

Kerala State Civil Supplies Corporation

Maveli Bhavan, Maveli Road

Gandhinagar, Ernakulam- 682020

No. D-32-A/708/2017

Ernakulam, Dated.01/08/2017

To,

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Sub:- Comprehensive Annual Maintenance Contract in respect of cassette/ Split Air Conditioners provided to various Sections/ Officers rooms in Head Office at Kerala State Civil Supplies Corporation Ltd and officers quarters at Panampally Nagar

Sir,

We invite sealed offers from reputed firms or their dealers, for Annual Maintenance Contract in respect of Casette/ Split Air Conditioners installed in various sections/ cabins/ rooms in Head Office at Kerala State Civil Supplies Corporation Ltd and officers quarters at Panampally Nagar

2. The sealed Tender in two bid system are invited from reputed firms along with an Earnest Deposit security of 5,000/- in the form of Account Payee Demand Draft, Banker's Cheque from any of the commercial banks payable at Ernakulam (The Demand Draft/Banker's cheque should be drawn in favour of Kerala State Civil Supplies Corporation Ltd., Maveli Bhavan, Maveli Nagar, Kadavanthra, Ernakulam- 682020). The Tenders should be dropped in the Tender Box kept in Estate Division at Head Office, Maveli Bhavan, Maveli Road, Gandhinagar, Ernakulam positively before 2.00 P.M. on 17.08.2017. The Tenderer will not be

allowed to drop in the tender box after the due date and time. Tenders can also be sent by registered post at the aforesaid address so as to reach this office by the Scheduled date/time.

3. Technical bids will be opened by this Office on 17.08.2017 at 04.00 P.M. in the presence of representatives of the participating tenderers who may be willing to be present at the time of opening of tenders. Such persons should reach before 03.30 P.M. on that day and bring the authority letters from the tenderers concerned on their letter head. The authority letter should also contain signature of the authorized representative, duly attested by the authorized signatory of the Tenderers.

4. The terms and conditions are given in the Annexure-I.

5. The proforma for submission of Technical Bids is given in Annexure-II and details of Air Conditioners bid make, Model etc. showing, inter-alia the format i.e Financial bid in which rates should be quoted for 12 months, is given in Annexure-III.

6. The text of this Limited Tender Enquiry along with Annexure, is also available at the official website of Kerala State Civil Supplies Corporation Ltd “www.supplycokerala.com”

Sd/-
Manager (Estate)

Terms and Conditions

1. The tenders should be submitted legibly in English/Malayalam.
2. Any document/paper asked for under the tender or/and specifically mentioned therein, if not submitted by the bidder, his bid will not be considered and rejected summarily without any notice to him.
3. Quotation once submitted shall not be allowed to be withdrawn till the quotation process for acceptance remains in force.
4. Over-Writing, Over typing or erasing of figures are not allowed.
5. Kerala State Civil Supplies corporation Ltd. reserves all rights to accept or not to accept one or more quotation or reject all the quotations after assigning reasons there-for.
6. Scope of work: The selected Agency/ Firm shall be responsible to provide comprehensive annual maintenance of All AC units mentioned under Annexure-II. The comprehensive AMC will include:
 - I. Wet Service of all Air Conditioner Units once in 2 months
 - II. Periodical preventive maintenance on monthly basis
 - III. All repairs (including compressor)
 - IV. All spares
 - V. Gas charges
7. Validity of the contract: The period of annual maintenance contract shall be valid for a period of 12 months w.e.f 01.10.2017 to 31.09.2018. Kerala State Civil Supplies corporation Ltd,

however, reserves the right to terminate the contract by giving 15 days notice after assigning reason there-for.

8. Eligibility conditions:

a. The agency/firm should be having experience of at least 3 years in the relevant field and must doing such services in the reputed organization/department of Government of India/ Public Sector Undertaking/ statutory bodies.

b. The agency/firm should be registered under Service Tax Registration/ TIN/ GST Registration No./ PAN Card (self attested copies to be attached with the bid)

c. The agency firm should have a minimum turnover of Rs. 10 lakh per year during the last three years. (attested copies to be attached with the bid)

d. The details of input/information required to be submitted by the agency are listed in the format for Technical Bid (Annexure-II)

e. The quotation have to be made for all the items.

f. 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

9. Earnest Money Deposit (EMD): The bidder shall furnish an amount of Earnest Money of Rs. 5000.00 (Rupees Five Thousand only) by way of Demand Draft drawn in favour of MD, Kerala State Civil Supplies Corporation" payable at Ernakulam. The EMD of the unsuccessful bidder will be returned subsequent to the award of contract.

10. Responsibilities of the Firm/Agency:

I. The selected firm shall be responsible for all preventive checkups including the monthly wet servicing

II. The quoted amount shall include all repairs and replacement of parts except the Compressor

III. The rate of Compressor will be indicated by the firm separately which will remain valid during the period of AMC

IV. All complaints must be attended to immediately

V. In case the AC unit is not repairable within the office, the same shall be carried to your workshop at your own expenses with written permission of Manager (Estate), Kerala State Civil Supplies corporation Ltd

VI. The units carried to the workshop shall be repaired within 24 hours failing which shall be free to impose penalty @ Rs. 500/- per day.

VII. 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

11. Submission of Tenders:

I. The technical and financial bids must be submitted in separate sealed cover in the format as prescribed in Annexure-II and Annexure-III respectively.

II. Both the technical and financial bis along with third envelope containing EMD are to be kept in a big sealed envelope.

III. The envelope containing EMD should not be sealed and kept open

IV. The envelope containing the three envelopes must be superscribed "Tender for AMC of AC".

V. The sealed envelope containing all bids must be dropped in the Tender Box kept at Estate Division at Head Office, Maveli Bhavan, Gandhinagar, positively on or before 02.00 P.M on 17.08.2017

VI. Technical bids shall be opened on 17.08.2017 at 04.00 PM in the presence of authorized representatives of bidders.

VII. Commercial/ financial bids of only those bidder whose technical bids are acceptable/qualified will be opened

VIII. Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.

12. Performance Security:

a. The successful bidder shall be required to deposit an amount equal to 10% of the contract value within 10 days of award of contract as Performance Security.

b. Performance security shall be submitted in the form of Demand draft drawn in favour of "Kerala State Civil Supplies Corporation Ltd" and shall remain valid for 2months after expiry of contract period.

c. Performance security will be discharged after completion of contract's performance obligation including warranty obligation under the contract

d. If the contractor fails or neglects any of his obligations under the contract, Kerala State Civil Supplies corporation Ltd reserve the right to forfeit either whole or part of Performance security furnished by the bidder as penalty for such failure.

13. Payment: 50% of payment to the selected agency shall be released after six months of award of contract and balance 50% on completion of AMC, against bill duly pre-receipted.

14. Validity of Tender: Rates quoted by the firm shall remain valid for a period of 90 days after opening of the Technical bid.

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

16. Kerala State Civil Supplies corporation Ltd reserve the right to cancel the contract any time during the currency of the Contract after assigning reason, therefore, if the services provided by the firm are found to be unsatisfactory.

17. In case of any dispute regarding the contract, the decision of Managing Director, Kerala State Civil Supplies Corporation Ltd or any other officer authorized by him shall be final.

18. The decision of the Supplyco on the question of relevancy of any documents, information or terms shall be final and finding on the contractor.

19. Disputes:- All disputes relating to this agreement or other-wise arising there from between contractors and Supplyco shall be settled by mutual discussion, failing which the disputes may be referred to a sole arbitrator as per the Arbitration and Conciliation Act, 1996. The award of the arbitrator shall be binding on all parties.

20. Jurisdiction:- The court in the Ernakulam District shall have exclusive jurisdiction in relation to this agreement.

21. Force Majeure:- The party claiming occurrence of any event under force majeure shall give immediate notice to the other party with full proof of such reasons. In case the performance is delayed by any reasons including force majeure reasons, acceptance will be only at the discretion of Supplyco.

22. Penal Provision:- It is informed that the contractors has indulged in substitution on violating any of the conditions stimulated in the agreement. Supplyco shall initiate criminal/ civil proceedings and any other penal action which the Supplyco may deem fit

It is requested to verify the factual aspects, dates etc. subject to the above the draft is in order.

Sd/-
Manager (Estate)

ANNEXURE.II

DETAILS OF A/C'S INSTALLED AT OFFICE & QUARTERS

SPLIT AC

Make	Tonnage/ Nos				
	1 Ton	1.5 Ton	2 Ton	2.5 Ton	3 Ton
Lloyd (Split)	00	01	00	00	00
Blue Star (Split)	03	07	00	11	01
Videocon (Split)	02	04	00	00	00
Voltas (Split)	00	04	02	00	00
LG (Split)	01	01	00	00	00
Samsung (Split)	03	05	01	00	00
O General (Split Inverter)	00	00	01	00	00
Carrier (Split)	00	01	00	00	00
Total	09	23	04	11	01

CASSETTE A/C

Make	Tonnage/ Nos				
	1 Ton	1.5 Ton	2 Ton	2.5 Ton	3 Ton
Carrier (Cassette)	00	00	00	00	03
Total	00	00	00	00	03

PROFORMA FOR TECHNICAL BID

S.No	Items	Information/ Input to be filled by the tenderer (if required separate sheets may be enclosed)
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 a air conditioning agency	
5	Nature of business carried by the company	
6	Annual Turnover	
	2011-12	
	2012-13	
	2013-14	
7	Contact number in case of emergency	
8	(a) whether authorised service provider of any OEM/manufacture?	
	(b) If yes, Name & Address of OEM (please furnish documentary proof)	
9	(a)Service Tax number/Certificate	
	(b)PAN Number	
	DVAT Number	
10	Details of three prominent organizations served during the last three year with contact number of concerned officer	
11	Details of Earnest Money	DD No. Date.
12	Infrastructure details	
13	Any Other information	

Self attested copies of relevant documents are to be enclosed in support of above information.

PROFORMA FOR FINANCIAL BID

1. Name. Address and Telephone Number Of the organization
2. Name of CEO/Proprietor with Tel No.:
3. Rates offered

Annual Maintenance Contract

Sl. No	Items	Qty	Unit Rate for 12 months (in Rs.)	Tax@ (in Rs)	Total Amount (in Rs.)	Re-installation/ shifting charges
1	Lloyd Split AC, (1.5 Ton)	01				
2	Blue Star Split AC, (1 Ton)	03				
3	Blue Star Split AC, (1.5 Ton)	07				
4	Blue Star Split AC, (2.5 Ton)	11				
5	Blue Star Split AC, (3 Ton)	01				
6	Videocon Split AC, (1 Ton)	02				
7	Videocon Split AC, (1.5 Ton)	04				
8	Voltas Split AC, (1.5Ton)	04				
9	Voltas Split AC, (2 Ton)	02				
10	LG Split AC, (1 Ton)	01				
11	LG Split AC, (1.5 Ton)	01				
12	Samsung Split AC, (1 Ton)	03				
13	Samsung Split AC, (1.5 Ton)	05				
14	Samsung Split AC, (2 Ton)	01				
15	O General Split Inverter (2 Ton)	01				
16	Carrier Split (1.5 Ton)	01				
17	Carrier Casette (3 Ton)	03				

Signature

Place:

Date:

Name _____

Designation _____

Seal of the Company _____