

CCRT /11013/4/2019/138
January, 25th, 2021

NOTICE INVITING TENDER

(Non-Comprehensive)

Name of Work: Annual Contract for operation and maintenance of Ductable AC units, air washer units, window / split AC units, DG set 125kva, 11kv panel, LT panels & transformer etc. at CCRT Headquarters, Dwarka New Delhi-110075.

Director, Centre for Cultural Resources and Training, Plot No. 15-A, Sector-7, Dwarka, New Delhi, invites OPEN TENDER under Two Bid System (i.e. Technical Bid and Financial Bid) from the reputed and experienced contractors/ firms dealing in the work of Annual Operation & Maintenance of Ductable AC units, air washer units, window / split AC units, DG set 125kva, 11kv panel, LT panels & transformer etc. as per terms and conditions, specifications and schedule of work as under:

| | |
|-----------------------------------|---|
| Estimated Annual Cost | Rs. 12,18,321/- (Rupees twelve lakh, eighteen thousand, three hundred and twenty one only) |
| Earnest Money Deposit | Rs. 36,550/- (Rupees thirty six thousand, five hundred and fifty only) |
| Last date of Submission of Tender | 15-02-2021 upto 01:00 PM |
| Date of opening of Technical Bid | 15-02-2021 at 03:00 PM |
| Date of opening of Financial Bid | After evaluation of Technical Bid |
| Time for completion of work | One year |

Note: - Tender Documents can be downloaded from our website: <http://ccrtindia.gov.in/>

Description of work:

Annual contract for operation and maintenance of Air cool, DG set, 11 KV panel, LT panels and Transformers etc. as required details: -

- 1) Window AC's-**20 no's** assorted ratings
- 2) Split AC's -**24 no's** assorted ratings
- 3) 5 Ton Ductable AC's - **05 no's**
- 4) 125 KVA DG set, 415 V, 3 ph -**1no's**
- 5) Main LT Panel -**1 no's**
- 6) Main HT panel – **1 no's**
- 7) Emergency supply panel – **1 no's**
- 8) 400 KVA , 11/ 0.433 KV outdoor transformer – **2 no's**
- 9) Pump room main LT panel – **1 No's**
- 10) Building floor panels (PCC's) – **9 no's**

Eligibility Criteria of the Bidders:

- a) Bidder should have executed 02 or more Annual Contracts for operation and maintenance of window/ spilt/ ductable AC units in any Government Department or equivalent during the last 5 years. Proof to this effect shall be submitted along with the Performance Certificate issued from the department should be attached along with the technical bid.
- b) Bidder should have executed 01 or more work related to annual operation of DG set 125kva, 11kv panel, LT panels & transformers in Government Department or equivalent during the last 5 years. Proof to this effect shall be submitted along with the Technical Bid with Performance Certificate issued from the department.
- c) Bidder should have adequate qualified technical staff skilled (ITI) and Semi-skilled persons.

Sd/-
Director

Encl.:-

| S. No. | Description | No. of Pages |
|---------------|------------------------------------|---------------------|
| 1 | Terms and Conditions | (02 Pages) |
| 2 | Instructions to Bidders | (02 Pages) |
| 3 | General Instructions | (01 Page) |
| 4 | Bid Part-A, Technical Bid Performa | (02 Pages) |
| 5 | Bid Part-A. Declaration | (01 Page) |
| 6 | Bid Part-B, Financial Bid Performa | (01 Page) |

TERMS AND CONDITIONS

The authorities of CCRT Delhi, who does not bind themselves to accept the lowest quotation reserve to right to reject or accept any or all quotations wholly or partially without assigning any reason whatsoever.

- 1 The work shall be carried out as per CPWD specifications and satisfaction of CCRT.
- 2 No T&P (Tool and Plant) shall be issued to the contractor. All the tools required for operation and maintenance shall be arranged by the contractor.
- 3 The contractor shall depute qualified person (at least ITI) having knowledge and expertise in their field.
- 4 The work shall be started after award of work and further receipt of Award Letter.
- 5 No extra GST or any tax shall be paid to the contractor.
- 6 Security deposit will be 10% of the contract value to be deposited by the contractor in the form of Account Payee Demand Draft, Fixed Deposit Receipt / BG from a Commercial Bank before release of any payment. The Security Deposit should be valid for a period of 60 (Sixty) days beyond the date of completion of contract period.
- 7 Income tax as per prevailing rates under the rule shall be deducted from the bill.
- 8 Payments shall be made to the contractor on quarterly basis after satisfactory completion of the job which will be approved by the competent authority and on receipt of bill from the contractor.
- 9 The contractor has to bear the following materials at their cost during the Operation & Maintenance period.
 - a) HRC fuses;
 - b) Indicating lamp, holder and indicating switch;
 - c) Thimble;
 - d) Ammeter, Voltmeter, Selector Switch;
 - e) Loose copper wire required in panels;
 - f) Refrigerant gas for air conditioners (Window/ Split / Ductable);
 - g) Capacitors/ relays/ contactors.
- 10 Spares/ materials required other than the above mentioned at Sl. No. 09, if any, during the execution of work shall be provided by the representative of CCRT.
- 11 On termination of the agreement, the contractor will hand over all the equipment/ system as handed over by the CCRT in good working condition back to CCRT.
- 12 Contractor shall maintain log book and other required records throughout the operation period. All the records will be arranged by the contractor free of cost.
- 13 All spares will be of standard make same as already installed and if same make is not available in the market, can be purchased as per the instruction of CCRT representative.
- 14 Major Overhaul of 125 KVA DG set, 11kv panel, LT panels & transformers is excluded from the scope of the contractor. However all other routine maintenance jobs will have to be undertaken by the contractor i.e. cleaning of DG set, checking of battery terminal, oil level in engine and water in radiator etc.
- 15 CCRT will not entertain any claim such insurance, accidentals and tax etc.
- 16 The contractor will service all AC's i.e. window and split free of cost twice in a year as per the details mentioned in schedule.
- 17 Contractor/firm shall issue identity card (ID) card to their staff and photocopies of their photo ID proof such as Adhaar card, Voter ID card, PAN card will also be submitted by the contractor to CCRT.
- 18 The service persons should be skilled and well experienced.
- 19 The accident or damage occurred during the course of operation and maintenance will be sole responsibility of the contractor and the CCRT will not entertain any claim, compensation, penalty etc. on this account or on account of non-observation of any other requirement of law relevant to his work.
- 20 The contractor shall provide the workers with necessary testing and safety equipments and shall follow all the safety measures strictly.
- 21 The contractor shall take over the charge from CCRT, New Delhi.
- 22 The contract may be extended further for a period of One year depending upon requirement of CCRT, if both parties agree on same terms and conditions of the Contract.

The services to be provided by the Contractor:

Daily:

- a) Check water level in air cooling unit and also in DG set's radiator.
- b) Check fuel oil and lubricating oil in DG set.
- c) Check bearings of all motors and motor driven equipments for vibration, excessive sound and heating.
- d) To record readings of amp, voltage, KW/KWH of all feeders at a fixed time every day.

Weekly:

- a) Check belt tension and replace immediately if found damaged.
- b) Check oil filter.
- c) Cleaning of air filters of air conditioners.

Monthly:

- a) Re- greases all bearings of rotating machinery.
- b) Check for loose connection in the transformers and set them right, if required.

Half yearly:

- a) Check all earth pits and connections for tightness and clean pits. Record Earth pit resistances etc.
- b) Check level and top up oil in transformers.
- c) Replace fused indication lamps in panels and PCC's.
- d) Check for tightness of connections in panels and PCC's.
- e) Check IR value of transformers.

Manpower:

- a) Minimum ITI trained Electrician/Technician for **1 x 8** hrs. /shift.
- b) Minimum Khalasi/ helper for **3 x 8** hrs. /shifts.
- c) Additional staff as required at site to carry out various jobs as stated above.
- d) All the staff provided must be on the roll of the firm.

Sd/-
Director

INSTRUCTIONS TO BIDDER'S

SPECIAL INFORMATION REGARDING REQUIREMENT FOR THE WORK LISTED IN N.I.T

1. The bidder must be fully conversant with the documents to form part of contract agreement i.e. instructions to bidders, specifications/scope for the particulars nature of work.
2. The bidder shall submit the offer under two Bid Systems i.e. Bid Part-A (Technical – cum - Eligibility criteria) & Bid Part-B (Financial) Separate Performas are enclosed.
3. **Bid Part-A (Technical Bid)** should contain documents giving details of Earnest Money, Declaration and Eligibility Criteria etc. The filled Technical Bid Performa in separate envelope and **Bid Part-B (Financial Bid)** should contain documents giving details of filled Financial Bid Performa in separated envelope both the bids must be superscribed with one big envelope.
4. At any time prior to the deadline for submission of Bids, the CCRT may, for any reason, whether at its own initiative modify the NIT document by issuing clarification(s) and/or amendment(s).
5. The clarification(s)/amendment(s) (if any) may be notified on CCRT website before the proposed date of submission of the Bid.
6. CCRT will not bear any responsibility or liability arising out of non-receipt of the information regarding amendments in time or otherwise. Bidders must check the website for any such amendment before submitting their Bid.
7. All the notices related to this Bid which are required to be publicised shall be uploaded on CCRT website.
8. Each bidder shall submit only one bid by himself. A bidder who submits or participates in more than one bid will result in all such bids to be rejected.
9. The bidder shall bear all costs associated with the preparation and submission of his bid and the CCRT shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
10. The bidder is advised to visit and examine the site of works and its surroundings before bidding for the work, and obtain for himself on his own responsibility all information that may be necessary for preparing the bid and entering into a Contract. The costs of visiting the site shall be at the bidder's own expense.
11. A prospective tenderer requiring any clarification on tender documents may contact the CCRT at the address indicated in the NIT. The CCRT will also respond to any request for clarification, received through post.
12. Before the last date for sale of tenders, the CCRT may modify any of the Contents of the tender notice, tender documents by issuing amendment / Addendum etc.
13. Any addendum/amendments issued by the CCRT shall be part of the tender document and it shall be informed in writing. To give prospective tenderers reasonable time to take an addendum into account in preparing their bids, the CCRT may extend if necessary, the last date for submission of tenders.
14. The bidders who are desirous of participating in tendering shall submit their technical bids, price bids and other documents etc. in the standard prescribed in the tender documents on or before the tender submission date. The bidders shall sign on all the statements, documents, certificates, submitted by him, owning responsibility for their correctness/authenticity.
15. Similarly if any of the certificates, documents etc. furnished by the bidder are found to be false/fabricated/bogus, the bidder will be black listed and the E.M.D. shall be forfeited.
16. The technical bids will be opened at the time and date as specified in the tender documents. The clarifications, particulars if any required from the bidders will be obtained by addressing the bidders. The technical bids will be evaluated against the specified parameters/ criteria as per tender, and the technically qualified bidders will be identified accordingly.
17. The tender document shall be explicitly understood that the CCRT does not accept any responsibility for the correctness or completeness of this schedule. The tenderer should however quote his item rates on lump sum value for deployment of staff and comprehensive maintenance of the plant based on the schedule of quantities.
18. The bid offer shall be for all the works and not for individual items / part of the works. Offers for partial items/works shall be out rightly rejected.
19. All duties, taxes, and other levies payable by the contractor as per State / Central Government rules, shall also be included in the quoted price as on the date of bid submission, and any variation shall be reimbursed/recovered

at actual by CCRT on submission of documentary evidence/bill. The details of taxes considered shall be clearly mentioned by the bidder in percentage form.

20. If the Tender is made by a firm, it shall be signed by the authorized signatory and Power of Attorney of the signing authority must be attached with the bid.
21. The Tender shall contain no alterations or additions, except those to comply with instructions issued by the CCRT, or as necessary to correct errors made by the Tenderer, in which case all such corrections shall be initialled by the person signing the Tender.
22. The tenderer shall invariably ensure that the documents to be submitted are as per NIT.
23. CCRT may extend the dates for issue and receipt of tenders by issuing an amendment in which case all rights and obligations of the CCRT and the tenderer will remain same.
24. Any Tender received after the last date / time prescribed in NIT will be summarily rejected.
25. No Tender shall be modified after the last date /time of submission of Tenders.
26. The tenders will be opened as mentioned above and shall be evaluated accordingly.
27. The Tender opening authority may call upon any tenderer for clarification on the statements, documentary proof relating to the technical bid. The request for clarification and response there to shall be in writing and it shall be only on the qualification information furnished by the tenderer. The clarification called for from the tenderer shall be furnished within the stipulated time, which shall not be more than a week. Only clarifications shall be sought maximum one time however no new documents shall be accepted by CCRT, hence the bidders should go through the tender carefully and submit the bid accordingly.
28. The tenderer if so desirous, shall agree in writing to furnish the clarification called for within the stipulated time and, for disqualification and rejection of his tender in the event of failure to do so.
29. The CCRT will evaluate whether each Tenderer is satisfying the eligibility criteria prescribed in the tender document and declares them as a qualified Tenderer. If the technical bid of a Tenderer is not satisfying any of the eligibility criteria it will be rejected by CCRT.
30. In case of any deviations noticed in technical bid by CCRT, the same shall be withdrawn and tender shall be exactly as per technical specification and terms and conditions of CCRT. If any tenderer fails to withdraw deviations pointed out by CCRT, the tender will be out rightly rejected.

Sd/-
Director

GENERAL CONDITIONS

Price Bid Opening:

Only the Price Bids of qualified Tenderer whose technical Bids are found satisfying the eligibility criteria and other terms and condition of tender shall be opened. The Price Bid of the Unqualified Tenderer will not be opened and thereafter E.M.D. will be returned. Tenders shall be scrutinized in accordance with the conditions stipulated in the Tender document. In case of any discrepancy of non-adherence conditions the Tender accepting authority shall communicate the same which will be binding both on the tender opening authority and the Tenderer. In case of any ambiguity, the decision taken by the Tender Accepting Authority on tenders shall be final.

Process to be Confidential:

Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of a contract shall not be disclosed to tenderer or any other persons not officially concerned with such process until the award to the successful tenderer has been announced by the tender accepting authority. Any effort by a Tenderer to influence the processing of Tenders or award decisions may result in the rejection of his Tender.

No Tenderer shall contact the authority concerned with finalization of tenders on any matter relating to its tender from the time of the tender opening to the time the Contract is awarded. If the tenderer wishes to bring additional information to the notice of the CCRT, it should do so in writing.

Before recommending / accepting the tender, the tender recommending / accepting authority shall verify the correctness of certificates submitted to meet the eligibility criteria and specific experience. If required, the authenticated agreements of previous works executed by the lowest tenderer shall be called for verification.

Award of Contract:

The committee will recommend to the competent tender accepting authority for award of the contract to the tenderer, who is found technically qualified as per the Tender conditions and whose price bid is lowest. The tender accepting authority reserves the right to accept or reject any tender or all tenders and to cancel the tendering process, at any time prior to the award of Contract, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the reasons for such action.

Notification of Award and Signing of Agreement:

The tenderer whose Tender has been accepted will be notified of the award of the work by CCRT, prior to expiration of the Tender validity period through a letter. This letter (hereinafter called "Letter of Intent"), LOI will indicate the sum that the CCRT will pay the Contractor in consideration of Annual maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the "Contract Amount").

When a tender is to be accepted the concerned tenderer shall attend the office of the CCRT on the date fixed in the Letter of Intent to sign the contract. Failure to attend the Engineer's office on the date fixed, in the written intimation, to enter into the required agreement shall entail forfeiture of the Earnest Money deposited. The written agreement to be entered into between the contractor and the CCRT shall be the foundation of the rights and obligations of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by the contractor and then by Employer. The successful tenderer has to sign an agreement within a period indicated in LOI from the date of receipt of communication of acceptance of his tender. On failure to do so his tender will be cancelled duly forfeiting the E.M.D. paid by him without issuing any further notice and action will be initiated for black listing the tenderer.

Sd/-
Director

Bid Part-A

TECHNICAL BID PERFORMA

For providing Manpower to the CCRT, for operation and maintenance of Ductable AC units, air washer unit, window / split AC units, DG set 125kva, 11kv panel, LT panels & transformers etc.

1. Name of Tendering Company/ Firm/Agency
(Attached certificate of registration)
2. Name of Proprietor/Director of company/Firm/Agency
3. Full Address of Registered Office

Telephone Number _____
E-Mail Address _____
4. Full Address of Branch Office If any: -

5. Banker's name of Company/ Firm/Agency: - _____
Full Address of Bank/Branch: - _____
Telephone Number of Banker: - _____
6. PAN/GIR No. _____
(Attached Self attested copy)
7. Service Tax Registration No.: - _____
(Attached Self attested copy)
8. E.P.F registration Number: - _____
(Attached Self attested copy)
9. ESIC registration Number: - _____
(Attached Self attested copy)
10. Financial Turnover duly certified by Chartered Accountant of the tendering Company/ Firm/Agency for the last three financial years. (Attach separate sheet, if space provided is sufficient) please attach a copy of Balance Sheet and Profit & Loss Account of the last three financial years duly certified by Chartered Accountant.

| Financial Year | Amount (Rs. Crores) | Remark if any |
|----------------|---------------------|---------------|
| 2017-18 | | |
| 2018-19 | | |
| 2019-20 | | |

11. Give details of the major similar contracts handled by the tendering Company/ Firm/Agency during the last 5 Years in the following format:

| S. no. | Details of client (with address, telephone numbers etc.) | Type of manpower supplied | Amount of Contract (in Rs.) | Duration of Contract | |
|--------|--|---------------------------|-----------------------------|----------------------|----|
| | | | | From | To |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

(Please also attach self attested copies of work orders, completion certificates etc.)(If the space provided is sufficient, a separate sheet may please be attached)

12. E M D Details: -
(i) Cash/ Bank Draft/ Banker's Cheque No. & Date: -
(ii) Name of the Bank: -
(iii) Amount of Draft/ Banker's Cheque: -

13. Additional Information, if any
(Attach separate sheet , if required)

Signature of Authorized Person

Name: -

Seal: -

Date: -

Place: -

DECLARATION

- To be submitted alongwith Bid Part-A (TECHNICAL BID).

I, _____ Son/Daughter/Wife of Shri _____ signatory of the agency/firm viz _____ is competent to sign the 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 alongwith 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.

Signature of Authorized Person

Name: -

Seal: -

Date: -

Place: -

Bid Part-B

FINANCIAL BID PERFORMA

For providing Manpower to the CCRT, for operation and maintenance of Ductable AC units, air washer unit, window / split AC units, DG set 125kva, 11kv panel, LT panels & transformers etc.

| S. No | Description of Work | Contract | Rate Per Month (In ₹) | Total Amount for 12 months (In ₹) |
|--------------|---|-----------------|------------------------------|--|
| 1. | Annual Contract for operation and maintenance of Ductable AC units, air washer unit, window / split AC units, DG set 125kva, 11kv panel, LT panels & transformer etc. 1) Window AC's- 20 no's assorted ratings 2) Split AC's - 24 no's assorted ratings 3) 5 Ton Ductable AC's - 05 no's 4) 125 KVA DG set, 415 V, 3 ph - 1no's 5) Main LT Panel - 1 no's 6) Main HT panel – 1 no's 7) Emergency supply panel – 1 no's 8) 400 KVA , 11/ 0.433 KV outdoor transformer – 2 no's 9) Pump room main LT panel – 1 No's 10) Building floor panels (PCC's) – 9 no's | 12 months | | |

Signature of Authorized Person

Name: -

Seal: -

Date: -

Place: -