

MMTC LIMITED
(A Government of India Undertaking)

Core 1, SCOPE COMPLEX,
Lodhi Road, New Delhi-110 003

Tender No. MMTC/ADMN/CT/01/2014-Vol.IV

Dated : 08.12.2014

NOTICE INVITING TENDER

NAME OF WORK: Annual Comprehensive service maintenance contract for Split and Room Air conditioners installed in the office at SCOPE Complex and residence of Senior Executives.

<u>Sl.No.</u>	<u>Particulars</u>	<u>Details</u>
1	Issue of tender document	Upto 1700 Hrs on 08.12.2014
2	Tender Fee	Rs.500/- (Five Hundred only)
3	Earnest money deposit (EMD)	Rs.10,000/- only (Ten Thousand only)
4	Last date of issue of tender documents	Upto 1200 hrs on 26.12.2014
4	Due date of tender(two bids) submission	Upto 1500 Hours on 26.12.2014
5	Technical bid's opening date	1100 Hours on 29.12.2014

Core- 1, Scope Complex,
7- Institutional Area, Lodi Road,
New Delhi-110003

MMTC LIMITED
NEW DELHI

Core 1, SCOPE COMPLEX,
Lodhi Road, New Delhi-110 003

Tender No. MMTC/ADMN/CT/01/2012-Vol.IV

Dated : 08.12.2014

NOTICE INVITING TENDER

- 1) MMTC LIMITED invites sealed quotations from reputed and experienced firms who have successfully completed annual maintenance of air conditioners in PSU's/ Banks/ Railways/Govt. Departments/Govt. Institutions during last three years. The work shall be executed in the SCOPE Building, Core-1, Corporate Office and residence of Senior Executives in Delhi/NCR. Details of the services required and other terms and conditions relating to the award of Contract are given below.
- 2) **Validity of the contract:** The period of contract shall be for a period of one year from the date of commencement of the contract. However, the contract may be extended for a further period with mutual consent.
- 3) **Eligibility conditions**
 - i) The bidder shall have an experience of atleast 3 years during the last financial years or more in this field. In this regard copies of performance certificate/completion certificate /work order should be submitted.
 - ii) Copy of VAT registration and Service Tax Registration Certificates as applicable should be submitted.
 - iii) Copy of PAN should be submitted.
 - iv) List of clients along with the details of contact person, Tel.Nos., Mobile No., Fax, and complete address.
- 4) **Earnest Money Deposit (EMD) :** The bidder shall furnish an amount of Earnest Money of Rs.10,000 (Rupees Ten Thousand only) by way of Demand Draft drawn in favour of "MMTC LTD" payable at New Delhi. The bid security of the unsuccessful bidder will be discharged/returned subsequent to the award of Contract to the successful bidder.
- 5) **Submission of Tenders:**
 - i. All interested service providers are requested to submit their Sealed tenders in **two separate envelops** 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 and the same should be dropped in the Tender Box kept in the office of the General Manager (Admn.) on 2nd floor Core 1, SCOPE Complex, New Delhi on or before **1500 Hrs.** of 26th December, 2014
 - 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 along with the Tender Document Fee of Rs. 500/- (Rupees Five Hundred only) **non-refundable** in the form of crossed Demand Draft in favour of “MMTC LIMITED” payable at New Delhi.

- iii. Sealed envelopes containing bids should be superscribed “**Tender for maintenance of ACs**” on the top.
 - iv. Late/delayed tenders due to any reason, whatsoever, will not be accepted under any circumstances.
 - v. Technical bids shall be opened on 29th December, **2014 at 1100 Hrs.** in the presence of authorized representatives of bidders who wish to be present.
 - vi. 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 30 days. The agency who has quoted lowest grand total of items in Annexure - II will be selected as L-1 Party. The L-1 Party will have to automatically match lowest rates of all the items of Annexure –II quoted by any other eligible prospective tenderers. In case, L-1 vendor does not accept the lowest rates of Annexure –II quoted by any other eligible prospective tenderers, the EMD will be forfeited.
- 6) Agencies are advised to visit the place of work for assuring the nature and volume of work realistically before quoting the rates.
 - 7) The rates should be mentioned in figures as well as in words inclusive of all charges, taxes and levies.
 - 8) The Earnest money may be forfeited in the event of:
 - i) If a tenderer withdraws its tender during the period of tenders 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 value within 15 days of issue of letter of intent as Performance Security.
 - ii) Performance security shall be submitted in the form of Demand draft drawn in favour of “MMTC LIMITED” and shall be valid for a period of 12 months and refunded to the successful bidder after satisfactory completion of the contract validity period/extended validity period.
 - iii) Performance Security will be discharged after completion of contractor’s performance obligations.
 - 10) If the contractor fails or neglects any of his obligations under the contract, MMTC reserve the right to forfeit either whole or any part of Performance security furnished by the bidder as penalty for such failure.
 - 11) **Payment** : Payment to the successful bidder shall be released on Quarterly basis on submission of Job cards of ACs 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 shall be deducted from bill amount as per Government of India instructions issued from time to time.
- 14) The contractor shall be responsible for any injury caused to persons, property of MMTC etc, which may arise from the operations or neglect of any person of the tenderer/contractors team or any persons engaged by him for any purpose related to the execution of this contract. The tenderer/contractor shall indemnify MMTC of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damages consequent upon any claim arising out of the above.
- 15) 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 employees of the contractor for all intents and purposes and in no case, shall a relationship of employers & employee between the said persons & MMTC shall accrue implicitly and / or explicitly.
- 16) The successful tenderer shall not sub-let the part or complete work to any other person/firm/company without written express permission of MMTC. The tenderer is fully responsible to MMTC for all the work awarded to him.
- 17) For any query and clarifications on the tender document, please contact Sh. G.K. Bhowal, Dy. Manager(Admn.), 2nd floor, SCOPE Complex, New Delhi110003
- 18) 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.
- 19) Any dispute or differences arising out of the interpretation of any of the terms & conditions of the contract or the matters 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. The venue of the arbitration shall be New Delhi.
- 20) MMTC Limited reserves the right to accept or reject any tender at its sole discretion without assigning any reason whatsoever.

GENERAL TERMS & CONDITIONS

- 1) In order to attend our day-to-day complaints, it shall be, therefore, binding on the contractor that they depute service mechanic in our office premises on all working days during the period of AMC.
- 2) AC units covered under this AMC are in working condition. It, therefore, shall be binding on the contractor that they maintain them throughout the currency of AMC and hand over the same in good running condition at the time of expiry of this contract.
- 3) In case, any major break down occurs in an air-conditioner, the same will be allowed to be carried to workshop for providing of service. The service will be done free of charge at the contractor's service station.

- 4) During the period of this maintenance contract if we dispose of any of the AC unit covered by the AMC, the AMC amount will be reduced proportionately. The payment will be made for actual units maintained during a particular quarter.
- 5) Removal and reinstallation of AC is not included in the AMC. This job will be carried out by you as per the instruction of Admn. Division. Charges will be paid as per the rates quoted by you in the Price Bid.
- 6) Periodical service shall be done by the contractor during the period of this AMC. This includes one overhauling in a year normally during the off-season.
- 7) The contractor shall be replacing spare parts and materials free of charge which get defective during the AMC period. However, this excludes replacement of cage, grills and knobs etc of air conditioners.
- 8) Replacement/rectification of compressors during the period of this AMC shall be made by the contractor at their own cost.
- 9) The charging of refrigerant gas in air conditioners during the period of this AMC shall be done by the contractor at his own cost.
- 10) The services which are felt essential for the effective working of air conditioners shall also be rendered by the contractor during the period of this AMC.
- 11) Any complaint made against the not satisfactory working of air conditioner shall be attended immediately i.e. the same day positively and in no circumstances the attending of such complaints shall be postponed to the next day.
- 12) Routine maintenance and proper operation must be ensured by the contractor which includes cleaning of filters, checking of loose electrical connections etc. at regular intervals.
- 13) The unit service/repair shall be carried out by the contractor only. In case, the contractor or his employee gets the AC unit serviced/repared by any other party, all such charges relating to that repairs/maintenance shall be borne by the contractor only.
- 14) The electricity power supply shall be provided and maintained by MMTC which includes the wiring to AC unit, the connecting and disconnecting switches/circuit brackets etc. These will, however, be attended to by our own electrician at our own expenses.
- 15) No. of ACs given in the statement are tentative, actual number of ACs will be given at the time of awarding the order to the party.
- 16) Under Public Procurement Policy 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 Cast (SC)/Scheduled Tribes (ST) entrepreneurs. Preference will be given to firms registered with the Ministry of MSME.

Sr. Manager(A)

ANNEXURE – I

PROFORMA FOR TECHNICAL BID

1) Tenderer/contractor's Name:

2) Tenderer/Contractor's Address with Telephone, Mobile, Fax and E-mail:

3) PAN of the tenderer/Contractor (Attach copy):

4) Sales Tax Registration No. and VAT registration of the tenderer/contractor (Sales Tax, Service Tax, if any) (Attach copy)

5) EMD Details: DD No: _____, Dated: _____, Amount Rs.10,000/-.

6) Details of Government sector client (s):-

S.No.	Name & Address of Govt. Organization	Name and Designation of Nodal Officer	Telephone & Fax No.	Period of contract

(Signature of Owner/Authorized Representative)

NAME OF THE AGENCY WITH SEAL

ANNEXURE - II

PRICE BID

Sub: Annual Comprehensive service maintenance contract for Split and Room Airconditioners installed in the office at SCOPE Complex and residence of Senior Executives.

1. Annual Comprehensive maintenance service of :

S.No.	Description of work	No.of Units*	Rate per unit/per year(Rs.)	Amount (Rs.)
1.	Window AC (1.0/1.5 ton)	52		
2.	Split AC (1.0/1.5 ton)	44		
3.	Split AC (2.0 ton)	4		
3.	Tower AC (4 ton)	5		
	TOTAL			

*Tentative figure

Total

Rs.....

(In words.:)

2. (a) Charges for removal/dismantling of AC units not covered under AMC

(i) Window AC : Rs._____

(ii) Split AC : Rs._____

- (b) Charges for AC units not covered under AMC.
- (i) Gas charging of Split AC Rs. _____ per unit
 - (ii) Refrigerant pipe Rs. _____ per Mtr
 - (iii) 3 core cable for AC Rs. _____ per Mtr

The above rates will be valid for one year.

(Signature of Owner/Authorized
Representative)

NAME OF THE AGENCY WITH SEAL

Date :

