



GOVERNMENT OF INDIA
OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX
63, RACE COURSE ROAD, COIMBATORE-641018

C.No.1556(16)A/CCIT/CBE/2018-19

Date:16-01-2019

LIMITED TENDER ENQUIRY FOR AMC OF AIR-CONDITIONER UNITS

The Income Tax Department, Coimbatore invites sealed quotations for the Annual Maintenance Contract of Air-Conditioning Units-**181 Nos** (Window, Split, Ductable and Cassette types)- installed in various offices of Office of the Chief Commissioner of Income Tax, Coimbatore located in 63 A, Race Course Road, Coimbatore and May Flower Building, No:1510 Trichy Road, Coimbatore. The AMC is for the period of one year from **01.02.2019 to 31.01-2020**

A. TENDER PROCESS

1. The tender form prescribed in **ANNEXURE - 1** complete in all respects shall be submitted in sealed covers addressed to the Income Tax Officer (H.Qrs)(PR & TPS-Admin.), 0/o the Chief Commissioner of Income Tax, 63 Race Course Road, Coimbatore-641018 on or before **28-01-2018 at 5.00 P.M.** Late submission of tenders shall not be accepted. The sealed covers should be super scribed with "Limited Tender Form - Annual Maintenance Contract for Air-Conditioner Units". Limited Tender form will be opened on **30-01-2018 at 3.00 P.M** in the presence of bidders at Conference Room, First floor Main Building, No.63 Race Course, Coimbatore- 641018. The valid qualifying bids shall be scrutinized by the Department and the eligible bidders will be shortlisted. If the date of opening is declared a holiday, the quotations will be opened on next working day. Incomplete bid documents shall be rejected 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 Tender Form. Tender form 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 **Annexure- 1** 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 Rs.15000/- 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 tender Document The tenderer would fill up the information in the **Annexure-1** 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. The tender forms shall be rejected if it is not complete in any respect.

6. TERMS & CONDITIONS

1. The Annual Maintenance Contract is for the period of one year from **01.02.2019 to 31.01.2020**.
2. The service provider shall be based in and 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:
 - i. Permanent Account Number (PAN) under Income Tax Act, 1961.
 - ii. Registration under GST

6. The evidence for filing of returns along with a copy of Profit & Loss Account and Balance Sheet for the Financial Year 2017-18 (Assessment Year 2018-19) 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 2017-18 (Assessment Year 2018-19).

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),

I. 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,

II. 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 installed in various offices of Office of the Chief Commissioner of Income Tax, Coimbatore are given in separate sheet enclosed as **Annexure-2** with this document.

12. All break-down calls shall be attended to immediately on the same day. Breakdown calls that could not be attended to on the same day due to some 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. Non attendance 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 5th 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.

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 and conditions 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 and the details of the same shall be furnished by **28.02.2019**

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 17-01-2019 to 28-01-2019**. The Income Tax Officer (HQ)(PR), O/o.CCIT, Coimbatore may be contacted at Room. No. 415. Fourth floor, Annexe Building, Income Tax Office, Coimbatore in this regard.

-Sd-

(B.S.Venukumar]

Income Tax Office (PRO & TPS-1),

O/o the Chief Commissioner of Income tax, Coimbatore

Encl.: Annexure - 1 & Annexure - 2

LIMITED TENDER FORM

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 2018-19. Evidence for Gross Contractual Receipts of Rs.10 lakhs and above in the Financial Year 2017-18 :
9. List of Clients:
10. Documentary evidence for GST Registration:
12. Details of Earnest Money Deposit (EMD) :
13. Annual Maintenance Contract (AMC) charges (Rates in Rupees per unit / per annum) (exclusive of taxes)

Sl.No	Description	AMC [Rates in Rs Per Unit/ Per Annum] (Exclusive of Taxes)
1	Window Air-Conditioners 1.5 Tonnes	
2	Window Air-Conditioners 2.0 Tonnes	
3	Split Air-Conditioners 1.5 Tonnes	
4	Split Air-Conditioners 2.0 Tonnes	
5	Ductable Air-Conditioners 5.5 Tonnes	
6	Cassette Air-Conditioners 3.0 Tonnes	
7	Cassette Air-Conditioners 2.0 Tonnes	

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)

ANNEXURE-2

Sl.No	Description	No of Acs[in Nos]
1	Window Air-Conditioners 1.5 Tonnes	21
2	Window Air-Conditioners 2.0 Tonnes	02
3	Split Air-Conditioners 1.5 Tonnes	116
4	Split Air-Conditioners 2.0 Tonnes	12
5	Ductable Air-Conditioners 5.5 Tonnes	02
6	Cassette Air-Conditioners 3.0 Tonnes	09
7	Cassette Air-Conditioners 2.0 Tonnes	19
Total		181