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Govt. of Bihar
Deptt. Of Health & Family Welfare
State Health Society, Bihar
PariwarKalyanBhawan, Sheikhpura, Patna-14



Tender Notice for AMC of Air Conditioners with Voltage Stabilizer

Sealed tenders are invited from eligible bidders for AMC of Air Conditioners (ACs) along with voltage stabilizers installed in the office of State Health Society Bihar. Total capacity of the installed ACs is approximately 100 tons which are of various make & model (1T, 1.5T, 2T- Split, 1.5T window). Interested firms can download the tender documents from website www.statehealthsocietybihar.org up to 4:00 PM Hrs. on 10.02.15. Completed tenders can be submitted up to 3:00 PM Hrs. on 16.02.15. The tenders shall be opened on same day at 4:00 PM hrs.

Executive Director, State
Health Society, Bihar



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Tender Documents for AMC of Air Conditioners with Voltage Stabilizer

- 1) Sealed tenders are invited from eligible bidders for AMC of Air Conditioners along with voltage stabilizers installed in the office of State Health Society Bihar (SHSB), Patna. Total capacity of the installed Air Conditioners is approximately 100 tons which are of various make & model (1T, 1.5T, 2T- Split, 1.5T window). The details of ACs are given in **Annexure-A**.
- 2) The brief scope of services are given below:
 1. To perform preventive maintenance such as cleaning filters, checking piping etc. upon start of summer season i.e. by 1st March and carryout trial run of every AC to make sure every Air Conditioner is functioning properly.
 2. In case required, fill gas in compressors so that uninterrupted cooling is ensured during entire summer season.
 3. To clean filters twice during summer season, preferably during 1st week of June and September.
 4. To attend and resolve service request made by the designated nodal officer of SHSB within 24 hours of making service request related to AC or Stabilizer. In case of Compressor related problem, the same should be rectified within 48 hours of making service request.
- 3) The brief Instructions to bidders and terms and conditions for submitting tender are given hereunder:
 - a) **Availability of Tender Documents:** The prescribed Tender Documents can be freely downloaded from the website www.statehealthsocietybihar.org.
 - b) **Bidder's Eligibility and Qualification:**
 - (i) Bidder should be a firm registered under respective jurisdiction and Act.
 - (ii) Bidder should have executed / executing maintenance contracts of similar nature for three years during last five financial years with one or multiple Clients.
 - (iii) Bidder should have at least one qualified and experienced service technician / engineer to undertake maintenance of Air Conditioners with voltage stabilizers on its permanent roll.
 - c) **Earnest Money Deposit (EMD) / Bid Security:** The EMD of Rs.10,000/- (Rupees ten thousand only) in form of DD/FDR issued by any schedule bank in favour of Executive Director, State Health Society, Bihar payable at Patna should be submitted along with tender. In case bidder submits FRD, its maturity date should be minimum 90 days from due date of submission of tenders.

d) **Preparation of Tender:-**

- (i) The tender should be typewritten and free from over writing/cutting. Correcting fluid should not be used in any case. Alterations unless legibly attested by the tenderer, shall disqualify the tender. All the documents should be serially numbered and signed by the bidder.
- (ii) The following sealed envelopes "A" and "B" to be further sealed in a common envelop addressed to Executive Director, State Health Society, Pariwar Kalyan Bhawan, Sheikhpura, Patna-14 Bihar and super-scribed with "Tender for AMC of Air Conditioners with Voltage Stabilizers" and "Not to be opened before 4:00 PM Hrs. on 16.02.2015" (*due time and date of submission of tenders*).

Envelop A- Technical Bid containing all essential documents for Technical bid. Such documents to include the following:

1. Earnest Money Deposit as per para 3) c) above
2. Self attested copy of firm's registration
3. Self attested copy of PAN Registration
4. Self attested copy of Service Tax Registration (if applicable)
5. Self attested copy of Income Tax Return for last three assessment years.
6. List of contracts executed / executing during last five financial years giving name of client, date of issue of work order, scope of services in brief, duration of contract.
7. Satisfactory Performance Certificate(s) issued by the client(s) as per sub-para (ii) 5. above
8. CV of one refrigeration / electrical technician or engineer who shall be assigned the task of regular and/or specialized maintenance services.

Envelop B- Financial Bid containing duly filled, stamped and signed in the format provided in **Appendix-B**.

- (iii) **Submission of tenders:** The sealed tenders as above should be submitted in the office of Executive Director, State Health Society, Bihar up to 3:00 Hrs. on 16.02.2015. Late tenders shall not be accepted.
- (iv) **Opening of Tenders:**
 - a) The Tenders shall be opened at 4:00 Hrs. on 16.02.2015 by the committee constituted by Executive Director, StateHealth Society, Bihar. The Bidder's representative may attend the tender opening.
 - b) In the event, the date of tender opening as above is declared Govt. Holiday, the tenders shall be opened at the same time on the next working day.
 - c) During the tender opening as above, the envelopes containing Technical Bid (Envelope-A) shall be opened. The envelopes containing Financial Bid (Envelope-B) shall be signed by all committee members and kept unopened for opening at later stage.
 - d) The date and time of opening of Financial bids shall be informed to all such bidders who qualify in technical evaluation. The tenderer's representative may choose to attend the opening of financial bids.

- (v) **Evaluation and Award of Contract:**
- a) The preliminary scrutiny of the Technical Bid shall be made first to check whether all pages of Technical Bid are properly signed, all documents as stated in para d) (ii) are enclosed. The bids found deficient of EMD shall be summarily rejected at this stage.
 - b) Subsequent to the above, eligibility and qualification of Tenderers shall be examined and evaluated.
 - c) The bidders found eligible and qualified shall be considered as Technically Responsive Bidders and shall be considered for opening of Financial Bid.
 - d) The bidder offering lowest bid amount for the AMC Services shall be considered for award of contract.
- (vi) **Duration of Contract:** The contract shall be for a period of 1 year from the date of signing of contract. The contract can be extended for the further period of 1 year based on satisfactory performance and at 10% higher contract amount than the contract amount of first year. The contract may be terminated by giving one month notice in case services are found unsatisfactory.
- (vii) **Payment Terms:** No advance payment shall be made. The AMC charges shall be released to the Service Provider on quarterly basis within 15 days of submission of Invoice along with satisfactory performance report issued by the Nodal officer designated by State Health Society, Bihar.
- (viii) **Penalty Provisions:** In case service request is not attended and resolved within time limit stipulated in para 2) 4. Above, SHSB shall be at liberty to get the services performed by other source and cost so incurred by SHSB shall be recovered from the amount payable to the Service Provider or from the performance security deposit.
- (ix) **Performance Security**
- a) The Service Provider shall deposit with the SHSB performance security equivalent to 5% of the contract value at the time of signing of contract.
 - b) The performance security should be in form of irrevocable Bank Guarantee issued from a Nationalised/Scheduled Bank and shall be valid for three months beyond the expiry of the contract.
 - c) The State Health Society, Bihar shall have the right to forfeit the performance security in the event of any gross negligence of the services.
 - d) The State Health Society, Bihar shall release the bank guarantee for full amount or balance amount, as the case may be, on termination or expiry of this contract.
- (x) The Executive Director, State Health Society, Bihar reserves the right to amend or reject any and/or all tenders even without giving reasons thereof.

Executive Director
State Health Society, Bihar

Annexure-A

List of Air Conditioners installed in the Office of State Health Society, Bihar

| Sr. No. | Type of AC | Capacity | Make / Model | Month and Year of Purchase |
|----------------|------------------------|-------------------|---------------------|-----------------------------------|
| 1 | Split AC | 1.0 Ton x 10 Pcs | Votas | |
| 2 | Split AC | 1.5 Ton x 5 Pcs. | Voltas/Carrier | |
| 3 | Split AC | 2.0 Ton x 33 Pcs | Voltas | |
| 4 | Window AC | 1.5 Ton x 2 Pcs. | Carrier | |
| 5 | Casset AC (Ceiling AC) | 1.5 Ton x 10 Pcs. | Carrier | |
| | | | | |
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Annexure-B

FORMAT OF FINANCIAL BID

| Scope of Services | Total bid Price (Rs.) for 12 months (exclusive of Service Tax) | Amount of Service tax payable, if contract is awarded |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------|
| Annual Maintenance Services for Air Conditioners and Stabilizers installed in the office of State Health Society, Bihar, Patna as per scope of services and terms and conditions given in the Tender Document | | |

We agree to provide services in accordance with the Scope of Services and Terms and Conditions given in Tender Document for a Total annual charges (exclusive of service tax) of Rs. _____
(Rupees _____)

Signature and seal of Bidder

Name and designation of authorized signatory of Bidder