

Bid Document

Bid Details	
Bid End Date/Time	14-03-2022 16:00:00
Bid Opening Date/Time	14-03-2022 16:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Commerce And Industry
Department Name	Department Of Industrial Policy And Promotion
Organisation Name	Controller General Of Patents Designs And Trade Marks (cgptm) Mumbai
Office Name	Mumbai
Item Category	ANNUAL MAINTENANCE SERVICE FOR Centralised air conditioning system
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the Bidder	5 Lakh (s)
Years of Past Experience required	2 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Turnover	Yes
Startup Exemption for Turnover	Yes
SHG Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	1500000
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	0.50

EMD Amount	7500
------------	------

ePBG Detail

Required	No
----------	----

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Joint Controller of Patents and Design
 RGNIIPM 3 Hislop College Road, Civil Lines, Nagpur - 440001
 (Nirmalya Sinha)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
-------------------------	-----

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any

impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

The buyer specific specialised activities/ work requirements depending on site/location/building and other relevant conditions / precaution / requirements/details/information essentially considered to be informed to the Service Provider: Monthly checks and repair/replacement of parts.

1. Cleaning of Air-filter with air blower & water.
2. Checking belt tension & alignment of belt drive.
3. Checking of difference in pressure and temperature between inlet and outlet of AHU's and suction & discharge pressure of pumps.
4. Checking of protection devices installed including purge valves, check valve flapper section, fire dampers, adjustment of controlling dampers, fresh air etc., to suit the site conditions.
5. Check for vibration in motor and blower.
6. Air balancing of all floors as per requirements.
7. Faulty material/spare parts if required shall be repair/replaced.

Quarterly checks and repair/replacement of parts.

1. Clean all strainers.
2. Checking of dampers in AHU's and ducts including fire dampers
3. Cleaning of fins of cooling coils
4. Faulty material/spare parts if required shall be repair/replaced.

Briefly describe the overall Centralised Air Conditioning system and its intended /expected performance objective to enable the service provider to have clear understanding about the system and buyers specific requirements in addition to the SLA:Both the HVAC chillers are not functional.

Bidder should visit to office at RGNIIIPM, 3 Hislop College Road, Civil Lines, Nagpur - 440001 for Inspection of HVAC Plant before bidding.

Year of Procurement of major Centralised Air Conditioning system and its components (for VINTAGE):2011

Specific Scope covering requirements/ guidelines of maintenance schedule for effective Maintenance of the each centralised air conditioning system:[1646038963.pdf](#)

Complete systemdetails such as make, model, rating etc regarding the each Centralised Air Conditioning System:[1646038980.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
07-03-2022 11:00:00	RGNIIIPM 3 Hislop College Road, Civil Lines, Nagpur - 440001

ANNUAL MAINTENANCE SERVICE FOR Centralised Air Conditioning System (2)

Technical Specifications

Specification	Values
Core	
Type of Centralised air conditioning system	Air-water system type centralised air conditioning system for cooling/heating purpose

Specification	Values
Total Cooling Capacity	101 to to 150 Ton
Total heating Capacity	101 to to 150 KW
Vintage	10 years and above
Number of On-site dedicated manpower (service engineer / system administrator) provided	0
Duty hours for dedicated manpower provided	NA (for no dedicated manpower provided)
Working days in a week	5 days
Frequency of Preventive maintenance visit	Montly
Condition of system (at the time of Bidding)	Functional
Type of AMC	Comprehensive
Billing / payment Frequency	QUARTERLY
Addon(s)	

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Additional Requirement
1	NIRMALYA SINHA	440001,Rajiv Gandhi National Institute of Intellectual Property Management 3, Hislop College Road, Opp. to Maharashtra Education State Board Office, Civil Lines, Nagpur - 440001 Landmark: Adjacent to Air India Office	2	N/A

Buyer Added Bid Specific Terms and Conditions

1. Buyer Added Bid Specific SLA

File Attachment [Click here to view the file.](#)

2. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditons stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---