



साहित्य अकादेमी

SAHITYA AKADEMI

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Expression of Interest for Installation of Air Conditioner Plant



Notice Inviting Expression of Interest for Installation of Air Conditioning Plant for the Library Section of the Sahitya Akademi

Part-I

The Sahitya Akademi, an autonomous institution under Ministry of Culture, Government of India, New Delhi invites Expression of Interest for Installation of Air Conditioning Plant in the Library Section of the Sahitya Akademi. The last date for submission of interest is within 10 days from 09th February, 2016.

The air conditioning plant will have to be installed by the Authorized Supplier/Manufacturer on award of contract for supply and installation or as decided by the competent authority and those interested vendor who fulfill the minimum criteria need submit their interest. The party whose tender/quotation is accepted/found to be lowest **shall also be liable to dismantle the present air conditioning plant on Buy Back Basis.**

The Akademi reserves the rights to amend/ withdraw any terms and conditions of the expression of interest document or to reject any or all expressions without giving any notice or assigning any reason. In this regard, the decision of the Competent Authority in Sahitya Akademi shall be final and binding on all.

The interested vendor will be bound by the details furnished by it while submitting the interest. In case any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.

The applicant shall bear cost of preparation and submission of EOI. Applicant must deposit the EOI fees of Rs.500/- (Rupees Five Hundred only) in the form of bank draft in favour of "Secretary, Sahitya Akademi, New Delhi". The EOI not accompanied by the requisite fee is liable to be summarily rejected.

The applicants need to provide all the reference details/documentary evidences required to fulfill the eligibility criteria as applicable.

The EOI should be in the prescribed format. Any EOI not found responsive to the details mentioned in this document liable to be rejected. The EOI will be opened in the office of the Secretary, Sahitya Akademi, Rabindra Bhavan, New Delhi on 24th February, 2016 at 02.30PM. The vendors who have submitted their EOI may attend or depute their authorized representative.

The applicant is requested to review the response before submission as the submitted response shall be considered final and revisions may not be permitted, unless there are genuine reasons for such revision.

The parties through respective signatories shall settle any dispute or disagreement with respect to performance, non-performance or defective performance of respective obligation amicably. In the event of disputes remaining unresolved, the parties shall refer the matter to a single arbitrator under arbitration law that may be applicable, whose appointment shall be done by Secretary, Sahitya Akademi. The place of arbitration shall be New Delhi and the language used shall be English.

The Earnest Money equivalent to 2% to 5% in the form of an account payee Demand Draft in favour of Secretary, Sahitya Akademi, New Delhi shall be submitted alongwith Technical Bid.

The earnest money of unsuccessful applicants will be returned within reasonable time. However, the Sahitya Akademi shall neither be responsible for any loss nor liable to pay interest thereon for the period the Earnest Money while in its possession.

Tender placed in a sealed cover with the name of the project "**Tender for Airconditioning of the Library Section of the Sahitya Akademi**" written on the top which shall contain two envelopes viz. TECHNICAL BID (Envelope-I) and Financial BID (Envelope-II) with the



name of the project written on each envelope. The tender addressed to Secretary, Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi – 110001 will be notified separately or informed on the day of opening of EOI.

The Technical Bid shall be opened on (to be notified separately or informed on the day of opening of EOI) in the presence of the tenderer or their authorized representatives at the Sahitya Akademi Conference Hall on the 3rd Floor of the Rabindra Bhavan. The technical bids shall be scrutinized by the committee constituted for the purpose. The Committee shall assess the ability of the agencies to carry out the requisite work with regard to their profile and experience in the field.

The Financial bid of only those venders would be opened who are found technically qualified. The date and time of opening of Financial Bids will be decided during opening of the Technical Bids.

The venders should quote in figures as well as in the words the rates and amount tendered by them in the financial bid. The rates quoted in the financial bid shall be inclusive of all taxes, levies etc. except service tax which shall be as applicable from time to time. Nothing extra shall be payable over and above the accepted rate as per the price schedule mentioned in the Financial Bid.

The successful vendor will enter into an agreement with the Sahitya Akademi for supply/installation/maintenance of the air conditioning plant within warranty/guarantee period as and when required. **The party shall also be liable to dismantle the present air conditioning plant on Buy Back Basis.**

The successful bidder would have to deposit a performance guarantee equivalent to 10% of the value of the contract in the form of DD in favour of Secretary, Sahitya Akademi, New Delhi within 5 days from the date of issue of the work order. The earnest money shall be adjusted against the performance security to be submitted by the successful bidder. The performance security can be forfeited by order of the competent authority in the Sahitya Akademi in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observation of any condition of contract. On expiry of the contract, such portion of the said performance guarantee sufficient to cover any incorrect or excess payments made on the bills to the firm shall be retained until the final audit report on the account of firm's bill has been received and examined as may be considered by the competent authority in the Sahitya Akademi.

No advance payments will be made. Payment of the total contract amount will be made by electronic transfer on successful completion of work duly certified by the Committee constituted for the purpose.



Part-II

DECLARATION

To

The Secretary,
Sahitya Akademi
Rabindra Bhavan,
35, Ferozshah Road,
New Delhi – 110001.

Subject : Expression of Interest for installation of Air conditioning plant for Sahitya Akademi Library Section.

Sir,

With reference to above, I, _____ Son/ Daughter /wife of Sri _____ Proprietor/ Director, authorized signatory of the Agency/Firm, mentioned above is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the EOI and undertake to abide to them.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person
Full Name

Date:
Place:



Part-III

INFROMATION TO BE GIVEN BY THE VENDOR

1. Name of the Bidder Firm/Company :
2. Address :
Telephone No. Office :
Residence :
Mobile :
Fax :
3. Registration particulars of the Firm/Company :
Viz. Proprietary, Partnership, Private Limited,
Public Limited etc. (attach photocopy of the
Certificate of Incorporation)
4. Name of Proprietor/Partner/Director signing :
The tender documents
5. Name/Designation/Address of the Authorized :
Signatory holding the Power of Attorney
(if any)
6. Income Tax Return Particulars :
7. Permanent Account Number (PAN) :
8. VAT/Services Tax Number :
9. Details of Experience :
10. Details of Technical Personnel :
11. Age :
12. Qualification/s :

Certified that the information given above is true and if any information is found to be false or misleading the tender/Contract may be cancelled

Signature Name
(Capacity in which signed with company stamp)



Part-IV

Specific terms and conditions of eligibility for Expression of Interest are mentioned below:

S. No.	Pre-Qualification Criteria	Reference Details/Documentary Evidence
1	The applicant should be in the business for last 3 years	Certificate in support of organization is in the business of installation of air conditioning plants
2	The applicant should have a cumulative turnover of at least INR 25Lacs over last 3 financial years (FY 2012-13, FY 2013-14, FY 2014-15) as per the consolidated financial statements.	Copy of audited relevant financial statements for the entity or its global entity for the last 3 years.
3	The applicant should be sole proprietary concern, partnership firm of a company registered with the Registrar of Firms/ Registrar of Companies (as applicable).	Partnership Deed, Memorandum and Article of Association.
4	The applicant must be registered with Service Tax department.	Registration Certificate copy to be enclosed.
5	The applicant must be ISO 9001:2008 certified.	Attach Certificate copy.
6	The applicant should not have been blacklisted by any of the PSUs/ Government Organizations/ Departments in India during past 2 years.	Self - Declaration.
7	The applicant must have undertaken/ completed at least 3 assignments in any PSUs/ Government Organization/ Department/ Corporates in India.	Attach work orders/ certificates specifying "completion" or "satisfactory work in progress" OR Reference Details on the applicant's letter head with contact details for reference.
8	The applicant must have trained manpower to do the job.	Attach copies/ certificates/ details.