

**TENDER FOR ANNUAL MAINTENANCE CONTRACT OF WATER COOLER AND
WATER PURIFIER
AT INDIAN MARITIME UNIVERSITY- NAVI MUMBAI CAMPUS**



TENDER No: IMU-NMC/AMC WATER COOLER & PURIFIER/2020/0014

Issue Date: 30.12.2020

Issued To,

Issue of Tender Document	30.12.2020
Last Date & Time of Submission of the Tender	29.01.2021 up to 1400 hrs
Date and Time of Opening of the Bids	29. 01.2021 at 1600 hrs

All bidders are requested to visit IMU Navi Mumbai Campus website:

www.imunavimumbai.ac.in or www.imu.edu.in for regular updates.

1. General Information:

TENDER ENQUIRY

Subject: Tender Enquiry(2 bid system) for Annual Maintenance Contract for Water Cooler and Water Purifier at IMU-NMC

Type of Tender	Two cover system Cover-I-Technical Bid Cover-II- Price Bid
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Tender documents consisting of Technical & Financial Bids shall be submitted by the bidders in Two separate sealed envelopes:

- a) Cover – I (Technical Bid), should contain the covering letter, Notice Inviting Tender (NIT) signed on all pages, Annexure I, Annexure II, etc. This cover should be sealed and superscribed as “Technical Bid” .
- b) Cover – II (Price Bid), should contain only Price Bid . This cover should be sealed and superscribed as “Price Bid”.

Covers 1 & 2 should be kept in a separate main cover and this cover should also be sealed, superscribed as “Tender for Annual Maintenance Contract for Water Cooler and Water Purifier at IMU-NMC”.

Duly sealed tenders are invited on behalf of Deputy Registrar (Admin.), Indian Maritime University, T.S. Chanakya, Navi Mumbai Campus ,Karave, Nerul, Navi Mumbai- 400706, for the AMC of below- equipments strictly as per below specifications.

SL No	EQUIPMENT REQUIRED	QUANTITY	SPECIFICATIONS	REMARKS
1	Water Cooler	18	USHA 150L - 4 Blue Star 150L -2 Blue Star 120L - 3 Blue Star 80L - 5 Blue Star 40L -1 Blue Star 20L - 3	
2	Water Purifier	19	Alfa 500 -8 Alfa 120-3 Alfa platina -1 Alfa - 2 Aquaguard -1 Aquaguard Classic - 2 Kent RO - 1 Zero B -1	

Only reputed suppliers are requested to quote their minimum rates **strictly** as per tender specifications in attached Price Bid Format as **Annexure 'III'**. Third Party/reseller bids shall not be accepted. The Authorized dealer must have Captive Service station in Mumbai/Navi Mumbai area.

2. TERMS AND CONDITIONS :

1. SUBMISSION OF BID :

The offer in a duly sealed envelope,(Technical bid and price bid should be in separate envelopes) should be sent by courier/Regd. Post or in person duly super subscribed as "Tender for Annual Maintenance Contract for Water Cooler and Water Purifier at IMU-NMC" on top of the envelope so as to reach the office of IMU-Navi Mumbai Campus on or before stipulated due date and time. Offers sent through Fax/E-mail will not be accepted. Bidders are advised to submit the tender by hand so that it is submitted within given time. IMU – Navi Mumbai Campus will not be responsible for delayed/late submission/received late by Post/Courier.

2. Tender Document :

Tender document can be down loaded from IMU – Navi Mumbai Campus website www.imunavimumbai.ac.in. or www.imu.edu.in. Bidders must read the document carefully and should submit a copy of full tender document duly stamped and signed on each page by authorized signatory as a token of having read and understood the tender terms.

3. Offer must be on letterhead of agency and strictly as per price bid format attached herewith as annexure`III`

3. Scope and description of Works:-

1. The agency shall be responsible for comprehensively maintaining all the above water coolers and water purifiers of IMU – Navi Mumbai Campus. The agency shall be responsible for all preventive and break down maintenance of the water coolers and water purifiers and fault rectifications.
2. The agency shall be responsible for the maintenance towards routine servicing once in every quarter and labour for attending any number of breakdown calls during the contract period and fault rectification on-site as well as off-site when required.
3. The spare parts shall be rectified/ replaced free of cost in case of any break down during the AMC period.
4. On receipt of a break down intimation, a qualified and competent team would be deputed immediately on the same day and fault would be rectified immediately on priority basis and within 24 hrs so as to ensure that water coolers and water purifiers are functioning satisfactorily.

5. Routine Maintenance: The agency shall be responsible for replacement of all the filters connected to each cooler once every two months. The agency will register entry of filter material in the campus at gate and show them to representative designated by Dy. Registrar (Admin.). He is to get certificate of replacement from the representative and designated Cadet leader.
6. The agency is to ensure that thermostat of the coolers are working properly. The agency is to ensure:
 - (a) All cooler water tanks are cleaned properly every 2 months when filters are changed.
 - (b) Ensure the tank covering lid is properly closing so that no foreign material gets in the tank.
7. **TOOLS and EQUIPMENTS:-** The agency shall arrange at its own expense all necessary tools, equipments and required parts which are required for proper execution of the work.
8. No increase in amount shall be considered at Annexure III during the currency of the AMC. No other charges like transportation fare etc. will be payable.
9. Conditional tender will not be entertained. Similarly quotations received after stipulated date and time will also not be considered under any circumstances.
10. The term Maintenance shall include oiling, cleaning, greasing, servicing and repair of motor/compressor, electrical parts, water filters and charging during the currency of the contract at the exclusive risk, responsibility and the cost of contractor.
11. They shall be required to inspect all the water coolers and put these into operation immediately failing which the contract may be cancelled without assigning any reasons and the security money deposited by the contractor shall be forfeited.
12. For regular and proper maintenance of the water coolers and water purifiers and for attending to the complaints received from officers, 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 Friday throughout the currency of the contract immediately. In case of emergency the complaints would also be required to be attended to on holidays.
13. As far as possible, the repair work shall be carried out in the premises of the IMU – Navi Mumbai Campus. Only such repairs which are not possible to be undertaken in the premises of the IMU Navi Mumbai Campus may be allowed to be done in the workshop of the firms. In no case, a water cooler or water purifier 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 water coolers and water purifiers 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 and if considered necessary the contract will be terminated without further notice.

14. The working of water coolers and water purifiers may be checked physically by the bidder before bidding.
15. Certificate in- lieu of Earnest Money Deposit (EMD):

Bidder must submit EMD declaration
Supporting document: Due to COVID-19 pandemic situation Bidders in lieu of Bid security shall submit the following certificate in their letter head
"I/we, hereby state and understand that if I/we withdraw/modify our bid during the period of validity of the tender, the administration would suspend the Bidder from participation in any future tenders of IMU for a period of 6 months".
16. **Security Deposit:** The successful bidder shall within 07 days from the date of receipt of award letter, deposit with Indian Maritime University, Navi Mumbai Campus a sum equal to 3% of the value of the accepted tender, in the form of Demand Draft from any Nationalized bank/Scheduled bank, failing which Indian Maritime University – Navi Mumbai Campus.
The security deposit amount of 3% 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 10 days of subsequent order. Security Money will not carry any interest.
17. **TENURE OF CONTRACT:-** The tenure of the contract shall ordinarily be one year. However, the competent authority in IMU – Navi Mumbai 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 on the same terms and conditions.
18. 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.
19. **SATISFACTORY SERVICES:-** The decisions of Dy. Registrar, IMU Navi Mumbai Campus, shall be final and binding on the firm / agency for the purpose of determining the standard of satisfactory services.
20. **PROHIBITION OF SUB CONTRACT:-** The firm / agency shall not appoint any sub-contract for this work under any circumstances.
21. 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 Water coolers and Water purifiers shall be released on successful rectification of repairs/ replacement of defective parts.
22. **DEDUCTION OF INCOME TAX AT SOURCE:-** Since it is a "Works Job Order", Income Tax shall be deducted at source from all the accepted payment to be made,

in accordance with the provision of Income Tax Act, 1961 as amended from time to time.

23. **RESOLUTION OF DISPUTE:-** In case of disputes the decisions of IMU – Navi Mumbai Campus shall be final.

24. **Penalty Clauses:-**

a) **Deficiency in quality:-** In case of failure on the part of agency to rectify the defect within a period of 24 hrs, the IMU – Navi Mumbai Campus shall have the discretion to get it rectified from other sources at contractor's risk and cost.

b) Rs.500/- will be penalized, if the mechanic/technician does not visit the IMU – Navi Mumbai Campus for not attending the call/inspection/repairs.

25. The IMU – Navi Mumbai Campus reserves the right to accept or reject any or all the quotations without assigning any reason what so ever.

26. **Qualification of Bidders:**

(i) The agency desirous of participating to this tender should have its registered office in Mumbai/Navi Mumbai area.

(ii) The firm must have a valid PAN Number and GST Registration No.

(iii) The Firm must have at least two years experience of providing similar service to Central Government/ State Govt. / PSUs / Private Organizations of repute. The Firm must furnish certificates from such Organizations in support of their experience.

CHECK LIST FOR TECHNICAL BID

Name of the Firm with Address:

Sl. No.	Documents to be checked	Yes/ No/ NA	Page No. of submitted tender	Remarks, if any
1.	Tender document duly filled, serially numbered, stamped and signed on each page			
2.	Details of similar work			
3.	Copy of GST Registration certificate and PAN Card of agency/ proprietor			
4.	Complete details of Dealer's bank account of agency for online transfer of payment in the prescribed MANDATE FORM.			

Date:

Bidder's Signature with seal

DECLARATION BY THE BIDDER

(Must be on letter head of agency duly stamped and signed)

I/We _____ hereby state that we have gone through and understood the Tender Document of tender enquiry floated by IMU – Navi Mumbai Campus for Annual maintenance contract for Water cooler and Water purifier at IMU-NMC. Our Bid has been prepared accordingly in compliance with the requirement stipulated in the said document.

We are submitting a copy of Tender Document marked "Original" as part of our Bid, duly signed and stamped on each page in token of our acceptance of all terms and conditions.

I/we further state that content of tender document including all technical specifications, scope of work, terms and conditions of tender have been carefully read and understood by me/us.

I/We state that there are sufficient authorized service and maintenance network with sufficient infrastructure and skilled workforce in Navi Mumbai area for providing best and prompt service support as and when required. Address and contact numbers of such authorized workshops has been enclosed.

I/Wedeclare on solemn affirmation that whatever information submitted in this tender is true and correct to the best of my/ our knowledge and belief. I/we hereby certify that my / our firm has never been disqualified/ blacklisted by any office /Department / undertaking of the state / central Govt. of India at any time for unsatisfactory supply of stores/ services of any description.

(Signature of Bidder with seal of the firm)

Date:

Place

Annexure-III

TENDER FOR ANNUAL MAINTENANCE CONTRACT OF WATER COOLER AND WATER PURIFIER AT INDIAN MARITIME UNIVERSITY- NAVI MUMBAI CAMPUS



TENDER No: IMU-NMC/AMC Water cooler/2020/0014

Issue Date: 30/12/2020

PRICE BID

S. No	EQUIPMENT	QUANTITIY	RATE PER ITEM PER MONTH	TOTAL RATE PER MONTH*
1	Water Cooler	18		
2	Water Purifier	19		
GRAND TOTAL (FOR 1 YEAR)				

Strike out the box where the firm has not quoted

*The rates quoted above should be only the unit price (*i.e. inclusive of basic price, packing, transportation and any other charges*) and **exclusive** of applicable GST and any cess on GST. L1 bidder will be decided on the basis of unit price only.

Signature _____

Name _____

Place:

Date:

Official Seal

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