



Indian Association for the Cultivation of Science

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NOTICE INVITING TENDER

NIT No.: IACS/WS/AC-AMC/2017-18/15

Date: 16/05/2018

Sealed item rate tender in **two bids system** (technical bid and price bid) is invited from bonafide, resourceful & eligible manufacturer/exclusive distributor/ authorized Dealers / Stockiest / Reputed Firms for AMC of ACs.

Name of Work – “Comprehensive Annual Maintenance Contract of 315 Nos. of Air Conditioners of different make and tonnage, at IACS, Jadavpur, Kolkata”.

Part-I (Technical Bid): The Technical Bid shall contain the Credentials full filling the eligibility criteria with authorized distributorship/dealership/stockiest certificate for carrying out AMC of ACs issued by the manufacturer of ACs, copy of GST Registration Certificate, Trade License, PAN etc. including commercial terms and conditions in detail and credential (i.e. Minimum Eligibility Criteria).

Part-II (Price Bid): The Price Bid shall indicate the **item wise price only** in the prescribed pro-forma as enclosed with the tender document.

The Technical Bid & Price Bid are required to be submitted separately in sealed envelopes distinctly marked accordingly and both envelop are required to be put inside another envelop, that should be sealed and super scribed with NIT no. and due date. The bidders should submit the Bid Documents duly signed & sealed on each page and to be submitted with a covering letter in their own letterheads.

The completed Bid Document should be submitted to IACS on or before the scheduled date & time as specified below addressed to the **Registrar, Indian Association for the Cultivation of Science, 2A & 2B Raja S. C. Mullick Road, Jadavpur, Kolkata-700032** which will be received by the **Receiving and Dispatch Section of IACS**.

Estimated Cost	Rs.10,70,940/-
Earnest Money Deposit (EMD)	An Account payee Demand Draft/Pay Order/Banker's Cheque of any commercial bank (No other form will be accepted) for Rs.21450.00 (Rupees Twenty One Thousand Four Hundred Fifty only) drawn in favour of “Indian Association for the Cultivation of Science is to be furnished by the bidders in a separate envelop duly super scribed as EMD. First the EMD envelop will be opened and if it is found not in accordance with the NIT, the Tender will be summarily rejected. The Demand Draft for the EMD should have at least 90 (ninety) days validity from the date of release of NIT. The EMD shall be returned to the unsuccessful Bidders against submitting an application for refund of EMD.
Cost of Tender	<i>The tender paper may be purchased from the Workshop Department of IACS, Jadavpur against payment of Rs. 500/- + 5% GST = Rs.526/- (CGST & SGST @ Rs.12.50 rounded to Rs.13.00 for each) per set (nonrefundable) in cash. However, the firms who will submit downloaded tender from our website (www.iacs.res.in) should deposit Rs. 526/- (non-refundable) in the form of Demand Draft/Pay order/Banker's cheque (non-refundable) of a commercial Bank with their tender in a separate envelope without which their tender will be summarily rejected</i>

Tender Issue Date	16/05/2018 to 24/05/2018
Pre-bid meeting date and time	21/05/2018 at 3.00 PM (At Meeting Room, Workshop, IACS)
Last date and time of submitting tender	24/05/2018(up to 4.00 pm)

Date and time of opening tender	24/05/2018 at 4.30 PM (only Technical Bid) in presence of Intending Bidders.
Date and time of opening Price Bid	28/05/2018 at 4.00 PM (Price Bid) in presence of Technically successful Bidders
Place of Tender Opening / Contact	Meeting Room, Workshop, IACS Tel.+91 33 2473 4971 [Ext. 1700 / 1164]

A. Minimum Eligibility Criteria:

- (i) Completion of one similar work of value not less than 80% of the estimated cost put to tender in Government, Semi-Government, PSU or Govt. funded Autonomous Body or reputed private organizations during the last 5 (five) years to be reckoned from the date of issue of NIT.
- (ii) Completion of two similar work each of value not less than 60% of the estimated cost put to tender in Government, Semi-Government, PSU or Govt. funded Autonomous Body or reputed private organizations during the last 5 (five) years to be reckoned from the date of issue of NIT.
- (iii) Completion of three similar work each of value not less than 40% of the estimated cost put to tender in Government, Semi-Government, PSU or Govt. funded Autonomous Body or reputed private organizations during the last 5 (five) years to be reckoned from the date of issue of NIT.

B. Technical Bid Evaluation: The technical bids will be opened first to judge/evaluate the technical compliance in the prescribed format for AMC of the said Air Conditioners. The Technical Bids will be evaluated first to prepare a list of the technically qualified bidders. Thereafter the price bids will be opened (with prior intimation) in respect of technically qualified bidders only.

C. PRICE BID: The Price bid should indicate item-wise prices for the item(s) as mentioned in the Schedule of Work of the tender document. The price bid should be kept in a separate sealed envelope duly super scribed as 'PRICE BID' on the outer cover of the envelop. Price bids of only technically qualified bidders will be opened. Prior intimation will be given to them in this regard through e-mail. Rest of the bids will stand rejected.

D. Opening of price-bid: The Price Bid(s) of the technically qualified bidders will only be opened. The short-listed bidders will be intimated at their email addresses prior to opening of the price bid. The rest of the bids will be rejected.

E. Security Deposit: On selection, Work Order will be awarded to the Agency for carrying out the AMC work of ACs on receipt of Security Deposit @10% of the total work order value of the work in the form of Demand Draft/Pay Order/Banker's cheque of a commercial bank in favour of 'Indian Association for the Cultivation of Science' within 07 days from the date of receiving letter for depositing the Security Deposit. The EMD will be refunded to successful bidder on receipt of the required Security Deposit. No further deduction will be made from the bill. The said Security Deposit will be released after successful completion of the comprehensive AMC work. No interest will be payable on this Security Deposit retained.

8. Payments: Payment will be released quarterly after satisfactory completion of AMC work with service card copies duly certified by the user, section-in-charge of AC section and Engineer-in-charge. The quantity of work in terms of preventive service and breakdown service will determine the billing amount.

GENERAL INSTRUCTIONS

1. Validity of tender: Tender submitted should remain valid for at least sixty days from the date of opening of the tender. Validity beyond sixty days from the date of opening of the tender shall be considered by mutual consent.
2. The tender should accompany a technical compliance chart as per format.
3. Incomplete and conditional tenders as well as tenders received after the due date will be summarily rejected without assigning any reasons thereof.

4. Minutes of the pre-bid meeting shall form a part of the NIT. No change after issuance of Minutes of the Meeting is permitted. The Minutes of Meeting will be uploaded in the IACS website at www.iacs.res.in with NIC link. Therefore, it is requested to visit the IACS website & CPP Portal regularly by the participating bidders to get the updates (if any).
5. Please note that IACS will not provide any accommodation or reimburse any expenses to any of the bidders for attending the pre-bid meeting, opening of technical bid and price bid session.
6. Service facility: The contractor will have to mention the details of service setup for providing service support.
7. Authorized dealers certificate of carrying out service work of AC to be provided if any.
8. If holiday is declared on the due date of submission of tender, the bidders will be allowed to submit their tender on the next working day up to 3.00 pm. & the opening of the Technical bid will take place on the same day at 4.00 pm.
9. In case of any dispute, the decision of IACS authority shall be final and binding on the bidders.
10. Unless otherwise specified in the NIT, all other terms & conditions will follow the CPWD Works Manual, 2014 or GFR 2017 as applicable.
11. The authority of IACS reserves the right to reject any or all of the tenders received without assigning any reason thereof.
12. The EMD will 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 specified limit.
13. 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 of liability arising from the breach of any of those laws. IACS will not hold any responsibility with regard to staff on the role of Contractor what so ever.
14. Dress Code: The Workers / Supervisors will be dressed with uniforms with company's logo to be identified separately.
15. Any action on the part of the tender bidder to influence any officer of the institute or canvassing in any form shall make the tender liable for rejection.
16. 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.
17. The terms of Comprehensive maintenance shall include wet cleaning and washing with washing chemical of outdoor units & indoor units at least twice in a year, oiling all parts where necessary, Refrigerant Gas filling, Leaking Testing, belt replacement, replacement of compressor with new one, repair / replacement of Condenser Coil & Evaporator Coil all within 48 hours, filter, thermostat, all kinds of motor repair / replacement, changing of Capacitor, all types of Contractor, & replacement / repair of all other parts which are required to make the ACs in working condition during the currency of contract, at the exclusive risk, responsibility & cost of the 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 the staff of IACS.

18. The Company will make temporary camp in IACS at the space provided with manpower & all parts, Gas, tools, accessories during the AMC period.
19. 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 & this shall not be subcontracted.
20. For regular preventive maintenance service and breakdown service of the ACs, the Contractor will depute four qualified mechanics on all working days from Monday to Saturday throughout the period of contact from 9.30 AM to 6 PM with all tools and materials related to AC repairing work. If required the service of technicians shall be made available on Sunday / Holidays without any extra cost. If however the Contractor fails to deploy the technicians more than one day, then a penalty of Rs.100/- per day per staff will be deducted from the bill of the Contractor.
21. Contractor will have to be deployed more technicians in addition to the above four technicians in case of heavy workload or in case of urgency to complete the work promptly in time. Also the contractor will have to deployed more technicians during periodic wet cleaning twice in a year.
22. Any number of breakdown calls to be attended by the contractor during AMC period.
23. Contractor shall have to obtain User's certification on every month regarding satisfactory working of ACs during the previous month.
24. Mode of payment will be quarterly on satisfactory completion of the AMC work as per service card duly certified by the user and IACS supervisor & Engineer-in-charge.
25. If any AC / Accessory are not repaired within two days from the date of complaint, the contractor will provide a stand by AC / accessory. If however the contractor 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.
26. 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 and extra expenditure incurred thereon shall be recovered from him. This shall entail the termination of the contract, forfeiture of the performance bank guarantee & debar for any future contracts from IACS.
27. The contractor shall arrange to get the character & antecedents of workers verified before deployment 7 their full particulars shall be furnished to the IACS.
28. The Contractor shall be responsible to hand over all the ACs in working condition along with all the accessories to the section-in-charge & Engineer-in-charge of IACS during expire of the contract & cost of short coming if any shall be borne by the outgoing contractor.
29. The damage caused if any either to the AC or to any other property of IACS through the negligence or otherwise shall be at the risk, cost and responsibility of the contractor.
30. No extra payment / compensation / transportation cost shall be considered at all during the contract period.
31. Conditional tender will not be entertained and such bids are liable are liable to be summarily rejected by the Competent Authority of IACS. Similarly quotations received after stipulated date and time will also not be considered under any circumstances.
32. If any of the bidders have any objection with regard to the terms and conditions of the tender, the same may be pointed out in the pre-bid meeting.
33. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and

conditions incorporated in the NIT. The IACS reserve the option / right to select more than one firm for awarded of contract for different ACs to ensure uninterrupted servicing / repairing during the currency of the contract.

34. 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 be deem necessary taking into account, of course, the satisfactory service rendered by the contractor during the currency of the period.

35. IACS reserve the right to terminate the AMC contract at any time during the contract period if the services of the contractor are not found satisfactory. In all matters of dispute relating to the proposed AMC of ACs, the decision of IACS shall be final and binding of the contract.

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

37. Copies of IT returns for last two years are to be sent by the bidder along with the quotation.

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

39. The contractor shall take all necessary precaution for safety of workers and preserving their health while working in such job as per Govt. norms.

40. After completion of the comprehensive AMC work, the Agency will hand over all ACs in good condition to the staff of Workshop or to the new Agency firm.

41. Successful contractor will have to enter into an agreement with IACAS for this AMC contract on stamp paper of appropriate cost. Expenditure on this account will have to be borne by the Agency.

42. The IACS shall not be responsible for any loss, breakage, or theft of contractor's material for which he has to make his own arrangements for storage.

43. The IACS 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.

44. The IACS will not charge any amount from the contractor for water for carrying out the work.

45. The contractor will have to provide safety shoe for all his staff. All agency staff will have to carry mobile phone.

46. Comprehensive AMC Order will be automatically cancelled without any notice if found that the contractor or his representative remove and dislocate the existing AC or its parts from its position to other position without written permission from the Authority. The entire installation should be intact at any stage of inspection as was handed over to him at the time of initial taking over of its AMC work.

47. Transportation of AC units from one office building to the service provider's Workshop from one building to another and from service provider's workshop to the office building, will be at the cost of Agency.

48. Painting of outdoor units should be done once in a year.

49. All plastic parts are covered under this comprehensive AMC and to be repaired or replaced within 48 hrs.

50. Remote Control Hand set is under Comprehensive AMC Contract.

Acting Registrar

NIT No.-IACS/WS/AC-AMC/2017-18/15,

Date: - 16.05.2018

Technical Compliance Chart to be filled up according to the following format:

Sl. No	Technical Details	Your offered (Yes / No/ as applicable)
1	Trade License in Air Conditioner Service Trade	
2	Permanent Account Number (PAN)	
3	Insurance of staff (ESI)	
4	GST NO.-	
5	Income Tax Return for last three years	
6 (a)	Completion of one similar work of value not less than 80% of the estimated cost put to tender in Government, Semi-Government, PSU or Govt. funded Autonomous Body or reputed private organizations during the last 5 (Five) years to be reckoned from the date of issue of NIT.	
(b)	Completion of two similar work each of value not less than 60% of the estimated cost put to tender in Government, Semi-Government, PSU or Govt. funded Autonomous Body or reputed private organizations during the last 5 (Five) years to be reckoned from the date of issue of NIT.	
(c)	Completion of three similar work each of value not less than 40% of the estimated cost put to tender in Government, Semi-Government, PSU or Govt. funded Autonomous Body or reputed private organizations during the last 5 (Five) years to be reckoned from the date of issue of NIT.	
7	Electrical Supervisory Certificate	

(Signature of the Bidder with Stamp and Date)

PRICE BID FORMAT

NIT NO-IACS/WS/AC/2017-18/15,

DT: 16-05-2018

Sl.	Description of Air Conditioners	SAC/ HSN No.	Qty	Rate in Rs. Without GST	Amount in Rs. Without GST	GST %	Amount in Rs. With GST
01	Split Air Conditioners of 1 TR, 1.5 TR & 2 TR capacity of various makes		290 Nos.				
02	Split Air Conditioners of 3 TR of Voltas make.		02 Nos.				
03	Cassette Air Conditioners of 01 No. 2 TR of Carrier make and 04 Nos. 3 TR of Vestar make.		05 Nos.				
04	Duct able Split Air Conditioners of 8.5 / 8.3 TR Carrier make (4 Nos. of Carrier make, 02 Nos. of ETA make & 01 No. of Blue Star make)		07 Nos.				
05	Duct able Split Air Conditioners of 5 / 5.5 TR of 02 No. of Blue Star make, 02 Nos. of Batlibuoy make		04 Nos.				
06	Package Air Conditioners of 15 TR (3 x 5 TR) of Blue Star make.		06 Nos.				
07	Duct able Split Air Conditioners of 7.5 TR (3 x 2.5 TR) Blue Star make (4 Nos. of Carrier make & 02 Nos. of ETA make)		01 No.				
08	Duct able Split Air Conditioners of 8.3 TR Carrier make (4 Nos. of Carrier make & 02 Nos. of ETA make)		01 No.				
	CGST & SGST break ups CGST @ _____% = Rs. SGST @ _____% = Rs.			Total without GST		Total with GST	
	GST No.-						
	SAC No.-						

(Signature of the bidder with stamp and Date)