

# INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

Jadavpur , Kolkata - 700032

## Tender Notice

**NIT No: IACS/WS/SB/2016-17/09**

**Date :30/05/2016**

Sealed tenders in two bids system ( technical bids & Financial bid ) are invited for Comprehensive Annual Maintenance Contract for 307 nos. different types of. Air Conditioners for a period of one year ( maintenance contract may be extended further one year subject to satisfactory performance ) from the date of contract / Work Order with reputed firms / manufacturers having adequate experience in the maintenance of Airconditioners , in Government Ministries / Department / Organisations & having qualified technicians/ mechanics on their roll .The Estimated Cost of AMC is Rs. 849680/- ( approx. ) . The above mentioned number of Airconditioners are tentative & there could be variation of 10 % on either side ( increase / decrease ) .

Tender document is to be submitted to the dispatch Section of IACS in two parts comprising Part-I: Technical Bid & Part-II: Price Bid. The Part-I (Technical Bid) should contain the EMD, Cost of tender papers and statement showing compliance with the criteria /detailed technical specifications as per NIT. The Part-II (Price Bid) should contain the price offered. Both the parts should be properly marked and enclosed in separate sealed envelopes for their proper identification. The envelope superscribed **TECHNICAL BID** and **PRICE BID** should again be sealed in a third bigger envelope superscribing the tender No. and "**Annual Maintenance Contract for Airconditioners**". The Part-I (Technical Bid) will be opened in presence of the tenderers or their authorized representatives on the date of tender opening and the Part-II (Price Bid) after evaluations of Part-I. The Part-II of only those tenders shall be opened who are found technically competent to carry out the work, for which prior intimation will be given indicating the date and time of price bid opening.

The tender paper may be purchased from the Workshop Department of IACS, Jadavpur against payment of **Rs.500/-** per set (non refundable tender cost ) in cash. However, the firms who will submit downloaded tender from our website ([www.iacs.res.in](http://www.iacs.res.in)) should deposit **Rs. 500 /-** (non refundable tender cost ) in the form of **Demand Draft/Pay order** (non-refundable) of a scheduled Bank with their tender in a separate envelope without which their tender will be summarily rejected.

### Venue of opening of Tender :

<b>Tender Notice Number</b>	
<b>Last date and time of submitting tender</b>	10/06/2016 upto 2.00 PM to the Despatch section of IACS
<b>Pre bid meeting to discuss technical &amp; others matters</b>	6/6/2016 at 3.00 PM
<b>Date and time of opening tender ( technical bids)</b>	10/06/2016 AT 4.00 PM
<b>Price Bid opening Venue</b>	Price bid shall be opened those who are found technically competent to carry out the work, for which prior intimation will be given indicating the date and time of price bid opening.
<b>Place of Opening Tender (technical Bid )</b>	C.V. Raman Hall at IACS
<b>Contact</b>	S. MALLIK ( Ext. 1118 )

## **Terms & Conditions of the Tender & resultant Contract shall be as under -**

- 1) Tender from only those firms will be entertained which are registered for the services desired in the tender & have Service Tax Number , VAT No. , PAN No. & supporting documents to establish that the firm have adequate experience in maintenance of Airconditioners.
- 2 ) **The tenders should be accompanied with EMD of Rs. 16994/- in the form of DD/ Pay Order from any of the nationalized Bank in favour of Indian Association for the Cultivation of Science , Jadavpur , Kolkata - 700032 . The EMD shall not carry any interest.**
- 3 ) The EMD of unsuccessful bidders will be returned within 30 (Thirty) Working days from the date of award of work. Tender Fee is non refundable and shall not to be refundable to the unsuccessful bidders in any case.
- 4 ) The EMD of successful bidder shall be refunded after satisfactory execution of the services and completion of the period of operation of the work order/rate-contract.
- 5 ) The EMD shall be forfeited if the bidder withdraws his bid during the validity period of the bid or in the case of successful bidder, if he fails to furnish the required items/ deliver services within the specified time limit
- 6 ) The Contractor shall personally be responsible for the conduct of his staff and in case of any complaint against any staff; Contractor will be under obligation to change the worker when instructed by authority. The contractor shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. IACS will not hold any responsibility with regard to staff on the role of the contractor what so ever
- 7 ) **Dress Code: The workers/supervisors should be properly dressed (preferably uniforms with company's logo to be identified separately.**
- 8 ) Any action on the part of the tenderer to influence any officer of the institute or canvassing in any form shall make the tender liable for rejection.
- 9 ) All dismantled/replaced spare parts to be deposited with the authorized representative of IACS and details be entered in the register (demolition/dismantled register) & signed by the both parties

10 ) The technicians deployed under AMC are to be covered by insurance under Workman Compensation Policy through reputed Insurance Companies during the AMC Period. Copies of the Insurance Policies are to be submitted to the IACS along with first quarter bill.

11 ) The term comprehensive maintenance shall include wet cleaning of out - door unit & indoor unit at least twice in a year , oiling all parts where necessary , Chemical Washing , Gas filling , leak testing , belt replacement , replacement of Compressor ( within 48 hours ) , repair / replacement of condenser coil & evaporator coil within 48 hours , filter , thermostat , all kind of motor repair/ replacement , Changing of Capacitor , all type contractor & replacement / repair of all other parts which are required to make the machines in working condition during the currency of the contract at the exclusive risk , responsibility & the cost of contractor. This shall be ensured that genuine certified new parts only are placed & this shall be after proper inspection of old parts & new parts by a staff of IACS.

12 ) The company / Vender should make a temporary camp at IACS with manpower & all parts during the AMC period.

13 ) It shall be obligatory on the part of the contractor to carry out repair / maintenance of ACs under his direct supervisor during the period of currency & no. case this shall be sub- contracted .

14 ) For regular & proper maintenance of the ACs , the contractor will depute two qualified mechanics & two helper to IACS on all working days throughout the period of contract from 9.00 am TO 6.00 pm with all tools related to ACs repairing work. . If required , the services of technicians along with helper shall also be made available on Sunday / holidays without any extra cost . If , however , the vendor fails to deploy the technicians & helper more than one days , then a penalty of Rs. 100/- per day / staff will be deducted from the bill of the contractor .

15 ) Contractor should deploy more technicians in addition to the above two technicians in case of heavy workload or in case of urgency to complete the work promptly in time. Also , the Contractor / Vendor should deploy more technicians during periodic wet cleaning ( twice in a Year )

16 ) Any number of break down calls to be attended by the contractor / vender during the Maintenance period.

17 ) Contractor shall obtain user's certificates on 1<sup>st</sup> of every month regarding satisfactory working of ACs during the previous month.

**18 )Mode of Payment : It will be decided in the pre-bid meeting .**

19 ) If any AC/ Accessory are not repaired within two days from the date of complaint , the vendor will provide a stand by AC / accessory . If , however , the vendor fails to repair or provide a stand by AC / Accessory within 48 hours , then a penalty of Rs. 100/- per day for each default case will be deducted from the bill of the contractor .

20 ) If in any case , the firm is not able to do the work , the same shall be got from some other firm or from the open market at the cost of contractor & the extra expenditure incurred thereon shall be

recovered from him . This shall entail the termination of the contract , forfeiture of the performance security & debar for any future contracts from IACS for at least five years .

21 ) The contractor shall arrange to get the character & antecedents of workers verified before deployment & their full particulars shall be furnished to the IACS .

22 ) The contractor shall be responsible for hand over all the Airconditioners in working condition along with all the accessories to the Section Incharge of IACS during expire the contract & cost of shortcoming , if any , shall be borne by the outgoing contracto

23 ) The damage caused , if any , either to the machines or to any other property of IACS through the negligence or otherwise , shall be at the risk , cost & responsibility of the contractor .

24 ) No. extra payment / compensation / transportation cost shall be considered at all during the contract period.

25 ) Conditional tender will not be entertained & such bids are liable to be summarily rejected by the competent authority of IACS . Similarly , quotations received after stipulated date & time will also not be considered under any circumstances.

**26 ) If any of the bidder have any objection with regard to the terms & conditions of the tender , the same may be pointed out in the pre-bid meeting .**

27 ) The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive & who is eligible & qualified to perform the contract satisfactory as per the terms & conditions incorporated in the NIT . The IACS reserve the option / right to select more than one firm for award of contract for difference machines to ensure uninterrupted servicing / repairing during the currency of the contract.

28 ) The IACS reserve the right to reject or to accept any quotation / bid , whole or in part without assigning any reason thereof. The IACS reserve the right to renew the contract for such period (s) as it may deem necessary taking into account , of course , the satisfactory services rendered by the contractor during the currency of this period.

29 ) IACS reserve the right to terminate the AMC contract at any time during the contract period if the service of the contractor are not found satisfactory . In all matters of dispute relating to the proposed Annual Maintenance Contract of ACs , the decision of IACS shall be final & binding of the contract.

30 ) Copies of experience certificates / order ( same amount or more ) for award for maintenance contract of Airconditioners in Govt. office / PSU offices / Autonomous offices for the last three years should also be sent by the bidder along with the quotation.

31 ) Copies of IT returns for the last two years should be sent by the bidder along with the quotation.

32 ) The contractor shall be responsible for removing the debris arising out of the works under this contract & shall ensure that the site is cleared of all such debris by proper disposal without any extra cost, whatsoever.

**33 ) The contractor shall take all necessary precaution for the safety of the workers & preserving their health while working in such job as per Govt. norms.**

**34 ) After completion of Comprehensive AMC Work , the Vendor / Agency will hand over all Air Conditioners in Good Working Condition to the Staff of Workshop or to the new Agency Firm .**

35 ) Agreement : Successful Vendor / contractor will have to enter into an agreements with IACS for this AMC Contract on stamp paper of appropriate cost . Expenditure on this account will have to be borne by the Vendor.

### **Institute's Obligations:-**

- a ) The Institute shall not be responsible for any loss, breakage or theft of Contractor's material / Goods for which he has to make his own arrangements for storage.
- b) The Institute shall not pay any compensation in respect of any injury or death caused to the workers of the Contractor. It will be the sole responsibility of the Contractor.
- C) The Institute will not charge any amount from the Contractor for water for carrying out work.

**Registrar ( Acting)**

## Price Bid Format :

Sl. No.	TR	Qty.	Total TR	Rate ( inclusive all Taxes )
01	1.0 Split ACs	280 nos.		
02	1.5 TR Split ACs.	432 nos.		
03	1.5 TR Window Type ACs	70 nos.		
04	2.0 TR Split ACs	54 nos.		
05	3.0 TR Split ACs	3 nos.		
06	3.0 TR Cassette ACs	6 nos.		
07	8.5 TR ACs	6 nos.		
08	5.5 TR ACs	4 nos.		
09	15 TR ( 3X5TR ) Package ACs	6 nos.		
10	7.5 TR	1 NO.		
11	8.3 TR	1 No.		
			<b>Grand Total</b>	<b>Rs.</b>

( Signature with seal of the Bidder )

