



**Government of India  
Ministry of Science and Technology  
Department of Science and Technology  
Administration II (B) Section  
Technology Bhavan, New Mehrauli Road  
New Delhi-110 016**

Tender No. - D- 13020/1/3/2013- Admin II (B)

Date: 11<sup>th</sup> Feb., 2016

Tender Set Cost: Rs.500/- (Rupees Five Hundred only)

Ministry of Science & Technology  
Department of Science & Technology  
Admin II (B) Section

Technology Bhavan  
New Mehrauli Road  
New Delhi-110 016

***Tender Document***

For

**Sub: Tender Enquiry for Comprehensive Annual Maintenance Contract (AMC) of Room Air Conditioners (Group A) and Rate Contract for installation/ reinstallation & other associated works not covered under Comprehensive AMC (Group B) in respect of room air conditioners installed at DST, Technology Bhavan, New Delhi-16**

**Cont'd.....02/-**

Ministry of Science and Technology  
Department of Science and Technology  
Administration II (B) Section  
Technology Bhavan, New Mehrauli Road  
New Delhi-110 016

L.T.E. No. - D- 13020/1/3/2013- Admin II (B)

Date: 11<sup>th</sup> Feb., 2016

To,

All Registered/ Interested & eligible vendors.

**Sub: Tender Enquiry for Comprehensive Annual Maintenance Contract (AMC) of Room Air Conditioners (Group A) and Item Wise Rate Contract for installation/ reinstallation and other associated works not covered under Comprehensive AMC (Group B) in respect of room air conditioners installed at DST, Technology Bhavan, New Delhi-16 initially for period of one year**

Dear Sirs,

Sealed bids are invited in single bid system from the interested and eligible firms for the subject mentioned work at DST, Technology Bhavan, New Delhi-16, Vigyan Sadan (Guest House), R K Puram, Sec-10, New Delhi and NSDI, R K Puram New Delhi initially for period of one and extendable yearly basis for a maximum period of three years from the date of commencement of initial contract, depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm and mutually agreed upon, as per the attached **Annexure A** to this document.

2. In case your firm is interested in the above said work, you are requested to quote your lowest prices in the **Schedule I (Group A and Group B)** in a sealed cover. The sealed cover containing the bid should be super scribed "**Tender for Comprehensive Annual Maintenance Contract (AMC) of Room Air Conditioners (Group A) and Rate Contract for installation/ reinstallation and other associated works not covered under Comprehensive AMC (Group B) ) in DST, New Delhi, not to be opened before 03<sup>rd</sup> Mar., 2016**" and should be dropped in the tender box of Admin II (B) kept near the Reception of the Technology Bhavan **latest by 1500 hours** on or before the **03<sup>rd</sup> Mar., 2016**. Sealed bids received within the closing time limit be opened on the same day at 1530 hrs in Raman Auditorium, WH Block in the presence of such bidders who wish to be present. The Department reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.

3. Participating bidders and Successful bidder will be required to submit Earnest Money Deposit and performance security deposit respectively in the form of Demand Draft/ Fixed Deposit Receipt/ Performance Bank Guarantee from any Scheduled Commercial Indian Bank as mentioned in the **Annexure A** to this document.

4. The application forms for Tender Enquiry Notice can be downloaded from the Department's website **<http://dst.gov.in/tenders>**.

5. Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached schedules.

Yours faithfully,

(Pawan Sharma)  
Under Secretary to the Govt of India  
Tel: 26590538

**Copy to: FICCI, DST: For posting the complete tender document on Department's website**

**Cont'd...03/-**

**IMPORTANT INFORMATION, GENERAL INSTRUCTIONS**  
**And TERMS & CONDITIONS**

S No	Description	Contents
1.	Purchaser	THE PRESIDENT OF INDIA
2.	Bid system	This tender will be processed in single bid system
3.	Firm and fixed rates	Prices should be quoted on net destination basis at DST and firm & fixed price basis. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates during the currency of the contract shall be rejected straightaway without any consideration.
4.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the bidder firm. Offers not complying with such terms & conditions shall be ignored/ rejected as per the decision of this Department. The firms not Registered with DST, desires to participate has to fill up Annexure B and fulfill the requirement.
5.	Earnest Money Deposit (EMD)	Participating Bidders shall submit an EMD amounting to Rs.20,000/- (Rupees twenty thousand only) for the bidders desire to participate for all the groups as mentioned in Schedule I to this document in the form of DD/ BC/ PO in favour of DDO, DST.
6.	Eligibility condition for participation in the Tendering Process	<p>The firm should be an Authorized dealer of leading/ reputed brand of room air conditioners having rate contract (not more than three years old) with DGS &amp;D. Copy of DGS &amp; D Rate Contract &amp; authentic Dealership certificate.</p> <p>Copies of past performance with above mentioned organizations for the last three years ended on <u>31 Dec., 2015</u>. The <u>single contract</u> work value should be Rs.3 Lakhs per annum or of Rs. 09 Lakhs in last three years for <b>Group A</b> works and Rs.1 Lakh per annum or Rs.3 Lakhs for last three years for <b>Group B</b> Works in Central Govt/ State Govt/ Autonomous Institutions</p> <p>Copy of present <u>single contract</u> work value should be Rs.3 Lakhs per annum for <b>Group A</b> works and Rs.1 Lakh per annum for <b>Group B</b> Works in Central Govt/ State Govt/ Autonomous Institutions</p>
7.	Performance Security	<p><b>Group A :-</b> Successful bidders awarded the work order for carrying out the jobs on the basis of this Tender Enquiry shall be required to furnish a Performance Security of an amount equivalent to 10% of basic contract value.</p> <p><b>Group B:-</b> Successful bidders awarded the work order for carrying out the jobs on the basis of this Tender Enquiry shall be required to furnish a Performance Security of the amount equivalent to Rs.10,000/- (Rupees ten thousand only).</p> <p>Both the Performance Security should be as per following details: -</p> <p>i. In the form of DD/ Pay order, Fixed Deposit Receipt (FDR) or Bank Guarantee from any Scheduled Commercial Indian Bank to be submitted within 15 days of the receipt of the Contract by them. The format for Performance Bank Guarantee (PBG) will be provided by DST along with the award of contract. In the event of failure on the part of the successful bidder awarded the Contract to furnish Performance Security, the contract awarded shall be cancelled. Non-submission of PBG in prescribed format or submission by other mode shall be viewed adverse performance, which may further lead to de-registration/ suspension of business dealing with the Department.</p> <p>ii. The validity period of the PG should be upto 30.09.2017.</p>

**Signature of the bidder with stamp**

**Cont'd...04/-**

Sl No.	Description	Contents
8	Non-transferability	This tender is non-transferable.
9.	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/ Telex/ Fax/ E-mail/ Letterhead Quotations will not be accepted and ignored straightaway.
10.	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
11.	Duties & Taxes	Tenderers are requested to enclose a copy of their valid VAT registration Certificate and PAN Details.
12.	Inspecting Officer	Authorized representative of DST, New Delhi
13.	Inspection Authority	Department of Science and Technology (DST), Technology Bhavan, New Delhi or any party, a Govt. agency, so authorized by DST.
14.	Time & date of receipt and opening of bids	In the event of any confusion, the time set in the clock in the room of Under Secretary (Admin.II-B) will be taken as standard and decisive. Bidders may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.
15.	Purchaser's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
16.	Purchaser's Address & Work site	The bid should be addressed to "Under Secretary, Admin II (B) Section, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-16 and dropped in the Tender Box of Admn. II B Section kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi <b>on or before at 1500 hours on 03<sup>rd</sup> Mar., 2016.</b> In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, Admn.II B or S.O. Admn II B, DST before expiry of the closing time.
17.	Rates	a) Rate should be quoted inclusive freight (free delivery to the consignee's premises) per unit basis in the enclosed Performa as per <b>Schedule I (Group-A &amp; Group-B)</b> attached with the tender document. b) All statutory taxes & duties (CST, VAT, Service Tax, ED etc.) will be exclusive and as per rates notified by GOI from time to time. c) During the entire period of the contract, no request for any increase in rates will be entertained.
18.	Dispatch instructions	AMC work shall be carried out at Technology Bhavan and other sites. The selected agency shall provide 1 or 2 Service Engineer/ Resident Engineer as per actual requirements. Any replacement of defective parts/ spare parts will be done only with written permission. For taking away such parts out of Technology Bhavan, proper markings & signatures of Estate Supervisor/ SO Admin II (B) should be obtained in indelible ink.
19.	Token Liquidated Damages	In case the firm does not complete the work within the work execution period as stipulated, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to ½ % per week of the price of any rate which the contractor has failed to execute/ deliver/install within the stipulated time limit. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total contract price.

**Signature of the bidder with stamp**

**Cont'd...05/-**

Sl No.	Description	Contents
20.	Contract Period	Initially for a period of one year and extendable yearly basis for a maximum period of three years from the date of commencement of initial contract, depending upon the performance of the firm and compliance
21.	Warranty	One-year comprehensive from the date of completion of job. Any complaint shall be attended within a response time of 48 hours on 24X7 basis. Any defects in workmanship or deterioration in the quality or deviation to tender specifications coming to notice shall be rectified at site within 72 hours of the reporting of the same to the contractor. If system is required to be picked up and taken to contractor's premises for removing the defects, the same shall be picked up from the consignee latest by the next working day and dropped back to the consignee within 07 working days. Any component required to be replaced within the warranty period shall be totally new component and not reconditioned or repaired component.
22.	Scope of Work	<p>The work includes as per following details: -</p> <p><b><u>Group A to Schedule I: -</u></b></p> <p>a) Comprehensive Maintenance for Air conditioners (As per Schedule I) owned by the department installed at various offices, blocks &amp; halls in Technology Bhavan. The number may increase/ decrease from time to time.</p> <p>b) The contract shall include minimum one wet service and three dry services during the period of the contract.</p> <p>c) The contractor shall depute minimum one experienced service engineer/ supervisor/ mechanic at site from Monday to Friday who shall report to the concerned officer in charge on every day at 0900 hrs and remain in the office up to 1730 hrs or as required by the concerned officer. All complaints/ repairs shall be attended to within 24 hours, failing which the contractor will be required to provide requisite number of standby air conditioners at his own expenses. If urgent work is required of Saturday/ Sunday or a public holiday, contractor shall be duly intimated by DST and it will incumbent upon the contractor to carry the work on such Public Holidays.</p> <p>d) <b>i) Routine Services :</b> The routine services will include: Checking of motor, ground connection, checking of main plug connections, cleaning of blower &amp; condenser fan, cleaning of air filter, cleaning of equipment, cleaning of evaporator and condenser coils, tightening of nuts &amp; bolts, checking of cooling/ heating efficiency, checking of voltage stabilizers, cleaning of diffuser, grills etc. and also shall include supply of all parts and spares, gas, reconditioning of compressor, motor, thermostat, switches, filters, operation of reverse Cycle Valves during requirement etc.</p> <p><b>ii) Maintenance Services:</b> Repair of compressor and its motor including rewinding/ replacement, repair/ replacement of fan motor, repair/ replacement of selector switch, starting/ running capacitor, starting relay, thermostat, etc.</p> <p>e) The contract shall exclude repair of voltage stabilizers, chassis, grills, painting, change of installation location etc.</p> <p>f) Prior permission of concerned authority shall be taken for taking the air conditioners or air conditioners parts out of premises for repair, if any, and no extra charges shall be paid on this account.</p> <p><b><u>Group B to Schedule I:-</u></b></p> <p>Installation/ re-installation and other room air conditioner related works (Not covered under Comprehensive AMC) in DST and on actual execution of work.</p>

**Signature of the bidder with stamp**

**Cont'd...06/-**

Sl No.	Description	Contents
23.	Validity of tender	Tender shall be kept valid for acceptance by DST for a period not less than 90 days after the tender opening date.
24.	Paying authority	Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016
25.	Applicable law	The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes, if any, emanating from resultant contract shall be subject to jurisdiction in Delhi.
26.	Award of contract	<p><b><u>Group A:-</u></b></p> <p>a) The Department will award the contract to the tenderer whose tender has been determined to be technically qualified and who has offered the lowest evaluated net bundled price of the group.</p> <p>b) Notwithstanding the above, the Department reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.</p> <p>c) The bidder whose rate is accepted will be notified for the award of contract by the Department prior to expiry of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.</p> <p><b><u>Group B:-</u></b></p> <p>a) The Department will award the contract to the bidder whose tender has been determined to be technically qualified and who has offered the lowest net bundled tender price of the group.</p> <p>b) Notwithstanding the above, the Department reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.</p> <p>c) The bidder whose rate is accepted will be notified for the award of contract by the Department prior to expiry of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.</p> <p><b><u>General</u></b></p> <p>a) Contract shall be awarded to the firm (s) offering the lowest/ net bundled price and not with the reference to the lowest prices quoted for the sub-items. <u>However, if prices for each and every item are not quoted, net bundled price offered by the firm shall not be considered/ accepted.</u> Standard unit is considered as 01 (One) for evaluation of tender. The issuance of work/ supply order will depend upon the requirement of the Department and on actual basis.</p> <p>b) In case two firms offering the lowest net bundled prices, then only item wise rate will be evaluated for those two firms and the contract will be awarded to the two firms item wise taking into consideration item wise rate serially as mentioned in the Schedule 1 of the Financial Bid.</p> <p>c) The Performance Security will be decided as per Point No.7 of Annexure "A" to this document.</p>
27.	Taxes & duties	<b>Tax Deduction at Source (TDS):-</b> TDS will be deducted from each bill (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.

Sl No.	Description	Contents
28.	Submission, acceptance and rejection of tender	<p>a) A complete set of the tender document may be collected personally from <b>Section Officer Admin II (B), Department of Science &amp; Technology, New Delhi</b>. Complete tender document is available on Departmental website: <a href="http://dst.gov.in">http://dst.gov.in</a> and may be downloaded and used for submission of the bid. The envelop containing the quotation should be duly sealed and super-scribed as <b>“Tender for Comprehensive Annual Maintenance Contract (AMC) of Room Air Conditioners installed at DST, Technology Bhavan, New Delhi-16 initially for a period of one year”</b> and extendable yearly basis for a maximum period of three years from the date of commencement of initial contract, depending upon the performance of the firm and compliance of terms &amp; conditions stipulated in the tender document by the firm and mutually agreed upon. The sealed envelop should be dropped in the tender box kept [<b>Tender Box Admin II (B)</b>] near the reception of <b>Technology Bhavan</b> on or before 3.00 PM on <b>03<sup>rd</sup> Mar., 2016</b> which will be opened on the same day at 3.30 PM in the presence of such bidders who wish to be present.</p> <p><b>b) Tenders which are not complete in all respects are liable to be rejected.</b></p> <p>c) While submitting the tender for this work the bidders will be <b>deemed to have read, understood and accepted</b> all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms &amp; Conditions stipulated in this Tender Enquiry, may be got clarified from DST at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted by DST.</p> <p>d) Bidders will indicate the complete address of their firm/ office along with telephone numbers.</p> <p>e) Contract shall be awarded to the firm offering the lowest / net bundled price (Group Wise in Schedule I) and not with reference to the lowest prices quoted for the sub-items. However, if prices for each &amp; every item are not quoted, Net- bundled price offered shall not be accepted.</p>
29.	Terms of payment	<p><b>Group-A:-</b></p> <p>a) The contractor will submit the bill for payment on quarterly basis and after completion of each quarter.</p> <p>b) The Payment for AC where work was not attended due to any reason what so ever is will be deducted on pro rata basis from the bill submitted by contractor.</p> <p><b>Group B:-</b></p> <p>a) The contractor will submit the bill for payment on actual basis after completion of awarded work.</p> <p>b) Bills to be submitted (preferred in 3 copies) along with the certificates/ job card duly certified/ signed by the officer concerned on actual basis.</p> <p><b>Note:-</b> No advance payment in no circumstances be made to the contractor.</p>
30.	Disputes	<p>Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.</p>
31.	Inspection Authority & Inspecting Officer	<p>Department of Science &amp; Technology and Authorized representative of DST, New Delhi-16.</p>

Signature of the bidder with stamp

Cont'd...08/-

Sl No.	Description	Contents
32.	General terms & conditions	<p>a) The contractor shall observe all security provisions as applicable to the offices of the DST which comes under the security cover by the Home Ministry. Any violation shall be his responsibility.</p> <p>b) The bidder shall not enter into sub contract with any person or transfer the contract or any benefit there under to any person or firm without written approval of the Department.</p> <p>c) The person signing the tender document on behalf of the contractor or on behalf of the firm, shall attach with the tender a proper power of Attorney, duly executed by all the partners, stating that he has the authority to bind such other persons of the firms whatever the case may be in all the matters pertaining to the contract, including the arbitration clause.</p> <p>d) Acceptance of the tender by the Government shall be communicated to the successful bidder by a formal letter of acceptance of tender.</p> <p>e) The firm must inspect the ACs/ conditions of ACs before submitting the tender.</p> <p>f) All Air Conditioners are to be maintained properly to ensure desired cooling/heating effect.</p> <p>g) These units must be free from frosting and water accumulation.</p> <p>h) This contract is for comprehensive maintenance i.e. inclusive of replacement of spares, motor winding and overhauling of compressor to be done from the manufacturers, by replacement with sealed unit from the manufacturer/ authorized dealer.</p> <p>i) The firm has to provide stand by unit in case of removal of units for overhauling for major repairing.</p> <p>j) All the units are in working condition. In case in the opinion of the bidder, any machine needs to be brought back to proper working order, same shall have to be done by the bidder within the rate quoted within 15 days of start of contract period. In case of failure to bring the machine to proper order within stipulated period, damages/ penal charges shall be applicable.</p> <p>k) The firm should maintain a log book of each &amp; every complaint of air conditioner and obtain satisfactory report from the officer concerned as well as US, Admin II (B).</p> <p>l) The firm should instruct its representative to sign the attendance register maintained in DST on daily basis.</p>
33.	Termination of contract	<p>i) On expiry of period given in the contract. Further, the contract can be terminated at any time during the currency due to bad/ delayed performance established on the part of the contractor or any such material complaints.</p> <p>ii) The contract can be terminated at any time by giving a Notice of three months in advance from either party, without assigning any reason. Any complaints pending on the day of giving notice &amp; also the expiry of the Notice served shall have to be attended to in accordance with the terms &amp; conditions of the contract.</p>

**Signature of the bidder with stamp**

**Cont'd.....09/-**



**Department of Science & Technology**  
**Admin II (B) Section**

**Contractor's details (Mandatory Information for the firms not Registered with Department of Science & Technology)**

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sl No.	Description	Information/ Details with Page No.	
01	Name of the Applicant/ Firm		
02	Nationality		
03	Address (attach separate paper for addresses of other offices) Enclose Voter ID/ Electricity Bill/ Landline Telephone Bill or any other authenticate copy of address proof)	Regd. Office	
		Head office	
04	Telephone Numbers	Landline/ Mobile No.	
		Fax No.	
		E-mail address	
05	Other Details (Enclose copies)	PAN Details	
		CST/ VAT Registration Number	
		Service tax Registration Number	
06	Constitution of firm	Individual	
		Sole Proprietorship Concern	
		Partnership Firm	
		Public Ltd. Company	
07	Details of Bank account (Enclose copy of front page of pass book & personalized cancelled cheque)	Private Ltd. Company/ Public Sector Enterprises	
		Account No:-	
		Type of account:-	
		Name of Bank:-	
08	Is any person working with the applicant a near relative of the official of DST? If yes, give details	Name & address of the branch	

Signature of the bidder (s) with stamp

**Cont'd...10/-**

SI No.	Description	Information/ Details with Page No.
09	Certificates/ Undertakings	<p>a. I/ we (including all partners) certify that I/ we have carefully read the Terms &amp; Conditions mentioned in the tender enquiry form and shall abide by them.</p> <p>b. I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government.</p> <p>c. I/ we hereby also certify that, I/ we have signed all the pages of the document with my/ our conscious and no body from this Department influenced/ compelled to do so.</p>

Signature of the bidder (s) with stamp.

**Cont'd...11/-**

Check list for submission of Bid

Sl No.	Description	Contents	Documents attached (Yes/ No)	Page No.
01	Tender Document	All the pages of the tender documents is duly signed and submitted		
02	Tender Fee	Rs.500/- (Rupees five hundred only). No participating firm is exempted from submission of Tender Fee irrespective of registration with any organization. Non submission of Tender Fee will attract cancellation of bid and no representation in this regard will be considered by this Department. The Tender Fee should be in the form of DD/ BC/ PO in favour of DDO, DST. Tenderer firm is required to fill up and submit the Tender Fee Coupon (Annexure III, Page No.15/15) duly signed along with the bid.		
03	Earnest Money Deposit (EMD)	Participating Bidders shall submit an EMD amounting to Rs.20,000/- (Rupees twenty thousand only) for the bidders desire to participate for all the groups as mentioned in Schedule I to this document in the form of DD/ BC/ PO in favour of DDO, DST.		
04	PAN Details	Certified copy of PAN		
05	Address Proof	Enclose Voter ID/ Electricity Bill/ Landline Telephone Bill or any other authenticate copy of address proof		
05	CST/ VAT Registration with latest return i.e. Dec., 2015	Certified Copy of valid CST/ VAT Registration		
06	Service Tax Details	Certified Copy of valid Service Tax Registration		
07	Income Tax Return	For the last three Financial years ended on 31 Mar., 2015. (a) FY 2012-2013  (b) FY 2013-2014  (c) FY 2014-2015		

Sl No.	Description	Contents	Documents attached (Yes/ No)	Page No.
08	Eligibility condition for participation in the Tendering Process fulfilling the following			
(a)	The firm should be an Authorized dealer of leading/ reputed brand of room air conditioners having rate contract (not more than three years old) with DGS & D. Copy of DGS & D Rate Contract & authentic Dealership certificate.	Name of the leading/ reputed brand:  (i)  (ii)		
(b)	Copies of past performance with above mentioned organizations for the last three years ended on <u>31 Dec., 2015</u> . The <u>contract</u> work value should be Rs.3 Lakhs per annum or of Rs. 9 Lakhs in last three years for <b>Group A</b> works and Rs.1 Lakh per annum or Rs.3 Lakhs for last three years for <b>Group B</b> Works in Central Govt/ State Govt/ Autonomous Institutions	<u>2013</u>  <u>2014</u>  <u>2015</u>		
(c)	Copy of present <u>contract</u> work value should be Rs.3 Lakhs per annum for <b>Group A</b> works and Rs.1 Lakh per annum for <b>Group B</b> Works in Central Govt/ State Govt/ Autonomous Institutions			

Signature of the bidder with stamp

Cont'd....12/-

**FINANCIAL BID**

Name of the Firm:-

Schedule I to L.T.E. No. - D- 13020/1/3/2013- Admin II (B) Dated 11<sup>th</sup> Feb, 2016

Schedule includes the following groups (Fill up Column No.6 below):

1	2	3	4	5	6	7
SI No.	Group	Description of job	Firms can quote the rate	Page No.	Net quoted net bundled price in Rs.	Remarks
1	Group A	Comprehensive Annual Maintenance Contract (AMC) of Room Air Conditioners in DST	All can quote	13/15		
2	Group B	Rate Contract for installation/ reinstallation and other associated works (Not covered under AMC) in respect of room air conditioners at DST	All can quote	14/15		

**Note:** (i) The bidder can quote for one group or both the groups and their rates for such group (s) would only be considered for which they are found technically suitable.

(ii) Standard qty has taken for bid evaluation purpose only.

**Signature of vendor with stamp with date**

Name of the Firm:-

Schedule I to L.T.E. No. - D- 13020/1/3/2013- Admin II (B) Dated 11<sup>th</sup> Feb., 2016**Group A: Comprehensive Annual Maintenance Contract (AMC) of Room Air Conditioners in DST**

Sl No.	Types	Reception Block	WH Block	TIFAC Block	Admin Block	Other Locations	Vigyan Sadan (GH)	NSDI R K Puram	Total
1	Window air conditioners upto 2.0 t	10	26	44	13	15	23	07	138
2	Split air conditioners upto 2.0 t	04	26	01	73	--	--	11	115
3	Tower air conditioners upto 2.0 t	03	--	--	18	--	--		21
4	Cassette air conditioners upto 2.5 tons	--	--	--	02	--	--		02
5	Cassette air conditioners above 2.5 tons	--	05	--	--	--	--		05
	<b>Total</b>	17	57	45	106	15	23		<b>281</b>

**Note: Most of the room air conditioners are more than 03 years old.****3. Rates: - For 12 Months Duration (Per Annum)**

Sl No.	Description of item	Unit	Unit Rate in Rs.	Qty	Total Amount in Rupees
1.	Comprehensive Annual Maintenance of window air conditioner of various make upto 2.5 Tons capacity	Each		138	
2.	Comprehensive Annual Maintenance of Split air conditioner of various make upto 2.5 Tons capacity	Each		115	
3.	Comprehensive Annual Maintenance of Tower air conditioner of various make upto 2.5 Tons capacity	Each		21	
4.	Comprehensive Annual Maintenance of cassette air conditioner of various make upto 2.5 Tons capacity	Each		02	
5.	Comprehensive Annual Maintenance of cassette air conditioner of various make above 2.5 Tons to 4.5 tons capacity	Each		05	
6	Total number of air conditioners			<b>281</b>	
7	<b>Total bundled price is Rs.</b>				
8	<b>CST/ VAT</b>				
9	<b>Service Tax</b>				
10	<b>Grand total</b>				

Taxes and other terms and conditions of the quotations also be included in the schedule.

**Signature of the bidder with stamp****Cont'd....14/-**

Name of the Firm:-

Schedule I to L.T.E. No. – D- 13020/1/3/2013- Admin II (B) Dated 11<sup>th</sup> Feb., 2016

**Group B: Rate Contract for installation/ reinstallation and other associated works (Not covered under AMC) in respect of room air conditioners at DST**

Sl No.	Description of work	Unit	Unit rate in Rs.	Standard Qty for evaluation	Amount in Rs.
1	Installation of Window air conditioner of any capacity	Each		02	
2	Installation of split air conditioner of any capacity	Each		05	
3	Installation of tower air conditioners of any capacity	Each		01	
4	Installation of cassette air conditioner of any capacity	Each		01	
5	Gas charging of split air conditioner of any capacity	Each		05	
6	Gas charging of tower air conditioner of any capacity	Each		01	
7	Gas charging of cassette air conditioner of any capacity	Each		01	
8	P/F Refrigerant piping	Mtr		10	
9	P/F of electrical wire of suitable size/ capacity	Mtr.		10	
10	P/F of drain pipe for disposing of condensed water	Mtr.		10	
11	Chiseling of floor/ wall for laying of drain/ refrigerant pipe	Mtr.		05	
12	P/F of Stand for tower air conditioner indoor unit	Each		02	
13	P/F of Stand for outdoor units	Each		02	
14	P/F Industrial plug top 15 Amps	Each		05	
15	P/F of Stabilizers (If required) of any capacity	Each		02	
16	P/F of Metal flexible conduit for covering of refrigerant/ drain pipe	Mtr.		05	
17	P/F of Metallic cable tray 10" width with fitment/ hanging as required	Mtr.		02	
18	P/F of Reverse Cycle Valve (RCV) the heating element to all type of air conditioners	Each		02	
<b>19</b>	<b>Net Quoted Bundled Price</b>				

**Note:** (i) The bidder can quote for one group or both the groups and their rates for such group (s) would only be considered for which they are found technically suitable.

(ii) **Standard quantity in Group-B has taken for bid evaluation purpose only and the work and payment will be on actual basis.**

**Signature of the bidder with seal & date**

TENDER FEE COUPON

**L.T.E. No. – D- 13020/1/3/2013- Admin II (B)**

**Dated 11<sup>th</sup> Feb., 2016**

TENDER SET NO.:

ISSUED TO

M/s.....

.....

.....

Against request letter No. ....Dated....., 2016 and

Payment of an amount of Rs.500/- (Rupees five hundred only ) vide Demand

Draft/ Pay Order/ Banker's Cheque No. ....Dated....., 2016 drawn

On .....

TENDER DOCUMENT ISSUED ON\_\_\_\_\_.

Signature of the bidder (s) with stamp