



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai – 400 088.
(A Deemed University under Section 3 of the UGC ACT, 1956)

TISS/AMC-AC/2017

Dated:17 Mar 2017.

NOTICE INVITING TENDER FOR
MAINTENANCE OF AIR CONDITIONERS

The Tata Institute of Social Sciences(TISS) invites sealed bids from established, reputed and experienced firms to provide Annual Maintenance Contract in respect of Air Conditioners installed in the Offices of the TISS at V.N. Purav Marg, Deonar, Mumbai – 400 088. Details of the services required and other terms and conditions relating to the award of Contract are given in Annexure-I.

2. Tender Document is available on the website of the TISS i.e. www.tiss.edu. The intending bidders may download the tender document containing the terms and conditions and submit the same along with requisite amount of Earnest Money in the form of crossed Demand Draft in favour of “Tata Institute of Social Sciences” payable at Mumbai. Tenders received without the requisite EMD will be rejected.

3. All interested service providers are requested to submit their sealed quotations as per prescribed procedure to this office on or before 1500 Hrs. of 27.03.2017

4. The “Financial Bids” of only those firm(s) shall be opened who qualify the eligibility criteria of “Technical Bid” as stipulated in the tender document.

(C.P. Mohan Kumar)
Registrar

ANNEXURE - I

TERMS & CONDITIONS

1. Last date & time of receipt of Quotations : 27.03.2017
1500 Hrs.
2. Date & time of opening of Technical Bid : 27.03.2017
1600Hrs.
3. Place of Submitting quotations: TATA Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai-400 088.
4. No. of Air Conditioners installed

SNo.	ACs	Qty
1.	Split AC (1 ton)	39
2.	Split AC (1.5 ton)	63
3.	Split AC (2 ton)	69
4.	Window AC (1 ton)	13
5.	Window AC (1.5 ton)	05
6.	Cassette AC	12 HP

5. **Scope of work:** The selected Agency/Firm shall be responsible to provide comprehensive annual maintenance of all AC units. The comprehensive AMC will include:-

- a) Wet Service all Air Conditioner Units once in a quarter
- b) Periodical preventive maintenance (The firm has to give complete schedule of preventive maintenance with the technical bid).
- c) All repairs
- d) All spares
- e) Gas charges

6. **Validity of the contract:** The period of 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 of one year on mutual consent. TISS, however, reserves the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.

7. **Eligibility conditions:**

- (a) The vendor should be authorized by the concerned brand of machine to service/repair and to take AMC of their machine. (Proof of document to be attached).
- (b) The agency/firm should having experience of at least 05 years in

the relevant field and must doing such services for various reputed organizations/departments of Government of India/Public Sector Undertakings/statutory bodies/MNCs.

(c) The agency/firm should be registered under Service Tax Registration/TIN/VAT Registration No. (copy to be attached)

(d) The agency/firm should have a minimum turnover of Rs.05 lakh per year during the last three years.

(e) The details of inputs/information required to be submitted by the agency are listed in the format for Technical Bid (Annexure II).

(f) The details of current and previous clients are to be submitted by the agency incorporating the following details :

(i) Name of Office

(ii) Contact Person (Tel.No./Email ID)

(iii) Period and volume of work with the manpower deployed

8. Responsibilities of the Firm/Agency:

(a) The selected firm shall be responsible for all preventive check ups including the quarterly wet servicing.

(b) The quoted amount shall include all repairs and replacement of parts.

(c) All complaints must be attended to within two hours after reporting by the institute staff failing which will invite a penalty as follows:

(i) Attending to complaint between 02 hours to 06 hours of intimation- Rs. 200/-

(ii) Attending to complaint between 06 hours to 24 hours of intimation- Rs. 1000/-

(iii) Attending to complaint beyond 24 hours - Rs. 2000/-

(d) In case the AC unit is not repairable within the Office, the same shall be carried to your workshop at your own expenses with written permission of competent authority.

(e) The units carried to the workshop shall be repaired within two days failing which TISS shall be free to impose penalty @Rs.500 per day.

(f) It shall be responsibility of the Firm to hand over the AC units to this Office under contract in working condition at the expiry of the Contract.

(g) The contractor shall station at least one team consisting of 1 qualified technician & 1 helper on full time basis in the TISS premises, at any point of the time. The teams shall be suitably increased in order to provide satisfactory services.

(h) The workers/supervisors should be properly dressed (preferably uniforms with company's logo) to be identified separately.

(i) The contractor must issue identity card to his workers/supervisors and submit police verification certificate for all work men engaged by him along with supervisors to TISS.

(j) Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made on this part. The Contractor shall indemnify the Institute from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor.

(k) It may be ensured that parts of authorized brand should only be

used for repairs and replacement. If it is found at a later stage that sub-standard /inferior quality items are used during the AMC, necessary action will be taken against such firms, including forfeiture of their Performance Security and debarring them for quoting future tenders.

9. **Earnest Money Deposit (EMD):** The bidder shall furnish an amount of Earnest Money of Rs.2,500 (Rupees Two Thousand Five Hundred only) by way of Demand Draft drawn in favour of "Tata Institute of Social Sciences" payable at Mumbai. The bid security of the unsuccessful bidder will be discharged/returned subsequent to the award of Contract.

10. **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 technical and financial bids along with third envelope containing EMD are to be kept in a big sealed envelope.

(c) The envelope containing EMD should not be sealed and kept open.

(d) The big envelope containing the three envelopes must be superscribed "Tender for AMC of AC".

(e) The sealed envelope containing all bids must be dropped in the Tender Box kept at the Admin section of TISS at Deonar, VN Marg, Mumbai by 1500 Hrs. of 27.03.2017

(f) Commercial/Financial bids of only those bidders whose technical bids are acceptable/qualified will be opened.

(g) Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.

11. **Performance Security:**

(a) The successful bidder shall be required to deposit an amount equal to 10% of the contract value within 30 days of issue of letter of intent, as Performance Security.

(b) Performance security shall be submitted in the form of Demand draft drawn in favour of "Tata Institute of Social Sciences" and shall be valid for a period of 18 months.

(c) Performance Security will be discharged after completion of contractor's performance obligations including warranty obligations under the contract.

(d) If the contractor fails or neglects any of his obligations under the contract, TISS reserve the right to forfeit either whole or any part of Performance security furnished by the bidder as penalty for such failure.

12. **Payment:**

(a) Payment to the selected agency shall be released on half yearly basis i.e. 50% after six months of award of contract and balance 50% on completion of AMC.

(b) Payment shall be made upon submission of following documents:

i. Supplier's Invoice

ii. Copy of the "Maintenance Cards" signed by the user &

countersigned by the person in charge of the section/subsection of the institute.

13. **Validity of Tender:** Rates quoted by the Firm shall remain valid for a period of 60 days or more.
14. TDS and any other Government levies applicable shall be deducted on bill amount as per Government of India instructions issued from time to time.
15. TISS does not bound to accept the lowest tender and reserve the right to accept or reject any or all the Tenders.
16. TISS reserves the right to cancel the Contract any time during the currency of the Contract without assigning any reason, whatsoever, if the services provided by the firm are found to be unsatisfactory.

ANNEXURE - II**PROFORMA FOR TECHNICAL BID**

SNo.	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	Name and Address of the directors proprietor /partners	
4	Year of formation of the company/ experience as a house keeping agency	
5	Nature of business carried by the company	
6	Annual Turnover	
	2014-15	
	2015-16	
	2016-17	
7	Total number of employees of the firm	
8	Contact number in case of emergency	
9	Whether authorized service provider of any OEM/Manufacturer ?	
10	If yes, Name & Address of OEM (please furnish documentary proof)	
11	Details of registration with statutory authorities like PF and ESIC, etc (attach copies)	
12	(a) Service tax number/ Certificate	
	(b) PAN number	
13	Details of three prominent organizations served during the last three years with contact number of concerned officer	
14	Details of Earnest Money	
15	Infrastructure details	
16	Any other information	

Copies of relevant documents are to be enclosed in support of above information.

Undertaking

I hereby certify that all the informations furnished above are true to my knowledge. I have no objection to TISS verifying any or all the information furnished in this document with the concerned authorities, if necessary.

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

Signature of the authorized signatory of the agency
Official seal/ stamp

Date:
Place:

PROFORMA FOR FINANCIAL BID

1. Name, Address and Telephone Number :
of the Organisation
2. Name of CEO/Proprietor with Tel.No. :
3. Rates offered :

Annual Maintenance Contract

SNo.	AC Units	Qty	AMC Rate per unit	Total*
1.	Split AC (1 ton)	39		
2.	Split AC (1.5 ton)	63		
3.	Split AC (2 ton)	69		
4.	Window AC (1 ton)	13		
5.	Window AC (1.5 ton)	05		
6.	Cassette AC	12 HP		
Total				

Place:
Date :

Signature.....
Name.....
Designation.....

Seal of the Company.....