

PUBLIC NOTICE



BIHAR EDUCATION PROJECT COUNCIL(BEPC)

Shiksha Bhawan, Bihar Rashtra Bhasha Parishad Campus,

Saidpur, Patna – 800 004

(Ph.: 2557152, 2557163 Fax : 2557190 e-mail:ssabihar@gmail.com,website- www.bepessa.in)

Tender Notice Inviting Quotation for Annual Maintenance

Contract (AMC) for 3 years or more or less for the Air

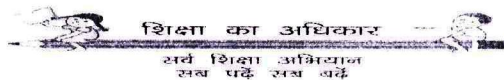
Conditioner installed in the BEPC office.

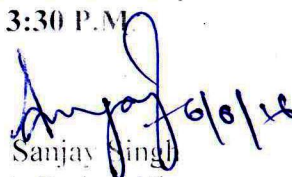
Bihar Education Project Council, Patna invites sealed quotations from reputed Companies / agencies for Annual Maintenance Contract of Air Conditioner installed in the BEPC state level office. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Installed A.C. in the office of BEPC are as follows:-

Sl. No	Name of Item	Specifications (T=Ton)	Quantity
01	1.5 Tr. Split A.C. (wall mounted, O General Company)	1.5 T	01
02	1.5 Tr. Split A.C. (wall mounted, L.G. Company)	1.5T	11
03	1.5 Tr. Split A.C. (wall mounted, Godrej company)	1.5 T	05
04	2.5 Tr. Cassette A.C. (O General company, cassette type, ceiling mounted)	2.5 T	02
05	4.0 Tr. Cassette A.C. (O General company, cassette type, ceiling mounted)	4.0 T	11
06	3.0 Tr. Cassette A.C. (O General company, cassette type, ceiling mounted)	3.0 T	3
Total			33

Intending eligible bidders may obtain Bid document free of cost, from the office of the Chief Accounts Officer, BEPC., Patna on any working day between 10.00 AM to 3.00 PM up to **25.07.2016**. The bid document may also be downloaded from our web-site <http://www.bepessa.in>. Bidders shall have to deposit Earnest Money Deposit of Rs.25,000/- (Rupees Twenty five thousand only) as Bid security in the form of Demand Draft obtained from any Nationalised Bank, in favour of Bihar Education Project Council, SSA, Payable at Patna, along with the bid document.

Technical & Financial documents sealed in separate covers and marked with Technical/Financial Bid must be delivered to the Chief Accounts Officer, upto **25.07.2016** till **2:00 PM**. All sealed quotations received till then will be opened on the same day before the bidders or their representatives who wish to be present, in the office at **3:30 P.M.**




Sanjay Singh
State Project Director

CHECK LIST FOR BIDDERS / APPLICANTS

1. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
2. The following documents form part of the BID and should be submitted with BID:

Sl. No.	Documents to be submitted	Y / N	Documents Submitted
1.	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.	Y / N	Page No. at which Document Attached
2.	Statement indicating experience of supplying such service with Govt. Ministries/ Departments/PSUs, etc		
3.	General Power of attorney in favour of the signatory signing the BID documents. It is not required in case of proprietary firm if the proprietor himself signs the documents.		
4.	Attested copy of Article or Memorandum of Association or partnership deed or proprietorship registration as the case may be.		
5.	Attested copy of VAT/CST/Service TAX Registration number, if applicable.		
6.	Attested copy of PAN/Number.		
7.	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.		
8.	Attested copies of IT returns for the last three years filed by the agency		
9.	Attested copy Audited Accounts for details of turn over for the year 2013-14, 2014-15 and 2015-16.		
10.	BID security of Rs.25,000/- to be submitted in the form of demand Draft in favour of BIHAR EDUCATION PROJECT COUNCIL, Payable at PATNA. (Enclosed with Technical Bid)		
11.	Bank Account No. of the Firm with IFS code & Bank Branch Name		
12.	Bid Form		
13.	Financial Bid (Separate envelope)		

Signature of the Bidder

BIHAR EDUCATION PROJECT COUNCIL

Shiksha Bhawan, Bihar Rashtra Bhasha Parishad Campus,
Saidpur, Patna – 800 004

TENDER DOCUMENTS FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR THREE YEARS OR LESS FOR THE AIR CONDITIONER'S INSTALLED IN THE OFFICE OF BIHAR EDUCATION PROJECT COUNCIL, PATNA

1. Sealed Bids are invited from reputed Companies/agencies for procurement of Annual maintenance contract of A/c installed for its state level office. The interested Company/Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of installed A.C. are as follows:-

Sl. No	Name of Item	Specifications (T=Ton)	Quantity
01	1.5 Tr. Split A.C. (wall mounted, O General company)	1.5 T	01
02	1.5 Tr. Split A.C. (wall mounted, L.G. company)	1.5 T	11
03	1.5 Tr. Split A.C. (wall mounted, Godrej company)	1.5 T	05
04	2.5 Tr. Cassette A.C. (O General company, cassette type, ceiling mounted)	2.5 T	02
05	4.0 Tr. Cassette A.C. (O General company, cassette type, ceiling mounted)	4.0 T	11
06	3.0 Tr. Cassette A.C. (O General company, cassette type, ceiling mounted)	3.0 T	03
		Total	33

2. Service Place :

Bidder will supply and deliver the service at the AC installed in the office of "**Bihar Education Project Council**" Shiksha Bhawan, Bihar Rashtra Bhasha Parishad Campus, Saidpur, Patna 800 004.

3. Qualification Conditions:

a) Bidder should be registered under Bihar Shop & establishment Act. If the bidder is authorized service provider of the quoted item/work then they should submit the relevant documents/certificates and if the bidder is not an authorized service provider then the bidder should provide the detail, that during the AMC period how he will coordinate with the AC Company (O General/L.G./Godrej) for the parts of AC which are in the guarantee period/the parts to be replaced/to provide the AC in running condition.

b) Bidder should have experience of providing such type of services and will have to furnish details of previous work done.

c) Bidder shall provide all relevant records required i.e. Income Tax Return

Certificate/PAN, Commercial Tax Clearance/V.A.T. Certificate and other taxes (whichever applied)

4. Bid Price:

- a) The contract shall be for a period of three Years or less or can be extendable for further period after completion of three years, as the case may be from the date of agreement but the State Project Director will have full power to discontinue the AMC within three year or extended period of Agreement without assigning any resign.
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.
- c) All duties, taxes and other levies including the transportation of expenses of any material required for AC maintenance are payable by the Supplier/Agencies/Company under the contract and shall be included in total price.
- d) Each bidder shall submit only one quotation in the format supplied with IFQ. Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite information's must be filled in the supplies Format.

5. Submission of Quotations/Bid:

- a) Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part – I)** and **Financial (Part – II)** in separate sealed envelopes.
- b) The following documents will form the Technical part (Part –I) of the bid (Photo copy duly self attested to be compulsorily enclosed)
 - 1. Establishment Registration Certificate
 - 2. Current Return of Income Tax.
 - 3. Commercial Tax Clearance Certificate
 - 4. Certification of authorization of the company.
 - 5. Bid Security as stipulated in the bid document.
 - 6. Details of Work Experience.
 - 7. The details related to Para 11-(h), (i), (j).
- c) The Financial part (Part – II) of the bid shall consists of only Rate/Price in Performa supplied with the IFQ on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise.
- d) Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

6. Performance Security:

- a) 5% of total bid/contract value will have to be deposited as performance security in /form of Bank Guarantee/ Demand Draft in favour of Bihar Education Project Council, payable at Patna by the lowest evaluated responsive bidder before the award of work. The performance security will be refunded only after the expiry of the Annual Maintenance Contract (AMC) as specified in the bid document/agreement.
- b) The performance security deposit shall be forfeited in case any terms and conditions of the contract/ agreement etc. infringed or the bidder fails to complete the supply/work in time.

7. Earnest Money Deposit (Deposit) :

Each Bidder will have to submit EMD 25,000/- (Rupees Twenty five thousand) only, in the form of Demand Draft in the name of Bihar Education Project Council payable at Patna.

The EMD shall be forfeited

- a) In case a bidder withdraws its bids after opening of Technical (part I) and before the validity period of the Bid.
- b) If bidder fails to deposit performance security within specified period as per intimation/ request from BSPP.
- c) If the bidder fails to execute the agreement within specified time as intimated/ requested.

8. Validity Quotation :

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

9. Evaluation of Quotations:

The BEPC will evaluate and compare quotations determined to be substantially responsive i.e.

- a) Are properly signed;&
- b) Confirm to terms, conditions, specifications of services and qualifications and qualifications conditions.

10. Award of Contract:

The purchaser will award the AMC to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price;

- 10.1 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 the contract.
- 10.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 15 day in exceptional cases.

11. Other Terms & Conditions :

- (a) Bihar Shiksha Priyोजना Parishad reserves the right to proponed/postponed/cancelled the bid, the bidder will have to abide with the decision.
- (b) Final Payment shall be made after the submission of bills which will be subject to satisfactory AMC work.
- (c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- (d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- (e) Successful bidder will have to enter into and agreement with Bihar Education Project Council for timely execution of the AMC order.

(f) No payment will be made for any damage goods supplied during AMC period.

(g) Liquidated damages provisions for damages shall be included in conditions of the contract when delays in delivery of goods/service under AMC period or failure of the goods or service to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.

(h) At least one person will be deputed for daily requirement during AMC period for AC installed in the BEPC office.

(i) All the material related to running condition of installed AC such as A/c gas, compressor etc. should be supplied by bidders with coordination to the concern company whose AC have been installed in the office.

(j) The AMC will be exclusively of all cost of running of AC during the AMC period no extra cost will be paid to the bidder/AMC provider for replacing/repairing of any damage/defect part in the AC under AMC period.

You are requested to send your offer during working hrs on or before **2:00 PM** of the **25.07.2016** in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical (Part- I) and Financial (part - II) bids /quotations to the Chief Accounts Officer, Bihar Education Project Council, Shiksha Bhawan, Bihar Rashtra Bhasha Parishad Campus, Saidpur, Patna - 800 004. Sealed quotations received till then will be opened in the office on the same day i.e. **25.07.2016** at **3:30 PM** in the presence of bidders or their authorised representatives who desire to be present.

We look forward to receiving your quotations and thank you for your interest in this work.

Purchaser:

 14.6.16

C.P.Singh

Chief Accounts Officer

Bihar Education Project Council
Shiksha Bhawan, Bihar Rashtra Bhasha
Parishad Campus, Saidpur, Patna - 800 004

BIHAR EDUCATION PROJECT COUNCIL, PATNA
PROFORMA FOR TECHNICAL BID (PART - I)

S.N.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	Details of EMD Package No. -	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether the firm is registered under Company Act, partnership or proprietorship. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number(copy to be enclosed)	
8	Sales Tax/VAT Registration Number (copy to be enclosed)	
9	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT/Service Tax if applicable. (copy to be enclosed)	
10	Attested copies of IT returns for the last three years filed by the agency	
11	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
12	Attested copy Audited Accounts turn over details for the year 2013-14, 2014-15 and 2015-16.	
13	Experience in dealing with Govt. Departments attach copies of supply orders placed on the agency)	
14	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
15	Whether agency profile is attached?	

Place :

Signature of the Bidder

Date:

Office Seal

FORMAT OF FINANCIAL BID

(Part - II)

Name of the Firm :

Quotation for Annual Maintenance Contract for Three years or more or less installed AC in the State Level Office of BEPC.

Sl. No.	Name of Item	Features & Specifications (T=Ton)	Qty.	Rate Per Unit (including VAT)	Amount (in.)
01.	1.5 Tr. Split A.C. (wall mounted, O General Company,)	1.5 T	01		
02	1.5 Tr. Split A.C. (wall mounted, L.G. Company,)	1.5T	11		
03	1.5 Tr. Split A.C. (wall mounted, Godrej. Company,)	1.5T	05		
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06	3.0 Tr. Cassette A.C. (O General company, cassette type, ceiling mounted)	3.0 T	03		
	Total		33		

1. We agree to provide the AMC service with all the parts of the AC installed in the BEPC office as above mentioned items to put all the AC in running condition is in accordance with technical specification for a total contract price of. (in words Rupees) Including taxes, Transportation etc. with immediate effect of agreement date.
2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items of the AC during the AMC period.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal) Name
 Designation :
 Address:
 Contact No.:
 Date: