

No.CHO(HR)/39/06/Part-III
Security Printing & Minting Corporation of India Limited
16th Floor Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001
(Wholly owned by Government of India)

LTE

Sub: Limited Tender Enquiry for general annual maintenance contract including Electrical, Furnishing and Plumbing work at Corporate Office, SPMCIL, New Delhi.

Sealed quotations are invited from SPMCIL listed firms as per Annexure-B for the General Annual Maintenance Contract including Electrical, Furnishing and Plumbing Work of Corporate Office, SPMCIL located at 1st and 16th Floor of Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001 as per the details, terms and conditions given in the tender.

Description	Locations	Period for which service is likely required
General Annual Maintenance Contract including Electrical, Furnishing and Plumbing Work at Corporate Office at SPMCIL	1 st & 16 th Floor of SPMCIL, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001	(Two) 2 Years

2. Sealed quotation may be submitted in a sealed envelop subscribed “Quotation for General Annual Maintenance Contract including Electrical, Furnishing and Plumbing Work at Corporate Office, SPMCIL, New Delhi” to Dy. Manager (IR) at 1st Floor Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001. The specification and terms and conditions are given in the Annexure-A. Quotation may kindly be submitted on or before 06th July, 2015 upto 2.00PM which shall be opened at 3.00PM on the same day in the Price Bid Format marked as Annexure-D.

3. Copy of footnote-3 of Para 8.8.1 of SPMCIL Procurement Manual is attached.

(V.G. Mahria)
Dy. Manager (IR)

Terms and conditions for general annual maintenance contract including Electrical, Furnishing and Plumbing Work at Corporate Office, SPMCIL at New Delhi.

1.0 INTRODUCTION

Sealed quotations are invited from SPMCIL listed firms as per Annexure-B for the General Annual Maintenance Contract including Electrical, Furnishing and Plumbing Work at Corporate Office, SPMCIL, New Delhi located at 1st and 16th Floor of Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001.

2.0 SCOPE OF WORK

To carry out the maintenance of all Electrical, Furnishing and Plumbing Work inside premises of Corporate Office of SPMCIL located at 1st and 16th Floor of Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001.

3.0 PERIOD OF CONTRACT

3.1 The contract will be valid for a period of two years as mentioned in the schedule of bid and shall come into existence from the date of award of contract.

3.2 During the entire period of the contract, no request for any increase in the rates on any account would be entertained and the performance would be reviewed from time to time to ensure that it upto the entire satisfaction of SPMCIL.

3.3 Competent Authority of the department has the power to extend the General Annual Maintenance Contract for one year if the performance of the firm during the General Annual Maintenance Contract period is found satisfactory. The agreement may, with a notice in writing, can be terminated before the expiry of the current agreement without assigning any reasons.

4.0 QUALIFYING REQUIREMENTS

4.1 The bidder shall submit the Income Tax Clearance Certificate for the assessment year 2013-14.

4.2 The bidder shall submit the work contract certificate and service tax registration certificate and valid PAN number.

4.3 The bidder shall submit the details of Bank Account i.e. Name of the Bank, Name of the Branch, IFSC Code etc.

5.0 BID DOCUMENTS

- 5.1 Sealed quotation may be submitted in a sealed envelop subscribed “Quotation for General Annual Maintenance Contract including Electrical, Furnishing and Plumbing Work at Corporate Office, SPMCIL at New Delhi” to Dy. Manager (IR) at 1st Floor Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001. Quotation may kindly be submitted on or before 06th July, 2015 upto 2.00PM which shall be opened at 3.00PM on the same day. The quotation which are not complete in all respects and having cutting and overwriting are liable to be rejected.
- 5.2 While submitting the quotation for this work the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in the inquiry for this work.
- 5.3 Bidder will indicate the complete address of their firm/office and residence alongwith telephone numbers.
- 5.4 The rates should be quoted both in figures and words and each page of tender document is to be signed by the tenderer.

6.0 PRICES

The General Annual Maintenance Contract charges shall be firm during the tenure of contract:

- 6.1 Payment regarding replaced and new material required during maintenance shall be reimbursed on production of original bill of the said spares and parts duly verified by the user Department of SPMCIL.
- 6.2 Replaced old material shall have to be deposited to the maintenance in-charge of SPMCIL.

7.0 TERMS OF PAYMENT

- 7.1 Monthly payment to the extent of 100% will be made to the firm on submission of pre-receipted bill in triplicate. However, the payment would be authorized after receiving the satisfactory performance certificate from the user Department during the period. Payment for the contract will be paid through NEFT/RTGS (please provide the details) or through Cheque.
- 7.2 The bidder should note that payment would be made without deducting tax (VAT). The same has to deposited by the bidder to DVAT Authority, Delhi within one month of receipt of payment and have to submit the proof (Part ' D' of challan) to this office.

8.0 TAXES

Tax at source (TDS) will be deducted from each bill of the contractor as applicable under the Rules in respect of Income Tax.

9.0 Earnest Money Deposit (EMD)

EMD of ₹20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft/Bank Guarantee in favour of SPMCIL payable at New Delhi may be deposited alongwith Bid Documents.

10. Refund of EMD

The EMD submitted by unsuccessful bidders shall be released to them without any interest within 15 days after award of work.

11. Performance Bank Guarantee

Firm whose offer is accepted will have to furnish Performance Bank Guarantee of an amount equal to 10% of the value of contract in favour of SPMCIL payable at New Delhi in the form of Fixed Deposit (FD) or Bank Guarantee issued by any scheduled Bank (as per the proforma enclosed as Annexure-D).

11.1 The Performance Guarantee shall be valid for 24 months period.

11.2 No interest will be paid on Performance Bank Guarantee.

12. ENCLOSURES

A copy of each of the following documents should be enclosed with the bid/quotation:-

- (i) Income Tax Clearance Certificate
- (ii) Tax Clearance Certificate issued by the works contract cell of sales Tax Department Government of NCT Delhi.
- (iii) Copy of the Service Tax Registration Certificate issued by Service Tax Department of Government of Delhi.
- (iv) Valid PAN no.
- (v) Schedule of bids
- (vi) Bank Details for NEFT/RTGS

13. VALIDITY

The offer should be valid for a minimum period of 90 days from the date of opening of the tender.

14. MAINTENANCE GUARANTEES

The repair of major equipment should be guaranteed for a period of six months from the date of replacement/repair undertaken by the firm.

15. GENERAL TERMS AND CONDITIONS

15.1 The bidder have been permitted to quote on the explicit understanding that they shall not be entitled to resettle unilaterally from their offer or modify the terms and conditions once the same have been received in this office. If the

tender be withdrawn/amended or any further conditions are imposed by the tenderer, his name shall be removed from the approved list of contractors without prejudice to any other right or remedies.

- 15.2 Acceptance of the quotation by SPMCIL shall be communicated to the successful bidder by a formal letter of acceptance of the quotation.
- 15.3 The contractor will be required to maintain a register detailing complaints about the each complaint received and action taken thereon alongwith timings and dated will be recorded by the firm.
- 15.4 The firm should frequently attend to the complaints during the normal office timings (9.00AM to 5.30PM) on same day but not later than 04 hours. In emergency complaint would be attended immediately on receipt of the same. SPMCIL reserves the right to abandon or terminate the contract at any time without assigning any reason and can stipulate any condition for the good cause of maintenance work during the course of contract.
- 15.5 The monitoring of contractor shall be with Dy. Manager (HR) and in the absence of Dy. Manager (HR), Officer (HR) shall be alternate monitoring officer to monitor the contract.
- 15.6 The contractor and his subordinate staff shall require to report to the Dy. Manager (HR) on daily basis during office hours and all complaints are to be made to Dy. Manager (HR) by SPMCIL staff.
- 15.7 The contractor shall ensure that no damage is caused to any equipment/ Building while performing his service. Any loss suffers therein will be made good by the contractor at his cost.
- 15.8 If the service is not found as per specifications and standards laid down in the contract, the contract would be terminated and in that case the SPMCIL will not accept any responsibility for any loss suffered by the contractor.

16. ARBITRATION

In case of any dispute relating to this contract which may arise during or after the execution of the contract shall be referred to the arbitrator appointed by the contract Authority. SPMCIL decision shall be final and binding. The proceedings of the arbitration shall be carried out in New Delhi only.

PRICE BID FORMAT

Tender to be addressed to: Dy. Manager (IR)
1st Floor,
SPMCIL, Jawahar Vyapar
Bhawan, Janpath, New Delhi

Last Date & Time for receipt of Tender 06.07.2015 upto 2.00PM

Date & Time for Opening of Tender 06.07.2015 at 3.00PM

Venue for opening of Tender 1st Floor, SPMCIL, Jawahar
Vyapar Bhawan, Janpath,
New Delhi

DETAILS OF AIR CONDITIONER

Description	Locations	Period for which service is likely required	Rates per month exclusive of VAT & Service Tax etc.
General Annual Maintenance Contract including Electrical, Furnishing and Plumbing Work at Corporate Office, SPMCIL, New Delhi	1 st and 16 th Floor of SPMCIL, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001	(Two) 2 years	

Signature of Tenderer:

Date:

Rubber Stamp: