

**Office of the Principal Accountant General (A&E)-I, U.P,
Prayagraj.**

No.GD(M)/AG (A&E)-I/AMC/W&RO/2023-24/ 1129

Date: 06.04.2023

To,

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LIMITED TENDER ENQUIRY

Sealed Limited tenders from established, reputed, experienced and eligible firms are invited for comprehensive Annual Maintenance Contract of the following water cooler/cum storages and water purifier (ROs) for the period of one year from the date of acceptance of CAMC work order :-

Detail of water cooler & RO			
Sl No.	Particulars	Quantity	Rate per unit per year (inclusive of all taxes)
A-Eureka Forbes (RO)			
1	Aqua Guard REVIVA 50 LPH	10	
2	Aqua Guard 200 (AG 200)	1	
B-USHA Make (Cooling storage)			
1	USHA Water Cooler	9	
		Total	

The bid (in sealed envelope) in enclosed proforma may be submitted in the box kept near Sr. DAG/Admn Cell on or before 24.04.2023 (11.00 AM). The bid received late shall not be considered. Bidders may inspect the above said machines by visiting the office on working days with intimation to the undersigned.

The sealed bids will be opened by nominated committee on 24.04.2023 (12.00 Noon) in the section GD (Main). Necessary terms and conditions of the quotation are listed in Annexure-I. A copy of this tender is also available in this office's website <http://www.agup.nic.in>.

Enclosure: Annexure-I, II & III

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Sr.Accounts Officer/GD(M)

Terms and conditions

1. The following documents must be submitted by the authorized signatory of the firm with the Tender.
 - A. Scanned & Signed copy of PAN Card
 - B. Scanned & Signed copy of GST registration.
 - C. Signed & scanned list of organizations (Government or Semi-Government) where the firm has executed or is executing similar services along with copies of Work order. *In this regard experience of 3 years is must otherwise the rate quoted by the firm will not be considered.*
 - D. Copy of Sales & Services Certificate from USHA/Eureka Forbes Ltd (OEM). *Failing to provide the requisite supporting documents, the rate quoted by the firm will not be considered.*
 - E. EMD of Rs.9000/- (must be valid for 45 days beyond the final bid validity period) in form of Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque /Bank Guarantee and in favour of "PAO, O/o the PAG (A&E)-I, U.P. Prayagraj". As per rule bidders of MSEs (Micro and Small Enterprises) are exempted of submitting EMD. The supporting documents should be enclosed to avail the benefit. No interests will be payable upon the EMD or amounts payable to the contractor under the contract.
 - F. EMD of successful bidder shall be returned on receipt of Performance Security. **EMD of bidders will be forfeited if:-**
 - a. The bidder is not willing to abide by the terms and conditions after submission of the bid.
 - b. The bidder withdraws the bid before receipt of final acceptance.
 - c. The successful bidder fails to furnish Performance security.
 - G. EMD of the **unsuccessful bidders** will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The tender will be submitted to Sr.Accounts officer/GD (M), O/o the PAG (A&E)-I, U.P. Prayagraj as per schedule time and date specified.
2. Successful bidder has to submit Performance Security @10% of the contract value within two weeks of award of the work (contract) which should be in form of Account Payee Demand Draft/Fixed Deposit Receipt/ Bank Guarantee in favour of PAO, O/o the PAG (A&E)-I, U.P. Prayagraj. Performance Security should remain

valid for a period of **sixty days** beyond the date of completion of all contractual obligation of the firm.

3. The period of annual contract shall be start from the date of work award.
4. Place of delivery/service shall be Prayagraj and the bidder must have Service center/Workshop in Prayagraj.
5. The bidder shall be authorized by the concerned brand.
6. The job shall be entrusted on the basis on “As is where is”.
7. The office will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as lowest evaluated bid, provided further that the bid is determined to be qualified to perform the contract satisfactorily.
8. Principal Accountant General (A&E)-I, U.P. Prayagraj reserves the right to increase or decrease of decrease the quantity of items under CAMC.
9. Payment of CAMC charges will be made on half yearly basis on submission of the bill *after submitting performance report (detail of all call attended) for each periods.*
10. All certificates and documents as required in the bid shall be duly authenticated and stamped.
11. The AMC shall be comprehensive. The bidder entering into the CAMC, shall depute qualified and experience mechanics for up keep and maintenance of the RO machines within stipulated time.

The maintenance/servicing include service of all machines, periodical preventive maintenance, and overhauling of all machines and all repairs and replacement of all kinds of Filters Pre-filter candle, Compressor, Thermostat, Transformer, Relay, Carbon, Worn out parts, Rubber pipe, Screw/nut bolts etc. as well as cleaning of water tanks once in a month to maintain optimum TDS. All *ROs and watercoolers will be checked on monthly basis (In 1st Week) to ensure appropriate TDS. Filter/Candle and Membranes must be replaced quarterly, if required.*
12. The spare parts used for replacement shall be procured from the authorized dealer/service Centre of same make/quality as installed in new machine with warranty or guarantee as per manufacturer.
13. Any financial loss caused due to damage of any office property by the contractor would be deducted from the bills payable to him.

14. The firm shall have to attend all complaints within stipulated time of 2 hours of receipt of complaint. Ordinarily a complaint must be attended within 2 hours whenever no change of part is involved, however, in case of requirement of change of spare part, the complaint may be attended within 24 hours of its receipt. Thereafter, under both the cases the delay in attending complaint shall attract a levy of compensation at the rate of Rs.500/- per day & per Machine subject to a maximum of Rs.2500/- against the complaint. Thus after 5 days the office shall have the right to get the complaint rectified on his own through any other agency and the amount shall be recovered from the concerned agency.
15. No Man power and support will be provided for transportation or shifting of units from one place to another.
16. Whenever a machine or any part thereof needs to be taken out by the mechanic for maintenance/repair to the workshop, necessary permission must be obtained and no extra charges will be paid to this work. Units taken out of the office premises for the services. If the office decides to cancel the contract on account of the default or unsatisfactory services, the work shall be got done at the risk and cost of the bidder.
17. If the bidder fails to commence service under the CAMC as scheduled or the deliver the services ordered to him within the period stipulated in the contract, office reserves right to cancel the contract in whole or in part for the incomplete/balance works/services. If the office decides to cancel the contract on account of the default or unsatisfactory services, the work shall be got done at the risk and cost of the bidder.
18. No increase in amount shall be considered at all during the full period of CAMC exempt for revision in any taxes as per Government policy.
19. The firm should ensure the necessary safety of the workers while working in the office. The office shall not be responsible in respect of any injury caused to the workers of the Bidder. It will be the sole responsibility of the Bidder. Also due to COVID-19, the workers attending the office must follow Covid-19 guidelines.
20. 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. The office will not hold any responsibility with regard to staff on the role of the contractor what so ever.

21. Principal Accountant General (A&E)-I, U.P. Prayagraj reserves the right to terminate the contract at any point of time after giving notice during the tenure contract in case of continued non-performance and inability to meet service requirements, or if the contractor dishonours the contract. The decision of Principal Accountant General shall be final and binding upon the contractor.
22. Principal Accountant General (A&E)-I, U.P. Prayagraj reserves the right to extend the contract for a specified time if the services are satisfactory and cost efficient.
23. Principal Accountant General (A&E)-I, U.P. Prayagraj reserves the right accept or reject any bid without assigning any reason.
24. All disputes and differences arising out of/or in connection with this contract shall be subjected to the *exclusive jurisdiction of courts at Prayagraj.*

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Sr. Accounts Officer/GD(M)

To,

Sr. Accounts Officers/GD(M),
Office of the Principal Accountant General (A&E)-I, U.P.
20 Sarojini Naidu Marg,
Prayagraj (211001).

Sir,

With reference to your tender Notice No..... dated

I am to submit my rates for CAMC of Water Cooler and RO's as follows:-

Detail of water cooler & RO			
Sl No.	Particulars	Quantity	Rate per unit per year (inclusive of all taxes)
A-Eureka Forbes (RO)			
1	Aqua Guard REVIVA 50 LPH	10	
2	Aqua Guard 200 (AG 200)	1	
B-USHA Make (Cooling storage)			
1	USHA Water Cooler	9	
Total			

I further affirm that I have read and fully understood the tender notice and agree abide by all the terms and conditions laid therein, which are being signed *in token of my acceptance*. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily. I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours faithfully,

Signature.....

Name of Tenderer.....

Address of the firm.....

Seal of Firm

Checklist

1. Reference No. of Tender.....
2. Name of the firm:
3. Name of Proprietor:
4. PAN No.
(Enclose self-certified copy of PAN Card)
5. GST Registration No.:
(Enclose self-certified copy of GST reg. certificate. In case the bidder is exempted from GST, the documentary proof of exemption from GST from Govt. Authority must be attached)
6. Earnest Money Deposit (EMD) Rs. DD/Pay Order No.....
(Enclose bank draft/pay order)
7. Detail of past experience in “Annual Maintenance Contract (AMC)” of Water Cooler & RO in any Govt. Establishment & PSUs;

Sl. No.	Name and Address of Organization where worked	Nature of Work	Duration of work Experience	Remarks
	Total Duration			

Any other details:

Details of documents enclosed:

- 1.
- 2.
- 3.
- 4.

Certified that the information provided above are true and correct to the best of my knowledge.

Date:
proprietor/Bidder

Signature and seal of the