

**TENDER DOCUMENT FOR
COMPREHENSIVE AMC OF WINDOW & SPLIT AIR
CONDITIONERS AT
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS,
NEW DELHI**

List of documents :

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**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS,
NEW DELHI-110001**

COMPREHENSIVE AMC OF WINDOW & SPLIT AIR CONDITIONERS

NOTICE INVITING TENDER

Tender Ref. No: 013

dt: 28.06.2018

Name of Work: Comprehensive Maintenance Contract of Air-conditioners installed at INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, NEW DELHI.

The Institute invite tender for above referred work. Only those agencies/ Firms are eligible to quote who are in similar line of business. Submission of details and documentary evidence is compulsory.

1. The tender form can be obtained from the Estate Management Unit, Indira Gandhi National Center for the Arts, New Delhi-110001 from **28.06.2018 to 03.07.2018** between **10.00 AM to 4:00 PM** and the tender can also be downloaded from www.ignca.nic.in.

2. Security Money of Rs. 10,000/- (Rs. Ten thousand only) in the form of Demand Draft favoring IGNCA payable at New Delhi is also to be submitted along-with tender.

3. Submission of Tender:

The tender to be submitted in two separate envelopes, each sealed and clearly identified as to envelope number and contents as indicated below:

4. Eligibility conditions (For Bidders):

1. The Firm must have an experience of minimum 03 years in the field of maintenance of Split and Window air conditioners.

2. The Firm must be registered in any Central/State Government Department.

3. The Firm must have an experience of maintaining minimum 100 Split/Window Air Conditioners at one site in any Government Building during last three financial years.

4. The firm must have minimum 10 no's qualified AC technician.

5. Envelope No. 1 shall contain the following:

a. Form of Tender/ Tender documents.

b. Security Money deposit of Rs. 10,000/- in the form of demand draft only in favor of IGNCA payable at New Delhi.

c. Detail of experience of minimum 03 years in the field of maintenance of Split and Window air conditioners.

d. Registration detail in any Government department.

e. Detail of experience of maintaining minimum 100 Split/Window Air Conditioners at one site in any Government Building in during last three financial years

f. List of qualified AC technician with certificate.

g. Copy of PAN Card issued by Income Tax Department and Registration of Service Tax/VAT/Sales Tax.

h. Declaration.

6. **Envelope No. 2** shall contain only financial bid duly filled in and signed by the tenderer. Price quoted by agency should be all inclusive and shall remain firm and be valid till stipulated contract period.
Tender duly filled in and signed and sealed, addressed shall be dropped in the Tender Box in the office of The Under Secretary, Estate Management Unit, IGNC A, New Delhi-110001 by **2:00PM** of dt. **04.07.2018**.
7. Tenders received late on account of any reason whatsoever and telegraphic tenders will not be entertained.
8. **Similar work means** Comprehensive Maintenance of Split and Window Air Conditioners.
9. **Time of Contract is 06 month.**
10. The Institute discourages the stipulation of any condition by the tenderer. The conditional tenders will be liable to be rejected.
11. **Opening of Tender:** Envelope No. 1 shall be opened at **3.00 PM on 04.07.2018**. Financial bid will be opened only of those bidders who have qualified as per eligibility criteria in the presence of bidder who will be present.
12. The Competent Authority of IGNC A reserves the right to reject any of the lowest quotation without assigning any reason there to.
13. No advance payment will be permissible under the Institute's rule.
14. Tender will be valid for 45 days.

Terms and Conditions:

1. Those of appropriate list of MES, BSNL , Central Govt. Department and other state Govt. Departments dealing with buildings and other experienced contractors who satisfy the criteria of execution of similar works i.e. 3 no. works each of value not less than 40% of estimated cost put to tender or 2 no. works each of value not less than 60% of estimated cost put to tender or 1 no. work of value not less than 80% of the estimated cost put to tender the last 7 years ending previous month.
2. Enlistment of the contractors should be valid on the last date of submission of tenders.
3. In case only the last date of submission of tender is extended, the enlistment of contractor should be valid on the original date of submission of tenders.
4. **Similar work means Comprehensive Maintenance of Split and Window Air Conditioners.**
5. Contractor will have to provide stand by machine (window type AC only) at his own cost when ever required in place of machine out of order/not working if same is not repaired within 24 hours from receipt of complaint, if agency fails to provide stand by AC of same capacity within prescribed time, IGNCA will make alternate arrangement of Air Conditioner and the bill is deducted from vendors bill.
6. Agencies Engineer/Technician should attend the complaint within 2 working hours from the receipt of complaint from Jr. Engineer (Elect.), EMU, IGNCA or authorized official of EMU, IGNCA.
7. In case your services are not found satisfactory, this contract can be terminated after issuing 07 day's notice and complete security deposit will be forfeited
8. You will have to observe all the prevalent laws including contract labor laws, safety laws etc.
9. No escalation will be given on any ground what so ever may be the reason. The rate quoted in the tender shall remain firm and be valid till the stipulated contract period and should include all charges and Taxes.
10. During contract period contractor will have to provide 2 regular services of AC's i.e., on quarterly basis apart from breakdown maintenance. There will be no limit of breakdown calls and agency will have to attend all these calls free of cost and within stipulated time.
11. Payments will be made at percentage basis, i.e. 25% after satisfactory completion of first 02 month, 50% after satisfactory completion of 04 month and the rest 25 % will be given after 02 months thereof of successful completion of work.
12. No escalation on account of increase of labor wages or material is admissible.
13. No reimbursement is admissible on account of levy of any tax etc.
14. Contractor/Bidder shall quote rate inclusive of all taxes and nothing is payable extra on this account.
15. All disputes are subject to Delhi jurisdiction only.
16. If contractor or his worker damage any property of the IGNCA, the recovery will be made from the contractor as decided by the Engineer-In- Charge, and decision of Engineer -In-Charge is final and binding.
17. All the safety rules should be followed by the Engineer/Technicians of the firm while working in IGNCA, Institute has no liabilities in case of any accident/mishap.

18. The Contractor shall not employ men and women below the age of 18 years on the work of painting with products containing lead in any form. Wherever men above the age of 18 are employed on the work of lead painting, the following precaution should be taken:-
- (a) No paint containing lead or lead products shall be used except in the form of paste or ready made paint.
 - (b) Suitable face masks should be supplied for use by the workers when paint is applied in the form of spray or a surface having lead paint is dry rubbed and scrapped.
 - (c) Overalls shall be supplied by the contractors to the workmen and adequate facilities shall be provided to enable the working painters to wash during and on the cessation of work.

Under Secretary (EMU & S&S)

Technical Bid

Doc - II

The technical bid shall contain following information in a sealed cover super scribed “Technical Bid for comprehensive AMC of 130 no’s Air Conditioners”. It shall consist of the following documents/information:

1	Name Address Set up Status of organization	
2	Contact person with telephone no and Email ID	
3	Details of experience in Maintaining a minimum 100 no’s of Air Conditioner (As per the eligibility T&C)	
4	Details of PAN card and GST of the Company (copy to be attached)	
5	Details of registration with Various Government bodies.	
6	Details of payment of Security Money: S. Money : Demand Draft	Security Money: DD No..... dt.
7	Details of Technicians to be deployed	
8	List of Clients	

A General undertaking that all terms and conditions of this Tender Document are acceptable in the format given in Doc. IV to this document.

Tender documents duly signed in all pages with seal.

Name :.....

Designation:.....

Company with Seal:.....

Address:.....

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Envelope - 1

Doc - III

**DECLARATION REGARDING ACCEPTANCE OF
TERMS & CONDITIONS CONTAINED IN
THE TENDER DOCUMENT**

To

The Under Secretary,
Estate Management Unit,
Indira Gandhi National Center for the Arts, New Delhi-110001

Sir,

I have carefully gone through the Terms and Conditions contained in the Tender Document regarding on site comprehensive Annual Maintenance Contract (AMC) of 130 no's of Air Conditioners for 06 months at Indira Gandhi National Center for the Arts, New Delhi-110001. I hereby declare that all the provisions of this Tender Document are acceptable to my Company. I further certify that I am an authorized signatory of my company and therefore competent to make this declaration.

I hereby declare that all the stated facts are true and correct to the best of my information, knowledge and belief.

Name :.....

Designation:.....

Company with Seal:.....

Address:.....

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Financial Bid

Tender for 6 months Comprehensive Annual Maintenance Contract of 130 no's of Air conditioners installed at Indira Gandhi National Center for the Arts, New Delhi-

Description	Total No. of AC units	Rate per Unit of Air Conditioner (Inclusive of all taxes) in figures and words.	Total Amount (for 6 months) (Inclusive of all taxes) in figures and words
Comprehensive Annual Maintenance Contract (6 months) of Air-conditioners as per terms and conditions given in tender form.	130 no's of Window and Split Air Conditioners Installed in IGNCA Campus		

Name :

Designation:

Company with Seal:

Address:

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**Indira Gandhi National Centre for the Arts
11-Man Singh Road, New Delhi-110001**

Due on :04.07.2018

Tender box Closing time : 14.00Hrs.

Opening time : 15.00Hrs.

**Sub.: Sealed Quotations are invited for 6 months Comprehensive Annual Maintenance
Contract for 130 no's Air-conditioners**

Under Secretary, Estate Management Unit, IGNC, New Delhi invites Sealed Quotations for 6 months Comprehensive Annual Maintenance Contract for 130 nos of Air-conditioners at IGNC.

S.No.	Description	Quantity
1.	Sealed Quotations for 6 months Comprehensive Annual Maintenance Contract for: Air-conditioners	130 no's

Note:-Please note following conditions while submitting offers:-

1. Details of Tender Document has been uploaded on the Institute's website www.ignca.nic.in.
2. Kindly go through the Document carefully before submitting of Offers/ Quotations to be dropped in tender box at placed in General/Store Section of the Institute.
3. Unit rates and Total cost of AMC should be mentioned in INR, figure & words both all inclusive.

**(Sunil Goel)
Under Secretary**