

GOVERNMENT OF ODISHA  
HOME (ELECTIONS) DEPARTMENT  
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No. IV (E) 01/2018 3221 /Elec. Bhubaneswar, dated, the 7<sup>th</sup> April, 2018

**QUOTATION CALL NOTICE**  
**for AMC of Air Conditioner & Package Units**

Home (Elections) Department invites sealed quotations from interested local reputed firms/ Manufacturing agencies / authorized agencies / individuals engaged in maintenance of various kinds of ACs in Govt. organizations for Routine Annual Maintenance of AC package units (such as Split Air conditioners, related stabilizers and other accessories) installed in Home (Elections) Department. The interested firms are to send their quotations to the undersigned or drop their tenders in the drop box along with all the required documents listed in **Annexure "A"** within the working hours so as to reach the undersigned on or before 26.04.2018 by 2.00 PM which will be opened on 28.04.2018 at 12.30 PM in presence of the intending bidders or their authorized representatives. The quotations must be complete in all respect and the envelope containing the physical & financial bid of the quotations shall be super scribed as "Quotation for AMC of package AC Units" physical / financial and addressed to the ACEO-cum-Under Secretary to Govt., Home (Elections) Department, Odisha.

The firms sending their quotations must comply with the terms and conditions as mentioned in **Annexure-A** of this notice. The details of AC package installed at various buildings & Halls of this Department can be obtained from the office of CEO, Odisha, Home (Elections) Department, Bhubaneswar on personal contact during any working day between 10.30 AM to 5.00 PM before submission of the bid.

The quotations shall be comprehensive in nature and should be submitted in proper format as at **Annexure B**. The bidders are advised to visit and inspect the site of works and its surrounding to obtain all information on own responsibility which may be necessary for preparing the bid. Incomplete or conditional tender is liable to be rejected. The authority reserves the right to accept / reject any or all the tenders without assigning any reasons thereof.

Memo No. 3222 Dated 07/04/2018 Joint CEO-cum-Joint Secretary to Govt.

Copy to Notice Board of Home (Elections) Department, Bhubaneswar for information.

Memo No. 3223 Dated 07/04/2018 Joint CEO-cum-Joint Secretary to Govt.

Copy to the Head portal Group Secretariat IT Centre, Bhubaneswar and M/s Luminous for wide circulation of the notice through State Portal as well as website of Home (Elections) Department ([www.ceoorissa.nic.in](http://www.ceoorissa.nic.in)) respectively.

Joint CEO-cum-Joint Secretary to Govt.



Terms and conditions for the AMC of Air-Conditioners & Package Units

1. The quotation should be enclosed with signed copy of the following documents:
  - a) Valid TAN / TIN Number
  - b) GST Number with clearance certificate.
  - c) Copies of form 16-A issued by other Government organization deducting TDS on AMC charge.
  - d) Experience showing work order on AMC taken up through GED.
  - e) Valid license / registration / authorization certificate for AC installation / maintenance work
  - f) Total years of experience in providing AMC for ACs.
2. The Firms shall have its own qualified AC mechanics and the work should not be given to any other sub-contractor in any case.
3. The interested firm shall possess experience of minimum 3 years in the similar field having 2/3 AMC in Government offices / PSU especially in and around Bhubaneswar / Cuttack.
4. The quoted price / rate should be unit price and exclusive of all applicable taxes. The AMC quoted rate must be comprehensive in nature which will cover all parts of the machine including the stabilizer connected to the AC unit.
5. The release of payment will be made on the quarterly basis (at the end of each quarter) on the production of 'satisfactory Service Certificate' in the prescribed format from all the Sectional Head of the Home (Elections) Department wherein those ACs have been installed and covered under the AMC.
6. Even if no call is made by the office, the firm is required to undertake preventive maintenance by checking all the Air Conditioners at least once every month and servicing every three months and confirm that the systems are in the best of the working conditions. A record of such preventive maintenance carried out should be submitted on each occasion before the authorized officer.
7. All service request / calls for repair work must be attended within 24 hours of the complaint being lodged with the AMC provider. There should be adequate number of Telephone lines for lodging of service requests. If the AMC Provider firm failed to attend the calls with 24 hours, this office reserves the right to get the work done by other firms and deduct such expenses from the AMC charges. In the case of exceptional and repeated delays, poor services, fault, break down, etc, this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the AMC unilaterally..
8. However, new AC packages purchased from time to time after expiry of warranty period shall also be taken up for maintenance on the same terms & conditions during the AMC period.
9. Mere submission of Quotation does not entitle the firm to forward its claim for awarding the AMC even if it has quoted the lowest rates. The AMC will be awarded to the eligible firm only after all the formalities as per the terms and conditions are compiled with and valid documents are produced to the satisfaction of this Office.
10. The firms must have a similar experience of successfully undertaking the AMC of Air Conditioners in a Government Organization / Semi-Government Organization / PWUs. List of such clients and Quantum of AMC handled must invariably be enclosed with the technical bid.
11. All quotations in the prescribed format should be submitted before the time and date fixed for its receipt i.e., by 2 PM of \_\_\_\_\_. Offer received after the scheduled date and time are liable to be rejected.
12. The bidder must ensure that the conditions laid down for submission of offers detailed herein are correctly and completely fulfilled. The offer found to be deficient in any respect shall summarily be rejected. Similarly, conditional offers and offers with terms and conditions inconsistent with those contained in this document shall be rejected.
13. The Technical part shall be super scribed " Technical Bid, ". The second part shall be super scribed " Financial Bid, " Both these envelopes, after being sealed properly, shall be put into a third envelope, which should be properly sealed before it is sent / submitted. The third sealed cover shall be addressed to the ACEO-cum-Under Secretary to Government, Near Secha Sadan, Unit-V, Bhubaneswar-1 and super scribed with " Quotations for AMC of AC package units" .
14. Technical bid will be opened on \_\_\_\_\_ at 4.30 PM at the same venue.
15. A security deposit / Bank Guarantee of Rs.5000/- (Rupees Five Thousand only) will have to be deposited by the Contractor to whom the AMC is awarded before annual Maintenance Contract for which no interest will be paid. This amount will be refunded on completion of the AMC terms. The security Deposit will be forfeited if any of the condition of the contract is contravened and action deemed proper may be taken against the contractor.
16. An EMD of Rs.1000/- (One thousand only) in shape of Bank Draft drawn in favour of the ACEO-cum-Under Secretary to Government, Near Secha Sadan, Unit-V, Bhubaneswar-1 should be enclosed along with the offer as documentation fee.
17. The selected firm has to sign a separate AMC agreement with this office and shall be binding upon the every clauses of agreement. AMC agreement with this office and shall be commencing from the date of the agreement comes into force. This can be cancelled unilaterally by this office whenever the service is not found to be satisfactory or up to the mark.
18. In case of payment related dispute the same may be settled by both the parties / ACEO-cum-US.
19. After completion of the work the agency shall clean the site and remove the debris (that is associated to the work) from the site.
20. In case of any violation of the terms and conditions the contract will be terminated with issue of a month's notice in writing.

