ENGINEERING PROJECTS (INDIA) LTD.
(A GOVT. OF INDIA ENTERPRISE)
Eastern Regional Office, Kolkata

ERO/MMD/HR/0941
02.03.2012

NOTICE INVITING TENDER

NIT NO. ERO/MMD/HR/0941

Sub: Tender for Annual Maintenance Contract (AMC) of 22 Nos. Air-conditioners (Split & Window types) located at EPI Offices at 50, Chowringhee Road, 10-B, Ho-Chi-Minh Sarani & Guest Houses at Gariahat & Salt Lake.

Sealed tenders are invited from the Competent & interested bidders for rendering subject work of Annual Maintenance Contract (AMC) for Air-conditioners (Split & Window types) at EPI Offices 50, Chowringhee Road, 10-B, Ho-Chi-0Minh Sarani, Guest Houses at Gariahat & Saltlake etc.

The bidders who are having technical expertise and experience in carrying out similar type of work, and got their permanent establishment in Kolkata or nearby by who can report to duty within 24 hours of intimation may submit their offer. The bidders are requested to submit their offer considering the following:

1. **Scope of work:** Annual Maintenance Contract (AMC) of 22 Nos. Air-conditioners (Split & Window types) located at EPI Offices at 50, Chowringhee Road, 10-B, Ho-Chi-Minh Sarani, Guest Houses at Gariahat & Salt Lake.

2. **Tenure of the contract:** One year from the date of receipt of work order.

3. **Type of Bid:** Two Part Bids:
   
   1st Part
   (i) “Techno-Commercial Bid” (in duplicate) under a sealed cover – “Envelope-1”

   2nd Part
   (ii) Price Bid (under a sealed cover) - “Envelope-2”

   1st Part Techno-commercial bid:
   In this part the bidders are requested to furnish (a) the documents as required in respect to the credential of the bidder showing their technical capabilities in this envelope. (b) The complete tender Documents (Annexure-I, II, III, V) and unpriced format as per Annexure-IV duly signed and stamped on each page as a token of your acceptance.
This Envelope-1 shall be sealed and super scribe the envelope with “Techno-Commercial Bid for Annual Maintenance Contract (AMC) of 22 Nos. Air-conditioners Split & Window types) located at EPI Offices at 50, Chowringhee Road, 10-B, Ho-Chi-Minh Sarani, Guest Houses at Gariahat & Salt Lake.

PQ Criteria : To be submitted with supporting Documents considering the following along with their tenders in the Envelope-1 (Techno-commercial Bid).

i) List of similar works (maintenance of Split & window type Air-conditioners) under execution and work completed in last two years indicating name of the client, total contract value, and copy of Work Order.
ii) Copy of latest income-tax returns filed along with copy of PAN card.
iii) Service tax Registration no./Sales Tax Regn.No
iv) Details of manpower available with organization set up.
v) Whether worked with EPI.

4. 2nd Part Price Bid : “Envelope-2”

In this part bidder should enclose only Price bid as per (under a sealed cover) format enclosed at Annexure-III. The form of Price Bid duly filled in lump-sum charges for Annual Maintenance Contract (AMC) of 22 Nos Air-conditioners (Split & Window types) located at EPI Offices at 50, Chowringhee Road, 10-B, Ho-Chi-Minh Sarani, Guest Houses at Gariahat & Salt Lake, both in words and figures. Submit the Envelope-2 with superscribing “Price Bid”. The sealed price bid of such bidders who are found techno-commercially acceptable in accordance with the PQ Criteria shall only be opened.

The above two sealed envelopes 1st Part (Envelope-1) and 2nd Part ‘Envelope-2) should be enclosed again in a sealed cover superscribing the NIT no., date, description of work and also last date of submission of tender.

5. General Note : The complete set of Tender Documents consisting of the following can be downloaded directly from EPI’s website or can also be collected by the bidder from EPI Office at 50, Chowringhee Road, 9th floor, Kolkata – 700 071 on working days between 9.00 AM to 5.30 PM (from Monday to Friday) on payment of Rs.200/- (Non refundable) in the form of Crossed Demand Draft/Pay Order in favour of Engineering Projects (India) Ltd., payable at Kolkata, from a Nationalized bank. Those who will download the documents from EPI’s website shall submit DD/Pay order of Rs.200/- from a Nationalized Bank and enclosed the same with the techno-commercial bid i.e. Envelope-1.
All tenders shall be accompanied by Earnest Money Deposit (EMD) of Rs.2000/- (Rupees Two thousand only) in the form of Crossed Demand Draft/Pay Order from any Nationalised Bank payable to Engineering Projects (India) Ltd., Kolkata. The EMD shall be refunded to the unsuccessful bidders after finalization of order.

“The tenderers should quote the rates for items tendered by them in figures as well as in words and the amount in figures only. The amount for each item should be worked out and the requisite totals and page totals given”

6. Payment terms and taxes: & duties

Payment of equally divided amount of contract value shall be made quarterly (i.e. completion of every three months) after satisfactory performance of the maintenance work duly certified by HR Division In charge against submission of correctly drawn invoice.

All taxes including service taxes & duties are included in the price.

7. Validity of Offer :

90 (Ninety) days from the date of submission of offer

8. Due date of Opening :

a) Last Date of collection of NIT document : 16.03.2012

b) Last date of submission of offer : 16.03.2012 upto 2.00PM

c) Opening of Techno-Commercial Bid : 16.03.2012 at 3.00 PM

9. Address for submission of tender :

General Manage (MMD)
Engineering Projects (India) Ltd.,
( A Govt of India Enterprise )
50 Chowringhee Road
Kolkata – 700071.

EPI reserves the right to accept any tender or reject any or all tenders or annul this tendering process without assigning any reason and liability whatsoever and reinvite tender at its sole discretion.

GENERAL MANAGER (MMD)
EASTERN REGIONAL OFFICE, KOLKATA

Encl : Annexure - I - NIT
Annexure - II - Scope of work
Annexure- III - Terms & Conditions
Annexure - IV - Price Bid format
Annexure- V - General Conditions of Contract (downloadable from EPI’s website)