



भारत सरकार

GOVERNMENT OF INDIA

मुख्य आयकर आयुक्त का कार्यालय

OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX

रेस कोर्स रोड 641018-कोयम्बतूर ,

63, RACE COURSE ROAD, COIMBATORE-641018

Phone : 0422-2225007(Office) /2225002 (Pers) Fax : 0422-2220710

C.No. 1556(164)/2016-17

Dated :02.12.2016

### **NOTICE INVITING TENDER FOR AMC OF AIR-CONDITIONER UNITS**

The Income Tax Department, Coimbatore invites sealed quotations for the Annual Maintenance Contract of Air-Conditioning Units (Window, Split, Ductable and Cassette types) installed in various offices of our Department located in 63 A, Race Course Road, Coimbatore and Income Tax Office, No.1510, May Flower Building, Trichy Road, Coimbatore. The AMC is for the period of one year from 01.01.2017 to 31.12.2017

#### **I. TENDER PROCESS**

1. Tender is invited in two parts i.e. (1) Qualifying bid and (2) Financial bid. The tender form for Qualifying bid in proforma prescribed in ANNEXURE - I and the tender form for the Financial bid in proforma prescribed in ANNEXURE - II, complete in all respects shall be submitted in two separate sealed covers addressed to the Deputy Commissioner of Income Tax (H.Qrs)(Admn.), 0/o Chief Commissioner of Income Tax, 63 Race Course Road, Coimbatore-641018 by **26.12.2016** at 5.00 P.M. Late submission of tenders shall not be accepted. The sealed covers should be super scribed with "**Qualifying Bid - Annual Maintenance Contract for Air-Conditioner Units**" and "**Financial Bid - Annual Maintenance Contract for Air-Conditioner Units**", respectively. **Qualifying Bids** will be opened on **27.12.2016 at 3.30 P.M in the presence of bidders at Conference Room, First floor Main Building, No.63 Race Course, Coimbatore- 641018**. If the date of opening is declared a holiday, the quotations will be opened on next working day. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short list the eligible bidders. The financial bids of the short listed bidders will be opened immediately after the technical bid. **In case it is not possible to open the bids on the stipulated dates due to unavoidable circumstances, the next date of opening will be duly informed.**

2. If the tenders are sent by post / courier, it should be ensured that the cover is intact without any damage or loss at the time of reaching the destination. Department is not responsible for the delay on account of Postal / Courier Services.

3. **Earnest Money Deposit:** Earnest Money Deposit of **Rs.10,000/- (Rupees Ten Thousand only)** per application in the form of Demand Draft / Banker's cheque of Scheduled Bank drawn in favour of - **The Administrative Officer, 0/o The Chief Commissioner of Income Tax, Coimbatore** shall accompany the qualifying bid.

Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process, However, the EMD shall be forfeited in case the successful bidder withdraws subsequently or the details furnished in ANNEXURES - 1 & 2 are found to be incorrect or false during the tender selection process. **No interest shall be paid on the Earnest Money Deposit (EMD) of the successful bidder and same will be returned on furnishing the Performance Guarantee.**

**4. Performance Guarantee:** The successful bidder has to submit 5% of the total value of the contract as performance guarantee deposit in the form of **Bank Guarantee / Fixed Deposit Receipt of a Schedule bank drawn in favour of "The Administrative Officer, O/o The Chief Commissioner of Income Tax, Coimbatore-18"** before taking up the contract. The Performance Guarantee shall be refunded to the selected bidder on successful completion of contract period. No interest shall be paid on the Performance Guarantee placed with the Department by the successful bidder. The Performance Guarantee will be forfeited in the event of withdrawal of contract by the service provider before the expiry of the contract period or in the event of termination of the contract attributable to the unsatisfactory performance of the contract or for violation of any of the terms and conditions of the contract.

**5.** The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the ANNEXURE I & II enclosed at the end of this document in clear and legible terms. Wherever required the prices quoted shall be written in figures and words as well. ANNEXURES shall also have to be signed and stamped by the bidder or its authorized signatory.

**6.** The tender forms shall be rejected if it is not complete in any respect.

## **II. TERMS & CONDITIONS**

1. The Annual Maintenance Contract is for the period of **one year from 01.01.2017 to 31.12.2017.**
2. The service provider shall be based **in or around Coimbatore.**
3. The service provider shall **provide direct service** and shall not employ Sub-Contractors.
4. Bidder should have a minimum of three years of experience in the service / maintenance of Air-Conditioners (Window, Split & Cassette) to various organizations.
5. The bidder must have obtained the following:
  - ✓ Permanent Account Number (PAN) under Income Tax Act, 1961.
  - ✓ Registration under Service Tax

6. The evidence for filing of returns along with a copy of Profit & Loss Account and Balance Sheet for the Financial Year 2014-15 (Assessment Year 2015-16) shall be enclosed along with the qualifying bid.

7. The bidder must have gross contractual receipts of Rs.10 Lakhs and above during the Financial Year 2015-16 (Assessment Year 2016-17).

8. A list of clients shall be enclosed along with the qualifying bid.

9. There shall be **two types of Maintenance Service** to be carried out by the Service Provider viz. Preventive Maintenance Service (PMS) and Break-down Service (BDS),

- **Preventive Maintenance Service (PMS):**

Every machine shall be serviced at least once every quarter. A record of such service, duly acknowledged by the person in charge of the location of the air-conditioner, shall be maintained.

Quarterly Preventive Maintenance shall include the following:

- Checking motor bushings · Ground connections
- Checking connections at the main plug
- Cleaning of blower and condenser fan
- Cleaning of air filter
- Cleaning the evaporator and condenser coils
- Cleaning the equipment
- Checking and tightening of nuts & bolts
- Oiling the motor
- Checking cooling efficiency
- Overhauling of the A/c, with chemical washing process

However, the air filter of the Air-Conditioning Units shall be cleaned every month of the quarter,

- **Break-down service (BDS)**

Breakdown calls shall be attended to immediately / swiftly and a record of such service, duly acknowledged by the person in charge of the location of the air-conditioner, shall be maintained. Breakdown service will include replacement of genuine spares & Compressor and Gas filling at the cost of the service provider.

10. This Annual Maintenance Contract shall be a **Comprehensive contract** for different types of air-conditioners and for different types of maintenance.

11. The approximate quantity details of Air-conditioning units are given in separate sheet enclosed with this document.
12. All break-down calls shall be **attended to immediately** and on the same day. Breakdown calls that could not be attended to on the same day for reasons shall be attended to on the next day without fail.
13. Units taken out of the office premises for service at your workshop shall be returned at the earliest and in any case, within a week's time. Nonattendance of complaints of this nature beyond a week would entail deduction of **penalty of Rs.100/- per day/Unit** till the complaint is attended to.
14. Transportation of Air-Conditioner Units from the office buildings to the service provider's workshop, from one building to another and from the service provider's workshop to the office buildings, will be at the cost of the service provider.
15. Quarterly Bills shall be submitted to the undersigned along with the Service Report acknowledgements (both for Preventive Maintenance Service and for Break-down Maintenance Service) before 5<sup>th</sup> of the following month. Payment shall be made after verification of the Records and the same **shall be restricted to actual number of air-conditioners serviced** during the quarter.(1ACx1500Rs.)
16. Payment for service of an air-conditioner in a quarter shall be made only once either under Preventative Maintenance or under Break-down Maintenance.
17. The notice period for termination of contract shall be one month by either party. However, the service provider shall continue the service on same terms until a new service provider is in place.
18. The contract is extendable for a further period of one year on mutually agreed rates and terms and conditions, at the discretion of the Department.
19. The service provider shall provide the sufficient numbers of standby Air-Conditioners and stabilizers as are required for satisfactory service The details of the same shall be furnished by 31.01.2017
20. The selected service provider shall execute Maintenance Contract in the Form prescribed by this Office. Once selected, the service provider shall, at the end of the service period/termination of contract hand over the Air-conditioner units in working condition to the successor service provider.
21. The payment for the last quarter shall be made to the selected Service provider only after completion of handing over of all Air-conditioner Units in working condition to the successor-service provider and after receipt of taken over note from the successor-service provider.

22. The Service Provider is responsible for the payment of Minimum Wages (under Central Act) to the personnel deployed by it. The Service Provider is also responsible for compliance of the provisions of all the statutes applicable in its case.
23. Inspection of the Air-Conditioners may be made on any working day between 11.00AM & 4.00 PM from 05.12.2016 to 20.12.2016. The Income Tax Officer (HO)(PR), O/o.CCIT, Coimbatore., may be contacted at Room. No. 415, Fourth floor, Annexe Building, Income Tax Office, Coimbatore.

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**(M. PRABHAKAR)**  
**Income Tax Officer (PRO)**  
**For Chief Commissioner of Income tax, Coimbatore**

Encl.:

1. Qualifying Bid Document (ANNEXURE - I)
2. Financial Bid Document (ANNEXURE - II)

**DETAILS OF AIR-CONTIONERS AND ITS LOCATION**

TYPE	BUILDING			TOTAL QUANTITY
	MAIN	ANNEXE	MAYFLOWER BUILDING	
Window Air Conditioners	25	04	-	29
Split Air Conditioners	35	80	02	117
Cassette Air Conditioners	02	-	22	24
Ductable Air Conditioners	-	02*	-	02
TOTAL	62	86	24	172

\*8.5 Tone 2 units

**QUALIFYING BID DOCUMENT**

**ANNEXURE - I**

1. Name of the Party :
2. Address :  
(with Tel No., Fax No.)
3. Name & Address of the Proprietor / Partners / Directors :  
(with Mobile No. & E-mail)
4. Contact Person(s) (with Mobile No. & E-mail) :
5. No. of years of experience in Service / Maintenance of Air-Conditioner Units along with evidence :
6. Permanent Account Number (PAN) :
7. The evidence for filing of IT returns and a Copy of Profit & Loss Account and Balance Sheet for the Asst. Year 2016-17 :
8. Evidence for Gross Contractual Receipts of Rs.10 lakhs and above in the Financial Year 2015-16 :
9. List of Clients :
10. Documentary evidence for Service Tax Registration :
11. Details of Earnest Money Deposit (EMD) :

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/ we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

1. Name of the Party
2. Address (with Tel No., Fax No.)
3. Name & Address of the Proprietor  
Partners / Directors  
(with Mobile No. & E-mail)
4. Contact Person(s) (with Mobile No.& E-mail)
5. Annual Maintenance Contract (AMC) charges  
(Rates in Rupees per unit / per annum) (exclusive of taxes)
  - Window Air-Conditioners 1.5 Tonnes :
  - Window Air-Conditioners 2.0 Tonnes :
  - Split Air-Conditioners 1.5 Tonnes :
  - Split Air-Conditioners 2.0 Tonnes :
  - Ductable Air-Conditioners 5,5 Tonnes :
  - Ductable Air-Conditioners 11.1 Tonnes :
  - Cassette Air-Conditioners 3.0 Tonnes :

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