

Ref No: NITANP/SMMD/TENDER/2025-26/39

Date: 04.09.2025.

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

**(FOR NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (NCAMC) OF  
HVLS FANS AT NIT ANDHRA PRADESH, TADEPALLIGUDEM)**



**National Institute of Technology- Andhra Pradesh,**

Beside Chennai - Srikakulam Highway,  
Kadakatla, Tadepalligudem, West Godavari District,  
Andhra Pradesh-534101.

[www.nitandhra.ac.in/main/tender](http://www.nitandhra.ac.in/main/tender)

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**TENDER NOTICE:**



**NIT Andhra Pradesh, Tadepalligudem**

**REF No: NITANP/SMMD/TENDER/2025-26/39**

**Date: 04.09.2025.**

**Box Tenders/Open Tenders are hereby invited from reputed registered Firms/Agencies/Bidders/Suppliers** for providing the following services at NIT-Andhra Pradesh, Tadepalligudem, West Godavari district.

**“Tender for Non-Comprehensive Annual Maintenance Contract (NCAMC) of HVLS FANS at NIT Andhra Pradesh, Tadepalligudem”**

**Addressed to:**

Tender Box  
Material Management & Disposal Section,  
Sardar Vallabhbhai Patel Administrative Vista Building,  
NIT Andhra Pradesh, Kadakatla, Near NH-16  
Tadepalligudem-534101, West Godavari District, Andhra Pradesh

The above **Tender name and Ref. No. should be Super-Scribed** in the Main Envelope containing the bid documents.

Tender Schedules can be downloaded from NIT-Andhra Pradesh website from 04.09.2025 onwards. Bidders need to submit hard copy with relevant documents attested by gazetted officer.

**The last date for submission of tenders is 25.09.2025 up to 03:00PM.**

For further details regarding Tender notification & specifications, please visit [www.nitandhra.ac.in/main/tender](http://www.nitandhra.ac.in/main/tender).

**Date: 04.09.2025.**

**NIT Andhra Pradesh,  
Tadepalligudem.**

**TIME SCHEDULE OF VARIOUS TENDER-RELATED EVENTS**

**(For Non-Comprehensive Annual Maintenance Contract (NCAMC) of HVLS FANS at NIT  
Andhra Pradesh Campus, Tadepalligudem)**

Bid Document downloading Start date/ Time	<b>04.09.2025 at 05:00PM</b>
Bid Document downloading End Date / Time	<b>24.09.2025 up at 05:00PM</b>
Pre-Bid meeting	<b>10.09.2025 at 03:30PM</b>
Last Date and Time for receipt of Bids	<b>25.09.2025 at 03:00PM</b>
Technical Bid Opening Date/ Time	<b>25.09.2025 at 03:30PM</b>
Financial Bid Opening Date/ Time	Will be intimated later
Contact Person	The Estate Section, NIT Andhra Pradesh, Tadepalligudem. Email: <b>ad_pd@nitandhra.ac.in</b>
Reference No:	<b>Ref No: NITANP/SMMD/TENDER/2025-26/39</b> <b>Date: 04.09.2025.</b>

**Signature of the Bidder with stamp**

### **CLARIFICATIONS**

Queries, if any, can be made through e-mail only to [ad\\_pd@nitandhra.ac.in](mailto:ad_pd@nitandhra.ac.in) and cc to [purchase@nitandhra.ac.in](mailto:purchase@nitandhra.ac.in) on or before **10.09.2025**. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

<b>S. No.</b>	<b>Page No. (Tender Ref.)</b>	<b>Clause (Tender Ref.)</b>	<b>Description (Tender Ref.)</b>	<b>Query</b>

If there is any addendum/corrigendum related to tender, it shall only be published on NIT Andhra Pradesh website ([www.nitandhra.ac.in](http://www.nitandhra.ac.in)) and <https://eprocure.gov.in/epublish/app>. The Bidders are advised to check NIT Andhra Pradesh website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

**The Technical Bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of Price bid only shall be considered.**

**Associate Dean, SMMD  
NIT ANDHRA PRADESH**

**BID**

**Ref No: NITANP/SMMD/TENDER/2025-26/39**

**Date: 04.09.2025.**

**Subject: Tender for Non-Comprehensive Annual Maintenance Contract (NCAMC) of HVLS (High-Volume Low Speed) FANS at NIT Andhra Pradesh Campus, Tadepalligudem.**

Sir/Madam,

Bids are invited on the Box/Open Tender platform from the reputed Registered Firms Agencies/Bidders/Suppliers from the experienced premises of Annual Maintenance Contract of HVLS fans. The details of bidding conditions and other terms can be downloaded from the NIT Andhra Pradesh Website.

The attested copies of all the documents of technical bid, signed undertaking of Bidder should be submitted offline mode only to the Director, NIT Andhra Pradesh, Tadepalligudem, on or before opening of bid.

The participating Bidder/s shall have to pay tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to bids, in the form of DD drawn in favour of the Director, NIT Andhra Pradesh, Tadepalligudem.

Further, the Successful Bidder shall furnish a part of a bid as Performance Guarantee specified in the Statement related to bids, to be paid in the form of BG as mentioned in the Tender Schedule.

NIT Andhra Pradesh, Tadepalligudem, will not accept the tenders from blacklisted companies or undependable suppliers, whose past performance with NIT-Andhra Pradesh was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

**Signature of the Bidder with stamp**

### **STATEMENT RELATED TO BIDS**

Name of work	<b>Non-Comprehensive Annual Maintenance Contract (NCAMC) of HVLS (High-Volume Low Speed) FANS</b>
Location of work	<b>NIT Andhra Pradesh, Tadepalligudem</b>
Estimated Cost Value (ECV)	<b>Rs. 9,90,000/- per Annum</b>
Bid Document Fee/ Tender Processing Fee (Non-refundable)	<b>Rs.5,000/-</b> by way of RTGS/NEFT from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem. <b>Account Name:</b> Director NIT Andhra Pradesh <b>A/C No:</b> 35579546371 <b>IFSC Code:</b> SBIN0016305 Submit for evidence of payment Receipt.
EMD	<b>Rs. 20,000/-</b> by way of DD from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem.
Bid Validity Period	90 days from the date of opening of financial bid
EMD Validity Period	90 days from the date of opening of financial bid. Bidder Registered with NSIC, MSMEs etc. will be exempted from EMD payment. Subjected to documentary evidence.
Contract Agreement	The contract shall be for a period of <b>Three Years</b> , initially the contract will be for one year and extended yearly on the basis of satisfactory performance of services and compliance of all terms and conditions of the agreement.
Period of furnishing Performance Guarantee	Within 7days from date of receipt of LOA
Performance Guarantee Value	5% of contract value as approved by competent authority
Performance Guarantee Validity Period	38 months from the date of commencement of services
Period for signing the order of acceptance	Within 14 days from date of receipt of LOA

**Signature of the Bidder with stamp**

**TENDER SCHEDULE**

**PREAMBLE:**

National Institute of Technology, Andhra Pradesh, is the 31<sup>st</sup> NIT among the chain of NITs started by the Government of India. NIT Andhra Pradesh is established in the state of Andhra Pradesh in the academic year 2015 – 2016.

NIT Andhra Pradesh, Tadepalligudem, invites sealed tenders under **two bid** system i.e., **technical bid and financial bid** from reputed agencies/ companies/authorized dealers dealing with NON-COMPREHENSIVE Annual Maintenance Contract (NCAMC) of HVLS (**High-Volume Low Speed**) fans at NIT Andhra Pradesh, Tadepalligudem, based on the eligibility criteria and general terms and conditions mentioned in this document.

**SCOPE OF WORK:**

**No. of Visits** – 04 (Once in every Three Months)

**Emergency Visits** – Whenever required

**INVENTORY DETAILS:**

Sl. No	Description of HVLS Fans (Phase-1A&1B)	SIZE (ft)	Fans Weight(kg)	Quantity
1	HVLS Fans along with its associated system	16	80	30
2	HVLS Fans along with its associated system	12	65	6
	<b>Total</b>			<b>36</b>

Service Provider shall be attending times during the agreement period, the following machinery and maintenance included.

- a) General fan blade cleaning.
- b) VFD cleaning, gear motor oil level checking and top up fillings.
- c) Safety guy rope tight check.
- d) All bolt nut check & final blade and hub alignment check.
- e) Any new operators/staff will be train during the normal visits – (Maximum two hours



training program).

- f) Assigning staff for routine general service (every quarterly).
- g) These safety requirements can include Lock-out Tag-out, confined space, foreign material exclusion (FME), Electrical Safety and other.
- h) Tools for maintenance activity are also included.
- i) Noise of speed test (Minimum & Maximum Speed control)
- j) Check controller-the variable frequency drive has several devices such as current limit, motor over load test.

**Note: All Consumable items which are part of service and maintenance, such as chemicals required for cleaning, oil, and tear items, etc. will be in the scope of vender.**

All Consumable items which are part of service and maintenance, such as cleaning, oils, grease, nuts, bolts, and washers, filters, gaskets, flanges, pump seals, motor windings, oil topping, all rubber and PVC parts, all valves, all wear and tear items, etc. will be in the scope of the vender. Further the vendor must replace the spare parts whenever required, which cost is less than Rs. 10,000/- (per each part/month) is in the scope of the vendor.

### **GENERAL CONDITIONS OF CONTRACT**

1. The Bid document shall be read in conjunction with GCC (General Conditions of Contract) laid down in the CPWD manual and the applicable specifications of CPWD.
2. NIT Andhra reserves the right to reject any or all the bids without assigning any reason.
3. Tools & Plants

All the general & special tools, tackles required for proper maintenance and repairs/break down etc, shall be arranged by the contractor at his own cost.

### **ELIGIBILITY CRITERIA:**

1. The bidder must have. Bidder must have any one of the below valid Registration Certificates.
  - a) CPWD class-V (or) above category
  - b) State PWDs class-IV (or) above category
  - c) Electrical Garde-A License
2. The bidder should have valid GST Certificate.
3. The average annual turnover of FY. 2022-23 & 2023-24,2024-25 should be at least 5 Lakhs issued by CA with UDIN Number.
4. The bidder should submit audited financial statements (balance sheets) for the FY 2021-22, 2022-23 & 2023-24 along with relevant income tax returns for the concerned years i.e., AY 2023-24, & 2024-25,2025-26
5. Bidder must have successfully completed the works pertaining to HVLS Fans works with the conditions and value of work/purchase orders along with satisfactory certificates defined as under during the period of 01-04-2022 to 31-03-2025.
  - One work of Comprehensive/Non-Comprehensive Annual Maintenance Contract of HVLS Fans costing not less than the amount equal to **8,00,000/- (Eight Lakhs only)**

OR

- Two works of Comprehensive/Non-Comprehensive Annual Maintenance Contract of HVLS Fans costing not less than the amount equal to **5,00,000/- (Five Lakhs only)**.

OR

- Three works of Comprehensive/Non-Comprehensive Annual Maintenance Contract of HVLS Fans costing not less than the amount equal to **4,00,000/- (Four Lakhs only)**.
6. All the payments received against the claim of Work/purchase Orders at Clauses (5) above should reflect in Form 26AS. Else the Work/Purchase Order is treated as invalid.
  7. The bidder must have a valid PAN Card and the same should reflect in all financial statements.
  8. Each page of the tender document along with all other submitted documents must be duly signed by the Authorized signatory with Bidder's signature and seal.

**Name and Signature of the bidder with seal**

### **METHOD OF SUBMISSION OF BIDS:**

1. The bid documents can be downloaded from the Institute website <https://www.nitandhra.ac.in/main/tender> and CPP portal <https://eprocure.gov.in/epublish/app>.
2. The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e., (a) Part-I Technical bid, (b) Part-II Financial bid.
3. Two separate sealed covers should be specifically super-scribed as (a) **“Technical bid for Non-Comprehensive Annual Maintenance Contract (NCAMC) of HVLS (High-Volume Low Speed) FANS at NIT Andhra Pradesh, Tadepalligudem”** and (b) **“Financial bid for Non-Comprehensive Annual Maintenance Contract (NCAMC) of HVLS (High-Volume Low Speed) FANS at NIT Andhra Pradesh, Tadepalligudem”**. Both the sealed envelopes (a) and (b) are to be kept in another Master envelope, which should also be sealed and submitted.
4. The Master envelope should be super-scribed with **“Tender for Non-Comprehensive Annual Maintenance Contract (NCAMC) of HVLS (High-Volume Low Speed) FANS at NIT Andhra Pradesh, Tadepalligudem”** and shall be addressed to The Tender Box, C/o Central Stores & Purchase Section, Sardar Vallabhbhai Patel Administrative Vista Building,
5. National Institute of Technology Andhra Pradesh, Chennai - Srikakulam Highway Near Kadakatla, Tadepalligudem, Andhra Pradesh 534101.
6. **Last date for submission of bid documents is 24.09.2025 up to 03:00PM.**
7. Bids received after the due date and time shall be summarily rejected.
8. Incomplete bids or bids not submitted in prescribed format are liable for rejection.
9. Institute will not be responsible for Postal delay.

**Name and Signature of bidder with seal**

### **EVALUATION PROCEDURE:**

1. At the first stage, the Technical Bids shall be opened in the presence of Bidders, who may like to be present on **25.09.2025 at 03.30PM.** in **Material Management & Disposal Section**, Sardar Vallabhbhai Patel Administrative Vista Building of NIT Andhra Pradesh, Tadepalligudem.
2. IPC would evaluate the technical bids submitted by the Bidders.
3. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honour the terms and conditions of contract etc. will be deemed to be material deviations.
4. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. Only those Bidders whose technical bids have been found to be substantially responsive would be evaluated.
6. The Financial bids of those Bidders only shall be opened who qualified in the Technical Evaluation. The Institute will award the contract to the Successful Bidder, whose financial bid is the lowest price bid among all the quoted bids. The decision of the Director, NIT Andhra Pradesh, Tadepalligudem, is final in this regard.
7. Tenders with revised/modified rates/offer after opening of the tenders shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited.
8. The tender is not transferable under any circumstances.
9. Telegraphic, conditional or incomplete tenders shall not be accepted. Canvassing of any kind, directly or indirectly shall lead to disqualification of the Bidder.
10. In case of a further tie, the contract will be awarded to the firm that has the highest Average Annual turnover for the last three years.

**Name and Signature of Bidder with seal**

**PENALTY CLAUSE:**

Penalty shall be imposed due to delay in recovering the system to normal working conditions i.e., the system has to be restored to normal working condition within **A DAY** failing to which, penalty of **1000/-** for delay of every day and maximum up to 10% of the total contract value.

**PAYMENT TERMS:**

Payment to the successful bidder shall be released on quarterly basis on submission of check list for the services rendered in the particular quarter.

**DISCLAIMER:**

Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.

NIT-Andhra Pradesh nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the NIT-Andhra Pradesh to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tenders Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender Schedule and obtain independence advice from appropriate sources.

The Director, NIT-Andhra Pradesh reserves the right to change any or all of the provisions of this request for Proposal. Such changes would be intimated to all parties procuring this request for Proposal.

The Director, NIT-Andhra Pradesh reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

**JURISDICTION:**

Any dispute arising out of the tender / bid document / evaluation of bids / issue of APO shall be subject to the jurisdiction of the competent court at Tadepalligudem only.

**Signature of the Bidder with stamp**

**PART-A (CHECKLIST FOR TECHNICAL BID)**

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise confirmation with regard to technical specifications given in our Enquiry.

<b>S. No</b>	<b>Particulars</b>	<b>Yes</b>	<b>No</b>
1	Copy of original tender draft downloaded from the NIT Andhra Pradesh website.		
2	In the form of RTGS/NEFT from National Bank towards Tender Processing Fee		
3	Crossed Demand Draft from National Bank towards EMD		
4	Copy of any one of the below valid Registration Certificates. a) CPWD class-V (or) above category b) State PWDs class-IV (or) above category c) Electrical Garde-A License		
5	Copy of GST registration		
6	Copy of Average Annual turnover certificate issued from Chartered Accountant with UDIN on his letter head.		
7	Copies of Income Tax Saral form>Returns along with Audited financial statements, Profit and Loss Account, Balance sheets, Form 26AS.		
8	Copy of relevant work order(s)		
9	Copy of respective Work satisfactory certificate(s)		
10	Copy of PAN card		
11	Declaration in the format given by the Institute		
12	Financial bid cover		

**Enclose all certificates in support of the above statements.**

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No:

Company Seal:

**DECLARATION**

(To be provided on letter head of the Bidder and submit along with technical bid)

I / We \_\_\_\_\_ do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State Board Universities, since inception of the firm / company.

All the terms and conditions given in the tender draft with **REF No: NITANP/SMMD/TENDER/2025-26/39** **Date:04.09.2025** **“For Non-Comprehensive Annual Maintenance Contract (NCAMC) of HVLS (High-Volume Low Speed) FANS at NIT Andhra Pradesh, Tadepalligudem”**, are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (NIT Andhra Pradesh, Tadepalligudem) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

**Signature of the Authorized Signatory**

**Name:**

**Designation:**

**Date:**

**Place:**

**Company:**

**Contact No.**

**Company Seal:**

**PART-B. FINANCIAL BID (On Firm Letter head)**

**Non-Comprehensive Annual Maintenance Contract (NCAMC) of HVLS Fans at NIT Andhra Pradesh, Tadepalligudem]**

**Ref No: NITANP/SMMD/TENDER/2025-26/39**

**Date: 04.09.2025.**

<b>S. No.</b>	<b>Description</b>	<b>Amount Per Anum</b>
<b>1</b>	Non-Comprehensive Annual Maintenance Contract of HVLS (High-Volume Low Speed) FANS - 36 No's	
	<b>Description of Fans</b>	
	<b>Size (ft)</b>	
	<b>Quantity</b>	
	<b>HVLS fans along with its associated system</b>	
	<b>16</b>	<b>30</b>
	<b>12</b>	<b>6</b>

**Offered Price (in words):** Rupees \_\_\_\_\_  
per Anum only. **(Inclusive of all taxes)**

**NOTE:**

1. The Firm/Bidder/Contractor who has quoted the lowest price in Financial Bid per Comprehensive Annual Maintenance Contract among all the bidders will be considered as L1.
2. Rate quoted should be Inclusive of GST and any other statutory Central/State Govt. taxes.
3. Rate quoted should be valid for three years from the date of signing of the agreement.
4. No claim for compensation or loss due to fluctuations in the market rate of any item or any other reasons/ causes will be entertained.
5. There should be no discrepancy between the rate quoted in words and in figures. If it occurs words of the quotation will be considered.
6. In case of a tie, the contract will be awarded to the firm having highest Average Annual Turnover for the FY, 2022-23 & 2023-24,2024-25

**Signature of the Authorized Signatory**

**Name:**

**Designation:**

**Address:**

**Tel./Mobile No.:**

**E-mail ID:**

**Date:**

**Seal of the Firm:**