

**Tender Document No.D-44/3/Admn-IV/DPD(HQ)/2016-17**

Government of India

Ministry of Statistics and Programme Implementation

National Sample Survey office

Data Processing Division (HQs.)

Mahalanobis Bhavan


164, G.L.T. Road

Kolkata-700 108

Dated: 17/08/2016

**Notice Inviting Tender**

1. On behalf of the President of India, Additional Director General, Data Processing Division Headquarters, National Sample Survey Office, Kolkata proposes to undertake **Comprehensive Annual Maintenance Contract (AMC) of Split and Window Air Conditioners installed in the DPD(HQ) at Mahalanobis Bhawan office premise and the NSSO Guest House**. Quotations are invited from reputed agencies for undertaking the above mentioned job in the office located at Mahalanobis Bhavan, 164 G.L.T. Road, Kolkata- 700 108.
2. The Air Conditioners installed in the office premise are of different makers (Voltas, Godrej, Videocon, Blue Star, Weathermaker, Carrier etc) and capacity. Also, all these machines are out of warranty. The list of AC machines for which AMC is invited, is enclosed in **Annexure I**. The vendor may visit the site during 17.08.2016 to 05.09.2016 between 12:00 PM to 3:00 PM and quote the price bid as per the condition of the machine.
3. Tenderers are advised to follow the instructions provided in the tender documents under heading "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal(CPPP) for e-Procurement at <http://eprocure.gov.in/eprocure/app>. The tender documents are also available on the website of this Ministry i.e. [www.mospi.nic.in](http://www.mospi.nic.in)
4. Bids shall be submitted online at CPPP website: <http://eprocure.gov.in/eprocure/app>.
5. A hard copy of the sealed tender with rates in the prescribed format ( Section III & IV) for undertaking the work must reach the undersigned by 08.09.2016. The tender should be sent in a sealed envelope clearly super scribing "**Tender for Comprehensive AMC of Air Conditioners**". The bidder or his representative may be present on the date of opening of the tender.
6. The various crucial dates relating to the mentioned tender above are as follows

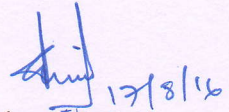
 17/8/16




Date & Time of opening of

- i. Last date of receipt of Bid: 2:00 PM, 8<sup>th</sup> September, 2016
- ii. Opening of Bid: 11:00 AM, 9<sup>th</sup> September 2016

The office reserves the right to accept/reject any or all quotations without assigning any reason and will not be responsible for postal delay. All other terms and conditions in tender form will be binding on the Quotationers/ Bidders.



(Arindam Modak)  
Director & Head of Office  
Phone : (033)-2578-9063







Government of India  
Ministry of Statistics & Programme Implementation  
National Sample Survey Office  
Data Processing Division (HQs.)

PHONE: (033)-25789063

Tender Document No.D-44/3/Admn-IV/DPD(HQ)/2016-17  
Dated: 17/08/2016

## **TENDER DOCUMENT**

**Comprehensive Annual Maintenance Contract(AMC) for Split and Window  
Air Conditioners**

**At**

**Data Processing Division (HQs)  
National Sample Survey Office  
Mahalanobis Bhavan & NSSO Guest House  
164, G.L.T Road, Kolkata - 700 108**

**Last date for submission: Date: 08.09.2016 up to 2PM  
Opening of Bid: Date: 09.09.2016 At 11:00 A.M.**



## SECTION I

### Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

#### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder should note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

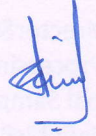
#### **SUBMISSION OF BIDS**

- 1) Bidder should log on to the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee as applicable and enter details of the instrument.
- 4) Bidder should prepare the tender fee as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with bid submission time. Otherwise the uploaded bid will be rejected.
- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid



summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.

- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 10) Both submission through e-procurement site and hardcopy submission at office has to be done. Otherwise the bid shall be rejected.





SECTION II

BID ACCEPTANCE FORM

Reference :Tender Document No.D-44/3/Admn-IV/DPD(HQ)/2016-17

To  
The Director& Head of Office,  
Data Processing Division (HQ),  
National Sample Survey Office,  
MahalanobisBhavan, 164, G.L.T. Road,  
Kolkata-700 108  
Sir,

Having examined the terms & conditions of tender and specifications, including all other related documents the receipt of which is hereby duly acknowledged, we the undersigned, offer to execute the **Comprehensive Annual Maintenance Contract (AMC) for Split and Window Air Conditioners** in the office of Addl. Director General, Data Processing Division (HQs.), National Sample Survey Office (NSSO), 164, G.L.T. Road, Kolkata-700 108 in conformity with, conditions of contract & specification.

We undertake, if our bid is accepted, to execute the work in accordance with specifications, time limits, terms & conditions stipulated in the tender document.

Bid submitted by us is properly sealed & prepared so as to prevent any subsequent alternation & replacement.

Dated this.....day of.....2016

Signatory.....

Signature of Authorized signatory.....

In the Capacity of .....

Duly authorized to sign the Bid for and on behalf of

Witness.....

Address.....





**SECTION –III (Technical part)**

**TENDERER'S PROFILE**

1. Name of the bidder/firm (In block letters).....
2. Name of the person submitting the quotation  
  
Shri/Smt.....
3. Address of the bidder :
4. Tel.No. (with STD code) (Off).....(Fax).....(Res.).....
5. PAN NO. (Permanent Income TAX No. /TAN No.).....VAT No.....  
Service Tax No .....  
(photocopy to be enclosed)
6. Trade Lenience (Photo copy of original is to be enclosed)
7. **Service Authorisation of the Manufacturer for at least four AC companies among the list as in Annexure-I are to be enclosed.**
  - 1
  - 2
  - 3
  - 4

I/We hereby declare that the information furnished above is true & correct.

Place :

Date :

Signature of bidder / Authorized signatory.....

Name of the bidder.....





**Section – IV (Financial part)**

Price bids for all the machines listed in the **Annexure I.**(considered for those bidders who give the complete supporting documents in respect to items 5,6 and 7 of the technical part in section-iii.)

Item Description	Nos	Rate	Tax etc	Total Amount (in Rs.)
Comprehensive AMC Rate of AC machines Of less than 10 years	97			
Comprehensive AMC Rate of AC machines Of above 10 years	33			
<b>Total</b>	130			

The L1 will be decided on the total amount of all the AC machines taken together.

Signature of bidder / Authorized signatory

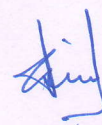




## Section –V

### Terms and Conditions

1. The contract for AMC of AC Machines shall be comprehensive.
2. No separate Cost of parts of AC machines shall be entertained.
3. The AMC rate including the cost of parts shall be fixed for the entire AMC period.
4. A tender fee of Rs.500 (non-refundable) has to be paid in the form of Demand draft drawn in the favour of **PAO, MOSPI, Kolkata**. Exemption regarding the same shall be as per the extant rules.
5. It is mandatory for the successful tenderer to submit Performance Security Deposit amounting to 10% of the total contract value for one year in the form of Bank Guarantee/Fixed Deposit Receipt/Demand Draft in favour of **"PAO, MOSPI, Kolkata"** as Performance Security. The Security Deposit should be valid beyond 60 days of the period of the contract. The Security Deposit will be returned without any interest after satisfactory completion of the contract process. This amount, however, be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream.
6. The quoted rate is fixed till the period of contract. No change in the rate is permissible once the contract is assigned to the selected vendor.
7. It is the vendor's responsibility to arrange any supporting system like ladder etc. for repairing the compressor installed out-side the wall of various floor of MahalanobisBhavan and the NSSO guest house.
8. All break down calls will be attended by the firm free of cost within the period of contract.
9. Tax(TDS) will be deducted from the bill as per Govt. Rule.
10. Replacement of the spare parts should be carried out by the firm as and whenever required and the parts should be of standard quality.
11. Apart from break down calls, the firm has to carry out preventive maintenance check in a regular interval to ensure effective working of these AC machines.
12. Payment will be made on quarterly basis and on Pro rata basis. Further if any machine becomes non functional during the AMC period. The same will be removed from the AMC list and the AMC amount of the same will be deducted on pro rata basis.
13. The office reserves the right to accept/reject any or all quotations without assigning any reason thereof.
14. **PENALTY CLAUSE:** In case of any irregularities noticed, the penalty amount will be levied by the Office up to the extent of 10% of the monthly charges due for the relevant month, after issuing show cause notice to the agency and considering the explanation of the agency, if submitted with in stipulated time. Such repeated irregularities will make the agency liable for cancellation of contract with forfeiture of the Security Deposit.
15. **ARBITRATION CLAUSE:** In case of any disputes between the parties viz. the Office on one hand and the agency/firm awarded the Contract on the other hand, arising out on account of scope of the work and other mandatory liabilities as stated in the Tender Document/ Contract Agreement, the dispute shall be referred to an Arbitrator as per Arbitration and Reconciliation Act 1996, in Kolkata jurisdiction.





## Annexure I

AMC to be carried out for the following Air Conditioners

Old AC Machines

SLNO.	ROOM NO.	MAKE	CAPACITY	QTY	AGING in YRS.
1	HELP DESK	BLUESTAR	2.TON	1	10
2	106	WEATHER MAKER	2.TON	1	10
3	205	BLUESTAR	2.TON	1	10
4	208	BLUESTAR	2.TON	1	10
5	203	WEATHER MAKER	2.TON	1	10
6	210	BLUESTAR	2.TON	2	10
7	218	BLUESTAR	2.TON	1	10
8	217	CARRIER(W)	1.5TON	1	10
9	317	WEATHER MAKER	2.TON	1	10
10	315	BLUESTAR	2.TON	1	10
11	314	WEATHER MAKER	2.TON	1	10
12	301	LG	1.5TON	2	10
13	302/8	BLUESTAR	2.TON	1	10
14	302/4	WEATHER MAKER	2.TON	2	10
15	302/3	BLUESTAR	2.TON	2	10
16	302/2	WEATHER MAKER	2.TON	2	10
17	302/6	BLUESTAR	2.TON	1	10
18	302/5	BLUESTAR	2.TON	2	10
19	309	BLUESTAR	2.TON	2	10
20	307	WEATHER MAKER	2.TON	1	10
21	306	VOLTAS	1.5TON	1	10
22	305	BLUESTAR	2.TON	1	10
23	304	BLUESTAR	2.TON	1	10
24	503	WEATHER MAKER	2.TON	3	10
		TOTAL		33	



## Newer AC Machines

SLNO.	ROOM NO.	MAKE	CAPACITY	QTY	AGING in YRS. (About or less)
1	CPOG3	VOLTAS	1.5TON	1	5
2	CPOG3	CARRIER	2.0TON	2	5
3	110	CARRIER	2.0TON	2	5
4	102	CARRIER	2.0TON	6	5
5	105	GODREJ	1.5TON	1	5
6	104	GODREJ	1.5TON	1	5
7	204	GODREJ	1.5TON	1	5
8	207	VIDEOCON	1.5TON	1	5
9	203	GODREJ	1.5TON	1	5
10	202A	GODREJ	1.5TON	1	5
11	202A	VIDEOCON	1.5TON	1	5
12	202	GODREJ	1.5TON	2	5
13	202	VIDEOCON	1.5TON	1	5
14	202DPAI	GODREJ	1.5TON	2	5
15	202DPAI	VIDEOCON	1.5TON	1	5
16	201	GODREJ	1.5TON	2	5
17	216	VIDEOCON	1.5TON	1	5
18	213	VIDEOCON	1.5TON	1	5
19	212DPAI	GODREJ	1.5TON	4	5
20	212DPAI	VIDEOCON	1.5TON	2	5
21	316	VIDEOCON	1.5TON	1	5
22	DPDHQ	GODREJ	1.5TON	4	5
23	DPA1	GODREJ	1.5TON	2	5
24	302/1	VIDEOCON	1.5TON	1	5
25	DPD1	VIDEOCON	1.5TON	2	5
26	308	VIDEOCON	1.5TON	1	5
27	303	VIDEOCON	1.5TON	5	5
			TOTAL	50	



## AC Machines in Guest House

GUEST HOUSE					
SL.NO.	ROOM NO.	MAKE	CAPACITY	QTY	AGING in YRS(About)
1	406	LG	1.5TON	1	ABOVE 7 YRS.
2	407	LG	1.5TON	1	ABOVE 7 YRS.
3	408	VOLTAS	1.5TON	1	ABOVE 7 YRS.
4	409	VOLTAS	1.5TON	1	ABOVE 7 YRS.
5	401	LG	1.5TON	1	ABOVE 7 YRS.
6	402	LG	1.5TON	1	ABOVE 7 YRS.
7	403	LG	1.5TON	1	ABOVE 7 YRS.
8	404	LG	1.5TON	1	ABOVE 7 YRS.
9	405	VOLTAS	1.5TON	1	ABOVE 7 YRS.
10	LOUNGE	VOLTAS	1.5TON	1	ABOVE 7 YRS.
11	301	LG	1.5TON	1	ABOVE 7 YRS.
12	302	LG	1.5TON	1	ABOVE 7 YRS.
13	303	LG	1.5TON	1	ABOVE 7 YRS.
14	304	VOLTAS	1.5TON	1	ABOVE 7 YRS.
15	305	VOLTAS	1.5TON	1	ABOVE 7 YRS.
16	306	LG	1.5TON	1	ABOVE 7 YRS.
17	307	LG	1.5TON	1	ABOVE 7 YRS.
18	308	VOLTAS	1.5TON	1	ABOVE 7 YRS.
19	309	VOLTAS	1.5TON	1	ABOVE 7 YRS.
20	310	VOLTAS	1.5TON	1	ABOVE 7 YRS.
21	311	VOLTAS	1.5TON	1	ABOVE 7 YRS.
22	LOUNGE	VOLTAS	1.5TON	1	ABOVE 7 YRS.
23	201	LG	1.5TON	1	ABOVE 7 YRS.
24	202	LG	1.5TON	1	ABOVE 7 YRS.
25	203	LG	1.5TON	1	ABOVE 7 YRS.
26	204	LG	1.5TON	1	ABOVE 7 YRS.
27	205	VOLTAS	1.5TON	1	ABOVE 7 YRS.
28	206	LG	1.5TON	1	ABOVE 7 YRS.
29	207	LG	1.5TON	1	ABOVE 7 YRS.
30	208	VOLTAS	1.5TON	1	ABOVE 7 YRS.
31	209	VOLTAS	1.5TON	1	ABOVE 7 YRS.
32	210	VOLTAS	1.5TON	1	ABOVE 7 YRS.
33	211	VOLTAS	1.5TON	1	ABOVE 7 YRS.
34	LOUNGE	VOLTAS	1.5TON	1	ABOVE 7 YRS.
35	101	VOLTAS	1.5TON	1	ABOVE 7 YRS.
36	102	LG	1.5TON	2	ABOVE 7 YRS.
37	103	LG	1.5TON	2	ABOVE 7 YRS.
38	104	LG	1.5TON	2	ABOVE 7 YRS.
39	105	LG	1.5TON	2	ABOVE 7 YRS.
40	LOUNGE1,2,3,4	CITIZEN	1.5TON	4	ABOVE 7 YRS.
			TOTAL	47	