

**RASHTRIYA ISPAT NIGAM LIMITED  
VISAKHAPATM STEEL PLANT  
BRANCH SALES OFFICE, AHMEDABAD**

Ref : Rinl/Mktg/Ahmd/2016-17/73

15.09.2016.

**NOTICE INVITING TENDER**

**ANNUAL MAINTENANCE CONTRACT FOR SPLIT AIR CONDITIONERS AT BSO,  
AHMEDABAD**

**Rashtriya Ispat Nigam Ltd, Visakhapatnam Steel Plant (VSP)** wish to enter into Annual Maintenance Contract for the following Split air conditioners. The description and make of the air conditioners are given in the annexure enclosed:

**At Branch Sales Office : Five (5) Nos**

**TERMS & CONDITIONS**

1. **Period of Contract** : The contract is initially for a period one year from the date of work order.
2. Tenders shall have to submit Earnest Money Deposit (EMD) of Rs 500/- ( Rs five hundred only by way of Demand Draft/Banker's cheque only drawn on any commercial bank in favour of Rashtriya Ispat Nigam Ltd ( A/c. Purchaser's name) payable at Ahmedabad. Quotation without EMD of Rs 500/- shall not be considered under any circumstances. EMD of unsuccessful bidders shall be refunded within 15 days after expiry of the validity period of the offer. The EMD of the successful tenderer will be retained and converted into a Security Deposit(SD) and will be kept through the contract period and refunded after completion of the Contract.
3. The Security deposit is fixed as Rs 5000/- or 5% value of the contract whichever is less and shall be submitted within 15 days from the date of LOI in the forms of DD/Banker's cheque drawn on any commercial bank in favour of Rashtriya Ispat Nigam Ltd and payable at Ahmedabad. While calculating the SD, the EMD may be considered and the balance amount only needs to be deposited as SD. In case of failure to submit the SD in the stipulated time, the EMD submitted shall be forfeited. The SD will be forfeited, if the contract is short closed due to non performance of the Contractor. No interest shall be payable on the EMD/SD.
4. The AMC which shall be comprehensive shall include the following clauses:
  - a) Maintenance service shall consist of preventive and corrective maintenance of all spares including air filter, evaporator coil, condenser coil, electrical control panels, all electrical components, fan motor, compressor, sheet metal parts etc.,
  - b) Maintenance service shall cover checking of the stabilizer, tripper switch, electrical power point for the ACs. which should be checked on regular basis.

- c) One mandatory visit should be made every third month on convenient date to ensure smooth functioning of the ACs. Any break down calls should be attended immediately during normal office working hours.
- d) Maintenance service shall cover checking of the stabilizer, tripper switch, electrical power point for the ACs. which should be checked on regular basis.
- e) The ACs should be fully overhauled by taking it to the service station wherever required. However for the above, the transportation shall be free of cost and no amount shall be paid extra on this account.

All tenderers are requested to inspect the ACs before quoting and furnish a declaration that they have understood the terms and conditions of the contract. This declaration should accompany your quotation for AMC, as per the format enclosed

- 5. In the event of VSP wishing to transfer the ACs to other locations within the Office, the movement shall be effected by your service staff at the convenience of VSP.
- 6. You shall ensure that the air conditioners are not down and it attended to, under the maintenance contract within 6 hours of communication to the service department. VSP reserves the right to get the rectification done by an external agency and charge it to the contractor, if the repairs are not carried out within a reasonable time.
- 7. Payment terms : Payment shall be made on Quarterly basis after satisfactory completion of service. Bills should be submitted to the Branch Sales Office along with the service call sheets of the mandatory visits and break down calls duly signed for satisfactory working of the air-conditioners.
- 8. Service Tax : Service Tax as applicable shall be paid extra. Tenderers are required to submit a copy of the SERVICE TAX REGISTRATION CERTIFICATE along with the tender.
- 9. VSP may terminate the contract without assigning any reason whatsoever at any time by informing the company of their intention in writing.
- 10. SUB CONTRACTING AND TRANSFERRING  
You shall not sublet or transfer the work awarded to you, to any other agency or company. You shall not assign the contract or any part thereof, to others.
- 11. Mode of submission of tender:

The tenderer shall submit the tender in two separate envelopes clearly marked **technical bid** (Part-I) and **price bid** (Part-II) both signed and sealed and then put them in a master envelope superscribing 'Tender for Air Conditioners' and drop the same in the tender box kept at our Ahmedabad Office address mentioned above on or before the due date and time.

a) **Technical bid (Part-I):**

Technical bid shall contain EMD, invitation to tender and instructions to tenders, terms & conditions of the contract all signed & sealed, any other documents, if any you wish to submit.

b) **Price bid(Part-II):**

Only price bid (schedule of rates) in the prescribed format should contain in this envelope duly signed with official seal of the tenderer. No other document is to be kept in this envelope.

Master envelope (envelope 3) containing technical bid (Part-I) and price bid (Part-II) superscribing 'Tender for Air Conditioners' to be dropped at the tender box kept in our Office latest by 3 pm on 10.10.2016. The Technical Bid will be opened and evaluated at 3.30 pm on the same day. Only those who qualify in the technical bid will be intimated in due course about the price bid (Part-II) opening and those tenderers who chose to be present during opening of price bid can be done so. The offers which are not qualified at the technical bid stage will be rejected and their price bid will not be considered for opening.

12. You are requested to quote your best rate against each air conditioner in the annexure and send the same to our above office address in sealed envelopes superscribing '**TENDER FOR AMC OF AIR CONDITIONERS**'. The last date for submission of the tender is on or before 10.10.2016 by 3.00 pm and the Technical Bid will be opened immediately thereafter.
13. Tenderers are allowed to inspect the Air Conditioners before quoting on any working day. except the tender opening day, between 9.00 am to 4.00 pm with prior appointment.
14. In the event of any of the air-conditioners gets replaced with a new one during the contract period, AMC for that particular machines stands withdrawn from the contract since the new machine would be under warranty and AMC charges for the old machine would paid proportionately up to the date of replacement.
15. VSP reserves the right to cancel/postpone the tender or award the entire work or part thereof to any party without assigning any reason whatsoever. Decision of VSP in this regard shall be final and binding.
16. You may please submit the terms and conditions of this tender duly signed and sealed as a token of your acceptance.
17. Incomplete offers/offers received through FAX are liable to be rejected. VSP will not be responsible for delay in receipt of offers sent by courier/post.

  
Sr.Branch Manager

**TERMS AND CONDITIONS TO BE READ ALONG WITH TENDER TENDER TERMS AND  
CONDITONS**

- a) Air conditioning unit should be thoroughly checked initially before service, for temperature, amperage and noise.
- b) Air filter should be cleaned.
- c) Evaporator coil should be checked and cleaned. Condenser coil should be checked.
- d) Electrical control panel should be checked.
- e) All electrical components, such as Running Capacitor, Starting Capacitor, Fan Capacitor, Relay, Over load projector should be inspected visually for any damages.
- f) Fan motor should be checked and lubrication of the fan motor should be done.
- g) Compressor should be thoroughly checked.
- h) Unit should be cleaned for any dust and slime.
- i) After service, front panel should be cleaned and checked for any defect.
- j) A/c unit should be tested and thoroughly checked for temperature and working efficiency after service.
- k) Servicing of the ACs should be done once in 3 months (i.e., 4 services a year). Any break down called should be attended with immediate response on normal working hours (i.e., 9.00 am to 5.30 pm, Monday to Saturday).
- l) Free transportation : The transportation shall be free whenever the ACs is/are taken to your service station for overhauling or any major repairs.
- m) Free commissioning : Commissioning should be done by your mechanic after overhauling/repairing/reinstallation at free of cost.
- n) Free gas charging : Gas charging should be done, if there is leak in the system at your service station.
- o) Free compressor : In case of compressor failures, the compressor should be replaced for the ACS free of cost at your service station.
- p) Free condenser coil : In case of condenser coil failure, the same should be replaced free of cost at your service station.
- q) Free sheet metal parts : In case of rusting of sheet metal parts, the same should be replaced free of cost at your service station.
- r) Free spares : In case of failure of any other spares, the same shall be replaced free of cost at your service station.
- s) Free electrical wiring : All ACs internal wiring should be attended free of cost.
- t) Free fan motor : Any winding/bearing problems should be attended to and will be repaired/replaced free of cost.
- u) Free chemical washing : During overhauling of the ACs, chemical washing should be done free of charge.
- v) Free labour : There should be no labour charges levied for ACS in comprehensive contract.



**RASHTRIYA ISPAT NIGAM LIMITED  
VISAKHAPATNAM STEEL PLANT  
NBCC HOUSE, 1<sup>ST</sup> FLOOR,  
NR. SAHJANAND COLLEGE, AMBAWADI  
AHMEDABAD 380 015**

**TENDER REFERENCE NO.: Rlnl/Mktg/Ahmd/2016-17/ 73 Dated 15.09.2016**

**TENDER DUE DATE : 10.10.2016 (3.00 PM)**

**DETAILS OF AIRCONDITIONERS IN WORKING CONDITION**

Sl.No.	MAKE	CAPACITY	No. of units.	AMC AMOUNT PER YEAR (Rs.)
1	CARRIER AIR CON	1.5 tons	3 Nos.	
2	CARRIER AIR CON	2.0 tons	2 Nos.	

**DECLARATION**

We hereby declare that we have inspected all the above air conditioners before quoting against the tender for Annual Maintenance Contract.

We also declare that we have understood the terms and conditions of the tender and we accept the same.

**Place :**  
**Date :**

**Authorised signatory  
with seal**