

**TENDER NOTICE**

**Subject : Invitation of sealed quotations for awarding of Comprehensive Annual Maintenance Contract ( CAMC) for airconditioners, water dispensers and refrigerators installed in the Department of Legal Affairs**

Sealed quotations are invited for awarding of Comprehensive Annual Maintenance Contract (CAMC) for 110 air conditioners, 125 water dispensers and 10 refrigerators for one year from the date of award of CAMC. The details of items are as under :

S.No.	Description of items	Quantity	Capacity/Make
1.	Split Air conditioner	50	30 – Two Ton, 20 – One and a half Ton (LG)
2.	Window Air conditioner	60	One and a half Ton (LG)
3.	Water Dispensers	125	Voltas Make
4.	Refrigerators	10	Different makes.

2. In case you are interested in undertaking the said work and fulfill following conditions, you may submit tender;

1. The firm should have at least 3 years experience of working with Government Department / organizations.
2. The firm should furnish a copy of PAN/ EPF/ ESIC/ Service Tax and VAT Registration certificate along with their quotations.
3. The sealed quotations , complete in all respect should be submitted to Deputy Secretary ( Admn.II), Room No. 413 A Wing Shastri Bhawan on or before 24<sup>th</sup> March at 4.00PM. The quotations must be forwarded with a demand draft of Rs.20000/- ( Rupees twenty thousand only ) in favour of “ DDO, Department of Legal Affairs” . The demand draft is mandatory with the quotations , which would be kept as Security deposit of the firm , to whom AMC would be awarded by the Department. Quotations without earnest money would be rejected summarily by the Department.
4. The cover containing the quotation should be super scribed as under:

**Quotations for awarding of Comprehensive Annual Maintenance Contract ( CAMC) for airconditioners, water dispensers and refrigerators installed in the Department of Legal Affairs.**

5. The last date and time for submission of bid is 24<sup>th</sup> March, 2017 upto 1600 hrs. Tenders shall be opened on the same day at 1630 hrs by the duly constituted Tender Opening Committee. The representatives of firms/ agencies who wish to be present to view the Tender Opening Process may be allowed to do so.

6. A List of offices where such jobs have been undertaken with documentary proof of having performed them satisfactorily may be furnished with the tender as required in Annexure-II.
7. Any cutting / Overwriting/ Erasing in the rates will render the entire tender invalid.
8. Submission of tender will signify the acceptance of all terms and conditions of the contract as above. It will not be obligatory for this office to accept the lowest quotations and no explanation shall be given for the cause of rejection of quotation to any tenderer. No inquiry, after submission of the quotation shall be entertained . In case of withdrawal of bid, the EMD will stand forfeited.
9. This office reserves the right to reject/ any/ all tender ( s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.
10. Please also see Annexure-1 for terms and conditions of the contract, Annexure-II to be filled by tenderer (s) giving their details . The quotation is to be submitted in Annexure-III.



( A. K. Joshi )

Deputy Secretary to the Govt. of India

Phone:23384109

Copy to N/C cell for placing in the  
website of the o/o Law & Justice  
D/o L  
(2)

GENERAL TERMS AND CONDITIONS/ INSTRUCTIONS FOR TENDERS

1. The Department of Legal Affairs has its offices located on 4<sup>th</sup> Floor of the Shastri Bhawan apart from some other locations in and around Shastri Bhawan. This Department requires the services of well established firms for repair and maintenance of airconditioners, water dispensers and refrigerators installed in the Department of Legal Affairs
2. The Contract is likely to be for period of one (1) year. The period of the contract may be further extended provided the requirement of the Department persists at that time or may be curtailed, terminated earlier owing to deficiency in service or substandard quality of work provided by the firm.
3. The interested Firms / Agencies has to submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only) and other requisite documents.
4. The date relating to submission and opening of Tender in the Department are as under :
  - (a) Date and time for submission : 24<sup>th</sup> March, 2017 upto 1600 hrs
  - (b) Date and time for opening of tender 24<sup>th</sup> March, 2017 at 1630 (Firms may depute their representative at the time of opening of the tender if they so wish)
5. The tendering Companies / Firms / Agencies are required to enclose photocopies of the following documents (self-attested), along with the tender form :
  - (a) Self-attested copy of registration certificate of the firm/ agency.
  - (b) Self-attested copy of PAN /GIR Card.
  - (c) Self-attested Service Tax registration letter / certificate.
  - (d) Self-attested copies of the award letter from 3 Ministries/Department/Govt. organizations for the last 3 years.
  - (e) Self-certification to the effect that the firm has not been banned/black listed by any Ministry/Department in the past.
  - (f) Self-certified copy of DVAT/TIN certificate.
6. All entries in the tender form should be legible and filled ~~clearly~~. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Tender form.
7. The Department reserves the right to withdraw/cancel the tender any time without assigning any reason.
8. Tender should quote charges for all items mentioned in the form . Incomplete or part quotations will be rejected.
9. The price quoted by the firms participating in the tender process should be realistic and viable. The price of items would be valid for a period of one year and no change in the rates of items would be entertained by the Department.
10. The contract shall automatically expire unless extended further by the mutual consent of contracting agency and this Department.
11. The contract may be extended, on the same terms and conditions with some addition / deletion / modification, for a further specific period mutually agreed upon by successful service providing Company / Firm / Agency and Department of Legal Affairs.
12. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Head of the Department or officer nominated by him for the purpose. The contract terms are interpretable

under the applicable Indian Law subject to the jurisdiction of NCT of Delhi. In case the same is not settled at this level the matter will be referred to sole arbitrator to be appointed by Secretary, Department of Legal Affairs. The arbitrator so appointed shall be an official of the Department of Legal Affairs not below the rank of Director/Deputy Secretary.

13. The Department reserve right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties. The decision of Head of Department, MNRE would be final in this regard.
14. The Government reserves the right to select any tender or reject any or all tenders without assigning any reason whatsoever. It will also not be obligatory on the Govt. to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidder. The Govt. further reserves the right to terminate the contract at any time without assigning any reason by giving one month notice to the firm.
15. For regular and proper maintenance of the air conditioners and for attending to the complaints received from officers/ sections immediately, it shall be obligatory on the part of the contractor to depute sufficient number of qualified mechanics on all working days from 9.30 AM to 5.30 PM throughout the period of contract to attend immediately to the complaints received from the users of air conditioners. In case of emergency, the complaints would also be required to be attended on holidays. If the complaints are not rectified within 24 Hrs, the same will be rectified by the Department and the cost will be recovered from the contractor's bill.
16. As far as possible the repair work shall be carried out in the premises of this Department. Only such work, execution of which is not possible in the premises of this Department, may be allowed to be done in the workshop of the firm. In no case, the air conditioners, water dispensers and refrigerators or 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.
17. The Comprehensive Annual Maintenance Contract includes repair and replacement of any part and no additional payment will be made to the contractor for any work other than AMC charges.
18. The payment for AMC charges will be made in two installments as mentioned below :
  - (i) 50 % of the total AMC charges will be paid to the firm after six months and obtaining satisfactory certificates from the users;
  - (ii) 50% of the balance AMC charges after one year on completion of the contract, after submission of required service certificates signed by the users, and after successfully handing over all the air conditioners, water dispensers and refrigerators to the Department in perfect running conditions.

.....

APPLICATION FORM

1. Name of Tendering Company: \_\_\_\_\_  
Firm / Agency  
(Attach certificate of registration)

2. Name of proprietor / Director: \_\_\_\_\_  
Of Company / Firm / Agency \_\_\_\_\_

3. Full Address of Reg. Office:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_

4. Full Address of Operating/  
Branch Office  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_

5. PAN /GIR No. : \_\_\_\_\_  
(Attach Self Attested Copy)

6. Service Tax Registration No. : \_\_\_\_\_  
(Attach self-attested copy)

7. Give details of the major similar contracts handled by the tendering Company / Firm / Agency during the last three years from at least 3 Ministries/Departments in the following format:

Sl. No.	Details of client along with address, telephone and FAX numbers	Duration of Contract	
		From	To
1.			
2.			
3.			

(if the space provided is insufficient, a separate sheet may be attached)

8. Additional information, if any  
(Attach separate sheet, if required)

9. Details of Earnest Money Deposit: Rs.10,000/- (Rupees ten thousand only)

D.D./P.O No. & Date: \_\_\_\_\_

Drawn of Bank: \_\_\_\_\_

Signature of authorized person

Name: \_\_\_\_\_

Date:

Seal:

Place:

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_  
\_\_\_\_\_ Proprietor/Director/authorized signatory of the  
Agency/Firm, mentioned above , is competent to sign this declaration and execute this  
document;

I have carefully read and understood all the terms and conditions of the tender for  
providing Comprehensive Annual Maintenance Contract ( CAMC) for airconditioners,  
water dispensers and refrigerators installed in the Department of Legal Affairs. and  
undertake to abide by them;

2. The information / documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact  
that furnishing of any false information / fabricated document would lead to rejection of  
my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

**APPLICATION FORM - FINANCIAL BID**

1. Name of tending Company/Firm/Agency. \_\_\_\_\_
2. Rate quotations for maintenance contract for different make/ models of air conditioners.

S.No.	Item Name	Rate (Rs.) Exclusive of taxes , as applicable.
1.	CAMC for Split Air Condioner 1.0 ton 1.5 ton  2.0 ton 3.0 ton	
2.	CAMC for Window air conditioner 0.75 ton 1.0 ton 1.5 ton	
3.	CAMC for Cassette air conditioner -2.0 ton capacity	
4.	CAMC for Tower split Air conditioner – 2.0 ton capacity	
5.	CAMC for Split Air conditioner 3.0 ton capacity	
6.	Installation of Split Air Condioner ( upto 4 mts) 1.0ton 1.5 ton  2.0 ton 3.0 ton	
7	Installation of Window air conditioner 0.75 ton 1.0 ton 1.5 ton	
8	Installation of Cassette air conditioner -2.0 ton capacity ( upto 4 mts)	
9	Installation of Tower split Air conditioner – 2.0 ton capacity ( upto 4 mts)	
10	Installation of Split Air conditioner 3.0 ton capacity ( upto 4 mts)	
11.	New Grill charges of window air conditioner	
12.	New Capacitor charges of window air conditioner	
13	Compressor change charges of split and	

	window air conditioner on replacement basis	
14	Gas filling charges of window air conditioner	
15	Gas filling charges of split air conditioner	
16	New Motor charges of split and window air conditioner	
17	New air filter charges of split A/C	
18	New air filter charges of window A/C	
19	New Rubber Gas kit charges of split and window A/C	
20	Charges of remote of split and window A/C	
21	Refrigeration Pipe, electrical wiring , copper piping ,drain pipe ( per metre ) used in Installation of split air conditoner	
22	Iron stand for split air conditoners	
23.	Water Dispensers	
24.	Refrigerators	
25	Details of EMD (i) Amount (ii) Draft No. (iii) Date: (iv) Issuing Bank	
26	Detailed office address of firm with office telephone numbers, fax number, mobile numbers and name of the contact person	
27	Experience details	
28	Whether the firm is blacklisted by any govt. department or any criminal cases is registered against the firm .	

Signature of authorized person

Date:

Place:

Name:

Seal: