

राजीव गांधी राष्ट्रीय युवा विकास संस्थान
Rajiv Gandhi National Institute of Youth Development
युवा कार्यक्रम और खेल मंत्रालय, भारत सरकार
Ministry of Youth Affairs & Sports, Govt. of India
श्रीपेरुम्बुदूर /Sriperumbudur – 602 105

No: RG/E-48/AC Tender/2017-18

Date: 22.03.2018

Notice Inviting Tenders / Bids for Maintenance of Air Conditioners, Electrical Installations, Running of Chiller units Diesel Generator Sets in RGNIYD.

Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur, Ministry of Youth Affairs & Sports, Government of India, invites Tenders/Bids under two bid systems, from duly registered service providers/Organisations for providing Manpower for AC & Electrical maintenance.

LAST DATE & TIME

BID SUBMISSION	: 06.04.2018 @ 02.00 PM
TECHNICAL BID OPENING	: 06.04.2018 @ 03.00 PM
TENDER DOCUMENT FEE	: Rs.1,000/- (Rupees one thousand Only)
EMD FEE	: Rs.55,000/-(Rupees fifty five thousand only)

Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur, Ministry of Youth Affairs & Sports, Government of India, invites Tenders/Bids under two bid systems, from duly registered service providers/Organisations for providing Manpower Services for AC & Electrical Maintenance.

1. Supervisor-01
2. AC Mechanic-01
3. AC Helper-01
4. Electrician-03
5. Electrical Helper-03

The actual requirement of manpower in the above categories may vary from time to time.

2. Standards/ Benchmarks for the services sought are as under:

The man power provided should be qualified enough to do their jobs and should possess at least 02 years' experience for having worked in similar works/ contract.

3. Requirements for Technical Bids:-

The manpower should be provided by the selected agency from **01.02.2018**, as per detailed Terms and Conditions mentioned in Annexure-I.

Only those agencies, which fulfil the following minimum criteria, should submit their bids.

- i. The Service Provider/ Agency/Firm should be registered with the Labour Department of Government of India or Government of Tamil Nadu for undertaking Manpower Services. A copy of the certificate of Registration with labour Department shall be attached with the bid.
- ii. The Service Provider should be registered under EPF Act and a copy of the valid registration certificate issued by EPF organisation shall be attached with the bid.
- iii. The service provider should be registered under ESI Act and a copy of the valid registration certificate issued by the ESI Corporation shall be attached with the bid.
- iv. The Service Provider should provide a copy of the PAN issued by the IT Department.
- v. The Service Provider should be registered with Service Tax Department/ GST regn issued to the Service Provider shall be attached with the bid.
- vi. Annual turnover of the service provider/ Agency should not be less than Rs.50 lakhs.(This has to be supported with audited Balance Sheets for the Financial Years 2014-15, 2015-16 and 2016-17 and IT Returns for the respective years).
- vii. The Service Provider/ Agency must have proper mechanism for intake, verification of candidates' character and antecedents, Management and placement of the skilled manpower. The persons engaged by the Agency should not have any adverse police records/criminal cases against them. The agency would responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. The character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police. Proof of identity like Aadhar Card, Driving License, Bank Account details, proof of previous experience should be submitted to this institute. The service Provider will also ensure that the personnel deployed are medically and physically fit. The service Provider shall withdraw such employees, who are not found suitable by this institute for any reasons immediately on receipt of such a request from this institute.
- viii. Work experience of the Service Provider/ Agency of Providing skilled manpower, of similar nature, in other Ministries/ Departments of Government of India / Govt. of Tamil Nadu and any State Govt. during last three (03) years must be supported by copies of work orders and particulars of contact officer in the concerned Ministries/Departments/PSU must be furnished. The Service provider should have enclosed one service contract value of Rs.15 lakh per month (or) two contract value of Rs.7.5 lakh per month (or) three contract value of Rs.5 lakh per month in the last 03 financial years.

ix. ***If the agency is presently having the contract with RGNIYD minimum of 02 or more, they are not eligible to participate in this tender.***

x. The manpower supplying agency should have been in existence for not less than five years.

xi. It should not have been blacklisted by any organization.

xii. It should be willing to take up the contract on the terms and conditions given at Annexure-I.

5. The Service Provider/ Agency selected (Successful bidder) for awarding the job will be required to submit Security Deposit at 5% of the accepted value, in the form of a DD/ FDR/TDR/ Bank Guarantee drawn in favour of The Director, RGNIYD which will be forfeited in the event of termination of job contract on account of violation of any of the above mentioned terms and conditions.

6. The tender shall be submitted in two sealed covers, one with Technical bid and the second with financial bid both the cover should be kept inside a sealed cover:

A) The first sealed cover should be superscripted "Technical Bid" and should contain:

i) The proforma at Annexure-II (Duly Filled in) with all attachments.

ii) Agency profile including previous experience of supply of manpower to Government Department etc.

iii) Acceptance of terms and conditions at Annexure-III

iv) All other required documents.

v) EMD in favour of the Director, RGNIYD in the form of DD for Rs.55,000/- & Tender Application Fee of Rs.1,000/-

B) The second sealed envelope superscripted "Price Bid " should contain only price bid in the form of Annexure-II. The shall quote their "Service Charges" interms of percentage over the Per day Basic Wages towards the engagement of Supervisors, Electricians, Electrical Helper, AC Mechanic, AC Mechanic Helper.

C) The "Technical Bid" and Financial Bid" are to be kept separately in two sealed envelopes and thereafter both the envelops placed in one bigger envelope duly sealed shall be dropped with the stipulated date and time in the Tender Box available at Administrative Section, RGNID, Sriperumbudur or send by Speed Post/Courier. The name of the tender Subject and the address of the agencies/organisation must be clearly mentioned on each of the sealed envelopes. Technical bids will be opened by the committee in the stipulated date and time. Bids without EMD or incomplete bids without signature and seal in each sheet of the tender will be summarily rejected.

7. Financial Bids of the technically qualified vendors shortlisted by a committee constituted for this purpose will be opened on a later date and time which will be intimated to the technically qualified agency.

8. RGNIYD reserves the rights to amend/withdraw any terms and conditions in the Tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Competent Authority, RGNIYD in this regard shall be final and binding on all.

9. Any Manpower agency can have a maximum of two contracts in RGNIYD. A man power agency who has already taken a man power contract in RGNIYD, can at the maximum be awarded another one man power contract in other categories e.g., Security staff, DEO, Housekeeping Services and Garden Maintenance as the case may be in RGNIYD. In case a man power contractor who has already been awarded a man power contract work, and has become lowest in two new tenders, only one eligible will be awarded and this second new tender will be summarily rejected complying the above condition.

TERMS AND CONDITIONS

A) General

- i. The contract is likely to commence the contract on **01.02.2018** valid for a period of one year, unless it is curtailed or terminated by the RGNIYD, owing to deficiency of service, sub-standard quality of persons deployed, breach of contract, reduction or cessation of the requirements of work.
- ii. The contract shall automatically expire on completion of one year from the date of commencement of the contract unless extended further by RGNIYD.
- iii. RGNIYD has the right to extend the contract for a further period and the contractor is bound to do the work during the extended period of contract at the same rates, terms and condition of the Original Contract.
- iv. The tenderer is bound by the details furnished by it to RGNIYD while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract tendering the tenderer liable for legal action besides termination of contract and forfeiture of security deposit.
- v. Financial bids of only those tenderers who are declared qualified technically shall be evaluated.
- vi. The persons engaged by the Agency should not have any adverse police records/criminal cases against them. The agency would be responsible to make adequate enquires about the character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police. Proofs of identity like driving licence, bank account details, in proof of previous experience, proof of residence recent photograph, and a certificate in proof of past experience should be submitted to this institute. The service provider will also ensure that the personnel deployed are medically fit. The service provider shall withdraw such persons, who are not found suitable by the institute for any reasons immediately on receipt of such a request from this institute.
- vii. The successful contracting company/ firm/agency shall, to the extent possible, deploy the existing persons, who are already on contractual assignment with the RGNIYD, provided they are otherwise suitable and fulfil the eligibility criteria.
- viii. All the Technicians and Helpers shall be preparedly male.
- ix. The contracting company/Firm/agency shall furnish the following documents in respect of the persons who will be deployed by it in this Institute before the commencement of work.
 - a) List of persons shortlisted containing full details i.e date of birth , marital status, address, phone number, email, educational qualification , experience etc.,
 - b) Bio-data of the person with photograph affixed.
- x. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.

- xi. The service provider shall engage necessary persons as required by this institute from time to time. The said persons engaged by the service providers shall be the employee of the service provider to pay their salary/wages in time i.e before 6th day of every month. There is no master & servant relationship between the employees of the service provider and RGNIYD and further the person deployed by the service provider and RGNIYD and further the person deployed by the service provider shall not have any claim whatsoever for regular employment in the RGNIYD.
- xii. The service provider's personnel shall not divulge or disclose to any persons of any details of office, operation process technical Know-how, security arrangements, administrative/organizational matters as all are confidential/secret in nature.
- xiii. The service Provider's personnel working nature should be polite, cordial positive and efficient while handling the assigned work and their action provider shall be responsible for any act of indiscipline on the part of the personnel deployed by him.
- xiv. The service provider will have to remove from the RGNIYD, any deployed person, who is/are found in competent or for his/her/their misconduct and the service provider shall forthwith replace them. The service provider, upon receiving written notice from RGNIYD, shall replace immediately any of its personnel, if they are unacceptable, to the breach of confidentiality or improper conduct.
- xv. The service provider shall ensure proper conduct of his personnel in the RGNIYD campus, and enforce prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work.
- xvi. The transportation, food, medical and other statutory requirement in respect of each personnel of the service provider shall be borne by the service provider.
- xvii. The requirement of staff: Supervisor for AC Plant & Ele. Installation-1, AC Mechanic cum Plant Operator- 1, AC Mechanic cum Plant Helper-1, Electricians- 3, Electrical Helper- 3. The No. of staff may vary according to needs. *For better understanding/assessment of the exact requirement of personnel for the work, tenderer shall visit the RGNIYD campus between 10 a.m. – 5 p.m. on any working day before submitting the quotes. The tenderer may contact the Consultant Engineer in this regard (Mob.No.90031 40841).*
- xviii. The service provider will provide the required number of personnel for a shorter period also, in case of any exigencies as per the requirement of this Department.
- xix. The service provider shall provide a substitute well in advance, if there is any probability of the persons leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- xx. The service provider shall be contactable at all times and message by phone / mail / Fax/ Special Messenger from this Institute to him /her shall be acknowledged immediately on receipt on the same day. The Service provider shall strictly observe the instructions issued by the Institute in implementing the Contract from time to time.
- xxi. RGNIYD shall not be liable for any loss, damage, theft, burglary, or robbery of any personal belongings, equipment, or vehicles of the engaged personnel.
- xxii. The agency on its part and through its own resources shall ensure that the goods, materials and equipment etc., are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or commission on the part of its staff or its employees etc. if RGNIYD suffers any loss or damage on account of negligence, defaults, or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse the pecuniary value of the loss, as decided by RGNIYD for the same. The agency shall keep RGNIYD fully indemnified against any such loss or damage.

- xxiii. Finger prints of the employees of the agency will be stored in the Bio-metric attendance machine. All employees of the agency shall register their attendance in the finger printing machine will entering and leaving the office. Wages is payable to the employees on the basis of his/her attendance record in the Bio-metric attendance however RGNIYD as the right to change the biometric attendance system to attendance register signing system as per RGNIYD will wish or in case of breakdown of biometric attendance system.
- xxiv. The successful bidder will enter into an agreement with RGNIYD for supply of suitable manpower. The agreement will be valid for a period of one year from the date of deployment of labour and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of one year. Any statutory increase in wages/DA etc. will be admissible, subject to production of notification issued in this regard by the competent statutory authority. The contract / agreement is extendable for further period subject to satisfactory performance of the agency.
- xxv. On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employment or non-employment of the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

B. Financial

- i. Bids, offering rates, which are lower than the minimum wages for the pertinent category of jobs as mentioned in Annexure II to the tender notice, would be summarily rejected.
- ii. The successful bidder shall furnish a Security Deposit at 5% of the accepted value the form of DD/FDR/TDR/Bank Guarantee in favour of the Director, RGNIYD. The DD will be forfeited in case if supply of manpower is delayed beyond the period stipulated by the RGNIYD or for noncompliance of the terms of agreement by the service provider or frequent absence from duty/ misconduct on part of manpower supplied by agency. The Security Deposit will be released within three months of expiry of the contract + 3 months period including extended period, if any, subject to the condition that the contractor has cleared all statutory dues in respect of all the employees.
- iii. The agency shall submit, in the first week of the succeeding month, the bill in duplicate, along with attendance sheet, to the RGNIYD for passing and payment, within 15 days from the date of receipt of bill in the RGNIYD.
- iv. The bill shall be accompanied by copies of PF /ESI challans, attendance sheet, service tax /GST challan etc. failing which a portion of the bill amount shall be held up till the proof is furnished, at the discretion of RGNIYD. The payment will be released by the third week of the following month after deduction of taxes at source under the laws in force.
- v. Payment to the service provider would be strictly on certification by the officer with whom personnel are attached that their services are satisfactory and their attendances are as per the biometric attendance machine.

- vi. The wages to the employees should be paid through bank in electronic mode. A statement indicating the name of the employee name of the Bank, account number of each employer and wages credited to the account of the each employee should accompany the monthly bill and such statement should bear the signature and office seal of the Bank Officer concerned.
- vii. No wage/remuneration will be paid to any staff for the days of absence from duty.
- viii. The RGNIYD reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- ix. Statutory deduction towards income tax and goods & services Act will be made from every monthly bill.

C. Integrity pact against Fraud and Corrupt Practices.

- 1) The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, the RGNIYD may reject an application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process.
- 2) Without prejudice to the rights of the RGNIYD under condition (i), hereinabove, if an Applicant is found by the RGNIYD to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender in any tender issued by the Institute.
- 3) For the purpose of the condition at (i) above, the following terms shall have the meaning hereinafter respectively assigned to them.
 - a) "Corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (ii) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project:
 - b) "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
 - c) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property of the Institute to influence any person's participation or action in the Bidding Process.
 - d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing,

- lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- e) “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process;

D. Legal

- i. The Service Provider shall be responsible for compliance of all statutory provisions relating to Minimum wages Act, Provident Fund Act, Employees State Insurance Act. Payment of wages Act, Shop & Establishment Act, etc. in respect of the persons deployed by it in this Institute.
- ii. The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the RGNIYD to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- iii. The Service Provider shall maintain all statutory registers under the applicable laws. The Agency shall produce the same, on demand, to the concerned authority of RGNIYD or any other authority under law.
- iv. The agency shall be responsible for payment of wages to each worker employed by him as Contract Labourer and such wages shall be paid on or before 6th of every month.
- v. It is obligatory on the Contractor to ensure that wages paid should not be less than the minimum wages fixed by the Government, from time to time and all statutory Requirements such as Employees’ Provident Fund, Employees’ State Insurance, and Bonus etc. must be incorporated in salary.
- vi. That the personnel deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of RGNIYD.
- vii. The service provider shall not assign, transfer, pledge, or subcontract the performance or services without the prior written consent of the Institute.
- viii. In case, the tendering Agency fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the Institute is put to any loss/obligation, monetary or otherwise, RGNIYD will be entitled to get itself reimbursed out of the outstanding bills or the performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.
- ix. The service provider’s personnel shall not claim any benefit/compensation/regularization or services from RGNIYD under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
- x. In case of breach of any terms & conditions stipulated in the contract, the performance security deposit of the Agency will be liable to be forfeited, besides annulment of the contract.
- xi. For all intents and purposes, the service providing Agency shall be the “Employer” within the meaning of different Labour Legislations in respect of persons so deployed in the RGNIYD. The persons deployed by the Agency in the

RGNIYD shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with (or) RGNIYD.

- xii. RGNIYD has the right to terminate the contract by giving a 7 days' notice in case of poor performance or any other reason which may affect the working of the RGNIYD or for any other reason which may affect the name fame of the institute.
- xiii. All disputes or difference whatsoever arising between the parties out of or relating to means, operation of this contract or the breach thereof shall be settled by Arbitration in terms of " The arbitration and conciliation Act, 1996" with all statutory modifications and award made in pursuance thereof which shall be binding on the parties.
- xiv. The Courts at Chennai will have exclusive jurisdiction for any issue/dispute arising out of or in connection with this contract.

E. Penalty:

For non-compliance of the above conditions penalty shall be levied at the rate mentioned against each condition

Sl. No.	Condition to be fulfilled	Penalty levelled
1.	Photo copy of challan for remittance of Employee's contribution to ESI for a month deducted at 1.75% of the wages from the wages of all employees for a month should be produced along with the bill for the succeeding month.	Rs.25/- per employee for such employees for whom contribution to ESI was not remitted.
2.	Photo copy of challan of for remittance Employer's contribution to EPF for a month deducted at 4.75% of the wages from the wages of all employees for a month should be produced along with the bill for the succeeding month.	Rs.100/- per employee for such employees for whom contribution to ESI was not remitted.
3.	Photo copy of challan for remittance of Employee's contribution to EPF for a month deducted at 12% of the wages from the wages of all employees for a month should be produced along with the bill for the succeeding month	Rs.1800/- per employee for such employees for whom employer's contribution to EPF was not remitted.
4.	Photo copy of challan for remittance of Employer's contribution to EPF for a month deducted at 12% of the wages from the wages of all employees for a month should be produced along with the bill for the succeeding month.	Rs.1800/- per employee for such employees for whom employer's contribution to EPF was not remitted.
5.	Payment of wages for a month should be distributed to all the employees on or before 6 th of the succeeding month.	Rs.1000/- per day for each day of delay in disbursement of wages from 7 th of the succeeding month subject to a maximum of Rs.10,000.- for a month.

SCOPE OF WORK:-

Works covered:-

- 1) Maintenance of Air Conditioners Electrical installations DB Boxes, Minor works of Transformers like Fuse etc., Including replacement of Fused bulbs, fans, Split/ Window AC's etc., periodical cleaning of AC's, fans, Gas filling etc are also included.
- 2) Materials for replacement will be supplied by RGNIYD.
- 3) Running of Diesel Generator sets, Chiller plants, Ducktable AC's Caset AC's etc., including minor replacement works.
- 4) Maintenance of Electrical Motors, street lights, laying of cables minor wiring works etc., with minor repair works.

Location:-

All buildings inside RGNIYD campus, viz., Hostels, Resource Centre (Comprising Library, Materials and Audio Visual Wings), Guest houses, Academic Departments, Class rooms, Laboratories, Academic blocks, Administration block, Accounts Department, Auditorium complex, Seminar Hall & Conference Hall, Library/ Exhibition centre & gallery/ National Youth Resource Centre Buildings, Open Common areas, sporting areas, New Library complex, Canteen, Street Lights, High Tension Power areas, Transformers, Pump & Pump Rooms contained therein and the open premises of RGNIYD and in other areas identified from time to time.

1. The contractor will provide the following services to RGNIYD in the premises of RGNIYD Campus as mentioned above on every day.
2. The defect & maintenance shall be attended immediately without delay & without affecting the day to day function of the RGNIYD.
3. *The rate quoted by the Maintenance Contractor is exclusive of the cost of all spares for the proper maintenance of Split/Window AC's and exclusive of the cost of spares required for replacement in chiller plants, electrical installations, Diesel generators which will be provided by RGNIYD or at the rate quoted by the contractor under Schedule B*
4. *The Maintenance contractor has to engage on daily basis, 1 supervisor, 1 A/c Mechanic cum plant operator, 1 Helper for A/C mechanic, 3 Electricians (on shift basis), and 3 Electrical helpers(on shift basis). The agency has to service and maintain the Split/window AC's, Chiller Units etc., as per the time schedule given below:*
 - a) *Split/ Window AC,s ; Cleaning the filter, Outdoor Unit set., once in a month.*
 - b) *Routine running and checking of Chiller Unit for Auditorium once in 15 days.*
 - c) *Replacement of Split/Window AC's Spares etc., within 24 hours supported by the supply bill.*
 - d) *Attention of Electrical defects switching on/off the 30/82.5/100/320 KV Diesel Generator immediately after shout down by TANGEDCO without affectingly working in the office.*
 - e) *Proper log book should be maintained by the maintenance contractor getting the signature of the users, after attending the defects/ Repairs.*
 - f) *Payment will be made only after submission of the log sheets and wages statements with EPF/ESI recovery.*

OPERATION AND MAINTENANCE OF AC'S AND CENTRAL AIR CONDITIONERS, CHILLING UNITS

i) Maintenance of split/Window AC's

The plant/Air conditioners shall be taken over by the Contractor after recording the total number of plant and equipment's and Air Conditions in each location and their make, model, running condition etc.

The same shall be maintained and run by the Contractor during the contract period providing all required inputs including servicing, labour for replacing all spares and defective Components such as capacitor, condenser, sensor, circuit board, compressor cylinders, insulation wrapping of copper pipes, gas filling, welding of pipes and all other spares for all types of split AC's & Window AC's. The rates include all the labour charges for removing defective split/window AC's, installation of new AC's/ outdoor units and all other works connected in the maintenance of split/window AC's.

Supply cost of the defective spare parts under schedule B will be made towards the replacement in Split/Window AC's.

- However operation if schedule B is optional and RGNIYD has the right to supply the spare parts from their store stock whatever required.
- Petty works such as welding, lugs, wire/fuse connections etc., to be done by the contractor & the cost of the same are covered by the service charges under schedule A.

ii) Running of CENTRAL AIR CONDITIONERS, CHILLING UNITS including minor repair works.

The maintenance contractor has to maintain the central air conditioners, chilling units effectively without any break down.

Diesel & Engine oil / Transformer oil required for running the plants /generator sets will be supplied by RGNIYD.

Materials/ Spares required for chilling central air conditioners, chilling units, Diesel generators, electrical installations will be provided by RGNIYD.

After completion of maintenance period, the same shall be handed over back to RGNIYD in the good working condition.

Major breakdowns in the ductable/AC shall be reported to RGNIYD immediately for further action.

iii) OPERATION AND MAINTENANCE OF ELECTRICAL INSTALLATIONS SUB – STATIONS, PUMPING SYSTEMS AND DG SETS etc.

Note: The agency has to maintain all the Electrical installation including VCB/OCB panels, Main panels, Main panel switches, Fuses, Electrical wiring, Room lighting, Street lighting, Fans, Pumps and all other electrical items available in the campus. It is the responsibility of the agency to attend the Break down/Defects immediately without causing inconvenience to the Day to Day working of the administration by engaging additional manpower/C License holder etc.,

Maintenance of lift; The agency has to attend minor defects in the lift and the control panel.

Tools and Plant:-

The agency shall provide necessary tools and plants like cutting plate, screw driver, drilling machine. Rope, tester, spanner set, tester, megger, safety shoes and glouse and any other tools which may require for day to day electrical maintenance.

All the above plant and equipment's etc. Shall be taken over after recording the complete details of make, date of manufacture etc. including their running conditions.

The maintenance and operation shall meet all the requirements of the concerned statutory authorities. *Electrical materials such as new switches, sockets, MCBS, main switches, cables, wires service/repairs to fans replacement of fused bulbs, pumps and all other electrical materials only will be provided by RGNIYD.* At the end of the Contract period, the equipment's/system shall be handed over back to RGNIYD in the good working condition.

NOTE:

All breakdown/faults shall be attended to immediately and rectified promptly. Only genuine/original spares parts shall be used while carrying out the maintenance Work.

Any major repair involving overhaul of engine, rewinding of motors, replacement of major components etc. Other than those mentioned in and shall be paid for on actuals. However, if the repairs/replacement arises out of negligence of the Contractor or his staff, the same shall be carried out by the Contractor at his own cost. Prior approval of the Engineer is to be obtained for any such major repair/replacement.

The Contractor shall depute qualified and experienced staff for Maintenance of the Air Conditioners, chilling units, electrical installations, diesel generator sets

The Contractor shall follow all instructions conveyed to him by the concerned RGNIYD Officials regarding maintenance of the above. The Contractor shall maintain the registers for complaint registrations Annexure III & IV and the extract shall be attached with every monthly bill.

TECHNICAL BID FOR MAINTENANCE OF AIR CONDITIONERS,

Sl. No.	Particulars	To be filled in by the tenderer		Page No
1.	Name of the Agency			
2.	Date of establishment of the agency. (Attach a copy of Registration certificate)			
3.	Detailed office address of the Agency with office telephone number, Fax number and Mobile Number and the name of the contact person(s)			
4.	Whether registered with all concerned Government authorities (PF/ESI etc.) (Copies of all certificate of registration to be enclosed.)			
5.	PAN Number (Copy of PAN card to be enclosed)			
6.	Service Tax Registration Number (Copy of Regn. Certificate to be enclosed)			
7.	Labour Licence (copy of Regn. Certificate to be enclosed)			
8.	Whether the firm is backlisted by any Govt. Institute or any criminal case is registered against the firm or its owner / partner anywhere in India. Please attach an Affidavit stating that the agency is / has not been black listed by Centre / State Government / PSU etc.			
9.	Length of experience in the field			
10.	Experience in dealing with Government Institutes. (Indicate the names of the Institutes and attach copies of contract orders placed on the agency valuing more than Rs.25 lakhs in a year)			
11.	Whether a copy of the terms and conditions (Annexure – 1) duly signed in token of acceptance of the same is attached?			
12.	Whether agency profile is attached?			
13.	List of other clients. (Attach photocopies of contract agreement in the following order. Sl.No., Name of the organisation, Contract period, Value of the contract, orders should be kept as proof)			
14.	Declaration about Fraud and corrupt practices (duly signed & attested as given in the tender document)			
15.	Financial Status (Audited Balance Sheet and IT Returns must be attached)	FY	Amount of Turn Over (Rs.)	
		2014-15		
		2015-16		
		2016-17		

NOTE:-

- (i) To be deposited along with Tender Document in separate sealed cover-I super scribed as ***“Technical Bid”***.
- (ii) All the supporting documents should be enclosed along with this bid. If not enclosed the bid will not be considered.

FINANCIAL BID FOR MAINTENANCE OF AIR CONDITIONERS

To be deposited in Separate sealed cover-II superscribed as Financial Bid in the Tender Box kept in Administration Section, RGNIYD, Sriperumbudur

- 1) The contractor has to quote the rates in terms of (%) percentage, over the basic rates of schedule A & (%) over schedule B.
- 2) The operation of Schedule B is optional and is at the discretion of RGNIYD. However the percentage quoted for schedule B will not be considered for finalization of Tender.
- 3) Finalisation of Tender is purely based only on the Service Charges (in terms of %) for Schedule A quoted by the contractor.
 - a) Number of Man Power required per day :_As given under Scope of Work
Supervisor: 01 Nos(General Shift), AC Mechanic cum plant operator – 01 Nos (General Shift), AC Mechanic cum Plant Helper – 01 nos (General Shift), Electricians and Electrical Helper- 03 + 03 (on shift basis), Number may vary as per the requirement.
 - b) The payment shall be made with reference to the actual Nos. of Manpower deployed / required on actual basis.
 - c) Necessary Tools and Plants including Drilling Machine, Meggar etc., shall be provided contractor.
 - e) The contractor has to arrange for proper Uniform, Shoe, etc., for their labours.

PROFORMA FOR FINANCIAL BID

**Subject: Air Conditioners, Electrical Installations, Running of Chiller units
Diesel Generator Sets in RGNIYD.**

Sir,

With reference to your tender dated on the subject mentioned above, I/we quote my/our service charge, for the above mentioned work as under:

Amount (in Rupees)

Sl.No.	Categories	Monthly Basic Minimum basic wages as on 01.10.2017	Wages payable per month (26 working days) (A)	Employer's Contribution to Employees Provident Fund @13.15% of (Limited to Rs.1800/- per month) (B)	ESI @4.75% of Sr.No.2 above (C)	(A+B+C)
1)	Supervisor, AC Mechanic, Electrician	653	16,978	1800	806.45	19,584.45
2)	AC helper, Electrician helper	593	15,418	1800	732.35	17,950.35
3)	Total wages for 26 days including basic, ESI, EPF					37,534.80
4)	Total basic wages for 26 days		32,396			
5)	Administrative / Service charges in terms of % or Rupees over Sl.No.4 Note: the tenderer shall quote a minimum of (4%) over the total basic wages for 26 days					
6)	Service Tax/GST applicable in terms of percentage (%) over Sl.No.4&5					

Note:

1. Minimum wages applicable with effect from 01.10.2017 has been adopted for getting bids. Whenever minimum basic wages or VDA is increased by Central Labour Commissioner the employees should be paid the increased wages / VDA. The Institute will reimburse the payment of minimum wages at the rates applicable from time to time.
2. Administrative charges / service charges should be quoted in rupees. It should not be quoted as zero or in negative percentage.
3. The administrative / service charges quoted per employee should be constant throughout the contract period, including extended period, if any
4. The tenderer / contractor shall submit the proof of payment of GST/Service Tax made by him along with the monthly bill.

Schedule - B

Item for operation during the AMC period for replacement of defective spare parts.

Sl no	Spare parts	Unit	Rate (Rs.)
1	Capacitor for Compressor make keltron 45mfd	1 no	207.00
	Capacitor for Compressor make keltron 50mfd	1 no	234.00
	Capacitor for Compressor make keltron 60mfd	1 no	261.00
2	Fan Capacitor 2.5 mfd	1 no	27.00
	Fan Capacitor 3.0 mfd	1 no	32.00
	Fan Capacitor 4 mfd	1 no	41.00
	Fan Capacitor 5 mfd	1 no	45.00
	Fan Capacitor 6 mfd	1 no	63.00
3	Three phase contact coil 30A	1 NO	574.00
4	R22 Gas	1kg	675.00
5	Copper hose 5/8"	1 mtr	283.00
	Copper hose 1/2"	1 mtr	253.00
	Copper hose 3/8"	1 mtr	144.00
	Copper hose 1/4"	1 mtr	99.00
6	PCB Board 1.5 TR	1 NO	2160.00
	PCB Board 2.00 TR	1 NO	2340.00
7	Indoor Blower Motor 20 W	1NO	1440.00
	Indoor Blower Motor 25 W	1NO	1620.00
8	Outdoor fan motor	1NO	1620.00
9	Forum rapping 9mm thick for 5/8" pipe	1.80 mts	86.00
	Forum rapping 9mm thick 1/2" pipe	1.80 mts	63.00
	Forum rapping 9mm thick 3/8" pipe	1.80 mts	59.00
	Forum rapping 9mm thick 1/4" pipe	1.80 mts	45.00
10	Cotton roll insulation (for 4 mtr of Copper hose)	1 Roll	262.00
11	1.00 TR Compressor make Hitachi Highly model	1 NO	5580.00
12	1.50 TR Compressor make Hitachi Highly model	1 NO	6210.00
13	2.00 TR Compressor make Hitachi Highly model	1 NO	7020.00
Total			31,443.00

Add (+) or (-) percentage for supply of material on overall basis. (+).....% or (-).....%.

The contractor should quote for their supply rates for the materials (spare parts) for payment in case of replacement, separately in terms of (+) or (-) percentage for the basic rates of materials tabulated above on overall basis.

Note:

1.0 Operation of this Schdule item is optional and payment will be made based on the rate quoted the agency on submission of the original receipts.

2.0 The defective spare parts returned to RGNIYD, after replacement with the new one.

RGNIYD may give the spare parts if stock is available

Sl. No.	Make	Type	Capacity	Quantity
1.	Voltas	Split	1.5	26
2.	Voltas	Split	2.0	37
3.	Voltas	Window	2.0	25
4.	Whirl Pool	Split	1.5	29
5.	Whirl Pool	Split	2.0	2
6.	Whirl Pool	Window	1.5	25
7.	Whirl Pool	Split	1.0	1
8.	Amtrex	Standing	2.0	1
9.	Daikan	Split	2	1
10.	LG	Split	1.5	3
11.	LG	Split	2.0	5
12.	AC Chilling Plants in Auditorium		Kirlosker	1
13.	D.G Sets	Kirlosker	100 KVA	1
		Kirlosker	82.5 KVA	1
		Kirlosker	30 KVA	1
		Goel Green	320 KVA	2
14.	All types of Light fittings and Street lights.			Fixed in the RGNIYD
15.	All Electrical Pumps			

Note:

Apart from the above, all other maintenance of additional AC's, electrical features electrical installations available within the campus/ added during the AMC period (or) as per the instructions of the Engineer in charge (or) consultant to be maintained.

Form I

COMPLAINT REGISTRATION FORM

Date:

Time:

Nature of complaint:

Complainant _____

Signature _____

Complaint attended.

Date :

Time:

From:

To:

Certified that the complaint has been satisfactorily attended.

Contractor

Complainant

Date:

To be submitted along with running bills.

Form II

COMPLAINT ATTENTION FORM

Sl. no	Date & Time	Complainant	Nature of complaint	Complaint attended Date & Time	Remarks	Signature of contractor