

F.No.D.21013/111/2016-DC  
GOVERNMENT OF INDIA  
MINISTRY OF HEALTH AND FAMILY WELFARE  
DIRECTORATE GENERAL OF HEALTH SERVICES  
CENTRAL DRUGS STANDARD CONTROL ORGANISATION  
(DRUGS CONTROL SECTION)

FDA Bhavan, Kotla Road  
New Delhi Dated the 30<sup>th</sup> September, 2016

**TENDER NOTICE**

Sub: Comprehensive Annual Maintenance Contract for maintenance of 70 (approx.) Air conditioners (Split / Window ) installed in CDSCO(HQ), Kotla Road, New Delhi – Inviting quotations.

Sir,

The Central Drugs Standard Control Organisation (HQ), a Govt. of India office under Dte. G.H.S. in the Ministry of Health & Family Welfare hereby invites quotations from reputed and financially sound firms for the for Annual Maintenance Contract for maintenance of Air conditioners (Split / Window) installed in CDSCO(HQ), FDA Bhawan, Kotla Road,, New Delhi, initially for a period of one year from the date of award of contract on the terms and conditions enumerated in the following paragraphs. The Tender documents can be downloaded from the web site of the CDSCO(HQ) – [cdsco.nic.in](http://cdsco.nic.in) as well as [www.eprocurement.gov.in](http://www.eprocurement.gov.in).

2. The schedule for receipt and opening of the bids is as under:
  - (i) Last date and time for receipt of bids - 21.10.2016, upto 3.00.P.M.
  - (ii) Date and time of opening of bids - 21.10.2016, at 3.30 P.M.
3. The bid should include the following details:-
  - (i) The Name and address including business address of the Firm;
  - (ii) Copy of registration with Service Tax Department;
  - (iii) Service Tax, income tax returns for preceding financial year;
  - (iv) The firm should not be blacklisted / terminated or debarred for Government contracts in past. The firm should submit a declaration for the same with affidavit attested by notary;
  - (v) Details of past experience of providing similar services in Ministries / Departments / PSUs during the last three years should be attached;
  - (vi) Earnest money Deposit of **Rs.25,000/- (Rupees twenty Five Thousand only)** in the form Demand Draft in favour of Pay and Accounts Officer, D.G.H.S. Nirman Bhawan, New Delhi otherwise tender will not be considered. Earnest Money Deposit will be returned after finalization of the contract;
  - (vii) The successful bidder would be required to deposit performance security of **Rs.50,000/- (Rupees Fifty Thousand only)** in favour of PAO, Dte. G.H.S. Nirman Bhawan, New Delhi, within a week after short listing of the concerned firm valid beyond six months of the Contract Period;



- (viii) **In case any of the details submitted by bidder are found to be incorrect / false then the firm will be blacklisted with the name of proprietor with wide circulation;**
- (ix) The bidder should furnish complete details of the firm in the proforma as at Annexure - I;
- (x) The Sealed quotations, duly super-scribed on **"QUOTATIONS FOR ANNUAL MAINTENANCE OF AIR CONDITIONS"** and addressed to the Section Officer (Drug), CDSCO(HQ), FDA Bhawan, Kotla Road, New Delhi, are to be submitted / dropped in Tender Box at CDSCO(HQ) Reception **on or before the 21<sup>st</sup> October, 2016 by 3.00 PM.** The quotations received after the due date/time will not be entertained. The quotations **will be opened on the same day at 3.30 PM** by the members of Tender committee and the representatives of the firms who desire to be present at the scheduled time and date.

4. General Conditions:


- (1) The service provider shall provide direct service and shall not employ Sub contractors;
- (2) The Agencies can inspect the site and equipment with the AC Technician after taking prior approval between 10 A.M. to 4.30 P.M. on all working days. No extra information / payment shall be payable for non awareness of the site / equipment conditions and constraints;
- (3) The late Tenders will not be considered and shall be rejected;
- (4) The rates quoted should be on Firm and Fixed basis;
- (5) The EMD deposit of un-successful bidder will be returned after the finalisation of the contract. The earnest money deposit of successful bidder will be returned after deposit of Performance Security Deposit. The Performance Security Deposit will be forfeited if the terms and conditions of contract are not fulfilled;
- (6) The contract shall remain in force for one year unless terminated earlier by the CDSCO(HQ) on the basis of poor performance or violation of terms and conditions of contract. The contract however, may be curtailed or extended by the competent authority in CDSCO(HQ) subject to performance;
- (7) The contractor shall be responsible for maintenance of Air Conditioners ( Split / Window ) in working order by placing the services of experienced technicians / mechanics in the CDSCO(HQ) throughout all working days and they will be bound to carry out job or urgent nature even during odd hours and holidays, if so desired by the CDSCO(HQ);
- (8) No Air conditions will be taken out by the Engineer to the workshop without prior approval of the Competent Authority in the CDSCO(HQ). In case an Air conditioners has to be taken out of FDA Bhawan, then the firm will be provide standby arrangement without any extra cost;
- (9) The contractor shall bring all the materials required for execution of work along with challans in duplicate indicating reference of work order, quantity, specifications etc., and get them checked/verified through security;
- (10) One copy of the challan will be retained with the security department. The original copy will be stamped and signed by the security and will be returned to the Contractor, who will submit the same along with the bills for necessary verification and processing for payment. For materials brought inside the FDA Bhawan, New Delhi, without proper challans /security checks, No payment shall be released by the CDSCO(HQ);



- (11) In case the materials are required to be taken back from the CDSCO(HQ) campus after execution of the work, the same will be allowed only through proper non-returnable gate pass;
- (12) Any damage to the equipments due to negligence of contractor's staff which are under the Operation and maintenance of this contract shall be contractor's responsibility and have to be made good by the contractor without any extra charge;
- (13) The contract includes satisfactory operation / maintenance / of the equipments and of the whole system and other auxiliaries attending day to day faults of equipments and other auxiliaries;
- (14) The air conditioners shall be taken over for AMC contract on "as and where installed" basis. The contractor shall ensure that all Air conditioners are in proper working conditions at the time of taking over. After completion of tenure of the contract, the contractor has to hand over the system in perfect running condition ( complete in all respects as per inventory) to the CDSCO(HQ) before submitting the bill for payment of last quarter. A Certificate in this regard to be obtained from the user and enclosed with the final bill;
- (15) The Contractor shall employ its qualified and experienced AC Technicians in sufficient numbers to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the user concerned. The Contractor shall not employ in connection with the Works any person who has not completed eighteen years of age;
- (16) All the workers or employees deployed by the contracts shall be considered the employees of contractor and the CDSCO(HQ) shall not have any liability what so ever in nature in regard to such workers / employees;
- (17) The Contractor shall pay to the Technician employed by him directly wages not less than fair wages as per the Minimum Wages Act. Fair Wage means wages which shall include wages for weekly day of rest and other allowances whether for time or piece work, after taking into consideration prevailing market rates for similar employment in the neighbourhood but shall not be less than the minimum rates of wages fixed under the payment of Minimum Wages Act. All the Govt. Statutory Contributions / deductions like ESI, EPF etc., would be accountable for the Contractor;
- (18) **The payment to the agency will be made on quarterly basis at the end of each quarter against invoice with TAN number, raised by the agency and based on past performance. TDS, Service Tax, WCT and any other tax as applicable as per prevailing rates will be deducted before making the payment. Quarter shall mean three months;**
- (19) The replacement of compressors, which are under warranty / guarantee will be replaced by the AMC provider. The Ministry will provide only bills and other expenses will be borne by the AMC provider;
- (20) The transportation of the Air conditioner Units from the office building to the service provider's workshop and vice versa shall be at the cost of the service provider;
- (21) The number of Air conditioners may be decrease / increase in future shall be included in the maintenance contract;
- (22) It will be ensured by the firm that all filters are cleaned regularly on a fortnightly basis and the air conditioners are kept defect free throughout the year. Failure to repair / service the equipment in question within 24 hours without justifiable reasons or to return the repaired machine within two days at the maximum may entitle proportionate deduction in the bill in respect of the total period;

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- (23) If the work is found unsatisfactory or if the firm dishonours the contract, the job will be entrusted to any other firm / party at the risk / expense of the contractor;
- (24) The CDSCO(HQ) reserves the right summarily to terminate the contract at any time without assigning any reason. In this connection, the decision of the CDSCO(HQ) shall be final and binding on the contractor;
- (25) All disputes will be subject to the jurisdiction of the New Delhi / Delhi Courts;
- (26) The CDSCO(HQ) reserves the right to accept or reject any tender in full or in part without assigning any reason thereof;
- (27) All the parties are requested to read and understand the terms and conditions of the contract as detailed about in the foregoing paragraphs before sending their quotations, as the quotations will be considered and the contract will be finalised taking into account the requisite documents received along with the tenders. Further, no change of violation of the aforesaid terms and conditions will be permissible once the quotation is finalised and accepted by the CDSCO(HQ).

  
(U.S. Mehta)  
Deputy Director Admin. (Drugs)

Copy to :

- (i) IT Section ( Shri David, TDA) for uploading on the CDSCO(HQ) Website, and
- (ii) [www.eprocurement.gov.in](http://www.eprocurement.gov.in)

**PERFORMA FOR SUBMISSION OF DETAILS OF THE FIRM**

S. No.	Description	Please indicate requisite information	Page no. In the attached documents
1.	Name, address and telephone No. of the firm with copy of address proof		
2.	Name of the proprietor / partners of the Firm		
3.	Registration in Service Tax Department with number along with copy of service tax and Income tax returns for the preceding financial year		
4.	Proof of annual turnover not less Rs.10.00 lakh during any of the last three years along with the documentary evidence		
5.	Details of the past experience in maintenance of various types of Air conditioners and other related works in Ministries / Departments during the last three years should attached		
6.	Declaration regarding that the company was never blacklisted / terminated and debarred in the past		
7.	Details of EMD: (i) Name of Bank (ii) No. of Demand Draft (iii) Date of Demand Draft		

**NOTE:** If any of the details submitted by the bidder are found to be incorrect or false at later stage, then the firm will be blacklisted by the CDSCO(HQ).

**Declaration**

I/We hereby agree to accept /abide by all the terms and conditions of the tender document.

Name and designation of the  
Authorised signatory of the firm  
(with seal of the Firm)  
Date: \_\_\_\_\_

Rate for Comprehensive AMC of Window / Split Air conditioners

S. No.	Details of ACs	Rate	Amount
1.	1.5 Ton Window		
2.	1.5 Ton Split AC		
3.	2 Ton Split Tower AC		
4.	2 Ton Window AC		

**NOTE: I hereby undertake to accept and abide by all the terms and conditions of the Tender documents.**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Seal of the Firm: \_\_\_\_\_  
Date: \_\_\_\_\_