

## **TENDER FORMAT**

**TENDER FOR THE SEASONAL CONTRACT FOR SERVICE/REPAIR /MAINTENANCE OF 471 NOS. (APPROX.) DESERT/ROOM COOLERS, 61 NOS. (APPROX.) WATER COOLERS AND 377 NOS. (APPROX.) TABLE/PEDESTAL FANS INSTALLED AT POLICE TRAINING COLLEGE, JHARODA KALAN, NEW DELHI AND ITS WINGS I.E. PTS JHARODA KALAN, STC RAJENDER NAGAR & ASP CHANAKYA PURI, DELHI UPTO 30.09.2017.**

1. NAME OF THE FIRM : \_\_\_\_\_
2. CORRESPONDENCE ADDRESS  
WITH TELEPHONE AND FAX NO : \_\_\_\_\_
3. LOCAL ADDRESS WITH TELEPHONE  
AND FAX NO. : \_\_\_\_\_
4. WHETHER REGISTERED WITH NSIC  
/DGS&D, IF YES ATTACH COPY : \_\_\_\_\_
5. EXCISE/CUSTOM DUTY CERTIFICATE : \_\_\_\_\_
6. SALES TAX/VAT AND SERVICE TAX  
REGISTRATION PROOF : \_\_\_\_\_
7. LATEST SALE TAX/VAT AND SERVICE TAX  
CLEARANCE CERTIFICATE. : \_\_\_\_\_
8. PROOF OF PAST PERFORMANCE  
IF ANY : \_\_\_\_\_
9. LIST OF OWNERS/PARTNERS AND  
CERTIFICATION REG. BLACKLIST & CR.  
CASE ATTACHED OR NOT : \_\_\_\_\_
10. APPLICATION FEE **RS.500/-** : \_\_\_\_\_
11. EARNEST MONEY DETAIL : \_\_\_\_\_
12. COPY OF TERMS AND CONDITION  
DULY SIGNED : \_\_\_\_\_

SIGNATURE OF THE BIDDER  
WITH STAMP

\_\_\_\_\_

\_\_\_\_\_

**OFFICE OF THE PRINCIPAL, POLICE TRAINING COLLEGE,**  
**JHARODA KALAN, NEW DELHI-110072.**

No.5395/Genl. (II)/PTC, dated, New Delhi, the 25/03/2017.

Subject:- Tender for the Seasonal Contract for Service/Repair/Maintenance of 471 Nos. (Approx.) Desert/Room Coolers, 61 Nos. (Approx.) Water Coolers and 377 Nos. (Approx.) Table/Pedestal Fans installed at Police Training College, Jharoda Kalan, New Delhi and its wings i.e. PTS Jharoda Kalan, STC Rajender Nagar & ASP Chanakya Puri, Delhi upto 30.09.2017.

Sealed bids/quotations are invited in two bid system i.e. Technical Bid and Price Bid on the below mentioned terms and conditions by the undersigned from the authorized firms/govt. stores/private contractors for the Seasonal Contract for Service/Repair/Maintenance of 471 Nos. (Approx.) Desert/Room Coolers, 61 Nos. (Approx.) Water Coolers and 377 Nos. (Approx.) Table/Pedestal Fans installed at Police Training College, Jharoda Kalan, New Delhi and its wings i.e. PTS Jharoda Kalan, STC Rajender Nagar & ASP Chanakya Puri, Delhi upto 30.09.2017. For the above said purpose, sealed tenders/quotations are invited in two bid system i.e. Technical Bid and Price Bid on the below mentioned terms and conditions by the undersigned from the authorized firms/govt. stores as per specification/configurations mentioned below in this institution through Registered Post, Speed Post, Courier or these can be put personally in the sealed Tender Box kept in the office of the Principal/PTC (D.O. Room/PTC) by **06/04/2017 at 10.30 A.M.**

**The bidder(s) shall quote their rates for the below mentioned items:-**

<b>Sl. No.</b>	<b>Description of the item</b>
1.	Rates for service/repair/maintenance (including repair/replacement of wire, electrical parts, switches, rewinding of motor, fan blade, change of pump etc.) of desert/room coolers. <b>(not more than Rs.300/- per desert/room cooler + Service tax)</b>
2.	Rates for the service/repair/maintenance (including repair/replacement of fan motor, re-binding fan motors, fan blade, shaft, repair of compressor, gas refilling, repair/replacement of condenser, capacitor, dis-connector switch, thermostat, water tap etc.) of water coolers except Compressor. <b>(not more than Rs.3,500/- per water cooler + Service tax)</b>
3.	Rates for Service/repair/maintenance of table/pedestal fan (including repair/replacement of wire, electrical parts, switches, rewinding of Motor etc.) <b>(not more than Rs.99.50/- per table/pedestal fan including taxes)</b>
4.	Rates for replacement of new Fan Motor <b>(with Brand Name-ISI mark)</b> of Desert/Room Cooler, if not repairable. <b>(Minimum Guarantee/Warranty of One Year)</b>
5.	Rates for replacement of new compressor of Water Cooler <b>(with Brand Name-ISI mark)</b> , if not repairable. <b>(Minimum Guarantee/Warranty of One Year)</b>
<b>NOTE:- The bidder(s)/participating firms may inspect the desert/room coolers, Water Coolers and Table/Pedestal Fans installed at various places of this Institution in consultation with QMI/PTC/JK and QMI/PTS/JK etc. with the assistance of user to assess the work/condition before quoting the rates, no plea what so ever shall be entertained at later stage in this regard.</b>	

## **TERMS & CONDITIONS**

1. Separate envelope should be used for **TECHNICAL BID** and **PRICE BID**. The WORDS "TECHNICAL BID & PRICE BID" for Seasonal Contract for Service/Repair/Maintenance of 471 Nos. (Approx.) Desert/Room Coolers, 61 Nos. (Approx.) Water Coolers and 377 Nos. (Approx.) Table/Pedestal Fans installed at Police Training College, Jharoda Kalan, New Delhi and its wings i.e. PTS Jharoda Kalan, STC Rajender Nagar & ASP Chanakya Puri, Delhi upto 30.09.2017 as per description/specification mentioned above, required to be used in this institution and to be opened on **06/04/2017** at **11.00 A.M.**, shall be prominently marked on the top of each envelope separately and both bids & main envelopes should be addressed to the Principal, PTC, Jharoda Kalan, New Delhi by designation & not by name sealed envelopes should further be put in a bigger envelope duly sealed and super-scribed.
2. The bids should reach this office by **10.30 A.M.** on **06/04/2017**. The technical bids will be opened first and the Price Bid will be opened only after scrutiny of technical bid. The price bid of only those firms will be opened, which will qualify in the technical bid.
3. No bid will be accepted by hand and bids received late will not be entertained.
4. Incomplete or Conditional bids will not be entertained.
5. No representative shall be allowed to attend the meeting of the Purchase Committee on behalf of more than one tendering firm/store.
6. The bidding firm must be registered with the Sales Tax/VAT Deptt. and Service Tax, and a copy of registration for Sales Tax/VAT and Service Tax bearing TIN Number be provided. A copy of latest Sales Tax/VAT and Service Tax Clearance Certificate or copy of latest challan must be attached with the quotation, failing which the tender shall be rejected.
7. Percentage (%) of Taxes (VAT/Service tax), if any to be claimed shall be indicated clearly in the quotation.
8. Bidder(s) participating in the tender have to deposit **Application Fee of Rs.500/- & Rs.30,000/-** as Earnest money in form of Account Payee Demand Draft in favour of the Principal, Police Training College, Jharoda Kalan, New Delhi. In the absence of earnest money tender will be rejected straightaway. Earnest money deposited with the tender shall bear no interest. The EMD can also be submitted in the form of fixed deposit receipt, Banker's cheque or Bank Guarantee from any Commercial Bank in an acceptable form.
9. **The Application Fee is non-refundable.**
10. Any agency which has exemption on earnest money deposit from Govt. of India's Department or Ministry shall furnish a certified copy of such order, indicating therein that they are exempted; failing which bid shall not be entertained.

11. The contract shall be valid upto **30.09.2017** and contractor will be responsible for service/repair/maintenance of desert/room coolers, water coolers and Table/pedestal fans during the period.
12. The bidder(s) may quote their rate after confirming the makes & models and condition of the Desert/Room Coolers, Water Coolers and Table/Pedestal Fans, no plea what so ever shall be entertained at later stage in this regard.
13. Last date for submission of tender in the office of the Principal, Police Training College, Jharoda Kalan, New Delhi is **06/04/2017 at 10.30 A.M.** Applying agencies/their representatives are at their liberty to attend the proceedings of opening of the tender at **11.00 AM** on the same day, depending upon the availability of members of the Purchase committee. In case, the tenders are not opened on **06/04/2017** due to any administrative or law & order problem or due to holiday etc., the same shall be opened on the next working day at **11.00 A.M.** However, the tender Box shall be closed and sealed on specified date and time.
14. The firm will have to bear the cost of damage that may occur during repair/service etc.
15. The price must be quoted with clear term of Excise, Sales Tax/VAT/Service tax and other charges etc. If these taxes/charges are not mentioned separately, it will be presumed that the price quoted are inclusive of all taxes/charges. No claim for taxes/charges will be entertained at a later stage.
16. No advance payment shall be given to any agency/firm on any grounds what so ever. The payment shall be arranged only after satisfactory report from the user. The name, rank & number of the user must be mentioned on the service reports.
17. The bid must contain the name, office and residential address including telephone number(s) of the person or persons with his/their usual signatures.
18. However, the minimum warranty/guarantee period of the items (fan motors/compressor) would be given from the date of supply/installation.
19. Bidder(s) shall indicate their rates in clear visible figures and it shall not overwriting/mark cutting in the rates. If alteration/overwriting/ cutting in rates are noticed, such bids shall not be taken into consideration.
20. In case the bidders/successful bidder(s) is noticed breaking any condition(s) at any stage during the proceedings of tender warranty/guarantee period, the legal action as per rules/laws shall be initiated and Earnest money/security money as applicable can be forfeited. Proceedings for blacklisting will also be initiated.
21. Conditional bid shall not be accepted at any cost and liable to be rejected straightway.

22. A copy of terms & conditions duly signed by the bidder as a token of acceptance of the same should be attached along with the tender. Unsigned tender documents shall not be accepted at any cost.
23. The committee decision shall be final and the bidder(s) should not have any objection in this regard.
24. The Purchase Committee reserves the right to relax any of the above mentioned conditions and reject on his discretion any or all bid(s) altogether without assigning any reason.
25. The bidding firm will deposit the papers of past performance with various Govt./Semi Govt. Deptt., if any.
26. **The bidder(s)/participating firms may inspect the desert/room coolers, Water Coolers and Table/Pedestal Fans installed at various places of this Institution in consultation with QMI/PTC/JK and QMI/PTS/JK etc. with the assistance of user to assess the work/condition before quoting the rates, no plea what so ever shall be entertained at later stage in this regard.**
27. All disputes are subject to the jurisdiction of the Courts in the NCT of Delhi.
28. In case bidder(s) is found in breach of any terms & conditions, a Show Cause Notice can be called.
29. In case of any differences, the Principal/PTC may call the firm for negotiation to patch up the matter amicably before approaching the Court.
30. The competent authority reserves the right to reject any tender or all tenders without assigning any reasons thereof, on the recommendations of the Purchase Committee.
31. The quoted amount for the service/repair/maintenance (including repair/replacement of wire, electrical parts, switches, rewinding of motor, fan blade, change of pump etc.) of Desert/Room cooler should not be **exceeded of Rs.300/- per Cooler + service tax.**
32. The quoted amount for the service/repair/maintenance (including repair/replacement of fan motor, re-binding fan motor, fan blade, shaft, repair of compressor, gas refilling, repair/replacement of condenser capacitor, dis-connector switch, thermo-state, water tap etc.) of Water Cooler should not be exceeded of **Rs.3,500/- per cooler + service tax.**
33. The quoted amount for the service/repair/maintenance table/pedestal fan (including repair/replacement of wire, electrical parts, switches, rewinding of Motor etc.) of table/pedestal fan should not be exceeded of **Rs.99.50 per table/pedestal fan including taxes.**

34. **The bidders will also quote the rates for replacement of new Fan Motor (with Brand Name) of Desert/Room Cooler, if not repairable (Minimum Guarantee/Warranty of One Year -ISI mark/branded) and rates for replacement of new compressor of Water Cooler (with Brand Name/ISI mark), if not repairable (Minimum Guarantee/Warranty of One Year).**
35. The price shall be for service/repair/maintenance at PTC/JK, PTS/JK, STC Rajender Nagar and ASP Chankaya Puri, Delhi including transit and forwarding to carrier and statutory levies, if any. There shall be no extra charges given for these items.
36. All complaints, related to the work shall be rectified by the firm within 24 Hours during the period of contract i.e. from the date of work order upto 30.09.2017. If repair work is not completed, legal action shall be initiated against the firm as per norms specified in the tender and proceeding for blacklisting will also be initiated.
37. The firm(s) whose bid is accepted will have to deposit Performance Security in the shape of FDR or Bank Guarantee @ 10% of the tendering amount in favour of the Principal, Police Training College, Jharoda Kalan, New Delhi. No interest is payable on the performance security.

**A) THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED WITH THE ENVELOPE MARKED AS TECHNICAL BID AND DOCUMENTS SHOULD BE PROPERLY PAGED IN TENDER FORMAT:-**

1. APPLICATION FEES OF RS.500/- IN THE SHAPE OF AN ACCOUNT PAYEE DEMAND DRAFT IN FAVOUR OF THE PRINCIPAL, POLICE TRAINING COLLEGE, JHARODA KALAN, NEW DELHI.
2. EARNEST MONEY OF RS.30,000/- IN THE SHAPE OF BANK DRAFT IN FAVOUR OF THE PRINCIPAL, POLICE TRAINING COLLEGE, JHARODA KALAN, NEW DELHI.
3. SERVICE TAX & SALES TAX/VAT REGISTRATION CERTIFICATE.
4. LATEST SERVICE TAX & SALES TAX/VAT RETURN/ ACKNOWLEDGEMENT CHALLAN.
5. CERTIFIED COPY OF ORDER INDICATING THEREIN CLEARLY THAT THEY ARE EXEMPTED OF EARNEST MONEY AND SECURITY DEPOSITS FROM GOVT. OF INDIA'S DEPARTMENT OF MINISTRY, IF EXEMPTION CLAIMED.
6. COPY OF TERMS & CONDITIONS DULY SIGNED WITH SEAL OF THE FIRM, AS A TOKEN OF ACCEPTANCE OF TERMS AND CONDITIONS.
7. CERTIFICATE THAT THEY ARE NEITHER BLACK LISTED NOR ANY CRIMINAL CASE IS REGISTERED AGAINST THE FIRM.
8. ANY OTHER RELEVANT IMPORTANT INFORMATION, IF ANY.
9. PRICE BID SHALL CONTAIN PRICE CLEARLY MENTIONED SERVICE TAX/SALES TAX/VAT & OTHER LEVIES ONLY AND NO OTHER DOCUMENTS SHALL BE ENCLOSED WITH THE PRICE BID.

**SD/-**

PRINCIPAL, POLICE TRAINING COLLEGE;  
JHARODA KALAN, NEW DELHI.

### PRICE BID

Sl. No.	Description of the item	Quantity	Per Unit Cost
1.	Rates for service/repair/maintenance (including repair/replacement of wire, electrical parts, switches, rewinding of motor, fan blade, change of pump etc.) of desert/room coolers. <b>(not more than Rs.300/- per desert/room cooler + Service tax)</b>	471 Nos. (Approx.)	Rs.
2.	Rates for the service/repair/maintenance (including repair/replacement of fan motor, re-binding fan motors, fan blade, shaft, repair of compressor, gas refilling, repair/replacement of condenser, capacitor, dis-connector switch, thermostat, water tap etc.) of water coolers except Compressor. <b>(not more than Rs.3,500/- per water cooler + Service tax)</b>	61 Nos. (Approx.)	Rs.
3.	Rates for Service/repair/maintenance of table/pedestal fan (including repair/replacement of wire, electrical parts, switches, rewinding of Motor etc.) <b>(not more than Rs.99.50/- per table/pedestal fan including taxes)</b>	377 Nos. (Approx.)	Rs.
4.	Rates for replacement of new Fan Motor <b>(with Brand Name-ISI mark)</b> of Desert/Room Cooler, if not repairable. <b>(Minimum Guarantee/Warranty of One Year)</b>	--	Rs.
5.	Rates for replacement of new compressor of Water Cooler <b>(with Brand Name-ISI mark)</b> , if not repairable. <b>(Minimum Guarantee/Warranty of One Year)</b>	--	Rs.
<b>NOTE:- The bidder(s)/participating firms may inspect the desert/room coolers, Water Coolers and Table/Pedestal Fans installed at various places of this Institution in consultation with QMI/PTC/JK and QMI/PTS/JK etc. with the assistance of user to assess the work/condition before quoting the rates, no plea what so ever shall be entertained at later stage in this regard.</b>			