

**OFFICE OF THE CHIEF EXECUTIVE OFFICER
ATAL AMRIT ABHIYAN SOCIETY, ASSAM
Nayantara Super Market Complex, Six Mile, G.S. Road, Guwahati-22**

File No. AAAS/ Assam/ Tender for AMC-AC/2020-21/137/82

Date: 13.3.2024

QUOTATION NOTICE

Sealed quotations affixing non refundable court fee stamp of Rs. 8.25 is hereby invited from the intending firm /contractor for Annual Maintenance of Air Conditioner machine of the Office of the Chief Executive Officer, Atal Amrit Abhiyan Society, Assam at Nayantara Supermarket Complex Building 3rd floor, Six Mile Guwahati-22 under the Medical Education & Research Department, Govt. of Assam for the financial year 2024-25. The Tender document may be downloaded from the official website- atalamritabhiyan.assam.gov.in

A) Description of the A/C machines for Annual Maintenance

Sl. No.	Capacity	Qty.	Make
1.	1.5 ton (Split Type A.C. machines)	05	Make: voltas
2.	2 ton (Split Type A.C. machines)	05	Make : Voltas
3.	11 ton (Central AC machines)	02	Make- Bluestar
4.	Cassette AC	04	Make: Bluestar

B) The following documents are to be duly enclosed with the quotation

1. The bidders should submit up-to-date Trade License, PAN CARD and GST Registration Certificate from competent Authority.
2. Experience certificate of similar nature works taken up during last 3 financial year (2020-21, 2021-22 & 2022-23) in Government/Semi Government/Autonomous body/PSU.
3. Average Annual turnover statement for last three financial years (2020-21, 2021-22 & 2022-23) should be at least Rs. 5 lakhs/- and certified by the Auditor/Chartered Accountant.
4. Upto date Affidavit for non blacklisting on non judicial stamp paper in any Government/Semi- Government/ PSU dept from public notary / competent legal authority.
5. The rate quoted shall exclude all statutory taxes as per current Govt. rules in the state. Separately shown the GST or other statutory taxes rate.
6. The rate should be quoted for servicing and gas refilling excluding cost of spares / materials required during maintenance with compressors.
7. The rate should be quoted both in figure and words.

C) Terms & Conditions -

- (i) The interested firm /contractor are requested to submit quotation on 21.3.2024 before 3:00 p.m. in the office undersigned.
- (ii) The Bid Processing fee (Non-refundable) of Rs. 100 (Rupees Hundred Only) in the form of Demand Draft drawn on any Nationalised/Scheduled Bank of India in favor of "Atal Amrit Abhiyan Society, Assam" payable at Guwahati must be submitted along with the Tender Document.
- (iii) The undersigned reserves the right to accept or reject any or act of the quotations without assigning any reason thereof.
- (iv) The undersigned does not bind himself to accept the lowest or any other rates.
- (v) The decision of the Chief Executive Officer, AAAS will be final in all cases.
- (V) The Quotations will be opened at same date at 4 pm.

Sd/-

Chief Executive Officer
Atal Amrit Abhiyan Society, Assam



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DETAIL NOTICE

1. **SCOPE OF WORK AND TECHNICAL SPECIFICATION OF IT ITEMS**

- a) The AMC service has to be given onsite only.
- b) Maintenance & Service of Air Conditioners installed in AAAS Office for any electrical work related to Air Conditioners, oiling, cleaning, gas charging, arrangement of ladder for outside work etc. The office will not provide any kind of equipment, electrician etc.
- c) The vendor shall be responsible to depute technical personnel onsite within 2 hours from the time of reporting about any break down, issues/ problems or any such requirements, failing to do so will attract penalty as mentioned at Section 2 point XVIII of this document.
- d) The firm shall be with experience of minimum 03 years in the similar work in Government Offices/PSU's/ Reputed Organization.
- e) This Office has the right to modify/ cancel the quotation without assigning any reason thereof.

SECTION 1
PARTICULARS OF THE BIDDER

Sl. no.	Particulars	Details
1	Name of the Bidder	
2	Registration No and Valid Up to	
3	Address of the Registered Office	
	Phone No:	
	Fax No:	
	Official Email ID:	
4	Year of Establishment	
5	Type of Organization (Govt. Undertaking/ proprietorship Corporation/ Public Limited/ Private Limited/etc)	
6	Name & Designation of the Authorized Signatory	
7	Contact Person	
	Name:	
	Designation:	
	Phone No:	
	Fax No:	
	Mobile No:	
	Email ID:	
5	Website, if any	
6	Address of Guwahati/Assam Office	
7	Contact Person of Guwahati/Assam Office	
	Name:	
	Designation:	
	Phone No:	
	Fax No:	
	Mobile No:	
	Email ID:	
8	Date of Operational of Service in Assam	
9	Brief Description of the organization	

SECTION 2 INSTRUCTION TO BIDDERS

- i) The Tender document may be downloaded from the official website- atalamritabhiyan.assam.gov.in .Bids will be opened in the presence of bidders or their authorized representatives on 21.3.2024 at 4 PM.
- ii) The tender needs to be submitted in two bid system - Technical Bid and Financial Bid. Both the bids should be submitted in two separate sealed envelopes mentioning the subject on the cover respectively and put inside a third envelope mentioning tender name, closing date & time, information of the bidder written in the bottom left corner including contact numbers. If both the bids are submitted inside a single envelope or if the envelopes are not sealed, those bids shall not be accepted and will be returned without evaluation.
- iii) The Technical Bid envelope shall consist of tender document (signed in all pages), court fee stamp, EMD, bid processing fees and all supporting documents as mentioned under Section 3.
- iv) The Financial Bid shall consist of documents as mentioned under Section 4. In no circumstances the financial bid shall be put inside technical bid envelope which if found shall be rejected.
- v) At any time prior before the date of submission of bid, the Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective bidder, modify the Tender document by issuing a corrigendum. The change(s) in the Tender document shall be uploaded on the official website nrcassam.nic.in only.
- vi) The bidders are advised to check the website before submission of Tender document in order to make necessary changes in the bid, if any. In order to provide reasonable time to take the amendment into account in preparing the bid, the Tender Inviting Authority, may at its discretion, extend the date and time for submission of the bid.
- vii) Interested bidders, if they so desire, may also obtain further information/clarification from the Office of the Atal Amrit Abhiyan Society, 3rd Floor, Nayantara Supermarket Complex, Six Mile, Khanapara, Guwahati – 781022 during office hours only.
- viii) In case any of the document/information(s) furnished by a bidder found to be false or forged, such proposal will be rejected and will not be considered for further process. The bidder shall be liable to be blacklisted and any penal action deemed fit by this Office may be initiated against the bidder. Excuses like typographic error, etc. shall not be entertained.
- ix) The bidder shall sign and put official seal in each page of the proposal document.
- x) The Bid shall remain valid for a period of 90 days after opening of the Bid. Tender Inviting Authority may solicit bidders' consent for an extension of validity period.
- xi) The contract shall be valid for a period of 2 (two) year which may be extended maximum upto 1 year or reduced at the discretion of the Office. The contract will be effective after signing of agreement with the office.
- xii) Bidder shall have to quote rate for servicing & Gas Charging as per section 4 .
- xiii) Performance Bank Guarantee: The selected bidder will be required to furnish a Performance Guarantee of 10% of work value by way of Bank Guarantee drawn on Nationalized Bank within 7 days of signing of the contract agreement. Performance Bank

Guarantee should be valid up to 90 days beyond the date of completion of Contract Period.

xiv) Force Majeure Clause:

- a. Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract) if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and any other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.
- b. In such circumstances the time stipulated for the performance of an obligation under the present contract may be extended accordingly for completion of works.
- c. The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (ten) days from the moment of their beginning.
- d. If the impossibility of complete or partial performance of an obligation lasts for more than one month's either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 1 (one) month to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

xv) Evaluation Criteria-

The broad guidelines for evaluation of bids will be as follows:

- a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the tender, both Technically and Financially.
- b. The Technical bids forwarded by the bidders will be evaluated by the office with reference to the eligibility criteria mentioned in the tender. The Financial Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation. The Technical bid(s) of the technically unsuccessful bidder(s) will be kept unopened.
- c. The bidder will be decided upon the lowest acceptable price quoted by the particular bidder as per the Financial Bid Format. All taxes and duties quoted by the bidders will be taken into account. The ultimate cost to the office would be the deciding factor for ranking of bids.

xvi) Terms and Conditions:

- i) Preventive Maintenance: The agency shall carry out preventive maintenance regularly and shall plan the activities, as per schedule of quantities, in such a manner that maintenance is carried out for each equipment three dry servicing and two wet servicing in a year. A separate logbook should be maintained to record the preventive maintenance carried out on each equipment and get signed by Administrative Department of AAAS.
- ii) The agency shall include scheduled preventive maintenance services which cover periodic and break down servicing, along with replacement of defective spare parts, including compressor and other consumables, if required during the contract period. In case of requirement of replacement of any spare parts of any equipment, additional expenses will be reimbursed on actual expenses/ actual MRP.

xvii) Penalty: The following penalty clauses shall be in force during the contract period with the vendor.

- (a) If the firm does not attend to the complaint within 2 (two) hours from the time of registration of the complaints, a penalty @3% of the value of bill submitted for the period.
- (b) In case of requirement of replacement of any spare parts of any equipment, the same should be replaced within 2 days (even if the 2nd day falls on holiday) and in case of Compressor, Motor, Fan etc, same should be replaced/ repair within 4(four) days (even the 4th day falls on holiday). Penalty shall be levied @2% of the value of AMC charges for that equipment for each day in case of delay in the replacement of the parts.
- (c) If the firm does not carry out the preventive i.e three dry servicing and two wet servicing in a year , Penalty shall be levied @10% of the value of AMC charges

xviii) Forfeiture of PBG: Non-compliance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender floated by this Office. The Performance Security submitted by the bidder shall be forfeited in the event of non-completion of AMC Order.

xix) Payment Terms: No advance payment will be made to the firm/ company in any case. Payment shall be made yearly after certification of satisfactory work by the Administrative department of AAAS. Bills to be submitted in triplicate along with necessary supporting.

xx) All the complaints received shall be attended to by the firm in the following manner-

- a) Critical faults-immediately within 2(two) hours.
- b) Minor faults within 6 hours by replacement method, with the available spares, if instructed from the O/o AAAS.
- c) Major faults within 48 hours which are to be got serviced from authorized service centres.
- d) If the AC is required to be transported to the service workshop for repairs, the same shall be undertaken at the risk and cost of the firm.
- e) The replacement of components shall be as per manufacturer's instructions and as per the decision of the authorized officer O/o AAAS.
- f) The service provider will carry out preventive maintenance of all air conditioners, cleaning of filters, washing and checking of gas etc. Three dry servicing and two wet servicing in a year. Periodicity will be reasonably spaced.

SECTION 3
ELIGIBILITY CONDITIONS (TECHNICAL BID)

Sl. no.	Eligibility conditions	Documentary proof
1	The bidder must have at least 3 (three) years of experience of providing similar services to any Government/ PSUs/ Reputed private organizations etc.	Copies of Work Orders to be submitted in chronological manner (beginning from the latest) with self-attestation.
2	Average Annual turnover statement for last three financial years (2020-21, 2021-22 & 2022-23) should be at least Rs. 5 lakhs and certified by the Auditor/Chartered Accountant	Turnover certificate duly certified by the Auditor/Chartered Accountant
3	A declaration on the bidder/agency's letterhead regarding the availability of manpower.	
4	Submission of Earnest Money	The applicant has to deposit Earnest Money (EMD) of Rs. 5000/- (In words Five Thousand Only). In case of SC/ST the EMD will be Rs. 2500/- (Rupees Five Thousand Only) provided SC/ST certificates from the competent authority, in the form of a Demand Draft from any scheduled/ Nationalized Bank drawn in favor Atal Amrit Abhiyan Society, Assam payable at Guwahati in a proper sealed Envelop Superscribed at "Tender for AMC for Air Condition ". Bidders are requested to write their name and full address at the back of Demand Draft (Overleaf). For MSME , EMD is exempted, however bid processing fee is not exempted.
5	Should have HO/RO/Branch office in Guwahati.	Document providing establishment in Guwahati.
6	Registration Certificate as per existing norms	Attested copy of registration certificate.
7	9.1 GST Registration Certificate 9.2 Trade License	Attested copies of the up to date certificates including up to date GST clearance certificate needs to be submitted along with the bid.
9	Should have a valid PAN issued by the Income Tax Office.	Attested copy of PAN.
10	Bid Processing Fee (Non-refundable)	An amount of Rs. 100 (Rupees One Hundred only) is to be paid as Bid Processing Fee (non-refundable) in the form of Demand Draft drawn on any Nationalised/Scheduled Bank of India in favour of "Atal Amrit Abhiyan Society, Assam" payable at Guwahati must be submitted along with the Tender Document.
11	Signature & Seal	The Tender Document shall be signed by the bidder in all the pages with official seal. The pages of the Tender Bid should be arranged chronologically as per the information sought.

12	Blacklisted	Upto date Affidavit for non blacklisting on non judicial stamp paper in any Government/Semi-Government/ PSU dept from public notary / competent legal authority.
13	Valid electrical contractor's licence issued from the department of power, Govt .Of Assam	
14	Air Conditioner Maintenance experience certificate issued by the competent authority or authorized dealer	

SECTION 4

FINANCIAL BID

The price quoted against an item shall be considered as the cost of AMC for a year with reference to SECTION 2- xii

Sl. No.	Item Description	Make/Model	Quantity (in numbers)	Unit Price (excluding GST)	Rate of GST	Unit Price (Including GST)	Total Price (Including GST)
1	1.5 ton (Split Type A.C. machines)	Make: voltas	5				
2	2 ton (Split Type A.C. machines)	Make: Voltas	5				
3	11 ton (Central AC machines)	Make: Bluestar	2				
4	Cassette AC	Make: Bluestar	4				
	Total		16				

-----End of Tender Document-----