



सत्यमेव जयते



Competition Commission of India

Hindustan Times House(3rd floor)

18-20, Kasturba Gandhi Marg,

New Delhi – 110001

Tel : 011-23473690 Fax : 011-23704686

F.No.D-13020/1/2008-CSD

Dated : 25th April, 2011.

NOTICE INVITING TENDER FOR MAINTENANCE OF AIR CONDITIONERS

Competition Commission of India invite sealed quotations from established, reputed and experienced firms to provide Annual Maintenance Contract in respect of Air Conditioners installed in the Office of the Competition Commission of India at 'Hindustan Times House', 18-20, Kasturba Gandhi Marg, New Delhi – 110 001 and at 'Hudco Vishala' 'B' Wing, 14, Bhikaji Cama Place, New Delhi – 110 066. 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 of the Commission i.e. www.cci.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 "Competition Commission of India (Competition Fund) Account" payable at New Delhi. Tenders received without the requisite Tender Fee and EMD will be rejected.

3. All interested service providers are requested to submit their sealed quotations as per prescribed procedure to this office on or before **1500 Hrs. of 03.05.2011**.

4. The "Technical Bid" will be opened on the same day i.e. **03.05.2011 at 1600 Hrs.** in the presence of authorized representatives of bidders. The "Financial Bids" of only those firm(s) shall be opened who qualify the eligibility criteria of "Technical Bid" as stipulated in the tender document.

(Virendra Singh)
Deputy Director

TERMS & CONDITIONS

1. LAST DATE & TIME OF RECEIPT OF QUOTATIONS : 03.05.2011
: 1500 Hrs.
2. DATE & TIME OF OPENING OF TECHNICAL BID : 03.05.2011
: 1600 Hrs.
3. PLACE OF SUBMITTING QUOTATIONS : Reception of CCI (3rd Floor)
Hindustan Times House
18-20, Kasturba Gandhi Marg,
New Delhi – 110 001.
4. NO. OF AIR CONDITIONERS INSTALLED

| S.No. | Location | Split AC (1.5 Ton) | Window AC (1.5 Ton) |
|-------|--|--------------------|---------------------|
| 1. | Hindustan Times House 18-20, Kasturba Gandhi Marg New Delhi-110001 | 05 | 05 |
| 2. | 'Hudco Vishala' 'B' Wing 14, Bhikaji Cama Place, New Delhi-110066 | 42 | 04 |

5. 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 all Air Conditioner Units once in a quarter
- Periodical preventive maintenance
- All repairs (except Compressor)
- All spares (except Compressor and plastic parts)
- Gas charges

6. Validity of the contract: The period of annual maintenance contract shall be valid for a period of one year from the date of award of contract. However, the contract may be extended for a further period of one year on mutual consent.

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

7. Eligibility conditions

- a) The agency/firm should having experience of at least 5 years in the relevant field and must 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/TIN/VAT Registration No. (copy to be attached)

- c) The agency/firm should have a minimum turnover of Rs.25 lakh per year during the last three years.
- 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

8. Earnest Money Deposit (EMD) : The bidder shall furnish an amount of Earnest Money of Rs.5,000 (Rupees Five Thousand only) by way of Demand Draft drawn in favour of "Competition Commission of India (Competition Fund) Account" payable at New Delhi. The bid security of the unsuccessful bidder will be discharged/returned subsequent to the award of Contract.

9. Responsibilities of the Firm/Agency :

- i) The selected firm shall be responsible for all preventive check ups including the quarterly wet servicing;
- ii) The quoted amount shall include all repairs and replacement of parts except the Compressor and plastic parts;
- iii) The rate of Compressor will be indicated by the Firm separately which will remain valid during the period of AMC;
- iv) All complaints must be attended to within six hours;
- v) In case the AC unit is not repairable within the Office, the same shall be carried to your workshop at your own expenses with written permission of competent authority;
- vi) The units carried to the workshop shall be repaired within three days failing which CCI shall be free to impose penalty @ Rs.100 per day;
- vii) It shall be responsibility of the Firm to hand over the AC units to this Office under contract in working condition at the expiry of the Contract

10. 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 technical and financial bids along with third envelope containing EMD and Tender Fee (if payable) are to be kept in a big sealed envelope.
- (iii) The envelope containing EMD and Tender Fee should not be sealed and kept open.
- (iv) The big envelope containing the three envelopes must be superscribed "Tender for AMC of AC".

- (v) The sealed envelope containing all bids must be dropped in the Tender Box kept at the Reception of CCI at Hindustan Times House (3rd Floor) by **1500 Hrs. of 03.05.2011**.
- (vi) Technical bids shall be opened on **03.05.2011 at 1600 Hrs.** in the presence of authorized representatives of bidders.
- (vii) Commercial/Financial bids of only those bidders whose technical bids are acceptable/qualified will be opened.
- (viii) Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.

12. Performance Security:

- a. The successful bidder shall be required to deposit an amount equal to 10% of the contract value within 30 days of issue of letter of intent, as Performance Security.
- b. Performance security shall be submitted in the form of Demand draft drawn in favour of "Competition Commission of India (Competition Fund) Account" and shall be valid for a period of 18 months.
- 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, CCI reserve the right to forfeit either whole or any part of Performance security furnished by the bidder as penalty for such failure.

13. Payment : Payment to the selected agency shall be released on half yearly basis i.e. 50% after six months of award of contract and balance 50% on completion of AMC.

14. Validity of Tender: Rates quoted by the Firm shall remain valid for a period of 90 days or more.

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

16. CCI reserve the right to accept or reject any or all the Tenders.

17. CCI reserves 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.

PROFORMA FOR TECHNICAL BID

| S.No. | Items | Information/ Inputs to be filled by the tenderer (If required separate sheets may be enclosed) |
|-------|--|--|
| 1. | Name and Address of the firm/agency, telephone number, fax, mobile number, email address | |
| 2. | Type of organization (Whether proprietorship, partnership, private limited, limited company) | |
| 3. | Name and Address of the directors proprietor /partners | |
| 4. | Year of formation of the company/ experience as a house keeping agency | |
| 5. | Nature of business carried by the company | |
| 6. | Annual Turnover | |
| | 2007-08 | |
| | 2008-09 | |
| | 2009-10 | |
| 7. | Total number of employees of the firm | |
| 8. | Contact number in case of emergency | |
| 9. | Whether authorized service provider of any OEM/Manufacturer ? | |
| 10. | If yes, Name & Address of OEM (please furnish documentary proof) | |
| 11. | Details of registration with statutory authorities like PF and ESIC, etc (attach copies) | |
| 12. | (a) Service tax number/ Certificate (b) PAN number | |
| 13. | Details of three prominent organizations served during the last three years with contact number of concerned officer | |
| 14. | Details of Tender Document Fee | DD No. Date |
| 15. | Details of Earnest Money | DD No. Date |
| 16. | Infrastructure details | |
| 17. | Any other information | |

Copies of relevant documents are to be enclosed in support of above information.

Undertaking

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

I 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 Organisation
2. Name of CEO/Proprietor with Tel.No. :
3. Rates offered

Annual Maintenance Contract

| | AC Units | Qty. | AMC Rate per unit | Total* | Dismantling Charges (per unit) | Re-installation Charges (per unit) | Rate of Compressor/ per unit** |
|---|----------|------|-------------------|--------|--------------------------------|------------------------------------|--------------------------------|
| 1 | Split | 47 | | | | | |
| 2 | Window | 09 | | | | | |
| | TOTAL | 56 | | | | | |

Rates for items of accessories

| | Description | Rate/Unit/Mtr* |
|---|--------------------------|----------------|
| 1 | Copper Pipe | |
| 2 | Drain Pipe | |
| 3 | Gas Top up | |
| 4 | Gas Refilling | |
| 5 | Wall Mounting Kit | |
| 6 | PVC Roll | |
| 7 | Rubber Installation Roll | |

*exclusive of taxes

** Mention the Make also

.....
(Signature)

Place:

Name.....

Date :

Designation.....

Seal of the Company.....