

तार का पता: "मिनीस्टील"

Telegraphic Address : "MINISTEEL"



सं० 21014/2/2015-Ad (G)

No. _____

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN

नई दिल्ली-110107

New Delhi-110107

Dated 16th April, 2015

Notice Inviting Tender

Subject: To invite Online Bid for Annual Maintenance Contract (AMC) of Air Conditioners (ACs) installed in the Ministry of Steel - regarding.

Online Bid are hereby invited at Central Public Procurement (CPP) Portal (www.eprocure.gov.in) from reputed, experienced and financial sound companies/firms/agencies for award of Annual Maintenance Contract (AMC) of 121 Air Conditioners (ACs) (62 Window ACs and 59 Split ACs) installed in the Ministry of Steel for the period of one year from the date of awarding the Annual Rate Contract (ARC).

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.

3. The tender document contains the following enclosures:

Annexure-I	-	Term and Condition
Annexure-II	-	Proforma for Technical Bid Submission
Annexure-III	-	List of Items (Proforma for Financial Bid Submission)
Annexure-IV	-	Details of Bank Account
Annexure-V	-	Instructions for Submission of e-Tender

4. Important Dates for the invitation of aforesaid Online Bid:

✓ Publish Date of Bid	- 16.04.2015 01.00 PM
✓ Bid/Document Downloading Start Date	- 16.04.2015 01.30 PM
✓ Bid Submission Start Date	- 17.04.2015 09.00 AM
✓ Bid/Document Downloading End Date	- 15.05.2015 03.00 PM
✓ Bid Submission End Date	- 15.05.2015 03.00 PM
✓ Bid Opening Date	- 15.05.2015 03.30 PM

5. **The Bid should invariably be accompanied by a Demand Draft of ₹ 5,000/- (Five Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD).** The bid received without the requisite EMD will not be entertained. The scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with the bid and original Earnest Money Deposit (EMD) should be **dropped in a sealed cover superscripted with 'BID FOR AMC OF ACs INSTALLED IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before May, 2015 by 03.00 P.M.** The estimated value of the bid is ₹ 1,00,000/- (One Lakh only).

5. Tender may also be downloaded from the website of the Ministry of Steel (www.steel.nic.in).

6. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.

7. The Ministry reserves the right to reject or select any bid without assigning reasons thereof.


(H. K. Wadhwa)

Under Secretary to the Govt. of India

एच० के० वधवा H. K. WADHWA

अवर सचिव/Under Secretary

उद्योग भवन, नई दिल्ली/Ministry of Steel

उद्योग भवन, नई दिल्ली

Udyog Bhawan, New Delhi

Phone:-23061243

Copy with request to upload it on the website of the Ministry of Steel to: NIC, Ministry of Steel

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।

Term and Condition for Maintenance of Air Conditioners (ACs) installed in the Ministry of Steel

General Conditions

1. The period of Annual Maintenance Contract (AMC) shall be ordinarily be *valid for one year with effect from the date of awarding the Annual Maintenance Contract (AMC)*. This period may be further extended as per the requirement of the Ministry for a period of 6 months or may be curtailed/terminated before expiry of this period owing to deficiency in service after giving one week notice to the selected firm.
2. The contract will be 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 as and when required viz. relay circuit, running capacitor, starting capacitor, all kind of motors, fans, wiring of motor, wiring of transformers, gas filling/charging including cost of gas, thermostat, knob set, conciliator, fan motor/fan blade/blower, maintenance/repairing of its voltage stabilizer, if any etc. No payment will be made towards replacement of spare parts, if required. The spare part to be replaced/repared, if any, in the air-conditions/stabilizers should be genuine and of original make, failing which the contract will be cancelled, security deposit forfeited and legal action will be taken against the firm. The firm must show the new spare parts to Section Officer of General Administration Division and the old spare parts, which are replaced, must be deposited in the General Administration Division.
3. Two qualified/skilled mechanics of the firm who should be accessible on mobile phone, will be required to be present in this Ministry on all working days and if needed, on holidays also. These mechanics will report daily to General Administration Division for obtaining complaints. The antecedents of mechanics deployed should be properly verified and their details like name, address, photographs, contact no. etc. will have to be provided to the Ministry of Steel.
4. All the complaints should be attended within one hour from the time of the complaint. In case, the complaints are not attended within one hour, penalty of ₹ 100/- (One Hundred only) will be levied per hour per air conditioner. This amount would be deducted from the performance security deposit/pending bill of the firm. In case of frequent unresponsiveness of attending complaints, the contract shall be cancelled forthwith and performance security deposit shall be forfeited. The firm is also liable to be black listed.
5. No payment for AMC for a particular air conditioner will be made if the air conditioner is out of order for more than 15 days in one season.
6. If an air conditioner is disposed off by the Ministry, the payment of AMC charges will be made only till the air conditioner remained in use.
7. Any financial loss caused due to the damage of any part of the ACs installed in the Ministry would be deducted from the performance security deposit/pending bill of the firm.
8. No Air Conditioner (AC) or any part thereof shall be taken out by the mechanic to the workshop. The work is to be carried out in the premises of the Ministry of Steel. However, the work which can't be done in the office premises would be allowed to be done outside and no transportation or labour charge will be paid for this work.
9. All the air-conditioners should be regularly serviced and cleaned on monthly basis.


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उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi
Phone:-23061243

10. On the expiry of the contract, the firm should be ensure that all the air conditioners are in good working condition failing which the performance security deposit will not be released.
11. The rate quoted should clearly specify whether Sales Tax, Service Tax and VAT are applicable and, if so, at what rate. In case, this information is not indicated in the bid, it would be presumed that the rates quoted are inclusive of all type of taxes. The rates are to be quoted in the format given in Annexure-III.
12. Incomplete or conditional tender will be treated as unresponsive bid and therefore rejected.
13. The rates quoted will remain in force for full period of contract. Demand for revision of rate on any account shall not be entertained during the contract period.
14. The firm should be *located in the in NCR of Delhi* and experience in maintenance of various types of ACs and other related works in at least three Government Ministries/Departments.
15. The firm would be registered with Income Tax Department, Department of Value Added Tax of NCT Delhi and Central Excise Department for Service Tax. A certificate to this effect should be enclosed with the bid.
16. *The rate should be compulsorily be quoted for all the items otherwise the bid shall be treated as incomplete and unresponsive bid and therefore rejected. The rate should be quoted according to the given specification and the format given in Annexure-III.*
17. Payment for the AMC charges will be made half yearly basis. **Payment shall be made by electronic transfer to the account of the firm on submission of bill in triplicate.** Bidder should furnish Details of its Bank Accounts in Annexure-IV alongwith the other requisite documents.
18. **The tender will be finalized on the basis of the total AMC charges and not by item wise lowest rate quoted by the bidders.**
19. It should be ensured that the firm is not providing services/goods to other Ministries/Departments at lower rates than those quoted for the Ministry of Steel. In case, at later stage, it is found that the firm is providing services/goods to any other Ministry/Department at a lower rate, the payment would be withheld by the Ministry.
20. The contract entered into is liable to be terminated by this Ministry at any time without assigning reasons thereof if the service rendered by the firm is not satisfactory or any lapse found in the service provided. Therefore, in this connection, the decision of this Ministry will be final and shall be binding upon the contractor.
21. If any information furnished by bidder is found to be incorrect or false at any point of time, the bid/contract will be liable to be terminated without any notice and the Earnest Money Deposit (EMD)/performance security deposit is liable to be forfeited.



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22. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:

- (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
- (b) Scanned copy of Earnest Money Deposit (EMD)
- (c) Scanned copy of PAN Card
- (d) Scanned copy of VAT/TIN//Sale Tax registration certificate
- (e) Scanned copy of work experience certificate
- (f) Scanned copy Annexure-IV (details of bank account of firm)
- (g) Scanned copy of cheque from account furnished in Annexure-IV
- (h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.

23. The contractor entered into shall indemnify the Ministry of Steel against all damages/expenses for which the Ministry may be held liable or pay on account of the negligence of the contractor or any person under his/her control whether in respect of accident/injury to the person/damages to the property in executing the work or otherwise and against all damages/demands thereof.

24. In event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of Steel. The provisions of Arbitration and Conciliation Act, 1996 (No 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Delhi. The expenses of arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

25. Pending the submission of and/or a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this agreement without prejudice to a final adjustment in accordance with such award.

26. Bidders are advised to inspect the place where these air conditioners are installed before submitting the bid on any working day during 09.00 a.m. to 5.30 p.m.

27. Overwriting or correction in any of the tender document is not permissible.

28. The bidder should not have been blacklisted by any Government Ministry/Department or any other organization.

29. The contract will be interpreted under Indian Laws and subject to the jurisdiction of Delhi Courts.


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Financial Conditions

1. Average Annual Turn Over of bidder firm during last three year, ending 31st March of the previous financial year should be at least of ₹ 3 lakh per annum. Documentary evidence to this effect i.e. copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc. should be submitted alongwith the other requisite documents.
2. *Earnest Money Deposit (EMD) of ₹ 5,000/- (Five Thousand only) in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi is to be dropped in a sealed cover superscripted with 'BID FOR AMC OF ACs INSTALLED IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 15th May, 2015 by 03.00 P.M.*
3. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the Annual Maintenance Contract (AMC). No interest will be paid on EMD amount.
4. Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. *Successful bidder shall submit the performance security of ₹ 20,000/- (Twenty Thousand only) by way of Fixed Deposit (FD) which will be refunded on satisfactory completion of the contract. No interest will be paid on performance security deposit.*
5. *No exemption will be given to any firm with regard to deposit Earnest Money Deposit (EMD).* However, The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.



(H. K. Wadhwa)

Under Secretary to the Govt. of India

एच० के० वधवा / H. K. WADHWA
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INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF TECHNICAL BIDS

S. No.	Particulars	To be filled by the bidder	
1.	(a) Name of the Firm		
	(b) Address of the Firm		
	(c) Name of Proprietor		
	(d) Telephone No.		
	(e) Mobile No.		
	(f) Email Address		
2.	PAN Number (copy to be enclosed)		
3.	TIN Number (copy to be enclosed)		
4.	Service Tax Registration Number (copy to be enclosed)		
5.	List of at least three Government Ministries/Departments showing experience in the field (copy to be enclosed)		
6.	Annual Turn Over (in ₹) (copy of financial statement of account like Balance Sheet, Profit & Loss Account etc. to be enclosed) (Average Annual Turn Over during last three financial year should be at least of ₹ 3 lakh per annum)	Year	Annual Turn Over (in ₹)
		2011-12	
		2012-13	
		2013-14	
7.	Details of EMD (i) Amount (ii) DD No. (iii) Date (iv) Issuing Bank		
8.	Whether terms and conditions of the tender is acceptable?		

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the Firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the Firm or its owner/partner anywhere in India.

Further, it is certified that I/we have read and understood the terms and condition of the Notice Inviting Tender (NIT) No. 21014/2/2015-Ad (G) dated 16th April, 2015 and will abide by them till the completion of the contract period. We are also willing to provide services of maintenance of Air Conditioners on credit basis and we understand that settlement of bills may take some time depending on availability of funds.

(Signature of the authorized person)

Date :

Name:

Place :

Designation:

Seal:

Note: Any bid received without all the details and the certificate dully signed with the seal of the firm will be treated as incomplete and unresponsive bid and therefore bid will be summarily/uprightly rejected and financial bid will not be opened.

एच० के०
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LIST OF ITEMS
INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF FINANCIAL BIDS

Sl. No.	Name of item	Basic Rate Per Unit (in ₹)	VAT and other taxes etc. (in ₹)	Total Rate Per Unit (in ₹)
1	2	3	4	5
(A)	WINDOW AIR CONDITIONERS			
1.	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 as and when required viz. relay circuit, running capacitor, starting capacitor, all kind of motors, fans, wiring of motor, wiring of transformers, gas filling/charging including cost of gas, thermostat, knob set, conciliator, fan motor/fan blade/blower, maintenance/repairing of its voltage stabilizer, if any etc.			
2.	Installation Charges (applicable only when the location of the AC changes, on the direction of the Ministry)			
(B)	SPLIT AIR CONDITIONERS			
1.	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 as and when required viz. relay circuit, running capacitor, starting capacitor, all kind of motors, fans, wiring of motor, wiring of transformers, gas filling/charging including cost of gas, thermostat, knob set, conciliator, fan motor/fan blade/blower, maintenance/repairing of its voltage stabilizer, if any etc.			
2.	Installation Charges (applicable only when the location of the AC changes, on the direction of the Ministry)			
(C)	RATES OF PERIPHERALS			
1.	Voltage Stabilizer for Air Conditioner (per unit)			
2.	Remote for Air Conditioner (per unit)			
3.	Iron Stand for placing Outdoor Unit of Split AC (per unit)			
4.	Copper Pipe (per meter)			
5.	Drain/Water Pipe (per meter)			
6.	Connection Wire (electric) (per meter)			
7.	Connection Plug (electric) (per unit)			
8.	Kit of Split Air Conditioner (per unit)			
9.	Kit of Window Air Conditioner (per unit)			

Note:

1) VAT and other taxes etc (Column No. 4) must be specified and filled in amount (in ₹) (not as percentage) so that Total Rate per unit (Column No. 5) will be filled with appropriate amount (in ₹).

2) Leaving any of the Column No. 3, 4 and/or 5 will be treated as incomplete and unresponsive bid and therefore liable to be rejected.

एच.के. भट्ट / H. K. Bhatt
 अवर सचिव / Under Secretary
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DETAILS OF BANK ACCOUNT

(Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) Facility For Receiving Payments)

S. No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

(Signature of Account Holder)

Date :


Place :

Name:

Designation:

Seal:

Note: Please attach a photocopy of cheque


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Instructions for Submission of e-Tender (in two bids system-Technical Bid and Financial Bid)


As per the directives of Department of Expenditure, Ministry of Finance, this tender document has been published on the Central Public Procurement (CPP) Portal (www.eprocure.gov.in). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in submission of e-Tender through the CPP Portal. More useful information for submitting online bids on the CPP portal may be obtained at www.eprocure.gov.in/eprocure/app

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the CPP Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID, password and the password of the DSC/e-Token.


PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid Documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and they should be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.


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SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and either details of the instruction.
4. ***Bidder should upload their Technical Bid (information furnished by the firm for evaluation of technical bids given in Annexure-II) and Financial Bids (information furnished by the firm for evaluation of financial bids given in Annexure-III) alongwith the other requisite document in .pdf format.***
5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. the bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the date. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket layer 128 bit encryption technology.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. ***The e-Tender has been invited under two bids system (Technical Bid and Financial Bid).*** The interested firms are advised to submit their bids-Technical Bid and Financial Bid "on-line" by visiting the Central Public Procurement (CPP) Portal (www.eprocure.gov.in). The bids will be accepted as e-Tender only i.e. the bidders will submit their bids on the e-Procurement Portal, in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the Firm on the Central Public Procurement (CPP) Portal are pre-requisite for e-tendering.
10. Bidder should prepare the Earnest Money Deposit (EMD) as per the instructions specified in the tender document. The original should be dropped in a sealed cover superscripted with 'BID FOR AMC OF ACs INSTALLED IN THE MINISTRY OF STEEL' in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before the last date of bid submission. The details of the Demand Draft, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.
11. The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted alongwith the bid.


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12. The firms are required to upload copies of the following documents along with the *Technical Bid* (information furnished by the firm for evaluation of technical bids) in .pdf format, failing which their Bids shall be summarily/uprightly rejected and will not be further considered:

- (a) Scanned copy of Annexure-II (information furnished by the firm for evaluation of technical bids)
- (b) Scanned copy of Earnest Money Deposit (EMD)
- (c) Scanned copy of PAN Card
- (d) Scanned copy of VAT/TIN//Sale Tax registration certificate
- (e) Scanned copy of work experience certificate
- (f) Scanned copy a Annexure-V (details of bank account of firm)
- (g) Scanned copy of cheque from account furnished in Annexure-V
- (h) Scanned copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc.

13. Conditional and incomplete bids shall not be considered and will be treated as un-responsive bid and rejected out-rightly at the very first instance.

14. The Ministry of Steel reserves the right to annul any or all bids without assigning any reason.



(H. K. Wadhwa)

Under Secretary to the Govt. of India

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