



भारतीय उष्णदेशीय मौसम विज्ञान संस्थान
INDIAN INSTITUTE OF TROPICAL METEOROLOGY,
(पृथ्वी विज्ञान मंत्रालय का स्वायत्त संस्थान, भारत सरकार के अधीन)
(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)

Ordinary Post

सं. / No. PWS/141/2015/11

दिनांक / Date:

मेसर्स / M/s.

प्रिय महोदय / Dear Sirs,

“दिनांक _____ की पूछताछ से _____ की अनुक्रिया में दिनांक _____ की नवोदित दर सूची,” लिफाफे पर लिखे मुहरबंद निवोदित दर सूची निम्नलिखित भण्डारों की आपूर्ति के लिए संस्थान दिनांक _____ के 12.00 घंटे तक निमंत्रित है जिन्हें उसी दिन 15.00 घंटे तक खोला जाएगा।

Quotation in sealed cover superscripted there on quotation due on 19th May 2015 response to Enquiry No. PWS/141/2015/11 dated 27th April 2015 is invited for Comprehensive Annual Maintenance Contract of Air-Conditioners so as to reach this Institute latest by 12:00 Hrs. on 19th May 2015 which will be opened on the same day at 15:00 Hrs. on 19th May 2015 .

The quotation shall normally remain valid for a minimum period of 120 days from the date of opening

इस पष्ठ की दूसरी और छपे अनुदेशों को ध्यान में रख कर निवोदित दरसूची भरी जाएगी।

The quotation shall be filled in with the consideration to the instruction printed overleaf.

क्रम सं. Sr. No.	विवरण Description	इकाई Unit	मात्रा Quantity
01.	Comprehensive Maintenance Contract of Air-Conditioners as per Annexure I to V	Job	One

एस.टी./सी.एस.टी./आदि के लिए संस्थान कोई रियाती फार्म नहीं दे सकता।
This Institute is unable to furnish any Concessional form for S.T / C.S.T. / etc

भवदिय / Yours faithfully

o/c

(V.R. Mali)
Scientific Officer Gr.-II
For Director

Encl: Annexure I to V

www.tropmet.res.in

फैक्स : Fax : (020) 25865142 दूरभाष / Telephone : 25904200

डॉ. होमी भाभा मार्ग, पाषाण / Dr. Homi Bhabha Road, Pashan, पुणे / Pune – 411 008 (भारत/India)

1. Introduction.

Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune – 411008 is an autonomous research institute, fully funded by government of India.

2. Purpose of Tender

The purpose of this tender is to invite complete bids for the Comprehensive Annual Maintenance Contract of Air-Conditioners installed at institute's campus.

3. Tenders/quotations, addressed to the Director, Indian Institute of Tropical Meteorology, Pashan, Pune-411008 must be submitted in sealed cover super scribing "Quotation for Comprehensive Annual Maintenance Contract of Air-Conditioners."

4. Last date for submission of tender

Last date for the receipt of completed quotations is up to 12:00 Hrs. of 19th May 2015.

5. Validity of the tender

The quotation must be valid for a period of 120 days from the date of opening. The Bidder shall not be entitled (during the period of 120 days without consent in writing from IITM) to revoke or cancel the bid or to vary any term thereof.

6. Rejection or Return of Bids

- a. IITM reserves the right to reject any or part of any Bid without assigning any reason. The documentation submitted by Bidders shall not be returned. IITM also reserves the right at its sole discretion not to award any Works under the Bid submission Process. IITM shall not pay any costs incurred for the purchase, preparation and submission of any Bid.
- b. If the Bidder gives wrong information in the Bid, IITM reserves the right to reject such Bid at any stage or to cancel the Contract, if awarded.
- c. Canvassing in any form in connection with the Bids is strictly prohibited and the Bids submitted by the Contractors who resort to canvassing are liable for rejection.
- d. Bids, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and / or prescribed conditions are not fulfilled, shall be considered non responsive and are liable to be rejected.

7. Bidder's Eligibility Criteria

- a. Preferably Bidder shall be either an Original Equipment Manufacturer (OEM) of the Air Conditioners or an approved authorized service provider of the OEM of the Air Conditioners in Pune. Documentary evidence to be submitted along with the tender documents

- b. The bidder must have their local office and service Center in Pune. Documentary evidence for the same needs to be submitted.
- c. Bidder shall have required capability to maintain the said Air Conditioners under annual maintenance contract as per the scope of the contract {Annexure A1 (a)}. Documentary evidence to be submitted.
- d. The bidder shall have necessary certificate for Registration, Registration of Sales Tax, Service Tax, IT PAN & VAT Registration. Documentary evidence to be submitted.
- e. Turnover Criteria: Average Annual Financial Turnover during the last 3 financial years, i. e. 2012-2013, 2013-2014, 2014-2015, should be at least 5 Lakhs. Documentary evidence to be submitted, such as copies of previous 3 years IT returns (P & L account and Balance sheet for 3 financial years i.e., 2012-2013, 2013-2014, 2014-2015).
- f. Bidder must have provided similar AMC services to Govt. Departments / Public sector Undertakings / IT organizations. Documentary evidence to be submitted. Experience of having successfully completed or executing similar works during the last three years should be either of the following:
 - i. 3 similar completed works each costing not less than Rs.2.0 lakhs
 - ii. 2 similar completed works each costing not less than Rs.3.0 lakhs
 - iii. 1 similar completed work costing not less than Rs.5.00 lakhs

8. Earnest Money Deposit.

- A. An EMD of Rs. 5000.00 should be in the form of crossed demand draft /banker cheque, drawn in favor of "Director, Indian Institute of Tropical Meteorology, Payable at Pune. "
- B. EMD of unsuccessful bidder will be returned as early as possible, but not later than 30 days, after issue of work order by the IITM or an expiry of the validity of the bid pursuant to clause 3 whichever is earlier. The EMD will bear no interest whatsoever.
- C. The EMD may be forfeited if a bidder withdraws his bid during the period of validity specified by the bidder on the bid form.

9. Bid Prices

- a. The bidder shall give the total composite price inclusive of all Levies & Taxes i.e. VAT/Sales Tax, Service Tax, Labour, Transportation, any incidental services etc on company's Letter Head. However detailed break up of all components need to be specified as per the price schedule format given in Annexure A2 of Section V.
- b. The offer shall be only in INR (Indian Rupees).
- c. In case there is a discrepancy between the rate in figures and words, the lower of the two will be considered.
- d. The Bidder shall confirm that the quoted prices shall be firm and fixed and subject to no escalation whatsoever till the validity of this tender.

10. Preparation of Bids

Bid Documents has to be submitted in two separate sealed envelopes labeled as under and both the envelopes should be placed in a third larger envelope clearly mentioning "Tender for AMC of ACs at IITM-Pune" and to be submitted to the address given below (clause 9):

- a. Technical Bid (Envelope – I)
- b. Commercial Bid (Envelope – II)

The bid shall contain following documents in bid submission.

1. Technical Bid (Envelope – I)

- a. Cover letter stating the Bid Title, Bidder's Name, Address and other contact information.
- b. Acceptance of our terms & conditions of contract.
- c. Certificates/Documents to be produced in support of bidder's eligibility clause
- d. Filled & Signed Compliance Statement as per Annexure A1 (a) & Annexure A1 (b) of Section III.
- e. EMD amount of Rs. 5,000/- in the form of DD / Banker's Cheque.
- f. No commercial information whatsoever should be provided in the technical bid. If provided the bid will be rejected.

2. Commercial Bid (Envelope – II)

- a. Cover letter stating the Bid Title, Bidder's Name, Address and other contact information.
- b. The price shall be quoted as per the format given in Annexure A2 of Section V.
- c. The pricing shall be detailed to the extent of giving sub-item unit cost and the extended price if applicable.

- c. Both Technical as well as Commercial Bids shall bear the signatures of the authorized signatory of the Bidder in every page.
- d. The Bidder has to fulfill all the technical requirements as mentioned in the Annexure II
- e. All entries in the Bid shall either be typed or be in ink. Erasures shall render such Bids liable to summarily rejection. The Bidder shall duly attest all cancellations and insertions.
- f. The person(s) signing the Bid, with date, shall sign all changes, alterations and corrections in the Bid in full along with date and stamp. No erasure and/or over writing is/are permissible.

11. Bid Submission

- a. The complete Bid in the form of hardcopy shall be submitted in sealed cover which consists of sealed "Technical Bid" cover and sealed "Commercial Bid" cover along with all supporting documents to the address of, "The Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune – 411008, Ph. No. : 020- 25904200, Fax No. : 020 - 25865142 “.
- b. Bids submitted after the above given due date and time shall NOT BE CONSIDERED. Bids submitted by Telex/Telegram/Fax/e-mail shall not be accepted. The date fixed for opening of bids, if subsequently declared as holiday by IITM, the revised date of schedule will be notified. However, in absence of such notification, the bids will be accepted & opened on next working day, time and venue remaining unaltered.

12. Evaluation Process

The Bid evaluation process will be in two stage i.e. Technical Evaluation & Commercial Evaluation

- a. **Technical Evaluation:** Technical bid shall be opened first and will be evaluated for fulfillment of the Bidders Eligibility Criteria stated as per clause 5.0 of section II. If the Bidder's Eligibility Criteria is fulfilled, IITM may call the bidder for presentation to understand the technical capability or skill set to perform the required service and then Commercial bid will be opened. Commercial Bids may be opened only for those who are qualified in Technical evaluation.
- b. **Commercial Evaluation:** Further to the evaluation of technical bids, the technically qualified bidders shall be considered for opening of commercial bids. The Bidder, whose total commercial offer as per price schedule is determined to be the lowest bidder after evaluation, on the basis of Price Quoted by the bidder as Grand Total under Sr. No. 10 of SECTION V, PRICE SCHEDULE FORMAT / ANNEXURE, Form I, Annexure A2 and will be considered for the issue of Work Order. However, IITM-Pune reserves the right to reject any or all the bids without assigning any reason, whatsoever.

13. Payment Schedule

- a. No Advance Payment
- b. Payment will be made on quarterly basis after completion of each quarter after satisfactory services certification from the division.

14. Penalty Clause:

If any of the clauses will not be full filled by Vendor, during AMC period, on an each occasion a penalty of 2.5% will be imposed on total AMC amount. The overall penalty amount will be restricted to 10% of the total AMC value.

15. Delivery Schedule

The delivery of the services will be immediately upon receipt and acceptance of the Work order.

16. Tenure of Contract

The validity of contract will be for 2 years. However initially the work order shall be issued for a period of one year and the same may be extended for one more year subject to the acceptance of satisfactory services.

17. General Terms & Conditions

Language of the Bid: The Bidder shall quote the information in English language and international numerals. The rate shall be in whole numbers. These rates shall be entered in figures as well as in words. In the event of the order being awarded, the language of all services, manuals, instructions, reports, technical documents etc., provided for under this contract would be in English.

18. Security Deposit

Successful contractor has to submit performance security @ 10% of total cost of the Contract value towards smooth functioning of the Contract. Security Deposit may be submitted in the form of demand draft, banker cheque or bank guarantee from nationalized bank in favor of Director, Indian Institute of Tropical Meteorology, Payable at Pune only. Security deposit is to be valid during the contract period.

19. Agreement

Successful contractor needs to submit an agreement on Rs. 100/- non-judicial stamp paper.

Annexure II

20. Scope of the Contract is as per follows,

- a. The required quantity of Air Conditioners to be covered under AMC contract is as per the table below:

Sr. No.	Description (For details please refer Annexure A3)	Qty.
1.	11 TR Ductables AC	04
2.	3 TR Tower AC	04
3.	1 TR Split AC + one industrial	27.
4.	1.5 TR Split AC + Window AC	32
5.	2 TR Split AC	52
6.	Total	119

- b. Site Address as per follows,

Indian Institute of Tropical Meteorology,
Dr. Homi Bhabha Road, Pashan,
Pune – 411008

- c. If required the bidder may carry out an inspection of site for the Air Conditioners Installed at above mentioned address between during 1100 hours to 1500 hours . A Tenderers shall be deemed to have full knowledge of the site / equipment whether he inspects it or not and no extra charges consequent on misunderstanding or otherwise shall be allowed. Further permission for inspection may be obtained prior to visit the institute.

- d. The scope of work and compliance statement is as per the Annexure II is given as per below;

Sr. No.	Scope of Services Required	Compliance
1.	Vendor shall provide the services through its employees or authorized agents.	
2.	The contract contain minimum 04 services (minimum 01) in each quarter) are to be rendered for each unit in one year which would comprise of pressure cleaning of cooling coils, Condenser, fins cleaning, electrical wiring, gas charging, gas top up, leakage testing (if any) Thermostat setting, oiling, and greasing of fan motors etc. i. e. Routine Preventive Maintenance shall be done once in each quarter for all the AC's as listed in Annexure III	
3.	Comprehensive AMC: All the spares shall be provided by the service provider. The replacement / repair of compressor shall come in the comprehensive Annual Maintenance Contract. (AMC)	
	Response Time: Any fault /complaints reported shall be attended onsite within 2 to 4 hours from the time of fault logging and rectification / Resolution Time: shall be 8 hours, in case problem is not resolved 8 hours, standby of similar configuration must be provided within 24 hours from the time of fault logging.	

5.	In case, the machine/part of the machine is required to be taken out of the office premises for repair by the service provider, adequate and suitable standby replacement shall be provided by the service provider in the place of the faulty machine till such time the complaint of original machine/part is rectified and machine/part is appropriately reinstalled.	
6.	Preventive Maintenance: This consists of measures regarded by service provider as necessary to maintain the equipment in a proper operating condition. Preventive maintenance includes functional checking, necessary adjustment, etc. PM to be carried out at times planned in advance. The report of preventive maintenance has to be enclosed with the invoice in each quarter	
7	Breakdown Maintenance: This is to be carried out in the event of malfunction, which prevent the operation of the equipment. Work to be carried out during the service coverage time, as per the contract breakdown maintenance includes fault finding, repair or replacement of defective parts and functional checking.	
8.	Spares and Materials: Defective parts discovered during maintenance could be repaired or replaced by new parts. Spares replaced shall be either of the same make or equivalent. Vendor shall replace necessary parts only by Genuine parts of Certified Quality.	
9.	AMC shall include visit for replacement, installation of equipment if any during the AMC period. Tools/Instruments: IITM will not provide any tools and instruments to the service Engineer for the purpose of servicing the equipment covered by the contract.	
10	Vacuum cleaner / Blower required for cleaning the Air Conditioner along with necessary skilled manpower will be managed by the service provider.	
11	A Local contact number of service desk shall be provided for logging the fault If any of the above clauses will not be full filled by Vendor, during AMC period, on an each occasion a penalty of 2.5% will be imposed on total AMC amount. The overall penalty amount will be restricted to 10% of the total AMC value.	
12	The vendor shall give status of all air conditioners under AMC during each service for that period as per contract terms and prior to the end of AMC contract	
13	All servicing, maintenance and replacement shall be done with the knowledge of IITM.	
14	At least one A/c serviceman/mechanic shall be employed by the successful Tenderers at site for all working days (Monday to Saturday) from 9.30AM to 6.00PM, to monitor the inside condition and performance of units, Microprocessor and feed back to the Department if any fault/ defects are noticed	

TECHNICAL BID:

1. Turnover for last 3 (THREE) years

(Copies of P & L A/c and Balance Sheet to be enclosed)

Financial Year	Turn over	Supporting Document
2012-13		
2013-14		
2014-15		

2. Proof for successfully completed or executing similar works during the last 3 years to be enclosed. (Satisfactory completion certificate or work order copy to be enclosed).

Sr. No.	Year	Name of the client with the address and contact number	Contract Value	Proof submitted

3. If it is noticed that any client did not find the work carried out satisfactory, the tenders of such bidders will be treated as invalid.
4. Copy of the proof for OEM or authorized by OEM,
5. Copy of PAN Card,
6. Copy of Service tax registration certificate/TIN/VAT,
7. Copy of Registration / Incorporation of the firm/company,
8. Complete set of signed Tender Document,
9. EMD amount of Rs.5,000/- vide DD / Cheque No. _____ dated _____.

I certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person Name:

Designation:

Company Seal:

Date:

Place:

Technical Product Specification:

Sr. No.	Make	Type	Capacity (In Ton)	Number of Units	AC Location
1	CARRIER	Split AC	2	9	Varahamiha Hall
2	LG	SPLIT AC	2	2	Aryabhata Hall
3	Voltas	SPLIT AC	1	2	Aryabhata Hall
4	Blues Star	SPLIT AC	2	2	CCCR incubation
5	Voltas	SPLIT AC	1	11	Guest House
6	Haier	Tower AC	3	2	1 in Server room Computer +1UPS room GF CGMD
7	CARRIER	SPLIT AC	2	3	Psiharoti Hall FF New Building
8	PANASONIC	SPLIT AC	1.5	4	GF CCCR Office building
9	PANASONIC	SPLIT AC	2	4	FF &SF Server room CCCR office building
10	LG	SPLIT AC	2	2	FF &SF Server room CCCR office building
11	----	Industrial AC	0.5	1	Terrace of New building
12	PANASONIC	SPLIT AC	2	2	FF Computer server room
13	Voltas	SPLIT AC	2	2	Safer control room
14	Blues Star	SPLIT AC	2	1	Safer control room
15	LG	Tower AC	3	2	Nimbus Room
16	LG	SPLIT AC	2	5	Nimbus Room
17	LG	SPLIT AC	2	2	Conference room Nimbus
18	LG	SPLIT AC	2	3	UPS room GF
19	LG	SPLIT AC	2	1	CAIPEX Server room
20	Blue star	DUCTABLE SPLIT AC	11	2	Aryabhata Hall
21	Blue star	DUCTABLE SPLIT AC	11	2	CCCR Office SF LIP building
22	Smart	SPLIT AC	2	1	G113
23	Haier	SPLIT AC	1	1	G113
24	Armatex	SPLIT AC	2	1	G113
25	LG	SPLIT AC	2	3	Stable Isotope Lab
26	LG	SPLIT AC	2	1	FF 213
27	Voltas	SPLIT AC	1	2	Sufer Lab
28	Voltas	SPLIT AC	1.5	1	Sufer Lab
29	Voltas	SPLIT AC	2	1	Sufer Lab
30	Voltas	SPLIT AC	1	2	FF 216
31	Voltas	Window AC	1.5	1	FF 205
32	Voltas	Split AC	1.5	2	FF 203
33	Voltas	Window AC	1.5	2	FF F107
34	Voltas	Split AC	1	3	FF F108
35	Bluestar	Split AC	1.5	2	FF F104
36	LG	Split AC	1.5	2	Director Room

37	Voltas	Split AC	1	1	G127
38	Voltas	Split AC	1.5	2	G127
39	Carrier	Split AC	1.5	1	G127
40	Voltas	Split AC	1.5	1	SF S105
41	Voltas	Window AC	1.5	2	SF S143
42	Panasonic	Split AC	2	1	SF 301
43	Haier	Split AC	1	1	SF 312
44	LG	Split AC	1.5	1	SF 316
45	LG	Split AC	2	1	SF 319
46	Bluestar	Split AC	1.5	2	SF LIPS
47	Voltas	Split AC	1.5	1	401
48	Voltas	Window AC	1.5	2	402
49	LG	Split AC	2	3	Terrace GPS
50	--	Split AC	1.5	1	Lidar System
51	Voltas	Split AC	1.5	1	Cartoon House
52	Voltas	Split AC	2	2	Cartoon House
53	LG	Split AC	1.5	1	GF Guest setting Room
54	Voltas	Split AC	1.5	1	Telephone Exchange Room
55	Voltas	Split AC	1.5	1	G125
56	Voltas	Split AC	2	1	G125
57	LG	Split AC	1.5	1	FF218
58	Voltas	Window	1.5	1	SF310
59	Voltas	Split AC	1	1	Nimbus Room
Total Tonnage of above ACs			TR	236	

Price Schedule Format

(To be submitted in separate sealed envelope on letter head)

Format for providing Commercial Quote for Comprehensive Maintenance Contract of Air-Conditioners installed at IITM Pune

Rate shall include cost of transportation of staff from contractor office to site etc.

Sr. No.	Description for details please refer Annexure IV	Qty.	Unit Rate of AMC Per Annum (in rupees)	Total AMC Rates Per annum (in rupees)
7.	11 TR Ductables AC	04		
8.	3 TR Tower AC	04		
9.	1 TR Split AC + one industrial	27.		
10.	1.5 TR Split AC + Window AC	32		
11.	2 TR Split AC	52		
12.	Total	119		
13.	Service Tax			
14.	Any Other Tax/Charges			
15.	Total AMC Amount (Inclusive of all Taxes/Duties, Labour, Spares, Transportation and any other charges)			
16.	Grand Total in figures (Rs.)			
17.	Grand Total in Words (Rs.)			
18.	Note			
	i. Item for which no rate or price has been entered in will not be paid for by the Buyer when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities.			
	ii. Unit rates and prices shall be quoted by the bidder in Indian Rupees (Rs.).			
	iii. Where there is a discrepancy between the rate in figures and words, the lower of the two will govern.			
	iv. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.			
	Mandatory- Total Amount should be inclusive of all the applicable taxes. Please mention your best competitive quotes.			

I certify that all the Terms & Conditions of the Tender Documents are acceptable to us.

(Signature of authorized signatory with seal & date)