

**Directorate of
Sch. Castes & Sch. Tribes Research & Training Institute (SCSTRTI),
CRPF Square, Bhubaneswar-751003
(Telephone & Fax no.0674-2561635/E-mail Id: scstrti@yahoo.co.in.)**

No. 711 /S & S-

Dated: 15/03/2021

Quotation Call Notice

Sealed quotations are hereby invited from local area reputed Firms/Agencies/Individuals engaged in maintenance of various kinds of ACs in Govt. organizations for Routine Annual Maintenance of ACs units (such as Split Air conditioners, related stabilizers and other accessories) installed in SCSTRTI campus. The interested firms to send their quotations to the undersigned or drop it 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 **25.03.2021 by 1.00 pm** which will be opened on the same day at **3.30 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 ACs Units", physical/financial and addressed to the Advisor-cum-Director & Spl.Secy. to Govt., SCSTRTI, CRP Square, Bhubaneswar-751003, Odisha.

The firms sending their quotations must comply with the terms and conditions as mentioned in Annexure-A of this notice. The details of ACs installed at various buildings & Halls of this institute are mentioned in Annexure-B and are available in the Govt. of Odisha website- www.odisha.gov.in and www.scstrti.in. Any information with regard to this can also be obtained from the office of SCSTRTI, Bhubaneswar on personal contact during any working day between 11.00 am to 2.00 pm.

The quotations shall be comprehensive in nature and should be submitted in proper format as at Annexure "C". 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 quotation is liable to be rejected. The authority reserves the right to accept /reject any or all the tenders without assigning any reasons thereof.

**Sd/-
Advisor-cum-Director
& Spl. Secy to Govt.**

Memo No.712 Dated. 15 / 03 /2021

Copy to Notice Board of ST / SC Development Department / SCSTRTI / ATLC Bhubaneswar for formation.

**Sd/-
Asst. Director (stat/D.D.O)**

Memo No. 713 Dated: 15 / 03 /2021

Copy to the Head Portal Group Secretariat IT Center, Bhubaneswar and M/s Luminous for wide circulation of the notice through Govt. website and SCSTRTI website respectively.

**Sd/-
Asst. Director (stat/D.D.O)**

Annexure-“A”

Terms and Conditions for the AMC of Air Conditioners

1. The bidding Firm/Agency should be Bhubaneswar local area.
2. Firm Registration Certificate
3. GST Registration No./PAN no. and up-to-date copy of GST deposit acknowledgement payment Receipt.
4. The interested firm shall possess experience of minimum 10 years Maintenance of Air Conditioners_in the similar field having 2/3 years AMC in Government offices/ PSU especially in and around Bhubaneswar.
5. 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.
6. Processing charges (Non refundable) of Rs.1000/- (One thousand Only) in shape of Bank Draft drawn in favor of the Director, SCSTRTI should be enclosed along with the offer as documentation fee.
7. A Security deposit / Bank Guarantee of Rs.10,000/- (Rupees Ten Thousand only) will have to be deposited by the Agency 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 term. 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
8. 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 SCSTRTI wherein those ACs have been installed and covered under the AMC.
9. 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.
10. 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 within 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.
11. Details of Air Conditioners to be covered under AMC along with the location of installation are given in Annexure “B”.
12. However, new AC 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.

13. Merely 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 complied with and valid documents are produced to the satisfaction of this office.
14. 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 General bid.
15. All quotations in the prescribed format should be submitted before the time and date fixed for its receipt i.e., by 1 PM of 25.03.2021. Offer received after the scheduled date and time are liable to be rejected.
16. The undersigned will not be responsible for late/non-receipt of the quotations sent by post/courier.
17. 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.
18. Firms shall have its own qualified AC mechanics and the work should not be given to any other sub-contractor in any case.
19. The General part shall be super scribed “General 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 Advisor-cum-Director & Spl. Secy.to Govt, SCSTRTI, CRP square, Bhubaneswar, 751003 and super scribed with “Quotation for AMC of ACs units”.
20. The bid will be opened on 25.03. 2021 at 3.30 p.m. at the same venue.
21. The selected firm has to sign a separate AMC agreement with this office and shall be binding upon the every clauses of agreement. AMC will be for a period of one year 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.
22. In case of payment related dispute the same may be settled by both the parties.
23. After completion of the work the agency shall clean the site and remove the debris (that is associated to the work) from the site.
24. In case of any violation of the terms and conditions the contract will be terminated with issue of a month’s notice in writing.

Signature of the bidder

Annexure-B**The list of installation for 1/1.5/2/2.5 & 3 Ton ACs of this institute**

Administrative building (Ground floor)		Qty	1 Ton	1.5 Ton	2 Ton	2.5 Ton	3 Ton
1	Director Chamber (1.5 Ton)	2Nos		2			
2	P.A.to Director (1.5 Ton)	1No		1			
3	Cast Status Consultant 1.5 Ton	1No		1			
4	Cast Status Export 1.5 Ton	1 no		1			
5	Joint Director (1.5 Ton) (Invoter Model)	1No		1			
6	Dy Director(Coord) (1.5 Ton) (Invoter Model)	1NO		1			
7	Office hall No.1(2 Ton)	1No			1		
8	Account Section(1.5 Ton)	1No		1			
9	Asst.Director(Admn) (2 Ton)	1NO			1		
10	Computer Room(2 Ton)	1NO			1		
Administrative building (Top floor)							
11	Conference hall No.1(1.5 Ton)	7Nos		7			
12	Conference hall No.2(mini) (1.5 Ton)	2Nos		2			
13	Asst. Directors (Research) (1.5 Ton) (Invoter Model)	2Nos		2			
14	Eastion Veranda Nodal Officer1.5 Ton	1No		1			
15	Leed Consultant 1.5 Ton	1No		1			
16	OSD1.5 Ton	1No		1			
17	APMC 1.5 Ton(Invoter Model)	1No		1			
18	Library building (2Ton)	2Nos			2		
19	Museum Building (OSTM 3 Ton)	18 Nos					18
20	OSTM (2.5 Ton)Stand AC	1No				1	
21	OSTM Sr. L.A Room(1 Ton)Stand AC	1No	1				
22	Auditorium building (2Ton)	10 nos			10		
23	PTG hall Ground Floor (1.5Ton)	7Nos		7			
24	PTG hall First Floor (1.5 Ton)	7Nos		7			
25	Hostel building (1.5Ton)	7Nos		7			
			1	44	15	1	18

SL No	Description of Item	Comprehensive Rate								
		Unit Cost of AMC and Repair/Replacement								
		1 Ton			1.5 Ton			2 Ton		
		AMC	Repair/Replacement		AMC	Repair/Replacement		AMC	Repair/Replacement	
Major	Minor		Major	Minor		Major	Minor			
1	<i>Scope of Servicing:</i>									
	A: Outdoor units of AC									
	<i>Cleaning of condenser coil (i.e. by using water or any suitable means), Servicing of Fan motor & if required replacement of bearings, Cleaning/ replacement of all the connectors of mountings i.e. compressor, condenser & outdoor unit/gas filling when necessary.</i>									
	B: Indoor unit of AC									
	<i>Dismantling of Indoor unit, cleaning of cooling coil, Servicing of rotor motor, oscillation motor, Checking/repairing/replacement of Display PCB & Main PCB etc.</i>									
	C: Allied works									
	<i>1. Topping up of refrigerant (gas) up to desired limit (1ton,1.5ton,2ton,2.5ton & 3 ton</i>									
	<i>2. Providing insulation, insulation binding tape as per requirement at site.</i>									
	<i>3. Replacement of Capacitors if required</i>									
	D: Repair of stabilizer & replacement of required.									

N.B. – The items which are not covered under the comprehensive AMC are given below:

- ❖ All charges include man and material exclusive of taxes.
- ❖ Work will be done as per proposal & order of this institute.

N.B.- The successful bidder will ordinarily be decided on the basis of lowest quote for the work. However, other factors may also be considered for deciding the successful bidder

Date:

Place

Signature of the bidder

SL No	Description of Item	Comprehensive Rate					
		Unit Cost of AMC and Repair/Replacement					
		2.5 Ton			3 Ton		
		AMC (per Ton)	Repair/Replacement		AMC (per Ton)	Repair/Replacement	
	Major	Minor		Major	Minor		
1	<i>Scope of Servicing:</i>						
	A: Outdoor units of AC						
	<i>Cleaning of condenser coil (i.e. by using water or any suitable means), Servicing of Fan motor & if required replacement of bearings, Cleaning/ replacement of all the connectors of mountings i.e. compressor, condenser & outdoor unit/gas filling when necessary.</i>						
	B: Indoor unit of AC						
	<i>Dismantling of Indoor unit, cleaning of cooling coil, Servicing of rotor motor, oscillation motor, Checking/repairing/replacement of Display PCB & Main PCB etc.</i>						
	C: Allied works						
	<i>1. Topping up of refrigerant (gas) up to desired limit (1ton,1.5ton,2ton,2.5ton & 3 ton</i>						
	<i>2. Providing insulation, insulation binding tape as per requirement at site.</i>						
	<i>3. Replacement of Capacitors if required</i>						
	D: Repair of stabilizer & replacement of required.						
	<i>1. Topping up of refrigerant (gas) up to desired limit (1ton,1.5ton,2ton,2.5ton & 3 ton</i>						
	<i>2. Providing insulation, insulation binding tape as per requirement at site.</i>						
	<i>3. Replacement of Capacitors if required</i>						
	D: Repair of stabilizer & replacement of required.						

N.B. – The items which are not covered under the comprehensive AMC are given below:

- ❖ All charges include man and material exclusive of taxes.
- ❖ Work will be done as per proposal & order of this institute.

N.B.- The successful bidder will ordinarily be decided on the basis of lowest quote for the work. However, other factors may also be considered for deciding the successful bidder.

Date:

Place

Signature of the bidder