

Hall No. 2, North Block,
New Delhi: the 13th February, 2019

e-TENDER NOTICE

e-Tender is invited for comprehensive contract for repair/maintenance of Window Air-conditioners and Split Air-conditioners belonging to Ministry of Home Affairs, New Delhi. The contract will be valid for a period of **One Year (12 months)** beginning from **1st April, 2019 to 31st March, 2020.**

2. The Tender shall be accepted under Two Bid System (Technical Bid and Financial Bid). The firms who are interested, have to submit their Bids online through E-procurement portal <http://eprocure.gov.in/eprocure/app> only. Tenders sent by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc., are also required to be scanned and uploaded along with the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

3. Only such firms are eligible to submit their tender/bid which fulfills following conditions.

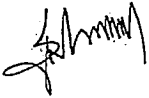
- a) Proof of Registration with the Delhi Sales Tax/Delhi Value Added Tax (DVAT) Act 2004/GST;
- b) Proof of Service Tax/GST Registration Certificates;
- c) Proof of PAN Card;
- d) Proof of Electrical contractor license of NCT, Delhi; and
- e) Proof of Turnover during the last three (3) years.

4. The **Earnest money Deposit (EMD)** of **Rs.50,000/-** (Rupees Fifty thousand only) in the form of Demand Draft/Pay Order/Bankers cheque drawn in favour of **Drawing & Dispersing Officer (Cash)**, Ministry of Home Affairs, New Delhi has to be submitted to the Under Secretary (Ad.III), MHA, New Delhi (Hall No. 2, Jalebi Chowk, North Block, New Delhi) by **10:00 A.M. till 06/03/2019.** The Earnest Money will be refunded to the un-successful bidder's after finalization of the contract. After award of contract the contractor has to deposit **Rs.1,50,000/-** (Rupees one lakh fifty thousand only) in the form of **FDR** in favour of **DDO(Cash), MHA, New Delhi** as Performance Security Deposit to be valid up-to 30.06.2020.

5. All entries in the tender form should be legible and filled clearly, if the space provided for furnishing information is insufficient; a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction in the Bid is permitted.

6. The tenderer/bidder has to quote their comprehensive rates for repair/maintenance of Window Air Conditioners and Split Air Conditioners as per the proforma given at **Annexure.**

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7. Conditional bids shall not be considered and will be rejected summarily.
8. The Technical Bid shall be opened online on the scheduled date and time at **11:00 A.M.** on **07/03/2019**. The Financial Bid shall be opened only for those bidders who shall be found successful in Technical Bid.
9. No bidding firm will be allowed to withdraw its bid after bids have been opened. If any firm intends to withdraw after opening of Bid their EMD will be forfeited.
10. The Ministry reserves the right to reject any or all the tenders at any time or relax/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof, any inquiry after submission of the quotation will not be entertained.
11. The tender documents can be downloaded from the e-procurement portal/websites: <http://eprocure.gov.in/eprocure/app> from **13/02/2019** to **06/03/2019** up-to **10:00 A.M.**



(Sunil Bareja)

Under Secretary to the Govt. of India.

Tele. No. 23094956

(सुनील बरेजा)
(SUNIL BAREJA)
उप-सचिव
गृह मंत्रालय/MHA

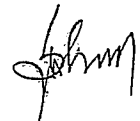
Terms and conditions of the contract shall be as under:-

1. The work includes comprehensive contract for repairing/maintenance of Window Air Conditioners and Split Air Conditioners as well as shifting, re-installation, dismantling, Gas charging, repair/maintenance and provision of Indoor/outdoor Fan Motor and Running Capister etc.
2. During the contract period the contractor will have to depute their experienced Engineers/Air-Conditioner Mechanics on all working days between 9.00 A.M. to 5.30 P.M. at MHA premises located at North Block, New Delhi, NDCC-II Bldg., Jai Singh Road, New Delhi, Major Dhyan Chand National Stadium, India Gate, New Delhi and Jaishalmer House, New Delhi to attend day to day complaints. The contractor will also have to depute their Engineers/AC Mechanics on holidays and also at odd hours, if the situation so demands. The Engineers/AC Mechanics of the firm will be required to visit this Ministry's offices located at North Block, NDCC-II building, Jai Singh Road, Major Dhyan Chand National Stadium, Jaisalmer House, Lok Nayak Bhawan, Sardar Patel Bhawan, Vigyan Bhawan Annexe and at the residential offices of the Ministers, every day to attend the complaints, if any, for which no extra payments will be made to the firm.
3. Period of Contract initially would be for one year from 01-04-2019 to 31-03-2020. However, the contract would be further extended for maximum two years on the basis of satisfactory service provided by the firm during the above mentioned period. The contract can be terminated by this Ministry at any time without assigning any reason if the work is found unsatisfactory. In that case, the work may be entrusted to any other firm at the risk and expense of the contractor. In this connection, the decision of this Ministry shall be final and binding on the contractor/firm.
4. Initial servicing of the Air Conditioners (Window and Split) will have to be completed within 15 days of the commencement of the contract. The contractor will maintain all Air Conditioners of this Ministry in good working condition. The total number of Air-conditioners are approximately 250 (55-Window ACs and 195-Split ACs). Payment regarding maintenance of all type of Air-conditioners will be made on actual work done on monthly basis. No advance payment will be made to the firm.
5. A certificate along with stamp from the occupants of the room/concerned officer towards satisfactory completion of the work will be obtained by the firm and submitted along with bills. The contractor has to use all products/materials of branded ISI mark only. During the period of contract no request for increase in the rates will be entertained. The rates as quoted will be valid during the contract period.
6. The Contract will be awarded to the firm for the comprehensive repair/maintenance of Air-conditioners (Window and Split ACs) as mentioned at **Annexure** on the basis of total overall rates (The unrealistic rates quoted by the firm may not be accepted for any of items).
7. The tenders received after the specified date and time will not be considered. The Ministry reserves the right to reject any quotation as a whole or in part without assigning any reason.

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8. The tenders received without earnest money will not be considered. The earnest money will be returned in respect of the unsuccessful bidders after finalization of tender process. No interest will be paid on this earnest money.
9. The successful bidder will have to deposit **Rs.1,50,000/-** (Rupees one lakh fifty thousand only) in the form of **FDR** in favour of **DDO (Cash), MHA, New Delhi** as Performance Security Deposit to be valid up-to 30.06.2020.
10. The contractor shall not employ any person who has not completed the eighteen years of age. The contractor shall be responsible for payment of wages/settlement of dues of workers engaged by the firm as per prevailing labour wage laws in force in NCT of Delhi and this Ministry shall not be a party to any dispute between the contractor and workers. There would be no relationship between this Ministry and labour so engaged by virtue of this contract.
11. The damage caused, if any, either to any electric item or to any other property of the Government through negligence or otherwise, shall be at the risk, cost and responsibility of the contractor. The financial or any other loss suffered by the Government on this account shall be made good by the contractor and decision of the Head of Department in this context shall be binding on the contractor.
12. At present, the contractor should have been providing services at least two Government Departments, their monthly billing should be more than Rs.25,000/- per month. The firm has also to submit the performance certificate at-least from two Ministry's/Government Departments.
13. The firm should have a valid registration certificate of Service Tax/GST and annual turnover more than Rs.15,00,000/- per annum. Copies for the last three years be uploaded with Technical Bid.
14. The firm should not have been black listed by any Ministry/Department of the Government of India. The tendering firm/bidders shall have to give a certificate stating that they have not been blacklisted & banned with the Government Ministries/Departments.
15. Each page of the tender document must be signed with seal of the proprietor/signing authority. If any information furnished by the contractor is found to be incorrect at any time, the tender/contract is liable to be terminated without any notice.

Yours faithfully,



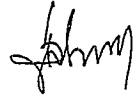
(Sunil Bareja)

Under Secretary to the Govt. of India
Tele Ph. 23094956

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Copy to :-

1. Section Officer. I.T. Cell, MHA, North Block with the request that above mentioned tender notice may kindly placed on the MHA's website for information of general public.
2. The Caretaker, North Block, NDCC-II Bldg., MDCNS, Jaisalmer House, New Delhi for pasting the copy of the tender notice on the Notice Board in their respective buildings.



(Sunil Bareja)

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ANNEXURE

Annual comprehensive repair/Service/maintenance charges for Window Air-conditioners & Split Air-conditioners for official use in the Ministry of Home Affairs.		Rate per item/unit (each) in Rupees			
Sl. No.	Item (s)	Qty	Rate	Tax	Total
1.	Comprehensive service/Maintenance of Window Air-conditioner including repair/replacement of Indoor Fan Motor, Outdoor Fan Motor, Raining Capister, PCB, Compressor, Gas charging, and any other miscellaneous items/parts etc.	55			
2.	Comprehensive service/Maintenance of Split Air-conditioner including repair/replacement of Indoor Fan Motor, Outdoor Fan Motor, Raining Capister, PCB, Compressor, Gas charging and any other miscellaneous items/parts etc.	195			
Total =					

Charges for provision of other miscellaneous services on call basis/per visit basis i.r.o. Window ACs and Split ACs for official use in the Ministry of Home Affairs.		Rate per item/unit (each) In Rupees		
Sl. No.	Item (s)	Rate	Tax	Total
1.	Re-Installation of Window AC (including Gas charging)			
2.	Re-Installation of Window AC (without Gas charging)			
3.	Re-Installation of Split AC(including Gas charging)			
4.	Re-Installation of Split AC(without Gas charging)			
5.	Dismantling of Window AC			
6.	Dismantling of Split AC			