

**TENDER FOR PROVIDING ANNUAL COMPREHENSIVE MAINTENANCE
CONTRACT OF AIR CONDITIONERS INSTALLED AT**

**INDIAN MARITIME UNIVERSITY- MUMBAI PORT CAMPUS,
Hay Bunder Road, Mumbai – 400033.**



TENDER No: IMU-MPC/PUR/AMC AC/2022-23/24

Issue Date: 11.03.2022

Issued To,

Tender Document	The tender document can be downloaded from the website www.imumumbaiport.ac.in & www.imu.edu.in There is no tender fee
Estimate Contract Amount	6.5 Lakhs
EMD Amount	NIL
Issue of Tender Document	11.03.2022
Last Date and Time of submission of the Tender	31.03.2022 on or before 1400 hrs. at IMU-MPC.
Date and Time of opening of the Technical Bids	1500 Hrs. on 31.03.2022, IMU Mumbai Port Campus

All bidders are requested to visit IMU Mumbai Campus website: www.imumumbaiport.ac.in & www.imu.edu.in for regular updates.

INDEX

Sl. No.	Description	Page No.
1.	Scope and description of Works	3-5
2.	Earnest Money Deposit (EMD)	5
3.	Security Deposit	5
4.	Tenure of Contract	5
5.	Satisfactory Services	5
6.	Prohibition of Sub Contract	6
7.	Resolution of Dispute	6
8.	Penalty Clause	6
9.	Pre-Qualification Criteria	6
10.	Submission of Tender	7
11.	Evaluation of Bid	7-8
12.	Annexure - I	9
13.	Annexure - II	10
14.	Annexure - III	11
15.	Price Bid	12-13

INDIAN MARITIME UNIVERSITY

(A CENTRAL UNIVERSITY, GOVT. OF INDIA)

MUMBAI PORT CAMPUS

(LBS CAMSAR / MERI)

Sub: Tender for Providing Annual Comprehensive Maintenance Contract of Air Conditioners Installed At Indian Maritime University- Mumbai Port Campus.

IMU – Mumbai Port Campus invites sealed quotations for comprehensive Annual Maintenance Contract of following Window/Split/Ductable & Cassette Air-conditioning system installed at IMU – Mumbai Port Campus. The details of AC's are given below:-

Sl. No.	Type of Ac	Approx. Qty. in Nos.
1.	Split 1.5 Ton	24
2.	Split 2 Ton	50
3.	Multi Split 3 Ton	7
4.	Multi Split 4 Ton	3
5.	Duct able 2 Ton	1
6.	Duct able 4 Ton	1
7.	Duct able 8.5 Ton	7
8.	Casset 1.5 Ton	02
9.	Casset 2 Ton	13
10.	Window 1.5 Ton	13
	Total Nos. of AC:	121 Nos.
	IMU-MPC at his own discretion may be give all or a limited Nos. of AC's under AMC	

1. Scope and description of Works:-

- I. The agency shall be responsible for comprehensively maintaining all the above air conditioners of IMU – Mumbai Port Campus. The agency shall be responsible for all preventive and break down maintenance of the air-conditioners and fault rectifications.
- II. The agency shall be responsible for the maintenance towards routine servicing once in every quarter including one wet service in a year, providing technician for attending any number of breakdown calls during the contract period, fault rectification on-site as well as off-site and refrigerant gas charging as and when required
- III. The AMC is given on a comprehensive manner. All the parts should

be rectified / replaced free of cost. Parts to be replaced if any, with same make and specification", in case of non-availability of damaged parts / defective parts, agency to inform IMU, MPC with details and ask for permission before replacing with different make and model. IMU-MPC at his own discretion may get the item checked & verified by any third party. The repairs as asked by IMU-MPC are required to carry out by the vendor.

- IV. On receipt of a break down intimation, a qualified and competent team would be deputed immediately on the same day and fault should be rectified immediately on priority basis and maximum, by 24 hrs so as to ensure that Air Conditioners are functioning satisfactorily.
- V. **Tools and Equipment's:** - The agency shall arrange at its own expense all necessary tools, equipments and required parts which are required for proper execution of the work.
- VI. No increase in amount shall be considered during the currency of the AMC. No other charges like transportation fare etc. will be payable.
- VII. Conditional tender will not be entertained. Similarly quotations received after stipulated date and time will also not be considered under any circumstances.
- VIII. 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.
- IX. They shall be required to inspect all the air conditioners from time to time and submit report to IMU-MPC. Status report of A/Cs to be submitted which must include the specific A/Cs already completed service life and require complete replacement.
- X. For regular and proper maintenance of the AC's and for attending to the complaints received from users, 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 Saturday throughout the currency of the contract immediately. In case of emergency the complaints would also be required to be attended on Sunday / Holidays.
- XI. As far as possible, the repair work shall be carried out in the premises of the IMU – Mumbai Port Campus. Only such repairs which are not possible to be undertaken in the premises of the IMU

Mumbai Port 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 within 07 days failing which the cost of the machine/part will be recovered from the firm.

- XII. The working of ACs may be checked physically by the bidder before bidding.
 - XIII. Gas filling shall be free of cost, as and when required.
 - XIV. Removal and installation of Air conditioners as and when required within the quoted rates.
2. **Earnest Money Deposit:** Every tenderer shall submit a bid security declaration in the attached format as Annexure II
3. **Security Deposit:** The successful bidder shall within 07 days from the date of receipt of award letter, deposit with Indian Maritime University, Mumbai Port 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 – Mumbai Port 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 07 days of subsequent order. Security Money will not carry any interest.
4. **TENURE OF CONTRACT:-** The tenure of the contract shall ordinarily be one year. However, the competent authority in IMU – Mumbai Port Campus, may at the discretion, allow extension of the tenure of contract, up to two spells of one year each subject to satisfactory services of the firm. 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, and without assigning any reason what so ever.
5. **SATISFACTORY SERVICES:-** The decisions of Director, IMU Mumbai Port Campus, shall be final and binding on the firm / agency for the purpose of determining the standard of satisfactory services.

6. **PROHIBITION OF SUB CONTRACT:-** The firm / agency shall not appoint any sub- contract for this work under any circumstances.
7. The payment towards AMC shall be released on quarterly basis through RTGS on completion of satisfactory service. However, the payment towards repair of already defective ACs shall be released on successful rectification of repairs/ replacement of defective parts.
8. TDS will be deducted as applicable.
9. **RESOLUTION OF DISPUTE:-** In case of disputes the decisions of IMU – Mumbai Port Campus shall be final.

10. Penalty Clauses:-

- I. Deficiency in quality:-** In case of failure on the part of agency to rectify the defect within a period of 24 hrs, the IMU – Mumbai Port Campus shall have the discretion to get it rectified from other sources at contractor's risk and cost.
- II.** The IMU – Mumbai Port Campus reserves the right to accept or reject any or all the quotations without assigning any reason what so ever.
- III.** Rs.500/- will be penalized, if the mechanic/technician does not visit the IMU – Mumbai Port Campus for not attending the call/inspection/repairs within 24 hrs.

11. Pre-Qualification of Criteria:

- I. a) The bidder should have satisfactorily completed three similar AMC of AC's works during the last two years each costing not less than 40% of the present estimated cost i.e. Rs. 6.5 lacs in Central Government/ State Govt. / PSUs / Private Organizations of repute.

(or)

- b) Two similar AMC of AC's works during last two years each costing not less than 50% of the present estimated cost i.e. Rs. 6.5 lacs in Central Government/ State Govt. / PSUs / Private Organizations of repute;

(or)

- c) One similar AMC of AC's work during last two years each costing not less than 80% of the present estimated cost i.e. Rs. 6.5 lacs in Central Government/ State Govt. / PSUs / Private Organizations of repute.

[Mode of Proof: Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final

Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work'].

- II. The firm should have average annual turnover of Rs. 30 Lacs during the last 03 financial years (i.e. 2018-19, 2019-20, 2020-21).
[Mode of Proof: Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant].
 - III. Copy of Income Tax Returns for the last three years (i.e. 2018-19, 2019-20, 2020-21)
 - IV. Should have minimum 07 employees working in the firm including minimum 02 engineers. **[Mode of Proof: Copy of latest previous month biometric report of the employee]**
 - V. Should have at least One Proper workshop or office including provision for basic repairs and warehouse including spare parts of AC's with area minimum 125 Sq.ft. **[Mode of Proof: Photograph of Office, Workshop and Warehouse]**(IMU MPC may visit the premises of the bidder to verify the information).
 - VI. The agency desirous of participating to this tender should have its registered office in Mumbai.
 - VII. The firm must have a valid PAN Number and GST Registration No.
12. **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. The price bid of the tender is required to be submitted in a separate envelope.
13. Quotations strictly as per the above specifications and terms and conditions may kindly be **sent to the IMU- Mumbai Port Campus in sealed cover on or before last date of submission**. Any clarification in this regard may kindly be email at procurement.mumbaiport@imu.ac.in .
14. The sealed tender should be dropped in the Tender Box at Main gate, Indian Maritime University, Mumbai Port Campus, Hay Bunder Road, Mumbai- 400 033 or sent by Registered post in the address mentioned and to reach this office by due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.

15. Evaluation of Bids:

- I. Technical Bid Evaluation: The Bid submitted will be evaluated based on the details of technical qualification submitted by the bidder

under Cover I in the prescribed formats to ascertain whether the bidders qualify. The Cover II (Price Bid) of only those firms which technically qualify as per the documents in Cover I will be opened. In exceptional cases IMU- MPC or his representative reserves the right to obtain any clarifications from any of the bidder without vitiating the tendering process.

II. Financial Bid Evaluation: The bidder is required to submit their bids for:-

- i. Section A (AMC of AC's)
- ii. Section B (Removal and Installation/fitting of Ac's)

Total cost including the **Section-A** and **Average of Section-B** will be taken for comparison among the bidders for evaluation and the bidder who quoted the lowest total cost (excluding GST) will be awarded the work.

However, mere quoting of low rates alone will not confer any right to such bidders seeking acceptance. In case the Price bid of more than one agency is same, as L-1, then IMU MPC will decide the L1 based on highest turnover and past performance.

Quoting unworkable rate of service charges will not be considered and is liable to be rejected. If the committee decides the rate as unworkable, the service provider will be asked to give write-up about justification as to how it will be able to fulfill its entire obligation with the quoted service charge. If the committee decides that the justification is not workable enough w.r.t quality and effective execution of the contract, the bid will be rejected. The decision of the Committee in this regard will be final and no further correspondence will be entertained.

16. In case of any changes in GST rate or any other statutory obligation resulting in generation of extra profit by the service provider, the same has to be passed on to IMU- MPC.

Annexure – I

IMU – Mumbai Port Campus

1. Name of the Firm _____
2. Address _____

3. Telephone No. _____ Fax No. _____
4. PAN No. _____
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	Total	

7. Details of Earnest Money Deposit of Rs. _____

- i) DD / Banker's Cheque No. _____
ii) Issuing Bank & Branch _____

Dates; _____

(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) Experience certificate from client organizations.

FORMAT OF BID SECURITY DECLARATION

I/We-----
----- hereby states and understand that, if
I/We -----
-----withdraw/modify our tender during the period
of validity of the tender, The Indian Maritime University, Mumbai Port Campus
would suspend the bidder from participation in any future tenders of Indian
Maritime University for a period of Six (06) months.

Signature _____

Name _____

Capacity in which signed _____

Date

Place

Seal of the firm to be affixed.

**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

PRICE BID

“Section A”

Schedule to Tender for Annual Comprehensive Maintenance Services for AC's to IMU- Mumbai Port Campus, Hay Bunder Road, Mumbai-400 033 for 12 Months.

Sl. No.	Comprehensive Maintenance of Following AC Units	Quantity	Per unit per Month (in Rs.)	Total per month (in Rs.)
1	Split 1.5 Ton	24		
2	Split 2 Ton	50		
3	Multi Split 3 Ton	7		
4	Multi Split 4 Ton	3		
5	Duct able 2 Ton	1		
6	Duct able 4 Ton	1		
7	Duct able 8.5 Ton	7		
8	Casset 1.5 Ton	02		
9	Casset 2 Ton	13		
10	Window 1.5 Ton	13		
	GRAND TOTAL(in figures)			
	GRAND TOTAL(in words)			
	IMU-MPC at his own discretion may be give all or a limited Nos. of AC's under AMC			
	The rates quoted above should be only the unit price (i.e. inclusive of basic price, transportation and any other charges) and exclusive of GST and any cess on GST.			

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.

Place:

Date:

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

“Section B”

Schedule to Tender for Removal and Installation/fitting of AC’s at IMU-Mumbai Port Campus as and when required.

Sl. No.	Description	Quantity	Rate Per unit (in Rs.)
1.	Removal of Split AC	01	
2.	Removal of Multi Split AC	01	
3.	Removal of Duct able AC	01	
4.	Removal of Casset AC	01	
5.	Fitting/ Installation of Split AC	01	
6.	Fitting/ Installation of Multi Split AC	01	
7.	Fitting/ Installation of Duct able AC	01	
8.	Fitting/ Installation of Cassette AC	01	
	GRAND TOTAL(in figures)		
	GRAND TOTAL(in words)		
	The rates quoted above should be only the unit price (i.e. inclusive of basic price, transportation, Overheads, labour charges and any other charges) and exclusive of GST and any cess on GST.		

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 as and when required.

Place:

Date:

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