

**Tender Document
for
AMC of Electrical and Mechanical Installation/Facilities
at Mizoram Houses,
Chanakyapuri and Vasant Vihar, New Delhi.**

**Office of the Resident Commissioner
Government of Mizoram
Mizoram House
Pt. Uma Shankar Dikshit Marg, Chanakyapuri,
New Delhi-110021**

**No.D.14014/48/2018-RC
Government of Mizoram
Office of the Resident Commissioner, Mizoram House
Chanakyapuri, New Delhi-110021**

Dated the 2nd August, 2024.

**Request for Proposal for Annual Maintenance Contract of Electrical and
Mechanical Installations/Facilities in Mizoram Houses
at Chanakyapuri and Vasant Vihar**

Proposals are invited from experienced and reputed Firms for providing combined Annual Maintenance Services of various Electrical and Mechanical Installations/Facilities including Water Filtration Plant, Central Air-Conditioning Plant, Splits Air-Conditioners, Cassette Air Conditioners, Diesel Generator Set, Electrical Sub-station and Solar Water Heating System and Water pumps including submersible water pumps at Mizoram Houses, Chanakyapuri and Vasant Vihar, New Delhi.

The last date of receipt of proposals is **16.8.2024**. Technical Bids will be opened on the same day i.e. **16.8.2024** at **2.00 PM**. Tender Document can be obtained from the Office of the Resident Commissioner, Govt. of Mizoram, Chanakyapuri, New Delhi during office hours, and may also be downloaded from the website www.mizoramhouse.nic.in.

The Proposal should be addressed to:

Resident Commissioner,
Government of Mizoram,
Pt. Uma Shankar Dikshit Marg, Chanakyapuri,
New Delhi – 110021,
Phone: 011-23015928

Sd/-
(Resident Commissioner)

**Annual Maintenance Contract for Electrical and Mechanical
Installations/Facilities in
Mizoram Houses, Chanakyapuri and Vasant Vihar, New Delhi**

For and on behalf of Governor of Mizoram, the Resident Commissioner, Government of Mizoram, New Delhi invites bids from reputed and experienced Firms for combined Annual Maintenance Contract of the following Electrical and Mechanical Installations/Facilities at Mizoram House premises at Chanakyapuri and Vasant Vihar:

A. Mizoram House, Chanakyapuri:

- 1) Water Filtration and Softening Plant;
- 2) Electrical Sub-station;
- 3) Diesel Generator Set (320KVA-NTA 855-G2-1);
- 4) Central AC Plant (Variable Refrigerate Volume R 410A);
- 5) Solar Water Heating System with automatic backup system.
- 6) 8 (eight) Split Air-Conditioners.
- 7) Water pumps, including submersible water pumps.

B. Mizoram House, Vasant Vihar:

- 1) Water Filtration and Softening Plant;
- 2) 43 (Forty three) Split Air-Conditioners.
- 3) 4 (four) Cassette Air Conditioners.
- 4) Diesel Generator Set (215 KVA).
- 5) Water pumps, including submersible water pumps.

1. **Validity of the Contract:** The contract, if awarded, shall be initially for a period of 1 (one) year from the date of award, subject to further continuation on an annual basis, based on satisfactory performance (maximum up to five years). In case of breach of contract, the Resident Commissioner shall have the right to terminate the contract forthwith and forfeit performance security amount deposited by the contractor and take suitable necessary action as warranted under law.

2. Proposal Conditions:

- (a) The submissions of the offer shall not bind the department from accepting any proposal and the department reserves the right to modify these requirements and the tender conditions in whole or in part and/or seek additional bidder to submit bids
- (b) The tender documents and other details submitted by the bidder should properly be indexed and page numbered. Missing out of unindexed and unpagged documents, while scrutinising, shall not be the responsibility of the Office of the Resident Commissioner.

- (c) The bidder shall attach the copy of the authorization letter/power of Attorney as proof of authorization for signing on behalf of the bidder.
- (d) Tender drop-box will be kept in the Personal Branch of Resident Commissioner, Government of Mizoram, Pt. Uma Shankar Dikshit Marg, New Delhi till **11:00 AM** on **16.8.2024**. No tender shall be accepted after due date and time.
- (e) The technical bids will be opened on **16.8.2024** at **2:00 PM** in the office of the Resident Commissioner at Pt. Uma Shankar Dikshit Marg, New Delhi in the presence of the concerned bidders or their authorised representatives. The financial bids of the technically qualified bidders shall be opened on a date to be notified separately.
- (f) The Resident Commissioner shall be at liberty to reject any or all the bids without assigning any reason.

3. Minimum Eligibility Criteria (all relevant documents to be submitted):

- (a) At least two years' experience in providing satisfactory service for at least 2 (two) of the services listed above at Government/PSU establishments in Delhi. The document in support of experience for such Services should be furnished. Experience will be shown by submission of work orders/ agreement and satisfactory completion or ongoing work certificates/ testimonials from the employers.
- (b) The Bidder should have valid electrical or any other mandatory license as applicable from authority concerned of Government of NCT Delhi. Details of registration with GST, Income Tax and other authorities as required under the law should be submitted.
- (c) The annual financial turnover of the firm should be at least ₹ 1.00 (one) crore consecutively for each of the past two years. Audited Turnover Statement should be enclosed.
- (d) Bidders coming under Rule 151 of General Financial Rules, 2017 are debarred from bidding. They should submit a declaration/affidavit to the effect that they have not been convicted by a court of law or no criminal case is pending against them, and whether they have been blacklisted by any Government agency in the past.

4. Submission of Bids:

- (a) Bid shall be submitted in sealed envelope and clearly marked with project title - **“Proposal for Annual Maintenance Contract for Electrical and Mechanical Installations/Facilities in Mizoram Houses at Chanakyapuri and Vasant Vihar, New Delhi”**.

- (b) The bid shall comprise of two parts namely **Technical Bid** and **Financial Bid**, which shall be submitted in separate, clearly marked envelopes.

The Technical Bid will contain the following:-

- (i) Earnest Money Deposit (EMD) of ₹ 50,000/- (Rupees fifty thousand) only in the form of Account Payee Demand draft of any of the Commercial Banks in favour of Resident Commissioner, Government of Mizoram, payable at New Delhi. EMD is to be valid for a period of forty-five days beyond the final bid validity period. Exemption under Rule 170(i) of General Financial Rules, 2017 is applicable.
- (ii) Tender Acceptance Letter as per given format in Annexure C (a)(i).
- (iii) Bidder's organisation status and technical information as per given format in Annexure C (a) (ii).

The Financial Bid will contain the following:

- (i) The Financial Bid shall comprise the financial quote as per given format in Annexure C (b).

5. Examination of proposals:

The office of Resident Commissioner, Government of Mizoram will examine all the proposals to determine whether they are complete in all respects as specified in the documents. Examination of proposals shall be done in two stages as below:

- (a) **Technical Bid:** Technical evaluation of the bids will be as per the criteria laid under Annexure 'D'. Qualifying marks shall be 45% for short listing of Firms for opening the Financial bid.
- (b) **Financial Bid:** The Financial Bid is to be provided in the format given in Annexure-C(b). Those pre-qualified applicants in the technical bids shall only qualify for consideration of opening of financial bids. Financial bids of all qualifying bidders will be opened for which intimation will be given to all pre-qualified bidders who, if they so desire, can remain present.

6. Performance Security Deposit:

An amount of ten percent of the value of the contract as specified in the bid documents shall be deposited by the Contractor as Performance Security Deposit in the form of Account Payee Demand Draft, Fixed Deposit Receipt from Commercial Bank, Bank Guarantee from Commercial Bank in favour of Resident Commissioner, Mizoram House, New Delhi. Performance Security Deposit should remain valid for a period of sixty days beyond the completion of all contractual obligations.

7. Bid Validity Period:

The bid shall be kept valid for a period of one hundred twenty (120) days from the stipulated last date of submission of bids. The overall offer for the assignment and bidder's quoted prices shall remain unchanged during the period of validity. In case the bidder withdraws, modifies or changes his offer during the bid validity period, the Earnest Money deposit paid by him shall be forfeited without assigning any reason thereof.

8. Right to Accept or Reject Any or All Bids:

Evaluation of proposals shall be at the sole discretion of the office of Resident Commissioner, Government of Mizoram and no suggestion and/or communication shall be entertained in this regard. The office of Resident Commissioner reserves the right to reject or accept and to annul the bidding process and reject all the bids at any time prior to the award of contract, without thereby incurring any liability to the effected bidders or any obligation to inform the effected bidders of the ground for action.

9. Letter of Acceptance (LOA):

Subsequent to the evaluation of proposals and declaration of the successful bidder, the office of Resident Commissioner, Government of Mizoram, will notify the successful bidder in writing by issuing LOA that its bid has been accepted.

10. Service Agreement:

The successful bidder would be invited to execute the Contract Agreement which would have apart from others, the specific conditions as presented in Annexure A.

(GARIMA GUPTA) IAS
Resident Commissioner,
Government of Mizoram, New Delhi

Annexure – A

Specific Conditions of the Contract Agreement

A. Conditions:

1. The persons deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out the services required using appropriate materials and tools/equipment.
2. The Contractor should ensure the health and adopt safety measures of the his employees, comply with all necessary statutory compliances, deal with the settle the matters related with Unions and shall make sure that no labour disputes/problems are referred to the Government of Mizoram. The Contractor at all times should indemnify the office of Resident Commissioner, Government of Mizoram against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Benefit Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Establishment Act 1954 or any modification thereof any other law relating thereto and rules made hereunder from time to time. The office of Resident Commissioner, Government of Mizoram will not own any responsibility in this regard.
3. The successful bidder will have to commence the work immediately after acceptance of contract
4. The contract shall be for a period of 1 (one) year. The office of Resident Commissioner, Government of Mizoram reserves the right to terminate the contract by serving one month's notice in writing to the Contractor. The contract may also be terminated with mutual consent by giving one month's notice too.
5. In case of breach of any terms and conditions attached to this contract, the Performance Security deposit of the agency will be liable to be forfeited to the office of Resident Commissioner, Government of Mizoram besides the annulment of the contract.
6. The Contractor shall check the antecedents of all staff to be deployed in the Mizoram premises with the police authorities. Staff deployed by the Contractor shall carry Identity Cards and wear uniform of the Firm at all times when they are in the premises of Mizoram House.
7. Staff deployed by the Contractor shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property/personnel.
8. The Resident Commissioner, Government of Mizoram, shall not be liable for any accident/injuries to any staff of the Contractor within the premises of the Mizoram House, arising out of the acts done by the Contractor or his staff.

9. The office of the Resident Commissioner, Government of Mizoram reserves the right to withdraw/relax/modify any of the terms and conditions mentioned above so as to overcome any problem that may arise at a later stage.

B. Scope of Work & Services:

The details and scope of work are enclosed at Annexure B. However, the Contractor has to keep in mind the achievement of professional industry standards which *is sine-qua-non* of the contract.

C. Penalty Provision:

The Contractor shall attend to any defect report immediately and repair/set right the defect within 24 (twenty four) hours of notice, failing which a penalty of ₹ 1,000/- (Rupees one thousand only) per day per equipment may be imposed by the Resident Commissioner.

D. Payment Procedure:

Payment will be made in, as far as possible, the succeeding month upon submission of the bill in duplicate.

Annexure –B

Scope of Works

1. Location:

The proposed maintenance services are to be provided in Mizoram Houses located at Pt. Uma Shankar Dikshit Marg, Chanakyapuri, and at Lt. Ribhu Saxena Marg, Vasant Vihar, New Delhi.

2. Scope of Work:

The contractor shall provide comprehensive maintenance service comprising preventive and corrective maintenance, inclusive of parts and consumable etc as applicable.

The comprehensive maintenance includes preventive maintenance quarterly regular services of the Electrical and Mechanical Installation/Facilities and/or replacement of any items necessary for keeping the said items active and free from any defects or disturbance and also on my unscheduled call for corrective and maintenance services, taking appropriate measures/steps on time to set right its functioning.

Maintenance shall be provided on site for the equipment by the Contractor and Maintenance Contract is comprehensive, which covers both spare parts and labour. The replacement of all the spares is included under the maintenance contract. Broken and burnt parts, parts damaged due to end user mishandling and parts damaged due to adverse electrical conditions on site, will not be covered under the AMC.

The replacement of defective spares with original spares or spare of equivalent specification will be done by the Contractor without any extra charge.

The Comprehensive maintenance shall be carried out primarily at the premises of the Client during the office hours. In case, the Contractor feels that the equipment cannot be repaired on-site, they will carry the defective equipment with the consent of officials after giving due receipt of the equipment and promptly deliver back the repaired equipment at the Contractor's own cost and risk. The contract is exclusive of consumables such as Diesel, Chemicals, Coagulants, Gas and Oil.

The Operation environment condition in which the equipment is presently installed is satisfactory and the Contractor will not raise any conditions with regards to the working environment for the equipment covered under the Maintenance Contract.

The Contractor shall deploy on-site support team at each location, i.e. Mizoram Houses at Chanakyapuri and Vasant Vihar, comprising adequately trained personnel to ensure all the systems covered under this contract are property maintained and operated at all times.

The detailed scope of works shall be as under:

1) WATER FILTRATION AND SOFTENING PLANTS AT BOTH MIZORAM HOUSES :

- a) Daily operation including daily back wash, and maintenance of the systems and to keep them in working condition at all times.
- b) Periodical testing of treated water and supply of consumables such as coagulants, salts etc.
- c) Emergency duty.

2) ELECTRIC SUB-STATION AT MIZORAM HOUSE, CHANAKYAPURI :

- (a) Daily operation and maintenance of the systems to keep them in working condition at all times including routine general cleaning of panels
- (b) Periodical servicing, to ensure uninterrupted power supply.
- (c) Emergency duty.

3) DIESEL GENERATOR SET (320KVA-NTA 855-G2-1) AT MIZORAM HOUSE, CHANAKYAPURI AND DIESEL GENERATOR SET (215 KVA) AT VASANT VIHAR ;

- (a) Maintenance and operation of the system to keep it in working condition at all times.
- (b) Periodical servicing to ensure uninterrupted power supply.
- (c) Emergency duty.

4) CENTRAL AIR CONDITIONER PLANT AT MIZORAM HOUSE, CHANAKYAPURI :

- (a) Maintenance and operation of the systems to keep them in working condition at all times.
- (b) Periodical servicing, cleaning of vents, filters and ducts etc.
- (c) Emergency duty.

5) SPLIT AIR CONDITIONERS AND CASSETTE AIR CONDITIONERS AT BOTH MIZORAM HOUSES :

- (a) Maintenance of the machine to keep them in working condition at all times.
- (b) Periodical servicing, cleaning of filters, and replacement of refrigerant gas as and when required.

6) SOLAR WATER HEATING SYSTEM AT MIZORAM HOUSE, CHANAKYAPURI :

- (a) Maintenance and operation of the Systems to keep them in working condition at all times.
- (b) Periodical servicing, to ensuring continuous supply of hot water in all the rooms.

7) WATER PUMPS INCLUDING SUBMERSIBLE WATER PUMPS :

- (a) Maintenance and operation of the Systems to keep them in working condition at all times.
- (b) Periodical servicing, to ensuring continuous supply of hot water in all the rooms.

ANNEXURE – C

(a) TECHNICAL BID FORMAT

(i) Tender Acceptance Form

To,

The Resident Commissioner,
Government of Mizoram, New Delhi.

Subject: Annual Maintenance contract for Electrical and Mechanical Installation/Facilities in Mizoram Houses, Chanakyapuri and Vasant Vihar New Delhi.

Dear Sir,

We have visited the above premises and buildings and fully acquainted ourselves with the relevant facilities to provide services as envisaged in this tender.

We fully understand that non-compliances of the above shall not be accepted as an excuse for performance below the expected level of standards.

Having examined the conditions of the Installation/Facilities/Plants and having completed the assessment of the Scope of Works specified in the said tender document and having acquired the requisite information, I/We hereby offer to undertake the job specified in the said tender document for the duration specified in the said tender document as they may be applicable.

I/We guarantee that the contents of the tender documents will be kept confidential; within our Organisation and text of the said documents shall remain the property of Government of Mizoram, and that the said documents are to be used only for the purpose of response to this Tender only.

Yours faithfully,

(Name)

(Designation)

Signature of the Service provider along with company seal

(ii) Bidder's Status and Technical Information

TENDER FOR ANNUAL MAINTENACE CONTRACT FOR ELECTRICAL AND MECHANICAL INSTALLATIONS IN MIZORA HOUSES, CHANAKYAPURI AND VASANT VIHAR, NEW DELHI

Affix duly attested
passport-size recent
photograph of the
prospective bidder

1. Cost of tender : ₹ 1,000/-
2. Due date for tender : _____
3. Opening time and date of tender : _____
4. Name, address of Firm/Agency and telephone numbers : _____

5. Registration No. of the Firm/Agency: _____
6. Name, Designation, Address, Telephone number and e-mail ID of Authorised person of Firm/ Agency to deal with. : _____

7. Please specify as to whether Tender is sole proprietor/Partnership Firm. Name and Address and Telephone No. of Directors/ partners should be specified. : _____

8. Copy of PAN card issued by Income Tax Department and Copy of previous Financial Year's Income Tax return : _____

9. Valid electrical licences : _____
10. Two years' work experience certificate (latest) : _____
11. Two years' audited certificate (latest) : _____
12. GST Registration Certificate : _____
13. Details of Bid Security deposited : _____
 - (a) Amount : _____
 - (b) DD No. or Bank : _____
Guarantee in favour of _____
 - (c) Date of issue : _____
 - (d) Name of issuing authority : _____

14. Declaration under Rule 151 of General Financial Rules 2017.

15. Any other information.

16. Declaration by the bidder.

This is to certify that I/We signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)
Name and Address (with seal)

Enclosure:

- 1.
- 2.
- 3.

(b) FINANCIAL BID FORMAT

To,

The Resident Commissioner,
Government of Mizoram,
New Delhi.

Subject: **Financial bid for AMC of electrical and Mechanical Installation/Facilities at Mizoram House, New Delhi.**

Sir,

I/We..... herewith submit the financial offer for the AMC of Electrical and Mechanical Installation/Facilities at Mizoram Houses, New Delhi.

Our fees inclusive of all taxes, duties, fees, cess etc. for one year of contract for the following works mentioned below:-

Sl. No.	Installation/Facility	Mizoram House	Rate	GST as applicable
1	Central AC Plant	Chanakyapuri		
2	Split Air Conditioner (43+8= 51Nos)	Chanakyapuri and Vasant Vihar		
3	Electrical Sub- Station	Chanakyapuri		
4	Diesel Generator Set	Chanakyapuri and Vasant Vihar		
5	Water Filtration and Softening Plants	Chanakyapuri and Vasant Vihar		
6	Solar Water Heating System with automatic backup system	Chanakyapuri		
7	Water pumps including submersible water pumps	Chanakyapuri and Vasant Vihar		
TOTAL				

Total financial offer for all above AMCs (in figures and words): Rs.....

Note:-

- (1) Above cost has been quoted as GST as applicable.
- (2) No escalation apart from as stated hereinabove on whatsoever account, shall be paid to us on the fees quoted by us for the scope of services mentioned in the bid document.

Yours faithfully,

Signature.....
Full Name.....
Designation.....
Address.....
Tele Nos..... Fax No.....
Email ID.....

ANNEXURE- 'D'

EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL POINTS

Scoring of marks will be based on the following attributes:

Sl. No.	Attributes	Max. Marks	Marks
1	a) Five satisfying performance certificates from Government/ PSU establishment in Delhi during for each financial year i.e.2014-15, 2015-16, 2016-17, 2017-18, 2018-19 (5 years).	40	20
	b) Four satisfying performance certificates from Government/ PSU establishments in Delhi during for each financial year as stated in 1(a).		15
	c) Two satisfying performance certificates from Government/ PSU establishments in Delhi during for each financial year as stated in 1(a).		05
2	a) Average Turnover of ₹ 1 crore during the last five consecutive years 2014-15, 2015-16, 2016-17, 2017-18, 2018-19 (5 years).	25	13
	b) Average Turnover of ₹ 1 crore during the last four consecutive years as stated in Sl. No.2 (a) specifying financial years.		07
	c) Average Turnover of ₹ 1 crore during the last two consecutive years as stated in Sl. No.2 (a) specifying financial year.		5
3	Whether registered with Income Tax	05	05
4	Whether registered with GST	05	05
5	Whether valid electrical and other mandatory licences enclosed	10	10
6	Whether Earnest Money Deposit submitted	05	05
7	Whether affidavit as per para 3(d) submitted	05	05
8	Whether all documents are self-attested	05	05
	TOTAL	100	100

The bidder which has secured a minimum of 45 out of 100 marks will be considered as technically qualified. The financial bids of all the technically firms/agencies/bidders will be opened for financial evaluation.

The work will be awarded to the responsive L-1 agency. In case the financial bid of more than one agency is same as responsive L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation.

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