

Tender Sr. No. \_\_\_\_\_

Form Fee:Rs. 200

Issued to \_\_\_\_\_

Date \_\_\_\_\_

**TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF AIR CONDITIONER SYSTEM INSTALLED AT ADMIN BUILDING OF PCNTDA AND AT HON'BLE CEO RESIDENCE.**

To,

The Chief Executive Officer,  
PCNTDA  
Near Akurdi Railway Station,  
Akurdi, Pune-44.

Dear Sir,

1. In response to the tender notice published in the daily newspaper \_\_\_\_\_ and \_\_\_\_\_ dated \_\_\_\_\_ I/We submit herewith the tender form for Comprehensive Annual Maintenance Contract (AMC) of one year of Air Condition System installed at admin building of PCNTDA and at Hon'ble CEO residence.
2. I/We have thoroughly examined and understood the terms and conditions of the tender mentioned in Appendix-I and I/We agreed to abide by them in full.
3. I/We offer to undertake the Comprehensive AMC of Air Condition System installed at Admin building of PCNTDA and at Hon'ble CEO residence and quoted the rates **inclusive of all taxes etc.** as given in Appendix-II. It is agreed that no additional charges other than those mentioned in Appendix-II would be payable to me/us.
4. I/We accept that the rates offered shall remain valid **during AMC period i. e. for one complete year from the date of execution of agreement/work order.**
5. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
6. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with The CEO, PCNTDA. The decision of The CEO, PCNTDA will be final and shall be binding on me/us.
7. As required by the terms and conditions of tender an amount of Rs. 2,500/- paid by me/us as Earnest Money Deposit (E.M.D.) through **Demand Draft (DD) of Nationalized Bank** payable at Pune in favor of **CHIEF EXECUTIVE OFFICER ,PIMPRI-CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY,AKURDI,PUNE.**  
**(Payment of EMD in any other form will not be accepted)**

8. The successful bidder has to pay the Performance Security of Rs.20,000/- in the form of **Demand Draft (DD) of any Nationalized Bank** payable at Pune in favor of **CHIEF EXECUTIVE OFFICER , PIMPRI-CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY, AKURDI, PUNE** before the agreement.  
**(Payment of Performance Security in any other form will not be accepted)**
9. I/We agreed to undertake the Comprehensive (AMC) of one year of Air Condition System installed at admin building of PCNTDA and at Hon'ble CEO residence at location of office mentioned in final AMC order and as per the terms and conditions in Part I Appendix –I.
- 10. As per the terms and conditions Part-I of Appendix-I, I/We are submitting my/our offer in two sealed envelopes. Envelop No. 1 contents documents as per the conditions of Part-I of Appendix-I. Envelop No. 2, includes rates quoted by me/us in Appendix-II.**
11. I/We also agreed that The CEO, PCNTDA has full rights to open/consider the second envelop if and only if CEO PCNTDA satisfied with information contents in envelop No.1. The decision of the PCNTDA Authority regarding this will be final and will be binding on me/us.
12. I/We hereby take the responsibility of maintaining the all equipment's of Air Conditioners under A M C at their locations as per the terms and conditions mentioned in this tender form.

The following documents duly filled in and signed are enclosed along with the tender. The part 1 of Appendix-I being the terms and conditions is retained by me/us for my/our information and record.

Yours faithfully,

Place :

Date :

Signature of the Tenderer

Name and Address of the firm / tenderer : \_\_\_\_\_

Registration No. of Firm/ Tenderer : \_\_\_\_\_

### **List of Documents (Checklist)**

1. Tender Form and An earnest money of Rs 2,500/- only in the form of Demand Draft drawn in favor of  
i) **CHIEF EXECUTIVE OFFICER , PIMPRI- CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY, AKURDI,PUNE.**
2. GST Registration Certificate and PAN Card.
3. Shop Act or Firm Registration Certificate.
4. Valid ITR for last Three Years (2014-2015, 2015-16, 2016-17)
5. List of customers' along with copies of orders of AMC executed during the last five years.
6. Performance Certificate issued by the customer.
7. The firm must have at least two years' experience in maintenance work for Govt. Organization/  
PSUs/ Private firm. Performance certificates from at least one such existing client must be  
attached.

Bank Draft No. \_\_\_\_\_ Dt\_ \_\_\_\_\_ Rs. \_\_\_\_\_

Signature of Authorized person

Signature: \_\_\_\_\_

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

Name & Address : \_\_\_\_\_

## APPENDIX-I

### **General Terms and conditions governing “ Comprehensive AMC of Air Condition System installed at admin building of PCNTDA and at Hon’ble CEO residence.”**

#### **Part-I**

1. Sealed tenders are invited from authorized firms willing to undertake the Comprehensive AMC of Air Condition System for the equipment’s / Item mentioned in SCHEDULE-B installed at PCNTDA Administrative building and at Hon’ble CEO residence, Pune On working days during 10.30 hrs. to 17.00 hrs from                    to                    and the last date of acceptance of the tender is at 15:00 hrs. **Tenders received late in person/by post will not be considered.**
2. The tenders will be opened on the same day (if possible) of closing date at 15.00 hrs. in presence of the intending firms/ representatives (if available) who may desire to attend.
3. The rates both in words and figures without any corrections or over writing should be quoted in Appendix-II. Any over writing or rewriting should be duly countersigned.
4. The tenderers must enclose adequate documents to prove their authorization claims and if not The CEO, PCNTDA reserves the rights to accept or reject tenders of these agencies. The decision of The CEO, PCNTDA regarding this will be final and shall be binding on tenderer.
5. The scope of work covers Comprehensive Maintenance (AMC) for one year of Air Condition System installed at admin building of PCNTDA and at Hon’ble CEO residence.
6. This maintenance contract will inclusive of all the parts such as motor, electrical parts, compressor, gas charging, shifting of AC in same premises etc. and no payment will be made for these during contract period.
7. Contractor will have to provide stand by machine at his own cost when ever required in place of machine out of order/ not working if same is not repaired within 24 hours from receipt of complaint.
8. The work shall be carried out in Admin building of PCNTDA and at Hon’ble CEO residence only. If such work which cannot be executed in Admin building of PCNTDA and at Hon’ble CEO residence shall be allowed to be done in the workshop of the firm and for that period, the firm has to provide a standby system so that the office work does not suffer.  
In any case no system or any other items/parts thereof shall be taken out of the subject place without formal/written permission of this PCNTDA. No transportation/freight Charges on this account will be paid. The system or any other items/parts thereof taken to the workshop/market will have to be brought back within three working days, extendable to one week in exceptional case, failing which the contract will be canceled and the Security deposit and Performance security deposit will be forfeited.
9. Tenderer should quote rate on comprehensive basis for all the systems (as per list at SCHEDULE-B & Annexure -II) and partial/ Conditional quote will be rejected summarily.
10. The CEO PCNTDA reserves the right either to accept or reject any part or items found inferior in quality or workmanship.
11. The systems shall be inspected by the successful tenderer at least twice in a month. The firm will not be allowed to charge any extra amount for repair/replacement, if any, after entering into Annual Maintenance Contract.

12. The System or any item/ part should be repaired within 48 Hrs after which a sum of Rs. 200/- per day will be charged.
13. The Engineers/Technicians would be well equipped with Mobile phones to ensure their availability, phone numbers would be provided to Electrical Section, PCNTDA.
14. On expiry of the contract after one year, the firm will have to hand over whole system in perfect working condition to the PCNTDA Administrative Building, failing which the amount spent on setting the system repaired/in working condition from the market of will be deducted from the Security Deposit and Performance security deposit of the firm. If your work found satisfactory then your AMC Contract may extended for next One Year with prior permission of CEO, PCNTDA as per Terms & Condition and Rate of Tender .  
New equipment as such when purchased by PCNTDA will be included in this AMC as soon as warranty of mentioned equipment expires.
15. Proportionate Payment will be made after every Six month.
16. An amount of Rs. 2,500 /- only as earnest money in the form of Demand Draft drawn in the favor of PCNTDA may be deposited along with tender. The amount of E.M.D. will be refunded in case of unsuccessful tenderer on submission of application with Money Receipt in original soon after the final decision. In case of successful tender it will be refunded on production of original receipt after completion of validity period of the agreement to be executed between the tenderer and The CEO PCNTDA. The PCNTDA Authority will not make any payment towards interest on such deposits.
17. The firm must have at least two years' experience in maintenance work for Govt Organization/PSUs./Private Firm Performance certificates from at least one such existing client must be attached.
18. The successful tenderer will be required to do the work for a period of one year from the date of entering into contract with this PCNTDA. The CEO PCNTDA however, reserves the right terminate the contract at any time without assigning any reason; therefore, the decision of the PCNTDA Authority in this regard shall be final and binding on the successful tenderer. The firm entrusted with the work will have to do the work at the approved rates. If for any reason, the firm is not able to do so, the work will be got done from some other firm/open market and the expenditure incurred on such repairs shall be recovered from the contractor deducted from the Security Deposit and Performance security deposit or balance payment as the case may be.
19. The tenderer should submit his offer in two separate envelopes i.e. in first envelop with superscription **“Tender for comprehensive AMC of Air Condition System installed at admin building of PCNTDA and at Hon’ble CEO residence.”** in Envelope NO. 1
  1. Tender Form and An earnest money of Rs 2,500/- only in the form of Demand Draft drawn in favor of **CHIEF EXECUTIVE OFFICER , PIMPRI- CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY, AKURDI,PUNE.**
  2. GST Registration Certificate and PAN Card.
  3. Shop Act or Firm Registration Certificate.
  4. Valid ITR for last Three Years (2014-2015, 2015-16, 2016-17)
  5. List of customers' along with copies of orders of AMC executed during the last five years.
  6. Performance Certificate issued by the customer.
  7. The firm must have at least two years' experience in maintenance work for Govt. Organization/ PSUs/ Private firm. Performance certificates from at least one such existing client must be attached.

**(Important: Above documents if not enclosed, the Envelope No. 2 will not be opened)**
20. The tenderer should provide the rates quoted only in Appendix-II in second envelop with superscription **“Tender for comprehensive AMC of Air Condition System installed at admin building of PCNTDA and at Hon’ble CEO residence.”** (RATES) ENVELOP NO. 2

21. The successful bidder has to pay the Performance Security of Rs.20,000/- in the form of **Demand Draft (DD) of any Nationalized Bank** payable at Pune in favor of **CHIEF EXECUTIVE OFFICER, PIMPRI-CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY, AKURDI, PUNE** before the agreement.  
**(Payment of Performance Security in any other form will not be accepted)**
22. The specimen of “**Agreement Bond**” will be provided along with letter of acceptance to the tenderer whose rates are accepted by the PCNTDA. The tenderer shall have to execute agreement in the prescribed form on stamp paper of Rs.500/- which should be submitted to the Electrical Section, PCNTDA within specified time.
23. **Every page of tender should be numbered and signed with seal by the tenderer**
24. **The right to accept or reject whole or part of the tender or all tenders without assigning any reasons thereof is reserved by the CEO, PCNTDA.**

Encl.: 1) Part-II of Appendix-I  
2) Schedule of Quantity (Schedule-B) and Appendix-II

--sd--  
**Chief Executive Officer,**  
Pimpri-Chinchwad New Town  
Development Authority, Akurdi.

Place: Pune.

Date:

**We have accepted the above terms and condition and agreed to abide by them**

**Signature with seal of tenderer :-----**

**Name & address of the firm//tenderer :-----**

**Registration No. of firm/tenderer :-----**

**Part-II**

**Undertaking to be given by the tenderer for Comprehensive AMC of Air Condition System installed at admin building of PCNTDA and at Hon'ble CEO residence.**

Whereas The CEO, PCNTDA has called the tenders for AMC as per the enclosed  
SCHEDULE-B &Appendix No-II.

I/We hereby offer our tender at the rates given in the enclosed Appendix -II duly filled in and signed by me/us and hereby also affix my/our signature(s) below this tender voluntary and full acceptance of all the terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself/us.

Enclosed: SCHEDULE-B &Appendix-II

Signature of the Tenderer: \_\_\_\_\_

Name of the Tenderer / Firm: \_\_\_\_\_

Full address of the Tenderer with Seal/Stamps \_\_\_\_\_

Place:

Date:

# **PIMPRI-CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY**

TENDER FORM NO: \_\_\_\_\_

ELECTRICAL SECTION, PCNTDA.

DATED: \_\_\_\_\_

## **SCHEDULE-B**

**Name of work :- Estimate for providing fully comprehensive maintenance for the period of 1 year for the installed Air Conditioning System at new administrative building of PCNTDA and at Hon'ble CEO Residence.**

<b>Item No.</b>	<b>QTY</b>	<b>Description of Item</b>	<b>Unit</b>	<b>Rate (Rs.)</b>	<b>Rate in words (Rs)</b>	<b>Amount. (Rs.)</b>
1	7	Providing Annual comprehensive maintenance contract for 2 ton split/window unit as per terms and conditions. Job includes 1) Quarterly servicing 2) on call repair 3) replacement of all spares within 24 hours 4) Sending standby manpower for VIP movement The job exclude sheet metal work and plastic materials per specification AP-SER (3-11-4)	Each	7399	Seven Thousand Three Hundred And Ninety Nine Only	51793
2	24	Providing Annual comprehensive maintenance contract for 1.5 ton split unit as per terms and conditions. Job includes 1) Quarterly servicing 2) on call repair 3) replacement of all spares within 24 hours 4) Sending standby manpower for VIP movement The job exclude sheet metal work and pastic material as per specification AP-SER (3-11-3)	Each	6361	Six Thousand Three Hundred and Sixty One Only	152664
3	1	Providing Annual comprehensive maintenance contract for 1.5 ton window unit as per terms and conditions. Job includes 1) Quarterly servicing 2) on call repair 3) replacement of all spares within 24 hours 4) Sending standby manpower for VIP movement The job exclude sheet metal work and pastic material as per specification AP-SER (3-11-3)	Each	6361	Six Thousand Three Hundred and Sixty One Only	6361
<b>Total (In Words Rs Two Lack Ten Thousand Eight Hundred Eighteen Only )</b>						<b>210818</b>



## **Appendix No-II.**

### **TENDER FOR WORKS**

I/we hereby tender for the execution of work for the Pimpri-Chinchwad New Town Development Authority, the work specified in the Tender with Memorandum within the time specified in such memorandum at 

	%
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 / 

	%
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 the estimated amount (or in case of item, Rate Tenders at the rates specified therein) in accordance, in all respects, with the specifications, designs, drawings and instructions in writing referred to in rule Condition of Schedule 'A' and with materials as are provided for, by and in all other respects in accordance with such conditions as applicable.

#### **Memorandum**

**NAME OF WORK: Comprehensive AMC of Air Condition System installed at admin building of PCNTDA and at Hon'ble CEO residence**

- |                            |                 |
|----------------------------|-----------------|
| <b>1.</b> Estimated Amount | Rs. 2,10,818 /- |
| <b>2.</b> Earnest Money    | Rs. 2,500 /-    |
| <b>3.</b> Security Deposit | Rs. 5,000 /-    |

4. Time allowed for the work from the date of  
Written order to Commence the work -----12 (**Twelve**) Months.

I/ we have paid a sum of Rs 2,500 /- by DD in favour Pimpri-Chinchwad New Town Development Authority, Pune as Earnest Money and agree to its absolute forfeiture for any default, as provided for in the detailed tender notice.

I/ We agree that this offer shall remain open for acceptance for a minimum period of 120 days from the date of opening the same and thereafter until it is withdrawn by me/us by notice in writing duly addressed to the authority opening the tenders and sent by registered Post A.D. or otherwise delivered at the office of such authority.

Should this tender be accepted, I/We abide by and fulfill all items and provisions of the said conditions of the contract annexed hereto as far as applicable or in default thereof, forfeit and pay to the Development Authority the sum of money mentioned in the conditions.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2017.

Address:

#### **Contractor's Signature (with seal)**

The Above contract agreement is here signed by me after acceptance of the Tender by the C.E.O. on behalf of the Pimpri - Chinchwad New Town Development Authority, Akurdi, Pune 411 044.

**Chief Executive Officer,**  
Pimpri-Chinchwad New Town  
Development Authority, Akurdi.