

F.No.BT/A.18/002/2016
Government of India
Ministry of Science & Technology
Department of Biotechnology
(Admin Section)
Block No.2 and 3 Lodhi Road,
CGO Complex, New Delhi - 110003

TENDER DOCUMENT

for

**TENDER NOTICE FOR SERVICE/REPAIR OF
AIR CONDITIONERS AND WATER COOLERS IN THE
DEPARTMENT OF BIOTECHNOLOGY, CGO COMPLEX,
LODHI ROAD, NEW DELHI-110003**

No. BT/A.18.002/2016
Govt. of India.
Ministry of Science & Technology
Department of Biotechnology

Room No.519, Block 3, CGO Complex, New Delhi
Dated: 9th May, 2017

NOTICE INVITING LIMITED TENDER Contract for servicing/repair of Air-conditioners (Window/Split) & drinking Water Coolers belonging to Department of Biotechnology

Department of Biotechnology (DBT), Block 2 and 3, CGO Complex, New Delhi invites sealed quotations from reputed firms engaged in undertaking the servicing and Air Conditioners and Water Coolers. The firms forwarding their quotations must comply with the terms and conditions mentioned therein. All the Air Conditioners for which the quotations are invited for AMC for the period May 2017 to October, 2017 are installed at our Office at New Delhi. The sealed quotations for the different types windows, Split ACs, cassette ACs, ductable ACs and water coolers are invited in the proforma for filling the rates and other details enclosed with this Tender Notice.

The quotations complete in all respects in sealed cover superscribed as **“Quotations for the service maintenance/repairing and supply of spare parts of Air Conditioners”** must be submitted to the

Under Secretary (Admin.),
Department of Biotechnology,
Room No. 519, 5th Floor,
Block 3, CGO Complex,
Lodi Road, New Delhi-110003

On or before 1.00 pm on or before 17.05.2017. The bid has to be accompanied by an EMD (Refundable) of Rs. 10,000/- (Rs.Ten Thousand only) in the in favour of DDO, Department of Biotechnology, New Delhi. The Technical Bids will be opened first on 17.5.2017 at 3.30 pm by a committee of officers specially constituted for the purpose and in the presence of representative of firms, if present. The financial bid of only those bidders will be opened whose technical bids qualify. Financial bid will be opened at the same venue, on the same day or as directed by the Committee. A list of clients in Government/Public Sectors with contact name and person should also be enclosed with the quotations. The Department of Biotechnology reserves all rights to accept or reject any or all quotations without assigning any reason.

(J.K.Dora)
Under Secretary to the Govt. of India.

No. 13/5/2013 - Admn.
Government of India
Ministry of Science & Technology
(Department of Biotechnology)

Room No.519, Block 3, CGO Complex, New Delhi
Dated: 9th May, 2017

Subject: Contract for servicing/repair of Air-conditioners (Window/Split) & drinking Water Coolers belonging to Department of Biotechnology

SEALED quotations are invited in two bid system from reputed/registered firm for award of contract for service Maintenance Contract for the servicing repair of Air conditioners installed in the Department of Biotechnology located at Block No.2 and 3, CGO Complex, Lodhi Road, New Delhi-110003 and on the terms and conditions enumerated in the following paragraphs. Only reputed firms having adequate experience of minimum 3 years in the field may apply. Experience of working in the Government Ministries/Departments/ Semi-Government Organizations, including Public Sector Undertakings may mention the same. The bidders are requested to submit their rates in the attached proforma duly completed and signed. The prospective firms also furnish a copy of the PAN, Service Tax Registration, Income tax return for last two years and Experience Certificate", if any from Government Ministries/Department or any other organization with their quotations.

The sealed covers containing one Technical bid and another cover with Financial bids and complete in all respects should be submitted latest by 1.00 pm on 17.05.2017. The quotation and its envelope must be super-scribed "Quotation for the service maintenance/repairing and supply of spare parts of Air conditioners & Drinking Water coolers belonging to Department of Biotechnology".

The Quotation should be accompanied with an earnest money of Rs.10,000/- (Rs. Ten thousand only) in the form of Demand Draft in favour of "DDO, DBT, New Delhi without which the quotation will not be considered. The earnest money will be returned to all the tenderers after the contract is finalized.

The quotations will be opened on the same day i.e. 17.05.2017 at 3.30 P.M. in the Department in the presence tenderers or their representatives who may like to be present during tender opening meeting.

The Terms & Conditions of the contract will be as follows:-

- i) Period: The successful firm will be required to start working immediately after award of the contract. The Department shall, however, has the right to terminate the contract at any time without assigning any reason thereof. The period of Annual Maintenance Contract will be valid for six months i.e. from May 2017 to October, 2017. During the period of non-existence of AMC i.e. from November, 2017 to April, 2018, the services of the firm would be utilized on need basis and payment will be made on pro-rata basis.
- ii) The firm shall have to attend all complaints on receipt of information from the users directly with the prior approval of Administration Section. The services should be provided on regular basis during office hours and in case of emergency beyond office hours or on holidays too.
- iii) The existing numbers of Air conditioners (Window/Split) and Water Coolers will be informed to the successful bidder. For any such alterations, intimation shall be given to the contractor and if any new addition is not maintained through warranty clause but through AMC, charges for maintenance shall be payable to the contractor at the rates agreed upon. Similarly, the deletion shall also be intimated to the contractor and charges shall be deducted proportionately from the payment due to the contractor.
- iv) The firm will be required to undertake maintenance/repairs of Air conditioners (window/split) & Water Coolers at Block No.2 and 3 CGO Complex, Lodhi Road, New Delhi -110003 or any other location as decided by competent authority.
- v) For payment purpose, the bills should be submitted month-wise. No increase in amount shall be considered at all during the currency of the AMC. No other charges like transportation fare etc., will be payable.
- vi) Conditional tender will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.
- vii) The term 'Maintenance" shall include oiling, cleaning, greasing, servicing and repair of motor/compressor, electrical parts, air filters and gas charging during the currency of the contract at the exclusive risk, responsibility and the cost of contractor.
- viii) They shall be required to inspect all the air conditioners and put these into operation immediately failing which the contract may be cancelled without assigning any reasons and the security money deposited by the contractor shall be forfeited.

- ix) For regular and proper maintenance of the air conditioners, water coolers etc., and for attending to the complaints received from officers, it shall be obligatory on the part of the firm to depute sufficient number of qualified mechanics (minimum two) on all working days from 9.00 am. to 5.30 p.m. throughout the currency of the contract. In case of emergency, the complaints would also be required to be attended to on holidays.
- x) As far as possible, the repair work shall be carried out in the premises of this Department. Only such repairs which are not possible to be undertaken in the premises of this Department, may be allowed to be done in the workshop of the firms. In no case, an air conditioner, or any part thereof, shall be taken out of the premises without formal written permission of this Department. No transportation charges will be paid on this account. The air conditioners or part thereof, taken to the workshop will have to be brought back within two days, failing which the cost of the machine/part will be recovered from the firm and, further, if considered necessary, the contract will be terminated without further notice.
- xi) The contractor shall be responsible for smooth and satisfactory working of the air conditioners.
- xii) In case the contractor fails to cope up with the work load or does not render satisfactory services the contract awarded to him shall be cancelled by giving 15 days notice without assigning any reason whatsoever and his performance security deposit and payment, due to him, if any, shall be forfeited. In this connection, decision of the Department shall be final and binding on the contractor.
- xiii) The successful tenderer will be required to furnish the performance security deposit of Rs.20,000/- (Rs. Twenty thousand only) within ten days from the date of awarding the contract. The security deposit shall be in the form of Fixed Deposit with any of the scheduled Bank & pledged in favour of the DDO, Department of Biotechnology, New Delhi. The performance security deposit will be refunded only after the termination of the contract, subject to the satisfactory service/performance during the period of the contract. The security deposit will be forfeited if during the period of the contract, the services of the contracted agency are found to be unsatisfactory.
- xiv) The rates may be quoted as per Annexure-I, Taxes (VAT Service Tax) if any, may be specifically and separately indicated in the quotation.
- xv) All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Department.

FINANCIAL BID
AMC for Service Maintenance of Split/ Window Air Conditioners
& Drinking Water Coolers in the Department of Biotechnology for six months from May 2017 to
October, 2017

S.No.	Items	Window type	Split type	Cassette AC	Water Cooler	Ductable AC
1	Maintenance Charges (rate per AC/ Drinking Water cooler including oiling Chemical washing and general Service)					
2	Replacement of Components with new ones (Where applicable)					
(a)	(i) Compressor					
	0.75 ton AC					
	1 ton AC					
	1.5 ton AC					
	2 ton AC					
	Cassette AC					
	8.5 ton ductable AC					
	Buy back old compressor					
(b)	Running Capacitor					
(c)	Fan/ Motor					
	(i) Rewinding					
	(ii) Replacement					
	Buy back of old Motor					
(d)	Relay					
(e)	Thermostat					
(f)	Fan					
(g)	Blower					
(h)	AC plug/iron clad					
(i)	Air Filter					
3	Condenser of outdoor unit of split AC					
4	Gas Charging					
5	Installation Charges					
6	De- Installation Charges					

Technical Bid

The details in respect of the company are as given under:

Name of Firm & Address			
Name of the proprietor of the Agency			
Telephone No. of Agency and Proprietor			
S.No	Details	Yes/No.	Page No.
1.	The Tender should be accompanied by earnest money of Rs. 10,000/- Rupees Ten thousand only) in the form of Demand Draft/FDR drawn in favour of D.D.O., D.B.T., New Delhi		
2.	Service Tax Registration No. Copies of Documentary proof of same must be enclosed.		
3.	The Bidder must have PAN No., Copies of Documentary proof of same must be enclosed.		
4.	The Bidder must have filed Income Tax Return of Last two financial years, Copies of Documentary proof of same must be enclosed.		
5.	The Bidder must submit an undertaking on its letter head they have not been blacklisted by any State/Government/ Central Government/ PSU Department in India.		
6.	Experience – Minimum 3 years		
7.	Experience, if any of working with Government organization. Copies of proof, if any.		
8.	All pages of the tender document and all enclosures should be serially numbered and signed by the bidder.		

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. This is also certified that this Agency is not black listed by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of the Tender Notice

(Signature of Proprietor)