

No.C.9/Tech/Misc/AMC-AC(EZRTC)/2020-
Subsidiary Intelligence Bureau
(Ministry of Home Affairs)
Government of India
9/1, Gariahat Road
Kolkata-700 019


TENDER NOTICE

Date of publication of tender	:	01.07.2020
Last Date of Receipt of Tender	:	31.07.2020
Date of opening Technical Bid	:	02.08.2020
Date of opening of Price Bid	:	05.08.2020


Sealed quotations in two bid systems super-scribing **Tender Notice No. and due date** are invited by the undersigned on behalf of the President of India, from the reputed firms dealing with Ministries and Government Department for **Annual Maintenance Contract of Centralized AC (Model: Blue Star) at Regional Training Centre, Patuli , Kolkata-700094** for one year from the award of work. Scope of work and specification is indicated at Annexure-I. The terms and conditions of the contract is given in Annexure-II of the tender document. Form of Technical bid is given in Annexure-III, Financial Bid in Annexure-IV and Bank Guarantee in Annexure-V.

2. Tenders are to be sent by post or delivered by hand so as to reach this office i.e. **Additional Deputy Director/Tech.**, Subsidiary Intelligence Bureau, 9/1, Gariahat Road, Kolkata-700 019 on or before due date i.e. **31.07.2020 by 1700 hrs.**

3. Tenders are to be quoted on letter-head pad. Earnest money of **Rs. 10,000/-** (Rupees Ten thousand only) is to be sent along with the technical bid, in the form of demand draft drawn in favour of DDO-I, SIB (MHA), Kolkata and payable at State Bank of India, Ballygung, Kolkata (Code-0018) or in the form of irrevocable bank guarantee of any Nationalized Schedule Bank or reputed Commercial Bank in India in the pro-forma attached. Bank drafts of unsuccessful bidders should be returned to them. Bidders are advised to send a pre-receipted challan along with their bids so that refund is made in time. No interest shall be payable by the purchaser on the earnest money deposited by the bidders. Tenders not accompanied with earnest money instrument should be summarily **rejected**.


Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA) Govt. of India
Kolkata-19

4. The offer is to be enclosed in two sealed covers separately for **Technical Bid and Price Bid** clearly mentioned on the covers. The outer cover containing the two inner covers, i.e. Technical Bid & Commercial Bid, should be addressed to the Additional Deputy Director/Tech., Subsidiary Intelligence Bureau(MHA), Govt. of India, 9/1, Gariahat Road, Kolkata-19, super scribing our reference number and the due date. Please note that quotation received after due date and in **unsealed cover will be ignored**. The quotation should reach the undersigned by **1700 Hrs on 31.07.2020**.
5. The “**Technical bids**” prepared by the bidder should comprise the following documents: -
- a) **Tender Fee amounting to Rs. 500/- (Rupees five hundred) non-refundable in form of Demand draft drawn on a Nationalized Bank in favour of DDO-I, SIB Kolkata, and payable at Kolkata is required to be submitted along with tender document.**
 - b) **Attested photocopies** of Registration Certificate, VAT Certificate, GST Certificate, proof of turnover and work experience in Government/PSU.
 - c) The Tenderer should have to produce **documentary proof i.e. Ration Card/Telephone bill/Electricity Bill /Income Tax Certificate.**
 - d) **Attested copies** of the Registration Number of firm, Provident Fund Account Number allotted by Provident Fund Commissioner, ESI Number, PAN allotted by Income Tax, Income Tax Clearance Certificate.
 - e) **Satisfactory performance Certificate** issued by the Government/Ministries/Departments/PSU during the last three financial years for maintenance of Central AC.
 - f) **Documentary proof of annual turnover of Rs. 5 lakh** or more during last three years.
 - g) **Successful execution at least 3 works of similar nature.**
 - h) Valid license from the competent authority for carrying out the services and **ISO 9001:2000 Certification**
 - i) The bidder should not be/ have not been **blacklisted** by any Government/Department/PSU.


Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA) Govt. of India
Kolkata-19

j) The firm whose services have been terminated by any other organization of IB on earlier occasion, need not apply.

k) No Joint Venture/Consortium is allowed to participate in the tender process.

6. In the "Financial Bids" the tenderer should produce/quote the cost or charges of the work to be undertaken. The price quoted by the bidder should remain fixed during the entire period of contract and should not be subject to variation on any account.

7. The contractors are advised to go through the terms and condition carefully and schedule of area and scope of work.



19.6.2020

Additional Deputy Director/Tech.

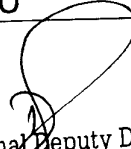
Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA), Govt. of India
Kolkata-19

Annexure-I

Details and Scope of work i.e. Annual Maintenance Contract for Air Conditioning/Other Equipment at EZRTC, Patuli

1. Details of Work

<u>sl.no.</u>	<u>Model</u>	<u>Description</u>	<u>Product serial no.</u>	<u>Capacity</u>
1	DVRF21TCE	21HP VRF ODU	KL0008231	21.0/HP
2	DVRF21TCE	21HP VRF ODU	KL0008232	21.0/HP
3	DVRF21TCE	21HP VRF ODU	KL0008233	21.0/HP
4	DVRF21TCE	21HP VRF ODU	KL0008234	21.0/HP
5	DVRF21TCE	21HP VRF ODU	KL0008235	21.0/HP
6	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A01957	1.5/TR
7	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00485	1.5/TR
8	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00486	1.5/TR
9	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00487	1.5/TR
10	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00488	1.5/TR
11	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00495	1.5/TR
12	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A01504	1.5/TR
13	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A01508	1.5/TR
14	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00366	1.5/TR


Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA), Govt. of India
Kolkata-19

15	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00482	1.5/TR
16	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00479	1.5/TR
17	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00496	1.5/TR
18	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00497	1.5/TR
19	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00483	1.5/TR
20	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00257	1.5/TR
21	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00263	1.5/TR
22	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00481	1.5/TR
23	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00484	1.5/TR
24	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00224	1.5/TR
25	BO-5HW18SBU1	1.5 Tr. R 225 STAR S COPPER HW SAC ODU	16A00498- D	1.5/TR
26	DVRF21TCE	21 HP VRF ODU	KL0008313	21.0/HP

2. Scope of work

SECTION-I

1. All equipment under contract will be serviced four times during the contract period as per standard check lists.
2. All breakdown calls will be attended to during the contract period.

Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA), Govt. of India
Kolkata-19

3. Cost of spare parts/consumables required shall be borne as per type of contract and shall be applicable to all activities under Section II of this annexure (subject to standard exclusions)
 - a. Risk Protection Contract: Cost of necessary spare parts and consumables to be borne by the contractor
 - b. Compressor Excluded Contract (CEC): Cost of necessary spare parts (other than Compressor) and consumables to be borne by the contractor.
 - c. Labour Contract (LBR): Cost of all necessary spare parts and consumables to be borne by customer.

SECTION-II

1. The compressor will be checked for its proper functioning and if any defect is found, the same will be repaired/replaced (RPC only).
2. Safety controls such as pressure cut outs will be tested for proper functioning and in case of any mal-functioning they will be either repaired or replaced accordingly.
3. Air filters will be inspected and cleaned or replaced, if necessary. Cost of filters will be borne by the customer.
4. Cooling coil will be inspected and cleaned, if necessary.
5. The blower motor will be checked and any defects noticed will be attended to.
6. The driver set of the blower section will be inspected, belt tension adjusted and belts changed, if necessary.
7. Any defect in the electrical items and control wiring will be attended to
8. Refrigerant gas will be topped up in the system as and when necessary.
9. Activities applicable to water cooled units:
 - (a) Condenser water pumps with motors will be checked for satisfactory functioning. Any repairs to them, if necessary, will be carried out by the contractor.

Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA), Govt. of India
Kolkata-19

(b) Cooling tower nozzles will be inspected and attended to for proper spray and replaced, if necessary.

(c) Cleaning of the cooling tower sump be done once in a year.

10. Activities applicable to Air cooled units:

(a) The Condenser fan motor will be attended to.

(b) The condenser coil will be inspected and cleaned.

(c) Any repairs in the condenser coil will be attended to.

(d) Repairs to refrigerant piping due to system problems will be attended to.

Exclusions

1. Repairs due to corrosion.
2. Water piping, cooling tower uprights, louvers, cooling towers fills replacement, sheet metal ducting, grills, diffusers, masonry work, carpentry work & welding work connected with the above.
3. Electrical cabling, electrical switch boards and electrical accessories connected with main incomer to the system.
4. Insulation, false ceiling work and painting thereof.
5. Fine filters & HEPA filters.
6. Replacement of the condenser Coil & Evaporator coil (cooling coil) or any other major equipment.



Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA), Govt. of India
Kolkata-19

**DETAILS OF TERMS/CONDITIONS AND SERVICES TO BE PROVIDED
UNDER MECHANISED HOUSE KEEPING INCLUDING LAUNDRY
SERVICES**

1. Scope of work covers rectification of all type of major and minor defects, servicing, routine, preventive and break down maintenance for all the inventory/items mentioned, cleaning of plant and machinery, including providing and replacing worn-out parts and consumables.
2. Key inclusions of the contract are:-
 - (i) four preventive maintenance services per annum,
 - (ii) all break down calls shall be attended;
 - (iii) all material & labour charges covered except specified.
3. Key exclusions of the contract are:-
 - (i) Replacement of the equipment due to ageing
 - (ii) Any damage due to the external influences
 - (iii) Supply of consumables
 - (iv) Day to day operations of the equipment.
4. L.D Clause: Penalty may be charged @0.5% of the cost of faulty equipment per week of delay in restoring the fault and make it operational subject to maximum 10% of the total AMC cost.
- 5 Contractor should ensure the execution of the assigned work to the full satisfaction of the client department.
6. Force Majeure Clause:
 - (i) In case of fire, flood, theft, riots, war, acts of terrorism, earth quake etc., the contractor may not be liable or deemed to be in default of any delay/failure in performance stated in this contract.
 - (ii) In case the office (SIB Kolkata) withdraws works due to any other reason, this work order be terminated by the office by giving one week notice to the contracting agency. In this case, any type of the claim of the agency not be entertained by this office.
7. Any damage done by the contractor or his workmen to any existing work during the course of execution of the work is made good by him at his own cost.

Annexure-II

8 The contractor only should be fully liable for any monetary or physical loss or injury /death caused to the employees deployed at work place.

9. The contractor to whom the work is awarded shall have to sign the agreement on non-judicial stamp papers of Rs.100.00 and the cost of such stamp paper shall be borne by the contractor.

10. The contractor should vouch for the proper conduct/good character and integrity of his workers/employees. He /She should also ensure that the workers are properly immunized before or during the course of employment to ensure that no individual is suffering from any chronic or communicable disease. No child labor (less than 14 years' age) should be employed for the work.

11. The contractor should not sub-contract any work in connection with the cleaning of these office complexes under any circumstances. He should adhere to the schedule of work given by the officer in- charge.

12. The office complex is a restricted area where unnecessary movements are restricted. The contractor should have to apply for pass for the workers giving their detailed personal particulars, well in advance, to carry out the work. The workers are liable to be frisked at the time of entry/ exit to the complex/ building.

13. The decision of the concerned Additional Deputy Director/Tech., SIB Kolkata or any other authorized officer regarding the satisfactory maintenance of Air-conditioning machine should be final and binding on the contractor.

14. The contract will normally be valid for a period of one year from the date of signing of the contract and start of the work, whichever is later. The department in view of any exigency, may extend the agreement, at the same rate and terms and conditions. However, in the event of services being rendered is found unsatisfactory, the contract is liable to be terminated any time by giving a notice of one week. The decision of the department in this regard will be final.

15. The department may at any time terminate the contract by giving written notice to the contractor, without compensation to the contractor. If the contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any

Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA) Govt. of India
Kolkata-19

right of action or remedy, which has accrued or will accrue thereafter to the department.

16. The payment will be released on quarterly basis against a pre-receipt bill, which may be submitted after rendering service for the respective quarters. Income tax and other taxes/ charges as applicable from time to time should be deducted at source from the bill.

17. The undersigned reserved the right to accept any tender or to reject any / all tenders without assigning any reason.

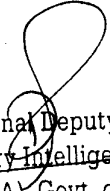
18. Arbitration Clause: Any dispute may be resolve amicably by discussing or mutual understanding of both the parties i.e. customer & vendor. In case of any judicial dispute the jurisdiction of courts should be located at Kolkata, West Bengal/ where the contract is made.

19. The contractor will be required to maintain a register to record complaints about the deficiency in services wherein each complaint received and action taken thereon along with timings, will be recorded by his supervisor. The complaint register will be produced on the first of each month or on demand to an authorized officer for inspection/ further directions as the case may be.

20. The contractor should keep indemnified the IB for any acts of omission/ commission by the contractor/ its workers.

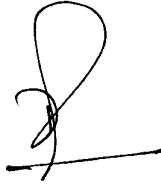
21. No dismissed/ terminated person or the person against whom criminal case is pending in court of law should be deployed. The antecedents of persons should be got verified by police. A certificate to this effect should be furnished by the Agency/ Contractor for each worker before their actual deployment.

22. The competent authority on behalf of President of India does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders received without assigning any reason. All tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, should be summarily rejected.


Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA), Govt. of India
Kolkata-19

Annexure-II

23. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line.

Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA), Govt. of India
Kolkata-19

Annexure-III

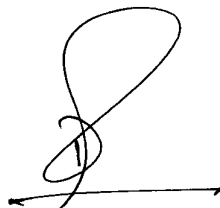
TECHNICAL BID

Technical Bid must indicate the following information

Sl. No.	Description of requirements	Yes	No
1	Whether technical bid is accompanied with demand Draft for tender fee amounting to Rs. 500/-and earnest money Deposit (EMD) of Rs 10,000/-		
2	Attested photocopies of registration certificate		
3	Attested photocopies of GST certificate		
4	Attested photocopies of Service Tax Registration certificate of valid tax clearance		
5	Attested photocopies of work experience in Govt./ PUC		
6	Documentary proof of (ration card, telephone bill, electricity certificate, Income tax certificate) in support of identity.		
7	Attested photocopies of Registration Number of firm		
8	Attested photocopies of Income Tax clearance Certificate		
9	Satisfactory performance Certificate issued by Govt. Ministry/ Department during last 3 financial year		
10	Documentary proof of Annual turnover of Rs. 5 lakh or more during last 3 years		
11	Successful execution of at least 3 works of similar nature		
12	Valid license from competent authority for carrying out services and ISO 9001: 2000		
13	Whether the bidder blacklisted by any Govt. Department/ PSU		

Name and signature of
Authorized person
With Seal of the Agency/Firm

Date:
Place:



Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA), Govt. of India
Kolkata-19

FINANCIAL BID

QUOTATION FORMAT

SL.NO	Description	Type of Contract	Contract Premium Amount
	Annual Maintenance Contract for Air conditioning/ Other equipment as per specification of work	Risk Protection Contract	

I/We accept all the terms and conditions of your letter under reference

Name and signature of
Authorized person
With Seal of the Agency/Firm

Date:

Place:



Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA), Govt. of India
Kolkata-19

PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY

(On Non-Judicial Stamp Paper of requisite amount)

Bank Guarantee No. _____

To
The DDO-I,
Subsidiary Intelligence Bureau,
(MHA), Govt. of India,
9/1, Gariahat Road,
Kolkata- 700 019.

Sir,


In accordance with your invitation of tender _____ dated _____ M/s _____ hereafter called the tenderer, with the following Director on their Board of Directors/Partners of the firm,

- 1.
- 2.
- 3.

Wish to participate in the said Tender for the Annual Maintenance Contract of Central Air Condition for Ministry of Home Affairs (SIB), Kolkata. As a Bank guarantee against Earnest Money, the sum of Rs. _____ (Rupees _____ only) valid for six months from the date of opening of the tender viz. _____ is required to be submitted by the tenderer as a condition for the participation, this bank hereby guarantees and undertakes during the above said period of six months to pay immediately on demand by DDO-I, SIB (MHA), Kolkata writing the amount of Rs. _____ (Rupees _____ only) without any reservation and recourse, if:

- i) The tenderer after submitting his tender modifies the rates of any of the terms and conditions thereof, except with the previous written consent of the Purchaser.
- ii) The tenderer withdraws the said tender within six months after opening of tender, or
- iii) The Tenderer having not withdrawn the tender fails to furnish the contract security deposit imposed for the performance of the contract within the period provided in the general conditions of contract.

The Gurantee shall be irrevocable and shall remain valid upto six months. If further extension to this guarantee is required, the same shall be extended to such required period on receiving instructions from


Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA), Govt. of India
Kolkata-19

M/s..... on whose behalf this guarantee is issued.

Date

Signature.....

Place
.....

Printed

Name

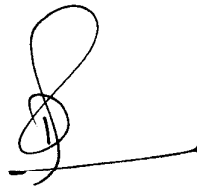
Witness
.....

Designation

(Bank Commercial Seal)

1.....

Additional Deputy Director/Tech.



Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA), Govt. of India
Kolkata-19

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The Assistant Director/E,
On behalf of the President of India,
9/1, Gariahat Road,
Kolkata-19.

WHEREAS.....
..... (Name and address of contractor) (hereinafter called "the contractor") has undertaken, in pursuance of contract No.....dated.....to undertake..... (description of service) (hereinafter call" the contract").

AND WHEREAS it has been stipulated by you in the said contract that the contractor shall furnish you with a bank guarantee by a scheduled Commercial Bank recognized by you for the sum specified therein as security for compliance with its obligation in accordance with the contract.


AND WHEREAS we have agreed to give to supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we guarantors and responsible to you on behalf of the contractor, up to total Rs. _____ (Rupees _____) only and we undertake to pay you upon your first written demand declaring the contract to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. _____ (Rupees _____) only as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of you demanding the said debt from the supplier before presenting us with the demand.

We hereby agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until theday of20.....


Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA), Govt. of India
Kolkata-19

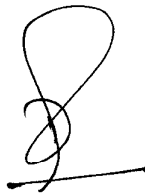
(Signature of the authorized office of the Bank)

.....
Name and designation of the Officer

.....

.....

Seal, name & address of the bank and address of the Branch



Additional Deputy Director
Subsidiary Intelligence Bureau
(MHA), Govt. of India
Kolkata-19