



भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT

प्रधान महालेखाकार का कार्यालय (लेखा व हकदारी) - I, महाराष्ट्र
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENT)-I, MAHARASHTRA

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No. PAG(A&E)-I/Record-1/F-292/Water Cooler & Purifier-AMC/ 35

Date: 18-11-2021

Tender Notice for
COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR
WATER COOLER & WATER PURIFIER

Office of the Principal Accountant General (A&E)-I, Maharashtra, Mumbai invites sealed quotations from firms / agencies for Comprehensive Annual Maintenance Contract (CAMC) for its **05 Water Cooler & 8 Water Purifiers**. The period of contract is for one year from **01-01-2022 to 31-12-2022**.

The detailed terms & conditions are available on this office website <https://cag.gov.in/ae/mumbai/en>.

Terms & Conditions for Comprehensive AMC of Water Cooler & Water Purifiers

1. Sealed quotations are invited from reputed/registered Service Dealers for Comprehensive Maintenance Contract in respect of the following **05 Water Cooler** and **08 Water Purifiers** for the period from **01/01/2022 to 31/12/2022**.

Product	Make	Model	Quantity
Water Cooler	<i>Blue Star</i>	SDLX8120	04
	<i>Voltas</i>	60/120 FSS	01
Water Purifier	<i>KENT RO Solutions Ltd</i>	KENT ELITE 1 (RO+UV)	03
	<i>Eureka Forbes Ltd.</i>	Aqua Guard Hi-flow (UV)	04
	<i>Aqua Cool Co. Pvt. Ltd.</i>	Aqua One (UV)	01

2. The sealed cover containing the tenders, complete in all respect and superscribed "CAMC for Water Coolers & Purifiers" with the name and address of the Bidder, should be dropped in **Tender Box** kept in **Room No.202, Record-I Section, O/o the Principal Accountant General (A&E)-I, 'Pratishtha Bhavan', 101, M.K. Road, New Marine Lines, Mumbai-400020** by **02:00 p.m. on or before 03-12-2021**. No Bid shall be accepted after the aforesaid date and time. However, the competent authority of the office of this office reserves right to extend the date / time for receipt of bids. In the event of the specified date for submission of bids being declared a holiday, the bids will be received up to the appointed time on the next working day.
3. The tender should be accompanied by an **Earnest Money Deposit (EMD)** of **₹2,000/-** (Rupees Two thousand only) in the form of crossed Demand Draft/Pay Order from any scheduled bank drawn in favour of

DDO, Sr.A.O., A.G.(A&E)-I, Mumbai. In the absence of EMD the tender shall be rejected summarily. *Micro & small enterprises registered with NSIC or Udyog Aadhaar Memorandum is exempted from submission of EMD as per General Financial Rule no. 170 subject to **submission of valid certificate**.* The earnest money shall be refunded to the unsuccessful bidders after finalisation of the contract and to the **successful bidder** after submission of **Performance Security**.

4. Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids. In case this office calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder. The office may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.
5. This office reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and **does not bind itself to accept the lowest or any specific bids**. The decision of this office in this regard shall be final and binding.
6. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
7. The Contract may be terminated if it is found that the bidder to whom the work has been awarded is black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc.
8. The Contractor shall be providing the comprehensive AMC service for maintaining all the Water Cooler & Purifiers. The scope of work includes:
 - i. Minimum twelve visits (Monthly) are mandatory during the contract period of one year and additional visits as and when required
 - ii. In case of complaint/breakdown, fault in any equipment the firm has to attend the fault within two working days.
 - iii. Unit check up and general cleaning of water coolers and purifiers every month, chemical cleaning of cartridges as and when required, replacement of membrane.
 - iv. The AMC is for preventive as well as for break down maintenance and includes repair and replacement of the following parts free of charge during the AMC period
 - a) All kinds of filters
 - b) Pre-filter of Candle
 - c) Carbon
 - d) Membrane
 - e) SMPS/Ballast
 - f) Pump
 - g) Compressor
 - h) Fan motor
 - i) Ultra-Violet Lamp
 - j) Thermostat
 - k) Relay
 - l) Capacitor
 - m) Outlet /Input pipe
 - n) Hose clips
 - o) Gas charging
 - p) Any other parts vendor wishes to provide free of charge may be mentioned in Annexure II
 - v. Inline Carbon sediment filter (candle) must be mandatorily replaced twice free of charge during the contract period.

9. It will be imperative on each bidder to fully acquaint itself of all the local conditions and factors which would have effect on the performance of the work and its cost. The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for execution of the works.
10. The contractor should be competent to carry out the repair work of the Water Cooler/ Water Purifiers within reasonable time period failing which this office reserves the right to get any other authorized party to service the machine and the cost if any in such cases will be recovered from the quarterly payable amount or from the EMD/ Security deposit of the bidder.
11. If any Water cooler or water purifier is disposed of by the department or is otherwise taken out of use, the payment of AMC charges will be made only till the water cooler or water purifiers remained in use on pro-rata basis.
12. The Contractor shall completely indemnify and hold harmless the Client and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor or any of its employees engaged in the provision of providing the required services.
13. The Contractor shall arrange to get the character and antecedents of workers verified from Police authorities before their deployment to this office.
14. The contractor will attend to the complaints and breakdowns promptly as and when intimated by the Client through telephone.
15. Contractor shall ensure that during the progress of the work no damage shall occur to installations/equipment due to any reason, if so happens, contractor shall have to repair/replace the same at his own risk and cost.
16. Contractor shall positively observe all safety measures required to be undertaken for safety of persons, labours, public and properties at work site.
17. The contract shall be valid for a period of one year from 01.01.2022 to 31.12.2022. However, on failure to provide continuous satisfactory performance by the contractor, this office shall have the right to terminate the contract at any point.
18. Quarterly payments shall be made by e-payment on rendering satisfactory services. The Contractor shall raise invoice at the end of each quarter and this office shall make all endeavour to make payments within 30 days from the date of the receipt of the invoice to the Contractor.
19. This office shall be entitled to deduct in accordance with Applicable Law, **Income Tax, GST** or withholding tax or other deductions (as the case may be), from any payments made to the Contractor.
20. The earnest money of the firms, whose quotations are not approved, shall be released after the award of the contract to the successful tenderer. The **successful bidder** shall be refunded EMD amount after submission of **5% of contract amount as Performance Security**. The validity of Performance Security should be 60 days beyond the contract period of 31-12-2022.


Sr. Accounts Officer/Record-1

(Letter Head)

ANNEXURE-I

(i)	Full Name of the Firm	
(ii)	Firm's Address	
(iii)	Telephone /Mobile No. (O)	
(iv)	PAN/TIN No.	
(v)	GST No. (If exempted, a self certificate may be enclosed)	
(vi)	EMD Amount : Rs..... (to be drawn in favour of <u>Sr.A.O., A.G.(A&E)-I,</u> <u>Mumbai</u>	Banker Cheque/DD/Bank Draft No..... dated..... Rs..... Bank Name & Branch
(vi)	Has the firm been blacklisted	
(vii)	Whether the firm has experience of 2 years (attach work order of AMC)	

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the Office of the Principal Accountant General (A&E)-I, Maharashtra, Mumbai to forfeit the Earnest Money/Security deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the services as per the directions given in the Tender Notice.

(Signature & Official Seal)
Full Name & Designation

Date:-
Place:-

(Letter Head)

ANNEXURE-II

PRICE Bid
for

CAMC of Water Coolers & Water Purifiers for the period 01-01-2022 to 31-12-2022

Product	Make	Model	Per Unit rate quoted	Quantity	Total Quoted Amount
Water Cooler	<i>Blue Star</i>	SDLX8120		04	
	<i>Voltas</i>	60/120 FSS		01	
Water Purifier	<i>KENT RO Solutions Ltd</i>	Kent Elite 1 (RO+UV)		03	
	<i>Eureka Forbes Ltd.</i>	Aqua Guard Hi-flow (UV)		04	
	<i>Aqua Cool Co. Pvt. Ltd.</i>	Aqua One (UV)		01	
Total Bid Price for CAMC of 5 Water Coolers & 8 Water Purifiers (Prices should be exclusive of GST/Taxes)					

Extra Spare parts vendor wishes to provide free of charge (other than those mentioned in the terms & conditions)	
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Date:

Place:

(Signature & Official Seal)
Full Name & Designation