

MMTC LIMITED
NEW DELHI

Core No. 1, SCOPE Complex,
Lodhi Road, New Delhi – 110 003

No. MMTC/A-278/2001-2/CT

Dated : 06.02.2014

NOTICE INVITING TENDER

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR INVERTERS INSTALLED AT THE RESIDENCE OF SENIOR EXECUTIVES AT DELHI/NCR AND OFFICE AT MMTC LIMITED, CORE NO. 1, SCOPE COMPLEX, LODHI ROAD, NEW DELHI – 110003.

Sl. No.	Particulars	
1	Tender No.	No. MMTC/A-278/2001-2/CT
2	Tender Fee	Rs. 500/- (Five Hundred Only)
3	Earnest Money Deposit (EMD)	Rs. 5000/- (Five Thousand Only)
4	Issue of Tender	From 06.02.2014 to 24.02.2014
5	Technical Bid Opening Date	24.02.2014 at 1530 Hrs.
6	Period of Contract	One Year
7	Last Date of Submission of Tender	24.02.2014 upto 1500 Hrs.

**Core No. 1, SCOPE Complex,
7 - Institutional Area, Lodhi Road,
New Delhi – 110 003**

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MMTC Limited invited sealed quotations from reputed and experienced contractors on the terms and conditions stipulated in this tender :

- 1) Sealed tenders in two separate envelopes comprising FIRST ENVELOPE (a) TECHNICAL BID with prescribed documents at S.No. 5 and Interest free EMD of Rs. 5,000/- (Rupees five thousand only) in the form of Demand Draft/Pay Order in favour of MMTC LIMITED and payable at New Delhi & (b) PRICE BID bearing the name and address of the bidders in both bid should reach to the office of the Dy. General Manager (Admn.) at 2nd floor, Core – 1, SCOPE Complex, New Delhi on or before **1500 Hrs on 24.02.2014.**
- 2) The Tenderer should have atleast 03 years experience for providing comprehensive Annual Maintenance Contract for Inverters in PSUs/Govt. Offices/Other prominent Offices.
- 3) Earnest Money Deposit (EMD) : The bidder shall furnish an interest free Earnest Money of Rs. 5,000/- (Rupees five thousand only) by way of Demand Draft in favour of “MMTC LIMITED” payable at New Delhi. The bid security of the unsuccessful bidder will be discharged/returned subsequent to the award of Contract.
- 4) Self attested photocopies of the following documents are required to be enclosed with the TECHNICAL BID complete alongwith EMD :
 - i) Performance/experience/completion certificates issued by the clients.
 - ii) Copy of PAN Card issued by the Income Tax Department.
 - iii) Copy of TIN/Service Tax registration, if applicable.
- 5) **Submission of Tenders :**
 - i) All interested service providers are requested to submit their Sealed **tenders in two separate envelopes** comprising **(A) TECHNICAL BID** with prescribed EMD & documents and **(B) PRICE BID (ANNEXURE I)**, bearing the name and address of the bidders in both bids, should be dropped in the Tender Box kept in the office of the Dy. General Manager (Admn.) on 2nd Floor, Core – 1, SCOPE Complex, New Delhi on or before 1500 Hrs. of 24th February'2014,

- ii) Tender Document is available on the website of the MMTC Limited i.e. www.mmtclimited.com and <http://eprocure.gov.in> The intending bidders may download the

tender document containing the terms and conditions and submit the same alongwith the Tender Document Fee of Rs. 500/- (Rupees five hundred only) non-refundable in the form of Demand Draft in favour of "MMTC LIMITED" payable at New Delhi.

NOTE : **All the above documents from Sl. No. 5 (i) to 5 (iii) form the part of TECHNICAL BID. The quotations without EMD & the document enumerated above shall be rejected.**

- 6) Sealed tender should superscribe "COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR INVERTERS".
- 7) Late/delayed tenders due to any reason, whatsoever, will not be accepted under any circumstances.
- 8) TECHNICAL BID shall be opened at **1530 Hrs. on 24th February'2014** in the presence of tenderers who wish to be present on the date of opening.
- 9) The TECHNICAL BIDS shall be scrutinized/verified by MMTC in terms of the tender and subsequently the eligible PRICE BIDS shall be opened within 30 days.
- 10) The Earnest money of successful tenderer shall be retained and refunded without interest after successful completion of contract period. EMD of unsuccessful tenderers shall be refunded at the earliest.
- 11) The tender should remain valid for a period of 90 days from the date of opening of PRICE BID.
- 12) The Earnest money may be forfeited in the event of the following :-
 - i) Tenderer withdraws its tender during the period of tender's validity.
 - ii) If the work of the contractor is found unsatisfactory.
- 13) No cutting or overwriting in the tender form will be acceptable.
- 14) Rates quoted by Contractor should be inclusive of all taxes.
- 15) To acquaint themselves with the work, the Contractors are requested to visit office and contact Manager (Admn.), on any working day at MMTC Limited, Core – 1, SCOPE Complex, New Delhi-110003 for the purpose.
- 16) All pages of the tender must be sealed & signed by the tenderers as a token of having read and accepted the terms and conditions stipulated in the tender.

- 17) TDS & other taxes will be as per rules.
- 18) Successful bidder will have to deposit a Security Deposit of Rs. 10,000/- (Rupees ten thousand only) with MMTC. However successful tenderer will be required to deposit balance amount of Rs. 5,000/- after adjusting EMD of Rs. 5,000/-.
- 19) MMTC can terminate the contract any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect the decision of the MMTC will be final and binding on the contractor.
- 20) Any dispute or difference arising from interpretation of the tender items or its terms and conditions, the matters in dispute shall be referred to the sole arbitration of a person to be nominated by the Chairman-cum-Managing Director (CMD) of MMTC, whose decision shall be final and binding on the parties to the contract. The venue of the arbitration shall be New Delhi.
- 21) MMTC Limited reserves the right to accept or reject any tender at its sole discretion without assigning any reason whatsoever.

General Manager (Admn.),
MMTC Ltd.,
New Delhi – 110 003.

OTHER TERMS & CONDITIONS

- 1) The contractor shall ensure that 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 a Government Office.
- 2) No increase in the rate shall be given during the contract period.
- 3) The payments/refunds by MMTC will be done thru e-payment mode only.
- 4) The successful tender shall not sub-let the part or complete work without written permission of MMTC. The tenderer is fully responsible to MMTC for the work if awarded to him.
- 5) The payment will be released on quarterly basis subject to submission of bills for each completed quarter of the year for actual units maintained during a particular quarter.
- 6) During the period of this maintenance contract if we dispose of any of the units covered by the AMC, the AMC amount will be reduced proportionately.
- 7) The workers engaged by the Contractor are subject to security check by the Security Guard deployed at MMTC premises any time and the contractor shall ensure their presence for the said purpose.

- 8) Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his worker that might become applicable under any Act or Order of the Govt. MMTC shall have no liability whatsoever in this regard and the Contractor shall indemnify MMTC against any/all claims which may arise under the provision of various Acts, Govt. Orders, etc.
- 9) The No. of Inverters are variable and will be decided by MMTC.
- 10) The contractor shall depute service mechanic to attend day-to-day complaints in our office/locations of the inverters during the period of AMC.
- 11) All units of inverters covered under this AMC are in working condition. It shall therefore, be binding on the contractor that they maintain them throughout the contract period of AMC and hand over the same in good running condition at the time of expiry of this contract.
- 12) All safety precautions should be taken before at the time of work and MMTC will not be responsible for any accident caused to its labour during execution of work.
- 13) The contractor shall be replacing spare parts and materials free of charge which get defective during the period of AMC.
- 14) While making visits to the residences for regular check up of inverters and refilling of distilled water required for batteries, the bidder or his workmen shall have to submit the job cards of individual inverter with the proof of your having made the visit by way of getting signatures. In case any Inverter requires some time in repair, Contractor shall install a stand by Inverter at the location.
- 15) Any complaint made against not satisfactory working of Inverters shall be attended to immediately i.e. the same day positively and in no circumstances the attending of such complaints shall be postponed to the next day.
- 16) The period of the contract will be one year which can be extended by mutual consent for further period subject to satisfactory work and willingness of the Contractor. The Successful firm will be required to start working immediately upon award of the contract. The work is to be carried out in the premises of the MMTC and at the residence of Senior Executives located in different directions of Delhi/NCR .

General Manager (Admn.),
MMTC Ltd.,
New Delhi – 110 003.

ANNEXURE – I

TECHNICAL BID

1) Tenderer Name : _____

2) Tenderer Address with Telephone, Fax and E-mail :

3) PAN of the tenderer (Attach Copy) : _____

4) Registration No. of the tenderer (Sales Tax, Service Tax, if any) (Attach Copy)

5) EMD Details : DD No.: _____ Dated: _____, Amount Rs. 5,000/-.

6) Details of Government/Pvt. Sector/ Client (s) :-

S. No.	Name & Address of Govt./Pvt. Organisation	Name and Designation of Nodal Officer	Telephone & Fax No.	Period of Contract

Signature :

Name :

Seal :

Dated :

MMTC LIMITED

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No. MMTC/A-278/2001-2/CT

Dated : 06.02.2014

PRICE BID

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR INVERTORS INSTALLED AT THE RESIDENCE OF SENIOR EXECUTIVES AT DELHI/NCR AND OFFICE AT MMTC LIMITED, CORE NO. 1, SCOPE COMPLEX, LODHI ROAD, NEW DELHI – 110003.

SL NO.	DESCRIPTION OF WORK	NO. OF UNITS	RATE PER UNIT/PER YEAR	TOTAL (RS.)
	Annual Charges for Comprehensive AMC for Inverters	11		

- Note : 1. The quotation should be inclusive of all spare parts and refilling of Distilled water required for batteries.
2. Applicable S. Tax shall be extra.

Total Rupees in words _____

Signature

SEAL OF THE COMPANY