



**DIRECTORATE (MEDICAL) DELHI
ESI SCHEME, ESI DISPENSARY COMPLEX
TILAK VIHAR NEW DELHI**



F.No. 111-W-11/13/2/95-Okhla Hosp/EC(M) Misc.

Date : 16/01/2012

NOTICE INVITING LIMITED QUOTATIONS UNDER TWO BID SYSTEM FOR REPAIR-CUM -AMC FOR AC UNITS INSTALLED AT ESI DISPENSARY OKHLA (MODI MILL).

Sir,

1. It is to inform you that Sealed Quotations in two bid system i.e. Technical Bids and Financial Bids are invited from experienced contractors with experience of executing similar work of Rs. 5,00,000/- or more are to be submitted in two separate sealed Envelopes and should be kept on together in an outer envelope, latest by **08/02/2012 (Upto 1200hrs.)** superscribing "Quotations for Repair -cum- AMC for AC Units" for the on site Repair cum Annual Maintenance Contract for the following Air-condition units (**Voltas**) installed at ESI Dispensary OKHLA (MODI MILL) for **Two year** from the date of award of contract:-

a)	Air cooled Ductable split 11 TR Capacity	- 01 Unit
b)	Air cooled Ductable split 8.5 TR Capacity	- 05 Unit
c)	Air cooled Ductable split 5.5 TR Capacity	- 02 Unit
d)	Hi-wall split units 02 TR Capacity	- 01 Unit
e)	Centrifugal Fan unit	- 01 Nos
f)	Axial Flow Fan Unit	- 01 Nos
g)	In-line Fan Unit	- 01 Nos
h)	Pressurization Unit	- 01 Nos
	Total	<u>8 (Eight)</u>

2. The Sealed Quotations should be dropped in a Tender Box kept in the Director(Medical) Delhi ESI Scheme, ESI Dispensary Complex, Estate Cell, Tilak Vihar, New Delhi. The Sealed Quotations will be opened on the same day i.e. **08/02/2012 at 1500 Hrs.** in the presence of Tenderers or their authorized representatives who may wish to be present.

TERMS & CONDITIONS :-

1. EMD Rs. 10,000/- (Rupees Ten Thousand Only) by way of Demand Draft / Banker's Cheque in favour of " ESI Fund A/C No. 1 (to be kept in separate envelope superscribing (EMD)).
2. Performance Guarantee / Security Deposit –Successful Tenderer should deposit performance Guarantee / Security Deposit of Rs. 25,000/- (Rs. Twenty Five Thousand) before entering into agreement which should be valid for two months after the date of expiry of contract.
3. Maintenance Agency/ Firm should have minimum experience of doing one similar work in any Organization for the value not less than of Rs. 5,00,000 (Rs. Five lac Only).
4. Scope of work annexed at Annexure " A"
6. Rates for AMC quoted should be inclusive of all expenditure, all applicable Govt. Taxes, duties and levies. No extra payment on any account will be paid by the D(M)D, ESIC. Rates should be Quoted on annual/ yearly basis.
7. The Complete report of the healthiness state of all the machines be given clearly.
8. You will provide detailed maintenance schedule like:-
 - a) Weekly / fortnightly maintenance schedule.
 - b) Monthly maintenance schedule.
 - c) Quarterly/ seasonal maintenance schedule.
9. All the machine will be handed over in satisfactory working condition after completion of the contract.
10. All Gas /Refrigerant will be kept full and No Extra payment will be made for refilling, due to leakage etc.
11. Provision of required labour and all Tools & Plants will be bidder's responsibility.
12. All transportation charges will be bidder's responsibility.
13. All complaints will be attended immediately and delay to attending complaints/Repair of AC unit will attract penal deduction as decided by the Director(Medical)Delhi, ESIC.
14. D(M)D reserves the right to reject any or all quotations without assigning reason thereof.
15. All disputes arised out of the tender are subject to Delhi Jurisdiction.
16. Price list of all Major spares required for replacement due to fair, wear and tear may be quoted separately for replacement by the Bidders, for approval of D(M)D.
17. D(M)D reserves the right to terminate the contract at any time by giving one month's notice.
18. Tenders / Bidders are requested to enclosed all required documents while submitting the sealed quotations.
19. The contractor should submit quarterly report of inspection of the plant duly countersigned by the IMO I/C of ESI Dispensary Okhla Modi mill.

PAYMENTS :-

1. Total Cost of ACs will be released in quarterly installment on the completion of each quarter subject to carryout services repair & Maintenance of ACs satisfactory and for last quarter one month after the compilation of contract.
2. 10 % Amount of work done will be kept reserve as performance guarantee by the D(M)D, ESIC and will be released on satisfactory hand over of the units after completion of the AMC period on issuance of No Dues Certificate from the IMO, Incharge of the concerned Dispensary.

(SANJEEV KUMAR)
DY.DIRECTOR (ADMN)
for DIRECTOR (MEDICAL)DELHI

(Annual Maintenance contract(Inclusive of costs of Labour, transportation, plants and tools etc)

SCOPE OF WORK:-

1. Monthly inspecting the plant and /or the system and carrying out (servicing, lubricating , setting of the entire units) preventive maintenance.
2. Monthly checking of refrigeration system, motor and starters for optimum efficiency and performance of refrigeration system, electrical system and controlling system and adjustment, if required, and ensuring the overall performance of the condition of the plant.
3. Taking a set of readings and then evaluating them to ensure satisfactory performance of the plant.
4. Cleaning the evaporator/condenser coil/twice a year.
5. Periodic lubricating the bearings of motors and fans.
6. Quarterly inspections of belts,including adjusting the tension and replacing the worn out belts if necessary.
7. Overhauling / Repairing the components of the equipments at site.
8. Leak detection with halide torch and topping up/ replenishing the refrigerant as and when required. .
9. Repair/ Replacement of Microprocessor control.
10. Immediate attending to the plant when called upon.
11. Immediate attending to complaints/breakdown calls whenever received.
12. Reporting the healthiness of the plant and suggesting improvement if any.
13. Setting up of fresh Air Ducts/Grills,Return Air -Ducts/Grill, Evaporator units, and condenser units for proper human comfort as required by the user.
14. Welding works connected with above.

(SANJEEV KUMAR)
DY.DIRECTOR (ADMN)
for DIRECTOR (MEDICAL)DELHI

Check list for Limited Tender for AMC of AC units (Voltas) installed at ESI Dispensary, Okhla Modi Mill (documents to be Enclosed)

1. EMD amount i.e Rs. 10000/- by way of Demand Draft/Banker's Cheque (Rs. Ten Thousand Only) should be kept in separate superscribing 'EMD'.
2. Experience Certificate of doing one similar work in any organization for the value not less than of Rs. 5,00,000/- (Rs. Five Lac).
3. After inspecting the AC units (Address as mentioned below), the tenderers should give in writing , Complete report of the healthiness state of all the machines be given clearly.

IMO Incharge,
ESI Dispensary,
Okhla Modi Mill,
New Delhi-110020.

4. Details maintenance schedule as mentioned in S.No.8 of Terms and Conditions.
5. Price list of all Major spares required for replacement due to fair, wear and tear may be quoted separately for replacement and to be enclosed by the Bidders for approval of D(M)D.

(SANJEEV KUMAR)
DY.DIRECTOR (ADMN)

