

OFFICE OF THE COMMISSIONER OF CUSTOMS (SEAPORT)

**33, RAJAJI SALAI, CUSTOM HOUSE,
CHENNAI - 600 001.**

www.chennaicustoms.gov.in

F.NO: S31A/108/04 -CHS

Dated: June 2010

Notice Inviting Tender

Sub: Calling for tenders for AMC of Air Conditioners - reg.

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Sealed tenders are invited for Annual Maintenance Contract for 162 Air Conditioners installed in Custom House (including Docks Gates), 60, Rajaji Salai, Chennai for a period of One year (06.08.2010 to 05.08.2011).


The tender documents with the terms and conditions can be obtained on any working day between 10.30 a.m. to 05.00 p.m. from CHS Section, Ground Floor, Custom House, Chennai-1 or can be downloaded from the website www.chennaicustoms.gov.in The interested parties are requested to deposit the sealed bids superscribed "QUOTATION FOR AMC OF AIR CONDITIONERS" addressed to The Commissioner of Customs (Import), Custom House, Chennai-1.

The last date for submission of tenders is 15.07.2010 up to 05.00 p.m.

The Commissioner of Customs (Import) reserves the right to accept or reject any or all tenders without assigning any reasons.

Copy to :

EDI with a request to place on website.


(K.B. BHAT)
Joint Commissioner of Customs
(IMPORTS)

TENDER FOR AIR CONDITIONER MAINTENANCE

Sealed quotations are invited from **Authorised Service Providers** for maintenance of 162 nos of various brands of Air-conditioners (window & split Air Conditioner 1.5 T / 2 T) in Custom House, 60 Rajaji Salai, Chennai – 1 for a period of 1 year from - **06/08/2010 to 05/08/2011.**

CONDITIONS:-

1. This is a comprehensive maintenance contract including routine service & breakdown service including free replacements of parts, compressor, fan motor and blade, starting capacitor relay, air filter, gas charging and PCB Board. If any exclusions are to be specified, the contractor shall specify them in their bid.
2. The copy of relevant documents should be produced along with the tender application. Also the successful contractor should produce necessary documents such as solvency certificate (by Bank), Sales Tax, VAT Registration Certificate, PAN certificate.
3. The contractor shall ensure that the persons deputed by him are in specified uniform, punctual and remain alert and vigilant in performance of their duty. For the purpose of proper identification of these deployed employees, the contractor shall issue photo identity Cards/identification document of these personnel, etc. and they shall be duty bound to display the identity cards at the time of duty.
4. The Commissioner of Customs- (Imports-Sea Port) or any other person authorized by the Commissioner of Customs- (Imports-Sea Port) shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that they are doing their duties.
5. Two In-house high skilled Air Conditioner Technical Persons should be provided by the contractor on regular basis to receive and attend the complaints in the Custom House on all working days.
6. If the fault/defect is not rectified **within 4 hrs**, from the time of complaint, ~~the~~ else penalty @ Rs. 100/- per machine per day will be charged or deducted from the AMC amount. The contractor should have one window type A/C and one split Air Conditioner as standby all the time at the Custom House.
7. No charges will be paid in case of any transportation of the equipment for service. No alteration or modification should be allowed in the structure.
8. The party should possess all the spares readily in their service station. If any of the spare is not supported by the manufacturer/Distributors, as the same have been outdated and incase of any failure of such parts, the same should be brought to the notice of Customs well in advance and also the contractor should inform the Customs in advance of any materials to be stocked for use in emergency repair work.
9. The contract is not transferable. The agreed contract charges shall be payable pro-rata on a quarterly basis.
10. It shall be open to either party to terminate the contract by giving one-month notice in advance. However, in the event of any illegal activity or fraud committed by the contractor, the Commissioner of Customs shall have the right to terminate the contract immediately without any notice or hearing.

11. Regular preventive maintenance should be done on every quarterly basis, which would involve clearing of blower and condenser fans, air filter, evaporator, condenser coils and other equipments, as well as water wash and oil service. Latest tool kits shall be used for testing / servicing. The Contractor and Customs official shall mutually sign in the preventive maintenance report. **The agreed contract charges will be paid on completion of every quarter.** The bill for the every quarter should be enclosed with the preventive maintenance report, which is duly signed by both the parties. Payment will be made approximately 30 days from the time of receiving the Invoice/Bill. **No advance payment will be made for the AMC.** TDS will be deducted as per Government norms.
12. If any defective units are taken for service to the contractor service station for service and the same is not returned within 10 days, payment will not be made to the contractor though they have completed the preventive maintenance. Also the contractor shall be responsible for accountability for such units.
13. The rate quoted should be for one year per unit (exclusive of Taxes and Government Levies). Both annexure I and II are to be filled legibly.
14. In case of shifting the air conditioners to the contractors' site for further maintenance and repairs, the contractor shall hold responsibility for re-installing the same unit.
15. The quotation should be enclosed with each and every page of these terms and conditions signed and stamped by the Authorised signatory of the applying company. If this is not done, the quotation will be rejected.
16. This department reserves the right to modify or include any of the terms of this AMC at the time of execution of the contract and contract agreement. The Commissioner of customs reserves the right to include or exclude as many air conditioners from/to the said contract as he thinks fit any time **based on the efficiency of the contractor in maintaining the Air conditioners.**
17. The quotation should be submitted in a sealed cover with all technical details and dropped in the drop box kept at the ground floor, Reception Hall in Main Building, Custom House, 60 Rajaji Salai, Chennai – 1.
18. The last date for submitting quote is **15.07.2010 before 5.00 P.M.**
19. The Commissioner of Customs reserves the right to accept or reject any or all tenders without assigning any reason.

QUALIFYING BID DOCUMENT

1. Name of the Company:
2. Whether the Company is registered under ^{The} Companies Act, 1956 :
If, yes, Registration No.
3. Name of the Proprietor in case of proprietary company / firm
 - a) PAN No. :
 - b) VAT Registration :
 - c) Service Tax Return :
 - d) Sales Tax Return :
(relevant copies may be enclosed)
4. Address (with Telephone No. & e-mail (address proof copy may be enclosed)
5. Contact person & Phone No. :
6. (a) The number of years of experience in doing repairs/maintenance work of Air Conditioners to a Govt. Department.
(b) List of Clients including Govt. offices (give details alongwith proof)
7. Address of Workplace with area of premises.
(Address Proof copy may be enclosed)
8. Whether the Company has any legal suit / criminal case pending against its proprietor or any of its Distributors (in the case of Pvt. Ltd. Co.) or having been earlier convicted on the ground of moral turpitude or for violation of any laws? Give details.
9. Whether Authorised service Engineers for Air Conditioners
If so, for what brands
(enclose relevant copies)

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be black listed and will not have any dealing with the department in future.

[Signature of authorized signatory]

Annexure II

FINANCIAL BID

For Annual Maintenance Contract for Air Conditioners
including spares, gas filling, compressor repairing etc. as per
terms and condition no.1

Name of Company :

Address and Tel. No.

Charges per Air Conditioner per year

The Rates quoted should be written in figures and words as well.