

**TENDER NO. 19/01/2017/CIC/GA**

**Dated 03/03/2017**

**Central Information Commission**

**August Kranti Bhawan**

**Bhikaji Cama Place**

**New Delhi-110066**

**NOTICE INVITING TENDER FOR AWARD OF CONTRACT FOR COMPREHENSIVE servicing REPAIR AND MAINTENANCE (ALL INCLUSIVE) FOR WINDOW TYPE/SPLIT TYPE/CASSETTE TYPE AIR CONDITIONERS (ACs) AND WATER DISPENSERS FOR A PERIOD OF ONE YEAR IN CIC OFFICE PREMISES AT AUGUST KRANTI BHAWAN, BHIKAJI CAMA PLACE NEW DELHI, OLD JNU CAMPUS, NEW DELHI AND RESIDENCE OF INFORMATION COMMISSIONERS AT NEW DELHI.**

**COST OF THE TENDER FORM Rs. 200/-**

**CLOSING DATE FOR  
RECEIPT OF TENDER**

**15/03/2017**

**Dated 03/03/2017**

**Central Information Commission**

2 तल, विंग 'ब' / 2<sup>nd</sup> Floor, 'B' Wing  
अगस्तक्रान्तिभवन/ August Kranti Bhavan  
भीकाजीकामाप्लेस/ Bhikaji Cama Place  
नईदिल्ली- 110066/ New Delhi – 110066

**File No. 19/1/2017/CIC/(GA)**

**Dated: March 03, 2016**

**NOTICE INVITING TENDER**

Subject: Award of Contract for Comprehensive, Servicing, Repair and Maintenance (all inclusive) for window Type/Split Type/Cassette Type Air Conditioners (ACs) and Water Dispensers for a period of one year.

Sealed Tenders on behalf of the President of India are invited from interested and experienced firms for undertaking all in-service maintenance (including provision of genuine spares/parts) of approximately 139 Split Type Air-conditioners, 11 Cassette Type Air-conditioners, 21 Window Type Air Conditioners and 13 Water Dispensers installed in CIC office premises of August Kranti Bhawan, Bhikaji Cama Place, New Delhi, Old JNU Campus, New Delhi and at the residence of Information Commissioners for a period of one year.

2. The all inclusive rates for servicing and maintenance of ACs & Water Dispensers including repairs, fixing or replacement of parts etc. should be quoted item wise in the enclosed form. It may be noted that during the period of the contract, the contractor would be required to keep all the WTACs, STACs, Cassette Type ACs, and Water Dispensers in perfect working condition including oiling, cleaning of filters, cleaning of all Jalties, greasing, changes of filters pad etc. where ever required (to be decided by the Commission, replacement of any or all spare parts like metal clad plug, repair of compressors, replacement of motors, fixing of wires, fixing of tops, Gas charging etc. ACs may be inspected before quoting the rates. Replacement of old air filters with new ones in the ACs shall be done if required and as decided by the Commission. In this case, old filters are to be returned to the Commission which will be accounted at the time of billing. Cleanliness of all ACs and Water Dispensers will be the responsibility of the Contractor and the cost of same will be included in the servicing cost.

3. Unit cost of servicing & maintenance of one AC /Water dispenser includes servicing, cleaning of machines and jalties, greasing of all parts, cleaning, checking of electric wires, sockets, tops, stabilizers for its adequacy & serviceability, checking of gas pressure etc. and overall functioning of ACs/Dispensers including replacement of small part for one time. Cost of new filters, fitting pads, filling of gas in compressors & replacement of any major part including motors will be paid separately.

4. The all inclusive rates will be applicable for the entire period of the contract and no upward revision will be allowed during this period. No extra payment whatsoever on account of natural calamities or otherwise will be made to the contractor except the rates accepted and it shall be the contractor's responsibility to ensure that ACs work satisfactorily from the commencement of the season as also during and upto the end of the contract period. It shall also be the responsibility of the contractor to hand over all the ACs in good working condition to this Commission at the end of the contract.

5. It may be noted that after the contract is awarded, the contractor will be required to procure all the required resources for maintenance & servicing of the Air Conditioners/Dispensers and to keep these ready for use. The contractor will be required to depute competent and qualified technicians /mechanics

to inspect the Air-conditioners at least once a week. The contractor shall employ two (2) expert technicians dedicated for the Commission on all working days to attend to the ACs whenever a defect arises or when any complaint to this effect is made. All complaints are required to be attended on the same day. A register for AC/ Water Dispenser marked on one page room wise showing its servicing, maintenance repair & checking for working conditions be maintained. The technicians will mark their attendance in a separate register to be maintained by the Commission. The cost of these works will be part of servicing.

6. The repair, maintenance and servicing work shall be carried out in the premises of the CIC. However, only such work that cannot be done in the premises of the Commission shall be allowed to be carried out outside with the written permission of the DS(GA) of the Commission and for this purpose no extra payment shall be made. In all cases where workshop repairs are involved the contractor shall first provide standby AC(s) during the entire period of such repairs. Failure to repair/servicing the Air Conditioners without adequate justified reasons or failure to return the machines within 3 days at the maximum may entitle the Commission to make proportionate reduction against compensation as Rs. 500/- per day per machine in the bill in respect of the total period.

7. The tenderers are required to produce certificate to prove their competence for undertaking the job in question and also to furnish proof of their standing and good will. **They should have three years of previous experience out of which atleast one year of having undertaken similar jobs in Ministries/Departments of the Govt. of India/PSUs, duly supported by documentary proof. The tenderers must submit certificates from Ministries/Department to effect that satisfactory services have been provided by the firms to their Ministries/Department. The tenderer shall attach the certificates of two technicians having experience & training in air conditioning work. The income Tax clearance certificate should also be sent along with PAN number. The tenderers should also furnish Work Contract Tax number.**

8. No advance payment will be made. The contract charges will be payable in four equal quarterly instalments subject to satisfactory performance of the contract. The contractor will submit quarterly certificates of satisfactory performance from the users (duly signed & rubber stamped) in the register.

9. Interested firms may submit their tenders as prescribed below:-

(a) The tender document can be downloaded from the website of the Commission ([www.cic.gov.in](http://www.cic.gov.in)) for which tenderer should enclose Demand Draft of Rs. 200/- drawn in favour of Pay & Account Office, CAT, New Delhi towards the cost of the tender document fee.

(b) Earnest Money Deposit (EMD) of Rs. 7,000/-(Rupees Seven thousand only) in the form of DD/Pay Order drawn in the favour of Pay & Accounts Officer (CAT), New Delhi. No interest will be payable on this security deposit.

(c) The tenderer should have three years of previous experience out of which atleast one year of having undertaken similar jobs in Ministries/Departments of the Govt. of India /PSUs,duly supported by documentary proof.

(d) The details of experience in the field of Air-condition work as well as its maintenance work along with copies of work orders from different Ministries/Department in this regard. The details/ certificates of trained/experienced persons with their hours at their roll be also mentioned.

(e) The copies of certificates of successful completion of the contract from Government Department/PSUs etc.

(f) Permanent Income Tax Account No. and copy of latest IT clearance. The number of technicians/mechanics to be deputed on day today basis to attend to the defects in the ACs on their strength.

(g) Whether the firm has any regular workshop of its own for repair/reconditioning of ACs etc. If so, location and other details of the workshop to be furnished.

**Note: - Rates quoted other than financial bid will be rejected summarily.**

**Tenders received after the closing date will not be entertained**

The quotations alongwith demand draft of Rs. 200/- (Rs. Two Hundred Only/-) towards cost of tender document and Rs.7,000/- (Rs. Seven Thousand Only) as Earnest Money in favour of PAO/CAT, New Delhi sealed in an envelope alongwith Technical Bid and Financial Bid in separately sealed envelopes together sealed in an envelope super - scribed with the word “ Tender for comprehensive repair and Maintenance (all inclusive) for window Type/Split Type/Cassette Type Air Conditioners (ACs) and Water Dispensers for a period of one year ” should reach **Deputy Secretary(GA), Central Information Commission, 2nd Floor, Room No. 309, August Kranti Bhawan, Bhikaji Cama Place, New Delhi on or before 2.30 P.M. on 15.03.2017. The Technical bids will be opened on the same day at 3:30 P.M. in Room No. 309, 2nd Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi** in the presence of such tenderers who may wish to be present. The financial bid will also be opened on the same day i.e after opening the Technical bid. Rates quoted by the bidder other than financial bid will not be considered and rejected summarily. The Tenderer whose Earnest Money and tender documents are received after the closing date will not be entertained and rejected summarily. The Earnest Money will be refunded to the unsuccessful bidder

10. In order to maintain transparency in bidding process, the bidders are requested to be present or depute their representative on the day of opening the document to see the bidding process. They can also raise question/doubt, if any, at the time of opening the bid.

(S.K. Rabbani)  
Deputy Secretary(GA)  
Ph. No. 26717352

Copy to : Shri Jeevan, Consultant(MR), CIC for uploading on the website of CIC.

**FINANCIAL BID**

**Annexure-I**

**(A) QUOTATION FOR SERVICING & MAINTENANCE CONTRACT INCLUSIVE OF ALL TAXES FOR AIRCONDITIONERS AND WATER DISPENSERS FOR CENTRAL INFORMATION COMMISSION FOR A PERIOD FOR ONE YEAR.**

S. NO.	Items of work	Total no. of units	Rate per Unit (inclusive of taxes like VAT/ Service Tax) for one time service/ maintenance / repair (Rs.)	Total charges for all units of type = Col(3) x Col(4) (Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

1.	Maintenance of WTAC 1.5 & 2 Ton (For a period of one year)	21			
2.	Maintenance of STACs 1.5 & 2 Ton (For a period of one year)	139			
3.	Maintenance of cassette Type AC (For a period of one year)	11			
4.	Maintenance of Water Dispenser (For a period of one year)	13			
	Total	184	Not to be filled in		

Total cost of A

Note: Bidders have to fill up columns (4) and (5). Remarks, if any, may be filled in columns 6.

**(B) Quotation for supply of new items/ spare parts for AC/Dispensers.**

S.No.	Items	Quantities	Rate inclusive of all Taxes	Total Cost	Remarks
1.	Compressor of 2 tonne for WTAC	1			
2.	Compressor of 1.5 tonne for WTAC	1			
3.	STAC Compressor	1			
4.	STAC Compressor	1			
5.	Filters for all above ACs	1			
6.	Motors for all above ACs	1			
7.	Capacitors for all above ACs	1			
8.	Pads for all above ACs	1			
9.	Compressor for Dispenser	1			
10.	Filter for Dispenser	1			

**The tender will be decided on the basis of overall total cost for all items in total for items at 'A'. The items at 'B' to be for spare parts for quoting rates only .The payment will be done on actual number of units attended and actual quantity of items used by the vendor based on the record in the Register of complaints attended along with the signature of the representative of the Commission.**

Certified that I/We have read and understood the implication of the full terms and conditions of the AMC for ACs and water dispenser and the same are acceptable to me/us.

Signature of tenderer

Stamp of the Firm

Name & Address with telephone number