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NOTICE FOR INVITING TENDER

1st RE-CALL

The **Registrar, University of Allahabad, Allahabad** on behalf of Vice Chancellor invites online item rate bids from OEM/Authorized sales & Service dealers of LG Air-Conditioning systems for award of comprehensive Annual Maintenance Contract of VRF type Air Conditioning system for the following work(s):

S. No.	NIT NO.	Name of work and location	Estimated cost put to bid	Earnest Money	Period of Completion	Date of Publishing	Last date & time of submission of bid, EMD, e-tender processing fee and other Document as specified in the bid document	Time & date of opening of tender
1	2	3	4	5	6		7	8
1	**02/UE(EL)/ALLD/PRYJ/2026-27**	**Annual Maintenance Contract (AMC) of VRF Air Conditioning system installed in FCI Complex, University of Allahabad, Allahabad.**	**Rs. 25,60,357/-**	**Rs.51,250/-**	**01 year**	**18.11.2026**	Up to 03:00 PM on **14.12.2026**	At 03:30 PM on **15.12.2026**

Registrar
University of Allahabad

TECHNICAL CUM PREQUALIFICATION

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

1. The intending bidder must read the terms and conditions carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
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 can be seen and downloaded from website **www.allduniv.ac.in, www. eprocure.gov.in**
4. But the bid can only be submitted after depositing of original EMD in the office of University Engineer ,Allahabad University within the period of bid submission and uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker`s Cheque or Deposit at call Receipt or Fixed Deposit Receipts and Bank Guarantee of any Scheduled Bank towards EMD in favor of Finance Officer, University of Allahabad as mentioned in NIT, receipt for deposition of original EMD to office of the University and other documents as specified.
5. Those contractors not registered on the website mentioned above, are required to get registered beforehand.
6. The intending bidder must have valid class-III digital signature to submit the bid.
7. Contractor can upload documents in the form of **JPG** format and **PDF** format.
8. Contractor must ensure to quote rate of each item.

ANNEXURE-I

TECHNICAL BID DOCUMENT

1.	Name of the Party	:
2.	Address (with Tel. No., Fax no.)	:
3.	Name & Address of the Proprietor/ Partners/Directors (with Mobile No. & E-mail)	:
4.	Contact Person(s) (with Mobile No. & E-mail)	:
5.	No. of years of experience in Service/ Maintenance of Air- Conditioner Units (Minimum 3 years)	:
6.	Permanent Account Number (PAN)	:
7.	Certified photocopy of IT return during the last three financial year ending March 2026.	:
8.	List of works carried out during last seven year ending 31st March, 2026. (a) One similar work, each of value not less than Rs. 20, 48, 286/- **OR** (b) Two similar work, each of value not less than Rs. 15, 36, 214/- **OR** (c) Three similar work, each of value not less than Rs. 10, 24, 143/-	:
9.	Details of Earnest Money Deposit (EMD)	:
10.	GST Number	:

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with Date)

RECEIPT OF DEPOSITION OF ORIGINAL EMD

(Receipt No. ……. / date ……)

Name of Work: **"Annual Maintenance Contract (AMC) of VRF Air Conditioning system installed in FCI Complex, University of Allahabad."**

1. NIT No. : **02/UE(EL)/ALLD/PRYJ/2026-27**

2. Estimated Cost : Rs. 25,60,357/-

3. Amount of Earnest Money Deposit : Rs. 51,250/-

4. Last date of submission of Bid : **…… UPTO 3:00 P.M.**

5. Name of Contractor: …… #

6. Form of EMD …… #

7. Amount of Earnest Money Deposit …… #

8. Date of submission of EMD …… #

……

Signature, Name and Designation of EMD
Receiving person along with office stamp

General TERMS AND CONDITIONS

The University of Allahabad invites tender from OEM/Authorized sales & Service dealers of LG Air- Conditioning systems for award of comprehensive Annual Maintenance Contract of VRF type Air Conditioning system installed in FCI premises of the University. The AMC is for the period of one year from the date of order/agreement.

I. TENDER PROCESS:

(1) Online tenders are invited in two parts i.e. (i) Technical bid and (ii) Financial Bid. The tender form for the technical bid in proforma prescribed in Annexure-1 and the tender form for the financial bid in proforma prescribed in Annexure-II,

(2) **Earnest Money Deposit (EMD):** Earnest Money deposit of Rs. 51,250/- in the form of Demand Draft/ Bankers cheque of Scheduled Bank drawn in favour of "Finance Officer, Allahabad University, Allahabad" payable at Allahabad must be enclosed with technical bid. Technical bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders after completion of the bid process. However, the EMD shall be forfeited in case the successful bidder withdraws subsequently or the details furnished in ANNEXURES-I & II are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit (EMD) of the successful bidder and same will be returned on furnishing the Performance Guarantee

(3) **Performance Guarantee:** The successful bidder has to submit 10% of the total value of the contract as performance guarantee deposit in the form of Demand Draft / Bank Guarantee/ Fixed Deposit Receipt of a Schedule Bank drawn in favour of "Finance Officer, Allahabad University, Allahabad" payable at Allahabad before taking up the contract. The Performance Guarantee shall be refunded to the selected bidder on successful completion of contract period. No interest shall be paid on the Performance Security placed with the Department by the successful bidder. The Performance Guarantee will be forfeited in the event of withdrawal of contract by the contractor before the expiry of the contract period or in the event of termination of the contract attributable to the unsatisfactory performance of the contract or for violation of any of the terms and conditions of the contract.

(4) The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the Annexure-I & II of this document in clear and legible terms. Wherever required the prices quoted shall be written in figures and words as well. ANNEXURES shall also have to be signed and stamped by the bidder or its authorized signatory.

(5) The tender forms shall be rejected if it is not complete in any respect.

. **Job Requirement**

1. The Annual Maintenance Contract is for the period of **one year from the date of order/agreement**
2. The service provider shall must have its one local office **in or around Prayagraj.**
3. The service provider shall **provide direct service** and shall not employ Sub - Contractors.
4. Bidder should have a minimum of three years of experience in the service/ maintenance of Air Conditioners (VRF type) to various organizations. The bidder has to submit experience certificate issued by the clients.
5. The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961 and valid GST number.
6. The evidence for filing of returns for last three financial years ending 31st March 2026 should be enclosed along with the technical bid.
7. There shall be **two type of Maintenance Service** to be carried out by the Service Provider viz. Preventive Maintenance Service (PMS) and Break-down Service (BDS).

Preventive Maintenance Service (PMS):

Every machine shall be serviced as and when required. A record of such service, duly acknowledged by the person in charge of the location of the air-conditioner, shall be maintained.

The Preventive Maintenance work includes the following:-

- Checking motor bushings
- Ground connections
- Checking connections at the main plug
- Cleaning of blower and condenser fan
- Cleaning of air filter
- Cleaning the evaporator and condenser coils
- Cleaning the equipment
- Checking and tightening of nuts & bolts
- Oiling the motor
- Checking cooling efficiency
- Other parts/items required for smooth running & cooling/heating of the system.

However, the air filter of the VRF Air-Conditioning Units shall be cleaned every month.

Note- PMS make covers the period of complete one year.

Break down Service (B.D.S.):

Break-down calls shall be attended to immediately/ swiftly and a record of such service, duly acknowledged by the person in charge of the location of air conditioner, shall be maintained.

Note- Period of BDS shall be round the year.

VRF Air Conditioner:

(I) **Following breakdown service (BDS) will include in the cost of Service Provider:**

a) Replacement of all genuine spares along with compressor, PCB, motor, copper tubing, refrigerant and plastic/PVC items, all the mechanical & electrical items (except power wiring), copper rewinding/ replacement of blower/ condensers fans, refilling of gas charging etc.

b) Replacement of Compressors with gas charging etc. in replaced compressors of VRF A.C. Units.

c) Replacement/copper rewinding of Transformers and replacement of all genuine spares including electrical and Plastic/ PVC items.

d) Replacement of Compressors with gas charging etc. in replaced compressors of VRF A.C. Units while replacement of Compressors the service provider will deposit the old Compressors to the University.

9. This Annual Maintenance Contract shall be **Comprehensive contract** for VRF air – conditioning systems for all types of up keeping & maintenance activities required.
10. The quantity & details of Air-conditioning units are given in Page **8** of this document. The VRF air - conditioners under the supplier's Warranty shall stand included under Annual Maintenance Contract on completion of the Warranty period.
11. There shall be stationed at our premises a **minimum of one team** on full-time basis, consisting of 1 qualified technician and 1 helper, at any given point of time. The number of team shall be suitably increased by the service provider, if necessary, in order to provide a satisfactory service.
12. There shall be an exclusive person posted at our premises on a **full-time basis** to receive the complaints, over phone and in person.
13. All the technicians and helpers posted on duty **shall sign the attendance** prescribed for the purpose. Any absence/ default in this regard would involve proportionate deduction of AMC charges payable to the service provider. Repeated absence/ default in this regard shall lead to termination of contract.

14. All break-down calls shall be **attended to immediately** and on the same day. Breakdown calls that could not be attended to on the same day for exceptional reasons shall be attended to on the next day without fail.
15. Any part/units taken out of the office premises for service at your workshop shall be returned at the earliest **and in any case, within a week's time.** Non attendance of complaints of this nature beyond a week would entail deduction **of penalty of Rs. 2000/- per day/Unit** till the complaint is attended to.
16. Bills on quarterly basis shall be submitted to the undersigned along with the Service Report Acknowledgements (both for Preventive Maintenance Service and for Break-down Maintenance Service) before 5th of the following month. Payment shall be made after verification of the Records and the same **shall be restricted to actual number of air – conditioning plants serviced & operated in that period.**
17. Payment for service of air-conditioner units in the period shall be made only once either under Preventive Maintenance or under Breakdown Maintenance.
18. The contractor shall continue the service on same terms until a new contractor is in place.
19. The contract is extendable for a further period of one year on mutually agreed rates and terms and conditions, at the discretion of the Department.
20. The selected service provider shall execute Maintenance Contract in the Form prescribed by this Office. Once selected, the service provider shall, at the end of the service period/ termination of contract hand over the Air conditioner units in working condition to the successor service provider.
21. The payment for the last duration shall be made to the selected Service provider only after completion of handing over of all VRF Air - conditioner Units in working condition to the successor- service provider and after receipt of taken over note from the successor- service provider.
22. Inspection, to ascertain the condition of the VRF Air - Conditioners may be made on any working day between 11.00 AM and 2.00 PM. **The Assistant Engineer (El), Allahabad University** may be contacted at his chambers, 33/11 KV substation for any clarifications.
23. Even if no call is made by any of our offices covered under AMC, the firm is required to undertake preventive maintenance by checking all the VRF Air Conditioners at least once every month and servicing every 4 months and confirm that the systems are in the best of the working conditions.
24. This constitutes a comprehensive maintenance contract and includes all parts of the machines including compressor, gas, mechanical parts, copper tubing etc. and also the stabilizers if connected to the Air Conditioning systems.
25. The selected A.M.C. Service provider will also be liable for daily operation of VRF air conditioning units during university office hours.

26. The University reserves right to reject or accept any or all the tenders or may change the tender conditions at any stage, even during contract period, without assigning any reason thereof or to split up the work between two or more contractors.
27. In the event of any dispute, the decision of the Vice-Chancellor, Allahabad University, shall be final and binding upon both the parties.
28. The replaced compressors & gas charging will be guaranteed for a minimum Period of one year.
29. Only OEM/ authorized sales & service dealers of L.G. Air conditioning systems are eligible for tender.

WARRANTY OF QUALITY AND QUANTITY:

1. The awardees' shall give warranty that all the VRF Air Conditioners etc. are serviced properly, repair/ replacement of parts wherever required have been executed as per the specifications laid down in contract agreement and the workmanship is up to the standard followed in industry.
2. Upon receipt of notice from Department, for defective material, the firm shall within 7 days of receipt of the notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on the Department for the replaced goods thereafter. If the firm fails to replace the defective goods within a reasonable period, the Department may proceed to take such remedial actions as may be necessary, at the company's risk and expense.
3. One year warranty certificate for replaced compressor is to be submitted.

LIST OF VRF AIR - CONDITIONERS FOR A.M.C. (Acadmic complex, FCI Campus).

(i)	**VRF Air – Conditioner 20HP**	**- 11Nos.**
(ii)	**VRF Air – Conditioner 16HP**	**- 05Nos.**
(iii)	**VRF Air – Conditioner 14HP**	**- 02Nos.**
(iv)	**VRF Air – Conditioner 10HP**	**- 04Nos.**

Total 368HP (including all the 22Nos.)

FORCE MAJEURE

1. Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form to the other party.
2. Force Majeure shall means fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.

Registrar
Allahabad University

ANNEXURE-II

FINANCIAL BID DOCUMENT

1. Name of the Party :

2. Address (with Tel. No., Fax no.) :

3. Name & Address of the Proprietor/ Partners/Directors (with Mobile No. & E-mail) :

4. Contact Person(s) (with Mobile No. & E-mail) :

5. Annual Maintenance Contract (AMC) charges (Rates in Rupees per HP/ per annum) (**inclusive of all taxes and GST**) :

(i)**VRF Air – Conditioner 20HP: 11Nos.@** **per HP**

(ii)VRF Air – Conditioner 16HP: 05Nos.@ **per HP**

(iii)VRF Air – Conditioner 14HP: 02Nos.@ **per HP**

(iv) VRF Air –Conditioner10HP: 04Nos.@ **per HP**

Total 368HP (including all the 22Nos.)

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DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with Date)