

BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED.
(A GOVERNMENT OF INDIA UNDERTAKING)
NAMRUP. P.O.: PARBATPUR, DIST: DIBRUGARH, ASSAM. PIN – 786 623
Phone: (0374) 2507076, 2507079/7084 FAX - +91 0374 2500317

Ref.: CMW/AC/17/Cont-23/1412

Date: 15-11-2017

Sub: - Notice Inviting Tender for “Annual maintenance cum rate contract for Room Air Condition machines of Guest House, BVFCL”

Sealed TENDERS are invited for the work as detailed below:

1.0	Name of Work	Annual maintenance cum rate contract for Room Air Conditions of Guest House, BVFCL.
2.1	Estimated amount	` 7312.00
2.2	Tender paper cost	` 200.00
3.0	Earnest Money Deposit	Tenderer to submit Earnest Money Deposit of ` 7312.00 (Rupees Seven Thousand Three Hundred Twelve) only in the form of A/C Payee Demand Draft in favour of Brahmaputra Valley Fertilizer Corporation Ltd., Namrup payable at State Bank of India, Namrup Branch (Branch Code: 0223). Tenders received without EMD are likely to be rejected.
4.0	Time of Completion	The contract will remain in force for a period of one year w.e.f. the date of award of contract.
5.0	Validity of the Tender	180 days from the Date of Opening of Techno – commercial bids.
6.0	Last Date & Time for Receipt of Tenders	05-12-2017 3:00 PM
7.0	Date & Time for Opening of Tenders	05-12-2017 3:30 PM
8.0	Place of Receipt & Opening of Tenders	Office of the – DGM (Maint) B.V.F.C. Limited, Namrup P. O. – Parbatpur-786 623 Dist.- Dibrugarh (Assam) E-mail: pkbanik@bvfcl.co.in

Note: Tender papers can be download from the web site www.bvfcl.com & eprocure.gov.in However tender paper cost shall have to be deposited along with the bid by way of Demand Draft in favour of BVFC Ltd., Namrup payable at Namrup. Interested parties shall be issued Tender papers / documents during working hours on application along with the copy of the valid GST registration, PAN/TAN to the undersigned and on payment of the tender paper cost as mentioned above in cash

9.0) All requests for interpretations / clarifications in connection with the Tender Documents shall be addressed in writing to the undersigned at least 7 (Seven) days prior to the closing date of the Tender or in person during office hours on any working day.

10.0) The rates should be quoted as per annexure-I ‘**Schedule of Work, Quantity & Rates**’. The rates should be quoted only in the units given in the enquiry and should be indicated both in words as well as in figures. In case of any discrepancy, the rates quoted in words shall be treated as final. Any corrections made in the prices shall be authenticated with signatures at all places. The Tenderer shall have to submit the ‘Schedule of Work, Quantity & Rates’ duly filled in failing which their Price bid will not be accepted.

- 11.1) Bidder may if they show any wish ask the bidding conditions, bidding process and/or rejection of bid.
- 11.2) The Tenderer may visit the site, acquaint himself fully of the job and site condition, if required, and no claim, whatsoever, will be entertained during execution of the work, at a later stage, merely on the plea of ignorance about difficulties involved.

12.0) **Procedure for Submission of Tender:**

The Tender shall be submitted in **Three Sealed Envelopes** as under:

12.1) **Envelope No. 1:**

Should be super-scribed 'Earnest Money' for Tender for "Annual maintenance cum rate contract for Room Air Conditions of Guest House, BVFCL." and shall contain Earnest Money Deposit of ₹ 7312.00 only in the form of an A/C. Payee Demand Draft drawn in favour of M/s. Brahmaputra Valley Fertilizer Corporation Ltd., Namrup, payable at State Bank of India, Namrup Branch (Branch Code: 0223).

12.2) **Envelope No. 2:**

Should be super-scribed 'Technical Bid' for Tender for "Annual maintenance cum rate contract for Room Air Conditions of Guest House, BVFCL" and shall contain unpriced Bid including NIT duly signed, along with authenticated copies of credential against eligibility criteria (refer point no-16), I-Tax, PAN, GST registration certificate etc and Other Conditions / Deviations, if any, which are at variance with the Terms & Conditions of the Tender Documents issued by BVFCL.

12.3) **Envelope No. 3:**

Should be super-scribed 'Price Bid' for Tender for "Annual maintenance cum rate contract for Room Air Conditions of Guest House, BVFCL", and shall contain the Rates only as per 'Schedule of Rates' Proforma.

All the three envelopes should in turn be put together in a separate envelope duly super-scribed as 'Tender for Annual maintenance cum rate contract for Room Air Conditions of Guest House, BVFCL mentioning the reference NIT No., date and due date of opening over the envelope.

13) **Opening of Tender:**

The Tender shall be opened as under:

13.1) **Envelope No. 1:**

Super-scribed 'Earnest Money' shall be opened first, on the Scheduled Date & Time of Opening of Tenders, in presence of those Tenderers who may wish to be present during opening.

13.2) **Envelope No. 2:**

Super-scribed 'Technical Bid': The Technical Bids of those parties only who will have furnished requisite EMD shall be opened and required clarifications, if any, shall be obtained from respective Tenderer(s).

13.3) **Envelope No. 3:**

Super-scribed 'Price Bid': The Price Bids of the techno-commercially suitable parties shall be opened subsequently on a later date which shall be intimated to the Tenderers.

14) The Tenderer (s) shall submit the following information along with the Tenders:-

14.1) Full particulars of their infrastructure and capability (Envelope 2)

14.2) Copy of Work Order & Job Completion Certificate for similar nature of work (Envelope 2)

15) The following information shall have to be submitted along with the Tender failing which the tender shall be liable to be rejected:

15.1 Copy of Permanent Account Number (PAN) from Income Tax Authorities (Envelope No. 2)

15.2 Copy of GST registration certificate (Envelope No. 2)

16) Party shall fulfill following eligibility criteria:

16.1 The Party shall have its own qualified A.C. Mechanics and the work should not be given to any other sub contractor in any case.

16.2 Copy of Work Order from a Govt/Semi Govt/PSU/ reputed organization for execution of annual maintenance contract/annual rate contract of Room Air Condition machines along with Job Completion Certificate during last 7 (Seven) years ending last day of month previous to the one in which applications are invited should be either of the following:

- a) Three similar works costing not less than the amount equal to Rs 1.38 lakh.
- b) Two similar completed works costing not less than the amount equal to Rs 1.72 Lakh
- c) One similar work costing not less than the amount equal to Rs 2.76 Lakh.

17) This letter shall form part of the contract document and shall be signed and returned along with the Tender Documents.

Thanking you,

For Brahmaputra Valley Fertilizer Corporation Limited, Namrup

(P K Banik)
DGM (Maint)

Encl:- Tender Document

Ref.: CMW/AC/17/Cont-23/1412

Tender Documents**1.00 Scope of work:**

1.01 At present there are 24 Nos. Room air conditioners (23 window type & 1 Split type) covered under this contract located in various Rooms of Guest House, BVFCL. The details of Air Condition machines make & Brands, Type, Capacity and numbers covered under the AMC are provided in annexure-A.

1.02 This Contract comprises of two parts:

Part A: Annual Maintenance Contract

The following Service will be provided under the AMC.

- 1) Routine Checkup once per month including Filter cleaning, electric circuit checkup, lubrication of Blower/fan moving parts etc for all the air condition Machines of Guest House, BVFCL.
- 2) Preventive maintenance would be carried out twice in a year by the party so that equipment runs in a trouble free manner. A record of such preventive maintenance carried out should be submitted on each occasion to engineer in charge. Preventive maintenance includes dismantling & cleaning of condenser & evaporator, lubricating of all moving parts, fan/blower alignment checking, painting if necessary, checking up of electrical circuit ie start switch/MCB, starting capacitor, running capacitor, thermostat, selector switch etc

Part B: Rate contract

Rate contract for attending any breakdown includes replacement (as and when required basis) of defective spares. The complete list of materials to be covered under this Rate Contract is given below:

A) List of spares:

Sl	Item
1	Compressor
2	Circuit & Cable Set
3	Starting Capacitor
4	Running Capacitor
5	Fan/Blower Motor(New)
6	Starting Relay
7	Selector Switch
8	Thermostat switch
9	Fan Capacitor
10	Air Filter
11	Gas Charging
12	Condenser Repair
13	Capillary
14	Strainer
15	SAC electrical digital circuit
16	SAC electrical digital circuit Repair
17	Fan/Blower Motor(Repair)

B) Service for attending any breakdown:

- a. Immediate attendance of break down if any. Breakdown/repair maintenance charges will be paid as per Annual Rate Contract.
- b. Repair by replacement of major defective parts including gas charging, fitting, testing and trial run
- c. Repair by replacement of minor defective parts, fitting, testing and trial run

1.03 BVFCL'S Scope:

- 1) Water and electricity will be provided free of cost

1.04 Contractor's Scope:

- 1) Arranging manpower-skilled AC mechanic ,helper etc
- 2) All tools and tackles required for safe execution of the job.

1.05 Terms and condition of supply:

- 1) **Specification/description of items:** The price shall be quoted as per the specification, make, size, and type of the existing unit. Any alteration in the said description shall not be considered.
- 2) **Quantity:** The quantity represents the basis of unit for ease of pricing. The actual quantity may vary during the Annual Rate Contract period for the repairing of Room Air Conditioner. The quantity will be drawn from successful bidder in parts on as and when required basis from time to time throughout the contract period at the rate of their quoted unit price against the item. The old/defective spares shall be returned back and deposited at AC section, CMW, BVFCL through delivery challan duly entered through CISF material gate.
- 3) **Unit Rate:** The unit price for all the items shall be inclusive of all (except GST) charges on door delivery basis. The unit rate will be fixed & firm during entire contract period.
- 4) **GUARANTEE:**
The supplied spares along with job executed shall be guaranteed for a period of 180 days and replacement of spares & repair job shall be done free of cost within this period.

1.06 General Terms and Condition:

- 1) Any break down call reported should be attended within 6 hours. If any repairing of such break down cannot be completed within 24 hours in that case a stand by AC should be provided by the party.
- 2) The party shall provide call facility (mobile number) of their service/authorize personnel for emergency service.

2.00 Completion Period:

The Annual Maintenance cum rate Contract will be for a period of one year. BVFCL management at its discretion may extend the term further for a period of another one year.

3.00 Validity of Contract

The contract shall be valid for a period of one year from the date of award of work order.

4.00 Payment Terms:

- i) Bill shall be raised on quarterly basis against actual work done duly certified by engineer in charge.
- ii) 100% of value of completed work shall be released, after successful completion of the job and after submitting of invoice by the party in triplicate subject to recovery if any. However, 100% payment is subject to fulfillment of Security Deposit-Cum-Workmanship Guarantee as given at sl no: 7.

In case of non-compliance of sl no. 7, 90% of value of completed work shall be released after successful completion of the job and 10% shall be kept against security deposit cum performance /workmanship guarantee for a period of liability.

- iii) Payment will be made through RTGS/NEFT. The party shall provide their bank account details.
- iv) All statutory payment/ deduction shall be made as per rule of BVFCL.

- 5.00 **EARNEST MONEY:** Tenderer shall deposit the Earnest money in favor of BVFCL, Namrup, for the work in accordance with the provisions of Clause 11 of the G.D.C.C. enclosed herewith. The tender (s) without earnest money shall be rejected.
- 6.00 Party shall quote & submit their rates in the given Performa in Annexure-I by going thoroughly in the scope of work Annexure-I (scope of work).
- 7.00 **Security Deposit-Cum-Workmanship Guarantee:**
For due and faithful execution of the contract the contractor shall provide the Owner with financial guarantee in the form of a Bank Guarantee, issued by any Nationalized Bank, for a amount equivalent to 10% of the total contract value within a period of 21 days of placement of work order. The Bank Guarantee so executed shall be valid till the completion of defect liability period with provision of claim period of up to 6 months. No interest shall be paid on E.M.D. and S.D.
- 8.00 The contractor shall abide by the entire statutory obligation under various statutory Acts and rules made there under, and as amended from time to time in respect of their establishment and / or workmen engaged by them. Under any circumstances, BVFCL shall not be liable or held responsible in any manner whatsoever, for default or omission on the part of the contractor(s) for non-compliance of the aforesaid Acts and rules, and any other laws applicable to contractor and / or their establishment and the workmen engaged by them.
- 9.00 **Jurisdiction:**
The contract shall be deemed to have been entered into at Namrup and all courses of action in relation to the contract will, therefore, be deemed to have been within the jurisdiction of Dibrugarh Court of Dibrugarh district in state of Assam
- 10.00 BVFCL is committed to a corruption free environment. "All the works contract, services and commitments of BVFCL will be honored without the citizen having to pay any bribe". In case any person demands any bribe, it is the duty of responsible citizen to inform the matter to Vigilance Office, BVFCL, Namrup, Assam.

(P K Banik)
DGM (Maint)

Ref.: CMW/AC/17/Cont-23/1412

SCHEDULE OF WORK, QUANTITY & RATES**JOB:** “Annual maintenance cum rate contract for Room Air Condition machines of Guest House, BVFCL”

Part A: Annual maintenance Contract

Sl. no.	Description works	No of AC machines	Rate/AC/yr (Rs.)	Amount
1	Annual Maintenance of Room Air Conditioner (Window & Split) of capacity 1/1.5 Ton	24 nos		
2	Add GST @18%			
3	Total			

Part B: Annual Rate Contract

Sl	Item	Quantity	Rate	Amount
1	Compressor	06		
2	Circuit & Cable Set	6		
3	Starting Capacitor	10		
4	Running Capacitor	10		
5	Fan/Blower Motor(New)	03		
6	Starting Relay	10		
7	Selector Switch	10		
8	Thermostat switch	10		
9	Fan Capacitor	10		
10	Air Filter	10		
11	Gas Charging	10		
12	Condenser Repair	06		
13	Capillary	10		
14	Strainer	10		
15	SAC electrical digital circuit	01		
16	Fan/Blower Motor(Repair)	03		
17	Sub Total			
18	Add GST @28%(for item sl no-)
19	Add GST @18%(for item sl no-)
20	Total			

Signature of the tenderer with Date:

Party's name:

Address:

SEAL:

PAN No. _____

Contd...

Ref.: CMW/AC/17/Cont-23/1412

Part C: Annual Rate Contract

S1	Item Description	Quantity	Unit Rate (without GST)	Amount
1	Repair by replacement of major defective parts including gas charging, fitting, testing and trial run	06		
2	Repair by replacement of minor defective parts, fitting, testing and trial run	10		
	Sub Total			
	Add GST @28%(for sl no-)			
	Add GST @18%(for sl no-)			
	Total			

$$\text{Total} = \text{A} + \text{B} + \text{C}$$

$$=$$

In words: (Rupees) only

NOTE:

- i) Party not to add GST if they are not GST Registered and to write **"NOT Registered"**.
- ii) Party to fill with clear handwriting and avoid overwriting.
- iii) The Bid shall be evaluated on the overall lowest cost.

REMARK, IF ANY (Please specify)

Signature of the tenderer with Date:

Party's name:

Address:

SEAL:

PAN No. _____