

**THE ODISHA STATE POLICE HOUSING  
&  
WELFARE CORPORATION LTD  
JANPATH  
BHUBANESWAR - 22**

**TENDER NO :- 07/2015-16/ELECT/ OPHWC**

**SCHEDULE OF TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE OF WINDOW &  
SPLIT AIR CONDITIONERS & STABILIZERS INSTALLED AT STATE GUEST HOUSE ,  
BHUBANESWAR , CORPORATE OFFICE BUILDING & ANNEX BUILDING OF ODISHA  
STATE POLICE HOUSING & WELFARE CORPORATION LTD, BHUBANESWAR.**

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**SOLD TO : M/S** \_\_\_\_\_  
\_\_\_\_\_

**MONEY RECEIPT NO :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

[ SIGN. OF THE ISSUING OFFICER]

**TENDER CALL NOTICE**

**OFFICE OF THE CHAIRMAN – CUM -MANAGING DIRECTOR,  
ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD., JANPATH,  
BHUBANESWAR-22.**

**TENDER NO :- 07/2015-16/ELECT/ OPHWC**  
**TENDER NOTIFICATION**

1. Sealed tenders are invited in single bid system from reputed AC manufacturers or their authorized dealers as per the requirements or their authorized Service providers for providing AMCs for air conditioners & Stabilizers.

Sl.No	Name of the work	EMD	Cost of tender paper including vat	Period of Contract	Eligibility Criteria
1	<b>COMPREHENSIVE ANNUAL MAINTENANCE OF WINDOW &amp; SPLIT AIR CONDITIONERS &amp; STABILIZERS INSTALLED AT STATE GUEST HOUSE , BHUBANESWAR , CORPORATE OFFICE BUILDING &amp; ANNEX BUILDING OF ODISHA STATE POLICE HOUSING &amp; WELFARE CORPORATION LTD, BHUBANESWAR.</b>	<b>Rs.5,000.00</b>	<b>Rs.2,100.00</b>	<b>12 Months</b>	<b>Minimum 3(three) years experience in service / maintenance of Window &amp; Split type Air Conditioners in any Govt. Deptt.s, Central Govt. Deptt.s Or State PSU's.</b>

2. The tender document may be obtained on payment of **Rs.2,100.00** [Non refundable] separately for each work between **10.00 A.M. to 05.00 P.M** on each working day from the office of the undersigned at the Address given below of O.S.P.H.&WC at Bhubaneswar on or before date.**13.07.2015**. Tender document can also be obtained through speed post by sending a self addressed envelope of size 35 cm x 25 cm along

with a Demand Draft / Pay Order of the tender paper cost mentioned in the column -4 of the above table and Rs.200.00 [Rupees two hundred only ] extra for purchased by post [Non refundable] for each project on any scheduled Bank, payable at Bhubaneswar, drawn in favour of the **“The Odisha State Police Housing & Welfare Corporation Ltd, Bhubaneswar”**, However, such request must be received by the undersigned on or before the last date for issue of tender document. The O.S.P.H.& W.C. authorities shall not be responsible for postal or other delays.

3. The tender document will also be available from the web site [www.ophwc.nic.in](http://www.ophwc.nic.in) and the same can be downloaded to be used for tender offer. However in case of downloaded tender documents an amount of the tender paper cost as mentioned in the Column – 4 of the above table [Non refundable] in shape of Demand Draft / Pay Order drawn on any scheduled Bank, is payable at Bhubaneswar in favour of the **“The Odisha State Police Housing & Welfare Corporation Ltd.Bhubaneswar”** along with the tender , failing which tender shall be liable for rejection.
4. The tenderers are requested to submit the receipt of showing cost of tender paper along with Dealership Certificate authorized service Providers Certificate from the competent authority, Income tax return copy, PAN, TIN , upto date VAT clearance certificate, EPF registration certificate, ESI Registration Certificate, Service Tax registration Certificate along with previous experience in executing same nature of works in any Govt. Deptt.s, Central Govt. Deptt.s or State PSU’s.
5. The tenderer shall submit the down loaded original computer printout document from web site. No Photo copy of the same shall be accepted.
6. **EMD** - The tender shall be accompanied with EMD as mentioned in shape of D.D. / Pay order drawn on any Nationalized Bank in favour of the **The Odisha State Police Housing & Welfare Corporation Ltd.**, Bhubaneswar payable at Bhubaneswar failing which the tender shall be rejected.
7. Other details can be seen in the tender documents.

8. Tender submitted otherwise than in the manner prescribed in the tender document shall be rejected.

9. The tender document should be super scribed “Tender For Comprehensive Annual Maintenance Of Window & Split Air Conditioners & Stabilizers installed at State Guest House , Bhubaneswar , Corporate Office Building & Annex Building Of Odisha State Police Housing & Welfare Corporation Ltd, Bhubaneswar”

10. The tender document is available from : 10 AM on Dt. 13.07.2015

11. Last date for issue of tender document is up to : 05.00 PM on Dt.23.07.2015

12. Last date for receipt of tender document is up to : 12.30 PM on Dt. 27.07.2015

13. Date of opening of bid at : 03.30 PM on Dt. 27.07.2015

14. Address : **Chairman-cum-Managing Director**

**The Odisha State Police Housing & Welfare Corporation Ltd.**

**Janpath , Bhoi Nagar , Bhubaneswar**

**Odisha , Pin – 751022**

15. The authority reserves the right to reject any or all the bids without assigning any reason thereof.

**Sd/-**  
**Joint Manager (Elect.)**  
**O.S.P.H.&WC, Bhubaneswar.**

**OFFICE OF THE CHAIRMAN – CUM -MANAGING DIRECTOR.  
ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD., JANPATH,  
BHUBANESWAR-22.**

**TENDER NO :- 07/2015-16/ELECT/ OPHWC  
GENERAL CONDITIONS OF THE CONTRACT**

1. The tender shall be accompanied with EMD as mentioned in shape of D.D. / Pay order drawn on any Nationalized Bank in favour of **The Odisha State Police Housing & Welfare Corporation Ltd. Bhubaneswar payable at Bhubaneswar**, failing which the tender shall be rejected.
2. The tenderer should be a registered firm with Odisha Value Added Tax Authority and should furnish copy of the registration certificate along with the paper.
3. The tenders (also called bids) not submitted in prescribed format or in prescribed manner, shall be rejected at the risk and responsibility of bidder.
4. All the information as called for in the tender document should be submitted truly, clearly, legible, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English only.
5. All the crucial figures, like rates and amount should be written in figures followed by words in a bracket.
6. There shall be no over writing in the tender document and other papers submitted. All additions, alternations, deletions and cutting should be initialed with rubber-stamp (or seal) by the same person, who signs the tender document, failing which so, the tender may be rejected.
7. All the rates and amounts shall be quoted in Indian Rupee and shall be presumed to be in Indian Rupee only unless specifically permitted to be quoted otherwise in this tender document.

8. Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
9. Use separate piece of paper where the space provided in the formats in this tender document for submission of information is not sufficient.
10. All information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of knowledge of tenderer.
11. The blacklisted firms shall not be eligible for participating in the tender.
12. The Sales Tax / VAT clearance certificate for the preceding financial year and copy of Income tax return copy, PAN , TIN, upto date VAT clearance certificate, EPF registration certificate, ESI Registration Certificate , Service Tax registration Certificate, proof of experience of the tenderer for the similar nature of work as per eligibility criteria.

**13. Performance Security: SECURITY DEPOSIT:**

- On selection, the agency shall be required to deposit 10% of the total cost of work as Security deposit after adjusting the EMD and the same will be refunded after successful completion of the period of AMC as specified in the work order.
  - The EMD deposited by the successful tenderer shall be converted into security deposit. The EMD of the rest of bidders will be refunded after award of the contract. Security deposit of the above work will be retained by the corporation and the same will be refunded after successful completion of the period of AMC as specified.
14. Nothing extra shall be paid on account of any discrepancy in nomenclature of items. The Tenderer shall seek clarifications if any before submitting the tender.
  15. Conditional Tenders would not be accepted, and are liable to be rejected.

16. The AMC Contract will be awarded for a period of one year from the date of awarding the contract. The period of AMC can be extended for another one year based on mutual agreement/contract.
17. Payment – Payment of AMC Charges shall be released on half yearly basis i.e. @ 50 % after six months and balance 50 % on completion of successful AMC of twelve months.
18. The tenderers must thoroughly inspect the systems and furnish their quotes in as is where is condition without stipulating any preconditions.
19. After completion of the contract, AMC holder has to hand over the system in perfect running condition (complete in all respects as per inventory) to the department.
20. Renewal of the contract after expiry of the AMC of one year, the agency/ AMC holder may be required to provide AMC services for subsequent year also which can be extended further on satisfactory performance of the previous year of the contract .However, the Corporation reserves the right to enter into AMC for another year on the same terms and conditions provided the services rendered by the bidder are satisfactorily.
21. The rates of AMC shall be inclusive of all taxes, duties, works contract tax, cartage loading, sales tax, turnover tax and any other statutory taxes and service tax complete in all respects, valid for a period of one year from the date of award of contract.
22. The tenderer shall take into account basic price, cost of labour, T&P, taxes as applicable, conveyance / cartage etc. before quoting the rates. No extra claim what so ever in this regard shall be entertained. Parties are required to quote there Pan No., Tin No, Service Tax no, ESI Code and PF Code.
23. Any damage to the building or the any part of the equipment which might result during the operation shall be repaired by the AMC holder.

24. Any damage resulting to the system on account of the negligence or mal-operation shall be made good by the AMC holder.

Nothing extra will be paid for such work.

25. The AMC holder shall arrange to render efficient service as outlined in this specification. However, in case the AMC holder fails to maintain the service to the satisfaction of the Engineer in – charge of the department and any expenditure incurred therein for alternative arrangements by the Engineer-in-charge shall be recovered from the AMC holder.

26. The AMC holder or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer-in – Charge. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance. Care shall also be taken not to damage installation by improper handling.

27. The material requires replacement shall be of same quality/manufacturer and specifications. The dismantled material shall be the property of AMC holder.

28. The replacement of compressors, which are under warranty/guarantee will be replaced by the AMC provider. OPHWC will provide only bills and other expenses will be borne by the AMC provider.

29. All break-down calls shall be attended to immediately within no time on the same day. In case of State Guest House, Bhubaneswar one technician and helper should be provided by the AMC holder round the clock to attend the maintenance work all on a sudden.



30. The tenders can be sent by post or courier as well. However, authorities shall not be responsible for any postal delays in receipt of tenders.
31. If the last date for receipt of the tender turns out to be a holiday, it will automatically be extended to next working day.
32. A tender submitted can not be withdrawn. The tenderer or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussions. Clarification sought, if any may be provided by them.
33. All or any of the tenders submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damages suffered by tenderers on account of such rejections.
34. No claim can be made due to some unforeseen delay for release of payment.
35. All the transit risk shall be responsibility of the tenderer.
36. The authorities are not bound to accept the lowest financial bid.
37. Terms and conditions of this tender document can not be negotiated for variations.
38. The department reserves the right to issue any corrigendum till ten days prior to the opening of the tender. The intending tenderers are advised to check the web site before submitting their offer.
39. The authority reserves the right to reject any or all tender in whole or part without assigning any reason and can impose any other condition(s) as deemed proper before or in course of finalisation of the tender.
40. The approved tender may be cancelled by the authority any time during validity without assigning any reason thereof and no claim can lie against OPHW&C for such cancellation.
41. Validity of tender shall be for 90 days from the date of opening of tender.

42. All the disputes shall be subject to Jurisdiction of Civil Courts situated at Bhubaneswar.

**Signature & seal of the Bidder**

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**Sd/-  
Joint Manager (Elect.)  
O.S.P.H.&WC, Bhubaneswar.**

**GENERAL BID FORM**  
**TENDER NO- 07/2015-16/ELECT/ OPHWC**

**1.Name :**

**Full Address :**

**Fax No :**

**Telephone No :**

**E-mail of the firm :**

**2.Legal Status of the firm :**

**3.Give the location and Address of your Office/ Branch office :**

**4.Kindly confirm by writing” Yes” of “No” only**

**[A] Have you enclosed the EMD? If yes, mention the amount and its identifying details.**

**[B] Have you enclosed copy of the Pan card**

**[C] Have you enclosed copy of the VAT clearance certificate?**

**[D] Have you enclosed copy of the EPF registration certificate ?**

**[E] Have you enclosed copy of the ESI registration certificate ?**

[F] Have you enclosed the audited balance sheet ?

[G] Copies of assessment return of sales tax and income tax .

[H] Have you enclosed all the documents and papers called for in this tender document?

Kindly enclose a list .(Use a separate sheet of paper)

**Seal and Signature of the Bidders**

Sd/-

**Joint Manager (Elect.)  
O.S.P.H.&WC, Bhubaneswar.**

**OFFICE OF THE CHAIRMAN – CUM -MANAGING DIRECTOR.  
ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD., JANPATH,  
BHUBANESWAR-22.**

**TENDER NO :- 07/2015-16/ELECT/ OPHWC  
SCHEDULE OF WORK**

**NAME OF THE WORK: -**

**COMPREHENSIVE ANNUAL MAINTENANCE OF WINDOW & SPLIT AIR CONDITIONERS & STABILIZERS INSTALLED AT STATE GUEST HOUSE , BHUBANESWAR , CORPORATE OFFICE BUILDING & ANNEX BUILDING OF ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD, BHUBANESWAR.**

**A. FOR STATE GUEST HOUSE, BHUBANESWAR**

<b>SL. NO</b>	<b>NAME &amp; SCOPE OF WORK</b>	<b>UNIT</b>	<b>QNTY</b>	<b>QUOTED RATE ( IN RS.) INCLUSIVE OF ALL TAXES &amp; DUTIES IN FIGURE &amp; WORD.</b>	<b>QUOTED AMOUNT ( IN RS.) INCLUSIVE OF ALL TAXES &amp; DUTIES IN FIGURE &amp; WORD.</b>
<b>1</b>	1.5 TR. SPLIT AIR CONDITIONER EXCLUDING AMC ON COMPRESSOR.	<b>SET</b>	<b>15</b>		
<b>2</b>	1.5 TR. SPLIT AIR CONDITIONER INCLUDING AMC ON COMPRESSOR .	<b>SET</b>	<b>4</b>		
<b>3</b>	2.0 TR. SPLIT AIR CONDITIONER EXCLUDING AMC ON COMPRESSOR.	<b>SET</b>	<b>14</b>		
<b>4</b>	2.0 TR. SPLIT AIR CONDITIONER INCLUDING AMC ON COMPRESSOR .	<b>SET</b>	<b>94</b>		
<b>5</b>	5 KVA WALL /FLOOR MOUNTED STABILIZER	<b>SET</b>	<b>15</b>		
<b>6</b>	6 KVA WALL /FLOOR MOUNTED STABILIZER	<b>SET</b>	<b>112</b>		

**B. FOR CORPORATE OFFICE BUILDING & ANNEX BUILDING OF ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD, BHUBANESWAR.**

<b>SL. NO</b>	<b>NAME &amp; SCOPE OF WORK</b>	<b>UNIT</b>	<b>QNTY</b>	<b>QUOTED RATE ( IN RS.) INCLUSIVE OF ALL TAXES &amp; DUTIES IN FIGURE &amp; WORD.</b>	<b>QUOTED AMOUNT ( IN RS.) INCLUSIVE OF ALL TAXES &amp; DUTIES IN FIGURE &amp; WORD.</b>
1	1.5 TR. SPLIT AIR CONDITIONER EXCLUDING AMC ON COMPRESSOR.	SET	10		
2	1.5 TR. SPLIT AIR CONDITIONER INCLUDING AMC ON COMPRESSOR .	SET	7		
3	2.0 TR. SPLIT AIR CONDITIONER EXCLUDING AMC ON COMPRESSOR.	SET	8		
4	2.0 TR. SPLIT AIR CONDITIONER INCLUDING AMC ON COMPRESSOR .	SET	5		
5	1.0 TR. SPLIT AIR CONDITIONER INCLUDING AMC ON COMPRESSOR .	SET	2		
6	1.5 TR. WINDOW AIR CONDITIONER INCLUDING AMC ON COMPRESSOR .	SET	14		
7	4 KVA WALL /FLOOR MOUNTED STABILIZER	SET	2		
8	5 KVA WALL /FLOOR MOUNTED STABILIZER	SET	31		
9	6 KVA WALL /FLOOR MOUNTED STABILIZER	SET	13		

Signature & seal of the Bidder.

Sd/-  
Asst. Project Manager (Electrical)  
O.S.P.H&WC.,Bhubaneswar.

Sd/-  
I/C. ( Elect.) Hqtr.  
O.S.P.H&WC.,Bhubaneswar