

# **Maharashtra National Law University Mumbai**

## **Invitation for Expression of Limited Tender Enquiry for Supply, Installation and AMC of Air Conditioner (AC).**

Application Fees: 1000/- (Non-Refundable)

**EOI Opening Date: 22.08.2023**

**EOI Closing Date: 05.09.2023**

Interested suppliers may visit the Website [www.mnlumumbai.edu.in](http://www.mnlumumbai.edu.in) and download the RESPONSE FORM [*Annexure A*] PRICE BID [*Annexure B*] (in Excel format). Filled in form complete in all respects may be forwarded by Email: [eoimnlumumbai.edu.in](mailto:eoimnlumumbai.edu.in) and Registered Post to **The Registrar, Maharashtra National Law University Mumbai, 2<sup>nd</sup> Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076.** The envelope containing the documents should clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed EOI FOR LIMITED TENDER ENQUIRY FOR SUPPLY, INSTALLATION AND AMC OF AIR CONDITIONER. Please read General Instructions carefully. Documents must reach on or before 17:00 hours **Tuesday, 5<sup>th</sup> September 2023.** No hand delivery.

**REGISTRAR,  
MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI**

# **Maharashtra National Law University Mumbai**

**2<sup>nd</sup> Floor, CETTM MTNL, Hiranandani Gardens, Technology Street,  
Powai, Mumbai - 400 076.**

## **INVITATION FOR EXPRESSION OF INTEREST FOR LIMITED TENDER ENQUIRY FOR SUPPLY, INSTALLATION AND AMC OF AIR CONDITIONER**

### **1. INTRODUCTION**

**Maharashtra National Law University Mumbai was established under Maharashtra National Law University Mumbai Act (VI of 2014) of the Government of Maharashtra. It is a teaching and research University of National character with deep regional ethos. Professor (Dr.) Dilip Ukey is the Vice-Chancellor.**

Currently, Maharashtra National Law University Mumbai is operating from 2<sup>nd</sup>Floor, CETTM-MTNL, Building, Hiranandani Gardens, Technology Street, Powai, Mumbai - 400 076.

The University invites expression of interest (EOI) from eligible agencies for supply, Installation and AMC of Air Conditioner. Agencies, which are located in Mumbai and regularly supply such items for Government offices, Public Sector Units (PSUs), banks and higher educational institutions are requested to respond.

### **2. ELIGIBILITY**

The agency should satisfy the following eligibility conditions:

- a) Should have supplied Air Conditioners. during last three years [2020, 2021 and 2022] worth at least
  - (i) Rs. 5.00 lakhs per annum to any one organisation, OR
  - (ii) Rs. 10.00 lakhs per annum each to any two organisations, OR
  - (iii) Rs. 15.00 Lakhs per annum each to more than two organisations.

- b. The applicant agency should be a bonafide supplier / vendor of Air Conditioners. Applicant should submit proof in support of the same.
- c. Agency should have retail or wholesale shop or godown in Mumbai having established facility for supply of goods at client's premises in short notice and in uninterrupted manner.
- d. Agency shall have following statutory valid registration certificates and licenses:
  - i. GST(Goods and Services Tax) Registration
  - ii. Shop Establishment License
  - iii. Permanent Account Number (PAN)
  - iv. Any other registration that is required as per statutory / local norms for supply of items.

### 3. HOW TO APPLY

Interested suppliers may visit the Website <https://mnlumumbai.edu.in/tendernotice.php> and download the RESPONSE FORM [*Annexure A*] AND PRICE BID [*Annexure B*]. Filled in form complete in all respects may be forwarded by Email: [eoimnlumumbai.edu.in](mailto:eoimnlumumbai.edu.in) and registered Speed post/Courier to the Registrar, Maharashtra National Law University Mumbai, 2<sup>nd</sup> Floor, CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076 . The envelope containing the documents will clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed RESPONSE TO EOI FOR LIMITED TENDER ENQUIRY FOR SUPPLY, INSTALLATION AND AMC OF AIR CONDITIONER. Please read General Instructions below carefully. Documents must reach on or before 17:00 hours of **Tuesday, 5<sup>th</sup> September 2023**. **HAND DELIVERY IS NOT ACCEPTABLE AND WILL BE LIABLE TO BE REJECTED.**

## GENERAL INSTRUCTIONS

1. Agencies shall be prequalified and shortlisted based on the criteria laid hereinabove, (Ref.2 Eligibility)
2. Maharashtra National Law University Mumbai reserves the right to visit, inspect or contact some of the offices to whom supplies are made by the agency prior to selection.
3. The decision of Maharashtra National Law University Mumbai regarding the selection of the Agency shall be final and binding on all concerned.
4. Agency should submit the Application Fees of Rs. 1000/- (Rupees One Thousand Only) (non-refundable) in the form of demand draft in favour of Maharashtra National Law University Mumbai.
5. List of items [Annexure B] likely to be supplied is only tentative and not exhaustive. Rates per unit are to be quoted both in figures and words. The quotations should be sealed in a separate smaller envelope and superscribed PRICE BID. This envelope will be kept in the main large envelope containing other documents and Response form.
6. The Agency shall undertake to supply items not included in the schedule of rates on emergency at competitive market rate.
7. Selected agency shall undertake to supply the items indented generally within Ten days or such other time span as may be indented in the P.O.
8. Selected agency should be furnish security deposit of Rs. 10,000 (Rupees Ten Thousand Only) in the form of DD in favour of Maharashtra National Law University Mumbai.
9. **Performance security Deposit:** The successful tenderer will be required to furnish a Performance security Deposit equal of 5% of the total value of final bill amount in the form of Fixed Deposit Receipt or Bank Guaranty from any Nationalized bank duly pledged in the name of the "Maharashtra National Law University Mumbai."

Which shall be kept valid for a period of 1 Year beyond completion of all the contractual obligations.

10. **Delivery and Installation:** ACs shall be delivered, and all work related to installation shall be completed within 15 days from the date of issue of work order by the University. All the aspects of safe installation including civil and electrical shall be the exclusive responsibility of the supplier. If the supplier fails to complete the work on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value.
11. **Site Survey:** All bidders are advised to visit the work site before submitting their offers in order to make themselves fully aware of the work conditions at Maharashtra National Law University Mumbai. The University will not be responsible for any cost or expenses incurred by the bidder in connection with preparation of the bids and expenses related to visits to the sites. The site survey is to be planned and conducted during the **First Eight days after publication of the EOI**. The details of personnel deputed for site survey are to be intimated to the University as well as the Administrative Officer of this University for according necessary clearances. Deputed Personnel are to ensure that all security precautions and norms are to be adhered to within the University. However prior intimation regarding the visit is mandatory. The site Survey Proforma is attached. The Proforma completed in all respects, in two copies are to be forwarded to this University by the fastest means so that the same can be approved and one copy returned to the bidder. To expedite the process, bidders may fill up the downloaded Proforma and Obtain signature of Administrative Officer on the same day of their visit or Email the same to addresses. Since the final costing can be only be worked out after the site survey bids of only those firms would be accepted and processed who have done the site survey. Site survey is mandatory and required to submit the certificate issued by the school along with the documents to be submitted in the bid of EOI document to qualify for the price bid.
12. **Payment Terms:** Payment shall be made to supplier within one month from submission of final bills along with proof of supply and installation.

13. Strictly no CC/BCC to be marked to any other mail Id. Violation will lead to disqualification and cancellation.

14. Canvassing in any manner at any stage will be a disqualification and may lead to Black listing of the Vendor.

For further details, **Please contact (022) 25703187**

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**APPLICATION FOR LIMITED TENDER ENQUIRY FOR SUPPLY, INSTALLATION  
AND AMC OF AIR CONDITIONER  
(2023-2024)**

**Name of the Firm** \_\_\_\_\_

The Registrar,  
Maharashtra National Law University Mumbai,  
2<sup>nd</sup> Floor, CETTM MTNL Building,  
Hiranandani Gardens, Technology Street,  
Powai, Mumbai - 400 076

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest for Limited Tender Enquiry for Supply, Installation and AMC of Air Conditioner and hereby declare that the information furnished in the application and in the supplementary sheets from pages \_\_\_\_\_ to \_\_\_\_\_ are correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Seal of the Agency.

**RESPONSE SHEET**

**Information to be furnished by the Agency**

1	Name of the Agency	
2	Address	
3	Contact details: Mobile E-Mail and website	
4	Type of the Organization (Whether Sole/Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)	
5	Whether registered with the Registrar of Companies / Registrar of firms. If so, furnish full details and copies of valid  <b>I.</b> GST Number <b>II.</b> Permanent Account Number (PAN) of the Firm <b>III.</b> Any other registration that is required as per statutory/local norms for supply of stationery items	



6	Name and PAN of Proprietor/ Partners / Directors of the Organization/ Firm a)  b)  c)	
7	Year of Establishment	
8	Length of business in the field of Hardware & Electrical Part Supplies	_____ Years
9	Similar supplies carried out during last 3 years by the firm	Details to be furnished in the your prescribed Proforma
10	Details of similar supplies on which the firm is engaged at present.	Details to be furnished in the your prescribed Proforma
11	The average annual turnover of the Agency for the last three years.	
12	Yearly turnover of the firm during last 3 years. Please attach certified copies of accounts statements.	A) 2020  B) 2021  C) 2022
13	Details of Earnest Money Deposit (DD in the favour of Maharashtra National Law University Mumbai)	Draft No. _____ Date_____ Bank Name. _____ Rs.10000/-
14	<ul style="list-style-type: none"> <li>• Whether any civil suit / litigation in the contracts executed during the last 3 years has arisen and pending in any court of law. If so, please furnish full details.</li> <li>• Have you been disqualified by you any Entity/ Institution?</li> </ul>	

**Place**

**Date**

**AGENCY SEAL**

**AUTHORISED SIGNATORY**

**FINANCIAL BID  
(Submitted on Own letter head)**

Please provide detail financial implication to the organization with break up. (All prices/rates quoted must comply with the terms and conditions)

<b>Sr. No</b>	<b>Description</b>	<b>Qty.</b>	<b>Rate</b>	<b>Amount</b>
<b>Part -A</b>				
1	Supply of inverter Cassette Blue Star 4.0 TR AC	16		
2	Supply of inverter Tower Blue Star 4.0 TR AC	16		
<b>Total (Part -A)</b>				
<b>Part -B</b>				
1	Installation Charges	16		
2	Refrigerant Piping			
3	Electrical Control Cabling (IDU to ODU)			
4	PVC Drain Piping			
5	Stand for outdoor Units -table Top Type			
6	Loading & Unloading Materials			
<b>Total (Part -B)</b>				
<b>GST %</b>				
<b>Grand Total (A + B) =</b>				

\* The total cost is exclusive of GST rates. The bidder must note that GST shall be applicable extra as applicable.

## DECLARATION

1. We have inspected the premises and assessed the work .We undertake to take-up the work at total quoted price as mentioned above.
2. We have gone through the terms & conditions stipulated in the EOI document and confirm to abide by the same.
3. No other charges would be payable by Institute.

**AGENCY SEAL** :

**AGENCY/ FIRM NAME** :

**AUTHORISED NAME & SIGNATORY** :

**DATE** :

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### **Note: -**

- The bidder is requested to acquaint himself with the scope of work, all terms and conditions & penalty details etc. of the complete tender document before quoting the rates.
  - As provided in the price bid format above, the bidders have to quote the price for all the components separately and the L-1 firm shall be decided on the basis of grand total amount quoted in the above table (S. No. 11).
  - No ambiguity should be there in the quoted price and the rate must be as per the price bid format.
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**SITE SURVEY PROFORMA**  
**FOR**  
**EXPRESSION OF INTEREST FOR LIMITED TENDER ENQUIRY FOR SUPPLY,**  
**INSTALLATION AND AMC OF AIR CONDITIONER**

DETAILS OF REPRESENTATIVE: M/S.....

1. Name:.....

2. Permanent Home Address:.....

House No..... Street.....

Dist./City..... State..... PIN.....

Mobile No..... Office No.....

3. Documentary Proof (Attached):.....

(Attach attested copy of PAN Card/ Aadhar/ Identity Card)

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**CERTIFICATE BY EMPLOYER**

Certified that Shri..... is working since..... (Years) in this firm. Nothing adverse has been reported against him.

Authority is hereby accorded to Shri.....

representative of M/S .....whose

particulars are furnished above to carry outside survey at Maharashtra National Law University Mumbai.

Date:

Authority Signature.....  
(With Stamp)

## SITE VISIT CERTIFICATE

THIS IS TO CERTIFY that:

1. I, Mr. \_\_\_\_\_ of M/S \_\_\_\_\_

Firm visited the site inconnection with the EOI for Supply and Installation of Air Conditioners. Having examined the bid documents, certify that I have,

- (a) Acquainted with the nature, geographical and exact location of the works;
- (b) The general conditions of execution;
- (c) The Integrations Possibility with the existing system.
- (d) Physical conditions specific to the site Construction;
- (e) Local conditions;
- (f) Means of communication and transport;
- (g) The availability of labor sufficient in number and quantity;
- (h) And all conditions and circumstances which might influence the execution or price of the works.

2. I further certify that I am satisfied with the description of the works and the Project Representative/ Officer explanations and that I understand perfectly the works to be undertaken as specified and implied in the execution of the Contract

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

University Representative Name.: \_\_\_\_\_

University Representative Sign.: \_\_\_\_\_

University Stamp:

**Note:**

- 1. This firm shall complete the certificate at the time of the visit to the site where the works are to be carried out.
- 2. The bidder has visited the site by himself at some date. This site visit certificate will be signed by the bidder only.

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