

ANNUAL MAINTENANCE CONTRACT
FOR
AIR-CONDITIONERS & OTHER COOLING ITEMS



Vaikunth Mehta National Institute
of Cooperative Management, Pune

Department of Agriculture, Cooperation & Farmers Welfare

**Ministry of Agriculture & Farmers welfare,
Government of India**

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The Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM), Pune hereby invites **Local Maintenance Contractors** for Maintenance of various Cooling items of VAMNICOM i.e. Refrigerators & Deep Fridges, Water Coolers, Split AC, Window AC, Duct AC, Cassette AC, Package AC, VRF System etc.

DATA SHEET

Sr. No.	<i>Particulars of Data Sheet</i>
1	Name of the Employer: Director , VAMNICOM, Pune- 411007 E-mail: info@vamnom.gov.in
2	Name of the Assignment/job is: Annual Maintenance of various Air Conditioners, Refrigerators, Water Coolers and other Cooling systems in Vaikunth Mehta National Institute of Cooperative Management, Pune.
3	Last Date, time and address for submission of Proposal: Last Date: 24/04/2019 , Time: 17:00 Hrs. Address : Director Vaikunth Mehta National Institute Of Cooperative Management, Savitribai Phule Pune University Road, Pune-411007
4	a) A Pre-Proposal and Site visit meeting: will be held on Date: 10/04/2019 Time : 11:00 am Venue: Office of The Registrar , VAMNICOM, Pune b) Opening of Bid: will be held during Date: 25/04/2019 Technical Bid Opening: 11:00 Hrs. Financial Bid Opening: 16:00 Hrs. Venue: Office of the Director , VAMNICOM, Pune.
5	Processing Fee and Bid Security: Processing Fee (non-refundable) of Rs. 500/- (Rs. Five Hundred Only) and Bid Security (refundable till validity of Proposal) of Rs. 10,000/- (Rs. Ten Thousand Only) to be submitted in sealed envelope (with Technical Bid) in the form of Demand Draft in favour of Director, VAMNICOM, Pune payable at Pune. (Should be submitted along with Technical Bid)

6	<p><u>Terms and Conditions:</u></p> <ul style="list-style-type: none"> a) You will visit every month and periodically whenever asked by this Institute to inspect all cooling systems in working hours of this Institute. b) The contract with the successful bidder will be valid for only one year. However, Institute may consider renewal of the contract for another one year, if the performance of the vendor found satisfactory. c) The Agency will undertake the servicing work at the Institute’s campus once in a month regularly without fail. d) Beside regular monthly service of all cooling items, you will take up maintenance and repair works of cooling systems as and when asked by the Institute. e) A prior approval should be obtained from the Institute before replacing any spare part of any cooling system. f) The monthly service record/report of the preventive maintenance of cooling systems should be submitted along with monthly GST Bill. g) GST invoice will be raised by vendor/ supplier on monthly basis. Payment may be released by the Institute within one week of the receipt of GST Invoice. h) No advance payment is admissible. i) An Bid Security of Rs. 10,000/- is to be deposited by the successful bidder, which will be refundable after expiry of the contract. The Bid Security may be forfeited in case of breach of contract by the vendor/supplier. j) The timely service of cooling systems is the key factor for continuing the contract of successful bidder for further extension of the AMC. k) The performance of the selected vendors/suppliers will be reviewed by the Institute periodically. l) The assistance should be ensured by the contractor within 24 hrs positively whenever requested by the Institute. If failed to do so penalty may be charged by the Institute which may be decided by the Institute’s Authorities. m) The Director, VAMNICOM has full rights to revert the Contract at any time without giving prior notice and any reasons. n) Director, VAMNICOM, Pune reserves the right to alter/modify any or all conditions of this tender notice.
7	Quarries, if any, may be raised by the participants only on the date of Pre-Proposal meeting.
8	Proposals must remain valid for 120 (One Hundred and Twenty) days after the submission date.

INSTRUCTIONS TO FILL-UP THE TENDER DOCUMENT

- a) The bidders should submit their bids, complete in all respects, in two separate sealed envelopes.
- i. **Envelope No.1 Marked as Technical Bid:** Containing TECH BID and Demand Draft of Rs. 500/- (Processing Fee) + Rs. 10,000/- (Bid Security) both in favour of Director, VAMNICOM, Pune payable at Pune. Name and address of the firm must be clearly visible on the envelope.
 - ii. **Envelope No. 2 Marked as Financial Bid:** Containing Form FIN BID only.
- b) The bids will be evaluated on the basis of technical details given in the Envelope No. 1 & rates quoted in the financial offer in Envelope No. 2.
- c) Bids received shall be opened in presence of Authorized Officials of VAMNICOM and the bidders who choose to remain present. If any of the required papers / certificates as specified in the Tender are not included or not in proper order, one week period may be given to the successful bidder at the discretion of VAMNICOM authorities, on such specific request received from bidder to furnish such documents, failing which the offer will be disqualified.
- d) The Technical bids will opened on **25/04/2019 at 11:00 hrs. and only** technically qualified bidders will be eligible for opening of Financial bids on the same day.
- e) The Financial Bids will open on the same date at **16:00 hrs.**
- f) Bids by “e-mail” will not be accepted. Bids received without separate sealed covers and rates not quoted in **specified** Proforma will not be accepted. Bids may be submitted by Registered Post or by Hand or by Courier. However, any delay on this account shall not be accepted as a reason for exception.
- g) Each page of the both Technical and Financial offer submitted needs to be properly numbered, stamped and signed.
- h) The Director, VAMNICOM reserves the right to reject one or all tenders without giving any reason thereof.
- i) Tender document must be submitted before the aforementioned closing date and time.

The Registrar

Vaikunth Mehta National Institute of Cooperative Management, University Road,
Pune – 411 007

	Scope of Work
	<p>The Selected agency/firm shall be responsible to provide comprehensive annual maintenance of all AC units and other cooling system. The comprehensive AMC will include:</p> <ol style="list-style-type: none">1. Wet Service of AC units as per the requirements of the Systems.2. Periodical preventive maintenance.3. All repairs (except compressor)4. All spares (except compressor and plastic parts)5. Gas filling in all cases including at the time of replacing compressor, shifting of outer units etc.6. Other works as specified by the Institute from time to time.

TECHNICAL BID

Vendor/ Supplier Profile

1. Name and Address Telephone Nos., Mobile Nos., Fax Nos., email address of the vendor in Pune (as per Form FIN BID)
2. Certified copy of GST registration certificate for rendering such services as specified in this Tender document.
3. The bidder will produce latest copies of acknowledgements of GST payment.
4. VAMNICOM will accept Technical Bids only from such vendors/suppliers who possess minimum annual turnover of Rupees Five Lakh.
5. Priority will be given to such vendors who possess their office nearby VAMNICOM.
6. Preference will be given to those vendors who have experience in Government Institutions and Government Department.

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To: [Name and address of Employer]

Dear Sir:

We, the undersigned, offer to provide **Annual Maintenance of various Air Conditioners, Refrigerators, Water Cooler and other Cooling systems in Vaikunth Mehta National Institute of Cooperative Management, Pune** in accordance with your Tender document. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We agree to provide the Annual Maintenance for ACs, Refrigerators, Water Coolers and Other Cooling Items at the rates quoted by us. We hereby agree to abide by all the terms and conditions mentioned in the tender document.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, if any.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized Signatory

Name:

Title:

Address:

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To, [Name and address of Employer]

Dear Sir:

We, the undersigned, offer to provide **Annual Maintenance of various Air Conditioners, Refrigerators, Water Cooler and other Cooling systems in Vaikunth Mehta National Institute of Cooperative Management, Pune** in accordance with your Tender document and our Technical Proposal.

We hereby submit our Financial Proposal for slab-wise variables as Comprehensive and non-Comprehensive Financial Bids as indicated below inclusive of all applicable taxes:

Sr. No.	Particulars	Qty.	Rate Rs. Per unit / year COMPREHENSIVE BASIS	Rate Rs.Per unit/year NON COMPREHENSIVE BASIS
1.	Window AC (1.5 Ton)	1		
2.	Split AC (1 Ton)	1		
3.	Split AC (1.5 Ton)	1		
4.	Split AC (2 Ton)	1		
5.	Cassette AC	1		
6.	Micro Controlled Package AC (7.5 Ton)	1		
7.	VRF Systems	1		
8.	Refrigerators	1		
9.	Deep Freezers	1		
10.	Water Cooler without purifier	1		

We understand that the actual payment under the Contract, to the successful Bidder, shall be made on the basis of the above stated rates.

We hereby confirm that the Financial Proposal is unconditional and we acknowledge that any condition attached to Financial Proposal may result in rejection of our Financial Proposal.

Our Financial Proposal shall be binding upon us and subject to the modifications resulting from Contract negotiations, if any, as per Tender document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized Signatory

Name:

Title:

Address: