

F.No.16-1/2012-Gen/AC
Government of India
Ministry of Women & Child Development
General Section

Shastri Bhawan, New Delhi
Dated: 30 April, 2014.

To

As per list attached.

Subject: Annual Contract for repair/maintenance of ACs in the Ministry of Women & Child Development – Notice Inviting Tender thereof – reg.

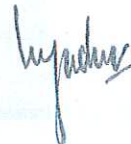
Sir,

Sealed quotations are invited from reputed/registered firms dealing with contract for repair/maintenance of various types of ACs in the Ministry of Women & Child Development at its offices located in Shastri Bhawan, Jeevan Deep/Jeevan Vihar Building, Janpath Hotel and Minister's Residence. The list of ACs is attached (Annexure-I).

2. Tender is invited in two parts i.e. (1) Qualifying bid and (2) Financial bid. The tender form for Qualifying bid in proforma prescribed in annexure-II, and the tender form for the Financial bid in proforma prescribed in Annexure – III, complete in all respects shall be submitted in two separate sealed covers addressed to the Under Secretary (General), Ministry of Women & Child Development, Shastri Bhawan, New Delhi by 3.00 P.M. on 21st April, 2014. Late submission of tenders shall not be accepted. The sealed covers should be superscribed with "Qualifying Bid – Annual Maintenance Contract for Air-Conditioner Units" and "Financial Bid – Annual Maintenance Contract for Air Conditioner Units", respectively. Qualifying Bids will be opened on 21st April, 2014 at 3.30 P.M. in the presence of bidders at Room No. 310, 'A' Wing, Shastri Bhawan, New Delhi. If the date of opening is declared a holiday, the quotations will be opened on next working day. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Ministry to short list the eligible bidders. The financial bids of the short listed bidders will be opened at 3.30 P.M. on 25th April, 2014. In case it is not possible to open the bids on the stipulated dates due to unavoidable circumstances, the next date of opening will be duly informed.

3. Only reputed/registered firms having adequate experience of 3 years or in the field, in Government Ministries/Departments/Semi-Government Organizations, including Public Sector Undertakings are requested to submit their bids in prescribed proforma duly completed and signed. In this regard, the firms should furnish documentary proof from at least 3 (Three) Ministries/Departments, etc. along with the quotation.

4. The prospective firms should also furnish a copy of PAN, Service Tax Registration, TIN Number and "Experience Certificate" from their respective organizations, while submitting their quotations. The firm must indicate the name of their owner with full address of registered office and his mobile/ telephone numbers (Annexure-II).



5. A specific mention must be made in their quotation to the effect that the terms and conditions of the contract as mentioned in Para 9 are acceptable to your firm in full/detail.
6. The sealed cover containing the tenders, complete in all respect and superscribed "Annual Maintenance Contract for Air Conditioner Units" should be submitted through Registered Post 'or' dropped in Tender Box mounted near the door of Room No.629, 'A' Wing, 6th Floor, Shastri Bhawan, New Delhi so as to reach the undersigned by 3:00 P.M. on 21.04.2014. Late quotation will be rejected forthwith.
7. The rates may be quoted as per Annexure-III, Taxes (VAT, Service Tax, etc.), if any applicable, may be specifically and separately indicated in the quotation. Under no circumstances, these should be included in the basic cost.
8. Earnest money of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft in favour of "Pay & Accounts Officer, Ministry of Women & Child Development, Shastri Bhawan, New Delhi" **shall accompany the qualifying bid.** The quotation without Earnest Money Deposit (EMD) will be rejected outright from the consideration zone. The EMD will be refunded to unsuccessful bidder without any interest on completion of the tender process. The Ministry reserves the right to accept or to reject any quotation(s) in full or in part without assigning any reason thereof.
9. The Terms & Conditions of the contract will be as follows:
- (i) Performance security deposit of Rs.50,000/- (Rupees Fifty Thousand only) will be submitted by the successful contractor in the form of DD in favour of Pay & Accounts Officer, Ministry of Women & Child Development, Shastri Bhawan, New Delhi "or" Bank Guarantee along with the acceptance of contract which would be valid up to the contract period irrespective of its registration status etc. The performance security deposit will be forfeited, if any deviation by the contractor is found from the instructions given by the Ministry. After expiry of the contract, the same will be returned after deduction of dues, if any, without any interest.
 - (ii) The successful contractor will be required to start work immediately after award of the contract.
 - (iii) The period of Annual Contract Maintenance would be one year from the award which may be extended for a further period with mutual consent, if the performances are found to be satisfactory. The Ministry shall, however, has the right to terminate the contract at any time without assigning any reason thereof.
 - (iv) The contractor will be required to depute one whole time expert engineer on duty exclusively for this Ministry on all working days to attend expeditiously to the works and whenever defect arises rectify the same.
 - (v) The job will be entrusted on the basis of all inclusive rate on "As is where is" on competitive rate basis. The work which is not possible to be done in the office premises will be allowed to be done outside and for which no extra charges would be payable towards transportation etc.
 - (vi) The firm shall have to attend all complaints on information/direction received from the General Section. The services would be provided on regular basis during office hours and also in the case of emergency beyond office hours or holiday(s) etc.



- (vii) The firm will be required to undertake maintenance/repairs of ACs at Shastri Bhawan and its offices located at Jeevan Deep/Jeevan Vihar Building, Hotel Janpath and at the Residential Office of the Hon'ble MOS, WCD or any other location as decided by the competent authority in this Ministry in future.
- (viii) For payment purpose, payment of the work done and services rendered will be made to the engineer after completion of the work. The bills should be submitted month-wise on the prescribed format by the 7th of each month along with the work completion report/user certificate duly signed by SO/DO/US/Concerned officer with stamp and date.
- (ix) If there is unreasonable delay in repairing/servicing the ACs or delivering the repaired ACs, in a time specified by the Ministry, a penalty of @ Rs.500/- on each occasion will be imposed.
- (x) If the assigned work is not completed to the satisfaction of the Ministry, no payment will be made for the work and the decision of the Ministry shall be final in this regard.
- (xi) In case of any damage caused to Ministry's property by the workers deputed by the contractor, the loss caused due to such damage would be recovered from the Contractor.
- (xii) In case of conflict between the parties, it should be resolved through mutual discussion. If it still persists, the decision of the Ministry will be final and binding.
- (xiii) If the work of the contractor is found unsatisfactory or if the contractor dishonours the contract, the job will be entrusted to any other firm/parts at the risk & expenses of the defaulting contractor.
- (xiv) The jurisdiction for legal disputes, if any, arising during the period of the contract will be in Delhi Courts only.
- (xv) No increase in amount shall be considered at all during the full period of AMC. No other charges will be payable like transportation, fare etc. for providing the services.
- (xvi) There shall be two types of Maintenance Service to be carried out by the Service Provider viz. Preventive Maintenance Service (PMS) and Break-down Service (BDS).

➤ **Preventive Maintenance Service (PMS) :**

Every machine shall be serviced at least once every quarter. A record of such service, duly acknowledged by the person in charge of the location of the air-conditioner, shall be maintained.

Quarterly Preventive Maintenance shall include the following :-

- Checking motor bushings
- Ground connections
- Checking connections at the main plug
- Cleaning of blower and condenser fan
- Cleaning of air filter
- Cleaning the evaporator and condenser coils
- Cleaning the equipment
- Checking and tightening of nuts & bolts
- Oiling the motor
- Checking cooling efficiency
- Overhauling of the A/c, with chemical washing process.

Hyderabad

However, the air filter of the Air-Conditioning Units shall be cleaned every month of the quarter.

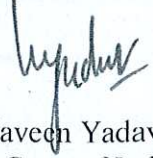
➤ **Break-down Service (BDS) :**

Breakdown calls shall be attended to immediately/ swiftly and a record of such service, duly acknowledged by the person in charge of the location of the air-conditioner, shall be maintained. Breakdown service will include replacement of genuine spares and Compressor and Gas filling at the cost of the service provider.

(xvii). The Service Provider is responsible for the payment of Minimum Wages (under Central Act) to the personnel deployed by it. The Service Provider will also be responsible for ESI and EPF of the personnel deployed and the contribution towards ESI and EPF will be paid to the respective offices and a copy of the receipt would be submitted to this Ministry quarterly. The Service Provider will also be responsible for compliance of the provisions of all the statutes applicable in its case.

10. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the preceding paragraphs before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by the Ministry.

Yours faithfully,



(Naveen Yadav)

Under Secretary to the Govt. of India

Tel: 23382743

Copy to: - (1) The Technical Director (NIC), MWCD with the request to upload the above tender on the Ministry's Website immediately.

(2) All Ministries/Departments of the Government of India, New Delhi are requested that a copy of the tender notice may kindly be provided to the vendors, who have been awarded the contract by them for AMC of ACs and their performance is satisfactory.

APPROXIMATE NUMBER OF ACs IN THE MINISTRY OF WOMEN & CHILD
DEVELOPMENT

95 ACs (40 Windows and 55 Splits) approximately. This number can increase/ decrease at any point of time.

ANNEXURE-II

PROFORMA (Qualifying Bid)

Sl. No.	Particulars	To be filled by the Tenderer
1.	Name of the Agency	
2.	Brief profile of the agency to be enclosed	
3.	Detailed office address of the agency with office telephone number, e-mail address, fax number, mobile number and name/designation of the contact person	
4.	Whether registered with all concerned Govt. authorities (Registrar of Companies, Commissioner Employees etc.) (Copies of all the certificates of Registration should be attached)	
5.	PAN Number (copy to be enclosed)	
6.	TIN Number (copy to be enclosed)	
7.	Service Tax Registration No. (copy to be enclosed)	
8.	Number of Employees as on March 1, 2014 and also as on date.	
9.	Length of experience in the Field	
10.	List of Govt. Ministries/Departments/Clients showing experience in the field (copies of contracts/orders placed on the agency during the last 3 years should be attached).	
11.	Copies of Income Tax return for the last 2 years to be attached.	
12.	Details of EMD: (i) Amount (ii) Draft No. (iii) Date (iv) Issuing Bank	
13.	Whether terms and conditions as at para 9 of the Tender Document are acceptable. If yes, a copy of Terms & Conditions duly signed as a token of acceptance to be attached.	
14.	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner/partners anywhere in India? (If no, an undertaking to this effect is to be attached in this regard).	

(Signature of the authorized person)

Date :
Place :

Name:
Designation:
Seal:

PROFORMA (Financial Bid)

With reference to M/o WCD letter No. _____ dated _____

Regarding tender for maintenance/repair of ACs, I/We quote the rates, excluding VAT/service tax, as under: -

Sl. No.	Air Conditioner (AC)	Rate Per Unit (Rs.)	Buy-back value of the old part	Net Cost Per Unit
1.	Air Conditioner per unit per annum: (i) Split 1.0 Ton (ii) Split 1.5 Ton (iii) Split 2.0 Ton (iv) Window 1.0 Ton (v) Window 1.5 Ton (vi) Window 2.0 Ton <i>Note: The term maintenance will include: oiling, cleaning, greasing, servicing, gas charge, wiring, electrical parts, air-filter, repair of compressor, repair and replacement of motor.</i>			
2.	Installation charges with material (applicable only when the location of the AC changes, on the direction of the Ministry): (i) Window (ii) Split			
3.	Cost of new compressor (ISI marked)			
4.	Body replacement of AC Per Unit: (i) Window AC (ii) Split AC			
5.	Heating kit (per kit)			
6.	Cooling kit (per kit)			
7.	Steel chassis			
8.	Grills			
9.	Cost of repair of Remote: (i) Window AC (ii) Split AC			
10.	Cost of new Remote: (i) Window (ii) Split			
11.	Copper tube pipe			
12.	PVC drain pipe			

13.	Inner unit of Split AC			
14.	Outer unit of Split AC			
15.	AC stabilizer (Comprehensive maintenance per stabilizer per annum)			
16.	New Stabilizer (Logicstat (5 KV.)			
17.	Spray painting per AC			

(Signature of the authorized person)

Name:

Designation:

Seal:

Date:

Place: