



TERI SCHOOL OF ADVANCED STUDIES
10, INSTITUTIONAL AREA
VASANT KUNJ, NEW DELHI

Tender Document

For Engaging Agencies for maintenance of the VRV/VRF and air-conditioning systems at TERI SAS Campus (Deemed to be University).

1. Introduction

TERI School of Advanced Studies (TERI SAS), New Delhi, invites sealed tenders from reputed and experienced agencies for providing annual maintenance services of VRV/VRF and air-conditioner systems on its campus located at Vasant Kunj, New Delhi-110070

2. Scope of Work

The selected agency shall be responsible for the following services:

a) Services

- The service provider shall be responsible for repair, maintenance and proper functioning of All Type of Air Conditioning Systems fitted including water cooler in Teri SAS Campus. Attend to all breakdowns within 24 hours of the fault.
 - It will be the responsibility of service provider to store the stock of materials purchased by him in a neat, tidy and hygienic manner.
 - TERI SAS will not be responsible for any loss or damage done or caused to the Vendor's stock, materials, etc., while they are stored within the TERI SAS premises.
 - The service provider will make a stock of required PCB/SPARE PARTS in advance with TERI SAS Technical Team
 - Technical support should be available in the campus from 09:30 hrs to 18:00 hrs from Monday to Saturday for the period of agreement.
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3. Eligibility Criteria

Agencies must fulfil the following criteria:

- Registered company/firm with valid licenses under relevant statutory laws.
 - Minimum 5 years of experience in providing similar services to reputed institutions or organizations.
 - Annual turnover of at least 25 lakhs in the last three financial years.
 - Valid registrations: GST, EPF, ESI, PAN, and Labour License.
 - Should not have been blacklisted by any government or private organization.
 - Principle employer can deduct money equivalent to the extent of the liability / penalty from the bills payable to the contractor, with a view to settle the matter.
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4. Submission of Bids

Interested agencies are required to submit their bids in two parts :

a) Technical Bid

- Company profile
- Details of experience and clientele
- Statutory registrations and licenses
- Organizational structure and manpower strength
- Any certifications (e.g., ISO)
- Documents supporting all the mandatory eligibility criteria(s).

b) Financial Bid

- Monthly rate for services (separately for Housekeeping and Security)
 - Breakup of wages, statutory payments, service charges, and taxes
 - Any additional service cost (optional)
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5. Important Dates

Event	Date
Issue of Tender Document	25 April 2025
Last Date for Submission	19 May 2025, 5:00 PM
Opening of Technical Bids	21 May 2025, 11:00 AM
Opening of Financial Bids	23 May 2025, 11:00 AM
Date of conclusion of agreement	27/28 May 2025

6. Terms and Conditions

- The contract shall initially be for a period of one year, extendable based on performance and mutual agreement.
 - TERI SAS reserves the right to reject any or all bids without assigning any reason.
 - No advance payment will be made.
 - All applicable statutory deductions will be made at source.
 - The Courts at Delhi alone will have the Jurisdiction for adjudication of disputes if any between the Parties.
 - Any liability / penalty arising out of non-compliances of statutory requirements from time to time or any other dispute will be dealt with and borne by the contractor.
 - The Management of TERI School of Advanced Studies will not be held responsible for violation of any provision of labour law or any other Act by the contractor in respect of his employees.
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7. Address for Submission

TERI SAS shall not be responsible for any postal delay. Bids should be in sealed envelopes sent by post with clearly mentioning on the top : Technical Bid for and other envelope with mention of Financial bid for

The Registrar

TERI School of Advanced Studies
Plot No. 10, Institutional Area,
Vasant Kunj, New Delhi – 110070

Or

Can be sent through mail at gauri.rana@terisas.ac.in Technical bid in pdf and financial bid in pdf (password protected). Password to be retained with the vendor and to be disclosed only on successful technical bid evaluation.

8. Contact for Clarification

For any queries or clarifications, please contact: Ms Gauri Rana, 011-71800222

- Interested agencies can visit our campus for site inspection prior to submitting their bids on any working day (Monday – Friday, 09:30 AM to 05:00 PM)
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9. Dispute Resolution

Any dispute to the conflicts and its implementation of the agreement shall be settled amicably between both the parties.