



United Nations  
Educational, Scientific and  
Cultural Organization

# REGIONAL CENTRE FOR BIOTECHNOLOGY

an institution of education, training and research

Established by the Dept. of Biotechnology, Govt. of India  
Under the Auspices of UNESCO

NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Gurgaon-Faridabad Expressway, Village- Bhankri,  
Faridabad. (Haryana) Pin -121001.

***TENDER DOCUMENT NO.***  
**RCB/BSC/F-158/AMC-HVAC/2015-16/03**

***(Three Bid system)***

**NAME OF WORK:**

**ANNUAL MAINTENANCE CONTRACT FOR ALL INCLUSIVE COMPREHENSIVE MAINTENANCE OF "CENTRAL AIR-CONDITIONING PLANT" (HVAC SYSTEM) BOTH HIGH SIDE & LOW SIDE SERVICES AT NCR - BIOTECH SCIENCE CLUSTER, 3<sup>RD</sup> MILESTONE GURGAON-FARIDABAD EXPRESSWAY, VILLAGE BHANKRI, FARIDABAD-121001 (HARYANA).**

***CLIENT:***

**EXECUTIVE DIRECTOR, RCB FARIDABAD  
FLOATING TENDER ON BEHALF OF RCB & THSTI**

**COST OF TENDER DOCUMENT: - Rs. 1,500/-**

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# TENDER NOTICE

Tender document no. **RCB/BSC/F-158/AMC-HVAC/2015-16/03**

**Dt. 17.08.2015**

Sealed tenders are invited under **Three bid system** (Pre Qualification, Technical & Financial) from OEM/Authorised agency of OEM for HVAC plants or experienced & reputed HVAC licensed Contractors, registered with CPWD, Railways, MES, P&T, State PWD, Semi Govt. Organization for providing **Annual Maintenance Contract for all inclusive Comprehensive Maintenance of “Central Air-Conditioning Plant” (HVAC system) both high side & low side services.**

<b>Period of issue of Tender Document :</b> The tender document can be downloaded from RCB/THSTI website ( <a href="http://www.rcb.res.in">www.rcb.res.in</a> & <a href="http://www.thsti.res.in">www.thsti.res.in</a> ) during sale period.	<b>1<sup>st</sup> Sep, 2015 to 21<sup>st</sup> Sep, 2015</b> during working days and office hours only during 11.00 AM to 16.00 PM.
<b>Cost of Tender Document :</b>	Rs. 1500 /-(Rupees One thousand Five hundred only) in the form of a demand draft/ pay order in favour of “ <b>Executive Director, Regional Centre for Biotechnology</b> ”, payable at Gurgaon, from Nationalized bank only.
<b>Estimated Cost :</b>	<b>Rs. 40.00 Lacs/year</b>
<b>Earnest Money Deposit :</b>	<b>Rs. 1.00 Lacs by D.D./ F.D./ B.G</b> in favour of <b>Executive Director, Regional Center for Biotechnology</b> payable at <b>Gurgaon</b> from any Nationalized bank.
<b>Security Deposit by the Successful Bidder</b>	<b>10% of total contract value by D.D/ F.D/ B.G</b> in favour of “ <b>Executive Director, Regional Centre for Biotechnology</b> ”, payable at <b>Gurgaon</b> , from nationalized bank only.
<b>Period of Completion :</b>	<b>Annual.</b>
<b>One Similar completed work contract</b>	<b>Rs. 32.00 Lacs</b>
<b>Two Similar completed work contract</b>	<b>Rs. 20.00 Lacs</b>
<b>Turnover per Year</b>	<b>Min Rs. 6.00 Crore/ annum from similar work.</b>
<b>Year of Experience</b>	<b>Min seven Years</b>

<b>Pre Bid meeting</b>	<b>10<sup>th</sup> Sep, 2015 at 2.30 PM</b>
<b>Last Date of Submission :</b>	<b>21<sup>st</sup> Sep, 2015 by 2.30 PM</b>
<b>Date of Opening :</b>	<b>21<sup>st</sup> Sep, 2015 at 3.00 PM</b>

The **Executive Director, Regional Centre for Biotechnology** reserves the right to accept / reject any or all the tenders without assigning any reason therefore.

Sr. Manager (A&F) RCB

TENDER DOCUMENT NO. **RCB/BSC/F-158/AMC-HVAC/2015-16/03**

**UNDERTAKING**

**The Executive Director,**  
Regional center for Biotechnology,  
NCR-Biotech Science Cluster,  
3<sup>rd</sup> Milestone, (towards Gurgaon)  
Gurgaon-Faridabad Expressway  
Village- Bhankri, Faridabad-121001  
Haryana.

We the undersigned (herein after called as Contractor/Vendors/Suppliers) hereby offer to execute the contract and/or supply of items as per specification against which we have quoted our rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the Executive Director, RCB or officer acting on his behalf.

Date this \_\_\_\_\_ Day of \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal of the Tenderer \_\_\_\_\_

# DETAILED TENDER NOTICE

**NAME OF WORK: Annual Maintenance Contract For all inclusive Comprehensive Maintenance of "Central Air-Conditioning Plant" (HVAC system) for Both High Side & Low Side Services.**

## I. ELIGIBILITY CRITERIA & COVER SYSTEM

*Cover-1 - Pre-Qualification (Before opening the Technical bid)*

*Cover-2 - Technical Bid*

*Cover-3 - Financial Bid*

### 1.1 PRE QUALIFICATION: COVER – I:

1. The Company should be OEM/Authorized agency of OEM for HVAC plants or Licensed Contractor registered with CPWD, Railways, MES, PSU's having experience of providing comprehensive maintenance contract for HVAC plants
2. The firm / or technical agent has to produce valid **Electrical "A"** grade license – proof to be submitted.
3. The Company should be an ISO 9001 -2008 & 14001- 2004 Certified – proof to be submitted
4. The firm should have completed at least two comprehensive AMC of HVAC plants of 3 x 500 TR Capacity or higher along with High Side and Low side equipments in the last 3 years, one of which should be of Government Institutions preferably a Health Bio-tech Research Center or Institutions of repute like; IITs, AIIMS, etc. --proof to be submitted.

#### **Important:**

The firms who only qualify all the pre qualification criteria will be considered for further evaluation.

Hence the Tenderer should ensure before quoting that they qualify the pre bid criteria.

### 1.2 TECHNICAL BID: COVER-2:

EMD should be put in separate envelope with EMD super subscribed over it and should be put in envelope cover-2. Tenders received without requisite EMD will be out right rejected and Technical bid will not be opened in that case.

### 1.2.1 The Technical Criteria:

1. The firm should have completed at least two comprehensive AMC of HVAC plants of 3 x 500 TR capacity or higher along with high side & low side equipment in the last 3 years, one of which should be of Government Institutions preferably a Health Bio-tech research center or Institutions of repute like; IIT, AIIMS, etc. --proof to be submitted
2. The average Annual financial turnover during the last three year ending 31<sup>st</sup> March 2015 shouldn't be less than **6.00 Cr. from similar works** (Group of Companies turnover not acceptable)– proof to be submitted
3. Present Net worth of the company should be at least **Two Cr.** (as on previous month of bid closing date) – proof to be submitted.
4. The bidder should produce **valid PAN, TIN & TAN, VAT** clearance Certificate and latest copy of **IT Returns (FY 12-13, FY 13-14, FY 14-15)** – proof to be submitted.
5. The proof of documents should be attested by Gazetted officer/Notary.
6. The Tenderer should have completed in the last three years at least;
  - a) One similar completed work contract of Rs. 32.0 lacs or more;

**OR**

  - b) Two similar completed work contracts of Rs.20.0 lacs or more;
7. The bidder will be required to make a short presentation on the scheduled date to the expert committee on the salient features of its services and methodology for providing the services for the upkeep of the system with special reference to **Value Engineering** in stipulated time frame.
8. The bidder should have a trained manpower minimum of **4 Engineers** and **6 Technicians** to man the NCR office.

### 1.3 FINANCIAL BID: COVER-3:

1. Sealed envelope (Cover -3) should contain Price bid as per Annexure –VI in a separate sealed envelope. It should be super-scribed with "PRICE BID". Any condition in regard to financial aspects, payments, terms of rebate etc beyond the prescribed financial terms of RCB will make the bid invalid. Therefore it is in the interest of the bidders not to write anything extra in the Price Bid in Annexure-VI except price. The tenders may enclose the detailed item-wise, work-wise break-up with the price bid. However, the bids will be evaluated on the basis of consolidated price bid as per Annexure -VI.
2. Price bid should include all Taxes as may be applicable.

**B** Following documents are required to be sent along with bid document. The bid criteria as mentioned in table must be fulfilled and supported by relevant document as indicated below.

No.	Eligibility Bid Criteria	Document
1	<b>Annexure I</b>	Properly filled and duly signed and stamped.
2	Bid Security (EMD) of <b>Rs. 1,00,000.00</b> (one Lac) only. <b>Annexure-II</b>	DD/Pay Order/Banker's Cheque /Bank guarantee in favour of " <b>Executive Director, Regional Centre for Biotechnology</b> " payable at Gurgaon, along with properly filled, signed and stamped - <b>Annexure II</b>
3	Financial Standing Solvency Certificate of Rs. 2.0 Crore or more from a scheduled bank	Signed certificate from Bank manager/authorized official. The financial standing of Rs. 2.0 Crore should be as on previous month of the bid closing date
4	Company profile with staff details & work experience <b>Annexure-IV</b>	Company profile with staff details & work experience
5	Undertaking by Bidder/ Agency as mentioned in	On official letter head of Bidder/ Agency, duly signed and stamped by Bidder/ Agency.
6	List of Major Clients <b>Annexure-V</b>	List of at least three major clients with annual contract value for not less than Rupees 20.00 Lacs P.A in each Organization one of which should be Biotech research centre or Institute of repute like IIT , IIM , AIIMs or Government Institution.
7	License under	Only those who hold valid registration with the Labour Department , electrical, other departments for carrying out such works, valid in Haryana shall be eligible to bid in response to NIT and if found successful the workmen shall need to get registered with the labour department. Photocopy of license duly signed and stamped by Bidder/ Agency
8	Experience of providing similar Services in at least two Government organization ( <b>Annexure -V</b> )	A certificate having satisfactorily carrying out the job from the authorized official of the concerned organization.

9	IT return-2012-13, 2013-14, 2014-15, PAN card	Copy of IT return and acknowledgment of the Income Tax Department for the any three consecutive financial years, 2012-13, 2013-14, 2014-15 and photocopy of PAN card
9	Validity period	The Tender shall remain valid for the period of six months from the date of submission of Tender document
10	Period of Service	One year + extendable upto further four year subject to satisfactory services by the agency.

**C.** 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 in and 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.
- iii) Found to have been black listed in any other works.

## II. GENERAL

Department of Biotechnology, Ministry of Science & Technology, Government of India is setting up NCR Biotech Science Cluster Faridabad with the **State-of-Art** Research & Development facilities in village Bhankri at 3<sup>rd</sup> Mile Stone, Gurgaon-Faridabad Express Way.

### 2.0 GENERAL TERMS AND CONDITIONS (GTC)

- 2.1 The contract shall be in force for a initial period of One Year which may be extendable further upto four years based on the satisfactory performance of the contractor, on an annual increase of 5% of previous year contract value keeping other terms and conditions same. The contract can be terminated by either party by issuing **Two months** advance notice in writing.
- 2.2. Bids must be received by RCB at the given address, not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday for RCB, the bids will be received up to the appointed time on the next working day.
- 2.3. Bidders may inspect the site in advance to converse themselves of the system before quoting the rates.
- 2.4 Earnest money is liable to be forfeited, if the contractor selected for the work fails to sign the formal agreement within 15 days from the date of issue of work award letter and mobilize the site.
- 2.5. Bids which do not fulfill all or any of the conditions or are incomplete in any respect are liable to be summarily rejected
- 2.6. Duly filled Bids along with earnest money, super subscribed AMC for “**Annual Maintenance Contract” for all Inclusive Comprehensive Maintenance of central air-conditioning plant” (HVAC System)** for NCR Biotech Science Cluster Faridabad should be sent (not later than the bid closing date and time mentioned above) to;

#### **Senior Manager (A&F)**

Regional Centre for Biotechnology 3<sup>rd</sup> km Milestone Faridabad,  
Gurgaon-Faridabad Expressway, Faridabad (Haryana) 121001

- 2.7. **Bid Validity:** The Bids shall be valid for **180 days** from the last date of submission of Bids
- 2.8. **Earnest Money Deposit (EMD)**
  - 2.8.1 The Earnest Money amounting to **Rs.1, 00,000** and **cost of Bid document Rs 1500/- (EMD in a separate envelope)** shall be part of the **Technical Bid and payable by a Demand Draft in favour of “Executive Director, RCB” payable at Gurgaon** should accompany the Bid in separate envelope along with Technical Bid. Part Bids received without EMD and tender cost, will be treated as invalid and rejected.

**Submission of EMD is mandatory in the acceptable form, failing which their bid will be summarily rejected and no correspondence will be entertained in future in this regard. Any kind of exemptions giving MSME/NSIC in respect of EMD will not be acceptable.**

- 2.8.2 The EMD will be returned to the bidder(s) whose offer is not accepted by RCB, within one month from the date of the placing of the final order(s) on the selected bidder(s). However if the return of EMD is delayed for any reason, no interest / penalty shall be payable to the bidder. The EMD of the successful Bidder shall be adjusted against the required security deposit.
- 2.8.3 The successful bidder, on award of contract / order must sign the contract / order acceptance in writing, within 15 days of award of contract / order & mobilize the site failing which the EMD will be forfeited.
- 2.8.4 The EMD shall be forfeited:
- a) If the bidder, withdraws the bid during the period of bid validity specified in the Bid.
  - b) In case a successful bidder fails to furnish the Security Deposit
- 2.9. **Security Deposit:**  
Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 10 % of the work order annual value, by way of DD or BG from a Nationalized Bank in favour of **“Executive Director, RCB” payable at Gurgaon.** The Security Deposit will be forfeited, in case the vendor fails to execute the order to the satisfaction of RCB. The Security Deposit will remain with RCB till the satisfactory completion of contract duly certified by employer and will not bear any interest whatsoever and will be liable for forfeiture in case of the breach of any terms and conditions of the Contract. In case of the bank guarantee for security deposit, the validity will be Fifteen month (12 +3 months) from the date of letter of award/commencement of work whichever is later. The BG will be executed for extended period
- 2.10. RCB does not bind itself to accept the lowest or any Bid and reserves the right of accepting the whole or any part of the Bid and the Bidder shall be bound to perform the same at the rates quoted.
- 2.11. Canvassing in connection with the Bids is prohibited and the Bids submitted by the contractor who resort to canvassing are liable for rejection.
- 2.12. The Bidder shall quote rates both in figures and words. He shall also workout the amount for each item of work and writes in both figures and words. On check if there are differences between the rates quoted by the Bidder in words and in figures or in the amount worked out by him, the following procedure shall be followed –
- 2.13 When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the Bidder shall be taken as correct.

- 2.14 When the amount of an item is not worked out by the Bidder or it does not correspond with the rate written either in figures or in words, the rate quoted by the Bidder in words shall be taken as correct.
- 2.15 When the rate quoted by the Bidder in figures and in words tallies but the amount is not worked out correctly the rate quoted by the Bidder shall be taken as correct and not the amount.
- 2.16. Before Biding, the Bidder shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools, tackles & Plant etc., conditions affecting accommodation and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the employer under any circumstances.
- 2.17 The rates quoted in the Bid should be inclusive of all taxes, including service tax, duties & levies applicable on the last date of receipt of the Bids. In case any additional tax / duties are levied subsequently or if the percentage of tax / duty is increased/decrease, then RCB will reimburse/deduct the component of the new taxes / duties to the Contractor on submitting satisfactory documentary evidence to prove that the tax is actually paid by the Contractor to the respective Govt. agencies.
- The necessary deductions on account of income tax, service tax etc. will be deducted at source, as applicable, as per Government Rules from the bills submitted by the Contractor and necessary TDS certificate will be issued.
- 2.18. EMD will be forfeited if the contractor fails to commence the work as per Letter of Award.
- 2.19. Bidder should not write any conditions or make any changes, additions, alterations and modifications in the printed form of Bids. Bidders who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the Bid except wherever needed after referring the details of the Bid and if asked for. Correction / overwriting should be countersigned by the Bidder.
- 2.20 The contractor will have to enter into agreement with RCB within 15 days of Letter of Acceptance. The agreement is to be executed on adequate stamp paper. Cost of stamp paper will be borne by the contractor.
- 2.21. RCB reserves the right to accept or reject any Bid in full or in part without assigning any reason.
- 2.22. The conditions beyond contractors control such as, but not limited to, war, strikes, fires, flood, governmental restrictions or power failures, damages etc, shall not be deemed a breach of the contract.
- 2.23. Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specification, and instruction herein before mentioned and as to the quality of the materials, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the contract, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of a person

nominated by the Executive Director RCB and if he is unable or unwilling to act to as the Sole Arbitrator or some other person appointed by him willing to act as such arbitrator. The submission shall be deemed to be submission to Arbitration under the meaning of the Arbitration Act, 1996 or any subsequent amendments of enactment thereof for the time being in force, conclusive and binding on all parties of the contract.

**2.24. Responsibility of contractor:**

- 2.24.1. The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, Contract Labour (Regulation and abolition) Act, 1970 and rules framed there under, and other labour laws affecting contract labour that may be brought into force time to time.
  - 2.24.2. The contractor should maintain in the prescribed format wage-cum-muster roll which should be available at site.
  - 2.24.3. The contractor shall make good all the damages caused to the machinery due to negligent act of contractor within stipulated period decided by the Owner.
  - 2.24.4. All necessary tools tackles should be provided by the contractor to his staff at his own cost. The Contractor/ bidder shall either have in possession or shall arrange the required necessary sets of spanners, testing/calibration equipment etc. with the technicians.
  - 2.24.5. The surrounding areas and the machinery will be kept neat & clean. Cleaning agents such soap, detergent, cotton waste etc. will be provided by the contractor free of cost.
  - 2.24.6. All the waste material like filters, used oil, grease & other component etc. generated as a result of maintenance by the contractor will be immediately disposal off by the contractor in compliance with the local Pollution Control Board norms.
  - 2.24.7. The rate shall be fixed for the entire duration of the contract.
- 2.25. **LEGAL JURISDICTION** – In case of any dispute the **Delhi Courts** alone shall have the territorial jurisdiction to adjudicate upon the matter arising out of this contract.

### III SCOPE OF WORK

#### 3.0 Description of Complete Systems for Maintenance

**Broad description of complete systems installed at NCR Biotech Science Cluster under the contract.**

**Details of HVAC plant and equipments both on high side & low side of the system are given at ANNEXURE-VII**

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

#### 3.1 SCOPE OF WORK

The scope of work as mentioned below are the minimum expected from the firm / agency / contractor apart from break down maintenance and any other work required for all inclusive comprehensive maintenance in proper way as per the operation and maintenance manuals of respective equipment and as per good engineering practices will be required to be done under this scope of work. Successful bidder will submit Performa for recording the following minimum work schedule/parameters and show to the employer for approval to ensure proper accomplishment of these tasks.

Sl.No	Time Line	Description
<b>Air Handling Units</b>		
1	Weekly.	Check for damage especially to coil and filters.
2	Weekly.	Cleaning of AHU pre-filters
3	Weekly.	Check for air and water leakage
4	Weekly.	Check condensate drain for any blockage, clean if required.
5	Weekly.	Check drain pan for any blockage.
6	Monthly	Check fan Belt for correct tension and sign of wear and alignment of fan and motor.
7	Monthly	Inspect coils and clean if required
8	Monthly	Check functioning of lights and limit switch interlocking & proper illumination
9	Monthly	Check for bearing of motor and blower
10	Monthly	Check for tightness of V-belts and pulleys.
11	Monthly	Check looseness of any bolt in fan casing motor base etc
12	Monthly	Check for vibration in blower and motors.
13	Monthly	Check access doors and hinges for easy operation.
14	Monthly	Check cleanliness of the filters and clean if required.
15	Monthly	Check the looseness of any bolt in the fan or casing etc.,
16	Monthly	Check the associated damper flap movement and apply grease for the bearing housing if required.
17	Monthly	Check running current of the motor.
18	Quarterly	Check/Add grease or lubricate to the Fan shaft bearing, motor bearing blower bearing. if required.
19	Quarterly	Check the alignment of Fan and Motor, If necessary, correct the same.
20	Quarterly	Inspect the condensate drain pane and ensure that it is clean and water is freely flow to the drain.
21	Quarterly	Inspect the coils for cleanliness. If necessary, wash the coil with a low pressure water hose or low pressure air.

22	Quarterly	Observe all dampers for proper operation.
23	Quarterly	Check tightness of electrical connections
24	Quarterly	Check flexible connections spool piece for leakage
25	Quarterly	Check for condition of inlet strainers and clean(if required)
26	Half yearly	Check in motors full load current, fan motor running current and tightness of terminals
27	Half yearly	Check blower shaft, scroll, impeller and bearing.
28	Yearly	Check/clean cooling coils & fins.
29	Yearly	Clean interiors and check for corrosion, check tightness of all sections
30	Yearly	Check anti-vibration mounting & flexible connections
31	Yearly	Check operation & condition of all electrical connections.
32	Yearly	Check alignment of drive pulleys, adjust the same if required
33	Yearly	Combing of fins to be done after coil cleaning (if required)
34	Yearly	Check all bellows, replace if any crack/water leakage observed
35	Yearly	Check insulation resistance (Megger) of motor
<b>Fan Coil Units</b>		
1	Weekly.	Check the water leakage
2	Weekly.	Clean air filters.
3	Weekly.	Check drain pan for any blockage.
4	Monthly	Clean the filter & Y-Strainers, if required.
5	Monthly	Check the fan belt tension, abnormal noise and rectify if required.
6	Monthly	Check any water leakage from unit.
7	Monthly	Inspect the condensate drain pan and ensure that it is clean and water is freely flow.
8	Monthly	Check the condition of access door hinges for proper fixing.
9	Monthly	Check the unit is secured.
10	Monthly	Check the operation of inlet/outlet isolation valve.
11	Monthly	Check looseness of any bolts in fan casing motor base etc
12	Monthly	Check associated damper movement and apply grease for bearings.
13	Quarterly	Inspect cooling coil and clean if required.
14	Quarterly	Clean strainers for FCU.
15	Half yearly	Check blower, motor unit etc. Clean lubricate.
16	Half yearly	Check and receive the vibration value and compare with recommended values.
17	Half yearly	Check tightness of electrical connections.
18	Half yearly	Add water and flush condensate drain pan, trap and drain line.
19	Half yearly	Check the condition of inlet strainers and clean if required
20	Half yearly	Check the proper functioning of the 3 way and 2way valve.
21	Half yearly	Check the interconnection, copper piping, canvas and cooling coils.
22	Half yearly	Check full load current of motor.
23	Half yearly	Check the tightness of terminals of motor.
24	Half yearly	Check motor running current.
25	Yearly	Check blower, motor unit etc clean & lubricate.
26	Yearly	Check electrical control & connection.
27	Yearly	Check and clean cooling coil with water, if necessary.
28	Yearly	Check 2/3-way valve for proper operation.
29	Yearly	Check insulation resistance (Megger) of motor.
30	Yearly	Check/clean cooling coils and fins.
<b>Cooling Towers</b>		
1	Weekly.	Check the operating oil level and oil leakage in gear box.
2	Weekly.	Inspect basin for clogging.
3	Monthly	Check for unusual noise/vibration in fan and fan guard, motor drive shaft and guards gear reducer.
4	Monthly	Inspect for clogging in eliminator, fills and water basin
5	Monthly	Check operating and static oil level in gear reducer.
6	Monthly	Check oil seals of gear reducer.

7	Monthly	Check oil for water and sludge in gear reducer.
8	Monthly	Check water level in water basin.
9	Monthly	Check and adjust float valve if required.
10	Monthly	Check AMP of motor
11	Monthly	Check for any leakage in gear reducer, water basin and float valve.
12	Monthly	Check gear-reducer oil for water and sludge.
13	Monthly	Inspect eliminator and fills for clogging
14	Monthly	Check motor winding for over heating
15	Monthly	General cleaning for inside and outside.
16	Monthly	Drain cooling tower twice in a month along with condenser pipe line water.
17	Quarterly	Check access door work properly
18	Quarterly	Check the staircase ladder & interior walkway of wooden decay or steel corrosion
19	Quarterly	Check the distribution basin for corrosion, leaks and sediments
20	Quarterly	Check the drift eliminator louvers for scale build up
21	Quarterly	Adjust belts and pulleys for proper tension and alignment
22	Quarterly	Check the fan blades for dirt/scale deposits and condition of fan cylinder
23	Quarterly	Check the mechanical parts of motor supports (cracks)
24	Quarterly	Check the distribution spray nozzles to ensure even distribution of water over the fill
25	Quarterly	Check sludge in gear box
26	Quarterly	Check motor winding for Overheating
27	Quarterly	Clean cooling tower from inside and outside.
28		Check and top up oil in gear box
29	Quarterly	Cleaning of sump and check for any leakage
30	Quarterly	Clean Fan & Fan Guard, motor shaft, gear reducer, eliminator, fills, water basin, float valve, control valves etc.
31	Quarterly	Rebalance of fan & fan guard, driveshaft & guards
32	Quarterly	Check insulation resistance.
33	Quarterly	Clean nozzle & clean if required.
34	Quarterly	Check the water distribution system including the nozzles.
35	Half yearly	Inspect keys, keyways and set screws of fan and fan guard, motor, gear reducers, drive shaft and guards.
36	Half yearly	Inspect the general condition of fan & fan guard, motor, shaft, gear reducer, fills, control valves, structural members, fan cylinder, stairs ladders etc.
37	Half yearly	Tighten loose bolts of fan, fan guard, motor, shaft, gear reducer if any,
38	Half yearly	Check the working of control valve
39	Half yearly	Check completely open and close operation of float valve. Repair as reqd.
40	Half yearly	Clean all nozzles & replace if damaged.
41	Half yearly	Check grease, clean and re-lubricate bearings of motor
42	Yearly	Tighten loose bolts of FRP, gear box, structure bolt connection and motor.
43	Yearly	Check and change nozzles, fills if required.
44	Yearly	Complete cleaning the whole parts of CT (Louvers drift eliminators & fill surface)
<b>Pumps</b>		
1	Weekly.	Check the cable for heating
2	Weekly.	Check for any leakage from glands or flange joint.
3	Weekly	Check alignment of pumps , motor & rectify if required
4	Weekly	Check coupling condition adjust & replace if required
5	Monthly	Check for any leak in motor and pump connections & rectify if required
6	Monthly	Check bearings temperature with thermometer or hand test that bearing is not running excessively hot are not running excessively hot.
7	Monthly	Check for any abnormal noise and vibrations during running (if observed

		then rectify)
8	Monthly	Check for leaks in isolation of valves, strainers, and flexible connections.
9	Monthly	Clean pump exterior
10	Quarterly	Check pumps lubrication as necessary
11	Quarterly	Check & clean pump, strainers & motor casings
12	Quarterly	Check shaft or shaft sleeve for scoring
13	Quarterly	Tight & clean all electrical terminals, electrical connections, conduits, insulation, flexible connection.
14	Quarterly	Check & record motor running current
15	Half yearly	Check & clean all contact surfaces of Circuit breaker, enclosures switches & push buttons
16	Yearly	Check condition of seals & bearing (Adjust or replace if required)
<b>Chillers</b>		
1	Weekly.	Check DELTA T(T Cond wtr.out.liq.ref.) for condenser fouling
2	Weekly.	Verify proper water treatment
3	Weekly.	Check oil return system
4	Weekly.	Inspection of starter
5	Monthly	Check oil heater operation
6	Monthly	Refrigerant leak check
7	Monthly	Check oil pump discharge pressure
8	Monthly	Clean all sensors
9	Monthly	Measure oil filter pressure drop
10	Monthly	Measure and log the sub cooling and superheat
11	Quarterly	Verify proper operation/setting/calibration of safety controls
12	Quarterly	Check & tighten all electrical connections
13	Quarterly	Clean & water strainers in both chilled & condenser line
14	Yearly	Replace oil filter & oil return filter, if required
15	Yearly	Clean or back flush heat exchanger of SS starter
16	Yearly	Replace coolant after cleaning heat exchanger
17	Yearly	Perform de-scaling of condensers
18	Yearly	High pressure cut off
19	Yearly	Low pressure cut off
20	Yearly	Low oil pressure switch
21	Yearly	Oil pump timers
22	Yearly	Flow switches
23	Yearly	Pump interlocks
24	Yearly	System monitor timer
25	Yearly	System freeze stats
26	Yearly	Vane closing switches
27	Yearly	Temperature control stats
28	Yearly	Motor load limit controls
29	Yearly	Megger motor winding
30	Yearly	Compressor oil analysis
<b>BMS</b>		
1	Weekly.	Check the incoming voltage in the panel
2	Monthly	Check and tighten nuts and bolts etc.
3	Monthly	Check and tighten termination etc
4	Monthly	Look for sign of discoloration due to over heating
5	Quarterly	Check the data from Transmitters.
6	Quarterly	Check for updates for software
7	Quarterly	Check for validation of system
8	Yearly	Check and tighten nuts and bolts etc.
9	Yearly	Check and tighten termination etc.
10	Yearly	Look for sign of discoloration due to over heating

### **3.2 TOOLS & PLANTS**

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

### **3.3 CONSUMABLES**

The rates shall be all inclusive of establishment as well as spares and consumables as per schedule of work. The contractor is required to assess the probable quantity of all types of spares and consumables likely to be required for replacement for keeping all the installations in good working conditions and include the lump sum cost of these spares & consumables. Nothing extra on any account shall be payable over and above the approved all-inclusive comprehensive rates of the contract.

The consumables and spares shall be of best standard quality purchased from the original manufactures or authorized dealers only and shall be approved by the Executive Engineer of RCB before use. The Executive Engineer may direct the contractor to use consumables of his choice from the listed/approved vendors.

All spares and consumables shall be arranged by the contractor for which nothing extra shall be payable.

A list shall be prepared by the Contractor for major & minor spares consumables and the decision of Executive Engineer of RCB regarding the major /minor consumables shall be final.

Replaced parts/ spares, used brunt oil etc. will be property of vendor. It is his responsibility to disposed of immediately as per norms of **Pollution Control Board**.

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

Any additional works not covered above, but necessary for the functioning of the system and required as per specification are to be incorporated. The items of minor nature, which are not mentioned, shall be incorporated by the Tenderer.

- 3.4 All the maintenance woks shall be carried out in accordance with the manufacturer's specification and instruction of the Executive Engineer & in coordination with other departments. However tentative schedule of maintenance shall be as per Annexure-XI.

### **3.5 PENALTY CLAUSE:**

- 3.5.1 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 for each location separately 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 plants in-

charge, AMC is liable to be terminated and final decision for this shall rest with the Executive Engineer (RCB).

3.5.2 If the contractor is NOT able to locate and rectify the fault for reasons attributable to the non performance of contractor, as assessed by Executive Engineer (RCB), the penalty clause will be applicable if System remains non-functional **beyond 6 hrs**. The penalty will be Rs.1, 000/- per day/ location.

3.5.3 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 Executive Director RCB in this regard shall be final and binding.

### **3.6 Deployment of Site Supervisor and Technician to ensure smooth functioning of HVAC systems**

3.6.1. Mere deployment of MAN POWER does not amount to fulfillment of obligation of the contractor. Contractor will be responsible for satisfactory maintenance of all the systems under the scope of contract and smooth functioning of all services in the (RCB, ESS, THSTI, LIBRARY Block, SAF and PRB).

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

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

3.6.4 The contractor is also expected to maintain a minimum Inventory of critical spares that have long delivery period.

### **3.7 Detailed Terms and Conditions for providing Annual Maintenance Contract for all Inclusive Comprehensive Maintenance of "Central air-conditioning plant" (HVAC System) for NCR Biotech Science Cluster, at 3<sup>rd</sup> km Milestone Faridabad, Gurgaon-Faridabad Expressway, Faridabad (Haryana) 121001**

3.7.1 Contractors should provide uniforms of approved colour & Safety shoes to the employees deputed at NCR Biotech Science Cluster at their own cost.

3.7.2 In order to ensure the fulfillment of statutory obligations, contractors shall ensure that the payment of wages of the workmen of the contractor is made in the presence of a representative nominated by RCB.

3.7.3 The contractor shall issue the identity cards to his workmen on his own cost and shall duly be intimate in writing the Executive Engineer as and when there is any change.

- 3.7.4 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.
- 3.7.5 The contractors shall be responsible for the safety of all the items of furniture, plants, office equipment and other fittings provided in the premises and shall be liable to make good any loss to the same if damaged during the execution of their duties which shall be recoverable from their monthly bill or other dues payable to the contractors by the company.
- 3.7.6 The monthly bills for the service shall be submitted by the contractors at the end of every month and the same will be settled by RCB by 10th of falling month.
- 3.7.7 The contractors should deploy the personnel after screening/approval from RCB.
- 3.7.8 The contractor shall ensure that the workmen deployed by him behave decently and do not indulge themselves in any such activities, which are unbecoming on the part of a person working in the Government Office.
- 3.7.9 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 Engineer in-charge or any other officer designated by the Executive Director RCB. The contractor shall issue necessary instruction to his/its employees to act upon the instructions given by the supervisory staff of office building.

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

- a) The Contractor is to ensure that all the installations and accessories provided for different installations are in their positions, levels, directions etc,
- b) The contractors should have their maintenance people accessible either by person or by phone during or after office hours and if called for to attend to work of repairing, rectification or servicing or as required for the smooth functioning of HVAC systems.

**3.9. SPECIAL TERMS AND CONDITIONS (STC):**

- 3.9.1 Site Engineer/Supervisor: The contractor's supervisor shall be available at all times over phone for receiving instructions from the RCB. He shall also attend all site meetings & co-ordination meetings & arrange to carry out work smoothly as per the agreed time schedule. Any instruction given to the site supervisor shall be construed as if the same is given to the contractor. The contractor shall provide the technician / mechanics, who have undergone the basic training of all the tools / equipment to

handle any emergencies with regard to all inclusive comprehensive maintenance of HVAC systems.

**3.9.2 Corrupt or Fraudulent Practices:**

3.9.2.1 Bidders & Suppliers shall observe the highest standard of ethics during the procurement and execution of the contract.

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

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

3.9.5 Technical evaluation committee during technical evaluation will also review the past performance of the contractor before making them technically qualified etc.

**3.10. ADDITIONAL TERMS AND CONDITIONS:**

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

3.10.2 The contractor should submit detailed general and shift duty chart of proposed staff to be deployed one week in advance before start of every month and schedule of detailed works to be carried out

3.10.3 The contractor should submit list of spare parts required to carry out repairs and maintenance works well in advance to RCB, which be himself has to arrange for the said jobs.

3.10.4 They shall be responsible for any periodic statutory inspection to be carried out on the equipment necessary test report and certificate rectification of defects, pointed during such inspection etc.

3.10.5 Contractors should follow all safety norms and provide necessary safety equipment at their own cost. In case of any accident during the testing / maintenance of the equipment leading to injuries / damages to human beings equipment and / or loss of life, the contractor shall be fully responsible for setting all claims and indemnify the

department against any claims arising out of such accidents. Consequent damages to other systems will however be recoverable from the contractor.

3.10.6 This contract can be terminated by the Executive Director RCB without assigning any reasons by giving a notice period of 60 days at any time during the period of contract. No claim for any compensation will however be entertained due to such termination prior to the expiry of stipulated period of contract.

### **3.11. PAYMENTS:**

a) The payment will be made as per the clause No. 3.12.2 of special conditions of contract of this tender after making statutory deduction.

If performance is not found satisfactory, payment for that month will be forfeited and if un-satisfactory performance continues, then contract is liable to be terminated. The bill should be presented at the end of every month inclusive of all taxes.

### **3.12. SPECIAL CONDITIONS OF CONTRACT ARE:**

#### **3.12.1 place of installation of equipment under all inclusive comprehensive maintenance**

NCR Biotech Science Cluster (RCB ESS, THSTI, LIBRARY Block, SAF and PRB) as a whole Central Air conditioning), 3 Km Milestone Faridabad, Gurgaon-Faridabad Expressway, Faridabad (Haryana) 121001

#### **3.12.2 PAYMENT TERMS**

- a) Payment shall be made on monthly basis within 10 days after submission of bills in the succeeding months.
- b) The payment shall only be released on confirmation of disbursement of salaries and other allowances to the labours deployed at site by the agency.

#### **3.12.3 PAYING AUTHORITY**

##### **Senior Manager (A&F)**

Regional Centre for Biotechnology

3 km Milestone Faridabad,

Gurgaon-Faridabad Expressway, Faridabad (Haryana) 121001

3.12.4 **PERIOD OF CONTRACT** : The contract shall be in force for initial period of one year and may be extendable further upto Four years based on performance on annual increase of 5% of previous year contract value, keeping other terms and conditions same. The contract can be terminated by either party by issuing Two months advance notice in writing.

#### **3.12.5 VALIDITY OF PERFORMANCE SECURITY**

Till Expiry of the Contract with 90 days as claim period.

### **3.12.6 SCOPE OF WORK (additional information)**

- 3.12.6.1. Annual Maintenance Contract for all Inclusive Comprehensive Maintenance of "Central Air-Conditioning Plant" (HVAC System) for NCR Biotech Science Cluster (RCB, ESS, THSTI, LIBRARY Block, SAF and PRB) as a whole at 3 km Milestone Faridabad, Gurgaon-Faridabad Expressway, Faridabad (Haryana) 121001
- 3.12.6.2 All the equipments/installations shall always be kept in good and trouble free operating conditions.
- 3.12.6.3 All the required record for break-downs/repairs and maintenance etc. shall be maintained in the form of history books, logbooks etc. as per directions. Using latest Complete Maintenance Management software free copy to be provided to client for monitoring through LAN system
- 3.12.6.4 All the maintenance works shall be carried out in accordance with the manufacturer's specifications and instructions of the engineer in charge. The brief of main activities to be carried out for operation, routine/special & preventive and comprehensive maintenance is enclosed as per Annexure -XI.
- 3.12.6.5 If for any reason any equipment is required to be repaired from any outside agency or in any workshop, the same shall be arranged by the agency at his own cost within the quoted prices.

### **3.13 WATCH & WARD**

Watch and Ward of their material, machineries and system etc. till end of the contract shall be the sole responsibility of the contractor and pilferage etc. shall be entirely to his account and will be handed over to client in good working condition at the termination of contract.

### **3.14 PERIOD OF OPERATION**

Their-conditioning plants shall be operated 24x7 on all week days or as required. The plant shall also be operated on Holidays. Hence maintenance services should be available round the clock 24x 7 round the year.

### **3.15 DEPLOYMENT OF STAFF**

- 3.15.1 The agency shall assess the required number of skilled, semi skilled and unskilled labour for satisfactory routine & special and all inclusive comprehensive maintenance of the equipments and deploy them accordingly.

- 3.15.2 Any extra labour of any nature if required at any time for attending any repair/break down shall be deployed by the agency at his own cost for which nothing extra shall be payable.
- 3.15.3 The deployed labour shall be adequately by experienced and qualified/trained in testing & maintenance of Central Air Conditional Plants with reciprocating type compressors and connected equipments for cooling and heating, so that all the break downs/repairs are attended immediately with minimum possible down time. Any unjustified delay in repairing of equipments shall be treated as breach of contract and suitable penalty shall be imposed and recovered from the monthly bill. The minimum expected labour to be deployed having qualification experience as per Annexure-VIII.
- 3.15.4 Down period shall not be more than one hour for minor breakdowns and six hours for major break downs subjects to force major clause (beyond the control of the agency).
- 3.15.5 In case of any abnormal delay on the part of the agency beyond the specified time, penalties shall be imposed and recovered from the monthly bills as per the **Clause No. 3.5** of penalty clause of this tender.

### **3.16 WAGES**

- 3.16.1 The agency shall pay the salary to his employees deployed at site, not less than the minimum wages as declared from time to time by the statutory authorities without any liabilities of increase to RCB during the tenure of the agreement.
- 3.16.2 The prices quoted by the bidder shall deem to be inclusive of all the contractor's liabilities as per labour laws such as minimum wages, D.A., Bonus, P.F., E.S.I., Uniforms, Tools, Conveyance, Leave/Holidays workmen compensation etc. and nothing extra over and above the quoted rates shall be payable during currency of the contract.

### **3.17 LABOUR LAWS:**

- 3.17.1 The contractor will abide by all the rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance, ESI, PF & Bonus etc. This will be the sole responsibility of the contractor. RCB will not be a party at any stage in any of the disputes relating to the above. In case, any liability arises due to non-conformance by the contractor, under no circumstances RCB will be liable for the same.
- 3.17.2 After award of work, the contractor shall submit an undertaking to RCB that the staff deployed by him for the work shall have no claim for any kind of employment in NCR Biotech Science Cluster and the contractor shall be responsible for any dispute of any wages or any service conditions. The contractor shall be fully responsible for any compensation or any claim of the labour deployed by him for the work.

### **3.18 DAMAGE CAUSED TO INSTALLATION**

In case of any damage caused to the installation due to negligence, carelessness or inefficiency of staff of the firm the contractor shall be responsible to make good the loss. Decision of the Executive Engineer shall be final & binding on the contractor.

## **IV. PROCEDURE FOR OPENING THE BIDS**

The procedure of opening of the bid shall be as under

1. First envelope, COVER-1 “PRE-QUALIFICATION” shall be opened at the time & date informed by RCB. Only qualified bidders from the pre-qualification criteria are eligible for opening COVER-2 “TECHNICAL BID” and “COVER-3 PRICE BID.” The date for opening of second and third envelopes shall be communicated subsequently.
2. Second envelope, COVER-2 “TECHNICAL BID” shall be opened at the time & date informed by RCB in the presence representative of bidders, who choose to be present. Only qualified bidders from the technical bid are eligible for opening “COVER-3 PRICE BID”. Third envelope, “COVER-3 PRICE BID” containing Price bid shall be opened after evaluation of technical suitability of the offer. Third envelope of only those bidders shall be opened who qualify in the technical bid. If necessary, the firms may be called for Technical Presentation of their product as per the time & date informed by RCB.
3. Any clarification on the technical specification and commercial terms and conditions may be clarified in writing from RCB.
4. Deviation of any commercial terms and condition and technical specification shall not be entertained under any circumstances.
5. Bidders may in their own interest visit the sites and undertake site visit before submitting bids. RCB will not be responsible for any incidental or consequential losses of the firms while execution and till expiry of the period of maintenance.
6. The supplied materials should strictly comply with the specifications as mentioned in the bid; otherwise the material would be liable for rejection.
7. In case of supply of any defective material or substandard material, the materials will be rejected & it is the responsibility of the tenderer for taking back & replacing the rejected materials at their own cost. In case of non-lifting of such rejected materials within a reasonable time offered by the office it will have the right to suitably dispose-off the same and forfeit the amount.

## V. TECHNICAL BID EVALUATION CRITERIA

- A. The bids shall be ranked on the basis of combined weighted score for quality and cost. The tender shall be awarded to the bidder obtaining the highest total combined score in evaluation of Technical bid and Price (financial) bid.
- B. The bids shall be ranked keeping in view the marks obtained on a scale of 100 marks during evaluation of bids. The technical and Price (financial) bids shall enjoy weight age in the proportion of 60:40 i.e. 60% for the technical bid and 40% for the financial bid.
- The financial bids of only those successful bidders who obtain minimum 70% point i.e. 70/100 in Technical evaluation will be opened for **financial evaluation**.
- C. Combined scores of respective bidders shall be obtained by sum of their respective technical bid scores (out of 60) and their respective Price (financial) bid scores (out of 40).
- D. (i) **Criteria for evaluation** of the technical bid/performance of contractors for pre-eligibility

Sl.No.	Attributes	Evaluation
1.	<p><b>Financial strength</b></p> <p>(i) Average annual (last three years) turnover 6.0 Crore/year      15 marks</p> <p>(ii) Solvency Certificate 2.0 Crore      05 marks</p>	<p><b>(20 marks)</b></p> <p>(i) 60% marks for minimum eligibility criteria</p> <p>(ii) 100% marks for twice the minimum eligibility criteria or more</p> <p>In between (i) &amp; (ii) – on pro-rata basis for similar works.</p>
2.	<p><b>Experience in similar class of work</b></p> <p>i One similar works contract of Rs. 32.0 lacs or more</p> <p>ii or</p> <p>Two similar works contract of Rs. 20.0 lacs or more</p>	<p><b>(20 marks)</b></p> <p>(i) 60% marks for minimum eligibility criteria of works</p> <p>(ii) 100% marks for twice the minimum eligibility criteria or more</p> <p>In between (i) &amp; (ii) – on pro-rata basis</p> <p>For similar works</p>
3.	<p><b>Performance on timely attending completion.</b></p> <p>Please attach completion certificate of timely/satisfactory minimum two clients. One of whom should be PSU/Govt. organization.</p>	<p><b>(10 marks)</b></p> <p>(i) 60% marks for minimum eligibility criteria of works</p> <p>(ii) 100% marks for twice or more the eligibility</p> <p>(iii) In between pro-rata</p>
4.	<p><b>ISO/ other certification of the firm</b></p> <p>ISO -9001 -2008 &amp; 14001 -2004</p>	<p><b>(05 marks)</b></p> <p>For certification 5 points</p> <p>Otherwise Zero(0)</p>

5.	<b>Status of the Agency</b> i. The Authorised service provider of OEM ii. Experience of handling minimum two of 3 x 500 TR or more HVAC systems of multistoried buildings spread over a large area of Biotech Research Centers, reputed Institutes like; IITs, AIIMS large Hospitals & large Bio-Incubators facilities.	<b>(15 marks)</b> <b>(05 marks)</b> (i) 60% marks for minimum eligibility criteria of works (ii) 100% marks for twice or more the eligibility (iii) In between pro-rata
6	Local office/service center in NCR with minimum two Service Engineer & two Technicians.	<b>(10 marks)</b> (i) 60% marks for minimum eligibility criteria of works (ii) 100% marks for twice or more the eligibility (iii) In between pro-rata Nil if min criteria is not met.
7.	Performance of works (Quality) Based on report/visit/ presentation	<b>(15 marks)</b>
	(i) Very Good	15
	(ii) Good	10
	(iii) Fair	05
	(iv) Poor	0

**Total = 100 marks**

D. **(ii) Financial bid evaluation:** - The bidder quoting to lowest rate will be awarded full points out of 40. Other will be awarded pro-rata.

1. The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.
2. Conditional bids will also be summarily rejected.
3. The technical bids will be evaluated by the expert technical committee of the Institutes on the basis of technical bid and technical specifications & technical presentation. The authority for the acceptance of the tender rests with the RCB. The tenders received will be evaluated by RCB Committee to ascertain the best acceptable tender in the interest of RCB.
4. Financial bids of only the pre-qualification and technically qualified bidders will be opened for evaluation in the presence of qualified bidders.

However, RCB shall not be bound to accept the lowest or any other tender or to assign any reason for non-acceptance or rejection of a tender. RCB reserves the right to accept any tender in respect of the whole or any portion of the work specified in the tender paper

**GENERAL INFORMATION ABOUT THE BIDDER**

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

Date

Sign and Seal of Contractor

**DETAILS OF EARNEST MONEY DEPOSIT**

(Separately typed on Tenderer Letter head is preferable & submitted in Envelope No.1)

**TENDER DOCUMENT NO. RCB/BSC/F-158/AMC-HVAC/2015-16/03**

**Date:**

To,  
Executive Director  
Regional center for Biotechnology,  
180, Udyog Vihar Phase-I  
Gurgaon-122016.

Subject: Earnest Money Deposit (EMD) for the Tender No: \_\_\_\_\_

Respected Sir,  
I/We \_\_\_\_\_ (hereinafter referred to as the Tenderer)  
being desirous of Biding for the work under the above mentioned Tender document  
and having fully understood the nature of the work and having carefully noted all  
the terms and conditions, specifications etc., as mentioned in the Tender document.

I/We feel an immense pleasure to quote our most competitive rates herewith duly  
signed by me / us. I / We have quoted separately for the systems and the Earnest  
Money Deposit/s has been submitted separately in Envelop 1

EMD details

Amount (Rs.) : \_\_\_\_\_  
Instrument Number : \_\_\_\_\_  
Date of issuance : \_\_\_\_\_  
Name of the Bank : \_\_\_\_\_

Place: (Signature of Tenderer)

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Date: Seal :

**DECLARATION OF THE BIDDER**  
(To be submitted on Rs.100/- stamp paper)

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

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

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

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

Place:

Date:

(Signature of the partner / manager /  
Managing partner / with  
Rubber stamp of the firm)  
Sign and Seal of Contractor

**COMPANY PROFILE WITH STAFF DETAILS & WORK EXPERIENCE**

(To be typed separately &amp; submitted in Envelope No.2)

<b>A} Information :</b>	
Name of Company :	
Address of Head Office :	
Contact Person :	
Telephone :	
Telefax :	
E-Mail :	
No. of Branches (Dealers) and their address	
Address for Correspondence :	
Contact Person :	
Telephone :	
Telefax :	
E-mail :	
<b>B} Business Organization :</b> (Please tick wherever applicable & attach all supporting documents)	
Sole proprietorship	
Private Limited	
Public Sector Undertaking	
Limited Company	
Joint Venture	
<b>C} Business Management :</b> Attach Corporate Organization Chart with Name	
<b>D} Total Number of Employees Employed :</b>	
1) At Head Office	
2) At Branch Office	
3) At Site	
<b>E} Is Your Organization a Subsidiary of</b>	Yes/No

<b>Another Company?</b>	
If Yes, of whom?	
<b>F} Financial Capability :</b>	
Annual Turnover Last 3 Years: Attach Balance sheets of last 3 years. Rs.	
Projected this year	
Last year	
One year before last year	
Two year before last year	
Three year before last year	
Four year before last year	
Name and address of the bankers with Contact person and contact numbers.	
<b>G} Whether your company hold following certificates:</b>	Yes/No
ISO 9001-2000	
OHSAS – 18001-1999	
If No, do you substantiate a need to have them	Yes/ No
<b>H} Are there any Litigations/ Court cases against your company?</b>	Yes/ No
If yes, give details :	
<b>I} Any other information that you want to give (may attach separate sheet)</b>	

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

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

**Sign and Seal of Contractor**

**DETAIL OF THE SIMILAR WORKS IN HAND**

*(To be submitted in Envelop No. 1)*

Sl.No.	Name of Customer	Description of Work	Date of		Remarks
			Start	completion	

**Sign and Seal of Contractor**

**List of work related Equipment, Machinery and Tools Tackles etc  
Immediately available with the Bidder for use on this work.**

*(To be submitted in Envelop No. 1)*

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

**Sign and Seal of Contractor**

**Annexure-V**

**List of Major Client, successfully executed by the bidder**

*(To be submitted in Envelop No. 1)*

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

**Sign and Seal of Contractor**

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

**CHECKLIST OF ESSENTIAL DOCUMENTS TO BE  
SUBMITTED IN PART – I OF BID**

***PART - I***

Essential Documents:-

Sl. No.	Name of Document
1	<p>a) Earnest Money Deposit of Rs.1, 00, 000/- in the form of Demand Draft payable in favour of <b>Executive Director RCB</b>, payable at <b>Gurgaon</b>.</p> <p>b) Tender cost/Fee Rs 1500/- (Non-refundable) in the form of Demand Draft payable in favour of Executive Director RCB, payable at Gurgaon.</p>
2	Form of particulars duly filled & Signed
3	<u>Declaration Form :</u> Acceptance of general Terms and Conditions of the Contract duly signed in by the tenderer /bidder
4	Copy of Income-tax PAN Card, PF & ESIC registration certificate
5	Copies of Work Orders & Certificate Indicating proof of having requisite Experience of Operation and All Inclusive Comprehensive Maintenance for the subject work in Govt. Firms/Public Sector undertakings /reputed organizations during last seven years. As per eligibility criteria
6	Copy of Service Tax Registration Certificate No. and Date of Issue
7	Affidavit/ Declaration of Proprietor that he is the sole proprietor of the firm! Memorandum and Article of Association/ Partnership Deed, whichever is applicable.
8	Copy of IT Returns and audited balance sheet and profit and Loss statements for the previous three years i.e. FY: 2012-13 & 2013-14, 2014-2015.
9	List of personnel available on hand & proposed to be engaged for the subject work.
10	Bid documents in original duly filled in and signed by Bidder/Tenderer or his authorized Representative along with seal on each page.

Price quotations will be opened only of those parties who submit all essential documents indicated in the checklist of **Part-I**

**FINANCIAL BID**

**Sub :-** Annual Maintenance Contract for all inclusive Comprehensive Maintenance of "Central Air-Conditioning Plant" (HVAC system) both high side & low side services for NCR Biotech Science Cluster (RCB ESS, THSTI, LIBRARY Block, SAF and PRB as a whole Central Air conditioning System), at 3 km Milestone Faridabad, Gurgaon-Faridabad Expressway, Faridabad (Haryana) 121001

S.No	Description of work	Capacity	Qty	Unit	Amount
<b>A HIGH SIDE SERVICES</b>					
1	Centrifugal Water Cooled Chiller	500 TR	3	Nos.	<b>For all inclusive comprehensive maintenance</b>
2	Induced Draft Cooling Tower	600 TR	3	Nos.	
3	Primary Chiller Water Pump	20 HP	3	Nos.	
4	Secondary Chiller Water Pump	30 HP	3	Nos.	
5	Condenser Water Pump	60 HP	3	Nos.	
6	Floor Mounted AHU	-	27	Nos.	
7	Ceiling Suspended AHU	-	2	Nos.	
8	AHU with Heat Recovery Wheel	-	6	Nos.	

(i) Quoted price for one year all inclusive CMC= Rs.

(Rupee in words \_\_\_\_\_ )

<b>B LOW SIDE SERVICES</b>					
1	TFA units	-	3	Nos.	<b>For all inclusive comprehensive maintenance</b>
2	Fan Coil Units	2 TR	50	Nos.	
3	Fan Coil Units	2.5 TR	4	Nos.	
4	Fan Coil Units	3 TR	17	Nos.	
5	Humidifiers	-	6	Nos.	
6	VFD's	-	38	Nos.	
7	VFD's (Secondary Motor Pump)	-	3	Nos.	
8	CT Fan Motor	7.5 HP	12	Nos.	
9	Air Washer	10800 cfm	1	Nos.	
10	Exhaust Fan	11800 cfm	1	Nos.	

(ii) Quoted price for one year all inclusive CMC= Rs.

(Rupee in words \_\_\_\_\_ )

<b>C BMS SYSTEM</b>					
1	Complete BMS System for above services	1	1	Job	<b>For all inclusive comprehensive maintenance</b>

(iii) Quoted price for one year all inclusive CMC= Rs.

(Rupee in words \_\_\_\_\_ )

**Total of (i) + (ii) + (iii) = Rs.**

(Rupee in words \_\_\_\_\_ )

(Signature of the bidder)

Name: \_\_\_\_\_

Place: \_\_\_\_\_

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

Seal

**PART-II**

**PRICE BID**

Sub: Annual Maintenance Contract for all Inclusive Comprehensive Maintenance of "Central Air-Conditioning Plant" (HVAC System) for NCR Biotech Science Cluster (RCB ESS, THSTI, LIBRARY Block, SAF and PRB) as whole Central Air Conditioning System, at 3 km Milestone Faridabad, Gurgaon-Faridabad Expressway, Faridabad (Haryana) 121001. Subsequently by more buildings will be added, which are presently under construction for which pro-rata rates will be calculated as and when required.

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

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

We agree to provide the services with required manpower with requisite qualifications enumerated in ANNEXURE- VIII for the subject work for all necessary operation and all inclusive comprehensive maintenance services as per the rates quoted by us.

We confirm that our quotations will be valid for 180 days from the date of submission of Bid.

Signature (Name of Bidder along  
With Rubber Stamp of the firm)

Place:

Date:

**Detail of Equipment installed at NCR BSC Faridabad**

S.No	Description of work	Capacity	Qty	Unit	Total Capacity	Make
<b>HIGH SIDE SERVICES</b>						
1	Centrifugal Water Cooled Chiller	500 TR	3	Nos.	1500 TR	York
2	Induced Draft Cooling Tower	600 TR	3	Nos.	1800 TR	Bell
3	Primary Chiller Water Pump	20 HP	3	Nos.	60 HP	Xylem
4	Secondary Chiller Water Pump	30 HP	3	Nos.	90 HP	Xylem
5	Condenser Water Pump	60 HP	3	Nos.	180 HP	Xylem
6	Floor Mounted AHU	-	27	Nos.		Waves
7	Ceiling Suspended AHU	-	2	Nos.		Waves
8	AHU with Heat Recovery Wheel	-	6	Nos.		Waves
<b>LOW SIDE SERVICES</b>						
1	TFA units	-	3	Nos.		Waves
2	Fan Coil Units	2 TR	50	Nos.	100 TR	Waves
3	Fan Coil Units	2.5 TR	4	Nos.	10 TR	Waves
4	Fan Coil Units	3 TR	17	Nos.	51 TR	Waves
5	Humidifiers	-	6	Nos.		Rapid cool
6	VFD's	-	38	Nos.		ABB
7	VFD's (Secondary Motor Pump)	-	3	Nos.		Danfoss
8	CT Fan Motor	7.5 HP	12	Nos.	90 HP	Bell
9	Air Washer	10800 cfm	1	Nos.		Bell
10	Exhaust Fan	11800 cfm	1	Nos.		Bell
1	BMS System	1	1	Job		Blue star

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

**(A) Minimum staff proposed by the contractor for deployment for uninterrupted services at NCR Biotech Science Cluster Faridabad**

<b>1</b>	<b>Supervisor</b>	
<b>2</b>	<b>Technician</b>	
<b>3</b>	<b>Electrician</b>	
<b>4</b>	<b>Helper</b>	

**(B) Qualification & Experience of persons to be deployed at site**

<b>Sl.No.</b>	<b>Post</b>	<b>Qualification</b>
<b>1</b>	<b>Supervisor</b>	Diploma in the field of Electrical/Mechanical Engineering or ITI in the trade of electrician/fitter with at least 5 year experience in the field of maintenance of central Air-conditioning plants
<b>2</b>	<b>Air-conditioning Mechanic</b>	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
<b>3</b>	<b>Electrician</b>	Should have passed ITI in the trade of electrician/fitter with at least 5 year experience in the field of maintenance of central Air-conditioning plants
<b>4</b>	<b>Helper</b>	Should have basic knowledge of Air-conditioning equipment.

**PERFORMANCE BANK GUARANTEE**

**Executive Director,  
Regional Center for Biotechnology  
3 km Milestone Faridabad,  
Gurgaon-faridabad Expressway,  
Faridabad (Haryana) 121001**

(With due stamp duty if applicable)

**OUR LETTER OF GUARANTEE No.** : \_\_\_\_\_

In consideration of Executive Director, RCB, having its 3 km Milestone Faridabad, Gurgaon-Faridabad Expressway, Faridabad (Haryana) 121001 (hereinafter referred to as "RCB" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having entered into an agreement dated \_\_\_\_\_/issued service contract No. \_\_\_\_\_ dated \_\_\_\_\_ with/on M/s \_\_\_\_\_ (hereinafter referred to as "The Service provider" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

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

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

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

This Letter of Guarantee will expire on \_\_\_\_\_ including 90 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

\_\_\_\_\_  
**Authorized Signature  
Manager  
Seal of Bank**

AGREEMENT

**This agreement made on ..... between Senior Manager on behalf of Executive Director RCB 3 km Milestone Faridabad, Gurgaon-Faridabad Expressway, Faridabad (Haryana) 121001 ( hereinafter called the employer) of the one part and .....here in after called “ The Service provider ” of the other part.**

Whereas the employer is desirous that certain works should be executed i.e. Annual Maintenance Contract for Operation and all Inclusive Comprehensive Maintenance of “Central Air-Conditioning Plant” (HVAC System) for NCR Biotech Science Cluster consisting of (RCB, ESS, THSTI, Library Block, SAF and PRB) at 3 km Milestone Faridabad, Gurgaon-Faridabad Expressway, Faridabad (Haryana) 121001

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

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

RCB hereby covenants to pay the consideration of, complete contract for providing Annual Maintenance Contract for all Inclusive Comprehensive Maintenance of “Central Air-Conditioning Plant” (HVAC System) for NCR Biotech Science Cluster (RCB, ESS, THSTI, Library Block, SAF and PRB) as whole Central Air Conditioning System at 3 km Milestone Faridabad, Gurgaon-Faridabad Expressway, Faridabad (Haryana) 121001 at the contract price at the times and in the manner prescribed by contract.

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

**For & on behalf of  
Service Provider**

**For & on behalf of  
RCB**

**Witness (i)**

**(i) Executive Engineer RCB**

**Witness (ii)**

**(ii) Institute Engineer THSTI**

**Date :**

**Place: Faridabad**

### **Schedule of maintenance in compliance with scope of work**

- 1 Clean of makeup tank, filters and strainers.
- 2 Cleaning of equipments and tightening of belts as and when required.
- 3 Stopping the plant whenever there is some abnormal noise & Leak test of systems
- 4 Maintaining of proper record of preventive maintenance
- 5 Maintaining of proper log sheet of running of plant
- 6 Recording of complains received and attending the same and closing the complain as per format supplied by the RCB
- 7 Descaling /chemical cleaning of condenser tubes once in a year or whenever required
- 8 Checking and setting of controls four times in a year.
- 9 Replacement of oil and cleaning of filter
- 10 Topping of refrigerant whenever required
- 11 Replacing any defective controls in mechanical/electrical system whenever found defective
- 12 Rectification of leak if any and testing the system with nitrogen pressure and recommissioning after vaccumization.
- 13 Attending problems of any nature in compressors, motors, controls, condenser water pumps, chilled water pumps, water softener plant, water make up tanks water softener plant and AHU's etc. & raw water pump house equipment
- 14 Carrying out off season preventive maintenance once a year
- 15 Carring out work of overhauling rewinding, replacement of bearings of pumps, motors AHU,s etc whenever required
- 16 Greasing of pumps, motors, AHU,s bearings.
- 17 Decaling of valves and repairing coil of AHU's.
- 18 Replacement of defective belts, pulleys, blowers, shafts, bearings, of AHU's whenever found defective.
- 19 Replacement of defective ACB's, switches, fuses, contactors, starters, indicating lamps, controls, wires and lugs.
- 20 Any works, other than indicated above but required essentially for proper functioning of the equipments.