

Government ePublishing System		ePublishing System, Government of India	
Tender Details			
		Date : 03-Mar-2018 03:25 PM	
Print			
Basic Details			
Organisation Chain	National Council for Teacher Education NCTE Hqrs (New Delhi) General Admin HQ		
Tender Reference Number	NCTE-GA012/2/2017-GA-HQ		
Tender ID	2018_NCTE_299032_2		
Tender Type	Limited.	Form of contract	Lump-sum
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		
Payment Instruments		Cover Details, No. Of Covers - 2	
Offline	S.No	Instrument Type	
	1	Bankers Cheque	
	2	Demand Draft	
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Bid
2	Finance	.pdf	Financial Bid
Tender Fee Details, [Total Fee in ₹ * - 0.00]		EMD Fee Details	
Tender Fee in ₹	0.00	EMD Amount in ₹	7,200
Fee Payable To	Nil	EMD Exemption Allowed	Yes
Fee Payable At	Nil	EMD Fee Type	fixed
Tender Fee Exemption Allowed	No	EMD Payable To	National Council for Teacher Education
		EMD Percentage	NA
		EMD Payable At	National Council for Teacher Education
Work / Item(s)			
Title	Comprehensive Annual Maintenance Contract of Air-Conditioners		
Work Description	Comprehensive Annual Maintenance Contract of Air-Conditioners		
Pre Qualification Details	Please refer Tender documents.		
Independent External Monitor	NA		
Tender Value in ₹	1,43,500	Product Category	Air-Conditioner
		Sub category	Services of Air-Conditioner
Contract Type	Tender	Bid Validity(Days)	120
		Period Of Work(Days)	7
Location	New Delhi	Pincode	110002
		Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA
		Bid Opening Place	New Delhi
Critical Dates			

Publish Date	05-Mar-2018 03:00 PM	Bid Opening Date	26-Mar-2018 04:00 PM
Document Download / Sale Start Date	05-Mar-2018 03:00 PM	Document Download / Sale End Date	26-Mar-2018 03:00 PM
Clarification Start Date	05-Mar-2018 03:00 PM	Clarification End Date	06-Mar-2018 01:00 PM
Bid Submission Start Date	06-Mar-2018 02:00 PM	Bid Submission End Date	26-Mar-2018 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	NIT for Comprehensive Maintenance of Air-Conditioners

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	Additional Documents	Financial.pdf	Financial Bid for AMC of Air-Conditioners
	2	Tender Documents	SOP-FINAL.pdf	Technical Bid for Comprehensive AMC of Air-Conditioners	128.62

Tender Inviting Authority

Name	Dr Sumita Das Majumder
Address	Hans Bhawan, Wing-II, 1 Hans Bhawan, 1 Bahadur Shah Zafar Marg, New Delhi-110 002

Tender Creator Details

Created By	Sidharth Kumar
Designation	Section Officer
Created Date	03-Mar-2018 02:58 PM

National Council for Teacher Education
Hans Bhawan, Wing-II, 1, Bahadur Shah Zafar Marg,
New Delhi-110002
Tel : 011-23370141, 23370119

F. No. : NCTE-GA019/5/2018-GA-HQ

Dated : 5th March, 2018

**Subject : Notice Inviting Tender (NIT) for Comprehensive Maintenance
of Air-Conditioners**

Sealed quotations are invited from established, reputed, experienced and eligible firms for award of Annual Maintenance Contract(AMC) in respect of the Air Conditioners installed in the Office of the NCTE Hans Bhawan, Wing-II, 1, Bahadur Shah Zafar Marg New Delhi-110002. Details of the services required and other terms and conditions relating to the award of Contract are given in the Annexure-I.

2. Tender Document is available on the website i.e. www.ncte-india.org. The intending bidders may download the tender document containing the terms and conditions and submit the same along with requisite amount of Earnest money in the form of Demand Draft in favour of "Member Secretary, NCTE" payable at New Delhi. Tenders received without the requisite EMD will be rejected.

3. All eligible and interested service providers are requested to submit their sealed quotations as per prescribed procedure on the office of NCTE on or before 15:00 Hrs. of **26.03.2018 at the Room No. 10, NCTE, Hans Bhawan, Wing-II, 1, Bahadur Shah Zafar Marg, New Delhi-110 002.**

4. The "Technical Bid" will be opened on the same day i.e. **26.03.2018** at 16.00 Hrs. in the presence of authorized representatives of bidders. The "Financial Bids" of only those firms who qualify in the "Technical Bid" shall be opened.

(Dr. Sumita Das Majumder)
Under Secretary
011-23370141

Schedule of Events

Name of the Work	Comprehensive Annual Maintenance Contract of Air-Conditioners
Detail of Contact Officer for clarifications/queries	*Smt. Sumita Das Majumder Under Secretary NCTE, Hans Bhawan, Wing-II, 1, Bahadur Shah Zafar Marg, New Delhi-110 002 011-23370141 011-23370119
Earnest Money Deposit	Rs.7200/-
Published Date	5 th March, 2018 (15.00 P.M.)
Bid Documents Download/Sale Start Date	5 th March, 2018 (15.00 P.M.)
Bid Submission Start Date	6 th March, 2018 (14.00 P.M.)
Bid Document Download/Sale End Date	26 th March 2018 (14.00 P.M.)
Bid Submission End Date	26 th March, 2018 (15.00 P.M.)
Address where the Tender are to be submitted	Room No. 10, NCTE, Hans Bhawan, Wing-II, 1, Bahadur Shah Zafar Marg, New Delhi-110 002
Date, Time and venue of opening of Financial bids	Will be intimated late to the technically qualified bidders

Note : In case of any enquiry/query the contact officer from the NCTE * Smt. Sumita Das Majumder, Under Secretary may be contacted on telephone 011-23370141 from 10.00 AM to 5.00 P.M. on all working days.

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ANNEXURE-I

TERMS & CONDITIONS

1. NO. OF AIR CONDITIONERS INSTALLED*

S.No.	Location	Split AC	Window AC
01	NCTE Hans Bhawan, Wing-II, 1, Bahadur Shah Zafar Marg, New Delhi-110002	1.5 ton 35 (34 AC 1.5 and 1 AC 1 Ton = 35 AC)	1.5 ton 6

*No. of A/Cs is tentative.

The above figure is tentative and the actual number of air conditioners may change during the currency of the contract.

2. SCOPE OF WORK:

The selected Agency/Firm shall be responsible to provide comprehensive annual maintenance of all AC units. The comprehensive AMC will include

- Wet Service of all Air Conditioner Units once in a quarter
- Periodical preventive maintenance
- All repairs (except Compressor)
- All spares (except Compressor and plastic parts)
- Gas filling in all cases including at the time of replacement of compressor, shifting, of outer units etc.

3. Validity of the contract: The Annual Maintenance Contract (AMC) shall commence from the date of award of the contract maintenance contract. The annual maintenance contract shall be valid for a period of one year from the date of award of contract the maintenance contract. However, the contract may be extended for a further period on mutual consent on yearly basis at the same rates and same terms and conditions.

NCTE, however, reserves the right to terminate the contract by giving 15 days notice without assigning any reason thereof.

4. Eligibility conditions

- a) The agency/firm should have experience of at least 5 years in the relevant field and must be doing such services for various reputed organizations/departments of Government of India/Public Sector Undertakings/statutory bodies/MNCs.
- b) The agency/firm should be registered under Service Tax Registration/**GST/TIN/VAT** Registration Authorities (copy to be attached).

- c) The agency/firm should have a minimum turnover of **Rs.05-10 lakh** per year during the last three years (2014-15, 2015-16 and 2016-17).
- d) The details of inputs/information required to be submitted by the agency are listed in the format for Technical Bid (Annexure-II).
- e) The details of current and previous clients are to be submitted by the agency incorporating the following details:
 - i) Name of Office
 - ii) Contact Person (Tel No./Email ID)
 - iii) Period and volume of work with the manpower deployed
- f) The agency/firm must have workshop/service station for AC maintenance in NCR Region.

The bidders are required to attach self attested photocopies of VAT registration, Service Tax registration, PAN card and ITR for last three years/Certificate w.r.t. working for at Govt. Departments/PSUs/Statutory Body for last three years. Failure submit any of these documents will lead to rejection of bid document.

5. Earnest Money Deposit (EMD) : The bids must be submitted with Earnest Money Deposit (EMD) of Rs. 7200/- (Rupees seven thousand two hundred only) in the shape of **Demand Draft** drawn in favour of "Member Secretary, NCTE" the Bids received without EMD will be rejected. The Bid Security of unsuccessful Bidders shall be returned as promptly as possible the successful Bidder's acceptance of the offer of contract. Bid Security of successful bidder shall be returned on receipt of Performance Security the NCTE and after signing the agreement.

EMD of the bidder(s) will be forfeited if:

- a) The bidder is not willing to abide by the terms and conditions after submission of the bid.
- b) The bidder withdraws the bid before receipt of final acceptance.
- c) The successful bidder fails to furnish Performance Security within the stipulated time.

6. Responsibility of the Firm/Agency :

- i) The AMC shall be Comprehensive. The maintenance contract shall cover replacement of parts or by genuine/branded parts (except compressors and plastic parts) by the contractor of cost, as and when required.
- ii) The quoted amount shall include all repairs and replacement of parts except the Compressor and plastic parts;
- iii) The rate of Compressor of ACs of NCTE will be indicated by the Firm separately which will remain valid during the period of AMC.
- iv) All complaints must be attended within six hours;
- v) In case the AC unit is not repairable within the Office, the same shall be carried to agency/firm's workshop at its own expenses with written permission of competent authority;

- vi) The units carried to the workshop shall be repaired/made functional and returned to the office within three days failing which NCTE shall be free to impose penalty @ Rs. 100 per day;
- vii) It shall be responsibility of the Firm to hand over the AC units (under contract) to this Office or the agency engaged by this office for the purpose in working condition at the expiry of the Contract.
- viii) During the validity of the contract, the company will render preventive maintenance services of the equipment at the frequency of at least once in every month. The ACs will be thoroughly cleaned, tested, repaired and kept in good working condition all the time. In case the machine is idle for replacement of the parts, the company will replace the parts in reasonable time which in any case will not be more than 24 hours from the time of registration of complaint.
- ix) The contractor will deploy one technician in the office permanently during peak season (April to July) to attend frequent complaints. The technician shall be available in the office from 9.00 A.M. to 6.00 P.M. on all working days during the said period.
- x) In case an AC is to be taken to Service Station/ Workshop for repairs etc. with the permission of the Section Officer, GA, NCTE the contractor will provide standby AC. NCTE will not pay any charges for standby AC and will not be responsible for any damage occurred in the standby AC.
- xi) The contractor will attend to all the calls from NCTE on all working days. The urgent and unavoidable calls are also to be attended before and after the usual office time and also on holidays. However, reasonable time would be allowed for the specific jobs on merits. NCTE reserves the rights to decide any job as urgent or unavoidable depending upon the nature and venue of the job. The Service Provider Firm is liable to attend the maintenance job on holidays in case of due to urgency too,
- xii) All maintenance/repair work has to be attended within 24 hours of the complaint by the authorized person(s). After that period of time Rs. 200/- penalty per day will be charged. In case the service provider fails to attend the complaint due to urgency the services of an outside vendor will be availed by the NCTE on payment basis, and the service provider will be liable to reimburse the amount to NCTE or the amount shall be deducted from the payment due to the service provider.
- xiii) The Successful firm will be required to start working immediately after award of the contract.
- xiv) A schedule for the monthly monitoring visit as part of the preventive maintenance service should be developed at the beginning of the year duly approved by competent authority of NCTE and it has to be strictly followed.
- xv) The service provider will ensure that there is no loose cable, hanging board, naked live cables etc. Proper earthing wherever required.
- xvi) It shall be responsibility of the Firm to hand over the AC units to NCTE under contract in perfect working condition on the expiry of the Contract period.

7. Submission of Tenders:

- (i) The technical and financial bids must be submitted in separate sealed cover in the format as prescribed in Annexure-II and Annexure-III respectively.
- (ii) Both the bids (technical and financial bids- sealed separately) along with third envelope containing EMD are to be kept in a bid sealed envelope.
- (iii) The envelope containing EMD should not be sealed and kept open.
- (iv) The envelope containing the three envelopes must be superscribed "Tender for AMC of AC due on 26.03.2018.
- (v) The sealed envelope containing all bids must be dropped in the Tender Box kept at Room No. 10, NCTE, Hans Bhawan, Wing-II, 1, Bahadur Shah Zafar Marg, New Delhi-110002 by 1500 Hrs. of 26.03.2018.
- (vi) Technical bids shall be opened on 26.03.2018 at 1600 Hrs. in the presence of authorized representatives of bidders.
- (vii) There should be no cuttings/overwriting. The cutting, if any must be duly attested by the authorized signatory of the firm. Non-attested/amended/overwriting figures will not be considered.
- (viii) Quotations received in an unsealed cover or received after the due date are liable to be rejected. Ambiguous bids also will be rejected.
- (ix) NCTE reserves the right to reject any/or all the quotation(s) received without assigning any reason thereof.
- (x) For technical information related to Comprehensive AMC and any other related discussion, the firm/-service provider should consult Shri Dinesh Kumar Chaturvedi, Under Secretary, NCTE, Hans Bhawan, Wing-II, 1, Bahadur Shah Zafar Marg, New Delhi.
- (xi) The successful firm will have to execute an agreement with NCTE within fifteen days of issue of work order.
- (xii) The firm should quote rates exclusive of all taxes/duties. The price offered should show the rates and amount of VAT and other applicable taxes extra.
- (xiii) Commercial/Financial bids of only those bidders whose technical bids are acceptable/qualified will be opened.
- (xiv) Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstance.

8. Performance Security:

- a. The successful tenderer shall be required to deposit an amount equal to 10% of the total contract value to be deposited with NCTE within one week of receipt of "Letter of Offer." This will be in the form of bank guarantee from any of the scheduled Bank duly pledged in the name of the "Member Secretary, NCTE".
- b. Performance security shall be valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended, the validity of Performance Security shall also be extended by the contractor accordingly. In the event of breach/violation or contravention of any of the terms and conditions by the firm/agency, the said Performance Security shall be forfeited. In addition, the contract can also be terminated, and firm may be blacklisted.

- c. Performance Security will be discharged after completion of contractor's performance obligations including warranty obligations under the contract.
- d. If the contractor fails or neglects any of his obligations under the contract, NCTE reserves the right to forfeit either whole or any part of Performance security furnished by the bidder as penalty for such failure.

9. Payment: Payment to the selected agency shall be released on half yearly basis i.e. 50% after six months from the date of taking over the charge of AMC and balance 50% on completion of AMC. The contractor will submit the bill to Section Officer (Admin). Payment will be made on the basis of satisfactory work certificate issued by the Under Secretary (Admin).

10. Validity of Tender: Rates quoted by the Firm shall remain valid for 120 days from the date of the opening of the tender.

11. TDS and any other Government levies as applicable shall be deducted on the bill Amount as per Government of India instructions issued from time to time.

12. The successful bidder will enter into a contract with NCTE and the terms and conditions of the contract will be binding on both the parties.

13. NCTE reserves the right to accept or reject any or all the Tenders.

14. NCTE reserves the right to cancel the Contract at any time during the currency of the Contract without assigning any reason, whatsoever, the services provided by the firm are found to be unsatisfactory.

Annexure-II

PROFORMA FOR TECHNICAL BID

S.No.	Items	Information/Inputs to be filled by the tenderer (if required separate sheets may be enclosed)
1	Name & Address of the firm/agency, telephone number, fax, mobile number, email address	
2	Type of organization (Whether proprietorship, partnership, private limited, limited company)	
3	Year of formation of the company/experience as a air conditioning agency	
4	Annual Turnover (Documentary evidence to be attached)	
	2014-15	
	2015-16	
	2016-17	
5	Contact number in case of emergency	
6	(a) Service tax number/ Certificate (b) PAN number (copies to be attached)	
7	Details of Govt. Deptt. /PSU served during the last three years with contact number of concerned officer	
8	Copies of certificates regarding satisfactory services issues by the Govt. Deptt. /PSU (At least 3 satisfactory reports to be attached)	
9	Details of Earnest Money	DD No. Date
10	Undertaking to be given by the firm that the firm has not been blacklisted by the Govt. Deptt.	
11	Infrastructure details	
12	Service center/workshop of AC maintenance	
13	Any other information	

Self-attested copies of relevant documents are enclosed in support of above information.

Date:
Place:

Signature of the authorized signatory of the agency
Official Seal/stamp



Undertaking

I/We hereby certify that all the information furnished above are true to my knowledge.
I/We have no objection to NCTE verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I/We also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency

Official seal/stamp

Date:

Place:

PROFORMA FOR FINANCIAL BID

1. Name, Address and Telephone Number
Of the Organization :
2. Name of Proprietor/authorized signatory with Tel. No. :
3. Rates offered

Comprehensive Annual Maintenance Contract

	AC Units (Capacity in Ton)		Qty.	AMC Rate per unit	Total*	Dismantling Charges (per unit)	Re- installation charges (per unit)	Rate of Compressor per unit ** (under buy back)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
1	Split	1.5	34					
2	Window	1.5	06					
3	Split	1.0	01					
	Total		41					

Rates for items of accessories

S.No.	Description	Rate/Unit/Mtr*
1	Copper Pipe	
2	Drain Pipe	
3	Wall Mounting Kit	
4	PVC Roll	
5	Rubber Insulation Roll	

* exclusive of taxes

** Mention the Make also

Declaration: I/We have read and understood the terms and conditions of the Tender. We have inspected the site and have understood the scope of work and I/we have quoted the rates accordingly.

.....
(Signature of authorized signatory)

Place :
Date :

Name:
Designation:
Seal of the Firm/Agency:.....