

Udyog Bhawan, New Delhi
Dated: 22nd June, 2016

E-Tender Notice

(AMC of Air Conditioners, Voltage Stabilizer and Water Coolers)

Subject: Annual Maintenance/repairing of Air conditioners (Window/Split), Voltage Stabilizers and Water Coolers belonging to Office of DGFT (Hqrs), Udyog Bhawan, New Delhi.

The Directorate General of Foreign Trade invites e-tenders on CPP Portal for Annual Maintenance/repairing of Air conditioners (29 Split ACs, 112 Window ACs, 97 Voltage Stabilizers and 03 Water Coolers) belonging to Office of DGFT(Hqrs). The annual maintenance of Air conditioners (Window/Split), Voltage Stabilizers and Water Coolers will be subject to term & conditions of the contract as at Annexure-I. The last date of receipt of quotation is by 3.00 PM on 7th July 2016. The quotation superscripted "Quotations for Annual Maintenance/repairing of Air conditioners (Window/Split), Voltage Stabilizers and Water Coolers" containing technical and financial bids in prescribed format should be addressed to the Deputy Director General of Foreign Trade (General Section) Room No. 202, H-Wing, Udyog Bhawan, New Delhi along with other required document as per tender notice and should be submitted through CPP portal website i.e. <http://eprocure.gov.in>. Bidders are requested to furnish/upload scanned copies of all documents in pdf.format. **EMD of Rs. 20,000/-** drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi" should be submitted to General Section, 202, Udyog Bhawan, New Delhi before last date of bid submission without which the quotation will not be considered. The successful bidder will be required to provide a **Security Deposit of Rs. 20,000/-** upon award of the contract. The technical bid will be opened on 7th July, 2016 at **4.00 P.M.**

2. The prospective bidders are requested to go through the enclosed terms and conditions of the contract carefully. **The bid documents (Technical and Financial) are to be submitted as per Annexure I & II.** The rates quoted should be inclusive of all charges except taxes. No correction either in the technical bid or financial bid is permitted. Incomplete or ambiguous bids without documentary proof will not be considered. The tender document can be downloaded from the website <http://eprocure.gov.in/eprocure/app>.

3. Bidders may also contact toll free No. 18002337315 of Central Public Procurement Portal for obtaining guidance to file online tender.

(Kirti Vardhan)
Dy. Director General of Foreign Trade
Tel. No: 23063669
Email address: kirti.vardhan@nic.in

1. FTDO(EDI),with the request to place the aforesaid Notice on the website of the DGFT for wider publicity.
2. CPP portal to publish the tender notice.

Terms and conditions of the contract:-

- (i) Period: The successful firm will be required to start working immediately after award of the contract. The Department shall, however, have the right to terminate the contract at any time without assigning any reason thereof.
- (ii) The firm shall have to attend all complaints filed electronically on receipt of such Information from the users with the prior approval of General Section. The services shall be provided on regular basis during office hours and in case of emergency beyond office hours or on holidays etc.
- (iii) The firm will be required to undertake maintenance of equipments 29 split ACs, 112 Window ACs, 97 Voltage Stabilizers and 03 Water Coolers at our office located at H & G wing of Udyog Bhavan, New Delhi.
- (iv) The existing numbers of Air Conditioners (Window/Split), Voltage Stabilizers and Water Coolers mentioned above may change during the currency of the contract. For any such alterations, intimation shall be given to the contractor and if any new addition is not maintained through warranty clause but through AMC, charges for maintenance shall be payable to the contractor at the rates agreed upon. Similarly, the deletion shall also be intimated to the contractor and charges shall be deducted proportionately from the payment due to the contractor.
- (v) Payment will be released on Quarterly basis through Electronic Clearing System (ECS).
- (vi) No increase in amount shall be considered at all during the currency of the AMC. No other charges like transportation fare etc. will be payable.
- (vii) Conditional tender will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.
- (viii) The terms "Maintenance" shall include oiling, cleaning, greasing, servicing and repair of motor/compressor, electrical parts, air filters and gas charging during the currency of the contract at the exclusive risk, responsibility and the cost of contractor.
- (ix) They shall be required to inspect all the Air-conditioners and put these into operation immediately failing which the contract may be cancelled without assigning any reasons and the security money deposited by the contractor shall be forfeited.
- (x) For regular and proper maintenance of the air conditioners, water coolers etc, and for attending to the complaints received from General Section or officers, it shall be obligatory on the part of the firm to depute sufficient number of qualified mechanics (minimum two) on all working days from 9.30 AM to 6.00 P.M throughout the currency of the contract. In case of emergency, the complaints would also be required to be attended to on holidays.
- (xi) As far as possible, the repair work shall be carried out in the premises i.e. in Udyog Bhavan. only such repairs which are not possible to be undertaken in the premises of the DGFT may be allowed to be done in the workshop of the firm with prior approval. In no case, an air conditioner, 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. The Air Conditioners or part thereof, taken to the workshop will have to be brought back within two days, failing which the cost of the machine/part will be recovered from the firm and, if considered necessary, the contract will be terminated without

- (xii) The contractor shall be responsible for smooth and satisfactory working of the air conditioners.
- (xiii) The firms are also required to prove their competence for undertaking the jobs of providing required services and shall, therefore, furnish their standing and goodwill through attested certificate/documentary proof from at least five Ministries/Departments. The firm shall also indicate their registration number, Income Tax Number and PAN Number, EPF & ESIC registration number. The firm should have at least annual turnover of Rs. 10/- Lakhs.
- (xiv) The security deposit shall be in the form of fixed deposit on any of the scheduled bank & pledged in favor of the Accounts Officer, DGFT. The security deposit will be refunded only after the completion of the contract subject to satisfactory service/performance during the period of the contract. The security deposit will be forfeited during the period of contract of the services of the firm are found to be unsatisfactory.
- (xv) The rate may be quoted as per Annexure-I, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation.
- (xvi) The firm will depute at least two engineers having 4-5 years working experience in the field on all working days from 9. 30 A.M. to 6.00 P.M. The firm is also required to provide with mobile phones to ensure their availability. Amount will be deducted, if any service engineer remains absent/on leave without providing of substitute.
- (xvii) If any AC/accessory is not repaired within two days, the firm will provide a stand by AC/accessory. If, however, the firm fails to repair or provide a stand by AC/accessory within 2 days, then a penalty of Rs. 200/- (Rupees two hundred only) per day or part thereof will be charged for delay beyond the two days till such time the AC/accessories are repaired.
- (xviii) It may also be noted that in case of contract or backing out in midstream without any explicit consent of this Directorate, the contract will be liable to recovery at higher rates, vis-a-vis, those contracted with it, which may have to be incurred by this Directorate on maintenance of machine for the balance period of contract through alternative means.
- (xix) The above act of backing out would automatically debar the firm from any future dealing with this Directorate and the EMD amount would also be forfeited.
- (xx) No advance payment in any case would be made. However, quarterly payment after satisfactory completion of each quarter would be made.
- (xxi) The contract is not transferable.

PROFORMA FOR TECHNICAL BID

To,

The Deputy Director General of Foreign Trade
 Directorate General of Foreign Trade
 Room No-202, Udyog Bhawan
 New Delhi-110011

Subject: - Annual Maintenance/repairing of Air Conditioners (Window/Split), Voltage Stabilizers and Water coolers belonging to Office of DGFT (Hqrs).

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No.4/1/2015-Genl/ 22nd, June, 2016. The information regarding technical details as desired is as per following details:-

1. Name of tendering Company/Firm/Agency : _____
2. Name of Proprietor/Director of Company/
firm agency. : _____
3. Full Address of Reg. Office : _____
 Telephone No : _____
 Fax No. : _____
 Email Address : _____
4. The details of the PAN, Service tax number
and other Statutory Registration .
(Attached Copy) : _____
5. Name of the organizations with similar contract:
(Copies of contracts & satisfactory certificates
from concerned Departments/PSUs etc. is to be
enclosed) : _____
6. EMD details (Amount, Name of the Bank, Branch:
(DO date and No. etc.) : _____

PROFORMA FOR FINANCIAL BID

To

The Deputy Director General of Foreign Trade
 Directorate General of Foreign Trade
 Room No-202, Udyog Bhawan
 New Delhi-110011

Subject- Annual Maintenance/repairing of Air Conditioners (Window/Split), Voltage Stabilizers and water coolers belonging to Office of DGFT (Hqrs.).

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General Of Foreign Trade letter No. 4/1/2013-Genl ,22nd June,2016. The information regarding financial details as desired is as per following details:-

S. No.	Items	Rate
1.	Maintenance charges (rate per AC/Water coolers including Oiling, Chemical washing and General Service) (a) Window type (b) Split Type (c) Water Cooler (d) Voltage Stabilizer	
2.	Replacement of Components with new ones (where applicable)	
(a)	Compressor	
	(i) 1.5 Ton AC (a) Window type (b) Split Type	
	(ii) 2 Ton AC (a) Window type (b) Split Type	

	<p>Buy back of old compressor</p> <p>(a) Window type (b) Split Type (c) Water Cooler</p>	
(b)	<p>Running capacitor</p> <p>(a) Window type (b) Split Type (c) Water Cooler</p>	
(c)	<p>Fan Motor</p>	
	<p>(i) Rewinding</p> <p>(a) Window type (b) Split Type (c) Water Cooler</p>	
	<p>(ii) Replacement</p> <p>(a) Window type (b) Split Type (c) Water Cooler</p>	
	<p>Buy back of old motor</p> <p>(a) Window type (b) Split Type (c) Water Cooler</p>	
(d)	<p>Grill</p> <p>(a) Window type (b) Split Type (c) Water Cooler</p>	
(e)	<p>Chasis</p> <p>(a) Window type (b) Split Type (c) Water Cooler</p>	

	(f) Remote of split AC	
	(ii) Repair (a) Window type (b) Split Type	
	(iii) Replacement (a) Window type (b) Split Type	
(g)	Refrigeration pipe-Rate (per mtr.) (a) Window type (b) Split Type (c) Water Cooler	
(h)	Replay (a) Window type (b) Split Type	
(i)	Thermostat (a) Window type (b) Split Type (c) Water Cooler	
(j)	Drain pipe (per mtr.) (a) Window type (b) Split Type (c) Water Cooler	
(k)	Compressor oil (a) Window type (b) Split Type	
(l)	Flushing, Vaccum & pressure the system & brazing pipe without unit and indoor unit (a) Window type (b) Split Type (c) Water Cooler	
(m)	Rubber gasket	

	(a) Window type (b) Split Type (c) Water Cooler	
(n)	AC plug/iron clad (a) Window type (b) Split Type (c) Water Cooler	
(p)	Valve (a) Window type (b) Split Type (c) Water Cooler	
(q)	Wire (per mtr.) (a) Window type (b) Split Type (c) Water Cooler	
(r)	Gas charging (a) Window type (b) Split Type	
(s)	Installation charges (a) Window type (b) Split Type (c) Water Cooler	
(t)	De-installation charges (a) Window type (b) Split Type (c) Water Cooler	

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorised Signature)

Name of the bidder:

Complete Address:

Address (Work), If any,

Contact Nos.