

**UTKARSH Society, Edusat Block, DIET Complex, Sector-2,
Panchkula (Haryana)**

Tel. no. 0172-2587710, 2587403

**Tender notice for Comprehensive AMC of Air Conditioners
for Three Years (from 01/03/2015 to 28/02/2018)**

UTKARSH Society, Edusat Block, DIET Complex, Sector-2 Panchkula (Haryana) invites sealed quotations from reputed firms engaged in undertaking the Comprehensive Annual Maintenance Contract (CAMC) of Air Conditioners (23 numbers). The quotations complete in all respects in sealed cover superscribed as **“Quotations for CAMC of Air Conditioners”** must be submitted in the O/o Administrative Officer (UTKARSH Society, Panchkula) on or before 25/02/2015 up to 11.30 A.M. The Technical Bids will be opened first on **25/02/2015 at 3.00 PM** in the ‘Conference Hall’ at UTKARSH Society, Edusat Block, DIET Complex, Sector-2, Panchkula and Financial bids will be opened on a later date which will be conveyed separately to the bidders who qualify in the technical bids. Details can be accessed on website <http://schooleducationharyana.gov.in>

UTKARSH Society, Edusat block, DIET Complex, Sector-2, Panchkula (Haryana)

Scope, Terms and Conditions for the Comprehensive Annual Maintenance Contract of Air Conditioners for Three Years (from 01.03.2015 to 28.02.2018)

1. Comprehensive AMC will be for a period of three years (from 01/03/2015 to 28/02/2018). This can be cancelled unilaterally by this office whenever the service is not found to be satisfactory.
2. Scope of Comprehensive Annual Maintenance Contract services shall include providing routine maintenance service i.e. Preventive Maintenance Service (PMS), providing service pertaining to complaints i.e. Corective Maintenance Service (CMS) as and when they occur in Split/Window/Duct Air conditioners during the Annual Maintenance Services. CAMC services shall include providing all man power, labour, tools and replacement of all defective spare parts including consumables. The rates quoted for the CAMC services shall also include all taxes and duties as applicable, freight, insurances etc.
3. The work/s as detailed in clause 2 "Scope of CAMC" will carry equal weightage for processing of payments or deduction of penalty, any lapse in performing its obligation by the CAMC vendor will attract penalty on proportionate basis for that work/s.
4. The total amount of CAMC will not exceed the lowest rates accepted by this office as per the tender. The CAMC charges are payable in quarterly installments and nothing over and above this amount is payable. For calculating the annual charges of the CAMC "The Unit Price of CAMC/ Amount of CAMC" will be divided by 3 (three, i.e. no. of years of CAMC).
5. The release of payment will be made by the UTKARSH Society, on the quarterly basis (at the end of each quarter) on the production of '**Satisfactory Service Report**' from all the offices/Location covered under the CAMC.
6. Even if no call is made by any of our offices covered under CAMC, the firm is required to undertake Preventive Maintenance Service by checking all the Air Conditioners at least once in every two months and servicing each Air Conditioner in every three months and confirm that the systems are in the best of working conditions.
7. This constitutes a **Comprehensive Annual Maintenance Contract** and includes all parts of the Air Conditioners including compressor, gas, mechanical parts, electronic parts brazing works etc.
8. Units taken out of the office premises for service at the workshop shall be returned at the earliest and in any case, within three days time and in case more time is required, permission shall be obtained in writing from the UTKARSH Society.
9. All service request/calls for repair work must be attended within 48 hours of the complaint being lodged with the CAMC Provider. If the CAMC Provider fails to attend the calls within 48 hours, this office reserves the right to get the work done by other

firms/agencies and deduct such expenses from the CAMC charges. In the case of exceptional and repeated delays, poor services, fault, break down, etc, this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the CAMC unilaterally.

10. At the end of period/termination of CAMC, the contractor shall demonstrate satisfactory testing and operation of all the Air Conditioners.
11. Details of Air Conditioners to be covered under CAMC along with the location of installation are given in “**Annexure-B**”.
12. Merely submission of bid does not entitle the firm to forward its claim for awarding the CAMC even if it has quoted the lowest rates. The CAMC 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.
13. The firms must have a similar experience of successfully undertaking the CAMC of Air Conditioners in a Government Organization/ Semi-Government Organization/ PSUs. List of such Clients and Quantum of CAMC handled must invariably be enclosed with the technical bid along with 14(e) and 14(f) below.
14. The firms are required to forward the following details with the quotation:
 - a. Valid Registration Number of the firm for the VAT/ Service Tax purpose.
 - b. Income Tax Return for the last financial Year.
 - c. Details of Engineers/Technician employees at your organization.
 - d. Total years of experience in providing Maintenance services for Air Conditioners.
 - e. Form 16 A (copies) issued by the Government Organization deducting TDS on CAMC services provided by the firm specifically for work related to Air Conditioners.
 - f. List of Government Organizations which awarded/renewed the CAMC with the firm, with copies of orders.
 - g. Signed copy of this tender document along with scope, terms & conditions.
 - h. Affidavit in respect that, they have not been black listed by any Government Department/Board/Corporation/Society of Haryana.
15. 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.
16. 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. Similarly, conditional offers and offers with terms and conditions inconsistent with those contained in this document shall be rejected.
17. The bid shall be submitted as per procedure mentioned below:-
 - a. **Part I: - Technical Bid-** it will consist of EMD amounting to Rs. 5000/- (five thousand only) and other all other document as mentioned at clause No. 12 and 13 of this document. This first cover shall be super scribed “**Technical Bid**”.

- b. Part II: - Financial Bid** – It will contain the price of the tender items including all Taxes as per “**Annexure C**”. This second cover shall be super scribed “**Financial Bid**”.

Both these envelopes, after being sealed properly, shall be put into a third envelope, which should be properly sealed before it is sent/submitted. The third sealed envelop/cover (**super scribed as “Quotations for CAMC of Air Conditioners along with date and time of opening”**) shall be addressed to the **Administrative Officer, UTKARSH Society, Edusat block, DIET Complex, Sector-2, Panchkula (Haryana)**

18. Technical bid will be opened on **25.02.2015 at 3.00 PM** in the ‘Conference Hall’ at UTKARSH Society, Edusat block, DIET Complex, Sector-2, Panchkula in the presence of representative of firms and Financial bid will be opened on later date which will be conveyed seperatly to the bidders, who qualify in the technical bids.
19. A Performance Security Deposit in the form of Demand Draft of Rs. 15000/- (Rupees Fifteen Thousand only) will have to be deposited by the Contractor to whom the CAMC is awarded before commencement of the contract. This Security deposit (Rs. 15000/- only) will be refunded on the successful completion of the Comperhensive Annual Maintenance Contract. The performance 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. After successful submission of the performance security deposit, the EMD deposited by the bidder will be released on receipt of a request letter to release the EMD.

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(Administrative Officer)
UTKARSH Society

'Annexure 'B'

Details of Air Conditioners (installed at UTKARSH Society, Panchkula) to be placed under CAMC for three years (from 01/03/2015 to 28/02/2018).

Sr. No.	Location	Type of Air Conditioner	Make/ Model	Capacity (Make) of Air Conditioner	Number of Air Conditioners
1	Primary Recording Studio	Split Type	Vertis Voltas	1.5 Ton	One
2	Primary Studio	Split Type	Vertis Voltas	1.5 Ton	One
3	Secondary Education Studio	Split Type	Logicool Hitachi	1.5 Ton	One
		Duct Type	Microcool Hitachi	5 Ton	One
4	Technical Education Studio	Split Type	Logicool Hitachi	1.5 Ton	One
			Vertis Voltas	0.8 Ton	One
5	Higher Education Studio	Duct Type	Microcool Hitachi	5 Ton	One
		Split Type	Logicool Hitachi	1.5 Ton	One
6	Hub Room	Split Type	Logicool Hitachi	1.5 Ton	One
		Split Type	Carrier	2 Ton	One
		Split Type	Logicool Hitachi	1.5 Ton	One
		Split Type	Logicool Hitachi	1.5 Ton	One
7	Member Secretary Office	Split Type	Vertis Voltas	1.5 Ton	One
8	ADO Cabin	Split Type	Vertis Voltas	1.5 Ton	One
9	Auditor Room	Split Type	Vertis Voltas	1 Ton	One
10	Administrative Office	Split Type	Vertis Voltas	1.5 Ton	One
11	Consultant Office	Split Type	Vertis Voltas	1.5 Ton	One
12	GM (T) Office	Split Type	Vertis Voltas	1.5 Ton	One
13	Conference Hall	Window Type	Vertis Voltas	1.5 Ton	Three
14	Library	Split Type	Vertis Voltas	1.5 Ton	One
15	Green Room	Split Type	Vertis Voltas	1.5 Ton	One

FINANCIAL BID
CAMC for Air Conditioners
UTKARSH Society, DIET Building, Sector 2, Panchkula
Annexure 'C'

Reference: - UTKARSH/2014/..... Dated: -

Quotation for CAMC for Air-Conditioners installed at UTKARSH Society, Edusat Block, DIET Complex, Sector-2, Panchkula (Haryana) for three years (01.03.2015 to 28.02.2018)

Sr. No.	Particulars			Unit Price of CAMC (Rs.) Three Years	Qty.	Amount of CAMC (inclusive of all taxes) Three Years
	Type of Air Conditioner	Make/ Model	Capacity			
1	Split Type	Vertis Voltas	0.8 Ton		1	
2	Split Type	Vertis Voltas	1.0 Ton		1	
3	Split Type	Vertis Voltas	1.5 Ton		9	
4	Split Type	Logicool Hitachi	1.5 Ton		6	
5	Split Type	Carrier	2.0 Ton		1	
6	Window Type	Vertis Voltas	1.5 Ton		3	
7	Duct Type	Microcool Hitachi	5.0 Ton		2	
Total					23 No.	

Total amount for CAMC of 23 ACs (inclusive of all taxes) for three years

Total cost of CAMC in words for three years

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Signature.....

Name of Firm

Address in full

.....

Tel. No.

Mobile No.

e-mail address:

PAN No.

TAN No.

Service Tax No.