



# MUMBAI DISTRICTS AIDS CONTROL SOCIETY

Established by

MUNICIPAL CORPORATION OF GREATER MUMBAI



Regd. No. 891/98

MDACS/Quo/011 /PO-AO

Date: 16 / 10 / 2020

To,

Dear Sirs,

**Sub: Invitation for quotation for Comprehensive Annual Maintenance Contract for Air Conditioning Plants, Window ACs, Split ACs of MDACS office.**

1. You are invited to submit your most competitive quotation for Comprehensive Annual Maintenance Contract for Air Conditioning Plants, Window ACs, Split ACs of MDACS office:

Sr. No.	Brief Description of work	Specifications	Unit	Contract Period	No. of services	Place of work
1	CMC to AC Plant (HITACHI) (MDACS Main Office)	Separate Sheet attached	6 units	Two years	72	MDACS Office
2	CMC of Window ACs (Annex)		6 Units		72	
3	CMC to Split ACs (Annex Office Building)		9 units		108	

**\*Note: No restriction of break down or emergency calls.**

**2. Bid Price**

- a. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out
- b. All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c. GST in connection with the sale shall be shown separately.
- d. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e. The Prices shall be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation.

Acworth Complex, R. A. Kidwai Marg, Wadala (West), Mumbai – 400 031.  
Tel No. 24100246/47 Telefax: 24100250 Email: mumbaimacs@gmail.com,



**Life is precious ... .. Stop HIV/AIDS  
Keep the Promise**

4. **Validity of Quotation**

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission. The withdrawal of the offer before validity period will entail forfeiture of EMD.

5. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed; and

- a) Conform to the specifications
- b) Conform to the terms and conditions

The quotations would be evaluated for each item separately or together whichever is beneficiary.

GST in connection with services / sale of goods shall be taken into account in evaluation.

6. **Award of Contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

6.1. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

6.2. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

7. **Incomplete, irregular, unsealed, unsigned and quotations received after the due date and time will not be considered.**

8. **The quotation shall be enclosed in sealed envelope sealed with sealing wax only pasting on envelope will not suffice and such quotations will not be accepted.**

9. The Quotationer must fill up the rates in the format given along with the Quotations notice. The quotation must be stamp and signed by authorized person. **If it is filled up in any other format, the same shall be rejected outright.**


10. The Quotationer must submit the **EMD of Rs. 7,500/- by Demand Draft. The Demand Draft should be drawn in favor of Mumbai Districts AIDS Control Society.** The withdrawal of the offer before validity period will entail forfeiture of EMD. The EMD should be paid upto 3.00 p.m. one day prior to the opening of the Quotation. A copy the EMD Receipt should be kept should along with quotation. EMD Receipt no. should be mentioned on the Envelope.

11. Attested copy of valid registration made by manufacturing firm for the offered product with Directorate General of Supplies & Disposal (D.G.S. & D) or Small Scale Industries (S.S.I of Maharashtra ) or National Small Scale Industries Corporation

(N.S.I.C) should be submit, if applicable. If firms of any of these Small Scale Industries categories wish to enjoy any preference declared by Maharashtra Government Resolution under which they are entitled for preferences should be submit along with Registration Certificates failing which they shall be treated at par with other bidders. This preference shall invariably be applicable to the manufacturers for the specific product as per technical specifications of this tender. Exemption for submission of EMD will also applicable to concern distributor.

12. Copy of GST Certificate should be submitted.
13. Copy of PAN card with photograph should be submitted.
14. The Quotationers must attach the copies of work orders for last 3 years in support of performance.
15. The quotationer shall also submit a list of Engineers / mechanics along with qualifications etc.
16. **Performance Security:**  
The successful bidder will have to pay 5% as Security Deposit by Demand Draft on the cost of the work order within 30 days from the receipt of work order. If fail to pay the Security Deposit within stipulated period, the contractor will be charged extra Rs. 100/- as a penalty.  
  
Security Deposit will be refunded after two months from the satisfactory completion of contract period.
17. **Penalty**
  - 17.1. Additional emergency service shall be given during the period of contract without any extra charges on receipt of intimation in writing or on phone within 24 hours failing which penalty @ Rs. 10/- per hour will be charged beyond 24 hours. In case the contractor does not rectify the defects & restore the system within 48 hours the work will be carried out from open market at his risk & cost and such cost shall be recovered from the contractor
  - 17.2. Failure of the supply – Earnest Money Deposit cum contract deposit will be forfeited and the material will be purchased at the risk and cost of the suppliers. contract shall be terminated by following due procedure of law.
  - 17.3. Variation in specification – material will be rejected and cost of the said recovered from the supplier.
18. Payment shall be made within 30 days from the receipt of bill along with report of the service with stamp and signature of authorized person as acknowledgement.
19. As per prevailing rules TDS / SGST / CGST will deducted at source towards income tax / SGST / CGST from all the bills submitted to the department. The TDS / SGST / CGST certificate shall be generated on line by Finance section of Mumbai Districts AIDS Control Society

20. Normal commercial warranty / guarantee shall be applicable to the spare parts if replaced / provided.
21. The successful contractor shall execute an written contract on Stamp Paper of Rs. 200/- on receipt of work order within 30 days. Failed to submit the paper the bills will not be certified for payment.
22. **Last Date and time of receipt of quotations:**  
The Quotationer must fill up the rates in the format given along with the Quotations notice. Quotationer should submit their sealed Quotation in sealed envelope sealed with sealing wax only duly super-scribed on the envelope as **"Invitation for quotation Comprehensive Annual Maintenance Contract for Air Conditioning Plants, Window ACs, Split ACs of MDACS office"**, due on 29 . 10 .2020 latest by 1.00 p.m. which will be opened on the due date at 3.00 p.m.
23. We look forward to receiving your quotations and thank you for your interest in this project.

  
08/10/2020  
Admin. Officer  
MDACS

  
Addl. Project Director  
MDACS  


**SPECIFICATIONS FOR AWARDING CONTRACT FOR MAINTENANCE OF AIR CONDITIONING SYSTEM AT THE MDACS OFFICE**

1. Each air-conditioning unit will be provided routine maintenance service during the period of contract as follows:

Sr. No.	Particulars	Unit	No. of services	Total No. of services in a 2 years
1	CMC to AC Plants (HITACHI) (MDACS Main Office) <b>AC Plant No.:</b> 1. MDACS / FA 2017-18 / AC (HITACHI) 01 2. MDACS / FA 2018-19 / AC (HITACHI) 02 3. MDACS / FA 2016-17 / AC (HITACHI) 03 4. MDACS / FA 2016-17 / AC (HITACHI) 04 5. MDACS / FA 2017-18 / AC (HITACHI) 05 6. MDACS / FA 2016-17 / AC (HITACHI) 06	6 nos.	Once in 2 months i.e. 12 services per machine by default in 2 years	72
2	CMC of Window ACs (Annex) <b>Window AC No.:</b> 1. MDACS / FA 2004-05 / AC (W) 02 2. MDACS / FA 2004-05 / AC (W) 04 3. MDACS / FA 2004-05 / AC (W) 05 4. MDACS / FA 2004-05 / AC (W) 08 5. MDACS / FA 2018-19 / AC (W) 12 6. MDACS / FA 2018-19 / AC (W) 13	6 nos.	Once in 2 months i.e. 12 services per machine by default in 2 years	72
3	CMC to split ACs (Annex Office Building) <b>Split AC No.:</b> 1. MDACS / FA 2010-11 / AC (S) 11 2. MDACS / FA 2010-11 / AC (S) 12 3. MDACS / FA 2016-17 / AC (S) 19 4. MDACS / FA 2016-17 / AC (S) 20 5. MDACS / FA 2016-17 / AC (S) 11 6. MDACS / FA 2016-17 / AC (S) 22 7. MDACS / FA 2016-17 / AC (S) 23 8. MDACS / FA 2016-17 / AC (S) 24 9. MDACS / FA 2017-18 / AC (S) 25	9 nos.	Once in 2 months i.e. 12 services per machine by default in 2 years	108

**\* Note:**           **1) The nos. of machines may vary.**  
                              **2) No restriction of break down or emergency calls.**

2. The nature of contract will be of comprehensive annual maintenance contract i.e. inclusive of cost of spare parts and other items.
3. The routine servicing will cover the following:
- *Checking motor bushing*
  - Ground connections
  - Checking connection of the main plug.
  - Checking of blower & condenser fan
  - Cleaning air filter
  - Cleaning the evaporator & Condenser coils

- Checking of equipments
  - Oiling the motor
  - Checking cooling efficiency, &
  - Similar other accessories
4. There would be no restrictions on breakdown calls.
  5. Additional emergency service shall be given during the period of contract without any extra charges on receipt of intimation in writing or on phone within 24 hours failing which penalty @ Rs. 10/- per hour will be charged beyond 24 hours. In case the contractor does not rectify the defects & restore the system within 48 hours the work will be carried out from open market at his risk & cost and such cost shall be recovered from the contractor.
  6. Free replacement of defective / worn-out parts with new or serviceable parts such as compressor / gas charging / fan / motor, replacement of any parts etc. as and when required, as well as reprocessing of the equipment. The contractor shall carry out every repairs including replacement of spare parts to facilitate smooth functioning of the machines at no extra cost.
  7. The minor repairs including mentioned in 5 above will be carried out as a part of the contract without any extra charges.
  8. Free transportation to the service station & back in case the equipment is required to be moved to the service station for the equipments installed within city limit.
  9. Alternate Machine will be provided by the contractor on loan basis, in case of breakdown/failure of MDACS Machines without any extra charges.
  10. The contractor will ensure proper maintenance and smooth functioning of all the machines / equipments.
  11. The payment of the contract will be made every two months by submitting bill along with service report.
  12. The contractor shall ensure easy supply of spare part of any Company without delay.

  
08/10/2020  
**Admin. Officer**  
**MDACS**

FORMAT OF QUOTATION**Comprehensive Annual Maintenance Contract for Air Conditioning Plants, Window ACs, Split ACs of MDACS office.**

Sr. No.	Name of the Machines	Specification	Total Qty	No. of services in a year	Unit rate in Rs. (Per Service)	Total In Rs.	In Figures
1	CMC to AC Plant (HITACHI) (MDACS Main Office)	Separate Sheet attached	6 units	72			
2	CMC of Window ACs (Annex)		6 Units	72			
3	CMC to Split ACs (Annex Office Building)		9 units	108			
	<b>Total...</b>						
	Add.: GST (alongwith HSN Code)						
	Gross Total ...						

- \* Note:**
- 1) The nos. of machines may vary.
  - 2) No restriction of break down or emergency calls.
  - 3) Once in 2 months i.e. 12 services per machine by default in 2 years

We agree to supply the above service in accordance with the technical specifications for a total contract price of Rs. \_\_\_\_\_ (amount in figures) Rs. \_\_\_\_\_ (amount in words) within the period specified in the invitation for Quotations.

We also confirm that the normal commercial warrantee / guarantee of \_\_\_ months shall apply to the Spare parts / Machines, if replaced during contract.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Signature of Supplier**

