



भारत सरकार
Government of India
विज्ञान और प्रौद्योगिकी मंत्रालय
Ministry of Science and Technology
विज्ञान और प्रौद्योगिकी विभाग
Department of Science and Technology
प्रशासन अनुभाग
Administration II (B) Section
Technology Bhavan, New Mehrauli Road,
New Delhi-110 016

Tender No.D-13012/1/1/2010 Admn II (B)

Date: 02 Feb., 2010

To,

As per attached list

Sub: Limited Tender Enquiry for Supply, installation, re-installation and other room air conditioners related works in DST, Technology Bhavan, New Delhi-16

Dear Sirs,

For and on behalf of the President of India, sealed tenders are invited from firms whose names are given in the attached list for Supply, installation, re-installation and other room air conditioners related works in DST, Technology Bhavan, New Delhi-16 as per the attached schedule.

2. In case your firm is interested in the above said work, you are requested to quote your lowest prices in the enclosed Proforma in a sealed cover. The sealed cover containing the quotation should be super scribed "**Quotation for Supply, installation, re-installation and other room air conditioners related works in DST, Technology Bhavan, New Delhi-16 not to be opened before 16 Feb., 2010**" and should be dropped in the tender box kept near the Reception of the Technology Bhavan **latest by 1500 hours** on or before the **16th February, 2010**. Sealed bids received within the closing time limit be opened on the same day at 1530 hrs in Raman Auditorium, WH Block in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.

3. The sealed envelop must be accompanied by duly filled in Annexure I attached with the tender document. The registered firms are exempted from submission of Earnest Money Deposit (EMD). Successful bidder will be required to submit a performance security deposit of an amount equivalent to 5% of gross contract value (on all inclusive basis, taxes, duties, service charges, freight, insurance etc.), the minimum deposit being Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft/ Fixed Deposit Receipt/ Performance Bank Guarantee from any Nationalized Indian Bank valid upto 30 days after expiry of warranty period. Unsolicited bids from parties not invited, if received, will be rejected straightway. No representation in this regard will be considered by the Department.

4. Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached schedules.

Yours faithfully,

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IMPORTANT INFORMATION, GENERAL INSTRUCTIONS
And terms & conditions

Sl No.	Description	Contents
1.	Purchaser	THE PRESIDENT OF INDIA
2.	Single bid system	This tender will be processed in single bid system
3.	Firm and fixed rates	Prices should be quoted on net destination basis at DST (inclusive all duties, taxes, VAT/ service charges, insurance, freight etc.) and firm & fixed price basis. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straightaway without any consideration.
4.	Non-transferability	This tender is non-transferable.
5.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected at the discretion of this Department.
6.	EMD	Nil
7.	Performance Security	Successful bidders awarded the work order for carrying out the jobs on the basis of this Tender Enquiry shall be required to furnish a Performance Security of the stipulated amount in the form of DD/ Pay order, Fixed Deposit Receipt (FDR) or Bank Guarantee from any Nationalized Indian Bank to be submitted within 15 days of the receipt of the Contract by them. The format for Performance Bank Guarantee (PBG) will be provided by DST along with the work order. In the event of failure on the part of the successful bidder awarded the Contract to furnish Performance Security, the contract awarded shall be cancelled and repurchase made on contractor's risk and cost. Non-submission of PBG in prescribed format or submission by other mode shall be viewed adverse performance which may further lead to de-registration/ suspension of business dealing with the Department.
8.	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/ Telex/ Fax/ E-mail/ Letterhead/ Quotations will not be accepted and ignored straightaway.
9.	Late/ delayed tenders	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
10.	Time & date of receipt and opening of bids	In the event of any confusion, the time set in the clock in the room of Under Secretary (Admn.II-B) will be taken as standard and decisive. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.
11.	Purchaser's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
12.	Purchaser's Address & Work site	The bid should be addressed to "Under Secretary, Admin II (B) Section, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-16 and dropped in the Tender Box of Admn. II B Section kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi on or before at 1500 hours on 16th Feb., 2010 . In case the sealed envelope is larger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, Admn.II B or S.O. Admn II B, DST before expiry of the closing time.
13.	Duties & Taxes	Tenderers are requested to enclose a copy of their valid VAT registration Certificate and PAN Details.

Sl No.	Description	Contents
14.	Inspecting Officer	Authorized representative of DST, New Delhi
15.	Inspection Authority	Department of Science and Technology (DST), Technology Bhavan, New Delhi or any party, a Govt. agency, so authorized by DST.
16.	Job Execution period	Within one month from the date of receipt of supply/ work order date as indicated in the supply order.
17.	Dispatch instructions	Stores are required to be delivered at the Technology Bhavan premises on free delivery to the consignee's premises/ freight paid basis.
18.	Liquidated Damages	In case the firm does not complete the work within the work execution period as stipulated, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to ½ % per week of the price of any stores which the contractor has failed to execute/ deliver/install within the stipulated time limit. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total contract price.
19.	Acceptance of offer	Item-wise prices should be quoted. For award of contract, the net total/ bundled price of the schedule will be considered. Failure in this regard shall be counted as bad performance and may be viewed adversely in award of future contracts or continuing the Registration to such parties. This will be in addition to immediate remedial measures/ actions available to the Purchaser under the relevant laws.
20.	Warranty	One year comprehensive from the date of completion of job. Any complaint shall be attended within a response time of 48 hours on 24X7 basis. Any defects in workmanship or deterioration in the quality or deviation to tender specifications coming to notice shall be rectified at site within 72 hours of the reporting of the same to the contractor. If system is required to be picked up and taken to contractor's premises for removing the defects, the same shall be picked up from the consignee latest by the next working day and dropped back to the consignee within 07 working days. Any component required to be replaced within the warranty period shall be totally new component and not reconditioned or repaired component.
21.	Scope of Work	Supply, installation, re-installation and other room air conditioner related works in the various rooms of DST, Technology Bhavan, New Delhi-16
22.	Qualifying requirements	a) The firm must be authorized dealers/ having authorized workshop of at least any one leading brand of Air conditioners approved by DGS &D. b) The firms/ contractors should be registered with tax department or any other agency which is entrusted with collecting the tax which is leviable on maintenance contract (TIN No. & PAN NO). c) The firm should be registered with the Department.
23.	Validity of tender	Tender shall be kept valid for acceptance by DST for a period not less than 60 days after the tender opening date.
24.	Rates	a) Rate should be quoted per unit basis in the enclosed Performa as per Schedule attached with the tender document. b) During the entire period of the contract, no request for any increase in rates will be entertained.
25.	Award of contract	a) The Department will award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price. b) Notwithstanding the above, the Department reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract. c) The tenderer whose rate is accepted will be notified of the award of contract by the Department prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.
26.	Terms of payment	The payment shall be made after the receipt and proper functioning of the air conditioners. The bill (in triplicate) be submitted to the under signed.

Sl No.	Description	Contents
27.	Submission, acceptance and rejection of tender	<p>a) A complete set of the tender document may be collected personally from Section Officer Admin II (B), Department of Science & Technology, New Delhi. Complete tender document is available on Departmental website: http://dst.gov.in and may be downloaded and used for submission of the bid. The envelop containing the quotation should be duly sealed and be super-scribed as "Quotation for Supply, installation, re-installation and other room air conditioners related works". The sealed envelop should be dropped in the tender box kept [Tender Box Admin II (B)] near the reception of Technology Bhavan on or before 3.00 PM on 16th Feb., 2010 which will be opened on the same day at 3.30 PM in the presence of such tenderers who wish to be present. The Department reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.</p> <p>b) Tenders which are not complete in all respects are liable to be rejected.</p> <p>c) While submitting the tender for this work the tenderers will be deemed to have read, understood and accepted all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, the same must be got clarified from DST at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall be accepted by DST.</p> <p>d) Tenderers will indicate the complete address of their firm/ office along with telephone numbers.</p> <p>e) Contract shall be awarded to the firm offering the lowest / net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each & every item are not quoted Net- bundled price offered shall not be accepted.</p>
28.	Inspection Authority & Inspecting Officer	Department of Science & Technology and Authorized representative of DST, New Delhi-16.
29.	Paying authority	Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016
30.	General terms & conditions	<p>a) The contractor shall observe all security provisions as applicable to the offices of the DST which comes under the security cover by the Home Ministry. Any violation shall be his responsibility.</p> <p>b) DST reserves the right to abandon or terminate the contract at any time without assigning any reason.</p> <p>c) The tenderer shall not enter into sub contract with any person or transfer the contract or any benefit there under to any person or firm without written approval of the Department.</p>
31	Buy back offer	<p>i) Bidding parties are free to inspect the old goods to be traded through this transaction, with prior permission upto the tender opening date.</p> <p>ii) Buy back items shall be allowed to be lifted/ cleared from DST only after PBG has been submitted & satisfactorily supplies completed by the successful bidder.</p>
32	Applicable law	The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes, if any, emanating from resultant contract shall be subject to jurisdiction in Delhi.
33	Disputes	Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
34	Tender Document	A complete set of the tender document may be collected personally from Section Officer Admin II (B), Department of Science & Technology, New Delhi . Complete tender document is available on Departmental website: http://dst.gov.in and may be downloaded and used for submission of the bid.
35	Tender fee	Nil

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Annexure I

**Department of Science & Technology
Admin II (B) Section
Contractor's details**

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sl No.	Description	Information	
01	Name of the Applicant		
02	Nationality		
03	Address (attach separate paper for addresses of other offices)	Regd. Office	
		Head office	
04	Telephone Numbers	Landline No.	
		Mobile No.	
		Fax No.	
		E-mail address	
05	Other Details	PAN Details	
		VAT Registration Number	
		DST Registration Number (If allotted)	
06	Dealership certificate of two leading company's air-conditioner brand and the brands having registration with DGS&D.		
07	Constitution	Individual	
		Sole Proprietary Concern	
		Partnership Firm	
		Public Ltd. Company	
		Private Ltd. Company/ Public Sector Enterprises/ PSU	
08	If sole proprietary/ partnership firm/ company, Name of proprietor/ all Partners/ Directors on Board		
09	Name of the Bankers with full details/ orders		
10	Place of business		
11	Certificates		
	a)	I/ we (including all partners) certify that I/ we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them	
	b)	I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government.	

Schedule of requirements: Supply, installation, re-installation and other room air conditioners related works in DST, Technology Bhavan, New Delhi-16**Option "A": Prices quoted with buy back offer**

Sl No.	Description of Job	Unit	Qty	Unit rate in Rupees
01	Supply of 1.5 tons split air conditioners Make: Voltas (BEE 4 Star rating)	No	08	
02	Supply of 1.0 ton split air conditioner Make: Voltas (BEE 4 Star Rating)	No	01	
03	Installation of 1.5 tons split air conditioners (New & old)	No	09	
04	Installation of 1.0 ton split air conditioner (New)	No	01	
05	Dismantling of 1.5 tons old split air conditioner	No	01	
06	Chiseling of floor for laying of PVC drain water pipes	Mtr	20 mtr	
07	Supply of PVC water disposing pipes	Mtr	30 mtr	
08	Supply of extra (above 5m) refrigerant pipes	Mtr	90 mtr	
09	Stands for out door units	No	09	
10	Voltage stabilizers of capacity 4 to 5 KVA for a/cs Make: Voltas	No	09	
11	Cable tray (Size 8" x 16') for resting of refrigerant pipes etc.	Mtr		
12	Gas charging of old split a/c	No	01	
13	Supply & Installation of reverse cycle valves to window air conditioners	No	02	
14	Supply & Installation of reverse cycle valves to split air conditioner	No	09	
15	4" Aluminum channel for tray resting (10" width)	Mtr	10 mtr	
16	Supply & laying of electrical cable of suitable size & rating for air conditioner	Mtr	100 mtr	
17	<u>Buy back offer:</u> Buy back of five 1.5 tons window air conditioners of different make of more than 15 years old.	No	05	
18	<u>Buy back offer:</u> Buy back of two 150 ltrs capacity water coolers of Make- Voltas of more than 15 years old.	No	03	
19	Total bundled price for item Nos. 1 to 16			
20	Less total bundled price offered for item Nos. 17 & 18			
21	Net bundled price to be paid by DST on all inclusive basis			

Schedule of requirements: Supply, installation, re-installation and other room air conditioners related works in DST, Technology Bhavan, New Delhi-16

Option "B": Prices quoted without buy back offer

Sl No.	Description of Job	Unit	Qty	Unit rate in Rupees
01	Supply of 1.5 tons split air conditioners Make: Voltas (BEE 4 Star rating)	No	08	
02	Supply of 1.0 ton split air conditioner Make: Voltas (BEE 4 Star Rating)	No	01	
03	Installation of 1.5 tons split air conditioners (New & old)	No	09	
04	Installation of 1.0 ton split air conditioner (New)	No	01	
05	Dismantling of 1.5 tons old split air conditioner	No	01	
06	Chiseling of floor for laying of PVC drain water pipes	Mtr	20 mtr	
07	Supply of PVC water disposing pipes	Mtr	30 mtr	
08	Supply of extra (above 5m) refrigerant pipes	Mtr	90 mtr	
09	Stands for out door units	No	09	
10	Voltage stabilizers of capacity 4 to 5 KVA for a/cs Make: Voltas	No	09	
11	Cable tray (Size 8" x 16') for resting of refrigerant pipes etc.	Mtr		
12	Gas charging of old split a/c	No	01	
13	Supply & Installation of reverse cycle valves to window air conditioners	No	02	
14	Supply & Installation of reverse cycle valves to split air conditioner	No	09	
15	4" Aluminum channel for tray resting (10" width)	Mtr	10 mtr	
16	Supply & laying of electrical cable of suitable size & rating for air conditioner	Mtr	100 mtr	
17	Net bundled price to be paid by DST on all inclusive basis			

Signature of the bidder

Cont'd...08/-

LIST OF FIRMS

**M/S MAINTENANCE CORPORATION
1735/2, SHER SINGH BAZAR
KOTLA MUBARAKPUR
NEAR NDSE PT-I, NEW DELHI**

**M/S AIR EXCEL
41, NATIONAL PARK
LAJPAT NAGAR, NEW DELHI**

**M/S G K REFRIGERATION
60-H, ARJUN NAGAR
SAFDARJUNG ENCLAVE
NEW DELHI-110029**

**M/S ACE UTILITIES
259, HOG MARKET,
RAJENDRA PLACE
NEW DELHI**

**M/S BEAUTY ENTERPRISES
72, AJIT ARCADE
KAILASH COLONY
NEW DELHI-110048**