

F. No. 38-1/2018-CCRAS/ADMN./STORE

केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्



आयुष्य मन्त्रालय, भारत सरकार
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन
61-65, सांस्थानिक क्षेत्र, सम्मुख 'डी' ब्लॉक, जानकपुरी, नई दिल्ली-110058
CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

Ministry of AYUSH, Govt. of India
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan
61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

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Sub: Tender for Comprehensive Maintenance Contract of Air Conditioners (Window/Split) in CCRAS Hqrs. Office at New Delhi

The CCRAS invites sealed quotations from authorised dealers for CMC of Air Conditioners (Window/Split) in CCRAS Hqrs. Office at New Delhi, for a period of nine months (1st April to 31st December 2018):-

2. General information about the tender:-

a)	Tender Reference No.	F. No. 38-1/2018-CCRAS/Admn./Store
b)	Last date and time for receipt of Tenders	26/03/2018 upto 02.00 PM
c)	Time and date of opening of Tenders	26/03/2018 upto 03.00 PM
d)	Place of opening of Tenders	Conference hall Room No. 223, 2 nd Floor, CCRAS HQs Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058.

3. The Tender shall be submitted in two bid system, technical bid and financial bid:-

- Technical bid (as per Annexure-'A') consisting of all technical details; and
- Financial bid (as per Annexure-'B') indicating Air Conditioners mentioned in the technical bid.

Technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly supersubscribed "**Bid for CMC of Air Conditioners (Window/Split)**". The sealed Tenders may be put in the Tender Box placed on the 2nd floor near in the chamber of Deputy Director (Admn.), Room No. 222, CCRAS or by post at the aforesaid address by due date and time. Tenders received late will be rejected outright. Before submission of tender, the prospective bidders may inspect the machine during office hours from 11.00 AM to 5.00 PM.

4. The contract would be governed by the following terms and conditions:

- Each bidder should submit an EMD of ₹ 15,000/- alongwith the quotation for CMC of Air Conditioners (Window/Split). EMD should be in the form of Demand Draft, drawn in favour of Director General, CCRAS, New Delhi. The EMD of unsuccessful Bidders will be refunded after award of contract and EMD of successful bidder will be returned on receipt of performance security of ₹ 25,000/-.

- ii. Comprehensive Maintenance Contract will be for a period of nine months (1st April to 31st December 2018). This can be cancelled unilaterally by this office whenever the service is not found to be satisfactory or upto the mark, further the service provider shall direct service and shall no empty sub-contractors.
- iii. The rates accepted will remain fixed during the entire period of contract. No claim for upward revision of the rates and payment will be entertained. The CMC charges are payable in three quarterly installments and nothing over and above this amount is payable.
- iv. The release of payment will be made by Council on the quarterly basis (at the end of each quarter) on the production of “**Satisfactory Service Report**” in the prescribed format in respect of all the sections covered under the CMC.
- v. The Air conditioners (Window/Split) have to be kept in working condition at all times during this period and at the end of the contract. The firm is required to undertake preventive maintenance by checking all the Split and Window Air conditioners at least once every month and servicing every 3 months and confirm that the systems are in the best of the working conditions. The contractor has to deploy 2 technicians and 2 helpers on regular basis for servicing and attending breakdown of machines.
- v. This constitutes a comprehensive maintenance contract and includes all parts of the machines including compressor, gas, mechanical parts, Electronic parts brazing works etc.
- vi. All service request/calls for repair work must be attended within 24 hours of the complaint being lodged with the CMC provider. There should be adequate number of Telephone lines for lodging of service requests. If the CMC provider firm failed to attend the calls within 24 hours, this office reserves the right to get the work done by other firms and deduct such expenses from the CMC charges. In the case of exceptional and repeated delays, poor services, fault, break down etc. this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the CMC unilaterally.
- vii. Details of Split and Window Air Conditioners to be covered under CMC along with the location of installation are given in **ANNEXURE-C**. The rate may be quoted on comprehensive basis for the Air Conditioners at **ANNEXURE-B** and both the annexure may be submitted in a sealed cover. The council reserves the right to shift & reinstall any Air conditioner to any other location in the Council and it will remain covered under CMC by the CMC provider.
- viii. At the end of period/termination of Comprehensive Maintenance Contract, the contractor shall demonstrate satisfactory testing and operation of all the air conditioners, and will hand over all the machines in working condition.
- ix. Merely submission of Quotation does not entitle the firm to forward its claim for awarding the CMC even if it has quoted the lowest rates. The CMC will be awarded to the eligible firm only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.

- x. The firms must have a similar experience of atleast three years for successfully undertaking the CMC of Air Conditioners in a Government Organization/Semi-Government Organization/PSUs.
- xi. The firms are required to forward the following details with the quotation:
- (a). Valid registration number of the firms for the GST No.
 - (b). Income Tax Return for the last financial year.
 - (c). Total years of experience in providing maintenance services for split/window air conditioners.
 - (d). Signed copy of tender document along with scope, terms and conditions.
- xii. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations. Quotations received after the stipulated time and date are liable to be rejected.
- xiv. The bidder must ensure that the conditions laid down for submission of offers detailed below are correctly and completely fulfilled. The quotations found to be deficient in any respect shall be summarily rejected. Similarly conditional offers and offers with terms and conditions inconsistent with those contained in this document shall be rejected.
- xv. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee of **₹ 25,000/- (Rupees Twenty Five Thousand only)** will have to be deposited by the Contractor to whom the CMC is awarded before commencement of the contract. This will be refunded on the successful completion of the nine months Maintenance Contract. The Security Deposit will be forfeited if any of the condition of the contract is contravened besides any other action that may be taken against the contractor.
- xvi. All disputes will be subject to the jurisdiction of the new Delhi/Delhi Courts.
- xvii. The period of contract shall be for nine months from date of award of contract extendable for nine months more on same rate, terms & conditions subject to satisfactory performance of the agency/contractor.

(A.K. Meena)
Administrative Officer

PERFORMA OF TECHNICAL BIDS FOR SUBMISSION OF DETAILS OF THE FIRM

SI. No.	Description	Please indicate requisite information	Page No. in the attached document
1.	Name, address & telephone No. of the firm with copy of address proof		
2.	Name of the proprietor/partners of the firm		
3.	Registration in GST & copy of income tax returns for the preceding financial year		
4.	Details of the past experience in maintenance of various types of Air Conditioners and other related works in Ministries/Departments during last three years should be attached.		
5.	Declaration regarding that the company was never blacklisted/terminated and debarred in the past.		
6.	Details of providing satisfactory work amounting minimum of ₹ 5.00 lakh or two works of ₹ 3.00 lakh.		
7.	Details of EMD :- (i) Name of Bank (ii) Number of Demand Draft (iii) Dated of Demand Draft		

**DETAILS OF AIR CONDITIONERS INSTALLED AT CCRAS, HQRS., NEW DELHI
TO BE PLACED UNDER COMPREHENSIVE MAINTENANCE CONTRACT FOR NINE
MONTHS FROM 1ST APRIL TO 31ST DECEMBER**

Location	No. & Type of Air Conditioner	
	Windows A.C.	Split A.C.
010	--	01
011	01	01
013	01	--
016	01	--
Bot. Lab.	01	--
101	01	01
102	01	--
103	01	--
104	01	--
106	--	01
108	01	--
115	01	--
116	01	--
118	--	04
119B	--	02
121	--	01
122	01	01
201	--	02
204	01	--
205	01	--
206	01	--
208	01	--
209	01	--
211	01	--
212		
213	01	--
214	01	--
215	01	--
216	01	01
217	01	01
218	01	01
220	--	03
221	--	02
222	--	01
222A	--	01
224	--	02
LAB.	02	01
Library	04	02
Cabin 2 nd floor	01	--
Total	31	29

**FINANCIAL BIDS FOR COMPREHENSIVE MAINTENANCE CONTRACT FOR AIR
CONDITIONERS INSTALLED AT CCRAS, HQRS., NEW DELHI****(In Rupees)**

Sl. No.	Particulars	Rate per Unit (Nine Month charges) (Without Tax)	Total Cost
1.	Nine months (1 st April to 31 st December) Comprehensive Servicing/ Maintenance/Repair of Window type Air Conditioners for 31Nos. ACs		
2.	Nine months (1 st April to 31 st December) Comprehensive Servicing /Maintenance/Repair of Split type Air Conditioners for 29 Nos. ACs		

Signature :