

To,

A per list enclosed

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

Sir,

Sealed 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, Delhi. Quotations may be submitted/ dropped in the quotation box kept at the reception (Ground Floor) of CPCB on or before 13.08.2013 by 3.00 p.m.

1.0 SCOPE OF WORK

- i. Annual Contract for maintenance of air conditioners i.e. window, split and water coolers in CPCB, Parivesh Bhawan, Delhi as per details given in Annexure-I.
- ii. The scope of works will cover complete maintenance of AC's and Water coolers including compressors.
- 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:-

- 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 1.5tone & above capacity AC window and split machines. 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 Service tax 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 of the firms those technical bids were found qualified will only be opened.

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

5.0 MANPOWER:-

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

6.0 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.

7.0 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 and water coolers 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.

8.0 SECURITY MONEY :-

The successful bidder has to deposit security of Rs.40,000/- (Rs. Forty 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.

9.0 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.

10.0 DEDUCTIONS OF INCOME TAX AT SOURCE:-

The income tax will be deducted at source as applicable.

11.0 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.

12.0 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.

13.0 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".

14.0 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.

15.0 PROHIBITION OF SUB CONTRACT:-

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

16.0 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.

17.0 RESOLUTION OF DISPUTE: -

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

18.0 GENERAL CONDITIONS:-

- i. The bid has to be accompanied by an EMD of Rs.8,000/- (Rs. Six Thousand only) in the form of Demand Draft in favour of Central Pollution Control Board, Delhi. 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.
- ii. 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.
- iii. The offer should be kept valid for 90 days from the date of opening of quotations.
- iv. The estimated cost of the work is approx. 4.0 lakh per annum.
- v. The quotations can also be downloaded from CPCB website i.e. www.cpcb.nic.in for the firms those wants to submit their offers.
- vi. The quotations will be opened on 13.08.2013 at 3.30 p.m. in the Training hall at Ground Floor.
- vii. Withdrawal of quotations within the 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,

(Paritosh Kumar)
I/c, Building

C.C.: I/c F&A, CPCB, Delhi

Annexure-I

Financial bid

S.N.	Description of item	Qyn.	Rate (in Rs.)	Amount (in Rs.)
1.	AMC of Window Air Conditioners	61		
2.	AMC of Split Air Conditioners	106		
3.	AMC of Water Coolers	4		
	Taxes if any			

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

Signature with stamp