

## **CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES**

F. No. 38-1/2008-CCRAS/Admn./Store/Vol.II

### **NOTICE INVITING TENDER**

**Sub:- Bid for Comprehensive Annual Maintenance Contract of Air Conditioners (Window/Split) in CCRAS - Regarding.**

Sir,

The Director General, Central Council for Research in Ayurvedic Sciences invites sealed Bids from firms in two bid system i.e. Technical and Financial Bid from firms for One Year Comprehensive Annual Maintenance Contract for **23 Nos.** Window and **29 Nos.** of Split air conditioners (**Total 52 Nos.**) installed at CCRAS Hqrs., New Delhi. The number of air conditioners may increase or decrease in accordance with the actual requirement. The bids may be sent in a sealed cover addressed to the Director General, Central Council for Research in Ayurvedic Sciences, 61-65 Institutional Area, Opposite D-Block Janakpuri, New Delhi-110058 latest by **5 PM on 16/03/2015**. The bid has to be accompanied by an EMD (Refundable) of **₹5,000/- (Rupees Five Thousand Only)** in the form of Demand Draft in favour of Director General, CCRAS, New Delhi.

The bids would be opened on **17/03/2015 at 11.00 AM** in CCRAS, Committee Room No. 223, 2<sup>nd</sup> Floor, New Delhi in the presence of the bidders or their representatives. This office reserves all rights to accept or reject any or all quotations without assigning any reason. The tender is also available on the website of this Council <http://www.ccras.nic.in>

The contract would be governed by the following terms and conditions:

1. Comprehensive AMC will be for a period of one year commencing from the date of the Agreement comes into force. This can be cancelled unilaterally by this office whenever the service is not found to be satisfactory or upto the mark.
2. The rates accepted will remain fixed during the entire period of contract. No claim for upward revision of the rates and payment will be entertained. The AMC charges are payable in four quarterly installments and nothing over and above this amount is payable.
3. The release of payment will be made by Council on the quarterly basis (at the end of each quarter) on the production of "**Satisfactory Service Report**" in the prescribed format in respect of all the sections covered under the CAMC.
4. The Air conditioners have to be kept in working condition at all times during this period and at the end of the contract. The firm is required to undertake preventive maintenance by checking all the Split and Window Air conditioners at least once every month and servicing every 3 months and confirm that the systems are in the best of the working conditions.


This constitutes a comprehensive maintenance contract and includes all parts of the machines including compressor, gas, mechanical parts, Electronic parts brazing works etc.

6. All service request/calls for repair work must be attended within 24 hours of the complaint being lodged with the AMC provider. There should be adequate number of Telephone lines for lodging of service requests. If the CAMC provider firm failed to attend the calls within 24 hours, this office reserves the right to get the work done by other firms and deduct such expenses from the AMC charges. In the case of exceptional and repeated delays, poor services, fault, break down etc. this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the AMC unilaterally.
7. Details of Split and Window Air Conditioners to be covered under CAMC along with the location of installation are given in ANNEXURE-A. The rate may be quoted on comprehensive basis for the Air Conditioners at ANNEXURE-B and both the annexure may be submitted in a sealed cover. The council reserves the right to shift & reinstall any Air conditioner to any other location in the Council and it will remain covered under CAMC by the AMC provider.
8. At the end of period/termination of Comprehensive AMC, the contractor shall demonstrate satisfactory testing and operation of all the air conditioners.
9. Merely submission of Quotation does not entitle the firm to forward its claim for awarding the AMC even if it has quoted the lowest rates. The AMC will be awarded to the eligible firm only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.
10. The firms must have a similar experience of successfully undertaking the CAMC of Air Conditioners in a Government Organization/Semi-Government Organization/PSUs. List of such clients and quantum of AMC handled must invariably be enclosed with the technical bid alongwith 11(d) and 11(e) below.
11. The firms are required to forward the following details with the quotation:
  - (a). Valid registration number of the firms for the VAT/Service Tax purpose.
  - (b). Income Tax Return for the last financial year.
  - (c). Total years of experience in providing maintenance services for split/window air conditioners.
  - (d). Form 16A (copies) issued by the Government Organizations deducting TDS on AMC services provided by the firm.
  - (e). List of Government organizations which renewed the AMC with the firm, with copies of orders.
  - (f). Signed copy of tender document along with scope, terms and conditions.
12. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations. Quotations received after the stipulated time and date are liable to be rejected.
13. The bidder must ensure that the conditions laid down for submission of offers detailed below are correctly and completely fulfilled. The quotations found to be deficient in any respect

shall be summarily rejected. Similarly conditional offers and offers with terms and conditions inconsistent with those contained in this document shall be rejected.

14. The first cover shall be super scribed "**Technical Bid and Commercial Terms**". The second cover shall be super scribed "**Financial Bid**". Both these envelopes, after being sealed properly, shall be put into a third envelope, which should be properly sealed before it is sent/submitted. The third sealed cover shall be addressed to the Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi-110 058.
15. **Technical Bid** will be opened on **17/03/2015 at 11.00 AM** in the Committee Room No. 223 at CCRAS, Hqrs., New Delhi in the presence of representative of firms and **Financial Bid** will be opened on **19/03/2015 at 11.00 AM** at the same venue.
16. A Security deposit / Bank Guarantee of **₹25,000/- (Rupees Twenty Five Thousand only)** will have to be deposited by the Contractor to whom the AMC is awarded before commencement of the contract. This will be refunded on the successful completion of the Annual Maintenance Contract. The Security Deposit will be forfeited if any of the condition of the contract is contravened besides any other action that may be taken against the contractor.

Yours faithfully,

  
(H. O. Kaushik) 25/3/2015  
Administrative Officer  
For Director General

**ANNEXURE 'A'****DETAILS OF AIR CONDITIONERS INSTALLED AT CCRH/HQRS., NEW DELHI  
TO BE PLACED UNDER COMPREHENSIVE AMC FOR ONE YEAR (2015-16)**

Location	No. & Type of Air Conditioner	
	Windows A.C.	Split A.C.
010	--	01
011	01	01
013	01	--
101	01	01
102	01	--
104	01	--
106	--	01
108	01	--
115	01	--
116	01	--
118	--	04
119B	--	02
121	--	01
122	--	01
201	--	02
204	01	--
205	01	--
206	01	--
208	01	--
209	01	--
211	01	--
213	01	--
214	01	--
215	01	--
216	--	01
217	--	01
218	--	01
220	--	03
221	--	02
222	--	01
222A	--	01
224	--	02
LAB.	02	01
Library	04	02
<b>Total</b>	<b>23</b>	<b>29</b>

**ANNEXURE 'B'**

**QUOTATION FOR COMPREHENSIVE AMC FOR AIR CONDITIONERS  
INSTALLED AT CCRAS, HQRS., NEW DELHI**

*(In Rupees)*

Sl.No.	Particulars	Rate per Unit (Annual charges) (Without Tax)	Total Cost
1.	Yearly Comprehensive Servicing/Maintenance/Repair of <b>Window type</b> Air Conditioners for 23 ACs		
2.	Yearly Comprehensive Servicing/Maintenance/Repair of <b>Split type</b> Air Conditioners for 29 ACs		

Signature : .....

Name of Firm : .....

Address in full : .....

.....

.....

Telephone. : .....

Mobile : .....

PAN No. : .....

TAN No./ST No. : .....