

Admn-D-13012/1/2020-ADMIN

**Government of India
Ministry of Coal

**Shastri Bhawan, New Delhi,
Dated: 26th June 2020**

Subject: Comprehensive Annual Maintenance contract for Maintenance/repair of Air-conditioners (Window/Split), Voltage stabilizers, water dispensers belonging to Ministry of Coal -regarding

Sealed Quotation are invited from reputed/registered firm for awarding of Comprehensive Annual Maintenance contract for Maintenance/repair of Air-conditioners (Window/Split), Voltage stabilizers, water dispensers installed in the Ministry of Coal on the terms & conditions enumerated in the following paragraph.

DETAILS OF TENDER	
(a) Office of issue	Ministry of Coal
(b) Tender reference no	Admn-D-13012/1/2020-ADMIN
(c) Date of issue of Bid documents	26.06.2020 at 17:00 hrs.
(d) Start date of submission of tenders	26.06.2020 at 17:00 hrs.
(d) Last date and time for receipt of tenders	16.07.2020 till 15:00 hrs.
(e) Time and date of opening of tender	16.07.2020 at 16:00 hrs.
(f) Place of opening of tender	Room No. 104 C, Shastri Bhawan, New Delhi
(g) Address of communication	Section Officer (Admin), Room No.104-C Shastri Bhawan, New Delhi-110001

Terms & Conditions

- 1) The rates of Annual Maintenance of Air-conditioners (Window/Split), Voltage stabilizers, water dispensers will include oiling, greasing, electrical parts, air filter, chemical wash, and general services,

repair/replacement of motor, compressor, PCB remote circuit, coil condenser, refilling of gas and also include all the parts required for smooth functioning of Air-conditioners.

- 2) The items/parts to be used/replaced for repairing of Air-conditioners /Stabilizer, water dispenser etc. should be ISI marked and compatible with the machine.
- 3) The successful firm will be required to start working immediately on award of contract. The Ministry shall however, has the right to terminate the contract any time without assigning any reason thereof.
- 4) The firm awarded the work will be required to depute 2 number of well experienced service engineers/mechanics/helpers, who will also remain available in the premises of Ministry.
- 5) No Air-conditioners shall be taken out to the workshop by the engineer without prior approval of Competent Authority.
- 6) The firm will have to attend all the complaints even on the receipt of information from the users in the Ministry directly. The services should be provided on regular basis during office hours and in case of emergency also beyond office hours, holidays etc.
- 7) No increase in rates shall be considered at all during the entire period of AMC once the contract has been finalized. No other charges like transportation, fare etc. for providing services will be payable by Ministry.
- 8) Failure to repair/service the equipment in question within 24 hours without justified reasons or failure to return the repaired machine within two days at the minimum may attract proportionate deduction in the bill in respect of the total period.

Eligibility Conditions:-

- 1) The bidding firm should be registered in Delhi/New Delhi and should have a well established office in the limits of NCT of Delhi.
- 2) The firm should have I.T.I Air-Conditioners & Refrigeration & Electrical trade Certificate and should have on its rolls, experienced service engineers who have qualified from the State/Central recognized institutions. A list may be enclosed in Technical Bid.

- 3) The firm should have an experience of at least 5 years in similar work i.e. AMC of Air-conditioners in Government Ministries /Departments. The documentary evidence in this regard should have been attached with the Technical Bid.
- 4) The firm should have an annual turnover of not less than 20 lakhs per annum in the last three years. The firm shall have to attach a certificate from Chartered Accountant to in support of annual turnover with the Technical Bid.
- 5) The company should not been blacklisted by any authority. A certificate to this effect should be submitted along with Technical Bid.
- 6) Bid should be valid for 60 days.
- 7) Tenderers should furnish Earnest Money Deposit (EMD) amounting Rs.20,000/- (Rupees Twenty thousand only) in the form of demand draft in favor of Pay and Accounts Office, Ministry of Coal, New Delhi, payable at New Delhi. EMD will be forfeited if the bidder withdraws his offer in due course.
- 8) The tender should be accompanied with a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance on same.
- 9) It must be noted that in order to be eligible to participate in the bid a tenderer must quote all the rates for all the items in the Price Bid, failing which bids will be rejected. Part quotation will not be permitted. Unrealistic rate quoted by firm may lead to rejection of bid of the firm.
- 10) Tenderer may also furnish registration copy of GST No, PAN Number.
- 11) Tenderer may provide Banker of Agency with full address (Attach bankers certificate of account maintenance for last two years).

2. Submission of Bid: The bid should be in two parts:- Technical & Financial Bid. Technical Bid & Financial Bids should be placed in separate sealed cover superscribed "Technical Bid" and "Financial Bid" bid respectively and thereafter both the covers should be placed in third sealed cover superscribed as "Quotation for Annual Maintenance contract for maintenance/repair of Air-conditioners (Window/Split),Voltage stabilizers, water dispenser and addressed to the Section Officer (Administration), Ministry of Coal, Room No-104-C ,Shastri Bhawan, New Delhi-110001. The Bid should be dropped in the tender box mounted on the wall of Garage No. 21 latest by 15:00 hrs. on or

before 16.07.2020. Quotations received after the stipulated time will not be entertained at all. The quotations will be opened on 16.07.2020 at 16:00 hrs.

3 The Technical bids should be submitted along with information/documents as per **Annuxure-I**. It may be ensured that self attested copies of all document attached may be enclosed as per **Annuxure-I**.

4 **Financial Bid**: The Financial bid, in separate enveloped should be strictly as per the format given in **Annexure-II**. The rates quoted should be in figures. Quotation with cutting/overwriting will straight away rejected.

5. While deciding L1 bidder, the rate quoted for each of the item would be taken individually and the bidder quoting L1 rates for the maximum numbers of items would be given opportunity to match the L1 price quoted by other firm (s) and if the same is agreed by it, it will be declared L1 bidder and contract will be awarded accordingly.

6 Earnest Money Deposit will be returned to unsuccessful bidders without interest after the tender is finalized. EMD without interest to the successful bidder will be returned on receipt of Performance Guarantee/Security/Fixed Deposit receipt.

7 **Performance Security** :- The successful bidder have to Deposit Rs 1,00,000/- (Rupees One Lakh only) as Performance Security in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from Commercial Bank, issued in favour of PAO, Ministry of Coal, New Delhi-110001. Performance Security Deposit should be valid for sixty days beyond the date of completion of all contractual obligations. The Security Deposit shall be forfeited if during the contract the services of the contractor are found unsatisfactory.

8 The Ministry reserve it right to reject the entire tender without assigning any reason thereof.

9 The contract will be for a period of one year which may be extended further subject to satisfactory performance of the contractor.

Yours faithfully,

Sd/-

(Bijoy Samanta)

Under Secretary to the Government of India

Copy to CPP Portal

ANNEXURE-I**PERFORMA FOR TECHNICAL BID**

SL.NO	Criteria	
1	Name of the agency	
2	Business address of agency	
3	Telephone No	
4	Mobile No	
5	Annual turnover of Rs20 lakh of the firm with proof of last 3 years(2015-2016 & 2016-2017 & 2017-2018) attach CA certificate	
6	PAN No (copy to attached)	
7	GST NO (copy to attached)	
8	Income Tax Return of 3 yrs 2015-2016 & 2016-2017 & 2017-2018	
9	Copy of Experience of 10 years in similar field in Government Ministries/Department	
10	The earnest money of Rs. 20,000/-from centralized bank through a Demand Draft/Pay Order	Bank: DD No: Date:
11	Banker of Agency with full Address (Attach bankers certificate of account maintenance for last two years)	
12	Undertaking to be furnished that firm has never been blacklisted in past.	

(Sign.& seal of the firm)

ANNEXURE-II

**FINANCIAL BID
RATE PERFORMA**

Sl.No.	Items	Quoted Rates (in Rupees) Excluding of Taxes				
		Wind ow ACs	Split ACs	Casset te ACs	Water Dispe nsers	Voltage stabiliz ers
1	Comprehensive Annual Maintenance Charges (rate per AC/Stabilizer/water dispenser including chemical wash ,oiling, electrical equipment ,general services, replacement/repair /Reconditioning of Compressor, Fan motor, Remote of Split/Window AC including PCB, Compressor oil, Flushing Vacuum of AC, gas charging, spray painting, wiring kit, condenser and also repair/replacement of all parts required for proper functioning as well as charges for installation, fixing, plug, switch, installation/reinstallation/shifting with all extra material required. No extra payment will be made on account of physical damage caused by mal-activity or rat.)					
2	Installation of new AC				x	x
3	Supply of extra copper pipe (good quality) in case of new installation (per meter)					
4	Supply of 3 core wire in case of new installation (per meter)					
5	Supply of drain pipe in case of new installation (per meter)					
6	Supply and installation of new Iron Stand for split AC					

(Sign.& seal of the firm)
