



OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX
3RD Floor, Aayakar Bhavan, Mumbai – 400 020.

DATED: 08.03.2019

NOTICE INVITING TENDER FOR
CSMC OF AIR CONDITIONERS

For and on behalf of Principal Chief Commissioner of Income-Tax, Mumbai, tenders in sealed envelope are invited from eligible bidders for Comprehensive Service & Maintenance Contract (CSMC) for 97 Air Conditioners (Window/Split) conforming to the Terms and Conditions mentioned in the enclosed Tender Document.

2. Last date for submission of tender is 26.03.2019 at 3.00 P.M in the Office of ITO(HQ)-(Tech), Mumbai at Room No. 43, Aayakar Bhavan, M K Road, Mumbai – 400 020. The bid will be opened on the same day at 3.30 P.M by the Committee constituted for the purpose in the presence of tenderers or their Authorized Representatives who may wish to remain present.

3. Tender Document containing Terms & Conditions for the contract may be collected from the Office of the Income-Tax Officer (HQ)-Tech to Pr. CCIT, Mumbai at Room No. 43, Aayakar Bhavan, M K Road, Mumbai-20 and the same is also available on www.incometaxmumbai.gov.in & www.incometaxindia.gov.in



(Pramod Nikalje)
Addl. CIT Rg. 12(1), Mumbai &
Chairman, Service Contract Committee
For and on behalf of Pr. CCIT, Mumbai

LIMITED TENDER ENQUIRY

LAST DATE: 26.03.2019 at 3.00 p.m

TENDER NOTICE FOR INVITING BIDS FOR COMPREHENSIVE SERVICE MAINTENANCE CONTRACT OF AIR CONDITIONERS

Sealed tenders are invited from Bidders qualifying the eligibility criteria and other terms and conditions mentioned hereunder for Comprehensive Service & Maintenance Contract (CSMC) of 97 Air Conditioners (Window/Split) installed in the office of Pr. CCIT, Mumbai at Aaykar Bhawan, M K Road, Mumbai-20 for a period of one year starting from the date of award of contract. The Contract may be extended further at the discretion of the O/o Pr. CCIT, Mumbai.

A. GENERAL TERMS & CONDITIONS

- (i) Two separate bids viz. Technical Bid and Financial Bid are to be submitted by each Bidder.
- (ii) The Financial Bid will be opened only if the Bidder fulfils the eligibility criteria and conditions stipulated in the Technical Bid.
- (iii) Technical Requirements :-
 - (a) The Bidder must have three years experience of successful execution of work of Comprehensive Service & Maintenance Contract (CSMC) of **more than 50 Air Conditioners** in any Central/State Govt. Department/Local Authorities/Public Sector Undertaking; **Copy of three years satisfactory performance certificate alongwith a copy of bill for each year must be enclosed with the Technical Bid.**
 - (b) The Bidder must have a valid PAN and GST No. and copy of both should be submitted alongwith the Technical Bid.
 - (c) General details as per Annexure "A" with requisite enclosures shall be submitted alongwith the Technical Bid.
 - (d) A general undertaking that all terms & conditions of this Bid Document are acceptable to the Bidder is annexed as Annexure 'B

to this document. This needs to be signed by an authorized signatory of the Bidder and shall be submitted alongwith the Technical Bid.

- (iv) The rate shall be quoted in the prescribed Performa for Financial Bid (Annexure 'C').
- (v) No demand for revision of rate on any account shall be entertained during the contract period.
- (vi) In the event of acceptance of the bid, the bidder, after receiving the award of the contract, shall enter into an agreement with the Income-tax Department, Mumbai which shall be governed by the terms and conditions/scope of work given in the bid document.
- (vii) The number of air conditioners is 97 (Window/Split) which is liable to increase or decrease at the sole discretion of the department during the period of the contract.
- (viii) In case the selected bidder fails to cope up with the workload or does not render satisfactory services, the contract awarded to him shall be cancelled after serving notice allowing 15 days time period. In this connection, the decision of the Department shall be final and binding on the bidder.
- (ix) In case, there is any dispute relating to this contract, the same shall be resolved through an arbitrator nominated by the O/o Pr. CCIT, Mumbai. The Contract shall be subject to the Indian Laws and the jurisdiction of the courts and tribunals in Mumbai.
- (x) The office of Pr. CCIT, Mumbai shall have the sole right to cancel bid/tender at anytime without assigning any reason.

B. SCOPE OF WORK

The scope of work covers Comprehensive Service & Maintenance Contract of Air Conditioners of different Make & Model. The maintenance will be provided from 9.30 hours to 18.00 hours (Monday to Friday) normally. However, in

case of exigencies, services are to be provided beyond the above timings and also on holidays .The work also includes:

- (a) monthly preventive and corrective maintenance including cleaning of air conditioners;
- (b) filling of refrigerant, coolant or other gases required for keeping the air conditioners in working conditions.
- (c) providing necessary repairs and replacement of defective/damaged parts, components and other accessories free of cost. The parts/components/other accessories used for repair/replacement by the agency will be new and of the same/equivalent or higher make and functional capability as originally available in the air conditioner.
- (d) A register shall be maintained by the vendor for the monthly maintenance work which shall be countersigned by the Head of Office of each section.
- (e) A Log book shall be maintained by the Contractor and the same shall contain, date & time of complaint and date & time on which it attended and nature of work carried out, which shall be countersigned by the Officer/Official of respective section which made such complaint.
- (f) All the complaints received shall be attended and closed by the Contractor in following manner:-
 - (i) Minor faults within 4 working hours.
 - (ii) Major fault within 8 working hours of receipt of complaint.
- (g) Any damage or loss caused to the air conditioners or any other office goods/things/item due to negligence and mishandling of Contractor shall be recovered from the Contractor either by payment in prevailing market rate of that item or by a new one of the same make and specifications;
- (h) It shall be the responsibility of the Contractor to make all the air conditioners work satisfactorily throughout the contract period and to hand over the air conditioners in working condition to the Authority after expiry of the Contract.

C. PERIOD OF CONTRACT

The contract shall be valid for a period of one year, starting from the date of award of contract. The Contract may be extended further at the discretion of the O/o Pr. CCIT, Mumbai.

D. PENALTY

- (i) If any complaint is not attended within 12 working hours then the Contractor shall be liable for penalty @ Rs.1000/- for such default.
- (ii) If the Contractor fails to repair the air conditioner within 3 days then this office is at liberty to get the air condition repaired from other parties and the expenditure incurred thereon shall be recovered from the AMC Vendor, apart from the penalty levied as stated above. This may even entail termination of the Contract
- (iii) If the default mentioned in clause(i) above is committed for more than five times or default mentioned in clause(ii) above is committed for more than three times then that may entail termination of the Contract.
- (iv) Penalty shall be deducted from the running payments.

E. PAYMENT

- (i) No advance payment would be made in any case. However, quarterly payment after completion of each quarter shall be made on due certification of satisfactory services by the Authorized Officer in the Office of Dy. Commissioner of Income-tax (Finance), Mumbai.
- (ii) The Bidder will not have any legal right to proceed against the Department in the event of late payment due to unforeseen reasons.

F:- DATE & TIME OF FILING AND OPENING OF BIDS

- (1) The interested bidders should submit their tender in sealed cover duly super scribed with "**Bid for COMPREHENSIVE SERVICE MAINTENANCE CONTRACT OF AIR CONDITIONERS**" and send to the office of ITO (HQ)-Tech, Mumbai, Room No. 43 at the earliest but not later than 3.00 pm on 26.03.2019.
- (2) The sealed bids shall be opened at 3.30 P.M on the same day.
- (3) For any clarification, the Bidders may contact the office of ITO (HQ)-Tech, Mumbai, Room No. 43, Aayakar Bhawan, Mumbai.

ANNEXURE 'A'

(To be filled by the authorized signatory of the firm/concern and to be put in the sealed envelope)

1	Name of the organization/concern	
2	Name of the Proprietary/Partners/ Directors	
3	Complete address with telephone No. fax No. & e mail ID	
4	Whether registered under GST (If yes, pls. furnish copy of the same)	
5	PAN of the organization/business entity with a copy of the same	
6	Copy of three sale bills for last 3 years (1 bill for each year) in support of the claim that he is providing services to Central/State Govt. Department/ Local authorities/ Public Sector Undertakings.	
7	Copy of 3 years certificate for satisfactory completion of work carried out as stated above.	
8	A copy of work order for CSMC of 50 or more air conditioners	

List of documents Attached:

- 1)
- 2)
- 3)
- 4)

TENDER NOTICE FOR CSMC OF AIR CONDITIONERS

ANNEXURE-B

**DECLARATION REGARDING ACCEPTANCE OF TERMS AND CONDITIONS
CONTAINED IN THE TENDER DOCUMENT**

To,

The Commissioner of Income-tax (Admn. & TPS)
3rd Floor, Aayakar Bhawan,
M K Road,
Mumbai – 400 020.

Sir,

I have carefully gone through the Terms and Conditions contained in the Limited Tender Enquiry Notice dated _____ regarding Tender Notice for Comprehensive Service & Maintenance Contract (CSMC) of 97 Air Conditioners (Window/Split). I declare that all the Terms and Conditions of this Tender Enquiry Notice are acceptable to my concern/firm/company. My firm/company/concern does not have any terms and conditions of its own in respect of quotation/bid being submitted for Comprehensive Service & Maintenance Contract (CSMC) of 97 Air Conditioners (Window/Split). I further certify that I am an authorized signatory of my company/firm/concern and am, therefore, competent to make this declaration. I also understand that the office of the Pr. Chief Commissioner of Income tax, Mumbai does not bind itself to accept the lowest tender and also reserves the right to reject any quotation/bid without assigning any reason(s) whatsoever.

Signature of authorized signatory

TENDER NOTICE FOR CSMC OF AIR CONDITIONERS

ANNEXURE 'C'

1	Name & address of the Bidder	
2	Contact No.	
3	Rate in rupees per page (including taxes) for CSMC of one Air Conditioner.	
4	Grand total (for 97 Air Conditioners)	

(NAME & SIGN OF THE AUTHORIZED SIGNATORY)

For and on behalf of Principal Chief Commissioner of Income-Tax, Mumbai
Tenders in sealed envelopes are invited for the contract for CSMC of Air Conditioners (1-4 below/Sale)
Service & Maintenance Contract for CSMC of Air Conditioners (1-4 below/Sale)
conforming to the Terms and Conditions mentioned in the enclosed Tender
Document.

2. Last date for submission of tender is 26.03.2019 at 3.00 P.M. in the Office of
ITO(HQ-Tech), Mumbai at Room No. 43, Aayakar Bhawan, 14 K Road, Mumbai -
400 020. The bid will be opened on the same day at 3.30 P.M. by the Committee
constituted for the purpose in the presence of tenderers or their authorized
Representatives who may wish to remain present.

3. Tender Document containing Terms & Conditions for the contract may be
collected from the Office of the Income-Tax Officer (HQ) Techno Park, CCIT, Mumbai
at Room No. 43, Aayakar Bhawan, 14 K Road, Mumbai-20 and for same it will
be available on the website of the Income Tax Department.



Principal Chief Commissioner
Addl. CIT (HQ) Techno Park
Chairman, Service Contract Committee
For and on behalf of P. CCIT, Mumbai