



NIRTH | Jabalpur

आई.सी.एम.आर.— राष्ट्रीय जनजाति स्वास्थ्य अनुसंधान संस्थान ICMR - NATIONAL INSTITUTE OF RESEARCH IN TRIBAL HEALTH

(स्वास्थ्य अनुसंधान विभाग, स्वा. एवं परि. कल्याण. मंत्रालय)
(Deptt. Of Health Research, Min. of Health & F.W.)
नागपुर रोड, पो.ऑ. गढ़ा, जबलपुर – 482003 (मप्र)

Nagpur Road, P.O. – Garha, Jabalpur – 482003 (M.P.)

TENDER NOTICE

Sub: COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR AIR CONDITIONERS.

ICMR- National Institute of Research in Tribal Health, Jabalpur invites sealed tenders under two-bid system from reputed and experienced agencies for **Comprehensive Annual Maintenance Contract of Air Conditioners.**

2. Interested agencies/firms are required to submit the Technical and Financial bid separately. Sealed cover should be super-scribed with “Quotation for Comprehensive Annual Maintenance Contract for Air Conditioners” and reach ICMR-NIRTH, Jabalpur up to **03/01/2019 (Thursday) 11:00 AM** and the same will be opened on the same working day i.e. **03/01/2019 (Thursday) 03:00 PM** No tender will be accepted after last date of submission of quotation.

3. Bidders are required to submit Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only) along-with tender form in the shape of Demand draft, in favour of Director, National Institute of Research in Tribal Health, Jabalpur. EMD of the unsuccessful bidders will be returned to them at the earliest or after expiry of the final bid validity. The bid security of successful bidders would be returned without any interest whatsoever, after the receipt of Performance Security equal to 10% of the Annual Contract Value from them as called for in the contract.

4. The tender documents can be downloaded from ICMR-NIRTH, Jabalpur website at www.nirth.res.in and duly filled form should be submitted to the Director, ICMR-National Institute of Research in Tribal Health (NIRTH), Nagpur Road, P.O.-Garha, Jabalpur- 482 003 upto last date of submission of tender.

5. For detailed information and other terms conditions of the tender, please visit our website www.nirth.res.in

Director

TERMS AND CONDITIONS

1. The firms/agency shall have at least 03 years experience of similar nature carried out in Central/State Govt. bodies/Departments/PSUs/Autonomous bodies or other similar organizations during the last 3 years ending 31st March, 2018 and shall submit the self attested copies of experience issued by the concerned department along with the technical bid of tender documents. **Those firms who have above required experience in service providing field will only be considered.**
2. Period of contract will be for one year from 01/01/2019 to 31/12/2019 that can be extended on performance basis.
3. The bid shall be valid and open for acceptance of the Competent Authority of ICMR-NIRTH for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder shall be entertained.
4. The sealed quotation should be deposited in Stores Section of the ICMR- NIRTH, Jabalpur up-to **03/01/2019 (Thursday) 11:00 AM** and the same will be opened on the same day i.e. **03/01/2019 (Thursday) 03:00 PM**. Intimation regarding opening of financial bid will be intimated to the firms at the time of opening of technical bid i.e. on 03/01/2019 (Thursday) 03:00 PM. **No Tender will be accepted after last date of submission of quotation.**
5. Quotations received late (including postal delay) / in open condition not meeting the tender conditions/incomplete in any respect are liable to be rejected.
6. The rates should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.
7. No party shall be permitted to submit quotation for work in the ICMR- NIRTH, Jabalpur which any of their near relatives is an employee. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the ICMR- NIRTH. Any violation of this condition which comes to the Notice of the ICMR- NIRTH after the contract is awarded will entitle the NIRTH to treat the contractor as having committed a breach of contract and to exercise all the rights and remedies available to the ICMR- NIRTH on account thereof.
8. Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **Rs.10,000/- (Rupees Ten Thousand Only)** along-with tender form in the shape of Demand draft, in favour of ICMR-Director, National Institute of Research in Tribal Health, Jabalpur. EMD of the unsuccessful bidders will be returned to them at the earliest or after expiry of the final bid validity. The bid security of successful bidders would be returned without any interest whatsoever, after the receipt of Performance Security equal to 10% of the Annual Contract Value from them as called for in the contract.
9. Companies/Firms should be having of knowledge of service of air conditioners of Voltas and LG make air conditioners.
10. The contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, re-winding of motors, gas filling/charging including cost of gas cleaning, oiling, chemical washing, greasing (general servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas, repair of any or all parts including fixing of wires/plugs, insulation, running/starting capacitors, labour/transportation charges etc.

11. The Firm/company should produce the self-attested photocopies of documents related to allocation of Registration Number, PAN Number, GSTN, etc.
12. Break down calls shall be attended within 6 hours (excluding Saturday/Sunday/Holiday) of registering the complaint in register which will be available in Stores Section. The required repair work shall also be completed by the vendor at the earliest.
13. All the repairing work will be carried out in the premises of the Institute. Only such work, which cannot be done in the office premises, would be allowed to be attended out of the building at the contractor's risk and no extra charges shall be paid.
14. No advance payment will be made in any circumstances. The payment will be made on quarterly basis on submission of satisfactory performance from the users.
15. Notwithstanding the above, the Competent Authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract. The decision of the Director, ICMR- NIRTH, Jabalpur shall be binding on all issues relating to quotation.

X-X-X-X

ENVELOPE-1 : TECHNICAL TENDER

(In separate sealed Cover-I super-scribed as Technical Bid)

QUOTATION/RATES FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF AIR CONDITIONERS.

| | | |
|----|--|----------------|
| 1 | Name of Company/ Firm/Agency | |
| 2 | Full Address of Reg. Office/ Telephone No./FAX No./ e-mail id/website address | |
| 3 | Registration No. | |
| 4 | G.S.T.N. (please attach copy of the same) | |
| 5 | Name of the authorized signatory | |
| 6 | Specimen Signature of the Authorized signatory. | |
| 7 | Telephone Number of the authorized signatory and other Telephone Number of the firm. | |
| 8 | Whether the firm had enclosed EMD. If "Yes: then DD/Pay order no. | |
| 9 | Details of organizations where such contract undertaken during the last 3 years Name and address of the Organization (enclose list along-with supporting documents) | 2015-16 |
| | | 2016-17 |
| | | 2017-18 |
| 10 | Whether proof/copies of work order on items at S.No. 9 enclosed (Yes/No) | |
| | List of copies of documents enclosed. | |

Name:.....

Signature :.....

Date :

Firm's Seal:.....

Envelope-2 : FINANCIAL TENDER**(In separate sealed Cover-I super-scribed as Financial Bid)****QUOTATION/RATES FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF AIR CONDITIONERS.**

| Sl. No. | Description of the item | Quantity (approx) | Charges per unit per annum Comprehensive (RS.) | Taxes if any | Total amount per annum with taxes Comprehensive (Rs.) |
|---------|---|-------------------|--|--------------|---|
| 1 | Main Laboratory Building Window AC 1.5 Ton Voltas-16 Nos Split Type AC 1.5 Ton Voltas- 23 Nos Split Type AC 2.0 Ton Voltas- 15 Nos Split Type AC 1.0 Ton Voltas- 01 No | 55 | | | |
| 2 | Split Type AC 1.5 Ton LG- 47 Nos | 47 | | | |
| 3 | Guest House Split Type AC 2.0 Ton LG – 28 Nos | 28 | | | |
| 4 | Trainee Hostel Split Type AC 1.5 Ton LG- 15 Nos Split Type AC 1.5 Ton Voltas- 04 Nos | 19 | | | |
| | Total | 149 | | | |

| SI.No. | Details | Rate per unit during AMC period |
|--------|--|---------------------------------|
| 1 | Installation/Shifting Charge of Split AC (if required by the Institute) (including gas refilling & all material) | |
| 2 | Installation/Shifting charge of Window AC (if required by the Institute) (including all material) | |

(Please note: Successful bidders will require to inspect and ensure exact numbers by preparing a list of AC's which will be covered under AMC and will be taken into account for signing the maintenance contract agreement.)

Name:.....

Signature :

Date :

Firm's Seal:

(To be typed on 100 rupees Stamp Paper)

Performance Bank Guarantee

Bank Guarantee No.: _____

Amount of Guarantee: Rs. _____

Valid Up to _____ : _____

Guarantee Cover from : _____ to _____

**The Director,
ICMR-National Institute of Research in Tribal Health, (Indian Council of Medical Research)
Ministry of Health, Govt. of India
Nagpur Road, P.O. Garha, Jabalpur – 482003**

This deed of guarantee executed by (Name of Bank)
Constituted under the (Bank Act) having its Corporate Centre at
..... and amongst other places a Branch,
..... (hereinafter referred to as “the Bank”) in favour of **ICMR-National Institute of Research in Tribal Health – Jabalpur-482003**. (hereinafter referred to as “**the Beneficiary**”) for an amount not exceeding Rs.

..... (Rupees
.....) at the request of
(Name of Firm)
(hereinafter referred to as “the Contractors”).

This Guarantee is issued subject to the condition that the liability of the Bank under this Guarantee is limited to a maximum of Rs. (Rupees
.....) and the Guarantee shall remain in full force upto
..... and cannot be invoked otherwise than by a written demand or claim under this Guarantee served on the bank on or before

Where as you have entered in to a contract reference No. Dated
..... With (Name of Firm)
.....
..... for the “Comprehensive Annual Maintenance Contract of Air Conditioners and where as (Name of Firm) has undertaken to produce Bank Guarantee for the 10% of the contract price amounting to Rs. (Rupees) to secure its obligations to **ICMR-National Institute of Research in Tribal Health – Jabalpur – 482003**. for the contract period from _____ to _____.

We, (Name of Bank) Hereby expressly irrevocably and unreservedly undertake and guarantee as Principal obliges on behalf of (Name of Firm)

..... that in the event
ICMR-National Institute of Research in Tribal Health, Jabalpur – 482003 declares to us
through you that (Name of Firm)

..... has not fulfilled the obligations under the said
contract to pay you on demand without any reference to M/s
..... an amount of Rs. (Rupees
.....) Notwithstanding any
right/disputes raised by (Name of Firm)
..... or any said or proceedings pending in any
competent Indian Court or before any arbitration tribunal, your written demand shall be
conclusive evidence to us that such payment is payable under the terms of the said contract and
shall be binding in all respect on us.

We shall not be discharged or released from the aforesaid undertaking and guarantee by any
arrangements, variations made between you and (Name of Firm)
..... indulgence to (Name of Firm)
..... by you with or without our
consent and knowledge or by alterations in the obligations of (Name of Firm)
..... by any forbearance whether as
to payment time performance or otherwise.

We further agree and undertake not to revoke this guarantee before the same is discharged in
writing by you.

This guarantee shall remain valid until Notwithstanding anything
contained herein.

Our liability under this guarantee is restricted to Rs. (Rupees
.....)

This Bank Guarantee shall be valid up to

We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only if
your serve upon us a written claim or demand and received by us or before
..... i.e. the date of expiry of this bank guarantee. The Bank Guarantee
should be returned to us after the expiry date for cancellation purpose, even if the original
guarantee is not returned, our liability on this guarantee ceased to exist.

Dated at at this Day of

Dated: _____ Place: _____

Bank)

Witness (Name, Address & Signature)

1.

2.

MAINTENANCE CONTRACT AGREEMENT

(Specimen to be executed in Rs.100/- non-judicial stamp paper)

This Maintenance Agreement is made at Jabalpur on _____ (Date and place of agreement) for the period of one year from _____ to _____ between the NIRTH, JABALPUR hereinafter referred to as "First Party" which expression shall unless excluded by or repugnant to the context be deemed to include his successor in office and assigns on the one party and M/s _____ with its registered office at _____ which expression shall unless excluded by or repugnant to the context shall include its representative administrator, executives and assign on the second party.

Whereas NIRTH, JABALPUR has the air conditioners shown in the enclosed Annexure and whereas M/s _____ has agreed to perform the said maintenance services of air conditioners as mentioned in this agreement.

Now, therefore, it is hereby mutually agreed as follows:

1. The total maintenance charges for one year are Rupees _____ the comprehensive maintenance charges shall be payable to the second party on quarterly basis. For this purpose, the second party will have to submit bill along-with service and call reports in the name of first party and payment shall be made by it within 30 days from the receipt of the bill. Enhancement or decrease of taxes, duties or prices of components, etc., will not affect the AMC rates during the entire period of AMC no difference shall be paid or claimed as a result of the above. However, Taxes (TDS) will be deducted from the AMC Bill as per Income Tax rules.
2. The said contract will be initially for a period of one year commencing from the date of signing the contract which may be extended further for another year with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract.
3. During the currency of the agreement, the first party is at liberty to add to or delete from, this schedule any numbers of air conditioners etc. if so warranted. In case of addition of work, services will be performed, the same will be done on already agreed and settled- rates for the main contract of maintenance.
4. The contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, re-winding of motors, gas filling/charging including cost of gas cleaning, oiling, chemical washing, greasing (general servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas, repair of any or all parts including fixing of wires/plugs, insulation, running/starting capacitors, labour/transportation charges etc.
5. The second party, shall truly and faithfully carry on the said job for the comprehensive maintenance of the air conditioners as mentioned to the full extent and satisfaction of the first party for the whole year, i.e., from the date of signing of this contract agreement. However, contract can be extended for further one year on mutual basis.
6. The second party has to depute their one engineer, who will report to Store Section for general and break-down service of air conditioners.

7. The comprehensive maintenance shall be carried out primarily at the premises of the ICMR-NIRTH, Jabalpur during office hours. In case, the second party feels that the air conditioners cannot be repaired on-site, they will carry the defective equipment with the consent of officials after giving due receipt of the equipment and deliver back the repaired equipment at their own cost and risk to get it repaired promptly.

8. The second party shall deposit equal to 10% of the Annual Contract Value as Performance security in the form of Demand Draft Bank Guarantee, Demand Draft or FDR which should be pledged in favour of the Director, NIRTH, Jabalpur. This amount shall be refunded without any interest to the second party by the first party upon termination or expiry of this agreement after adjusting such dues.

9. In case of breach of any conditions of the contract and for all types of losses caused on the part of Contractor, the Director, ICMR-NIRTH, Jabalpur shall make deductions, as deemed fit, from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit.

10. On completion/termination of the contract, the firm will have to provide all the air conditioners in good/working conditions.

11. In the event of any question, disputes or difference arising between the parties relating to the interpretation and application of these provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations.

12. In case of any dispute arising between the contract holder and the ICMR-NIRTH or any constituent being party of the contract the sole authority for settlement of such disputes, will rest with the Arbitrator, appointed by the Director, ICMR-NIRTH, Jabalpur.

13. In case the maintenance is not found satisfactory the Director, ICMR-NIRTH, Jabalpur Reserves right to cancel the award at any time, without assigning any reason.

First Party
Name:
Designation
(Rubber Seal)
(In presence of)
Witness - I
Witness - II

Second Party
Name:
(Rubber Seal)
(In presence of)
Witness – I
Witness – II