Central Bureau of Investigation
Government of India
Plot No.5-B, CGO Complex, Lodhi Road
New Delhi – 110003

Tender No. **554**/3/15/2014(ii)-AD.I Dated : February 16, 2016.

Sub. Limited Tender for Comprehensive Annual Maintenance Contract in respect of Air Conditioners – reg.

1 Superintendent of Police(HQ), Central Bureau of Investigation (CBI) for and on behalf of President of India, invites sealed limited Tenders from the reputed competent firms involved in maintenance of Air Conditioners in single bid system for the work of **Comprehensive Annual Maintenance of 56 Nos. Air Conditioners.**

2 The details of the cost of tender document, Earnest Money Deposit, last date & time of submission & opening of Tender etc. are indicated as below :-

Cost of Tender Document (Non-Refundable and Non-Transferable)	Rs.500/- (Rupees Five Hundred)
Interest free Earnest Money Deposit (EMD)	Rs.5000/- (Rupees Five Thousand only)
Scheduled date of downloading of Tender Document from CBI Website	17.02.2016 after 1000 hrs
Last date & time of submission of tender	26.02.2016 by 1600 hrs
Date & time of opening of Tender	26.02.2016 at 1630 hrs
Venue of opening of Tender	Conference Hall, 7th floor, CBI HO

1. The Tender document may be downloaded from the CBI website w.e.f. 17.2.2016 (1000 hrs) onwards till 26.02.2016 (1200 hrs). The tender should be sent (through courier/post/in person) to CBI Head Office in a sealed cover duly superscribed as "Tender for CAMC of Air Conditioners" or can be deposited in the Tender Box kept at CBI HO reception. The Tender should be addressed to Supdt. of Police (HQ), CBI, 5-B, CGO Complex, Lodhi Road, New Delhi by the Scheduled date and time as stated in the NIT. However, all relevant details instructions to tenderer conditions of contract prescribed bid format, schedule of prices may be referred from our website i.e. www.cbi.gov.in.
2. Scope of the work, Terms & Conditions of CAMC, Details & Location of ACs and Financial Schedule are Annexed as A, B, C & D respectively.
3. The tenderer should clearly furnish their telephone numbers, FAX numbers, e-mail ID.

-Sd- dated 16.02.2016
Superintendent of Police(HQ)
CBI, Headquarter, New Delhi

Tender No. 03/15/2014(ii)-AD.I Dated February 16 , 2016

TENDER DOCUMENT

For

Comprehensive Annual Maintenance Contract in respect of

Air Conditioners

TO BE DEPOSITED IN THE TENDER BOX KEPT AT THE RECEPTION

COST OF TENDER DOCUMENT RS.500/-

CENTRAL BUREAU OF INVESTIGATION

5-B, CBI HEADQUARTERS

CGO COMPLEX, LODHI ROAD,

NEW DELHI – 110003

INSTRUCTIONS

TO

TENDERER

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Annexure 'A'

CENTRAL BUREAU OF INVESTIGATION
(Administration Division-I)
HEAD OFFICE, NEW DELHI

Tender No. 03/15/2014(ii)-AD.I Dated February 16 , 2016

SCOPE OF THE WORK

The maintenance services will consist of:-

A) Attending to complaints raised by CBI on daily basis.

B) Onsite preventive and corrective maintenance of Air Conditioners

C) The maintenance contract will include necessary repairs to the installed systems and replacement of defective/damaged parts, components and other accessories free of cost.

The maintenance services will be provided on all working days from 0930 Hrs. to 1800 Hrs(Monday to Friday). The agency shall make the services of service Engineers available on Saturdays, Sundays or other holidays in case of any exigency.

Routine AMC SERVICES (ONCE IN 3 MONTHS)

Routine maintenance services shall include atleast the following services:-

A) Cleaning/Replacement of filter.

B) Checking operation of the controls of the air conditioners such as selector switch, thermostat, relay, remote control etc.

C) Checking air flow through the supply air grill, return air grill, condenser.

D) Checking operation of the voltage stabilizer and back up electrical power outlet/MCB.

E) Checking operation of drive motors and fans.

F) Checking firmness of the supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.

G) Replacement of any component of air conditioners (outdoor and indoor units, in-let and out-let pipelines, electrical connections etc. found defective after the above checks and tests.

H) Charging of Refrigerant Gas during the period of Contract if need arises.

ANNUAL MAINTENANCE SERVICES (TWICE A YEAR)

The scope of work shall include all checks and tests as detailed under routine maintenance services. In addition annual maintenance services shall also include :-

A) Cleaning the condenser and evaporator coils with suitable detergent/ chemical solution and flushing with high-pressure jet of water.

B) Greasing of blower motor and all moving parts.

C) Prevention of rusting of units.

CENTRAL BUREAU OF INVESTIGATION
(Administration Division-I)
HEAD OFFICE, NEW DELHI

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Annexure- 'B'

Terms and Conditions for CAMC of Air Conditioners

I. The firm will submit the attested copy of Registration No. of the firm alongwith attested copies of registration for service tax and TIN, VAT, PAN etc. However, the original documents have to be produced for verification at the time of signing of the contract agreement.

II. The firm has to submit Proof of at least two Annual Maintenance Contracts (AMC) with the Govt. Ministries/Depts./reputed PSU etc. with attested copy of satisfactory completion report. However, the original documents have to be produced for verification at the time of signing of the contract agreement.

III. Cost of Tender Documents of Rs.500/- (Rupees Five Hundred only) (Non-Refundable) and EMD of Rs. 5000/- (Refundable) in the form of a crossed Demand Draft / Banker's Cheque drawn in favour of Supdt. of Police (HQ), CBI, HO, New Delhi.

IV. Minimum Annual Turn over of the firm for the last two Financial Years should not be less that Rs. 1.50 Lakh.

V. Rates for 1.5 Ton and 2.0 Ton Air Conditioners be quoted separately in Financial Bid.

VI. CAMC will be for a period of one year commencing from the date of signing Contract Agreement.

VII. CBI HO reserves to right to transfer/re-install any of the machines to another location in/within Delhi.

VIII. The service provider shall maintain adequate stock of required spare parts in the store in his nearest service centre.

IX. The service provider shall ensure that in case of compressor breakdown, it shall be replaced with a new compressor of same model with at least one year replacement warranty. Repairing of burnout compressor shall not be allowed.

X. The spare parts used for replacement shall be of same make/quality as installed in new air conditioner with warranty or guarantee of one year period.

XI. Transportation of Air Conditioner Units from the office building to the service provider's workshop, from one place to another and from the service provider's workshop to the office building, will be at the cost of the service provider.

XII. Unsatisfactory performance will render contract to be terminated without notice.

XIII. At the end of the period, the service provider shall demonstrate satisfactory testing and operation of all the air conditioners.

XIV. In the event of the vendor failing to execute the work under contract in whole or in part, an alternative arrangement will be made by CBI, totally at the cost and risk of vendor besides any suitable fine/penalty.

XV. The vendor shall be liable to pay compensation for any loss and damage caused to the property of CBI by the vendor or his workers.

XVI. The vendor shall personally be responsible for conduct of his staff and in case of any complaint against any staff, vendor will be under obligation to change the worker when instructed by authority.

XVII. Any action on the part of tenderer to influence any officer of the Centre or canvassing in any form shall make the tender liable for rejection.

XVIII. 25% payment of contract amount will be made on successfully completion of each quarter on the production of 'Satisfactory Service Certificate' from the user(s).

XIX. On discretion of competent authority, contract period can be extended for one more year, if the services of the firm are found satisfactory in all respects and the firm concerned agreed to extend.

XX. The Contract shall be comprehensive in nature and the contractor shall be responsible for upkeep of the air conditioners in working condition through out the period of contract.

XXI. The contractor can charge the actual cost of the spares of the air conditioners in case it is established that air conditioner has been either tempered with or damaged due to the negligence of the client.

XXII. The Air Conditioner requiring replacement of parts shall be set in order within 24 hours at CBI premises after responding to the registered complaint/call. In case the machine is required to be taken outside the premises for repair, the freight/transportation charges will be borne by the contractor.

XXIII. The contractor shall be liable to pay compensation as decided by CBI for any loss and damage caused to the property of CBI by the contractor or his workers.

XXIV. In case there is a major breakdown in Air Conditioner, the normale period for repair, shall be 3 days. If the Air Conditioner needs more time the period shall be limited to 7 days.

XXV. Cost of damage done to the machine under repair in the contractor's workshop shall have to be borne by the contractor.

XXVI. Specially trained technical staff will be sent for preventive maintenance once in a quarter.

ANNEXURE 'C'

CENTRAL BUREAU OF INVESTIGATION
(Administration Division-I)
HEAD OFFICE, NEW DELHI

Tender No. 03/15/2014(ii)-AD.I Dated February 16 , 2016

Details & Location of Air Conditioners

Sl.No.1	Location	Number of ACs			
		Window		Split	
		1.5 ton	2.0 ton	1.5 ton	2.0 ton
1	DCBI Camp Office (2 JANPATH New Delhi)	1	-	1	2
2	North Block DCBI, JD(P), AIG(P), DIG(P) & P.D Office	3	-	4	2
3	DLA Office, Delhi High Court Chamber Nos. 427 & 244	1	-	1	-
4	Children library, CBI Colony Vasant Vihar, New Delhi	1	-	-	-
5	P.V. Hostel	16	-	2	-
6	CBI Safe House	-	-	22	-
Total		**22**	-	**30**	**04**

- Capacity of Air Conditioners

1. 1.5 Ton Window----------22 Nos.
   Split----------30 Nos

2. 2.0 Ton Split----------04 Nos.
   Total 56 Nos.

Annexure – 'D'

CENTRAL BUREAU OF INVESTIGATION
(Administration Division-I)
HEAD OFFICE, NEW DELHI

Tender No. 03/15/2014(ii)-AD.I Dated February 16, 2016

Schedule for comprehensive AMC for Air Conditioners of CBI

Capacity	Type of AC	No. ACs	Unit Rate (In figure)	Unit Rate (in words)	Total
1.5 ton	Window	22			
1.5 ton	Split	30			
2.0 ton	Split	4			
Total		56			

Signature & Stamp of Bidder