

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(A&E)-I, MADHYA PRADESH, GWALIOR-474002**

Tender Notice for Annual Maintenance (Non Comprehensive) of Air Conditioners

कार्यालय में Air Conditioners के वार्षिक अनुरक्षण हेतु निविदा सूचना

Sealed Tenders are invited from reputed firms for annual maintenance of air conditioners attached in the office of the Principal Accountant General (A&E)-I, Madhya Pradesh, Gwalior. The sealed tenders may be addressed to **Deputy Accountant General (Administration), O/o the Principal Accountant General (A&E)-I, Madhya Pradesh, Gwalior**. The sealed tender may be submitted in the drop box located at the secretariat of DAG (Admn.) on any working day on or before **31.03.2023 (11.00AM)**. The tender received late will not be considered. Bidders are to submit their technical and financial bid in two different small envelopes. Both of two envelopes shall be required to be inserted in a large envelop. The phrases "Technical bid" and "Financial bid" must be written on the small envelopes.

कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी)-प्रथम, म.प्र., ग्वालियर में संलग्न एयर- कंडीशनर्स (ACs) के वार्षिक अनुरक्षण के लिए प्रतिष्ठित फर्मों से मुहरबंद निविदा आमंत्रित की जाती है। मुहरबंद निविदाएँ उप महालेखाकार (प्रशासन), कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी)-प्रथम, म.प्र., ग्वालियर के नाम संबोधित होनी चाहिये। मुहरबंद निविदाओं को दिनांक 31.03.2023 (प्रातः 11 बजे) या उससे पहले किसी कार्य दिवस में सचिवालय, उप महालेखाकार (प्रशासन) में रखी गई निविदा पेटी में डाली जा सकती है। देरी से प्राप्त निविदा पर विचार नहीं किया जायेगा। निविदाकर्ताओं को अपनी तकनीकी और वित्तीय बोली दो अलग-अलग छोटे लिफाफों में जमा करनी होगी। दोनों लिफाफों को एक बड़े लिफाफे में डालना होगा। छोटे लिफाफों पर "तकनीकी बोली" और "वित्तीय बोली" शब्द लिखे जाने चाहिए।

1. The technical bid will be opened on 31.03.2023 (12:00 PM) in the secretariat of DAG (Admn.), O/o the Pr.AG (A&E)-I, M.P., Gwalior and financial bids of successful bidders will be opened at 03.00PM on the same day.

1. निविदा दिनांक 31.03.2023 (दोपहर 12 बजे) को सचिवालय, उप महालेखाकार (प्रशासन), कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी)-प्रथम, म.प्र., ग्वालियर में तकनीकी निविदा खोली जाएगी एवं सफल निविदाकारों की वित्तीय निविदा उसी दिन अपरान्ह 03 बजे खोली जाएगी।

2. The terms and conditions and Scope of Work of AMC is attached at Appendix 'A' & 'B' respectively.

2. एएमसी हेतु नियम एवं शर्तें और कार्य का विवरण क्रमशः परिशिष्ट 'अ' एवं 'ब' में उपलब्ध हैं।

3. Conditional tenders shall not be accepted.

3. सशर्त निविदाओं को स्वीकार्य नहीं किया जायेगा।

4. The office has full right to cancel the tender without assigning any reasons to the firm.

4. कार्यालय को बिना बताये निविदा को निरस्त करने का पूरा अधिकार होगा ।

5. All disputes and differences arising out of/or in connection with this order shall be subject to the final decision of the competent authority of this office and no objection can be instituted by the firm against the decision.

5. इस आदेश से/या इसके संबंध में उत्पन्न होने वाले सभी विवाद और मतभेद इस कार्यालय के सक्षम प्राधिकारी के अंतिम निर्णय के अधीन होंगे और निर्णय के खिलाफ फर्म द्वारा कोई आपत्ति संस्थित नहीं की जा सकती है।

हस्ता/-
वरिष्ठ लेखा अधिकारी/का.शा.-प्रथम

Terms and Conditions

1. The rates shall be quoted for the non-comprehensive (without parts) annual maintenance of the Split ACs and Window ACs including Repair & Servicing, Supply & Refilling Nitrogen Gas for leak test, Brazing, Gas welding, Free transportation of Equipment/parts etc. The faulty spares shall be replaced with genuine new spares as per agreed Rate Contract, the amount of which shall not be the part of cost of the AMC.
2. The rate tendered by the bidder shall be inclusive of GST. No increase on any account would be accepted by this office.
3. Conditional tenders shall not be accepted.
4. **The bidder should have its registered office in Gwalior (MP). Proof of shop registration shall require to be enclosed.**
5. The bidder should be registered with GST authorities and must be in possession of PAN. Copies of GST Registration and PAN card shall require to be attached. ITR of last 03 years (A.Y. 2020-21, 2021-22 & 2022-23) are also required to attach along with the bid.
6. **The bidders are advised to visit the office for survey and inspection of ACs during any working days before submitting the bid.**
7. Earnest Money Deposit (EMD) of Rs 2,500/- (Rupees Two thousand Five Hundred only) in the form of Fixed Deposit Receipt/Bankers Cheque/Demand Draft in favor of **"PAO, O/o PAG (A&E)-I, M.P., Gwalior"** is required to be furnished along with the bid. The bid security is to remain valid for a period of 45 days beyond the final bid validity period. Bid without EMD shall be rejected in technical evaluation.
8. If any new AC is installed or any AC is removed, then proportionate payment will be made for the actual no. of ACs.
9. AMC payment will be released in four installments after successful completion of 03 months period.
10. **Penalty:-** In case of failure to rectify the complaint within 24 hours, an amount of Rs 500/- will be deducted per day from the AMC bill payable to the firm. Repetition of such failures may lead to cancellation of contract and forfeiture of performance security. When any faulty part is required to change, the condition of rectification time within 24 hours may be relaxed subject to genuineness of the matter.
11. The successful bidder is required to furnish a Performance security of Rs 5,000/- (Rupees Five thousand only) through FDR / Bank Guarantee in favor of **"PAO, O/o PAG (A&E)-I, M.P., Gwalior"** at the time of execution of the contract agreement. Performance security should remain valid up to 60 days beyond the date of completion of all contractual obligation of the supplier including warranty obligations if any.

12. The contract document should be executed by the successful bidder within 5 days of the issue of letter of acceptance. Non-fulfillment of the conditions of executing a contract by the contractor or suppliers would constitute sufficient ground for annulment of the award and forfeiture of the EMD.
13. The contract will be interpreted under Indian Laws.
14. **Period:-** The AMC shall be for one year from the date mentioned in work order upto 31.03.2024, but it may be extended further subject to the satisfactory performance and the willingness of the firm for such extension.
15. If a firm quotes Nil charges/consideration, the bid shall be treated as unresponsive and will not be considered.
16. Bids not complying with the conditions prescribed above will be summarily rejected.
17. **In case of spares required to be replaced during AMC, this office will make the payment of spares to the AMC provider as per agreed rate list of necessary spares. However, it will be the sole discretion of this office to purchase spares from AMC provider or any other firm. For this the bidder has to quote separately the rate of spares in the list shown in Appendix 'C'. The rates shall be valid during the AMC period and no change shall be entertained. Bids without Appendix 'C' shall be rejected.**
18. For schedule a survey visit, bidder may contact with the AAO/Executive Branch-I through Mob-7090337577.

Sr Accounts Officer/ Ex.Br.-I

Scope of Work

1. Corrective maintenance shall be carried as and when the complaints are registered with the firm in writing or on phone. The faults should be rectified by the same day or within 24 hours from the date of complaint. The telephone directory for lodging complaints should be provided at the time of contract execution.
2. Annual maintenance shall include **TWO (02) services** of each unit covered under AMC in the whole contract period.
3. **Periodical Service includes:-**
 - a) Cleaning of condenser, evaporator coils, air filters, outdoor unit (in split AC) and grill
 - b) Lubricating of Blower/fan motor and any other rotating parts
 - c) Checking of current & voltage
 - d) Checking of electrical accessories & wiring
 - e) Checking for vibration & Rectification of the same
 - f) Vacuuming, Gas leak arresting, leak testing, supply of Nitrogen for gas leak test, Brazing, Gas welding, Free transportation of Equipment/parts
4. If any parts/spares are purchased from the service provider, it shall be covered under Warranty.
5. Any repair/replacement work shall be first submitted with estimate and shall be executed only after valid issue of work order.
6. In the VLC server room of this office, ACs are working on 24X7 basis. Therefore, **monthly visit** of technician of service provider is required who shall check whether everything works properly and inform the short fall if any found by him.
7. The service provider will maintain a register in which details of monthly visits of VLC server room and services of ACs shall be recorded. This register shall require to be submitted each time before the Sr.AO/Ex.Br.- I of this office.
8. Quantity: The quantity of ACs to be covered under AMC is as follows
 - a) Split and Window AC Units (various brands) : 57

Rate List for Spares (which shall be valid during the whole contract period)

The bidders are required to quote the rates of spares in the given table:-

Sr. No.	Items	Rate
1.	Relay	
2.	Filter Nut	
3.	Split AC Bolometer	
4.	Copper Pipe ½ per feet	
5.	Copper Pipe ¼ per feet	
6.	Split AC Blower	
7.	Insulation	
8.	Remote Service Room	
9.	Remote Service	
10.	PCB Service Repairing	
11.	Contactator	
12.	Filter	
13.	Outdoor fan motor	
14.	Motor Bush Shaft	
15.	Indoor Shifting	
16.	Outdoor Shifting	
17.	Outdoor fan	
18.	Fan motor 1.5 & 2 Ton	
19.	Fan motor window	
20.	Gas Charging 1.5 Ton R-22 R-410 R-32	
21.	Compressor 1.5 Ton Window & Split (old must be surrendered)	
22.	Compressor 2 Ton Window & Split (old must be surrendered)	
23.	Outdoor Bush	
24.	Gas Charging 2 Ton R-22 R-410 R-32	
25.	Relay Olp	
26.	Capacitor 150\150	
27.	Capacitor 150\100	
28.	Capacitor 50\6	
29.	Capacitor 45\6	
30.	Outdoor bilt	
31.	Fan Motor 1.5 inch	
32.	Capillary/Drier strainer set	
33.	Digital Thermostat/Temperature Controller Unit	

34.	Remote of AC	
35.	Swing Motor	
36.	Any other spares not listed above – identified by firm	

Signature and Stamp of the Bidder

Technical Bid Form

(Bidders are required to fill the form and enclosed it along with supporting documents and EMD in the “Technical bid” envelop)

Sr. No.	Particulars	(Yes/No)
1	Firm Name	
2	GST Number (copy to be uploaded)	
3	PAN Number (copy to be uploaded)	
4	ITR (03 years) A.Y. 2020-21, 2021-22 & 2022-23 (copies to be uploaded)	
5	Shop Registration of the firm in Gwalior (copy to be uploaded)	
6	Details of EMD (copy to be uploaded)	
7	Tender document duly signed and stamped for acceptance of Terms and Conditions	
8	Rate list of Spares	

Signature and Stamp of the Bidder

Financial Bid Form

(Bidders are required to fill the form and insert in “Financial bid” envelop)

Particulars	Rates for 12 Months AMC (including GST)
Non Comprehensive AMC of Split and Windows ACs	

Date:-

Place:-

Firm Name:-

Address:

Mob Number:-

Signature of Tenderer with Stamp of the Firm