



प्रधान आयुक्त का कार्यालय,
सीजीएसटी और केंद्रीय उत्पाद शुल्क, नागपुर- I,
तेलंगखेड़ी रोड, सिविल लाइंस, नागपुर- 440001
**Office of the Principal Commissioner,
CGST & Central Excise, Nagpur-I,
Telangkhedi Road, Civil Lines, Nagpur- 440001**



C. No. I(22)19/2018/Admin

Nagpur, dated 07.06.2021

**LIMITED TENDER NOTICE FOR INVITING QUOTATION FOR
COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF DIFFERENT
TYPE OF AIR-CONDITIONERS**

Office of the Principal Commissioner, CGST & Central Excise, Nagpur-I Commissionerate, Nagpur invites the sealed quotations for Comprehensive Annual Maintenance Contract of different type & brands of Air-conditioner. The site locations include the **GST Bhavan, Civil Lines, Telangkhedi Road, Civil Lines, Nagpur-440001.**

2. The interested firms should submit their tenders in two-bid system i.e. Technical bid and financial bid separately inside the main envelope. The technical bid and the financial bid should be sealed by the bidder in separate envelopes duly super scribed with "Technical bid for AMC for Air-conditioners" and "Financial bid for AMC for Air-conditioners" respectively and both these sealed covers are to be put in a bigger envelope which should also be sealed and duly super scribed with "Bids for AMC of Air-conditioners" and sent to the undersigned on or before 08/06/2021. Technical bid will be opened first and Financial Bid will be opened only of those firms, who qualify the Technical Bid.

3. The numbers of Air-conditioners for which tenders are invited for Comprehensive Annual Maintenance Contract are 94 of different brands.

4. The Limited Tender Notice can be downloaded from the website www.cenexcisenagpur.nic.in and www.cbec.gov.in.

Last date for receipt of Tender: **16/06/2021 up to 14:00 hrs.**

Tenders shall be opened on: **17/06/2020 at 16:00 hrs.**

5 (i) The vendors shall be required to furnish bid security (EMD) amounting to Rs.3,000/- (Rs. Three Thousand only) with their bids. It shall be accepted in the form of Account payee Demand Draft in favor of **the Assistant Chief Account Officer, CGST, Nagpur-I, Nagpur.** Bid security shall remain valid for at least 45 days beyond the final bill validity period. Bid security of unsuccessful bidders would be returned within 30 days after the award of contract.

(ii) The tender submitted without EMD will be rejected summarily.

6. While submitting the tender, the following conditions should be followed

(i) The firm should have office in Nagpur and should provide documentary evidence of PAN and GST number, Aadhar card for residence proof.

(ii) Tenders may be addressed to the Principal Commissioner, CGST & Central Excise, Nagpur-I Commissionerate GST Bhavan, Civil Lines, Telangkhedi Road, Civil Lines, Nagpur-440001 super scribing "Tenders for CAMC for Air-conditioners on the top of the sealed envelope indicating the firm name and full address.

(iii) The tenders may be sent through registered post / speed post / by hand. However, this office will not be responsible for any postal delay.

(iv) The company should have undertaken AMC for at least one Central/State Government Department/Public sector Unit (PSU), in Nagpur and should have provided the supporting documents from their local offices at the designated customer sites.

(v) The company must have expertise in the field of maintenance of Air Conditioner machines and its service engineer must be knowledgeable enough to troubleshoot any problem related to the machines.

(vi) Tenders should be duly assigned by the competent authority / authorized person of the firm.

(vii) Tenders will be evaluated on the basis of Total amount given Annexure-II of Financial bid

(viii) This office reserves the right to verify the credentials submitted by the bidders at any stage (before or after the award of work). If at any stage, any information/documents submitted by the bidder is found to be incorrect /false / fabricated or have some discrepancy which disqualifies the firm then, CGST Nagpur-I shall take the following action - a) Forfeit the entire amount of EMD submitted by the firm. b) The agency shall be liable for debarment from tendering in CGST Nagpur-I, apart from any other appropriate contractual /legal action.

(ix) Information and instructions for bidders posted on website shall form part of bid document.

(x) This office reserves the right to accept / reject any oral tender without assigning any reason.

(xi) Site inspection (Where the AC machines are installed can be done from 09.06.2021 to 15.06.2021 (on working day) with prior information to the undersigned/ Superintendent (Admin), if required for submission of bids/quotations.

7. The terms and conditions of the contract will be as given below:

(i) The quoted rate should be valid for one year from the date of signing the Agreement.

(ii) The Comprehensive AMC also includes replacement to the parts, if required, without any extra cost and the same should be of standard quality.

(iii) The equipment will not be moved out of our office premises without prior permission and valid gate pass. All transportation cost involved for this purpose will be borne by the firm.

(iv) Normal service hour will be from 10=00 AM to 5=00 PM on all working days (Monday to Friday). In exceptional circumstances, services need to be provided outside of these hours or on Saturdays / Sundays / Holidays at the discretion of and convenience of the office.

(v) A part from break-down / fault call, there will be a preventive maintenance to check effective working of equipment at regular in travel in each quarter.

(vii) Penalty Charges @ Rs. 200/- per day will be levied and deducted from payment in case of failure to attend the call / complaint with in one working day of recording the same with the firm. In case, any of the equipment i.e. to be taken to the workshop for repairing, standby equipment shall be provided, free of any cost to this office.

(viii) Government reserves the right to terminate the agreement by giving one month's prior notice in writing and accordingly recalculate CAMC charges on pro rata basis.

(ix) Payment will be made on quarterly basis at the end of the each quarter on successful completion of the contractual obligations basis subject to availability of the fund.

Enclosures: Annexure A & B

(Swachhand Chavan)
Deputy Commissioner (P&V)

Copy to:

1. The Superintendent (Systems), Nagpur-I Commissionerate, Nagpur with request to upload the tender for publication in the official website www.cbic.gov.in And www.cgstnagpur.nic.in.
2. Notice Board
3. Guard File

(Abhinandan Tembhurne)
Superintendent (Admin)

ANNEXURE A

TECHNICAL BID (QUALIFYING BID DOCUMENT) CHECK LIST

Sr. no.	Criteria	Details
1.	Name of company/Firm	
2.	Address of company	
3.	Tel no., and E mail address	
4.	Status of ownership proprietary/ partnership/ Company	
5.	GST registration no. (If applicable)	
6.	Is company have undertaken AMC for at least one Central /State Government Department/Public sector Unit (PSU),	Name of the Client / Contact No / Contact Person
7.	PAN no. of company /Firm	
8.	Whether EMD of Rs. 3000/- is attached or Not	
9.	Whether company agrees on "Terms and Conditions governing AMC" mentioned in Annexure-II.	

(Bidder is required to submit documentary proof in respect of point 2, 5, 6, 7,8)

ANNEXURE B

FINANCIAL BID

(To be submitted in a separate sealed envelope super- scribe as “Financial Bid”)

1. Name of the Firm :
2. Full Address (with Telephone Number)
3. Rates should be indicated in both figures and words. If there is any difference between the two said rates, the rates quoted in words will prevail

Sr.No	Cost of providing Comprehensive AMC of one (01) AC Machine for one year (inclusive of all taxes)	Cost of providing Comprehensive AMC of 94 AC Machine for one year (inclusive of all taxes)

Cost of providing Comprehensive AMC of 94 AC Machine for one year (inclusive of all taxes)(inclusive of all taxes) (in digits) :-

Cost of providing Comprehensive AMC of 94 AC Machine for one year (inclusive of all taxes)(inclusive of all taxes) (in words) :-

DECLARATION

I hereby certify that the information furnished in Annexure A & B is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future. I/ We convey our unconditional acceptance to the terms and condition as mentioned in the tender document.

Signature and Seal of Authorized
Signatory with date