



सं. _____
No. D-21014/1/2018-Ad (G)

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN
नई दिल्ली-110107
New Delhi-110107

Dated 21st February, 2018

Notice Inviting Tender

Subject: To invite Online Bid for Maintenance Contract of Air Conditioners (ACs) installed in the Ministry of Steel - regarding.

Online Bid are hereby invited at Central Public Procurement (CPP) Portal (www.eprocure.gov.in) from reputed, experienced and financially sound companies/firms/agencies for award of Maintenance Contract of 132 Air Conditioners (ACs) (58 Window ACs and 74 Split ACs) installed in the Ministry of Steel for the period of two years from the date of awarding the Maintenance Contract.

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.

3. The tender document contains the following enclosures:

Annexure-I	-	Terms and Conditions
Annexure-II	-	Proforma for Technical Bid Submission
Annexure-III	-	Proforma for Financial Bid Submission
Annexure-IV	-	Details of Bank Account

4. Important Dates for the invitation of aforesaid Online Bid:

✓ Publish Date of Bid	-	21.02.2018 03.00 PM
✓ Bid/Document Downloading Start Date	-	21.02.2018 03.30 PM
✓ Bid Submission Start Date	-	22.02.2018 09.00 AM
✓ Bid Submission End Date	-	14.03.2018 03.00 PM
✓ Bid Opening Date	-	16.03.2018 03.30 PM

5. **The Bid should invariably be accompanied by a Demand Draft of ₹ 5,000/- (Rupees Five Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD).** The bid received without the requisite EMD will not be entertained. The scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be **dropped in a sealed cover superscripted with 'BID FOR MAINTENANCE CONTRACT OF ACs INSTALLED IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 16th March, 2018 by 03.00 PM.**

6. Tender may also be downloaded from the website of the Ministry of Steel (www.steel.nic.in).

7. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.

8. For instructions of submission of e-Tender through the CPP Portal please visit <https://eprocure.gov.in/eprocure/app>.

9. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.


(K Murali)

Under Secretary to the Govt. of India

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K. MURALI

Under Secretary

Govt. of India

Ministry of Steel

Udyog Bhawan, New Delhi

Copy with request to upload it on the website of the Ministry of Steel to: NIC, Ministry of Steel

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जाएगा।

Terms and Conditions for Maintenance of Air Conditioners (ACs) installed in the Ministry of Steel

General Conditions

1. The period of Maintenance Contract shall ordinarily be *valid for two year with effect from the date of awarding Maintenance Contract*. This period may be further extended as per the requirement of the Ministry or may be curtailed/terminated before expiry of this period owing to deficiency in service after giving one week notice to the selected firm.
2. The contract will be Full Comprehensive Maintenance Service Contract including cleaning, oiling, washing, greasing, fitting of switch/wire/plug, replacement of compressors and replacement of all spare parts as and when required viz. relay circuit, running capacitor, starting capacitor, all kind of motors, fans, wiring of motor, wiring of transformers, gas filling/charging including cost of gas, thermostat, knob set, conciliator, fan motor/fan blade/blower, maintenance/repairing of its voltage stabilizer, if any etc. No payment will be made towards replacement of spare parts, if required. The spare part to be replaced/repared, if any, in the air-conditions/stabilizers should be genuine and of original make, failing which the contract will be cancelled, security deposit forfeited and legal action will be taken against the firm. The firm must show the new spare parts to Section Officer of General Administration Division and the old spare parts, which have been removed, must be deposited in the General Administration Division.
3. Two qualified/skilled mechanics of the firm who should be accessible on mobile phone, will be required to be present in this Ministry on all working days and if needed, on holidays also. These mechanics will report daily to General Administration Division for obtaining complaints. The antecedents of mechanics deployed should be properly verified and their details like name, address, photographs, contact no. etc. will have to be provided to the Ministry of Steel.
4. All the complaints should be attended within one hour from the time of the complaint. In case, the complaints are not attended within one hour, penalty of ₹ 100/- (Rupees One Hundred only) will be levied per hour per air conditioner. This amount would be deducted from the performance security deposit/pending bill of the firm. In case of frequent unresponsiveness of attending complaints, the contract shall be cancelled forthwith and performance security deposit shall be forfeited. The firm is also liable to be black listed.
5. No payment for Maintenance Contract for a particular air conditioner will be made if the air conditioner is out of order for more than 3 days in one season apart from the penalty as in Para 4 above.
6. If an air conditioner is disposed off by the Ministry, the payment of Maintenance Contract charges will be made only till the air conditioner remained in use.
7. Any financial loss caused due to the damage of any part of the ACs installed in the Ministry would be deducted from the performance security deposit/pending bill of the firm.
8. No Air Conditioner (AC) or any part thereof shall be taken out by the mechanic to the workshop. The work is to be carried out in the premises of the Ministry of Steel. However, the work which can't be done in the office premises would be allowed to be done outside and no transportation or labour charge will be paid for this work.
9. All the air-conditioners should be regularly serviced and cleaned on monthly basis.


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10. On the expiry of the contract, the firm should ensure that all the air conditioners are in good working condition failing which the performance security deposit will not be released.
11. The rates are to be quoted exclusive of GST and any other taxes in the format given in Annexure-III.
12. Incomplete or conditional tender will be treated as unresponsive bid and therefore rejected.
13. The rates quoted will remain in force for full period of contract. Demand for revision of rate on any account shall not be entertained during the contract period.
14. The firm should be *located in the in NCR of Delhi* and should have experience in maintenance of various types of ACs and other related works in at least two Government Ministries/Departments/Institutions/CPSEs/PSUs.
15. The firm would be GST registered and having PAN issued by Income Tax Department. A certificate to this effect should be enclosed with the bid.
16. *The rate should compulsorily be quoted for all the items otherwise the bid shall be treated as incomplete and unresponsive bid and therefore rejected. The rate should be quoted according to the given specification and the format given in Annexure-III.*
17. Payment for the Maintenance Contract charges will be made in half yearly basis. **Payment shall be made by electronic transfer to the account of the firm on submission of bill in triplicate.** Bidder should furnish Details of its Bank Accounts in Annexure-IV along with the other requisite documents.
18. **The tender will be finalized on the basis of the total Maintenance Contract charges and not by item wise lowest rate quoted by the bidders.**
19. It should be ensured that the firm is not providing services/goods to other Ministries/Departments at lower rates than those quoted for the Ministry of Steel. In case, at later stage, it is found that the firm is providing services/goods to any other Ministry/Department at a lower rate, the payment would be withheld by the Ministry.
20. The contract entered into is liable to be terminated by this Ministry at any time without assigning reasons thereof if the service rendered by the firm is not satisfactory or any lapse found in the service provided. Therefore, in this connection, the decision of this Ministry will be final and shall be binding upon the contractor.
21. If any information furnished by bidder is found to be incorrect or false at any point of time, the bid/contract will be liable to be terminated without any notice and the Earnest Money Deposit (EMD)/performance security deposit is liable to be forfeited.
22. Bids submitted by Micro and Small Enterprises (MSEs) will be examined and processed in purview of Public Procurement Policy for MSEs Order, 2012.

21/11/18
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23. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:

- (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
- (b) Scanned copy of Earnest Money Deposit (EMD)
- (c) Scanned copy of PAN Card
- (d) Scanned copy of GST registration certificate
- (e) Scanned copy of work experience certificate
- (f) Scanned copy Annexure-IV (details of bank account of firm)
- (g) Scanned copy of cheque from account furnished in Annexure-IV
- (h) Scanned copy of Annual Turn Over certificate from authorized Chartered Accountant

24. The contractor entered into shall indemnify the Ministry of Steel against all damages/expenses for which the Ministry may be held liable or pay on account of the negligence of the contractor or any person under his/her control whether in respect of accident/injury to the person/damages to the property in executing the work or otherwise and against all damages/demands thereof.

25. In event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of Steel. The provisions of Arbitration and Conciliation Act, 1996 (No 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Delhi. The expenses of arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

26. Pending the submission of and/or a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this agreement without prejudice to a final adjustment in accordance with such award.

27. Bidders are advised to inspect the place where these air conditioners are installed before submitting the bid on any working day during 09.00 a.m. to 5.30 p.m.

28. Overwriting or correction in any of the tender document is not permissible.

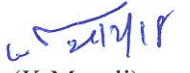
29. The bidder should not have been blacklisted by any Government Ministry/Department or any other organization.

30. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Courts.

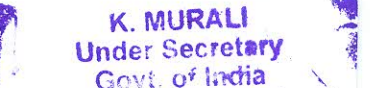
at 21/4/16
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Udyog Bhawan, New Delhi

Financial Conditions

1. Average Annual Turn Over of bidder firm during last two year, ending 31st March of the previous financial year should be at least of ₹ 2 lakh per annum. A certificate from authorized Chartered Accountant to this effect should be submitted along with the other requisite documents.
2. *Earnest Money Deposit (EMD) of ₹ 5,000/- (Rupees Five Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi is to be dropped in a sealed cover superscripted with 'BID FOR MAINTENANCE CONTRACT OF ACs INSTALLED IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhawan, New Delhi on or before 16th March, 2018 by 03.00 P.M.*
3. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the Maintenance Contract. No interest will be paid on EMD amount.
4. Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. *Successful bidder shall submit the performance security of ₹ 20,000/- (Rupees Twenty Thousand only) by way of Fixed Deposit (FD) which will be refunded on satisfactory completion of the contract. No interest will be paid on performance security deposit.*
5. *No exemption will be given to any firm with regard to deposit of Earnest Money Deposit (EMD). However, the firms who are exempted from submission of Earnest Money Deposit (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 certificates/documents regarding such exemption should be submitted along with the bid.*


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INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF TECHNICAL BIDS

S. No.	Particulars	To be filled by the bidder	
1.	(a) Name of the Firm		
	(b) Address of the Firm		
	(c) Name of Proprietor		
	(d) Telephone No.		
	(e) Mobile No.		
	(f) Email Address		
2.	PAN Number (copy to be enclosed)		
3.	GST Number (copy to be enclosed)		
4.	List of at least two Government Ministries/Departments/Institutions/ CPSEs/PSUs showing experience in the field (copy to be enclosed)		
5.	Annual Turn Over (in ₹) (copy of Annual Turn Over certificate from authorized Chartered Accountant to be enclosed) (Average Annual Turn Over during last two financial year should be at least of ₹ 2 lakh per annum)	Year	Annual Turn Over (in ₹)
		2015-16	
		2016-17	
6.	Details of EMD (i) Amount (ii) DD No. (iii) Date (iv) Issuing Bank		
7.	Whether terms and conditions of the tender are accepted? (Strike out whichever is not applicable)	Yes / No	

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the Firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the Firm or its owner/partner anywhere in India.

Further, it is certified that I/we have read and understood the terms and conditions of the Notice Inviting Tender (NIT) No. D-21014/1/2018-Ad (G) dated 21st February, 2018 and will abide by them till the completion of the contract period. We are also willing to provide services of maintenance of Air Conditioners on credit basis and we understand that settlement of bills may take some time.

(Signature of the authorized person)

Date :

Name:

Place :

Designation:

Seal:

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Note: Any bid received without requisite details and/or without the certificate duly signed and/or without the seal of the firm will be treated as incomplete and unresponsive bid and therefore bid will be summarily/uprightly rejected and financial bid will not be opened.

INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF FINANCIAL BIDS
LIST OF ITEMS

Sl. No.	Name of item	Basic Rate Per Unit (in ₹) (for 2 years)
1	2	3
(A)	WINDOW AIR CONDITIONERS	
1.	Full Comprehensive Maintenance Service Contract including cleaning, oiling, washing, greasing, fitting of switch/wire/plug, replacement of compressors and replacement of all spare parts as and when required viz. relay circuit, running capacitor, starting capacitor, all kind of motors, fans, wiring of motor, wiring of transformers, gas filling/charging including cost of gas, thermostat, knob set, conciliator, fan motor/fan blade/blower, maintenance/repairing of its voltage stabilizer, if any etc.	
2.	Installation Charges (applicable only when the location of the AC changes, on the direction of the Ministry)	
(B)	SPLIT AIR CONDITIONERS	
1.	Full Comprehensive Maintenance Service Contract including cleaning, oiling, washing, greasing, fitting of switch/wire/plug, replacement of compressors and replacement of all spare parts as and when required viz. relay circuit, running capacitor, starting capacitor, all kind of motors, fans, wiring of motor, wiring of transformers, gas filling/charging including cost of gas, thermostat, knob set, conciliator, fan motor/fan blade/blower, maintenance/repairing of its voltage stabilizer, if any etc.	
2.	Installation Charges (applicable only when the location of the AC changes, on the direction of the Ministry)	
(C)	RATES OF PERIPHERALS	
1.	Voltage Stabilizer for Air Conditioner (per unit)	
2.	Remote for Air Conditioner (per unit)	
3.	Iron Stand for placing Outdoor Unit of Split AC (per unit)	
4.	Copper Pipe (per meter)	
5.	Drain/Water Pipe (per meter)	
6.	Connection Wire (electric) (per meter)	
7.	Connection Plug (electric) (per unit)	
8.	Compressor of Split Air Conditioner (1.5 Ton) (per unit)	
9.	Compressor of Window Air Conditioner (1.5 Ton) (per unit)	
10.	Kit of Split Air Conditioner (per unit)	
11.	Kit of Window Air Conditioner (per unit)	

Note:

1) Leaving any of the items will be treated as incomplete and unresponsive bid and therefore liable to be rejected.


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DETAILS OF BANK ACCOUNT

(Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) Facility for Receiving Payments)

S. No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account (Strike out whichever is not applicable)	Current / Saving

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

(Signature of Account Holder)

Date :

Name:

Place :

Designation:

Seal:

Note: Please attach a photocopy of cheque


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