

Krishi Bhawan, New Delhi
Dated the 12th June, 2018

E-Tender Notice

Subject:- Awarding of Comprehensive Annual Maintenance Contract (CAMC) for 83 Air Conditioners (56 Window Type and 27 Split Type) installed in the Department of Animal Husbandry, Dairying & Fisheries as well as in the Office of Hon'ble MOS(Agri. & FW).

Sir,

The e-tenders have been invited under **Single Bid System (Annexure)** from the reputed firm having adequate experience in the maintenance of Air Conditioners in Government Ministries/Departments/Organizations and having qualified AC mechanics/technicians on its roll. The number(s) indicated are tentative and there could be variation of 5% on either side (increase/decrease).

2. The interested firms are advised to submit their bids **“on-line”** by visiting the Govt. of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in>. The bids will be accepted as e-tender only i.e. the tenderers will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the firm on the Government of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in> are pre-requisite for e-tendering.

3. The critical dates for the subject tender are as under:-

(i) Tender No.	13020-1/2018-Admn.II
(ii) Name of Organization	Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry, Dairying & Fisheries
(iii) Start date and time for view/ downloading the tender document	12 th June, 2018 at 1300 hrs.
(iv) Start date and time for submission of bid	12 th June, 2018 at 1700 hrs.
(v) Last date and time for downloading tender document	3 rd July, 2018 upto 1700 hrs.
(vi) Last date and time for online submission of bid & submission of EMD	3 rd July, 2018 upto 1700 hrs.
(vii) Date & time for opening of Bid	4 th July, 2018 at 1700 hrs.
(viii) Address for communication	Under Secretary (Admn.II) Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry, Dairying & Fisheries, Room No. 532-A, Krishi Bhawan, New Delhi-110001. ☎ # 011-23070149

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4. The interested firms are required to deposit **Demand Draft/Pay Order of Rs.15,000/- (Rupees Fifteen Thousand Only)** as **Earnest Money Deposit (EMD)** in favour of **'P&AO(Sectt.I), D/o AHD&F, New Delhi'**, valid for a period of 90 days, super-scribing the envelop **"CAMC of ACs of DADF"**. Offer not accompanied by EMD of the requisite amount or without proper validity will summarily be rejected.

5. The scanned copy of the **demand draft/pay order of Rs.15,000/- (Rupees Fifteen Thousand Only)** as **Earnest Money Deposit (EMD)** must be uploaded with the Bid and original of the same has to be dropped in the Tender Box placed in **Room No. 531, 5th Floor, Krishi Bhawan, New Delhi** latest by the last date of bid submission super-scribing the envelop **"CAMC of ACs of DADF"** i.e. by 1700 hrs. on 3rd July, 2018. The tenders received without the prescribed EMD will not be entertained and summarily rejected. The EMD of unsuccessful tenderers shall be returned after finalization of the contract.

6. The firms who are exempted from submission of EMD shall be dealt as per General Financial Rules, 2017 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant orders/documents regarding such exemption should be submitted along with the bid.

7. The firms are required to upload copies of the following documents along with their Bids, failing which their Bids shall be summarily/out-rightly rejected and will not be further considered:

- a. Scanned copy of Earnest Money Deposit (EMD)
- b. Scanned copy of Registration of the firm
- c. Scanned copy of PAN Card, GST Registration Certificate
- d. Scanned copy of experience documents of similar contracts in Central Govt. Ministries/Department/Organizations
- e. Scanned copy of certificates of qualified mechanics/technicians

8. The bidder shall quote their bids only as per the format enclosed at **Annexure**.

9. **The terms and conditions of the tender & resultant contract shall be as under:-**

(a) Tenders from only those firms will be entertained which are registered for the services desired in the tender and have GST Registration Certificate, PAN No., (Before awarding the CAMC the firms will have to show their original documents to the members of the Tender Evaluation Committee) and supporting documents to establish that the firm have adequate experience in maintenance of air conditioners.

(b) The tenders should be accompanied with the Earnest Money Deposit of **Rs. 15,000/- (Rupees Fifteen Thousand Only)** in the form of Demand Draft/Pay Order from any of the Nationalized Bank in favour of **'Pay & Accounts Officer(Sectt -I), Department of Animal Husbandry, Dairying & Fisheries, New Delhi'**.

(c) The Air conditioners are to be taken over for Comprehensive Maintenance on **"as is where is basis"** and could be inspected by the prospective bidders on any working day between 02.00 p.m. to 05.00 p.m. on 13th July, 2018. The inspection shall be arranged through the Section Officer (Admn.II) of the Department.

(d) The term "Comprehensive Maintenance" shall include servicing, oiling, chemical washing, gas filling, replacement of compressor, filter, thermostat, all kinds of motors, capacitors, wiring, all kinds of plugs, pads and replacement/repair of all other parts which are required to make the machines in working condition during the currency of the contract at the exclusive risk, responsibility and cost of the contractor.

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It shall be ensured that genuine certified parts only are provided and this shall be after proper inspection of old parts and new parts by a representative of the Department and under overall supervision of Section Officer (Admn.II), DADF.

(e) It shall be obligatory on the part of the contractor to carry out repair/ maintenance of machines under his direct supervision during the period of currency and in no case this shall be sub-contracted.

(f) For regular and proper maintenance of the machines, the contractor will depute at least two qualified mechanics/technicians to this Department on all working days throughout the period of contract from 9.00 AM to 6.00 PM. If required, the services of technicians shall also be made available on Saturday/Sunday/Holidays without any extra payment.

(g) Contractor shall obtain user's certificates every month regarding satisfactory working of machines during the previous month. Deductions equivalent to twice the charges of maintenance contract separately for each default shall be made from the bill in case of any equipment remaining out of order for more than 24 hours.

(h) If in any case, the firm is not able to do the work, the same shall be got done from some other firm or from the open market at the cost of the contractor and the extra expenditure incurred thereon shall be recovered from him. This shall entail the termination of the contract; forfeiture of the performance security and debar for any future contracts from the Govt. Departments for at least five years.

(i) The contractor shall be responsible for payment of wages/settlement of dues with workers engaged by the firm as per prevailing labour/wage laws in force in NCT of Delhi. All matters/disputes pertaining to the tender and the rest of the contract shall be settled by the Head of the Department or officer nominated by him for the purpose. The contract terms are interpretable under applicable Indian Laws.

(j) The contractor shall arrange to get the character and antecedents of workers verified before deployment and their full particulars shall be furnished to this Department.

(k) The contractor shall be responsible for handing over all the Air conditioners in working condition along with all the accessories to the Department and the cost of shortcomings, if any, shall be borne by the outgoing contractor.

(l) The damage caused, if any, either to machines or to any other property of the Government through negligence or otherwise, shall be at the risk, cost and responsibility of the contractor.

(m) No extra payment/compensation whatsoever, on account of natural calamity/accident or otherwise, will be made to the firm by the Department except the rates permitted under this contract.

(n) No advance payment will be made. The payment shall be made quarterly basis in respect of the actual number of the machines repaired/maintained by the firm, on submission of bills.

(o) The contract shall normally be awarded to the lowest (for majority of the items in case of multiple item tender) evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender letter. The Department reserves the option to select more than one firm for award of contract for different machines to ensure uninterrupted servicing/repairing during the currency of the contract.

(p) The Department reserves the right to reject or to accept any quotation, whole or in part, without assigning any reason thereof. **However, the bidders would have the right to question the bidding conditions, bidding process and/or rejection of its bid.**

(q) The Department also reserves the right to renew the contract for such period (s) as it may deem necessary taking into account, of course, the satisfactory services rendered by the contractor during the currency of this contract.

(r) **No conditional bids will be accepted** and such bids are liable to be summarily rejected by the competent authority at its discretion. If any of the bidders have objection with

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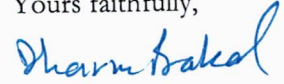
regard to the terms and conditions of the tender, the same may be pointed out within 05 days of the issue of tender document. The quoted rates shall be kept open for acceptance by the Department within 45 days of the tender opening.

(s) The Department reserves the right to terminate the CAMC at any time during the contract period if the services of the contractor are not found satisfactory. In all matters of dispute relating to the proposed CAMC, the decision of the Head of the Department shall be final and binding on the contractor.

(t) The tenderer whose quotation is finally accepted, shall have to furnish performance security of a sum of **Rs.20,000/- (Rupees Twenty Thousand Only)** in favour of '**Pay & Accounts Officer(Sectt.I), Department of Animal Husbandry, Dairying & Fisheries, New Delhi**' by means of Fixed Deposit Receipt/Bank Guarantee from any of the Nationalized Banks. The Department reserves the right to forfeit the Performance Security in the event of the firm violating any of the terms and conditions of the contract and not providing satisfactory service. The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the firm.

(u) The prospective bidders are free to seek any clarification from the Section Officer (Admn.II), Room No. 531, Krishi Bhawan, New Delhi-110001 (☎ # 23385116) with prior appointment on any working day before tender opening.

Yours faithfully,



{ Dharm Prakash }

Under Secretary to the Government of India

☎ # 23385116

Copy to:-

1. PSA, NIC, DADF for immediate uploading the tender on the website of the Department.



PROFORMA FOR BID

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) FOR 83 AIR CONDITIONERS (56 WINDOW TYPE AND 27 SPLIT TYPE) INSTALLED IN THE DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHERIES AS WELL AS IN THE O/O HON'BLE MOS (AGRI.&FW) FOR THE YEAR 2018-19.

1. Name of the tenderer (in Block letters)-----
2. Address & Telephone/Mobile No. -----
3. Bank Draft No. & Date -----
4. Amount of Draft -----
5. Name of the Bank -----
6. Registration No. of the firm -----
(Please enclose the copy of registration)
7. GST Registration NO. -----
8. PAN NO. -----
9. Experience for maintenance of ACs (Name of Ministry/Deptt/Org. & Period/Nos. of ACs maintained by the firm).
 - i) -----
 - ii) -----
 - iii) -----
10. Particulars of qualified mechanics/technicians viz. Name, Qualification, Experience of mechanics on roll (please furnish copies of their certificate):
 - i) -----
 - ii) -----
11. Rates for Comprehensive Annual Maintenance Contract for one year from the date of award of contract are:-

Sl. No.	Name of items	Rate (Rs.) (per unit/per year) (including taxes)	
		In figure	In words
1.	Window Air Conditioner		
2.	Split Air Conditioner		

13. Besides the above, rates for following items may also be furnished:-

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Sl. No.	Name of items	Rate (Rs.) (per unit/per meter) (including taxes)	
		In figure	In words
1.	Dismantling charges of Window AC		
2.	Dismantling charges of Split AC		
3.	Reinstallation charges of Window AC including gas charging, if so needed (including labour charge)		
4.	Reinstallation charges of Split AC including gas charging, if so needed (including labour charge)		
5.	Copper Pipe (in applicable sizes) with insulation (per meter)		
6.	Drain Pipe (per meter) (good quality)		
7.	2.5 MM Electrical Cable, 3 Core PVC insulated (per meter) ISI marked with installation		
8.	Metal Plug 32 AMP		

14. I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in the tender notice No.13020-1/2018-Admn.II dated 12th June, 2018. The terms & conditions of the contract are acceptable to me/us.

15. The above rates are for full Comprehensive Annual Maintenance Service Contract (one year) for Air Conditioners (Window & Split) including repair/replacement of compressor and repair/replacement of all parts as and when required viz. relay circuit, running capacitor, starting capacitor, all kinds of motors, fans, wiring, gas filling, thermostat, knob set, canister, fan motor, fan blade/blower, all switches, plugs, welding, if any, etc. The contract will also include comprehensive service and maintenance of the stabilizers attached with the Air conditioners including replacement of parts, if required.

16. I/We hereby undertake that we shall make good any loss/damage caused to AC unit or any other property of the Government through our negligence. I/We also undertake that the decision of the Under Secretary to the Government of India, Department of Animal Husbandry, Dairying & Fisheries in this regard as well as the matter of dispute arising due to the provision of this contract shall be final and binding on us. I/We undertake not to make any representation against the decision of the Under Secretary.



Signature -----

Name -----

(in block letters)

Official seal of the firm