



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666124 Extn. 116

Website: [www.icmai.in](http://www.icmai.in) e-mail: [lpcdelhi.convenor@icmai.in](mailto:lpcdelhi.convenor@icmai.in)

## Local Purchase Committee

### TENDER NOTICE

Ref: LPC/DEL/2022-23/AMC-AC

September 7th, 2022

**Last Date of Submission of Bid – 27<sup>th</sup> September 2022 on and before 3 PM.**

Reputed and reliable service provider from Delhi NCR are invited to offer their Rate for Comprehensive AMC of Air Conditioning system at CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003.

Sealed cover super scribed as “**Bid for AMC of Air Conditioning system at CMA Bhawan, New Delhi**” to be dropped in the Tender Box at 3<sup>rd</sup> Floor of CMA Bhawan. The same may be sent by post/courier which must reach the Institute within the stipulated date and time. The Envelope should be addressed to The Convener (LPC), The Institute of Cost Accountants of India, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi 110 003.

The details of the Comprehensive AMC of Air Conditioning system at CMA Bhawan are appended below:

Sl. No	Particulars Make Voltas, LG, Daikin, Blue Star etc & Capacity 1.0 ton, 1.5 ton, 2.0 ton & 2.5 ton	Quantity
1	Window Air Conditioners	10 No.
2	Split Air Conditioners.	34 No.
3	Cassette Air Conditioners	11 No.
	<b>Total</b>	<b>55 No.</b>

### Eligibility criteria:

- A) Bidder (other than MSME registered) must be a profit making organization in the previous three financial years. Copy of Income Tax Returns and Balance Sheet and Profit & Loss A/c A for the year 2018-19, 2019-20 and 2020-21 to be enclosed by bidders other than MSME registered bidders.

Date:

*Name and Signature of Bidder / printer with Corporate Seal*



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### Instructions for bidders –

- Before Submitting the Bids, interested vendors must visit the Institute to physically check the condition of the AC's installed at the Institute. The visit to be made during office hours 10.00 am to 5.00 pm during Monday – Friday except National Holidays. Contact details: of 09560813959/08860760801.
- The rates quoted shall be firmed and complete work, i.e. Comprehensive Annual Maintenance Contract (CAMC) for Air Conditioners and shall includes at least 4 Nos. of Services in a year, All Spare parts, Gas, PCB, Motor, Compressor and also visit on regular complaint (as and when required basis with short notice).
- The material delivered on site shall be cover-all guaranteed against all types of defects for a period of one year from the date of handing over and defect(s) found within this period shall be rectified, the defective equipment if required to be replaced, shall be replaced by the contractor free of cost. During this period any type of break down calls shall be attended immediately without any extra claim & rectified within hours in case of minor defects & in case of major defects within two days.
- The rate should be given initially for one year which may be extended for further period of two years for AMC on same rates and terms & conditions as quoted in current Financial Bid and Tender Document.
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- Adequate precaution shall be taken to prevent & safeguard danger from electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person.
- **No column should be left blank of the financial bid of the tender document. If there are no charges, please mention NA or Nil. If the same is left blank, the bid would be rejected on this ground.**

### Terms & Conditions:

- i) The price quoted by the bidder should remain valid for 180 days.
- ii) If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- iii) The repairing/replacement cost of all spares, materials shall be borne by the contractor, if not, the same to be indicated with cost in the Technical Bid.
- iv) In case of carrying out any equipment outside the building, viz., Institute for repair work, the contractor shall be required to make alternative arrangement till the repaired part is replaced.

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- v) Canvassing in any form in connection with the contract is strictly prohibited.
- vi) Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- vii) Once the order is placed, it will be the vendors' responsibility to make all the AC machine functional; all the time. Any additional cost incurred for completing the assignment and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- viii) The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- ix) Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- x) Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute to arrive at its own decision about such bids.
- xi) The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- xii) The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- xiii) Upon being selected as the successful bidder and being awarded the Order, the bidder is expected to reply to all complaints that may be raised by the Institute from time to time.
- xiv) The participating bidder has to submit this tender document signed and sealed on each page as acceptance of the terms and conditions mentioned herein.

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- xv) Any damage is caused to any equipment/or items available at the office premises due to negligence of the contractor's work force shall be entirely on contractor, the amount so involved on this account shall be deducted from the payment due to contractor.
- xvi) The vendor shall have to make his own arrangements for storage of materials required while performing the work and Institute in any manner shall not be held responsible for the storage and safe custody of the said materials at work site.
- xvii) The order will be placed for the best interest of the Institute.

### **Payments**

- No advance payment will be made. Payment will be made on quarterly basis after completion of satisfactory supply and submission of invoice / bill in hard copy. Taxes will be paid as applicable.
- The payment will be made in electronic mode only within 15 days of submission of bills.

### **Submission of Bids** – Single Bid System:

Single Bid System shall be followed for this tender. Bidder should take due care to submit tender in accordance with requirement in sealed covers. Bid Evaluation Criteria, shall be the basis for evaluation of tenders. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and request for any subsequent alterations/modifications will not be entertained. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions. Submission of the bids amounts to acceptance of all terms and conditions mentioned therein.

One Firm can submit only one bid. If a Firm submits more than one bid, all the bids submitted by that Firm will be rejected.

**The quotations must be submitted on and before 3 PM of 27th September 2022**

Date:

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### Annexure – I

#### Technical bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment	
3.	PAN No (attach proof)	
4.	GSTN No. (attach proof)	
5.	Contact person & Mobile number	
6.	Full address of the office With Email Address	
7.	Income Tax Return for the year (Copy attached) 2020-21 2019-20 2018-19	
8.	Whether supplied/installed the same work at Govt. Departments/Ministries/PSU/Autonomous bodies during last three years ending March 2022. (attach proof)	
9.	Additional Information (if any)	
10.	RTGS Bank Account Details (copy of cancelled cheque required)	

#### Declaration:-

I, \_\_\_\_\_, hereby certify that “I am not debarred by Department of Commerce or Ministry/Department concerned.”

Date:

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## Local Purchase Committee

### Annexure - II

#### (A) FINANCIAL BID

Quotation for comprehensive AMC for Air Conditioners installed in CMA Bhawan, New Delhi.

Sl. No	Particulars Make Voltas, LG, Daikin, Blue Star etc & Capacity 1.0 ton, 1.5 ton, 2.0 ton & 2.5 ton	*Amount for One Air Conditioner (in Rs.)	Quantity	*Amount (in Rs.)	Taxes (in Rs.)	Total Amount (in Rs.)
A	B	C	D	E=C x D	F	G=E+F
1	Window Air Conditioners		10 No.			
2	Split Air Conditioners.		34 No.			
3	Cassette Air Conditioners		11 No.			
	<b>Total</b>		<b>55 No.</b>			

#### Note:

**\*Amount-** This column should include Cost for Comprehensive AMC of AC which includes Four Services, All Spare parts, Gas, PCB, Motor, Compressor and regular complaint visit (as and when required basis with short notice).

**\*\* Amount must be quoted in the format given. No other format is acceptable.**

Date:

*Name and Signature of Bidder / printer with Corporate Seal*