

Speed Post

No.D-21014/18/2017-Admn
Government of India
Ministry of Petroleum & Natural Gas
(Administratiion Section)

Shastri Bhawan, New Delhi – 110 001

Dated: 12th January, 2018

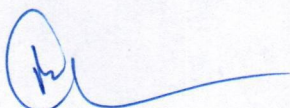
TENDER NOTICE

Sub: Annual Contract for comprehensive repair and maintenance of Air Conditioners (Window/ Split/ Tower/ Cassette type ACs) and miscellaneous electrical repair works – Regarding.

Sealed tenders are invited from reputed firms under TWO BID SYSTEM, i.e. **two separate sealed envelopes one each for technical Bid and Financial Bid**, for repair & maintenance of Air-conditioners (Window/Split/Tower/Cassette type) and electrical items installed at different floors of Shastri Bhawan, Pt. Deendayal Antodaya Bhawan (CGO Complex) and residential Office of Minister (P&NG). Both sealed envelope containing technical and financial bids should be kept in third sealed envelope superscribing **“TENDER FOR COMPREHENSIVE AMC FOR REPAIR AND MAINTENANCE OF ACs/ELECTRICAL ITEMS”** and addressed to the Under Secretary(Admn), Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi-110001 and may be dropped in the Tender Box kept at the Facilitation Centre, Garage No. 18, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001 by 11.00 a.m. on 30.01.2018. The tenders received after the deadline last/time shall not be entertained any circumstances whatsoever.

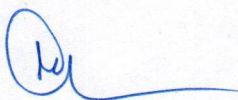
2. The firm awarded the work should have trade certificate/license and should have adequate number of well experienced service engineers electrician in its employees roll. The interested firms can submit their tender documents, complete in all respects in The Technical Bid, in separate envelop. shall be opened at 11.30 hrs on 30.01.2018, in Room No. 205 'B' Wing, 2nd Floor, Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi. One representative of the bidding firms/Agencies, who wish to be present on the spot at that time shall inform Administration Section, MoP&NG (Tel. No.2339065) in advance so that necessary entry passes may be issued. The terms and conditions of the tender are as under :-

- (i) The firm should have PAN Number (a self attested copy of PAN card and Income Tax Returns for the last three financial years to be furnished).
- (ii) The firm should have GST Registration number. A self attested copy of GST Registration Number to be furnished.
- (iii) The firm should have EPF Registration Number, (a self attested copy of EPF Registration No. to be attached).
- (iv) The firm should have registered with appropriate authorities under Employees State Insurance Corpn. (ESIC) Act (a self attested copy of the ESIC Registration Number to be attached).
- (v) The firm must have registered office in Delhi/NCR. The firm must submit documents towards proof of this effect along with name and address of Banker(s).



(...contd. 2-)

- (vi) The firm should have **annual turnover of Rupees 10 lakhs or above**. The firm should enclose a document duly attested by CA in support of their annual turnover with their bid.
 - (vii) The firm must enclose bid security (EMD) of Rs. 30,000/- (Rupees thirty thousand only) from any nationalized bank in form of account payee Demand Draft/FDR in favour of DDO, Ministry of Petroleum & Natural Gas, payable at New Delhi. The bids without EMD will be summarily rejected.
 - (viii) Undertaking to the effect that the firm has not been blacklisted and has no legal/criminal case pending against the firm **(in Appendix-I)**.
 - (ix) The firm should have at least 3 on-going AMC in any Government Organizations/PSUs for maintenance of AC and electrical items. (A self attested copy of the contract/award letter to be attached).
3. The other terms and conditions of this contract are as under:-
- (i) The contract shall initially be for a period of one year from the date of approval which can be extended on yearly basis for maximum period of two years depending upon the satisfactory performance of work.
 - (ii) The contractors shall be responsible for proper maintenance of ACs and keep them in working condition throughout the period of contract and shall obtain a certificate from the user at least once a quarter to that effect.
 - (iii) It shall be obligatory on the part of the contractor to depute at least one qualified Service Engineer and two electrician to this Ministry on all working days throughout the period of contract from 9.00 AM to 6.30 PM and they will be required to make their attendance with Section Officer (Admn.) daily and give him a report of the service done by them. Complaints are to be attended with satisfactory user report on a daily basis. To meet exigencies, the Ministry shall be within its competence to requisition the services of the service engineer/electricians deputed by the contractor, shall utilize the services beyond the working hours, including Saturday/Sundays/Holidays. No additional payment shall, however, be made for this purpose. All the personnel of the contractor shall be at the exclusive risk, responsibility and the cost of the contractor.
 - (iv) The work is required to be done in Shastri Bhawan, Pt. Deendayal Antyodaya Bhawan (CGO Complex) and residence offices of Ministers. However, in exceptional cases, where the work cannot be done within the office premises, the ACs/equipments may be taken to workshop, only with the prior permission of this Ministry; no extra charges will be admissible on account of transportation.
 - (v) **Earnest Money** : Earnest money of Rs. 30,000/- (Rupees Thirty Thousand only), refundable without interest after the award of contract, is to be deposited through Bank Draft in favour of DDO, Ministry of Petroleum & Natural Gas, New Delhi, along with the quotation failing which quotation will not be acceptable. Cheque will not be accepted. After submission of bids, the firm will not be allowed to change its rate or terms & conditions of contract. If any firm make changes in its rates or terms & condition, their EMD will be forfeited.



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- (vi) **Performance Security:** The successful tenderer will have to deposit Rs. 40,000/- (Rupees forty thousand) as performance security money in the form of FDR in favour of DDO, Ministry of Petroleum & Natural Gas, which will be returned after 60 days of expiry of the contract period.
- (vii) The comprehensive repairs/maintenance charges for ACs shall be firm and will include cost of spare parts, replacement of compressor, fan, motors, gas charging, labour charges, etc., and inclusive of all taxes and other charges, if any. The term "Comprehensive Servicing and Maintenance" will include oiling, chemical washing, cleaning, greasing (general servicing), gas filling, replacement of filter, relay, thermostat, drain pipe, gas charging, metal clad plug, rewinding of motors, fixing of wires/plugs, insulation, lifting, transportation or shifting of the ACs, etc during the period of contract. As such, no extra payment over and above the rates approved for Comprehensive Servicing and Maintenance would be admissible, in any case.
- (viii) During the entire period of contract, no request for any increase in the rates on any account would be entertained.
- (ix) The air conditions are to be taken over for comprehensive maintenance on "as is where is basis" and could be inspected by the prospective bidder on any working day between 3.00 p.m to 4.00 p.m.
- (x) The Ministry reserves the right to reject or accept quotations. The Ministry will not consider bidding of such firms which have been penalized by any Department for poor, improper and unsatisfactory service.
- (xi) The Nos. of gadgets may increase or decrease at the discretion of this Ministry and payment will increase or decrease accordingly. In case any new office at a new location is added, this contract will deemed to be applicable in that new office also.
- (xii) The quarterly payment to the extent of 100% will be authorized to the firm on submission of pre-receipted bill, in triplicate, along with satisfactory service reports, separately for each Air Conditioner, duly signed by the user for the relevant period. Taxes at source (TDS) will be deducted from each bill of the contractor as applicable under the income Tax Rules. GST shall also be paid as applicable under the rules. No claim on account of GST or any other tax for the material used for executing work awarded under this contract will be entertained by the Ministry and all such taxes shall be paid by the contractor.
- (xiii) The bidders will indicate the complete address of their firm/office and residence along with telephone numbers. While submitting the quotation for this work, the bidder will deemed to have read, understood and accepted all the terms and conditions stated in this letter.
- (xiv) It shall also be the responsibility of the approved contractor to periodically serve and inspect/check all the gadgets/apparatus that are under the "maintenance period", so as to ensure their smooth and satisfactory functioning. The contractor shall also obtain a certificate from the user Sections/Officers at least once in a quarter to the effect that the said apparatus are working satisfactorily during the quarter in question.



(- contd. 4/-)

- (xv) First servicing will be done within 10 days from award of contract and thereafter every 3 months. Besides, cleaning/servicing will be done by the contractor as and when required in a particular AC.
- (xvi) The Contractor will prepare a list of ACs being maintained by his firm and obtain the signature of user officers in respect of these gadgets. Signature of these officers/employees will be obtained by the firm whenever these gadgets are cleaned and services etc. This signed list will be enclosed while claiming the payment. No payment will be made without this signed satisfactory report of each equipment..
- (xvii) All complaints must be attended within 24 hours failing which penalty of Rs.1000/- (Rupees one thousand only) per AC will be imposed for non-servicing and cleaning of ACs within the prescribed timelines.
- (xviii) . In case the contractor fails to cope with the wok-load or does not render satisfactory service or back out of the contract in midstream, the work shall be got done from the some other firm from the open market at the cost of the contractor. This may even entail the termination of the contract without giving any notice or assigning any reasons; forfeiture of performance security deposit and blacklisting of firm for the future contracts in the Government Departments. The decision of the competent authority of this Ministry shall be binding on the contractor in this regard.

4. Financial bids of only those bidders shall be opened who meet the technical criteria of the tender, the notice of which will be issued accordingly. The Financial Bids in separate envelope should be strictly as per the format given in the **Appendix-II**. The rates quoted in the Financial Bids should be clearly legible without any cutting or overwriting. All corrections are countersigned. The financial bid should be properly sealed / signed and kept in separate sealed envelope.

5. The competent authority of Ministry of Petroleum & Natural Gas reserves the right to reject any or all bids without assigning any reason. For further details and obtaining full copy of the tender documents, tender notices may be seen at the website of Ministry of Petroleum & Natural Gas at <http://petroleum.nic.in> and <http://eprocure.gov.in>.

Yours faithfully,



(Mohan Chandra Bhatt)

Under Secretary to the Government of India
Tel. No.011-23387224

To

1. Central Public Procurement Portal – “eprocure.gov.in”
2. NIC for posting the tender notice in the website of Ministry of Petroleum & Natural Gas.
3. All Ministries /Department with the request that this may bring to the notice of the registered suppliers of their respective Ministry/Department.

APPENDIX-I

DECLARATION

I, _____ Son/ Daughter/ Wife of Shri _____
_____ Proprietor/Director/authorized signatory of the Agency/Firm,
mentioned above, is competent to sign this declaration and execute this tender document.

2. The firm has not been blacklisted by any Central/State Government Ministry/Department.
3. The information/documents furnished along with the application are true.
4. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. I/we, am / are fully aware of the fact that furnishing of any false information/fabricated document and not abiding stipulated terms and conditions of the tender would lead to rejection of my tender at any stage and entail forfeiture of bid security, performance security as the case may be, besides liabilities towards prosecution under appropriate law.

(Signature of authorized person)

Full Name :

Seal :

Date :

Place :

— X —

(PROFORMA FOR FINANCIAL BID)

Comprehensive AMC charges and Tax to be separately mentioned in each Column.

S. No.	Item (s)	Rate (s) per unit	Tax/GST
1.	Rates for Comprehensive AMC of window AC 1.5 and 2.0 Ton,		
2.	Rates for Comprehensive AMC of Split AC 1.5 and 2.0 Ton,		
3.	Rates for Comprehensive AMC of Tower AC/Cassette Type - ACs 3.0 - 4.0 Ton,		
IMPORTANT NOTE: Please note that the rates quoted shall include cost of spare parts, replacement of compressor, fan, motors, gas charging, labour charges, oiling, chemical washing, cleaning, greasing (general servicing), gas filling, replacement of fitter, relay, thermostat, drain pipe, metal clad plug, rewinding of motors, fixing of wires/plugs, insulation, lifting, transportation or shifting of the ACs, etc. . <u>The list is indicative only and as such, no extra payment over and above the rates approved for Comprehensive Servicing and Maintenance would be admissible, in any case. Blank/incomplete quotations will be summarily rejected.</u>			

LIST OF OTHER ITEMS TO BE UNDERTAKEN BY THE CONTRACTOR

(A) Repairing of Heat Convector/Geyser/Oil Radiator /microwave oven etc.		
1.	Repair of blower heater	Rs.
2.	Repair of Oil Radiator	Rs.
3.	Repair of Geyser	Rs.
4.	Repair of Microwave oven	Rs.
(B) Repairing of Pedestal/Table/Wall/Exhaust Fan		
1.	Repair of Wall/Pedestal/Table Exhaust Fan	Rs.
2.	Rewinding of fan motor	Rs.
3.	Change of capacitor	Rs.
4.	Change of fan blade	Rs.
(C) Call Bell		
1.	Repairing charge of Call Bell	Rs.
2.	Repairing charge of remote bell	Rs.
3.	P/F of new electric Call Bell	Rs.
5.	P/F of remote bell	Rs.
6.	P/fixing of bell switch	Rs,

(...contd. 2/-)

(D) Conducting of loose wire in PVC baton		
1.	P/F of PVC Baton - ½ Inch (per meter)	Rs.
2.	P/F of PVC Baton - 1 Inch (per meter)	Rs.
3.	P/F of PVC Baton - 1½ Inch (per meter)	Rs.
(E) Change of wire (copper)		
1.	Change of 3 core wire (per meter)	Rs.
2.	Change of 3 core cotton wire (per meter)	Rs.
3.	Change of flexible wire (per meter)	Rs.
4.	Change of wire (23x76) two core (per meter)	Rs.
(F) Hot Case		
1.	Repair of Hot Case	Rs.
2.	Change of Element	Rs.
3.	Thermostat for Hot Case	Rs.
4.	Providing of new Hot case (small size)	Rs.
(G) Indicator light		
1.	P/F of new Indicator Light (complete fitting)	Rs.
2.	Repair of Indicator Light	Rs.
3.	Indicator Light bulb (Green/Red)	Rs.

(Note: All the parts/items should be of BIS/ISI/BEE mark only)

Signature of the authorized signatory (with seal)