

ICMR - NATIONAL INSTITUTE OF EPIDEMIOLOGY
(AN AUTONOMOUS UNIT UNDER GOVT. OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE)
T.N.H.B., AYAPAKKAM,
(AMBATTUR), CHENNAI - 600 077

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Enquiry No.NIE/Stores/2021/E-Publish-21

Date: 29/04/2021

NIE Website

Sub: Comprehensive Annual Maintenance Contract (CAMC) along with one manpower for the Repair and Maintenance of Air Conditioners at ICMR-NIE, Chennai - Reg

Dear Sirs,

Please quote your **LOWEST RATE** for providing of **Comprehensive Annual Maintenance Contract (CAMC) along with one manpower for the Repair and Maintenance of Air Conditioners** at ICMR-NIE, Chennai. Your sealed quotations must reach this office on or before **20/05/2021 4.30 PM** THE QUOTATION MUST BE submitted in **SEALED ENVELOPE DULY SUPERSCRIBED AS:**

Quotation For: Comprehensive Annual Maintenance Contract (CAMC) along with one manpower for the repair and Maintenance of Air Conditioners at ICMR-NIE, Chennai.

Enquiry No.NIE/Stores/2021/E-Publish-21

Due: 20/05/2021 4.30 PM

The Comprehensive Annual Maintenance Contract (CAMC) along with one manpower for the Repair and Maintenance of Air Conditioners at ICMR-NIE, Chennai is subject to the given **Terms and Conditions**. The offers are liable to be rejected if the service provider **FAILS** to comply with the conditions.

DESCRIPTION OF ITEMS

Comprehensive Annual Maintenance Contract (CAMC) along with one manpower for the Repair and Maintenance of Air Conditioners at ICMR-NIE, Chennai

Scope of Work & Details of Items	-	Annexure – I
Terms and Conditions	-	Annexure – II
Bid Securing Declaration	-	Annexure – III
Check List	-	Annexure – IV
Affidavit Regarding Blacklisting/ Non-Blacklisting	-	Annexure – V
Price Bid	-	Annexure – VI

“Only sealed quotations will be accepted. Quotations sent through open letter or email will not be entertained”

Yours faithfully,


ADMINISTRATIVE OFFICER

Annexure – I

Description of Services for Comprehensive Annual Maintenance Contract along with one manpower for the repair and maintenance of Air Conditioners for ICMR – NIE, Chennai

Scope of Work

S.No	Description																		
01	<p>Comprehensive Annual Maintenance Contract (CAMC) along with one manpower for repair and maintenance of A/Cs (as given below in table) for 1 year. Depending on the satisfactory performance, the contract may be extended for one more year.</p> <p>Works include</p> <ol style="list-style-type: none">1. The compressor to be checked for its proper functioning and if any defect is found, the same to be rectified/replaced. The defective spares of the compressor to be replaced / serviced and consumables like oil to be supplied by bidder whenever necessary.2. Refrigerant gas leaks to be arrested and to be charged as and when necessary.3. The fan motor to be checked. If defective, to be repaired/replaced.4. The condenser coil to be inspected and cleaned.5. Any repairs in the condenser coil to be attended to.6. Repairs to refrigerant piping due to system problems to be attended to. The entire refrigeration system to be checked for any leak and attended if necessary.7. Safety controls such as pressure cut outs to be tested for proper functioning and in case of any malfunctioning, they are to be either repaired or replaced accordingly.8. Air filters in the split air conditioners to be inspected and cleaned if necessary.9. Cooling oil to be inspected and cleaned necessary.10. The blower and blower motor to be checked and any defects noticed to be serviced / replaced.11. Any defect in the electrical items and control wiring in the split air conditioners to be serviced / replaced.12. The stabilizers to be checked and rectified for any defects.13. Contactor, MCB and other electrical spares in the control panel, indoor & outdoor unit to be replaced as and when necessary.14. One dedicated personnel / manpower should be in our office / campus to attend day to day problems.15. Preventive maintenance to be carried out on quarterly basis. <table border="1" style="margin-left: auto; margin-right: auto;"><thead><tr><th>A/C Details</th><th>Quantity (Nos)</th></tr></thead><tbody><tr><td>Split Air Conditioner 2.0 TR</td><td style="text-align: center;">24</td></tr><tr><td>Cassette Air Conditioner 2.0 TR</td><td style="text-align: center;">7</td></tr><tr><td>Cassette Air Conditioner 1.5 TR</td><td style="text-align: center;">1</td></tr><tr><td>Split Air Conditioner 1.5 TR</td><td style="text-align: center;">8</td></tr><tr><td>Split Air Conditioner 1.0 TR</td><td style="text-align: center;">2</td></tr><tr><td>Ductable Split Air Conditioner 17 TR</td><td style="text-align: center;">14</td></tr><tr><td>Ductable Split Air Conditioner 11.6 TR</td><td style="text-align: center;">1</td></tr><tr><td style="text-align: right;">Total</td><td style="text-align: center;">57</td></tr></tbody></table>	A/C Details	Quantity (Nos)	Split Air Conditioner 2.0 TR	24	Cassette Air Conditioner 2.0 TR	7	Cassette Air Conditioner 1.5 TR	1	Split Air Conditioner 1.5 TR	8	Split Air Conditioner 1.0 TR	2	Ductable Split Air Conditioner 17 TR	14	Ductable Split Air Conditioner 11.6 TR	1	Total	57
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Ductable Split Air Conditioner 11.6 TR	1																		
Total	57																		

Note: The quantity of A/C may decrease or increase during the currency of the contract period depending upon the requirement of the Centre.

TERMS & CONDITIONS FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT

1. Bid Security Declaration must be submitted along with the tender document those who are claiming EMD exemption. (Refer Annexure III).
2. Demand draft of Rs. 5,000/- (Rupees Five Thousand Only) as Earnest Money Deposit (EMD) must be submitted with the bid. The EMD shall be in Indian Rupees (INR) and shall be in the form of Demand Draft from any of the Nationalized Bank / Scheduled Bank in favour of “Director, National Institute of Epidemiology” payable at Chennai. The suppliers / firms registered with Central Purchase Organization and National Small Industries Corporation (NSIC), MSME i.e., “Registered Suppliers” are exempted from furnishing bid security along with their bids as per the provision made under applicable rules. In case so, a copy of the order issued by the concerned organization in this regard should be accompanied with other documents. Bids without necessary EMD or valid EMD exemption proof will be summarily rejected.
3. EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned after Award of Contract to the Successful Bidder. EMD of the successful bidder shall remain with the institute and shall be refunded after expiry of the contract without interest within a period of two months.
4. Tender shall be submitted in official tender format only. If submitted in any other form the same shall be summarily rejected.
5. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted strictly in accordance with the instructions laid down herein; otherwise the tender is liable to be ignored.
6. Director, ICMR-NIE, Chennai, shall in no way be responsible for any default with regard to any statutory obligation and the supplier will indemnify in case of any damage or liability which may arise on account of action of the firm.
7. The firms must enclose details of agreement made by Company for the last three years along with proof with different Ministries/Department/ICMR-NIE Institute, if the firm has Comprehensive Annual Maintenance Contract (CAMC) for repair and maintenance of window and split A/Cs.
8. The bidder must have PAN and should be registered for GST and should enclose copies of relevant certificates.
9. The company must have registered / branch office in Chennai (Documentary proof such as rental agreement / incorporation certificate should be submitted).
10. The company should have service centre in Chennai (Documentary proof should be submitted).
11. It should have annual turnover of Rs. 50 lakhs or more for last three financial years. To support the claim provided a certificate from C.A.
12. The firm should have been in business for last 5 years (Documentary proof should be submitted).
13. Enclose a list of users of their services along with Contact Number, Email ID and the quantum of services provided by them to the customers during the last three years. Atleast three firms should be in Tamil Nadu under Air Conditioner maintenance contract. (Documentary proof such as purchase order / agreement should be submitted).
14. Minimum five employees should be engaged in Chennai office / Service centre ((Documentary proof such as identity card should be submitted)
15. All firms who participate in tender process while submitting their quotations shall give a certificate to the effect that they have not been banned /blacklisted by any authority/Ministry/Dept. in the past. If the firm

has been banned /Blacklisted by any authority/Ministry/Department of Government of India, the same should be mentioned in the bid.

16. Insurance and safety aspects of the persons deployed by your firm at ICMR-NIE site to be taken care by the firm.
17. Tenderer may please quote their unconditional rates in the given format provided therein. **The quoted price should clearly indicate the details of taxes also.** No other charges will be payable like transportation, fare etc. for providing the services to ICMR-NIE, Chennai.
18. The rate quoted shall remain in force for the full period of contract. It may specifically be noted that no changes/escalations in the accepted rate shall be allowed during currency of the contract.
19. The Annual Contract shall be operative immediately after award of the contract. The Director shall, however, have right to terminate the contract at any time if the service of the firm is found unsatisfactory. In this respect the decision of the Ministry will be final and binding on the contractor.
20. The intending bidders must inspect and examine the site and satisfy himself before submitting his tender as to the nature of the site, the quantities and nature of works and material necessary for completion of the works. For this purpose, the Institute may be contacted with prior appointment on any working day between 9.00 AM – 5.30 PM
21. The bidder shall submit the tender after examining the tender documents, scope of work, specification, terms and conditions and visiting the institute personally. The tenders filed without inspection of the institute will summarily be rejected.
22. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible /qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document.
23. The successful firm would be required to deposit a **Performance Security of 3% of the tender value** in the form of Bank Guarantee pledge in the name of “Director, NIE, Chennai “within ten days from the date of awarding the contract. However, in case the services of the firm are not found satisfactory during CAMC period the Bank Guarantee will be encashed.
24. All matter/disputes pertaining to the tender and resultant contract shall be settled by the Director or officer nominated by him for the purpose. The contract terms are interpretable under the applicable India Law subject to the jurisdiction of Chennai. In case, the same is not settled at this level, the matter will be referred to sole arbitrator to be approved by higher authority.
25. The tenderer should enclose a signed copy of the terms and condition stipulated for award of the contract conveying his acceptance of the same.
26. The selected firm will raise the bill for 1st instalment after completion of first 5 months and the second instalment after successful completion of One-year CAMC period (Inclusive of the cost for manpower one personnel).
27. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Institute.
28. Director, reserves the right to reduce or terminate the period of contract or to extend its duration up to 1 year in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
29. The contractor shall use ISI marked parts for repairs/replacement. Contractor must show the new parts to Competent Authority. The old parts, which are replaced, must be deposited in the Store. If the firm uses a non-ISI marked part, a penalty of double the cost of that part will be imposed.
30. Any financial loss caused due to damage of any part of the A/Cs of the Centre by the contractor would be deducted from the earnest money/performance security/bills.

31. The rate quoted by the firm should be valid for **1 Year**.
32. Calls should be attended promptly and within a reasonable time on all days, including Sunday and holidays. In case of system dead complaints calls, shall be attended after office hours also. In case the complaints of maintenance/repair of the A/Cs are not attended to within 24 hours, penalty of Rs. 200/- may be levied per day per repaired A/C. No payment for CAMC for a particular A/C will be made if the A/C is out of order for more than 15 days in one season on account of contractor.
33. No A/C or any part thereof shall be taken out by the mechanic to the workshop. The maintenance work is to be carried out in the premises of the Centre. However, the work which cannot be done in the office premises would be allowed to be done outside with written permission and gate pass from office and no extra charges will be paid for this work.
34. If an A/C is disposed of by this Centre or is otherwise taken out of use, the payment of CAMC Charges will be made only till the A/C remained in use.
35. The firm shall have to attend all complaints on information/direction received from the user. The services would be provided on regular basis during office hours and also in the case of emergency beyond office hours or holiday(s).
36. If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm/parts at the risk expenses of the defaulting contractor.
37. The job will be entrusted on the basis of all-inclusive rate on "As is where is" on competitive rates basis.
38. Education Qualification with respect to manpower engaged in CAMC should equivalent or above to ITI-A/c Mechanic (NTC / NAC) (Documentary proof should be submitted)
39. The manpower engaged in CAMC should have adequate knowledge in handling Centralised A/c and Split A/c and have atleast two years of experience in A/c maintenance. (Documentary proof should be submitted)
40. Documentary proof should be submitted for salary payment, EPF and ESI at the time of submitting the invoice if CAMC contract awarded along with manpower.
41. EPF deduction @ 12% should be restricted to Rs.15000/- month.
42. Wages should be calculated as given in the Annexure-VI
43. Rate must be quoted in the format as given in Annexure – III.
44. It is mandatory to quote the rate for every individual item as given in the Annexure – III.
45. The materials replaced should be of good quality with ISI / Equivalent standards.
46. It is under the discretion of the Institute to consider the Lowest rate quoted for individual items or the total sum of the rate quoted against all the items during the evaluation of Quotation.
47. If a bidder whose bid is accepted and fails to undertake the work as per the terms & conditions of the contract or as mentioned in the award letter, the earnest money deposited will be forfeited and no payment will be given for the work done.
48. No advance payment will be made. The selected firm will raise the bill after successful completion of the work. No payments will be made for unsatisfactory or incomplete work.
49. It is under the discretion of Director, National Institute of Epidemiology whether the CAMC to be awarded along with manpower or without manpower.
50. Quotations received after the due date will be summarily rejected.

BID SECURING DECLARATION

(To be executed on the Letterhead of the bidder claiming EMD exemption)

Date: [insert date (as day, month and year)]

Notice Inviting Tender No.: [insert number of No]

To
The Director
ICMR – National Institute of Epidemiology
Ayapakkam, Chennai – 77.

We, the undersigned, declare that:

We hereby agree that, our firm will be disqualified from bidding in any contract with ICMR-NIE, Chennai for a period of One Year starting from the date that we receive a notification from ICMR-NIE, under the bid conditions, which are as follows:

- (a) have withdrawn/modified/amended, impairs or derogates from the tender conditions during the period of bid validity specified in the tender document; or
- (b) having been notified of the acceptance of our Bid by ICMR-NIE, Chennai during the period of bid validity,
 - i. fail or refuse to execute the Contract Form, if required,
 - ii. fail or refuse to furnish the performance security, in accordance with the tender terms and Conditions mentioned in the tender document,
- (c) have breached a provision of the Code of Integrity specified in the tender document;

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

- i. our receipt of your notification to us of the name of the successful Bidder; or
- ii. thirty days after the expiration of our Bid.

Sign: [insert signature of person whose name and capacity are shown]

In the capacity of: _____

[insert legal capacity of person signing the Bid-Securing Declaration]

Name: _____

[insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of:

[insert complete name of Bidder] Dated on day of [insert date of signing]

Corporate Seal

CHECK LIST

S. No	Description	Please indicate requisite information	Page No. of attached Proof
1.	EMD		
2.	Name, address, Phone No. of company on letterhead with email		
3.	Experience certificate		
4.	Annual Turnover of the firm/company during the last 3 financial years. To support the claim, provide a certificate from CA		
5.	Registration certificate		
6.	PAN Number		
7.	GST Number		
8.	Non-Blacklisted certificate		
9.	Acceptance of terms and conditions		
10.	The firm should have been in business for last 5 years (Documentary proof should be submitted).		
11.	Atleast three firms should be in Tamil Nadu under Air Conditioner maintenance contract. (Documentary proof such as purchase order / agreement should be submitted)		
12.	Minimum five employees should be engaged in Chennai office / Service centre ((Documentary proof such as identity card should be submitted)		
13.	The company should have service centre in Chennai (Documentary proof should be submitted)		
14.	The company must have registered / branch office in Chennai (Documentary proof such as rental agreement / incorporation certificate should be submitted)		

Note: All documentary proof to be enclosed for above items failing which, quotation will be rejected forthwith.

I hereby agree to abide by all the terms and condition of the tender document.

**AFFIDAVIT REGARDING BLACKLISTING/ NON-BLACKLISTING FROM TAKING PART IN
GOVT.TENDER**

BY DOT/GOVT. DEPT

**(To be executed on Rs.100/- Stamp paper & attested by Public Notary/Executive Magistrate by
the bidder)**

I / We Proprietor/ Partner(s)/ Director(s) of M/S. _____ hereby declare that
the firm/company namely M/S. _____ has not
been blacklisted or debarred in the past by NIE Chennai or any other Government organization from taking
part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. _____ hereby declare that
the firm/company namely M/S. _____ was
blacklisted or debarred by ICMR-NIE Chennai, or any other Government Department from taking part in
Government tenders for a period of _____ years w.e.f. _____.

The period is over on _____ and now the firm/company is entitled to take part in
Government tenders. In case the above information found false I/We are fully aware that the tender/ contract
will be rejected/cancelled by NIE Chennai. In addition to the above NIE Chennai, will not be responsible to
pay the bills for any completed/ partially completed work.

Signature _____

Name _____

Capacity in which assigned: _____

Name & address of the firm: _____

Date:

Signature of Bidder with Seal.

Price Bid Format**CAMC for Repair and Maintenance of Air Conditioners**

Particulars	Qty	Unit Cost (Exclusive of GST)	Amount (Exclusive of GST)	GST	Total Amount (Inclusive of GST)
Casette Air Conditioner 2.0 TR	8				
Ductable Split Air Conditioner 17 TR	14				
Ductable Split Air Conditioner 11.6 TR	1				
Split Air Conditioner 1.0 TR	2				
Split Air Conditioner 1.5 TR	8				
Split Air Conditioner 2.0 TR	24				
Total					

Service Charges for Providing Man Power:

Particulars	Qty	Unit Cost (Exclusive of GST)	Amount (Exclusive of GST)	GST	Total Amount (Inclusive of GST)
Service Charges for Man Power Deployed	1				
Total					

Manpower Salary Details:

<u>Manpower Working(Calculation)</u>										
S. No	Name	Per day wage	Working Days (Actual)	Current salary	Company Share (12% + 1%)	ESI (3.25%)	Gross Salary	EPF@12% Emp Cont	ESI@0.75% Emp Cont	Net Salary
1	Technician - A/c (Skilled)	784.00	26	20,384.00	1,950.00	662.00	22,996.00	1,800.00	153.00	18,431.00
Total				20,384.00	1,950.00	662.00	22,996.00	1,800.00	153.00	18,431.00

Note:

1. Wages calculation based on the order no. File.No.1/16(1)/2021-LS-II dated 23.04.2021