

**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II), M.P  
53, ARERA HILLS, HOSHANGABAD ROAD, BHOPAL**

Tender No. AGMP/Water Cooler/2023/D- 70

DATE:- 03-08-2023

**LIMITED TENDER NOTICE FOR ANNUAL MAINTENANCE CONTRACT  
FOR WATER COOLER & RO MACHINE**

Sealed Tenders are invited from experienced and authorized dealers for providing Annual Maintenance Contract (AMC) for 06 Aquaguard Purechill Water Cooler & 01 Aquaguard Reviva RO Machine installed in the Office of The Accountant General (Audit-II), M.P, Bhopal. Troubleshooting contract, Technical Bid format and Financial Bid format are mentioned in Annexure-I, II and III, respectively.

2. Interested parties are requested to submitted as per two bid system i.e., Technical Bid and Financial Bid separately in two different sealed envelopes. These envelopes should be super-scribed "TECHNICAL BID" and "FINANCIAL BID". Both the sealed envelopes should be put inside another bigger sealed envelope which should be super-scribed "TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR WATER COOLER & RO MACHINE" and should be addressed to the "SENIOR DEPUTY ACCOUNTANT GENERAL (ADMIN), OFFICE OF THE ACCOUNTANT GENERAL(AUDIT-II), BHOPAL, 53 ARERA HILLS, HOSHANGABAD ROAD ,M.P ,BHOPAL-462011".

3. Last date for submission of sealed tender is **21.08.2023** upto **17.00 hours**. Tenders received after the last date and time will not be entertained. Sealed Tenders will be opened on **22.08.2023** at **03.00 PM**.

4. This office reserves the right to accept or reject any/all said bids without assigning any reason thereof.

Contact person: Satya Prakash, Sr.AO  
Mob- 98935562655

  
Senior Audit Officer /Admin-3

**Annexure-I**  
**Terms and conditions**

**A. General Terms & Conditions**

Interested parties must meet the following eligibility criteria:

1. Registered business entity with a valid license to operate in India.
2. Proven minimum 3 years' experience in providing ANNUAL MAINTENANCE CONTRACT FOR WATER COOLER & RO MACHINE to Central Govt./State Govt./Semi Govt./Autonomous Body.
3. Compliance with all applicable laws, regulations, and taxation requirements.
4. Tender Document: The tender document containing detailed terms, conditions, specifications, and evaluation criteria can be obtained from the OFFICE OF THE ACCOUNTANT GENERAL(AUDIT-II), BHOPAL, 53 ARERA HILLS, HOSHANGABAD ROAD, BHOPAL-462011".
5. Submission of Tenders: Completed tender documents should be submitted in sealed envelopes clearly marked with " TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR WATER COOLER & RO MACHINE" to the SENIOR DEPUTY ACCOUNTANT GENERAL (ADMIN), OFFICE OF THE ACCOUNTANT GENERAL(AUDIT-II), BHOPAL,53 ARERA HILLS, HOSHANGABAD ROAD, M.P., BHOPAL-462011"

The deadline for tender submission is 21.08.2023 at 17.00 hours Tenders received after the specified date and time will not be accepted.

6. The performance security amounting to 5% of the contract value in the form of FD/DD drawn in favor of the "PAO (O/o A&E-I), Gwalior, payable at Gwalior" is to be furnished by the successful bidder awarded the contract within Seven days from the acceptance of the work order. The validity period of the aforesaid instrument shall be 12 months plus one-month claim period.

This office reserves the right to cancel the tender process or modify any part of this notice without any liability.

**B. Instructions for Tender Submission**

1. The Bid is to be submitted in the Prescribed Formats (Annexure II & III) enclosed with this Tender Notice. Tenders submitted otherwise will not be considered.
2. Each interested bidder is allowed to submit only a single tender. Tenders must be submitted in sealed envelope on or before the last day of submission. The last date and time for receipt of duly filled Tender is **21.08.2023** upto 17.00 hours. The Bids should be addressed to The Senior Deputy Accountant General (Admin), Office of the Accountant General (Audit-II), M.P, Bhopal. Tender Application received after the expiry of the due date and time shall not be considered.

3. The Tenders will be opened on **.22.08.2023** at 03.00 PM. by the Tender Opening Committee in the presence of participating Tenderers or their authorized representatives who may wish to attend.
4. The prospective bidder is required to indicate its GST/Registration Number, whichever applicable. The same must be mentioned in its quotation and also in bill as and when they are submitted.

**C. Additional Conditions/Requirements**

1. The Tender will be accepted by the Competent Authority in the office as per the rules/instructions issued by the Government of India from time to time in the matter.
2. In addition to its right to determine the contract upon fault of the Successful Bidder, the Department reserves the right to cancel the contract any time in whole or in part without assigning any reasons and the Department also reserves the right either to pay or not to pay the Successful Bidder for either part of the contract work or whole of the contract work executed, if they are not according to the Department's specifications and complete satisfaction.
3. All questions, disputes or differences arising in connection with the contract shall be subject to the exclusive jurisdiction of the Courts at Bhopal.

  
**Senior Audit Officer/Admin-3**

**Annexure-II**  
**Proforma for Technical Bid**

1. Name of the Firm:
2. Name of the Proprietor:
3. PAN No.:  
(Enclose self-certified copy of PAN Card)
4. GST No.:  
(Enclose self-certified copy of Registration Certificate. In case the bidder is exempted from GST, the documentary proof of exemption from GST from Govt., authority must be attached.)
5. Details of past experience of "TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR WATER COOLER & RO MACHINE" in central Govt./State govt./govt. undertakings/Autonomous bodies etc:

Sr.No	Name and address of organization where worked	Nature of work	Duration of work experience	Remarks
<b>Duration</b>			<b>Total</b>	

Details of documents enclosed:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

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

**Signature and seal of the Proprietor/Bidder**



**Annexure III**  
**PROFORMA FOR FINANCIAL BID**

<b>Sr. No.</b>	<b>PARTICULARS</b>	<b>RATE IN Rs. IN WHOLE NUMBERS (inclusive of GST)</b>
1	WATER COOLER AMC CHARGES (YEARLY)	
2	RO AMC CHARGES (YEARLY)	
3	PRE FILTER (01 Qty.)	
4	CARBON BLOCK (01 Qty.)	
5	THERMOSTATE (01 Qty.)	
6	FAN MOTOR (01 Qty.)	
7	CANDLE 10" (01 Qty.)	
8	Any other item (if any 01 Qty.)	

Given format to be used by the bidder must be duly signed and stamped on every page.  
Date:

Place:

**(Signature & Seal  
of Bidding Agency)**