

No. D. 21014/23/2009-C&G  
Government of India  
Office of the Director General of Civil Aviation  
Opposite Safdarjung Airport, New Delhi.

New Delhi, the 29<sup>th</sup> March, 2011

**TENDER NOTICE**

Subject: - Hiring and maintenance of Desert Coolers at the DGCA Premises  
Located at Aurbindo Marg, Opposite Safdarjung Airport, New  
Delhi during Summer Season, 2011 i.e. 01.5.2011 to 30.9.2011.

Sealed tenders are invited for hiring and maintenance of desert water coolers for summer season w.e.f. 01.5.2011 to 30.9.2011. The following are the detailed terms and conditions for hiring /maintenance/service contract in respect of Desert coolers (Steel Body only) at the above offices which may kindly be read and understood before submitting the tender.

2. It shall be open to this Office to opt for brand New Desert Coolers or used ones in good working conditions at its discretion. As such the firms should quote for both brand New as well as used desert coolers separately in the same bid.

3. The hire charges will be paid proportionately at the approved rates for the period the coolers are actually hired. Similarly, in case the Desert Coolers are hired for the period beyond 30-09-2010, the hire charges for that period will be paid proportionately on per day basis.

4. In the case of used Desert Coolers the same, if approved, will be accepted subject to the decision of the competent authority as to the quality of the product, whose decision in this regard shall be final and binding on the contractor.

5. The Desert coolers should have sturdy steel body and automatic electrical water pumps and separate switches, both being products of certified quality/ISI marked and should be fitted on stand and with plywood on windows doors etc. as per requirement without any extra charge. The coolers should have unbroken fixable grills and handles to change the direction of cool air. They should be fully functional and provide sufficient cooling comfort.

6. The glasses removed at the time of installation of Desert Coolers from windows and doors will be refitted at the time of removing the desert coolers. No extra charge shall be admissible for the purpose. Similarly, no extra charges shall be payable on account of repair/maintenance of desert coolers supplied on hire, during the currency of the contract.

7. Hiring/Maintenance/Service contract in respect of Desert coolers during the summer season 2011 i.e. from 01.5.2011 to 30.9.2011 will cover obligation on the part of the contractor for supply of desired quality of desert coolers of the requisite size, their cleaning and greasing and provision of adequate length of electrical wires, plugs and other required accessories. The coolers will be maintained mosquito-free at all times and for this purpose necessary anti-mosquito sprays should be regularly used by the contractor.

8. The contractor will also arrange for filling of water in the Desert Coolers at the specified premises as per requirement during the summer season. Filling of water in the desert coolers will be made in such a way that water is available within the coolers at all times during working hours and the firm shall take all necessary measures to deploy waterman accordingly. A penalty of Rs.50/- per day per cooler will be levied on the contractor for his/her failure to fill water. The labour employed by the contractor for this purpose will not have any claim for employment under the Govt. under any circumstances which should be clearly borne in mind.

9. The contractor should have adequate previous work experience of having satisfactorily executed similar works preferably in Government Offices and he/she should submit latest supporting documents including performance certificates given by Government Organizations, lack of supportive documentary evidence will be a significant factor counted against the intending tenderer in terms of his/her past experience in the field. He should also have a regular work place, technically qualified mechanics and the needed resources and infrastructure to provide the requisite materials and services and he should also have functional telephone/mobile phone facility for easy accessibility.

10. Considering the large number of hired desert coolers, the Contractor shall be obliged to engage whole-time qualified cooler mechanics during currency of the contract to visit the various buildings of this office daily from 9.00 A.M. onwards in order to ensure smooth working of all coolers and remove defects if any immediately. In case the defect is not removed and the cooler is not made functional the same day its report, deduction at the rate of Rs.100/- per day per cooler will be made from the amount due to the contractor.

11. Tenders have to be submitted strictly in the format enclosed and the rates quoted will have to be in Indian Rupees and should be both in figures as well as in words.

12. Tenders have to be submitted duly filled and signed by authorized person in ink pen or ball point pen. Tenders written in pencil or erased/over-written will not be considered.

13. Rates should be quoted for each item as mentioned in the Performa Attached. Conditional tenders will not be considered under any circumstances. Moreover, the approved rates are liable to be reduced in case it is found that the contractor has supplied the same quality of Desert Coolers at lower rates to any other Ministry or Department.

14. The bidder 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.

15. Tenders have to be submitted in sealed covers with the following "Tenders for hiring/maintenance/service contract for brand new and used Desert Coolers" super -scribed on the top of the sealed cover along with credentials and supporting documents.

16. Tenders are to be submitted along with refundable earnest money of Rs.10, 000/- (Rupees Ten Thousand only). The earnest money will have to be in the form of a crossed demand draft/pay order in favor of PAO, DGCA, Ministry of Civil Aviation payable at New Delhi from any scheduled bank in Delhi. The earnest money will be forfeited if the tendered reviles from his offer for whatever reasons. Tenders received without earnest money will be summarily rejected. The earnest money in respect of the unsuccessful binders will be returned within 15 days after award of 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.

**17. Sealed Tenders will be received up to 3.00 P.M. on 15.04.2011 at the Reception Counter at the office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003. The date of opening of tender will be intimated over telephone to all the bidders.**

18. Tenders not sealed and not in the form as mentioned in the forgoing paras or not accompanied by earnest money or received after the closing date and time will be rejected.

19. The successful bidder, once awarded the job will be paid his dues in three installments, first after installation of all hired coolers to the entire satisfaction of the users/Section Officer and after undertaking the various jobs specified in Clause (2), supra, the second during July, 2011 dependent on performance of the contractor and the balance after conclusion of the contract as per the terms and conditions of the contract and after removal of the hired coolers from the building. The competent authority reserves full right in this regard in so far as any decision regarding satisfactory completion of the job awarded for any period is concerned.

20. The successful bidder will arrange to install/commission all the brand new/used Desert Coolers well in advance in all respects and the waterman engaged simultaneously so that the coolers are actually functional on 01.5.2011. Failure to do so will be treated as a breach of the terms of the contract and the firm will be penalized at the same rate as mentioned para 9 supra.

21. Ensuring the down time to be minimum, the contractor will be required to attend to the break down call within 24 hours and ensure the satisfactory working of the coolers failing which penalty charge as given in clause 8 supra will be deducted from the amount payable to the contractor for the period during which the coolers remained non functional.

22. All the rooms where the desert coolers are installed have to be inspected regularly and monthly report should be submitted to the Section Officer, C&G Section after the same has been approved/endorsed by the Officer/Section where the coolers are installed.

23. The work will have to be carried out in the premises of the respective office premises and only such work as cannot be done in the office premises will be allowed to be done outside the building with prior written permission of the Section Officer, C&G Section. No extra charges will be paid for doing the work outside office premises. In such cases the transport and labour charges will be borne by the contractor. Besides, no extra payment whatsoever on account of natural calamities or otherwise will be made except all-inclusive rates approved by the Office.

24. The security deposit will be refunded without any interest only after expiry of entire contract period on the production of satisfactory service certificate from Section Officer, C&G Section of this office.

25. The Contract can be terminated at any time during the currency of contract by competent authority in this Office without assigning any reason or notice if the work of the contractor was 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.

26. The competent authority in this office reserves the all rights to accept or reject any tender or tenders, in part or full without assigning any reason therefore.

27. The payments to be made to the firm in terms of this contract will be governed by the income Tax Act and the Rules made there under. Tenderers shall attached a photocopy of their latest valid Income Tax Clearance Certificate along with their tender. TDS as per Rules may also be deducted from the payment of the contractor.

28. 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.

29. DGCA premises is a restricted area. The contractor will have to apply for passes for carrying out the work. The contractor will ensure the discipline and restrict unnecessary movements/assembly of their personnel in corridors.

30. The contractor will be liable for fulfilling requirements as prescribed under labour laws and social legislation such as EPF/ESI, workmen compensation act, shop and establishment act, minimum wages act etc. in respect of staff engaged by him for carrying on his business. The contractor will also reimburse all such contributions, expenses and all other charges/liabilities to which this office may be held liable in respect of staff employed by him by the authority/court competent for this purpose under the provision of any of the laws, social legislation in force as on date or which may be made applicable subsequently.

The interested parties/firms meeting all above requirements are requested to kindly send their quotations. The Quotations should be submitted in sealed cover, which should be super scribed as “Quotations for Hiring/Maintenance of Desert Coolers in DGCA Premises”.

( M. C. Pandey )  
Deputy Director of Administration  
For Director General of Civil Aviation  
Telephone No. : 24635773

Copy to: - NIC, DGCA for uploading the tender notice on DGCA Web Site.

## TENDER FORM

Hiring and Maintenance of Desert Coolers at the Premises of the Office at Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi during the summer season 2011 i.e. from 01.5.2011 to 30.9.2011 as per terms and conditions included in the tender document.

S. No:	Name of Work	Per Cooler rate for Brand New Desert cooler (Rs.)	Per Cooler rate for Used desert cooler in Good working condition (Rs.)
1.	Hiring of Desert Cooler (18" size) with exhaust fans etc. With filling of water		

1. I/We have carefully read/understood the terms and conditions attached to the contract and undertake to abide by them.
2. The tender form containing terms and conditions duly signed on each page is enclosed.
3. DD No.                      Dated                      Rs.10,000/- towards EMD is also enclosed.
4. Copy of the latest & valid Income Tax Clearance Certificate is enclosed.

Signature of the Tenderer

Name of the Tenderer  
Capacity/status of signatory  
Name & Full Address of the Firm  
Tele/Fax/Mobile No.  
Seal & Stamp of the Firm  
Date:  
Place: New Delhi.