

Office of the Principal Accountant General (Audit-I), Uttar Pradesh Allahabad

No. PAG(Audit-I)/GD(M)/AMC/AC/ 2021-22

Date: 10.03.2021

To,

Subject: "Open tender" for AMC of Window, split & Cassette Air Conditioners installed at office of the Principal Accountant General (Audit-I), UP, Allahabad for the year 2021-23(01.04.2021 to 31.03.2023)

Sir,

Sealed tenders from established, reputed, experienced and eligible firms are invited for Annual Maintenance Contract (AMC) of 79 nos. Window AC, 54 nos. Split air conditioners & 10 Cassette Air-Conditioners of 1.5/2.0 ton capacity & 1 tower AC, installed in different sections of this office, excluding compressor replacement.

Tender document is available of the CPP Portal www.eprocure.com & official website of this office i.e. <http://www.agup.nic.in> the intending bidders may download the tender document containing the terms and conditions and submit the same along with requisite amount of Earnest money in the form of Demand draft.

Bidders may inspect the above said Air Conditioners by visiting the office on working days with intimation to the undersigned.

The bids are to be submitted in two bid pattern i.e. Technical Bid and Price Bid in two separate sealed covers/envelops distinctly marked accordingly and sealed inside a single cover/envelope, which should be duly super scribed with tender notice ref. No., due date. Techno-Commercial Bid should have no MENTION about any quotable price of the item. Bids not received accordingly are liable to rejection.

Annexure-A of the Notion inviting Tender contains terms and conditions, Annexure-B contains Tender format, Annexure-B1 contains proforma and list of documents to be submitted in Technical bid and Annexure-B2 contains proforma to be submitted in price bid.

Earnest Money Deposit (EMD): Rs.10000.00

All offers should be valid for at least 90 days from the date of receipt of tender.

Issue of Tender Document: From the date of publication of this tender notion to date of acceptance of offer.

Date of advertisement for invitation of Tender: 10.03.2021


Last date of Acceptance of offers/Tender: 31.03.2021 at 01.00pm

Opening Technical Bid: 31.03.2021 at 03.00pm

Opening of Price Bid: 31.03.2021 at 04.00pm

The bids should be addressed to Sr. Dy. Accountant General/Admin/O/o The Principal Accountant General (Audit-I) UP, Allahabad, Satyanishtha Bhawan, 15-A, Dayanand marg, Allahabad-211001. Incomplete quotation are liable for rejection and quotations received after due date and time shall not be opened. The Principal Accountant General shall have no responsibility for delay or non-receipt of tender document sent by post.

Encl. As Above


10/3/21
Sr.Audit Officer/GD

NOTE TO TENDERERS

1. The period of annual contract shall be from 01.04.2021 to 31.03.2023
2. The maintenance/servicing include wet service of all air conditioners, periodical preventive maintenance, and overhauling of all ACs once in a year and all repairs (except compressor), all spares (except compressor and plastic parts), gas filling in all cases including at the time of replacement of compressor, shifting of outer units etc, oiling cleaning greasing and changing of air filters.
3. GST registration number and PAN must be mentioned; otherwise quotation may not be accepted
4. In case the bidder is exempted from GST, the documentary proof of such exemption form Govt. authority must be attached. Mere statement that one doesn't have GST registration number for his annual turnover is below the exemption limit of tax, shall not be accepted.
5. The rates may be quoted mentioning application taxes. If taxes are not mentioned separately, it will be presumed that the price quoted is inclusive of all taxes.
6. Earnest money deposit in form of bank draft/pay order in favour of pay & Account officer, O/o A.G.(A & E)-I UP, Allahabad is required to be submitted by bidders other than those registered with DGS&D, any Govt. department or any Lab/Estt. Along with their quotation, if a bidder withdraws or derogates from the tender in any respect within the period of validity of his tender then EMD will be forfeited. Bidders registered with any of the above organization must submit the proof of registration to avail exemption from EMD. Demand Draft/Pay order should be enclosed with Technical Bid. Bids received without EMD will be rejected. The Bid security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's acceptance of the offer of contract. EMD of successful bidder shall be returned on receipt of performance Security @ 10% of the contract value after signing the agreement.
7. The firms possessing at least one year experience in "Annual Maintenance Contract" of air conditioners in any Government establishment, PSU or Educational Institution shall only be eligible. The bidders shall submit copy of work orders and performance certificate issued by the concerned organization(s) as documents in support of the experience.
8. All offers should be valid for at least 90 days from the date of receipt of tender.
9. All certificates and documents as required in the NIT shall be duly authenticated and stamped.
10. Any financial loss caused due to damage of any part of the ACs by the contractor would be deducted from the bid payable to him.
11. The contractor, entering into the AMC, shall depute qualified and experience mechanics for upkeep and maintenance of the ACs. Call should be attended promptly and effectively and within an hour and the complaint
12. Whenever an AC or any part thereof needs to be taken out by the mechanic for maintenance/repair to workshop, necessary permission shall be obtained by him and no extra charges will be paid to this work.
13. The firm shall have to attend all complaints related to malfunctioning/non-cooling/leakage/non-start/noise and other complaints related to ACs under maintenance contract installed at this office must be addressed within stipulated time of 6 hours of receipt of complaint.
14. For complaint attended after 24 hours, a penalty of 10% of the unit AMC charge per day per AC shall be levied till the AC is set right.
15. If service provider fails to repair a unit under the contract, the service provide a replacement of similar configurations within 24 hours. The original unit shall in any case be repaired/replaced within a period of two months failing which a penalty of 10% of unit AMC charge as contracted shall be levied per day per AC.
16. Payment of AMC charges will be made on quarterly/monthly basis on submission of the bill. The Bill will have to _____
17. No increase in amount shall be considered at all during the full period of AMC exempt for revision in any taxes as per Government policy. No any other charges will be payable like transportation, fare, etc for providing the services under AMC.
18. The Job shall be entrusted on the basis on "As is where is".
19. Safety of workers: The firm should ensure the necessary safety of the workers/technicians while working in the office. The workers/technicians should be equipped with necessary safety gears while servicing the outdoor of ACs. Also due to COVID-19, the workers attending the office for servicing must maintain physical distance, wear mask and must be properly sanitized.
20. The firm should ensure appropriate payment and other dues to the workers as applicable by the rules of Government.
21. Principal Accountant General reserves the right to terminate the contract at any point of time during the tenure contract, if the services are not found satisfactory, 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 reserves the right to extend the contract for a specified time if the services are satisfactory and cost efficient to this office.

Principal Accountant General(Audit-I), UP, Allahabad RESERVES THE RIGHT TO ACCEPT OR REJECT ANY TENDER EITHER IN WHOLE OR IN PART WITHOUT ASSIGNING ANY REASONS WHATSOEVER.

A handwritten signature in black ink, appearing to be 'K. Singh', is written above the date '10/3/21'.

Sr. Audit Officer

Tender Format

To,

Sr. Audit Officer (GD)
O/o The principal Accountant General (Audit-I)
Satya Nishtha Bhawan,
15-A, Dayanand Marg,
Allahabad-211001

Sir,

With reference to your tender Notice No. _____ dated _____

I am to submit my tender for AMC of window, Split & Cassette Air Conditioners in your Office.

I further affirm that I have read and fully understood the tender notice and agree to 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.

Signature _____

Name of Tender _____

M/s _____

Address of the firm _____

Mobile No. _____

Date:

Performa for Technical Bid

1. Reference No. of NIT-----

2. Name of the Firm-----

3. Name of the 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 documentation proof of exemption from GST from Govt. authority must be attached)

6. Earnest Money Deposit(EMD): Rs.-----DD/Pay order No.-----

7. Details of past experience in "Annual Maintenance Contract(AMC)" of ACs in any Govt. Establishment, PSUs, Educational Institution:

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.
- 5.

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

Date:

Signature and Seal of Proprietor/Bidder

Performa for Price Bid

1. Reference No. of NIT-----

2. Name of the Firm-----

3. Name of the Proprietor-----

Price Bid:

Sl. No.	Description of Services	AMC Rate per AC ()	Service Tax @- -----%()	Total of one AC ()	Total Amount
1	79 Number of Window AC				
2	54 Number of Split AC				
3	10 Number of Cassette AC(1.5/2.0 ton capacity)				
4	01 Number of Tower AC				

The above figure is tentative and the actual number of air conditioner may vary.

Rates for Items of Accessories:

Sl. No.	Description	No./Unit/Mtr rate exclusive of taxes(mention the mark also)	Rate
1	Copper Pipe	Per mtr.	
2	Drain Pipe	Per mtr.	
3	Wall Mounting Kit	Per unit	
4	PVC Roll	Per unit	
5	Rubber installation roll	Per unit	
6	Indoor AC blower	Per unit	
7	Indoor Swing Flap	Per unit	
8	Fan Body of Outer Unit	Per unit	
9	Installation Split AC	Per unit	
10	Installation Window AC	Per unit	
11	Re-Installation Split AC	Per unit	
12	Re-Installation Window AC	Per unit	

Date:

Signature and Seal of Proprietor/Bidder