



“APPAREL EXPORT PROMOTION COUNCIL”

Inviting sealed tender for Annual Maintenance Contract of 02 Façade cleaning machines installed in Apparel House building, Sector-44, Gurgaon

Date Sheet		
S.No	Description	Date
1	Date of advertising the tender	20.11.2018
2	Date of Closing of Tender	12.12.2018
3	Date till any pre bid query	27.11.2018
4	Date for reply of all pre bid queries	04.12.2018
5	Date of opening of Technical Bid	13.12.2018 03:00 pm at Apparel House
6	Date of opening of Financial Bid	17.12.2018 03:00 pm at Apparel House

20th November, 2018



Ref. No.AEPC/HO/AHM/2018/160/

Dated the 20th November, 2018

NOTICE INVITING TENDER

1. Name of Work: **Annual Maintenance Contract of 02 Facade Machines installed in Apparel House, Gurgaon**

Apparel Export Promotion Council (AEPC) invites sealed tenders in two bid system (Technical and Financial) from well experienced/reputed agencies for providing Annual Maintenance of 02 Facade Machines installed in Apparel House of a period of three years subject to satisfactory performance of the firm and by mutual consent

2. The firms may download the tender document from the AEPC website www.aepcindia.com.

3. The firms are requested in their own interest to inspect the site of work before quoting their rates.

4. The tender forms (Technical bid (**Annexure-I**) and Financial/Commercial bid (**Annexure-II**) completed in all respect should be sent in a sealed cover and subscribed as **"Tender form for AMC of Façade machines of AEPC"** and should be submitted to **Jt. Director (AHM), Apparel Export Promotion Council, Apparel House, Sector-44, Institutional Area, Gurgaon-122003, Haryana** latest by **5.00 pm on 12th December, 2018.**

5. The technical bids of the tenders received will be opened in this office in the presence of the senior officers of the Council. Bidders who wish to attend the opening of the bids may ensure their presence on the mentioned date and time as specified in the Date sheet. The financial bids of only those bidders who qualify in Technical bids will be opened.

Location of work: Apparel Export Promotion Council, Apparel House, Sector-44, Institutional Area, Gurgaon-122003, Haryana

Bid earnest money: **Rs.5,000/- (Rupees five thousand only)** in the form of Demand Draft from any Scheduled Banks in favour of Apparel Export Promotion Council, payable at Gurugram along with tender document.

Performance Guarantee: The contractor shall submit performance security through Bank Guarantee equivalent to 10% of the total contract value within 7 days of receipt of Work Order.. In case the adequate Bank Guarantee is not received the same shall be deducted from the bills of successful bidder. The performance security



can be forfeited to recover any amount which is payable by the contractor on account of any clause arising out of the contract. It will be released after successful and satisfactory completion of the contract. No interest shall be payable on this performance deposit.

Period of Contract: For three years which may be extended further subject to satisfactory

Performance to the satisfaction of the Council

Final decision: The A.E.P.C. has the right to accept any bid in whole or part or reject it entirely without assigning any reason thereof. In case of any disputes whatsoever, the Secretary General, AEPC shall be the sole arbitrator and his decision shall be final and binding.

6. SCOPE OF WORK:

The technical specifications of the 02 Facade Machines at Apparel House is given in **Annexure-III**

The agency would provide maintenance of 02 Facade Machines which includes but not limited to

- a) Annual Maintenance,
- b) Preventive Maintenance,
- c) Emergency Repair Services,
- d) Detailed Reports and Analysis submission

Bidders are requested to submit the rates for Comprehensive and Non-Comprehensive Annual Maintenance Contract separately and the Council would decide the based on the individual merits of each bid. The scope of work includes:

- 1) Monthly visit and safety check of 02 façade machines
- 2) Quarterly services repair and rectification including
- 3) Attending of all emergency calls within 06 hours
- 4) Rectification of all the parts covered under AMC and replacement, if required
- 5) Submit Detailed reports of all the checks performed
- 6) Issue of safety Certificate on a quarterly basis

In addition to the above, the above firm will submit a list of spares along with its cost with the financial bid itself. However, the bids will be evaluated solely on the basis of rates quoted for the AMC. The Council will pay for the replaced spare parts as per the rates provided by the firm which will be firm during the period of contract.

7. ELIGIBILITY CRITERIA:

i) A registered Firm/Company (under applicable Act) having experience of at least three years in providing maintenance and repair services of Façade cleaning machines in Central Government/State Government Department/Institution, including Public Sector



Companies/ Undertaking/Autonomous bodies, Multi National Companies/ Private institutions.

- ii) The agency should have sufficient and trained manpower. Details may be provided
 - iii) The agency should have at least two clients/organizations whose maintenance contracts have been renewed in the past two years. Documentary proof is to be submitted along with Tender document.
 - iv) The agency should have average annual turnover of Rs. 4, 00,000/-, (Rupees four lakhs only) or more for each of the preceding three financial years i.e. 2015-16, 2016-1 and 2017 – 18.
 - v) The agency shall comply with all the statutory provisions as laid down under various Labour Laws/Act/Rules like minimum Wages, Employees Provident Funds, ESI, Contract Labour (R&A)Act, Central /Delhi/Haryana Works Contract Act and other Labour Laws/Acts/Rules in force from time to time at its own cost. In case of violation of such statutory provisions under Labour Laws and/or any other law applicable, by the Agency, there will not be any liability on part of Council.
 - vi) The agency should furnish a certificate to the effect that it has not been blacklisted by any Government, Ministry, Department, PSU etc.
 - vii) The agency should have the necessary tools, tackles and equipment required for maintenance of the façade cleaning machine
- Documentary proof of all should be submitted in the format specified in the Technical Bid

8. LIABILITIES:

- i) The firm shall be under liability to compensate for any damages (direct or indirect) caused to the 02 Facade Machines due to negligence on their part.
- ii) The firm shall be under liability to compensate for any damages for any consequential damages resulting from delay in providing service as per agreement.
- iii) The firm shall intimate in advance about the visit of their engineers and the work will be undertaken only during working days of the Council except in case of any emergency work

9. TERMS AND CONDITIONS:

- i) Period of Contract: This contract shall be valid for 3 years from date of award, depending upon satisfactory performance of agency and mutual agreement. Renewal of contract would be subject to satisfactory performance and mutual agreement.
- ii) Price: The quoted rates shall be valid for a minimum period of three years from the date of awarding of the contract. Rates quoted shall be inclusive of all wages, PF, ESI (excluding GST) fulfilling all laws, rules requirement and statutory obligations required under minimum wages act, workmen's compensation act and other labour laws in force from time to time.
- iii) Termination of Apparel Export Promotion Council reserves the right to



- Contract: **Terminate** the contract by giving **one month's notice** without assigning any reason whatsoever.
- iv) Payment: Payment shall be made to agency on quarterly basis from the date of receipt of bill and service reports of the respective equipments
- v) Workmen employed: The service contractor shall be responsible for all labour laws and statutory requirement, insurances, medical treatment to any illness, injury in or outside premises etc pertaining to his employees and shall be responsible against any claim on this account.
- vi) Restrictions: The staff deployed should be soft spoken and possess a good character. No staff deployed by the firm should smoke, drink alcohol, chew pan, gutka etc. within the Apparel House premises. Non compliance may lead to suitable penalty/termination of contract.
- vii) Certification of bills: All bills to be certified by the authorized officer of employer and rechecked by the officials of the AEPC before release of payment.
- viii) Disqualification: Under no circumstances the respondents are to contact any AEPC employees, other than the Director (AHM) or authorized by him with regard to this contract or any of the information. Violation of this provision will subject to immediate disqualification and no further communication in this regard will be entertained.

10. ARBITRATION:

Any legal disputes arising out of and in relation to this agreement, Secretary General, AEPC shall be the sole arbitrator and his decision shall be final and binding on both the parties.

11. BID SUBMISSION:

Duly completed bid documents along with EMD should be submitted before the due date (on or before 12.12.2018 by 5:00 pm) in the manner described as under:-

Every paper of the tender should be signed by the owner or authorized signatory of tenderer with seal of Agency/Firm/company. The tenderer should sign all papers as having read and understood the terms and conditions contained in the tender document and submit the same along with requisite information. The tenderer would fill up the technical information in **Annexure-I** which may be put in a sealed cover, clearly marking it as "Technical Bid".

The **Annexure-II** should consist of commercial bid should be put in another sealed cover clearly marking as "Commercial Bid". Both the sealed cover envelopes put in a single cover while submitting the proposal to this Council. Wherever, the prices are to be



quoted should be written in figures and words as well. The financial/commercial bid of only those bidders will be opened whose technical bid fulfills all the conditions contained in this tender document.

The tender should be accompanied by an Earnest Money Deposit “EMD” of Rs. **5,000/-** in the form of a Demand Draft from any scheduled bank in favour of Apparel Export Promotion Council payable at Gurugram. In no case, cheques and /or cash will be accepted. **The tender received without EMD or incomplete in any respect shall be summarily rejected and the tenderer shall have no right to represent..** No interest shall be paid by the Council on Earnest Money or Security Deposit. The EMD of unsuccessful bidder shall be returned after awarding the contract to successful bidder. **EMD of the successful bidder will be released after one year of completion of AMC to the satisfaction of the Council.**

(J.S Rana)
Jt. Director (AHM)
Apparel Export Promotion Council
Apparel House, Sector 44, Gurgaon-122003
Haryana



Annexure-I

Apparel Export Promotion Council

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TECHNICAL BID

(Should be spiral bound and numbered)

- i) The tenderer should submit the Tender Form along with the following documents:
- a) Original notice Inviting Tender duly signed by the authorized signatory along with the seal of the firm.
 - b) Original terms and conditions of tender document duly signed by the authorized signatory on each page along with the seal of the firm.
- ii) The intending tenderer should also give the following documents along with the Tender Form:
- a) Valid Registration no. of the Firm/company (attach attested copy of the Certificate)
 - b) Valid PAN No. of the Company/firm (Attach attested copy of the PAN card)
 - c) Valid Employees EPF (Provident Fund) Account No. of the firm (attach attested copy of the certificate)
 - d) Valid ESI No. of the company/Firm (attach attested copy of the certificate)
 - e) Valid Goods and Service Tax registration no. (Attach attested copy of the certificate)
 - f) Three (03) Work orders and satisfactory performance certificates issued by senior level officer of clients.
 - g) Bank Account with Nationalized Bank.
- iii) The tenderer should have average annual turnover of Rupees Four Lakhs or more for providing maintenance and repair services of façade cleaning machines during the preceding three financial year's i.e. 2015-16, 2016-17 and 2017-18. The same is to be submitted in the following format:-

Financial Year	Turnover in (Rs.) lakhs
2015-16	
2016-17	
2017-18	

- iv) The details of similar work executed by the agency for institutions specified in Para 7(i) on page 2 for the last 3 years i.e. 2015-16, 2016-17 and 2017-18., as per following format:-

S.No	Name of Organisation & Address	Financial component	Nature of Work	Remarks



Declaration by the tenderer:

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

Signature of Tenderer with seal: _____

Name, Desig & address: _____

Email: _____

Tel./Mob. No. _____

Date:

Technical conditions of the Tender:

1. The agency should have sufficient experience manpower/workers.
2. The agency should have minimum three years experience in the field of providing façade cleaning machine repair and maintenance services.
3. The agency should be covered under labour legislation such as ESI, EPF and service tax etc.
4. In case any agency furnished wrong/unlawful information/documents, its tender will be summarily rejected and no further correspondence shall be entertained on this account.
5. The agency should furnish an undertaking on their letter head that they have never been black listed by any Government, Ministry, Department, PSU etc.
6. All conditions should be supported with documents as mentioned in Clause (ii) of the technical bid



Annexure-II

**Apparel Export Promotion Council
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COMMERCIAL/FINANCIAL BID

A). PRICE QUOTE FOR NON COMPREHENSIVE AMC

S.No	Description	Rates(Rs.)		
		For the year		
		2019	2020	2021
1	Non-Comprehensive Annual Maintenance contract of 02 façade cleaning machines which includes all activities mentioned in Clause 6 and includes the repair and replacement(if required) for the following mandatory parts 1) All Fixed disc 2) All Power buttons 3) All Push button 4) All electrical overload relays and other electrical components 5) All Foam Roller Bearings 6) Oiling and Greasing of all mechanical parts			
	Taxes (If any) (Rs.)			
	Grand Total (Rs.)			

In words

Grand Total Amount for the year 2019 _____

Grand Total Amount for the year 2020 _____

Grand Total Amount for the year 2021 _____

PRICE QUOTE FOR THE SPARE PARTS WHICH ARE NOT TO BE COVERED IN THE AMC TO BE GIVEN SEPARATELY BY THE BIDDER IN THE FOLLOWING FORMAT

S.No	Spare Part	Make	Unit rate
1	Driver Disc		
2	Pinion Shaft		
3	Pressure System		
4	Block Stop set		
5	Rope Reeler Clutch		
6	Rope Guide		
7	Motor winding		
8	Rope wire		
9	Jib Studs		
10	Gears		

Note: The above quotation for spares may be negotiated and would remain firm for the period of contract.



B). PRICE QUOTE FOR COMPREHENSIVE AMC

S.No	Description	Rates(Rs.)		
		For the year		
		2019	2020	2021
1	Comprehensive Annual Maintenance contract of 02 façade cleaning machines which includes all activities mentioned in Clause 6 and includes the repair and replacement(if required) for all the mechanical and electrical parts			
	Taxes (If any) (Rs.)			
	Grand Total (Rs.)			

In words

Grand Total Amount for the year 2019 _____

Grand Total Amount for the year 2020 _____

Grand Total Amount for the year 2021 _____

Signature of Tenderer _____

Name, Design. & address _____

Email _____

Tel/Mob Number _____

Note:

1. Agency who stands lowest in the financial bid will be awarded the work.
2. The Council reserves the right to choose either Comprehensive or Non Comprehensive AMC based on the merits and quote submitted by the bidders



Annexure-III

Apparel Export Promotion Council

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TECHNICAL SPECIFICATION of Façade Cleaning Machine

S.No	Make	Platform Size
1	Tractel Trifor	2000mm * 600mm
2	Tractel Trifor	1200mm * 600mm

Both the machines are double suspended aluminum working platforms. The machine is completed with Davit jibs with parapet clamps, MS Davit basis, MS telescopic jibs.