

Instructions to Bidders.

**Commissioner
Food and Drug Administration, 341, Bandra Kurla Complex,
Bandra (East), Mumbai - 400 051.**

INVITATION FOR TENDER

On behalf of the Governor of Maharashtra, Commissioner, Food and Drug Administration, Government of Maharashtra invites sealed tender offers (Technical Bid and Commercial Bid) from reputed Manufacturers and/or authorized dealers for Facility Management Services including Comprehensive Annual Maintenance Contract on annual basis.

The Comprehensive Annual Maintenance Service is required to be provided as specified in the Section-II of the Tender Document.

1. A complete set of tender document may be purchased by any interested tenderer upon payment of a non-refundable fee of **Rs. 750/- (Rs. Seven Hundred Fifty only)** in cash or demand draft/ payorder.
2. The copy of tender document may be obtained from the Superintendent, Stores, 2nd Floor, Room No. 229 in the office of the Commissioner, Food and Drug Administration, Maharashtra State, Survey No. 341, Opposite Reserve Bank of India, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051, from 5th January 2012 upto 25th January 2012. The timing is from 10.30 Hrs to 17.00 Hrs on all working days. The details are given below:

Tender Reference	FMS-CAMC/ 2012-2013/153 -11/ 3B Dated- 30th December 2011
Price of Tender Document	Rs. 750/- (Rs. <u>Seven Hundred Fifty only</u>)
Date of commencement of sale of tender document	5th January 2012 From – 10.30 AM to 17.00 PM
Last Date of sale of tender document	25th January 2012 upto 17:00 Hrs.
Last Date and Time for receipt of tender offers	25th January 2012 upto 17:00 Hrs.
Date, time and Place of Pre Tender Conference	12th January at 11.00 Hrs, Venue: 1st Floor, Conference Hall, Food and Drug Administration, 341, Bandra-Kurla Complex, Bandra (East), Mumbai-051
Time and Date of Opening of tender offers	11.30 AM on 27th January 2012
Place of Opening tender offers	1 st Floor, Conference Hall, Food and Drug Administration, 341, Bandra-Kurla Complex, Bandra (East), Mumbai-400 051.
Address of Communication	Commissioner, Food and Drug Administration, 341, Bandra - Kurla Complex, Bandra (East), Mumbai-400 051.
Contact Telephone Numbers	Phone: + 91-22- 26592363-65, 26592354 Fax: +91-22-26591959

Note:

1) **Criteria of Eligibility:**

- A. Only those tenderers who are in the business for last five years and having minimum Turnover of Rs.1 (One) Crore or more only in the Maintenance Services of Hardware, Software and Facility Management (FMS-CAMC). The annual report of the company should specify the above.
- B. Tenderer shall have support location at Mumbai..
- C. Experience in the above mentioned field should be supported by at least five major clients.

2) Tender document fees shall be paid either in cash /or crossed demand draft or payorder in favour of "Commissioner, Food and Drug Administration, Maharashtra State" drawn on any scheduled Bank payable at Mumbai.

3) Tender document fees once paid is neither refundable nor transferable.

4) The Tender document to be submitted in two separate parts and shall consists of

Part A – Technical Bid

(Part A)- For FMS-CAMC Contract. The Bid shall be sealed in an envelope.

and Part B – Commercial Bid

(Part B)- For FMS-CAMC Contract. The Bid shall be sealed in an envelope.

Both the parts ,i.e.Technical bid **Part A** and Commercial Bid **Part B** to be sealed separately in different envelopes and shall be enclosed in third envelop. The detailed procedure for submission of tender document is given in tender document.

Tenderer shall prepare and submit **2 sets of the Tender documents, one original and other copy of the original.**

5) The original and copy of the Tender document shall be typed or printed and signed by the Tenderer or a person or persons duly authorized to bid the contract. The letter of authorization shall be indicated by written power of attorney accompanying the tender. The person or persons signing the Tender shall initial all pages of the original Tender, except for unnamed printed literature.

6) The Technical Bid shall consist of point wise clarification of technical specification mentioned in the tender document. The Commercial Bid shall consists of breakup cost details for each item for which tender is called for. Duties, taxes, freight etc. to be indicated separately.

7) The Tender duly filled in all respect should reach on or **before 25th January 2012 ,17.00 Hrs.**

8) The Tender shall neither be sent nor received by post / courier services.

9) The Commissioner, FDA reserves full right to accept or reject fully or partly any or all the Tenders and /or to divide the Comprehensive Annual Maintenance Contract with FMS among one or more Tenderer's without assigning any reasons thereof.

10) Conditional Tender is liable to be rejected.

11) **Earnest Money Deposit:**

Tenderer shall be required to submit 10% of the total value quoted for the contract **or Rs.30,000/-** (Rupees Thirty Thousand only) **whichever is higher** as Earnest Money Deposit in the form of Crossed demand draft / payorder in favour of Commissioner, Food and Drug

Administration, Mumbai-400 051 drawn on any nationalized Bank payable at Mumbai along with Technical Bid i.e. Part A.

The earnest money deposited by unsuccessful Tenderers will be discharged / returned within 30 (Thirty) days from the date of signing the contract with the **Successful Tenderer.**

12) Security Deposit:

The successful Tenderer shall pay 10% of the total value of the contract awarded as security deposit.

The successful Tenderer's earnest money will be refunded or adjusted as security deposit after the award of the contract.

13) Validity of Tender:-

Validity of offer made in tender is for 120 (One Hundred and Twenty) days from the date of opening of Tender or up to the date of award of the contract which ever is earlier.

14) Details of terms and conditions are given in Tender document.

15) Tender document is non-transferable. Tenderer must buy the tender document on his own name and submit the tender directly.

16) Performance Bank Guarantee –

The successful Tenderer after award of the contract will have to submit 10% of total value of the contract awarded as Performance Bank Guarantee of the Nationalised Bank as per Annexure-VI given in the Tender Document.

17) Signing of Agreement-

The successful Tenderer after award of the contract will have to sign an agreement with the Commissioner, FDA, Maharashtra or by any other person on his behalf authorized by him regarding services to be rendered.

Sd/-
(O.S.Sadhvani)
For Commissioner,
Food and Drug Administration,
Maharashtra State.