



King George's Medical University U.P.,

OFFICE OF THE SUPERINTENDENT

GANDHI MEMORIAL & ASSOCIATED HOSPITALS

Lucknow-226003 (U.P.) INDIA website : www.kgmcindia.edu

Re-tender Notice No. 8139/MS/2016

Date: 19/04/2016

Ultra Short Term Re-tender Tender Form

To,
M/s

Sub: Comprehensive Annual Maintenance Contract (CAMC) of A.C. Plants installed in various places in KGMU

Dear Sir,

You are invited for tender of above mentioned work of this hospital for the contract period of **02 Years**. Please quote tender number on the top of your envelope. The sealed envelope containing the tender document should be addressed to "The Superintendent, G.M. & Associated Hospital (K.G.M.U.), Lucknow.

Technical and financial bid should be submitted in separate sealed envelope mentioned with full Name, Address, E-mail, Fax, Phone, Mobile No. of the tendering firm on top of the envelopes and put in a large envelop duly sealed. Putting up unsealed technical bid and financial bid within the same envelope shall result in cancellation of the tender.

The tender should be submitted after carefully reading the instructions for filling tender. You may not furnish your terms and conditions, Modification if any included in your offer shall not be accepted and you shall be bound by the terms and conditions of tender /order.

The bids should be submitted in the tender box placed in the Tender Cell of the Superintendent Office, KGMU from dated **20/04/2016** to **22/04/2016 upto 3.00 pm.**

The Technical Bid shall be **opened on dated 23.04.2016 at 03:00 P.M.** in Committee Room of CMS office, KGMU. Incase date mentioned above is declared holiday, it shall be automatically shifted to the next working day.

Tender received after due date & time will not considered. Tender without Earnest money & Tender Fee shall be rejected.

Your's Sincerely

Medical Superintendent
G.M. & Associated Hospitals,
(K.G. Medical University U.P.),
Lucknow

King George's Medical University, Uttar Pradesh, Lucknow

Tender Documents Regarding Comprehensive AMC of AC Plants

1. For the Department KGMU.
2. Name of the Instrument/Equipment AC Plants
3. Item No.

CHECK LIST
IMPORTANT:

- The tenderer are hereby instructed to arrange the required tender documents as per check list and must mention the page numbers against each column of the check list.

- **All papers submitted must be numbered and signed by tenderer.**
- **All paper submitted must be strictly in order as per check list.**

S.No.	Name of Document	Page No.	
		From	To
1.	<u>Letter to Mechanical Engineer as per format</u>		
2.	Earnest Money (in Form of FDR/DD) of Rs.		
3.	Declaration on non judicial stamp paper of Rs. 10/-as per Proforma (Schedule A)		
4.	Technical Bid (Schedule B)		
	(a) Copy of safety certificates (if applicable)		
	(b) Circuit diagram (if applicable)		
	(c) Valid authorization letter of manufacture (if applicable)		
	(d) Manufacturing License of manufacturer (if applicable)		
	(e) User List (Schedule D)		
	(f) Experience certificate from Govt. Institutions.		
	(g) Full Addresses & contact numbers of Service Centres		
5.	Sales Tax Registration Certificate		
6.	Sales Tax Clearance Certificate		
7.	Income Tax Clearance Certificate		
8.	Acknowledgement of Tender Form No.		
9.	Credential/Other papers/certificate/license as per T&C		

TENDER NO.& NAME

Signature of Tenderer

Name

Designation

Seal

Dated

Format of Letter to Mechanical Engineer
**“OFFICE OF Mechanical Engineer, KING GEORGE’S MEDICAL UNIVERSITY,
UTTAR PRADESH, LUCKNOW 226003**

S.NO. OF TENDER :

FILE NO. :

Name of the party in whose : _____

Favour the Tender form has been issued

The Mechanical Engineer,
King George’s Medical University, U.P., Lucknow 226003

(SEAL OF Mechanical Engineer)

Dear Sir,

1. I/We hereby submit our tender for the _____
2. I/WE now enclosing herewith the FDR No.....
dated..... for **Rs. _____ drawn in favour of the " Superintendent, G.M. & A.H.,
King George’s Medical University, U.P., Lucknow" towards EMD. (TENDERS NOT
ACCOMPANIED WITH EMD ALONG WITH THE TECHNICAL BID SHALL BE
SUMMARILY REJECTED)**
3. I/We hereby agree to all the terms and conditions, stipulated by the KING GEORGE’S
MEDICAL UNIVERSITY, U.P., Lucknow in the enclosed document from page no. to
....in this connection including delivery, penalty etc. Quotations for each group are being
submitted under separate covers and sheets and shall be considered on their face value.
4. I/We have noted that over written entries shall be deleted unless duly out & re-written and
initialed. Tenders are duly signed (No thumb impression should be affixed).
5. I/We undertake to sign the contract/agreement if required within 10 (Ten days) from the issue
of the letter of acceptance, failing which our/my security money deposited may be forfeited
and our/my name may be removed from the list of suppliers at the **King George’s Medical
University, U.P., Lucknow.**
6. I/We have gone through all terms and conditions of the tender documents before submitting
the same.

NOTE: ALL TERMS & CONDITIONS SUCH AS RATES AND TAXES ETC, HAVE BEEN
INDICATED SEPARATELY IN THE QUOTATION. DURING THE RATE CONTRACT PERIOD
BASIC PRICE EXCEPT GOVT. LEVIES OF THE ITEM WILL NOT BE CHANGED. OTHER
TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENT.

Yours Faithfully

Signature of Tenderer

with full Address.

WITNESS

WITNESS.....

(To be notarised on Non Judicial Stamp of Rs.10)

Schedule - A

Declaration

1. I/we hereby agree to abide by all terms and condition mentioned in tender document along with special terms & condition mentioned with specification of the items.
2. I/we hereby declare that I/we have not been debarred by any Institution /Govt. origination in past from Tendering.
3. I/we hereby agree to provide services and supply spares for the equipment during the Contract Period.

Signature of Tenderer

Name

Designation

Name of Organisation

Seal

Date

SCHEDULE 'B'
PROFORMA OF TECHNICAL BID

TENDER NO. & NAME OF ITEM

Scaled Envelope No-1 (Technical Bid) Part-1

S.No	Name of Documents	Page No.	
		From	To
1-	(a) Copy of safety certificates (if applicable)		
	(b) Circuit diagram (if applicable)		
	(c) Valid Authorization Letter of manufacture (if applicable)		
	(d) Manufacturing License of manufacturer (if applicable)		
	(e) User List (Schedule C)		
	(f) Full Address & contact numbers of services Centres.		
	(g) Experience Certificate from Govt. Centres.		
2-	Sales Tax Registration Certificate.		
3-	Sales Tax Clearance Certificate.		
4-	Income Tax Clearance Certificate.		
5-	Acknowledgement of Tender Form No.		
6-	Credential/Other Papers/Certificate/Licence as per T&C.		
7-	Original Tender Documents.		
8-	This envelop shall be super scribed envelope-1 (Technical Bid)		

Signature of Tenderer

Name

Designation

Seal

Date

SCHDULE-C
PROFORMA OF FINANCIAL BID

TENDER NO.& NAME OF ITEM:

Sealed Envelope No-2 (Financial Bid) part-2

Sealed Envelope No-2 (Financial Bid): as per schedule-C

- a) This envelop shall be super scribed envelop-2 (Financial Bid)
1. **Vice Chancellor, KGMU** reserves the right to issue or not to consider, not consider tender without assigning any reason whatsoever.
 2. KGMU shall not be responsible for delay or non-receipt of tender through post. Late tenders submitted after the scheduled time shall not be received/ considered.
 3. Earnest money deposit shall be submitted in the form of FDR from any Nationalized/Scheduled bank in favour of **“Superintendent, G.M. & A.H., KGMU UP, Lucknow** for period of 01 year.
 4. Tender without prescribed EMD shall be rejected.
 5. Price bid (Part-2) will be opened of technically qualified bidders only.
 6. EMD of unqualified bidders will be refunded after finalization of order.
 7. **Vice Chancellor, KGMU** reserves the right to reject any or all the tender without assigning any reason whatsoever.
 8. Taxes shall be deducted as per rules.
 9. Prices to be quoted will be inclusive of Service Tax as per rule.
 10. All taxes and duties applicable including service tax as applicable shall be considered as included in the quoted price unless otherwise specified separately in the enquiry.
 11. The rates should be quoted in the bill of quantities indicated above/ provided with the tender documents. The rates should be typed, unit rate and amount should invariable be mentioned, along with the grand total in figures and words. **“In case of discrepancies in the unit rates & total amount, the unit rates quoted shall be treated final.”** No cutting or overwriting shall be considered. All pages submitted by the tender shall have to be signed and affixed with the tenderers seal.

Signature of Tenderer

Name

Designation

Seal

Date

SCHEDULE 'D'
PROFORMA OF USERS LIST

TENDER NO. & NAME

Sl. No.	User Name	City	Contact No with STD Code	Specify Model No.

Signature of Tenderer

Name

Designation

Seal

Dated

Terms & Conditions

1. Last date for submission of sealed tenders will be up to 3:00PM from dated / /2016 to / /2016 and tenders will be opened on dated / /2016 in the Committee hall of the Chief Medical Superintendent office in present of such tenderers, who may wish to be present.
2. Cost of tender form is **Rs. 5000/-+5%VAT** (Five thousand only+5%VAT) Non-refundable.
3. Bids one submitted cannot be withdrawn.
4. All the work shall be carried out as per U.P.P.W.D./C.P.W.D. specifications and as per instructions of University Administration.
5. The quantity given in the bill of quantity are approximate and liable to variation for which no claim shall be considered, except a reasonable increased of amount for increased quantity.
6. Conditional Tenders are liable to be rejected.
7. Rate of extra items/quantities will be as per approved rates of tender.
8. Quotations/Offer/Bids should be in proper sealed condition. Quotation in open conditions, through FAX or E-mail shall be summarily rejected.
9. The effective date of contract will be the fate of issue/acceptance of CAMC work Order.
10. **Earnest money** amount of Rs. 1,00,000/- (Rs. One Lakh only) shall have to be deposited along with the tender in the form of F.D.R. in favour of **Superintendent**, G.M. & A.H., KGMU UP, Lucknow for the period of one year.
11. **Security money** shall be submitted to **the tune of 10%** of ordered value within 15 days of release of CAMC work order. Security money should be given in shape of FDR of two years duration in favour of the Superintendent, G.M. & A.H., King George's Medical University UP, Lucknow and payable at Lucknow (U.P.), India. In case he fails to deposit the same within the specified period his earnest money may be forfeited, contract may be terminated and awarded to next higher tenderer and he may be debarred upto 3 years from further tenders. Security money will be refunded after satisfactory completion of CAMC work.
12. Any tender which is not accompanied with the requisite earnest money here is above mentioned shall be summarily rejected. The tenders incomplete in any respect are liable for rejection.
13. Taxes shall be deducted as per rules.
14. Prices to be quoted will be inclusive of Service Tax as per rule.
15. All taxes and duties applicable including service tax as applicable shall be considered as included in the quoted price unless otherwise specified separately in the enquiry.
16. The rates should be quoted in the bill of quantities indicated above/ provided with the tender documents. The rates should be typed, unit rate and amount should invariable be mentioned, along with the grand total in figures and words. **“In case of discrepancies in the unit rates & total**

amount, the unit rates quoted shall be treated final.” No cutting or overwriting shall be considered. All pages submitted by the tender shall have to be signed and affixed with the tenderers seal.

17. The contractor will pay to his works the minimum rates of wages as may be prevailing or all the tenders without assigning any reason whatsoever and also reserved the right to split the work.
18. The contractor will also strictly observe the provisions of ESI Act 1948.
19. The tenderer shall obtain PF code from PF commissioner and should invariably mention the PF code at the time of submission of tender/Qtn. In case PF No. is not mentioned the tender is liable for rejection.
20. Every tenderer/contractor shall deduct Provident Fund contribution from the first day of their employment and shall obtain receipt from regional Provident Fund Commissioner after depositing the contribution (Employer's and Employee's).
21. Tenderer shall provide Sales tax certificate, Sales tax clearance certificates, Income tax clearance certificates, TIN No., Pan No., Solvency certificate, copy of Labour license, firm registration/ possession of license under company Act., PF & ESI registration, copy of PF settlement of last F.Y. ending on 31-03-2014 with the tender documents. (Copy of all the certificates duly attested by gazetted officer should be enclosed with the tender documents.)
22. “The supplier/vendor, who are governed under Micro, Small or Medium Enterprises Development Act 2006, must attach/provide a copy certificate of memorandum filed with the Competent Authority, in support of the status of their company”.
23. Tenderers must be an authorised service agency of AC.
24. Tenderers must have working experience of minimum 3 Nos. of government institutions in similar kind of work.
25. All the disputes are subject to the Lucknow Jurisdiction only.
26. All the equipments/accessories including electrical, electronics & mechanical parts & consumable etc. in AC plants including plant room, cabin, car etc. are covered under CAMC.
27. The bidder must have executed similar job in a hospital of 1000 bed capacity or more **OR** must have executed similar job in a five star hotel.
28. The intending tenderers will have to fulfill the following criterion also in order to be eligible/qualifying for this tender:
 - Documentary evidence for annual financial turn over for last three years i.e. FY: 12-13, FY: 13-14 & FY: 14-15. Average annual financial turnover audited copy during the last 3 years ending 31st March of previous year should be at least 75% of the estimated cost proof to be attached.
 - Proof of experience of having successfully completed similar work during last 03 years ending month previous to the one in which application are invited should be on of the following.
 - i) Three similar completed work costing not less than the amount equal to 40% of the estimated cost.

OR

- ii) Three similar completed work costing not less than the amount equal to 50% of the estimated cost.

OR

- iii) One similar completed work costing not less than the amount equal to 80% of the estimated cost.

- 29. The bid shall be submitted in two separate sealed envelopes duly marked envelop-1 Technical Bid (Part-1) and envelop -2 Financial Bid (Part-2). The contents of part-1 and part-2 shall be sealed in separate envelopes and both envelopes shall be enclosed in a single double sealed envelope with seal wax. Super scribed with subject work, time and date of opening of tender. The sealed top envelope shall contain the following.
- 30. The bidder must have executed similar job in a hospital of 1000 bed capacity or more OR must have executed similar job in a five star hotel.
- 31. Successful tenderer will be fully responsible for any accident or mishap involving workers engaged by him/her any claim made on this part will be paid by the successful tenderer. The successful tenderer shall indemnify the University from any claims arising out of accidents or mishaps, disability of any nature or death arising out of provisions under law or of any other nature in respect of all works engaged by successful tenderer.

Sealed Envelope no. 1 (Technical Bid) part-1: as per schedule- B

Sealed Envelope no. 2 (Financial Bid) part-2: as per schedule-C

ANNEXURE – I

1-0 CONTRACTOR'S SCOPE

- 1.1 To carry out proper maintenance and servicing of AC plants with or without operator as required at various places of KGMU, Lko.
- 1.1.1 To carry out Preventive Maintenance, Dry Service and attending Day to Day complaints for the AC plants as per the detail given at **Annexure-II** for successful and uninterrupted operation during the period of contract. During the wet service, all the metallic parts subjected to corrosion shall be painted with black/Gray enamel paint by the contractor at his own cost.
- 1.2.1 Contractor shall provide one supervisor every day to insure proper supervision of all AC plants.
- 1.2.2 To carry out overhauling, repairing and replacement of spare parts of AC plants.
- 1.2.3 To attend urgent break downs on calls within 24 hour during normal working hours as well as on Sundays/Holidays, except on National holidays. However, in case of major break down, the unit should get repaired and put back for use within 5 days.
- 1.2.4 Contractor Supervisor/Technician shall report to Electrical Engineer on daily basis for receiving instruction regarding maintenance, servicing, and attending daily complaints for the AC plants. After attending the complaints/ servicing of the units, the contractor shall take acceptance signature from respective users/ workshop Engineer In-charge. The record of the same has to be maintained for each unit by the contractor.
- 1.2.5 The Contractor shall be solely responsible for any loss, misplacement, stolen parts etc. However, for major damages as a result of pilferage of high values, the contractor may immediately inform the KGMU authorized officer. The decision of KGMU in such matters will be binding on the contractor.
- 1.2.6 Any spares of AC plants such as compressor, fan motor etc. taken out from KGMU premises for repairing, shall be returned back duly repaired within 3 days or time given on gate pass, failing which KGMU has got right to get these replaced by New spare parts of AC plants at contractor's risk and cost.

2.0 CONTRACTOR'S SCOPE OF SUPPLY AND RESPONSIBILITIES

- 2.1 Contractor has to arrange transport for shifting of motor, m/c, compressor, fan etc. & panel etc. from any location to Central Workshop

and back to the location after attending break down. Various locations of AC plants shall be furnished at the time of final contract. In no case, KGMU will be liable to provide any transport for lifting/shifting of the same and their spare parts.

- 2.2 Contractor has to arrange all the consumables like mobil oil, grease, misc. accessories of AC plants Cleaning agents, Chemicals, Spares etc. for smooth operation and maintenance of all the AC plants during the contract period.
- 2.3 No safety devices will be bypassed at any instance of time. The contractor shall be responsible for safety and security of all the equipment, materials under his control during execution of the contract deal. He will be required to strictly adhere to standard safety codes prevailing at KGMU.
- 2.4 Contractor shall abide by all safety rules prevailing in KGMU, lko and act on the instructions of KGMU, where it is necessary to operate a “Permit to Work System” Contractor should take safety work permit from concerned plant’s Shift Engineer/ In charge, before start of work and get it renewed in each shift. While working at heights, safety belts etc. shall necessarily be used.
- 2.5 Contractor shall not permit the entry to the site of any persons not directly connected/ concerned with the work without first having obtained the written permission of KGMU. All employees of contractor shall conform to any rules of conduct etc. established by KGMU. Failure to do so, will be sufficient cause for removal of such a person from the site.
- 2.6 The Contractor shall not take any material/tools and tackles to outside the premises of KGMU without written permission from KGMU.
- 2.7 The Contractor shall clear the work site immediately after completion of the job to the satisfaction of KGMU Electrical Engineer In-charge decided by KGMU Administration.

I. **LOG BOOK** (in KGMU’s approved format) for Day to Day maintenance jobs being carried out at site, which will be signed by Electrical Engineer/ In-charge.

II. **SERVICE CARD** (in KGMU’s approved format) for each AC plants in which details like dry servicing, wet servicing and any major jobs carried out as per details of jobs given at **Annexure-II** shall be duly filled in and will be signed by Electrical Engineer/ In-charge decided by KGMU Administration.

3.0 KGMU'S SCOPE

- 3.1 KGMU will provide water, air, electricity and workspace free of cost.
- 3.2 Repair/ replacement of electric power cable and plug top shall be done by the KGMU. Plug top & cable shall be provided by KGMU.

4.0 GENERAL TERMS AND CONDITIONS OF CONTRACT

- 4.1 The contractor shall depute technically competent supervisor for proper coordination and receipt of work instruction from KGMU's Engineer for execution of job.
- 4.2 The staff deployed shall be well qualified and conversant with the trade and shall be able to maintain all documents. KGMU reserve the right to discard/disqualify any staff having any inadequate technical skill which shall be suitably replaced by the contractor.
- 4.3 KGMU shall not be responsible for any injury/ Accident/ Insurance coverage of contractor's personnel, while working in KGMU site.
- 4.4 At the beginning of the contract, KGMU will hand over all the AC plants in perfect running conditions & at the expiry of the contract, the contractor will hand over the same to KGMU or to the another Incoming contractor in perfect running conditions.
- 4.5 In case of failure to comply with clause 4.4, the KGMU shall have the full authority to get the units brought to normal condition by any external agency having expertise in the job. The expenditure so incurred will be recovered from the outgoing contractor. In addition to this, the contract may be terminated and the security deposit may be lapsed.

5.0 TERMINATION/ DELETION OF WORK

This will apply in the following cases:-

- 5.1 Subletting shall not be permitted, as a whole or part of it, to any other party, except for material procurement and transportation aspects.
- 5.2 KGMU reserves the right to delete or to add or to postpone any quantity of work as specified at schedule of quantity.
- 5.3 If the contractor dose not maintain adequate resources to execute job in time/ start the work/ expedite the job round the year and round the clock including shut down.
- 5.4 If the quality of the work is not good and the defects pointed out are not rectified.
- 5.5 If the contractor executes work in unsafe manner.
- 5.6 Not complying with the statutory requirements applicable to such contractors.
- 5.7 In case of theft of KGMU'S property.

6.0 INVITING THIRD AGENCY ON TERMINATION OF CONTRACT

This contractor fails to fulfill any requirement stated above KGMU reserves the right to invite third agency to complete work solely at the risk and responsibility of the contractor.

7.0 GUARANTEE

Work executed under this contract shall be guaranteed for quality workmanship for a period of 12 months during contract period.

8.0 PERIOD OF CONTRACT

- (i) The subject contract shall be valid for a period of **two years from the date order.**
- (ii) CAMC may be extended up to a period of one year/ till the time of finalization of next tender after approval of competent authority.

9.0 PENALTY CLAUSE

Any break down will be attended and rectified within 24 hrs. from the receipt of information. In case of major faults bread down, the unit should be put back in operating condition within 02 Days failing which a penalty of **Rs. 500.00 per unit per day** shall be imposed till such time the unit is set right and put back in operation in good working condition.

10.0 PAYMENT TERMS

1. Advance of 1st quarter shall be made only after submission of equivalent amount of bank guarantee from nationalized bank on quarterly basis.
2. After 1st quarter, advance for next quarters shall be made only after submission of equivalent amount of bank guarantee from nationalized bank **and also satisfactorily performance report submitted by Mechanical Engineer and from User department of previous quarters.**

FINAL BILL:

The contractor shall raise FINAL BILL completed in all respect within ONE MONTH of completion of contract period. The FINAL BILL shall be submitted with following documents.

Job Completion Certificate.

Site Clearance Certificate.

Working condition of AC plants.

11.0 BASIS OF QUOTATION/TENDERS:

The contractor shall thoroughly study the details of job and all other terms specified in Annexure-I&II and shall offer their most competitive unit Rate for make & capacity of AC plants as specified quantities mentioned in the enquiry.

The Contractor shall clearly mention the acceptance of all the terms & conditions specified in the tender specifications and deviation if any, in their offer.

12.0 Variation in Quantities :

The quantities mentioned in BOQ are tentative and it may Increase or decrease at the time during the contract period.

Signature of contractor

The full name and address with seal

J.E. (Mech)

Gandhi Memorial & Associate Hospital
King George's Medical University UP,
Lucknow

(Deputy Medical Superintendent)

Gandhi Memorial & Associate Hospital
King George's Medical University UP
Lucknow

(Medical Superintendent)

Gandhi Memorial & Associate Hospital
King George's Medical University UP,
Lucknow

(Chief Medical Superintendent)

Gandhi Memorial & Associate Hospital
King George's Medical University UP,
Lucknow