

**NAME OF WORK:** Annual Maintenance Contract for Ductable Split Air-conditioning systems (AHU) at Regional Office, ESIC, Panaji, Goa



**Regional Office  
Employee's State Insurance Corporation  
Panchdeep Bhavan: EDC Plot no.23, Patto Panaji, Goa 403001**

ISSUED TO:

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**ESIC**  
Chinta Se Mukti

कर्मचारी राज्य बीमा निगम (क्षेत्रीय कार्यालय)  
**Employees' State Insurance Corporation (Regional Office)**  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Govt. of India)

पंचदीप भवन, ई.डी.सी. प्लॉट संख्या 23, पाटो, पणजी, गोवा -403001

Panchdeep Bhavan, EDC Plot No. 23, Patto, Panaji, Goa - 403001

फ़ोन : 0832-2438857, 2438870, 2438871 फ़ैक्स : 0832-2438858

ई-मेल : [rd-go@esic.nic.in](mailto:rd-go@esic.nic.in) वेबसाइट : [www.esicgoa.org.in](http://www.esicgoa.org.in), [www.esic.nic.in](http://www.esic.nic.in)



Regional Office,  
ESIC Panchdeep Bhavan,  
EDC Plot No.23,  
Patto, Panaji, Goa 403001.

No: 32-W-17-2-1-201/6

Date: 16.01.2013

### Notice Inviting Tender

Sealed tenders are invited from reputed and experienced Agencies/ Manufacturers/ Authorised Dealers having minimum 3 years experience in the said field by the undersigned on or before 07.02.2013 upto 3.00 PM & same shall be opened on same day at 3.30 PM in the office of Regional Director, ESIC, Panaji, Goa

Sr.No	No.of Work	EMD (Rs)	Cost of Tender Documents	Time of Completion
1	Annual Maintenance Contract for Ductable Split Air Conditioning System of ESIC Panaji Office.	2000/-	200/-	One Year

1. The tender documents can be had from this office on any working day from 18.01.2013 to 06.02.2013 upto 3.00 PM or can be downloaded from our website [www.esicgoa.org.in](http://www.esicgoa.org.in) or [www.esic.nic.in](http://www.esic.nic.in) and cost of tender documents shall be deposited in the form of Demand Draft in favor of "ESIC A/c No-1" , Payable at Panaji.
2. Earnest Money is requested to deposit along with the quotation in the form of Demand Draft in favor of "ESIC A/c No-1" Payable at Panaji.
3. Last date for :
  - (a) Issue of tender forms : **upto 06.02.2013, 3.00 PM**
  - (b) Submission of tender/s : **upto 07.02.2013, 3.00 PM**
  - (c) The date and time of opening of tender forms : **on 07.02.2013 3.30 PM.**
4. ESIC Reserves the rights to accept or reject any or all the tenders, without assigning any reasons thereof

(B.N..Mandal)  
Assistant Director(PMD)  
For Regional Director

ANNEXURE -A

UNDERTAKING  
(To be enclosed along with EMD in Envelope )

I/We of M/s. Bidder for “Annual maintenance contract for Air-conditioning Systems (AHU) of ESIC, Patto, Panaji, do hereby undertake that I/We agree to unconditionally accept all the terms and conditions mentioned in the Tender documents.

Further, we have noted that after unconditionally accepting the Tender conditions in its entirety, it is not permissible to put any remarks/condition in the Price Bid enclosed and the same has been followed in the present case. In case this provision of the Tender is found violated at any time after opening of Tender/ Quotation, I/ We agree that the Tender shall be summarily rejected and ESIC shall, without prejudice to any other right or remedy, be at liberty to forfeit the full said earnest money absolutely.

Signature of the Bidder  
or Authorized Person

Name of the Firm

Seal of the Firm



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Regional Office,  
ESIC Panchdeep Bhavan ,  
EDC Plot no. 23 ,  
Patto Panaji Goa 403001.

CONDITIONS OF CONTRACT

1. The Tenders are required to quote rates of the items of entered in the schedule of quantites in words as well as in figures.
2. The contractor should submit the under taking for unconditional tender in the format as per Annexure-A.
3. Earnet money amounting to Rs.2000/- (Rupees Two thousand only) in the form of demand draft in favor of ESIC A/c No-1 payable at Panaji shall have to be paid along with the tender and the same shall be adjusted towards security deposit on award of work . In case any tenderer withdraws his tender or increase the rates or modifies term & condition which are not acceptable to ESIC during the validity period of the tender which is 60 days from the date of opening of tender then ESIC without prejudice to any right shall be at liberty to forfeit the said earnest money . However EMD of unsuccessful tenderer will be returned back after award of the work.
4. Quotation shall be submitted in sealed covers super scribed "Annual Maintenance Contract for Ductable Split Air-conditioning System"
5. The cost of document is Rs.200/- The tender document can be purchased from this office. In case of downloaded tender document, the Demand Draft of Rs 200/- to be enclosed while submitting the tender documents.
6. Scope of work :- Contractor shall check and render preventive maintenance service to all the A.C equipments every 3 months i.e. four times in a year during the currency of the contract. Contractor will also attend to all normal break – downs if any, on call basis.

Each service will include the following:-

- a) Checking the functioning of chiller unit/ Air handling unit and all such equipment covered under contract.

- b) Checking operation of safety controls.
  - c) Checking of compressors for its proper working.
  - d) Checking for system for refrigerant leaks.
  - e) Check for the development of vibration.
  - f) Cleaning of filters/ air cooled condensers.
  - g) Lubrication of moving parts with quality lubricants.
  - h) Replacing of defective/ worn out parts with new or repaired parts for compressor/ Thermostat/ Cut outs based on contractors assessment.
  - i) Replacing of parts due to normal wear and tear, checking and adjusting of ducting for proper air passage.
  - j) Check refrigerant leakage and top – up the gas.
  - k) Any additional equipment not listed in the equipment list should be covered at additional cost if desired by this office.
6. Breakdown servicing and General condition :-
- a) Additional service will be given during break down of the equipment during office working days when a complaint is lodged by ESIC .
  - b) Machines shall be handed over to the party for AMC in working condition and after completion of AMC , the party will hand over the machines in working conditions.
  - c) Complaint will be attended within 12 Hrs except on sundays and Govt. holidays
  - d) Payment will be made on execution, of work or on monthly/quarterly basis.
  - e) AMC will be valid for one year .
  - f) Agreement shall be drawn with the party on conditions of contract along with BOQ.
7. The Contractor will follow all labour laws.
8. The contractor shall maintain all records pertaining to labour in the required format which shall remain open for inspection by the Officials of ESIC as and when desired by him.
9. The contractor shall employ only such workers for the execution of work who are skilled and experienced in their respective trade . The Regional Director ESIC shall be at liberty to object and ask to remove from work any person employed by the contractor who in the opinion of Regional Director is not competent or is negligent of his duties. Such a person shall not be re-employed again by the contractor without the permission of the Regional Director, ESIC.
10. The contractor shall follow all safety regulation for the safety of workers/work.
11. All tools and plants, machinery and fuel etc. required for the execution of work will be arranged by the contractor at his own cost . Nothing extra would be payable for transport,

- octroi, entry tax , local tax etc .
12. The contractor shall not sublet any portion of the work without prior written permission of the competent Authority.
  13. Work shall be executed by the contractor as per the latest CPWD specification with upto date amendments and instructions issued by the Regional Director.
  14. Income tax and other taxes to be deducted as per rule .
  15. The contractor must see the site conditions before quoting the rates.
  16. The rates quoted will be firm till completion of the work .
  17. The decision of the Regional Director, ESIC, regarding the quantum of work as well a justification there of in respect of rates for substandard work which may be decided, to be accepted will be final and would not be open to arbitration .
  18. The contractor shall have to make his own arrangement for storing & stacking of materials, T&P etc. at site.
  19. Quantities of AC units can be increased and the same will be covered at additional cost if desired by this office.
  20. JURISDICTION : The agreement is deemed to be executed at Panaji Goa and the courts in Panaji alone will have the jurisdiction to deal with matters arising under this work.

Seal & Signature of Contractor

## TERMS & CONDITIONS

Note: You must submit the following primary information / documents with your quotation. You will have to indicate the following particulars otherwise your offer will be rejected.

(a) Firm's Trade License / Company Registration No. (b) VAT and Service Tax Regn. No. (c) Firms IT PAN No. (d) latest Income Tax Return Copy (e) Firms Bank A/c details

(Account Number, Account Name, Bank with Branch Name & Address, IFSC Code, MICR Code.)

(Please do produce the related documents whenever required by us.)

1. Bidders are requested to quote rate (s) per unit(s) only in the recognized accounting units otherwise quotation will not be accepted.
2. Service tax or statutory taxes will be deducted from each bill, as applicable.
3. Bidders must indicate if their rate is inclusive of VAT / Sales Tax and or Excise Duty.
4. Quotation should be submitted with EMD of Rs. 2,000/- by way of DD drawn in favour of ESI Fund A/c No. 1 and documents, within closing date in sealed envelopes, superscribed with "Tender No. & Closing Date" and with "NOT TO BE OPENED BEFORE 07.02.2013" marking on the envelope. Quotation received after the closing date will not be entertained and any revision in the price will render the bid invalid. Quotation should indicate clearly the period of validity, preferably not less than three months.
5. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
6. The tenders without EMD will summarily be rejected.
7. In case of an offer for items having multiple options, you should clearly indicate item-specific price(s). Please quote separate item-wise rate(s), when quotation has been asked for so. Please note that no tax will be paid, if necessary tax registration information is not furnished. Income Tax etc. at source may be deducted from your dues, if payable.
8. Performance security deposit which is 5% of total value of contract should be deposited at the time of execution of the agreement, which will remain valid for a period of 3 months beyond the date of completion of all contractual obligations of the AMC.
9. The ESIC may require in its Order for supplies / works, the execution of Performance Bank and / or levying liquidated damages at the applicable rate(s) in deserving cases. The Stores will be subject to approval upon inspection by the Regional Director or authority mentioned by him and if found unsuitable will be replaced free of cost by you, as the case may be.
10. Regional Director is not bound to accept the lowest rate or any other offer and the



acceptance of the offer is entirely at his discretion.

11. Please note that in the event of Purchase Order / Work Order, all the payments shall be made only through Electronic Fund Transfer / RTGS methods, and you are required to furnish the following information in your offer:(a)Your Account Name (b) Account No. (c) Bank Name (d) Branch Name and Address with IFS Code (e) MICR Code (should be supported by a canceled cheque leaf copy to eliminate typing errors) (f) PAN No.
12. The period of contract is for one year from the date of agreement.
13. ESIC reserves the right to alter / modify or reject any order at any stage without assigning any reason thereof and is not bound to accept the lowest tender. Canvassing in any form, direct or indirect, on part of tendere s will render the tender liable for rejection / cancellation.
14. Any dispute unless resolved amicably shall be settled by a court of law having jurisdiction over Goa.
15. Incomplete tenders and tenders received after the due date of submission due to postal / courier delay will not be considered.
16. The firm should undertake to arrange genuine spares of AHU /A.C's as and when required within two working days.
17. The tenderer should be a manufacturer or authorized dealers/ Agencies and should have preferably at least three years work experience to undertake similar type of works and the details of the clients/ organizations served should be enclosed with the tender.
18. The payment will be made on monthly/ quarterly basis after providing satisfactory service during that period of AMC.



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Regional Office,  
ESIC Panchdeep Bhavan ,  
EDC Plot no. 23 ,  
Patto Panaji Goa 403001.

Name of work : AMC for Ductable Air-conditioning system at, Regional Office ESIC Panchdeep Bhavan EDC Plot no.23 Patto Panaji Goa 403001 .

Equipment Details & BOQ of A.C's.

Sr. no	Location	Description of work	Qty.	Unit	Rate	Amount(in Rs)
1	Ground Floor	Capacity:- 5 Ton (A.H.U) Make:- Carrier Model:- 38LH-066SDR Input Power:- 5600 Watts - 3 Phase, 10 amps Cooling Capacity: 16500Kcal/hour	2	Nos		
2	First Floor	Capacity:- 8 Ton (A.H.U) Make:- Carrier Model:- 38LH-100S Input Power:- 84.70 Watts - 415 V, 16 amps Cooling Capacity: 25500Kcal/hour	1	No		
	First Floor	Capacity:- 5 Ton (A.H.U) Make:- Carrier Model:- 38LH-066SDR Input Power:- 5600 Watts - 415 V, 10 amps Cooling Capacity: 16500Kcal/hour	2	Nos		
3	Second Floor	Capacity:- 8 Ton (A.H.U) Make:- Carrier Model:- 38LH-100S Input Power:- 8470 Watts - 415 V, 16 amps Cooling Capacity: 25500Kcal/hour	1	No		
	Second Floor	Capacity:- 5 Ton (A.H.U) Make:- Carrier	2	Nos		

		Model:- 38LH-066SDR Input Power:- 5600 Watts - 416 V, 10 amps Cooling Capacity: 16500Kcal/hour				
4	Third Floor	Capacity:- 5 Ton (A.H.U) Make:- Carrier Model:- 38LH-066SDR Input Power:- 5600 Watts - 416 V, 10 amps Cooling Capacity: 16500Kcal/hour	2	Nos		
	Third Floor	Capacity:- 2 Ton (A.H.U) Make:- Carrier Model:- 51MSC-048DK Input Power:- 3450 Watts - 230 V, 16 amps Cooling Capacity: 6600 Kcal/hour	1	No		
	Third Floor	Capacity:- 2.7 Ton (A.H.U) Make:- Carrier Model:- 51MSC-036DRB Input Power:- 4580 Watts - 230 V, 20 amps Cooling Capacity: 9000Kcal/hour	1	No		
5	Fourth Floor	Capacity:- 7.58 Ton (A.H.U) Make:- YORK Model:- YVC100A35CG Input Power:- 8025 Watts - 415 V, 16 amps Cooling Capacity: 25000Kcal/hour	1	No		
6	Fifth Floor	NIL				
7	Sixth Floor	Capacity:- 8 Ton (A.H.U) Make:- Carrier Model:- 38LH-100S Input Power:- 8470 Watts - 415 V, 16 amps Cooling Capacity: 25500Kcal/hour	1	No		
	Sixth Floor	Capacity:- 4.55 Ton (A.H.U) Make:- YORK Model:- YSSD60BA3-QSR1 Input Power:- 5500 Watts - 415 V, 9.73 amps Cooling Capacity: 15000Kcal/hour	2	Nos		

Seal & Signature of Contractor

