

भारत सरकार

स्वास्थ्य एवंपरिवार कल्याण मंत्रालय

(स्वास्थ्यसेवा महानिदेशालय)

केन्द्रीय औषध मानक नियंत्रण संगठन

केन्द्रीय औषधि परीक्षण प्रयोगशाला

क्षेत्रीयअन्नवऔषध प्रशासनभवन, जी.एम.एस.डीकंपाउंड,

बेलासीसरोड, मुंबईसेन्ट्रल, मुंबई४००००८

दूरभाष : ०२२-२३००२३०९ / ०२२-२३०० २१३८

फैक्स : ०२२-२३०९ ९२४०

ई-मेल : cdltlmumbai@cdsco.nic.in



CDSCO

Government of India

Ministry of Health and Family Welfare

(Directorate General of Health Services)

Central Drugs Standard Control Organisation

Central Drugs Testing Laboratory

Zonal FDA Bhawan, GMSD Compound,

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Accredited By : NABL (ISO/IEC-17025:2005 in Chemical & Biological Testing)

Certified By : IMS (ISO - 9001:2008; ISO - 14001:2004; OHSAS - 18001:2007)

8(5)/CDTL-MUM/17-18/ 5706

Date : 09-01-18

NOTICE INVITING TENDER FOR
COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR DUCTABLE
AIRCONDITIONERS

Sealed tenders are invited for Comprehensive Annual Maintenance Contract for Ductable Air conditioners at Central Drugs Testing Laboratory (CDTL), Mumbai as per the specifications mentioned at **Annexure-A** herewith.

Interested parties may submit their lowest rates separately for the subject work. They may, if so desire, inspect the foresaid site at CDTL in any working day between 10.30 A.M to 4.30 PM (Except Saturdays) before quoting their rates.

A.TENDER.

1. TWO PART TENDER INSTRUCTIONS: The bids have been invited under two bids system i.e. Technical Bid and Financial Bid. The interested vendors are advised to submit two separate sealed envelopes super-scribing "Technical Bids" and "Financial Bids" to CDTL Mumbai. Both sealed envelopes should be kept in a Third envelope of bigger size duly sealed superscribing "Bid for CAMC for Ductable Air conditioner to CDTL, Mumbai.
2. The Tenderers are required to quote separately their lowest rates both in figure and words for each work as mentioned in **Annexure- B** annexed hereto. Two separate sealed envelopes should be used by the tenderer while furnishing financial bid for submitting (i) Tender Document and (ii) Earnest Money super-scribing on the respective envelopes (a) Tender for CAMC for Ductable Air Conditioners (b) **Earnest money Rs 10,500/- for AMC for Ductable Air Conditioners.**
3. The tender may be sent by post sufficiently early so as to reach in this institution within time, or may be dropped in the Tender Box kept in the Ground Floor of this organization.
4. Important dates.
Last date for seeking clarifications : 24/01 / 2018

o/c
Shardix

9/1/18

Director, CDTL-Mumbai

B. TERMS AND CONDITIONS OF TENDER.

1. The tenderers are required to submit the earnest money (bid security) of Rs. 10,500/- (Rupees Ten thousand five Hundred only) and tenders received without earnest money will not be considered at all.
2. The tenderers are required to quote their lowest rates for CAMC for Ductable Air Conditioners as mentioned in **Annexure- B** annexed hereto.
3. The rates should be valid for 90 days from the date of opening of tender.
4. Hypothetic or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
5. **PLANT VISIT:** The bidders are required to visit the site to see the actual installation for themselves to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved for each of the system.
6. **Technical Bid (Envelop No -1):** The Bidders are required to submit technical bid enclosing therewith photocopies of following documents, failing which their bids will be summarily rejected and will not be considered .

Sr. No.	Name of the Document	Details of the vendor
1.	Registration Certificate of the firm/proprietorship, etc.	
2.	Copy of PAN/TIN No. and GST number	
3.	Copies of Income Tax Return filed for the last two financial years	
4.	The tenderer should be an Authorized service provider or Original Equipment Manufacturers for at least one of the reputed Brands of air conditioners namely Carrier, Voltas, Blue Star, Daikin. However they should have requisite expertise in servicing and maintenance of other Brands of Air Conditioners also. A copy of Certificate/ authorization letter issued by the company to the tenderer for being Authorized service provider is to be submitted. A list of their clients should be enclosed along with proper proof.	
5.	Earnest Money Deposit (EMD) of Rs. 10,500/- in the form of Demand draft/ Banker's Cheque of any scheduled bank drawn in favour of Director, CDTL, Mumbai payable at Mumbai	

7. The Price Bid as per Proforma given in the tender document as Annexure-**B** and then price filled up and submitted in Envelope No -2, duly sealed superscript with name of tender. Any conditions given in the Price Bid may cause rejection of Bid. Further:

- (i) The financial bids of only technically qualified bidders will be opened in the presence of their representatives attending bid opening on a specified date and time.
 - (ii) The rates/prices should be quoted in Indian Rupees in words as well as figures.
 - (iii) The conditional bids shall not be considered and likely to be rejected in very first instance.
 - (iv) All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
 - (v) Over-writing/over typing or erasing of the figures which render it doubtful and ambiguous are not allowed and shall render the tender invalid.
8. The bid security (i.e. EMD) of the unsuccessful bidders would be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after award of the contract.
 9. The CDTL, Mumbai in its discretion, reserves the right to reject or accept any or all the tenders, partially or completely, at any time without assigning any reason thereof.
 10. In case of a local firm/agency/ contractor, they may deliver/ submit the tender personally in CDTL, Mumbai on or before the due date and time. Postal delay for tender submitted by post shall also not be accepted and all tender submitted in time only would be considered.
 11. The CDTL will deal with the tenderer directly and no middleman/commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by CDTL.
 12. Each tenderers has to certify that all the terms and conditions are acceptable to him.

Tenders should be accompanied with the declaration at Annexure C (regarding his power to sign the tender documents) and the checklist at Annexure D (arranging the various documents in the Technical bid)

C. TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER.

13. The successful tenderer will have to deposit Performance Security amount corresponding to 10 percent of the order value within a week from the date placement or purchase order, either by way of Demand Draft drawn in favour of "The Director, CDTL, Mumbai" or Bank Guarantee from a Commercial Bank, which will be refunded after two months of the successful completion of the contractual obligation of the supplier including warranty obligation on written request of the tenderer. Bid security (EMD) would be refunded to the successful bidder on receipt of performance security. If the successful tenderer abandons the contract, or fails to perform his part of contract, the security deposit or any part thereof is liable to be forfeited. If the contractor abandons the contract after refund of EMD, the Bank Guarantee furnished would be encased.
14. After the contracts awarded the contractor will be required to fill the require accessories in question bring them in perfect working order so that these are ready for use before the commencement of the summer season.
15. The maintenance / servicing include oiling, cleaning greasing gas filling repair of the compressor / motor, electrical parts, air filter wiring, replacement of old motor by new one etc.
16. The contractor shall use ISI marked parts for repair / replacement. The old parts which are replaced must be deposited in CDTL-Mumbai. If the firm uses a non -ISI marked parts a penalty of double the cost of that part will be imposed.

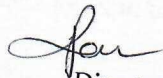
17. The rates shall be quoted on yearly basis. The rates shall be all inclusive including taxes and duties etc.
18. Rate should be quoted in figure as well as in words as per ANNEXURE-B.
19. CDTL, Mumbai reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of Director, CDTL, Mumbai, in this regard shall be final and binding on all.
20. The rates at any stage once quoted shall not be withdrawn.
21. No advance payment will be made at any circumstances. However, on successful completion of every 3 (three) months , payment will be released within a reasonable period from the date of receipt of the bills along with certified copies of monthly service reports, log sheets, work done as per the scope of work mentioned in the tender/contract duly certified by the Concerned in charge.
22. Payment : Contractor will submit quarterly bills duly supported with necessary check list, log sheets monthly service reports duly signed by the concerned in charge and certified by the designated Officer in CDTL , Mumbai to the effect that the job mentioned in the bill actually has been carried out satisfactorily a per the Contract. Thereafter, CDTL, Mumbai will make payment to the contractor within a reasonable period after deduction of applicable taxes/TDS etc.
23. The services required is for initial period of one years. The contract may be extended on mutual consent subsequently based on performance or till finalization of the next tender. The contract may be terminated at any stage solely at the option of CDTL, Mumbai with an advance notice of one month without assigning any reason.
24. Any financial loss caused due to the damage of any part of the ACs of CDTL-Mumbai by the contractor would be deducted from the performance security / bills.
25. The awardee firm will attend to all complaints immediately after receiving call from CDTL-Mumbai. As and when the contractor is not able to do assigned repair / maintenance work, CDTL-Mumbai reserves the right to get the same done from any other source and recover from the contractor the cost of such work not attended to by it.
26. Only such work which cannot be done in the office premises will be allowed to be done outside with prior permission of CDTL-Mumbai and no extra payment would be made for the same.
27. It will be responsibility of the contractor to keep the machines in fully operational and functional condition during the CAMC period Contractor's qualified technician should be available for attending to the complaints in any days. They may be called for on holidays also for attending to urgent / emergency repairs.
28. In case of any problem with the equipment, the firm/agency/contractor shall inform CDTL, Mumbai immediately.
29. The tender shall be kept valid for acceptance for a period of 90 days from the date of opening.
30. Any statutory tax as applicable will be deducted from the bill of the contractor.

31. Penalty : The firm shall rectify any breakdown within 24 hours failing which penalty for non-performance @ 0.5 % per week of delay subject to a maximum of 10% of the contract price will be imposed and in the event of any damage to the property or life arising out of non performance, contractor will be solely responsible
32. The tenderer shall verify that the staff/workers deputed to CDTL are of good character and no criminal record is against any of them.
33. The successful tenderer will be obliged to attend the work as per the required without damaging the CDTL properties and if any loss/damage/theft/pilferage by the service engineer / worker sustained to the CDTL property it will be recovered from the successful tenderer.
34. JURISDICTION: The Contract/PO shall be governed by the Law of India for the time being in force. The Courts of Mumbai only shall have jurisdiction to deal with and decide any legal or dispute arising out of this contract

E. INVITATION OF TENDER

The interested parties may send their sealed tenders for the Comprehensive Annual Maintenance Contract of Ductable Air Conditioners addressed to the undersigned by name so as to reach on or before 24/01/2018 which may be opened in CDTL by a Committee of Officers constituted for the purpose before the tenderers or their authorised representatives who may wish to remain present. The tenders received after due date and/or time and/or without Earnest Money will not be entertained.

Enclosure: Annexure A, B, C & D


Director
CDTL, Mumbai

Scope of Work of Ductable Air Conditioner at CDTL, Mumbai

Sr. No.	Scope of work
1.	AMC of Ductable AC's shall include supply of all material spares, repairs of compressor, gas charging, air filter, electrical parts, servicing, overhauling, greasing, starting relay, overload protector, wiring repairs, motor rewinding with bush and shaft, tapes including handling charges, blower motor/outdoor fan motor, digital scanner, piping, insulation and spares of outdoor/indoor units replacement etc., complete in all respects, for ensuring the desired levels of cooling.
2.	The air conditioners that are not serviceable by the agency / beyond economical repair due to obsolescence of technology or non availability of parts / components / assemblies will be withdrawn from the maintenance contract. The decision of engineer in charge regarding non-availability and obsolescence of technology will be final. Withdrawal of such air conditioners shall be communicated to CDTL-Mumbai and equivalent maintenance charges shall be deducted from the amount due to the agency. Preventive maintenance service would be carried out by the service provider regularly to keep the equipment running in a trouble free condition during the period of contract. Wash the filter of all the ACs every month.
3.	A record of preventive maintenance carried out would be maintained by you and duly certified by the authorized officer. The contractor will maintain history sheet of equipments under maintenance contract with detailed specification.
4.	All the faults will be attended at site of CDTL-Mumbai. In case of a major fault, if the machine is required to be taken to the company workshop, the company shall provide a replacement unit till the time the AC sent for repairs is positioned back.
5.	Details of all minor/major, routine/preventive repair/maintenance job undertaken shall be entered into the history sheet.
6.	<p>Following work is included in the Annual Maintenance Contract of ductable air-conditioners:</p> <ul style="list-style-type: none"> • Besides periodic servicing of the ACs, contract shall include attending the breakdown calls, providing and fixing of any components of the machine (free of cost) viz. starting capacitor, running capacitor, thermostat, over load relay, selector switch, indicator, nuts, bolts, screws, motor capacitor, rewinding/repair of motor, repair/replacement of blower motor, brazing of coils if leaking, part wiring or complete wiring of AC (internally), supplying and charging of refrigerant gas, repairs of compressor from OEM's (no cut weld/locally repaired compressor will be accepted), repairing of stabilizer, repairing of the insulation/pipes of split ACs, etc. to ensure that ACs function in proper way. • Time schedule and periodicity of work to be carried out monthly: <ul style="list-style-type: none"> ▪ Cleaning of filters of all the air conditioners to conserve the energy and checking of current drawn by each AC to know the healthy condition of the ACs. ▪ Note:- Repairing, etc. is to be done immediately if on inspection any defect is found.
7.	<p>7. Quarterly Preventive Maintenance shall include the following:</p> <ul style="list-style-type: none"> • Checking motor bushings • Ground connections • Checking connections at the main plug • Cleaning of blower and condenser fan • Cleaning the evaporator and condenser coils • Cleaning the equipment • Checking and tightening of nuts & bolts • Oiling the motor • Checking cooling efficiency • Overhauling of the A/c, with chemical washing process • Cleaning the condenser and evaporator coils with suitable detergent / chemical solution and flushing with high-pressure jet of water. • Greasing of blower motors and all moving parts.

	However, the air filter of the Air-Conditioning Units shall be cleaned every month of the quarter.
8.	Break-down service (BDS): Breakdown calls shall be attended to immediately and a record of such service, duly acknowledged by the person in charge of the location of the air-conditioner, shall be maintained. Breakdown service will include replacement of genuine spares & Compressor and Gas filling at the cost of the service provider excluding compressor.
9.	The contractor shall arrange to render efficient service as outlined in this specification. However, in case the contractor fails to maintain the service to the satisfaction of the Section-in-charge of the organisation and any expenditure incurred therein for alternative arrangements by the Section-in-charge shall be recovered from the contractor.
10.	Transportation of Air-Conditioner Units from the office building to the service provider's workshop and from the service provider's workshop to the office buildings, will be at the cost of the service provider.
7.	The period of maintenance contract will be initially valid for a period of one year and shall expire after one year from the date of approval to be indicated in the maintenance contract. However, if CDTL-Mumbai deem it necessary and subject to the satisfactory services of the Contractor during the initial maintenance contract may be extended for a further period of two years on Annual basis with mutual consent of CDTL-Mumbai and contractor.

Annexure B

PRICE BID :- (To be submitted in Envelope -II)

Comprehensive Annual Maintenance Contract for Ductable Air conditioners(RATES SHOULD BE INCLUSIVE OF ALL TAXES)

Sr.No.	Description of work	Rate for Ductable Air Conditioner units to be quoted in figures & in words	
		In figures	In words
1	Comprehensive Annual Maintenance Contract for Ductable Air Conditioners scope of work mentioned in the tender document, Annexure - A		

Following are Ductable Air conditioners installed in the organization.

Sr.No.	Description	Location (floor)	Ton	Qty.
1.	Package units	First	11	2 nos.
2.	Ductable units	Second - Micro	7.5	1 no.
3.	Ductable units	First - Wet chemistry	7.5	1 no.
4.	Ductable units	First - Seminar Hall	7.5	1 no.
5.	Ductable units	Ground - Library	5.5	1 no.
6.	Ductable units	Fourth - Lobby area & Passage	5.5	4 nos.
7.	Ductable units	Second - Admin wing	17	1 no.
8.	Ductable Units	Third	5.5	1 no.

Signature and seal of contractor

Declaration to be furnished by the Tenderer.

DECLARATION I, _____ Son/Daughter/Wife of
Shri _____ Proprietor/ Director/ Authorized Signatory of
the Company / Firm, mentioned above, is competent to sign this declaration and execute this tender
document; I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them; The information / documents furnished along with the above application
are true and authentic to the best of my knowledge and belief. I / we am / are well aware of the fact
that furnishing of any false information / fabricated document would lead to rejection of my tender at
any stage besides liabilities towards prosecution under appropriate law.

Signature of authorised person

Full Name:

Rubber Seal

Date:

Place:

Annexure-D**ORDER FOR ARRANGING VARIOUS DOCUMENTS IN TECHNICAL BID
(CHECKLIST) (Unconditional acceptance of Terms and conditions of the tender)**

(Pl use separate sheet for providing complete inform)

Sr. No	Criteria	Pl. Tick	
		Vendor Response (Yes/No)	Page No
1	Registration Certificate of the firm/proprietorship		
2	Copy of PAN/TIN No. and Service Tax number.		
3	Copies of Income Tax Return filed for the last two financial years		
4	The firm/agency/contractor should have the experience of rendering their services for maintaining of similar works i. e. comprehensive maintenance of split air conditioners for any Government Sector or large reputed Private Sector enterprise, during the last two years satisfactorily. Necessary relevant documents to this effect to be enclosed		
5	Earnest Money Deposit (EMD) of Rs. 10,500/- in the form of Demand draft/ Banker's Cheque of any scheduled bank drawn in favour of Director, CDTL, Mumbai ". No interest shall be payable by the Institute on EMD. Successful tenders in the event of the contractor failing to comply with any provision of the contract, EMD/Security Deposit shall stand forfeited.		
6	Original Copy of the declaration terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the firm in token of their acceptance		

Seal & Signature