

No. CA-LAB/2-17/25/2018-19/47-48

Government of India

Office of the Chief Controller of Accounts

Ministry of Labour & Employment

Shram Shakti Bhawan

Rafi Marg, New Delhi-110001

Phone : 011-23718010

e-Mail : pao-mol@nic.in

Dated : 04.04.2018

Comprehensive Annual Maintenance Contract (AMC) of Air Conditioners in Office of Chief Controller of Accounts, M/o Labour and Employment, Shram Shakti Bhawan, New Delhi.

Sealed quotations in single bid system are invited from the reputed and experienced Service providers/Firms/Contractors for Comprehensive Annual Maintenance Contract of Air Conditioners for a period of minimum one year in the Office of Chief Controller of Accounts, M/o Labour and Employment, Shram Shakti Bhawan, New Delhi extendable further on yearly basis up to a maximum of three years on the same terms and conditions, if services are found satisfactory.

2. Sealed quotations complete in all respect superscribed as "Quotation for Comprehensive AMC of Air Conditioners in the Office of Chief Controller of Accounts, M/o Labour and Employment, Shram Shakti Bhawan, New Delhi" must be addressed to the Sr. Accounts Officer (Admn.), Pr. Accounts Office, O/o the Chief Controller of Accounts, M/o Labour and Employment, and submitted in room No. 518, Pr. Accounts Office, M/o Labour and Employment, Shram Shakti Bhawan, New Delhi-110001 or may be sent by Registered Post to the address mentioned latest by 13.04.2018 up to 3.00 P.M. The Quotations must be accompanied with Performance Security of Rs. 5000/- (Rupees Five thousand only) as prescribed valid for at least sixty days, beyond the date of completion of all contractual obligations of the firm including warranty obligations..

3. The Quotations will be opened on 16.04.2018 at 11.00 A.M. Chief Controller of Accounts, M/o Labour & Employment reserves the right to accept or reject any or all quotations in part or full without assigning reasons. The authorized representatives of the firm may attend opening of quotations on 16.04.2018. The authorized representatives must have letter of authority duly signed by the proprietor or authorized signatory of the firm, on the letter head of the firm. The authority letter should also contain signature of the representative duly attested by the authorized signatory. In case, the authorized representatives of the Firm are not present to attend the opening of the quotations on the due date and time, the quotations will be opened by the Local Purchase Committee in their absence.

4. The terms and conditions, details of equipments, manner of submission of quotation etc, are mentioned in the Request for proposal (RFP) annexed to this letter.


Sr. Accounts Officer (HQ)

To

1. Website of M/o Labour and Employment.
2. Notice Board at Shram Shakti Bhawan, New Delhi.

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Dated : 04.04.2018

Notice Inviting Quotations for Comprehensive Annual Maintenance Contract (AMC) of Air Conditioners in Office of Chief Controller of Accounts, M/o Labour and Employment, Shram Shakti Bhawan, New Delhi.

Principal Accounts Office (HQ), M/o Labour & Employment, Room No.518, Shram Shakti Bhawan, Rafi Marg, New Delhi-1 invites sealed quotations in single bid system for the work of Comprehensive Annual Maintenance of window and Split air conditioners installed at different offices under aegis of Chief Controller of Accounts, M/o Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001 from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSU's and also from reputed AC manufacturers or their authorized dealers as per the requirements and details enclosed.

The address and contact numbers for sending Quotations or seeking clarification regarding this request for proposal are as under:-

a	Quotations/queries to be addressed to	Shri Pawan Kumar, Sr. AO (HQ) O/o Chief Controller of Accounts, M/o Labour & Employment Shram Shakti Bhawan, New Delhi.
b	Postal address for sending the Quotations	Pr. Accounts Office (HQ) Room No.-518, Shram Shakti Bhawan, New Delhi-110001
c	Name/designation of the contact person	Shri Pawan Kumar, Sr. AO (HQ) O/o Chief Controller of Accounts, M/o Labour & Employment Shram Shakti Bhawan, New Delhi-110001
d	Telephone number	011-23718010

General Information and Instructions to the Bidders

1. Last date and time for depositing the Quotation: DATE 13.04.2018 up to 3.00 P.M.

The sealed quotations should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Firm.

2. Manner of depositing the Quotation: Sealed quotations should either be deposited in Pr. Accounts Office (HQ), Room No. -518, Shram Shakti Bhawan, New Delhi-110001 or sent by registered post at the given address by the due date and time. Late quotations will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of the quotation document.

Admit

3. Time and date for opening of Quotation: DATE 16.04.2018. AT 11.00 A.M.

If due to any exigency, the due date for opening of the quotations is declared a closed holiday, the quotations will be opened on the next working day at the same time or on any other day/time, as intimated by the customer.

4. Place of opening of the Quotations: Pr. Accounts Office (HQ), Room No.-518, Shram Shakti Bhawan, New Delhi-110001. The Firm may depute their representatives duly authorized in writing, to attend the opening of quotations on the due date and time. The authorized representatives must have letter of authority duly signed by the proprietor or authorized signatory of the firm, on the letter head of the firm. The authority letter should also contain signature of the representative duly attested by the authorized signatory. In case, the authorized representatives of the Firm are not present to attend the opening of the quotations on the due date and time, the quotations will be opened by the Local Purchase Committee in their absence.

5. Forwarding of Quotation: Quotation should be forwarded by the Firm under their original memo/letter pad *interalia* furnishing details like TIN number, PAN number, GST Registration number, Bank address with NEFT Mandate etc. and complete postal & e-mail address of their office.

6. Modification and Withdrawal of Quotation: The Firm may modify or withdraw his Quotation after submission provided that the written notice of modification or withdrawal is received by the customer prior to deadline prescribed for submission of Quotation. A withdrawal notice may be sent by fax/e-mail but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the customer not later than the dead line for submission of Quotation. No Quotation shall be modified after the deadline for its submission. No Quotation may be withdrawn in the interval between the deadline for submission of Quotation and expiration of the period of Quotation validity specified. Withdrawal of a Quotation during this period will result in Bidder's forfeiture of performance security.

7. Clarification regarding contents of the Quotation: During evaluation and comparison of Quotation, this office may, at its discretion, ask the firm for clarification on his Quotation. The request for clarification will be given in writing and no change in prices or substance of the Quotation will be sought, offered or permitted. No post-quotation clarification on the initiative of the firm will be entertained.

8. Rejection of Quotation: Canvassing by the firm in any form, unsolicited letter and post quotation correction may invoke summary rejection with forfeiture of Performance Security. Conditional Quotations will be rejected.

9. Validity of Quotations: The Quotations should remain valid up to the date of award of contract.

10. Performance Security: Firms participating in submission of Quotations are required to submit Performance security for amount of Rs. 5000/- (Rupees Five thousand only) along with their quotations, which shall be non -interest bearing. The Performance Security may be furnished in the form of an Account Payee Demand Draft/ Banker's Cheque in favour of "Pay & Accounts Office (MS), M/o Labour & Employment, New Delhi". Performance Security is to remain valid for a period of Sixty days, beyond the date of completion of all contractual obligations of the firm including warranty obligations. Performance Security of unsuccessful firm will be returned to them at the earliest after expiry of the quotation validity and latest on before the 30th day after the award of the contract.

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Shram Shakti Bhawan

Rafi Marg, New Delhi-110001

Phone : 011-23718010

e-Mail : pao-mol@nic.in

Dated : 04.04.2018

To,

Sub: Comprehensive AMC for Window type and Split type Air Conditioners of various make for one year (Extendable up to 3 years) on year to year basis-regarding.

This office intends to enter into Comprehensive Annual Maintenance Contract for one year for the following AC's installed in various rooms/floors of this office which will be extendable up to 3 years if the services are found excellent, on the same rates and terms and conditions.

Essential details of Items/Services required

List for Comprehensive Annual Maintenance Contract of Air Conditioners in Office of Chief Controller of Accounts, M/o Labour and Employment, Shram Shakti Bhawan, New Delhi along with the numbers is given below:

Sl. No.	Room No.	Air Conditioners				Total
		Window	Make	Split	Make	
1.	512	01	Videocon	-	-	01
2.	514	02	Videocon	02	LG	04
3.	518	-	-	04	LG	04
4.	522	01	Videocon	03	2 nos. LG 1 nos. Carrier	04
5.	526	-	-	01	Blue star	01
6.	527	01	LG	-	-	01
7.	610	-	-	01	Voltas	01
8.	612	-	-	01	Blue star	01
9.	614	-	-	01	Blue star	01
10.	615	02	Videocon	01	LG	03
	Total	07		14		21

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Terms & conditions shall be as under:-

1. The firm should mention the Registration No. and TIN No. Documentary evidence in respects of the same should be attached along with the quotations.
2. Quotationing parties should have at least 5 years of previous experience of AMC of all type of Air conditioners for more than 20 ACs.
3. The selected party would ensure that material of standard and approved quality shall be used and shall be subject to approval of this office.
4. Quotationing parties must have annual turnover of minimum Rs. 100000/- (Rupees One Lakh only). Documentary evidence in this regard may be submitted along with the quotation.
5. Interested parties must deposit Performance Security of Rs. 5000/- (Rupees Five thousand only) in form of Demand Draft in favour of "PAO (MS), M/o Labour & Employment, New Delhi".
6. Quotationing parties must submit an undertaking to the effect that they have not been blacklisted anywhere and have the capacity to work.
7. AMC rates quoted should be comprehensive in nature inclusive of parts etc. (including Voltage stabilized).
8. The qualified/trained technician shall visit this office daily and get signature in token thereof from our officer so authorized.
9. It shall be incumbent upon service suppliers to ensure that all the Air Conditioners are maintained in good working condition and worn out/defective parts etc, are replaced immediately without fail.
10. It shall be incumbent upon the service suppliers to attend daily to all complaints and failure to do so will result in levying of penalty @Rs.50 per day for each continuing day of default.
11. In case of continued non-performance and inability to meet service requirements, this office shall reserve the right to terminate the contact after giving one month's notice in writing. In such eventuality, the unexpired portion of the AMC in which the contract is terminated will have to be refunded by the service supplier to the Government .
12. Service suppliers must invariably include details of Government and /or other reputed organizations where they are providing comprehensive services of this nature. Failure to provide these details may result in rejection of the concerned party's quotation.
13. Replacement and/or repair of compressor/motor etc. shall be undertaken through manufacturers or their authorized agents. Local repairs shall not be permissible nor will extra charges be paid for replacement.
14. In the contract gas charging and replacement of other parts are included without any extra charges. During the contract you will attend to any breakdown call including those noticed after daily visit of your mechanic, on the same day.
15. Regular inspection of the units including any adjustment of the same if found necessary and routine servicing and oiling every quarter at site.
16. Supply of spare parts, dehydration and recharging of refrigerant, as and when needed. Where replacements are made, you may retain the defective components.
17. Removal and delivery of the unit or parts to and from your workshop without any extra charges to the Government.
18. Providing a service air conditioner for the period the defective unit is in your workshop for repairs.
19. Annual servicing and repainting of air conditioners
20. Payment of the AMC value shall be made in 4 equal installments at the ending of each quarter, and subject to satisfactory performance.

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21. In case of any breach or non performance or delay in carrying out any of the obligations mentioned in this contract, security deposit shall be liable to forfeited.
22. Type and quality of the various machines mentioned on page 1 may vary .i.e. may decrease or increase.
23. The Quotations format can be obtained from Pr. Accounts Office (HQ), Room no. 518, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001 or can also be downloaded from the Ministry website <http://labour.nic.in>.

There shall be no extension of the deadline of submission of the complete quotations along with performance guarantee and all other required formalities. The Sr. Accounts Officer, Pr. Accounts Office (HQ) shall have the authority to cancel the quotations process if the department does not find a suitable quotations. Pr. Accounts Office (HQ) shall have the right to call for fresh quotations in these circumstances, where in prior quotations shall have the right to participate in the fresh process.

Interested parties may accordingly send sealed quotations in respect of a comprehensive AMC for the Air Conditioner mentioned at Para 1 above so as to reach the undersigned latest by 13.04.2018 up to 3.00 PM. This office reserve the right to reject any or all the quotations received without assigning any reasons thereto.


Sr. Accounts Officer (HQ)

1	Name of the company/ firm service provider	
2	Head / Regd. Office Address: a. Postal b. Fax No. c. Telephone No. (s) d. Mobile No. e. E-mail Address f. Website Address	
3	Former name of Company (if any)	
4	Delhi office address: a. Postal b. Fax No. c. Telephone No. (s) d. Mobile No. e. Working hours f. E-mail Address	
5	Type of organization (i.e. whether Sole Proprietor or partnership firm or a company or Government Department or Public Sector Organization)	
6	a. Year of Establishment b. Year in which AC Maintenance Services started	
7	Amount of Quotation Security Draft No. Bank Detail Amount	
8	Period of Validity of Quotations	
9	Details of AMC Contracts handled during last 3 years (Attach performance certificates from contractors)	
10	Name, address, mobile no. and phone no. (office & residence) of the authorized signatory contact person for this Quotation)	
11	Whether Letter of Authority for attending Quotation opening is enclosed.	
12	PAN Number (Attach copy)	

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13	Sales tax / VAT regd. No. (Attach a copy of certificate)	
14	Work contract tax identification No.	
15	Self-declaration of non black listing/ no complaint /vigilance injury in any Govt. Deptt. /PSU	
16	Details of qualified and experience engineers.	

Date

Signature of Quotationing Party

Name

Place

Office Seal:

Adhikari