

UNIQUE IDENTIFICATION AUTHORITY OF INDIA

REGIONAL OFFICE-DELHI

GROUND FLOOR, PRAGATI MAIDAN METRO STATION

PRAGATI MAIDAN,

NEW DELHI.

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT

BID DOCUMENT FOR

Annual maintenance contract for comprehensive maintenance of Central Air-Conditioning Plant" (HVAC System) installed at UIDAI RO-Delhi, Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi-110001.

TENDERNo-D-11018/07/2010/Adm/UIDAI-RO-Delhi/HVAC Dated: 22nd August, 2017

Unique Identification Authority of India

Regional Office, Delhi

Ground Floor, Pragati Maidan Metro Station

Pragati Maidan, New Delhi

Phone: 011-23481108

NOTICE INVITING TENDER

NAME OF THE WORK: Annual maintenance contract for comprehensive maintenance of central air-conditioning unit" (HVAC System) make M/s Voltas Ltd covering main office area and separate server room unit. for UIDAI RO-Delhi at Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi.

UIDAI RO-Delhi invites sealed and superscribed limited Bids in two Bid systems from OEM (Original Equipment Manufacturer) and Authorised Service dealers/service Providers of M/s Voltas having full knowledge of plant operation and maintenance and skills in trouble shooting for Annual maintenance contract for comprehensive maintenance of central air-conditioning unit" (HVAC System) make M/s Voltas Ltd.

IMPORTANT INFORMATION

Name of the Work	Annual Maintenance Contract for operation and all Inclusive Comprehensive Maintenance of central air-conditioning plant" (HVAC System) for UIDAI RO-Delhi at Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi.
Bid security / Earnest Money (EMD)	Rs.10,000 (EMD in a separate envelop, shall be part of the Technical Bid) by a Demand Draft in favour of “DDO, UIDAI, RO-DELHI” payable at New Delhi
Cost of Bid Document	NIL
Issue of BID documents	From 23.08.2017 , (May be collected from office on all working days or down loaded from website www.uidai.gov.in).

Last date & time of Submission of completed Bids	13.09.2017 by 1530 hrs.
Date & time of opening of Technical Bids	13.09.2017 at 1600 hrs
Date & time of opening of Financial bid	To be intimated separately to technically successful bidders only.
Period for submission of Performance Security	15 days from issue of Letter of Acceptance
Period for signing of Contract Agreement	15 days from issue of Letter of Acceptance
Address for communication in connection with this BID	UIDAI, Regional Office Delhi, Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi- 110001 Phone 011- 23481108

Note: All the interested parties are requested to visit the site before bidding for proper assessment of the subject work. The installations shall be taken over on as is where is basis.

ELIGIBILITY CRITERIA:

- i). The bidding agency/firm/company should have well established set up and in existence for the past 3 years
- ii) Prospective vendors shall have well experienced in similar type of works and should be Authorised Service dealers/service providers of M/s Voltas Ltd
- iii) Annual financial turnover during the last three years, ending 31st March of the previous financial year i.e 31.3.2017, should be not less than Rs. 5,00,000/- .
- iv) Experience of having successfully completed similar works for operation and maintenance during last 3 years ending last day of month previous to the one which application are invited.
- v) The bidder should have in possession of running AMC for similar/identical work in respect of minimum 02 Nos. of Central Air conditioning units having capacity of 40 tons or more (each single unit) in any govt. sector/Govt/PSU/large private Sector.
- vi) The bidding Agency should not have been blacklisted/debarred by any Govt Deptt/PSU/large Pvt. Sector undertaking or any pending investigation by any agency for unfair trade practices or malfunctioning.

BID SUBMISSION

The sealed and superscribed Bid must reach The Assistant Director General(Admn.), UIDAI RO-Delhi, Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, Delhi completed in all respects, latest by **1530 hrs on 13.09.2017 and technical bids will be opened on 13.09.2017 at 1600 hrs.**

Bids received after the above-mentioned time and date

shall not be accepted. Any Bid document submitted through post/courier is at the risk of the bidders and UIDAI RO-Delhi is not responsible for any delay/loss.

The Bids should be submitted in two parts in separate sealed envelopes. Part I will comprise acceptance of our terms & conditions of contract, form of particulars duly filled in, copy of IT PAN Card, Service Tax Registration No. allotted by the concerned authorities, Details of Manpower available, Details of Tools and Tackles available for executing similar jobs, Earnest Money Deposit of **Rs.10,000/- (Rupees Ten Thousand Only)** and other supporting documents indicating the proof of having provided similar services to Govt. Departments / Public sectors Undertakings/ Large Pvt sectors.

Documents indicated in check list of Part I of Bid must be submitted. Bidders who are found competent on the basis of information submitted in **Part –I** will only be considered for opening of financial bid. The envelopes must be superscribed with the following information:

Both the envelopes should be securely sealed and stamped separately and clearly marked as "**Envelope No.1 – Technical Bid (EMD & Eligibility Criteria)**" and "**Envelope No.2- Financial Bid**" respectively. Both the sealed envelopes should be placed in a third larger envelope clearly mentioning Bid Annual maintenance contract for operation and All Inclusive Comprehensive maintenance of Central Air-conditioning Plant" (HVAC System) for UIDAI RO-Delhi along with Bid Reference No, Due Date, Name of Bidder, Technical and Price bid in separate envelop inside etc.

It may please be noted that incomplete Bids shall be treated as non-responsive and shall be summarily rejected.

GENERAL TERMS AND CONDITIONS (GTC)

1. Sealed Bids in two bid system i.e. Technical Bid along with EMD, & Financial Bid separately, are hereby invited for the work of Annual maintenance contract for comprehensive maintenance of central air-conditioning unit" (HVAC System) make M/s Voltas Ltd installed at UIDAI RO-Delhi , Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, Delhi.
2. The contract shall be in force for initial period of one year and may be extendable further for two years based on performance. The contract can be terminated by either party by issuing one months advance notice in writing. The extension of contract shall, however, be discretion of UIDAI RO-Delhi and will be on mutually agreed terms & conditions.
3. Bids must be received by UIDAI RO-Delhi at the address given not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday for UIDAI RO-Delhi, the bids will be received up to the appointed time on the next working day.
4. Bidders may inspect the site in advance before quoting the rates, since, they will be responsible for break down free services for Annual Maintenance Contract for operation and all Inclusive Comprehensive Maintenance of central air-conditioning plant" (HVAC System) for UIDAI RO-Delhi
5. Earnest money is liable to be forfeited, if the contractor selected for the work fails to sign the formal agreement within 15 days from the date of issue of work award letter.
6. Bids which do not fulfil all or any of the conditions or are incomplete in any respect are liable to summarily rejected
7. Duly filled Bid along with earnest money by Subscribing AMC for Annual Maintenance Contract for Comprehensive Maintenance of central air- conditioning plant" (HVAC System) for UIDAI RO- Delhi at Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi.' on the envelope Duly sealed should be sent to:

UIDAI, Regional Office Delhi,
Ground Floor, Pragati Maidan Metro Station,
Pragati Maidan, New Delhi- 110001
Phone 011- 23481108

8. **Bid Validity:** The Bids shall be valid for 90 days from the last date of submission of Bids

9. **Earnest Money Deposit (EMD)**

9.1 The Earnest Money amounting to **Rs.10,000 /-** (Rupees Ten Thousand Only) by way of DD of a Schedule Bank, drawn in favour of DDO, **UIDAI, RO-Delhi** payable at **New Delhi** should accompany the Bid in separate envelope along with Technical Bid. Part Bids received without EMD will be treated as invalid and rejected.

9.2 The EMD will be returned to the bidder(s) whose offer is not accepted by UIDAI within one month from the date of the placing of the final order(s) on the selected bidder(s). However if the return of EMD is delayed for any reason, no interest / penalty shall be payable to the bidder. The EMD of the successful Bidder shall be released after receipt of required security deposit from the successful bidder.

9.3 The successful bidder, on award of contract / order must sign the contract / order acceptance in writing, within 15 days of award of contract / order failing which the EMD will be forfeited.

9.4 The EMD shall be forfeited:

- a) If the bidder, withdraws the bid during the period of bid validity specified in the Bid.
- b) In case a successful bidder fails to furnish the Security Deposit.

10. **Security Deposit :**

Within fifteen (15) days of the award of contract, the selected vendor shall furnish a Performance Security Deposit amounting to 10 % of the work order annual value by way of DD or BG from a Nationalized Bank in favour of **DDO UIDAI, RO-Delhi** payable at **New Delhi**. The Security Deposit will be forfeited, in case the vendor fails to execute the order to the satisfaction of UIDAI. The Security Deposit will remain with till the satisfactory completion of contract duly certified by employer and will not bear any interest whatsoever and will be liable for forfeiture in case of the breach of any terms and conditions of the Contract. In case of the bank guarantee for security deposit, the validity will be fourteen month (12 +2 months) from the date of letter of award/commencement of work which ever is later. The BG will be executed for extended period

11. UIDAI RO-Delhi does not bind itself to accept the lowest or any Bid and reserves the right of accepting the whole or any part of the Bid and the Bidder shall be bound to perform the same at the rates quoted.
12. Canvassing in connection with the Bids is prohibited and the Bids submitted by the contractor who resort to canvassing are liable for rejection.
13. The Bidder shall quote rates both in figures and words. He shall also workout the amount for each item of work and writes in both figures and words. On check if there are differences between the rates quoted by the Bidder in words and in figures or in the amount worked out by him, the following procedure shall be followed –
 - 13.1 When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the Bidder shall be taken as correct.
 - 13.2 When the amount of an item is not worked out by the Bidder or it does not correspond with the rate written either in figures or in words, the rate quoted by the Bidder in words shall be taken as correct.
 - 13.3 When the rate quoted by the Bidder in figures and in words tallies but the amount is not worked out correctly the rate quoted by the Bidder shall be taken as correct and not the amount.
14. Before Biding, the Bidder shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools, tackles & Plant etc., required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the employer under any circumstances.
15. The rates quoted in the Bid should be inclusive of all taxes, including service tax, duties & levies applicable on the last date of receipt of the Bids. In case any additional tax / duties are levied subsequently or if the percentage of tax / duty is increased/decrease, then UIDAI will reimburse/deduct the component of the new taxes / duties to the Contractor on submitting satisfactory documentary evidence to prove that the tax is actually paid by the Contractor to the respective Govt. agencies. The necessary deductions on account of

income tax, service tax etc. will be deducted at source, as applicable, as per Government Rules from the bills submitted by the Contractor and necessary TDS certificate will be issued.

16. EMD will be forfeited if the contractor fails to commence the work as per Letter of Award.
17. Bidder should not write any conditions or make any changes, additions, alterations and modifications in the printed form of Bids. Bidders who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the Bid except wherever needed after referring the details of the Bid and if asked for. Correction / overwriting should be countersigned by the Bidder.
18. The contractor will have to enter into agreement with UIDAI RO-Delhi within 15 days of Letter of Acceptance. The agreement is to be executed on adequate stamp paper. Cost of stamp paper will be borne by the contractor.
19. UIDAI RO-Delhi reserves the right to accept or reject any Bid in full or in part without assigning any reason.
20. The conditions beyond contractors control such as, but not limited to, war, strikes, fires, flood, governmental restrictions or power failures, damages etc, shall not be deemed a breach of the contract.
21. Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specification, and instruction herein before mentioned and as to the quality of the materials, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the contract, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of a person nominated by the DDG of UIDAI RO-Delhi and if he is unable or unwilling to act to as the Sole Arbitrator or some other person

appointed by him willing to act as such arbitrator. The submission shall be deemed to be submission to Arbitration under the meaning of the Arbitration Act, 1996 or any subsequent amendments of enactment thereof for the time being in force, conclusive and binding on all parties of the contract.

22. Responsibility of contractor:

22.1. The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, Contract Labour (Regulation and abolition) Act, 1970 and rules framed there under, and other labour laws affecting contract labour that may be brought into force time to time.

22.2. The contractor should maintain in the prescribed format wage-cum-muster roll which should be available at site.

23. The contractor shall make good all the damages caused to the machinery due to negligent operation and at the end of contract period he shall hand over plant and all equipment in the contract scope in good working condition

24. All necessary tools tackles should be provided by the contractor to his staff at his own cost. The Contractor/ bidder shall either have in possession or shall arrange the required necessary sets of spanners, testing equipment etc. with the technicians.

25. The surrounding areas with machinery will be kept neat & clean. Cleaning agents such as soap, detergent, cotton waste etc. will be provided by the contractor

26. The rate shall be fixed for entire duration of the contract.

27. **LEGAL JURISDICTION** – Incase of any dispute the Delhi Courts alone shall have the territorial jurisdiction to adjudicate upon the matter arising out of this contract.

Details of HVAC plant and equipments are given at ANNEXURE-I

Note: Bidders are advised to visit the site for verification of complete system. Variation in quantities of equipment w.r.t as given above is likely to occur as per UIDAI requirement and during the period of Contract.

1.0 SCOPE OF WORK:

The scope of work as mentioned below are the minimum expected from Authorised Service Dealers/Service providers apart from break down maintenance and any other work required for maintenance manuals of respective equipment and as per good engineering practices will be required to be done under this scope of work. Successful bidder will make Proforma for recording the following minimum work schedule/parameters and show to the employer to ensure proper accomplishment of these tasks.

2.0 WORK TO BE DONE

2.1. The reading of the suction and discharging pressure, oil pressure, oil and gas level, suction and discharging pressure of pumps, voltmeter & Ammeters etc shall be checked and recorded in the LOG BOOK (provided by the firm/agency/contractor).

2.2 To check all electrical motors and their bearing for abnormal noise/heating and to take necessary action if found abnormal

2.3. The temperature of each room shall be measured for any corrective action and these are to be recorded in LOG BOOK

2.44. To keep machine rooms equipments neat and clean including their room floor , wall ceiling etc in an orderly manner

2.5. To clean filters, condensors, oiling of Fans etc. and cleaning of ducts oat regular intervals.

2.6. Any other work required for the equipments for proper functioning

3.0 TOOLS & PLANTS

All the general & special tools, tackles i/c chain pully blocks etc., required for proper maintenance and repairs/break down etc, shall be arranged by the contractor at his own cost and issued to the staff deployed by him for this work.

4.0 CONSUMABLES

The rates shall be all inclusive of establishment as well as spares and consumables as per schedule of work. The contractor is required to assess the probable quantity of all types of spares and consumables likely to be required for replacement for keeping all the installations in good working conditions and include the lump sum cost of these spares & consumables. Nothing extra on any account shall be payable over and above the approved all-inclusive comprehensive rates of the contract. All spares and consumables shall be arranged by the contractor for which nothing extra shall be payable. Replaced parts/ spares, used brunt oil etc will be property of vendor. It is his responsibility to disposed of immediately

Log book and complaint books, all stationery like registers, sheets, markers, pens and pencils etc. will be supplied by the contractor and no extra payment for these shall be made.

5.0 PENALTY CLAUSE:

5.1 If work is not done as per above schedule or any system is not functioning then a penalty @ rate of Rs.500/- per day shall be imposed on contractor for each occasion separately and will be deducted from the AMC amount due to the contractor and if unsatisfactory performance is continued for more than two days and AMC is liable to be terminated and final decision for this shall rest with the **Deputy Director General, UIDAI RO-Delhi.**

5.2 If the contractor is NOT able to locate and rectify the fault and the reasons attributable to non performance of contractor the penalty clause is applicable as System remained non-functional **for 2 hrs or more.** The penalty will be Rs.500/- per day.

5.3 If contractor is not able to rectify the fault then the same may be got done through some other agency at the risk and cost of contractor failing which the same amount will be

deducted from AMC bill and penalty as stipulated above will also be imposed. However, the decision of the UIDAI RO-Delhi in this regard shall be final and binding.

5.4. During break down, if required more skilled/un-skilled workers may be deployed by the contractor to complete the work without much interruption of systems.

5.5 In case of break down immediate action must be taken to rectify the fault and restore the functioning of systems within reasonable time as considered by UIDAI RO-Delhi failing which penalty clause will be invoked.

6.0. **GENERAL PRECAUTIONS FOR DAILY MAINTENANCE TO BE OBSERVED AT EACH LOCATION:**

a) The Contractor is to ensure that all the installations and accessories provided for different installations are in their positions, levels, directions etc,

b) The contractors should have their maintenance people accessible either by person or by phone during or after office hours and if called for one to attend to work for repairing, rectification or servicing or as required for the smooth functioning of HVAC systems.

6.1 Any material required for making good the damages will be brought by the contractor at his own cost and risk, and such material should be of proper brand and of good quality.

6.2 The firm will be responsible for the security/insurance of their staff working at site and UIDAI RO-Delhi will not be responsible in any manner incase of any accident / miss-happenings.

7.0. **Additional Terms and Conditions:**

7.1 The contractors should visit the site and acquaint themselves of the conditions existing, restrictions in movements / working hour's security aspects, Condition of the plant equipment to be maintained / operated, before quoting for the job. No complaint of loss of labour, items of work not included, scope of work variation etc. will be entertained in handling similar works and should attach copies of cases handled by them along with performance certificate.

7.2 The contractor should submit list of spare parts required to carry out repairs and maintenance works well in advance to UIDAI.

- 7.3 They shall be responsible for any periodic statutory inspection to be carried out on the equipment necessary test report and certificate rectification of defects, pointed during such inspection etc.
- 7.4 Contractors should follow all safety norms and provide necessary safety equipment at their own cost. In case of any accident during the operation / maintenance of the equipment leading to injuries / damages to human beings equipment and / or loss of life, the contractor shall be fully responsible for setting all claims and indemnify the department against any claims arising out of such accidents. Consequent damages to other systems will however be recoverable from the contractor.
- 7.5 This contract can be terminated by the UIDAI RO-Delhi without assigning any reasons by giving a notice period of 30 days at any time during the period of contract. No claim for any compensation will however be entertained due to such termination prior to the expiry of stipulated period of contract.

8.0. **Special conditions of contract are:**

8.1 PLACE OF INSTALLATION OF EQUIPMENT UNDER OPERATION & MAINTENANCE

UIDAI RO-Delhi, Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi-110001.

8.2 PERIOD OF CONTRACT : The contract shall be in force for initial period of one year and may be extendable further for two years based on performance. The contract can be terminated by either party by issuing one months advance notice in writing. The extension of contract shall, however, be discretion of UIDAI RO-Delhi and will be on mutually agreed terms & conditions.

8.3 VALIDITY OF PERFORMANCE SECURITY

Till Expiry of the Contract with sixty days as claim period.

9.0 SCOPE OF WORK

- 9.1. Annual maintenance contract for comprehensive maintenance of central air-conditioning unit" (HVAC System) make M/s Voltas Ltd installed at UIDAI RO- Delhi, Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi
- 9.2 All the equipments/installations shall always be kept in good and trouble free operating conditions.
- 9.3 All the required record for break-downs/repairs and maintenance etc. shall be maintained in the form of history books, logbooks etc. as per directions.
- 9.4 The brief of main activities to be carried out for operation, routine/special & preventive and comprehensive maintenance is enclosed as per Annexure -II.
- 9.5 If for any reason any equipment is required to be repaired from any outside agency or in any workshop, the same shall be arranged by the agency at his own cost with in the quoted prices.
- 9.6 All general and specific tools , tackles and plants required for proper operation and control, shall be arrangement by the contractor at his own cost and issue to the staff deployed by him for this work
- 9.7 All the required repairs, replacement of materials /parts, refrigerant gas and oil and all type of consumable required for keeping all the installations in good working conditions shall be arrangement by the agency at their own cost and nothing shall be paid extra on any account
- 9.8 All the materials shall be of best standard quality purchased from the original manufactures or authorized dealers .
- 9.9** Their-conditioning plants shall be operated generally from 8.30 AM to 6.30 PM on all week days or as required. The plant shall also be operated before and after these hours/Holidays whenever required.
- 9.10 Down period shall not be more than one hour for minor breakdowns and six hours for major break downs subjects to force major clause beyond the control of the agency.
- 9.11 In case of any damage caused to the installation due to negligence, carelessness or inefficiency of staff of the firm the contractor shall be responsible to make good the loss. Decision of the DDG, UIDAI RO-Delhi shall be final & binding on the contractor.

FORMS

VARIOUS FORMS TO BE FILLED BY THE BIDDER

FORM 1

GENERAL INFORMATION ABOUT THE BIDDER

1	Name of the Company	
1a	Postal Address	
1b	Telephone / FAX No.	
1c	E-mail address & Website	
2	<u>Type of Company</u> : Attach Proof of Company Registration along with a copy of the Partnership Deed / Article of Association and Memorandum of Understanding Proprietorship / Partnership / Private Limited / Public Limited	
3	Name and designation of the representative of the Bidder to whom all reference shall be made to expedite technical co-ordination.	
4	Has the company / firm to pay arrear of income tax? if yes, up to what amount	
5	Has any Govt. Dept / Undertaking ever debarred the company / firm from executing any work?	
6	Reference of any other information attached by the company (give details of attachment)	
7.	Specify whether OEM or Authorised dealer/service provider of Voltas	

Date

Sign and Seal of Contracto

DECLARATION OF THE BIDDER

I / We, hereby declare that I/We have made myself / ourselves thoroughly conversant with the site conditions, local conditions regarding all materials and Labour of which I/We have based my/our rates of this work. The specification, conditions, results and lead of manpower on this work have been carefully studied and understood by me/us before submitting this Bid.

In case, if I/We fail to complete the work in stipulated time schedule, the penalty shall be levied as per contract condition.

I / We declare on solemn affirmation that whatever information submitted in this Bid is true and correct to the best of my knowledge and belief.

I / We hereby certify that my / our firm has not been disqualified by any office / Department / undertaking of the state / central Govt. of India at any time for providing manpower services or services of any description.

Place:

Date:

(Signature of the partner / manager /

Managing partner / with

Rubber stamp of the firm)

Sign and Seal of Contractor

FORM 1

List of work related Equipment, Machinery and tools tackles etc

immediately available with the Bidder for use on this work.

(To be submitted in Envelop No. 1)

Sl.No.	Description	Make	Date/ Cost of Purchase	Function / Purpose	Remarks

Sign and Seal of Contractor

FORM 2

Details of works of similar type executed by the bidder

(To be submitted in Envelop No. 1)

Sl.No.	Name of the Company with full address, phone, fax and name of contact person	Work Description	Ref. & Date of the order	Work Order Value	Details of Order & its Configuration	Dates of	
						Start	Completion

**Sign and Seal of
Contractor**

1. Copies of work orders should be attached with this information.
2. If necessary, separate sheet may be used

FORM 5

Details of technical personnel with the bidder who will be deployed for this work

Sl.No.	Name of the person	Qualification	Whether working in Field or in Office	Mode of employment & Experience	Period for which the person is working with the Bidder	Remarks

Sign and Seal of Contractor

TECHNICAL BID

PART - I

Essential Documents:-

Sl. No.	Name of Documents
1	Earnest Money Deposit of Rs.10,000/- in the form of Demand Draft payable in favour of DDO, UIDAI-RO Delhi , payable at New Delhi
2	Form of particulars duly filled & Signed (1 to 5)
3	<u><i>Declaration Form :</i></u> Acceptance of general Terms and Conditions of the Contract duly signed in by the tenderer /bidder
4	Copy of Income-tax PAN Card, PF & ESIC registration certificate
5	Copies of Work Orders & Certificate Indicating proof of having requisite Experience of Operation and All Inclusive Comprehensive Maintenance for the subject work in Govt. Firms/Public Sector undertakings /large Pvt sectors during last three years. As per eligibility criteria
6	Copy of Service Tax Registration Certificate No. and Date of Issue
7	Affidavit/ Declaration of Proprietor that he is the sole proprietor of the firm! Memorandum and Article of Association/ Partnership Deed, whichever is applicable.
8	Copy of IT Returns or Financial statements for the previous three years i.e. FY: 2014-15 & 2015-16, 2016-2017.
9	List of personnel available on hand & proposed to be engaged for the subject work.

10	Bid documents in original duly filled in and signed by Bidder/Tenderer or his authorized Representative along with seal on each page.
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Price quotations will be opened only of those parties who submit all essential documents indicated in the checklist of **Part-I**

FINANCIAL BID

PART-II

FINANCIAL BID PROFORMA

(In Sealed Cover-II superscribed "Financial Bid")

Sub :- Annual maintenance contract for comprehensive maintenance of central air-conditioning unit" (HVAC System) make M/s Voltas Ltd Installed at UIDAI RO-Delhi, Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi.

S.NO	Description of work	Unit Rate Per month (in Rs.)	Amt. Per annum
1.	Model No. CS-MDV500(18)WDRN1 (2 Nos.) 36 HP VRF A/C, 13 Nos indoor unit & R-410A Gas		
2.	Model No. CS-DCUS 55 (2 units) 5.5 TR Air Cooled package unit with filtration arrangement having down to 10 micron particle size with minimum efficiency of 90%, complete with all components, controls, interlocking, 6mm thick rubber pads, channels at the bottom of unit. electrical accessories, including air cooled condenser and refrigerant piping With electrical heating and fan section including pumps , electrical panels, different type of measuring instruments, different type of valves and cables etc. complete as per requirement Installed at UIDAI RO-Delhi, Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi.		
3.	Other administrative cost (including service charges)	--	
4.	Total Cost (Excluding Taxes & duties , if any	--	
5.	Taxes & Duties (to be quoted by firm)	--	

- *Note: i) If Quoting other Administrative cost (AS AT 3 ABOVE) as 'NIL ', the bid shall be considered unresponsive and such bid will not be considered.**
- ii) Firm to quote the applicable taxes & duties. However Taxes & duty shall be paid on actual at the time of making payment**
- iii) Ranking shall be decided as per Sl. No 4 above.**

Dated: _____ (Dated Signature of Tenderer

At: _____ with stamps of the Firm)

PART-II

PRICE BID

Sub: Annual maintenance contract for comprehensive maintenance of central air-conditioning unit" (HVAC System) make M/s Voltas Ltd installed at UIDAI RO-Delhi Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi.

We have studied the Bid document No. ----- dated _____ for the subject mentioned work and we accept all terms & conditions specified under the heading" General Terms & Conditions of Bid and Contract".

We hereby confirm that we will provide services as per the orders placed on us from time to time promptly. We also understand that in case of our failure to execute the order, UIDAI RO-Delhi will be free to make alternate arrangements at our risk and cost. We also confirm that in case of unsatisfactory services, UIDAI RO-Delhi has the right to take any legal course of action against us.

We agree to provide the services for the subject work for Annual Maintenance for comprehensive maintenance services as per the rates quoted by us.

We confirm that our quotations will be valid for 90 days from the date of submission of Bid.

Signature (Name of Bidder along

With Rubber Stamp of the firm)

Place:

Date:

ANNEXURE –I

Particulars of Requirements

Sl. No.	Name of item / machinery	Capacity	Make
1.	Model No. CSMV500(18)WDRN1 (2 Nos.) 36 HP VRF A/C, 13 No. indoor unit & R-410A Gas	36 HP	M/s Voltas
2.	Model No. CS-DCUSC55) (2 Nos.) 5.5 TR Air Cooled package unit with filtration arrangement having down to 10 micron particle size with minimum efficiency of 90%, complete with all components, controls, interlocking,6mm thick rubber pads, channels at the bottom of unit. electrical accessories, including air cooled condenser and refrigerant piping With electrical heating and fan section including pumps , electrical panels, different type of measuring instruments, different type of valves and cables etc. complete as per requirement Installed at UIDAI RO-Delhi, Ground Floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi.	5.5 tons	M/s Voltas

Note: Bidders are advised to visit the site for verification of complete system. Variations in quantities of equipment w.r.t as given above are likely to occur as per UIDAI RO-Delhi requirement and during the period of Contract.

Annexure-II

1. Cleaning of, filters and strainers.
2. Starting and stopping the plant in proper sequence
3. Stopping the plant whenever there is some abnormal noise & Leak test of systems
4. Maintaining of proper record of preventive maintenance
5. Maintaining of proper log sheet of running of plant
6. Recording of complains received and attending the same and closing the complain as per format supplied by the UIDAI
7. Descaling /chemical cleaning of condenser Filters & ducts once in a year or whenever required due to dust or any other reason
8. Checking and setting of controls four times in a year.
9. Topping of refrigerant whenever required
10. Replacing any defective controls in mechanical/electrical system whenever found defective
11. Rectification of leak if any and testing the system with nitrogen pressure and recommissioning after vaccumization.
12. Attending problems of any nature in compressors, motors, controls, condenser & ducts.
13. Carrying out off season preventive maintenance once a year
14. Replacement of defective ACB's, switches, fuses, contactors, starters, indicating lamps, controls, wires and lugs.
15. Any works, other than indicated above but required essentially for proper functioning of the equipments.

Annexure- III

PERFORMANCE BANK GUARANTEE

(With due stamp duty if applicable)

OUR LETTER OF GUARANTEE No. : _____

In consideration of UIDAI RO-Delhi, having its office at Ground floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi-110001. (hereinafter referred to as "UIDAI" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having entered into an agreement dated _____/issued service contract No. _____ dated _____ with/on M/s _____ (hereinafter referred to as "The Service provider" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the service provider having unequivocally accepted to provide the services as per terms and conditions given in the Agreement dated _____ /Service Contract No. _____ dated _____ and UIDAI having agreed that the Service provider shall furnish to UIDAI a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) of the value of the service contract i.e. for _____.

We, _____ ("The Bank") which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. _____ in your favour for account of _____ (The Service provider) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/ Service Contract.

Hereby, we undertake to pay upto but not exceeding _____ (say _____ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount claimed is due by reason of the Service provider having failed to perform the Agreement and despite any contestation on the part of above named Service provider.

This Letter of Guarantee will expire on _____ including 60 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

**Authorized Signature
Manager
Seal of Bank**

Annexure -IV

AGREEMENT

This agreement made on between UIDAI, Ground floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi-110001 (hereinafter called the employer) of the one part andhere in after called “ The Service provider ” of the other part.

Whereas the employer is desirous that certain works should be executed i.e. Annual Maintenance Contract for operation and all Inclusive Comprehensive Maintenance of central air-conditioning plant" (HVAC System) for UIDAI, RO-Delhi

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS :

- 1. In this Agreement words and expressions have the same meanings as are respectively assigned to them in the conditions of contract there after referred to.**
- 2. The following documents shall be deemed to form and be read and construed as part of this agreement viz.**
 - a) The Tender No.**
 - b) The award letter No.**
 - c) References as mentioned in the award letter**
- 3. In consideration of the payments to be made by the employer to the contractor, the contractor hereby covenants upon to execute and maintain the works in conformity in all respects with the provisions of the contract.**

UIDAI RO-Delhi hereby covenants to pay the consideration of, complete contract for providing "Annual maintenance contract for comprehensive maintenance of central air-conditioning unit" (HVAC System) make M/s Voltas Ltd installed at **UIDAI, Ground floor, Pragati Maidan Metro Station, Pragati Maidan, New Delhi-110001** at the contract price at the times and in the manner prescribed by contract

In witness whereof the parties have hereunto set their respective hands and seals the day and year first above written.

**For & on behalf of
Service Provider**

**For & on behalf of
UIDAI RO-Delhi**

Witness (i)

(i)

Witness (ii)

(ii)

Date :

Place: New Delhi