

F. No-D-13012/01/2018/Genl.
Government of India
Ministry of Tribal Affairs
(Genl. Section)

Shastri Bhawan, New Delhi
Dated-02.06.2020

Sub: Tender for Comprehensive Annual Maintenance Contract of HVAC Cassette Unit AC make Hitachi in Ground and 1st Floors of Jeevan Tara Building, Parliament Street, New Delhi and Cassette AC (2 ton) make Toshiba installed at # 217D, Shastri Bhawan, New Delhi.

Sealed quotations are invited from reputed/ registered firms and authorized service providers for award of Comprehensive Annual Maintenance Contract of HVAC Cassette Unit AC make Hitachi in Ground and 1st Floors of Jeevan Tara Building, Parliament Street, New Delhi and Cassette AC (2 ton) make Toshiba installed at Shastri Bhawan,, New Delhi in the Ministry of Tribal Affairs.

A. Details of tender:

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| 1. Office of issue | Ministry of Tribal Affairs |
| 2. Tender reference no. | No- F. No-D-13012/01/2018/Genl. |
| 3. Date of issue of Bid document | 02.06.2020 |
| 4. Last date and time for receipt of tenders | : 13.00 hrs. on 22.06.2020 |
| 5. Date and time for opening the tenders | : 15.00 hrs. on 23.06.2020 |
| 6. Place of opening the tender | : Room No 214, D wing, Shastri Bhawan, New Delhi |
| 7. Address for communication | : Section officer (Genl.), Room |

No. 400-B , 4th floor, ministry
of Tribal Affairs. Shastri
Bhawan, New Delhi

Kamraj Malik

(कार्यवाही अधिकारी)
(KAMRAJ MALIK)
असिस्टेंट सिक्रेटरी/Section Officer
जनजातीय मामलों/Ministry of Tribal Affairs
भारत सरकार/Government of India
नया दिल्ली/New Delhi

Annexure-I

Terms and conditions for awarding contract for the maintenance/ repair of Air Conditioning Equipments in this Ministry as per Annexure-I.

Eligibility Conditions :-

1. The bidding Firm should be registered in Delhi/ New Delhi and have a well established office in the municipal limits of NCT of Delhi
2. The firm should have at least seven I.T.I (Air Conditioning & Refrigeration Trade) Certificate holders from the State/Govt of India Recognized institutions on its roll having work experience of atleast 3(Three) years as service Engineer for Air conditioning systems in Government/ Semi Government establishments. The particulars of service Engineers/technical personnel on the rolls of the company should be furnished with Technical Bid.
3. The firm should have experience of at least 5(Five) years of working in Government/ Semi Government offices in Delhi/NCR for same or similar air conditioning systems and furnish documentary evidence along with technical bids.
4. Annual turnover of bidding agencies shall not be less than Rs. 50.00 lakhs for the last three years- 2016-17, 2017-18 and 2018-19/2019-20.
5. No firm that is blacklisted by any authority for deficiency of service or non-adherence to contract conditions shall be considered. A certificate to this effect is required be furnished with the Technical Bid.
6. Bid should be valid for a period of 90(Ninety) days.
7. The prospective bidders shall furnish Earnest money Deposit (EMD) amounting Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of demand draft drawn in favour of DDO, Ministry of Tribal Affairs, New Delhi, payable at Delhi. While, the EMD of unsuccessful bidders shall be returned upon completion of process, the same will stand forfeited, if the successful bidder withdraws his offer. Tenders without EMD shall be summarily rejected.
8. The firms should furnish the copies of (i) PAN Number (ii) GST Registration No.
9. The bid should be accompanied with a signed copy of the terms and conditions stipulated for award of the contract, conveying the acceptance of the same.
10. Conditional tenders will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.
11. **Submission of Bid:** The Bid should be in two parts : Technical bid and Financial bids to be placed in separate sealed envelopes duly superscribed "Technical Bid" and "Financial Bid" respectively which should together be placed in a third sealed cover envelope superscribed as "Quotation for Comprehensive Annual Maintenance Contract of Air Conditioners in Ministry of Tribal Affairs" and addressed to the Section officer (Genl.), Ministry of Tribal Affairs (Room Bo. 400-A, B-wing, 4th floor, Shastri Bhawan, New Delhi.-110001) .
12. **The Technical bids should be submitted along with information/documents as per Annexure-I. It may be ensured that attested copies of the all documents as mentioned in Annexure-I.**

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Section Officer
Ministry of Tribal Affairs
New Delhi

13 . Financial bid:- The Financial bid, in separate envelope should be submitted strictly as per the format given in Annxure-III. The rates quoted in the financial bids should be both in words and figures. In case of any discrepancies in words and figures, the amount mentioned in figures shall be taken into account. Quotations with any cutting/over writing of figures will not be considered unless such corrections are countersigned. The financial bid should be signed with office seal of the agency concerned.

14. Earnest Money Deposit :- EMD will be returned to the unsuccessful bidders without any interest liability after the tender is finalized. EMD without any interest liability will be returned to the successful bidder on receipt of Performance Guarantee/ Security Deposit from successful bidder.

15. Performance Security :- The successful bidder will have to deposit Rs. 25, 000/- (Rupees Twenty Five Thousand only) or 10% of total bid amount whichever is higher in the form of Fixed Deposit Receipt/ Bank Guarantee from any commercial bank in favour of "DDO, Ministry of Tribal Affairs, New Delhi" which shall remain valid for a period of 60 days beyond the dated of completion of all contractual obligations. The Security deposit shall be forfeited in case of any deviation of terms by the contractor or violation of instruction given by ministry. Upon termination/expiring of contract, the deposit shall be returned after deduction of dues, if any, without interest.

16. Challenging criteria :

(i) Any dispute on any aspect in connection with providing of service of Comprehensive Annual Maintenance Contract of Air Conditioner (HVAC unit) in this Ministry will be referred to the Ministry. The competent authority in the Ministry will discuss the problem with the Firm mutually and the decision taken will be final and binding.

(ii) In the event of any dispute or difference arising between parties pertaining to or relating to this agreement, the same shall be referred to arbitration by a sole arbitrator so designated of the Ministry. All proceedings of such arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any amendment thereof. The venue such arbitration shall be the office of Ministry of Tribal Affairs, Shastri Bhawan or any other place mutually decide upon. In this case, the sole arbitrator shall be the concerned Joint Secretary In -Charge of General Administration of Ministry.

17. The Ministry of Tribal Affairs reserves the right to accept or reject any or all the tenders or scrap the entire process without assigning any reasons thereof.

18. The tender/contract is subject to the terms and conditions attached at Annexure-I.

19. The tender document can be downloaded from the Ministry's website 'www.tribal.nic.in' or can be collected in person from the Section officer (Genl.), Room No 400, "B" wing, Shastri Bhawan, New Delhi- 110001 on all working days during working hours.

20. Sealed quotations must be dropped only in the Tender Box of Ministry of Tribal Affairs kept near the Gate No-5 'A' wing, Shastri Bhawan, New Delhi- 110001 by 13.00 hrs. on 22.06.2020. Tenders sent by E mail/fax/speed post or courier will not be considered. The quotations will be opened on the 23.06.2020 at 15 .00 hrs in Room No. 214, D" wing ,Shastri Bhawan, New Delhi in the presence of tenderers / agencies or their authorized representatives, if any who are present.

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Ministry of Tribal
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ment of India
New Delhi

21. Period of Annual Contract would be one year which may be extended for further period of another two years from the date of issuance of award letter with mutual consent of both parties and subject to approval the competent authority.

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Section Officer (GA)
Tell. 23387469

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भारत सरकार/Government of India
नई दिल्ली/New Delhi

Name of Work: Comprehensive Annual Maintenance Contract (CAMC) of HVAC Cassette Unit (VRV System) make Hitachi installed at Ground and 1st Floors of Jeevan Tara Building and 4 Cassette AC 2 Ton, make Toshiba inverter installed at 217D, Shastri Bhawan, New Delhi

Particulars of equipment to be covered:

(i) Make: Hitachi -

HVAC Cassette Unit AC make Hitachi at Ground and 1st Floors of Jeevan Tara Building, Parliament Street, New Delhi

1. 24 HP Out Door Unit – 3 Nos
2. 10 HP Out Door Unit- 3 Nos
3. 1.6 HP Cassette Unit-14 Nos
4. 2 HP Cassette Unit-11 Nos
5. 2.5 HP Cassette Unit -20 Nos

(ii) Make: Toshiba---

Cassette AC inverter (2 ton each) make Toshiba installed at 217D, Shastri Bhawan, New Delhi) - 4 Nos

(i)SCOPE OF WORK -

Preventive & Break down Maintenance (PMS) shall include the following:

1. Cleaning of heat exchanger filters etc.
2. Checking of electrical connections.
3. Checking of motor bushing and coiling if required.
4. Checking the unit for performance in terms of grille temperature, room temperature.

b) BREAKDOWN MAINTENANCE

(i)Attendance of complaint calls in the air conditioners as and when called upon by the officials of the Ministry.

(ii) RESPONSE TIME

Normally within 2-3 working hours from the time the break down call is logged.

(iii)(a) COMPONENTS COVERED (all parts covered)

The contract covers repair/replacement of electrical parts like motors, Compressors, relays, PCB's, remote hand unit and thermostats, Sheet Metal Parts, Heat exchanger coils, All plastic parts, Painting,

1.1 HVAC Cassette Unit (VRV System) make Hitachi installed at Ground and 1st Floor of Jeevan Tara Building and 4 Cassette AC 2 Ton, make Toshiba inverter installed at 217D, Shastri Bhawan, New Delhi VRV Air-conditioning (102) HP system is installed at Office of Ministry of Tribal Affairs at Ground and First floor in Jeevan, New Delhi.

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Ministry of Tribal Affairs
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1.2 The scope and nature of services to be provided by the contractor shall include scheduled preventive maintenance service which cover periodic and break down servicing.

1.3. Checking and servicing of AC units 4 (four) times in a year.

1.4. Attending of any breakdown call made immediately on receipt of verbal / written complaint during office hours on all days. The time for rectification of defect shall not exceed 24 hours in any case.

1.5 Free of charge replacement of any component / part of air-conditioner including consumables, compressor, found defective after the checks and tests during the contract period.

- a) Refrigerant Gas
- b) Lubricating oil for compressor systems
- c) Packing / Couplings / gaskets / insulation material / other general spares.
- d) All electrical spares e.g. Fuses / Relays, contractors, Condensers etc.
- e) Indoor units Filter /Belts / Bearings / Valves / Other spares etc.

1.6 Providing a service unit, free of charge, during the repair of AC unit in the workshop.

1.7 Servicing and maintenance shall be carried out without disturbing the normal functioning of the offices of the Ministry in Jeevan Tara or Shastri Bhavan.

1.8 History/Log sheets sheets of servicing / breakdown/repairing of each and every unit shall be maintained by the Contractor. A copy of report shall be submitted along with the bill subsequent to the servicing activity to the Board.

1.10 All tools & tackles, manpower, transportation and other resources required for executing the job shall be included in the scope of the contractor. No extra charges will be paid by the authority regarding tools & tackles, manpower, transportation etc.

1.11 Spares of compressor, control panel card, Software etc. which may be required during maintenance of the all the system will have to be provided for by the contractor as per instruction of the Authority.

1.12 The vendor shall depute a single person who will control this Annual maintenance work, so that authority can contact him for any kinds of problem of the all system.

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DECLARATION

I----- proprietor / Director /authorized signatory of the agency mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them
3. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact the furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of Performance Guarantee.

Signature of authorized

person Name :

Seal:

Date:

Place

:

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Ministry of Tribal Affairs
आस अहमद/ New Delhi
New Delhi

ANNEXURE-III

PROFORMA FOR FINANCIAL BID

S.No	ITEM PARTICULAR (s)	RATE QUOTED IN RUPEES
1	CAMC Charges of HVAC Unit Make Hitachi (102 HP)(including parts)(Annual) installed at Ground and 1st Floor of Jeevan Tara Building, Parliament Street, New Delhi	
2	4 Cassette AC 2 Ton, make Toshiba inverter)(including parts)(Annual) installed at Shastri Bhawan,, New Delhi	

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