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**GOVERNMENT OF INDIA MINISTRY OF  
COMMERCE & INDUSTRY  
OFFICE OF THE CONTROLLER GENERAL OF PATENTS,  
DESIGNS & TRADEMARKS**



**INTELLECTUAL  
PROPERTY INDIA**

PATENT OFFICE  
BOUDHIK Sampada Bhawan,  
PLOT NO. 32, SECTOR – 14,  
DWARKA, NEW DELHI-110075  
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**E-Tender Notice**

**Tender for “Repair and Running, Maintenance & Operation of  
Central Air-conditioning plant” of old building at Intellectual  
Property Office at Dwarka New Delhi**

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MINISTRY OF COMMERCE & INDUSTRY  
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No. IPO/DEL/A.C. Plant/2017/

**Date:23/08/2017**

Sub:- **Repair and Running, Maintenance & Operation of Central Air-conditioning plant” of old building at Intellectual Property Office at Dwarka New Delhi**

### **1. Request for Tender (RFT):**

On behalf of The President of India, digitally signed online e-tenders are invited for Repair and Running, Maintenance & Operation of Central Air-conditioning plant by the Controller General of Patents, Designs and Trademarks from experienced and eligible Vendors / contractors in Two Bid system (Technical & Financial).

The agencies/parties interested in responding to this RFT must submit their bids online using e-Procurement portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)) in the prescribed formats along with all necessary documents and information requested herein.

**The bids may be submitted latest by 05:00 PM on 20.09.2017.**

Financial bids for only those bidders will be opened who are declared qualified in technical evaluation. The date and time for opening of financial bids shall be separately notified on NIC's e-Procurement Portal ([eprocure.gov.in](http://eprocure.gov.in)). O/o CGPDTM may seek any further clarification or documents as required.

All details regarding the subject RFT are available on websites: [www.ipindia.gov.in](http://www.ipindia.gov.in), [www.tenders.gov.in](http://www.tenders.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in). Any changes/ modifications/ corrigendum in connection with this RFT will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. O/o CGPDTM shall not be liable to send any individual information or issue a public notice.

### **2. Electronic Submission of Bids**

- i. Bids against this RFT shall be received only electronically through the e-Procurement Portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)). No bids shall be accepted in hard copy or in any other form.
- ii. For submission of e-bids, bidders are required to get themselves registered with [eprocure.gov.in](http://eprocure.gov.in) website using Class III Digital Signature to submit e-tender.

- iii. The e-tender will be submitted online in two Electronic Envelop system.
  - a) **Electronic Envelope No-I** :- Eligibility documents & Technical Bid(e-Tender).
  - b) **Electronic Envelope No-II** :- Price Bid.
- iv. The tender cost and Earnest Money Deposit (EMD) is required to be submitted in the form of a Demand Draft from a nationalized bank, which must reach Patent Office Delhi before closure of the e-tender in the manner prescribed herein.
- v. The details of Tender cost, EMD (Demand Draft) uploaded during bid submission, and those submitted physically in EMD Box at Patent Office, New Delhi, should tally. Otherwise, the bid is liable to be rejected.
- vi. Bids should be submit online by downloading excel file and same can be uploaded after filling the rates for items without any alterations/cuttings etc. Such cuttings/alteration etc even if accompanied by signature shall be liable to be rejected on such grounds.
- vii. On Line e-Tender can only be submitted after uploading following valid scanned documents ( i.e. e-Envelope-I) related to eligibility conditions up to Last date and time of online submission/ uploading of E-tender.

**The bidders are required to upload soft copies of the following:**

- Acceptance of Technical Bid (prepared on Company's Letter head).
  - Copy of PAN No., and GST No.
  - Scanned copy of Demand Draft submitted towards Tender Document/Tender Cost of Rs. 1000/- as mentioned in Technical Bid or MSME Registration Certificate.
  - Scanned copy of Demand Draft submitted towards Earnest Money Deposit of Rs. 25,000/- as mentioned in technical bid or MSME Registration Certificate.
  - Copy of required Experience Certificate (Satisfactory Completion Certificate) as per S. No. 5 Request for Tender (RFT).
  - Copy of required annual turnover as per S. No. 5 Request for Tender (RFT).
  - Certificate/undertaking that the firm has not been blacklisted/debarred by any Govt. Department. (on Non-Judicial Stamp Paper)
  - Complete tender document (Page 1- 9) duly signed and stamped on each page by the bidder in token of having understood and agreed to the terms and conditions mentioned.
  - Inspection certificate from the Patent office for site visit (Mandatory). Failing of which tender should be summarily rejected.
  - Financial Bid (prepared on CPP excel format).
- viii. Validity of tender shall be for 90 days from the date of opening of tender.

- ix. The bidding process will be accepted only through e-Tendering platform. As tenders are invited through e-Tendering process, physical copy of the tender document would not be available for sale. Contractor can upload documents in the form of JPG format, PDF format and any other format as permissible by the e- tendering portal.

### **CRITICAL DATES FOR TENDER**

1 Publishing Date -	23.08.2017
2. Document Sale Start Date -	24.08.2017
3. Document Sale End Date -	20.09.2017
4. Seek Clarification Start Date -	24.08.2017
5. Seek Clarification End Date -	18.09.2017
6. Bid Submission Start Date -	24.08.2017
7. Bid Submission End Date -	20.09.2017
8. Bid Opening Date -	22.09.2017

For any queries relating to the process of online bid submission or queries relating to CPP Portal (eprocure.gov.in), Bidder may contact CPP Portal Helpdesk on Tel No's: 0120-4200462, 0120-4001002 & 91- 8826246593. For other technical issues bidders may contact officer in-charge Dr. S.D.Bhatnagar (9868534302) and Sh. Ajay Singh Meena (9968526162).

### **3. Earnest Money Deposit (EMD)**

- a) All Bidders are requested to furnish an EMD of Rs. 25000/- (Rupees Twenty Five Thousands Only) By way of Demand Draft drawn in favour of "The Controller of Patent", payable at New Delhi or MSME Registration Certificate.
- b) The envelope containing the EMD along with Covering Letter mentioning the details of Bidder Company on the company's Letter head, should be sealed and super-scribed as "Repair and Running, Maintenance & Operation of Central Air-conditioning plant of Intellectual Property Office, Sector-14, Dwarka, New Delhi".
- c) Bids for which EMD is not received (other than the exempted cases) in the prescribed manner shall be rejected summarily.
- d) O/o CGPDTM or Patent Office shall not be responsible for non-receipt/non/delivery/delayed receipt of the EMD due to any reason whatsoever. EMD shall not carry any interest.
- e) EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned after Award of Contract to the Successful Bidder. EMD of the successful bidder shall remain with Patent Office and shall be refunded after expiry of the contract without interest within a period of two months.

#### 4. Bid Details

Bidders are required to furnish the rates including all taxes etc., strictly in the prescribed Performa of Financial bid. Financial bid shall contain price only and no other documents shall be enclosed with the financial bid.

#### 5. Qualifying Criteria

- a) The yearly average turnover shall be Rs. 25 Lacks during the preceding three years.
- b) The bidder shall have successfully completed similar works during the last three years as mentioned below:
  - i. At least three work orders, costing not less than Rs 3 Lakh each  
OR
  - ii. At least two work Orders, costing not less than Rs 5 Lakh each  
OR
  - iii. At least one work Orders, costing not less than Rs 10 Lakh each

The performance certificate from the concerned department shall also be furnished. The proof of work (i.e. work order and successful competition certificates) should be attached in technical documents. Work of similar nature means “Repair of centralized AC plant of at least 100 TR capacity and AMC of mini one unit of 100 TR capacity for one year.”

CGPDTM reserves the right to verify the proof of having experience and expertise of the bidder in executing similar works and the bidder has to produce the proof thereof.

#### 6. ADDITIONAL CONDITIONS:

- a. Bidders should quote their rates of individual items and for rebate offered in figures as well as in words. If the rates are not quoted in words in addition to figures, such tenders will be rejected. Incomplete quotation in any form shall be rejected.
- b. While applying for the tender document, the intending tenderers shall furnish proof of, experience certificates, works completed/awarded, valid GSTIN as applicable and registration with Central/state Govt. department and PSUs.
- c. Intending bidders shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the completion of the Works and the means of access to the Site, the accommodation he may require and in general shall himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect this tender. ***The Certificate from site will be issued and bidder shall attached that certificate as eligibility document for opening of financial bid, failing which the bidder shall be considered as not interested and the same shall not be considered for opening of financial bid.***

- d. Rates for all items must cover the cost of all appropriate materials, all taxes including Service Tax/GSTIN, labour, machinery, scaffolding, tools and plants and all appliances including safety harnesses whatsoever necessary for the complete execution of the work.
- e. The contractor will not be entitled for any compensation due to enactment of any law, regulation etc. on account whether the same is / are enforced by State / Central Govt. during the tenure of the contract, other than the Service Tax payable by the Service Receiver , as per the relevant Acts & Rules. Any other tax like Sales Tax on Works Contract, or levy, octroi, excise duty etc. on materials or any elements in respect of this contract, shall be payable by the contractor and Patent Office will not entertain any claims whatsoever in this respect.
- f. The contractor shall produce documentary proof of tax paid to Govt. authorities on completion of the subject tender, before the release of security deposit.
- g. Contractors who does not fall under the GSTIN/Service Tax criteria as per the yearly turn over, shall give an undertaking as per the attached sheet and shall owe all the responsibility of Tax, , if it arises in future.
- h. It is mandatory that storage of all the hazardous chemicals /powders should be as per the directives of the competent Government Authorities & should not be easily accessible to the persons other than the authorized expert personnel of the contractor.
- i. The workers carrying out the work shall be provided with proper safety gear as per the requirements. The tools/ equipment for use shall be of standard quality.
- j. Price adjustment clause is not applicable to this contract. Mobilisation advance shall not be paid by Patent Office on any account.
- k. Patent Office reserves to itself the right to accept or reject any tender either in part or in whole without assigning any reason for doing so & does not bind itself to accept the lowest or any tender.
- l. The contractor shall adhere to the rules, regulations & instructions of Security Dept. of Patent Office security at the office premises. The contractor should also ensure that the workers do not loiter anywhere in the building other than the work site. Any action taken by Security Departments against the defaulters shall be contractor's responsibility.
- m. If it is noticed that the unit rates quoted by the tenderer for any items are unusually high or unusually low, it will be sufficient cause for rejection of the tender unless the Office is convinced about the reasonableness of the unit rates on scrutiny of the analysis for such unit rate to be furnished by the tenderer on demand.
- n. **Tenderers are advised to submit the tender strictly based on the terms and conditions and specification contained in the Tender Documents and not to stipulate any deviations. Conditional tenders are liable to be rejected.**
- o. Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 120 days from the date of opening of the tenders.
- p. The rates quoted by bidder shall remain firm till completion of all works even during the extended period, if any, on any account what so ever. It is provided that the contractor shall not increase any of the rates, quoted in the tender till the completion of work.
- q. This department has the right to forfeit the security deposit in full or in part in the event of failure on the part of contractor to fulfill the terms and conditions of the contractor.
- r. The awarded repair work should be completed within the period indicates in the job order, if it is not completed within the time as specify in the order then penalty will be charged @1% of total cost of repair work. AMC contract will start only after completion of repair work.

- s. In case any incident occurs with the deployed labour of the contractor/agency while working, it will be the responsibility of the contractor/agency. This office shall not be liable for any claim.

**7. Breach of Terms & Conditions:**

In case of breach of any of the terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order or contract as a whole without assigning any reason therefor, and nothing will be payable by the Patent Office in that event and the security deposit will be forfeited.

**8. Subletting of Work:**

The contract will be non-transferable and hence the firm shall not be entitled to assign or sublet the work or any part of it to any other person or party failing which the contract will be cancelled immediately.

**9. Jurisdiction**

The disputes, if any, arising between the successful applicant and CGPDTM shall be resolved amicably, failing which it shall be referred to an Arbitrator, mutually acceptable to both parties, appointed by the CGPDTM as per the Arbitration and Conciliation Act, 1996. Alternatively, this shall be subject to the exclusive jurisdiction of courts at Delhi.

10. **Disclaimer:** Indian Patent Office or any person authorized by the competent authority shall not be responsible for any omission or errors on the part of the Tenderer.

Administrative officer  
Patent Office,  
New Delhi

## **SPECIAL CONDITIONS OF CONTRACT**

1. The contractor will submit his tender after examining the tender documents, scope of work, specifications, clauses, additional terms of contract agreement, special terms & conditions, bill of quantities etc. and visiting the site personally (site visit is compulsory before filing tender bid). The tenders filed without site inspection will be summarily rejected.
2. The offer shall remain valid for 90 days from the date of opening of Tender. The value of tender can not be increased or decreased and any item cannot be added, deleted, withdrawn or substituted without any notice as per the requirements of IPO without assigning any reason.
3. If a tenderer whose tender is accepted and fails to undertake the work as per the date of issue of award letter, the earnest money deposited will be forfeited and no payment will be given for the work done by vendor.
4. O/o The CGPDTM does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
5. O/o The CGPDTM will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
6. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with "The Patent Office".
7. The successful tenderer shall have to sign the contract agreement within 10 days of the allotment of work.
8. Correspondence, if any, on the tender shall be addressed to the The Administrative Officer, Patent Office, Boudhik Sampada Bhawan, Plot No. 32, Sector-14, Dwarka, New Delhi and any communication addressed to any other person shall not in any manner be binding upon The Patent Office.
9. Even though the applicants may meet the above criteria, they are subject to be disqualified if they have:
  - i) Made misleading or false representation in the form, statement and attachments submitted, Or
  - ii) Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. Or
  - iii) Found to have been black listed in any work assigned by department earlier which was not completed within prescribed period and rest of the work being completed by department from another vendor. Or
  - iv) Conditional tenders or Telegraphic tenders or Tenders containing remarks uncalled for or Tenders not submitted on prescribed Performa or Tenders submitted late shall be rejected.
- ~~10.~~ The tenderer shall quote his rates in words and figures with reference to each item and must enter for all the items shown in the attached Bill of quantities. Incomplete offer shall be liable for rejection. In case there is a discrepancy in "words" and "figures", the rate in words will be taken as correct for evaluation of tender. It is mandatory for the tenderer to quote the rates for all the items, failing which the tender will be rejected.
11. The tenderer shall stamp and sign at the bottom right hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.
12. The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor, and shall be reckoned from the 10th day of the date on which the order to commence



the work is given to the contractor. Within ten days of award of work the contractor shall prepare and submit a schedule for work execution in the form of a bar chart/CPM network and submit the same for approval of the H.O, The Patent Office, New Delhi. The work on the contract shall be executed according to the approved schedule as aforesaid and shall throughout the stipulated period of the contract be proceeded with all due diligence (time being deemed to be the essence of the contract on the part of the contractor).

13. Work shall be carried out as per CPWD specifications for HVAC.
14. Payment will be made after completion of work and issuance of certificate of full working of all units by technical committee.
15. Nothing will be paid extra in Labor rate/items rates.
16. For bad work or incomplete work no payment will be given to contractor and tender shall be cancelled and given to 2nd lowest bidder.
17. The time period for the execution of the repair work will be 30 days from the date of issue of the job order.
18. No advance payment will be made to the contractor.
19. Material should be shown / inspected to the concerned Engineer-In-Charge / Care taker/ Supervisor before installation/ filling / charging.
20. Work will be the completed to the entire satisfaction of the Committee.
21. Incomplete work will be got done at the risk and cost of the contractor.
22. No. T & P shall be issued by the Patent Office and contractor has to make his own arrangement.
23. The contractor shall maintain in good condition all work-executed till the completion of entire work allotted to him.
24. The contractor shall keep progress or the different parts simultaneously as far as possible so that minimum breakage and repairs are required. The entire work shall be handed over in satisfactory finished state.
25. Recovery for the damaged done to the office building by the contractor or his Labor will made form the bill of contractor.
26. The contractors shall be responsible for any injury or accident to the Labor working at site and no claim shall be given by the office.
27. The envelope containing EMD/Tender cost must be properly sealed.
28. The tenderer must see and thoroughly inspect the AC Plant and all the air handling units including other related machines and accessories at each floor installed in Patent Office, New Delhi before quoting the rates.
29. Tenderer must collect the '**Certificate of Inspection**' from Administration and submit with technical bid failing which tender shall not be taken for financial opening.

30. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of the site, nature and extent of ground, working condition of site and locality including stocking of materials, installations of tools and plants (T&P) etc. conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim what so ever on such account shall be entertained by the office in any circumstances.
31. CGPDTM reserves the right to forfeit the earnest money if the contractor fails to commence the work within stipulated time.
32. The Contractor should furnish a performance security for repair work (item No. 1 of Financial Bid) to Patent Office, New Delhi of an amount of 10% of the price quoted against Item No. 1, valid up to 12 months from the date of award of Contract. The payment will be released subject to the production of this document.
33. Failure of the successful bidder to comply with the requirement of above shall constitute sufficient grounds for the annulment of the award in which event CGPDTM may make the award to the next evaluated bidder or call for new bids.
34. The earnest money can be adjusted against the performance security deposit, to be furnished by the successful tenderer.
35. The performance security deposit would be refunded after the successful completion of warranty period and no interest would be paid.
36. All required tools such as Test lamps, Spanners, cutting pliers, screw drivers, Grease gun, vacuum cleaner / blower, other T&P like multi-meter, Tong-tester, etc., required for the proper maintenance of the installation shall be arranged by the contractor.
37. The contractor is responsible for watch & ward and the upkeep of the installations in perfect working condition, carrying out routine check and to attend any breakdown immediately.
38. Proper record has to be maintained for all the complaints attended and the routine checks and cleaning shall be carried out.
39. After taking over the site, the contractor will check all the installations and submit the report mentioning the defects during taking over the system within 15 days. After 15 days every defect noticed will be attended by the contractor at their own cost.
40. The tenderer shall inform the Department well in advance about the requirement of any spares, consumables items necessary for satisfactory maintenance and upkeep of the split ACs.
41. Any loss or damage to the inventory by way of theft sabotage or mal-operation of equipment and machinery shall be made good by the contractor at his own cost.
42. Contractor would be bound to execute such additional items, which can be termed as logical, essential and necessary (even though not listed in schedule of work) for the effective execution of the work in totality, rates for such items of work shall be rationally analysed / derived and would be binding on the contractor.
43. No staff shall leave his duty unless relived by his reliever. Head of office, The Patent Office reserves the right to detain the staff for duty in the next shift if the reliever fails to turn up.

44. If any worker engaged, is found to be not suitable for the position, the contractor has to remove the person from the site immediately and substitute is posted. The decision of Head of office, The Patent Office in this regard shall be final and binding on the contractor.
45. Attendance register of the staff engaged shall be maintained and the same shall be countersigned by the authorized representative of the office.
46. The staff appointed by the contractor shall have a good character and will be responsible for good behavior.
47. The firm will have to arrange furniture like bench, stool, table and chairs for the staff at his own cost & nothing extra will be paid.
48. Department shall in no way be involved in any dispute of whatever kind between the contractor and the staff engaged by him.
49. In case of leave of any staff, a substitute has to be arranged by the contractor who has got the required qualification and adequate experience. The staff will attend the duty on all working days.
50. The contractor shall provide requirements of the consumable material for non comprehensive items to the office prior in advance (minimum 7 days).
51. The contractor shall arrange uniform for all the workers at its own cost & nothing extra will be paid.
52. As soon as any defect is noticed in any of the equipment / accessories, the same will be brought to the knowledge of the Head of office, The Patent Office or his authorized representative .
53. Preventive maintenance as per scope of work shall be properly adhered to by the successful Contractor within quoted amount. A record of the same will be maintained & signed.
54. The overhauling and repairing of any of the Split units, air-conditioning plant & equipments like water chilling units, chilled water pumps, motor balancing of blower, sluice / gate valves chemical cleaning of AHU cooling coils, de-scaling of valves are covered under the scope of work.
55. The contractor will have to depute experienced staff for daily operation including Saturday's, and the attendance register will be maintained at site.
56. No labour below the age of 18 years shall be employed on work.
57. Agency shall maintain log book and attendance record as well as History Book at site and shall record the data as per instruction of the Head of office, The Patent Office or his authorized representative.
58. All the staff deployed by the agency at site shall be suitably qualified with adequate experience in operation of air-conditioning plant its associated equipments and other air conditioning units covered in the scope of work. Details of their educational qualifications, trade certificates experience, etc., shall be submitted to the Head of office, The Patent Office for reference and records.
59. The wages of A.C. Mechanic cum Electrician / Operator / Serviceman and Helper shall be payable as per minimum wages fixed by Govt. of the National Capital Territory Delhi. The statutory increase in wages from time to time by Govt. of NCT shall be reimbursed on production of having paid the said increase.
60. The department reserves the right to terminate the contract by giving one month notice in writing during the currency of the contract without any financial repercussions on either side.
61. Any damage to the building equipment caused during the execution of work, shall be the responsibility of the contractor to restore the same in its original position and nothing extra shall be paid on this account.

62. The Institute will not be responsible, if any accident occurs or whatsoever due to negligence of worker employed & no compensation shall be paid by the Institute.
63. The contractor shall provide sufficient safeguard to avoid any accident.
64. If a tenderer whose tender is accepted fails to undertake the work as per terms & conditions of the contract or as mentioned in the award letter, the earnest money deposited will be forfeited.
65. O/o The CGPDTM does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
66. O/o The CGPDTM will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.

The successful tenderer shall have to sign the contract agreement within 15 days of the allotment of work.

**Scope of Work**

**(A) “Repairing of Central Air-Conditioning Plant of Carrier-make and all the air handling units including other related machines installed at different floors of old building of IPO, New Delhi”**

S.No	Description of item to be checked and or repaired	Quantity	Make
1	Repair of Compressor SCPM card (with two year warranty)	2 No's	Carrier
2	Replacement of water flow switch with new one	2 No's	
3	Replacement of compressor oil ( Lit) with new one	80 Ltr.	
4	Replacement of drier in Plant with new one	4 No's	
5	Repair of CVT (Constant Voltage Transformer)	2 No's	
6	Replacement of HP Switch/sensor with new one	2 No's	
7	Replacement of Temperature Thermometer/detector with new one	12 No's	
8	Overhauling of compressor	2 No's	
9	Leakage testing and repair of tube and compressor line		
10	Overhauling of condensing pumps	3 No's	
11	Replacement of cooling tower fan with new one	1 No's	
12	Repair of AHU electrical panel for making functional in auto mode		
13	Replacement of siphon with gauge of AHU	40 No's	
14	Replacement of temperature thermometer of AHU	16 No's	
15	Replacement of Canopy gate of AHU	8 No's	
16	Overhauling of hot water generator	2 No's	
17	Over hauling of chiller plant including descaling with chemical	1 No's	
18	Filling of gas in chiller plant no 2	100 Kg	
19	Replacement of belt in AHU's	16 No's	
20	Air balancing of ducts and chiller floor wise to maintain constant temp in all area of building.	For old building only	
21	Providing ducting in rooms from existing lines	50 sq mt.	
22	Oil Filter	4 No's	
23	Painting of cooling tower pipe line	50 Mtr Approx.	

**(B) Comprehensive Running, Maintenance & Operation of Central Air-conditioning plant including associated equipments**

S.N.	Description Of Item	Billing	Qty
1	“Running, Maintenance & Operation of Central Air-conditioning plant and their associated equipments as per list given below for IPO, Building during the year 2017-2018	Per Month	2 HVAC
2	Staff to be deployed:		
	(i) A.C. Technician/Mechanics.*  (One for Centralised AC Plant, other for split ACs)	Per Month	2

	(ii) Operator / helper	Per Month	1
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**(C) Non-Comprehensive Running, Maintenance & Operation of split AC's and their associated equipments**

1	Running, Maintenance & Operation of split AC's and their associated equipments installed at different floors of IPO building, New Delhi, during the year 2016-2017."	Per month	47 Split AC's
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**EQUIPMENT DETAILS COMPREHENSIVE AMC (Item No-B)**

S. No.	Equipment	Quantity (No's)	Make
1	Air cooled chiller of capacity 110 TR (Main Building)	2	Carrier
2	Chiller Pump 30HP	3	ABB
3	Condenser Pump 25HP	3	ABB
4	AHU (G. Floor) 17000 CFM	1	ZECO
5	AHU (G. Floor) 21000 CFM	1	ZECO
6	AHU (First Floor) 15000 CFM	1	ZECO
7	AHU (First Floor) 17500 CFM	1	ZECO
8	AHU (Second Floor) 11500 CFM	1	ZECO
9	AHU (Second Floor) 21000 CFM	1	ZECO
10	AHU (Third Floor) 7000 CFM	1	ZECO
11	AHU (Third Floor) 7000 CFM	1	ZECO
12	Hot water Generator 90Kw	2	Rapid Cool

13	Cooling Tower 160TR	2	Delta Cooling
14	Split AC's	47	Hitachi/Carrier/LG
15	Chiller Main Panel	1	
16	Hot Water Generator's Panel	2	
17	AHU's Panel	8	
18	AHU sub Panel	2	
19	Chiller & Condensor Pump Panel	1	

**\* The AMC for plant is initially for Two years and can be extended for one year based on performance.**

### **Preventive Maintenance**

Schedule of Preventive Maintenance by the operational staff for Central Air-conditioning plant

#### **Daily checks**

1. Cleaning of Plant Equipments.
2. Recording of data in Plant Room and AHU's as well as Air-conditioned areas.
3. To record & report undue noise in equipment / vibrations / leakages in pumps & valves.
4. Schedule of checks as recommended by the manufacturer.
5. Any other check as per directions of the Officer-in-Charge.

#### **Weekly Check**

- 1 Check for damage especially to coil and filters
- 2 Cleaning of AHU pre-filters.
- 3 Check for air and water leakage.
- 4 Check if any blockage.
- 5 Check the operating oil level and oil leakage in gearbox.
- 6 Inspect basin for clogging
- 7 Weekly cleaning and checking of cooling tower and position.
- 8 Weekly checks on pumps and chillers.
- 9 Working of electric panel on auto mode and cleaning of carbon contents from parts.

#### **Monthly checks**

1. Cleaning of Air-filter with air blower & water.
2. Checking belt tension & alignment of belt drive.
3. Checking of difference in pressure and temperature between inlet and outlet of AHU's and suction & discharge pressure of pumps.
4. Checking of protection devices installed including purge valves, check valve flapper section, fire dampers, adjustment of controlling dampers, fresh air etc., to suit the site conditions.
5. Check for vibration in motor and blower.
6. Air balancing of all floor as per requirements.

### **Quarterly checks**

1. Clean all strainers.
2. Checking of dampers in AHU's and ducts including fire dampers.
3. Cleaning of fins of cooling coils.

### **Other AC UNITS 1.0T; 1.5T and 2.0T capacity (Item No, -C)**

#### **Daily checks**

1. Cleaning of Equipments.
2. Recording temperature data daily.
3. To record & report undue noise in equipment / vibrations / leakages in pumps & valves.
4. Schedule of checks as recommended by the manufacturer.
5. Any other check as per directions of the Officer-in-Charge.

#### **Monthly checks**

1. Regular checkup as Cleaning of Air-filter with air blower & water; Temp variation; gas and external units.

#### **PENALTY CLAUSE:**

- a. If work is not done as per above schedule or any system is not functioning then a penalty @ rate of Rs.1, 000/- per day shall be imposed on contractor and will be deducted from the AMC amount due to the contractor and if unsatisfactory performance is continued for more than two days as felt by officer in charge, AMC is liable to be terminated and final decision for this shall rest with the Head of Office, Patent Office, New Delhi.
- b. If the contractor is NOT able to locate and rectify the fault for reasons attributable to the non performance of contractor, as assessed by officer in charge, the penalty clause will be applicable if System remains non-functional beyond 6 hrs. The penalty will be Rs.1, 000/- per day.
- c. If contractor is not able to rectify the fault beyond 24 Hrs. 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 Head of Office, Patent Office, New Delhi in this regard shall be final and binding.
- d. The contractor shall ensure to provide an alternate qualified manpower or replace with a standby in case any of the regular staff deployed is absent or on leave.
- e. The contractor shall be responsible for the good conduct and behavior of his employees. If any employee of the contractor is found misbehaving with the supervisory staff or any other staff member, the contractor shall terminate the services of such employees at their own risk and responsibility on the recommendation of the Head of Office, Patent Office, New Delhi.

### **Qualification & Experience of persons to be deployed at site for warranty period**

S.No	Post	Qualification
1	Air-conditioning Mechanic	Should have passed ITI in the trade of Air –conditioning and have a minimum three years experience in the field of maintenance of central Air-conditioning or have 5year experience in maintenance of Electrical panels and systems of central Air- conditioning plants and systems of central Air-conditioning plants.
2	Helper	Should have basic knowledge of Air-conditioning equipment.



**Annexure- 'A'**

<b>Sl. No.</b>	<b>Description</b>	<b>Values/Description to be applicable for relevant clause(s)</b>
i)	Name of work	Repair and Running, Maintenance & Operation of Central Air-conditioning plant of <b>Intellectual Property Office, Sector-14, Dwarka, New Delhi</b>
ii)	Client/Owner	CGPDTM
iii)	Type of Tender	Item Rate
v)	Earnest Money Deposit	Rs. 25000/- (Rupees Twenty Five thousand only)
vii)	Mobilization Advance	Not applicable
viii)	Interest Rate on mobilization advance	Not applicable
ix)	Validity of Tender	90 (Ninety) days
x)	Performance Guarantee	Not applicable
xi)	Security Deposit/ Retention money	Successful bidder have to deposit performance security @ 10% of the total contract value based on last year billing in shape of DD or Bank Guarantee within 07 days from the date of acceptance of the tender that shall be released after the completion/termination of the contract

Should this tender be accepted, the following undertaking shall be signed by the tenderer without which the tender shall be considered incomplete and rejected out rightly

**Annexure- 'B'**

**Undertaking by the Tenderer**

- (a) I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof, to forfeit and pay to CGPDTM, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.
- (b) I/We hereby agree to pay the earnest money of amount as mentioned in the "Memorandum to this Form of Tender" in favour of Controller of patents, payable at place as mentioned in the "NIT/ITT"
- (c) If I/We fail to commence the work within 10 days of the date of issue of Letter of Intent and/or I/we fail to sign the agreement as per contract and/or I/we fail to submit performance guarantee as per contract, I/we agree that CGPDTM, IPO shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Intent and to forfeit the said earnest money as specified above.
- (d) I/we are also enclosing herewith the Acceptance letter on the prescribed proforma as referred to in condition of NIT as Annexure- "\_\_\_\_"

Dated the \_\_\_\_\_ day of \_\_\_\_\_

SIGNATURE OF TENDERER

NAME (CAPITAL LETTERS) : \_\_\_\_\_

ADDRESS : \_\_\_\_\_  
\_\_\_\_\_

SEAL OF TENDERER

SIGNATURE OF WITNESS

NAME (CAPITAL LETTERS) : \_\_\_\_\_

OCCUPATION \_\_\_\_\_

S.No.	Particulars	Self attested copy
1.	Proof of Income Tax Return for at least last preceding three years	Yes/No
2.	Self attested copy of PAN Number.	Yes/No
3.	Self attested copy of GST number	Yes/No
4.	Proof of yearly average turnover shall be Rs. 25 Lakh during the preceding three years	Yes /No
5.	Orders/Satisfactory completion certificate for undertaking of work in Govt. Office /Govt. Undertaking Office /Private Office etc.	Yes /No
6.	Earnest Money Deposit of Rs. 25,000/- as mentioned in technical bid or MSME Registration Certificate.	Yes /No
7.	Document/Tender Cost of Rs. 1000/- as mentioned in Technical Bid or MSME Registration Certificate.	Yes /No
8.	Certificate/undertaking that the firm has not been blacklisted/debarred by any Govt. Department. (on Non-Judicial Stamp Paper)	Yes /No
9.	Complete tender document (Page 1- 9) duly signed and stamped on each page by the bidder in token of having understood and agreed to the terms and conditions mentioned.	Yes /No
10.	Inspection certificate from the Patent office for site visit (Mandatory).	Yes /No

Signature of Authorized Signatory  
NAME OF THE AGENCY WITH SEAL

**DECLARATION (on letter head of Company)**

I / We hereby declare that I / We have read and understood the Terms and Conditions of the contract, Specifications, Drawings, and Schedule of Quantities etc. and hereby agree to abide by them. In token thereof, I / We have signed below and at the end of the Schedule of Quantities, failing which the tender is liable to be rejected.

I / We understand that our Tender will not be considered if the rates for items are not written both in FIGURES and WORDS.

I / We hereby confirm that only the relevant entries asked for, have been made within the Tender documents issued to us. I / We also confirm that in the event of any entry in this Tender document other than the relevant entry or condition shall make this Tender invalid.

Date : \_\_\_\_\_

SIGNATURE OF TENDERER  
WITH RUBBER STAMP