

**Government of India
Ministry of Communications & Information Technology
Department of Electronics & Information Technology
STQC Directorate
Electronics Test & Development Centre
Kamalanagar, ECIL Post,
Hyderabad 500062.**

TENDER DOCUMENT NO.ETDC(HYD)/ADMN/STORES/2012-13/81

Tender Type :: single bid

NAME OF THE INSTRUMENT/SERVICE

MAINTENANCE OF SPLIT AIR CONDITIONERS/ROOM AIR CONDITIONER UNITS

QUANTITY: AS PER ANNEXURE "A"

LAST DATE :: 19.12.2012

DATE OF OPENING :: 20/12/2012

Sealed quotations should be addressed to-

**The Sr.Director,
Electronics Test & Development Centre
Kamalanagar, ECIL Post,
Hyderabad 500062**

ANNEXURE "A"

Split A/c 2.0 ton/1.5 ton	63 nos.
Room Air conditioners	18 nos.

Special terms and conditions:

- 1. The quotation should be valid for a period of 90 days from the date of closing.**
- 2. No sub contract will be permitted.**
- 3. The quotation should be submitted for comprehensive maintenance including spare parts and consumables.**
- 4. The tender should do routine maintenance of the AC units every month properly.**
- 5. The contractor shall check up all the units at least once in a month till the completion of the contract period.**

GENERAL TERMS AND CONDITIONS FOR TENDERS

(For all the above tenders except where separate terms and conditions are mentioned)

For local suppliers

1. The prices quoted should be f.o.r for local items till the place of delivery and should either be an all inclusive rate or the incidental charges such as sales tax, excise duty, octroi, local taxes, insurance freight, packing and forwarding charges should be indicated separately against each heading.
2. The contractor who is interested should be qualified in the field having and should have required registrations such as VAT, Service Tax, PAN Number, etc. as applicable for rendering the service. (applicable for local suppliers & service providers only)
3. Before sending your quotation any information required may be obtained from this office on any working day from Monday to Friday between 10 am to 5.00 p.m. except on closed holidays.
4. Rates quoted should be for one year in case of maintenance contracts.(applicable for maintenance contracts only)
5. The envelope containing your quotation should be sealed properly duly mentioning tender number on the top of the cover like Qutoation for
.....Tender No.....
6. The quotation should accompany a bid security of 3 % of the basic amount subject to a minimum of Rs.15000/-(excl.taxes and other charges) quoted in the tender should be enclosed along with the tender by way of Demand Draft /at par cheque drawn in favour of PAO,DIT New Delhi. Bid security depends upon the quote given by the supplier No bid security required for companies/units registered with DGS&D or NSIC.The companies should enclose a copy of the DGS&D/NSIC Registration accordingly along with the quotation. Supply of items under DGS&D rate contract does not entail any supplier to accept his quotation for supply. The office will reserve the right to look in to the various aspects of quality and specifications .
7. If required, the Centre will inspect the goods before delivery if they are indigenous items
8. The successful bidder will be required to provide a PBG Performance Bank Guarantee equivalent to 10% of the quoted amount in Indian Rupees. The PBG will be valid for 6 months beyond the warranty period and no interest will be paid at the time of returning the PBG. (i.e. PBG will be operational during warranty period + 6 months after completion of warranty)
9. Copies of tax registrations/labour registration (as and if applicable) documents should be enclosed with the quotation wherever required.(applicable only for labour contracts)
10. The date of opening the quotation will be intimated to the tenderers well in advance separately by certificate of posting.
11. The quotations should be valid for 60 days from the date of closing. In case of quotations above Rs.1,00,000/- quotations should be valid for 90 days from the date of closing

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12. In the event of delay in supply beyond the guaranteed date, ETDC Hyderabad reserves the right to-
 - To recover from the firm as agreed liquidated damages not by way of penalty at the rate decided by the Centre(2 to 5% of the cost of the instrument)per month or part thereof the delay is prevailing in supply of the stores.
 - To purchase elsewhere without notice to the contractor without cancelling the order in respect of stores yet to be delivered
 - To cancel the purchase order
13. Last date for receipt of quotations is as mentioned in the first page.
14. Any disputes arising on this issue between the contractor and purchaser unless resolved amiably, shall be settled by a Court of Law having jurisdiction over Hyderabad.
15. Sr.Director, ETDC Hyderabad reserves the right to reject any or all tenders without assigning any reason therefor.

For Foreign suppliers/Indian Agents


1. For imported items, the prices quoted should be f.o.b. Agency Commission if any, should be clearly indicated.
2. Quotations should be double bid system. i.e. one Technical bid and one price bid.
3. Only they should quote with through their Authorised Indian agent only.
4. The foreign supplier should have a Indian Agent who will liaise with the procurement activities.
5. No advance payment can be released for import items. Payment will be settled by online only within 30 days of receipt and successful installation of the instrument. If advance payment is required, the Indian Agent should provide 100% Bank Guarantee to the value of the order in Indian Rupees. Bank Guarantee shall be valid from the date of acceptance of the PO till receipt and successful installation of the instrument.
6. The Indian Agents quoting in Indian Rupees on behalf of their foreign principals should have valid DGS&D enlistment as required under rules. A copy of their DGS&D enlistment should be enclosed with the quotation. This should be on f.o.r. price only. PO will be placed on the Indian agent only.
7. On the alternate side, the Indian agents may also forward the original quotation (in the letter Head of the foreign supplier) of their foreign suppliers provided they are the authorized agent of the Foreign Principal who will provide Bank Guarantee, service, etc. PO will be placed only on their principals in which case, the value will be on FE and f.o.b./Ex-works as the case may be.
8. In case of proprietary items, proprietary certificate of their foreign principals should be enclosed and original should be produced if demanded by the purchaser.i.e. ETDC Hyd.
9. The Indian Agent should arrange for bid security, PBG ,etc. in Indian Rupees. The successful bidder/Indian Agent will be required to provide 10% of the quote towards Performance Bank Guarantee valid for six months beyond warranty period.
10. The Indian agent quoting on behalf of their foreign supplier will be wholly responsible for timely supply of the instrument and successful installation thereof.

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11. For import goods mode of dispatch will only by Air and by the airlines/agency mentioned by the importer.
12. Warranty clause should be clearly mentioned in the quotation. Quotation may also include the rates for AMC for succeeding 3 years or 5 years beyond the expiry of the warranty period.(Applicable for major instruments)
13. Operating/service manual should be provided when the item is supplied.
14. The item if imported should withstand the climatic conditions and Indian power supplies should be assured.
15. The date of opening the quotation will be intimated to the bidders well in advance separately by certificate of posting.
16. The quotations should be valid for 60 days from the date of closing. In case of quotations above Rs.1,00,000/- quotations should be valid for 90 days from the date of closing.
17. In the event of delay in supply beyond the guaranteed date, ETDC Hyderabad reserves the right to-
 - To recover from the firm as agreed liquidated damages not by way of penalty at the rate decided by the Centre(2 to 5% of the cost of the instrument)per month or part thereof the delay is prevailing in supply of the stores.
 - To purchase elsewhere without notice to the contractor without cancelling the order in respect of stores yet to be delivered
 - To cancel the purchase order
18. Last date for receipt of quotations is as mentioned in the first page of the tender.
19. Any disputes arising on this issue between the contractor and purchaser unless resolved amiably, shall be settled by a Court of Law having jurisdiction over Hyderabad.
20. Sr.Director, ETDC Hyderabad reserves the right to reject any or all tenders without assigning any reason therefor.
21. TENDERS NOT IN PRESCRIBED FORMAT, i.e., WITH OUT SUPERSCRIBING CLEARLY THE TENDER NO. ON THE ENVELOPE, NON-ENCLOSING BID SECURITY,NOT IN THE FORM OF DOUBLE BID WHEREVER REQUIRED, WILL BE SUMMARILY REJECTED.
22. QUOTATIONS SHOULD BE ADDRESSED TO;

SENIOR DIRECTOR
ELECTORNICS TEST & DEVELOPMENT CENTRE
KAMALANAGAR, ECIL POST
HYDERABAD 500062


V. Manivel
Administrative Officer Gr-I
STQC, Dte., Dept. of Information Tech.
Government of India
ETDC, Hyderabad-500 062
Administrative officer Gr I