellor of NRTI may himself/herself act as a Sole Conciliator/Sole Arbitrator or may at his option; appoint another person as the Sole Conciliator or Arbitrator, as the case may be. In case, the Vice Chancellor of NRTI decides to appoint a Sole Conciliator/Sole Arbitrator, then a panel of at least three names will be sent to the Agency/Service Provider. Such persons may be working /retired employees of NRTI who had not been connected with the work. The Agency/Service Provider shall suggest minimum two names out of this panel for appointment of Sole Conciliator / Sole Arbitrator. The Vice Chancellor, NRTI will appoint the Sole Conciliator/ Arbitrator out of the names agreed to by the Agency/Service Provider. The appointment of the Sole Arbitrator shall be done by the Vice Chancellor, NRTI as per the procedure described above.
- iv) No disputes or differences shall be referred for Arbitration after expiry of 60 days from the date of notification of failure of conciliation.
- v) The Conciliation and /or Arbitration proceedings shall be governed by the provisions of the Indian Arbitration and Conciliation, Act 1996 or any statutory modification or re-enactment thereof and the rules made there-under and for the time being in force shall apply to the conciliation and arbitration proceedings under this clause.
- vi) The language of proceedings, documents or communications shall be English and the award shall be made in English (in writing).
- vii) The conciliation/arbitration proceedings shall be held at a place decided by the Conciliator/Arbitrator.


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viii) The fees and other charges of the Conciliator / Arbitrator shall be as per the scales fixed by NRTI and shall be shared equally between NRTI and the Agency/Service Provider.

3. AWARD TO BE BINDING ON ALL PARTIES

The award of the Sole Arbitrator shall be binding on all parties.

4. SUBSTITUTE ARBITRATORS

If for any reason an Arbitrator is unable to perform his functions, the Vice Chancellor, NRTI shall appoint a Substitute Arbitrator as mentioned above.

5. INTEREST ON AWARDED AMOUNT


Where the arbitral award is for payment of money, no interest shall be payable on the whole or any part of the money for any period till the date of the award.

6. SETTLEMENT THROUGH COURT

The Agency/Service Provider shall not approach any Court of Law for settlement of such disputes or differences unless due attempts have first been made by the parties to settle such disputes or differences through provisions of arbitration & conciliation provided in the agreement.

7. JURISDICTION OF COURTS: Jurisdiction of the courts for dispute resolution shall be Vadodara/Gujarat only.

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TENDER SCHEDULE

Annual Maintenance Contract of Different Capacities of Split Air Conditioning Units of NRTI Boys' Hostel, Old Pahune Girls' Hostel, Mess, NRTI Guest House at Sai Shukan and maintenance of Electrical Installation of NRTI including material and manpower for One Year.					
Item No.	Description	Qty.	Unit	Rate in Rs	Amount in Rs (for12 months)
	Schedule I				
1	Comprehensive Maintenance of 1.5 TR capacity split AC units .	73	per unit per month	223.60	195873.60
2	Annual Comprehensive Maintenance of 2 TR capacity split AC units..	5	per unit per month	242.90	14574.00
	Total Amount in Figures (Schedule I)				210447.60
	Schedule II				
	Outsourcing of Staff for Maintenance of Electrical Installation of NRTI (Boys Hostel, Old Pahune Girls Hostel &NRTI Admin. Building such as wiring point, sub-mains, distribution boards, cabling, street lights, staircase lighting, lights and fans inside the above buildings by providing Skilled & Unskilled staff, one each for maintenance of above assets.				
	Skilled Staff	1	per No. per	845.00	308425.00


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			Day		
	Unskilled Staff	1	per No. per Day	638.00	232870.00
	Total Amount in Figures (Schedule II)				541295.00
	Schedule III				
	Supply of Primary spares for maintenance work of electrical installations if required				
	Note: - The quantity of spares for mainenance work shown below is taken approximately. However payment will be made for the quantity actually supplied by the contractor at the following rates. In case if any spare other than the below mentioned list is required it will be supplied by NRTI free of cost for the required maintenance work.				
	List of Primary spares for maintenance work of electrical installations				
1	Modular Switch, 1-Way 10A ISI Mark of reputed make	5	Nos	31.56	157.80
2	Modular Electronic Fan Regulator of reputed make with ISI Mark	5	Nos	250.00	1250.00
3	1.5 sqmm PVC insulated & sheathed copper Cable single core, multi-strand 1.1KV Grade as per IS:694/1970 of reputed make	100	Mtrs	9.97	997.00
4	2.5 sqmm PVC insulated & sheathed copper Cable single core, multi-strand 1.1KV Grade as per IS:694/1970 of reputed make	100	Mtrs	15.57	1557.00
5	4 sqmm PVC insulated & sheathed copper Cable single core, multi-strand 1.1KV Grade as per IS:694/1970 of reputed make	100	Mtrs	25.28	2528.00


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6	6 sqmm PVC insulated & sheathed copper Cable single core, multi-strand	100	Mtrs	40.00	4000.00
7	Capacitor 2.25 MFD	5	Nos	15.55	77.75
8	Capacitor 2.5 MFD	5	Nos	16.28	81.40
9	Ball Bearing 6201ZZ	5	Nos	61.36	306.80
10	Ball Bearing 6202ZZ	5	Nos	69.03	345.15
11	6A, MCB SP ISI Mark, 10KA BC B/C Curve of reputed make	5	Nos	189.00	945.00
12	32A, MCB DP, ISI Mark, 10KA BC B/C Curve of reputed make	5	Nos	289.10	1445.50
13	ELCB 30/60A DP, 100A sensitivity	5	Nos	1800.00	9000.00
14	Mini Instantaneous Water Heater, 3KW	8	Nos	3994.00	31952.00
15	ISI Mark 1400mm Ceiling Fan with 450mm down rod without Regulator	5	Nos	1182.06	5910.30
16	Exhaust Fan, Heavy Duty Metal Body, Copper Wound Rotor, 300mm Sweep, 1400 RPM, As Per IS:2312 Suitable For 230V, 50Hz AC Supply Of Reputed Make	5	Nos	1250.00	6250.00
17	Modular Type Multi Pin Socket 10A, ISI Mark of reputed make	5	Nos	74.93	374.65
18	Modular Switch 20A, 1-Way ISI Mark of reputed make	5	Nos	69.91	349.55
19	PVC Caping Casing Double Lock Type, 25mmx10mm, ISI Mark, of reputed make	200	Mtrs	19.08	3816.00
20	MCB DP 16/20A ISI Mark, 10KA BC B/C Curve of reputed make	5	Nos	261.96	1309.80
21	LED Reading Light, 3W	5	Nos	722.40	3612.00


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22	PVC Insulated 3 Core Multi-stranded Flexible Copper Wire 24/0.2mm 1.1KV Grade as per IS:694/1970 of reputed make	5	Mtrs	20.17	100.85
23	1.0 sqmm PVC insulated & sheathed copper Cable single core, multi-strand 1.1KV Grade as per IS:694/1970 of reputed make	5	Mtrs	8.06	40.30
24	PVC Ceiling Rose	5	Nos	19.79	98.95
25	Switch Piano, 6A	5	Nos	15.00	75.00
26	Switch Piano, 16A	5	Nos	70.00	350.00
27	5 Pin Socket, 6A	5	Nos	20.80	104.00
28	Socket 16A	5	Nos	40.00	200.00
29	Kit-Kat Fuse 10/20A	5	Nos	25.00	125.00
30	Bell Push Button	5	Nos	18.00	90.00
31	Call bell	5	Nos	242.36	1211.80
32	USB Charging Point	10	Nos	563.65	5636.50
33	15w recess mounted led downlight	15	Nos	1532.33	22984.95
34	two feet 11 w mirror light	2	Nos	2995.77	5991.54
35	10w/5W, 2ft/1ft led tube light	5	Nos	629.12	3145.60
36	2x2 recess mounted led down light	10	Nos	4114.99	41149.90
37	SETC LED FLOOD LIGHT	1	Nos	8567.88	8567.88
38	Timer for Light control	2	Nos	1884.44	3768.88
Total Amount in Figures (Schedule III)					169906.85
GRAND TOTAL (SCH. I +II+III)					921649.45


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Name of Signatory -----



OFFER SHEET

Name of the Work: Annual Maintenance Contract of Different Capacities of Split Air Conditioning Units of NRTI Boys' Hostel and Old Pahune Girls' Hostel, Mess, NRTI Guest House at Sai Shukan and maintenance of Electrical Installation of NRTI including material and manpower for One Year.


Sr.No.	Schedule No.	Total Cost of Schedule	Rate Quoted by the Tenderer		Amount in Rs
			In Figures	In Words	
1	Schedule I	210448/-			
2	Schedule II	541295/-			
3	Schedule III	169907/-			
			%age Above/Below/ At par*	%age Above/Below/At par*	

***Strike out whichever is not applicable -**

***(above/below/At par)**

***NOTES:**

1. If the tenderer is not clearly mentioning that the rates are % "Above, Below or At par", then the rates shall be considered as ambiguous and the bid will be rejected summarily..
2. In case of any discrepancy in the quoted rates in between the rates quoted in words and figures, the rates quoted on lower side shall be considered.
3. Tenderer(s) is/are requested to quote rates as single percentage for the entire each schedule. If rates are quoted item-wise, in a particular schedule the offer will not be considered.
4. The rates quoted should include GST, Service tax and all other taxes. Quoted rates would be valid for twelve months from the date of acceptance of the Tender.
5. Partially filled up offers are liable to be rejected.


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NATIONAL RAIL AND TRANSPORTATION INSTITUTE
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ANNEXURES

Annexure - 1

OFFER LETTER

To,

The Vice Chancellor
Acting through Dy. Comptroller-HR
National Rail & Transportation Institute,
NAIR Campus, Lal Baug, Vadodara.

1. I/we have read the various conditions of the Tender attached hereto; and hereby agree to abide by the said conditions. I/we also agree to keep this Tender open for acceptance for a period of 90 days as specified in the tender notice from the date fixed for opening of the same; and in default thereof, I/we will be liable for forfeiture of my/our "Earnest Money".

2. I/we also hereby agree to abide by the Terms & Conditions of the Contract; and to carry-out the work accordingly.

3. **Rs. 18433/- (Eighteen Thousand Four Hundred Thirty Three Only)** prescribed in the Tender Notice is forwarded herewith towards the Earnest Money Deposit. The full value of the Earnest Money shall stand forfeited without prejudice to any other right or remedies in case my/our Tender is accepted and if:

(i) I/we do not execute the contract documents within seven days of receipt of the notice issued by NRTI, and

(ii) I/we do not commence the work within fifteen days of receipt of the orders to that effect.

4. I/We am/are a Micro and small Enterprise registered from.....(body approved by Ministry of MSME) with registration No. and terminal validity up to..... For similar service contract.


5. Further, until a formal agreement is prepared and executed, acceptance of this Tender shall constitute a binding contract between us subject to the modifications as may be mutually agreed to by both the parties and indicated in the Letter of Acceptance of my/our offer for this work.

Contractor's Address:

Signature of Contractor

Date:

Signature of witness:


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ANNEXURE - 2

**FORMAT FOR AFFIDAVIT TO BE SUBMITTED BY THE TENDERER ALONGWITH
THE TENDER**

(to be executed in presence of public notary on non-judicial stamp paper of the value of Rs. 100/-. The stamp paper has to be in the name of the tenderer)**

I (Name and Designation) ** appointed as the Attorney / authorized signatory of the tenderer (including its constituents), M/s. (herein-after called the tenderer) for the purpose of the tender documents for the work of as per the Tender No. of NRTI, do hereby solemnly affirm and state on behalf of the tenderer including its constituents as under:

1. *I/we, the tenderer(s), am / are signing this document after carefully reading the contents.*
2. *I/we, the tenderer(s), also accept all the conditions of the Tender and have signed all the pages in confirmation thereof.*
3. *I/we hereby declare that I/we have downloaded the tender documents from NRTI website purchased the document from NRTI Office.. I/we have verified the contents of the document from the website and there is no addition, deletion or alteration to the contents of the Tender document. In case of any discrepancy noticed at any stage i.e. evaluation of tenders, execution of the work or final payment of the contract, the **master copy** available with the NRTI Administration shall be final and binding upon me/us.*
4. *I/we declare and certify that I/we have not made any misleading or false representation in the forms, statements and attachments as proof of the qualification/requirements.*
5. *I/we also understand that my/our offer will be evaluated based on the documents/credentials submitted along with the offer and the same shall be binding upon me / us.*
6. *I/we declare that the information and documents submitted along with the Tender by me/us are correct and I/we are fully responsible for the correctness of the information and documents submitted by us.*
7. *I/we understand that if the certificates regarding eligibility criteria submitted by us are found to be forged/fake or incorrect at any time during the process for evaluation of the Tender(s),*


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it shall lead to forfeiture of the Tender EMD besides banning of business for Five Year on NRTI, I/we (insert name of the tenderer)** and all my / our constituents understand that my/our offer shall be summarily rejected.

- 8. I/we also understand that if the certificates submitted by us are found to be fake/forged or incorrect at any time after the award of the Contract, it will lead to termination of the Contract along with forfeiture of the EMD/SD and Performance Guarantee besides any other action provided in the contract including banning of business for Five Year with NRTI.

DEPONENT

SEAL AND SIGNATURE

OF THE TENDERER(S)

VERIFICATION

I/we, above named tenderer(s), do hereby solemnly affirm and verify that the contents of my/our above Affidavit are true and correct. Nothing has been concealed and no part of it is false.

DEPONENT

SEAL AND SIGNATURE

OF THE TENDERER(S)

Place:

Date:

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Name of Signatory -----



ANNEXURE - 3

PERFORMANCE BANK GUARANTEE

To,
The Deputy Comptroller, HR
National Rail and Transportation Institute
1st Floor, NAIR Campus,
Lal Baug, Vadodara - 390004, Gujarat

WHEREAS _____ [*name and address of contractor or Service Provider*] (hereinafter called "the Agency") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ [*name of Contract and brief description of Works/Contract*] (hereinafter called "the Contract");

AND WHEREAS, it has been stipulated in the said Contract that the Agency shall furnish to NRTI, a Bank Guarantee by a nationalized/recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the Contract;


AND WHEREAS, we have agreed to give the Agency such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Agency, up to a total of _____ [*amount of guarantee*]¹ _____ [*in words*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we unconditionally undertake to pay you upon your first written demand and without **cavil** or argument, any sum or sums within the limits of _____ [*amount of guarantee*]¹ as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Agency before presenting the demand with us.

We further agree that no change or addition or other modification of the terms of the Contract or of any of the Contract documents which may be made between you and the Agency shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 60 days beyond the completion of Contract period.


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Signature and Seal of the Guarantor _____

Name of Bank

Address

Date

- 1 An amount shall be inserted by the Guarantor, representing the percentage of the Contract price specified in the Contract and denominated in Indian Rupees.

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Name of Signatory -----




PROFORMA – I

1	Full name of Contractor(s)/Construction Firm and year of its establishment.	
2	Registered Head Office Address	
3	Branch Office in India	
4	Constitution of Firm- give full details including name of Partners/Executive/s Power of Attorney Holders etc.	
5	Particulars of registration with Government, Semi-Govt. Organization, Public Sector Undertaking and local bodies etc.	

Note: *The information furnished above shall be supported by authentic documents including registration number of the Firm. Copies of documents submitted shall be duly attested by a Gazetted Officer.*

Signature of the Contractor(s)


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ANNEXURE - 5


PROFORMA – II

Details of Works of Desired Similar Nature Carried-Out (Earlier)

Sl. No.	Name of the work Organization for which the work was done	Place	Tendered Cost	Time taken for completion of the work		Principal features of the work in brief	If performance issued certificate by the concerned Govt. Body / Public Sector/ Private Organization
				As stipulated in the Contract	Actual time taken		

Note:

- 1. The tenderer(s) must attach performance certificate issued by the organization for which the work was carried out.*
- 2. The information furnished above shall be supported by authentic documents. The copies of the documents submitted should be duly attested by a gazetted officer.*


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Name of Signatory -----



ANNEXURE - 6


PROFORMA – III

Details of Works Under Execution or Tendered for

Sr. No	Name of work Organization for which work done/ tendered	Place	Tendered cost	Work in Progress		Work Tendered for			Remarks
				Date of Commencement	Expected Date of Completion	Etd. cost	Date when decision is expected	Stipulated Date or Period of Completion	

Note: The information furnished above shall be supported by the authentic self certified documents.

End of the Tender Document.


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