



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

श्रम मंत्रालय ,भारत सरकार (Ministry of Labour – Government of India)

उप क्षेत्रीय कार्यालय SUB-REGIONAL OFFICE,

दूसरी व तीसरी मंजिल , 2nd & 3rd Floor, तुळुनाडु टावर्स "TULUNADU TOWERS",

कोर्ट रोड उडुपि ,COURT ROAD, UDUPI – 576 101

No. KN कर्ना/उ.क्षे.काSRO/उडुपि UDP/ADM/CT/524/2016-17 DT. 13.01.2017.

Tender notice for Comprehensive AMC of Air Conditioners, Air Cooler and Water Cooler for One Year (from 01/02/2017 to 31.01.2018)

Employees' Provident Fund Organisation, Sub-Regional Office, 2nd Floor, Tulunadu Towers, Court Road, Udupi.

The undersigned invites sealed quotations from reputed firms engaged in undertaking the Comprehensive Annual Maintenance Contract (AMC) of Air Conditioners, Air Cooler & Water Cooler. The firms forwarding their quotations must comply with the Scope, terms and conditions mentioned at "Annexure-A". All the Air Conditioners for which the quotations are invited for comprehensive AMC are installed at Employees, Provident Fund Organisation, Sub-Regional Office, Udupi, details mentioned at "Annexure-B". The sealed quotations for Comprehensive Annual Maintenance of Contract for the Split ACs, Air Coolers and Water Cooler are invited in the proforma for filling the rates and other details enclosed at "Annexure-C". The quotations completed in all respects in sealed cover super scribed as "Quotations for Comprehensive AMC of Air Conditioners, Air Cooler & Water Cooler" must be submitted at the O/o The Regional P.F.Commissioner, Employees, Provident Fund Organisation, Udupi on or before **25.01.2017 up to 3.00 PM**. The bid has to be accompanied by an EMD (Refundable) of Rs. 1,000/- (Rs. One Thousand) only in the form of Demand Draft in favour of Regional P.F.Commissioner, Udupi. The Technical Bids sealed covers will be opened on **27.01.2017 at 3.00 PM** in the Commissioner's chamber, Employees' Provident Fund Organisation, Sub-Regional Office, 2nd Floor, Tulunadu Towers, Court Road, Udupi and later financial bids will be opened on **30.01.2017 at 4:00 PM** at the same venue. Representatives of firms may be present at the time of opening of bids, if willing. A list of clients in Government/Public Sectors with contact name and person should also be enclosed with the quotations. This office reserves all rights to accept or reject any or all quotations without assigning any reason. Conditional Quotations will not be accepted. Details can be accessed on website www.epfindia.gov.in and www.ro.mangalore@epfindia.gov.in


Regional P.F.Commissioner/OIC
SRO,Udupi.

Scope, Terms and Conditions for the Comprehensive Annual Maintenance Contract of Air Conditioners, Air Coolers and Water Coolers for One Year (from 01/02/2017 to 31.01.2018)

1. Comprehensive AMC will be for a period of one year (from 01/02.2017 to 31.01.2018).
This can be cancelled unilaterally by this office whenever the service is not found to be satisfactory or up to the mark.
2. Scope of Comprehensive Annual Maintenance Contract services shall include providing routine maintenance services, pertaining to complaints as and when they occur in Split Air conditioners, Air Cooler, Water Coolers and annual maintenance services.
Comprehensive AMC services shall include providing all man power, labour, tools and replacement of all defective spare parts including consumables. The rates quoted for the AMC services shall also include all taxes as applicable State & Central Government and duties as applicable and cost of transportation of freight, insurances etc.
3. The total amount of Comprehensive AMC does not exceed the lowest rates accepted by this office as per the quotations. The AMC charges are payable in four quarterly installments and nothing over and above this amount is payable.
4. The release of payment will be made by the Employees' Provident Fund Organisation, on the quarterly basis (at the end of each quarter) on the production of '**Satisfactory Service report**' from all the offices/Location covered under the AMC.
5. Even if no call is made by any of our offices covered under AMC, the firm is required to undertake preventive maintenance by checking all the Air Conditioners at least once in every two months and servicing in every three months and confirm that the systems are in the best of working conditions.
6. This constitutes a **comprehensive maintenance contract** and includes all parts of the Air Conditioners, Air Cooler & Water Cooler including compressor, gas, mechanical parts, Electronic parts brazing works etc.
7. Units taken out of the office premises for service at the workshop shall be returned at the earliest and in any case, within three days time and in case more time is required, permission shall be obtained in writing from the Employees' Provident Fund Organisation, SRO, Udupi.

8. All service request/calls for repair work must be attended within 48 hours of the complaint being lodged with the AMC Provider. If the AMC Provider firm fails to attend the calls within 48 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.
9. At the end of period / termination of Comprehensive AMC , the contractor shall demonstrate satisfactory testing and operation of all the air conditioners, Air Cooler and Water Cooler.
10. Details of Air Conditioners, Air Coolers and Water Coolers to be covered under AMC along with the location of installation are given in "Annexure -B".
11. 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.
12. The firms must have a similar experience of successfully undertaking the AMC of Air Conditioners, Air Cooler & Water Cooler in a Government Organization/ Semi- Government Organization/ PSUs.
List of such Clients and Quantum of AMC handled must invariably be enclosed with the technical bid along with 13(e) and 13(f) below.
13. The firms are required to forward the following details with the quotation:
 - a. Valid registration Number of the firm for the VAT / Service Tax purpose.
 - b. Income Tax Return for the last financial Year.
 - c. Details of Engineers /Technician employees at your organization.
 - d. Total years of experience in providing Maintenance services for Air Conditioners, Air Cooler & Water Cooler.
 - e. Form 16 A (copies) issued by the Government Organizations deducting TDS on AMC services provided by the firm.
 - f. List of Government Organizations which renewed the AMC with the firm, with copies of orders.
 - g. Signed copy of tender document along with scope, terms & conditions.
14. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations. Quotations received after the stipulated time and date are liable to be rejected.
15. The bidder must ensure that the conditions laid down for submission of offers detailed below are correctly and completely fulfilled. The quotations found to be deficient in any respect shall be

summarily rejected. Similarly, conditional offers and offers with terms and conditions inconsistent with those contained in this document shall be rejected.

16. The bid shall be submitted as per procedure mentioned below: -


a. Part I: - Technical Bid– It will consist of the company/ establishment profile indicating the capability, self attested documentary proof of experience, and other documents/ statutory requirement certificates as mentioned in eligibility conditions, bid document, bid security etc. This first cover shall be super scribed “**Technical Bid**”.

b. Part II: - Financial Bid – It will contain the price of the tender items including all Taxes. This second cover 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 (super scribed as “**Quotations for Comprehensive AMC of Air Conditioners, Air Cooler & Water Cooler**”) shall be addressed to the **Regional Provident Fund Commissioner/OIC, Sub-Regional Office, 2nd Floor , Tulunadu Towers, Court Road, Udupi 576101.**

17. Technical bid will be opened on **27.01.2017 at 3.00 PM** in the Commissioner's Chamber, Employees Provident Fund Organisation, Sub-Regional Office, 2nd Floor, Tulunadu Towers, Court Road, Udupi in the presence of representative of firms and Financial bid will be opened on **30.01.2017 at 4:00 PM** at the same venue.

18. A Security deposit / Bank Guarantee of Rs.1000/- (Rupees ~~one~~ Thousand only) will have to be deposited by the Contractor to whom the AMC is awarded before commencement of the contract. This Security deposit / Bank Guarantee (Rs.1000/ only) will be refunded on the successful completion of the Annual Maintenance Contract. The Security Deposit will be forfeited if any of the condition of the contract is contravened besides any other action that may be taken against the contactor.


Regional P.F. Commissioner/OIC
Employees' P.F. Organisation,
Sub-Regional Office, 2nd Floor,
Tulunadu Towers, Court Road,
Udupi.

Annexure 'B

Details of Air Conditioners, Air Coolers and Water Coolers (installed at Employees', Provident Fund Organisation, Udupi) to be placed under Comprehensive AMC for one year (from 01/02.217to 31.01.2018).

Sl. No.	Location	Type of Air Conditioners	Capacity (Make) Air Conditioners	No. of items
01.	Regional P.F.Commissioner's Chamber and EDP Centre	Split (Voltas)	2.0 Ton	02 Nos.
02.	Assistant P.F.Commissioners Chamber	Split (Voltas)	1.05 Ton	02 Nos.
	Second Floor	Voltas water cooler	FSS 20/20	01 Nos.
	Third Floor	Voltas Mini Magic smart	(DX) R	01 Nos.
	A.O. & E.O Chamber	Bajaj Cooler Platini	PX96 PCR W/R	02 Nos.

'ANNEXURE - C'

Quotation for Comprehensive AMC for Air-Conditioners, Air Coolers and Water Cooler installed at Employees' Provident Fund Organisation, Sub-Regional Office, 2nd Floor, Tulunadu Towers, Court Road, Udupi.

Particulars	Total Cost Quoted in Rupees (in figures and in words)
Yearly Comprehensive Servicing/Maintenance /Repair of Four Air conditioners, Two Air Coolers and Two Water Coolers (Details of Air Conditioners, Air Cooler and Water Cooler as per Annexure-B)	

Signature.....

Name of Firm

Address in Full

.....

Tel. No.....

Mobile No.

e-mail address:

PAN No.....

TAN No.

Service Tax No.