



Tel. :- 022 - 22640063 / 65  
022 - 22717500  
Fax :- 022 - 22642955  
Email :- mdrhnm.mumbai@gmail.com

'Arogya Bhavan', 3rd floor,  
St. George Hospital Compound,  
P D'mello Road, Near CST,  
Fort, Mumbai 400 001

NHM/Proc/Enq/AC/ /2015

Date :- 22/12/2015

To,

- 1) M/s Shukla Electricals & Air Cool Services.
- 2) M/s Shree Krishna Corporation.
- 3) M/s N.S. Engineering.
- 4) M/s Cool Point.
- 5) M/s Maruti Electrical Works.
- 6) M/s Blossom Enterprises.
- 7) M/s. Pooja Enterprises.

**Sub :- Invitation of quotations for "Appointment of Agency for Annual Maintenance of Air-condition" for One year at Arogya Bhavan.**

Dear Sir / Madam,

We are inviting to submit your most competitive rates for "Appointment of Agency for Annual Maintenance of Air-condition" for One year at Arogya Bhavan.

### Schedule of Requirements

Sr. No.	Description	Specificati ons	Qty.	Place
1.	Appointment of Agency for Annual Maintenance of Air-condition for One year at Arogya Bhavan	Split A/C	104 Nos	Arogya Bhavan Mumbai & Mantralaya

Responsibilities of service provider :-

- 1) Preventive maintenance for air condition machine is required as follows.
  - Number of visits - service provider has visit for each machine once in a month for maintenance purpose.
  - Service provider should do total maintenance work of Air condition machines and keep in working condition.
  - The quotation called for the annual maintenance contract to provide maintenance service for Air condition machines in the office of State Health Society, Mumbai. Location details of Air condition machines is enclosed separately.
  - Service provider has to submit the visit report/Service report in detail.
  - The monthly visit report should be certified by concern officer for Air condition machine.
  - If air condition machine is not in a working condition due to damage of any spare part, the charges will be paid separately, for spare parts replaced by the service provider. No additional service charges will be paid for maintenance.

**The Location of Air Condition Machines in the office of Arogya Bhavan are as under**

<b>Air Condition Servicing Arogya Bhavan 1st Floor</b>				
<b>Sr.No</b>	<b>Place &amp; Name</b>	<b>Qty. (Nos)</b>	<b>Location</b>	<b>The Location of Air Condition Machines in the office of Arogya Bhavan</b>
1	Procurement cell,NHM	2	NHM	1st Floor
2	Jt. Director, Procurement Cell	2	DHS	1st Floor
3	Asst. Director Procurement Cell	1	DHS	1st Floor
4	Restroom	2	DHS	1st Floor
5	Dy. Director , Procurement Cell	1	DHS	1st Floor
5	Upper Ground Store(Mezaning)	1	DHS	1st Floor
<b>Total</b>		<b>9</b>		

<b>Air Condition Servicing Arogya Bhavan 2nd Floor</b>				
<b>Sr.No</b>	<b>Place &amp; Name</b>	<b>Qty. (Nos)</b>	<b>Location</b>	<b>The Location of Air Condition Machines in the office of Arogya Bhavan</b>
1	IT Cell	2	NHM	2nd Floor
2	MIS Cell	2	NHM	2nd Floor
3	Ex engr. IDW	1	NHM	2nd Floor
4	Dy. Engr. IDW	1	NHM	2nd Floor
5	IDW Cell	1	NHM	2nd Floor
6	Asst. Dir. (Ayush)	1	NHM	2nd Floor
7	Consultant PPP	1	NHM	2nd Floor
8	SPM (NUHM)	1	NHM	2nd Floor
9	H.R.Cell	1	NHM	2nd Floor
10	Supted. Engr. IDW	1	NHM	2nd Floor
11	MMU and EMS	1	NHM	2nd Floor
12	Officer, IPHS Cell	1	NHM	2nd Floor
13	IPHS Cell	1	NHM	2nd Floor
14	Dy. Director	1	NHM	2nd Floor
15	Sr. Consultant (PPP)	1	NHM	2nd Floor
16	Guest Room	3	NHM	2nd Floor
<b>Total</b>		<b>20</b>		

<b>Air Condition Servicing Arogya Bhavan 3rd Floor</b>				
<b>Sr.No</b>	<b>Place &amp; Name</b>	<b>Qty. (Nos)</b>	<b>Location</b>	<b>The Location of Air Condition Machines in the office of Arogya Bhavan</b>
1	State Audit Manager, Audit cell	1	NHM	3rd Floor
2	Audit cell	1	NHM	3rd Floor
3	FMG cell	2	NHM	3rd Floor
4	3rd floor	7	NHM	3rd Floor
5	Jt. Dir. (NT) Room no.304	1	NHM	3rd Floor
6	Jt. Director (Fin.) Room no.303	1	NHM	3rd Floor
7	Jt. Director (Tech.) Room No.301	1	NHM	3rd Floor
8	Hon. Commissioner (FW) & Director (NHM)	5	NHM	3rd Floor
9	Room No.305 KPMG Office	1	NHM	3rd Floor
10	Meeting Hall	2	NHM	3rd Floor
11	Room No.309-310 QCO (Sickle)	1	NHM	3rd Floor
<b>Total</b>		<b>23</b>		

**Air Condition Servicing Arogya Bhavan 4th Floor**

Sr.No	Place & Name	Qty. (Nos)	Location	The Location of Air Condition Machines in the office of Arogya Bhavan
1	AO	1	DHS	4th Floor
2	AO	1	DHS	4th Floor
3	Nursing	1	DHS	4th Floor
4	Dy. Dir. Nursing	1	DHS	4th Floor
5	Mission Director, EMS	1	NHM	4th Floor
6	CAO	1	DHS	4th Floor
7	CAO	1	DHS	4th Floor
8	AO	1	DHS	4th Floor
9	Meeting Hall	2	DHS	4th Floor
10	Guest House	3	DHS	4th Floor
		<b>Total</b>	<b>13</b>	

**Air Condition Servicing Arogya Bhavan 6th Floor**

Sr.No	Place & Name	Qty. (Nos)	Location	The Location of Air Condition Machines in the office of Arogya Bhavan
1	Meeting Hall	2	DHS	6th Floor
2	Jt. Director	1	DHS	6th Floor
3	Jt. Director	1	DHS	6th Floor
4	Dy. Director	1	DHS	6th Floor
5	Adittional Director	1	DHS	6th Floor
6	Asst Director (Hospital) DHS--Hospital	1	DHS	6th Floor
7	AO	2	DHS	6th Floor
8	Asst. Suprtd	2	DHS	6th Floor
		<b>Total</b>	<b>11</b>	

**Air Condition Servicing Arogya Bhavan 7th Floor**

Sr.No	Place & Name	Qty. (Nos)	Location	The Location of Air Condition Machines in the office of Arogya Bhavan
1	Jt. Director	1	DHS	7th Floor
2	Asst. Director	1	DHS	7th Floor
3	Hon. Principal Secretary	1	DHS	7th Floor
4	Asst. Director	2	DHS	7th Floor
5	Dy. Director	1	DHS	7th Floor
6	Mental Health Cell	1	DHS	7th Floor
7	Meeting Hall	1	DHS	7th Floor
		<b>Total</b>	<b>8</b>	

**Air Condition Servicing Arogyan Bhavan 8th Floor**

Sr.No	Place & Name	Qty. (Nos)	Location	The Location of Air Condition Machines in the office of Arogya Bhavan
1	MIS Cell	2	DHS	8th Floor
2	Asst. Supr.	1	DHS	8th Floor
3	Additional Director	1	DHS	8th Floor
4	Additional Director	1	DHS	8th Floor
5	Additional Director	1	DHS	8th Floor
6	Director cell	1	DHS	8th Floor
7	Hon. Director Health Services	5	DHS	8th Floor
8	Meeting Hall	4	DHS	8th Floor

		<b>Total</b>	<b>16</b>	
<b>Air Condition Servicing Mantralaya</b>				
<b>Sr.No</b>	<b>Place &amp; Name</b>	<b>Qty. (Nos)</b>	<b>Location</b>	<b>The Location of Air Condition Machines in the office of Arogya Bhavan</b>
1	Hon. Principal Secretary	2	Mantralaya	Mantralaya
2	Clinic (To Return NHM)	2	Mantralaya	Mantralaya
		<b>Total</b>	<b>4</b>	
		<b>Grand Total</b>	<b>104</b>	

**Terms and conditions:**

**1) Bid Price :**

- a) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.

Each bidder shall submit only one quotation. Bidder has to write following matter on sealed envelope. Quotation for Annual Maintenance Contract for Air Condition machines at Arogya Bhavan, Mumbai.

**2) Validity of Quotation:**

Quotation shall remain valid for a period of not less than 90 days after the deadline date specified for submission.

**3) Evaluation of Quotations**

The State Health Society shall evaluate and compare the quotations determined to be substantially responsive i.e.

- a) Are properly signed.
- b) Confirm to the terms and conditions and specifications.

**4) Award of Contract :-**

The State Health Society will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- a) Not with standing the above, the State Health Society reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- b) The bidder whose quotation is accepted will be notified about the award of Contract by the State Health Society prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- c) 5% performance security in the form of Demand draft on Bank guaranty valid up to date of contract should be furnished to the purchaser within 15 days of the notification of Contract Award.

**5) Period of Contract :**

The period of contract shall be one year for the date of signing of the contract agreement.

**6) Contract Period & Place for Services :**

The service provider has to render the services during contract period as per requirements placed by this office.

**7) Subletting of Work :**

The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the State Health Society, Maharashtra which he will be at liberty to refuse if he thinks fit.

**8) Payment**

Payment will be made on quarterly basis after completion of satisfactory work submission of invoice along with the report certified by authorized officer & Bill.

9.1 The State Health Society shall have every right to deduct the pending dues on account of loss, compensation, or any remedial action in monetary terms from the said payment. The supplier shall not agitate the said issue in future.

**9) Penalty :**

**10.1** If a particular machine is not repaired within 48 hours of the receipt of the compliant, a penalty of Rs.100/- per day per machine shall be imposed and it will be deducted from the quarterly payment. Continuous delay by the bidder in the performance of its delivery and service obligations shall render the bidder liable to forfeiture of its performance security.

**10.2** If at any time during performance of the Contract the bidder should encounter conditions impeding timely delivery of the work and performance of service, the contractor shall promptly notify to the SHS in writing of the fact of the delay, its likely duration and its causes(s). As soon as practicable after receipt of the contractor's notice, the SHS shall evaluate the situation and may at its discretion extend the period for performance of the contract in writing after mutual discussion with the contractor. The contractor shall not be entitled for any escalation, compensation or damages for the period of extension so granted for whatsoever reason(s). The decision of the SHS in this regard shall be final & binding and no dispute in this regard is arbitral.

**10) Liquidity Damages :**

Liquidity damages at the rate of 0.5% per week for the delay in work subject to maximum of 10% computed on the value of delayed.

- 11) Agency shall furnish documentary evidence (Client's certificate, copies of award of contracts) in support of the satisfactory operation as a Agency for Maintenance of Air Condition M/c
- 12) Annual turnover statement for last 3 years 2012-13, 2013-14 & 2014-15 in the format given in Annexure -3 certified by the Chartered Accountant.
- 13) Copies of Balance Sheet and Profit and Loss Accounts for last three years i.e. 2012- 13, 2013-14 & 2014-15 certified by the Auditor.
- 14) VAT/ST/Service Tax Registration certificate whichever applicable.
- 15) VAT /ST Clearance Certificate up to 31st March 2015 or the latest copy of the VAT return submitted.
- 16) Affidavit on non-judicial stamp paper of Rs. 100/- regarding the firm has not been found guilty of malpractice, misconduct, or blacklisted/debarred either by Public Health Department, Govt. of Maharashtra or by any local authority and other State Government/Central Government's organizations in the past three years .
- 17) Valid Solvency certificate from a nationalized bank ( for this specific tender) and a copy of certificate regarding work done in concern sector for the last 3 years should be enclosed with the proposal.
- 18) Copy of Registration.
- 19) Copy of PAN Card Registration.

- 20) An attested copy of service tax paid for the last year should be provided.  
21) You are requested to provide your offer latest by **2.00 pm hours on dt. 02/01/2016**  
22) Quotations will be open in the presence of the committee at **3.30 PM on 02/01/2016**  
**in the office of the Arogya Bhavan 3<sup>rd</sup> floor, St. George Hospital Compound,  
P.D'mello Road, NHM, Mumbai-400 001.**

We look forward to receiving your quotations and thank you for your interest in this project.

*[Handwritten Signature]*

For Commissioner (F.W) & Director (NHM)  
State Health Society Maharashtra  
Maharashtra, Mumbai.

o/c  
keep  
22/12/2015  
A 1184

HEALTHY VILLAGE, HEALTHY NATION

