

Govt. of Bihar

Finance Department

Tender Documents for AMC of Air Conditioners with Voltage Stabilizer

1) Sealed tenders are invited from eligible bidders for AMC of Air Conditioners along with voltage stabilizers installed in the Finance Department, Govt. of Bihar, Patna. Total number of the installed Air Conditioners is approximately 78 which are of various make and model (1T, 1.5T, 2T- Split).

2) The brief scope of services are given below:

1. To perform preventive maintenance such as cleaning of filters, Checking pipes etc and carry out trial run of every AC to make sure every Air Conditioner is functioning properly.

2. In case required, to fill gas in compressors so that uninterrupted cooling is ensured during entire summer season.

3. To clean filters on monthly basis during summer season, preferably from 1st week of April to September.

4. To attend and resolve service request made by the designated officer of Finance Department, Govt. of Bihar, Patna within 24 hours of making service request related to AC or Stabilizer.

3) The brief Instructions to bidders and terms and conditions for submitting tender are given hereunder:

a) **Availability of Tender Documents:** The prescribed Tender Documents can be freely downloaded from the website www.finance.bih.nic.in.

b) **Bidder's Eligibility and Qualification:**

(i) Bidder should be a firm registered under respective jurisdiction and Act.

(ii) Bidder should have executed/executing maintenance contracts of similar nature with one or multiple Clients.

c) **Earnest Money Deposit (EMD)/Bid Security:** The EMD of Rs. 10,000/- (Rupees Ten thousand only) in form of DD issued by any schedule bank in favor of **Under Secretary(Accounts), Finance Department, Govt. of Bihar, Patna** payable at Patna should be submitted along with tender.

(d)Preparation of Tender:-

(i)The tender should be typewritten and free from over writing/cutting.

(ii)The following sealed envelopes "A"and "B" to be further sealed in a common envelop addressed to Joint Secretary, Finance Department, Govt. of Bihar, Patna and super-scribed with "**Tender for AMC of Air Conditioners with Voltage Stabilizers.**"

Envelop A- Technical Bid containing all essential documents for Technical bid, such documents to include the following:

1. Earnest Money Deposit as per Para 3© above.
2. Self attested copy of firm's registration.
3. Self attested copy of PAN Registration.

4. Self attested copy of GST Registration.

5. List of contracts executed/executing during last three years giving name of client, date of issue of work order, scope of services in brief, duration of contract.

Envelop B- Financial Bid containing duly filled, stamped and signed in the format provided in **Annexure-A**. The rates of AMC must be quoted **EXCLUSIVE OF ALL TAXES**.

(iii) Submission of tenders: The sealed tenders as above should be submitted to Additional Secretary, Finance Department, Govt. of Bihar, Old Secretariat, Patna-800015 latest by 5.00 PM on 18th June 2018 by speed post/Registered post or hand to hand in the dak receiving section of finance department, Gov. of Bihar, Patna. Late tenders shall not be accepted/opened.

(iv) Opening of Tenders:

(a) The tenders shall be opened on 19th June at 03.00 PM by Departmental Purchase committee of Finance Department in the presence of bidders or their authorized representatives those who wish to participate.

(b) During the tender opening as above, the envelopes containing Technical Bid (Envelope-A) shall be opened first. Then the envelopes containing Financial Bid (Envelope-B) shall be opened of only those bidders who qualify in the technical evaluation and conform to the terms and conditions of the bid.

(c) The bidders of their authorized representative may choose to attend the opening of bids.

(v) **Evaluation and Award of Contract:**

(a) The preliminary scrutiny of the Technical Bid shall be made first to check whether all pages of Technical Bid are properly signed, all documents as stated in Para 3 (c) & (d) are enclosed. The bids found deficient to EMD shall be summarily rejected at this stage.

(b) Subsequent to the above, eligibility and qualification of Bidders shall be examined and evaluated.

(c) The bidders found eligible and qualified shall be considered as Technically Responsive Bidders and shall be considered for opening of Financial Bid.

(d) The bidder offering lowest bid amount for the AMC Services shall be considered for award of contract.

(vi) **Duration of Contract:** The contract shall be for a period of 1 year from the date of signing of contract. The contract can extended for the further period of 1 year based on satisfactory performance. The contract may be terminated by giving one month notice in case services are found unsatisfactory.

(vii) **Payment Terms:** No advance payment shall be made. The AMC charges shall be released to the Service Provider on quarterly basis on submission of invoice along with satisfactory performance report issued by the Designated Officer of Finance Department,

Govt. of Bihar. Applicable taxes and duty will be deducted from the bills of the service provider.

(viii) **Penalty Provisions:** In case service request is not attended and resolved within time limit stipulated in Para 2(4) above, Finance Department, Govt. of Bihar, Patna shall be at liberty to get the services performed by other source and cost so incurred by Finance Department, Govt. of Bihar, Patna shall be recovered from the amount payable to the Service provider.

(ix) Finance Department, Govt. of Bihar, Patna reserves the right to amend or reject any and/or all tenders even without giving reasons thereof.

Annexure-A

FORMAT OF FINANCIAL BID

1. Total bid price (in Rs.) for 12 months (EXCLUSIVE OF ALL TAXES)-.....
2. We agree to provide services in accordance with the scope of Services and Terms and Conditions given in Tender Document for a Total annual charges (EXCLUSIVE OF ALL TAXES) of Rs.------(Rupees-----)

Signature and seal of Bidder: