

**Bid Document for “Thermal Insulation for SA & RA Ducting with supply of material for HVAC system at ITER- India lab, IPR Campus ”**

**1) INSTRUCTIONS TO BIDDERS:**

1. The Contractor/Service Provider firm agrees that have adequate technical expertise/ field experience/ infrastructure facilities/ spares in stock/ business arrangement with OEM/ back up facilities, statutory government approvals/ registrations. Documentary evidences will be produced on demand.
2. Care must be taken while carrying out the job to avoid any damage to equipment & property of ITER-India and IPR. Contractor has to pay for the cost of damage.
3. The schedule to carry out insulation shall be fixed at least seven days in advance by the contractor and engineer in charge with mutual agreement. Any change in schedule must be intimated three days in advance.
4. Contractor shall be allowed to execute the work from 9.30 a.m. to 5.30 p.m. on all working days.
5. All the necessary arrangement for removal and re installation of new insulation has to be done by bidder. It includes Scaffolding, Personal Protective Equipment (PPE), man power and tools and or other equipment /material required for execution of the work order.
6. Vendor should adopt standard methods of working and ensure that there are no scratches, dents and tool marks on the duct surfaces while working. In case of any damage to nearby part/equipment/system due to the fault/ negligence of contractor, appropriate amount will be recovered from his bill.
7. Vendor will be in charge of cleaning the areas in premises where work was performed, removal of all materials, left overs, debris and garbage from premises every day by the end of the day.
8. Vendor shall provide samples, catalogues and others, for approval at his own expense together after the award of work order, to ITER India
9. The complete installation shall be inspected by ITER India representative after completion of work for final acceptance.
10. The Contractor shall use only genuine original parts. If it is found otherwise, it will be termed as a breach of contract.
11. ITER-India shall not be responsible and accountable for the safety of material brought by the contractor to ITER-INDIA in connection with the contract. The contractor shall be fully responsible and accountable for the safe custody of his material.

12. The contractor shall obtain Gate Pass from ITER-India Lab for taking out his material from ITER-India/IPR campus. Contractor shall not be allowed to take out any material including his material without a valid Gate Pass to be issued by Section Head / Division Head or Stores In charge. Normally the Contractor shall not be allowed to take out any material on holidays and before 10.00 Hrs. and after 5.00 p.m. on working days.
13. All the materials brought to ITER-India Lab/IPR campus in connection with the work contracted to the Contractor are to be routed through ITER-India Stores with supporting delivery Challans in triplicate indicating full description, quantity, value etc. This procedure should be followed strictly during the contract period.
14. ITER-India will not supply any tool / tackle / equipment.



**ITER-India  
Institute for Plasma Research**

**Site visit Certificate**

**ITER-India, INSTITUTE FOR PLASMA RESEARCH**

Date:

(To be attached with the quotation)

Enquiry No.	
Enquiry Date	
Enquiry Due Date	

This is to certify that

Mr.

of Messrs

has / have visited the Institute for Plasma Research on

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to understand the work and get acquainted themselves with details of Insulation of AHU ducts to enable them to quote against the enquiry for work order for the same.

(Engineer-In charge)  
ITER-India, Gandhinagar

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