

TENDERER's PROFILE
ANNUAL MAINTENANCE OF DIFFERENT TYPE OF AIR CONDITIONERS
WITH STABILIZERS AT SIRD & PR, BHUBANESWAR.

(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of address (Registered Office / Operating Branch)	Office:- Residence:- Mobile :- Fax No :- E.Mail I.D :-
3.	Details of amount towards paper cost.	Rs. 500/- D.D. / B.C. No Date: Drawn on Bank.....
4.	Details of amount of Earnest Money Deposit	Rs. 20,000/- D.D. / B.C. No Date: Drawn on Bank.....
5.	GST Registration No. (Attested copy must be attached)	
6.	Income Tax Account No. / PAN / GIR No. (Last I.T. Clearance certificate to be attached)	
7.	EPF Registration No. (Attested copy must be attached)	
8.	ESI Registration No. (Attested copy must be attached)	
9.	Labour License No. (Attested copy must be attached)	
10.	Details of credentials of similar nature of work at least for three years in three Government offices. (Photo copy to be attached)	

DECLARATION

- I Son / Daughter / Wife of Shri Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute this tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:

Date:

Signature of Authorized person

Full Name:

Seal:

TERMS & CONDITIONS FOR AMC OF AIR CONDITIONERS & STABILIZERS

1. The tenderers should submit the documentary evidence in support of their registration / authorized dealership certificate / manufacturer status etc.
2. The firm must be registered under CGST / SGST Act.
3. The contract / rates of the successful bidder for the year 2019-20 may be extendable, up-to two years subject to satisfactory performance review by the undersigned at the end of 1st year of contract.
4. The quoted amount must be excluding GST, which will be made payment separately.
5. The Tenderers are to deposit **Rs. 500/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar on any Nationalized / Scheduled bank payable at Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
6. The Tenderers are to deposit **Rs. 20,000/-** as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar on any Nationalized / Scheduled bank payable at Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
7. The authorization letters if any to be enclosed in the Tender with due attestation.
8. The documents submitted along with the Tender will be verified with the originals at the time of opening the Tender documents.
9. The Agencies / Tenderers willing to participate can inspect the existing machineries installed at different rooms as detailed below during office hours on any working day & make themselves acquainted before quoting the rate, if necessary they may discuss with the concerned officer prior to quoting their rates within the scheduled date & time.
 - a) SPRC Building – 14 Nos. (1.5 Ton)
 - b) Hostel Building – 30 Nos. (1.0 Ton)
 - c) Hostel Building – 12 Nos. (1.5 Ton)
 - d) Dining Hall – 4 Nos. (1.5 Ton)
 - e) Admn. Building (Balaram Das Conf. Hall) – 6 Nos. (2.0 Ton)
 - f) Administrative Building – 53 Nos. (1.5 Ton)
 - g) Library Building – 4 Nos. (1.5 Ton) = **Total 123 Nos.**
 - h) Stabilizer (5.0 KVA) - 100 Nos.
10. No conditional / incomplete Tender documents will be accepted by the authority from the Tenderers.
11. No advance payment will be made to the party after acceptance of Tender OR execution of order.
12. If any information / document furnished by the Tenderers with the Tender papers are found to be misleading or incorrect at any stage their tender will be rejected without assigning reasons thereof
13. The Tender documents not accompanied with EMD and requisite documents as specified above shall be summarily rejected. The valid Tender with lowest offer shall be selected for awarding the AMC.
14. Details of information are to be submitted following **Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid**. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
15. The Tenderers should furnish the particulars in the specific format attached in a sealed envelope superscribed **"Annual Maintenance of different Air Conditioners & Stabilizers"** within the date & time specified above by Registered / Speed Post / Courier Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay. The Tenders received after the date and time shall not be taken into account for consideration.
16. The Tenderers received beyond the scheduled date and time shall not be entertained / considered at any cost.

17. The Director, SIRD & PR, Bhubaneswar reserves the full right to accept in full or part or reject any or all the Tenderers without assigning any reason thereof. The Director, SIRD & PR is not bound to accept the lowest rates.
18. The Director, SIRD & PR, Bhubaneswar reserves the right to accept / negotiate / reject any OR all the Tenders and modify the condition / specification at any stage without assigning any reason thereof.
19. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
20. All pages of the Tender documents must be signed & stamped by the Tenderers.
21. The firm / organization should not be blacklisted by any Government organization, if found later on, the action deemed to fit will be initiated against the firm as per the law.
22. The successful bidder shall have to deploy at least one technical person on every working day during office hour for smooth maintenance of the respective machineries.
23. For any services / supply, the firm / organization should not be blacklisted by any Government organization. If found later on, action deemed to fit will be initiated against the firm as per the law.
24. Penalty @ Rs. 300/- per day on account of delay in providing services will be levied for non-compliance of assigned work without any reason thereof & the same will be deducted from the AMC charges of the successful bidder.
25. The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the Director, SIRD & PR, Bhubaneswar in presence of the tenderers or their any authorized representative.
26. The tenderers qualified in the technical bids shall be eligible for the financial bid.
27. The tenderes should submit photo copy of the work orders / contract agreement at least 3 Nos. of different Government offices as documentary evidence for the last 3 Years.
28. The annual transaction / turnover of the tenderers having not less than Rs. 50 Lakhs per annum can participate in the tender.
29. The Interested tenderers may contact Sri Prafulla Kumar Panda of SIRD&PR, Bhubaneswar (Phone No. 9437309905) for detailing of work and any clarification thereof.
30. The Director, SIRD & PR, Bhubaneswar reserves the rights to terminate the contract at any time without notice if the firm fails to provide services within the specified time.

DIRECTOR

FINANCIAL BID

(TO BE FILLED IN AND RETURNED WITH THE DOCUMENTS)

DETAILS OF AIR CONDITIONERS & STABILIZERS FOR COMPREHENSIVE AMC

Sl. No.	Capacity & Specification of Air Conditioner & Stabilizer.	Quantity	Rate per each (Excluding GST)
1.	A.C. – 2.0Ton	Each	
2.	A.C. - 1.5 Ton	Each	
3.	A.C. – 1.0 Ton	Each	
4.	Stabilizer – 5 KVA	Each	

Signature of the bidder with office Seal