

No.D-19016/3/2006-Gen.I
Government of India
Planning Commission

Yojana Bhawan, Sansad Marg,
New Delhi, the October, 2007

TENDER NOTICE

Sealed tenders are invited from reputed, experienced and financially sound Firms/Agencies for **Annual Comprehensive Maintenance Contract of Desert/Room and Water coolers** installed in different office rooms at Yojana Bhawan and at the residences of VIPs/Sr. Officers of Planning Commission and in the Office of Economic Advisory Council to the Prime Minister at Vigyan Bhawan (list enclosed).

2. The sealed quotations with separate Technical and Financial bids filled in the specified proforma and addressed to the Under Secretary (GA), Planning Commission Yojana Bhawan, Sansad Marg, New Delhi should reach **latest by 3.00 PM on 13.11.2007**. The quotation should either be sent by post at the above mentioned address or dropped in the Tender Box placed at Reception Area of Yojana Bhawan, New Delhi by the stipulated date and time.

3. Complete Tender Document may either be downloaded from the website of the Planning Commission (www.planningcommission.gov.in) or collected from General-I Section, Room No.443, Yojana Bhawan, New Delhi on any working day between 4.00 p.m. to 5.00 p.m.

4. The technical bid shall be opened at 3.30 p.m. on 13.11.2007 in room No.344 Yojana Bhawan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present. The financial bid of only those tenderers whose technical bids have been accepted, will be opened at 3.30 p.m. in room No.344 on 16.11.2007 in the presence of those tenderers or their authorized representatives who may wish to be present.

(Ravjit Singh)
Under Secretary to the Govt. of India

Copy to: Soochna Dwar, Planning Commission for publishing in tender part of Planning Commission's web site.

(Ravjit Singh)
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SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. The tenders have been invited under **Two Bid System** i.e. Technical Bid and Financial Bid . The interested agencies are advised to submit two separate sealed envelopes super scribing “**Technical Bid for Annual Comprehensive Maintenance Contract of Desert/Room and Water Coolers**” and “**Financial Bid for Annual Comprehensive Maintenance Contract of Desert/Room and Water Coolers**”. Both sealed envelopes should be kept in a third sealed envelope super scribing “**Tender for Annual Comprehensive Maintenance Contract of Desert/Room and Water Coolers**”
2. The contract will be initially for a period of one year which may be extended for a further period on receipt of a request from the contracting firm and after review of their performance.
3. Complete Tender Document may either be downloaded from the website of the Planning Commission (www.planningcommission.gov.in) or collected from General-I Section, Room No.443, Yojana Bhawan, New Delhi on any working day between 4.00 p.m. to 5.00 p.m.
4. The sealed quotations with separate Technical and Financial bids filled in the specified proforma and addressed to the Under Secretary (GA), Planning Commission Yojana Bhawan, Sansad Marg, New Delhi should reach **latest by 3.00 PM on 13.11.2007**. The quotation should either be sent by post at the above mentioned address or dropped in the Tender Box marked for this tender and placed at Reception Area of Yojana Bhawan, New Delhi by the stipulated date and time. The quotation dropped in any other box shall not be considered.
5. The technical bid shall be opened at 3.30 p.m. on 13.11.2007 in room No.344 Yojana Bhawan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present. The financial bid of only those tenderers whose technical bids have been accepted, will be opened at 3.30 p.m. in room No.344 on 16.11.2007 in the presence of those tenderers or their authorized representatives who may wish to be present.
6. The Technical Bid should be necessarily accompanied with **Earnest Money Deposit (EMD) of Rs.5,000/-** (Five thousand only), refundable (without interest in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of Pay & Accounts officer, Planning Commission, New Delhi, **failing which tender shall be rejected summarily**.
7. The selected firm will have to deposit a Performance Security equivalent to 10% of contract value either in the form of Bank Guarantee or FDR from a commercial bank hypothecated to Planning Commission.
8. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be authenticated by the person authorized to sign the tender bid.
9. The Competent Authority of Planning Commission reserves the right to annul all bids without assigning any reason.

TERMS & CONDITIONS

1. The contract for **Annual Comprehensive Maintenance Contract** of Desert/Room and Water coolers installed in different office rooms at Yojana Bhawan, at the residences of VIPs/Sr. Officers of Planning Commission and Office of Economic Advisory Council to the Prime Minister at Vigyan Bhawan will be inclusive of (i) **installation and removal charges, changing of pad, fan motor, pump and all other spare parts in case of Desert/Room Coolers** (ii) **installation and removal charges, servicing rewinding and mechanical repair of compressor, gas charging, running capacitor, starting capacitor, thermostat, relay, rewinding of fan motor and all other spare parts in respect of Water Coolers.**
2. Other spare parts include (i) condenser, knob, on-off switch, water pipe, nozzle, front grill etc. in respect of Room/Desert Cooler (ii) all spare parts required for keeping the Water Cooler in working condition.
3. Charges in case of specific requirement for installation and removal of Desert/Room Coolers, not covered under the ACMC, will be paid extra.
4. **All the Desert/Room coolers shall be serviced well before starting the summer season.**
5. Parts to be changed should be of good quality and having ISI mark.
6. If the warranty of any Desert/Room and Water Cooler not covered under the ACMC expires during the period of contract, it will be automatically covered under the running ACMC from the date that may be conveyed by this Office and payment in respect of such Desert/Room coolers will be made on monthly pro-rata basis. The period falling short of 15 days in a month, will be ignored and period of more than 15 days will be treated as a month for the purpose of payment. The same mode of payment will apply in case any Desert/Room and Water Cooler is removed from ACMC for a short period or on a regular basis.
7. The selected firm will be required to depute at least **two full time Service Engineers on regular basis** on all working days for preventive maintenance and also to attend to complaints immediately.
8. The Service Engineers would report for duty at Yojana Bhawan on working days and report to the Section Officer (General-I). They will observe office timings applicable in Planning Commission and mark their attendance everyday.
9. In emergent cases they may be required to work beyond office hours and also on holidays, for which, no additional payment will be made.
10. If the Service Engineers posted at Yojana Bhawan, have to proceed on leave, even for a day, a suitable substitute will have to be provided by the selected Firm, failing which, pro-rata rates per day will be deducted from the amount payable to the selected Firm.
11. The Service Engineers should be able to take complaints on telephone and attend to all complaints, independently. They should also be well behaved and well mannered.
12. The complaints lodged with the Service Engineer will be required to be attended by him on the same day. Any complaint that cannot be attended to by him will be required to be attended by the next day positively.
13. If at any point of time, the services of the Service Engineers, being provided by the firm are noticed to be unsatisfactory or not of the expected level in any manner, the firm will be responsible to change the service engineer immediately.
14. **The selected firm should be capable of attending all the complaints in time. If the firm fails to attend to a complaint within stipulated time, a penalty on a daily basis for any delay, equivalent to pro-rata contract charges payable per day or charges that may be required to be paid to an outside agency, to have the complaint attended to, whichever is higher, will be deducted from the firm's quarterly bill towards contract charges. In case of delay, any item that is got repaired from outside agency will be at the risk and responsibility of the selected firm.**
15. No Desert/Room and water cooler will be taken out by the firm for repair/service.

16. Payment will be made on quarterly basis (at the end of every quarter) after satisfying that the services provided have been of the desired level and that the preventive maintenance checks were fully performed.
17. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this Commission.
18. Terms and conditions that any tenderer wishes to specify should be clearly stated.
19. Tenders incomplete in any form are liable to be rejected outrightly.
20. The competent authority will have full authority to reject any/ all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotations will not be entertained.
21. The competent authority reserves the right to conduct performance review of the contracting firm at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. It further reserve the right to suo-moto terminate the contract by giving one month's notice at any point of time.
22. It shall be responsibility of the contractor to hand over all the Desert/Room and Water coolers to the Planning Commission in working condition at the completion of the contract.
23. The firm should have PAN/TIN and Service Tax Registration number.
24. The firms should have at least 5 years' experience as on 13.11.2007 in maintenance of Desert/Room and Water coolers in minimum 2 Government Departments. A list of clients should be enclosed along with the proper documentary proof. The bidder must submit certificates from Government Departments of Public Sector Undertakings to the effect that the Firm has given satisfactory service/ performance alongwith the bids without which bid is liable to be rejected.
25. During currency of contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property.

(Ravjit Singh)
Under Secretary(GA)

: 5 :

Total number of different types of **Desert/Room and Water Coolers** installed in Yojana Bhawan, the office of EAC to the Prime Minister at Vigyan Bhawan and at the residence of VIPs/Sr. officers of Planning Commission

| Sl.No. | Type of coolers | Number of Desert/Room/Water coolers |
|---------------|------------------------------|--|
| 1 | Desert Cooler(long body) | 8 |
| 2 | Desert Cooler(18") | 172 |
| 3 | Desert Cooler(Symphany Type) | 5 |
| 4 | Water Cooler | 11 |

APPLICATION – TECHNICAL BID

1. Name of Tendering Company/Firm/ Agency: _____

2. Status of the Firm: _____
(whether Proprietary/ Partnership/ Company)

3. Name of Owner /Partners/Directors _____

4. full address of Reg. Office _____

Telephone No. _____

Fax No. _____

E-Mail Address _____

5. Full address of Operative Branch _____

Telephone No. _____

Fax No. _____

E-Mail Address _____

6. Banker of company/ Firm / agency : _____
with full address _____

Telephone No. of banker _____

7. Registration Details (self attested copies to be enclosed)

(a) PAN / TIN No. :

(b) Service Tax Registration No. :

(c) Proof of Income Tax Assessment.

8. Details of EMD:-

(a) Bank Cheque/DD No. _____ Dt. _____

(b) Amount _____

(c) Issuing Bank _____

9. Give details of the major similar contracts handled by the tendering Company/ Firm/ Agency during the last five years in the following format(copies of the contracts to be attached)

| S.No. | Details of client along with address, telephone and fax numbers | Amount of Contract | Duration of Contract | |
|-------|---|--------------------|----------------------|----|
| | | | From | To |
| | | | | |

(If the space provided is insufficient, a separate sheet may be attached)

10. Additional information, if any
(attach separate sheet, if required)

Signature of authorized person

Name:

Date:

Seal:

Place:

DECLARATION

I, _____, Son/Daughter/Wife of Shri _____, Proprietor/ Partner/ Director/ authorized signatory of the agency/ Firm, mentioned above am competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We/am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature

Full Name

Seal:

APPLICATION – FINANCIAL BID

1. For Comprehensive Annual maintenance Contract for Desert/Room and Water Coolers

| Sl.No. | Particulars | Rates |
|---------------|---|--------------|
| 1. | Annual Comprehensive Maintenance charges for Desert/Room and Water Coolers inclusive of (i) installation and removal charges, changing of pad, fan motor, pump and all other spare parts in case of Desert/Room Coolers (ii) installation and removal charges, servicing rewinding and mechanical repair of compressor, gas charging, running capacitor, starting capacitor, thermostat, relay, rewinding of fan motor and all other spare parts in respect of Water Coolers. | |

2. Following rates are not included in the Annual Comprehensive Annual Maintenance Contract but will be taken into consideration for award of contract.

| Sl.No. | Particulars | Unit price |
|---------------|--|-------------------|
| 1. | Installation of Desert/Room coolers with wooden ply fitting. | |
| 2. | Dismantling of Desert/Room coolers with wooden ply fitting. | |
| 3. | Installation of water cooler. | |
| 4. | Dismantling of Water Cooler. | |

Signature of authorized person

Date:

Name:

Place:

Seal:

Note: The rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.