

**CSIR-CENTRE FOR CELLULAR & MOLECULAR BIOLOGY**  
**[ Council of Scientific & Industrial Research ]**  
**HYDERABAD 500 007**

**REF:CCMB/WKS-03/20-21**

**ESD – WORKS SECTION**  
**Dt.:22.07.2020**

**NOTICE INVITING TENDERS**

Sealed tenders are invited by the Director, CSIR-C.C.M.B., Hyderabad from the Registered and experienced Petty Air Conditioning Maintenance Contractors/ Firms of any Government Organizations like C.P.W.D., Railways, M.E.S. , D.R.D.O., Atomic Energy, etc., or those who have carried out similar nature of A.M.C. contracts in any Government Organizations like C.P.W.D., Railways, M.E.S., Defence Organisation, P & T, BSNL, State R & B Division and other Public Sector Undertakings or Govt. Aided Autonomous Bodies like CSIR or its National Laboratories, ICMR, ICAR, etc., **for entering into Annual Maintenance Contract ( A.M.C.) on Job Contract basis for Servicing & Maintenance of Centralized A.C.Plant, Cold Rooms, AHUs, FCUs and its associated equipments /motors etc., at CSIR-CCMB Main Campus, Opp: Habsiguda Metro Railway Station, Uppal Road, Hyderabad 500 007.**

**Estimated cost of the work  
A.M.C. Period**

**Rs.8.00 Lakhs Per Annum  
ONE YEAR from the date indicated  
in the work order.**

**SALE OF TENDERS FROM 27.07.2020 TO 10.08.2020**

**LAST DATE FOR SUBMISSION OF TENDERS: 2.30P.M. OF 14.08.2020**

**TENDER OPENING DATE & TIME 14.08.2020 – 4.30P.M.**

**EMD to be deposited along with tender: Rs.16,000.00 [ Ruppes Sixteen  
Thousand Only] by way of D.D. or  
Banker's Cheque drawn in favour of  
the Director,CSIR-CCMB, Hyderabad.**

The tenders will be issued from the ESD- Works Section , Room No: V – 205, 1<sup>st</sup> Floor, Workshop Building on all working days between 10.00 A.M. to 1.00 P.M. and 2.30P.M. to 5.30 P.M. except Saturday , Sunday and other closed holidays.

The tenders will be **issued free of cost** to all the eligible contractors/ firms on production of the following documents to the satisfaction of the Officer issuing the tenders:

1. Copy of Registration Certificate issued by any one of the agency/Organisation indicated in Para No;01 of N.I.T.

2. Copies of minimum 02 Works completion certificates for a minimum value of Rs.4.00 lakhs [ Rupees Four Lakhs ] Only per Annum or above under single contract issued by any of the Government Organisation or Govt. Autonomous Bodies for carrying out the AMC for similar nature of work i.e. Servicing & Maintenance works only consisting of Centralized A.C.Plant, Cold Rooms, AHUs, FCU, Cooling Towers etc., for minimum ONE YEAR or more on or after 01.04.2015. Work experience issued for new supply, Installation will not be considered.
3. Copy of Permanent Account Card[ PAN] issued by Income Tax Department.
4. Copy of GST Registration Certificate
5. Details of Bankers including Bank Name, Branch Name, Account No, Type of Account, IFS Code No of the Branch
6. Name and address of the tenderer or his/their authorised person, Cell No etc.,

Experience certificate issued for the works carried under AMC as a sub contractor will not be considered.

An amount of Rs.16,000/- [Rupees Sixteen Thousand ] Only has to be submitted as EMD [ Earnest Money Deposit ] by way of Demand Draft drawn in favour of the Director, CSIR-CCMB ,Hyderabad along with the tender towards Earnest Money Deposit [ EMD ]. Ordinary Cheques / Crossed Cheques issued by the tendering agency or cash or Bank Guarantee will not be accepted towards EMD.

**TENDERS RECEIVED WITHOUT EMD will be rejected and No exemption from the payment of EMD will be considered.**

The tenders are to be submitted in a sealed cover in 03 envelop system as follows:

- (1) First Cover containing the EMD : DD/BC only ,duly superscribed “ EMD for Entering into AMC for Servicing & Maintenance of A.C.Plant etc., at CSIR-CCMB”, Due on 2.30 P.M. of 14<sup>th</sup> August, 2020.
- (2) Second Cover containing the tender document, covering letters, terms & conditions if any laid down by the tenderer etc.,duly superscribed “ TENDER for Entering into AMC for Servicing & Maintenance of A.C.Plant etc., at CSIR-CCMB”, Due on 2.30 P.M. of 14<sup>th</sup> August, 2020. AND
- ( 3)The third cover containing both the above said two covers duly superscribed “ TENDER & EMD for entering into AMC for Servicing & Maintenance of A.C. Plant etc., at CSIR-CCMB,” DUE ON : 14<sup>th</sup> August, 2.30P.M.

All the 03 covers are to be addressed to the “ ADMINISTRATIVE OFFICER”, CSIR-CCMB, Uppal Road, Hyderabad 500 007.

The tenders are to be dropped in the tender box kept in Room No; V -205, Works Section, First Floor of Workshop Building. In case the tenderer submit his/their tenders in any other tender boxes kept within CSIR-CCMB campus other than one indicated above, the Works Section/Engineering Section will not take any responsibility and it will be presumed that tender has not been submitted as such the same may lead for rejection. Hence, in the interest of the tenderer, it is advised that the tenderer must ensure to submit the sealed tenders only in Works Section. No separate acknowledgement for submission of tenders will be given.

All the tenders received within 2.30P.M. of 14<sup>th</sup> August,2020 will be opened on the same day at 4.30P.M. by the tender opening committee, in the presence of the tenderer or his/their representative who may be present at that time.

Tenders submitted through postal/courier or in person after 2.30P.M. of 14.08.2020 will not be considered and the same will be rejected.

In case the tender Opening date happens to be declared as a Closed Holiday due to any un-expected reason, the tenders will be received and opened on the next working day without any change in timings.

The cover containing EMD only will be opened in the first instance. The tenders of whose EMD is not found or not accepted or not in order due to any reason, the tenders submitted by such rejected tenderers will not be opened and the same will be returned in un-opened condition, i.e. as it is, to such tenderers.

The DD/BC submitted towards EMD by the unsuccessful tenderers will be returned as it is within one week from the date of tender opening.

The EMD deposited by the Successful tenderer will be retained by CSIR-CCMB towards Security Deposit and the same will be returned without any interest after 02 months from the date of cancellation/expiry of the AMC, provided the same is not forfeited for any reason.

The A.M.C. will be initially for a period of 12 Months ( 01 year ) from the date indicated in the work order to be issued to the successful tenderer. However, the same can be extended for a further two years on mutual consent and acceptance.

The Scope of A.M.C. is purely LABOUR ORIENTED NATURE only. No spares parts / Materials is involved in this A.M.C. . All the spares/ materials required for any replacement or change, the same will be arranged and issued by CSIR-CCMB to the successful tenderer free of cost. However, the successful tenderer has to make his own arrangement for consumable like Grease, ladders, Waste Cloth, detergents, acids etc., and tools, plants, scaffolding, labour force etc., for carrying out the Servicing, repairing, maintenance works. Hence, the tenderers are advised to quote their rates accordingly taking into consideration of the above. CSIR-CCMB will not

arrange or provide any consumables, tools, plants, scaffolding or labour force to the contractor for carrying out the work.

It is advised that all the tenderer to visit the site before offering their tenders to ascertain the conditions, facilities and the conditions with regard to accessibility of site, nature and extent of ground, working condition of site and locality for stacking of materials, installations of tools, and plants etc., , conditions affecting the accommodations and movements of labour etc., required for the satisfactory execution of the work contract. As such nothing extra will be entertained at a later stage.

As the work to be carried out-out in a working laboratory the same has to be carried out in a phased manner within the time schedule given and without any disturbance or any kind of problem to the Staff or any other Contractors working in the same or nearby area of the work site

The charges quoted by the tenderers shall include all taxes ( except GST ), as applicable in Telangana including loading, unloading, transporting charges, labour charges, tools & plants rental charges if any, consumables charges, scaffolding charges etc. And disposing of the unserviceable scrap materials in the place identified by the Engineer-in-Charge.

The charges shall also include all minor and inter related works which were specifically not indicated in schedule but which are required for satisfactory completion of the items indicated in the schedule. Nothing extra on this account will be entertained at a later stage.

The charges shall also include all rental charges for any machinery, tools, plants required for the satisfactory execution/completion of the items indicated in the schedule. As such nothing extra on this account will be entertained at a later stage.

The CSIR-CCMB will arrange required Electrical power & Water free of cost to the successful contractor for carrying out schedule items work.

The Charges shall also include for removing of AHU/ FCU or any other item fixed in the wall/ ceiling or in the equipments etc., from any floor /height and re-fixing the same after servicing/ overhauling/ repairing as the case may be.

The charges shall also include making holes for laying of pipelines or any fittings/spares related to this AMC , if required like wise closing the existing holes etc., as such nothing extra on this account will be paid and CSIR-CCMB will not take any responsibility / arrange for these items.

The charges shall also include for clearing/cleaning of site after the works is over on day to day basis and removal of rubbish/ debries etc., and the site has to be made in clean and neat condition.

The successful tenderer is responsible for safety of the materials issued by CSIR-CCMB for replacement and installation till the same is installed/replaced. In case any materials/ spares issued to the contractor got damaged before its installation/ re—fixing the charges of such spares/materials will be recovered from the contractors bill.

In case any damages caused to the structure or any machinery, property, fittings, etc., at the time of carrying out the work due to carelessness of the workers /supervisors to be engaged/deputed by the successful tenderer, the loss assessed by the Engineer-in-Charges will be recovered from the contractors bill.

The successful tenderer must ensure the safety and to take all precautionary measures to the workers/labour/supervisors deputed/engaged by the successful tenderer. In case of any labour/workers/supervisors deputed by the successful tenderer, met with any serious injury, calamity, death, the payment of compensation rests with the successful tenderer and CSIR-CCMB will be free from all such encumbrances.

All the workers/ Supervisor/ Labourers to be engaged/deputed by the successful tenderer must strictly follow the Security Rules of this Centre, while they are within CSIR-CCMB Campus.

The successful tenderer must depute well experienced and knowledgeable technicians/ workers only to attend the works assigned to them.

The work has to be carried out as and when required basis. As such the payment will be made strictly based on the items and quantity/number of time services/repairs or attended at the rates quoted by them. Further the rates quoted is applicable irrespective of height or the floors where the work to be carried out. Hence, the tenderer must ensure and quote a balanced and reasonable rate for each items per servicing or repairing as the case may be taking into consideration of height, floors etc.,

The successful tenderer has to carry out the works identified / allotted to them in a very decent and well professional manner. All such works are to be attended within the stipulated time. In case of emergency, the same has to be attended within 24 hours on top priority basis even on holidays or at late night hours. Failing which, the Engineer-in-Charge reserve the right to impose penalty on a reasonable rates depends upon the item and circumstances.

The Engineer-in-Charge will issue a work order / schedule in the first week of every month for the works which are to be undertaken during that particular month and the successful tenderer must attend the same within the time schedule and submit a work completion report duly signed by the Engineer-in-Charge. However, in case of any un-expected /sudden repairs/replacements, no separate work orders will

be issued and the same have to be attended based on the instructions of the Engineer-in-Charge issued over phone or e-mail or in person or SMS etc.,

The 100% payment will be made on quarterly basis once in 03 months for the works carried out during the quarterly period . However, Income Tax and GST as applicable will be recovered at sources as per the instructions of the Govt. Of India.

The approximate total number of various capacity of AHUs, FCUs & Centralized A.C. Plant and other major equipments covered under this AMC are indicated below to get an idea by the tenderer and quote their rates accordingly.

1. 110 TR Capacity Screw type Chiller units Centralized A.C. Plant & its equipments	06 Nos.
2. A.H.U.'s of various capacity	44 Nos.
3. F.C.U. of various capacity	316 Nos
4. Condensor & Chiller Pumps	14 Nos
5. Cold Rooms of various capacity / size	20 Nos
6. Package A.C. Units	24 Nos

The inter linked small items are not included in the above said list, however, all such interlinked small items are also covered under the AMC.

All the maintenance/ repair works are to be carried out within CSIR –CCMB Campus only in the presence of the Engineer-in-Charge or his authorized representative. Normally for routine maintenance works, the contractor will not be permitted to carry out any item for repair purpose at their workshop or any other place outside the CSIR-CCMB Campus.

In case of any major problem which can not be attended within CSIR-CCMB Campus due to any reason, the Contractor will be permitted to carryout the servicing/repairing etc., at their workshop or any other place as deemed fit by the Contractor . However, the contractor must obtain necessary Gate pass from the Engineer-in-Charge for such movement otherwise the Security will not permit the contractor to take the materials outside the CSIR-CCMB Campus.

In case, the contractor is asked to attend any such repair/ servicing/ overhauling/ maintenance work, by the Engineer-in-Charge, which is/are not covered under this A.M.C., the Contractor must submit his quotation/service charges before commencement of such repair/servicing work and on specific acceptance of the Engineer for such additional charges in writing. Otherwise no payment for such additional work will be entertained.

Likewise, as and when, the contractor or his work men/labourers brought any materials, tools, testing equipment or any other materials, for the work purpose, the same has to be declared and necessary gate pass has to be obtained by them from the Security . Failing which the contractor will not be permitted to take-back such items, which are brought inside without valid security gate pass.

In case of urgency or on any reason, if the contractor has been asked / requested to arrange for any spares or any other material, which are not covered under this A.M.C., the contractor must arrange and supply the same and complete the work. For all such items/ spares, the contractor must obtain necessary security gate pass/inward entry in the delivery challan and submit the original bills to the Engineer-in-Charge for arranging payment. Under any circumstances all such materials items/claim shall not be included in the regular AMC maintenance bill. A separate claim for all such items has to be made.

The contractor must give the name, address, cell number of persons/ their authorized workmen, to enable the Engineer-in-Charge, to contact them in case of any emergency or urgent work to be carried out after normal working hours or on holidays.

Tenderer are expected to go through the entire tender document, terms and conditions, specifications, scope of work etc., before submitting their offer. In case of any clarification is required and for site inspection, they can contact Shri B Vijay Kumar, E.E. [ Ph.No; 2719 2672 , Cell No: 9490940530] .

All payment to the contractor will be made on e-payment mode only. No cheque payment or any other type of payment will be entertained. Hence, it is the responsibility of the contractor to provide necessary details like Name of Bank, Branch Name, Account No, Account Type, IFS Code no. Of the Branch etc., for timely payment.

Since, it is basically being labour oriented repair/maintenance work and no materials is involved, no security deposit will be recovered from the bills of the contractor.

The tenders shall be valid for 90 days from the date of its opening for the acceptance and for award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.

Tenderer must sign and put their official rubber stamp showing the full address and in each page of priced schedule and also in each page where specifically indicated such as " Name & Address of the Tenderer ", " Signature of the Tenderer" etc.,

Tenderer are advised not to use any correction fluid in the tender document, particularly in priced schedule, other wise the Director ,CSIR-CCMB reserves the right to reject such tender.

In case of any mistake or correction to be made due to any unavoidable reason, the tenderer may kindly ensure to circle the earlier figure and cut the same and thereafter re-write the new figure. All such corrections overwriting has to be signed by the tenderer and official rubber stamp has to be affixed to authenticate the corrections made by them.

Except writing the rates, the tenderer should not correct/ change/score/delete or cut any terms and conditions or the specification given in the Schedule of Rate. In case any tenderer wants to add or put forward their own terms and conditions, they are most welcome to do so in a separate covering letter and attach the same to the tender document. It may kindly be noted that all the conditions put forwarded in the covering letter or separate attachment etc., or in the tender document deemed as rejected automatically, until and unless the same is/are specifically accepted by CSIR-CCMB in writing or the same is incorporated in the work order/agreement.

The successful tenderer has to execute a formal agreement with the Director, CSIR-CCMB on Rs.100/- Non Judicial Stamp Paper within one week from the date of such intimation, failing which it will be presumed that the contractor is not interested to take-up the work and in such case the EMD deposited by the tenderer will be forfeited and further he /they will not be permitted to take part in the re-tender process.

The AMC can be terminated by either party without assigning any reason by giving 03 months advance notice. In case the Contractor terminate the contract without advance notice of 03 months the amount equivalent to last quarterly amount including EMD deposited will be recovered. Likewise, if the CSIR-CCMB terminate the AMC without any notice, CSIR-CCMB will compensate the contractor by making payment equivalent to the last quarter before the termination of the AMC.

Normally the work/ AMC will be awarded to the L-1 tenderer. Since, in this case the quantity can not be ascertained at the time of award of AMC, the quantity will be treated as ONE ( 01) for all the items indicated in the schedule for comparison purpose and to ascertain the overall lowest tenderer for award of work.



The Director,CSIR-CCMB reserves the right to reject the lowest or any or all tenders without assigning any reason(s).

Sd/XXXXXXXXXXXXXX  
Head, Engineering Services Division