

ORISSA SPACE APPLICATIONS CENTRE
Department of Science & Technology, Govt. of Orissa
Plot No.45/48 (P), Jayadev Vihar,
(Near Gopabandhu Academy of Administration)
Unit-16, Bhubaneswar-751 023

TENDER NOTICE No. 05 / 2010

Sealed tenders are invited for Annual Maintenance Contract of Airconditioners for the office at Bhubaneswar from bonafide Manufacturers/ Service Providers with established set up in the serviceable reach of the above location. Bidding agencies should have Technical & Financial capabilities along with adequate experience in the concerned field.

Tender Paper Fee : Rs.200.00
Date of Issue of Tender Paper : 30.03.2010
Last Date of Submission of Tender : 16.04.2010 (1 PM)

Details information and Tender documents can be obtained from ORSAC on payment of Rs.200/- on any working days or from the website i.e. <http://www.orissagov.nic.in> or <http://www.orsac.org> .

CHIEF EXECUTIVE

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TENDER NOTICE NO. ORSAC: 5/2010

Sealed tenders are invited from reputed registered Agencies/ Firms for providing AMC of Air Conditioner with stabilizer and having experience of at-least five years for executing, preferably three similar contracts in Government/Public Sector Undertakings.

- a) Non-transferable tender documents stated above will be available from office of the Orissa Space Applications Centre (ORSAC), Bhubaneswar on payment of Rs.200.00 payable in shape of Cash/Crossed Demand Draft of any scheduled bank having branch at Bhubaneswar drawn in favour of Orissa Space Applications centre, Bhubaneswar, Orissa. This tender document can also be browsed and downloaded from ORSAC website: <http://www.orsac.org> or from Govt. of Orissa web site <http://www.orissagov.nic.in>. The downloaded bid document can be used provided it is accompanied with a crossed Demand Draft towards cost of the tender document. Tenders interested to receive tender documents by Registered Post should pay additional amount of Rs.200/- (Rupees two hundred) only. However, ORSAC will not be responsible for postal delays in delivery of the documents.
- b) The tenders should be submitted after due compliance with guidelines given in the tender documents. Tenders submitted in incomplete form shall be rejected outright.
- c) The filled in sealed tenders shall be submitted in the office of the ORSAC, Bhubaneswar by Registered Post, Speed Post or dropped at the tender box. Tenders received after due date and time shall not be entertained.
- d) The tender papers will be available for sale in the office of the ORSAC between 11.00 AM to 4.00 PM on working days from 30.03.2010 to 15.04.2010. The sealed tenders will be received till 1.00 PM of 16.04.2010 in office of the ORSAC. The bid will be opened on 16.04.2010 at 3 PM in presence of the tenders or their authorized representatives, if they so desire.

TENDER FOR AMC OF AIR CONDITIONER WITH STABILIZER

1. This invitation to Tender is for:

Maintenance of Airconditioner with stabilizer of different makes, which are being used by Orissa Space Applications Centre in Bhubaneswar office.

- Format for quotation (Commercial BID) is as per **Annexure 'A'**.
- The detailed list of equipments to be maintained is as per **Annexure 'B'**.
- The specimen contract mentioning terms and conditions as per **Annexure 'C'**.

2. Eligibility criteria: The bidders

- (a) Should have turnover for AMC contracts for Air conditioners for the immediately past three financial years of Rs.5 lakhs in each year.
- (b) Should have Air conditioner Maintenance experience of 5 years.

3. The tender offer should be submitted, in one sealed envelope superscribed 'Tender for maintenance of Air conditioners, which in turn contain two sealed covers superscribed as **Cover 'A' (Technical bid)** and **Cover 'B' (Commercial bid)**. The technical and commercial bids will be filled in duplicate and kept in separate covers marked "Original", "duplicate" copy, and should be placed in Cover 'A' and Cover 'B' as above.

4. Attested documents to be submitted in cover 'A':

- (a) Documents in support of eligibility as per clause 2 (a)
- (b) Copy of audited balance sheets for the previous three financial years.
- (c) Details of service network including bio-data of service personnel employed across the region/state.
- (d) Income Tax Clearance Certificate.
- (e) Orissa Sales Tax Registration Certificate.
- (f) Demand Draft/Pay Order towards EMD as per clause 7 below.
- (g) Service tax registration document.
- (h) E.P.F. Code No.
- (i) Registration of firm and authorisation if any

5. The commercial bid should be submitted in cover 'B' as per format in Annexure 'A' & terms and conditions as per format in Annexure 'C' should be clearly mentioned. Rate should be inclusive of taxes.

6. Sealed cover 'A' and 'B' placed in a single envelope duly sealed, superscribed '**Tender for maintenance of Airconditioner**' and addressed to '**The Chief Executive, ORSAC, Plot No.45/48, Unit-16, Jayadev Vihar, Bhubaneswar-**

751023. should be submitted not later than **1.00 PM on 16.04.2010**. If the last date for submission of tender happens to be a holiday due to any unforeseen circumstances, then the tender can be submitted before **12.00 noon** on the next working day.

7. All bids must be accompanied by a Demand Draft / Pay order (of Nationalised Bank) towards Earnest Money Deposit in favour of Orissa Space Applications Centre, payable at Bhubaneswar as detailed below:

Items Quoted in the Tender	Amount of Earnest Money Deposit (Rs.)
AMC for all Items Under Annexure 'B'	4% of the tender value

8. FORFEITURE OF E.M.D.

The EMD made by the bidder will be forfeited if –

- a) tender is withdrawn after acceptance or
- b) tender is withdrawn before the expiry of the validity period of the tender or
- c) for violation any of the provisions of the terms and conditions of this tender specification.

9. REFUND OF E.M.D.

- a. E.M.D. will be refunded to the successful bidder, only after signing of the contract and submission of performance guarantee and completion of all formalities to the satisfaction of the purchaser/organization.
- b. In case of unsuccessful bidders, the EMD will be refunded to them after intimation is sent to them about rejection of their tenders.

10. ORSAC reserves the right to:

- a. Accept / Reject any of the tender/s.
- b. Revise the quantities at the time of placing the order.
- c. Add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.
- d. Reject any or all the tenders without assigning any reason thereof.
- e. Award contracts to one or more bidders for the item/s covered by the tender.

11. REJECTION OF THE TENDERS

The tender is submitted liable to be rejected *interalia*:

- i) If not accompanied by the original Money Receipt for Rs.200/- for tender paper cost obtained from ORSAC or BD/ pay order from a Nationalized Bank.
- ii) If it is not in conformity with the instructions mentioned herein.

- iii) If it is not accompanied by the requisite EMD and proper document..
- iv) If it is not properly signed by the bidder.
- v) If it is received by Telex or Telegram.
- vi) If it is received after the expiry of the due date and time.
- vii) If it is evasive or incomplete including non-furnishing of the required documents.

12. VALIDITY OF TENDERS

Tenders should be valid for acceptance for a period of at least 90 (ninety) days from the last date for submission of bids. Offers with lesser validity period will be rejected.

13. PERFORMANCE GUARANTEE

The successful bidder/s will have to furnish a performance guarantee to the tune of 25% of the value of the contract for proper fulfillment of the contract. This performance Guarantee shall be released on the expiry of the period of AMC agreement.

14. AMC AGREEMENT

The successful bidder will have to enter into a contract with the Organisation for a period of one year, with an option with the 1st party (ORSAC) for extension for a period of another three years subject to satisfactory performance.

Note

1. This Tender Document is not transferable.
2. Procedure for processing the tender documents:
 - The committee would open cover 'A' first in the presence of the bidders at 3.30 PM on 16th April 2010 and the commercial bids of the vendors fulfilling the eligibility criteria would be considered.
 - The committee in the presence of the short-listed bidders will open cover 'B' containing the commercial bids, thereafter the lowest commercial bids will be identified.
 - This procedure is subject to changes and if so, the procedure adopted by the organization, for opening the tender shall be final and binding on all the parties.

Annexure-A

FORMAT OF AMC FOR AIR CONDITIONER WITH STABILIZER & WATER COOLER

Name of the firm: _____

1	2	3	4	5	6	7	8
Sl no.	Make, Type & capacity with location	quantity	Unit rate@	Repair cost	Total cost excluding Taxes	Tax amount	Percentage % of tax
1.	Blue star, window, 1.5 ton	21					
2.	Blue star, split, 2 ton	7					
3.	Local, window, 1.5 ton	5					
4.	Local. Split, 2 ton	2					
5.	Pyramid, split, 1.5 ton	1					
6.	Blue star, package, 7.5 ton	3					
7.	Blue star, window 1 ton.	8					
8.	Blue star, mega split 3.5 ton	2					

Total bid price (excluding taxes) in Rs. _____

(in words -----)

Total (including Tax) _____

We have quoted the above comprehensive AMC price item wise after physical verification of the above air conditioner with stabilizers, 3x7.5 ton package A.C. in the office premises. We also confirm that any spare part replaced during repair will be of original make and we will not raise any bill excluding the above quoted AMC fees after entering in to AMC. We will hand over the above items in good running condition on the last date of expire of AMC to ORSAC.

Signature of the Quotationer with seal

Place:
Date:

Name:
Business address:

ANNEXURE-'B'

DETAILS OF A.C. & WATER COOLER INSTALLED IN ORSAC

COMPUTER SECTION

1.	SERVER ROOM	1.5 TON WINDOW	BLUE STAR	IDCO	03
2.	TERMINAL HALL	1.5 TON WINDOW	BLUE STAR	IDCO	06
3.	COMP. I/C ROOM	1.5 TON WINDOW	BLUE STAR	IDCO	01
4.	COMP. DATA	1.5 TON WINDOW	BLUE STAR	IDCO	02
5.	C. E'S CHAMBER	1.5 TON WINDOW	BLUE STAR	IDCO	02
6.	MINI CONF	1.5 TON WINDOW	BLUE STAR	IDCO	01
7.	CONF HALL	1.5 TON WINDOW	BLUE STAR	IDCO	04
8.	SCIENTIST ROOM	1.5 TON WINDOW	BLUE STAR	IDCO	02
9.	C.E'S STENO	1.5 TON WINDOW	LOCAL	ORSAC	01
10.	XEROX	1.5 TON WINDOW	LOCAL	ORSAC	01
11.	A.O.'S CHAM	1.5 TON WINDOW	LOCAL	ORSAC	01
12.	IMAGE LIBRARY	1.5 TON WINDOW	LOCAL	ORSAC	01
13.	CHAIRMAN	2 TON SPLIT	BLUESTAR	IDCO	01
14.	EPABX	1.5TON SPLIT	PYRAMID	IDCO	01

GRAMSAT

15.	VIP GUEST	1.5 TON WINDOW	LOCAL	ORSAC	01
16.	EDITING	1.5 TON WINDOW	LOCAL	ORSAC	01
17.	EARTH STATION	2 TON SPLIT	BLUESTAR	IDCO	02
18.	EARTH STATION	2 TON SPLIT	LOCAL	ORSAC	02
19.	CONTROL ROOM	2 TON SPLIT	BLUESTAR	IDCO	01
20.	GUEST HOUSE	1.5 TON WINDOW	BLUESTAR	IDCO	02
21.	SCIENTIST 'C' ROOM	1 TON WINDOW	BLUESTAR	ORSAC	08
22.	OUTSOURCING HALL	3.5 TON MEGA SPLIT	BLUESTAR	ORSAC	02
23.	PACKAGE PLANT	7.5TON (22.5 TON)	BLUESTAR	IDCO	03

SL No. 1 TO SL No. 23 ALL A.C. HAVE 5 KVA AUTOMATIC STABILISER.

ANNEXURE-'C'

TERMS AND CONDITION FOR AMC OF AIR CONDITIONER AND WATER COOLER WITH STABILIZERS

1. QUOTATION PRICE:

- a) The quotation shall be for the full quantities of all item(s) as described in the advertisement. The formats of quotation specified in Annexure-1 for Air conditioners & its accessories with stabilizers, package A.C, should be used. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- b) The quoted price shall include all spare parts during breakdown.
- c) Sales Tax/ VAT/Service Tax and any other local taxes should be clearly mentioned separately in terms of percentage and amount.

2. BID SECURITY

- a) The bidder shall furnish EMD of 4% of the total quoted value in the shape of bank draft/ Pay order in favour of CHIEF EXECUTIVE, ORSAC, Payable at Bhubaneswar. Any quotation not secured with EMD will be rejected. The above EMD will be forfeited if a quotationer (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contracted obligations as per the AMC order.

3. The quotationer must have getting order for similar type of A.M.C. of the last 3 calendar years and should submit documentary proof of such AMC orders.

4. The quotations shall furnish up-to-date attested photocopies of OST/ CST clearance and photocopy of VAT certificate & service tax registration certificate.

5. VALIDITY OF QUOTATION

Quotation shall remain valid for a period not less than 90 days after the last date.

6. a) Notwithstanding the above, the undersigned reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations any time prior to issue of AMC Order.

b) Any delay by the firm(s) in the repair of air conditioners shall render the firm liable to be charged liquidated damages @0.05% per day from the total contract price or part thereof subject to a maximum of 5% of contract price which will be deducted from the payment due.

7. The total AMC cost will be released in 4 equal installments i.e. last week of every quarter after submission of bills by the firm with service report.

8. The bidder will replace the spare parts only on original make and the minor repair work will be made at ORSAC premises & major work will be made at service station of the firm.
9. Whatever spare parts will be replaced during the repair shall be handed over to ORSAC.
10. The firm shall inspect all the items before submission of quotation in presence of Shri T.K. Satpathy, Engineering Assistant.
11. All the items should be checked twice in a month and any break down calls will be repaired within 24 hours from the time of complaint.
12. The firm will repair/replace any defective D.P switch, MCB were attached to the A.C., water cooler and stabilizer during the AMC period.
13. ORSAC has no liability if any accident/injury caused to the service technician(s) of the bidder during maintenance of the A.C.s /Stabilizers/water coolers inside the premises of ORSAC. In case of any eventualities all the liabilities shall rests with bidder.
14. On every fortnight the technician of the bidder will collect the "Satisfactory certification" from each location and if any maintenance problem arises, he has to mention in detail the current status including expected date of rectification.
15. The bidder should submit the tender for comprehensive AMC which includes repairing/ replacement of all spares, compressor, outer shell, frame, gas charging, welding, painting, grill etc. No additional payment will be asked to ORSAC regarding air conditioner, package A.C. and stabilizer.
16. The bidder will not ask for any manpower or transportation charge in case any compressor / A.C./water cooler/ stabilizer or belonging to their workshop for major work.
17. The bidder should undertake the painting and gas charging at least once in each and every year.
18. The bidder will submit the sl. no. and make of compressor and stabilizer at the time of entering in to AMC after joint verification with ORSAC technical I/C.
19. The bidder should take care of the noise of the machine and cooling efficiency.

ISSUE OF A.M.C. ORDER

20. ORSAC reserves the right of rejection and acceptance of the quotation received & order placed.
21. The selected quotationer has to do the agreement on judicial stamp paper after getting the AMC order
22. Any legal disputes arising out of this are subject to Bhubaneswar jurisdiction only.
23. Quotationers/Bidders may be present in person or through their representative during the opening of quotations at 3.30 PM on 16.04.2010.

