



भारत सरकार / Government of India

प्रधानआयुक्त का कार्यालय / Office of the Principal Commissioner

केन्द्रीय वस्तु एवं सेवाकर अहमदाबाद साउथ / Central GST Ahmedabad South

अहमदाबाद- ३८००१७/Ahmedabad -380 015.

Phone: 079-26303612

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मी. सं. I/22-01/18-19/Adm

दिनांक: 25.03.2019

निविदा सं 02/2019 (प्रशासन)

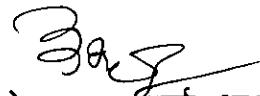
हेतु निविदा सूचना

सेंट्रल जीएसटी भवन, अंबावाडी, अहमदाबाद के विभिन्न कार्यालयों में स्थापित कुल १०६ एयर कंडीशनर मशीनों के लिए वार्षिक अनुरक्षण अनुबंध के लिए अनुभवी और प्रतिष्ठित दलों से ऑनलाइन कोटेशन आमंत्रित किए जाते हैं। इच्छुक पार्टियों से अनुरोध किया जाता है कि वे एक वर्ष की अवधि के लिए व्यापक एएमसी दरों के लिए प्रति एयर कंडीशनर दरें दिखाएं।

निविदा सूचना के अनुलग्नक

| संलग्नक सं. | विषय |
|--------------|---|
| अनुलग्नक-I | महत्वपूर्ण दिनांक पत्रक और ऑनलाइन बोली प्रस्तुत करने के लिए निर्देश |
| अनुलग्नक-II | एयर कंडीशनर के एएमसी के लिए पात्रता मानदंड |
| अनुलग्नक-III | नियम और शर्तें |
| अनुलग्नक-IV | एयर कंडीशनर की सूची |
| अनुलग्नक-V | तकनीकी बिड प्रोफार्मा |

बोली लगाने के लिए बोली ऑनलाइन CPPP वेबसाइट पर ही <https://eprocure.gov.in/eprocure/app> प्रस्तुत है


अशोक कुमार शर्मा, भा.रा.से.
सहायक आयुक्त (प्रशासन)

प्रतिलिपि:

1. ई-खरीद पोर्टल में टेंडर प्वाइंट करने के लिए नोडल अधिकारी।
2. अधीक्षक (सिस्टम्स), अहमदाबाद को टेंडर नोटिस दक्षिण सीबीईसी नई दिल्ली एवं सेंट्रल जीएसटी अहमदाबाद दक्षिण की वेबसाइटों में एनर्जित करने के लिए।



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F.No. I/22-01/18-19/Adm

Date : 25.03.2019

Tender No. 02/2019 (Admn)

**Tender Notice for the Comprehensive
Annual Maintenance Contract for Air Conditioners**

Online quotations are invited from experienced and reputed parties for Annual Maintenance contract for total **106 Air Conditioner Machines** installed at various offices of Central GST Bhavan, Ambawadi, Ahmedabad. Interested parties are requested to show the rates per Air- Conditioner for Comprehensive AMC rates for the period of one year.

Annexures of the Tender Notice

| Annexure No. | Subject |
|--------------|--|
| Annexure-I | Critical Date sheet & Instructions for Online Bid Submission |
| Annexure-II | Eligibility criteria for AMC of Air-Conditioners |
| Annexure-III | Terms and conditions |
| Annexure-IV | List of Air Conditioners |
| Annexure-V | Technical Bid Proforma |

Bidder has to submit bids online only at CPPP website
<https://eprocure.gov.in/eprocure/app>.


A. K. Sharma, IRS

Assistant Commissioner (Adm)

Copy to:

1. The Nodal Officer for floating the tender in E-Procurement portal.
2. Supdt (Systems), CentralGST Ahmedabad South for circulation in websites of the CBEC New, Delhi & Central GST Ahmedabad South. Also to complete the process of floating the tender notice in the E-Procurement Portal.

CRITICAL DATE SHEET

| | |
|--|-----------------------------------|
| Published Date | 25th March 2019 |
| Bid Document Download / Sale Start Date | 25th March 2019 |
| Bid Submission Start Date | 25th March 2019 |
| Bid Submission End Date | 15th April 2019 |
| Bid Opening Date | 16th April 2019 |

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of

- search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
 - 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- ~~1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.~~
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Eligibility criteria for AMC of Air-Conditioners.

1. The Company/firm/enterprise intending to submit the tender (hereinafter called the Company) shall be a reputed organization in the field of maintenance of Air Conditioners.
2. The company should have undertaken AMC for at least one State/Central Government Department/Public sector Unit (PSU), in any of the previous Five years in Ahmedabad.
3. The company's contract should not have been terminated before the expiry of the full term, in any of the previous years or current years.
4. The company must have deploy one expertise person for maintenance of Air Conditioners on site and its service engineer must be knowledgeable enough to troubleshoot any problem related to Air Conditioners.
5. If any company does not meet above eligibility standards, tender of the same will not be considered.
6. This office reserves the right to reject/any/all tender (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.

I hereby accept all the terms and conditions mentioned above in this page.

Date:

Signature of the Tenderer
with seal

The CAMC shall be governed by the following terms and conditions:-

1. The term "maintenance" shall mean keeping the Air-conditions hereinafter called 'machines' in perfect working condition at all times, and covers each and every part of the system. Maintenance also includes on-call corrective as well as periodic preventive maintenance service visits by the service engineer of the CAMC holder. CAMC includes dehydration and gas charging, repair of fan motor etc.
2. Replacement/repair of any of the part of the system during the currency of the contract shall be at the exclusive risk, responsibility and the cost of the contractor. However, if any parts not included in the CAMC must be clearly mentioned otherwise it deemed that all parts are covered under CAMC.
3. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Tenders in which any of the particulars and prescribed information are inadequate or incomplete in any respect or the prescribed conditions are not fulfilled, are liable to be rejected.
4. A complaint should be attended within 24 hours excluding holidays. Preventive servicing of machines shall be done quarterly. Washing of filter of A/C shall be done every month.
5. All air Conditioners shall be inspected by the successful tenderer before being taken over for maintenance under the "Maintenance Contract" and missing/non functional parts excluding Gas Charge may be listed out and brought to the notice of Administrative Officer (Admn.) within two days of the award of contract in the presence of representative of this office and a representative of current CAMC holder firm, failing which the contractor shall be deemed to have taken over the air conditioner of this office complete in all respects.
6. All tools and materials will be provided by the successful tenderer at their own cost/labour.
7. The contractor shall keep sufficient stock of items/spare parts which may be required for replacement/ repairing in the event of the machines becoming non-functional or defective, during the currency of the contract. The successful tenderer shall be fully responsible for supply and installation of items/parts of good quality with ISI mark.
8. It shall be obligatory on the part of the contractor to carry out repair/maintenance of machines under his direct supervision and control and under no circumstances the work shall be assigned to sub-contractor.
9. The work shall be carried out in the premises of the Department. No cartage shall be paid for transportation of any type of items to be taken to workshop for repairs etc. Written prior permission of competent authority will be required before taking out such goods/items from the premises.
10. This office also reserves the right to renew or extend the contract for three (3) months, taking into account the satisfactory services rendered by the contractor

10. This office also reserves the right to renew or extend the contract for three (3) months, taking into account the satisfactory services rendered by the contractor during previous year. This can be further extended upto such period(s) as deemed necessary with the consent of the contractor.
11. The damage caused if any either to any machine or to any other property of the Government through negligence or otherwise, shall be at the risk, cost and responsibility of the contractor. The financial or any other loss suffered by the Government on this account shall be made good by the contractor and decision of the Commissioner, Central GST Ahmedabad South in this context shall be binding on the contractor.
12. The contractor shall be responsible for smooth and satisfactory working of the units. If repair works remain pending beyond reasonable time frame resulting none functioning of ACs in unusable condition. A penalty of Rs. 500/- (Rupees Five Hundred only) per day/unit shall be imposed.
13. In case the contractor fails to comply with the terms and conditions of the contract and if the contractor is found to be incapable to do the job satisfactorily and within the specific time, it will be at the discretion of this office to take any further action or to cancel the contract without assigning further reasons.
14. Every scanned page of tender document alongwith enclosures must be signed by the bidder.
15. The offers / bids received incomplete and / or submitted after the due date shall be summarily rejected.
16. Financial bids of only those agency/firms would be opened, who qualify in technical requirements.
17. If any of the terms and conditions above, is not found fulfilled during currency of contract, Commissioner, Central GST Ahmedabad South reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.
18. No additional terms & conditions over and above the conditions stipulate above shall be entertained by this office.
19. In case of any dispute, the decision of the Commissioner shall be final and binding.

I hereby accept all the terms and conditions mentioned above.

Date:

Signature of the Tenderer with seal

| List of the section where split Air Conditioner installed | | | | |
|---|---|----------|----------------|-----------|
| Sl.no. | Installed at Cabin/ Floor | Capacity | Model | Quantity |
| Ground Floor | Control Room | 2 ton | Voltas | 1 |
| | Sevottam | 2 ton | Voltas | 1 |
| First Floor | Land and Building | 2 ton | Samsung | 1 |
| | Audit Section | 2ton | Samsung | 2 |
| | Seminar Hall | 2 ton | LG | 8 |
| Second Floor | ADM/Estt | 1.5 ton | Voltas | 4 |
| | Division III 2rd floor | 1.5 ton | Voltas | 2 |
| | Vigilance | 2 ton | Voltas | 1 |
| Third Floor | RRA/DLC | 1.5 ton | Voltas | 2 |
| | Legal/TAR/Stat | 1.5 ton | Voltas | 2 |
| | Systems | 1.5 ton | Electrolux | 1 |
| | Division-II | 1.5 ton | Electrolux | 1 |
| | A.C. (Division II) cabin | 1.5 ton | Voltas | 1 |
| | CAO Section | 02 ton | Samsung | 1 |
| Fourth Floor | DC (Legal) cabin | 1.5 ton | voltas | 1 |
| | Systems Room, 4 th Floor | 2 ton | Hitachi & LG | 2 |
| | Division-I | 1.5 ton | Voltas | 2 |
| | A.C. (Division I) cabin 4th floor | 1.5 ton | Voltas | 1 |
| Fifth Floor | AC (Division IV) cabin | 1.5 ton | O General | 1 |
| Sixth Floor | Statistics | 1.5 ton | Voltas | 1 |
| | JC (P&E) | 2 ton | Voltas | 1 |
| | O&A /O &M section , 6 th floor | 1.5 ton | Carrier | 2 |
| | DC Technical Cabin | 1.5 ton | Voltas | 1 |
| | CCO Section, 6 th Floor | 2 ton | Hitachi/Voltas | 4 |
| Seventh Floor | CCU | 1.5 ton | Voltas | 2 |
| | P.S. to Chief Commissioner | 2 ton | Carrier | 1 |
| | 701, CCE-I Cabin, 7 th Floor | 2 ton | Voltas | 2 |
| | 702, P.A. to CCE-I | 2 ton | Hitachi | 1 |
| | 705, Addl. Comm. cabin, 7 th Floor | 2 ton | Carrier | 1 |
| | 706, PRO/GSO Cabin, 7 th Floor | 2 ton | Blue Star | 1 |
| | 708, Commr.(Appeals) cabin, 7 th Floor | 2 ton | Carrier | 1 |
| | 710, Commr.(Audit-I) | 2 ton | Hitachi | 1 |
| | 711, Commr.(Appeals) cabin, 7 th Floor | 2 ton | Carrier | 1 |
| | 712, Visitor's Room | 2 ton | Blue Star | 1 |
| | Entry lounge, Chief Commr.'s cabin, 7 th Floor | 2 ton | Carrier | 1 |
| | 719, ADC(CCO) Cabin,7 th Floor | 2 ton | Voltas | 1 |
| DC (CCO) Cabin | 1.5 ton | Voltas | 1 | |
| Sarjan Tower | Guest House 901 & 902 | 1.5 ton | Hitachi | 2 |
| Total Split Air Conditioner's | | | | 61 |

| List of the section where Cassette Air Conditioner installed | | | | |
|--|--|----------|--|-----------|
| Sl.no. | Installed at Cabin/ Floor | Capacity | Model | Quantity |
| Seventh Floor | 716/717, Chief Commr.'s cabin, 7 th Floor | 2 ton | LG | 4 |
| | Conference Room, 7 th Floor | 2 ton | Hitachi | 3 |
| Total Split Cassette Air Conditioner's | | | | 7 |
| List of the section where Window Air Conditioner installed | | | | |
| Sl.no. | Installed at Cabin/ Floor | Capacity | Model | Quantity |
| Second Floor | AO (Adm) | 1.5 ton | | 1 |
| | Division-III, Computer Room, | 1.5 ton | Carrier-2 & Godrej-1 | 1 |
| | Hindi Section | 1.5 ton | shriram usha | 1 |
| | A.C.(Division-III) cabin | 1.5 ton | Carrier | 1 |
| Fourth Floor | Server Room, 4 th Floor | 1.5 ton | Shriram Usha | 1 |
| | CAO Cabin, 4 ^h Floor | 1.5 ton | Carrier | 1 |
| | CAO Section | 1.5 ton | Samsung, Kenstar | 2 |
| Fifth Floor | Div-IV | 1.5 ton | | 3 |
| | Establishment Section | 1.5 ton | Carrier | 3 |
| | Appeals Section | 1.5 ton | Hitachi | 1 |
| | Tech section, | 1.5 ton | Godrej | 2 |
| Sixth Floor | CCO Section | 1.5 ton | Hitachi | 2 |
| | Preventive Section | 1.5 ton | Blue Star-1, Carrier-2, Shriram Usha-1 | 4 |
| | O & A /O &M Section | 1.5 ton | Godrej | 1 |
| Seventh Floor | 704, A.C.(Adm) cabin, 7 th floor | 1.5 ton | Shriram Usha | 1 |
| | 70B, Commr.(Appeals-II) cabin, 7 th floor | 1.5 ton | Carrier-1 | 1 |
| | 711, Commr.(Appeals-IV) cabin, 7 th floor | 1.5 ton | Cool Air-1, Carrier-1 | 2 |
| | P.A.to CC cabin, 7 th floor | 1.5 ton | Carrier | 1 |
| | 721, Cadre Control Unit, 7 th floor | 1.5 ton | Hitachi | 2 |
| | 723, A.C.(CCO), cabin, 7 th floor | 1.5 ton | Blue Star | 1 |
| | 724, Computer Section, 7 th Floor | 1.5 ton | LG | 1 |
| | 710, Commr.(Audit-I) | 1.5 ton | Blue Star | 1 |
| Sarjan Tower | Guest House 901 & 902 | 1.5 ton | Amtrex | 4 |
| Total Window Air Conditioner's | | | | 38 |

List of the Total Air Conditioners to be covered under the Annual Maintenance Contract.

| Sr. No. | Type of Air Conditioner | Capacity | Units |
|----------------|--------------------------------|-----------------|--------------|
| 1. | Split Air Conditioner | 1.5/2 Ton | 61 |
| 2. | Cassette Air Conditioner - | 2 ton | 7 |
| 3. | Window AC | 1.5/2 Ton | 38 |
| | | Total | 106 |

Note : Increase/decrease in the numbers of ACs may be charged on proportional basis.

Signature of the Tenderer with seal

Technical Bid Proforma**Particulars to be furnished online by the Company/Firm**

| | | |
|----|---|--|
| 1. | Name of the Organization/Firm | |
| 2. | Names of the Proprietors/Partners/Director | |
| 3. | Registered Address | |
| 4. | Telephone No. Fax No. | |
| 5. | Registration No. of the Firm | |
| 6. | Permanent Account Number | |
| 7. | GST No., if available | |
| 8. | Name (s) of the Public Sector/Govt. organization to whom similar services have been provided by the firm during last five years (copy to be enclosed) | |

(Scanned copies of the relevant documents to prove the above information must be attached with the bid)

Signature of the Tenderer with seal