

Gujarat Secondary And Higher Secondary Education Board

Sector No – 10 / B, Gandhinagar

E-Tender No - 11 / 2018

**E-tender for Comprehensive Annual Maintenance Rate Contract for
repair and maintenance of Air Conditioners.**

1. GS&HSEB invite sealed tenders for Comprehensive Annual Maintenance rates Contract (CAMRC) for repair and maintenance of approximately 28 Cassette & split ACs in the Gujarat Secondary And Higher Secondary Education Board for two year from the date of signing the Agreement as per terms & conditions given in Annexure-I.

2. The e-tenders should be submitted in two sealed covers as shown below (i) & (ii) .

(i) Tender fee Rs. 1500/-

(ii) Earnest Money Deposit (EMD) Rs.15000/-

The bidder shall have to mention the e-tender no and name of agency on both cover and behind the each D.D

(B) The "Financial Bid" / Commercial bid as at Annexure-III should be quote online contain only rates for CAMRC for repair and maintenance of ACs.

(C) The cover bearing Tender Fee & EMD should be addressed to the Secretary, Gujarat Secondary And Higher Secondary Education Board, Sectore-10-B, Nr.Old sachivalay, Gandhinagar-382010, by handed over at store branch or RPAD only so as to reach latest by 4.00 PM on or before Dt.13 /4/2018.

3. The Technical bids will be opened by the E-tender Opening Cum Evolution Committee on Dt.16/4/2018 at 11.30 PM in the office of Secretary, Gujarat Secondary And Higher Secondary Education Board, Sectore-10-B,Nr.Old sachivalay, Gandhinagar-382010 in the presence of the participating bidders, who may wish to be present. Rate received after stipulated time & date will be rejected forthwith.

4. The competent authority in the E-Tender is Chairman has a reserves the right to amend any of the terms and conditions contained in the E-tender Documents or reject any or all application (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority in this regard will be final and binding.
5. All the e-tenderers are requested to read and understand the terms and conditions of the contract as detailed in the Annexure-I before quote their online rate, as no change or violation of the aforesaid terms and conditions are permissible once the rate is accepted by the Chairman.
6. The E-tender document can be downloaded from the following website of the GS&HSE Board, gandhinagar. <https://gseb.org> and <https://nprocure.com>

Gujarat Secondary And Higher Secondary Education Board

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Annexure - 1

GENERAL TERMS AND CONDITIONS

1. The period of annual contract shall be for two year from the date of signing the Agreement contract. The contract may be extended for another one year by the Chairman, Gujarat Secondary And Higher Secondary Education Board entitled on the basis of satisfactory report by the users.
2. After the contract is awarded, the contractor will be required to fix all the required accessories in question, bring them in perfect working order so that these are ready for use before commencement of the summer session.
3. The maintenance/servicing include oiling, cleaning, greasing etc. The bidder shall have to service each A.C on quarterly basis
4. The firm be registered with GST Counsel and must enclose a copy of registration letter/certificate along with GST number. The firms should have an experience of 3 years in maintenance of various types of ACs and other related works in Government Departments / public Sector. A list of their clients should be enclosed along with proper proof. The above information should be given in Performa (Technical Bid) at Annexure-II.
5. The contractor shall use ISI marked parts for repairs/replacement. Contractor must show the new parts to SO(Genl.). The old parts, which are replaced, must be deposited in the Store Branch. If the firm uses a non-ISI marked part, a penalty of double the cost of that part will be imposed & recovered from successful bidder.
6. Chairman, Gujarat Secondary And Higher Secondary Education Board reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory or if the contractor dishonors the contract. The decision of the Chairman in this regard shall be final and binding upon the contractor.

7. Any financial loss caused due to damage of any part of the ACs by the contractor the Chairman would be deducted all of loss from successful bidder like earnest money/performance security/bills.
8. The contractor will depute 2 (Two) qualified and experienced mechanic with mobile phone on full time basis, exclusively for this Office for upkeep and maintenance of the ACs. Calls should be attended promptly and within a reasonable time on all days, including Sundays and Holidays. In case of system dead complaints calls shall be attended after office hours also. In case the complaints of maintenance/repair of the ACs are not attended to within two hours, penalty of Rs,200/- will be levied per day per AC. No payment for AMC for a particular AC will be made if the AC is out of order for more than 3 days in one season.
9. No AC or any part thereof shall be taken out by the mechanic to the workshop generally. The work is to be carried out in the premises of the Board. However, the work which cannot be done in the office premises would be allowed to be done outside with written permission from Secretary GS&HSEB and no extra charges will be paid for this work
10. If an AC is disposed by this office or is otherwise taken out of use, the payment of AMC charges will be made only still the AC remained in use.
11. Any dispute regarding the contract shall be resolved through arbitrator to be nominated by competent Authority in the Chairman. The contract shall be subject to the Indian law and the jurisdiction of the courts located in Gandhinagar only.
12. An tender fee of Rs.1500/- & earnest money of Rs.15000/- both of D.D. should be enclosed along with the e-tender in the form of Demand Draft drawn in favor of Sectary, GS&HSE Board, Gandhinagar. E-tender is not accompanied with the requisite earnest money will be rejected out rightly without assigning any reasons/entertaining any correspondence. The earnest money of unsuccessful e-tenderers will be refunded without actual of any interest, on finalization of e-tender. The EMD of the successful bidder will be returned after he submits a performance security deposit.
13. Payment for AMC charges will be made on quarterly basis on submission of the bill duly supported by user certificate to the effect that machine has been serviced and working in good condition. The bill of service charge should be calculated @ 25% of the total amount of the yearly contract rate.
14. Performance security to the e-tender no- 11 /2018 amounting Rs.25000/- will be submitted by the successful contract in the form of DD of Secretary, GS&HSE Board, Gandhinagar or Bank Guarantee along with the acceptance of contract which would be valid up to the contract period irrespective of its registration status etc. The performance security deposit will be

forfeited, if any deviation by the contractor is found from the instructions given by the Chairman. After expiring of the contract, the same will be returned after deduction of dues, if any, without any interest.

15. The firm shall have to attend all complaints on information/direction received from the Store Branch. The services would be provided on regular basis during office hours and also in the case of emergency beyond office hours or holiday(s).
16. The firm will be required to undertake maintenance/repairs of ACs at Gujarat Secondary And Higher Secondary Education Board, Old Sachivalay, Sector-10B, Gandhinagar.
17. If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm/parts at the risk expenses of the defaulting contractor.
18. The rates may be quoted as per commercial bid in online with inclusive of all types of Taxes (without GST), if any applicable, may be specifically and separately indicated in the rate. Under no circumstances, these should be included in the basic cost. GST will be paid extra as per governments rules.
19. No increase in amount shall be considered at all during the full period of AMC. No any other charges will be payable like transportation, fare, etc. for providing the services.
20. The job will be entrusted on the basis of all inclusive rate on "As is where is" on competitive rates basis.
21. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Chairman of GS&HSEB Board.
22. The contract shall be subject to the Indian laws and jurisdiction of the courts located in gandhinagar.
23. Successful Bidder awarded annual maintenance contract has to submit his service report allowing with monthly bill after the service of each Air-Conditioner.
24. The contractor will furnish the details of name, full Address, mobile no of the machine deputed in store branch.

Gujarat Secondary And Higher Secondary Education Board

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maintenance of Air Conditioners

PROFORMA (Technical Bid)

CHECK LIST

Description				
1	Please give the Page No. to entire set of E-Tender documents is enclosed with it.	Yes	No	Page No
2	Tender Fee Rs.1500/- and EMD Rs.15000/- in term of Demand Draft are placed in separate cover ?			
3	Certified Copy of GST Registration attached.			
4	Certified Copy of last 2 years Income Tax Return 2015-16 to 2016-2017 year is attached.			
5	Certified Copy of PAN no is attached.			
6	Certified Copy for No of employees in the company as on January – 2018 and also as on date.			
7	Certified Copy for work experience certificates are attached.			

8	Certified Copy of any work order from Govt. or Semi Govt. or multinational company or client showing experience in the field during last three years.			
9	copy of Annexure- A, B,& C are attached.			
N.B. :- All photocopies of documents must be Self attested.				

DECLARATION

We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. We also understand that non – compliance of any documents will be treated as non respective tender and we will lose our claim to participate in the tender enquiry

Signature of Authorized Person

Name of the Authorized Person

Seal of the Company

automatically and our tender will be liable to rejected.

GUJARAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD

E-tender No. 11 / 2018

**Comprehensive Annual Maintenance Rate Contract for repair and maintenance of Air
Conditioners**

PROFORMA (Technical Bid)

Annexure-II

Department Name	Education Department
Office	Gujarat Secondary and Higher Secondary Education Board, Sector – 10-B, Gandhinagar
IFB No.	E-Tender Notice No: 11 / 2018
Name of Work	Comprehensive Annual Maintenance Rate Contract for repair and maintenance of Air Conditioners with parts
Estimated Contract Value (INR)	Rs. 5,00,000 /-
Contract Validity of Tender (In Months)	03 Months
Bidding Type	E-Tendering
Bid Call (Nos.)	1
Tender Currency Settings	Indian Rupees (INR)
Amount Details	-----
Bid Document Fee	Rs.1500/-
Bid Document Fee Payable to	Secretary, Gujarat Secondary and Higher Secondary Education Board, Gandhinagar
Bid Security - EMD	Rs.15000/-
Bid Security / EMD in favors of	Secretary, Gujarat Secondary and Higher Secondary Education Board, Gandhinagar
Online Bid Document Downloading Starting Date	Date : 23/ 3 / 2018 to at 11.00 Hrs
Online Bid Document Downloading Ending Date	Date : 12/ 4 / 2018 at 16.00Hrs.
Last Date & Time for Physical (Submission) of Bids	Date : 13 / 4 / 2018 at 16.00Hrs.
Bid Validity Period	90 Days
Remarks	Tender Documents for Downloading / Uploading will be available as under on our Website www.gseb.org or www.nprocure.com up to date: 23/ 3/ 2018. Demand Draft for Tender Fee and EMD and all Documents, fulfilling

	<p>the prequalification criteria, shall be submitted on electronic format only On-line by scanning while uploading the Bid. The documents regarding pre-qualifying criteria shall be opened first, submit original Tender Fee, EMD, required documents and papers in Stores Branch of above mentioned office and obtain a Receipt. Technical Bid of only those will be opened who have submitted original Tender Fee, EMD. And the bidder who have submitted original documents, or notarized as per said tender conditions. The price bid of the agencies fulfilling the pre-qualifying criteria / technical bid criteria as per said tender conditions shall be opened. The submission shall mean that EMD and Tender Fee are received for the purpose of opening of Bid. Accordingly, offers, of those shall be opened whose EMD and Tender Fee are received electronically. However, for the purpose of realization of DD bidder shall send the DD of Tender Fee and EMD shall be submitted to Secretary, Gujarat Secondary and Higher Secondary Education Board, Sector No. 10/B, Gandhinagar on date: 13 / 4 / 2018 up to 16.00 Hours Punitive action will be take for not submitting the said documents. For further details and submission of Tender, please visit our website mentioned above. Technical Bid will be opened on date : 16 / 4 / 2018 at 11.30Hrs in the Office of the Secretary Committee Room of Gujarat Secondary and Higher Secondary Education Board, Sector 10/B, Gandhinagar.</p>
Technical Bid Opening Date	Date : 16 / 4 / 2018 at 11.30 Hrs
Office Inviting Bids	The Secretary, Gujarat Secondary and Higher Secondary Education Board, Sector No.10/B, Gandhinagar
Bid Opening Authority	The Secretary, Gujarat Secondary and Higher Secondary Education Board, Sector No.10/B, Gandhinagar
Address	1 st Floor, Committee Room, Gujarat Secondary and Higher Secondary Education Board, Sector No.10/B, Gandhinagar
Contact No.	079 – 232-53819

GUJARAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD

E-tender No. 11 / 2018

**Comprehensive Annual Maintenance Rate Contract for repair and
maintenance of Air Conditioners**

ANNEXURE – A

DETAILS OF TENDERER / BIDDER

1	Name of the Bidder	
2	Address of Registered Office	
3	Address of Working Place of the Office with Fax No, Email	
4	Year of Establishment	
5	Type of Firm (Ownership, Partnership, Pvt. & Ltd. Co.,)	
6	Name, Address and Telephone No. of Board of Directors of the Company / Pvt. Ltd., and Ltd. Co./ Partnership / Ownership.	
	Phone No. with STD Code of Office and Residence	
	Office / Regd. Office Address	
	Residence Address	
	Mobile No.	
7	E-mail Address and / or Website Address	
	Details of Tender Fee / Bid Processing Fees & EMD	
Tender Fees		
	(A) Amount (in Rs.1500)	
	(B) Demand Draft No. and Date	
	(C) Name of Bank and Branch	
Earnest Money Deposit (EMD)		
	(A) Amount (in Rs.15000)	
	(B) Demand Draft No. & Date	
	(C) Name of Bank and Branch	
8	Whether the bidder has been Black listed by any Govt., or Semi Govt. organization or any Educational Organization? (Yes or No)	
	If No, submit the Self Declaration in given format (Annexure – B)	

9	Total Annual Turnover for the Last Three Years (Enclose copies of C.A. Certificate) (As per Annexure – C)	
	2014-2015	
	2015-2016	
	2016-2017	
10	Permanent Account No.(PAN NO) (Enclose certified copies of PAN Card)	
11	GST Registration No. (Enclose a certified copy of Registration Letter)	

Note: For giving above details, attach separate sheet if required.

Name and (Signature of Authorized)

Person stamp and seal of the company / firm

Place :

Date :

GUJARAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD

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ANNEXURE – B

On Rs.100/- Stamp Paper

DECLARATION

I _____ do hereby declare that our firm is not debarred or disqualified or black listed by any Government of any State, Board or such Organization. GS&HSEB is entitled to forfeit our security deposit in case of any such information coming to the notice of the GS&HSEB board.

I further undertake that if above declaration is proved to be wrong / incorrect or misleading our tender / contract will stand cancelled / terminated.

Name and (Signature of Authorized)

Person stamp and seal of the company / firm

Place :

Date :

GUJARAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD

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ANNEXURE – C

PARTICULARS OF TURNOVER

Name of the Bidder :

Particulars of turnover in the previous year as per audited accounts:

Financial Year	Total Turnover (In Rs. & with words)
2014-2015	
2015-2016	
2016-2017	

It is certified that above details are correct / fair and audited by the chartered accountant and submitted with the signature of C.A and with his seal and stamp.

Signature of Chartered Accountant

Name and Signature of With Stamp

Authorized Person

Place :

seal & stamp of company / firm

Date :

GUJARAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD

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COMMERCIAL BID

Section - I

Annexure - III

1. Name of the Bidder :-

2. Address of the Bidder :-

Item No.	Item Description	Rate in Rs. / per Quarterly (Fourth Quarter)
1	The term maintenance will include.' oiling, cleaning, greasing, servicing, AMC Chargers Quarterly (Fourth Quarter)	
	i. Air Conditioning per unit per annum Split 1.5 ton	
	ii. Air Conditioning per unit per annum Split 2.0 ton	
	iii. Air Conditioning per unit per annum Cassette 2.0 ton	
	iv. Air Conditioning per unit per annum Cassette 4.0 ton	

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COMMERCIAL BID

Section - II

Annexure - III

1. Name of the Bidder :-

2. Address of the Bidder :-

Item No.	Parts	Rate in Rs. / per Unit Per annum
2	Installation charges with material (applicable only when the location of the AC changes, on the direction of the Board)	
	i. Split AC	
	ii. Cassette AC	
3	Heating kit (per kit) Split Ac 1.5 ton	
4	Heating kit (per kit) Cassette Ac 2 ton	
5	Heating kit (per kit) Cassette Ac 3 ton	
6	Heating kit (per kit) Cassette Ac 4 ton	
7	Cooling kit (per kit) Split Ac	
8	Cooling kit (per kit) Cassette Ac 2 ton & 4 ton	
9	Replacement for Steel / wooden / fiber chassis Split Ac as per sr. no 1	
10	Replacement for Steel / wooden / fiber chassis Cassette Ac as per sr.no 2	
11	Grills Split Ac	

12	Grills Cassette Ac	
13	Cost of New of Remote Split Ac	
14	Cost of New of Remote Cassette Ac	
15	Cost of Copper tube pipe per Foot	
16	Cost of PVC drainage pipe per Foot	
17	Cost of insulation pipe per Foot	
18	Cost of water pump for Cassette AC	
19	Cost of Inner unit of Split AC as per sr. no 1 to 3	
20	Cost of Inner unit of Cassette AC	
21	Cost of Outer unit of Split AC	
22	Cost of Outer unit of Cassette AC	
23	Compressor 1.5 ton	
24	Compressor 2 ton	
25	Compressor 3 ton	
26	Compressor 4 ton	
27	Gas Charge 1.5 ton	
28	Gas Charge 2 ton	
29	Gas Charge 3ton	
30	Gas Charge 4 ton	
31	Circuit New	
32	Circuit Old Repairing Cassette	
33	Drainage Water Pipe 1.5 ton Split	
34	Drainage Water Pipe 2 ton 4 ton Cassette	

35	Out Door Fan Motor	
36	Indoor Motor (Fan) Cassette	
37	Split Motor (Fan) Split	
38	Swing Motor	
39	Capacitor 1.5 ton	
40	Capacitor 2 ton	
41	Capacitor 3 ton	
	Capacitor 4 ton	
42	Gas Brass Val	
43	Conditioner	
44	Copper Sensor	
45	Thermostat sensor	
46	Contractor	
47	Over load Rill	
48	Monitoring Rill	

Note:- Rates must be inclusive of all taxes and including transportation of the material to the respective zonal / centre directly from the printers place along with insurance charges.

Place :

Seal and Signature of Authorized Person

Date :