



**Tender Document for  
Comprehensive Annual Maintenance Contract (CAMC) for  
Centralized Chilled Water type A.C System of OCAC tower**

**Tender Reference No: OCAC-CAD-31/2010(PART)/ENQ/19002**

Last Date for Submission of Tender : Dt. 17-06-2019 up to 2:00 PM.

Place of Submission of Tender Document: Odisha Computer Application Centre,  
Plot No.-N-1/7-D, Acharya Vihar Square,  
RRL Post Office, Bhubaneswar-751 013

Date and Time of General Bid Opening : Dt. 17-06-2019 up to 4:30 PM

Date and Time of Techno-commercial Bid Opening: : Dt. 17-06-2019 up to 5:00 PM.

Cost of Tender Document : Rs.525/- (Rupees Five Hundred Twenty Five Only)

**ODISHA COMPUTER APPLICATION CENTRE (OCAC)  
PLOT NO.-N-1/7-D, ACHARYA VIHAR SQUARE,  
P.O.-RRL, BHUBANESWAR- 751013  
PHONE: 2567064/2567280 FAX: 91-0674-2567842**

## Important Dates of the Tender

Event	Remarks
Tender available on website	Dt. 01-06-2019 to Dt. 10-06-2019
Bid closing date and time for submission of Bid	Dt. 17-06-2019 , by 2:00 PM
Submission of Pre-Bid query	Dt. 06-06-2019, by 2:00 PM
Pre-Bid meeting	Dt. 06-06-2019, 4:00 PM
Issue of Corrigendum if any	Dt. 07-06-2019
Date and time for opening of General Bids	Dt. 17-06-2019, 3:00 PM
Date and time for opening of Techno-commercial Bids	Dt. 17-06-2019, 4:00 PM
Cost of Tender Paper (Non Refundable)	Rs 525/- to be submitted (including GST@5%) with General Bid
Earnest Money Deposit	EMD for Rs 10,000/- to be submitted along with the General Bid

**NOTE: The dates are subject to change according to the convenience.**



**Comprehensive Annual Maintenance Contract (CAMC) for Centralized  
Chilled Water type A.C System of OCAC tower**

**PLOT NO.-N-1/7-D, ACHARYA VIHAR SQUARE, P.O.-RRL,  
BHUBANESWAR- 751013**

OCAC desire Original Equipment Manufacturer (OEM) / Authorized Sales & Service Associates from Odisha for Chiller/Applied Product to undertake the Comprehensive Annual Maintenance Contract (CAMC) of Centralized Chilled water type Air Conditioning System of OEM DAIKIN installed at OCAC tower Bhubaneswar. OEM or Authorized Sale & Service Agency having valid authorization from the OEM DAIKIN is required to quote their best prices. The tender document is available at our website [www.ocac.in](http://www.ocac.in). Intending firms are required to download the document from Dt. 01.06.2019 to Dt.17.06.2019 and submit the same along with tender document fee of Rs.525/- in shape of DD and offer their best prices for CAMC of items as mentioned in the Techno commercial Bid and send it in sealed envelope on or before Dt. 17.06.2019 by 2.00 P.M. to General Manager (Admn.), Odisha Computer Application Centre, Bhubaneswar. OCAC reserves the right to accept or reject any or all tender without assigning any reason thereof.

**GENERAL MANAGER (Admn.)**

**ODISHA COMPUTER APPLICATION CENTRE**

Plot No.-N-1/7-D, Acharya Vihar Square, P.O.-RRL, BBSR-751013



## **1. Eligibility Criteria**

- 1.1** The bidder should register under company's act 1956 / a proprietorship firm operating for last three years from the date of floating of the tender. It should be registered with Odisha Sales Tax Authority and Registered with GST Authorities. The bidder should furnish the Company registration certificate, GST registration certificates, Copy of PAN card and up to date IT return till 31st March 2018 along with the tender document.
- 1.2** Annual turnover of the bidder for the last three Financial Years should be minimum 1 Cr.
- 1.3** The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government in the country of India. Also the bidder must not have any history of defaulting in execution of work orders issued by Government of India or any State Government in the country of India. A self-declaration certificate to this effect should be enclosed.
- 1.4** An undertaking (self certificate) that the bidder hasn't been blacklisted by Govt. of India and any Department of Govt. of Odisha, Central/State Government/PSU institution and that there has been no pending litigation with any government department on account of similar services. The bidder should provide full disclosure of any blacklisting of their entity by Govt. of India and State Govt.
- 1.5** The bidder must have prior experience of installation and service support of centralized chilled water type to any Govt/PSU/reputed private sector in the state of Odisha. The documentary proof for the same must be enclosed in General Bid. The Bidder should submit a list of important customers served with documentary evidence along with the feedback.
- 1.7** The bidder must have the service centre in Bhubaneswar.
- 1.8** The bidder must submit the proof of all documents as indicated in Annexure-7.

## **2. Work Experience**

- 2.1** The bidder should have executed at least one of the maintenance contract of HVAC System successfully for a period of 2 years or 3 years, in Government Organizations/Public Sector Undertaking/Reputed Private Sector Organizations worth of at least Rs. 2,00,000/-(Two Lakh) in a single order. The bidder must furnish the work order and the client's certificate in support of the work experience. Besides the bidder should have executed minimum maintenance support work of worth Rs.10,00,000/- per year.
- 2.2** The bidder must furnish the list of maintenance/service engineers who are on the rolls of the firm as on date of submission of bid. It should contain the name, technical qualification and area of specialization in the field of Maintenance of centralized chilled water type air Conditioning system.

### 3. General Terms and Conditions

- 3.1 The Firm should offer price for all items covering “1 Year” Comprehensive on Site (COS) AMC, as the case maybe. The scope of work for the AMC as per the details mentioned in clause no-3.7.
- 3.2 The price should remain valid for a maximum period of 3 Years
- 3.3 The firms shall have no rights in the selection process. The final signing of the contract may involve further negotiation, if necessary.
- 3.4 The performance of the AMC holders will be closely monitored during validity period of the Contract, i.e. one year from the acceptance of the prices, which will be used for consideration with regards to extension of the validity of the Contract. The period of contract will be initially for one year and extendable on the basis of satisfactory services, to be decided by OCAC Management.

#### 3.5 EMD

- 3.5.1 EMD for Rs. 10,000/- (Rupees Ten Thousand only) shall be furnished along with the general bid. Bids without EMD shall be rejected.
- 3.5.2 The EMD shall be in the form of Demand Draft. The DD will be in favor of **Odisha Computer Application Center payable at Bhubaneswar** Drawn in any Nationalized/ Scheduled Commercial Bank.
- 3.5.3 Bidder should write the organization name and address at the back side of the DD.
- 3.5.4 The EMD shall be forfeited if a bidder withdraws its bid during the period of bid validity.
- 3.5.5 For un-successful bidders the refund of EMD will be made within 4 weeks from the date of opening of Techno-Commercial Bids.

*The bidder who are downloading the tender document from the internet [www.ocac.in](http://www.ocac.in) must furnish the tender fee of Rs.525/- along with the General Bid apart from EMD.*

#### 3.6 Other Instructions

- 3.6.1 The bidder must quote the items as per exact/equivalent/higher specification failing which the bid may not be considered.
- 3.6.2 The bidder must put his/her signature along with company seal in all the document submitted.
- 3.6.3 OCAC reserves the right to re-negotiate the prices.
- 3.6.4 The bidder must have to visit the site and study the condition of all the equipment as mentioned in the Techno Commercial Bid before quoting the price.



- 3.6.5 If any expenditure required for making operational of the non functional Air Conditioners, must be submitted in separate sheets.
- 3.6.6 Decision of OCAC in respect of evaluation of bids and/or award of Contract shall be final.
- 3.6.7 OCAC reserves the right to ask for technical clarification of any type and/or making technical presentation before technical committee members failing which may lead to **CANCELLATION** of the bid.
- 3.6.8 Un-signed & un-stamped bid shall not be accepted.
- 3.6.9 Undertaking for subsequent submission of any of the document asked in the tender will not be entertained under any circumstances. However, OCAC reserves the right to seek fresh set of documents or seek clarifications on the already submitted documents.
- 3.6.10 OCAC will not be responsible for any misinterpretation or wrong assumption by the bidder.
- 3.6.11 OCAC is not responsible for non-receipt of tenders within the specified date and time due to any reason including postal delay or holidays.
- 3.6.12 The authority reserves the right to accept/reject any or part of or all the bids without assigning any reason thereof.

### **3.7 Scope of Work**

- 3.7.1 The successful bidder should perform four preventive maintenance including wet servicing of all Air Conditioners and accessories in the entire contract period of 1 year. Each preventive maintenance should be performed in every 3 months for each chiller.
- 3.7.2 Apart from the 4 preventive maintenance schedule, the bidder is responsible to attend each break down call within 30 minutes from the time of complain received from OCAC Tower Management Team and try to resolve the same within 2 hours. Any major break down (subject to the nature of breakdown), the bidder should ensure to comply the same within 24 hours.
- 3.7.3 Replacement of all spares including Compressor of the AC plant.
- 3.7.4 If the bidder not able to attend the break down calls and solve the problem as per the schedule mentioned above in point no.3.7.2 then the penalty will be applicable.
- 3.7.5 The penalty shall be the extra time taken by the bidder to solve the problem will be added to the contract period. The contract period shall be increased accordingly. The penalty of @0.5% per week or part thereof per equipment up to a maximum of 5% to be deducted from the AMC amount.
- 3.7.6 The successful bidder shall deploy technical personnel at OCAC for the entire AMC period to look after day to day functional of the Air Conditioners and attend the breakdown calls immediately. An attendance sheet to be prepared and the technical



personnel have to sign the attendance every day.

### **3.8 Payment Terms**

The payment shall be made in four equal quarterly installments. At the end of each quarter and successful completion of AMC services, the firm has to submit the quarterly bill along with attendance sheet of the Technical Personnel deployed at OCAC. The attendance sheet must be countersigned by OCAC officials. The payment is subject to necessary deduction towards penalty for downtime of service and deduction of applicable taxes.

### **3.9 Jurisdiction Of High Court Of Odisha**

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the High Court of Odisha extends.

### **3.10 Right To Reject/Accept The Tender**

OCAC reserves the right either to reject or accept any or all tenders. Orders may also be split among different selected bidders. The purchaser has exclusive right to alter the quantities of materials at the time of placing the final work order.



# GENERAL BID





**ANNEXURE -1**

**GENERAL INFORMATION**

**OCAC-CAD-31/2010(PART)/ENQ/19002**

Company Name			
Registered Office Address			
City		Pin	
State		Website	
Telephone		Cell	
Fax		E-mail	
Office Address (in Odisha)			
City		Pin	
State		Website	
Telephone		Cell	
Fax		E-mail	

**SERVICE NETWORK DETAILS**

<b>Sl.No.</b>	<b>Service Station with Address</b>	<b>Officer-in - Charge</b>	<b>No. of Service Engineers</b>	<b>Contact Phone/Mobile Nos.</b>	<b>Area Covered</b>



**ANNEXURE-3**

**SELF DECLARATION**

Date : \_\_\_\_\_

Ref : \_\_\_\_\_

To,  
The General Manager (Admn.)  
Odisha Computer Application Center, OCAC  
Building, Plot No. N1/7-D,  
Acharya Vihar, RRL Post Office,  
Bhubaneswar-751 013

In response to the tender Enq. No. **OCAC-CAD-31/2010(PART)/ENQ/19002**

I/We Ms./Mr. \_\_\_\_\_, as a \_\_\_\_\_,  
hereby declare that our company \_\_\_\_\_ is  
having unblemished past record and was not declared ineligible for corrupt & fraudulent  
practices either indefinitely or for a particular period of time. I/We further declare that our  
company has not defaulted in executing any Government order in the past.

Seal

Authorised Signatory



**ANNEXURE-4**

**SELF DECLARATION**

Date : \_\_\_\_\_

Ref : \_\_\_\_\_

To,

The General Manager (Admn.)  
Odisha Computer Application Center  
OCAC Building, Plot No. N1/7-D, Acharya Vihar,  
RRL Post Office, Bhubaneswar-751 013

In response to the tender Enq. No. **OCAC-CAD-31/2010(PART)/ENQ/19002**

I/We Ms./Mr. \_\_\_\_\_, as a \_\_\_\_\_,  
I / We hereby declare that our company \_\_\_\_\_ is  
having unblemished past record and have not been declared blacklisted by Govt. of India  
and any Department of Govt. of Odisha, Central/State Government/PSU institution and that  
there has been no pending litigation with any government department on account of similar  
services. I/We further declare that our company has not defaulted in executing any  
Government order in the past.

Signature of witness  
Date:  
Place

Signature of the Bidder  
Date:  
Place:

Company Seal



ANNEXURE-5

**REPRESENTATIVE AUTHORIZATION LETTER**

Date : \_\_\_\_\_

Ref : \_\_\_\_\_

To,

The General Manager (Admn.)  
Odisha Computer Application Center  
OCAC Building, Plot No. N1/7-D, Acharya Vihar,  
RRL Post Office, Bhubaneswar-751 013

I/We Ms. /Mr. \_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of the company in dealing with the tender Enq. No. **OCAC-CAD-31/2010(PART)/ENQ/19002**. He/She is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Signature attested

Company Seal



**ANNEXURE-6**

**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS**

To,

The General Manager(Admn)  
Odisha Computer Application Center  
OCAC Building, Plot No. N1/7-D,Acharya Vihar,  
RRL Post Office, Bhubaneswar-751 013

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the Tender Document No. **OCAC-CAD-31/2010(PART)/ENQ/19002.** I declare that all the provisions of this Tender Document are acceptable to my company. I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

**LIST OF ENCLOSURES**

<b>Sl. No.</b>	<b>Enclosure description</b>	<b>Enclosed (Yes/No)</b>	<b>Annexure/Attachment / Page No</b>
1	Copy of Registration Certificate of the firm		
2	Organization Profile		
3	Work experience certificate		
5	GST Registration Certificate		
6	Copy of PAN no and Income Tax Department Return for last 3 years		
7	Self Declaration that the bidder hasn't been declared ineligible for corrupt and fraudulent practices		
8	Self Declaration that the bidder hasn't been black listed by any Govt./PSU		
9	Documentary proof of authorized service provider of OEM as mentioned in the Eligibility criteria		
10	Tender Paper Cost in a sealed envelope (Super scribe Tender Paper cost on the top of the sealed envelope) with general bid.	D D No	
11	EMD in a sealed envelope (Super scribe EMD on the top of the sealed envelope) with general bid	DD No	
12	General bid duly signed (sealed envelope)		
13	Techno-commercial bid duly signed (sealed envelope)		
14	Annexure-1-6 duly signed		
15	Name and signature with date		



# TECHNO - COMMERCIAL BID





**FORMAT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT  
(CAMC) COMMERCIAL OFFER**

Sl. No	Item Description	Ton	HP	KW	Qty	Unit Price (Rs.)	Total (Rs.)	GST @ % (Rs.)	Sub Total (Rs.)
1	Chiller	375 TR		237	02				
2	Primary Motor		25	18	03				
3	Condenser Motor		40	30	03				
4	Secondary Motor		75	55	02				
5	Variable Frequency Drive (VFD)				02				
6	Air Handling Unit (AHU)		10.5	7.5	11				
7	Air Handling Unit (AHU)		12.5	9.3	15				
8	Air Handling Unit (AHU)		15	11	01				
9	Air Handling Unit (AHU)		4.9	3.7	01				
10	Fan Coil Unit (FCU)		01	0.75	01				
11	Fan Coil Unit (FCU)			1.1	01				
12	Cooling Tower	470 TR	15	11	02				
13	Fresh air				04				
<b>GRAND TOTAL VALUE INCLUDING TAX (RS)</b>									

*N.B: 1. the rate quoted should be unit wise not ton wise.*

*2. The bidders are requested to visit the site and check the current status of the each machine whether it is operational or not. If any repair is required, a separate repair estimate can be submitted to make those defective machines operational.*

*3. The L1 bidder will be ascertained combining the total amount quoted for AMC and repair estimate.*

Authorized Signatory

Place: .....

Date: .....

Seal of Company