

**E-TENDER  
DOCUMENT**

**For**

Annual Maintenance Contract (AMC) of Split and window Air Conditioners installed in RCB, ATPC, BBB Hostel and Residential Buildings at NCR Biotech Science Cluster, Faridabad

**(Tender No. RCB/04-04/80/NIT-11/2019-20)**

# Regional Centre for Biotechnology

An institution of education, training & research

(Established by the Dept. of Biotechnology, Govt. of India under the auspices of UNESCO)  
NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad-Gurugram Expressway, Faridabad

Tender No.- RCB/04-04/80/NIT-11/2019-20

Date: 04.07.2019

**Online tenders are invited on behalf of the Executive Director, RCB under Two-Bid System (Technical bid and Financial bid) from reputed Contractors/ Agencies/ Firms/ Services provider for the work “Annual Maintenance Contract (AMC) of Split/window Air Conditioners installed in RCB, ATPC, BBB, Hostel and Residential Buildings at NCR Biotech Science Cluster, Faridabad” as per schedule, specifications and as per the terms and conditions mentioned in this tender document. Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason.**

## **NOTICE INVITING TENDER**

Web site Url :	<a href="https://dbt.euniwizarde.com/">https://dbt.euniwizarde.com/</a> , <a href="https://rcb.res.in">https://rcb.res.in</a>
Address:	Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3 <sup>rd</sup> Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001, Haryana
Contact Details	Executive Engineer, RCB 0129-2848810, 2848800
Name Of Work	Annual Maintenance Contract (AMC) of Window/Split Air Conditioners installed in RCB, ATPC, BBB, Hostel and Residential Buildings at NCR Biotech Science Cluster, Faridabad
Earnest Money	₹ 8000/- needs to be deposited Online through e-tender portal.
Tender Fee	NIL
Tender Processing fees	As per charges mentioned on e-Tender portal (minimum Rs. 750/- up to maximum Rs. 7500/- @ 0.1% of the tender value+ applicable GST @18%)
Tender Uploading Date	04-07-2019
Date of Pre-Bid Meeting at RCB	15.07.2019 Time 1400 Hrs
Tender Closing Date & Time	22-07-2019 Time 1500 Hrs
Date of Opening of Technical bid	22-07-2019 Time 1530 Hrs
Date of Opening of Financial bid	Will be notified to the qualified bidders later.

Regional Centre for Biotechnology, Faridabad Established by the Dept. of Biotechnology, Govt. of India under the auspices of UNESCO, invites Online bids through e-Tender portal in two bid system for” Annual Maintenance Contract (CAMC) of Window/Split Air Conditioners installed in RCB, ATPC, BBB, Hostel and Residential Buildings”. You are requested to quote your best and competitive offer.

### **Registration Process**

1. Bidders to enroll on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the link “Bidder Enrollment”. Enrolment on the e-wizard Portal is free of charge.
2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
3. Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
5. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **Tender Documents Search**

1. Various built in options are available in the e-Wizard Portal which is further synchronizing with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the Online Portal.
3. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **Bid Preparation**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

4. Bidder, in advance, should get ready the bid documents to be submitted (uploaded) as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 5) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- 6) Experience Certificates for two or more similar works in last 03 years.
- c) Copy of PAN Card / GST Registration.
- d) Annual average Turnover of the agency should be more than rupees 02 Lac per annum since last three years.
- e) Earnest Money Deposit: The bidder will be required to deposit the Earnest Money Deposit **(EMD)** for an amount of **Rs. 8,000/- through Online portal**
- f) EMD Fee is exempted for MSME / NSIC vendors etc. however Tender **processing fee has to be paid by all the vendors** as this fee is being charged by the Online Portal service provider directly.
- g) The bidder must have their registered office/ branch/ service Centre in Delhi-NCR.
- h) Specification: The Contractor must confirm in writing that the spares supplied & installed by them shall be as per specification of goods and in case of any variation, the contract shall be liable to cancel immediately.

### **Bid Submission**

1. Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder to digitally sign and **upload** the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option as Online” to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
5. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

### **Assistance to Bidders**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091

**Preparation and Submission of Tender :** Documents of technical bid to be uploaded.

- a) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / service provider for air conditioning services firm of agency to be up loaded.
- b) Experience of at least 2 no. similar work or more in last 02 years. (upload)
- c) Copy of PAN Card / GST Registration.
- d) Annual average Turnover of the agency should be more than rupees 2.5 Lac per annum since last three years. (Upload)
- e) Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant
- f) Earnest Money Deposit: The bidder will be required to deposit the Earnest Money Deposit (EMD) for an amount of Rs. 7500/- through Online portal
- g) The bidder should have their registered office / branch in Delhi-NCR.
- h) **Specification:** The Contractor must confirm in writing that the goods supplied & installed by them shall be as per specification of goods and in case of any variation, the contract shall be liable to cancel immediately.

**Terms and Conditions**

- a) **The Performance Security Deposit of 5% tender value** must be deposited by successful bidder within 15 days of award of work in the form of Demand Draft/Bank Guarantee/ FDR, from Nationalized/scheduled bank valid up to 15 Months from issue of work order, drawn in favour of "**Executive Director Regional Centre for Biotechnology**", Payable at Faridabad.
- b) **The Security Deposit @ 5%** of work value will be deducted from each bill which will be released after 15 months from date of issue of first work order under contract.
- c) **Contract Period:** The contract for providing AMC of air conditioning Services initially will be for a period of (1) one year and can be continued / renewed on mutual understanding for further at 5% hike of rates for part A and Part B. Other terms and conditions remain same.
- d) **Validity of the bids:** The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.
- e) **Warranty / Guarantee: Replacement of compressor/ other items** Bidder must ensure trouble free by providing 04 Numbers of dry servicing and two Numbers of wet servicing with suitable chemical solution in year besides, above vendor is to attend unlimited breakdown complaint logged through email or mobile.
- f) **Resolution of complaints:** Complaints shall be resolved completed within two working day including day of complaint. All the aspects of safe installation shall be the exclusive responsibility of the vendor. If the service providing agency fails to complete the work on or before the stipulated date, then a penalty at the rate of 500 per day of each complaints will be imposed.
- g) **Payment Term:** The pre-receipted paste of ₹ 1 revenue stamp on each bill in triplicate may be send to this office for fixed amount payment for Part A and Payment of part B will be as per actual used of spares etc along with detail sheet. The bill should have full particulars of the items.
- h) No Payment shall be made in advance nor shall the loan from any or financial institutions be recommended on the basis of the order of award of work. The contractor shall submit the bill monthly. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted invoice from the Contractor.
- i) **No payment will be made for goods rejected.**
- j) The above rates must be inclusive of all applicable Taxes, handling and freight charges etc. & all applicable taxes shall be deducted at source from the passed amount of the contractor bill.

- k) The party shall be deemed to have visited to the site, understood the work prior to quoting of rates.
- l) Kindly mention the tender No. & due date, bidders full address, email address and contract number on the sealed envelope.
- m) EMD can be released against Security Deposit.

Note: Quantity of air conditioners can vary.

### SCOPE OF WORK

All the complaints received shall be attended to by the firm in following manner: -

- a) Critical faults immediately.
- b) Minor faults within 24 hours by replacement method, with the available spares, if instructed by the Engineer in-Charge.
- c) Major faults within 48 hrs, which are to be got serviced from authorized service centres of manufactures by making available serviceable standby air conditioners in case of window air conditioners.
- d) If the AC is required to be transported to the service workshop for repairs, the same shall be undertaken at the risk and cost of the firm.
- e) The replacement of components shall be as per manufactures instructions and as per the decision of Engineer in-charge, RCB.
- f) The service provider will carry-out preventive maintenance of all air conditioners, cleaning of filters, washing and checking of gas etc. Two dry servicing and two wet servicing in a year. Periodicity will be reasonably spaced.

### DETAILS OF AIR-CONDITIONERS

<b>RCB &amp; Housing &amp; Hostel AC &amp; Cold Room Detail</b>				
<b>Sr.No</b>	<b>Ton</b>	<b>Qty</b>	<b>Type</b>	<b>Remark</b>
1	1.0	16 Nos	Window AC	Make Voltas
2	1.5	67 Nos	Split AC	Make LG,ONIDA,IFB, LLOYD
3	1.5	62 Nos	Window AC	Make Voltas
4	2.0	14 Nos	Split AC	Make LG,ONIDA,IFB, LLOYD
5	3.0	6 Nos	Split AC	Make LG,ONIDA,IFB, LLOYD
6	4.5	2 Nos	Cold Room	1 condenser and 2 numbers of blowers
7	5.5	02	Ductable AC	Blue star
8	50 Ltr	03	Water cooler	Usha

**Technical Bid****Check List of Certificates/ Documents required to be upload with Technical Bid**

If these documents are not uploaded and conditions not met, the tender shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

<b>S. No</b>	<b>Description</b>	<b>Technical Compliance (Yes/No)</b>
1.	Undertaking for adherence of Two-Bid System. (Non-violation of Two-Bid System)	
2.	Certification of registration regarding services of air conditioning /HVAC	
3.	Undertaking for the submission EMD/bid amount along with the bid.	
4.	GST registration certificate	
5.	Fall clause declaration	
6.	Non-black listing declaration	
7.	Declaration reg. Proprietorship/partnership/ Pvt. Limited firm	
8.	Statement of financial standing from C.A. or Bank with address & proof of average turnover of the firm minimum 2.5 lac for the last 3 years	
9.	Undertaking for adherence & acceptance to all Tender Terms as per Schedule - 'A' (No Deviation of Tender Terms)	
10.	The Firm/office/service Centre in Delhi-NCR (Address proof)	

**Annexure-II****Financial Bid**

<b>Regional Centre for Biotechnology</b> <b>An institution of education, training &amp; research</b> <b>(Established by the Dept. of Biotechnology, Govt of India under the auspices of UNESCO)</b> <b>NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurgaon Expressway, Faridabad</b>					
<b>Financial Bid Part-A</b>					
<b>Date</b>					
<b>Tender No.</b>	RCB/04-04/80/NIT-11/2019-20				
<b>Name of Work</b>	Annual Maintenance Contract for Split/window Air conditioners of RCB, ATPC and BBB, at NCR Biotech Science Cluster, Faridabad				
<b>Name of the bidder:</b>					
<b>S. No.</b>	<b>Items</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
1	Annual Maintenance of Contract of 1.5 TR split air conditioners. Make LG,ONIDA,IFB, LLOYD	67	Nos.		
2	Annual Maintenance of Contract of 2.0 TR split air conditioners. Make LG,ONIDA,IFB, LLOYD	14	Nos.		
3	Annual Maintenance of Contract of 3.0 TR split air conditioners. Make LG,ONIDA,IFB, LLOYD	6	Nos.		
4	Annual Maintenance of Contract of cold room having 01 x 4.5 TR split air conditioners with one condenser and two numbers of blowers in Cold Room	2	Room		
5	Annual Maintenance of Contract of 1.5 TR Window air conditioners. Make Voltas	62	Nos.		
6	Annual Maintenance of Contract of 1.0 TR Window air conditioners. Make Voltas	16	Nos.		
7	Annual Maintenance of Contract of 5.5 TR Ductable Ceiling suspended air conditioners. Make Blue star	02	Nos		
8	Annual Maintenance of Contract of SS Body water cooler 40 Ltr. Make Blue star	03	Nos		
	<b>Total</b>				
	<b>GST%</b>				
	<b>Discount(if any)</b>				
	<b>Annual value Fixed Amount (Total Value Rs ) In figure</b>				
	<b>In words Rs</b>				



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**NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurgaon Expressway, Faridabad**

**Financial Bid Part-B**

<b>Date</b>	
<b>Tender No.</b>	RCB/04-04/80/NIT-11/2019-20
<b>Name of Work</b>	Annual Maintenance Contract for Split/window Air conditioners of RCB, ATPC and BBB, at NCR Biotech Science Cluster, Faridabad

**Name of the bidder:**

S. No.	Items	Qty	Unit	Rate	Amount
1	Shifting of split AC (1.5 ton & 2 ton)	1	Each		
2	Supply of Compressor (1.5 ton & 2 ton)	1	Each		
3	Supply of Cooling Coil Set of 1.5 TR/ 2 TR Split Window AC	1	Nos.		
4	Supply of Blower Fan Motor	1	Nos.		
5	Supply of Blower drum	1	Nos		
6	Supply of Condenser Fan Motor 1.5/2 TR Split AC	1	Nos.		
7	Supply of Window AC Fan motor 1.0/1.5 TR	1	Nos.		
8	Supply of Power Cable 3 Core x 1.5 Sq mm of Finolex, Havels, Polycab	1	Mtr		
9	Supply of Refrigerant/kg R-22, 24, 304	1	Kg		
10	Replacement of Front Grill of window AC	1	Pce		
11	Capacitor 75 MFD for AC or as fitted in the AC.	1	Nos.		
12	Air Filter	1	Nos.		
13	Compressor Capacitor	1	Nos.		
14	Repair of control PCB of 1.5/2 TR	1	Nos.		
15	Repair of control PCB of 3 TR /4.5 TR	1			
16	Remote Control for splt AC 1.5/2.0 TR	1	Nos.		
17	Thermacoal for window AC	1	Mtr		
18	Fan Motor stand	1	Nos.		
19	Outer Cabin	1	Nos.		
20	Thermostat Switch	1	Nos.		
21	Swing Motor	1	Nos.		
22	Indoor Fan Motor	1	Nos.		
23	Outdoor Fan Motor	1	Nos.		
25	Sheet matel parts	1	Nos.		
26	PVC Connection maker (Connector)	1	Nos.		
27	Outdoor stand	1	Nos.		
28	Discharge Valve	1	Nos.		
29	Supply of Strainer	1			
	<b>Ex Works amount</b>				
	<b>GST%</b>				
	<b>Discount(if any)</b>				
	<b>(Total Value Rs ) In figure</b>				
	<b>In words Rs</b>				
	Grand Total Value of Part A + Value of Part B				

**Note- Payment of items reflected in Price Bid Part B will be made as per actuals.**

(To be submitted on Company Letter Head).

**AUTHORIZATION LETTER**

We \_\_\_\_\_(name of the bidder) hereby authorize Shri / Smt. \_\_\_\_\_

(name of the authorized person) to sign and submit the bid to RCB, Faridabad against their tender No. RCB/ 04-04/80/NIT-11/2019-20 Date:28.06.2019

Shri / Smt. \_\_\_\_\_(name) is also authorized to negotiate the terms and conditions pertaining to the said tender on behalf of M/s \_\_\_\_\_(name of bidder). The specimen signature of Shri / Smt. \_\_\_\_\_(name) is appended below.

Specimen Signature:

Name:

The undersigned is authorized to delegate the authority on behalf of M/s \_\_\_\_\_ (name of bidder), as stipulated above.

For \_\_\_\_\_  
(name of bidder)

## **TENDER ACCEPTANCE LETTER**

(To be submitted on Company Letter Head).

Date

The Executive Director  
Regional Centre for Biotechnology  
NCR Biotech Science Cluster,  
3rd Milestone, Faridabad – Gurugram Expressway,  
Faridabad – 121001

SUB: Acceptance of Terms & Conditions of Tender.

Tender Reference No: RCB/ 04-04/80/NIT-11/2019-20

Name of Tender / Work: **Annual Maintenance Contract (AMC) of Air Conditioners installed in RCB, ATPC, BBB, Hostel and Residential Buildings at NCR Biotech Science Cluster, Faridabad**

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: [www.rcb.res.in](http://www.rcb.res.in), <https://dbt.euniwizarde.com> as per your NIT / advertisement, given in the abovementioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bidder terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,  
Authorized Signatory.  
(Signature of the Bidder, with Official Seal)

## **Fall Clause Declaration**

Ref: File No. RCB/ 04-04/80/NIT-11/2019-20

Date:

**Name of Work:** Annual Maintenance Contract (AMC) of Air Conditioners installed in RCB, ATPC, BBB, Hostel and Residential Buildings at NCR Biotech Science Cluster, Faridabad

This is to certify that we have offered the maximum possible discount to you in our Quotation No. \_\_\_\_\_ dated \_\_\_\_\_

The prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organisation/PSU's/Autonomous bodies/Pvt. Organisations during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is more, RCB Faridabad will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of the Bidder

Note: This letter of authority should be on the letterhead of the quoting firm and should be signed by a person competent and having the power of attorney to bind the same.

## NON-BLACK LISTING DECLARATION

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,  
Executive Director  
Regional Centre for Biotechnology  
NCR Biotech Science Cluster,  
3<sup>rd</sup> Milestone, Faridabad-Gurgaon Expressway  
Faridabad

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For -----

Authorised Signatory

Date: