



No. 04/EE/EMU/AUD/2025-26

Date: 04/12/2025

**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR E-TENDERING
FORMING PART OF BID DOCUMENT AND TO BE POSTED ON WEBSITE**

NIT

1. Item Rate two bid system e-tenders on behalf of DR B R Ambedkar University Delhi, are invited online through e-procurement portal of Govt. of Delhi from OEM of DAIKIN or their authorised service provider / dealer, dealing with CAMC of Heat Pump type VRV Air Conditioning system as per details given below who satisfy the eligibility criteria for following work:-

Sl. No	NIT No	Name & Location of work	Estimated cost put to the Tender (Rs.) based on MR	Earnest Money (Rs).	Time of Completion	Last Date & Time for online uploading of required documents (scanned copies) and financial bid	Date & Time of opening of Bid
1	04/EE/EM U/A UD/2025-26	“ Comprehensive Annual Maintenance Contract (CAMC) of various Heat Pump type VRF/VRV Air conditioning system installed in Karampura Campus, Dr. B.R. Ambedkar University Delhi ”	20,85,644.00	42000.00	One year	17.12.2025 up to 15:00 hrs	17.12.2025 At 16:00 hrs

The intending bidder must read the terms and conditions of FORM-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

Information and Instructions for bidders posted on website shall form part of bid document.

2. The contractors who fulfil the following requirements shall be eligible to apply. Joint ventures are not allowed.

- (a) Should have satisfactorily completed the works as mentioned below during the last Seven years ending previous day of last date of submission of tender in Govt. organisation/other reputed organisation. (Work order and completion certificate to be uploaded)

Three similar works each costing not less than **Rs. 8,34,500.00** only

OR Two similar works each costing not less than **Rs. 12,51,500.00** only

OR One similar works each costing not less than **Rs. 16,69,000.00** only

Similar works means:- “ Comprehensive Annual Maintenance Contract of VRF/VRV type Air Conditioners ”.

The value of executed work shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last date of submission of tenders.



(b) Should have had average annual financial turnover of **Rs. 10,43,000.00** only on Air Conditioning/AMC works during last three years ending 31st March 2025.

(c) Should have one local office in Delhi NCR (Noida, Ghaziabad, Faridabad and Gurugram).

3. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents etc. can be seen on website <https://govtprocurement.delhi.govt.in> free of cost.
4. But the bid can only be submitted after depositing Processing Fee and EMD. other documents as specified.

Cost of Tender Rs. NIL plus GST of Rs. --- i.e. ---- (----), NON REFUNDABLE, should be deposited in the form of DD/pay order only in favour of Registrar, Dr. B.R.Ambedkar University Delhi, payable at Delhi.

The tender cost instrument shall be scanned and uploaded to the e- Tendering website within the period of bid submission. The original DD/Pay order for tender cost should be deposited in the office of Executive Engineer Room no 55, Dr. B.R.Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi - 110006 within the period of bid submission.

The Tender cost receiving official shall issue a receipt of deposition of tender cost to the bidder in a prescribed format (enclosed) uploaded by tender inviting officer in the NIT.

The receipt shall also be uploaded to the e-tendering website by the intending bidder up to the specified bid submission date and time.

The Earnest Money (EMD) should be deposited in the form of DD/pay order/ only in favour of Registrar, Dr. B.R.Ambedkar University Delhi, payable at Delhi shall be scanned and uploaded to the e- Tendering website within the period of bid submission. The original EMD should be deposited in the office of Executive Engineer Room No 55, DR B R Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi – 110006 within the period of bid submission.

The EMD receiving officer shall issue a receipt of deposition of earnest money deposit to the bidder in a prescribed format (enclosed) uploaded by tender inviting officer in the NIT.

The receipt shall also be uploaded to the e-tendering website by the intending bidder up to the specified bid submission date and time.

Tender without requisite EMD will be summarily rejected. Validity of both the DD /pay order should be at least 03 months from the date of publication of NIT.

The financial bid of only those Tenders will be opened and considered who are found eligible based on the evaluation technical bid as per eligibility criteria

The tender documents are available on Delhi Government E-procurement website <https://govtprocurement.delhi.govt.in>

Corrigendum, if any, will be published only on Delhi Government E-procurement website <https://govtprocurement.delhi.govt.in> The AUD shall not be responsible for any delay for any reason whatsoever.

5. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can visit help tab on online bidding process as per details available on the website.
6. The intending bidder must have valid appropriate class digital signature to submit the bid.
7. Contractor can upload documents in the form of PDF format.
8. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in different colour.



List of documents to be scanned and uploaded within the period of bid submission (Envelope – 1)

- (1) Document in support of turn over for last three years as per eligibility criteria .
- (2) Demand Draft of any Scheduled Bank against applicable ~~Tender fee~~ and EMD.
- (3) OEM Authorisation certificate
- (4) Registration Certificate under Goods and Service Tax 2017 or applied copy of GST 2017.
- (5) Copy of PAN.
- (6) Copy of receipt for deposition of original EMD issued from office of Executive Engineer, AUD, Delhi.
- (7) Undertaking as per para 1.2 (d) of FORM – 6 (annexure I), Undertaking as per performa enclosed at Annexure II and Undertaking as per performa enclosed at Annexure III.
- (8) Certificate (s) of work experience (Completion / Performance Certificate) in Govt. organisation/Institution
- (09) List of Work in hand (Progress) as per enclosed Performa if any.

Financial Bid as per BOQ :- (Envelope – 2)

No manual tender shall be accepted only tender submitted through E-procurement portal shall be considered.

The bids shall remain valid for 75 days from the date of opening of Technical bid.

Copy to:-

Executive Engineer (Civil)

1. Office of the E.M.C :- for kind information to E.M.C.
2. Office of the Registrar :- for kind information to Registrar.
3. Office of the A.P. :- for kind information to A.P.
4. Office of the Director :- for uploading on his website.
5. Professional Adviser :- for kind information.
6. Guard file.
7. Office copy.
8. Nodal Board.

Signature Not Verified

Digitally signed by MITHULESH KUMAR SINGH

Date: 2025.12.04 16:19:10 IST

Location: NCD of Delhi-DL