



**REGIONAL PLANT RESOURCE CENTRE**  
**Nayapally, Bhubaneswar-751015, Orissa**  
**Forest & Environment Department**  
**Government of Orissa**

**Tender Call Notice For Annual Maintenance Contract of Air Conditioners**

No. 2376

dated 19.10.2016

Sealed tenders are invited from the registered Commercial Enterprises/ Firms/ Agencies for the Annual Maintenance Contract (AMC) of Air Conditioners. The agencies should submit their offer to the undersigned by 03.11.16 by 5:00 p.m. Details can be obtained from RPRC website ([www.rprcbbsr.com](http://www.rprcbbsr.com)) and notice board.

-Sd-

**Administrative Officer**



**REGIONAL PLANT RESOURCE CENTRE**  
**Nayapally, Bhubaneswar-751015, Orissa**  
**Forest & Environment Department**  
**Government of Orissa**

**Tender Call Notice For Annual Maintenance Contract of Air Conditioners**

**NO. 2376/RPRC**

**Date 19.10.2016**

Sealed Tenders are invited from registered commercial enterprises / firms /agencies having TIN/SRIN no./ service tax registration No. along with VAT clearance certificate (in form no. 612) for the annual maintenance contract (AMC) of Air Conditioners . The agency should submit their offer to the undersigned by 03. 11. 2016 at 5 P.M. Tenders received after due date and time shall not be considered. The quotation should be submitted in a two bid format- “Technical Bid” and “Price Bid”. The firms which will qualify the technical bid will be eligible for opening of their Price Bid. Each envelope need to be clearly written on the top as “Technical Bid” and “Price Bid”.

<b>SL No.</b>	<b>Name of work</b>	<b>EMD</b>	<b>Cost of tender paper</b>	<b>Last date of sale of tender paper</b>	<b>Last date of receipt of tender paper</b>	<b>Date of opening of tender paper(Technical bid)</b>
<b>1</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>1.</b>	<b><u>Annual Maintenance Contract of Air Conditioners</u> of RPRC, Bhubaneswar.</b>	<b>Rs5,000/-</b>	<b>Rs420/- (Rs400/+ 5 % VAT)</b>	<b>03.11.16 up to4.00 pm</b>	<b>03.11.16 (up to 5.00 PM)</b>	<b>04.11.16 (at 4.00 P.M)</b>

Tender documents and other details can be down loaded from RPRC website ([www.rprcbbsr.com](http://www.rprcbbsr.com)) or from RPRC Notice Board

**-Sd-**

**(Administrative Officer)**



**GOVERNMENT OF ODISHA**  
**FOREST & ENVIRONMENT DEPARTMENT**

**DOCUMENTS FOR COVER - I**

**TECHNICAL BID DOCUMENTS**

**Annual Maintenance Contract of Air Conditioners**

**OF**

**REGIONAL PLANT RESOURCE CENTRE**

**BHUBANESWAR**

**CHIEF EXECUTIVE**  
**REGIONAL PLANT RESOURCE CENTRE**  
**BHUBANESWAR**



**REGIONAL PLANT RESOURCE CENTRE**  
**Nayapally, Bhubaneswar-751015, Orissa**  
**Forest & Environment Department**  
**Government of Orissa**

**Tender Call Notice For Annual Maintenance Contract of Air Conditioners**

**NO. 2376/RPRC**

**Date 19.10.2016**

Sealed tenders are invited in two bid system (**Technical bid and Financial bid**) from registered commercial enterprises / firms / agencies having TIN/SRIN no./ service tax registration No. along with VAT clearance certificate (in form no. 612) for the annual maintenance contract (AMC) of Air Conditioners . The agency should submit their offer to the undersigned by **03. 11. 2016 at 5 P.M.** Tenders received after due date and time shall not be considered. The tender should be submitted in a two bid format- **“Technical Bid”** and **“Price Bid”**. The firms who will qualify the technical bid will be eligible for opening of their Price Bid. Each envelope need to be clearly written on the top as **“Technical Bid”** and **“Price Bid”**.

-Sd-

**Administrative Officer**

Memo no.....dated, Bhubaneswar

Copy to Chairman Tender committee, RPRC.

-Sd-

**Administrative Officer**

Memo no.....dated, Bhubaneswar

Copy to Notice board, RPRC/ Website RPRC for information.

-Sd-

**Administrative Officer**

**A TERMS & CONDITIONS OF CONTRACT:-**

- 1) The tenderers are requested to go through the conditions of tender. Offers which do not fulfill conditions shall not be considered and shall be rejected without assigning any reason thereof.
- 2) The tender will be **received up to 5p.m. on 03.11.16** .and opened (**Technical Bid**) on dated **04.11.16 at 4.00P.M** in the office Chamber of Chairman of Tender committee, RPRC, Bhubaneswar in presence of the tenderers or their authorized representatives, who may like to be present .The sealed tenders will be received by **Speed post/Registered post** and can also be put into “**Tender Box**” available in the office of the **C.E, RPRC**. Telegraphic tenders or tender received through fax/ e-mail / courier will not be entertained. Incomplete documents and documents received after due date & time shall not be considered.
- 3) The sealed tender shall be submitted in two separate closed/sealed envelopes, one marked as “**Technical bid**” and the other as **Financial bid**” Both these envelopes shall be kept in a bigger envelope marked “**Tender Documents for Annual Maintenance Contract of Air Conditioners**” and be addressed to the **Chief Executive, Regional Plant Resource enter,Nayapalli,Bhubaneswar751015**
- 4) The offers received shall **remain valid for one year** from the date of tender opening.
- 5) RPRC shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.
- 6) The detailed specification and tentative quantity of **Annual Maintenance Contract of Air Conditioners is available in the scope of work (Annexure-I)**. RPRC reserves the right to increase or decrease the quantity of the same.
- 7) Each page of the tender documents must be duly signed and stamped by the tenderer as a token of acceptance of all the terms & conditions of the tender.
- 8) Prices must be quoted strictly as per financial bid format given at **Annexure-II** in this tender document and prices shall be firm and no escalation on account of service or material or any other reason what so ever.
- 9) Tenderers are requested to go through the scope of work, visit the site etc. and get fully acquainted with the nature and quality of work and get clarification about the job before submitting the offer.
- 10) The firm needs to be located in Bhubaneswar.

- 11) The annual maintenance contract (comprehensive, including of spares, accessories and compressor) will be valid for 1 year which may be extended depending upon performances.
- 12) During the period of AMC the agency shall attend faults within **12 hours** and in emergency case fault will be attended within **three hours**, in case the agency doesn't attend the fault within the stipulated time, the repair work will be done outside and cost of penalty will be deducted from the AMC bill.
- 13) The agency should identify and rectify the defects and operationalize the Air Conditioners. If the performance of the agency during any quarter of AMC period is not satisfactory the undersigned has the right to cancel the contract at any time.
- 14) The new spare parts to be replaced must be shown to the user concerned and old spares to be returned to the office with proper official record.
- 15) The Agency shall provide prompt service at the location where the Air Conditioners are installed and will obtain necessary certificates from the user.
- 16) The Agency should clean dust and dirt from the Air Conditioner in quarterly basis. All the electrical connection like current drawn, room temperature etc. should be noted down in the service report and should be counter signed by the occupants.
- 17) The name of a contact person and mobile number should be intimated to the center who should be contacted for all kind of services.
- 18) 25 % of the total AMC value will be paid on satisfactory performance and service report to the institute. The payment will be made once every quarter during the period of AMC after successful completion of the quarter. No payment will be made for the quarter for unsatisfactory performance and poor service.
- 19) The undersigned reserves the right to rescind contract for violation of terms and conditions of any time for the interest of the Organization .
- 20) Annual turnover of the firm need to be rupees **10 lakh / year** related to AMC.
- 21) The firm needs to provide a certificate that the firm have never been black listed by any of the Govt. organization.
- 22) The firm must have the service Tax registration certificate along with copy of challan deposited.
- 23) **Last three year performance certificate** (at least three no.) from Govt. Organization / public sector / semi-Govt. should be submitted by the Agency.
- 24) The decision of RPRC authority on short-listing and selection of firm is final and no claim/ liability etc. would be entertained

**B) EMD:-**

- a) **EMD of Rs. 5,000/-** is to be deposited in shape of Bank Draft/ Banker cheque in any Nationalized Bank duly pledged in favor of Chief Executive , RPRC. Offers received without EMD will be rejected. The EMD need to be enclosed with the technical qualification. Tenders without required amount of EMD is liable to be rejected out rightly and transfer or adjustment of EMD for this work will not be considered.
- b) Cost of the tender paper of Rs. 400/- (5% vat extra i.e. total of Rs. 420/-) shall be deposited in favour of Chief executive , RPRC in shape of Bank Draft/ Bankers Cheque from any Nationalized bank, without cost the tender will be rejected. This can also be paid at RPRC.
- c) The EMD of unsuccessful tenderers will be refunded after completion of the tender process.
- d) The EMD of successful tender will be refunded after final settlement of bills

**C) PROCEDURE FOR OPENING OF SEALED TENDER :-**

**TECHNICAL BID :-**

The technical bid (**Cover-I**) will be opened on **04.11.16 at 4P.M** (in the chamber of Chairman, Tender Committee ) in the presence of the bidders or their authorized representative, who are present at that time . The authorized representatives having written authorization for the purpose shall be allowed to be present during the time of opening of tender.

- (i) The technical bid so opened will be evaluated by the tender committee and list of qualified tenderer will be displayed in the Office notice board and the same will be communicated. The original documents are required to be produced for verification before the tender committee before the deadline for opening of price bids.
- (ii) The price bids of unsuccessful bidder ( Who have failed to satisfy the requisite pre-qualification ) will be returned without opening the same.

**PRICE BID :-**

Only the technically qualified tenders will be communicated the date and time before opening of the Price bid. The Price bid will be open in the Chamber of the Chairman, of tender committee. The authorized representatives having written authorization for the purpose shall be allowed to be present during the time of opening.

**D) QUALIFICATION CONDITIONS AND ELIGIBILITY CRITERIA:-**

**COVER- I (TECHNICAL BID )**

This cover will contain

**The tenderer is required to enclose self attested photocopies of the following documents along with the tender failing which their tenders shall be summarily /out rightly rejected and will not be considered .**

This cover will contain

- i) Copy of Registration Certificate of firm/Company.
  - ii) Photo copy of PAN card & Income Tax return for Assessment year 2014-15,2015-16,2016-17 and enclose the same duly certified by chartered accountant.
  - iii) Up to date VAT clearance
  - iv) Copy of Service Tax registration certificate (as applicable along with a copy of challan deposit).
  - v) Cost of tender paper for downloaded tender papers as detailed above amounting to Rs4,00/- (+) VAT (Rupee four thousand (+) VAT)(**non-refundable**) in shape of Demand Draft/Bankers cheque drawn in any Nationalised Bank in favour of Chief Executive, RPRC, payable at Bhubaneswar. In case of direct purchase from cash section of RPRC, the money receipt towards purchase of tender paper may be submitted in original.
  - vi) **Last three year performance certificate** (at least three no.) from Govt. Organization / public sector / semi-Govt. should be submitted by the Agency.
  - vii) Copy of client list for AMC including work order (at least three).
  - viii) Number and name of staff deployed by the firm and technical qualification of each of them (furnish a separate list)
  - ix) **Turnover certificate Rs. 10 lakhs per year related to AMC of ACs.**
  - x) **E.M.D as detailed above.**
- 2) The RPRC authority reserves the right to reject the offer at any stage of the tender including selection process without assigning any reason thereof.



**COVER-I ( Technical Bid)**

This envelope will be superscribed as

**COVER I- TECHNICAL BID FOR ANNUAL  
MAINTENANCE OF AIR CONDITIONERS**

**COVER-II ( Price Bid )**

This will contain only price bid document duly filled in with only **quoted rate/price.**

This envelope will be superscribed

**COVER II- PRICE BID FOR ANNUAL  
MAINTENANCE OF AIR CONDITIONERS**

**E) DECLARATION**

- 1) I/We do hereby declare that I/We have not been suspended/delisted/blacklisted by any Govt.Ministry /Department/Public Sector Undertaking/Autonomous Body/Financial institution/etc and I/We shall abide by all acts ,rules etc of the government.
- 2) Certified that the documents/papers furnished by me are true to the best of my knowledge and belief and in case of any wrong or false information, the RPRC has right to take any action as deemed proper against me/us. I also certify that I will abide by The Terms and Conditions of the tender.

**Place :-**

**Date:-**

**(Signature &Seal of the Tender)**

**Scope of the work:** The Scheme covers routine maintenance, minor breakdowns, major breakdowns and over hauling services including free replacements of genuine parts and charging of gas of window and split AC's.

#### **ANNEXURE-I**

<b>Sl no</b>	<b>Make/Model</b>	<b>Capacity</b>	<b>Quantity</b>
1	Carrier window AC	1 ton	10
2	Carrier split	1.5 ton	04
3	Samsung split	1.5 ton	01
4	L.G split	1.5 ton	07
5	Maxon split	1.5 ton	01
6	L.G split	2 ton	09
7	Samsung split	2 ton	06
8	Carrier split	2 ton	03
9	Voltas split	2 ton	03



**GOVERNMENT OF ODISHA**  
**FOREST & ENVIRONMENT DEPARTMENT**

**DOCUMENTS FOR COVER - II**

**PRICE BID DOCUMENTS**

**Annual Maintenance Contract of Air Conditioners**

**OF**

**REGIONAL PLANT RESOURCE CENTRE**

**BHUBANESWAR**

**CHIEF EXECUTIVE**  
**REGIONAL PLANT RESOURCE CENTRE**  
**BHUBANESWAR**

## ANNEXURE-II

Sl no	Make/Model	Capacity	Quantity	Unit Price (comprehensive, including compressor) excluding taxes
1	Carrier window AC	1 ton	10	
2	Carrier split	1.5 ton	04	
3	Samsung split	1.5 ton	01	
4	L.G split	1.5 ton	07	
5	Maxon split	1.5 ton	01	
6	L.G split	2 ton	09	
7	Samsung split	2 ton	06	
8	Carrier split	2 ton	03	
9	Voltas split	2 ton	03	

Sold for the work: A.M.C. for Air Conditioners at RPRC, BBSR

Vide receipt no.....dated.....

**-Sd-**  
**Administrative Officer**