

CHACHA NEHRU BAL CHIKITSALAYA
GEETA COLONY, DELHI -110031
GOVT OF NCT OF DELHI

No. F.

Dated:

NIT Group No (08): Annual Maintenance Contract

- 1. Cost of Tender : Rs 500 /(Rupees Five hundred only)**
- 2. Sale Date for Tender w. e. f. : 17.10.08 to 17.11.08**
- 3. Last Date of submission of Tender : 17.11.08 Upto 1.00PM**
- 4. Opening date and time of tender : 17.11.08 at 2.00 P.M**

NOTICE INVITING TENDER FOR COMPREHENSIVE ANNUAL
MAINTENANCE CONTRACTS FOR THE REPAIRS/MAINTENANCE OF
VARIOUS TYPES OF HOSPITAL EQUIPMENTS

Sealed Tenders are invited for providing Annual Maintenance Contract_ on annual contract Basis, at C.N.B.C., Geeta Colony, Delhi-31 from Registered/Licensed Private firms/ Agencies (having atleast one Branch office in G.N.C.T. Of Delhi)

Prescribed tender form can be obtained from the Purchase Section of Chacha Nehru Bal Chikitsalaya Geeta colony Delhi 110031 from 17.10.08 to 17.11.08 on any working day on payment of Rs 500/- only. Duly completed tender form along with an earnest money deposit of Rs. 25,000/- valid for 6 months in form of FDR/DD in favor of Dean, Maulana Azad Medical College New Delhi 110002 and other required documents should be put in the tender box placed in purchase section of Chacha Nehru Bal Chikitsalaya, Geeta Colony, Delhi 110031 latest by 1.00 p.m. on 17.11.08. Successful bidder will have to deposit a performance guarantee in the form of FDR in favor of Dean, Maulana Azad Medical College New Delhi 110002 valid for a period of 15 months

1. The tender must be submitted in two parts

(A) Pre qualification bid

(B) Price bid.

The two bids must be submitted in two separate sealed envelopes, clearly marked as pre qualification bid/price bid and must be put in the single envelope marked as Tender for providing Annual Maintenance Contract.

2. The pre qualification bid will be opened on 17.11.08 at 2.00 P.M. in the office of the Medical superintendent of this hospital by a tender opening committee constituted for this purpose in the presence of tenderers or their authorized representatives who are

present.

3. Tender not confirming to the essential requirements, as per check list will be rejected and no correspondence thereof shall be entertained whatsoever.

4. Price bid of only those tenderers shall be opened who are found qualified at the pre qualification stage. Time & Date for opening of Price bid shall be fixed and intimated to the qualifying tenderers in pre qualifying Bid.

Duration of contract shall be one year from the date of the issue of the rate contract extendable to one more year on mutual consent subject to satisfactory performance. The tenderers are advised to visit the hospital premises to assess the scope of services to be provided, before submitting application.

In order to clarify any points related with the clauses or scope of work/services to be performed under the contract, if bidder have any doubt, clarification can be obtained during the pre-bid meeting on 04-11-08 at 11.00 AM. In the office of Medical superintendent.

Bids submitted must be unconditional and no communication will be made till the finalization.

There shall be no post – tender negotiations except in case of negotiations with lowest tenderer. The DEAN Maulana Azad Medical College reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

MEDICAL SUPERINTENDENT

Chacha Nehru Bal Chikitsalaya, Geeta Colony, Delhi - 110031

**OFFICE OF THE MEDICAL SUPRINTENDENT
CHACHA NEHRU BAL CHIKITSALAYA
GOVT OF NCT OF DELHI**

No.

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To

M/s _____

Sub: Tender for engagement of Comprehensive Annual Maintenance Contract for repair/maintenance of various types of hospital equipments at Chacha Nehru Bal Chikitsalaya, Geeta Colony, Delhi-110031 through Registered/Licensed Pvt. Agencies (having atleast one registered office in G.N.C.T. of Delhi).

Sir,

Sealed Tenders are invited from Registered and Licensed Private firms/ Agencies (having atleast one registered office in G.N.C.T. OF Delhi) for providing **Annual Maintenance Contract** on annual contract Basis, at Chacha Nehru Bal Chikitsalaya, Geeta Colony, Delhi-110031

GENERAL TERMS and CONDITIONS.

1. Sealed Tender in prescribed form along with required documents duly filled in must be put in the tender box placed in the purchase section of CNBC Hospital, Geeta Colony, Delhi-110031 along with the FDR/DD of Rs.25,000/-in favor of Dean, Maulana Azad Medical College, Bahadur Shah Zafar Marg, New Delhi-02 as earnest money, latest by 17.11.08 up to 1.00PM.

2. The tender must be submitted in two parts

(1) **Pre- qualification bid**

(2) **Price bid.**

The two bids must be submitted in two separate sealed envelopes, clearly marked as pre

qualification bid/price bid and must be put in the single envelope marked as Tender for providing **Annual Maintenance Contract.**

3. The pre qualification bid will be opened on 17.11.08 at 2 PM in the office of the Medical Superintendent.

4. Tender not confirming to the essential requirements, as per check list will be rejected and no correspondence thereof shall be entertained whatsoever.

5. Price bid of only those tenderers shall be opened who are found qualified at the pre qualification stage. Time and Date for opening of Price Bid shall be fixed and intimated to the qualifying tenderers in Pre -qualifying Bid.

6. The tender form should be clearly filled in ink legibly or typed. The tenderer should quote the amount tendered by him/them in Figures as well as in Words. Alteration unless legibly attested by the tenderer, shall disqualify the tender. The tender form should be signed by the tenderer himself. The forwarding letter should be signed along with quotations. Photocopies of the Registration Number of the Firm/ Agency License No. under Work contract Cell of Sales Tax Deptt, PAN No (in case of partnership firm PAN NO. must be in name of firm)allotted by the Income Tax Deptt.

7. Satisfactory performance certificate issued by the concerned agencies(s)/organizations preferably from a Govt. Hospital where such type of works/ jobs have been performed by the Contractor earlier are required to be enclosed.

8. Every paper of the tender should be signed by the Tenderer with seal of Agency/Firm

9. The following information will be indicated on the Envelope cover.

Closing date of tender _____

Tender for Annual Maintenance Contract in C.N.B.C.

Name of the firm _____

No. of NIT _____

10. Forwarding letter should clearly indicate the list of enclosures.

Tenderer should take care that the rate/amount in the price Bid should be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

11. The earnest money will be liable to be forfeited if the tendered withdraw or amends, impairs or derogates from the tender in any respect within the period of validity of the tender.

12. The department will deduct Income Tax at source under section 194-C of the Income Tax Act, 1961 from the contractor as applicable.

13. The bidder will have to deposit earnest money Rs. 25,000/-. Performance deposit of Rs 25,000/ shall be submitted by the agency selected for providing services. The earnest money will be adjusted against security money for the successful bidder. If any

information furnished by contractor is found to be incorrect at any time or in the event of any breach/ violation or contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the department. No interest shall be paid by the department on earnest money or security deposits.

14. The Dean, M.A.M.C.reserves the right to cancel/reject full or any part of the tender which the tenderer do not fulfill the condition stipulated in the matter.

15.Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, Verbal or written, shall be entertained in respect of acceptance/rejection of the tender.

16. Any act on the part of the Tenderer to influence anybody in the Department will result in the rejection of the tender.

17. The contractor shall provide a non-judicial stamp paper of Rs.50/- for preparing a rate contract agreement.

18. The contractor shall have to produce documentary proof i.e. Ration Card/ Telephone Bill/ electricity Bill/Income tax certificate, if he is assessee under Income Tax Department in support of Identity.

19. Quotation must be unconditional.

20. The agency staff shall carry out any such other duties as are entrusted to them from time to time.

21.The agency shall not engage any sub contractor or transfer the contract to any other person in any manner.

22. In case of any dispute or difference the award of the arbitrator appointed by Lt.Governor of Government of NCT of Delhi will be final and binding on the parties to the contract and the court at Delhi/New Delhi shall only have the jurisdiction over the same.

23.Tenderer shall have to provide an undertaking on Rs 50/ stamp paper as per format enclosed

24.An affidavit on Rs. 50 stamp paper should be submitted by the firm stating that no criminal / income tax / blacklisting case is pending against the firm.

MEDICAL SUPERINTENDENT

Chacha Nehru Bal Chikitsalaya, Geeta Colony, Delhi - 110031

Annexure I

TENDER FOR PROVIDING ANNUAL MAINTENANCE CONTRACT IN
CHACHA NEHRU BAL CHIKITSALAYA, GEETA COLONY, DELHI-31.

PREQUALIFICATION BID

1. Cost of tender Rs. 500/-
2. Due date for tender _____
3. Opening time & date of tender (prequalification bid) _____
4. Name, address of Firm/ Agency and Telephone No. _____

5. Registration number of the Firm/ Agency _____
6. Name, Designation, Address and Telephone No. _____
Of Authorized person of Firm/Agency to deal with _____

7. Please specify as to whether tenderer is a sole proprietor/partnership Firm Name, address/
And Telephone No. of Director/ partners
Should be specified.

	a. _____ b. _____

	c. _____ d. _____

8. Details of experience certificate of
providing annual maintenance contract along with satisfactory
report issued by the agencies preferably a Govt
hospital where such work was undertaken
earlier (with full details Of the Agency(s)
to whom such Contracts awarded). Copies of the
Satisfactory reports should be attached.
9. PAN of Income Tax Deptt & TIN _____²
10. Service Tax No (If applicable on this service) _____
11. License No. under Work Contract Cell (if applicable) _____

on this service.

12. Details of earnest money deposited

a.Amount : Rs. _____ (Rs.in words)

b.Bank Draft/Pay order/ _____

FDR No. duly pledged to the President of India

c.Date of issue of FDR: _____

d.Name of the issuing authority: _____

13. Any other information.

14. Declaration of the contractor.

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

Name:

Designation:

Address:

Phone No.(O):

DATED:

Annexure II

CHECK LIST OF THE DOCUMENTS TO BE ATTACHED WITH TENDER FORM

NIT Gr NO

1. Registration No.of the Firm/Agency : Yes/No.
2. PAN No. : Yes/No.
3. TIN NO : Yes/No
4. Service Tax No.(If applicable to this service) : Yes/No
5. FDR towards earnest money : Yes/No
- 6.Details of experience certificate of : Yes/No
providing annual maintenance contract
with satisfactory report issued by
the agencies preferably a Govthospital where
such work was undertaken earlier
(with full details Of the Agency(s)
to whom such Contracts awarded).Copies of
the satisfactory reports should be attached.
- 7.Undertaking on Rs 50/ stamp paper :YES/NO
as per format enclosed in form.
- 8.Affidavit on Rs. 50 stamp paper that : YES/NO
no criminal / income tax / blacklisting
case is pending against the firm
9. Power of Attorney if applicable : YES/NO
10. Partnership deed or MOU/AOA if applicable YES/NO
11. Registration with Work Contract Cell(if applicable) :YES/NO

Signature of the Tenderer

TERMS AND CONDITIONS

- 1. Only technically qualified and trained persons shall be deployed by the agency for repair/ maintenance work.**
- 2. The bidder should submit the schedule for quarterly visits for preventive maintenance and will be required to respond for complaints within 12 hours.**
- 3. The successful bidder will be required to submit calibration certificate from accredited laboratory for each equipment at least biannually.**
- 4. The tenderer shall not sub-lease any of the works awarded to them to any third party, without the written permission from the M.S., C.N.B.C.**
- 5. It will be imperative for the company to complete the repairs within 72 hours from the time of information received by the company by any means of communication including telephone.**
- 6. If the equipment is not made functional within 72 hours, a penalty would be imposed on the company, the amount of penalty would be calculated as proportionate amount of AMC for the period of delay on the part of tenderer in excess of three days.**
- 7. If any equipments covered under the contract is taken out of the premises of the hospital for any repair, it shall be under full responsibility of the tenderer, till the same is returned to the concerned department in satisfactory working condition. Item may be taken out only with the written permission of the concerned Head of the Department.**
- 8. All the repairs jobs carried out by the tenderer shall have a guarantee period of six months from the date of satisfactory completion.**
- 9. Payment of contract fee will be released one in quarterly/half yearly/yearly and after satisfactory completion of such period and a satisfactory completion certificate is produced from the concerned Head of the Department (after repair/maintenance jobs.)**
- 10. All the repair/ maintenance jobs shall be attended on site only.**
- 11. The spare parts required as replacement if any during the course of repairs/maintenance, shall be arranged by the Tenderer himself.**
- 12. The quantities of equipments mentioned in the enclosed schedule are only tentative and they can be as per the actual requirement at the time of finalizing the contract.**

- 13. Replacement of Heating elements/Thermostats/Pressure switches/ Contractors (all ratings) etc shall be of ISI mark only.**
- 14. For all Autoclaves/Sterilizers/Hot & Cold Salines,'Descaling' shall compulsorily be done once in six months by giving 15 days notice in advance.**
- 15. In case of biosafety cabinets and laminar hoods, prefilters must be replaced atleast once in three months.**
- 16. Down time of an equipment shall not exceed 72 hours.**

SIGNATURE :

Name & Address of the agency with rubber stamp

Annexure III
FORMAT FOR PROVIDING UNDERTAKING

(To be submitted on a stamp paper of Rs. 100/-)

The Medical Superintendent
Chacha Nehru Bal Chikitsalaya
Geeta Colony, Delhi-31

1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of the contract.
3. I, the undersigned, hereby bind myself to Lt. Governor of Delhi for providing Annual Maintenance Contract services at C.N.B.C., Delhi for the period of the contract.
4. The security money deposited by me shall remain in the custody of the Medical Superintendent, C.N.B.C. till the expiry of the contract.
5. The condition herein contained shall form part of and shall be taken as included in the agreement itself.
6. I will be wholly responsible for providing Annual Maintenance Contract services at C.N.B.C.
7. Damage to hospital property if any, due to lapse on my part/my staff may be recovered from me.
8. Should any lapse occur on my part or on my staff while discharging the services the hospital authorities may cancel my contract and award the work to another agency and the costs difference may be recovered from me and can forfeit security money.
9. The decision of Dean, M.A.M.C. will be binding upon me.

Date:

Signature of the tenderer