



Govt. of India
Ministry of Labour and Employment
Directorate General of Mines Safety



No. D-21014/114/2017/S&T(HQ)/ 421

Dhanbad Dt. 7/4/2017

NOTICE INVITING TENDER

Sub: Quotation for AMC of Window & Split Air Conditioners installed at Directorate General of Mines Safety, Dhanbad.

Sir,

Sealed quotations are invited for Annual Maintenance Contract (AMC) of 65 nos. window & 60 nos. split Air-conditions of 1.5/2.0 tonne capacity installed in different sections of DGMS HQ and Central Zone, Dhanbad, excluding compressor replacement.

Bidders may inspect the above said Air Conditioners by visiting the office on working days with intimation to the undersigned.

The bids shall be submitted in **Two Bid Pattern** i.e. **Technical Bid** and **Price Bid** in **two separate sealed covers/envelopes** distinctly marked accordingly and sealed inside a single cover/envelope **with tender notice reference No. and date**. Techno-Commercial Bid should have **NO MENTION** about any quotable price of the item. Bids not received in accordance with the above are liable to rejection.

Annexure – A of the Notice Inviting Tender contains terms and conditions, **Annexure – B1** contains proforma for submission of Technical bid and list of documents to be submitted with Technical bid and **Annexure – B2** contain proforma for submission of Price bid.

Technical Bid and Price Bid are required to be submitted on the official letter pad of the Firm and duly authenticated and stamped on each page thereof.

Earnest Money Deposit (EMD): **Rs. 7000/-**

All offers should be valid for at least **90 days** from the closing date of tender.

Issue of Tender Document: From the date of publication of this tender notice to date of acceptance of offer.

Last date of Acceptance of Offers/Tenders: **28th April, 2017 upto 16.00 Hrs.**

Opening of Technical Bid: **28th April, 2017, 16.00 Hrs. onwards.**

Opening of Price Bid: **4th May, 2017, 16.00 Hrs onwards.**

The bids should be addressed to Director of Mines Safety(S&T), DGMS, Viksah Bhawan, Dhanbad (Jharkhand) -826001. Incomplete quotations are liable for rejection and quotations received after due date and time shall not be opened. The Director General of Mines Safety shall have no responsibility for delay or non receipt of tender documents sent by post.

Director of Mines Safety (S&T)
DGMS, Dhanbad

NOTE TO TENDERERES

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1. The period of annual contract shall be for one year from the date of award of the contract.
2. The AMC shall include quarterly servicing of AC's; and gas charging and replacement of spare parts, except compressor, as and when required.
3. Service Tax registration number and PAN must be mentioned; otherwise quotation may not be accepted.
4. In case the bidder is exempted from Service Tax, authentic documentary proof of such exemption must be attached. Mere statement, that one doesn't have Service Tax registration number for his annual turnover is below the exemption limit of tax, shall not be accepted.
5. The rates may be quoted mentioning applicable taxes. If taxes are not mentioned separately, it will be presumed that the price quoted is inclusive of all taxes.
6. Earnest money deposit in form of bank draft/ pay order in favor of Pay & Account Officer, Director General of Mines Safety, DGMS, DHANBAD, INDIA is required to be submitted by bidders other than those registered with DGS&D, any Govt. department or any Lab/ Estt. along with their quotation. If a bidder withdraws or derogates from the tender in any respect within the period of validity of his tender then EMD will be forfeited. Bidders registered with any of the above organization must submit the proof of registration to avail exemption from EMD. Demand Draft/ pay order should be enclosed with Technical Bid.
7. The firms possessing at least one year experience in "Annual Maintenance Contract" of air conditioners in any government establishment or PSU shall only be eligible. The bidders shall submit copy of work order(s) and performance certificate issued by the concerned organization(s) as documents in support of their experience.
8. All certificates and documents as required in the NIT shall be duly authenticated and stamped.
9. Any financial loss caused due to damage of any part of the ACs by the contractor would be deducted from the bills payable to him.
10. The contractor, entering into the AMC, shall depute qualified and experienced mechanics for upkeep and maintenance of the ACs. Calls should be attended promptly and within a reasonable time frame.
11. Whenever an AC or any part thereof need to be taken out by the mechanic for maintenance/repair to the workshop, necessary permission shall be obtained by him, and no extra charges will be paid for this work.
12. Payment of AMC charges will be made on submission of the bill on half yearly basis, subject to satisfactory performance of work.
13. The firm shall have to attend all complaints regarding ACs under maintenance contract installed at DGMS, HQ and Central Zone Dhanbad and it shall be rectified within two days from the date of complaint.
14. No increase in amount shall be considered at all during the full period of AMC except for revision in any taxes as per Government policy. No other charges will be payable like transportation, fare, etc. for providing the services under AMC.
15. The job shall be entrusted on the basis of "As is where is".
16. DGMS reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory, or if the contractor dishonors the contract. The decision of DGMS in this regard shall be final and binding upon the contractor.

DIRECTOR GENERAL OF MINES SAFETY, DGMS, DHANBAD, INDIA RESERVES THE RIGHT TO ACCEPT OR REJECT ANY TENDER EITHER IN WHOLE OR IN PART WITHOUT ASSIGNING ANY REASONS WHATSOEVER.

Performa for Technical Bid

1. Reference No. of NIT :
2. Name of the Firm :
3. Name of Proprietor :
4. PAN No. :
(Enclose self certified copy of PAN Card)
5. Service Tax Registration No. :
(Enclose self certified copy of Service tax reg. Certificate. In case the bidder is exempted from Service Tax, authentic documentary proof of exemption from Service tax must be attached.)
6. Earnest Money Deposit (EMD) : Rs.....DD/pay order No.
(Enclose bank draft/ pay order)
7. Details of past experience in "Annual Maintenance Contract (AMC)" of ACs in any Govt. Establishment or PSUs:

Sl. No.	Name of organization where worked	Nature of Work	Duration of work experience	Remarks
Total				

8. Validity of the offer:
9. Any other details:
10. Details of documents enclosed:

1.
2.

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

Signature and Seal
of the Proprietor / Bidder

Date :

Performa for Price Bid

1. Reference No. of NIT :
2. Name of the Firm :
3. Name of Proprietor :

Price Bid:

The bidders are required to quote their ROCK BOTTOM RATES. The rate shall be quoted by the bidders in the following format.

Sl No.	Description of Service	Rate for AMC per AC (In Rs.)	Service Tax @_% (In Rs.)	Total Amount for 125 number ACs (In Rs.)
1.	AMC of 65 numbers of Window & 60 numbers of Split AC of 1.5/2.0 tonne capacity at DGMS, (HQ) and Central Zone, DGMS, Dhanbad excluding compressor replacement.			

Signature and Seal
of the Proprietor / Bidder

Date :