

**PART-I (TECHNICAL OFFER)**

Ref. No.: **P&A/M&S/AC/2025**

Dated: **25.03.2025**

Subject: **SITC of 5.5TR ductable AC (02 nos.) and inline fans including ducting work in plant area in basement of Shipping House.**

Dear Sir/ Madam,

1. Two packet (Part-I & Part-II) sealed quotations are invited from bidders having Office in Mumbai Metropolitan Region for SITC of 5.5TR ductable AC (02 nos.) and inline fans including ducting work in plant area in basement of Shipping House.
2. **DUE DATE:** Sealed quotation (pages 1 to 4) duly signed and stamped on each page should reach to this office **latest by 1700 hrs. on 07.04.2025** at the above-mentioned address. Bidders must submit their quotation before due date and time.

**Quotations received after the due date and time will not be accepted and the decision of the Corporation in this regard shall be final and binding.**

3. Quotation document should be downloaded from SCI website and CPPP and submitted in toto and no change, whatsoever, shall be made. If any alteration is found in the quotation document uploaded by the bidder (be it at any stage of the bid processing and even after award of the work order), it will be viewed seriously by the Corporation and the quotation is liable to be rejected.
4. **BROAD INSTRUCTIONS FOR FILLING THE QUOTATION:**

The bidder is required to submit the quotation in accordance with the instructions given below,

- a) The quotation documents consist of two parts, Part-I (Technical Offer) and Part-II (Price Offer).
- b) Bidders are required to download complete quotation document including Part-I (Technical Offer) and Part-II (Price Offer).
- c) Detailed information as required in the quotation, to be filled in the Part-I & Part-II.
- d) All pages of Part-I & Part-II should to be signed and stamped.

- e) Part-I and Part-II should be kept in separate envelopes. On both the sealed envelope bidder's name and address should be indicated on the bottom left side of the cover. The first sealed cover should be superscribed on top "Part-I (Technical Offer) and the second cover Part-II (Price Offer). These two sealed covers should then be put in a third envelope and then be sealed.
- f) All the sealed covers to be superscribed **"SITC of 5.5TR ductable AC (02 nos.) and inline fans including ducting work in plant area in basement of Shipping House - Due Date: 07.04.2025"** and addressed to,  
**The Deputy General Manager (Admin Engg. Services & Contracts),  
The Shipping Corporation of India Ltd.,  
Shipping House, 18<sup>th</sup> floor,  
Nariman Point,  
MUMBAI- 400 021  
Tel: 022-22772570**

#### **5. ASSESSMENT OF TENDER:**

- a) The quotation will be assessed first on the basis of the information furnished in Part-I (Technical Offer). On the basis of such technical information, the Corporation will assess the capability of the bidder to undertake the work and, if found unsuitable shall reject the bid, in which case their Part-II (Price Offers) will not be opened. Decision of the Corporation in this regard shall be final and binding. **Please note that all the information required in the "Form of Particulars" should be properly filled and all documents of the Part-I (Technical Offer), must be uploaded with the quotation.**
- b) To assist in the examination, evaluation and comparison of the Technical and Price Bids, the Corporation may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Corporation shall not be considered. The Corporation's request for clarification and the response shall be in writing. No change in the substance of the Technical Bid or prices in the Price Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Corporation in the evaluation of the Price Bids.
- c) Once the quotation is accepted on technical grounds, the selection among such technically qualified bidders would normally be only on the basis prices quoted. However, the Corporation reserves the right to reject all/ any of the bids without assigning any reasons and the decision of the Corporation in this regard shall be final and binding.
- d) The technically qualified bidders eligible for opening of Part-II (Price Offer) will be informed separately about the time and date for opening the Price Offer.

- e) The bidders are requested to quote their best and final offer. No revised offer shall be entertained. No conditional offers will be accepted.

**6. VALIDITY OF RATES:**

The rates given in quotation should be valid for acceptance by the Corporation upto SIX MONTHS from the due date. In case, processing/ acceptance of the quotation takes more than six months, the Bidder who wishes to withdraw their Price Offer, shall have to write to the Corporation within a week of expiry of SIX MONTHS withdrawing his Price Offer, else the rates will hold valid till finalization of the contract.

During the validity of the offer, in case the Bidder increases its Price Offer, the quotation is liable to be rejected.

**7. For any details / clarification for this quotation, kindly contact,**

The Deputy General Manager (AES&C),  
The Shipping Corporation of India Ltd.,  
“Shipping House” 18<sup>th</sup> Floor,  
245, Madame Cama Road, Mumbai-400021  
Email ID: [mahavir.nardekar@sci.co.in](mailto:mahavir.nardekar@sci.co.in)  
Ph: 022-22772570

**8. PRE-QUALIFICATION CRITERIA:**

- a) The bidder should have a minimum of two years' continuous relevant experience in completing similar jobs during last 5 years ending last day of month previous to the one in which bids are invited.  
Relevant experience means SITC of ductable AC machines, inline fans, ducting, etc. in Govt. Undertaking Company or Govt. organization or Private Limited Company.
- b) The contractor should have their fully functional office in Mumbai Metropolitan Region (MMR).
- c) Bidders at their own cost are required to conduct a mandatory site visit to familiarize themselves with the scope of work, site conditions, and other relevant factors that may affect their bid submission. Only bidders who attend the site visit and sign the attendance sheet will be eligible to submit a bid.

Any queries regarding the site conditions or scope of work shall be raised during the site visit. No further clarifications related to site conditions will be entertained after the visit.

The site visit is scheduled from the date of publishing the quotation from Monday to Friday between 11:00AM to 04:00PM before due date of submitting quotation.

**9. RATES:**

- a) The rates quoted should be inclusive of designing, supply, installation, testing, commissioning, transportation and any other incidental charges and no additional amount is payable over and above the quoted rates.
- b) GST must be mentioned separately in Price Offer Form.
- c) Bidders are requested to indicate their best rates together with maximum discount in the very first instance since further negotiations after opening of price offers is entirely at the discretion of the Corporation and may or may not take place.
- d) Bidders are advised to exercise greatest care in entering the rates. No excuse for mistakes or requests for correction of rates will be entertained after the quotations are opened. All corrections, if any, should be initialed by the person signing the tender form before submission, failing which the rates for such items may not be considered.

**10. TAX CLAUSE AS PER GOODS & SERVICES TAX (GST):**

**a) Registration & GST Rate:**

- i) Bidder should indicate GSTIN No. (Copy of GST registration to be enclosed) and PAN No. (copy of PAN to be enclosed)
- ii) Quotation will be considered/ accepted, if & only if the vendor has a valid GST Registration No.
- iii) Central Tax/ State Tax/ Integrated Tax Union Territory tax to be quoted as extra in %
- iv) Bidder to ensure correct applicability of Central Tax/ State Tax/ Integrated tax/ Union Territory tax based on the Inter/ Intra state movement Supply of goods and provision services or both.

**b) Invoice and payment:**

- i) The tax invoice for supply of Goods & Services should be raised as per the provision of GST Act & Rules and must compulsorily mention the following:
  - SCI GSTIN: as below
  - HSN code or Service Accounting Code for supply of goods or services.
  - Name & address of supplier
  - GSTIN of Supplier
  - Consecutive Serial number & date of issue
  - Description of goods or services
  - Total value of supply

- Taxable value of supply
- Tax rate- Central Tax & State Tax or Integrated tax, Cess
- Amount of Tax charged
- Place of Supply
- Address of delivery if different from place of supply
- Signature of authorized signatory

ii) Reimbursement of GST to the vendor is contingent upon complying with the following condition by the service provider:

- Uploading the onward GST Return (GSTR-1) in GSTN Network portal within the statutory time period.
- Discharging the GST tax liability to the Government
- Submission of Tax Invoice to CORPORATION
- Availment of Input Tax Credit by CORPORATION

**c) Input Tax Credit:**

- i) In case GST credit is delayed/ denied to Corporation, due to non/ delayed receipt of goods and/ or services and/ or tax invoice or expiry of timeline prescribed in GST Law for availing such ITC, or any other reason not attributable to CORPORATION, GST amount shall be recoverable from vendor along with interest & penalty levied/ leviable.
- ii) In case vendor delays declaring such invoice in his return and GST credit availed by CORPORATION is denied or reversed subsequently as per GST law, GST amount paid by CORPORATION towards such ITC reversal as per GST law shall be recoverable from vendor/ contractor along with interest & penalty levied/ leviable on CORPORATION.
- iii) In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any incomplete work/ service, then CORPORATION will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal).
- iv) For any such delay in availing of tax credit for reasons attributable to vendor (as mentioned above), interest as per the GST Act & Rules, along with penalty, if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.

**d) Penalty for Non-compliance of GST Act:**

- i) Penalty amount so determined along with GST if applicable thereon shall be recovered from the contractor.

**e) Other Provisions:**

- i) Any reduction in rate of Tax on any supply of goods or services or the benefit of input tax credit shall be passed on to the recipient by way of commensurate reduction in prices.
- ii) The agency should quote the applicable taxes and duties in the technical bid (part-I) as well as in price bid (part-II).
- iii) All the terms & conditions of the contract with respect to taxes & duties are subject to the new taxation laws introduced from time to time (e.g. GST). The terms & conditions will be modified in accordance with the provisions of new laws (e.g. GST).
- iv) The prices quoted above must be inclusive of all taxes and duties and exclusive of GST, which will be payable extra as per applicable rules and subject to submission of documentary evidence.

**11. PAYMENT TERMS:**

The contractor shall submit GST compliant invoice, complete in all respects supported by the completion report verified by the Corporation's authorized officials and accompanied by SAP Purchase Order (P.O.), and other relevant documents to the CBRC, Corporation's Head Office at Mumbai.

The tax invoices should invariably contain the requisite particulars including:

- (i) Name, Address and the Registration Number (under the relevant Tax Laws & Tax Rules) of the supplier (Contractor)
- (ii) Name, Address and the Registration Number (under the relevant Tax laws & Tax Rules) of the CORPORATION.
- (iii) Description, Classification and Value of taxable service/ goods and the amount of applicable tax
- (iv) Description of HSN (Harmonized System of Nomenclature)/ SAC (Service Account Code) for Goods/Services under applicable tax laws.

The Payment shall be made within 30 (Thirty) days from the date of receipt of invoice, complete in all respects.

Any dispute regarding payment must be raised within 90 days from the date of settlement of relevant invoice, failing which the same will not be entertained.

Micro and Small Enterprises (MSEs) registered with bodies specified by the Ministry of Micro, Small and Medium Enterprises shall be entitled for all the benefits and preferences as per Government of India directives subject to their meeting technical requirements. In order to receive the payments within the time specified by the GOI, MSEs, if awarded with the contract, is/are mandatorily required to register themselves with the Trade Receivables Discounting System (TReDS) platform.

## **12. SECURITY DEPOSIT:**

- a) The successful bidder will have to submit a Security Deposit which will be equivalent to 5% of the value of the contract, which should be valid for a period of 18 months (from the date of submission of completion report) towards satisfactory performance of the contract.
- b) Security deposit shall be paid/ submitted in the form of NEFT, Insurance Surety Bond, account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee (including e-BG) issued/ confirmed from any of the commercial bank in India or online payment, subject to SCI's discretion.
- c) In the event the bidder(s) gives up the work before expiry of the contract including extension periods if opted by the Corporation, or is unable to perform the work under this contract for whatever reason, the Security Deposit shall stand forfeited/ invoked.
- d) No interest shall be payable on the Security Deposit.
- e) The Corporation shall also be entitled to make recoveries from the contractor's bills, Security Deposit or from any other amount due to him, against any over payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.
- f) The Security Deposit paid by the bidder towards satisfactory performance of the contract shall, subject to necessary deductions, if any, be returned to them after expiry of defect liability period of 18 months.

13. Micro and Small Enterprises (MSEs) registered with bodies specified by the Ministry of Micro, Small and Medium Enterprises shall be entitled for all the benefits and preferences as per Government of India directives. MSE bidders are exempted from submission of tender fees and EMD as per provisions in the bid documents. MSE bidders seeking benefits of MSE as specified in the quotation document must submit copy of Registration certificates failing which no benefit of MSE shall be extended. Purchase preference to Indian MSEs (Micro & Small Enterprises) shall be applicable as per the Government of India Policies. In order to receive the payments within the time specified by the GOI, MSEs, if awarded with the contract, is/are required to register themselves with the Trade Receivables Discounting System (TReDS) platform (RXIL / INOVICEMART).

## **14. INDEMNITY:**

The Contractor shall defend, indemnify and hold the Corporation harmless from any liability or penalty, which may be imposed by the Central, State or Local Authorities by reason of any violation by the Contractor/ his employees of such Laws, Regulations or requirements, and also from all claims, suits arising out of or by reason of the work

provided by this contract, including any liability that may arise out of accident, whether by employees of the contractor or by third party.

The contractor shall indemnify the Corporation against any claims under the Payment of Wages Act 1936, and/or the minimum wage Act 1948, PF Act 1952, ESI Act 1948, Payment of Bonus Act 1965, Payment of Gratuity Act 1973, Workmen's Compensation Act 1923 or any other Act or any Statutory obligations arising out of any Act/Acts or on behalf of any Person / Persons employed by him.

The contractor shall also indemnify the Corporation and every member, Officer and Employees of the Corporation against all actions, proceedings, claims, costs and expenses whatsoever in respect of or arising out of any failure by the contractor in the performance of his obligations under this contract.

The contractor will indemnify the Corporation, in the event of any mishap happens during the aforesaid activities covered under this contract, the Corporation shall not be held responsible for any such mishap arising out of negligence of the contractor or his workers.

**15. SAFETY PRECAUTIONS:**

In order to ensure safe working practices/ safety of the workers involved in the work, the Contractor must depute skilled technician/ engineer/ controller only. It is the sole responsibility of the contractor to take all safety precautions to avoid any untoward accident and the contractor by accepting the work order (if awarded), will indemnify the Corporation, in the event of any mishap happens during the aforesaid activities covered under this work, the Corporation shall not be held responsible for any such mishap arising out of negligence of the contractor or his workers.

**16. The Corporation reserves the right to reject all/any of the quotations, and the decision of the Corporation in this regard shall be final and binding.**

**17. FORM OF PARTICULARS:**

S. No.	Description	To be filled by the Bidder
a)	Name of the firm and full address of Office in Mumbai	
b)	i) Telephone No.: (Office) (Residence) (Mobile)	



	ii) Fax No.:	
	iii) e-mail address:	
c)	Whether Partnership, Ltd. Co. or Proprietary Concern and year of constitution (Please furnish copy of Partnership Deed or Articles of Association and organizational chart of the Company on separate sheet)	
d)	Name of the main partners in case of Partnership and name of Proprietor in case of Proprietary Concern / Names of Directors In case of Ltd. Co.	
e)	Name of Manager or Managing Partner/ Director	
f)	Names of other Firm/s Company/ies in which Bidder is connected/ having Interest. If the answer is affirmative, please declare the full particulars	
g)	Year and Date of Establishment	
h)	Names of Important Customers (attach copies of work order and experience certificates as per prequalification criteria (clause no. 8) during last 5 years)  Details of projects in hand with name of clients, addresses & phone nos., if any,	
i)	Whether firm is registered under Factory Act, Municipal Act and/ or Government Shops & Establishment Act. (Attach Photocopy)	
j)	Whether firm registered under MSME (Attach photocopy of certificate)	
k)	State Permanent Account Number (PAN) (Please attach Photostat/ true copy)	
l)	Please state GSTIN registration no. & Application Reference No. (ARN) (Attach copy of registration certificate, in case registration certificate is not issued, submit proof of migration)	

	In case firm is NOT registered under GST on due date of tender a declaration on company letter head must be submitted clarifying that they do not require registration or if they are in process of obtaining registration under GST	
m)	Whether any Govt./ PSU/PSB/SCI has banned and/or blacklisted and/or taken any punitive action against your firm during the period of past 5 years considered from due date of the tender? If yes, state details/ reason	
n)	If any members of bidder's Company have any relation employed in SCI, if yes, give Full details	
o)	Whether your firm has been disqualified by any SCI, at any time in the past for Similar contract arrangement, If yes state reasons	
p)	Whether the bidder employs in any capacity administrative or advisory, ex-officer of SCI, who has retired from SCI as DGM or higher level in preceding two years as on the due date of tender. If yes, please furnish details	

#### 18. SCOPE OF WORK:

- a) The plant area in basement of Shipping House has cabin for electrical workers, central AC plant chiller, compressors, pumps, motors, transformers, HT & LT panels, capacitor bank, DG room, etc.
- b) From all the installed machinery transformers are the major heat generating equipment in plant area and to keep the plant area cooling and provide ventilation it is planned to install AC for cooling and in-line fans including ducting work for ventilation.
- c) The contractor is required to design, supply & installation 5.5TR ductable AC for cooling of the plant area, GI ducting, air diffusers and inline fans for providing ventilation.
- d) All the electrical junction or connections must be properly sealed with PVC insulation tape. There should be no open wire or connections in the electrical system.

- e) All electrical components like MCBs/ contactors, Copper cable, PVC conduits, etc. used in the above installation must be ISI/ BIS compliance.
- f) The contractor shall also provide SS stand for outdoor units of AC.

**19. PERIOD OF WORK CONTRACT:**

The successful is required to complete the work as per scope of work in all respect within 30 days from the date of issue of work order.

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We agree to abide by the above terms and conditions.

Place:

Date:

(Signature of the bidder  
with Rubber Stamp of the Firm)

**PART-II (PRICE OFFER)**

Subject: **SITC of 5.5TR ductable AC (02 nos.) and inline fans including ducting work in plant area in basement of Shipping House.**

**Due Date: 07.04.2025/ 1700Hrs.**

Details of bidder,

1.	Name of bidder:	
2.	Address:	
3.	Email:	
4.	Contact person and number:	

S. NO.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1.	SITC of 5.5 TR ductable AC unit with standard installation (as per OEM) including rubber insulation, supporting units, fire retardant flexible canvas, outdoor unit stands, etc.  <b>Approved brands: Carrier, LG, Voltas, Hitachi</b>	No.	2		
2.	SITC of main power supply cable of 4 core 6 sq.mm.	Meter	50		
3.	SITC of electrical control cable from indoor to outdoor unit of 3 core 1.5 sq.mm.	Meter	50		
4.	SITC of copper refrigerant pipe	Meter	50		
5.	SITC of PVC drain pipe	Meter	50		
6.	SITC of 22-gauge GI ducting	Sq. ft	170		
7.	SITC of 24-gauge GI ducting	Sq. ft	3600		

8.	SITC of supply air diffusers	No.	20		
9.	SITC of return air diffusers	No.	30		
10.	SITC of GI fabricated volume control dampers	Sq. ft	25		
11.	SITC inline fans of 3500CFM with all required accessories including fabricated stand. <b>Approved: Kruger, Nicotra</b>	Nos.	2		
<b>Total</b>					
<b>GST</b>					
<b>Total with GST Amount</b>					

- The work order will be awarded to Single Party on the basis of overall competitiveness.
- The rates for above are to be quoted considering transportation, loading, unloading also.
- Payment will be done on actual itemized work executed.

Place:

Date:

Signature with Rubber Stamp of the bidder