

F.No. D-13011/1/2011-Genl.  
Government of India  
Ministry of Minority Affairs

11<sup>th</sup> Floor, Paryavaran Bhawan,  
CGO Complex, Lodhi Road, New Delhi.

Dated: the 13<sup>th</sup> February, 2015


### **TENDER NOTICE**

The Ministry of Minority Affairs invites sealed quotations from manufacturers/ suppliers/ reputed contractors who have experience of maintaining AC Units in Govt. Departments/PSUs for Annual Maintenance/Repairs of Window/Split/Tower and Rooftop AC Units of 1.5 to 2.0 TR capacity installed in this Ministry.

2. The bids should be filled up as given in Para-20 of the Appendix containing "preparation and submission of Tender" and dropped in **tender box of Ministry of Minority Affairs at ground floor, Paryavaran Bhawan , CGO Complex , Lodhi Road , New Delhi.**

3. The quotation should reach latest by 3.00 P.M on 03.03.2015 The Technical Bids shall be opened at 4.00 PM on the same day and in the presence of such tenderers who may wish to be present. The Financial Bids of only those tenderers whose technical Bids have been accepted by the Ministry, shall be opened in the presence of those who wish to be present on 05/03/2015 at 3.30 PM by the Committee constituted by the Ministry. The Competent Authority reserves the right to cancel any or all the quotations without assigning any reason there for. The terms and conditions of the AMC are at **Appendix.**

The tender notice alongwith terms and conditions can also be downloaded from the website [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in).

  
(Mohd Afzal) 13/2/15  
Director

Copy to: The Director, NIC, Ministry of Minority Affairs with the request to upload the above tender notice in the website of the Ministry Immediately.

Terms and condition:

1. Tender should be accompanied by Earnest Money Deposit of Rs.10,000/- in the form of crossed demand draft of any Nationalized Bank drawn in favour of DDO, Ministry of Minority Affairs. Tender without EMD shall be rejected.
2. All Air Conditioner units taken for AMC should be serviced at least once in three months during the contract period. The following are the works covered under Annual Maintenance Contract of AC units.

AC UNIT

- (a) Checking of operating pressure of the compressors.
- (b) Inspections for leaks in the system and taking remedial actions.
- (c) Checking of leakage in the pumps, tension of 'V' Belts, arresting refrigerant leak, tightening of foundation bolts and alignment of motors/compressors and minor problems of electrical control panels.
- (d) Cleaning of air/micro filters/ pot strainers and Booster fans.
- (e) Checking for refrigerant leak with a halide detector. If any leak is found, the same should be rectified forthwith.
- (f) Checking of oil level in the compressor/shutters.
- (g) Checking of motor terminals/slip rings and brushes.
- (h) Lubrication of all bearings.
- (i) Absence of sweating of the suction pipes and low operating suction pipes and low operating suction and / discharge pressures should be investigated and promptly rectified.
- (j) De-scaling of conductor should be carried out at least once in six months (Chemicals will not be provided).
- (k) Attending to break- down calls & trouble diagnosis.
- (l) Checking the plant components for normal running conditions.
- (m) Preventive maintenance work as found necessary.
- (n) If the compressor is found faulty, it is to be replaced by a new one of same make & capacity Separate charges for this work are to be shown in the schedule of rates. At least one year guarantee should be given for the replaced compressor.
- (o) The quantity indicated is only approximate and subject to variation (+) or (-) 25%.
- (p) Flushing of Coils externally by use of Blower and then brushing with 2 paint brush.
- (q) Greasing, Oiling and Cleaning of fan blowers, fan motors.
- (r) Replacing damaged defective/burnt out controls (including spare cost).

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(s) Checking all electrical joints and wiring.

(t) Attending to repairs/replacement of (including spare cost):-

- (i) Thermostat
- (ii) Selector Switch
- (iii) Capacitor(Starting/Running)
- (iv) Relay wiring
- (v) Over load protector
- (vi) Fan capacitor
- (vii) Fan motor
- (viii) Gas Charging
- (ix) During AMC all repairs including cost of components expect for Compressor is to be borne by successful AMC contractor. The rate quoted should include all except Service tax.


3. Any defective AC Unit should be attended within 48 hours of telephonic/telegraphic intimation from the office. The tenderer should make reliable arrangement to receive telephonic/telegraphic messages at his premises. If delay is there in attending to the fault, penalty of Rs.200/- per day will be levied from the third day onwards. Joint Secretary (Admn.) reserves the right to waive the penalty on case-to-case basis if the delay is not due to tenderer.
4. The freight charges of Air conditioning units both ways for major repairs at workshop shall be borne by the tenderer, if the unit cannot be repaired at site.
5. Normally the work of repair or maintenance of the Air Conditioners is to be carried out at site. The successful tenderer shall use his own materials for servicing the AC Units for items in clause 2 above.
6. The rates quoted should be per unit inclusive of all taxes, freight, Excise duty etc. but excluding service tax. The rate should be clearly indicated in the schedule of rates. It is obligatory on the part of successful tender to furnish the details of Service Tax claimed, and paid Service Tax component in the bill also to be specified in the schedule. **The rate of compressor will not be added to decide the rate of AMC. Compressor rate will be evaluated independently and the lowest bidder of AMC has to accept the lowest rate of compressor even if his rate is not the lowest for compressor.**
7. The following documents are to be submitted along with tender form:-
  1. Proof of payment of EMD.
  2. Service Tax registration certificate.
  3. Experience certificate for having serviced the units for at least minimum period of three years.
  4. All pages to be signed for having accepted the terms & conditions of the tender.

  
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8. All the units in working conditions will be catered under AMC. If any unit is not in working conditions, it shall be brought to working condition after taking prior approval of the Ministry to be brought under AMC.
9. Evaluation: The Evaluation will be done on the rate quoted for one unit of respective capacity. (Excluding Service Tax)-Year wise.
10. Joint Secretary (Admn.), Ministry of Minority Affairs reserves the right to award the tender in full or part and also awarding the contract to more than one tenderer.
11. **Experience:**
- (a) The contractor should have experience of maintaining such AC Units elsewhere and in the line of servicing unit for a minimum period of three years. A copy of the Certificate in this respect is to be enclosed, otherwise his bid is liable to be rejected.
- (b) He should have trained staff for attending the servicing.
12. The Joint Secretary (Admn.), Ministry of Minority Affairs, reserves the right to reject the tender in full or part without assigning any reason whatsoever. He also reserves the right to cancel the contract, if the tenderer fails to repair AC units within stipulated time or the service is found to be not satisfactory.
13. The successful tenderer should:-
- (1) Enter into an agreement in the prescribed form within 7 days from the date of acceptance of Tender and commence the maintenance work of AC units.
- (2) Should submit Service note duly signed & rubber-stamped and bill with machine serial numbered and signature with rubber stamps.
14. The EMD of the unsuccessful tenderers will be refunded within a month of finalization of the Tender. EMD while in custody of the Ministry will not carry any interest. The EMD of the successful tenderer will be adjusted towards the Security Deposit of Rs. 20,000/- to be paid by him on awarding the tender in his favour. Additional amount of Rs. 10,000/- is to be paid by the successful tenderer towards Security Deposit which will not carry any interest.
15. The EMD will be forfeited if the successful tenderer fails to furnish the security deposit and/ or fails to execute the agreement mentioned above within the prescribed time.
16. The payment shall be made only after the service/repair is done to the satisfaction of the officer concerned in the Ministry of Minority Affairs. Payment will be made by crossed cheque on submission of the bills by the contractor in

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- triplicate duly stamped and pre-receipted. Performance report from the unit incharge should be annexed to the bill. No payment in advance is permissible. The bill should be submitted within seven days of completion of work in each quarter for processing for payment failing which a penalty of Rs.100/- per day will be levied for delayed submission of the bill.
17. In case, the work of repair/overhaul is not executed within 15 days from the date of order, the Joint Secretary (Admn.) reserves the right to get the work done through any other firm and in such an event the difference in cost in excess of the approval rates will become recoverable from the contractor.
  18. The damaged done to the equipment during servicing/repair or transport will be borne by the contractor at his cost.
  19. The tender will be valid initially for one year from the date of acceptance which can be extended subsequently depending upon the performance of the firm being found satisfactory.
  20. **Preparation and submission of Tender:** The tender should be submitted in two parts namely, Technical Bid (in the form given in Annexure-I) alongwith Earnest Money Deposit and the Financial Bid (in the form given in Annexure-II) and each bid should be kept in a separate wax sealed cover. Both the bids should be kept in another sealed cover and addressed to the Under Secretary (Admn.), Ministry of Minority Affairs. The outer envelope containing wax sealed cover should bear the address, Tender Number and date, subject of tender. The inner envelops should be superscribed with Tender Number, subject of Tender, whether the envelope is containing "Technical Bid" or "Financial Bid".
  21. Any attempt of negotiations or bringing influence by any means for the acceptance of Tender will render the Tenderer liable for exclusion from consideration.

  
(Mohd. Afzal) 13/2/15  
Director  
Ph.24364314



Annexure-A

**MINISTRY OF MINORITY AFFAIRS**

**11<sup>th</sup> Floor, Paryavaran Bhawan, C.G.O. Complex, Lodhi Road, New Delhi**

**TECHNICAL INFORMATION AND UNDERTAKING**

1. Name of the Tenderer/Concern: \_\_\_\_\_
2. Address (with Tel. & Mobile No.): \_\_\_\_\_  
\_\_\_\_\_
3. Name and full address of the banker: \_\_\_\_\_
4. List of document/paper required in support of the following information:-
  - (i) Registration Number of Tenderer/Firm.
  - (ii) Service Tax registration certificate.
  - (iii) Income Tax clearance certificate.
  - (iv) PAN Number of Tenderer.
  - (v) Number of Engineers (Supervisor/Technicians engaged by the firm and the infrastructure of the firm).
  - (vi) Annual Turnover and sales tax registration number of the tenderers.
  - (vii) Experience certificates.
5. Bank Guarantee/Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ from bank name \_\_\_\_\_ amounting to Rs. \_\_\_\_\_ as Earnest Money Deposit.
6. Any other information the tenderer, may like to furnish.

**UNDERTAKING**

I/We undertake that I/We have carefully studied all the terms and condition of the tender notice and understood the parameters of the proposed work of the Ministry of Minority Affairs and shall abide by them.

2. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated: .....

At: .....

(Signature of Tenderer  
with stamps of the firm)

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**Schedule of rates (FINANCIAL INFORMATION AND UNDERTAKING)**

To,

Under Secretary (Admn.)  
Ministry of Minority Affairs,  
11<sup>th</sup> Floor, Paryavaran Bhawan,  
C.G.O. Complex, Lodhi Road,  
New Delhi-110003

Sir,

I/We have gone through the terms and conditions of the Tender Document for the Annual Maintenance/Repairs of AC Units of capacity 1.5-2.0 TR Windows/Split/Tower/Roof AC Units available in your office. I/We quote the following rates for consideration (rate per unit (Window/Split/Tower/Rooftop AC Units excluding Service Tax).

- 1. Annual Maintenance/Repair of window/Split/Tower/Rooftop AC Units of capacity 1.5TR/2.0TR including spares and consumables.

**Figures in Rs.**

	<b>Window</b>	<b>Split</b>	<b>Tower</b>	<b>Rooftop</b>
<b>AMC Charges</b>				

- 2. Replacement cost of compressor on buy back system.

**Figures in Rs.**

	<b>1.5TR</b>	<b>2.0TR</b>
<b>(i) Replacement cost of compressor on buy back system</b>		

- Note: 1. Element of Service Tax to be indicated separately.  
 2. Service Tax registration certificate is to be enclosed.  
 3. All corrections to be attested.

Dated: \_\_\_\_\_

At: \_\_\_\_\_

(Signature of Tenderer)  
Name & Address of the Tenderer

*[Handwritten Signature]*  
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