NOTICE INVITING TENDER

NIT NO. ERO/MMD/HR/0980

Sub: Tender for Annual Maintenance Contract (AMC) of the 2 x 340 TR Central Air-conditioning Plant at EPI Office at 50, Chowringhee Road, Kolkata -700071

Sealed tenders are invited from the Competent & interested bidders for rendering subject work for AMC (Annual Maintenance Contract) of the 2 x 340 TR Central Air-conditioning Plant at EPI Office 50, Chowringhee Road, Kolkata -700071.

The bidders who are having technical expertise and experience in carrying out similar type of work, may submit their offer. The bidders are requested to submit their offer considering the following:

1. **Scope of work**: Annual Maintenance Contract (AMC) of the 2 x 340 TR Central Air-conditioning Plant at EPI Office at 50, Chowringhee Road, Kolkata -700071.

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

3. **Type of Bid**: Two Part Bids:
   1. **1st Part Techno-commercial bid** (in duplicate under a sealed cover) “Envelope-1”
      - i) Techno-commercial Bid (in duplicate) under a sealed cover – “Envelope-1”
      - ii) Price Bid (under a sealed cover) “Envelope-2”
   2. **2nd Part**
   3. **1st Part Techno-commercial bid** (in duplicate under a sealed cover) “Envelope-1”
      - 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) and unpriced format as per Annexure-III 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 the 2 x 340 TR Central Air-conditioning Plant. Air Conditioning Split & Window types) located at EPI office at 50, Chowringhee Road, Kolkata.

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 central air-conditioning plant) 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 the 2 x 340 TR Central Air-conditioning Plant located at EPI offices at 50, Chowringhee Road, both in words and figures. Submitted the Envelope-2 with superscribing “Price Bid”.

Submitted 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 envelope 1st Part (envelope-1) and 2nd Part (envelope-2) should be enclosed again in the 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, Kolkata-700 071 on working days between 9:00 AM to 5:30 PM (from Monday to Friday) on payment of Rs.500/- (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.500/- from a Nationalized bank and enclosed the same with the techno-commercial bid i.e. “Envelope-1”.

All the tenders shall be accompanied by Earnest Money Deposit (EMD) of Rs.5000/- (Rupees five thousand only) in the form of Crossed Demand Draft/Pay Order from any Nationalized Bank Payable to Engineering Projects (India) Ltd., Kolkata. The EMD shall be refunded to the unsuccessful bidders after finalization of order.

: "The tenders should quote the rates from items tendered by them in
figures as well as in words and the amount in figures only. The amount for each items 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 for 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/down loading of NIT documents: 06.05.2013.
: b) Last date of submission of offer:
  07.05.2013 upto 2:00 PM
: c) Opening of Techno-commercial bid:
  07.05.2013 at 3:00 PM

9 Address for submission of tender
: Addl. General Manager (MMD)
  Engineering Projects (India) Limited
  (A Govt. of India Enterprise)
  50, Chowringhee Road,
  Kolkata- 700 071.

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 re-invite tender at its sole discretion.

ADDL.GENERAL ANAGER (MMD)
EASTERN REGIONAL OFFICE,
KOLKA

Annexure E - I - NIT
Annexure n - II - Terms & Conditions
Annexure c - III - Price Bid format
Annexure l - IV General Conditions of Contract (downloadable from
- EPI's website
TERMS & CONDITIONS

1. For operation of the complete 2 x 340 TR Central air conditioning plant including its accessories with all the required materials and manpower for the purpose. One operator for operation of the plant shall be engaged in all working days from 9.00 AM to 5.30 PM or as required. Salary and allowances of the operator are included in the scope of work.

2. For complete maintenance of the plant inclusive of supply/servicing of all spares which may be required for replacement due to normal wear and tear.

3. All routine maintenance, long terms preventive maintenance and overhauling job shall be done by the party.

4. Breakdown maintenance and supply of spares/servicing of spares and materials required for the purpose will also be entirely under the scope of supply of the party.

5. All taxes & duties shall to be included as applicable.

6. A) 95% Payment shall be released in four equal installments (i.e. after completion of every three months) subject to submission of running account bill by the party.

   B) Balance 5% shall be deducted as retention money by EPI from each running bill which shall be released after completion of the contract period.

7. The successful bidder at its own cost shall take Works Contract Insurance Policy for workers/staff engaged for the purpose.

8. The successful bidder shall observe all statutory laws, rules and safety measures during execution of work.
## PRICE FORMAT

<table>
<thead>
<tr>
<th>SI NO</th>
<th>Description</th>
<th>Amount</th>
<th>Total Amount</th>
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</thead>
<tbody>
<tr>
<td>(1)</td>
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1. Annual Maintenance Contract (AMC) – 2 x 340 TR Central Air-Conditioning Plant at EPI Office 50, Chowringhee Road, Kolkata, including supply of spares/servicing of spare parts/overhauling etc. with operator, for one year Including all taxes and duties as applicable

In Figure

In words

In figure &

In words

Seal & Signature of Tenderer