

NO.D-13012/01/2016-ADM.II
GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT

Shram Shakti Bhawan, New Delhi
Dated the 8th February, 2017

E-TENDER NOTICE

SUBJECT: Comprehensive Annual Maintenance Contract for Air-conditioners and Water Coolers in the Ministry of Labour & Employment, New Delhi for the period of one year.

E-TENDER DATE SHEET

PUBLISHED DATE	08.02.2017
BID DOCUMENT DOWNLOAD START DATE	08.02.2017
BID SUBMISSION START DATE	08.02.2017
BID DOCUMENT DOWNLOAD END DATE	28.02.2017 UPTO 3.00 PM
BID SUBMISSION END DATE	28.02.2017 UPTO 3.00 PM
BID OPENING DATE	01.03.2017 AT 4.00 PM

Online e-tenders are invited by the Ministry of Labour and Employment (Main Secretariat) under single bid system for Comprehensive Annual Maintenance Contract for Air-conditioners and Water Coolers in the Ministry of Labour & Employment, New Delhi for the period of one year as per the list enclosed at **Annexure-II**. The Air-conditioners and Water Coolers are installed in the office of this Ministry in Shram Shakti Bhawan and Jaisalmer House and Residential Office of Minister (L&E).

2. The tender documents can be downloaded from the websites of <http://eprocure.gov.in/eprocure/app> from 08.02.2017 to 28.02.2017 (upto 3.00 P.M.).

3. The interested bidders may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in single bid system in the prescribed proforma. Tenders are to be submitted **online only** through e-Procurement Portal <http://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are to be scanned and uploaded along with the Tender documents. Tenders sent by any other mode or incomplete tenders will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

4. The general terms and conditions, details of work/list of parts, Technical Details and undertaking to be submitted is at **Annexure-I, III, IV and V**.

5. The bids will be opened online by Tender Evaluation Committee in the Ministry of Labour and Employment on 01.03.2017 at 4.00 P.M. in Room No. 518, Shram Shakti Bhawan, Rafi Marg, New Delhi. Bidding parties or their authorized representatives can also be present at the time of opening of bids. Only one representative on behalf of a tenderer shall be allowed to be present on the occasion. The Tender Evaluation Committee (TEC), after evaluation of the bids, will give its specific recommendation (s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the members of the Committee.

6. The original Earnest Money Deposit by means of a Demand Draft/Banker's Cheque for Rs.15,000/- (Rs. Fifteen thousand only) in the name of **Pay & Account Officer (Main Sectt.), Ministry of Labour & Employment, New Delhi** physically must be dropped only in Tender Box placed near Reception Office (Gate No.1) of Shram Shakti Bhawan, Rafi Marg, New Delhi between 9.00 A.M. to 3.00 P.M. on 01.03.2017. In case original EMD is not submitted during the above date and time, the bids will be rejected summarily. However scanned copy of Bank

Draft must be uploaded electronically on <http://eprocure.gov.in/eprocure/app>. Late receipt of EMD i.e. after closure of online bidding, the bidder shall be disqualified and such bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily. EMD of unsuccessful bidder will be returned to them after the award of the contract. No interest is payable on this deposit. No bidder is allowed to withdraw application after submission of bid, if a bidder wants to withdraw, either before or after award of contract, their EMD will be forfeited.

7. Successful bidder will be required to furnish **Performance Security of Rs.35,000/- (Rupees Thirty five thousand only)** in the form of Bank Guarantee Receipt/Fixed Deposit Receipt from any Commercial Bank. These must be drawn in favour of **PAY & ACCOUNTS OFFICER (MS), MINISTRY OF LABOUR & EMPLOYMENT, NEW DELHI**. Performance Security would be refundable after sixty days of successful completion of the contract period, subject to fulfillment of terms & conditions of AMC and any deductions that may be decided by competent authority. EMD of successful bidder will be returned to them after the award of the contract and completion of due formalities. No interest is payable on this deposit.

8. The payment towards Annual Maintenance Contract shall be made in four installments each at the end of three months/each quarter on presentation of bills and on production of satisfactory reports from the concerned users.

9. Each page of this tender notice & documents including General Terms and conditions should be signed by the tenderer and rubber stamped in token of having been accepted the same in letter and in spirit.

10. The competent authority in the Ministry of Labour and Employment reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, there for.

Yours faithfully,



(Atul Kumar Singh)

Under Secretary to the Govt. of India

Tel.No. 23766320

To

1. All Ministries/Departments for circulation among their contract holders.
2. Director, NIC, Shram Shakti Bhawan with the request to place the aforesaid Notice on the website of the Ministry for wider publicity.
3. CPP Portal.
4. Notice Boards.
5. Hindi Section for Hindi version.

Copy to:

1. Reception Officer, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi.
2. Asstt. Commandant, CISF, Shram Shakti Bhawan.



(Atul Kumar Singh)

Under Secretary to the Govt. of India

Tele.No. 23766320

ANNEXURE-I

TERMS & CONDITIONS FOR CONTRACT FOR SERVICING / MAINTENANCE OF AIR CONDITIONERS AND WATER COOLERS IN SHRAM SHAKTI BHAWAN AND JAISALMER HOUSE BELONGING TO MINISTRY OF LABOUR & EMPLOYMENT, NEW DELHI.

PART-1: ELIGIBILITY CRITERIA

1. The company/firm should have achieved a minimum turnover of Rs.15.00 lakh per annum during last 3 years through executing such contracts.
2. The company/firm must have similar contracts in at least 2 Govt. offices.
3. The company/firm must have an experience of 5 years or more in this field.
4. The firm should be registered with ESIC/EPFO.
5. The company/firm should submit its profile and bid on their letter head bearing full address, TIN, PAN, Service Tax Number, telephone number, mobile number, indicating past experience, technical capability, details of Service Technician(s), financial position, copies of existing contracts and contracts during last 3 years in Govt. offices along with documentary proof.
6. The company/firm should have its registered/branch office in Delhi/NCR.
7. EMD as indicated in Para-6 of the tender notice should be furnished.
8. The firm should have not been blacklisted by any Govt. Department and no legal suit / criminal case pending against it, its owner or proprietor or any partner or having been earlier convicted for violation of any law in force shall not be eligible. An undertaking to this effect duly signed by concerned person on a Stamp Paper of Rs.100/- (duly attested by Notary Public), should be submitted along with tender documents. This statement, if found to be incorrect in any manner or part thereof, at any stage including after award of contract, shall result in forfeiture of EMD or Security Deposit and the contract will also be cancelled immediately.

PART-2: GENERAL CONDITIONS

1. The number of machines (i.e. Air conditioners, Water Coolers and Stabilizers) may increase or decrease during the period of contract.
2. The initial servicing of the machines will have to be completed within 15 days from the date of commencement of contract and a report submitted to the Ministry in this regard.
3. During the period of contract, the Company will be responsible for proper and consistent functioning of all machines being used by this Ministry.
4. The Company will depute required number of qualified technician(s) for attending complaints. The details of technicians are required to be submitted to Ministry on the letter head of the company along with copy of any Identity Card issued to them. The technicians should have mobile phones and phone numbers should be communicated to the Ministry for immediate contact. They may also be called on Holidays or required to work after working hours for urgent repairs etc., if it is considered necessary.
5. The Technician(s) deputed by the Company will be required to submit TASK REPORT every day or periodically as decided by this Office.
6. The Company has to use all genuine products / material of approved B.I.S. specifications.
7. The Technician/staff deputed by the Company will not attend to any job directly unless directed by Authorized person of this office.
8. In case any machine goes out of order, the complaint should be attended within 3 hours and repair should be carried out by the Company in the premises of this Ministry. Only such work, which cannot be executed in the premises of this Ministry, will be allowed to be done in the workshop of Company with prior permission of this Ministry for which no extra charges like cartage etc. will be payable. In any circumstances the machine should be put in order within same day, failing which a penalty of Rs.100/- per day subject to a maximum of Rs.500/- will be deducted from the bill of the firm.

9. If this Ministry feels that any of the machines, under the contract was not properly maintained / serviced by the Company or does not function for reasonable period after repair, a reasonable deduction from the bills will be made. The decision of this Ministry as regards to the reasonableness of deduction will be final and binding on the Company.
10. This **PERFORMANCE SECURITY** is liable to be forfeited, if the services of the company are found to be unsatisfactory in any respect and / or if any of the conditions of the contract is contravened / breached, and / or towards any damage is caused to Govt. property due to the negligence or otherwise of the firm or its employees. This Ministry will be at liberty to entrust the same to any other firm/company at the risk and expense of the defaulting company/firm. The decision of this Ministry, in this regard, shall be final.
11. The company/firm should submit its profile and bid on their letter head bearing full address, TIN / PAN Number, telephone number etc. indicating past experience, technical capability, financial position, reliable references etc. while submitting their bid.
12. The payment will be made to the AMC holder on quarterly basis on presentation of bill(s) in triplicate, on the rates as approved by this office.
13. In all matters of dispute relating to this contract, the decision of this Ministry will be final and binding upon the Company/firm.
14. This office reserves the right to reject or to accept any tenders, in whole or in part, without assigning any reason therefore. It also reserves the right to reject the tender without assigning any reason thereof or to renew the contract for such period as it may deem necessary taking into account the services rendered during the contract period.
15. The contract will be awarded on "as is where is basis".
16. While submitting the tender documents, the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in this document and no change, whatsoever desired, will be entertained by this Ministry.
17. The period of contract may be extended for a further period of one year on same rates, terms, and conditions subjected to satisfactory performance rendered by the firm during the current year.
18. The Vendor will provide the invoice/bills of all the items replaced.
19. Rates of works/parts should be quoted strictly as per proforma at Annexure-V.
20. All type of taxes, which is applicable on that service, may be mentioned separately in Annexure-V.

Place:

Date:

(Signature of Owner/Proprietor/Authorized
Signatory of Agency/firm with company seal)

Annexure –II

Details of the Air-conditioners and Water Coolers in the Ministry of Labour & Employment, New Delhi

Sl.No.	Items	Qty
1.	Windows AC	41
2.	Split AC	89
3.	Cassette AC	02
4.	Tower AC	07
5.	Stabilizer	103
6.	Water Cooler	7

Number of equipment may vary depending upon its working status like condemnation or addition of equipment after expiry of warranty period.

Place:

Date:

(Signature of Owner/Proprietor/Authorized
Signatory of Agency/firm with company seal)

Annexure –III

FINANCIAL DETAILS OF WORK / LIST OF PARTS

S. No.	WORK / PARTS		RATE (Rs.) (excluding tax)*
1.	Charges for Comprehensive repair / maintenance of Window Air conditioners, including cleaning, oiling, greasing, change of filter pads, replacement of any or all parts including Gas charging, metal plug, repair / replacement of compressor, motors, fixing of wires, grill etc.	1.5 Ton	
		2.0 Ton	
2.	Charges for Comprehensive repair / maintenance of Split Air conditioners, including cleaning, oiling, greasing, change of filter pads, replacement of any or all parts including Gas charging, metal plug, repair / replacement of compressor, motors, fixing of wires, copper pipes, drain pipes etc.	1.5 Ton	
		2.0 Ton	
3.	Charges for Comprehensive repair / maintenance of Split Air conditioners (Cassette, Tower Type), including cleaning, oiling, greasing, change of filter pads, replacement of any or all parts including Gas charging, metal plug, repair / replacement of compressor, motors, fixing of wires, copper pipes, drain pipes etc.	2.0 Ton	
		3.0 Ton	
4.	Charges for Comprehensive repair / maintenance of Water Coolers, including cleaning (external and internal), oiling, greasing, repair/replacement of compressor, motors, fixing of wires, metal plug, float ball, tray, drain pipe, taps, connecting pipe, etc.		
5.	i. Charges for dismantling of Window A.C.		
	ii. Charges for re-fixing of Window A.C. (including material like ply, wood, wire, metal plug etc.)		
6.	i. Charges for dismantling of Split A.C. ii. Charges for re-installation of Split A.C. including Gas Charging, copper pipes, drain pipes, main lead (up to 5 meters) etc.		
		1.5 Ton	
		2.0 Ton	
7.	Rates for extra material used in re-installation of split A.C.s (per meter) i. Copper pipe ii. Drain pipe iii. Main lead	3.0 Ton	

* Tax Extra.

(Signature of Owner/Proprietor/Authorized
Signatory of Agency/firm with company seal and date)

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Undertaking to be signed by the contractor/tenderer on behalf of his/her firm.

I/We-----do hereby undertake that I/we have clearly and precisely understood the terms and conditions of the tender, that I/we will abide by these terms and conditions mentioned in the tender notice/document and the rules and regulations/instructions of the Government, issued from time to time in letter and spirit, that any breach and/or violation of any of the terms and conditions and /or in case of my work being fund unsatisfactory at any time during the period of contract, my contract shall be liable to be terminated without assigning any reason thereof, and that in such case, the amount of security deposit shall stand forfeited to the Government and also I will be liable to make good all extra cost(s) borne by the Ministry of Labour & Employment for getting the jobs done by other person(s) and/or any loss or damages that may be caused to the Ministry of Labour & Employment owing to the unsatisfactory/failure to work on my part.

I/we-----also undertake that the decision of the Ministry of Labour & Employment shall be final and binding in all cases, whatsoever may be, pertaining to this contract.

Place:

Date:

(Signature of Owner/Proprietor/Authorized
Signatory of Agency/firm with company seal)

Annexure –V

Details to be submitted with the Tender Documents for Servicing/Maintenance of Air-Conditioners and Water Coolers in the Ministry of Labour & Employment

S.No.	Particulars	Details submitted
1.	Details of EMD furnished	
2.	Name of the firm/agency	
3.	Address of firm/agency in Delhi/NCR	
4.	Telephone Number/Mobile Number	
5.	Name of owner/proprietor etc.	
6.	Whether assessed for IT/ST if so PAN/TAN/TIN/Vat/Sale Tax/ Service Tax Reg. No. (alongwith copy)	
7.	Does the firm have a turnover of minimum Rs.15.00 lakh every year during last 3 years from such work.	
8.	Past experience of working in Govt. Ministries/Departments/PSUs (indicate names) (copies of previous/current contracts during last 3 year should be attached)	
9.	Undertaking regarding the agency/firm not having been blacklisted or terminated or debarred till date by any Govt. department or no legal suit/criminal/tax evasion fraud case is registered against the agency/ firm or its owner/proprietor/partner of agency/firm anywhere in India. (Enclose undertaking on Rs.100/- stamp paper)	
10.	Whether copy of terms & conditions duly signed by owner/proprietor or authorized signatory is attached in acceptance of same.	
11.	Last five years experience certificate of the company/firm	
12.	Types of taxes applicable on service	
13.	Any other details (please specify)	

Place:

Date:

(Signature of Owner/Proprietor/Authorized Signatory of Agency/firm with company seal)