

TENDER NOTICE

Tender Notice for award of contract for providing **Annual Maintenance Contract (AMC) of Air-conditioners at Directorate of Distance & Continuing Education** for a period of one year.

Sealed tenders are invited from reputed firms/agencies undertaking the Comprehensive Annual Maintenance Contract (AMC) of Air Conditioners at DDCE Utkal University

The detailed information for Tender has been given in the Tender Document which may be downloaded from the website ***www.ddceutkal.ac.in*** .

- The last date and time for submission of Tender documents is 14.02.19(Thursday) till 5.00 P.M.
- Opening of Technical Bid – 19.02.19 at 3 P.M.
- Opening of Financial Bid-21.02.19 at 4 P.M

DIRECTOR (I/c)

***Signature of the firm
With date & Seal***

TERMS AND CONDITIONS

1. The tender format would be downloaded from our website- <http://www.ddceutkal.ac.in>.
2. Offer should be submitted in sealed envelope and super scribed as “**Tender for Annual Maintenance Contract (AMC) of Air-conditioners**”. Contact Name & Mobile No. to be provided on the top of the envelope and submitted to Directorate of Distance & Continuing Education(DDCE),Utkal University, Vanivihar,Bhubaneswar -751007.So as to reach their latest by 14.02.19 (till 5 P.M)through Registered post /dropped in the box.
3. DDCE reserves the right to call the tendered for negotiation based on the rate quoted on the price bid if deemed necessary.
4. Successful bidder cannot further delegate the maintenance work other that assigned by University.
5. The tendered should have their own manpower with all technical knowledge with equipments.
6. The firm/agency/Company must have a registered office in Bhubaneswar.
7. The University would not accept/entertain any tender if there is over writing or correction.
8. Any form of canvassing or lobbying shall be seriously viewed .No clarification be sort.
9. The bid should contain the following documents in two packets
10. Enclose a Demand Draft for Rs. 1000/- drawn in favour of the Director, DDCE, Utkal University payable at SBI/Syndicate Bank, Bhubaneswar towards the cost of Tender Paper. This is non-refundable.
11. Enclose a Demand Draft for Rs. 15000/- drawn in favour of the Director, DDCE, Utkal University payable at SBI/Syndicate Bank, Bhubaneswar towards Security Deposit. The Demand Draft would be returned to unsuccessful bidders.
12. Valid authorized dealer/service provider certificate, IT Clearance / Valid Sales Tax No. /GST No.and up-to-date VAT Clearance Certificate etc. are to be provided.
13. Last date for submission of sealed offer is 14.02.19 till 5 P.M.
14. The term of agreement shall be for one year from the issue of offer letter. The contract may be extended for two more years as per the amount decided in the initial agreement.
15. In case a firm fails to execute the works properly as mentioned above, the earnest money will be forfeited.
16. Non Compliance of above terms and condition will make the tender liable for rejection.
17. The AMC includes all expenditures (price of space parts and all other components, filling of A.C gas, maintenance of A.C pipe insulation, A.C remote repair, repair and maintenance of A.C compressor and all other circuits) excluding shifting of the present A.C or any theft or damage of any spares due to the human cause
18. The firm should have at least 10 years experience in AMC with reputed organization.

***Signature of the firm
With date & Seal***

19. . The firm has to produce minimum five present work orders continuing with the state and central government undertaking or department.
20. The annual turnover of the firm should be more than 30 lakhs (last two years certificate is to be produced).
21. Tender would be finalized on the basis of price, authorization from manufacturer for maintenance, past experience etc.
22. DDCE reserves the right to cancel or reject any one or all offers without assigning any reason thereof.
23. Dispute, if any shall be subject to SDJM Bhubaneswar' Jurisdiction only.
24. Selection of the bidders is on the discretion of the University Authority considering the services rendered to different organizations irrespective of the price quoted by the firm.

INSTRUCTIONS

Tender has to be submitted in TWO-BID System with information to be given in Technical Bid and rates to be quoted in Financial Bid.

FIRST ENVELOPE-should contain duly signed (Technical Bid) and (Terms and conditions to be signed by the authorized person with a forwarding letter containing all the details attached in the technical bid), super scribed as "Technical Bid for AMC of A.C"

SECOND ENVELOPE- should contain duly signed (Financial Bid), super scribed as "Financial Bid for AMC of A.C"

THIRD ENVELOPE- should contain DD for Cost of Quotation Call Paper of Rs.1000/- (Rupees one thousand only) and security deposit of Rs.15000 /-(Rupees Fifteen thousand only) as cost of EMD to be put in this envelope and sealed.

All the papers shall be placed in another envelope, and submitted to the Directorate of Distance & Continuing Education (DDCE),Utkal University, Vanivihar, Bhubaneswar-751007 in a sealed condition super scribing as "Tender for AMC of A.C" with detailed name ,address, mobile no, e-mail id, website (if any) of the firm. So as to reach their latest by 14.02.19(till 5P.M) through Registered post /dropped in the box.

- **Opening of Technical Bid – 19.02.19 at 3 P.M.**
- **Opening of Financial Bid-21.02.19 at 4 P.M.**

***Signature of the firm
With date & Seal***

TECHNICAL BID**Name & Address of the firm:****(Mandatory)****Contact Person :** _____**(Mandatory)****Mobile No:** _____**(Mandatory)****Email Id :** _____**(Mandatory)****Cost of Quotation Call Paper : Rs. 1000/-****D.D. No.** _____ **Date :** _____**Bank/ Branch** _____**Security Amount Deposited : Rs. 15000/-****D.D. No.** _____ **Date :** _____**Bank/ Branch** _____

Offers are invited from reputed firms engaged in undertaking the Comprehensive Annual Maintenance Contract (AMC) of Air Conditioners at DDCE Utkal University.

****Before submitting offer visit the site and inspect all the A.C's .Contact Mr. Balaram Sethy , Mobile no- 8018165211 on any working day between 2 pm to 5 pm.***

- Offer would be opened on 19.02.19 at 3 P.M.

Kindly provide information for the following:

<u>Sl. No.</u>	Information required from the tendered	Information to be provided by tendered
1.	Name of the firm	
2.	Local Address	
3.	Contact No. and Email Id of the firm	
4.	Authorization details	Provide list and attach separately documentary evidence
5.	AMC present Experience if any	Provide list and attach separately documentary evidence only of present work orders continuing with the state and central government undertaking or department.
6.	Proof of Annual Turn -over	Authenticate copy of last two years to be attached separately

***Signature of the firm
With date & Seal***

7.	Date of incorporation of Firm	Last 10 years operational certificate is to be attached
8.	ESI & PF registration copy	Certified copy is to be submitted
9.	PAN card/Service Tax registration no./GST /VAT	Certified copy is to be submitted
10.	Electrical state government License	Certified copy is to be submitted
11.	Manpower List	List of Manpower registered under ESI & EPF presently engaged in the firm with proof.
12.	Tender Fee (DD No with date)for Rs.1000/-	
13.	EMD(DD No with date)for Rs-15000/-	

(The tender paper will be rejected if the above documents are not available with proof .In such case the financial bid will not be opened.)

8. References

Sl. No.	Contact person	Name of Organization	Office no./Mobile no.	E-mail if any:
1				
2				
3				

**Signature of the firm
With date & Seal**

PRICE BID

Offer would be opened on 21.02.19 at 4 P.M

SI No.	Item	Make and Model	Specification/Configuration	Comprehensive A.M.C Cost per piece inclusive all taxes
1	Windows A.C	Carrier/L.G /Godrej/Other makes	1.5 Ton	
			2.0 Ton	
2	Split A.C(without timmer)	Carrier/L.G /Godrej/Other makes	1.5 Ton	
			2.0 Ton	
3	Split A.C(with timmer)	Carrier/L.G /Godrej/Other makes	1.5 Ton	
			2.0 Ton	
4	Package A.C		8.5 Ton	
			11.0 Ton	

We agree to abide by all the terms and conditions mentioned over leaf which are part of this offer.

**Signature of the firm
With date & Seal**