

MMTC LIMITED

(A Government of India Undertaking)
Core-1, Scope Complex,
Lodhi Road, New Delhi – 110003

No.MMTC/ADMN/CT/170/2015-16

Dtd 19.02.2016

NOTICE INVITING TENDER

Nature of Work : Annual Comprehensive service maintenance contract for 3 units of 11 ton ductable Air conditioning system.

S.No.	Particulars	Details
1	Issue of Tender documents	Upto 1400 hrs on 07.03.2016 (during working days i.e. Monday to Friday from 9.30 am to 5.30 pm)
2	Earnest money deposit (EMD)	Rs.3000/- (Three hundred only)
3	Last date for tender (Two bids) submission	Upto 1530 hrs on 07.03.2016
4	Technical bid's opening	1130 hrs on 08.03.2016
5	Period of contract	One year

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7- Institutional Area,Lodhi Road,
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Tender No. MMTC/Admn./CT/01/2016

TENDER DOCUMENT

Sealed quotations are invited from experienced Contractors who have atleast three years experience of maintaining AC units/ductable air conditioning systems/package air conditioning systems in PSUs/Govt. offices/MNCs/reputed offices for comprehensive AMC of Air conditioning unit installed in Community Centre hall in MMTC Colony, New Delhi. Details of the services required to be provided and other terms and conditions relating to the award of contract are given below :-

- 1) Validity of the Contract : The period of contract shall initially be for a period of one year from the date of commencement. However, the contract may be extended for a further period with mutual consent.
- 2) Eligibility conditions
 - i) The bidder shall have an experience of at least 3 years or more in this filed. In this regard copies of performance certificate/completion certificate/work order should be submitted.
 - ii) Copy of valid TIN No. as a registered dealer and PAN card should be submitted.
 - iii) In case the party is registered with Ministry of MSME/its authorized agencies, the bidder is required to submit registration certificate and store details in addition to above. The MSEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006.
- 3) Earnest money deposit (EMD) : The bidder shall furnish an amount of Earnest Money of Rs. 3,000/- (Rs. Three thousand only) by way of Demand Draft drawn in favour of “ MMTC LIMITED “ payable at New Delhi. The EMD of the unsuccessful bidder shall be returned subsequent to the award of contract to the successful bidder.
- 4) Submission of Tenders :
 - i) All interested service providers are requested to submit their sealed tenders in two separate envelopes comprising (A) TECHNICAL BID (Annexure I) with prescribed EMD & documents and (B) PRICE BID (Annexure II), bearing the name and address of the bidders in both bids which should be dropped in the Tender Box kept in the office of General

Manager(Admn.) on 2nd floor Core 1, Scope Complex, New Delhi on or before 1500 hrs on 07.03.2016.

ii) Tender Document is available on the website of the MMTC LIMITED i.e. www.mmtclimited.com and <http://eprocure.gov.in>. The intending bidders may download the tender document containing the terms and conditions and submit the same in the prescribed format.

iii) Bids are to be submitted in sealed covers superscribing :Tender for maintenance of Ductable ACs” on the top.

iv) Bids received late due to any reason, whatsoever, shall be rejected outright.

v) Technical bids shall be opened on 08.03.2016 at 1130 hrs in the presence of authorized representatives of bidders who wish to be present.

5) The Technical Bids shall be scrutinized/verified by MMTC in terms of the tender and subsequently the eligible PRICE BIDS shall be opened within a period of 21 days. The agency who has quoted lowest grand total in terms of Annexure II shall be selected a L-1 bidder.

6) Agencies are advised to visit the place of work for ascertaining the nature and volume of work realistically before quoting the rates.

7) The rate should be mentioned in figures as well as in words inclusive of all charges. In case of any difference between figures & words the amount mentioned in words shall be treated as final. Applicable taxes shall be extra.

8) The Earnest money may be forfeited in the event of :

i) If a tenderer withdraws its tender during the period of its validity.

ii) In the case of successful tenderer, if the tenderer fails to commence the work as required.

9) Performance Security :

i) The successful bidder shall be required to deposit an amount equal to 10% of the annual contract values Performance Security within 15 days of issue of letter of intent.

ii) Performance Security shall be submitted in the form of Demand draft drawn in favour of “MMTC LIMITED” and shall be interest free.

iii) Performance Security shall be returned after completion of contractor’s performance obligations.

10) If the contractor fails or neglects any of his obligations under the contract, MMTC reserves the right to forfeit either whole or any part of Performance Security furnished by the bidder towards penalty for such failure.

- 11) Payment : Payment to be successful bidder shall be released successful completion on quarterly basis on submission of bill for the services rendered in the particular quarter through E-payment system.
- 12) Validity of Tender : Rates quoted by the firm shall remain valid for a period of 90 days.
- 13) TDS and any other Government levies applicable from time to time shall be deducted from the bill amount.
- 14) The contractor shall be responsible for any injury caused to person(s), property of MMTC etc. which may arise from the operations or neglect of any person(s) engaged by him for any purpose related to the execution of this contract. The bidder /contractor shall indemnify MMTC of all liabilities arising out of his operations in any way under relevant acts of the Government and also in award of any compensation or damages, consequent upon any claim arising out of the above.
- 15) All safety precautions should be taken during execution of the work and MMTC will not be responsible for any accident caused to labour engaged by the contractor during execution of work.
- 16) It is expressly understood and agreed to between the parties to this tender that the persons deployed by the contractor for the above work shall be employee of the contractor for all intents and purposes and in no case there shall accrue any relationship of employers & employee between the said person(s) & MMTC implicitly and or explicitly.
- 17) The successful tenderer shall not any time sub-let the part or complete work without written permission of MMTC. The tenderer shall be fully responsible to MMTC for the work awarded to him.

18) Under Public Procurement Policy (PPP) issued by Ministry of Micro, Small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSEs), a minimum 20% share out of the total procurement of goods and services by Central ministries/Departments/Public Sector Undertakings are to be made from MSEs. Further out of 20% target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Caste(SC)/Scheduled Tribes(ST) entrepreneurs. Preference will be given to firms registered with the Ministry of MSME as per guidelines prescribed under MSMEs Act, 2006

19) For any query and clarifications regarding the tender document, please contact Shri G.K. Bhawal, Deputy Manager(Admn.) 2nd Floor, Scope Complex,Lodhi Road, New Delhi- 110003.

20) MMTC reserve the right to cancel the Contract any time during the currency of the contract without assigning any reason, whatsoever, if the services provided by the firm are found to be unsatisfactory.

21) Each & every page of the tender documents should be signed & stamped by the bidder at the bottom.

22) Other terms & conditions shall be as detailed in Section-I.

23) Any dispute or difference arising from interpretation of the tender items or its terms and conditions, the matter(s) in dispute shall be referred to the sole arbitration of a person to be nominated by the Chairman-cum-Managing Director(CMD) of MMTC, whose decision shall be final and binding on the parties to the contract.

24) MMTC Limited reserves the right to accept or reject any tender at its sole discretion without assigning any reason whatsoever.

25) The venue of the arbitration shall be New Delhi.

For MMTC Limited

(S.B. Mathpal)
Deputy Manager(Admn.)

OTHER TERMS & CONDITIONS

- 1.** The following parts are covered under AMC and shall be replaced/repared free of charge during the AMC period: Compressor, Gas, Charging, Fan Motor (Indoor & Outdoor) PCB, condenser and cooling coil, cleaning unit, checking and tightening nuts & bolts, oiling the motor and maintenance service.
- 2.** AMC excludes repair of any plastic part, grills, sheet metal parts, electrical consumable, automatic voltage stabilizer. These parts not covered under AMC and will be replaced/repared with prior intimation to Admn. Division and payment towards replaced/repared parts will be made at actual after certification by Admn. Division.
- 3.** The charging of refrigerant gas during the period of this AMC shall be done by the contractor on its own cost.
- 4.** Periodical service shall be done once in six months during the period of this AMC.
- 5.** The contractor shall depute technician to attend to the complaint(s) at the earliest at any time during the contract period on receipt of verbal/written complaints from MMTC.

ANNEXURE-I

TECHNICAL BID

1. Tenderer Name :
2. Tenderer Address with

Telephone No., Fax and E-mail:
3. PAN of the tenderer (Attach copy):
4. Registration No. of the tenderer
5. Valid Tin Number :
6. Registration of MSEs :
7. EMD Details : DD No. _____ date _____ issued by

_____.

8. Details of Experiences :

S.NO.	Name & Address of Organisation	Name and Designation of Nodal officer	Telephone/mobile No.	Period of contract

Signature,

Seal and address of the contractor

Date _____

ANNEXURE-II

PRICE BID

Work : Annual Comprehensive service maintenance contract for 3 units of 11 ton ductable Air Conditioning Systems

S.NO.	Description of work	No. of Units	Rate per unit/per year	Other Charges	Taxes	Total Amount
1.	Annual Maintenance comprehensive service contract for 11 ton ductable AC (Hitachi Brand)	03				

Total Rs. _____ In words:

(Rupees _____)

Signature,

Seal and address of the contractor

Date _____