

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

केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्



आयुष मन्त्रालय, भारत सरकार
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन
61-65, संस्थानिक 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

ग्राम : आयुष
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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 March to 30th November 2020) extended upto two more seasons of 09 months subject to satisfactory services :-

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 | 06/01/2020 upto 02.00 PM |
| c) | Time and date of opening of Tenders | 06/01/2020 at 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 super subscribed "**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 (**except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department.**). 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 March to 30th November 2020). 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 employ 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.
- vi. This constitutes a comprehensive maintenance contract and includes all parts of the machines including compressor, gas, mechanical parts, Electronic parts brazing works etc.
- vii. 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.
- viii. 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.
- ix. 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 favour of **Director General, CCRAS, New Delhi** 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 two more seasons of 09 months during 2021 & 2022 for the period from "March" to "November" on same rate, terms & conditions subject to satisfactory performance of the agency/contractor.
- xviii. Quantity of Air conditioners may increase or decrease.


(A.K. Meena)
Administrative Officer 06/4/20

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 | | |
| 2. | Name of the proprietor/partners of the firm | | |
| 3. | Copy of 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 works in Ministries/Departments/Council/Government Organization 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 EMD :- (i) Name of Bank (ii) Demand Draft No. (iii) Date 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 MARCH TO 30TH NOVEMBER, 2020

| Location (Room No.) | No. & Type of Air Conditioners | |
|-------------------------------|--------------------------------|------------|
| | Windows A.C. | Split A.C. |
| 010 | -- | 01 |
| 011 | 01 | 01 |
| 013 | 01 | -- |
| 016 | 01 | -- |
| 136A | -- | 01 |
| Bot. Lab. | 01 | -- |
| 101 | 01 | 01 |
| 102 | 01 | -- |
| 103 | 01 | -- |
| 104 | -- | 01 |
| 106 | -- | 01 |
| 108 | 01 | -- |
| 115 | 01 | 01 |
| 116 | 01 | -- |
| 118 | -- | 04 |
| 119 | -- | 01 |
| 119A | -- | 01 |
| 119B | -- | 01 |
| 121 | -- | 01 |
| 122 | 01 | 01 |
| 201 | -- | 01 |
| 203 | -- | 01 |
| 204 | 01 | -- |
| 205 | 01 | -- |
| 207 | 01 | -- |
| 208 | 01 | -- |
| 209 | 01 | -- |
| 211 | 01 | -- |
| 212 | 01 | -- |
| 213 | 01 | -- |
| 214 | -- | -- |
| 215 | 01 | -- |
| 216 | 01 | 01 |
| 217 | 01 | 01 |
| 218 | 01 | 01 |
| 220 | -- | 02 |
| 221 | -- | 02 |
| 222 | -- | 01 |
| 222A | -- | -- |
| 224 | -- | 02 |
| LAB | 02 | 02 |
| Library | 03 | 02 |
| Cabin A 2 nd floor | -- | 01 |
| Cabin B 2 nd floor | 01 | -- |
| Total | 29 | 33 |

ANNEXURE 'B'

**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) (Excluding GST) | Total Cost |
|---------|---|---|------------|
| 1. | Nine months (1 st March to 30 th November) Comprehensive Servicing/ Maintenance/Repair of Window type Air Conditioners for 29Nos. ACs | | |
| 2. | Nine months (1 st March to 30 th November) Comprehensive Servicing /Maintenance/Repair of Split type Air Conditioners for 33 Nos. ACs | | |

Signature :