



# 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 24666100 Extn. 123

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/2024-25/AMC-AC

**Last Date has been extended upto Thursday, 06th June 2024 (till 11:00 AM)**

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

Sealed cover super scribed as “Bid for AMC of Air Conditioners at CMA Bhawan, New Delhi” to be dropped in the Tender Box at Ground 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 detail of the AMC of Air Conditioners at CMA Bhawan is appended below:

Sl. No	AC Type	Weight (In Ton)	No. of A/C
a	Window A/C	1.50 Ton	5
b	Split A/C	1.50 Ton	16
c	Split A/C	1.00 Ton	1
d	Cassette A/C	2.00 Ton	4
e	Cassette A/C	3.00 Ton	3
f	Cassette A/C	1.50 Ton	4
	<b>Total</b>		<b>33</b>

#### **Eligibility criteria:**

- A) Bidder ( ) 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 2020-21, 2021-22 and 2022-23 to be enclosed by bidders

#### **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:  
**Mr. Sandeep – Mobile no: 8860760801**
- The rates to be offered should include **Comprehensive** AMC of AC which includes at least four Services in a year, All Spare parts, Gas, PCB, Motor, Compressor must be new & branded products and also visit on regular complaint (as and when required basis with short notice).

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



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- 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 on satisfactory performance of resources as quoted in current Financial Bid and Tender Document. Taxes as applicable will be extra.
- 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 is 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 90 days.
- ii) If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered/ rejected by the LPC.
- 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.
- 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.

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- 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.
- 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 extra as applicable.
- The payment will be made in electronic mode only within 15 days of submission of bills.

### Penalty

Time is the essence of the services. The minor repairs will be completed within 8 hours (i.e. servicing, small repair works, gas filling which does not require any bought out material). The major repair work (PCB & Compressor problems) is to be completed in all respects in 3 (Three) days from the date of Complaint. In case of any delay beyond 8 hours for minor & 3 days for major repair works, supplier has to arrange standby AC. If fails to arrange standby AC, penalty will be imposed @ 1% of the contract value per day of delay of the particular quarter.

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

**Last Date for submission of quotation has been extended upto Thursday, 06th June 2024 (till 11:00 AM)**



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## Local Purchase Committee

### Annexure - I

#### Technical bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2	Contact person & Mobile number	
3	Full address of the office With Email Address	
4	Balance Sheet and Profit & Loss a/c for the year (Copy attached) 2020-21, 2021-22 2022-23	
5	Income Tax Return for the year (Copy attached) 2020-21, 2021-22 2022-23	
6	Additional Information , if any (attach separate Sheet if required)	
7	Details of GSTN	
8	RTGS Bank Account Details	
9	PAN Number	
10	Reference of client where providing services (at least 2) Name of the PSU/ Bank/ Govt Name of the Official with Designation Email id and Contact Number	Attached separate sheet (signed and stamped), if required
11	Satisfactory Certificate (at least 3 parties) to be submitted	



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### Declaration:-

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

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### Annexure - II

#### (A) FINANCIAL BID

Sl. No	AC Type	Weight (In Ton)	No. of A/Cs	*Amount	Taxes	Total Amount	
a	Window A/C	1.50 Ton	5				
b	Split A/C	1.50 Ton	16				
c	Split A/C	1.00 Ton	1				
d	Cassette A/C	2.00 Ton	4				
e	Cassette A/C	3.00 Ton	3				
f	Cassette A/C	1.50 Ton	4				
	<b>Total</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.

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