

Vishwakarma Government Engineering College Campus

Visat-Gandhinagar Highway, Chandkheda, Ahmedabad-382424. Tel/Fax No. +91 79 2397 2583

Notice Inviting Quotations

No.IITGN/AR-MMS/01

Date:-10/02/2012

NIQ No 2012/01

Subject: - AMC of split air conditioners

- 1.1 Indian Institute of Technology Gandhinagar invites technical & financial sealed bids in the proforma as per Annexure 2 and 3 from the eligible & interested agencies for *AMC of split air conditioners* on the following terms & conditions:
- 1.2 Eligibility of firms:
The bidder must have:
- i) Valid PAN No.
 - ii) Must have a Service Centre and sufficient manpower & technical ability to execute the maintenance of all the split ACs of the institute. Bidder must have sufficient experience and capability to carry out the work. The experience and capability must be supported through documents.
 - iii) Bidder must submit his telephone No., Mobile No, email and his address for easy communication
- 1.3 EMD Amount- Rs:- 5000/-
- 1.4 Quotation should have validity of 30 days from the date of opening.
- 1.5 The time period of operation 1 year.
- 1.6 Sealed quotation marked "**Quotation for AMC of split air conditioners**" consisting of two envelopes containing technical & financial sealed bids respectively must reach the following address latest by **03:00pm on 02/03/2012: Assistant Registrar (MM)**, IIT Gandhinagar, Vishwakarma Government Engineering College Campus, Ground Floor, Block "A", Visat-Gandhinagar Highway, Chandkheda, and Ahmadabad 382424.Tel/Fax No. +91 79 2397 2583.

First, bids shall be evaluated technically. The financial bids of only those bidders will be opened and considered, who have technically qualified and have submitted full EMD in requisite form. Technical examination shall include examination of certificates/brochure statements submitted by the bidder, discussions with them including visit to the premises, workshops etc. if required date and time of opening of financial bid shall be conveyed to the technically qualified bidders through email/telephone one day in advance.

2 Time Period:-

Time period for the work is one year given in the para 1.5 above, from the date of award of work, which shall be extendable for a period of one more year at the same rate, terms and conditions, if the services are found excellent.

3 General Terms and Conditions for procurement:-

- 3.1 The right to reject all or any of the quotation and to split up the requirements or relax any of the conditions without assigning any reason is reserved by the Director, IIT Gandhinagar.
- 3.2 Any quotation received after the date and time specified in para 1.6 will not be accepted.
- 3.3 Canvassing in connection with Quotations is strictly prohibited and the quotations submitted by the bidders who resort to canvassing are liable to be rejected.
- 3.4 If there happens to be a holiday on any date indicated in the quotation, the transaction shall be performed on the next working day.

4 RATES AND PRICES:-

- 4.1 Bidders should quote unit price in the prescribed proforma. Rates should be inclusive of all taxes including delivery/ service at site and installation. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of quotation papers will be signed in full by the bidder with date. No erasing or over-writings are permissible.
- 4.2 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted.
- 4.3 The rates should quote in figures as well as in words.
 - i) Special care should be taken to write the rate and amounts in figures as well as in words in such a way that interpolation is not possible. The total amount should be written before the figure of Rupees and word paisa should be written at the end (unless the rates in whole rupees) and followed by the word only. It should invariably be up to two decimal places. While quoting the rates in schedule of quantities, the word only should be written closely following the amount and it should not be written in the next line.
 - ii) In case of any discrepancy between the rates quoted in figures and words that rate on which the amount has been worked out shall be taken as correct. In case of any discrepancy between the rate quoted and the amount worked out, the rate quoted in figures and words shall be taken as correct.
- 4.4 Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the item Schedules.

5 Place of delivery/service:-

Place of delivery/service shall be IIT Gandhinagar campus including its hired premises unless otherwise specified. No additional freight or any other charges would be payable towards transportation etc.

6 EMD: -

- 6.1 The EMD should be in the form of Bank Guarantee (in approved format of a nationalized bank), a Banker Cheque/Demand Draft/FDR(valid for a minimum of one year) drawn in favour of IIT Gandhinagar payable at Ahmadabad and it should be placed in the envelope containing the Technical bid.
- 6.2 Bid received without EMD will not be considered.
- 6.3 The EMD shall not carry any interest.
- 6.4 EMD of unsuccessful bidders will be returned after the award of contract/ bid is decided.
- 6.5 The EMD shall be forfeited:
 - i) If the bidder withdraws his bid during the validity period of the bid.
 - ii) In the case of successful bidder, if he fails to furnish the required items/ deliver services within the specified time limit.
 - iii) The EMD of successful bidder shall be refunded after submission of the required items & installation up to the satisfaction / satisfactory execution of the services.

7 Security Deposit:-

A security deposit of 10% of the tendered amount shall be withheld from each of the payments made to the bidder /service provider in favour of whom the contract shall be awarded. The said security deposit will be refunded three months after the completion of the period of contract provided the services of the firm had been satisfactory. No interest shall be payable on security deposit. The security deposit shall be forfeited in case the firm fails to abide by any of the terms & conditions of the contract.

8 Taxes:-

Rates quoted by the bidders shall be inclusive of all taxes and nothing extra shall be payable. However, recoveries as per the government norms shall be made while making payment.

9 Liquidated Damages:-

If the bidder fails to execute the work as per our work order in full or part as per the terms and conditions stipulated therein, the Institute can recover liquidated damages from the firm @1% per week of the value of undelivered stores/ Earnest Money subject to a maximum of 10%. It will also be open to this institute to procure the required item(s) from any other source at the risk and expense of the bidder.

10 Payment:-

Quarterly payments shall be made based on the actual satisfactory services rendered.

11 Termination:-

In case of continued non-performance and inability to meet service requirements, this office shall reserve the right to terminate the contract after giving 15 days notice in writing.

AMC of Air Conditioners:-

1. No tools and plants like ladder, stools, spanners, testing equipments etc. shall be provided by IIT Gandhinagar. Agency shall bring all the required T & P on his own and nothing extra is payable on this regard.
2. Work is to be carried out at all heights and at all places owned/hired by IIT Gandhinagar.
3. Any damage to movable/immovable property shall be made good by the agency at his own cost and the site must be handed back neat and clean to the satisfaction of IIT Gandhinagar.
4. Agency must carry out comprehensive maintenance, Since the compressors are under warrantee, only the AMC of other parts including CC set Plastic body , gas recharging etc shall be covered, wherein the agency shall carry out all the maintenance work of the equipment including fixing all spare parts at his own cost including the consumables like gas filling etc.
5. The agency shall examine the flow of cooling air and its grill temperature every month and shall carry out preventive maintenance. Satisfactory throw of air and grill temperature below 8 degree Celsius shall be satisfactory criteria for good service
6. The agency shall nominate a person with mobile telephone to receive the complaints and issue complaint number. Another alternative telephone number of the owner or his representative of the firm shall also be conveyed with email ID to convey the faults.
7. Complain shall be conveyed telephonically or through sms or through email and the agency shall maintain a register of complaint as per proforma enclosed, wherein complaint, its nature, date of receipt, date and time of disposal shall be recorded. Complaint redressal shall also be got countersigned by authorized representative of IIT Gandhinagar.
8. Ordinarily a complaint must be attended within 4 hours whenever no change of part is involved, However, in case of requirement of change of spare part, the complaint may be attended within 48 hours of its receipt. Thereafter, under both the cases the delay in attending complaint shall attract a levy of compensation at the rate of Rs. 300/- per day subject to a maximum of Rs 1500/- against the complaint. Thus after 5 days IIT Gandhinagar shall have the right to get the complaint rectified on his own through any other agency and the amount shall be recovered from the concerned agency.
9. All spare parts including consumables like gas, knobs, wires etc. are included in this rate contract.
10. Job card/ Service Card indicating all monthly services, cleaning details etc must be maintained on each AC as well as with agency.

Subject: - AMC of split air conditioners**Technical Bid Proforma****A**

Name of the bidder (Firm):- _____

Name of the representative:- _____

Address of the bidder: -

Land line Tel Nos of the bidder:- _____

Mobile Nos of the bidder:- _____

Email id of the bidder:- _____

Registration No. of the Firm:- (If any) _____

(Please enclose the copy of registration):- _____

VAT No:- _____

Service Tax No:- _____

PAN No:- _____

B Experience: - Details of AMC works executed especially with govt &/or PSU organizations
(Please submit certificates from the authorities not below the rank of Executive Engineer or
equivalent.)

1

2

3

C Details of manpower availability:- Number with their qualification & experience.

1

2

3

D Details of workshops: – Location, area, type of machineries' available etc.

1

2

E Proposal to carry out the work at IIT Gandhinagar:-

1

2

3

F Declaration:-

I/We hereby declared and affirm that I/We have read and understood the terms and condition of the contract as stipulated in tender notice No:-NIQ No;2012/01.

Sign:- _____

Date:- _____

Name:- _____

Firm Name:- _____

Tel:- _____

(Please add additional pages/sheets if required)

Subject:- AMC of split air conditioners**Financial Bid (Schedule of Quantity)**

Sr. No.	Description of Item	Qty	Unit	Rate in figures & in words	Amount
1	- Partial maintenance of split type air conditioners i.e. excluding maintenance of compressor (which have warrantee from the manufacturer). Partial maintenance shall include maintenance of of CC coils & PVC body also with all spare parts & labour. No payments other than AMC charges is payable. - Qty. is tentative & Payment shall be made based on actual measurements.				
1a	1200 to 1500 Watt	03	Nos		
1b	1501 to 2000 Watt	126	Nos		
1c	2001 to 2500 Watt	02	Nos		
	Total	131	Nos		

Sign:- _____

Date:- _____

Name:- _____

Firm Name:- _____

Tel:- _____

