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| Client ID  | 34   |
| Tender No. | 731  |
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Issued to M/s. \_\_\_\_\_

**UTI INFRASTRUCTURE TECHNOLOGY AND  
SERVICES LTD.  
MUMBAI**

**Address:** UTI Tower, 'Gn' Block, Bandra Kurla Complex, Bandra (E), Mumbai – 400 051.

**Tel No:** 022 66786078/ 6334. **Fax:** 022 66786005 / 6364

**Name of work:**

**Tender for Supply, Installation, Testing And Commissioning  
of Air Conditioning System at the office premises of  
Income Tax at Uttarapan Complex, Maniktala Civic Centre,  
Ultadanga, Kolkata-700054**

**Last Date of submission of Tender** : 3.00 P.M. on 02/02/2012  
**Date of opening of the Tender** : 3.30 P.M. on 02/02/2012  
**Client ID** :  
**Validity of Tender from the Date of opening** : 60 days  
**Submitted by** :  
**Time of commencement from the Work Order date** : Within Three days.  
**Stipulated time of Completion** : Within 45 days from the day of Work order  
**Documents to be provided** : Indemnity regarding Central Excise Payments, CAR Policy, Agreement.  
**Earnest Money Deposit** : Rs.60,000 /- (Rupees Sixty Thousand Only)

Contractor's Signature

Seal

# UTI Infrastructure Technology And Services Ltd.

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# UTI Infrastructure Technology And Services Ltd.

## Tender Notice

On behalf of our client, The Chief Commissioner of Income Tax, Kolkatta, we hereby invite sealed tenders from **manufacturers** of Air-conditioning Machines for Supply, Installation, Testing and Commissioning of Air-Conditioning Systems work at the office premises of Income Tax, Uttarapan Complex, Maniktala Civic Centre, Ultadanga, Kolkata-700054 as per the enclosed schedule of quantities, specification, list of materials and as per the terms and conditions spelt out in this notice.

### **A. Submission of Tender:**

Tenders from **Manufacturers of Air conditioning machines** in sealed cover super scribing "Supply, Installation, Testing and Commissioning of Air Conditioning Systems at the office premises of Income Tax, Uttarapan Complex, Maniktala Civic Centre, Ultadanga, Kolkata-700 054" and Client ID as mentioned on the cover page (page no.1) of the tender and quoting the reference number of the letter forwarding this notice should reach the office of UTIITSL as mentioned on the cover page of the tender. **Separate envelope to be used for each part.**

The first part will form the Technical Bid and the second part will form the price bid. **The rates should be valid 60 days from the date of opening of Price Bid of Tender.** Also the rates should be inclusive of all taxes and duties for supply, installation, maintenance and operation at any place.

All entries in Tender document must be made in ENGLISH. It must be hand written in INK and must NOT be typed.

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*NOTE: 1) The contractor / tenderer means the person / the firm / the agency who is participating in the contract bid which shall also include their Legal Representatives, Successors, Hirers and Assignee of the firm.*

*2) Consultant means UTI Infrastructure Technology And Services Ltd. having their office at ground floor, UTI-Tower, Gn Block, Bandra-Kurla Complex, Bandra (E), Mumbai – 400 051. Ph. No.66786078, Fax No. 66786364/6005.*

*3) Engineer-in-charge means, the Engineer/ advisor/ consultants/ specialized agency/ person appointed by the UTI Infrastructure Technology And Services Ltd. who will be supervising the work, certifying the bill and who will also be responsible for the entire project.*

*Only the Tender form issued by UTIITSL should be used. Tender should be submitted as mentioned below:*

*a)Envelope 1 > The Earnest Money Deposit in the form of the Demand Draft should be placed in a separate envelope along with the tender duly marked with detail.*

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b) **Envelope 2** > The portion of tender dealing with technical data and overriding conditions if any should be enclosed in an second envelope which should be clearly marked as “Description of Equipment, Technical Data and Over riding Conditions” i e tender document duly signed on each page.

c) **Envelope 3**> The Price schedule indicating "Work contract" price for the job quoted by you should be enclosed in one envelope which should be clearly marked in bold letters "Price schedule only"

Tender should be submitted in **big cloth bound sealed envelope** super scribing “Supply, Installation, Testing and Commissioning of Air Conditioning Systems at the office premises of Income Tax, Uttarapan Complex, Maniktala Civic Centre, Ultadanga, Kolkata-700 054” containing **all the three separate sealed envelopes**.

d) As far as possible correction in the tender documents to be avoided. However in case of any correction, the same should be authenticated by the person who is signing the Tender. Over writing on the tender document in not permitted.

e) The Tender should be forwarded in the official letterhead of the tenderer.

5. The complete Tender documents (duly signed tender conditions, specification, priced bill of quantities etc) should be addressed to “**The Company Secretary, UTI Infrastructure Technology And Services Ltd. (UTIITSL), Ground floor, Gn Block, UTI-Tower, Bandra - Kurla Complex, Bandra (E), Mumbai – 400 051**” and reach the office on or before date fixed and notified in the tender document.
6. The Tenders will not be received after the due date and the time fixed. However, if the UTIITSL desires to extend the time limit, it will do so by informing all the tenderers either before the due date and time fixed for submission or after the due date and time.
7. In case the due date for submission / opening of the tender is declared as a public holiday in the State, (where the tender document is to be submitted), the time limit will be automatically changed to the next working day at the same time.
8. In case, the tenderer does not wish to quote for the work, the same should be informed to UTIITSL over letter / fax addressed to The Company Secretary on or before the due date of submission of the Tender. **The blank Tender also must be returned to the UTIITSL**. The technical specification, design and all other contents of the tender documents are patent and the same should not be reproduced without the prior permission of the UTIITSL. The payment made to UTIITSL towards the cost of the tender document is not refundable.
9. UTIITSL will take no responsibility for delay or loss or non-receipt of tenders after dispatch, by the tenderer.
10. The tenderers are advised to hand over the duly filled tender directly to the office of The Company Secretary (UTIITSL) or ensure that the tender reaches the office before the due date fixed for submission of the tender.
11. The tenderers are requested to inspect the site of work and acquaint about the site conditions and rules and regulations before quoting the rates. For this, the officials of UTIITSL may be contacted to make the arrangements.
12. The rate quoted should be inclusive of the cost of materials, labour, transportation, loading, unloading, installation, Sales Tax, Excise Duty, Cess, Sales Tax on works contract, VAT or any other expenditure that may be incurred during the course of work.

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13. The tender should be submitted strictly as per the terms & conditions spelt out in the tender notice. The tenderer should not make any alteration in the terms & conditions, drawings, specifications etc. In case of any alteration the tender may be considered as invalid/void.
14. Incomplete tenders are liable to be rejected.

**B. Opening of the Tender:**

1. The sealed tenders will be opened in the presence of the authorized official of the UTIITSL/ CLIENT on the day as specified on the cover page.
2. Intending tenderers who wish to be present at the time of opening of tenders may be present at the office address as mentioned in page no. 3 point on Note. 2 on the day fixed for opening of the tender.

**C. Acceptance of the tender :**

1. The rates quoted by the contractors should be valid as specified in the cover page.
2. UTIITSL reserves the right to accept / reject summarily any / all tenders in whole or part thereof without assigning any reason whatsoever and also does not bind itself to accept the lowest or any other tender.
3. It will be open to UTIITSL to negotiate the terms including the rates quoted with the lowest tenderer. The negotiated price by UTIITSL will be the contract value and work order will be placed for the said amount.
4. The tenders for the work shall remain for acceptance for a period as specified on the cover page or the period that may be extended by mutual agreement and the tenderers shall not cancel / withdraw the tenders during that period.
5. Each tenderer must submit an Earnest Money Deposit mentioned on the cover page (page no. 1) of the tender in the form of a **Demand Draft only** in favour of “**UTI Infrastructure Technology And Services Ltd.**” payable at Mumbai drawn on any Nationalised bank (and which shall not bear any interest). **The Demand Draft should be placed in a separate envelope** and the tender document duly filled shall along with the tender duly marked with details. **No tender will be received without EMD in separate cover.** The EMD will not carry any interest. In case of failure on the part of the successful contractor for commencement of work / delay in execution of the project, the said amount will be forfeited.
6. The Earnest Money will be returned to the unsuccessful tenderer after the intimation of rejection of the tender is sent. The Earnest Money will be retained in the case of the successful tenderer and will get converted as a part of Security Deposit for the due performance of the contract.
7. Earnest Money Deposit will be forfeited, if the contractor:
  - a. Revokes the tender or increases the earlier quoted rates within the validity period.
  - b. Refuse, delay to sign and execute the contract after tender is accepted.
  - c. Does not commence the work within the time specified in the letter of intent/work order or 7 days from the issue of such letter, whichever is later.
8. The tenders will be rejected if;
  - a. If the contractor does not quote any of the item / sub-item in the tender
  - b. If the contractors makes the correction in the rate while quoting and not countersigned duly stamped at that particular item of work.
9. The tender which does not fulfill any of the prescribed conditions will not be accepted.

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10. Canvassing in connection with the tender is strictly prohibited.

**D. Execution of Work :**

1. The work should commence ***within the period specified on the cover page*** from the date of the receipt of work order or the date that may be indicated in the work order. Accordingly, date of commencement of the work will be reckoned from the day as specified in the cover page.
2. The ***work should be completed as specified on the cover page calculated*** from the date of commencement of the work or within the time limit that may be indicated in the work order.
3. Time allowed for execution of work, as specified in tender, shall be the essence of the contract.
4. If the tenderer commits default in commencing the work, as required by the work order and found that the date stipulated cannot be adhered to, UTIITSL shall be entitled without prejudice to any other rights or remedies available may terminate / rescind the contract.
5. If the tenderer fails to carry out the work within the stipulated time mentioned in the work order, the UTIITSL will have liberty ***to impose penalty @ 2% of the certified final bill per week*** of delay subject to an overall limit of 10%, without prejudice to other remedies available. The tenderer has to pay to UTIITSL such amount that may fall short over the amount due to them, if any.
6. However, if UTIITSL is convinced that the delay in execution of the work is beyond the circumstances created by the tenderer, they may award extension of the same to the extent they feel justified based on the request of the tenderer. In such case liquidated damages will be levied for the balance period, if any as provided as per the condition of the tender.
7. If the tenderer fails to commence the work within the days as specified on the cover page from the date of receipt of intimation for commencement of the work and / or the contractor fails to show progress in execution of work and UTIITSL feels the work cannot be completed within the stipulated time, UTIITSL will have the right to terminate the contract by **giving three days notice** to the contractor, at the full discretion of UTIITSL and the decision of UTIITSL will be final and binding. In case of termination of the contract, the payment if any, due to the contractor will be released only on completion of the entire project. The amount that may be spent for completion of the balance work will be recovered from the contractor. It will be the full discretion of UTIITSL to carry out the balance work through any agency at any rate as per the specification.
8. All the ***materials and workmanship*** shall be of the kind described in the schedule of quantities / specifications and in accordance with relevant BIS codes and as per directions of the Engineer-in-charge.
9. The tenderers shall submit photocopies / originals of vouchers / challans etc., for verification of actual purchases of any material, if so, desired by the Engineer-in-charge.
10. The tenderer shall have to carry out testing of all materials brought on site at their own cost in any institute / laboratory / site of works as desired by the Engineer-in-charge. No extra claim will be entertained for such testing of materials.
11. The tenderer shall not at any time do, cause or permit any nuisance on the site/ do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.
12. The quantities indicated in the bill of quantities are approximate and the quantities may vary as per the site conditions / requirements. The rate quoted should be firm for the deviated quantities of work also.
13. The tenderer's workers will not be allowed to stay at the work site.

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14. The tenderer or his workers can use the common facilities such as drinking water, toilet etc., provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.
15. Water and Electricity as per the availability at site can be made use of by the contractor. If not available the contractor has to arrange it on his own.
16. In case of any damage to the existing structure, the tenderer should rectify the same free of cost up to the satisfaction of the Engineer-in Charge.
17. UTIITSL will have the liberty to modify the design to a reasonable limit. No extra charges will be paid for execution after such modification.
18. The tenderer should protect the work till its completion and handing over against any possible damage, theft, scratches, etc.
19. The tenderer has to make arrangements for cleaning the work site every day and on completion of the work from the work area at his cost.
20. The tenderer should provide samples of the materials for approval of UTIITSL and the samples will be kept in the custody of the Engineer-in-charge.
21. Wherever possible the work has to be carried out at the factory of the contractor and the items to be transported to the site.
22. The tenderer should make necessary arrangement for inspection of the items made at his factory / work place by the Engineer-in-charge. The tenderer should complete fabrication and other works at factory and only assembling work and the finishing may be carried out at the site.
23. The tenderer should abide by the rules and regulations for the premises especially on the working hours, entry to the workers to the premises, interpersonal relation with the staff members and other agencies engaged at the site.
24. The tenderer should make necessary arrangement for covering of all the furniture items/ records, if any of the client with cover / cloth during the course of work.
25. The tenderer should arrange a qualified (minimum diploma holder) supervisor at site during the course of the entire work. **The tenderer should arrange a qualified technical supervisor at site during the course of the entire work.** The tenderer should not change the supervisor till completion of the work. The supervisor should be available at site when the work is in progress.
26. Any damage / loss to UTIITSL will be rectified at the cost & risk of the contractor.
27. The workmanship should be of high quality / standard and the decision of the Engineer-in-charge / Consultant shall be final in the regards.
28. The tenderer should not apply primer / putty work / paint or any other finishing material before inspection and certification of the wood work by the Engineer – in – Charge.
29. The tenderer should not engage any person prohibited by the law for execution of the job.
30. The tenderer should carry out the work strictly as per the specification and as directed by the Engineer-in- Charge.
31. All the materials proposed to be used should have the approval of UTIITSL.
32. The materials required for the work **should be purchased only from the manufactures directly or from the approved dealers.** Confirmation for the same may be submitted if so desired.
33. The tenderer should strictly follow the approved colour scheme. The colour scheme will be intimated to the contractor within a week from the date of issue of the work order. However UTIITSL has the liberty to make any other modifications as per requirements.

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34. The dismantled material / debris should be removed from the site daily and be transported out to the place as designated by the Municipal Corporation at his own cost.
35. The tenderer should make his own arrangement for storage of materials. UTIITSL may provide some space subject to availability (uncovered) within the premises for storage purpose. Materials only as per requirement are to be stored at site. Security for the material such stood/lying at site will be arranged by the contractor.
36. Any damage / loss will be rectified at the cost & risk of the tenderer.
37. The tenderer has to maintain a book for instructions from the Engineer-in-charge.

**E. Payments :**

1. No advance will be paid.
  1. A. 40% of contract value as advance against submission of Bank Guarantee from the Nationalised Bank/Scheduled Bank as per the format of UTIITSL and on submission of Proforma Invoice of equal amount. The Bank Guarantee shall be valid for 3 (three) months.
  - B. 40% of the accepted tender rates for the AC Machines shall be paid against supply of AC Machines shall be released, subject to safe delivery of materials at site of work, on submission of proper invoice, delivery challan, CAR Policy and Articles of Agreement. and joint verification.
  - C. Balance shall be released after successful Installation, Testing and Commissioning and handing over of the machines, duly certified by our Engineer and on submission of invoice.
- 2(a.) The billing is to be done in the name of the client as specified on cover page (page no. 1) of the tender.
- 1(b) **The Contractor has to submit the bill strictly as per the format of the specifications as mentioned on the bill of quantities in the tender document.**
2. The running account bills will be released fortnightly for the completed items of work and for the partly completed items based on the percentage of the work executed on proper submission of the bill together with the measurements of the work carried out. The Security Deposit, other statutory deduction and any other amounts as may be deductible / recoverable as per the terms and conditions of contract will be deducted from the running bills.
3. The payment towards the settlement of running bills will be treated as the advance towards settlement of final bill.
4. 10% of the value of each running bill will be deducted as Retention Money / Security Deposit.
5. The final bill will be released on satisfactory completion of the entire work and on completion of all the terms and conditions / obligations spelt out and on proper submission of the bill together with the measurements.
6. 50% of the Security Deposit will be refunded together with the final bill. The remaining 50% will be returned to the tenderer after the completion of defect liability period of *12months*. **Before releasing the security deposit, it is mandatory that the contractor has to take the completion certificate from the respective branch official.**

The contractor should approach the concerned Branch Manager immediately on completion of the 'Defect liability Period' and obtain such certificate so that the Security Deposit should be released. In the event that some rectification or some repairs have to be carried out, the same should be completed and got certified from the concern Branch Manager and forwarded to us for releasing the Security Deposit.

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**NOTE : It is the responsibility of the contractor to take the no objection certificate / no defects certificate from the concerned Branch Manager on completion of the Defect Liability Period. UTIITSL / CLIENT would not be responsible for the certificate.**

In case the no defect certificate / no objection certificate is not taken by the contractor, then the defect liability period will increase till the said no defect certificate / no objection certificate is obtained by the contractor from the concerned Branch Manager.

7. Income Tax, Sales Tax on Work Contract, VAT, Cess and / or any other Statutory deductions as per the prevailing rules at the time of execution will be deducted from the payable amount for which certificate will be issued in favour of the tenderer.
8. Tenderer will not be entitled to any interest on Retention Money or any Running account bill money for the time it will remain with the UTIITSL/Client.
9. The items of works as well as the approximate quantities against these items as given in the schedule of **quantities and the same should not be considered precise quantity of works to be carried out**. The tenderer shall be paid on the basis of the actual quantity of completed work as per the provisions of the contract and as per the specifications.
10. It is possible that certain extra items of work may come up during the course of work. The payment for such items will be made based on Engineering/Market rate analysis. A component of 15% on the cost of material (actual purchase cost / market price without any wastage) and labour will be considered as tenderers profit and other overheads.
11. The Tax invoice and the abstract of the bill should be submitted strictly as per the approved format of UTIITSL.
12. The bill should be attached with all necessary measurements, sketches, joint measurements (if any).

**F. Escalation :**

1. **No escalation** in rate shall be paid for the works carried out.
2. No claim on account of fluctuation of rates of material and labour will be entertained during the course of work – (from the date of acceptance of the Tender till issue of completion certificate).

**G. Defect Liability Period :**

1. Defect Liability Period as per the terms of the contract is **12 months** from the date of virtual completion of the work. The work will be considered as virtually completed only when the tenderer completes the entire work as per the specification and joint inspection of work by the Engineer-in-charge and tenderer.
2. The **Security Deposit** will be refunded only after the defect liability period of **12 months** and rectification of the defects occurred whether pointed out in inviting or not. It will be the duty of the contractor to inspect the site for defects and rectify the defects within the defect liability period.
3. During the course of Defect Liability Period the tenderer has to rectify all the defects, if any, noticed free of charge.
4. In case the tenderer fails to attend the rectification work within 7 days of reporting the same in writing, UTIITSL will have the liberty to carry out the said work through some other contractor at the cost & risk of the tenderer. Such expenditure incurred to the client will be recovered from the Security Deposit. In case any expenditure incurred is more than the Security Deposit, the tenderer should pay the difference that may fall short.
5. While carrying out the rectification work, the tenderer should ensure that the surroundings should be protected against any possible damage. In case of any damage, the same should be made good by the tenderer.

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#### **H Statutory obligations to be followed :**

1. The tenderer should ensure adherence of all statutory requirements under the State and Central Rules in force and other local bodies for smooth and timely completion without any additional cost.
2. The tenderer shall comply with the provisions of all the rules and regulation in respect of labours engaged at site (such as Contract Labour {Regulation & Abolition} Act, 1970, Minimum Wages Act, Apprentice Act and all other labour laws as may be enforced from time to time by the Government Authorities) for execution of work, procurement of material for completion of the entire project. UTIITSL shall not be held responsible for any penalty on failure of any of the labour regulations or on failure of any compliance of any rule in force.
3. The tenderer shall strictly comply with the provision of Sales Tax (both State & Central), Excise Duty, etc. All the duties / taxes with respect to the work should be borne and paid by the tenderer himself. UTIITSL shall not be responsible for any payment/ penalty on this account at any stage.
4. The goods are manufactured at the tenderers office / site, the tenderer has to pay Central Excise and he has to produce Excise Invoice Copy for removal of goods from the manufacturing site. In case the goods are manufactured or produced at the site then Excise Invoice showing that the Central Excise has been paid should be submitted to UTIITSL.
5. The tenderer should submit a statement confirming that all duties / taxes of every nature covered under the contract have been paid and the tenderer shall indemnify the UTIITSL against all claims in that behalf.
6. The tenderer should ensure adherence of all the requirements under the State and Central Rules in force.
7. The tenderers should submit an affidavit / Declaration on payment of Central Excise as per the enclosed format.
8. The tenderer should also submit when required, a copy of the declaration filed with the Central Excise for the last financial year.
9. **The tenderers are required to take *Contractor's All Risk insurance policies (CAR Policies) with respect to the work within one week from the receipt of the work order and the workmen with an approved Indian Insurance Company in the joint name of the CLIENT and the Tenderer from the day of commencement of work till the defect liability period.***
10. The value of the work to be insured would be 125% of the contract value.
11. The CAR policies should have additional coverage under 3<sup>rd</sup> party liabilities and maintenance period. The liabilities should be One Lakh Rupees per accident and the number of accidents should be infinity. The maintenance period shall be the defect liability period as per the terms of the contract. The photocopies of the premium receipt and the policies should be submitted to UTIITSL.
12. The tenderer has also to insure their workers under Workman's compensation Act- 1923.
13. UTIITSL will have the right to protect its interest either by taking insurance directly or by any action that may deem fit on account of the tenderer and recover the same from the tenderer incase the tenderer fail to do so.

#### **I. Responsibilities of the tenderer**

1. The tenderer should enter into an agreement as per the articles of agreement on stamp paper attached with this notice within 7 days of issue of acceptance of the tender.
2. The tenderer shall not sublet the work without written approval from UTIITSL.
3. The tenderer should co-ordinate with all the other contractors for execution of the project.

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4. The tenderer should set out the layout at site before commencement of work and obtain approval to the same from UTIITSL.
  5. The contractor should arrange for sufficient light & power point required for entire project at his cost.
  6. The tenderer should clear the site within 7 days of virtual completion of work of all material not paid for.
  7. The tenderer should submit the schedule and bar chart of work before commencement of the work within 7 days of receipt of work order.
  8. The tenderer should take adequate precaution against fire hazard at site. The tenderer should ensure that all fire safety measures are taken during execution and that the work carried out is as per the fire safety norms of the local Fire office.
  9. The tenderer should arrange scaffoldings / ladders for proper execution of work, also to ensure safety of the workers as per the relevant provisions of the law.
  10. The tenderer should submit rate analysis for the extra/deviated items of work before commencement of the work.
  11. The tenderer should submit samples of the material proposed to be used for the approval of UTIITSL.
  12. The tenderer should prepare mock-up of the items for the approval of the UTIITSL and as per the advice of UTIITSL, the contractor has to modify the mock-up samples till it meets with the approval of the UTIITSL. The expenditure that may be incurred for making the mock-up samples should be included in the respective items of work.
  13. In case the tenderer is a partnership firm, any change in the constitution of the firm shall take place only with the prior approval of UTIITSL during the contract period.
  14. The tenderer should submit shop drawings for all the items for the approval of UTIITSL before execution of each item of work.
  15. The tenderer should remove the rejected work / materials immediately on receipt of instruction to do so.
  16. The tenderer has to ensure safety of the premises and the work till handing over of the same to UTIITSL.
  17. The tenderer should submit the As-built drawings of the entire work together with the Final bill.
  18. All disputes/ differences, if any, arising between the parties out of or relating to the works, meaning or operation or effect of this Contract or the breach thereof will be settled by two Arbitrators, one each appointed by the tenderer and UTIITSL in accordance with the rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on both the parties.
- The special conditions annexed with this notice has to be strictly followed.
  - This notice shall form part of the contract.

## UTI Infrastructure Technology And Services Ltd

| Summary |                      |  |
|---------|----------------------|--|
|         | Time of Completion   | 45 Days, Please See Cover Page                           |
|         | Date of Commencement | Within 3 days from the date of issue of work order OR as |

Contractor's Signature

Seal

|  |  |   |
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|  | of work  | indicated on the cover page   |
|  | Liquidated damages   | 2 % of the total contract value per week subject to the maximum of 10 % of the contract value   |
|  | Minimum Value of work for interim certificate  | Rs.1,00,000.00  |
|  | Validity of the offer  | Please See Cover Page   |
|  | Security Deposit (Retention money)   | 10 % of total value of work done. 5 % will be released at the time of full and final payment and 5 % after defect liability period of one year/against submission of Performance Bank Gurantee valid for 18 months.   |
|  | Sales Tax, Excise duty, Royalty, Octroi, Work contract tax or any other statutory levies / Taxes / Cess. | To be entirely borne by the Contractor. The amount quoted shall be inclusive of all the taxes, VAT, duties and levies valid for the entire contract period. “ <u>The rates quoted should be all-inclusive.</u> ”  |
|  | Insurance policy   | 1.CAR policy with value of 125% of the contract value<br>2.Third Party Insurance – Rs.1 Lac per accident and no. of accidents infinite.   |
|  | Defects Liability Period   | 12 (Twelve) months from the date of virtual completion / handing over.  |
|  | Terms of Payment   | 1. 40% of contract value as advance against submission of Bank Guarantee from any Nationalised Bank/ Scheduled Bank and on submission of Proforma Invoice.<br>2. 40% of accepted tender rates for the AC machines shall be paid against supply of machines at site in good conditions<br>3. Balance against testing, commissioning of the AC System and virtual completion of work. |
|  | Deductions   | Income Tax at source as per Income Tax Rules<br>Sales Tax / Works Contract Tax/ Commercial Tax as applicable in the statement.<br>Cess applicable as per the local rules<br>Any other Levy/Cess/Tax to be deducted at source by law.  |
|  | Extra / Additional work  | 15% of the cost of material and labour towards overheads and profit   |

**I / we hereby agree and accept the above terms and conditions.**

**(Seal)  
For (Name and address of the Contractor)  
Designation)**

**Signature of the Tenderer  
For (Name of the Contractor and  
Designation)**

### **Annexure-I**

**(On Rs.100/- non-judicial stamp paper by the successful bidder)**

From : The Contractor

Contractor's Signature

Seal

|            |       |
|------------|-------|
| Client ID  | 34    |
| Tender No. | 731   |
| Page no.   | 13/35 |

To : UTI Infrastructure Technology And Services Limited.

Dear Sirs,

We refer to the tender dated \_\_\_\_\_ for \_\_\_\_\_ at the premises mentioned on cover page (page no.1) of the tender. We hereby confirm that we have complied with all formalities in the performance of our Contract for the supply of goods and services under all statutes governing the same, Central, State or Local. We further confirm that we have paid all taxes and duties including sales tax and excise duty in respect of the goods and services supplied to you and undertake to be responsible for the same.

We agree to indemnify and keep you indemnified against any claim or demand and all loss, costs, charges and expenses incurred or suffered by you as a result of any claim being made by any person in respect of our obligation under the said tender for payment of taxes, duties or otherwise.

Yours truly,

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

**SIGNATURE OF CONTRACTOR  
WITH RUBBER STAMP**

**Annexure - II**

**(On Rs.100/- non-judicial stamp paper by the successful bidder)**

Contractor's Signature

Seal

|            |       |
|------------|-------|
| Client ID  | 34    |
| Tender No. | 731   |
| Page no.   | 14/35 |

From : The Contractor

To : UTI Infrastructure Technology And Services Limited.

Dear Sirs,

We / I refer to the tender / contract dated \_\_\_\_\_ for supply of goods and services to at the premises of mentioned on cover page (page no.1) of the tender. We / I advise that, we / I are / am covered under the exemption limit prescribed by the Central Excise Act 1944 and no Excise is payable by us / me on the goods and services supplied to you. We / I further confirm that we / I have complied with all the formalities in the performance of our contract for the supply of goods and services and under all statues governing the same, Central, State or local.

We / I undertake that if any taxes and duties including sale tax and Excise duty in respect of goods and services supplied to you by us / me is payable, the responsibility of paying the same shall be our / mine.

We / I agree to Indemnify and keep you Indemnified against any claim or demand and all loss, cost, charges and expenses incurred and suffered by you as a result of any claim being made by any person in respect of our / my obligation under the said tender / contract for payment of taxes, duties or otherwise.

Yours truly,

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

**SIGNATURE OF TENDERER  
WITH RUBBER STAMP**

|            |       |
|------------|-------|
| Client ID  | 34    |
| Tender No. | 731   |
| Page no.   | 15/35 |

## ARTICLES OF AGREEMENT

**(On Rs.100/- non-judicial stamp paper by the successful bidder)**

ARTICLES OF AGREEMENT made at Mumbai this \_\_\_\_ day of \_\_\_\_\_, 2012 between UTI Infrastructure Technology And Services Limited, having its Registered Office at Plot No 3, Sector 11, CBD Belapur, Navi Mumbai –400 614 (hereinafter called the ‘Consultant’ of the one part) and \_\_\_\_\_ (name and address of the contractor) (hereinafter called the ‘Contractor’ of the other part).

WHEREAS the consultant is desirous of carrying Supply, Installation, Testing and Commissioning of Air Conditioning System works at the Office premises of Income Tax, Uttarapan Complex, Maniktala Civic Centre, Ultadanga, Kolkata-700 054 hereinafter called ‘The Work’, and has prepared drawings/specifications the Schedule of Quantities.

AND WHEREAS the contractor has agreed to execute upon and subject to the conditions and instructions set forth herein (hereinafter referred to as the ‘the said conditions’) the works shown upon the said drawings and/or described in the said specifications and included in the said Abstract Schedule of Quantities at the item rates therein set forth amounting to the contract sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) hereinafter referred to as ‘the said contract amount’.

NOW IT IS HEREBY AGREED AS FOLLOWS :

1. In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the Contractor shall upon and subject to the said Conditions execute and complete the works shown upon the said Drawings or described in the Specifications and / or the priced Schedule of Quantities.
2. The Client shall pay the Contractor the said contract amount or such other sum as shall become payable at the times and in the manner hereinafter specified in the said conditions.
1. The said conditions and appendices thereto shall be read and construed as forming part of this Agreement, and the parties hereto shall respectively abide by and submit themselves to the conditions and perform the agreement on their part respectively in such conditions contained.
2. All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen in Mumbai and only the Courts in Mumbai, shall have jurisdiction to determine the same.
3. This Contract comprises:
  - (i) Tender documents serial pages \_\_\_\_\_ to \_\_\_\_\_.
  - (ii) Subsequent correspondence:
    - (a) Letter no. - \_\_\_\_\_
5. Only \_\_\_\_\_ ( \_\_\_\_\_ ) alterations have been made in these documents and as evidence that these alterations were made before the

Contractor’s Signature

Seal

|            |       |
|------------|-------|
| Client ID  | 34    |
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execution of Contract Agreement, they have been initialed by the Contractor and The Company Secretary / official otherwise designated by Chief Executive Officer of UTI Infrastructure Technology And Services Limited, the said officer is hereby authorised to sign and initial the documents on behalf of the **UTI Infrastructure Technology And Services Limited**, the document forming part of this contract.

6. IN WITNESS WHEREOF THE official seal of the UTI Infrastructure Technology And Services Limited, was thereto affixed on its behalf by The Company Secretary /official otherwise designated by Chief Executive Officer and the Contractor/s has / have signed this Agreement on the dates respectively mentioned against their signatures in the presence of the following witnesses.

**Signed by the Contractor:**

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

In the presence of :

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_

**For and on behalf of  
UTI Infrastructure Technology and Services Ltd.**

Signed by -----

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_

In Presence of:

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**UTI Infrastructure Technology And Services Ltd.**

Contractor's Signature

Seal

|            |       |
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| Page no.   | 17/35 |

## **SPECIAL TERMS AND CONDITIONS OF THE TENDER**

### **1.0 ROLES AND RESPONSIBILITIES**

- 1.1 The Tenderer should quote for Supply, Installation, commissioning and warranty services for all the equipment as per the tender requirements along with on-site comprehensive warranty for 12 months.
- 1.2 Tenderer should guarantee availability of spares support for the period of next ten years after warranty period as mentioned.

### **2.0 MANUALS AND DRAWINGS**

- 2.1 Before the issuance of acceptance certificate by UTI Infrastructure the Tenderer shall supply **two original copies** of an operation and maintenance manuals together with all the drawings.
- 2.2 The Tenderer shall provide complete technical documentation/s for the product supplied. All the manuals shall be in English and the drawings should be clearly indicative of product supplied.
- 2.3 **The Tenderer is requested to examine the capacity of the AC machine as per drawing enclosed along with the tender based on following details :-**

- a) Height of the floor - 11 feet 6”inches
- b) Inside room temperature to be considered – 74 degree Fahrenheit
- c) CFM per person 7.5
- d) Drawings of the proposed layout of ducting are to submitted along with Technical bid.
- e) Heatload calculation sheet is to be submitted along with the Technical bid.
- f) Computer load :-
  - a)
  - b)
  - c)

**The Tenderer is requested to submit the scope of work to be carried out under the Comprehensive Annual Maintenance Contract of the machines along with the technical bid.**

### **3.0 SPARES**

The Tenderer shall keep available, in his stock, such spare parts as are necessary for ensuring minimum downtime. **Tenderer will keep necessary spares at all service centers , during the warranty period as well as for the annual maintenance services for ensuring smooth functioning of the machines.** Tenderer should also furnish list of spare parts that he will be maintaining at site during AMC for immediate replacement of the faulty components and will replenish the used spares within a period of 24 hours.

|            |       |
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#### 4.0 WARRANTY

Onsite comprehensive warranty services for all the supplied equipment will be provided by the Tenderer for the period of 12 months from the date of acceptance of the system by the UTIITSL. Warranty shall also include providing preventive maintenance services as per agreed schedule to **ensure trouble free operation of the machines**. Tenderer shall attend any service call within 24 hrs of placing the call and will rectify the fault within 2 hrs duration thereafter. Tenderer shall be responsible for all costs relating to labour (as the case may be), maintenance (preventive and corrective) and transport charges from and to the site in connection with the repair/replacement of the Deliverables or any component thereunder, which under normal and proper use and maintenance thereof proves defective in design, material or workshop or fails to conform to the specifications, as specified in the Purchase Order.

The Tenderer shall provide services through professionally/technically qualified personnel during the warranty/AMC period at site.

#### 5.0 PAYMENT OF BILLS

a) The following payment terms shall be made applicable :

A. 40% of contract value as advance against submission of Bank Guarantee from any Nationalised Bank/ Scheduled Bank and on submission of Proforma Invoice.

B. 40% of the accepted tender rates for the AC Machines shall be paid against supply of AC Machines shall be released, subject to safe delivery of materials at site of work, on submission of proper invoice, delivery challan, CAR Policy and Articles of Agreement. and joint verification.

C. Balance shall be released after successful Installation, Testing and Commissioning and handing over of the machines, duly certified by our Engineer and on submission of invoice.

Retention amount will be deducted @10% from each and every bill subject to the ceiling of total security deposit.

##### a. Final Bill

i) The Tenderer shall submit the final bill within 30 days from the date of issue of virtual completion certificate with all relevant information and details.

ii) UTI Infrastructure within 15 days of submission of final bill from the Tenderer, shall issue a certificate of payment against the final bill to UTI Asset Management Company, who shall upon date of receipt of the certificate, release the balance payment to the Tenderer after effecting all recoveries including advances, if any and payments against interim certificates.

c) Payment of AMC of AC Machines

AMC Contract: After expiry of Defect Liability Period, Work will commence and AMC charges shall be released quarterly on submission of Bills along with Service Challans duly signed by authorized representative.

|            |       |
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## 6.0 Acceptance of the Tender:

**In general, the lowest Tenderer for a particular project will be awarded the work based on his rates quoted and the quantities of the work proposed to be executed for that project.**

### **The rates quoted by the Tenderer should be valid for the contract period.**

In the event if one particular Tenderer is emerging as the successful Tenderer for the entire project and the Tenderer expresses that he cannot carry out the jobs in the project within stipulated time mentioned in the tender and / or the UTIITSL convinces that, the Tenderer shall not be able to execute more projects at the same time, the UTIITSL may carry out the work through other Tenderers by rationalising the amount. The following method would be adopted for finalizing the Tenderer:

- The other Tenderer may be advised to carry out the project at the quoted rates by the lowest Tenderer.

**The following aspects will be considered while taking decision on award of multiple / repeat work.**

- The Tenderer's ability to carry out multiple project both financial, technical supports, availability of labour force, tools and plants required for completion of the project.
- Adhering the time schedule in the first project.
- Adhering to the Bar chart.
- Co-ordination with various agencies involved in the project for the smooth implementation of the project.

**The above terms and conditions are acceptable to us.**

**Signature of Tenderer:**

**Date:**

**Seal of Tenderer:**

**UTI Infrastructure Technology And Services Ltd.**

|            |       |
|------------|-------|
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## PREAMBLE TO THE BILL OF QUANTITIES

The work proposed is to be carried out at the Office premises mentioned on the cover page (no.2) of the tender. The premises is proposed to be provided with Furnishing, civil, Electrical and LAN cabling works. The quality of work proposed should have *the best* workmanship. The contractor should ensure that only the first quality materials mentioned in the list of material is purchased for the project.

1. The work should be carried out in such a way that the structure is not disturbed.
2. Any difference / discrepancies in the specification should be clarified with the Engineer in charge before submitting the tender. The Engineer in charge will have the liberty to modify the specification to a reasonable limit to suit the basic concept during the course of work; the tenderer should carry out such work with out any extra cost.
3. In case of any major modification such items will be considered as an extra items. Payment for such items will be paid based on the Engineering rate / Market rate analysis. **15% of the total cost of material and labour** will be considered as **tenderer's profit**.
4. The contractor should co-ordinate with the other contractors employed at the site for smooth flow of work.

### NOTES :

1. Rates quoted by the Tenderers in the item rate tender in figures and words shall be accurately filled in, so that there is no discrepancy in the rates written in figure and in words. However, if a discrepancy is found, the rate that corresponds with the amount worked out by the Tenderer shall be taken as correct.
2. If the amount of an item is not worked out by the Tenderer, or it does not correspond with the rate written either figures or in words, then the rate quoted by the Tenderer in words shall be taken as correct.
3. Where the rate quoted by the Tenderer in figures and in words tally but the amount is not worked out correctly, the rate quoted by the Tenderer will be taken as correct, not the amount
4. The scope of work includes the supply as well as installation of all the items mentioned below.
5. The rates to be quoted shall be inclusive of all taxes, Octroi, VAT ,Service Tax transportation loading , unloading charges

Contractor's Signature

Seal

|                 |              |
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6. Evaluation Criteria:

Total cost of ownership including the Supply, Installation, Testing and Commissioning of Air Conditioning equipment mentioned in tender along with Annual Maintenance services for a period of 5 years will be considered for arriving at final price quoted by the Tenderer.

For arriving at L1 total cost of ownership (TCO) will be considered, which will consist of Cost of Equipment with 5 years comprehensive AMC.

**TECHNICAL SPECIFICATION SHOULD BE FURNISHED WITH THE OFFER :**

| SR NO | Particulars (for AC Unit)                                  | 17.0 TR SPLIT Ductable AC Unit | 11.0 TR SPLIT Ductable AC Unit | 8.5 TR SPLIT Ductable AC Unit |
|-------|--|--------------------------------|--------------------------------|-------------------------------|
| 1.    | Make   |                                |                                |                               |
| 2.    | Model  |                                |                                |                               |
| 5.    | Type of compressor : / Scroll                              |                                |                                |                               |
| 6.    | Make & Model of compressor                                 |                                |                                |                               |
| 7.    | No. of compressors / unit                                  |                                |                                |                               |
| 8.    | No. of circuits / unit                                     |                                |                                |                               |
| 9.    | Power consumption of condensing unit at Nominal conditions |                                |                                |                               |
| 10.   | Power consumption of condensing unit at 36°C ambient DBT   |                                |                                |                               |
| 11.   | Power consumption in Watts                                 |                                |                                |                               |
| 12.   | Details of electrical connections required                 |                                |                                |                               |
| 13.   | Dimensional details for outdoor & indoor unit              |                                |                                |                               |
| 14.   | Size of hatch opening for indoor unit                      |                                |                                |                               |
| 15.   | Motor speeds   |                                |                                |                               |
| 16.   | Refrigerant  |                                |                                |                               |
| 17.   | Noise level for outdoor unit at 3 m                        |                                |                                |                               |
| 18.   | Noise level for indoor unit at 1 m                         |                                |                                |                               |
| 19.   | Remote Control Operation                                   |                                |                                |                               |
| 20.   | Literature   |                                |                                |                               |

- Note:
1. Proto type Technical Data Sheet is shown here.
  2. Xerox Copies of the Technical Specification Data Sheet to be used & attach to furnish the details of different ratings and types of AC Units .

**N. C. Mazumdar**  
**Project Manager**

|            |       |
|------------|-------|
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| <b>List of Approved Makes --- Ductable Split A C Machines</b> |   |  |
|---|---|--|
| <b>Sr. No</b>   | <b>Component</b>                          | <b>Approved Make</b>                                 |
| 1   | 16.5/17 TR AC unit with scroll compressor | Carrier Aircon/ Voltas/ Blue Star/ Daikin/Hitachi/LG |
| 2   | 11 TR AC unit with scroll compressor      | Carrier Aircon/ Voltas/ Blue Star/ Daikin/Hitachi/LG |
| 3   | 8.5/8.8 TR AC unit with scroll compressor | Carrier Aircon/ Voltas/ Blue Star/ Daikin/Hitachi/LG |
|   |   |  |

-

Contractor's Signature

Seal

| <b>PRICE BID</b>   |  |            |             |             |               |
|--|--|------------|-------------|-------------|---------------|
| <b>BOQ for the Air Conditioning Work in DS-1I, Income Tax Ultadanga, Kolkata</b> |  |            |             |             |               |
| <b>Sr.No.</b>  | <b>Description</b>   | <b>Qty</b> | <b>Unit</b> | <b>Rate</b> | <b>Amount</b> |
| 1  | Supply, Installing testing and commissioning of following capacity of ductable air conditioners. The indoor unit shall be hanged with ceiling by means of dash fasteners, 12mm dia. M.S. rods with check nut. Otherwise, making the hook of 12mm dia MS rod for locking with reinforcement of the ceiling & plastered to original finish and canvass connections. The out door unit is to be installed on terrace with suitable size of M.S. frame, its legs grouted by using cement & sand etc. OR installed on outer wall duly supported with suitable size of angel iron frame & channel of adequate capacity. Sturdy enough to take load of machine and machines, including required quantity of refrigerant R-22 gas complete after Vaccum and pressure testing. 17.0 TR with scroll compressor | 2          | No.         |             |               |
| 2  | Providing & fixing following size of PVC rigid Drain pipe with all accessories etc. complete on wall/beam/ceiling in concealed manner by chasing wall/floor or on surface including providing of U trap and heatlon insulation to avoid sweating/ condensation specially on false ceiling.   |            |             |             |               |
| a)   | 40mm dia   | 20         | R.M.        |             |               |
| 3  | Providing & fixing refrigerant copper pipe of required size with nitrile rubber insulation for Following size of A.C. Units. Please note suction & liquid line of each compressor will be treated as one circuit only.   |            |             |             |               |
| a)   | 17.0 TR A.C. unit with Scroll compressor.  | 40         | R.M.        |             |               |
| 4  | Providing & fixing necessary control cabling with complete accessories in MS conduit on false ceiling & in flexible MS pipe near outdoor & indoor units duly clamped for following size of A.C. Units.   |            |             |             |               |
| a)   | 17.0TR A.C. unit with Scroll compressor  | 40         | R.M.        |             |               |
| 5  | Supplying fabricating & installating of Galvanised steel sheet (SAIL/TATA/JINDAL/ ESPAT) duct including providing M.S. angle support, flanges, hanger rods & making good all damages etc. complete of following Gauge/size.  |            |             |             |               |

|    |   |     |       |  |  |
|----|---|-----|-------|--|--|
| a) | 24 Gauge  | 150 | Sq.M. |  |  |
| b) | 22 Gauge  | 50  | Sq.M. |  |  |
| c) | 20 Gauge  | 35  | Sq.M. |  |  |
| 6  | Providing & fixing of Accoustic insulation with 25mm thick fibre glass rigid board insulation, fixed by using shakolite primer, hot bitumen, with GI flymesh/RPT paper from inside.   | 50  | Sq.M. |  |  |
| 7  | Providing & fixing of thermal insulation to the duct with 25mm thick fibre glass covered with polythene face hessian/aluminium foil from out side. The insulation shall be painted black wherever necessary.  | 180 | Sq.M. |  |  |
| 8  | Providing & fixing Aluminium extruded powder coated return air grills without grill damper .  | 3   | Sq.M. |  |  |
| 9  | Providing & fixing Aluminium extruded powder coated supply air grills with grill damper   | 3   | Sq.M. |  |  |
| 10 | Providing & fixing GI volume control damper for Duct.   | 1   | Sq.M. |  |  |
| 11 | Providing & fixing Aluminum powder coated supply air diffuser with aluminium grill damper   | 6   | Sq.M. |  |  |
| 12 | Providing & fixing Aluminium powder coated return air diffuser without grill damper   | 6   | Sq.M. |  |  |
| 13 | Providing & fixing of Under deck insulation by using 50mm thick TF quality expanded polystyrene material, manually fixed to the ceiling with screws & washers.  | 436 | Sq.M. |  |  |
| 14 | Supply and laying of 3.5x35 sq mm 1.1 KV Armoured cable( Polycab make) Aluminium on surface of wall/ceiling/beam including termination of cable along with 2 run GI 8 SWG earth continuity conductors and necessary connections with Lugs   | 8   | Rmt   |  |  |
| 15 | Supply and laying of 4x10sq mm 1.1 KV Armoured cable( Polycab make) Aluminium on surface of wall/ceiling/beam including termination of cable along with 2 run GI 8 SWG earth continuity conductors and necessary connections with Lugs  | 22  | Rmt   |  |  |
| 16 | Supply, erection, testing and commissioning of indoor type Metal Clad, <b>AC Panel consisting of 200A TPN tinned Cu busbar</b> made from 14 SWG CRCA sheet steel with powder coated finish, cubicle type compartmentalized, front operated, with bottom / top entry, knockouts for cable/ conduit entry, dust and vermin proof construction, floor mounted type | 1   | No    |  |  |

|  |  |   |    |  |  |
|--|--|---|----|--|--|
|  | (wall mounted for small size panels) mounting arrangement, earthing bus and terminals, with all interconnections including cable glands, lugs and end termination complete as required with locking arrangement as per detailed specifications and provided with<br>a. RYB indicating lamps LED type with control fuses<br>b. Ammeter 96 X 96 mm size, Digital type with ASS and resin cast CT's<br>c. Voltmeter 96 X 96 mm size, Digital type with VSS and control fuses.<br>1.Incomer: 125 A 4P, 16kA, MCCB – 1 no<br>2.Tinned & Sleeved Copper Busbar- TPN 16 KA<br>3 Outgoing MCB 63A 10 KA TPN MCB – 4 nos. |   |    |  |  |
| 17                                       | Supply, erection, testing and commissioning of 100 AMP 4P 16 ka Legrand/L&T make MCCB in sheet steel enclosure to be installed on wall on MS Frame including connections   | 1 | No |  |  |
| 18                                       | Supply, erection, testing and commissioning of 63 AMP TPN 16 ka Legrand/L&T MCB in sheet steel enclosure to be installed on wall on MS Frame including connections   | 4 | No |  |  |
| <b>Total (A)</b>                         |  |   |    |  |  |
| <b>(Rupees .....Only)</b>                |  |   |    |  |  |
| <b>Signature of contractor with seal</b> |  |   |    |  |  |
| <b>Date</b>                              |  |   |    |  |  |

| <b>PRICE BID</b>  |             |     |      |      |        |
|---|-------------|-----|------|------|--------|
| <b>BOQ for the Air Conditioning Work in DS-III ,Income Tax Ultadanga, Kolkata</b> |             |     |      |      |        |
| Sr No   | DESCRIPTION | Qty | Unit | Rate | Amount |

|    |   |    |       |  |  |
|----|---|----|-------|--|--|
| 1  | Supply, Installing testing and commissioning of following capacity of ductable air conditioners. The indoor unit shall be hanged with ceiling by means of dash fasteners, 12mm dia. M.S. rods with check nut. Otherwise, making the hook of 12mm dia MS rod for locking with reinforcement of the ceiling & plastered to original finish and canvass connections. The out door unit is to be installed on terrace with suitable size of M.S.frame, its legs grouted by using cement & sand etc. OR installed on outer wall duly supported with suitable size of angel iron frame & channel of adequate capacity. Study enough to take load of machine and machines, including required quantity of refrigerant R-22 gas complete after Vacuum and pressure testing. |    |       |  |  |
| a) | 11.0 TR with scroll compressor  | 2  | No.   |  |  |
| 2  | Providing & fixing following size of PVC rigid Drain pipe with all accessories etc. complete on wall/beam/ceiling in concealed manner by chasing wall/floor or on surface including providing of U trap and heatlon insulation to avoid sweating/ condensation specially on false ceiling.  |    |       |  |  |
| a) | 32mm dia  | 20 | R.M.  |  |  |
| 3  | Providing & fixing refrigerant copper pipe of required size with nitrile rubber insulation for Following size of A.C. Units. Please note suction & liquid line of each compressor will be treated as one circuit only.  |    |       |  |  |
| a) | 11.0 TR A.C. unit with Scroll compressor.   | 30 | R.M.  |  |  |
| 4  | Providing & fixing necessary control cabling with complete accessories in MS conduit on false ceiling & in flexible MS pipe near outdoor & indoor units duly clamped for following size of A.C. Units.  |    |       |  |  |
| a) | 11.0TR A.C. unit with Scroll compressor   | 30 | R.M.  |  |  |
| 5  | Supplying fabricating & installing of Galvanized steel sheet (SAIL/TATA/JINDAL/ ESPAT) duct including providing M.S. angle support,flanges,hanger rods & making good all damages etc. complete of following Gauge/size.   |    |       |  |  |
| a) | 24 Gauge  | 90 | Sq.M. |  |  |
| b) | 22 Gauge  | 40 | Sq.M. |  |  |
| c) | 20 Gauge  | 40 | Sq.M. |  |  |

|    |   |     |       |  |  |
|----|---|-----|-------|--|--|
| 6  | Providing & fixing of Accoustic insulation with 25mm thick fibre glass rigid board insulation, fixed by using shakolite primer, hot bitumen, with GI flymesh/RPT paper from inside.   | 40  | Sq.M. |  |  |
| 7  | Providing & fixing of thermal insulation to the duct with 25mm thick fibre glass covered with polythene face hessian/aluminium foil from out side. The insulation shall be painted black wherever necessary.  | 110 | Sq.M. |  |  |
| 8  | Providing & fixing Aluminium extruded powder coated return air grills without grill damper.   | 3   | Sq.M. |  |  |
| 9  | Providing & fixing Aluminium extruded powder coated supply air grills with grill damper   | 3   | Sq.M. |  |  |
| 10 | Providing & fixing GI volume control damper for Duct.   | 1   | Sq.M. |  |  |
| 11 | Providing & fixing Aluminum powder coated supply air diffuser with grill damper   | 5   | Sq.M. |  |  |
| 12 | Providing & fixing Aluminium powder coated return air diffuser without volume control damper.   | 5   | Sq.M. |  |  |
| 13 | Providing & fixing of Under deck insulation by using 50mm thick TF quality expanded polystyrene material, manually fixed to the ceiling with screws & washers.  | 270 | Sq.M. |  |  |
| 14 | Supply and laying Of 4x16 sq mm 1.1 KV Armoured cable( Polycab make) Aluminium on surface of wall/ceiling/beam including termination of cable along with 2 run GI 8 SWG earth continuity conductors and necessary connections with Lugs   | 5   | Rmt   |  |  |
| 15 | Supply and laying Of 4x10 sq mm 1.1 KV Armoured cable( Polycab make) Aluminium on surface of wall/ceiling/beam including termination of cable along with 2 run GI 8 SWG earth continuity conductors and necessary connections with Lugs   | 25  | Rmt   |  |  |
| 16 | Supply, erection, testing and commissioning of indoor type Metal Clad, <b>AC Panel consisting of 100A TPN tinned Cu busbar</b> made from 14 SWG CRCA sheet steel with powder coated finish, cubicle type compartmentalized, front operated, with bottom / top entry, knockouts for cable/ conduit entry, dust and vermin proof construction, floor mounted type (wall mounted for small size panels) mounting arrangement, earthing bus and terminals, with all | 1   | No    |  |  |

|  |  |   |    |  |  |
|--|--|---|----|--|--|
|  | interconnections including cable glands, lugs and end termination complete as required with locking arrangement as per detailed specifications and provided with<br>a. RYB indicating lamps LED type with control fuses<br>b. Voltmeter 96 X 96 mm size, Digital type with VSS and control fuses.<br>2. Incomer: 100 A 4P, 16kA, MCCB – 1 no.<br>2) Tinned & Sleeved Copper Busbar-TPN 16 KA<br>3) Outgoing MCB 40A 10 KA TPN MCB – 4 nos. |   |    |  |  |
| 17                                       | Supply, erection, testing and commissioning of 100 AMP 4P 16 ka Legrand/L&T make MCCB in sheet steel enclosure to be installed on wall on MS Frame including connections   | 1 | No |  |  |
| 18                                       | Supply, erection, testing and commissioning of 40 AMP TPN 16 ka Legrand/L&T MCB in sheet steel enclosure to be installed on wall on MS Frame including connections   | 4 | No |  |  |
|  | <b>Total (A)</b>   |   |    |  |  |
| <b>(Rupees ..... Only)</b>               |  |   |    |  |  |
|  |  |   |    |  |  |
| <b>Signature of contractor with seal</b> |  |   |    |  |  |
| <b>Date</b>                              |  |   |    |  |  |

| <b>PRICE BID</b>   |             |     |      |      |        |
|--|-------------|-----|------|------|--------|
| <b>BOQ for the Air Conditioning Work in DS-IV ,Income Tax Ultadanga, Kolkata</b> |             |     |      |      |        |
| Sr.No.   | Description | Qty | Unit | Rate | Amount |

Contractor's Signature

Seal

|    |  |    |       |  |  |
|----|--|----|-------|--|--|
| 1  | Supply, Installing testing and commissioning of following capacity of ductable air conditioners. The indoor unit shall be hanged with ceiling by means of dash fasteners, 12mm dia. M.S. rods with check nut. Otherwise, making the hook of 12mm dia MS rod for locking with reinforcement of the ceiling & plastered to original finish and canvass connections. The out door unit is to be installed on terrace with suitable size of M.S. frame, its legs grouted by using cement & sand etc. OR installed on outer wall duly supported with suitable size of angel iron frame & channel of adequate capacity. Study enough to take load of machine and machines, including required quantity of refrigerant R-22 gas complete after Vaccum and pressure testing. |    |       |  |  |
| a) | 8.5 TR with scroll compressor  | 2  | No.   |  |  |
| 2  | Providing & fixing following size of PVC rigid Drain pipe with all accessories etc. complete on wall/beam/ceiling in concealed manner by chasing wall/floor or on surface including providing of U trap and heatlon insulation to avoid sweating/ condensation specially on false ceiling.   |    |       |  |  |
| b) | 32mm dia   | 20 | R.M.  |  |  |
| 3  | Providing & fixing refrigerant copper pipe of required size with nitrile rubber insulation for Following size of A.C. Units. Please note suction & liquid line of each compressor will be treated as one circuit only.   |    |       |  |  |
| a) | 8.5.0 TR A.C. unit with Scroll compressor.   | 40 | R.M.  |  |  |
| 4  | Providing & fixing necessary control cabling with complete accessories in MS conduit on false ceiling & in flexible MS pipe near outer & inner units duly clamped for following size of A.C. Units.  |    |       |  |  |
| a) | 8.5TR A.C. unit with Scroll compressor   | 40 | R.M.  |  |  |
| 5  | Supplying fabricating & installing of Galvanized steel sheet (SAIL/TATA/JINDAL/ ESPAT) duct including providing M.S. angle support, flanges, hanger rods & making good all damages etc. complete of following Gauge/size.  |    |       |  |  |
| a) | 24 Gauge   | 80 | Sq.M. |  |  |
| b) | 22 Gauge   | 37 | Sq.M. |  |  |
| c) | 20 Gauge   | 25 | Sq.M. |  |  |

|    |   |     |       |  |  |
|----|---|-----|-------|--|--|
| 6  | Providing & fixing of Accoustic insulation with 25mm thick fibre glass rigid board insulation, fixed by using shakolite primer, hot bitumen, with GI flymesh/RPT paper from inside.   | 50  | Sq.M. |  |  |
| 7  | Providing & fixing of thermal insulation to the duct with 25mm thick fibre glass covered with polythene face hessian/aluminium foil from out side. The insulation shall be painted black wherever necessary.  | 120 | Sq.M. |  |  |
| 8  | Providing & fixing Aluminium extruded powder coated return air grills without grill damper.   | 2   | Sq.M. |  |  |
| 9  | Providing & fixing Aluminium extruded powder coated supply air grill with grill damper  | 2   | Sq.M. |  |  |
| 10 | Providing & fixing GI volume control damper for Duct.   | 1   | Sq.M. |  |  |
| 11 | Providing & fixing Aluminum powder coated supply air diffuser with alum volume control damper.  | 3   | Sq.M. |  |  |
| 12 | Providing & fixing Aluminium powder coated return air diffuser without volume control damper.   | 3   | Sq.M. |  |  |
| 13 | Providing & fixing of Under deck insulation by using 50mm thick TF quality expanded polystyrene material, manually fixed to the ceiling with screws & washers.  | 200 | Sq.M. |  |  |
| 14 | Supply and laying Of 4x16 sq mm 1.1 KV Armoured cable( Polycab make) ) Aluminium on surface of wall/ceiling/beam including termination of cable along with 2 run GI 8 SWG earth continuity conductors and necessary connections with Lugs   | 5   | Rmt   |  |  |
| 15 | Supply and laying Of 4x10 sq mm 1.1 KV Armoured cable( Polycab make) ) Aluminium on surface of wall/ceiling/beam including termination of cable along with 2 run GI 8 SWG earth continuity conductors and necessary connections with Lugs   | 25  | Rmt   |  |  |
| 16 | Supply, erection, testing and commissioning of indoor type Metal Clad, <b>AC Panel consisting of 100A TPN tinned Cu busbar</b> made from 14 SWG CRCA sheet steel with powder coated finish, cubicle type compartmentalized, front operated, with bottom / top entry, knockouts for cable/ conduit entry, dust and vermin proof construction, floor mounted type (wall mounted for small size panels) mounting | 1   | No    |  |  |

|  |  |   |    |  |  |
|--|--|---|----|--|--|
|  | arrangement, earthing bus and terminals, with all interconnections including cable glands, lugs and end termination complete as required with locking arrangement as per detailed specifications and provided with<br>a. RYB indicating lamps LED type with control fuses<br>b. Voltmeter 96 X 96 mm size, Digital type with VSS and control fuses.<br>c. Incomer: 100 A 4P, 16kA, MCCB – 1 no.<br>2) Tinned & Sleeved Copper Busbar- TPN 16 KA<br>3) Outgoing MCB 63A 10 KA TPN MCB – 2 nos |   |    |  |  |
| 17                                       | Supply, erection, testing and commissioning of 63AMP TPN 16 ka Legrand/L&T MCB in sheet steel enclosure to be installed on wall on MS Frame including connections  | 2 |    |  |  |
| 18                                       | Supply, erection, testing and commissioning of 100 AMP 4P 16 ka Legrand/L&T make MCCB in sheet steel enclosure to be installed on wall on MS Frame including connections   | 1 | No |  |  |
| <b>Total (A)</b>                         |  |   |    |  |  |
| <b>(Rupees .....Only)</b>                |  |   |    |  |  |
|  |  |   |    |  |  |
| <b>Signature of contractor with seal</b> |  |   |    |  |  |
| <b>Date</b>                              |  |   |    |  |  |

| <b>BOQ for Comprehensive Annual Maintenance Contract</b>     |  |            |             |                      |                        |
|--|--|------------|-------------|----------------------|------------------------|
| <b>Sr.No.</b>  | <b>Description</b>   | <b>Qty</b> | <b>Unit</b> | <b>Rate per year</b> | <b>Amount per year</b> |
| a)   | 5 years Comprehensive Annual Maintenance Charges of 17 TR AC @ Rs 27,200/-per year payable after completion of defect liability period of 12 months  | 2 Nos      | 1Machine    | 27,200               | 54,400                 |
| b)   | 5 years Comprehensive Annual Maintenance Charges of 11.0TR AC @ Rs 17,600/-per year payable after completion of defect liability period of 12 months | 2 Nos      | 1Machine    | 17,600               | 35,200                 |
| c)   | 5 years Comprehensive Annual Maintenance Charges of 8.5TR AC @ Rs 13,600/-per year payable after completion of defect liability period of 12 months  | 2 Nos      | 1Machine    | 13,600               | 27,200                 |
| <b>Total (B)</b>   |  |            |             |                      | <b>116,800</b>         |
| <b>(Rupees One Lakh Sixteen Thousand Eight Hundred Only)</b> |  |            |             |                      |                        |
| <b>Total (A + B)</b>   |  |            |             |                      |                        |
| <b>(Rupees .....Only)</b>                                    |  |            |             |                      |                        |

**Signature of contractor with seal**

**Date**

|            |       |
|------------|-------|
| Client ID  | 34    |
| Tender No. | 731   |
| Page no.   | 34/35 |

### **Confirmation of Acceptance of Tender terms and conditions**

(To be signed by the Tenderer and enclosed along with their offer in a separate envelope)

We have studied the terms and conditions of Tender Enquiry including General and Special terms and conditions, the specifications, lay-out drawings, Schedule of Quantities, Commercial terms and conditions, Approved Makes etc.

We are accepting all terms and conditions of Tender Enquiry without any deviation.

Offer with any deviation from the Tender Enquiry are likely to be rejected.

We also understand that the order/s will be placed in the name of principals only, not in the name of their dealer/s. Our quotation is based on the above.

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

**SIGNATURE OF TENDERER  
WITH RUBBER STAMP**

|            |       |
|------------|-------|
| Client ID  | 34    |
| Tender No. | 731   |
| Page no.   | 35/35 |

## DECLARATION

**I / We hereby declare that I / We read and understood the Terms and Conditions of the contract, Specifications, Drawings, Schedule of Quantities etc. and hereby agree to abide by them. In token thereof, I / We also understand that otherwise this is tender liable to be rejected.**

**I / We understand that our Tender will not be considered if the rates for items are not written both in FIGURES and WORDS.**

**I / We hereby confirm that only the relevant entries asked for, have been made within the Tender documents issued to us. I / We also confirm that in the event of any entry in this Tender document other than the relevant entry, shall make this Tender invalid.**

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

**SIGNATURE OF TENDERER  
WITH RUBBER STAMP**