

भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
(स्वास्थ्य सेवा महानिदेशालय)  
केन्द्रीय औषध मानक नियंत्रण संगठन  
केन्द्रीय औषधि परीक्षण प्रयोगशाला  
क्षेत्रीय अन्न व औषध प्रशासन भवन, जी.एम.एस.डी कंपाउंड,  
बेलासीस रोड, मुंबई सेंट्रल, मुंबई - ४००००८.  
दूरभाष : ०२२२३००२३०९- / ०२२२३००२१३८ -  
फैक्स : ०२२२३०९९२४०.  
ईमेल- : cdtmlumbai@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,  
Bellasis Road, Mumbai Central, Mumbai – 400008.  
Tel : 022-23002309 /022-23002138.  
Fax : 022-23099240.  
Email : cdtmlumbai@cdsco.nic.in

Accredited By: NABL (ISO/IEC-17025:2017 in Chemical & Biological Testing)  
Certified For: IMS (ISO - 9001:2015; ISO - 14001:2015; ISO - 45001:2018)

No. 8 (5)/CDTL-MUM/20-21/ 1725 to 1730

Date: 13/10/2020

## Tender Notice

**Subject : - Tender for Comprehensive Annual Maintenance Contract for Split Air conditioners in Zonal FDA Bhawan, Mumbai.**

Sealed Tenders are invited from reputed interested service providers for “Comprehensive Annual Maintenance Contract for Split Air conditioners in Zonal FDA Bhawan, Mumbai” who have been rendering / undertaking the specified work in the field as per the scope of work shown in Annexure III below:-

Sr. No.	Particular	Scope of Work
1.	Comprehensive Annual Maintenance Contract for Split Air conditioners in Zonal FDA Bhawan, Mumbai	As per Annexure-III

- The tenders should be submitted in sealed covers: -
  - The first sealed cover superscribed as 'Technical Bid' should contain the following items : -
    - The Proforma at Annexure-II, duly filled in, along with relevant documents/ information.
    - Acceptance of terms & conditions as per Annexure - I.
    - Acceptance of Declaration as per Annexure IV.
  - The second sealed envelope superscribed 'Financial Bid' as per Annexure V should contain only rates for Comprehensive Annual Maintenance Contract for Split Air conditioners in Zonal FDA Bhawan, Mumbai.
  - Earnest money of Rs. 2,000/- (Rupees Two Thousand Only) must be paid in the form of Demand Draft/ Banker's Cheque of any scheduled bank drawn in favour of Director, CDTL, Mumbai payable at Mumbai and should accompany the tender. This money will be forfeited if tender accepted is not honoured by the tenderer. Earnest money of all unsuccessful tenderers will be refunded.
  - Both the sealed covers should be placed in the main sealed envelope superscribed 'Tender for Comprehensive Annual Maintenance Contract for Split Air conditioners in Zonal FDA Bhawan in Mumbai. Tender should be addressed to The Director, Central Drugs Testing Laboratory, Zonal FDA Bhawan, GMSD Compound, Bellasis Road, Mumbai Central, Mumbai – 400 008 & it should reach this office by 4.30 pm on 11/11/2020. The tenders will be opened on 12/11/2020 at 4.30 pm in presence of tenderer if any.
- Quotation received after stipulated time & date will be rejected forthwith.
- The competent authority in the CDTL – Mumbai reserves the right to amend any of the terms & conditions in the tender document or reject any or all application (offers) without giving any notice or assigning any reason thereof. The decision of competent authority in this regard will be final & binding.
- All the tenderers are requested to read & understand the terms & conditions of the contract as detailed in the Annexure – I before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by CDTL – Mumbai.

5. The interested tenderers may, if so desire, inspect the aforesaid site at CDTL, Mumbai on any working days between 10.30 AM to 4.30 PM (Except Saturdays & Sundays) before quoting their rates.
6. The services required is for initial period of one year. 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.

*Ram Mohan Singh*  
12/10/20

**(Dr. Raman Mohan Singh)**  
**Director**  
**CDTL-Mumbai**

## Annexure - I

### TERMS AND CONDITIONS

1. Only reputed service providers are eligible to participate. While submitting the tenders, the tendering firm shall have to furnish the proof of PAN/TAN, GSTIN etc. as per Annexure – II.
2. The tender received after the stipulated time & due date or incomplete in any respect shall be summarily rejected.
3. The successful tenderer will have to deposit Performance Security to the tune of 10% of the order value within a week from the date of placement of AMC 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 service provider on written request. 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 encashed.
4. Over – writing on the quotations must be avoided. Otherwise the quotations are likely to be rejected. The CDTL – Mumbai reserves the right to accept or reject any tender, in whole or in part thereof without assigning / specifying any reason (s) thereof and the decision of the competent authority in the CDTL – Mumbai shall be final and binding on the contractor firm.
5. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the competent authority in CDTL – Mumbai.
6. The firm/ agency/ contractor will be responsible for the safety of their deputed staff during the performance of their duty at site.
7. The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline work.
8. 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.
9. 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 30<sup>th</sup> day after award of the contract.
10. 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.
11. 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.
12. The CDTL will deal with the tenderer directly and no middleman/commission agents etc. should be asked by the tenderer to represent the case and they will not be entertained by CDTL-Mumbai.
13. Each tenderers has to certify that all the terms and conditions are acceptable to him.
14. The Contractor has to provide all the manpower, equipments, tools and tackles, their accessories pertaining to Split Air conditioners.

15. Contractor should bear the cost of repair/ replacement of any of the worn out part.
16. The rates shall be quoted on yearly basis. The rates shall be all inclusive including taxes and duties etc.
17. Rate should be quoted in figure as well as in words as per Annexure - V.
18. 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.
19. The rates at any stage once quoted shall not be withdrawn.
20. 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 work done as per the scope of work mentioned in the tender/contract duly certified by the Concerned in charge.
21. Payment: Contractor will submit quarterly bills duly supported with necessary 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 as per the Contract. Thereafter, CDTL, Mumbai will make payment to the contractor within a reasonable period after deduction of applicable taxes/TDS etc.
22. The services required is for initial period of one year. 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.
23. Precaution against any fire hazards shall be arranged by the firm.
24. All safety precautions for humans and equipments handling must invariably be followed without fail while the workmen are on duty. The contractor should be responsible for any accident and mishap in the site. All claims causing out of such accident or mishap shall be settled by the contractor.
25. In case any of staff is not found up to the mark and not able to do work properly, he will have to be changed as per the instruction of CDTL, Mumbai and immediately replaced by another qualified staff.
26. The tender shall be kept valid for acceptance for a period of 90 days from the date of opening.
27. Any statutory tax as applicable will be deducted from the bill of the contractor.
28. Levy/Taxes payable by contractor - GST or any other tax on materials in respect of this contract shall be payable by the contractor and CDTL, Mumbai shall not entertain any claim whatsoever in this respect.
29. If the job assigned is not completed in time or done satisfactorily, CDTL will be free to get the same done from other dealer at higher rates; the loss sustained will be deducted from the Security Deposit or any other due payments apart from penalty that may be imposed for deficiency in service.
30. The tenderer shall verify that the staff/workers deputed to CDTL are of good character and no criminal record is against any of them.

31. The successful tenderer will be obliged to attend the work as per the requirement without damaging the CDTL properties and if any loss/damage sustained to the CDTL property it will be recovered from the successful tenderer.
32. 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.

**Annexure – II**

**TECHNICAL BID - PROFORMA**

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 information)

Pl. Tick

Sr. No.	Particulars	Vendor Response (Yes/ No)	Page No.
1	Registration Certificate of the firm/proprietorship.		
2	Copy of PAN/TIN and GSTIN.		
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 Annual Maintenance Contract 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. 2,000/- 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.		

(Signature of the authorized person)

Date :

Name:

Place :

Designation:

Seal:

### Annexure – III

#### Scope of Work of Comprehensive Annual Maintenance Contract for Split Air Conditioners

1.	<p>Under the proposed AMC the contractor will be required to do the <b>full and comprehensive maintenance</b>, Gas filling, repairs including replacement of all parts as required including servicing. At present the number of ACs installed in CDTL – Mumbai are as follows.</p>																																						
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 10%;">Sr. No.</th><th style="width: 30%;">Location</th><th style="width: 15%;">Tons</th><th style="width: 45%;">Qty.</th></tr></thead><tbody><tr><td rowspan="4" style="text-align: center;">1.</td><td rowspan="4" style="text-align: center;">Ground Floor</td><td style="text-align: center;">1.0</td><td style="text-align: center;">1 no.</td></tr><tr><td style="text-align: center;">1.5</td><td style="text-align: center;">1 no.</td></tr><tr><td style="text-align: center;">2.0</td><td style="text-align: center;">6 nos.</td></tr><tr><td style="text-align: center;">2.5</td><td style="text-align: center;">1 no.</td></tr><tr><td rowspan="2" style="text-align: center;">2.</td><td rowspan="2" style="text-align: center;">First Floor</td><td style="text-align: center;">1.5</td><td style="text-align: center;">1 no.</td></tr><tr><td style="text-align: center;">2.0</td><td style="text-align: center;">4 nos.</td></tr><tr><td rowspan="3" style="text-align: center;">3.</td><td rowspan="3" style="text-align: center;">Second Floor</td><td style="text-align: center;">1.0</td><td style="text-align: center;">1 no.</td></tr><tr><td style="text-align: center;">1.5</td><td style="text-align: center;">1 no.</td></tr><tr><td style="text-align: center;">2.0</td><td style="text-align: center;">5 nos.</td></tr><tr><td rowspan="2" style="text-align: center;">4.</td><td rowspan="2" style="text-align: center;">Third floor</td><td style="text-align: center;">1.5</td><td style="text-align: center;">1 no.</td></tr><tr><td style="text-align: center;">2.0</td><td style="text-align: center;">5 nos.</td></tr><tr><td colspan="3" style="text-align: center;">TOTAL :::::</td><td style="text-align: center;">27 nos.</td></tr></tbody></table>		Sr. No.	Location	Tons	Qty.	1.	Ground Floor	1.0	1 no.	1.5	1 no.	2.0	6 nos.	2.5	1 no.	2.	First Floor	1.5	1 no.	2.0	4 nos.	3.	Second Floor	1.0	1 no.	1.5	1 no.	2.0	5 nos.	4.	Third floor	1.5	1 no.	2.0	5 nos.	TOTAL :::::			27 nos.
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2.	First Floor	1.5	1 no.																																				
		2.0	4 nos.																																				
3.	Second Floor	1.0	1 no.																																				
		1.5	1 no.																																				
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4.	Third floor	1.5	1 no.																																				
		2.0	5 nos.																																				
TOTAL :::::			27 nos.																																				
2.	<p>The AMC rates should be an “<b>All inclusive lump sum Rates</b>” per unit in respect of above. This lumpsum rates will be for a comprehensive overall maintenance including cost of all repairs and replacement of parts required to keep them functional.</p>																																						
3.	<p>It may specifically be noted that the contract rates tendered here-under would include. Whereas necessary without any extra cost.</p> <ul style="list-style-type: none"><li>a) Rewinding of burnt motors of air-conditioners.</li><li>b) New condensers of air conditioners.</li><li>c) Pair of bushes of air-conditioners.</li><li>d) Off and on switches and knobs of air conditioners.</li><li>e) Gas charging.</li><li>f) Cleaning of filters and condenser regularly.</li><li>g) Replacement of electrical parts like contractor, relay, capacitor etc</li><li>h) Repairing / replacement of fan motor of indoor and outdoor units.</li><li>i) BDS service of unit.</li><li>j) Any other items necessary for efficient running of the air-conditioners.</li></ul>																																						
4.	<p>No other charges repeat any other charges: Apart from the approve lumpsum AMC rates, will be payable by CDTL-Mumbai.</p>																																						
5.	<p>As mentioned in terms and conditions of the tender notice, payment will be made for those number of machines actually repaired / maintained, subject to conditions specified in the tender notice.</p>																																						
6.	<p>In case at any time during the current period of the contract if CDTL – Mumbai desires to discontinue the use of any machine(s) payment in respect of that / those machine(s) will be made for that specific period on pro-rata basis.</p>																																						

**Annexure-IV**

**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.

Date:

Place:

Signature of authorised person

Full Name:

Rubber Seal

Annexure – V

**FINANCIAL BID**

**Financial Bid for Comprehensive Annual Maintenance Contract for Split Air conditioners in Zonal FDA Bhawan, Mumbai Central, Mumbai – 400 008.**

With reference to CDTL – Mumbai letter No. : \_\_\_\_\_

dated \_\_\_\_\_ Regarding tender for \_\_\_\_\_

inclusive of as under : -

Sr. No.	Particular	Scope of Work	Amount (₹)	
			Rates to be quoted in figures & in words	
1.	Comprehensive Annual Manual Contract of Split Air conditioners in Zonal FDA Bhawan, Mumbai.	As per Annexure-III		
2.	Taxes, if any			
3.	Grand Total			

(Signature of the authorized person)

Date :

Name :

Place :

Designation :

Seal :