



भारतीय प्रबंध संस्थान अमृतसर

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

पीआईटी बिल्डिंग, सरकारी पॉलिटेक्निक परिसर; पॉलिटेक्निक रोड; छेहरता, जी.टी. रोड अमृतसर- 143105
वेबसाइट : www.iimamritsar.ac.in, दूरभाष 0183-2820040
PIT Building, Inside Govt. Polytechnic Campus; Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105,
Website: www.iimamritsar.ac.in, Ph. No. 0183-2820040

Notice Inviting Tender

For

Comprehensive Annual Maintenance Contract of Air Conditioners

Tender No. : NIQ/IIMASR/285/2022

**Indian Institute to Management Amritsar
Inside PIT building, PTU campus, Polytechnic road, Chheharta Amritsar-143105
Phone No. 0183-2820034,
Email- purchase@iimamritsar.ac.in**



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NOTICE INVITING TENDER

Tender No.: NIT/IIMASR/285/2022

Dated: 23.08.2022

Tender for “Comprehensive Annual Maintenance Contract of Air Conditioner”

Online bids are invited by the Indian Institute of Management Amritsar (IIMASR) from eligible firms located in and around Amritsar with experience in carrying out air conditioners repair and maintenance for Annual Maintenance Contract of Air Conditioners.

S. No.	Make	Year of Purchase	Ton	Quantity
1	Hitachi	2019-20	2	10
2	Lloyd	2020-21	1	5
3	Voltas	2017-18	2	19
		2019-20	1.5	26
		2019-20	2	15
		2020-21	1.5	21
		2020-21	2	12
		2021-22	1.5	2
Total Number of Air Conditioners				110

Tender Schedule

Bid Validity	The validity of e-bids shall be 90 days from the opening of the financial bid.
Last Date of the Bid	07.09.2022
Opening of Bids	Online
Contact	Indian Institute to Management Amritsar Stores and Purchase Office Ground Floor, PGP Building, Phone No. 0183-2820034, Email- purchase@iimamritsar.ac.in

Note: The Institute reserve the right to change/revise the date of opening the tender.

ELIGIBILITY CONDITIONS FOR QUALIFYING THE BID ON TECHNICAL ASPECTS

1. The tenderer must have its office 'branch located either in Amritsar or the nearby areas. Address proof for the office/branch is to be submitted i.e. telephone bill or electric bill etc. in the name of the agency pertaining to the address is to be submitted.
2. The tenderer should have been engaged in providing Annual Maintenance Contracts (Estimated cost Rs. 3,30,000/- (Rupees Three Lakh Thirty Thousand Only)



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- i) Three similar works of 40% of the estimated cost OR
 - ii) Two similar works of 50% of the estimated cost OR
 - iii) One similar work of 80% of the estimated cost.
3. The tenderer should have necessary infrastructures/services set up in Amritsar or nearby areas to provide AMC Services.
 4. The tenderer shall have a valid PAN number. A copy of the PAN number should be enclosed.
 5. The tenderer should have a valid GST Number.
 6. All the forms provided in the tender documents must be completed in full and all pages of tender documents must be signed and sealed before their submission.

INSTRUCTIONS TO THE TENDERERS

1. The Annual Maintenance Contract will be comprehensive in nature and for a period of one year. Institute, at its discretion, may extend the term further for a period of one year at the same rate, terms and conditions.
2. Scope of work: The successful tenderer shall be in a position to provide an Annual Maintenance Contract for Air conditioners consisting of replacement of all spares, periodical servicing, break down servicing, etc.
3. E-Tendering Portal: The Bids and all necessary documents must be submitted through the E-Tendering portal on IIM Amritsar's website (<https://iimamritsar.ac.in/>).
4. The Institute is at liberty to make additions/deletions/modifications/amendments in the tender document and the applicants are bound by the same. A reasonable extension of time will however be given to them to revise their Technical/Financial Bids in case such additions/deletions/modifications/amendments are material in nature.
5. By submitting the tender and agreeing to the terms and conditions specified in the tender, the bidder shall be deemed to have full knowledge of the proposed scope of work/project and no extra charges consequent to and arising out of any misunderstanding/misinterpretation or otherwise shall be allowed by the Institute. Submission of a bid by an applicant implies that he has read this notice and all other documents relating to this tender and has made himself fully aware of the scope and specifications of the work/project to be undertaken and also the terms and conditions and other factors having a bearing on the execution of the work/project. The bidder will not be entitled to any claim of compensation, financial or otherwise, for difficulties, if any, faced or losses incurred by them on account of submission of the bid or on successful shortlisting/final selection.
6. Bids which do not satisfy any of the conditions prescribed in the tender or if any condition, including the offer of conditional rebate/discount, put forth by the bidder, shall be summarily rejected.
7. The acceptance of a bid will rest with the IIM Amritsar and the Institute reserves to itself the discretion/authority to reject any or all the bids received without assigning any reason whatsoever. A bidder, in which any of the prescribed conditions is not fulfilled or is incomplete in any respect, is liable to be summarily rejected. The Institute reserves the right to accept or reject the bids in full or in part and bidders shall have no claim on the matter.



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8. The tender offers shall remain valid for acceptance for a period of 90 days from the date of opening of the Financial Bid. The Successful Bidder has to start the AMC Work of air conditioning units on as is where basis from the date intimated in the letter of award/ Work Order.
9. The amount quoted in the financial bid should be inclusive of all charges.
10. **Performance Security:** The successful Tenderer/ Bidder will be required to furnish performance security of @3% (three percent) of the tendered amount in the form of FDR/DD/PBG from the scheduled bank of India in the name of the Director, IIM Amritsar within the 15 days of the issuance of letter of acceptance/work order.
 - i. It must remain valid for 60 days beyond the date of completion of all contractual completion.
 - ii. It shall not bear any interest for the bidder.
 - iii. If the contract is extended, on mutual consent, the contractor will have to submit fresh performance security for the extended period.
 - iv. It shall be returned within a month after the expiry/termination of the contract only after the discharge of all obligations under the contract and adjustments of outstanding dues against the agency of any nature against the bills submitted by the agency or otherwise.
11. The details of Air Conditioner and locations in the offices where air conditioners are under AMC will be provided along with issuing of a letter of award/ Work Order.
12. If any additional number of air-conditioners are added during the period of AMC in the offices covered in Tender, after completion of the warranty period of additionally installed air conditioners, the additionally installed air conditioners are to be maintained by the Contractor till the expiry period of AMC of the Contractor according to the same terms and conditions of the Contract.
13. All bidders are requested to check our website regularly for any update/ corrigendum etc. with respect to this tender. No separate press notification/ advertisement will be published in the newspaper in this regard.
14. This comprehensive Contract includes the replacement of faulty spares like Compressors, Evaporators, Condenser coils, Starting Capacitors, Running Capacitors, Relays, Thermostats, Fan Capacitors, Fan Motors, Selector switches, Power Contactors, Control Contactors, External Time Switch Units provided for specific time running of A.C's, Rewinding of motors, providing Ball bearing of motors, Fan blades, Electronic Control Circuitry, etc at Contractor's cost including Gas charging and attending all complaints and breakdowns of all types of air conditioners. The complete list of materials to be replaced covered under this AMC is provided in this tender.
15. Only original spare parts/quality approved by the Institute will be permitted to be used for maintenance during the AMC period.
16. Any parts which are not covered in the Tender Schedule of this Contract get damaged and require replacement during the Tenure of this Contract, then, Institute will purchase (either directly from a



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contractor or outside vendor) and supply the parts to the Contractor. It is the responsibility of the Contractor to accurately specify the damaged spare parts for the procurement by the Company and to rectify the fault in AC under maintenance.

17. Periodical preventive servicing has to be carried out for all the Air conditioners covered under AMC. And, during the quarterly servicing, the contractor should water service the AC unit including water washing of filter, drain tray and pipe cleaning, Evaporator brush cleaning, oiling/greasing of all Fans, checking of current consumption, checking of output performance, testing of Gas pressure, water washing of Condenser Coil, etc.
18. Complaints regarding the non-functioning of air-conditioners are to be attended within one day from the time of reporting the complaint. The AMC Contractor is entitled to take back the old faulty/damaged parts of the Air-conditioner, which are replaced by new parts.
19. Defective spares compressors / condensers are to be replaced with new compressors / condensers and repairing of the old compressors is not permitted. Whenever new compressors / condensers are used, the Contractor has to produce original invoice and Warranty Card of the new Compressor/ condenser at the discretion of the Company. The compressor/ condenser being replaced should match with the original star rating of the air conditioner.
20. All the Air-conditioners covered in this contract have to be maintained as per the standards of the original equipment manufacturing (OEM). The contractor has to repair/service/ maintain the air conditioners under the AMC in as is where is condition when handed over to them under.

21. Penally Clause:

	Period	Penalty
Response Time	Above 24 Hrs & Below 48 Hrs	A penalty of 0.5% of the contract value
	Above 48 Hrs & below 72 Hrs.	A penalty of 1% of the contract value
	Above 72 Hrs.	A penalty of 2% of the contract value

22. Inspection: Inspection shall be carried out at IIM Amritsar after the arrival of the materials and the decision of the Institute in this regard shall be final.
23. Risk Purchase: IIM Amritsar shall be at liberty to realize from the supplier the differential amount, if any, which it shall have to incur on purchase of the material/work at any price(s) from elsewhere in the market, if the firm, due to their fault, fails to do AMC within the stipulated time.
24. Conditional offers will not be accepted.
25. Any kind of advance or part payment will not be released.
26. Payment Terms: CAMC Charges will be paid after completion of every quarter of the CAMC period after certification of the Head of the user dept./ AO, Administration. Advance payment is not admissible.



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27. IIM Amritsar reserves the right to forfeit the performance security of the Tenderer and may blacklist, if found violating the terms and conditions of this Tender/order and vitiating the whole exercise.
28. IIM Amritsar reserves the right to accept and/or reject any/ all tenders without assigning any reason.
29. Dispute Resolution: In the event of any dispute or differences arising under this agreement, the decision of the Director, Indian Institute of Management Amritsar shall be final and binding on both the parties.
30. Applicable Law: The Court of Jurisdiction shall be Amritsar for all such purposes.



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LIST OF PARTS COVERED UNDER THIS CONTRACT

Sl. No.	Items
1.	Compressor
2.	Starting Capacitors
3.	Running Capacitors
4.	Relays, Thermostats
5.	Fan Capacitors
6.	Fan Motors
7.	Selector Switches
8.	Contactors (Power / Control)
9.	Gas Charging
10.	Replacement of Motor
11.	Ball bearing of motors
12.	Fan blades
13.	Electronic Control Circuitries (PCB)
14.	Micro Swing Motors
15.	Built-in Timer kit
16.	Air-Filters
17.	External Electronic/ Analog time switches provided for timed running of A.C's
18.	Outdoor unit mounting frames
19.	Condenser Coils/ Copper Tubes of indoor/outdoor units
20.	Parts of indoor to outdoor
21.	Existing copper piping from indoor to outdoor



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Annexure-I

BID FORWARDING LETTER

(To be submitted on the letterhead of the bidder as per this format only)

Date :

To

Indian Institute of Management, Amritsar
Punjab Institute of Technology Building
Inside Government Polytechnic Campus Polytechnic Road PO: Chheharta
G.T. Road Amritsar – 143105

Sub: Tender for Comprehensive Annual Maintenance Contract of Air Conditioners
Tender No. Dated

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

I/ We also keep the offer open for 90 (Ninety) days from the date of opening of the bid.

Yours faithfully,

(Name & signature with the stamp of the bidder)



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SELF-DECLARATION ABOUT NON BLACK-LISTING

(To be submitted on letterhead of the bidder as per this format only)

Date :

To

Indian Institute of Management, Amritsar
Punjab Institute of Technology Building
Inside Government Polytechnic Campus Polytechnic Road PO: Chheharta
G.T. Road Amritsar - 143105

Sub : Tender for Comprehensive Annual Maintenance Contract of Air Conditioners

Tender No.

Sir,

In response to the tender under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions, and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions, and Commercial Organizations in past three years from the last date of submission of the bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with the stamp of the bidder)



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Annexure III

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Checklist towards eligibility criteria

Name of the bidder:

Address:

Contact No.:

Email:

(Self-attested photocopies of all supporting documents must be attached with the tender document)

S. No.	Particulars	Submitted (Yes/ No) and if submitted mention Page No.	Remarks
1	Status of Bidder: Propriety/ Partnership/ Private Limited etc. (Attached proof in support)		
2	Name of Director/ Partner/ Proprietor		
3	Contact Details Mobile No. and Email		
4	Registered Office Address with telephone No. and email.		
5	The tenderer must have its office/branch located either in Amritsar or a nearby area. Address Proof for the office/ branch is to be submitted.		
6	The tenderer should have been engaged in providing Annual Maintenance Contract Contracts: i) Three similar works of 40% of the estimated cost OR ii) Two similar works of 50% of the estimated cost OR iii) One similar work of 80% of the estimated cost.		



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7	The tenderer should have necessary infrastructures/services set up in Amritsar or nearby area to provide AMC services		
8	The tenderer should have a valid GST Number. In case the firm is not covered under GST, an undertaking must be provided stating the clause under which GST is not applicable to them.		
9	The tenderer shall have a valid PAN number. The co of the PAN number should be enclosed.		
10	All the forms provided in the tender documents must be completed in full and all pages of tender documents must be signed and sealed before their submission.		

I/we undertake that documents are genuine/ authentic and nothing has been cancelled and that are not debarred by any govt. organization and competent are to contract. I/We understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

Signature of the bidder with Seal



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Annexure-IV

FINANCIAL BID

(To be submitted to the letterhead of the bidder as per this format)

Ref. No.:	Date:
Tender for: Comprehensive Annual Maintenance Contract of Air Conditioner's	
Tender No.:	Date
Name of the Bidder	

S. No.	Description	Qty	Rate per Unit	Total Amount (In Fig.)	Total (In Words)
1	CAMC of Air Conditioners	110			
2	GST as applicable				

Note: The price quoted above by the bidder should be F.O.R at IIM Amritsar. No extra cost will be paid on and above quoted rate. However, any increase/decrease in quantity will be paid/deducted on a pro-rata basis. The rate quoted by the bidders will be valid for a period of 90 days from the date of opening of the Financial bid.

DECLARATION

I/We (Name of the Partner's or Authorized Representative of Bidder) of. (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place:

(Name & signature with stamp of the bidder)

Date: