



केन्द्रीय विद्यालय सिंगरौली जिला सिंगरौली म. प्र. -486889

KENDRIYA VIDYALAYA, SINGRAULI` DISTT. SINGRAULI, M.P. -486889

फैक्सFax07805 – 268314 फोन नं. Ph.No. 07805 – 266986, 256226 (O) 07805-266987, 256 326 (R)

वेबसाइट Website: www.kvsingrauli.edu.in

ई-मेल E-mail-singraulikv@gmail.com, kvsingrauli@kvsedu.org

F.01/KV/SGRL/2019-20 /

Dated 24/09/2019

TENDER DOCUMENT Year 2019-20

Sealed tenders are invited for the on-site **Comprehensive Annual Service Maintenance** Water purifier and water cooler etc located in the K V Singrauli.

The other terms and conditions of the tender are as follows.

1.0 Terms and Conditions:-

- 1.1 Rates (all inclusive be mention for payment) on basis for all above water purifier and water cooler which may be physically seen at K V Singrauli on any working day and time.
- 1.2 The company/firm selected for award of Comprehensive AMC shall be required to replace all the defective parts of the equipment with genuine/original spare parts of respective OEM make. The details regarding the part number, serial number (if any) and make must be brought out clearly.

2.0 Bid Price:

- a. The Comprehensive Annual maintenance Contract (CAMC) for various water purifier and water cooler. The bidder may quote rate for items in the amount of quotation attached. Corrections, if any, shall be made by crossing out, initialing dating and rewriting.
- b. The other terms and conditions will be regulated as per the Terms and Conditions of the Model Maintenance Agreement attached with this letter of Invitation for Quotation.
- c. The prices should be quoted in Indian Rupees only.
- e. Each bidder shall submit only one quotation.
- f. Telex or Facsimile quotations are not acceptable.
- h. The firm should enclose supporting documents regarding registration of GST/ST/IT/PAN.
- i. The Successful bidder will deposit security deposit / performance Security which shall be @10% of the approximate total cost in form of demand draft only in favour of VVN Account Kendriya Vidyalaya Singrauli within seven days of intimation. Performance Security in form of Cheque or Cash will not be accepted.

3.0 Terms of service



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3.1 For service during AMC Period, the company will intimate name, address and contact number of qualified service engineers who will be associated with service support at K V Singrauli.

3.2 For Services during AMC period, the company must attend within 3 working days of their being reported by the Principal of the K V Singrauli or his authorized representative.

CAMC is comprehensive in nature and includes all parts of the water purifier and water cooler. **Any defective part to be repaired/replaced by the vendor at his own cost.**

3.4 If the down time exceeds 3 Working days, suitable standby equipment should be provided free of cost otherwise a penalty of RS.100 per calendar day/ machine will be imposed.

3.5 The company must provide at least one preventive maintenance check of all installations at site (K V Singrauli) location every 15 days and submit reports visits the day itself duly verified by the concerned I/c.

3.6 If the company fails to give service support/preventive maintenance check/ proper stand-by arrangement to the K V Singrauli, regularly as mentioned and agreed by the AMC SCHEDULE of frequency and with in the time limit permissible and agreed, as mentioned above K V Singrauli may forfeit the Bank Guarantee / security deposit/earnest money deposit of the company.

3.7 The company will have to sign an agreement with the Principal K V Singrauli. On signing the agreement and realization of security deposit/earnest money deposit, the AMC will come in to effect from the date of signing the agreement or the date specified for the purpose in the AMC.

3.8 In case of any dispute, during the agreed period of service support i.e. effective period of the AMC, the decision of the Principal K V Singrauli will be final and binding on the company.

4. Validity of quotations

The quotation shall remain valid for a period of One Year after the deadline specified for submission of quotations.

5. Evaluation of quotations:

The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which are:

a) properly signed, and



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b) Conform to the terms and conditions and specifications.

(c) The evaluation would be done for all the items put together in Part”A” of Annexure-

I. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

6. Award of contract:

(a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5 above;

(b) The bidder whose bid is accepted will be notified of the award of the contract by the Office prior to expiration of the quotation validity period;

(c) 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.

7. Last date and time of receipt of quotations:

1. You are requested to submit the sealed quotations through Registered/Speed post / by hand in tender box in Vidyalaya premises super scribed on the envelope as “Quotations for Comprehensive Annual maintenance Contract (CAMC) for RO AND WATER COOLER.”, latest by **04.10.2019 on or before 01:00 PM**. The quotations shall be opened at **02.00 PM** on the same day. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so. If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders will be deposited/opened on the next working day. Other terms and conditions and the time schedule remaining unchanged. No tender shall be accepted after stipulated date & time.

This Vidyalaya looks forward to receiving the quotation and appreciate the interest of the bidders in the KVS.



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8.0 Payments

- 8.1 The company shall submit Bills, clear & descriptive, for payment of charges for the services provided in terms of the AMC on Quarterly basis along with call slips and proof of preventive check up reports to the Principal K V Singrauli.
- 8.2 The Bills after verification and completing all the formalities as has been fixed by the Principal K V Singrauli i.e. on receipt of timely service, monthly preventive checkup reports as mentioned and agreed through the contract (AMC) will make appropriate payments to the company, preferably by A/c Payee Cheque/Demand Draft.
- 8.3 No advance or part payment will be considered.
- 8.4 The payment will be subjected to deduction of taxes as applicable (TDS), statutory inforce.

**(SUJIT SAXENA)
PRINCIPAL**



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ANNEXURE – I

(A) FORMAT OF QUOTATION

Comprehensive AMC with parts

SL.NO	Description of WORK	QTY	RATE	GST	TOTAL
1	Repairs and maintenance of heavy duty RO, capacity 50 ltrs/hr, and 02 Water cooler 80 ltrs, installed at vidyalaya premises.	04 Water purifier 02 Water Cooler			

Terms and conditions:

1. Scope of work: Time to time change of all filters; Repair or replacement of all faulty parts of 04 water purifiers and 02 water cooler.
2. Total AMC charges for period of 1 year.
3. Payment: AMC charges shall be released within 20 days after 1st quarter. You have to change all filters quarterly minimum and as and when required.
4. Service schedule Penalty: You will make regular visit for every problem falling which will be liable for penalty of 500 on each occasion.
5. 5. Paying Authority : Principal (KV Singrauli)

Note: Before submitting quotation the supplier is required to visit Vidyalaya premises for inspection of Water filter and cooler physically.

Thanking You

(Sujit Saxena)

Principal
KV Singrauli



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NOTE:- 1. The bidder can visit the Vidyalaya before quoting rates to see the types of RO, WATER COOLER and their location at his own wish. 2. List of items attached.

Gross Total Cost Rs..... (in figures)

Rs.....(in words)

We agree to have Comprehensive Annual Maintenance Contract of the above items of equipment in accordance with the technical specifications and Model Maintenance Agreement for a total contract price of

Rs.....(in figures) (Rs.....(in words) for the period specified in the Invitation for Quotations.

(Bidder) Signature : Name : Date :

stamp of the Shop/Firm

Technical Bid (Annexure 2)

TENDER FORM		
INFORMATION ON PROFILE OF BIDDER		
1	Name of the firm / Proprietor	
2	Address with Ph. / Cell / Fax No	
3	Name of the owner / Firm	
4	Address of the owner with Ph./ Cell / Fax No E-Mail id	
5	Details of the Bank Account : (please enclose copy of the cheque leaf duly cancelled	
(i)	Name of the Bank	
(ii)	Address	
(iii)	Account No.	
(iv)	Savings / Current :-	
(v)	IFSC Code :-	
6	Copies of the following documents to be enclosed.	
(i)	Firm Reg. No. & year of Establishment	



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(ii)	TAN No.	
(iii)	GST NO.	
(iv)	PAN No.	
(v)	License No. & date of validity	
07	Details of EMD / Bid Security (Enclosed)	
(i)	Name of the Bank	
(ii)	DD / Banker Cheque No	
(iii)	Date	
(iv)	Amount	
09	Whether all papers of the Tender document and enclosures signed with Seal by the Bidder	

Please assign page nos. and indicate against each of the above particulars

- Note:-** 1. All the documents submitted with this form should be self-attested and stamped by the bidder.
2. Bidder will not enclose any other additional documents other than asked above
3. All the pages of the above enclosures must be serially numbered and the total number of enclosed pages will be mentioned as ----- (total no. of pages enclosed)

It is certified that I /We have read and understood the technical specifications given in the tender document and have quoted the rates accordingly. If any deviation is found in the finished book, the firm is liable to any punitive action, as mentioned in the terms & conditions of the tender.

Owner's Signature
(Seal of the firm)