

# Invitation of Quotation for HVAC Duct cleaning at NICU, at AIIMS Jodhpur

<b>Inquiry No.</b>	<b>AIIMS/Jodh./E.E. (E)./Q.N./2024-25/13</b>
<b>Inquiry Issue Date</b>	<b>08 November, 2024</b>
<b>Last Date of Submission</b>	<b>18 November, 2024 at 03:00 PM</b>



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**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, JODHPUR**  
**अखिल भारतीय आयुर्विज्ञान संस्थान, जोधपुर**

Inquiry No. AIIMS/Jodh. /E.E. (E)/Q.N./2024-25/13

Date: 08 Nov 2024

**QUOTATION NOTICE**

Sealed quotations are invited from **NADCA Certified Agencies** on behalf of the Executive Director, AIIMS Jodhpur for the work of "**HVAC Duct Cleaning at NICU, at AIIMS Jodhpur**". The last date for submission of quotations is 18 Nov 2024 up to 3:00 P.M.

**General Terms & Conditions:**

1. Bidder must have a **valid NADCA membership Certification** and a copy of its **certification must be attached** with the bid. The Bids received without a valid NADCA membership Certification will be rejected automatically.
2. The quotations received after 18 Nov 2024 up to 3:00 PM or unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay, this Institute will not be responsible. The offer submitted by/through Fax/Email shall not be considered and no correspondence will be entertained in this matter.
3. Quotations must be in the enclosed prescribed format duly **signed by the Proprietor/Partner/Director**, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
4. Quotation must be dropped in the "**Quotation Box**" located at the **Ground Floor of the Medical College building** of AIIMS, Jodhpur. Quotation must be in a **sealed envelope super scribed with the above inquiry number**.
5. Rates must be quoted in "Indian Rupees" and bidder should give rates, showing taxes, levies, if any, in the prescribed format. Quotations not conforming to these requirements shall be rejected and no correspondence will be entertained whatsoever.
6. Rates must be quoted **FOR basis** (including Freight charges, Insurance, installation, commissioning, etc.) considering costs of all required works, minimum wages for labour and all their benefits and deductions.
7. **No overwriting or cutting is permitted in the rate.** If found, the quotation shall be summarily rejected.
8. The rates quoted must be valid for **180 days** from the date of opening of the quotation. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity.
9. After due evaluation of the bid(s) AIIMS, Jodhpur will award the contract to the **lowest evaluated responsive bidder on a composite basis**. Conditional bid/s will be treated as unresponsive and will be rejected. Becoming L1 will not be the criteria for awarding of work unless the rates are reasonable & justified.
10. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.

#### 11. Performance bank guarantee:

- Performance guarantee of the contract in accordance with all the terms and conditions specified in the, the successful bidder/contractor shall furnish a **Performance bank guarantee @3% of order value** in the form of **Fixed Deposit Receipt or Bank Guarantee** from any Nationalized Bank duly pledged in the name of the "All India Institute of Medical Sciences, Jodhpur" within 07 days of the issue of the Letter of notification of award.
- AIIMS-Jodhpur shall have the right to encash the PBG for non-compliance of any or all the terms and conditions of the contract and to recover any Liquid Damages and penalties under the contract as well as against defects in any of the work as enumerated in the contract.
- **Refund of PBG:** The Performance bank guarantee will be refunded after completion of work, all types of contractual liability of the contractor, issuance of work completion certificate and clearance from the Engineer-In-Charge. No interest will be admissible / paid on PBG by the Institute.

#### 12. Security deposit:

- **Security Deposit @2.5%** will be deducted from the final bill of the Contractor or Contractor may submit Bank Guarantee against billing amount as per consent of E-I-C for the works.
- **Refund of Security deposit:** The amount deducted from contractor's bill/s as security deposit shall be refunded after completion of contract, all types of contractual liability of the contractor and clearance from the Engineer-In-Charge. No interest will be paid on account of Security deposit by the institute.

13. A person signing any documents forming part of the contract on behalf of another shall be deemed responsible, that he has authorize to bind the same and if, on enquiry, it appears that the person so, signing had no authority to do so, the Executive Director, AIIMS, Jodhpur may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.

14. The firm shall not assign or sublet the whole work/job. The work is not transferable.

15. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by AIIMS, Jodhpur in that event the bid shall also stands forfeited.

16. **Disputes:** In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Jodhpur with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to the Executive Director, AIIMS Jodhpur whose decision will be final and binding. Any disputes are subject to exclusive jurisdiction of competent court and forum in Jodhpur, Rajasthan, India only.

17. The Arbitration shall be held in accordance with the provision of the Arbitration and Conciliation (Amendment) Act 1996 and the venue of arbitration shall be at Jodhpur. The decision of the Arbitrator shall be final and binding on both the parties.

18. AIIMS, Jodhpur reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the AIIMS, Jodhpur will be final in this regard.

19. The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

20. Force Majeure: Any delay due to Force Majeure will not be attributable to the service provider.

21. **Liquidated Damage:** If the supplier fails to execute the work on or before the stipulated date, then a penalty @ 0.5 % per week of the total order value shall be levied subject to maximum of 30% of the total order value.

### Special Terms & Conditions:

1. Bidders must quote the Rates in Price Bid Form provided in **Annexure A**.
2. Bidders must submit a copy of the GST registration certificate along with the Bid.
3. The contractor/agency must have at least **01 NADCA certified Personnel/Specialist** in their team & the work of HVAC duct cleaning has to be executed at par with **NADCA Standards equipment & methods** and comply with NADCA's Code of Ethics.
4. It is mandatory to execute the work of cleaning & ozone sterilization of the supply air ducts using necessary robots & vacuum equipment. **No manual cleaning inside the duct is allowed.**
5. The work has to be executed in a nearby patient occupied area with utmost safety.
6. Since the work is to be carried in NICU dept. therefore it has to be carried out as per availability of area & directions of Engineer in charge.
7. Necessary covering of all nearby equipment installed in the area has to be arranged by the contractor to ensure safety from dust in that area.
8. If required, some portion of the false ceiling (gypsum board type) & duct may be dismantled by the contractor to insert robot & necessary equipment for execution of the work.
9. Repairing/Re-patching the dismantled false ceiling and duct to make it as good as before is under the scope of the contractor.
10. The cleaning of all supply & return air diffusers & grills of the area is also in the scope of work of the contractor.
11. Use of any harmful chemicals is strictly prohibited during the entire work. **Only Ozone is allowed within permissible concentration for sterilization of ducts post cleaning.**
12. The time allowed for completion of the above entire work is **30 days** or as per work order.
13. Electrical Power supply and water supply will be provided by AIIMS Jodhpur.
14. For full completion of the work, the contractor shall at his own expense arrange & furnish all necessary work tools, tackles, ladders, scaffolding, wire brushes, etc. that may be required to complete the work under contract.
15. The disposal of dust and other debris collected from the ducts has to be done properly as per instructions from Engineer In-charge.
16. The contractor shall submit a copy of the **video footage in CD/DVD** before and after cleaning of the ducts.
17. The contractor shall not deposit or store any materials at any site without permission of the Engineer. The materials will be stored at such places only with prior approval of the Engineer as there is no obstruction in traffic or other agencies.
18. The contractor will take all necessary precautions against a fire during the course of his work & will ensure the work against fire at his cost. He will also take all cases against likely damage to the floor, walls, doors, windows or any part of the building. In case of any damage or loss, the contractor has to make good at his own cost.
19. The site shall be cleared off all the rubbish of all kinds etc. complete. After completion of the work, the site shall be handed over in clean and neat condition.
20. In a view to safeguard the secrets & confidential information relating to All India Institute of medical Sciences, Jodhpur, the bidder binds himself and his successors to secrecy & contracts to bind to secrecy of his officials, Manager, Technical Senior staff & all other staff directly or indirectly concerned in or whom have to acquire information relation to the AIIMS, Jodhpur
21. Inspection of Work: Engineer or any person appointed by the Executive Director, AIIMS, Jodhpur shall have access and right to inspect the work, or any part thereof at all times and places during the progress of the work.

22. The contractor shall follow security rules of the Institute. The contractor should issue the identity cards to their workers. Contractor may please note that the security section is empowered to carry out the checks.
23. Contractor shall take all precautionary measures to avoid any damage to adjoining property. All necessary arrangements shall be made at his own cost. In case it happens the contractor may repair the damaged property at his own cost and no claim in this regard will be entertained.
24. Contractor may be allowed to work at night only after instructions from the Engineer In-charge. However, if the work is carried out in more than one shift or at night, no claim on this account shall be entertained.
25. Payment will be made only on completion of work on final submission of bill.
26. The Contractor has to ensure safety and provide adequate supervision/precautions and shall ensure that the workmen engaged by him are professionally competent and have the required expertise to carry out the work.
27. During working at the site, some restrictions may be imposed by the Engineer-in-Charge/ Security staff of the Institute or Local Authorities regarding safety and security etc., the contractor shall be bound to follow all such restrictions/instruction & nothing extra shall be payable on this account & no claim for delay on this account shall be entertained.
28. If the contractor fails to proceed with the work within the stipulated time as specified from the date of issue of work order to proceed with the work, it shall be treated as failure on the part of the Contractor to discharge the Contractual obligations which may result in termination of the contract and forfeiture of the bank guarantee.
29. No residential accommodation shall be provided to any of the staff engaged by the contractor. The contractor shall not be allowed to erect any temporary setup for staff in the campus.
30. Bidders are suggested to visit the site before bidding. It will be automatically understood that the bidder has visited the site before quoting the price.



**Executive Engineer (E)**

**Annexure A**  
**Price Bid Form**

To,  
The Executive Engineer (Electrical),  
AIIMS, Jodhpur

Dear Sir,

1. I/We M/s \_\_\_\_\_ submitting the quotation for Inquiry No.:  
AIIMS/Jodh./E.E.(E)/Q.N./2024-25/13 at AIIMS Jodhpur".
2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
3. I/We hereby offer to supply at the following rates:

S. No.	Detail of Item	Unit	Qty.	Rate	Amount
1	<p>Robotic HVAC supply air duct cleaning and sterilization by ozone generator of all the supply air ducts of the entire air conditioned area (i.e., 600 Sqm. approx. / 10000 CFM cooling capacity) of OPD 3rd floor C-block NICU dept. including following:</p> <ul style="list-style-type: none"> <li>● Preparation of site.</li> <li>● Initial Robotic inspection.</li> <li>● Finding and making access to ducts by dismantling some portion of false ceiling (if necessary).</li> <li>● Cleaning all supply air ducts along with all diffusers &amp; grills.</li> <li>● Taking pre-cleaning &amp; post-cleaning photos/videos.</li> <li>● Sterilization of ducts with the help of Ozone Generator.</li> <li>● Disposal of dust and other harmful waste found in the duct.</li> <li>● Repairing/Re-patching the dismantled false ceiling and ducts to make it as good as before.</li> <li>● Site handover to the client along with Pre &amp; Post-Cleaning photos/videos and cleaning certificate.</li> </ul>	Each	01		
	<b>Total amount Exclusive of GST</b>				
				GST @ _____	
	<b>Total amount Inclusive of GST</b>				

Date \_\_\_\_\_

Signature of Authorised Person: \_\_\_\_\_

Place \_\_\_\_\_

Name of the Firm/Agency: \_\_\_\_\_

Phone No: \_\_\_\_\_

Firm GST No: \_\_\_\_\_

Bank Account No. :- \_\_\_\_\_

IFSC Code: \_\_\_\_\_

Seal & Sign:- \_\_\_\_\_