

M P State Electronics Development Corporation Ltd.

TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT
OF AIR CONDITIONERS
TENDER NO.: P&A/AMC/2009/07

Head Office
147, Zone 1, Maharana Pratap Nagar, Bhopal (M.P)
Phone - 0755-2769815, Fax - 0755-2769824
www.mpsedc.com

Indore Office
Electronics Complex, Pardeshipura, Indore (M.P)
Phone - 0731-2556805, 2555580 Fax - 0731-2555580

INVITATION FOR BIDS

1. M.P. State Electronics Development Corporation Ltd., Bhopal invites sealed bids, under Three Envelop System, from eligible bidders for Annual Maintenance contract of Air Conditioners installed at **STP building, Electronics Complex, Pardeshipura, Indore.**
2. Interested and eligible bidders may obtain further information, inspect the site at Electronics Complex, Pardeshipura, Indore and obtain the Tender document from the office of M.P. State Electronics Development Corporation, Bhopal/Indore or can download the Tender Document from our website, www.mpsedc.com .
3. The Tender Document has to be submitted in three separate envelopes as detailed below :
 - (i) EMD First envelop should be super scribed '**EMD**'.
 - (ii) TECHNICAL BID Second envelop should be super scribed as '**TECHNICAL BID**'
 - (iii) Price bid Third envelop should be super scribed as '**PRICE BID**'
 - (iv) All the three envelopes should be kept in **one big envelop** super scribing as "**Tender Document For Annual Maintenance Contract Of Air Conditioners**"
4. Tender Document can be purchased on payment of Rs 1000/- (Rupees One Thousand Only) {Non returnable} from our offices. In case of downloaded documents, the cost of the Tender Document should be enclosed alongwith the Technical Bid in the form of DD payable to MPSEDC Ltd., Bhopal.
5. All further amendments/corrigendum in Tender Document or Bid Schedule, if any, shall be notified on our website (www.mpsedc.com) only.
6. The last date for submission of Tender Document is **16.11.2009 up to 03:00 p.m.** The Tender Document should be addressed to :

Shri K.V. Narayana,
Sr. General Manager (P & A)
M P State Electronics Development Corpn. Ltd.
147, Zone I, M. P. Nagar, Bhopal (MP) - 462011
Tel. No. - 0755-2769815, Fax No. 0755-2769824

Earnest Money Deposit (EMD)

The tender should be accompanied by EMD in the form of Demand Draft from any scheduled bank for Rs 10,000/- (Rupees Ten Thousand Only) in favour of MPSEDC Ltd. payable at Bhopal.

Opening of EMD & Technical Bids:

EMD & Technical Bids will be opened on **16.11.2009 at 16.00 hours.**

Letter of Submission

To
Sr. General Manager (P&A)
M P State Electronics Dev. Corpn. Ltd. 147,
Zone I, M.P. Nagar
Bhopal (M.P) 462011.

I/We, the undersigned, have read and examined in details the specifications and all bidding documents and hereby declare that:

PRICE AND VALIDITY:

- ❖ All the rates quoted in our proposal are in accordance with the terms as specified in bid documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the last date of submission of bids.
- ❖ We do hereby confirm that our bid prices include all taxes including Income Tax & . Professional Tax, Service Tax, etc.
- ❖ We hereby declare that if any Income Tax, Surcharge on Income Tax and any other Corporate Tax is altered under the law, we shall pay the same.

EARNEST MONEY

We have enclosed the EMD in the form of Bank Draft No -----dated ----- favoring M. P. State Electronics Development Corporation payable at Bhopal issued drawn on ----- . ----- Bank for Rs. 10,000/-(Rupees Ten Thousand only), as desired.

DEVIATIONS:

We declare that all the services shall be performed strictly in accordance with the technical specifications and other tender conditions with no deviations.

QUALIFYING DATA:

We confirm that all information/data have been submitted as required by you in your tender document.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief. I/We agree that in case any information is found to be incorrect, the tender is liable to be rejected at any point of tendering process.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,

Yours Faithfully

(Signature of Tenderer)

Date:

Name:

Place:

Designation:

Address

Seal:

Telephone No.

SCOPE OF WORK

MPSEDC is interested to giving Annual Maintenance contract for Air Conditioners installed at our office premises, Electronics Complex, Pardeshipura, Indore. Details of ACs installed are as below:

AIRCONDITIONERS DETAILS AT INDORE OFFICE FOR WHICH AMC IS REQUIRED.

S. No.	Capacity	Qty	Make	Type
1	1.5 TR	11nos.	Voltas/BlueStar/ Amtrex	Window type
2	1.5 TR	2 nos.	Amtrex	Split type
3	2 TR	1 nos.	Blue star	Double split
4	2 TR	6 nos.	Amtrex	Split Type
5	2 TR	1 nos.	Amtrex	Window
6	3 TR	6 nos.	Voltas/Amtrex	Ductable split
7	5 TR	13 nos.	Voltas/Amtrex/ Carrier	Ductable split
8	5.5 TR	05 nos.	Voltas	Ductable
9	7.5 TR	19 nos.	Amtrex/ Carrier	Ductable split
10	7.5 TR	09 nos.	Voltas	Ductable

1. The contract would be for comprehensive maintenance of above-mentioned air-Conditioning systems and inclusive of spare parts & consumables.
2. The Bidder will be required to ensure trouble free operations of the Air conditioning systems at the rated performance with minimum break down.
3. In additional to break down maintenance the Bidder will be required to provide six complete services in a year for:
 - a. Complete checkup of Air conditioners for performance with oiling and tuning of all mechanical and Electrical parts.
 - b. Temperature Regulation & power consumption checking.
 - c. Cleaning of condenser & cooling coils, filters & body etc.
 - d. Any other problem faced by us from time to time.

4. In case of Compressor failure no repairs of compressor shall be allowed. The bidder has to provide replacement of compressor from the company.
5. The Bidder will be required to post one service engineer on site for smooth functioning of the total Air Conditioning systems.
6. You will be required to create a store at our site to ensure immediate availability of fast moving spares including one compressor of each type as standby for immediate replacement.

ELEGIBILITY CRITERIA

1. The Bidder should be an authorized service provider of any of the companies whose ACs are installed in our office.
2. The bidder should have a minimum annual turnover of Rs 50 Lakhs from Maintenance of ACs during the last three financial years. The bidder should submit 03 years audited balance sheet.
3. The Bidder should have a full fledged Service Centre at Indore

Technical Evaluation Criteria

Sl. No.	Details	Max. Marks	Marks Obtained
1.	Number of years of experience in the field of AC maintenance <i>(0.5 marks for each year of experience)</i>	10	
2.	Total Manpower on the rolls of the company in last three years 2006-07 2007-08 2008-09 <i>(Maximum 10 marks for 75 no. of average manpower in last 3 years, proportionate marks for lower manpower)</i>	10	
3.	Turnover in the last three years 2006-07 2007-08 2008-09 <i>(Less than 50 Lacs 0 marks, 50 Lacs 2 marks, 250 Lacs 10 marks for other turnover proportionate marks will be given for average turnover of last 3 years)</i>	10	
6.	Amount of Service Tax deposited During year 2008-09 <i>(Maximum 10 marks for Rs. 1.5 Lacs and proportionate for lower amount)</i>	10	
7.	AC Maintenance Contract of more than Rs One Lac per year executed in the last Five years <i>(Maximum 10 marks for 10 no. of contracts executed in last 5 years, proportionate marks for lower number)</i>	10	
TOTAL		50	

- Note :
1. The Agency securing minimum of 20 marks shall be considered pre-qualified for opening of Financial Bids.
 2. Documentary proof to be attached for all the parameters of Evaluation

BID EVALUATION CRITERIA

1. After opening the Bids shall be examined whether the EMD is in order and the Bidder meets the minimum eligibility criteria as specified above.
2. Subsequently, the Bids will be evaluated on the basis of the Pre-Qualification criteria given above and marks awarded against each parameter.
3. Those bidders whose EMD is in order, meet the minimum eligibility criteria and score minimum marks in Technical Qualification shall be considered for opening of Financial Bid.
4. **The tender will be evaluated on QCBS (Quality cum Cost basis Selection) system.**

There will be a weightage of 50% on the Technical bid and 50% on the Financial Bid.

The marks obtained against the Technical Evaluation Criteria shall be considered as the marks for Technical Bid.

The weightage for Financial Bid will be calculated as follows:

The lowest bidder will be awarded 50 marks. The other bidders will be awarded weightage as per the following formula:

Financial Bid weightage = *(Rate quoted by the lowest bidder/Rate quoted by the bidder under consideration) x 50*

for example if the lowest bidder has quoted a rate of 5% and bidder X has quoted 7% then the Financial Bid weightage of the bidder X will be $(5/7 \times 50) = 35.71$

The final score of the bid will be sum of technical bid weightage and financial bid weightage.

The Bidder getting the highest score will be considered as the successful bidder for award of contract.

TERMS & CONDITIONS

1. Bids shall be valid for a period of not less than 180 days from the date of opening of bid (envelope number one). Bids submitted without EMD shall be rejected.
2. Bids will be opened in the presence of bidders representatives, who choose to attend on the specified date and time
3. Sealed bid can be sent either by post or by messenger.
4. Facility: Bidders should specify his facilities for repairing and maintenance of ACs.
5. Bidders will be required to submit insurance policy covering all risk under workmen Compensation Act (WCA) for your employees/machinery on site for AMC.MPSEDC will not be responsible for any damages what so ever on this account.
6. In case the repairs are not possible on site & required to be repaired outside our premises, all expenditure on this account would be borne by you.
7. The contract would be valid for a period of 24 months with effect from the date of work order which however can be extended for further period of 2 (two) years at the same rate on mutual consent.
8. Payment Terms: Payment will be made half yearly basis after the expiry of the period after issue of the satisfactory report by officer in-charge of ETDC/STP division of MPSEDC, Indore and no advance payment will be made.
9. The agreement can be terminated by MPSEDC giving one -month notice & charges if any shall be paid/adjust on pro rata basis for the period of work done/not done.
10. In the event of dispute, Managing Director of MPSEDC shall be the sole arbitrator and his decision shall be final & binding on both the parties.
11. All bids must be accompanied by an earnest money of Rs 10,000/- (Rs Ten Thousand Only) in the form of a Bank Draft drawn in favour of M.P.State Electronics Development Corporation Ltd. Payable at Bhopal. In addition to above, the successful bidder shall be bound to pay 10% of total AMC amount as - Bank Guarantee within 7 days of order, as a security towards performance guarantee, which will be released on expiry of the contract.
12. Tender should be valid for period of 180 days from the date of submission of Tender.
13. This tender document is non transferable.
14. MPSEDC does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
15. The Corporation is free to add/delete to the list of AC's for which AMC has been awarded and the payment will be proportionately from their dates of addition/deletion as per the quoted rates.

The Bidders are requested to submit the following information, documents, etc for Technical evaluation:-

1. The list of major maintenance contract executed i.e. giving details of type of work, name & address of clients, value of job & duration including photocopies of major orders with completion certificates.
2. Copies of Balance sheets of the last three years.
3. List of plant & machinery, tools & tackles available with the Bidder and intended to be used in the said job in the enclosed data sheet in format "A".
4. Copies of satisfactory certificates from the clients.
5. Copies of credentials of main owner and executor of job giving details of qualifications & experience.
6. Details of the technical staff available for the required job in format "B".
7. Details of infrastructure available at Indore in format "C".

INFRASTRUCTURE AVAILABLE AT INDORE ``C''

1. Office Area :
2. Whether owned or rented :
3. Workshop area
4. List of tools & equipment's in Annexure attached
5. Whether Mobile service Available

(Signature of Contractor)

Name :

Tel. No.

PRICE BID

Particulars	Quantity	Rate per ton per year	Amount per year
Comprehensive Annual maintenance Charges for ACs	356Tons		
TOTAL AMOUNT (IN WORDS)			

SIGNATURE :

DATE :

SEAL :