

Sub.: Bid for Comprehensive Annual Maintenance Contract for 25 nos. of Window and Split Air Conditioners installed at EdCIL House, 18A, Sector 16A, Noida.

1. SCOPE OF WORK

- (i) The term Comprehensive Maintenance shall include oiling, chemical washing, gas filling, replacement of compressor, filter, thermostat, all kind of motor, wiring, pads and replacement/repair of all other part which are required to maintain the machines in working condition during the currency of the contract at the exclusive risk, responsibility and cost of the contractor.
- (ii) It shall be obligatory on the part of the contractor to carry out repair/maintenance of machines under his direct supervision during the period of C-AMC and it is not permissible to sublet the contract by the successful bidder.
- (iii) For regular and proper maintenance of the machines the contractor will depute at least one qualified mechanic/technician as and when required to visit EdCIL House on all working days throughout the period of contract. If required, the services of technician shall also be made available on Sunday/holiday without making any extra payment.
- (iv) The firm shall carry out one complete overhauling during the contract period. This shall include complete check-up, overhauling, servicing, testing, anticorrosive treatment / painting and re-installation at original location.
- (v) For regular and proper maintenance of the machines the contractor will depute at least one qualified mechanic/technician as and when required to visit EdCIL House on all working days throughout the period of contract. If required, the services of technician shall also be made available on Sunday/holiday without making any extra payment..
- (vi) In case of ACs required to be taken to contractor's workshop for repairs, no separate transportation charges will be paid and contractor will have to arrange his own conveyance.
- (vii) In case of repairs / replacement of working parts in the ACs, only genuine spare parts with ISI marking should be used and signature of user/location caretaker/Branch in-charges should be obtained in the job cards/slips.

2. LIQUIDATED DAMAGES

As and when required, the contractor shall deploy a team comprising one qualified A.C. Mechanic and Helper, at EdCIL House, Noida premises during office hours, six days a week (Monday to Saturday except holiday) during the period of contract in such a manner that they could attend to complaints of A.C. unit without loss of time. The break-down calls should be attended to on the same day if the complaint is lodged before 2:00 PM and those lodged after 2:00 PM will be attended to by next day morning positively. In case the complaint is not attended to within a period of 48 hours, a penalty @ 0.5% or part thereof of total value of contract for each week's delay will be levied. In the event of delay of more than 4 weeks, EdCIL will reserve the right of revoking award order and forfeiting the security deposit.

3. GENERAL INSTRUCTIONS

- (i) Tenders from only those firms will be entertained which have submitted the bids within stipulated time in the tender and have Service Tax number, VAT No., PAN No. and supporting documents to establish that the firm is having adequate experience in maintenance of air conditioners.
- (ii) Profile of the company in brief including its turnover, technical capability, quality control division, list of support, service centres and documentary proof that the bidder is in the same business for the last 3 years.
- (iii) The bidder should submit experience certificate of carrying out servicing & maintenance, repairs of ACs to Govt./Govt. undertaking/Autonomous/public/private enterprises. Attested photocopies of documents are to be attached
- (iv) EdCIL reserves the right to accept or reject any or all the tenders in part or in full without assigning any reasons.
- (v) Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- (vi) At any time, prior to the date of submission of the tender, EdCIL may, for any reasons modify bid document by amendments.
- (vii) EdCIL, at its discretion, extend the deadline for submission of tender.
- (viii) EdCIL reserves the right to terminate the contract at any time without assigning any reason by giving one month's notice to the contractor.
- (ix) Department shall be at liberty to test representative sample (s) of each item provided in the machines at the time of repair/replacement of parts. The sample for testing shall be provided by the contractor/supplier.
- (x) In case of any dispute regarding rejection of quantity of material, the decision of the competent authority shall be final and binding upon the supplier.
- (xi) Conditional tenders are liable to be summarily rejected.
- (xii) The work/supply in full or part shall not be subcontracted to other agency. If such a violation comes to the notice of EdCIL, EdCIL shall be free to forfeit the entire amount of earnest money/performance guarantee deposited by the firm.

- (xiii) The contractor shall be responsible for behaviour and conduct of its workers. Worker with doubtful integrity or having a bad record shall not be engaged by the contractor. In this regard, it is also to be stated that the antecedents of the mechanics/labourers to be deployed by the firm for execution of AMC work, are to be verified from the local police.
- (xiv) EdCIL will be at the liberty to ask for source and proof of procurement of materials used to repair/replacement of the machines.
- (xv) All the sub-standard material if brought by contractor shall be rejected and shall have to be removed by him at their cost from the site immediately and this office will not be responsible for the safe custody of the same.
- (xvi) Due to security reasons, the contractor has to arrange labour in restricted area and nothing extra shall be paid on this account.

4. EARNEST MONDY DEPOSIT (EMD)

- (i) The bidder(s) should furnish Earnest Money Deposit (EMD) by way of Demand Draft (DD)/Banker's Cheque for Rs.5000/- (Five Thousand Only) drawn on any Scheduled Bank favouring 'EdCIL (India) Limited' payable at 'New Delhi'. The EMD should be valid for 90 days. The Tenders received without EMD will be summarily rejected.
- (ii) The firms registered with DGS&D/National Small Industries Corporation (NSIC) for these items are exempted from depositing EMD. However, they have to enclose valid registration certificate (s) with their tender in a sealed envelope superscripted "EARNEST MONDY DEPOSIT (EMD)".
- (iii) In case of successful bidder(s), the EMD may be adjusted towards the performance security deposit to be payable on request. In the case of unsuccessful bidder(s), the EMD will be refunded/returned within three months.
- (iv) The amount remitted towards EMD is liable to be forfeited if the bidder retrieves from the offer after submission of the tender or after the acceptance of offer by EdCIL or fails to sign the contract or to remit the security deposit.
- (v) No interest will be payable by EdCIL on the bid & performance security deposited/remitted.

5. PERIOD OF VALIDITY OF TENDERS

The tender shall remain valid for 90 days from the date of opening as prescribed by EdCIL. A tender valid for a shorter period shall be rejected by EdCIL being nonresponsive.

6. SUBMISSION OF TENDER

- i) The tender document can be obtained on written request from the DGM (EIS & EPS), EdCIL (India) Limited, Plot-18A, Sector 16A, Noida-201301; Telephone No. 0120-2512001 to 06. Alternatively, tender document can be downloaded from our website (www.edcilindia.co.in).
- ii) The tender dully filled in as per Annexure-I ,II should reach in a sealed cover superscribed as “**Quotation for C-AMC of ACs**” addressed to the DGM (EIS & EPS), EdCIL (India) Limited, EdCIL House, 18A, Sector 16A, Noida so as to reach not later than **1500 Hrs. on 17/05/2017**. If you wish to deliver the tender/quotation personally, you are requested to drop your quotation/ tender in the tender box available at the reception. The quotation/ tender received after the due date will not be entertained

7. OPENING OF THE TENDER

- (i) Sealed tender received up to **15.00 hours on 17/05/2017** will be taken up for opening. Tender received after the specified date and time will not be accepted. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. The bids will be opened up on the same day at 15.30 hrs before the evaluation committee and the bidders in the office premises at **EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA - 201 301**.

8. PERFORMANCE SECURITY

- (i) The successful bidder shall furnish performance security for an amount equal to **5%** on the total value of the order within **7 days** from the date of receipt of the communication from EdCIL on acceptance of the tender, by means of bank guarantee (BG)/DD/FDR drawn on any Nationalized Bank/Scheduled Bank favouring “**EdCIL (India) Limited**” payable at “**New Delhi**”.
- (ii) The bank guarantee should be valid for 14 (fourteen) months and to be renewed if required. If the performance security is not paid within the time specified, the EMD remitted by the bidder shall be forfeited. In such case EdCIL shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the bidder due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering.

9. PAYMENT TERMS

No advance payment will be made. The payment shall be made on quarterly basis, on production of bills

10. TERMINATION FOR INSOLVENCY

EdCIL may at any time terminate the Contract Agreement by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to EdCIL.

11. WARRANTY OF QUALITY AND QUANTITY

- (i) The replaced faulty part/compressor should be of company make and having ISI mark.
- (ii) The agency should ensure that Acs are serviced/repared properly and have no operational risk.

12. FORCE MAJEURE

- (i) Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfilment or for the delayed fulfilment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- (ii) Force Majeure shall mean fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.

13. ARBITRATION

In the event of any question, dispute or difference arising between EdCIL and the company relating to any matter arising out of or connected with the servicing, maintenance and installation/delivery, job assigned to the firm for execution under the contract agreement, the same shall be referred to the Sole Arbitration of an officer to be nominated by Chairperson & Managing Director, EdCIL. The decision of the Arbitrator shall be final and binding on both the parties to the agreement.

QUOTATION FORM**Comprehensive Maintenance Contract for Air Conditioners installed EdCIL House, 18A, Sector 16A, Noida.**

1. Name of the tenderer (in Block Letter) _____
2. Address _____
3. Telephone No. _____
4. Detail of enclosed Bank Draft

Bank & Branch Name	DD No. & Date	Amount (Rs.)

5. Registration No. of the Firm
(please enclosed the copy of registration) _____
6. VAT No. _____
7. Service Tax No. _____
8. PAN No. _____
9. Experience

Sl. No.	Experience in maintenance of ACs in Govt. Deptt./Organization (please enclosed the copies of the work order)	Name of the Deptt./Org.	Period of Services	No. of ACs

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in the tender. Accordingly, I/We hereby offer the rate for maintenance of Windows/Split Air Conditioners.

Signature _____

Name _____

(in block letter)

Official Seal of the firm

PRICE BID (EdCIL House, Noida)

C-AMC Charges for Window/Column/Split type Air Conditioners

Sl. No.	Description	Quantity & capacity of ACs	Unit Rate Quoted (in Rs.)	Total Rate Quoted (in Rs.)
A. Air Conditioners				
1.	Comprehensive Annual Maintenance Service contract including : Replacement of parts are as when required viz. : <ul style="list-style-type: none"> • Compressor • Relay circuit • Capacitors (running/starting) • Air Filter • All kind motors • Thermostat • Gas filling (Quarterly checking & servicing of all AC units are compulsory even during winter season)	12 Windows type AC (1.5 ton each)		
		03 Column type AC (3 ton floor standing slim pack AC)		
		06 Split type AC (1 ton each)		
		03 Split type AC (1.5 ton)		
		01 Split type AC (2 ton)		
	Total Cost			
	Service Tax/Other tax, if any			
	Grand Total			

Note: Agency may visit the site and inspect the conditions of ACs before quoting their rates

Signature _____

Name _____

(In block letter)

Official Seal of the firm