



GUWAHATI BIOTECH PARK

TECHNOLOGY COMPLEX, IIT GUWAHATI., GUWAHATI-781039

PHONE: (0361)2690227/228 Fax: (0361) 2690227

TENDER DOCUMENT

FOR

*Comprehensive Annual Maintenance Contract for Package & Split Air
conditioner installed in GBP.*

NIT NO: GBP/4.28/2017-18/3788

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Detail notice inviting tender for Annual Maintenance Contract for Package & Split Air
Conditioner installed in GBP vide NIT No: GBP/4.28/2017-18/ 3788 issued to the contractor.

M/s /Sri _____

Chief Executive Officer
Guwahati Biotech Park

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NOTICE INVITING TENDER

NIT NO. GBP/4.28/2017-18/3788

Sealed tenders are invited for and on behalf of Guwahati Biotech Park from competent contractors / firms engaged in undertaking the Annual Maintenance contract of Air Conditioner and having certification for taking up AMC for Air Conditioner of reputed brand for the work mentioned below.

Name of the work	Comprehensive Annual Maintenance Contract for Package & Split Air conditioner installed in GBP.
Tender Fees	Rs. 500.00 (Nonrefundable)
Earnest money Deposit	Rs. 5000.00
Date of issue of Tender Paper	09.12.2017 onwards
Last date and time for submission	22.12.2017 up to 3.00 PM.
Date and Time of opening of bid	22.12.2017 at 3.30 PM.
Place of Submission	Office of Guwahati Biotech Park.
Period of AMC Work	12 Months. GBP reserves right to extend the duration of contract and renew the same for a further period of one or more years up to a maximum of 3 years.

QUALIFYING CRITERIA:-

Minimum qualifying criteria for participation shall be as follows:

1.1. Must be registered with Govt. / Semi Govt. Department /Autonomous Body / reputed PSU for similar type of works.

1.2. The firm must have experience of successful execution of at least one similar AMC works comprising of Window, Split and Mega Split ACs of value not less than Rs.2, 50,000.00 in

Govt./semi Govt. departments/Autonomous body in India within last five years- These are to be supported by copies of work order and completion certificate from clients.

1.3. Annual turnover must not less than Rs.2, 50,000.00 in any one year during the last three (3) Years. This is to be supported by Audited Balance Sheet.

SCOPE OF WORK:

1. AMC shall include the gas charging, repair of compressor, repair / replacement of motor, repair/ replacement of minor/ major parts except replacement of compressor. AMC include checking of refrigerant pipe for any leakage and repairing, checking machine for noise, vibration and rectify the same, cleaning of air filter/replacement of air filter , Changing the lubricant oil periodically in the compressor, checking suction and discharge pressure of the compressor.
2. The contractor shall have to provide service against break down incidents and has to be attended within 24 hours.
3. The contractor shall have required undertaking preventive maintenance at least once in every month in a year other than breakdown services.
4. Any Parts required for replacement shall be used with same make & specification with the existing spares.

TERMS AND CONDITION:

1. AMC will be for a period of twelve month commencing from the date of agreement comes into force. The contract may be extendable further for two years based on performance on annual increase of 5% of previous year contract value keeping other terms and conditions same. This can be cancelled unilaterally by GBP whenever service is not found satisfactorily or up to the mark.
2. The rates accepted will be remain firm and fixed during the currency of contract.
3. The tenderer shall have to deposit a sum of **Rs.5000.00**(Rupees five thousand only) through Demand Draft/ Banker's Cheque from schedule Bank in favour of **GUWAHATI BIOTECH PARK INCUBATION CENTER** , payable at Guwahati during submission of the tender. The Earnest money of the successful bidder will be returned only after furnishing the performance security. The earnest money of the unsuccessful bidders will be refunded within 30 working days from the date of award of the work.
4. The ACs will be kept in working condition at all times during the currency of the contract.
5. If any AC is required to be taken away for repair etc. at the workshop for more than three days, a stand-by AC will be installed in lieu thereof.

6. Only qualified and experience engineers/technicians/mechanics helpers, whose antecedents have already been verified, will be deputed to attend the work.
7. The AMC service provider shall maintain logbook/file containing maintenance report duly countersigned by GBP officials.
8. In the case of delay in attending to the complaints, penalty at the following rates will be levied :-
 - (a) Delay of upto 24 hours - Rs.100 per unit/day
 - (b) Delay in excess of 24 hours and upto 72 hours - Rs.150 per unit/day
 - (c) Delay in excess of 72 hours - Rs. 200 per unit/day
9. The release of payment will be made on quarterly basis (at the beginning of next quarter) on the basis of satisfactory performance.
10. The quoted rate shall be inclusive of all expenses on account of taxes as per Govt. rules
11. The firm will be required to undertake preventive maintenance by checking all the Air Conditioners at least once every month and confirm that the systems are in the best of the working conditions.
12. This constitutes a comprehensive maintenance contract and includes all parts of the machines including compressor, gas, mechanical parts etc. and also the stabilizers connected to the Air Conditioners.
13. All service request/calls for repair work must be attended within 24 hours of the complaint being lodged with the AMC Provider. There should be adequate number of Telephone lines for lodging of service requests. If the AMC Provider firm failed to attend the calls within 24 hours, this GBP reserves the right to get the work done by other firms and deduct such expenses from the AMC charges.
14. Merely submission of Quotation does not entitle the firm to forward its claim for awarding the AMC even if it has quoted the lowest rates. The AMC will be awarded to the eligible firm only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.
15. The firms must have satisfactory performance record of successful execution of AMC of Air conditioner in at least 2(two) Government Organization/ Semi- Government Organization/ PSUs. List of such Clients and Quantum of AMC handled must invariably be enclosed.

16. The firms are required to forward the following details with the tender
- a) The valid registration number of the firm.
 - b) Income Tax return for last two financial Years.
 - c) List of Government Organizations/Semi- Government Organization/ PSUsto whom maintenance services for ACs were provided during the last three (3) years with copies of work orders.
 - d) GST registration copy.
 - e) PAN No:
17. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations. Quotations received after the stipulated time and date are liable to be rejected.
18. The bidder must ensure that the conditions laid down for submission of offers detailed below are correctly and completely fulfilled. The quotations found to be deficient in any respect shall be summarily rejected.
19. A Security deposit / Bank Guarantee for 10% of contracted value will have to be deposited by the Contractor to whom the AMC is awarded before commencement of the contract as performance security. This will be refunded on the successful completion of the Annual Maintenance Contract. No interest shall be paid by GBP on performance security deposit. The Security Deposit will be forfeited if any of the condition of the contract is contravened besides any other action that may be taken against the contactor.
20. The Payment to the contractor will be made by NEFT/ RTGS on production of bill duly certified by GBP authority and necessary deduction for tax etc will be made as per rule.
21. On the expiry of the contract, the firm will hand over the ACs in perfect working condition after rectifying the defects etc., if any. In the case of the failure of the firm to comply with this condition, the defects will be got rectified by the Department and the expenses so incurred will be charged to the firm's account.

Sd/

Chief Executive Officer,

Guwahati Biotech Park

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Detail of Air- Conditioner to be placed under AMC (2018-19) in Guwahati Biotech Park

TABLE: A

SI No	Types of AC	Quantity
1	16.5 TR Package AC	1No
2	3TR Mega split AC	17 Nos.
3	3 TR Ductable Split AC	3No
4	2.5 TR Mega Split AC	8Nos
5	2 TR Hi -Wall Split AC	2Nos.
6	1.5TR Hi -Wall Split AC	8Nos
7	1 TR Hi- Wall Split AC	9Nos

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**ITEM & RATES
FOR**

Comprehensive Annual Maintenance Contract for Package & Split Air Conditioner as specified
in table-A for period of **twelve months**.

Sl No	Item Description	Unit	Quantity	Rate(Annual)	Amount (INR)
1	Comprehensive annual maintenance contract of following air conditioner as covered under the scope of the tender.				
a	16.5 TR Package AC	No	1		
b	3TR Mega split AC	No	17		
c	3 TR Ductable Split AC	No	3		
d	2.5 TR Mega Split AC	No	8		
e	2 TR Hi -Wall Split AC	No	2		
f	1.5TR Hi -Wall Split AC	No	8		
g	1 TR Hi- Wall Split AC	No	9		
	Total				
	Discount if any@_____%				
	GST@_____%				
	Grand Total				

In Words:

Signature_____

Name of the firm_____

Address in full_____

Mobile No _____

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Particulars of the bidder:

1. Bidder's Name:

2. Bidder's Address:

3. PAN& GST registration No(attach copy):

4. Registration No of the Bidder:

5. EMD details: DD _____ Dated _____ Amount _____

6. Income Tax Return (Last two Financial Year)

7. Detail of Government Sector client(s):

Sl No	Name & address of Govt. Organization	Period of Work.	Amount of AMC
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Bidder's signature with seal

