

GOVERNMENT OF INDIA
MeitY, STQC Directorate
ELECTRONICS REGIONAL TEST LABORATORY (WEST)
Plot No. F-7&8, MIDC Area, Opp. SEEPZ, Andheri (East),
MUMBAI - 400 093.
Phone : 022-28217332 / Fax : 022-28225713 E-mail : ertlwest@stqc.gov.in

NOTICE INVITING TENDERS

For and of behalf of the President of India, **DIRECTOR, ELECTRONICS REGIONAL TEST LABORATORY (WEST), Mumbai** invites sealed tenders in single bid system for the following service :

Sl. No.	Description of Item(s)
1.	Outsourcing of Non-Comprehensive Annual Maintenance of Air conditioning Units at ERTL(W), Mumbai

For tender forms, terms and conditions and other details, please refer to the following websites :

1. www.stqc.gov.in

Last Date & Time of receipt of Tender : 06.09.2021 up to 15.00 Hours

Date & Time for opening of Tender : 07.09.2021 at 11.00 Hours


Dy. Director(Administration)

For and On behalf of the President of India

TENDER DOCUMENT

For Category : **Single bid tender enquiry**
Item Name : Outsourcing of Non-comprehensive Annual Maintenance of Air conditioning Units at ERTL(W), Mumbai
Tender No. : ERTL(W)/MAINT/AC-AMC/2021-22.
Issue Date : 06/08/2021.
Closing Date : 06/09/2021.
Opening Due on : 07/09/2021.



Dy. Director(Administration)

To,

ALL INTERESTED BIDDERS

INVITATION OF TENDER

Sealed tenders are hereby invited by the Director, ERTL(W) on behalf of the President of India, from interested and eligible bidders for the services under the terms, conditions and specifications as mentioned here after.

In case any clarification is required for filling the bid document or submitting the same, the prospective bidder may contact, Head, Administration on phone 022-2827332 and / or email id ertlw@stqc.gov.in well in advance before closing date of this tender document .

1. Instruction to the bidder:

1. This tender document is free of cost.
2. The period of contract will be for One year from date of work order.
3. The bidder must not be an individual but must be registered as firm (Preferably as service provider) according to the law of the country. The firm must also have relevant trade licenses for electrical maintenance.
4. The successful bidder will be required to arrange a Performance BANK Guarantee of 10% of the value of the contract which will be returned after completion of the contract. If the contractor leaves, terminates the before the contract period of one year, this PBG will not be refunded to him. On the other side, if this office terminates the contract for any reason assigned or non-assigned, this will be returned in full to the contractor. No interest will be payable by this office on the PBG for the period it is remained with the Lab.
5. Bidder shall have **minimum 5 years experience** in providing the services relevant To this Tender.
6. The detailed bid document can be downloaded from the website of the STQC Directorate www.stqc.gov.in and Central Public Procurement Portal of Govt. Of India.
7. Bid shall comprise of the following :
 - (i) **Covering letter** in the firm's letterhead with name & address and other complete particulars (like phone, email etc.) of the bidder having reference number of this tender document shall be submitted. The above shall be sealed in a bigger envelope super-scribed 'Quotation for tender no. ERTL(W)/MAINT/AC-AMC/2021-22 and dated _____ NOT TO BE OPENED BEFORE 07.09.2021'.

(II) The bid shall be submitted on or before closing date & time at following address.

Sr. DIRECTOR,

Govt. Of India, MeitY, STQC Dte.,
ELECTRONICS REGIONAL TEST LABORATORY (WEST)
Plot No. F-7&8, MIDC Area, Opp. SEEPZ, Andheri (East),
MUMBAI - 400 093.

8. The bid must be ink-signed and must be deposited either by post / courier or Dropped in the tender box available at this office. Unless physically delivered in either of the aforesaid manners, no submission will be deemed to be a valid bid for this purpose.
9. **Cancellation of tender** : The tender may be cancelled at any time without assigning any reason whatsoever.
10. **Change in tendered bid**, in the offered bid, no changes / alterations / overwriting is acceptable even if countersigned / attested by the supplier. Withdrawal / resubmission of bid by a participating bidder must be made by a dated ink-signed letter in the firm's letterhead and submitted within the closing date of tender submission. For the cases of resubmission, the bidder must also submit withdrawal letter followed by the fresh bid positively, failing which both the offer shall be liable to be rejected.
11. This office shall have full right to recover any applicable taxes / levies & deductions etc. As may be due under extant rules, which will be deducted at source from supplier's bills.
12. If the bidder fails to provide the services during the contract period, this office reserves the right to cancel the entire order, or part without any reference, or to place order to another bidder for the same and identical services or a part thereof, before or after cancellation of the order.
13. **Penalty** - As per para 4 of chapter - IV of this tender. If violation continues, ERTL may cancel the contract and performance security may be forfeited.
14. **Opening o bids** - Tender shall be opened at 11.00 hours on the date following the last date of submission of bid (closing date) in presence of the bidders or their authorized representative who may choose to attend on the specified date and time at the premises of this office with proper authorization letter and identity proofs. The venue, date and time may be changed at the discretion of this office.

II. Conditions of contract

1. Mandatory documents to be submitted with bid

The bidder must not fail to submit the following documents, in absence of which, this office may not give any further opportunity for submission and continue to finalize selection on the basis of available information / documents.

- a) Ink-signed covering letter.
- b) Bank details (Firm's Account No., branch of bank, IFSC code etc.)
- c) Copy of PAN card, Aadhar and copy of last three years Income tax returns.

- d) List of clients served with appropriate proof e.g. copy of work orders as evidence of **minimum five years of experience** in the relevant area.
- e) Provide a copy as evidence of :
- * firm registration,
 - * Tax registration and,
 - * if applicable, ESI / EPF registration;
- f) The bid should provide price break-ups, taxes and duties / levies etc. For all the options offered. All the charges, tax components and payment of other statutory dues should be separately indicated. The bidder must indicate the applicable rate in regard to the taxes/duties.
- g) The bidder shall provide copies of document in support of ability to provide services in electrical maintenance such as trade license etc.
- h) Other documents, if applicable need also be submitted beside the above.
2. The payment shall be released after completion of each quarter contract period :
- a) The agency will submit a pre-receipted bill in triplicate in the name of Director, ERTL(W), Mumbai, immediately after completion of the contract period .
- b) ERTL(W), Mumbai will **not** make any **advance** payment.
3. **Validity of offer** should be at least for three months from the date of closing of Tenders which may be extended at the request of this office.
4. **Warranty** : The repair work carried out during the contract period shall be provided with adequate warranty (where ever applicable).
5. Work order issued by this office, to the successful bidder shall generally be confirmed by the service provider within 3 weeks from the date of issue of the order.
6. This office reserves the right to indicate crucial date(s) for start of contract, in its order resultant contract, shall be interpreted only under the relevant Laws of the Union of India and Jurisdiction for settlement of dispute, if arises any, shall be, Mumbai, India.
7. **Settlement of requirements** - Disputes, if any, as may be emanated from this bidding process / resultant contract, shall be interpreted only under the relevant Laws of the Union of India and Jurisdiction for settlement of dispute, if arises any, shall be, Mumbai, India.

III. Schedule of requirements

Bids are required for the following services under this tender.

S.No.	Nomenclature of services	Tender No.	Closing date
1.	Outsourcing of Non-Comprehensive Annual Maintenance of Air conditioning Units at ERTL(W), Mumbai.	ERTL(W)/MAINT/AC-AC/2021-22.	06/09/2021

IV. Specifications and special conditions thereof for the Non-Comprehensive Annual Maintenance of Air conditioning Units at ERTL(W), Mumbai

Definitions: Following terms used in the following paras of the specifications shall imply as mentioned below :

1st Party : ERTL(W), Mumbai

2nd Party : Contractor

Non-Comprehensive Annual Maintenance of Air conditioning Units at ERTL(W), Mumbai as per Annexure 'A'.

1. Contractor will use and take care of all safety measures of labours deployed for this purpose as per rules of local authorities while working in case of any accident, contractor will be responsible for any penalties.
2. The contractor must have similar experience of at least Five years for maintenance of air-conditioning works.
3. The period of contract will be for one year **Rate may be quoted for one year and no increase will be made during the period of contract.**
4. **Penalty :**
In case of un-satisfactory / non-completion of any work as per contract a penalty of 25% may be imposed by the Director ERTL(W) on the pertaining to the relevant period.
5. The contract shall be executed by the contractor and shall be monitored by the Electrical Maintenance section of ERTL(W).

6. Proforma for the Quote :

(No. Column should be left blank even if the value is "0" it should be written as "0")

S.No.	Description of the work	Cost in Rs.
1.	Outsourcing of Non-Comprehensive Annual Maintenance of Air conditioning Units at ERTL(W), Mumbai for the period 2021-22.	

I have read and understood all the terms & conditions and scope of work of the tender and I will abide by them.

Signature of the authorized signatory

Name of the authorized with Phone / Mobile Number / Date.

Phone / Mobile Number

Office seal : -----

V - Price schedule

Tender No.	S. No.	Nomenclature of services & Requirements
ERTL(W)/MAINT/ AC-AMC/2021-22.	1.	Outsourcing of Non-Comprehensive Annual Maintenance of Air conditioning Units at ERTL(W), Mumbai

Sr. No.	Description of the work
01	<p>AMC - Non - comprehensive</p> <ul style="list-style-type: none"> - Pull down the air conditioner - Cleaning of air filter, grill and oiling fan motor - Checking the electrical wiring - Cleaning of entire unit by blowing dust out - In case of split and ductable units cleaning of cooling coil, blower, out door unit - Whenever required, if the unit is choked with dust / dirt the unit to be removed, taken out and cleaned with water. After drying properly put it back to place - In case of failure, complaint will be lodged by this office and same shall be attended immediately or next day - Any repair work shall be first submitted with estimate and shall be executed only after valid issue of work order. <p>Frequency of Servicing : Bi – Monthly.</p> <p>Period of contract : One year, from date of work order</p> <p>Quantity:</p> <ol style="list-style-type: none"> 1. Window AC Units: 02 nos. 2. Split AC Units : 62 nos. 3. Ductable / packaged units : 02 nos.