



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ODISHA : PURI BRANCH, PURI**

No.Record(Puri)/(A&E)/AMC/AC/2023-24/40

Date: 26/09/2023

**NOTICE INVITING TENDER
FOR MAINTENANCE OF AIR CONDITIONERS**

Sealed quotations are invited from established, reputed and experienced firms to provide Annual Maintenance Contract Service in respect of Air Conditioners installed in the Office of the Principal Accountant General (A&E), Odisha, Puri Branch, Puri. Details of the services required and other terms and conditions relating to the award of Contract are given in the Annexure –I.

2. Tender Document is available in our office. The intending bidders may collect the tender document containing the terms and conditions and submit the same along with requisite amount of Earnest Money in the form of crossed Demand Draft in favour of “Sr Accounts Officer(Cash), O/o the Pr. Accountant General (A&E), Odisha, Puri Branch, Puri” payable at Puri. Tenders received without the requisite EMD will be rejected.

3. All interested service providers are requested to submit their sealed quotations as per prescribed procedure to this office on or before **15.00 Hrs.** of 05th October,2023.

4. The “Technical Bid” will be opened on the same day i.e. **on 05th October, 2023 at 16.00 Hrs.** in the presence of authorized representatives of bidders. The “Financial Bids” of only those firm(s) who qualify the eligibility criteria of “Technical Bid” as stipulated in the tender document shall be opened.

Sd/-

Deputy Accountant General (W/Acs)

Memo No.Record(Puri)/(A&E)/AMC/AC/2023-24/

Date:

Copy to:

- 1) Notice Board.
- 2) Sr. Accounts Officer/EDP for hosting the NIT in CPP portal and Website of A.G. Odisha as well.
- 3) Confidential Branch for information.

M. D. Singh
26/09/2023

Sr. Accounts Officer/Record

7. Eligibility conditions :

- a) The agency/firm should have experience of at least 3 years in the relevant field and must have done such services for various reputed organizations/departments of Government of India/State Government/Public Sector Undertakings/statutory bodies/MNCs, for which documentary evidence are to be submitted
- b) The agency/firm should be registered under Goods & Service Tax Registration/TIN/VAT Registration No. (copy of registration certificates to be attached)
- c) The agency/firm should have a minimum turnover of Rs. 5lakh per year during the last three years, for which documentary evidence are to be submitted
- d) The details of inputs/information required to be submitted by the agency are listed in the format for Technical Bid (Annexure II).
- e) The details of current and previous clients are to be submitted by the agency incorporating the following details :
 - i) Name of Office
 - ii) Contact Person (Tel.No./Email ID)
 - iii) Period and volume of work with the manpower deployed.
- f) The undertaking given in Annexure-IV duly signed and sealed must be provided.
- g) The financial Bid must be given in the format given in Annexure-III.

8. Bid Security(EMD) : The bidder shall furnish an amount of Rs.2,000/- (Rupees Two Thousand only) as Bid Security (EMD) by way of crossed Demand Draft drawn in favour of "Sr Accounts Officer(Cash), O/o the Pr. Accountant General (A&E), Odisha, Puri Branch, Puri" payable at Puri. The bid security of the unsuccessful bidders will be discharged/returned subsequent to the award of Contract.

9. Responsibilities of the Firm/Agency:

- a) The selected firm shall be responsible for all preventive checkups including the quarterly wet servicing.
- b) The quoted amount shall include all repairs and replacement of parts except the Compressor and plastic parts.
- c) The rate of Compressor will be indicated by the Firm separately which will remain valid during the period of AMC.
- d) All complaints must be attended to within six hours.
- e) In case the AC unit is not repairable within the Office, the same shall be carried to the workshop at own expenses with written permission of competent authority .
- f) The units carried to the workshop shall be repaired within three days failing which this office shall be free to impose penalty @ `100 per day.
- g) It shall be responsibility of the Firm to hand over the AC units to this Office under contract in working condition at the expiry of the Contract.

10. Submission of Tenders:

- a) The technical and financial bids must be submitted in separate sealed covers in the format as prescribed in Annexure –II & Annexure –III respectively.
- b) Both the technical and financial bids along with third envelope containing EMD are to be kept in a big sealed envelope.

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- c) The big envelope containing the three envelopes must be superscribed "Tender for AMC of AC".
- d) The sealed envelope containing all bids must reach the undersigned by **15.00 Hrs. of 05.10.2023**
- e) Technical bids shall be opened on **05.10.2023 at 16.00 Hrs.** in the presence of authorized representatives of bidders.
- f) Commercial/Financial bids of only those bidders whose technical bids are acceptable/qualified will be opened and the date and time of opening of commercial / financial bids will be Intimated to the technically qualified bidders separately.
- g) Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, under any circumstances.

11. Performance Security:

- a) The successful bidder shall be required to deposit an amount equal to 10% of the contract value within 30 days of issue of letter of intent, as Performance Security in the shape of Bank Guarantee from any National / Scheduled /commercial Bank in favour of the Pr. Accountant General(A&E), Odisha, Puri Branch, Puri valid for the contract period plus two months
- b) Performance Security will be discharged after completion of contractor's performance obligations including warranty obligations under the contract.
- c) If the contractor fails or neglects any of his obligations under the contract, Principal Accountant General holds the right to invoke either whole or any part of Performance security furnished by the bidder as penalty for such failure
- d) **The Contractor is required to provide service immediately after being informed telephonically or by message or by e-mail.**

12. Payment : Payment to the selected agency shall be released on submission of bills on quarterly basis subject to satisfactory performance.

13. Validity of Tender: Rates quoted by the Firm shall remain valid for a period of 90 days or more.

14. TDS and any other Government levies applicable shall be deducted on bill amount as per Government of India instructions issued from time to time.

15. Pr. Accountant General reserves the right to accept or reject any or all the Tenders without assigning any reason thereof.

16. Pr. Accountant General (A&E) reserves the right to cancel the Contract any time during the currency of the Contract without assigning any reason, whatsoever, if the services provided by the firm are found to be unsatisfactory.

17. Pr. Accountant General(A&E) reserves right to increase and/or decrease the quantity of AC at any time of AMC period. Accordingly the AMC amount will be revised on prorata basis.

ANNEXURE-I

SCHEDULE OF EVENT AND TERMS & CONDITIONS

- 1 LAST DATE AND TIME OF RECEIPT OF QUOTATIONS : 05.10.2023 (15.00 Hrs)
- 2 DATE & TIME OF OPENING OF TECHNICAL BID : 05.10.2023 (16.00 Hrs)
- 3 PLACE OF SUBMITTING QUOTATIONS : Dy. Accountant General (W/Acs)
O/o the Pr. Accountant General
(A&E), Odisha, Puri Branch, Puri.

4. NO. OF AIR CONDITIONERS *

SPLIT AC		WINDOW AC
1 / 1.5 TON	2 TON	1.5 TON
07	04	NIL

**No. of A/Cs is tentative.*

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

5. SCOPE OF WORK:

The selected Agency/Firm shall be responsible to provide **comprehensive** annual maintenance of all AC units. The **comprehensive** AMC will include

- Wet Service to all Air Conditioner Units once in a quarter
- Periodical preventive maintenance
- All repairs (except Compressor)
- All spares (except Compressor and plastic parts)
- Gas charges.

6. Validity of the contract: The comprehensive Annual Maintenance Contract shall be for a period of one year from the date of award of contract. However, the contract may be extended for further period on mutual consent. Principal Accountant General, however, reserves the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.

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ANNEXURE – II

PROFORMA FOR TECHNICAL BID

S.No.	Items	Information/ Inputs to be filled by the Tenderer <i>(If required separate sheets may be enclosed)</i>
1	Name and Address of the firm/agency, telephone number, fax, mobile number, email address	
2	Type of organization (Whether proprietorship, partnership, private limited, limited company)	
3	Name and Address of the directors proprietor /partners	
4	Year of formation of the company/ experience as an air conditioning agency	
5	Nature of business carried by the company	
6	Annual Turnover 2018-19 2019-20 2020-21	
7	Whether authorized service provider of any OEM/Manufacturer?	
8	If yes, Name & Address of OEM (please furnish documentary proof)	
9	a) Service tax number/ Certificate (b) PAN number	
10	Details of three prominent organizations served during the last three years with contact number of concerned officer (Work Order/Completion Certificate to be attached)	
11	Details of Bid Security (EMD)	DD No. Date
12	Infrastructure details (Technical/Skilled Manpower)	
13	Any other information	

Copies of relevant documents are to be enclosed in support of above information.

ANNEXURE – III

PROFORMA FOR FINANCIAL BID

1. Name, Address and Telephone Number:
of the Organisation
2. Name of CEO/Proprietor with Tel No :
3. Rates offered
Annual Maintenance Contract :

	AC Units (Capacity in Ton)		Qty	AMC Rate per unit	Tax	Total	Dismantling/ Reinstallation Charges (per unit)	Rate of Compressor and Condenser per unit
1	Split	1 / 1.5 ton						
		2 ton						
2	Window	1.5 ton						
TOTAL								

(Signature)

Name:-----

Designation:-----

Place:

Date:

Seal of the Company-----

Undertaking

I hereby certify that all the information furnished above is true to the best of my knowledge. I have no objection to O/o the Pr. Accountant General (A&E), Odisha, Puri Branch, Puri verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency
Official seal/ stamp

Date:
Place: