

F. No. D-21014/16/2013-General
Government of India
Office of the Director General of Civil Aviation
Opposite Safdarjung Airport, New Delhi

New Delhi dated 03-02-2014.

To

To be uploaded on DGCA website

Sub: Comprehensive Annual Maintenance contract for Air-conditioners / Water Coolers / Table Fans/Pedestal Fans. installed at DGCA Office, Opposite Safdarjung Airport, New Delhi and Central Examination Organization East Block-III, R.K. Puram, New Delhi.

Quotations in sealed cover are invited for Comprehensive Annual Maintenance Contract for following mentioned items installed in the DGCA Office, Opposite Safdarjung Airport, New Delhi and Central Examination Organization, East Block-III, Level-III, R.K. Puram, New Delhi for the period of one year. The quotations should reach this office on or before 27-02-2014. A summary of items, which are required to be given under AMC is given below :-

S.No.	Name of the Items	Quantity
1.	Split Air-conditioners	73
2.	Window Air-conditioners	69
3.	Drinking Water Coolers	15

2. The rates may be quoted item wise for each item. The firm will provide all spare for these items during the contract period and no extra payment will be made for change/replacement of any parts including Compressor/Condenser/Wire/Coil/Pipe/Motor/Switch/Top/Gas refilling/Shifting of ACs etc. It shall be responsibility of the firm to maintain all the items in good working order and take prompt action to rectify them. The firm shall provide standby items till it is got repaired by the firm in case of any delay.

3. **The AMC of these items will be assigned on prorata basis.** The contractor should have adequate at least five years work experience of having similar work preferable in 4-5 Govt. Offices experience of handing big companies and should submit the supporting documents including performance certificates given by the Govt./ other Organizations. He should also have a regular work place, technically qualified engineers and the needed resources and infrastructure to provide the requisite materials and services and he should have functional telephone/mobile phone facility for easy accessibility. Tenders without requisite documents would be summarily rejected.

4. Tenders have to be submitted duly filled in and signed by authorized person in ink pen or ball pen. Tenders written in pencil or erased/over-written will not be considered.
5. The bidders shall not be at liberty to offer his her terms and conditions with regard to the tendered work that means the bidder cannot deviate from the terms and conditions given herein. Otherwise, the tenders are liable to be summarily rejected.
6. Tenders are to be submitted along with refundable earnest money of Rs.20,000/- (Rupees twenty thousand only). The earnest money will have to be in form of a crossed demand draft/Pay order in favour of "PAO, DGCA, Ministry of Civil Aviation", payable at New Delhi from a nationalized bank. The earnest money will be forfeited if the tenderer retracts from his offer for whatever reasons. Tenders received without earnest money will be summarily rejected. The earnest money in respect of the unsuccessful bidders will be returned after award of the contract and the same in respect of the successful contractor will be retained by this office towards security deposit for due performance of the contract. No interest shall be payable on the amount of earnest money/security deposit. The security deposit will be refunded without any interest only after expiry of entire contract period on the production of satisfactory service certificate from all the users of the items under AMC.
7. Sealed Tenders will be received up to 27-02-2014 (3.00P.M.) at the Reception, office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi- 110003.
8. Tenders not in the sealed cover or not accompanied by earnest money or received after the closing date and time will be rejected.
9. The vendors should have not been blacklisted by any organization/Govt. Department. An affidavit in this respect required to be given by the tenderer.
10. The firm shall take prior permission from the undersigned/ Section Officer, General Section for taking the machines out of the office premises for repairs and replacement of worn out parts with original one. No extra charges will be paid for doing the work outside of office premises. In such cases the transport and labour charges will be borne by the contractor.
11. The rates quoted by the firm will not be enhanced during the period of contract in any case.
12. Monthly servicing (including cleaning of Water Coolers) of these items or as and when asked for in emergent cases be got done by the experienced service engineer.
13. Comprehensive Annual Maintenance Contract for these items can be considered for renewal for further period subject to satisfactory performance of the firm in the matter.

14. Payment shall be made on quarterly basis against submission of bill in triplicate along with the satisfactory reports received from the users and as per income tax act and the rules made there under. Tenderers shall attach a photocopy of their latest valid Income Tax Certificate and Service Tax Registration Numbers etc. along with their tender.

15. The contract can be terminated at any time during the currency of the contract by the competent authority in this office without assigning any reason or giving any notice if the work of the contractor is found to be unsatisfactory or deficient and it would be entrusted to any other party at the risk and expense of the defaulting contractor including forfeiture of the security deposit. In addition, the contractor shall be liable to pay liquidated damages to the Government. In this connection the decision of the competent authority shall be final and binding upon the contractor.

16. Tenderer shall keep their tender valid for acceptance for a period of 30 days from the date of opening. Tenders with shorter validity period will not be considered.

17. Complaints received in the first half of the day should be attended the same day and complaints received in the second half should be attended next working day, failing which a penalty @ Rs.100 per day/complaints will be imposed.

18. The items as mentioned above can be checked on any working day at installed locations, before quoting the rates for CAMC by the tenderers.

19. Financial bid:- The bidder shall give the total composite price and the price needs to be individually indicated against each item. The unit price quoted by the bidder shall be in sufficient detail to enable the DGCA to arrive at the price offered for each item. Discount, if any, offered by the bidders shall not be considered unless they are specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers, suitably while quoting and shall quote clearly net price taking all such factors like Discount, free supply, etc into account. The price approved by the DGCA for award of AMC will be inclusive of all levies and taxes.

20. The quotation should be addressed to Director (Finance & Administration), Room No.22, Administrative Block, Office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi – 110003.

21. The interested parties/firms meeting all above requirements are requested to kindly send their quotations. The Quotations should be submitted in sealed cover. The technical bids and financial bids are to be submitted separately in two separate sealed envelopes and both these envelopes should be placed in a bigger sealed envelope which should be super scribed as “Quotations for CAMC of Air-conditioners / Water Coolers / Table Fans/Pedestal Fans.

22. Quotation for Technical Bids will be opened on **04-03-2014 at 3.00 PM** which may be attended by the bidders.

Notes:

(a) The decision of the tender Committee will be final.

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Deputy Director of Administration
for Director General of Civil Aviation

To

NIC Centre, O/O the DGCA, New Delhi with a request to upload the above Tender Notice on the DGCA website please.