

**TENDER FOR ANNUAL COMPREHENSIVE MAINTENANCE CONTRACT FOR AIR CONDITIONERS AT INDIAN MARITIME UNIVERSITY-NAVI MUMBAI CAMPUS**



**TENDER No: IMU/NMC/AC/2020/0007**  
**Issue Date: 23 January, 2020**

Issued To, \_\_\_\_\_

<b>Cost of Tender Form / Document</b>	The tender document can be downloaded from the website <a href="http://www.imunavimumbai.ac.in">www.imunavimumbai.ac.in</a> or <a href="http://www.imu.edu.in">www.imu.edu.in</a> There is no tender fee.
<b>EMD Amount</b>	<b>Rs. 25000/-</b> should be drawn in the form of Demand Draft / Pay Order in favour of "IMU, Navi Mumbai Campus" payable at Mumbai.
<b>Issue of Tender Document</b>	1200 Hrs on <b>23 January, 2020 till</b> 1200 Hrs on <b>10 February, 2020</b>
<b>Last Date/Time of submission of the Tender</b>	1400Hrs on <b>10 February, 2020</b>
<b>Date and Time of Pre-Bid Meeting</b>	1430 Hrs on <b>31 January, 2020</b>
<b>Date and Time of Opening of the Technical Bids</b>	1430 Hrs on <b>10 February, 2020</b> , IMU- Navi Mumbai Campus
<b>Tentative Date and Time of opening of the Financial Bids</b>	Will be uploaded on the website and email will be sent to the Technically qualified bidder

All bidders are requested to visit IMU Navi Mumbai Campus website: [www.imunavimumbai.ac.in](http://www.imunavimumbai.ac.in) for regular updates.

## **IMU – Navi Mumbai Campus**

### **Sub: Annual Comprehensive Maintenance Contract of air conditioners installed at IMU – Navi Mumbai Campus.**

IMU – Navi Mumbai Campus invites sealed tender for comprehensive Annual Maintenance Contract of following Window/Split & Cassette air-conditioning system installed at IMU – Navi Mumbai Campus. The details of ACs are given below:-

Sl. No.	Particulars	Qty./ No.
1	1.5 Ton Capacity wall mounted type Split AC unit with cordless remote control.	33
2	2.0 Ton Capacity wall mounted type Split AC unit with cordless remote control.	62
3	2.0 Ton Capacity wall mounted cassette type Split type AC unit with cordless remote control.	24
4	1.5 Ton Capacity wall mounted type Window AC unit.	03
5	2.0 Ton Capacity wall mounted type Window AC unit.	17
6	1.0 Ton Capacity wall mounted type Split AC unit with cordless remote control.	02
	<b>Total</b>	<b>141</b>

\* There may be addition/deletion in the quantity as per the requirements of the IMU-NMC.

#### **Scope and description of Works :**

1. Thereafter, the agency shall be responsible for comprehensively maintaining all the above air conditioners of IMU – Navi Mumbai Campus. The agency shall be responsible for all preventive and break down maintenance of the air-conditioners and fault rectifications.
2. The agency shall be responsible for the maintenance towards routine servicing once in every quarter and labour for attending any number of breakdown calls during the contract period and fault rectification on-site as well as off-site and refrigerant gas charging as and when required.
3. The following spare parts shall be rectified/ replaced free of cost in case of any break down during the AMC period:-
  - (a) Compressors
  - (b) Fan/louver motors
  - (c) P.C.Bs and valves
  - (d) Magnetic/thermostat/selector Switches
  - (e) Transformers
  - (f) Gas charging
  - (g) Capacitors and relays
  - (h) Air filters
  - (i) Fans and blowers
  - (j) Any other parts as may be required.

4. On receipt of a break down intimation, a qualified and competent team would be deputed immediately on the same day and fault would be rectified immediately on priority basis and within 24 hrs so as to ensure that Air Conditioners are functioning satisfactorily.
5. **TOOLS and EQUIPMENTS :** The agency shall arrange at its own expense all necessary tools, equipments and required parts which are required for proper execution of the work.
6. No increase in amount shall be considered at all during the currency of the AMC. No other charges like transportation fare etc. will be payable.
7. Conditional tender will not be entertained. Similarly tender received after stipulated date and time will also not be considered under any circumstances.
8. The term Maintenance shall include oiling, cleaning, greasing. Servicing and repair of motor/compressor, electrical parts, air filters and gas charging during the currency of the contract at the exclusive risk, responsibility and the cost of contractor. The list is only inclusive and not exhaustive.
9. They shall be required to inspect all the air conditioners and put these into operation immediately failing which the contract may be cancelled without assigning any reasons and the security money deposited by the contractor shall be forfeited.
10. For regular and proper maintenance of the air-conditioners and for attending to the complaints received from officers, it shall be obligatory on the part of the firm to depute a qualified mechanic on all working days from 9.30 am to 5.00 p.m. from Monday to Friday throughout the currency of the contract immediately. In case of emergency the complaints would also be required to be attended to on holidays.
11. As far as possible, the repair work shall be carried out in the premises of the IMU– Navi Mumbai Campus. Only such repairs which are not possible to be undertaken in the premises of the IMU Navi Mumbai Campus may be allowed to be done in the workshop of the firms. In no case, an ac or part thereof shall be taken out of the premises without formal written permission of this Office. No transportation charges will be paid on this account. The ACs or part thereof, taken into the workshop will have to be brought back at the earliest maximum within 07 days failing which the cost of the machine/part will be recovered from the firm and if considered necessary the contract will be terminated without further notice.
12. The working of ACs may be checked physically by the bidder before bidding.
13. **Earnest Money Deposit :** An Earnest Money Deposit Rs. 25000/- in the form of a Demand Draft drawn in favor of IMU– Navi Mumbai Campus, may be submitted, failing which the bid will not be considered valid. No exemption from payment of EMD is available to any bidder for any other reason whatsoever.
14. **Refund of EMD :** The EMD will be refunded to all the unsuccessful bidder(s) within fifteen days from completion of the tender evaluation process. No interest will be allowed on the Earnest Money Deposit.

15. **Security Deposit** : The successful bidder shall within 07 days from the date of receipt of award letter, deposit with Indian Maritime University, Navi Mumbai Campus a sum equal to 10% of the value of the accepted tender, in the form of Demand Draft from any Nationalized bank/Scheduled bank, failing which Indian Maritime University – Navi Mumbai Campus may at its discretion cancel the award letter and forfeit the earnest money deposit furnished along-with the tender.

The security deposit amount of 10% of the contract value so deposited will be refunded within 30 days from the date of completion of contract as per tender document.

In case, security deposit amount fall short on subsequent order, the bidder must deposit the differential amount of Security deposit within 10 days of subsequent order. Security Money will not carry any interest.

16. **TENURE OF CONTRACT:** The tenure of the contract shall ordinarily be one year. However, the competent authority in IMU – Navi Mumbai Campus, may at the discretion, extend the contract for 6 months on same terms & condition without change in financial terms with prior consent of the vendor.
17. The competent authority reserves the right to terminate the contract at any time before completion of the tenure in case the services of the firm are found unsatisfactory, by issuing a warning first and pointing out shortfall in service.
18. **SATISFACTORY SERVICES:** In the event of poor services, IMU-NMC holds the right of risk purchase at your cost. Also in the event of foreclosure of service the security deposit would be forfeited.

The satisfactory services would be determined by following parameters:

- (a) Attending to defect within 24 hours.
  - (b) Affecting repairs within 48 hours in case major component is changed / repaired.
  - (c) The mechanic would issue a service report of repair work undertaken and obtain user/ IMU-NMC representative signature on completion of work.
19. **PROHIBITION OF SUB CONTRACT:** The firm / agency shall not sub- contract this work under any circumstances.
20. **DEDUCTION OF INCOME TAX AT SOURCE:** Since it is a "Works Job Order", Income Tax shall be deducted at source from all the accepted payment to be made, in accordance with the provision of Income Tax Act, 1961 as amended from time to time.
21. **RESOLUTION OF DISPUTE:** In case of disputes the issue would be first discussed mutually and resolved. In case firm is not satisfied the case could be put to an arbitrator appointed by Director, IMU- NMC.
22. **Penalty Clauses:**
- (a) **Deficiency in quality:** In case of failure on the part of agency to rectify the defect within a period of 48 hrs, the IMU – Navi Mumbai Campus shall have the discretion to get it rectified from other sources at contractor's risk and cost.

23. The IMU – Navi Mumbai Campus reserves the right to annul the tender process and issue fresh tender without assigning any reason. Incomplete bids would be rejected.
24. Rs.500/- will be penalized, if the mechanic/technician does not visit the IMU – Navi Mumbai Campus for attending the call/inspection/repairs within 24 hours.
24. **Qualification of Bidders:**
- (i) The agency should have its Registered Office in Mumbai/Navi Mumbai/Thane/Panvel. The bidder should submit copy of the Certificate of Registration.
  - (ii) The firm must have a valid PAN Number and GST Registration No.
  - (iii) The Firm must have at least two years experience in the last five years (i.e. since 2014 -2015) of providing similar service which may include installation and maintenance of Air Conditioners to Central Government/State Govt. /PSUs/Private Organizations of repute. The Firm must furnish certificates from such Organizations in support of their experience.
25. **Submission of tender :** The tender must be submitted in the prescribed pro-forma provided in **Annexure- I**. Tenders not in the prescribed pro-forma are liable to be rejected.
26. Tender strictly as per the above specifications and terms and conditions may kindly be sent to the undersigned in sealed cover on or before 10.02.2020 at 1400 hrs. Any clarification in this regard may kindly be addressed to the undersigned.
27. In exceptional cases Indian Maritime University, Navi Mumbai Campus or his representative reserves the right to obtain the additional documents / clarifications from any of the bidder without vitiating the tendering process.
28. **Payment Terms:** Payment shall be made quarterly and released within 10 working days of receipt of the bill.

**Annexure – I****IMU – NAVI Mumbai Campus**

1. Name of the Firm : \_\_\_\_\_
2. Address : \_\_\_\_\_  
\_\_\_\_\_
3. Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_
4. PAN. : \_\_\_\_\_
5. GST Registration No.: \_\_\_\_\_
6. List of Clients: (Additional sheet may be used if the space provided below is insufficient).

Sl. No.	Name of the Client	Duration of Services			Remarks (if any)
		From	To		

- i) Details of Earnest Money Deposit of Rs. \_\_\_\_\_
- ii) DD / Banker's Cheque No. : \_\_\_\_\_
- iii) Issuing Bank & Branch : \_\_\_\_\_

Date : \_\_\_\_\_

(Signature of the authorized signatory)

Full Name \_\_\_\_\_  
Mob. No. \_\_\_\_\_  
Company Seal \_\_\_\_\_

List of Enclosures:

- i) DD / Banker's cheque for EMD.  
ii) Attested copy of PAN No.  
iii) Attested copy of GST Registration No.  
iv) Certificate of Registration  
v) Experience certificate from client organizations.  
vi) Bank Mandate Form

## PRICE BID

Serial No. \_\_\_\_\_

Schedule to Tender for **Annual Comprehensive Maintenance Services for ACs** to IMU, Navi Mumbai Campus, Karave, Nerul, Navi Mumbai-400 706, during the period 01.04.2020 to 31.03.2021.

Sl. No.	Comprehensive Maintenance of Following AC Units	Quantity Approx.	Per unit per Month (excluding GST)	Total (excluding GST)
1.	1.5 Ton Capacity wall mounted type Split AC unit with cordless remote control.	33		
2.	2.0 Ton Capacity wall mounted type Split AC unit with cordless remote control.	62		
3.	2.0 Ton Capacity wall mounted cassette type Split type AC unit with cordless remote control.	24		
4.	1.5 Ton Capacity wall mounted type Window AC unit.	03		
5.	2.0 Ton Capacity wall mounted type Window AC unit	17		
6.	1.0 Ton Capacity wall mounted type Split AC unit with cordless remote control.	02		
	<b>GRAND TOTAL(in figures)</b>			
	<b>GRAND TOTAL(in words)</b>			

We/I have read the terms & conditions, specifications & quantities of the work and agreed to abide by them. We/I agree to carry out the above work at the rate mentioned against the item.

The quoted rates of each of the articles are one single price, all inclusive.

Place:

Date:

**Signature of the Contractor  
(with Seal)**

**MANDATE FORM**  
**(Account/s Information form)**  
**REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM IMU.**

**A. DETAILS OF ACCOUNT HOLDER:**

NAME OF ACCOUNT HOLDERER / FIRM

COMPLETE CONTACT ADDRESS

MOBILE NUMBER / PH NO

E.MAIL:

PAN :

**B, BANK ACCOUNT DETAILS:**

**ACCOUNT NAME** (Name appearing in your Cheque Book)

BRANCH NAME WITH COMPLETE ADDRESS,

TELEPHONE NO

BRANCH CODE

**Note: Please attach a Cancelled Cheque along with the account information form.**

**COMPLETE BANK ACCOUNT NUMBER** (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

( ..... )

Signature of Beneficiary

Date:

**Mandatory for Vendors/suppliers/Contractors etc., Payment:**

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp with Date & Place)

( ..... )

Signature of Bank Manager