

Sub: Invitation of online quotations for “Annual Contract for maintenance of Air Conditioners in CPCB”

Sir,

Online quotations in two bid system i.e. Technical and Financial bids separately are invited on behalf of Central Pollution Control Board (CPCB) from reputed and experienced firms for Annual Contract for **maintenance of Air Conditioners in CPCB**, Parivesh Bhawan and AAQMS, Delhi. The quotations shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> latest by 15.00 Hrs. on 08.08.2017. The quotations will be rejected. The same will be opened at 15.30 Hrs. on 09.08.2017. Tenderer/Contractor are advised to follow the instructions “Instructions To Bidder for Online Bid Submission” provided in the Annexure “A” for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

1.0 SCOPE OF WORK

- i. Annual Contract for maintenance of air conditioners i.e. window, split, cassette unit in CPCB, Parivesh Bhawan, Delhi as per details given in Annexure-I.
- ii. The scope of works will cover complete maintenance of AC’s including compressors, gas refilling etc.
- iii. Servicing /overhauling of all the machines should be done before start of summer season.
- iv. All the repairing works should be done within the CPCB premises. In exceptional case where it is not possible to repair the machine in CPCB, prior permission in writing should be taken from I/c Building for taking out the machine outside the CPCB premises.
- v. All the parts used for repairing should be standard make preferably ISI mark.
- vi. If the firm fail to attend the complaints or does not render satisfactory services, the contract awarded to you shall be cancelled after giving 15 days notice in writing and the security whatsoever shall be forfeited. In this regard the decision of Chairman, CPCB shall be final and binding on both the parties.
- vii. **After completion of contract the firm should have to hand over all the machines in working condition to CPCB.**
- viii. **You are requested to check the machines before submitting the offer.**

2.0 Eligibility Criteria

The firm should have to submit the following documents in the technical bid:-

- i. Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost. Banker certificate for financial soundness should be enclosed.
- ii. Experience of having successfully completed similar nature of works during last 07 years ending last day of month previous to the one in which quotations are invited should be either of the following:-

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- a) Three similar completed work costing not less than the amount equal to 40% of the estimated cost.
Or
- b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost.

Or

c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.

Similar nature means: Repairing and maintenance of 1.5 ton & above capacity AC window and split machines not less than 200 Ac's. Documentary evidence should be enclosed.

- iii. Firm registration, details of partnership deed and power of attorney, if any.
- iv. Authentic Copy of PAN Card.
- v. Registration of GST, if payable. Copy to be enclosed.
- vi. List of technical persons under contractor's roll.
- vii. Affidavit certifying that the owner has not been involved in any criminal case and has not been blacklisted in any Govt./ semi Govt. organization (Affidavit should be in non Judicial Stamp Paper and certified by Notary Public).
- viii. Copy of PF and ESIC registration.

The financial bid will be opened for only those firms, who will qualified technically.

Validity of Offer: 90 days from the date of opening of the bids.

3.0 MANPOWER:-

The firm shall depute atleast one trained technician in CPCB daily for disposal of the complaints during the complete contract period.

4.0 AMOUNT OF CONTRACT: -

The rates should be quoted both in figures and words. The amount quoted by the firm should include all the taxes. This amount is on account of remuneration of staff, cost of materials, consumables etc.

5.0 RELEASE OF PAYMENT:-

The payment shall be released on quarterly basis on production of pre-receipted bills. You have to submit a list of the AC's under AMC certified by the user for their satisfactory performance alongwith the bills every time. The same will be verified by the Building Division for release of payment.

6.0 SECURITY MONEY :-

The successful bidder has to deposit security of Rs.50,000/- (Rs. Fifty Thousand only) to CPCB (either in the form of DD or Bank Guarantee) soon after the award of work . The amount shall be retained by CPCB, till the tenure of the contract. No interest will be paid on this amount of security deposit.

7.0 PENALTY :-

A penalty @ Rs. 100/- per day per machine will be imposed if the machines are not repaired within 24 hours from the fault located.

8.0 DEDUCTIONS OF INCOME TAX AT SOURCE:-

The income tax will be deducted at source as applicable.

9.0 SAFETY CODE:-

The firm shall take necessary safety arrangements to ensure safety of the persons deployed by them. CPCB shall not be responsible for any injury caused to their personnel while discharging of functions under this contract.

10.0 TENURE OF CONTRACT:-

The tenure of the contract is initially for two year. However, the competent authority in CPCB, may at its discretion, allow extension of tenure of contract up to one or more years subject to satisfactory performance of the firm.

11.0 TERMINATION OF CONTRACT:-

The Chairman, CPCB reserves the right to terminate the contract at any time before the completion of the tenure in case the "services of the firm are found unsatisfactory".

12.0 SATISFACTORY SERVICES:-

The decisions of Chairman, CPCB shall be final and binding on the firm for the purpose regarding satisfactory services. .

13.0 DAMAGES:-

Any damage caused to the property of CPCB due to the negligence and or use of substandard material on the part of the firm will be liable to be compensated by the firm.

14.0 PROHIBITION OF SUB CONTRACT:-

The firm shall not appoint any subcontract for this work under any circumstances.

15.0 STATUTORY COMPLIANCE: -

The firm shall be responsible for compliance with the provision of the following Labour laws:-

- i. Contract Labour (Regulation & Abolition) Act, 1970.
 - ii. Minimum Wages Act.
 - iii. Workmen's Compensation Act.
 - iv. Any other rules, regulations and / or status as may be applicable to them from time to time.
- The firm will responsible to discharge all the statutory requirements under the Labour Act or any other Act enforced from time to time without any liability on CPCB or without any statutory compliance by CPCB.

16.0 RESOLUTION OF DISPUTE: -

In case of dispute the decisions of Chairman, CPCB shall be final and binding.

17.0 GENERAL CONDITIONS:-

- i. The bid has to be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app> latest by 15.00 Hrs. on 08.08.2017. Late quotations will be rejected. The same will be opened at 15.30 Hrs. on 09.08.2017 in Training Hall at Ground Floor, Parivesh Bhawan.
- ii. The EMD of Rs.9,000/- (Rs. Nine Thousand only) in the form of Demand Draft alongwith a letter submitting the EMD in favour of Central Pollution Control Board, Delhi should be submitted in the tender box kept at reception, Ground Floor of Parivesh Bhawan by 15.00 hrs on 08.08.2017. The EMD of unsuccessful firm shall be returned after award of work to the successful bidder. The EMD of successful bidder shall be returned after deposition of security amount to CPCB.
- iii. EMD of the bidder shall be forfeited, if the bidder withdraws or amends its bid in any respect with in the period of validity of the bid or fail to deposit the security amount in CPCB within 15 days from the award of contract.
- iv. The offer should be kept valid for 90 days from the date of opening of quotations.
- v. The estimated cost of the work is approx. 4.5 lakh per annum.
- vi. The quotations can also be seen from CPCB website i.e. www.cpcb.nic.in.
- vii. Withdrawal of quotations within the bid validity period is not permitted.
- viii. The work will be awarded to L-1 bidder whose bid will be found substantially responsive on overall basis.
- ix. The rates should be firm during the contract period and no escalation shall be paid during this period including extended period, if the contract is extended.
- x. The bidder shall ensure that all precautions are taken for environmental protection as well as health and safety of those handling the work/material. Further you shall also ensure that all legal and regulatory requirements related to the environment, health and safety are complied by you.
- xi. Central Pollution Control Board at its own discretion may accept or reject any bid/quotation(s) without assigning any reason thereof.
- xii. Central Pollution Control Board reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- xiii. The agency should also clearly mention in the quotation that the said Terms & Conditions are acceptable to them.
- xiv. Typographical and clerical errors are subject to correction.

Yours faithfully,

(D. Saha)
Divisional Head, Building Div.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- v. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- vi. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published for the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
 - i. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 - ii. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 - iii. Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
 - iv. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or Dr. D. Saha, Div. Head, Building Div. upto 07.08.2017 on 011-43102341 or dsaha.cpcb@nic.in.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Financial bid

S.N.	Description of item	Qyn.	Rate (Rs.)	Amount (Rs.)
1.	AMC of Window Air Conditioners 1.5 Ton	80		
2.	AMC of Split Air Conditioners 1.5 Ton	120		
3.	Cassette Unit 3.0 Ton	01		
4.	Cassette Unit 5.0 Ton (02 indoor one out door)	01		
	Taxes, if any			

Note:- The above quantity can be varied, the payment will be made on the actual quantity.

Signature with stamp