

संख्या : 4/स्टोर्स/2016(12)-815

गृह मंत्रालय,
भारत सरकार,

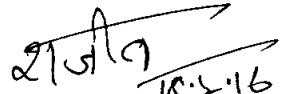
नई दिल्ली, दिनांक 18 फरवरी, 2016

निविदा आमंत्रण सूचना

सहायक निदेशक, भंडार, गृह मंत्रालय, भारत सरकार, 35, सरदार पटेल मार्ग, नई दिल्ली-110021, हेतु वर्ष 2016 एवं 2017 के लिए उन प्रतिष्ठित फर्मों से डेजर्ट/रूम कूलर्स किराये पर लेने एवं उनकी मरम्मत करने के उद्देश्य से ई-बिड्स आमंत्रित करते हैं, जो भारत सरकार के मंत्रालयों/विभागों के लिए यह कार्य सफलतापूर्वक कर रहे हैं। इससे संबंधित विवरण निविदा दस्तावेज के अनुलग्नक 'A' में दर्शाया गया है।

2. इसके लिए निविदा दस्तावेज केवल सीपीपी पोर्टल (www.eprocure.gov.in) से डाउनलोड किए जा सकते हैं। इसी प्रकार उक्त दस्तावेज केवल इसी वेबसाइट के माध्यम से भेजे जा सकते हैं। इसके अलावा अन्य माध्यमों से भेजे गए कागजात स्वीकार नहीं किए जाएंगे। इस निविदा से संबंधित महत्वपूर्ण तिथियाँ इस प्रकार हैं:-

<u>क्र.सं.</u>	<u>विवरण</u>	<u>तारीख</u>	<u>समय</u>
1.	निविदा के ऑनलाइन प्रकाशन की तारीख	19-02-2016	10:00 बजे
2.	निविदा दस्तावेज डाउनलोड करने की तारीख	19-02-2016	10:00 बजे
3.	निविदा जमा करने की शुरुआती तारीख	19-02-2016	11:00 बजे
4.	निविदा जमा करने की अंतिम तारीख	10-03-2016	13:00 बजे
5.	ई.एम.डी, निविदा शुल्क तथा शपथपत्र की मूल प्रतियाँ जमा करने की अंतिम तारीख एवं समय	10-03-2016	13:00 बजे
6.	तकनीकी निविदा खुलने की तारीख एवं समय	10-03-2016	16:00 बजे


सहायक निदेशक
18.2.16

TENDER DOCUMENT

E- Tender for hiring of desert/room coolers and maintenance thereof

Assistant Director invites e-tenders from reputed firms for hiring of desert/room coolers and maintenance thereof for Summer season-2016 & 2017 as given in Annexure 'A'.

1. JOB REQUIREMENT

i) Approximately 900 numbers (20" steel heavy sheet desert coolers or 15" steel heavy sheet desert coolers or 15" of plastic heavy sheet room coolers(double blowers)) of fully functional and noiseless desert/room coolers are required for each year i.e two summer seasons 2016 & 2017 (15.04.16 to 14.10.16 and 15.04.17 to 14.10.17) respectively at our various office buildings located in Delhi/New Delhi. The quantity may be increased or decreased, if required.

ii) The coolers should be installed at all locations within 15 days before starting date of scheduled duration for each year and be removed within 30 days after scheduled duration for each year after obtaining written order to this effect from the undersigned. In case of any delay in installing the coolers, a penalty @ 0.5% to total annual value of contract for each week's delay will be levied.

iii) The coolers will be installed as per the following specifications :

(a) After placing the cooler in position at each place/window, the rest opened area of the window should be covered with commercial ply 4 mm thick of required shade.

(b) Each cooler is required to be cleaned on fortnightly basis during the contract period to prevent spreading of Dengue and other mosquito related diseases.

iv) Desert coolers should be fitted with 18" fan with 900 RPM and the room coolers should be fitted with 12" fan. The pump should be electrically operated. There should be separate switches for fan and the pump.

- v) The contractor shall follow all aspects of hygiene and adhere to stipulated guidelines as laid down by NDMC/ MCD/ relevant Govt. body for prevention of diseases like dengue, malaria etc.
- vi) The coolers should be painted afresh before installation and be in perfect working condition. The pads should be new.
- vii) No extra payment for any kind of repair or replacement of parts of motor/pumps, painting etc. will be made during the period of hiring.
- viii) The connection to power-sources should be through a 5-Amp/15-Amp plug as per availability of source using good quality wire etc. The body of desert cooler should be properly attached. Similarly the room coolers should also be sturdy.
- ix) The installation and electrical connections should be such that the necessary safety of people and building is ensured and in case of any mishap, the contractor shall be held liable.
- x) Rates quoted shall be inclusive of all i.e transportation, installation removal and lifting. Nothing extra shall be paid for extra hikes etc. for any kind of departmental hindrances. No extra claim for payment with regard to interest etc. for delay in settlement of his dues due to any administrative reasons shall be entertained. The watermen are not needed to provide by the contractor as the work of filling up water in the coolers would be undertaken by the department.
- xi) The contractor should survey well in advance the places where the coolers are to be installed.
- xii) After installation, the contractor should produce a satisfactory certificate of installation from the officer/s occupying the room and the date of installation shall be taken in accordance with the certificate.
- xiii) The contractor will be required to maintain a register detailing complaints about the room/desert coolers wherein each complaint registered/received and action taken thereon along with date & timing should be recorded.

xiv) All defects will have to be rectified within 24 hours. In case the defects are not rectified within 48 hours, a penalty @ 0.5% per week of total annual value of contract for the period of delay will be levied. No part of any cooler will be taken out of building for repairing etc. without the permission of the In-charge/Caretaker of each building. In case coolers are found defective or defects could not be rectified within 24 hours, the defective coolers shall have to be replaced on the same day.

xv) The damage caused, if any, to property of the government through negligence or otherwise, shall be at risk, cost & responsibility of the contractor. The contractor shall also be responsible solely/exclusive for safety of its workers deployed and the department in no way shall be responsible for this.

xvi) In case of default by the contractor, the department will be at liberty to hire the coolers from any other party at the risk and cost of the contractor.

xvii) The contractor shall be solely responsible for the conduct/behaviour of the labourer/technician employed by him in various buildings.

2. FINANCIAL BID

i) The tenderer has to quote cost of hiring & maintenance of each type of cooler (both in words and figures) as mentioned in Annexure 'A'. The tenderer has to quote rates for all of the 3 types of coolers otherwise, their price bid would not be considered by the department. The price quoted will be inclusive of all charges i.e., hiring and maintenance, transportation, installation, maintenance, dismantling etc. but exclusive of VAT/Sales Tax and Service Tax. Maintenance includes oiling, cleaning, greasing, servicing and replacement of all parts including motor pump, fans, wires/plugs, pads, etc.. The watermen are not needed to provide by the contractor as the work of filling up water in the coolers would be undertaken by the department.

3. ELIGIBILITY CONDITIONS AND DOCUMENTS TO BE SUBMITTED IN TECHNICAL BID

- (i) Profile of the company in brief.
- (ii) Earnest Money Deposit (EMD) of Rs. 80,000/- as stated in clause 6 of this tender document.
- (iii) Tender Fee of Rs. 500/-(Rupees Five hundred only) in the form of DD/Banker's cheque in favour of the DDO/M, IB(MHA), payable at New Delhi.
- (iv) Copies of VAT/Sales Tax and Service Tax registration certificates.
- (v) Copies of latest VAT/Sales Tax and Service Tax return.
- (vi) The bidder should submit documentary proof that they have executed such types of works successfully in the past for any organization.
- (vii) An affidavit on non-judicial stamp paper of Rs.10 to the effect that the company has not been blacklisted by any other Central Government/State Government Department/ Ministries/ PSUs and that no criminal case/complaint is registered/ pending against the firm or their owner/partners anywhere in India.
- (viii) Copies of IT Returns for the last three financial years indicating PAN Number.

4. SUBMISSION OF BID

- (i) The tender document can be downloaded only from www.eprocure.gov.in and e-bids can be submitted only by uploading on the same website. Scanned copies of all the documents as mentioned in clause-3 above including scanned copies of EMD(or exemption certificate) & Tender Fee in prescribed form should be submitted with e-bid.
- (ii) It is also required to submit original EMD(or exemption certificate) & Tender Fee and Affidavit as mentioned in clause-3 in a sealed envelop superscribed "Tender for hiring of desert/room coolers and maintenance thereof for Summer season-2016 & 2017"

in drop box at Main Reception, 35, Sardar Patel Marg, New Delhi-110021 on or before dt. 10.03.16 at 13:00 hrs.

(iii) Uploaded documents of L-1 and if required of L-2 firm will be verified with the original documents before issuing the formal award letter. Bidders have to provide the same on request from the tender inviting authority.

5. OPENING OF THE BIDS

(i) Technical Bids will be opened on dt. 10.03.16 at 16.00 Hrs.

(ii) Financial Bids of the eligible bidders will be opened on a later date.

(iii) Bids would be summarily rejected, if tender is submitted other than through online or original EMD(or exemption certificate), Affidavit & Tender Fee are not submitted within stipulated date/time as mentioned in clause 4(ii) of this tender document.

6. EARNEST MONEY DEPOSIT(EMD)

(i) The tenderers should furnish the bank guarantee (BG)/DD/FDR/Banker's Cheque for Rs. 80,000/- (Rupees Eighty thousand only) as 'EMD' drawn on any Nationalized Bank/Scheduled Bank payable to DDO(M), IB(MHA), New Delhi. The EMD should be valid for 60 days. The Tender received without EMD will be summarily rejected.

(ii) The firms registered with DGS&D/National Small Industries Corporation (NSIC)/Ministry of Home Affairs for the work/items as desired in clause 1 are exempted from depositing EMD. However, they have to enclose valid registration certificate(s) in this regard with their tender(Technical Bids).

(iii) In case of successful tenderer, the EMD may be adjusted towards the performance security to be payable on request. In the case of unsuccessful tenderers, the Bid Guarantee or Security /EMD will be refunded/returned within three months.

(iv) The amount of BG or amount remitted towards EMD is liable to be forfeited if the tenderer resiles from the offer after submission of the tender or after the acceptance of offer by the department or fails to sign the contract or fails to remit the Performance Security deposit.

(v) No interest will be payable by the department on the EMD/performance security deposited/remitted.

7. PERIOD OF VALIDITY OF TENDER

The tender shall be remained valid for 90 days from the date of opening as prescribed by the department. A tender valid for a shorter period shall be rejected by the department being non-responsive.

8. PERFORMANCE SECURITY

The successful tenderer shall furnish Performance Security (amounting to 5 % of total tender cost) within 10 days from the date of issue of the letter from the department subjected to acceptance of the tender, by means of Bank Guarantee(BG)/FDR drawn on any Nationalized Bank/Scheduled Bank payable to DDO(M), IB(MHA), New Delhi. The Bank Guarantee/FDR should be valid for 27(twenty seven) months and to be renewed, if required, the EMD remitted by the tenderer to get the work executed from elsewhere and recover the consequential loss sustained from the tenderer due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering.

9. LIQUIDATED DAMAGES

The contractor shall deploy their teams(each comprising one mechanic and a helper) at our office premises during office hours, six days a week (Monday to Saturday except holiday) during the contract period in such a manner that they could attend to complaints for maintenance of these hired desert/room coolers without loss of time on day-to-day basis at all places. The breakdown calls should be attended to within 2 days. In case, the complaint is not attended to within a period of 2 days without prior concurrence of the department and be accepted by the consignee, a penalty @ 0.5% per week or part thereof of total annual value of said work for each week's delay

will be levied. In the event of delay of more than 14 days, the department will reserve the right of revoking the award and forfeiting the security deposit.

10. GENERAL INSTRUCTIONS

(i) The tenderers should go through the instructions, terms and conditions and nature of works/items given in the tender document. Failure to furnish all required information will be at the tenderer's risk and may result in rejection of the tender.

(ii) The department reserves the right to accept or reject any or all the tenders in part or in full without assigning any reason.

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

(iv) The department may, at its discretion, extend the deadline for submission of tender.

(v) The department reserves the right to terminate the contract at any time without assigning any reason by giving one month's notice to the contractor.

(vi) Conditional tenders are liable to be summarily rejected.

(vii) The work/items supplied in full or part shall not be sub-let to other agency. If such a violation comes to the notice of the department, the department shall be free to cancel the tender and forfeit the entire amount of earnest money/performance security deposited by the firm.

(viii) The contractor shall be responsible for behaviour and conduct of their workers. No worker with doubtful integrity or having a bad record shall be engaged by the contractor.

(ix) All the sub-standard materials, if brought by the contractor, shall be rejected and shall have to be removed by him at their cost from

the site immediately and this office will not be responsible for the safe custody of the same.

(x) Due to security reasons, the contractor has to arrange labourer in restricted area and nothing extra shall be paid on this account.

11. PAYMENT TERMS

The proportionate payment towards hiring & maintenance of coolers will be released after the expiry of three months from the date of installation of the coolers. The first installment of total payment for awarding contract for year 2016 will be released only when the satisfactory job slips/cards duly signed by one of the respective users /room occupants and attested by the concerned gazetted officer with date and their rubber stamps are submitted in this office. The balance amount for year 2016 will be released after 15th November, 2016 on submission of satisfactory job slips/certificates subjected to the condition that coolers have been removed and assured that vacated space, if covering needed, is covered with 4 mm ply at every place from respective users occupying the room in which coolers installed and duly attested by the concerned gazetted officers with date and rubber stamps. Same proceeding of billing will be carried out for awarding contract year-2017 also.

12. TERMINATION FOR INSOLVENCY

The department may, at any time, terminate the contract/ agreement by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

13. FORCE MAJEURE

(i) In case any force majeure circumstance arises, each of the contracting parties responsible for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if any, the affected party within 15 days of its occurrence informs the same in a written form to the other party.

(ii) Force majeure shall mean fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, lock-outs beyond the control of either party.

14. ARBITRATION

In the event of any question, dispute or difference arising between the department and the company relating to any matter arising out of or connected with the manufacturing, packaging and installation/ delivery, job assigned to the firm for execution under the contract/agreement, the same shall be referred to the sole arbitrator nominated by Joint Director/G, IB, MHA. The decision of the arbitrator shall be final and abided by both the parties to the agreement.

Sd-
Assistant Director /Stores

Encl. Annexure-‘A’

Price Bid Proforma

Name of the firm:

Sl. No.	Size and specification of desert/room Cooler	Cost of hiring & maintenance of each cooler per summer season (without VAT/Service Tax)	Rate of VAT & Service Tax (if applicable)
1.	20"-Steel Body (Heavy Sheet) desert cooler		
2.	15"-Steel Body (Heavy Sheet) desert cooler		
3.	15"- Plastic body (Heavy Sheet) double blower room cooler		

Price Bid Proforma

Name of the firm:

Sl. No.	Size and specification of desert/room Cooler	Cost of hiring & maintenance of each cooler per summer season (without VAT/Service Tax)	Rate of VAT & Service Tax (if applicable)
1.	20"-Steel Body (Heavy Sheet) desert cooler		
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