

No. 6-5/2017-GA  
Government of India  
Ministry of Culture  
(GA Section)

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Shastri Bhawan, New Delhi

Dated 18<sup>th</sup> August, 2017

**TENDER NOTICE**

Subject:- Annual Maintenance Contract (AMC) for repair/maintenance of Air Conditioners and other general electrical equipments installed in the Ministry of Culture.

Sealed Quotations are invited for award of Annual Maintenance Contract (AMC) for repairs & maintenance of Air Conditioners and repairs of general electrical equipments in the Ministry. Interested firms may submit quotations for repairs and maintenance of about **58 Split ACs, 31 Window ACs, 37 Hot Case, 7 Heater/Blower, 12 Oil Heater** of the Ministry located in Shastri Bhawan, NAI Annexe, CSL building and Puratatav Bhawan, INA, in the prescribed proforma given in the Annexure.

2. Sealed cover containing the bids super-scribed as **“QUOTATIONS FOR SERVICING AND MAINTENANCE OF AIR CONDITIONERS and other electrical items”** and complete in all respect, should be addressed to the Section Officer (GA), Ministry of Culture. The sealed covers mentioned as above should be dropped in the box placed in Room No. 330-C Wing, Shastri Bhawan, New Delhi before **3.00 PM of 11<sup>th</sup> September, 2017** and the same will be opened at 4.00 PM on the same day.

3. The job will be entrusted to successful tenderer under the terms and conditions mentioned below:

- I. Bidder are required to submit Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees twenty thousand only) in the form of Demand Draft in favour of Drawing & Disbursing Officer, Ministry of culture, Government of India, New Delhi from any Nationalized/Scheduled Bank. A representative of the firm will be permitted to present at the time of opening of quotations.
- II. The successful firm will be required to start working from 15.10.2017 after award of the contract.
- III. The rates of Annual Maintenance Contract of ACs (split and window) will include oiling, greasing, fixing of wires, chemical wash, gas filling, repair/replacement of motor/compressor/condenser and other electrical parts, air filter, metal plug with new one, carrying out pressure leak testing including vaccummising the system.
- IV. The Contractor shall use ISI marked parts for repair/replacement. If the firm uses a non-ISI marked parts a penalty of double the cost of that part will be imposed.
- V. It shall also be the responsibility of the approved contractor to periodically service and inspect/check all the ACs (Split & Window) and other general electric items of

Ministry which are under the maintenance period, so as to ensure their smooth and satisfactory functioning. The contractor shall also obtain a certificate from the user Section/Officers at least once in a quarter to the effect that the said apparatus are working satisfactorily during the quarter in question. If any of the equipments covered under this 'maintenance contract' remains out of order for want of repairs, etc for more than four days in a row, or if the Ministry has sufficient reasons to infer/conclude that the gadget concerned have not been properly maintained and serviced by the Contractor, a reasonable proportionate deduction will be made from the charges due to the contractor firm. The decision of the Ministry as regards the reasonableness of deduction shall be final and binding on the Contractor.

- VI. No advance payment will be made to the firm. Payment will be made quarterly basis of the AMC period. **As regards AC Stabilizer, Fan (Wall Fan & Pedestal Fan), the firm will provide services on call basis as and when required.**
- VII. The firm awarded the work will be required to depute two adequate number of well experienced service engineers/mechanics/helpers, who also remain available in the premises of Ministry.
- VIII. No Air-conditioners shall be taken out to the workshop by the engineer without prior approval of competent authority.
- IX. 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 also be provided on regular basis during office hours and in case of emergency beyond office hours, holidays, etc.
- X. 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.
- XI. Failure to repair/service the equipment in question within 24 hours without justifiable reasons or failure to return the repaired machine within two days at the minimum may be entitled proportionate deduction in the bill in respect of the total period.
- XII. In case at any time during the period of the contract if the Ministry so desires to discontinue the use of any machine (s) payment in respect of that/those machine(s) will be made for that specific period on pro-rata basis.
- XIII. Ministry of Culture reserve the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory or if the contractor dishonors the contract. The decision of the Ministry in this regard shall be final and binding upon the contractor.
- XIV. The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

**Eligibility Conditions:**

- a) The bidding firm should be registered in Delhi/New Delhi and should have a well established office in the limits of NCT of Delhi.
  - b) The firm should have an experience of at least 3 years of working in Government offices/PSUs and should enclose copy of experience.
  - c) The firm should have an annual turnover of not less than 25 lakhs per annum in the last two year (2015-16 & 2016-17) certified by Chartered Accountant.
  - d) Income Tax return for the last two years (2015-16 & 2016-17) may be enclosed.
  - e) The company should not be blacklisted by any authority. A Self Certificate to this effect should be submitted along with Technical Bid.
  - f) Bid should be valid for 60 days.
  - g) The tender should be accompanied with a signed copy of the terms & conditioners stipulated for award of the contract, conveying his acceptance on same.
  - h) 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.
  - i) Tenderer may also furnish registration copy of GST No. and Pan No.
  - j) Tenderer may provide Banker of Agency with full address (Attach banker's certificate of account maintenance for last two years).
  - k) Tenderer should attach a record of Service Tax & VAT paid during last two years (2015-16 & 2016-17).
4. **Submission of Bid:** The bid should be in two parts. Technical bid & Financial bid. Technical bid & financial bid should be placed in separate sealed cover superscribed "Technical Bid" and "Financial Bid" respectively and thereafter, both the covers should be placed in bidder's third sealed cover superscribed as "Quotation for Annual Maintenance contract for maintenance & repair of Air-conditioners (Window/Split) and other electrical equipments" and addressed to the Section Officer (G.A.), Ministry of Culture, Room No. 330-C Wing, Shastri Bhawan, New Delhi-110001.
5. The Technical Bid will be evaluated first. The Financial Bid will be evaluated only if the tenderer's Technical Bid is found satisfactory in all aspects by the tender committee. The tenderer will have no rights whatsoever to insist that his Financial Bid be evaluated in the event of the Ministry rejecting his Technical Bid as unsatisfactory.
6. The Technical bids should be submitted along with information/documents as per Annexure-I. It may be ensured that self attested copies of all documents attached may be enclosed as per Annexure-I.
7. **Financial Bid:** The financial bid, in separate envelop 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.

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

9. **Performance Security:** The successful bidder have to Deposit performance security in the form of Account Payee, Demand Draft, Fixed Deposit Receipt from Commercial bank, Banker's Guarantee from a Commercial bank amounting of 10% of the total contract in favour of DDO, Ministry of Culture, Shastri Bhawan, New Delhi-110001. Performance Security Deposit shall 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.

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

  
(Maneesh Rajan)

Under Security to the Govt. of India

1. CPP Portal
2. NIC, Ministry of Culture with a request to upload this notice on the website of the Ministry.
3. All Ministries/Departments of Govt. of India with a request that wide publicity of this tender notice may please be given to contractors engaged by them for this type of job.

**ANNEXURE-I**

**PERFORMA FOR TECHNICAL BID**

Sl. No.	Particulars	Page No. of the encloser
1.	Name of the agency	
2.	Business address of agency	
3.	Telephone No.	
4.	Mobile No.	
5.	Annual turnover of Rs.25 lakh of the firm with proof of last 2 years (2015-16 & 2016-17) with CA certificate	
6.	PAN No. (copy to be attached)	
7.	GST No. (copy to be attached)	
8.	Attach copy of Service Tax paid during the financial year 2015-16 & 2016-17	
9.	Certificate from Ministries/Departments/PSUs of the details of past experience of 3 years in similar field	
10.	The earnest money deposit of Rs.20,000/- from centralized bank through a Demand Draft/Pay Order	
11.	Banker of Agency with full address (Attach banker's certificate of account maintenance for last two years)	
12.	Certificate of satisfactory performance from the organization to whom the services was provided	
13.	Self Certificate to the effect that the firm has not been black listed by any Central Ministry/Deptt./PSUs or Banks etc.	
14.	Income Tax Return of last two years (2015-16 & 2016-17)	
15.	Attach copy of VAT paid during last two years (2015-16 & 2016-17)	
16.	Earnest Money of Rs.20,000/- Paid vide	

Declaration:-

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the Ministry in future.

**(Sign. & Seal of the firm)**



## Proforma for Financial Bid

**PERIOD OF CONTRACT:** The contract will be initially for one year.

Sl. No.	Description of work/job work	Rates per unit (excluding taxes) (in Rs.)
1.	<b>Window ACs 1.5 &amp; 2.0 ton:</b> Full Comprehensive Annual Maintenance service contract including cleaning, oiling, washing, greasing, fitting of switch/wire/plug, replacement of compressors and replacement of all spare parts and when required viz. Relay circuit, running capacitor, condenser, starting capacitor, all kind of motors rewinding and replacement, fans, wiring of motor, wiring of transformers, gas filling/charging including cost of gas, thermostat, Valve, knob set, 'OFF' and 'ON' switches, set of 3 pads, conciliator, fan motor/fan blade/blower, maintenance/repairing of its voltage stabilizer, cutting and welding, Flushing, Vacuum & pressure the system and brazing pipe, if any etc.	
2.	<b>Split ACs 1.5 &amp; 2.0 ton:</b> Full Comprehensive Annual Maintenance service contract including cleaning, oiling, washing, greasing, fitting of switch/wire/plug, replacement of compressors and replacement of all spare parts and when required viz. Relay circuit, running capacitor, starting capacitor, condenser, all kind of motors rewinding and replacement, fans, wiring of motor, wiring of transformers, gas filling/charging including cost of gas, thermostat, Valve, knob set, 'OFF' and 'ON' switches, set of 3 pads, conciliator, fan motor/fan blade/blower, maintenance/repairing of its voltage stabilizer, cutting and welding, Flushing, Vacuum & pressure the system and brazing pipe, if any etc.	
3.	<b>Window type AC:</b> charges for fresh installation involving of all new fitting/fixtures & including erection of suitable wooden stand & covering the gap with new plywood, wherever necessary	
	Charges for shifting and subsequent installation requiring minor additions/alteration in the original fitting & fixtures (Window AC)	
	Charges for shifting and subsequent installation requiring minor additions/alteration in the original fitting & fixtures (Split AC)	
4.	Repair of Stabilizer	
5.	Remote of AC	
	(a) Window AC	
	(i) Repair	
	(ii) Replacement (Original Company make) (only in case of lost)	
	(b) Split AC	
	(i) Repair	
	(ii) Replacement (Original Company make) (only in case of lost)	

Sl. No	Description of the work/job work	Rates per unit (excluding taxes)  (in Rs.)
<b>6</b>	<b>Heater</b>	
6.1	Maintenance of hot case	
6.2	Maintenance of oil radiator	
6.3	Maintenance of heat blower	
<b>7</b>	<b>EMERGENCY LIGHTS</b>	
7.1	Servicing/ repair of emergency light	
7.2	Replacement of tube lights in emergency light	
7.3	Replacement of old battery with new battery (dry) of different capacity in emergency light	
<b>8</b>	<b>TABLE LAMPS</b>	
8.1	Minor repair of table lamp	
8.2	Rate for new holder for table lamp	
8.3	Rate for new bracket holder for table lamp	
<b>9</b>	<b>WIRES/CABLES/ELECTRICAL FITTING</b>	
9.1	3 core wire (23/76) copper wire (rate per meter)	
9.2	3 core wire (40/76) (rate per meter)	
9.3	3 core wire 23/76 (rate per meter)	
9.4	3 core wire 70/76 (rate per meter)	
9.5	2 core wire 23/76 (rate per meter)	
9.6	PVC 3/20 (rate per meter)	
9.7	PVC 3/22 (rate per meter)	
9.8	PVC 7/22 (rate per meter)	
9.9	MCB Socket (5 ampere & 15 ampere) Anchor, Havells, Nova, Cona make Rate for 5 Ampere MCB Socket of Anchor make Rate for 5 Ampere MCB Socket of Havells make  Rate for 15 Ampere MCB switch Rate for 15 Ampere MCB Socket of Anchor make Rate for 15 Ampere MCB Socket of Cona make Rate for 15 Ampere MCB Socket of Havells make	

9.10	<p>MCB Switch (5 ampere &amp; 15 ampere) Anchor, Havells, Nova, Cona make</p> <p>Rate for 5 Ampere MCB Switch of Anchor make</p> <p>Rate for 5 Ampere MCB Switch of Cona make</p> <p>Rate for 5 Ampere MCB Switch of Havels make</p> <p>Rate for 15 Ampere MCB switch</p> <p>Rate for 15 Ampere MCB Switch of Anchor make</p> <p>Rate for 15 Ampere MCB Switch of Cona make</p> <p>Rate for 15 Ampere MCB Switch of Havels make</p>	
9.11	<p>Multi socket 5 ampere</p> <p>Rate for Anchor make</p> <p>Rate for Cona make</p> <p>Rate for Havels make</p>	
9.12	<p>Wall socket 15 ampere</p> <p>Rate for Anchor make</p> <p>Rate for Cona make</p> <p>Rate for Havels make</p>	
9.13	<p>Wall socket 5 ampere( piao type)</p> <p>Rate for Anchor make</p> <p>Rate for Cona make</p> <p>Rate for Havels make</p>	
9.14	<p>Wall socket 5 ampere( multi socket)</p> <p>Rate for Anchor make</p> <p>Rate for Cona make</p> <p>Rate for Havels make</p>	
9.15	<p>Wall socket 15 ampere( multi socket)</p> <p>Rate for Anchor make</p> <p>Rate for Cona make</p> <p>Rate for Havels make</p>	
<b>10</b>	<b>SWITCHS</b>	
10.1	<p>Main Switch 30 ampere</p> <p>Rate for Anchor make</p> <p>Rate for Cona make</p> <p>Rate for Havels make</p>	
10.2	<p>Switch 5 ampere(piano type)</p> <p>Rate for Anchor make</p> <p>Rate for Cona make</p> <p>Rate for Havels make</p>	



10.3	Switch 15 ampere (piano type) Rate for Anchor make Rate for Cona make Rate for Havels make	
10.4	Wall switch 5 ampere Rate for Anchor make Rate for Cona make Rate for Havels make	
10.5	Wall switch 15 ampere Rate for Anchor make Rate for Cona make Rate for Havels make	
<b>11</b>	<b>PLUGS</b>	
11.1	Special plug for MCB	
11.2	3 in plug 5 ampere Rate for Anchor make Rate for Cona make Rate for Havels make	
11.3	3 in plug 15 ampere Rate for Anchor make Rate for Cona make Rate for Havels make	
11.4	New multi plug 3 pins (light) Rate for Anchor make Rate for Cona make Rate for Havels make	
11.5	New multi plug 3 pins (light) Rate for Anchor make Rate for Cona make Rate for Havels make	
<b>12</b>	<b>TUBE LIGHTS</b>	
12.1	Rate for supply /fixing of new complete ultra slimeter TL-5 28 W white/yellow	
12.2	Rate for replacement of tube light frame	
12.3	Rate for new tube light Philips essential super 28 wat silmetra TL-5 including replacement charges	
12.4	Rate for replacement of tube starter	
12.5	Rate for replacement of choke	
12.6	Rate for parallel adaptor	
12.7	Rate for new holder set	
12.8	Rate for side holder	
12.9	Bulb 100 W each (Philips, Crompton etc)	

12.10	Bulb 15 watts (Philips, Crompton etc)	
12.11	Colour bulb each (for engagement light)	
12.12	Philips bulb(230V-25W Candle Cfl)	
<b>13</b>	<b>BOARDS</b>	
13.1	Wooden board (7X4)	
13.2	Wooden board (8X6)	
13.3	Wooden board (8X10)	
13.4	Wooden board (8X12)	
13.5	Sheet bakelite (per inch)	
13.6	Indicator on board each	
13.7	Fuse on each board	
<b>14</b>	<b>ENGAGEMENT LIGHT</b>	
14.1	Supply & fixing of engagement light (red and green light bulbs)	
<b>15</b>	<b>MISCELLANEOUS</b>	
15.1	Batten per square feet	
15.2	Fixing of batten per square feet	
15.3	Supply of fixo-pen per sq. feet	
15.4	Fixing of fixo-pen per sq. feet	
15.5	MCB box each	
15.6	Mini circuit breaker of Anchor, Havells	
15.7	PVC pipe per square feet	
<b>16</b>	<b>FANS OF ALL TYPES (EXCLUDING CEILING FANS)</b>	
16.1	Installation charges of wall fan with new fitting and fixtures	