



Ref. No.: CMPDI/RI-I/E&M/2018/84

Date: 01-Dec-2018

NOTICE INVITING TENDER

Sub. : ANNUAL MAINTENANCE CONTRACT FOR SERVICING AND REPAIRING OF 39 NOS. "WINDOW" TYPE & 14 NOS. "SPLIT" TYPE ROOM AIR CONDITIONERS

Sealed Tenders are invited from Bona fide / Enlisted / Reputed / Working contractors for "**ANNUAL MAINTENANCE CONTRACT FOR SERVICING AND REPAIRING OF 39 NOS. "WINDOW" TYPE & 14 NOS. "SPLIT" TYPE ROOM AIR CONDITIONERS**" as per **TERMS & CONDITIONS** given below: -

a) Earnest Money	: Rs.1350/- (Rupees one thousand three hundred fifty only).
b) Date of Availability of Tender	: 01-Dec-18 (from 10.30 AM to 12.00 Noon)
c) Last date of Availability of Tender	: 15-Dec-18 up to 12.00 Noon.
d) Last date & time for submission of offers	: 15-Dec-18 up to 01:00 PM.
e) Due date & time of opening of Offers	: 17-Dec-18 at 03.30 PM
f) Validity Period	: Six months from the date of acceptance of offer

NOTE:

1. IF THE TENDER IS NOT OPENED ON THE ABOVE DATE, DUE TO UNFORESEEN CIRCUMSTANCES, THEN IT WILL BE OPENED ON THE NEXT WORKING DATE.
2. BIDDER OR THEIR AUTHORIZED REPRESENTATIVES MAY ATTEND THE OPENING OF THE TENDER. AUTHORISED REPRESENTATIVE MUST PRODUCE A POWER OF ATTORNEY IN HIS FAVOUR.

Availability of Tender Paper from 10.30 A.M. to 12.00 Noon on all working days (excluding Sundays & Holidays) from 01.12.2018 to 15.12.2018. The earnest money of Rs.1350/- shall have to be deposited in the form of Bank draft along with the Tender paper.



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सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड
(कोल इण्डिया लिमिटेड की अनुबंधी कंपनी / भारत सरकार का एक लोक उपक्रम)
गोन्दवाना प्लैस, कंकि रोड, रांची - 834 031, झारखण्ड (भारत)
Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)
CORPORATE IDENTITY NUMBER - U14292TH1975601001223
क्षेत्रीय संस्थान-१, वेस्ट एण्ड, जी.टी. रोड, आसनसोला-७१३३०४
Regional Institute-1, West End, G.T. Road, Asansol-713304

Tender can be obtained from the office of **AM (E&M)**, CMPDI, RI-1, Asansol during **10.30 AM to 12.00 Noon** on all working days from **01-Dec-18 to 15-Dec-18** free of cost.

Tender can also be downloaded from CMPDI's website **www.cmpdi.co.in** during the period from **01-Dec-18 to 15-Dec-18**.

In case of any discrepancy between the Tender downloaded from the website and the master copy available in the office, the latter shall prevail and will be binding on the bidders. **No claim on this account will be entertained.**

HOD (E&M)

DISTRIBUTION:

- 1) R.D., CMPDI, RI-1, Asansol.
- 2) Committee Members, CMPDI, RI – 1, Asansol.
- 3) HOD (F), CMPDI, RI-1, Asansol.
- 4) HOD (P&A), CMPDI, RI-1, Asansol, with a request to display in the NOTICE BOARD.
- 5) Office Copy
- 6) Guard File



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DETAILED TENDER NOTICE

1. Sealed Tenders are invited from Bonafide / Enlisted / Reputed / Working contractors for "**ANNUAL MAINTENANCE CONTRACT FOR SERVICING AND REPAIRING OF 39 NOS. "WINDOW" TYPE & 14 NOS. "SPLIT" TYPE ROOM AIR CONDITIONERS**" (Cap 1.5T) of different make installed at different locations of CMPDI, RI-I, Asansol.
2. The bidder shall have past experience in servicing and repairing of such machines in reputed organization under maintenance contract.
3. The bidder has to provide comprehensive annual maintenance (preventive and corrective maintenance) of window & split type room air conditioners (1.5 Te.) of different make. The rate should be quoted per machine per year basis inclusive of the cost of repairing / replacement of all defective / unserviceable parts / spares including evaporator, condenser, compressor expansion valves, starting and running condensers, relays, thermostat switch, air filter, inside painting, gas charging, fan motor etc. and any part whatsoever needed due to any cause (free of cost), but **EXCLUSIVE OF COMPRESSOR, BODY, BASE AND FRONT PANEL REPAIRING AND REPLACEMENT**. The defective parts will be replaced with equivalent quality in performance. The parts will be provided on exchange basis, i.e. the defective parts replaced will become the vendor's property.
4. Each machine should undergo preventive maintenance once in every month.
5. Regular maintenance service shall be provided during general shift of CMPDI's working hours on weekdays only.
6. In the event of breakdown, the party has to ensure that the fault will be attended within 24 hours from the date / time intimated by CMPDI. Complaints will be communicated to the contractor over telephone / letter / email.
7. The bidder may like to inspect the machines before quoting the rates so that no ambiguity towards the nature and quantum of work arises at a later date.



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8. The contractor shall be responsible for keeping the Air Conditioners in maintained and perfect working conditions for one year from the time of placing the Work Order.
9. The service personnel, expert technician must attend the machines positively once in a calendar month for preventive maintenance / servicing & as and when called for. All defects occurring in the machines shall be immediately rectified during working hours at site as far as possible. On receipt of complaint the machine shall be attended to within 24 hours. Any violation of this clause will render performance unsatisfactory.
10. If repairing of the defective machines take more than one day, it must be replaced by free of cost loan service machines in place of the defective machine, immediately.
11. If the machines are required to be serviced / overhauled / major repairing by carrying it to the workshop, the same should be returned after repairing, within 10 days from the receipt of the same and the machine should be reinstalled at its original place. The to-and-fro carrying cost has to be borne by the party.
12. The contractor will be responsible for the damage or loss caused to the machine during handling and when the machine is in their custody.
13. The offer shall be complete with the copies of-
 - a) Valid Trade license
 - b) Valid PAN and GST Registration Certificate
 - c) Credentials for similar nature of work
 - d) Bank Draft of Earnest money.
14. In winter the machine shall be thoroughly overhauled with dismantling, necessary repairs, if any and inside painting.



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15. The contractor shall quote as per the following:

Sl. No.	Description of work	Quantity	Rate / A.C. per Year (Rs.)	Total (Rs.)
1	Annual Maintenance Contract for servicing and repairing of AC's			
	I) Window Type			
	a) Accaire, 1.5T	1 No.		
	b) Arco, 1.5T	1 No.		
	c) Sri Ram, 1.5T	1 No.		
	d) Voltas, 1.5T	23 Nos.		
	e) Voltas Vertis, 1.5T	8 Nos.		
	f) Voltas 1 Star Classic, 1.5T (New)	5 Nos.		
	II) Split Type			
	a) Voltas, 1.5T	10 Nos.		
	b) Haier, 1.5T	4 Nos.		
	TOTAL			

16. In addition, the contractor should also quote the rates at which they may supply if needed for replacement during the contract period for the following items:

Sl. No.	Description of work	Unit Cost (Rs.)
1	Compressor Rotary Type For 1.5T	
2	Compressor Reciprocating type For 1.5T	

No additional cost shall be paid for gas charging in the cases of replacement of compressor.



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17. Any additional / alternation A.C. Machine of 1.5T capacity, if any, installed in RI-I after awarding the Annual Maintenance Contract for 2018-19 will also be covered under the Annual Maintenance Contract (AMC) and payment will be made as per the rate of AMC for 18-19.

18. The contract shall take effect from the time of placing the work order and remain valid for the period of one year from the time of placing the work order. The contract may be extended for further period on successful completion of work on mutual agreement basis.

19. Payment of EMD

EMD should be either in the form of Bank Draft. Bank Draft should be drawn in favour of **CMPDI LTD., Regional Institute, Asansol** on any scheduled bank payable at Asansol preferably on "State Bank of India".

In case Earnest Money is not submitted, **the offer shall be out-rightly rejected without any reference on this subject**. EMD shall be refunded to the unsuccessful tenderer on request immediately after finalization and award of the tender. For successful bidder, earnest money will be adjusted against the security deposit of 10% of the value of the order to be placed on the party. The deposits like security money and earnest money will not carry any interest during its period of retention.

The deposits like Earnest money may be forfeited:

- If any tenderer withdraws their offer after tender opening during the period of tender validity.
- If the tenderer fails to execute the order acceptance within the specified time limit or does not fulfill any of the terms & conditions.

20. Taxes and Duties: All the rates shall be inclusive of all the taxes and duties and the cost of freight if any.

21. Security Deposit: Total security deposit will be 10% of the annualized value, which consists of two parts.

- (i) Performance security to be submitted at the time of award of work and
- (ii) Retention money to be recovered from running bills.



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Performance security will be 5% of the annualized value of contract amount and should be submitted within 28 days from the date of receipt of LOI by the L1 bidder in the form of account payee demand draft in favour of CMPDI, Regional Institute, Asansol of any schedule bank payable at Asansol (WB). The retention money i.e. 5% of the annualized value of contract will be deducted from the quarterly running bills in 4 equal installments. Total performance security and retention money will not exceed 10% of the annualized value of contract amount.

22. Penalty: If the repairing of the machine takes more than 3 days and the party is not able to provide loan service machine as per Clause No. 10, proportionate deduction of the maintenance charge will be recovered from the bill in the form of penalty, for the full non working period till either the loan machine or the original machine is reinstalled after satisfactory repairs.

23. Payment: Payment will be made (for working machine only) on quarterly installment basis after expiry of each quarter on satisfactory performance of the machine after completion of each quarter and on production of pre-receipted bill in triplicate to the concerned department.

The tax invoice raised by the supplier against the service supplied must be in compliance of relevant GST Acts, rules & notifications made thereunder and should bear the GSTIN - 19AAACC7475N1Z1 of CMPDI Ltd. In case of supply to CMPDI Ltd. Within the state of West Bengal supplier shall ensure timely submission of correct invoices. (as per GST rules / regulation with all required supporting document(s) within a period specified in contract to enable CMPDIL to avail input credit of GST (CGST & SGST/UTGST or IGST)). Further, returns and details required to be filled under GST laws & rules should be timely filed by supplier of Goods/ services with requisite details. If input tax credit is not available to CMPDIL for any reason which is not attributable to CMPDIL, then CMPDIL shall not be obligated or liable to pay or reimburse GST (CGST & SGST/UTGST or IGST) together with all penalties and interest, if any, against any amounts paid or payable by CMPDIL to the supplier.



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Details of GST Registration (to be filled by the party):

Name of Bidders as per GSTIN Information	GSTIN No of Bidders	STATE in which is Registered	Type of Registration (Regular/Composition scheme/Exempted From Registration) (To be clearly mentioned by Bidder)

24. While making payments to the workers, the contractor shall abide by all the prevalent labor laws.
25. It shall be the reputation of the contractor to abide by all the safety rules and precautions while executing the contract.
26. The authority reserves the right of accepting, rejecting or truncating any or all the offers without assigning any reason whatsoever.
27. Any tender, which does not clearly indicate the above rates, both in words and in figures, and fulfill the stipulation noted above is liable for rejection.

Sealed tender super scribbling "Annual Maintenance Contract for Air Conditioner" shall be accepted up to 1.00 PM on or before 15.12.2018 and shall be opened on 17.12.2018 at 3.30 PM.

28. Agreement

The contractor has to enter into service level agreement before start of Comprehensive AMC with CMPDI, RI-1, Asansol. The Comprehensive AMC will effect from the time of placing the work order and remain valid for the period of one year from the time of placing the work order between the contractor and RD, RI-1, Asansol.



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29. Uptime Guarantee

The contractor should ensure 95% uptime of the machine. The uptime and downtime will be calculated on the basis of clause 30.

30. Downtime Penalty

- i) The Party provides guarantee 95% availability (uptime) for the machines on quarterly basis.
- ii) Equipment downtime will be reckoned only during the working hours. Downtime beyond these hours on a working day would be excluded. For example, if the down time starts at 12.00 hours on a day and extends up to 11.00 hours the following working day, the down time would be calculated as below:

For Working Hours: 10.00 hrs – 17.00 hrs

(7 hrs.)

1 st day from 12.00 hours to 5.00 hours	= 5.00 hrs
2 nd day from 10.00 hours to 11.00 hours	= 1.00 hrs
Total downtime	= 6.00 hrs

- iii) The downtime period will start from the time and date of reporting complaint to the party.
- iv) The availability percentage will be calculated for each quarter. Penalty will be imposed on pro rata basis, if the availability falls below 95%. Thus,

$$\text{Penalty} = \frac{(95\% - \text{Actual Availability}) \times (\text{AMC Charge}/4)}{95\%}$$

- v) No bonus or additional sums shall be payable if the availability is more than 95%.
- vi) Actual availability percentage for each machine will be calculated as follows:

$$\text{Actual Availability} = \frac{(\text{No. of Working days in the quarter} \times 7 - \text{Downtime hours during the quarter}) \times 100}{\text{No. of Working days in the quarter} \times 7}$$



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vii) Penalty for any quarter to be imposed will be calculated on the basis of the following table:

Availability percentage (rounded)	Penalty
95% and above	: Nil
85% to 94%	: As per rate calculated in 30.ii, iv, vi
50% to 84%	: the calculated amount as per rate calculated in 30.ii, iv, vi
Below 50%	: No AMC payment for the quarter

31. All disputes are subject to Asansol Court jurisdiction only.

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Annexure-1

**TENDERER THOSE WHO HAVE DOWNLOADED THIS TENDER DOCUMENT FROM
CMPDI/GOVT. WEBSITE**

This is to certify that I/We have downloaded this tender document from CMPDIL/GOVT. Website and I/We are submitting without tampering at any page. Further, I/We understood that in the event of such tampering is detected at any stage or any time CMPDIL have got right to reject/terminate my/our offer/work, forfeit the EMD/Security deposit submitted by us and my/our firm can be blacklisted.

(Signature of the Bidder with seal and date)



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