

No.D-13013/2/2016-Genl.  
Government of India  
Ministry of Textiles

....

UdyogBhavan, New Delhi  
Dated:- 6<sup>th</sup> April, 2016

To,

As per list

Subject: Comprehensive AMC for 40 Split ACs, 67 Window ACs and 48 Voltage Stabilizers installed in the Ministry of Textiles- inviting of bids regarding:-

Sir,

The Ministry of Textiles invites bids from the interested experienced and reputed firms to award the Comprehensive Annual Maintenance Contract (CAMC) for 40 Split ACs, 67 Window ACs and 48 Voltage Stabilizers installed in Udyog Bhavan for a period of one year from the date of awarding the contract. The bidder must indicate the flat/lump sum AMC rates for repairing/maintenance per AC per year which includes oiling, chemical ablution, flushing, washing, gas filling, replacement of all type of compressors, filter, thermostat, PCB circuits, all kinds of motors, capacitors wiring, all kinds of switches, plugs, sockets, points and cables, wires, dismantle and re-installations of both type of ACs (Window & Split ACs) and replacement/repair of all other parts which are required to make the AC units in working condition during the contractual period. The firms should have adequate experience in maintenance of Air Conditioners in the Government Ministries/Departments/ Organizations with the qualified AC mechanics/ technicians on its roll. The number of AC units is tentative and may vary during the currency of contract as per the requirement of Ministry of Textiles.

2. The bids should be accompanied with a Demand Draft of Rs. 30,000/- (Rupees thirty thousand only) in favour of DDO(Cash), Ministry of Textiles, towards Earnest Money Deposit (EMD) and requisite documents in support of eligibility criteria as mentioned in the terms and conditions in the tender notice. The bids without requisite documents shall be summarily rejected and in the event of successful bidder declining to act on the offer made by this Ministry, EMD shall stand forfeited and no claim in this regard shall be entertained. The EMD of unsuccessful bidders shall be refunded/returned after finalization of the contract.

3. Complete tender notice may be downloaded from the website of Central Public Procurement Portal and from the website of this Ministry (Ministry of textiles.gov.in). Information on any issue of corrigendum related to this tender, if any will also be available on these websites.

4. In the event of space on the prescribed form being insufficient for the required purpose, additional page must be numbered consecutively and must

bear the tender number and signed by the bidders . In such cases, reference to the additional pages must be made in the bid form.

5. Any cutting/overwriting must be signed by the Authorised Signatory of Tenderer with company seal.

6. The terms and conditions of the tender of the contract shall be as under.

- (i) Bids from only those firms will be entertained which are registered for the services desired in the tender and having the Service Tax No., Vat No., PAN No., (Before awarding the CAMC, the firms will have to show their original and the supporting documents as proof to establish that the firm has an three years experience in the field of maintenance of AC units.
- (ii) The AC units are to be taken over for Comprehensive maintenance on “as is where is basis” and inspection thereto can be made by the prospective bidders on any working day between 3.00 PM and 5.30 PM till 25<sup>th</sup> April, 2016. The inspection shall be arranged through the Section Officer (GA Section) of this Ministry.
- (iii) The term “Comprehensive Maintenance” shall include oiling, chemical ablution/ flushing/washing, gas filling, replacement of all type of compressors, filter, thermostat, PCB circuits, all kinds of motors, capacitors wiring, all kinds of switches/plugs/sockets/points and cables/wires, dismantle and reinstallation of both type of ACs and replacement/repair of all other parts which are required to make the AC units in working condition during the currency of the period of contract at the exclusive risk, responsibility and cost of the contractor. This will also include Comprehensive service and maintenance of the stabilizers attached with the Air Conditioners units including replacement of parts, if required.
- (iv) The firm should ensure that genuine and certified spares/parts only are to be supplied and replaced after proper inspection of old and new spares/parts by a representative of this Ministry under overall supervision of Section Officer (GA Section).
- (v) Preference shall be given to the Micro and Small Enterprises registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.
- (vi) It shall be obligatory on the part of the contractor to carry out repair/maintenance of AC units under his direct supervision during the period of contract and no case in this regard shall be sub-contracted.
- (vii) For regular and proper maintenance of the AC units, the contractor will depute at least two qualified mechanics/technicians to this Ministry on all working days during currency of the contract from 9.00 AM to 6.30 PM. If required, the services of AC mechanics/technicians shall be made available by the firm on Saturday/Sunday/Holiday without any extra payment.
- (viii) Contractor shall obtain user’s certificates every month in respect of satisfactory working of AC units 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.

- (ix) 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 thereto shall be recovered from him. This may entail the termination of the contract, forfeiture of the performance security and debar from any future contracts from the Government Departments for a period of at least five years.
- (x) The contractors shall be responsible for payment of wages/settlement of dues with workers engaged by the firms as per prevailing labour laws in force in NCT of Delhi. All matters/disputes pertaining to the tender notice/contract shall be settled by this Ministry. The decision of the Ministry in this regard shall be final and binding on the contractor.
- (xi) The contractor shall arrange to get the character and antecedents of technicians/mechanics verified before deployment and their full particulars shall be furnished to this Ministry.
- (xii) No conditional bids will be accepted and such bids are liable to be summarily rejected. If any of the bidders have objection with regard to the terms and conditions of the tender notice, the same may be pointed out within 5 days of the issue of the tender documents. The quoted rates shall be kept open for acceptance by the Ministry upto 45 days from tender opening.
- (xiii) The damage caused, if any, either to AC units or to any other property of the Government through negligence or otherwise, shall be at risk, cost and responsibility of the contractor.
- (xiv) No extra payment/compensation whatsoever, on account of natural calamity/accident or otherwise, will be made to the firm by the Ministry except the rates permitted under this contract.
- (xv) No advance payment will be made. However, quarterly payment on pro rata basis on satisfactory rendering of service would be made.
- (xvi) The contract shall normally be awarded to the lowest 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 Ministry reserves the option to select more than one firm to award of contract for different AC units to ensure uninterrupted servicing/repairing during the currency of the contract.
- (xvii) The Ministry reserves the right to reject or to accept any bid, whole or in part, without assigning any reasons thereto.
- (xviii) The Ministry of Textiles 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 the contract.
- (xix) The Ministry of Textiles also reserves the right to terminate the CAMC at any time during the currency of the contract if the services of the contractor are not found to be satisfactory. In all matters of dispute

relating to the proposed CAMC, the decision of the Ministry of Textiles shall be final and binding on the contractor.

- (xx) The successful bidder/firm shall have to furnish performance Security of a sum of Rs. 25,000/- (Rupees twenty five thousand only) in favour of DDO, Ministry of Textiles, Udyog Bhawan, New Delhi through Fixed Deposit Receipt/ Bank Guarantee from any of the Nationalized Banks and the Performance Security amount shall be returned/refunded to the firm on completion of the contract to the satisfaction of the Ministry of Textiles.
- (xxi) The tender is subject to the provision of Rule 160(ii) of General Financial Rules, 2005 which enables a bidder to question the bidding conditions, bidding process and/or rejection of its bid. Accordingly, enquiries in this regard by a bidder will be responded if the request is received in writing timely in GA Section of this Ministry.
- (xxii) The bidding firm should have an annual turnover of Rs. 50.00 lakh during each of the last three years.

7. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-I & Annexure-II respectively) in separate sealed covers. The bids should be accompanied with an undertaking as per Annexure-III. Both these covers should be further sealed in a separate cover which should be superscribed "Bid for AMC of Air conditioners and voltage stabilisers" addressed to the **Under Secretary (Admn.), Ministry of Textiles, Room No. 29B, Udyog Bhawan, New Delhi and should reach him / her latest by 03.00 PM on 26<sup>th</sup> April, 2016.** Bids received after the stipulated date/time shall not be entertained. **The Bids will be opened on 26<sup>th</sup> April, 2016 at 03.30 P.M. in Room No. 29B, Udyog Bhawan, New Delhi** in the presence of the bidders or their representatives who may wish to be present.

**Yours faithfully,**

**( Jayashree Sivakumar )  
Under Secretary to the Govt. of India**

Encls: As above.

**Copy to:** NIC, Ministry of Textiles for uploading on the website of Ministry of Textiles.

**TECHNICAL BID FORM**

**Comprehensive AMC for 107 AC units and 48 Voltage Stabilizers (40 Split ACs, 67 Window ACs and 48 Voltage Stabilizers) installed in the Ministry of Textiles for period of one year**

1.	Name of tendering firm (in Block letter):	
2.	Corresponding Address:	
3.	Telephone Nos:	
4.	Bank Draft No. & Date:	
5.	Amount of Draft:	
6.	Name of the Bank:	
7.	Registration No. of the firm (Please enclose a copy of the registration certificate)	
8.	Vat No. (Enclose copy of relevant certificate)	
9.	Service Tax No. (Enclose copy of relevant certificate)	
10.	Pan No. (Enclose copy of relevant certificate)	
11.	Experience for maintenance of ACs (Name of Deptt./ period/No. of ACs in Govt. Deptt. where contractor for ACs was maintained by the firm)	
12.	Particulars of qualified mechanics/technicians viz. Name, Qualification, Experience of the mechanics on roll (please furnish copies of their certificates):	
13	Annual turnover during the last three years 2012-13 2013-13 2013-14 (Documentary proof may be enclosed)	

(Signature of Proprietor of firm with Seal of Office)

Date:

Place

**FINANCIAL BID FORM**

**Comprehensive AMC for 107 AC units and 48 Voltage Stabilizers (40 Split ACs,  
67 Window ACs and 48 Voltage Stabilizers) installed in the Ministry of Textiles  
for period of one year**

1.	Rates for Comprehensive Annual Maintenance Contract for one year from the date awarding contract.	Split Air Condition (per unit):Rs. _____ Rupees: _____ _____ Window Air Conditioner (per unit): Rs. _____ Rupees: _____ _____ Voltage Stabilizer (per unit) Rs. _____ _____
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(Signature of Proprietor of firm with Seal of Office)

Date:

Place:

**UNDERTAKING**

1. 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..... dated ..... The terms & conditions of the contract are acceptable to me/us.
  
2. The rates quoted are for full Comprehensive Annual Maintenance Contract for a period of one year from the date of awarding of contract for 107 Air Conditioners (67 Window and 40 Split AC units and 48 Voltage Stabilizers) including repair/replacements of all type of compressors and repair/replacement of all parts as and when required viz. oiling, chemical abluton/ flushing/washing, replacement of replay circuits/PCB circuits, thermostat, running capacitor/starting capacitor, all kinds of motors/fans, wiring/cables, gas filling, knob set, canister, fan motor/blade/blower, all switches/plug/sockets/points, welding, dismantle and reinstallation of both type of ACs and replacement/repair of all other parts which are required to make the AC units in working condition during the currency of the contract.
  
3. I/We hereby undertake that we shall be liable to any loss/damage caused to AC units/voltage stablizers or any other property of the Govt. through our negligence. I/We also undertake that the decision of the Ministry of Textiles in this regard as well as the matter of dispute arising due to the provision of the contract shall be final and binding on us and also. I/We undertake not to make any representation against decision of Ministry of Textiles.

(Signature of Proprietor of firm)