

NIELIT Headquarters, New Delhi

File No.1 (55)/2000 NIELIT/Vol-1(Part-1)

Date: 16.06.2016

SHORT TERM TENDER NOTICE

For AMC of Air Conditioners (ACs).

1. Competitive offers in sealed covers super scribed with the statement “Bids for **AMC of ACs**” are invited from interested and eligible parties for AMC on “**Limited tender**” basis.
2. The Tender Notice containing detailed terms and conditions are also available on NIELIT website www.nielit.gov.in and CPP Portal www.eprocure.gov.in . Interested parties can download the Tender Document and submit their offer.
3. **The condition of Air Conditioners can be inspected at NIELIT’s Office in Electronics Niketan between 10:00 hrs to 16:30 hrs up to 01.07.2016 on any working day.** The ACs are of different make and model, which are mostly in working order. **Total approximate cost of AMC (including one time repair/refurbishment cost) is Rs. 4.00 lakh only.**
4. You are accordingly requested to quote your lowest rates for AMC of the ACs. The proposal should be submitted in two parts viz. “**Technical Bid**” and “**Commercial Bid**” in the Performa enclosed at Annexure-C and Annexure-D, respectively. Filled in Annexure-C and Annexure-D should be sealed in separate envelopes and appropriately super scribed with the statement “Technical Bid” or “Commercial Bid” as the case may be and then sealed in a bigger envelope super scribed with “**Bids for AMC of ACs**”. The sealed cover containing technical & commercial Bids should be addressed to the **Deputy Director (Civil), NIELIT, HQ, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi-10003** and **reach on or before 15.00 hrs of 04.07.2016.** The ‘**Declaration Form**’ at Annexure-A forming part of the inquiry should be signed and submitted along with the Technical Bid in token of acceptance of terms and conditions of the Tender given in Annexure-B. The Technical bids would be **opened on the same day at 15.30 hrs.** The bidders may depute their personnel for the bid opening event, if they so desire.
5. The offer shall accompany an Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only). The EMD should be submitted in the form of Demand Draft drawn on any nationalized bank in favor of **NIELIT** payable at New Delhi. Tenders without EMD will be summarily rejected.
6. NIELIT reserves the right to accept/reject any/all offer(s) without assigning any reason whatsoever.

Addl. Director (P&A)

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DECLARATION

I / We have read the Terms & Conditions of tender notice to and accepted the same. I/We have made my /our offer keeping in view of all these conditions forming part of the tender inquiry. In case I fail to abide by the terms and conditions or the carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms & condition.

I / We have remitted an EMD of Rs. 10,000/- (Rupees ten thousand only) vide DD No. _____ dated _____ drawn on _____ Bank, _____ Branch. A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Proforma) is enclosed.

PAN No. of the Bidder:

(Mandatory)

Mobile No. :

Telephone No.:

e-mail ID:

Place:

Signature:

Date:

Name:

Address of the Bidder:

Seal:

Enclosure:-

- i) Terms & Conditions duly signed.
- ii) Xerox copy of PAN Card, S. T. Registration Certificate copy of the trade license, if any.
- iii) Working experience of last 3 years.
- iv) Copy of last 3 years Balance sheet & profit & loss Account.

TERMS AND CONDITIONS

1. The AMC of ACs shall be awarded on “As is basis”. It will be a comprehensive AMC and all parts including compressor and gas charging etc. will be covered under the awarded AMC.
2. The AMC of ACs is for following location/area:-

**National Institute of Electronics and Information Technology
(NIELIT), Headquarter
Electronics Niketan, 6, C.G.O Complex, Lodhi Road
New Delhi- 110 003**
3. Quotations are to be submitted in sealed covers and should be submitted within the last date and time specified in the tender document.
4. The quoted price, for each type of AC shall be submitted in the **Price Format at Annexure-D**, forming part of the Tender Inquiry. Prices are to be quoted for all the items, otherwise the tender will be rejected.
5. **Tenders shall be accompanied by the EMD of Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft drawn on any Nationalized Bank in favour of NIELIT payable at New Delhi.** (Under no circumstance, amounts that are not underrated due or likely to be due from NIELIT will be adjusted against the EMD). No mode of payment other than the above will be accepted. EMD amount will not carry any interest. **Tenders without EMD will be summarily rejected.**
6. The tender shall be open for acceptance for a period of ninety (90) days from the date of opening the bids. In case of withdrawal of tender within this period, the EMD remitted by the bidder will be forfeited.
7. The tender shall be written legibly and free from erasing and over-writing. Corrections, if any, should be duly countersigned by the authorized signatory. Rates should be written both in words and in figures. In case of difference in the rates indicated in figures and words, the rates indicated in words would be treated valid.
8. The bidders are required to indicate their PAN Number in their offer since it has been made mandatory by I.T. Department.
9. All employees, tools and equipment for serving under AMC of ACs at NIELIT Office shall be arranged by the vender on their own cost. The personnel employed for serving under the AMC shall strictly obey the safety rules in force and NIELIT will not be responsible for breach of any rules by the personnel of the vender in any way whatsoever. The job shall be done without damaging the respective space /premises etc. in the office. The AMC vendor shall make good the damages, loss, etc., in the event of any such occurrence.

10. The AMC contract shall be governed by the Indian Contract Act, 1872 and subsequent revisions/ amendments there to. All payments due from the bidder under the contract shall be made in Indian currency.
11. Tenders submitted without fulfilling the above term & conditions and in contravention to the tender notice are liable to be rejected summarily.
12. The Tender Notice and connected Annexures shall form part of the contract.
13. The ACs can be inspected by the bidders on any working day as per schedule given in tender notice with prior appointment in order to assess the repair/refurbishment and AMC cost of AC Units.
14. The successful bidder would be awarded the AMC for a period of one year which may be extended for another year on the same terms and rates of the AMC charges subject to satisfactory performance of the vendor.
15. All statutory payments, like minimum wages prescribed, compensation in case of accident or loss, etc., to the workers employed by the bidder, Transportation and Taxes etc. for the AMC of ACs shall be borne by the AMC Vendor.
16. Any clarification required may be obtained before submission of the tender.
17. NIELIT reserves the right to cancel this tender at any time without assigning any reason before issue of the AMC order. Bidders are not entitled to claim any damage or compensation in case of such cancellation.
18. The tender is issued subject to the jurisdiction of the local courts at New Delhi only. All disputes arising out of the tender notice and resultant AMC order shall have the jurisdiction of the competent Court at New Delhi only.
19. The rate quoted by the Bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of the AMC.
20. EMDs submitted by unsuccessful bidders will be refunded after release of order to successful bidder. The EMD of successful bidder may be adjusted in the performance security or returned after submission of performance security by the bidder.
21. The successful bidder will be required to deposit a performance security amount @ 10% of the total AMC cost through Demand Draft/Bank Guaranty in standard format valid for 14 months, before issuance of AMC order.
22. Provision has been made in the tender for one time paid repair/refurbishment of the ACs, wherever required (as may be assessed and estimated by the bidders). The required repair/refurbishment work will have to be completed within 15 days of award of AMC order. The payment of such repair/refurbishment shall be made to the vendor after satisfactory completion of repair/refurbishment work, within first quarter of AMC.
23. The AC units under repair/refurbishment shall deem to be under the AMC w.e.f. date of successful completion of their repair work.
- 24. The tender shall be decided taking into consideration the total AMC cost plus total repair/refurbishment cost of ACs quoted by the bidder as per annexure-D.**
25. Payment of AMC shall be released on quarterly basis at the end of each quarter against the bill subject to satisfactory work under the AMC.

26. Preventive maintenance/servicing shall be provided to each AC unit by the vendor once in each quarter under the AMC and alternate service of each AC Unit shall be wet service.

27. Break down calls shall be attended within 24 hrs (Excluding Sunday/Holiday) of registering the complaint in the log book (to be maintained by the AMC. Vendor in NIELIT) or information received from NIELIT. The required repair work shall also be completed by the vendor within next 48 hours, failing which a penalty @ Rs. 250/- per day shall be deducted for the delay period subject to maximum limit of AMC cost of the particular AC unit. In case of any damage / breakage to any of the AC unit under the AMC during the maintenance work occurs due to carelessness negligence etc on the part of the workman, the same shall repaired /replaced by the AMC vendor at in own cost failing, which the cost of repair carried out by NIELIT shall be recovered from the vender.

28. The details of AC Units of NIELIT are as given below:

S. No.	Type of ACs & Make	Location	Qty (No)	Physical Status	Approx. Repair Assessed by NIELIT
1.	Window AC 1.5 ton (Voltas make)	Main office (Project room, GF)	02	Working	-
2.	Multi-split ACs 2*1.5 ton (Blue Star make)	Annexe	01	Working	
3.	Split AC, 2.0 ton (Hitachi make)	Annexe (Server room)	02	Working	
4.	Multi-Split Tower AC, 2* 1.5 ton (Voltas)	Annexe (Server room)	01	Working	-
5.	Centralize Duct able ACs (8.5 ton (Voltas)	Exam & Finance (Main office, GF)	02	Working-1, Partly working-1	One compressor of 4.25 ton to be replaced and Indoor to be repaired/ serviced
6.	Cassette AC 3.0 ton (L.G.)	3 rd Floor Office	02	Working	
7.	Cassette AC 3.0 ton (Blue Star)	MD Room & CVO Room	03	Working	
8.	Split AC 2.0 ton (L.G.)	VC Room Main office	02	Working	
9.	Window AC 1.5 Ton (LG Make)	RC Building	07	Working-	
10.	Split AC 1.5 Ton (LG Make)	RC Bldg.-4, Annexe-3, Main office-8 (GF)	15	Working	
11.	Multi-Split AC 2*1.5 Ton (LG make)	Finance (Main office, GF)	02	Working	
12.	Split AC 1.5 Ton (LG Make)	DG`s Residence Office	02	Working	

29. Total approximate cost of AMC (including one time repair/refurbishment cost) is Rs. 4.00 lakh only.

Eligibility Criteria: (Pre-Qualification Requirement)

- i) **Companies/Firms/Individuals should be in existence for minimum 3 years in the business of dealing sales/service of Air Conditioners of Branded make** (like Voltas, Blue Star, Hitachi, Carrier Aircon & L.G. etc). Firm Registration and Valid Dealership Certificate should be attached with the Technical Bid.
 - ii) Companies/Firms/Individuals must be registered in Service Tax and copies of the documents should be enclosed with the Technical Bid.
 - iii) The firm/company/Individual should have a **previous AMC work experience of ACs for two years with a Government Department/Public Sector Undertaking/ Government Autonomous Bodies in Delhi or NCR**. The company should furnish its contract/order documents with the said office for the last two years.
 - iv) The firm/company/Individual should have annual turnover, from maintenance services alone, not less than 10.00 lakh for the financial year 2013-14 and 2014-15. Copies of the balance sheets & Profit & Loss account should be enclosed with the Technical Bid.
 - v) EMD of Rs 10,000.00 should be submitted with Technical Bid.
 - vi) The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cut-off date and time will be rejected forthwith.
 - vii) Xerox copy of PAN Card should be furnished with Technical Bid.
30. The contract's liable to be terminated at any time with a notice of 15 days if performance is not satisfactory.

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Proforma for Technical Bid

1. Name of the Company/Firm/Individual:
Address & Tel. No.

e- mail ID :
2. Date of commencement of Business :
(Companies/Firms/Individuals should be in existence for minimum 3 years in the business of dealing sales/ service of Air Conditioners of Branded make (like Voltas, Blue Star, Hitachi, Carrier Aircon & L.G. etc). Firm Registration and Valid Dealership Certificate should be attached)
3. Status of the organization :
(e. whether proprietorship ,partnership, Pvt. Ltd. etc.)
:
4. Name of the CEO/Proprietor with :
Contact number
5. Annual Turnover (from services) : 2013-14 2014-15
(Furnish copy of balance sheets & (Rs.) (Rs.)
Profit & Loss account)
6. CST No.,(if any)
Service Tax No.

PAN No. of the Organization
(Furnish photocopies of relevant documents)
7. The firm/company/Individual should have a **previous AMC work experience of ACs for two years with a Government Department/Public Sector Undertaking/ Government Autonomous Bodies in Delhi or NCR.** The company should furnish its contract/order documents with the said office for the last two years.

Name and Address

Annual Cost of AMC Contract

- a.
- b.
- c.

8. Do you agree with the terms and

Conditions stipulated in Annexure-B :

9. Details of EMD (enclosed DD) : DD No. _____ dated _____ for Rs. _____ drawn on _____ Bank in favour of **NIELIT**, payable at New Delhi.

Declaration:

It is certified that the information furnished above is correct to the best of my/our knowledge & belief. I/We have gone through the terms and conditions stipulated in Annexure-B and confirm to abide by same. Disagreement and solution proposed has been listed in a separate sheet and begin attached with this Bid. We have seen and examined the ACs to be taken under the AMC from NIELIT. A copy of the terms and conditions with its all pages signed, in token of acceptance of the same is enclosed.

Signature.....

Place-----

Name.....

Date.....

Designation.....

Annexure- D

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Performa for Commercial Bid

1. Name of the Company/Firm/Individual :
- Address & Telephone/Mobile No. :
- e- mail ID :

2. Rates offered for Comprehensive AMC of ACs installed at NIELIT HQ.

S. No.	Type of ACs & Make	Location	Qty. (No)	One Time L.S. Total Repair/ Refurbishment cost of given Qty. of AC Units If any (Rs.)	Comprehensive AMC Rate Per Unit (Rs.)	Comprehen sive AMC Amount [Qty. x AMC Rate] (Rs.)	Total Repair + AMC cost (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)={(4)x(6)}	(5)+(7)
1.	Window AC 1.5 ton (Voltas make)	Main office (Project room, GF)	02				
2.	Multi-split ACs 2*1.5 ton(Blue Star make)	Annexe	01				
3.	Split AC, 2.0 ton (Hitachi make)	Annexe (Server room)	02				
4.	Multi-Split Tower AC, 2* 1.5 ton (Voltas make)	Annexe (Server room)	01				
5.	Centraliz Ductable ACs (8.5 ton Volta make)	Exam & Finance (Main office, GF)	02				
6.	Cassette AC 3.0 ton (L.G make.)	3 rd Floor Office	02				
7.	Cassette AC 3.0 ton (Blue Star)	MD Room & CVO Room	03				
8.	Split AC 2.0 ton (L.G Make.)	VC Room Main office	02				
9.	Window AC 1.5 Ton (LG Make)	RC Building	07				
10.	Split AC 1.5 Ton (LG Make)	RC Bldg.-4, Annexe-3, Main office-8 (GF)	15				
11.	Multi-Split AC 2*1.5 Ton (LG make)	Finance (Main office, GF)	02				
12.	Split AC 1.5 ton (L G Make)	DG's Residence office	02				
	Total Amount (Rs)						

Net Total {Repair/ Refurbishment cost (sum of column-5) + Comprehensive AMC Amount (sum of column-7)} = Rs._____ Only.

(Rupees in words :.....)

Note:

- a. Rates should be all inclusive.**
- b. The Company/Firm/Individual will have to quote for both of the above items (i.e. Repair/Refurbishment and AMC of ACs, failing which offer may be rejected.
- c. NIELIT reserves the right to accept or reject any offer without assigning any reasons whatsoever.
- d. NIELIT reserves the right to cancel this tender in case no satisfactory proposal is received.

It is certified that the information furnished above is correct to the best of our knowledge & belief.

Place-----

Signature.....

Date.....

Name.....

Seal of the Organisation

Designation.....

Check list

S. N.	Name of Documents	Yes/No	Reason (If any)
01	EMD of Rs. 10,000.00. (As per required format in tender conditions)		
02	Documents/Certificates related to work experience and authorized dealership as per tender conditions.		
03	Copies of PAN card, VAT, Service Tax. and Firm's Registration etc.		
04	Copies of Balance sheets and Profit & Loss Account related with annual turnover		
05	Additional information (If any)		

