



RAVENSHAW UNIVERSITY

CUTTACK

Tender No. 972 Date: 17.3.2023

NOTICE INVITING TENDER (NIT) FOR COMPREHENSIVE MAINTENANCE OF AIR-CONDITIONERS

Sealed Quotations are invited from established, reputed, experienced and eligible firms for award of Annual Maintenance Contract (AMC) in respect of the Air Conditioners installed in the Ravenshaw University, Cuttack – 753 003, Odisha. Details of the services required and other terms and conditions relating to the award of Contract are give in **Annexure-I**.

Tender documents are available on the Ravenshaw University website i.e. www.ravenshawuniversity.ac.in. The intending bidders may download the tender documents containing the terms and conditions and submit the same along with requisite amount of Earnest Money in the form of Demand Draft in favour of "Ravenshaw University, Cuttack-3" payable at Cuttack. Tenders received without the requisite EMD will be rejected.

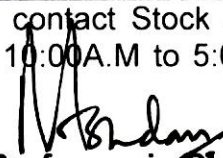
All eligible and interested service providers are requested to submit their sealed quotations as per prescribed procedure in the office of the "Stock , Store and Purchase Officer" , Ravenshaw University on or before 3:00P.M of Dt. 28.03.2023.

The "Technical Bid" will be opened on the very same day i.e 28.03.2023 at 4:00P.M. in the Office of the Registrar, Ravenshaw University in presence of authorized representative of bidders. The "Financial Bids" of only those firms who qualify in the "Technical Bid" shall be opened.

Schedule of Events :

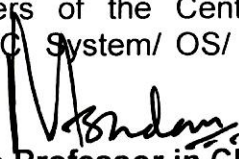
Name & Nature of the Work	Comprehensive Annual Maintenance Contract of Air-Conditioners
Details of Contract Officer for clarifications / queries	Associate Professor in Charge of Stock, Store and Purchase Officer, Ravenshaw University, Cuttack – 753 003, Odisha
Earnest Money Deposit	Rs. 5,000/-
Published Date	18.03.2023
Bid Submission End Date	28.03.2023
Address where the Tender are to be submitted	The Associate Professor in Charge of Stock & Store and Purchase Officer, Ravenshaw University, Cuttack – 753 003, Odisha
Date, Time and Venue of opening of Technical Bids	28.03.2023 / 04:00P.M / Office of the Registrar

Note : In case of any enquiry / query for details of ACs, please contact Stock & Store and Purchase Section, Ravenshaw University, Cuttack -753 003 from 10:00A.M to 5:00P.M on all working days.


Associate Professor in Charge of Stock , Store and Purchase Officer

Memo No 973 /Date 17.3.2023

Copy for displaying in the Registrar's Office/ Members of the Central Purchase Committee/ CPGC/ CoF/ Notice Board for wide circulation / OIC System/ OS/ PA to VC for information.


Associate Professor in Charge of Stock , Store and Purchase Officer

1. No. of Air Conditioners Installed

Sl. No.	Location	No. of ACs			Total
		Window	Split	Capacity (Ton)	
01	Ravenshaw University, Cuttack-3, Odisha	1.5 ton = 05		1.0 ton = 02 1.5 ton = 172 2.0 ton = 90 3.0 ton = 88 7.5 ton = 06 11.0 ton = 04 30.0 ton = 06	
	Grand Total	05		368	373

* No of ACs in tentative.

2. Scope of Work :

The selected Agency / Firm shall be responsible to provide comprehensive annual Maintenance of all AC units. The comprehensive AMC will include

- * Wet service of all air conditioner units once in a quarter
- * Periodical preventive maintenance
- * All repairs (include / exclude compressor)
- * All spares (include / exclude compressor and plastic parts)
- * Gas filling in all cases including at the time of replacement of compressor, shifting of outer units etc.

3. Validity of the Contract :

The Annual Maintenance Contract (AMC) shall commence from the date of award of the contract, and the annual maintenance contract shall be valid for a period of one year from the date of award of contract. However, the contract may be extended for a further period subject to satisfactory performance.

Ravenshaw University, however, reserves the right to terminate the contract by giving 15 days' notice without assigning any reason thereof.

4. Eligibility Conditions :

- a) The agency / firm should have experience of at least 5 years in the relevant field and must be doing such services for various reputed organizations / departments of Government of Odisha / Govt. of India / Public Sector undertakings / Statutory Bodies / MNCs.
- b) Must Possess PAN No and upto date IT return certificates / challans of last 3 years.
- c) Must submit the declaration in Non Judicial Stamp Paper of Rs. 20/- or more of not being black listed or quit the work after receiving work order.
- d) The agency / firm should be register under Service Tax Registration / GST / TIN / VAT Registration Authorities (copy to be attached)
- e) The details of inputs / information required to be submitted by any agency as listed in the format for Technical Bids (Annexure-II).

5. Earnest Money Deposits (EMD) :

The bids must be submitted with Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand) only in the shape of Demand Draft drawn in favour of "Ravenshaw University" payable at Cuttack. The bids received without EMD will be rejected. The bid security of unsuccessful bidders will be returned as promptly as possible.

6. Responsibilities of the Firm / Agency :

- a) The AMC shall be comprehensive. The maintenance contract shall cover replacements of parts or by genuine / branded parts by the contractor of cost as and when required.
- b) The AMC is Comprehensive in nature. All required spares such as compressor, condenser cooling Coil, Refrigerants, capacitors, motors etc are include in AMC except plastic items of body or any dismantling, shifting and reinstallation work.
- c) All complaints must be attended within one day.
- d) In case of the AC unit is not repairable within the Ravenshaw University Premises, the same shall be carried to agency / firm's workshop at its own expenses with written permission of competent authority.
- e) The units carried to the workshop shall be repaired / made functional and returned to the Office within three day, failing which, penalty @ Rs. 200/- per day will be imposed.
- f) It shall be responsibility to the firm to hand over the AC units (under contract) to this office or the agency engaged by this office for the purpose in working condition at the expiry of the contract.
- g) During the validity of the contract the firm will render preventive maintenance services of the equipment at the frequency of at least once in every month.

7. Submission of Tenders :

- a) **The Technical and Financial bids must be submitted in separate sealed cover in the format as prescribed in Annexure-II and Annexure-III respectively.**
- b) Both the bids (technical and financial bids-sealed separately) along with third envelope containing EMD are to be kept in a bid sealed envelope.
- c) The envelope containing EMD should not be sealed and kept open.
- d) The sealed envelope containing all bids must be either by Speed / Registered/ Courier Post or by Hand submission in the Office of the Stock & Store and Purchase Officer, Ravenshaw University, Cuttack-3 by 3:00P.M of dt 28.03.2023.
- e) Quotations received in an unsealed cover or received after the due date are liable to be rejected. Ambiguous bids also will be rejected.
- f) Commercial / Financial bids of only those bidders whose technical bids are acceptable / qualified will be opened.
- g) Late / delay tenders due to any reason, whatsoever, will not be accepted / considered, at all, under any circumstances.



8. Performance Security :

- a) The successful tender shall be required to deposit an amount equal to 10% of the total contract value in the form of "Bank Draft" to be deposited with Ravenshaw University, Cuttack within one week of the receipt of the "Tender Award Letter".
- b) Performance security shall be valid for a period of sixty days beyond the date of completion of all contractual obligations.
- c) Performance Security will be discharged after completion of contract's performance obligations including warranty obligations under the contract.
- d) If the firm/contractor fails to neglect any of his obligations under the contract, Ravenshaw University reserves the right to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.

9. Payment :

Payment to the selected Firm/Agency shall be released on half yearly basis i.e. 50% after six months from the date of taking over the charge of AMC and balance 50% on completion of AMC. The contractor will submit the bill to the Ravenshaw University, Cuttack with signature of concerned users clearly mentioning the type of services provided. Payment will be made based on satisfactory work certificate issued thoroughly evaluation by Concerned Officer(s).

10. Validity of Tender :

Rates quoted by the Firm shall remain valid for 120 days from the date of the opening of the tender.

11. TDS and any other Government leaves as applicable shall be deducted on the bill amount as per Government of Odisha / India instructions issued from time to time.
12. The successful bidder will enter a contract with Ravenshaw University, Cuttack and the terms and conditions of the contract will be binding on both the parties.
13. The Ravenshaw University reserves the right to accept or reject any or all the Tenders.
14. The Ravenshaw University reserves the right to cancel the contract at any time during the currency of the contract without assigning any reason, whatsoever, the services provided by the firm are found to be unsatisfactory.



**Associate Professor in Charge of
Stock , Store and Purchase Officer**

PROFORMA FOR TECHNICAL BID

Sl. No.	Items	Information / Inputs to be filled by the tenderer (if required separate sheets may be enclosed)
1.	Name and Address of the Firm / Agency, telephone number, fax, mobile number, email address.	
2.	Type of organization (Whether proprietorship, partnership, private limited , limited company)	
3.	Year of formation of the Company / experience as an air conditioner agency.	
4.	Contact number in case of emergency	
5.	(a) Service Tax Number / Certificate (b) PAN number (copies to be attached)	
6.	Details of Govt. Department / PSU served during the last three years with contract number of concerned officer	
7.	Copies of certificate regarding satisfactory services issues by the Govt. Department / PSU (At least 3 satisfactory reports to be attached)	
8.	Details of Earnest Money	DD No. Date :
9.	Undertaking to be given by the firm that the firm has not been blacklisted by the Govt. Department	
10.	Infrastructure details	
11.	Service Centre / Workshop of AC Maintenance	
12.	Any other information	

Self attested copies of relevant documents are enclosed in support of above information.

Date :

Place :

Signature of the authorized signatory of the agency

Official Seal / Stamp



UNDERTAKING

I / We hereby certify that all the information furnished above are true to my knowledge. I / We have no objection to Ravenshaw University, Cuttack verifying any or all the information furnished in this document with the concerned authorities. If necessary.

I / We also certify that, I / We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Date :

Signature of the authorized signatory of the agency

Place :

Official Seal/ Stamp

A handwritten signature in black ink, appearing to read 'M. B. ...', with a double underline beneath the final part of the signature.

PROFORMA FOR FINANCIAL BID

1. Name, Address and Telephone Number of the Organization :

2. Name of Proprietor/ Authorized Signatory with Tel. No. :

3. Rates Offered :

Sl. No.	AC Units (Capacities in Ton)	Qty.	AMC Rate per unit	Total	Maintenance/ Repairing/ Installation/ Reinstallation / Demanding charges (per unit)
(1)	(2)	(3)	(4)	(5)	(6)
1	Window	1.5	05		
2.	Split	1.0	02		
3.	Split	1.5	172		
4.	Split	2.0	90		
5.	Split	3.0	88		
6.	Split	7.5	06		
7.	Split	11.0	04		
8	Split	30.0	06		
	Total		373		

* Exclusive of Taxes

Declaration : I/We have read and understanding the terms and conditions of the Tender. I/We have inspected the site and have understood the scope of work and I/We have quoted the rates accordingly.

Place :

Date :

(Signature of authorized signatory)

Name :

Designation :

Seal of the Firm / Agency.....