



OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX
COMMISSIONER OF INCOME TAX (ADMN & CO)
3RD Floor, , Aayakar Bhavan, Mumbai – 400 020.

Tender No. Pr.CCIT/Mum/CSMC/2017-18/2

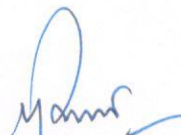
DATED: 24/10/2017

**NOTICE INVITING TENDER FOR
CSMC FOR AIR CONDITIONER (SPLIT/ WINDOW)**

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 Air Conditioners confirming to the Terms and Conditions mentioned in the enclosed Tender Document.

2. Last date for submission of tender is 02/11/2017 at 4.00 P.M in the Office of ITO(HQ), Admn.-II, Mumbai at Room No. 331, Aayakar Bhavan, M K Road, Mumbai – 400 020. The bid will be opened on the same day at 4.00 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 ITO(HQ), Admn.-II, Mumbai, and the same is also available on www.incometaxmumbai.gov.in




(NITIN WAGHMODE)
Joint CIT (HQ), Personnel,
Mumbai

डॉ. नितीन आर. वाघमोडे
Dr. NITIN R. WAGHMODE
संयुक्त आयकर आयुक्त (मुं.) कार्मिक, मुंबई
Joint Commissioner of Income-Tax (HQ.) Personnel
Mumbai

LIMITED TENDER ENQUIRY

LAST DATE: 02.11.2017

COMPREHENSIVE SERVICE AND MAINTENANCE CONTRACT (CSMC) FOR AIR CONDITIONER (Split/Window)

Sealed tenders are invited from Bidders qualifying the eligibility criteria and other terms and conditions mentioned hereunder for undertaking the **Comprehensive Service & Maintenance Contract (CSMC)** in respect of 74 Air Conditioner installed in the office of the Pr. Chief Commissioner of Income Tax at Aayakar Bhavan, M.K. Road, Mumbai for one year starting from the date of award of contract which is however extendable further at the discretion of the Department.

A. GENERAL TERMS & CONDITIONS

I. Technical Bid

The envelope containing the Bid should contain two separate envelopes mentioned as "Technical Bid" and "Financial Bid".

- (1) The Bidder must have minimum experience of 3 years in the field of Service/maintenance of Air Conditioner (Split and Window ACs) in any Government/Autonomous Bodies/ Local Authority/ Public Sector undertaking.
- (2) The Bidder must have a minimum annual turnover of Rs. 5 Lakhs from the service/maintenance of Air Conditioner during the last 3 financial years: 2014-15, 2015-16 and 2016-17.
- (3) The bidder must have experience in the Service/maintenance of not less than 50 Air-Conditioners (window and Split ACs together) at a time.
- (4) The technical bid must contain the following documents.
 - (a) Information as per Annexure 'A' shall be submitted alongwith the Bid;
 - (b) A general undertaking that all terms & conditions of this Bid Document are acceptable in the format placed at Annexure 'B' to this document. This needs to be signed by an authorized signatory of the Vendor.

Only the firm/concern/company meeting the above terms & conditions will qualify for opening of financial bid. The bid shall include documentary proof in respect of each of the above points of terms & conditions.

II. Financial Bid

- (1) The rate shall be quoted in the prescribed Performa for financial bid (Annexure 'C'), Financial bid should be placed in a sealed envelope. **In case the financial bid not kept separately in a sealed envelope, the tender bid will be disqualified.**
- (2) 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.
- (3) In case the selected bidder fail 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;

B. SCOPE OF WORK

The scope of work covers annual maintenance of 74 Air Conditioners installed in the office of the Pr. CCIT, Mumbai. The list of the installed Air Conditioners will be provided at the time of awarding work order.

- (1) The rate quoted for CSMC for Air-conditioners is required to be uniform per single unit per annum (for window and split Air-conditioner separately). The CSMC Charges shall be inclusive of all the spares, both electronics and electrical and no separate charges will be paid for spare parts,
- (2) The CSMC Charges are payable on quarterly basis on submission of bills after completion of Service and Maintenance for the quarter duly certified by the competent authority. The Contractor shall maintain a register specifying the date, time and nature of work carried out by him, which shall be countersigned by the Authorized representative of the Department.
- (3) The Service/maintenance is to be undertaken by the successful bidder on monthly basis for all the Air-conditioners covered by the CSMC and Service Card should be maintained month wise and signature should be obtained from the officer/officials from month to month.
- (4) The above works shall be carried out by the Contractor in the presence of an Authorized representative of the Department.

C. PERIOD OF CSMC CONTRACT

The contract shall be valid for a period of one year, starting from the date of award of contract. No demand for revision of rate on any account shall be entertained during the contract period;

D. PENALTY

- (1) If the successful vendor does not attend the complaint and rectify/solve the faults within 24 hours from time of complaint registered, the Vendor shall be liable for penalty @ Rs.100/- per day w.e.f. time and date of complaint registered;
- (2) If the successful vendor fails to repair the system for one week, this office is at liberty to get the system repaired from other parties and made functional 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;
- (3) Penalty shall be deducted from the running payments;

E. PAYMENT

- (1) 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;
- (2) 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 superscribed with "**Bid for CSMC for Air Conditioners**" and send to the office of ITO (HQ), Admn.-II, Mumbai, Room No. 331 at the earliest but not later than 02/11/2017 hours on 4.00 pm.
- (2) Bids received without sealed cover or without quoting rates in the specified proforma will not be accepted; further, the tenderers are expected to examine all the instructions and terms & conditions in the tender documents. Failing to furnish all the information required by the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender;
- (3) The sealed bids shall be opened at 4.00 P.M on 02/11/2017 in Room No. 331, Aayakar Bhawan, Mumbai.
- (4) For any clarification, the Bidders can contact the office of ITO (HQ), Admn.-II, Mumbai, Room No. 331, 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/concern 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/ organization	
7	Copy of 3 years certificate for satisfactory completion of work carried out as stated above.	

List of documents Attached:

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

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 on site Comprehensive Service Maintenance Contract (CSMC) of Air Conditioner. I declare that all the Terms and Conditions of this Tender 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 being submitted for CSMC. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration. I also understand that the office of the Pr. Chief Commissioner of Income tax does not bind itself to accept the lowest tender and also reserves the right to reject any quotation without assigning any reason(s) whatsoever.

Signature of authorized signatory

CSMC FOR AIR CONDITIONER
ANNEXURE 'C'

1	Name & address of the Bidder	
2	Telephone No. including mobile No.	
3	Rate in rupees (excluding taxes) of CSMC for Air Conditioner	
4	Grand total	

(NAME & SIGN OF THE AUTHORIZED SIGNATORY)