e-Tender Notice for Annual Maintenance Contract of Air Conditioners

Sealed tenders are invited from reputed Service Providers for the award of Annual Maintenance Contract of Air Conditioners of this office located at Port Area, Visakhapatnam and Guest House at Sand Hills for a period of one year from the date of award of contract.

1. The interested parties with experience of having provided AMC to Government offices / Semi Government Officers and Public Sector Undertaking may submit their bids. Further, the interested bidders may download the contents along with terms and conditions and other particulars from the Departmental website www.cbic.gov.in / www.vizagcustoms.gov.in or obtain the same from the Buildings & Administration section located at the above mentioned address.

2. The bids to be submitted at the address indicated supra either in person or through Registered post.

3. The interested Service Providers are requested to indicate the rates for each category of Air Conditioners for the AMC and submit the two bid system in a sealed envelope-I containing Technical Bid and sealed envelope-II containing Financial Bid and both the envelope placed in a third sealed envelope bearing the words “Tender for AMC for Air Conditioners” and should reach to the Asst. Commissioner of Customs (Admn), Custom House, Port Area, Visakhapatnam – 530 035.

4. Last date for submission of bids: 01.01.2021 by 17.00hrs.

5. Bid opening date: 08.01.2021 at 1100 hrs.

(M K SRIVATAVA)
ASST. COMMISSIONER OF CUSTOMS (ADMIN.)
ANNEXURE-I

Eligibility criteria for bidding for AMC of Air Conditioners:

1. The service providers should have been in existence for not less than 03 years in the trade with maintenance of Air Conditioners exclusively.
2. The service providers must have previous experience of maintaining Air Conditioners in Government Organisation/PSUs.
3. The service provider’s contract should not have been terminated before the expiry of the full term or in any of the previous years by any Organisations.
4. The bidders must be from local area of Visakhapatnam and must have sufficient technicians readily available to attend any complaints/issue at short notice.
5. The copies of registration of the firms with other government department viz., GST Registration, PAN No, VAT No, Trade Licence etc. should be provided.
6. Failure to submit any of the documental evidence for Registrations, Experience etc. as mentioned above shall result in disqualification of the bidder at the Technical Stage itself.
7. If the service provider meets the above technical requirement, they may apply in the proforma placed at Annexure V and VI, each in a separate envelope and both shall be kept in the third sealed envelope.
8. The payment shall be made through e-payment only and hence, the service provider should provide the details of Bank Account held by them which are linked with online facility.
ANNEXURE – II

Conditions Governing AMC:

1. This Office reserves the right to reject any tenders without assigning any reason whatsoever. Tenders in which any of the particulars and prescribed conditions are not fulfilled are liable to be rejected.

2. The service provider shall carry out full maintenance, cleaning and service of all the Air Conditioners on monthly basis.

3. The maintenance service by the service providers shall include half yearly preventive service and breakdown maintenance of all Air Conditioners given for AMC.

4. The service provider will carry out the repairing of the whole unit and parts thereof at their service station or in the Custom House.

5. Charges regarding shifting of Air Conditioners from the Custom House/Guest House/Docks area to/from the service station of the service provider will be covered in this AMC itself and the service provider shall not raise bills for payment by this Office on account of gas filling of ACs.

6. Cost of replacement of all parts including compressor, spares etc. will be borne by the department.

7. The service provider shall maintain a complaint register of all ACs maintained/serviced by them and get the counter sign of the proper officer on the register immediately after attending to the complaint.

8. This contract will be effective for a period of one year and payment of this contract will be made on quarterly basis.

9. The service provider shall raise an invoice in triplicate immediately after the completion of a quarter for initiating payment.

10. The Principal Commissioner of Customs, Visakhapatnam reserves the right to terminate the contract at any time if the services of AMC are not up to the mark.
ANNEXURE - III

List of Air Conditioners

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Air Conditioner</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Window type Air Conditioner</td>
<td>01</td>
</tr>
<tr>
<td>2</td>
<td>Split type Air Conditioner</td>
<td>53</td>
</tr>
<tr>
<td>3</td>
<td>Cassette type Air Conditioner</td>
<td>04</td>
</tr>
<tr>
<td></td>
<td>Total No of ACs</td>
<td>58</td>
</tr>
</tbody>
</table>
ANNEXURE – IV

Declarations by Tenderer

1) It is certified that to the best of my/our knowledge that none of my/our relatives are serving in Customs & CGST Department, Visakhapatnam in any capacity. In case the statement is found incorrect, I/We shall be liable for penal and legal actions as warranted under rules.

2) I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be engaged by the department in future.

3) This is to certify that I/We have before signing this tender read carefully and understood all the terms and conditions in the Tender Document and undertake myself/ ourselves to abide by them.

(Signature of Tenderer with seal)

Name:
Seal:
Address:

Phone No:
Date:
ANNEXURE - V

Tender Document

O/o The Principal Commissioner of Customs, Port Area, Visakhapatnam.


TECHNICAL BID

(In separate Sealed Cover – 1 super scribed as Technical Bid)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name &amp; address of the Tenderer organization with phone number, e-mail and name &amp; telephone/mobile no of contract person</td>
</tr>
<tr>
<td>2</td>
<td>Experience in the work of providing AMC for Air Conditioners. Particulars; this shall cover last two years a/w a certificate from the agency where the job was carried out.</td>
</tr>
<tr>
<td>3</td>
<td>Experience in the Govt./PSU Sector with respect to providing of AMC for ACs (attach certificate).</td>
</tr>
<tr>
<td>4</td>
<td>Name of organization with complete address and telephone numbers to whom service provided</td>
</tr>
<tr>
<td>5</td>
<td>Is the company registered with the govt; Service tax registration no. (attach copy)</td>
</tr>
<tr>
<td>6</td>
<td>PAN No. (attach copy)</td>
</tr>
<tr>
<td>7</td>
<td>CGST No.(attach copy)</td>
</tr>
<tr>
<td>8</td>
<td>Any other Govt. registered document (attach copy)</td>
</tr>
</tbody>
</table>

Date: ____________________________

Signature of the Head of the firm (with stamp/seal)
ANNEXURE – VI

Tender Document

O/o The Principal Commissioner of Customs, Port Area, Visakhapatnam.


FINANCIAL BID DOCUMENT

(In separate Sealed Cover – 2 super scribed as Financial Bid)

1. Name of the Firm/Company:
2. Complete Address:
3. Name & address of the partners/: Directors (with mobile no)
4. Financial Bid Details:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Rate of Service charges for 01 AC for the year 2021</th>
<th>Rate of Service charges for all 58 Nos of ACs for the year 2021</th>
<th>Rate per quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Date:

Signature of the Head of the firm (with stamp/seal)