



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

PIT Building, Inside Govt. Polytechnic Campus;
Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105
Phone No. 0183- 2820034

Ref No. IIMASR/NIQ/242/2021

Date: - 15.06.2021

Sub: - Notice for E-quotations for the AMC of Air conditioners installed at IIM Amritsar various locations.

Sir,

E-Quotations are invited on IIM Amritsar e-tender portal for “*Quotation for the AMC of Air conditioners*” addressed to the IIM Amritsar and uploaded on IIM Amritsar e-tender portal by 12.00PM of 21.06.2021 and quotation shall be opened on the e-tender portal on the same day, i.e. 21.06.2021 at 12.30 PM. Quantity and specification of the items are mentioned in **Annexure A**.

Terms & Conditions

1. Offer must be legible, clear and free from overwriting and cutting. Incomplete submissions are liable to be rejected.
2. **AMC will cover one Year on site Service Maintenance of Air conditioners including quarterly preventive maintenance and Corrective maintenance and repair as per the requirements.** This should also include two (2) wet cleaning (one (1) each at the start and end of the summer season) and one (1) dry cleaning after 1.5 months of 1st wet cleaning which will be free of cost.
3. AMC will start first Preventive, and Corrective Service and payment will release quarterly after receiving the service reports and bills.
4. The vendor should attend the call **on the same day if informed by 11.45 AM in the morning and latest** in 24 hours from the registration of the complaint, failing which the applicable penalty shall be applicable.
5. The vendor should have the competency to execute the AMC contract with IIM Amritsar for type(s) of equipment(s) against which the quotation is furnished.
6. This office reserves the right not to accept the lowest quotation without assigning any reason for the rejection.
7. The servicing, repair, Gas filling(R22/R32), installation/de-installation/dismantle, and labour charges of the air conditioners will be free of cost and included in the AMC. The cost of all replacement of any equipment will be borne by the institute.
8. The replacement of any equipment should happen on written confirmation from the OEM that equipment is not repairable and the institute will bear the cost of replacement of equipment. No charges of any sort other than the spare parts/equipment shall be payable.
9. Any other charges, such as packing and forwarding, delivery charges, TA/DA, sales tax, etc. if any should be included in AMC Contract.
10. The vendor should replace the equipment with an equivalent compatible brand in case of non-repairable found during the AMC period. **The vendor should be fully responsible for the proper functioning of the air conditioners during the AMC period.**
11. **Contract period & Renewal:** The initial contract period will be for one year that could be extended further subject to the approval by competent authority with the same terms & condition of the NIQ as mutually agreed upon by both the parties (IIM Amritsar & Contractor) based on institutional needs, satisfactory performance and/or fulfillment of



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contractual terms & conditions by the contractor/agency. The contract shall be automatically expired at the end of contract period.

12. **Penalty:** The AMC provider should attend to and resolve the reported issues/repairs at the earliest or within the prescribed deadline of maximum 24hrs. And, will have to provide alternative arrangements/backup until the problem is fully resolved.
 - a. Failing to comply with this, a repair/service will be availed from the outside and the billed amount of which shall be deducted from quarterly bill of the AMC provider. Additionally, a penalty towards liquidated damages @10 % of the billed amount from the quarterly bill submitted by AMC provider shall also be deducted.
 - b. On repeated non-compliance issues, the AMC contract may also be terminated, the vendor may be blacklisted for three (03) years and payment of the AMC period will not be paid. The institute will not be liable for the same.
13. The vendor should have a service centre located at Amritsar.
14. IIM Amritsar reserves the right:
 - a. to accept or reject any or all quotations either in whole or in part or to invite revised price bids or to annul the bidding process or to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder. The Director, IIM Amritsar does not bind himself to accept the lowest or any quotation and reserves to himself the right of accepting the whole or any part of the quotation. And, the Tenderer/Bidder shall be bound to perform the same at the rates quoted.
 - b. to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same, without assigning any reason thereof.
 - c. to obtain feedback from the previous/ present clients of the vendor by contacting them or by visiting their site to get first-hand information regarding the services (being) provided by the vendor.
15. If the date of opening of the quotation is declared a holiday, it will be opened on the next working day at the same time.
16. **Site visit:** Every vendor/Bidder is expected to inspect the site/locations between Monday to Friday from 10:00 am to 4:00 pm except Saturday & Sunday and Govt. holidays, to ascertain the exact requirement of the Institute, at his own cost before quoting the rates. He must also go through all the terms and conditions as stipulated in the document. It will be construed that the bidder has inspected the site and satisfied himself with the Institute's requirements, site conditions, and other relevant matters.
17. **Financial Evaluation:** The Financial Bid (Tender) should be submitted strictly in the prescribed 'Annexure A' and should remain valid for a minimum of three months.
 - a. Financial bids, which are incomplete and are not submitted in the prescribed format, will be summarily rejected.
 - b. The Financial Bid should clearly contain the details (without erasers/overwriting etc.) as mentioned in the form.
18. **SUMMARY OF REJECTION OR DISQUALIFICATION OF BIDS**
 - a. Applications received after the stipulated deadline
 - b. Any bid in which rates have not been quoted in accordance with the specified formats/ details as specified in the bid document.
 - c. If any bidder has filled more than one bid.
 - d. If unclear, poorly scanned copies are uploaded and received.
 - e. Conditional proposal/bid will not be accepted and will be rejected outright.
 - f. Canvassing in any form will make the quotation liable to rejection.



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- g. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document
- h. Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures /weakness etc.

19. QUERIES & RESPONSES

Queries related to the stated above should be submitted at purchase@iimamritsar.ac.in only till 17-06-2021, 05:00 pm. Queries submitted after due date and time, and on any other email id will not be entertained. The response to the queries will be given within 1-2 days by email after the last date of submission of queries.

Sd/-
Administrative Officer



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Annexure A

Financial Bid

SL No	Description of Split ACs	Qty	AMC Rate per unit per annum (*)	Amount
1	Voltas 1.5 ton	47		
2	Voltas 2.0 Ton	44		
3	Hitachi 2.0 ton	10		
4.	L Lyod 1.5 ton	5		
	GST (in % age)			
	Total Amount			
	Grand Total			In figures
	In words _____			_____

***Please note: AMC includes servicing, repair, Gas filling(R22/R32), installation/de-installation/dismantle, and labour charges etc.**

Price of Spare parts & other consumable items

Sr. No	Description	Amount
1.	PCB Board	
2.	Copper Condenser Coil	
3.	Compressor	
4.	Expansion valve	
5.	Evaporator coil	
6.	Connector	
7.	Running Capacitor	
8.	Fan Motor	



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9.	Split outdoor unit motor	
10.	Split indoor unit motor	
11.	Split indoor blower	
12.	PVC/fan Blade	
13.	Remote	
14.	Copper refrigerant pipe	
15.	Refrigerants (R22 & R32)	
16.	Service valve	

Seal and signature of the service provider

Date:

Name of the firm:

Mobile Number: