No.D-21013/28/2017-GA
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion

Udyog Bhawan New Delhi
Dated: 23rd March, 2018

**E-TENDER NOTICE**

E-Tender Notice for hiring of 80 Nos. (approx.) of Desert/Room Coolers in Department of Industrial Policy & Promotion Udyog Bhawan for the summer season i.e. 15.04.2018 to 15.10.2018 - regarding

2. The salient features of above said NIT are as under:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>SCHEDULE OF TENDER</th>
<th>DATE AND TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Date of issue of Tender Document</td>
<td>23.03.2018</td>
</tr>
<tr>
<td>2.</td>
<td>Last Date &amp; Time for submission of EMD</td>
<td>Upto 3.00 P.M. on 12.04.2018</td>
</tr>
<tr>
<td>3.</td>
<td>Last Date &amp; Time for submission of online bid</td>
<td>Upto 3.30 P.M. on 12.04.2018</td>
</tr>
<tr>
<td>4.</td>
<td>Date and time for opening of Bids</td>
<td>03.30 P.M. on 13.04.2018</td>
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</tbody>
</table>

(S. RAVISH ALI)
Under Secretary to the Govt. of India
Tel.No.: 23063697
Subject: Hiring of 80 nos. (approx.) of Desert/Room Coolers in Department of Industrial Policy & Promotion for the summer season i.e. 15.04.2018 to 15.10.2018 - regarding.

Sir,

1. Online e-Tenders are invited by the Department of Industrial Policy and Promotion (DIPP) from reputed, experienced and financially sound firms for awarding of contract for Hiring of 80 nos. (approx.) of Desert/Room Coolers in Department of Industrial Policy & Promotion Udyog Bhawan, New Delhi for the coming summer season i.e. 15.04.2018 to 15.10.2018. The rates are to be quoted as per the prescribed bid format at Annexure-I. The Check List of documents to be provided is at Annexure-II.

2. The bid will be accepted as an e-tender only and intending bidders must be registered with the Central Public Procurement Portal (CPP) i.e. http://eprocure.gov.in/eprocure/app.

3. Interested service providers may submit their tenders online at http://eprocure.gov.in/eprocure/app. as per the prescribed Performa. Tenders are to be submitted only online through e-Procurement Portal http://eprocure.gov.in/eprocure/app. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time under any circumstances whatsoever.

4. Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted typed bill in triplicate. No advance payment shall be made in any case.

5. Earnest Money Deposit (EMD) of Rs. 12,000/- (Rupees Twelve Thousand only) in the form of crossed Demand Draft/Bankers Cheque in favour of ‘DDO(Cash), Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi’ has to be submitted in physical form to the Under Secretary (GA), DIPP, Room No. 271-A, Udyog Bhawan, New Delhi-110011 by 3.00 P.M. on 12.04.2018. EMD’s should be valid for a period of at least 90 (ninety) days from the date of opening of the tender. In case EMD is submitted late or not submitted at all, the bid will be
considered unresponsive and incomplete and will be summarily rejected. The firms registered with MSME and NSIC should submit a copy of EMD Exemption certificate for claiming exemption from EMD submission.

6. After commercial evaluation of the bids order shall be placed on the lowest offer which conforms to the bid norms.

7. The EMD's submitted by all the unsuccessful bidders shall be returned by the department after finalization of the tender. No interest will be paid on deposited EMD.

8. In case, any holiday is declared by the Government of India on the day of Bid Opening Date, the bid will be opened on the next working day at the same time.

9. The Department reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

(S. RAVISH ALI)
Under Secretary to the Govt. of India
Tele. No.2306 3421
1. SCOPE OF WORK

(i) The Desert/Room Coolers should have minimum 18" exhaust fan of 1400 RMP with adjustable type grill for changing direction of air. The Desert/Room Coolers should be fixed with electrical pump and all other accessories like suitable stand high or low ply three core wire and plug etc.

(ii) The bidders are required to quote comprehensive cost i.e. the rate quoted would be inclusive of all charges i.e. GST, delivery, installation, filling of water in them, maintenance, transportation and removal of coolers after the season is over.

(iii) Only Desert/Room Coolers in excellent condition having standard components would be supplied. As regard water filling, the applicant would be required to fill the Desert/Room Coolers at least twice daily, once between 9-10 AM and again during 1-2 PM on all working days. The labour, materials etc. required would be provided by the tenderers.

(iv) The tenderer will obtain daily certificates from occupants of rooms where desert coolers are installed to the effect that water was actually filled in the coolers and that the service rendered was satisfactory and attach the same with bills.

(v) The tenderer will purchase and use his own water pipes, nozzles etc. and such items will not be supplied by the Department.

(vi) Inspection of the coolers will be carried out at regular intervals and through surprise checks by a Committee of Officers of the Department A record of these inspections will be maintained to verify that the number of coolers requisitioned are in place.

2. PERIOD OF CONTRACT

The contract will be for six months from 15th April, 2018 to 14th October, 2018, but can be terminated at any time without assigning any reason, if the services are not found satisfactory, at the sole discretion of the Department;

3. EARNEST MONEY DEPOSIT (EMD)

Earnest Money Deposit (EMD) of Rs. 12,000/- (Rupees Twelve Thousand only) in the form of crossed Demand Draft/Bankers Cheque in favour of 'DDO(Cash), Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi' has to be submitted in physical form to the Under Secretary (GA), DIPP, Room No. 271-A, Udyog Bhawan, New Delhi-18011 by 3.00 P.M. on 12.04.2018. EMD's should be valid for a period of at least 90 (ninety) days from the date of opening of the tender. In case EMD is submitted late or not submitted at all, the bid will be considered unresponsive
and incomplete and will be summarily rejected. The firms registered with MSME and NSIC should submit a copy of EMD Exemption certificate for claiming exemption from EMD submission.

4. FORFEITURE OF EARNEST MONEY DEPOSIT

The earnest money shall be forfeited
(a) If the quotation is withdrawn by the bidder:
   (i) At any time prior to its rejection or
   (ii) Before or after its acceptance is communicated to the bidder or
(b) If the successful bidder fails to comply with the terms & condition of the Quotation Notice.

5. PERFORMANCE SECURITY

An amount of Rs. 25,000/- (Rupees Twenty Five thousand only) will be the "Security Deposit" in the case of successful bidder, which may be furnished in the form of Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank. The Performance Security should be valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. No interest will be paid on Performance security deposit. Earnest Money will be refunded to the successful bidder on receipt of Performance Security.

6. RELEASE OF PAYMENT

No advance payments shall be made. All the bills submitted by the successful tenderer would accompany with the work vouchers duly signed by the concerned officers/officials. 50% amount/charges will be paid after one month of satisfactory installation of the coolers and the balance 50% will be paid on expiry of the summer season on receipt of pre-receipted bills (in triplicate) provided the approved claim will be released only after satisfactory completion of works as indicated above.

7. TENDER VALIDITY

The tender validity period is 120 days from the date of opening of tender. The rates quoted by the bidders will remain valid for a period of 120 days or till the date of finalization of tender, whichever is later.

8. PENALTY CLAUSE

(i) In case the successful bidder is found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In
that case Earnest Money Deposit/ Performance security shall be forfeited after giving proper opportunity through show cause notice.

(ii) In case the performance of the successful tender is not found satisfactory, the tender will be cancelled and the Performance Security/Earnest Money forfeited.

(iii) All complaints shall be attended to promptly and rectified on the same day on which it is received, failing which a penalty of Rs.500/- (Rupees Five hundred only) shall be levied for each day and recovered from their due payment or Performance security;

9. RESOLUTION OF DISPUTE

Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Ministry.

10. GENERAL TERMS & CONDITIONS

(i) The tenderer will be required to depute at least one full time good skilled electrician from 9.00 AM to 6.00 PM on all working days for ascertaining the repair works of Cooler/Room Cooler. The electrician will report to GA Section (Room No.21).

(ii) Complaints are to be required to be attended to even on Sundays/ Holidays and before/after office hours also, as and when required during the AMC period.

(iii) Ordinarily a complaint must be attended within 4 hours whenever no change of part is involved, however, in case of requirement of change of spare part, the complaint may be attended within 48 hours of its receipt.

(iv) The successful bidder will have to furnish the names & the mobile numbers of their authorized workers to attend to the requirements of the DIPP.

(v) The tenderer will have to use ISI mark materials only in all the cases where ISI materials are available. In case any parts supplied become unserviceable due to defective materials within three months, the same should be replaced free of cost. Besides, rates for repair and supply of items will be inclusive of labor charges.

(vi) The work of repair and servicing is to be carried out in the office premises itself. The work which is not possible to be carried in the office premises will be allowed to be done out-side in workshop and no extra charges would be paid for that.

(vii) The Department shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course
of performing the work in the Department. Neither the Contractor nor his workers shall have any claim on this Department for compensation or financial assistance on this account.

(viii) The Firm should have a PAN number. Documentary Proof in this regard should be submitted.

(ix) The Firm should have a GST Number. Documentary Proof in this regard should be submitted.

(x) A firm black listed by any Govt./State Government office will not be eligible to participate in this tender. In case any such firm obtain contract by hiding the facts and it comes to the notice of Department later contract will be cancelled immediately and security deposit forfeited. A self declaration regarding not being blacklisted must be included in the bid document.

(xi) The tender document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained.

(xii) Tenderer will not be allowed to withdraw his offer. EMD shall be forfeited at the risk of tenderer, if the tenderer fails to honor the contract.

(xiii) The rates must be written in figure as well as in words. Erasing and overwriting in the rates quoted will make the tender void. All alteration in the rates should be signed in ink otherwise the quotation/tender will not be considered.

(xiv) Canvassing in any form is strictly prohibited and tender of the tenderer who resort to such activities will be summarily rejected.

(xv) The EMD shall be forfeited in case the firm does not fulfil/produce the documents/promises made before this Department or any Committee constituted by this Department for this purpose.

(xvi) The lowest quoted bidder (L-1) shall be chosen on the basis of total bid price received.

(xvii) The Department reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason therefore and giving any compensation. The decision of the Department in this regard shall be final and binding on all.
(xviii) The contractor's personnel shall not divulge/disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters.

(xix) The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Department.

(xx) The Contractor shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

(xxi) The contractor will be responsible for the verification of the conduct/integrity of his deployed staff.

(xxii) TDS if any as per prevailing rate, will be deducted before making the payment.

(xxiii) The Department reserves the right to impose any other conditions for regulating the contract in public interest.

(xxiv) In case the successful bidder found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case Earnest Money Deposit/ Performance security shall be forfeited after giving proper opportunity through show cause notice.

(xxv) The Tender of tenderer who does not fulfil any of the above conditions and incomplete tenders are liable to be summarily rejected at the risk and cost of the tenderer only and any further correspondence in this regard will not be entertained.

(xxvi) This Department reserves the right to accept or reject the tender in full or in part without assigning any reason.

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**Annexure-I**

**Bid Format for Quoting the Rate**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Work</th>
<th>Per Cooler Per Month (Amount in Rs.)</th>
<th>GST (In Rs.)</th>
<th>Total Amount in Rs. (3+4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rate of Hiring of Per Cooler/Per Month inclusive of all charges i.e. GST, delivery, installation, filling of water in cooler, cooler window grass pad with its grill, maintenance, repairing, transportation and removal of coolers after the season is over</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

*Signature: [Signature]*
Check List of Documents to be uploaded/forwarded.

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<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name and Address of Firm (Scanned Copy of Proof of address to be uploaded.)</td>
</tr>
<tr>
<td>2</td>
<td>PAN Number (Scanned copy of Proof of Pan Number to be uploaded)</td>
</tr>
<tr>
<td>3</td>
<td>GST No. (Scanned copy of GST Number to be uploaded.)</td>
</tr>
<tr>
<td>4</td>
<td>Self declaration regarding not being black listed by any Ministry/Department/PSU (Scanned copy of the same to be uploaded)</td>
</tr>
<tr>
<td>5</td>
<td>EMD in original to be submitged in Room No. 271-A, Udyog Bhawan, New Delhi.</td>
</tr>
<tr>
<td>6</td>
<td>EMD Exemption Certificate (Scanned copy of the EMD Exemption Certificate to be uploaded)</td>
</tr>
</tbody>
</table>

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