



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS  
CUSTOM HOUSE: PORT AREA: VISAKHAPATNAM: 530 035**

**(Phone: 0891-2567582: FAX: 2562613)**

F.NO.S10/11/2016-CHS (Admn.)

Date: 01.08.2016

**e-Tender Notice for Annual Maintenance Contract of Air Conditioners**

Sealed tenders are invited from reputed Service Providers for the award of Annual Maintenance Contract of Air Conditioners of this office located at Port area, Visakhapatnam and Guest House at Sand hills for a period of one year from the date of award of contract.

1. The interested parties with experience of having provided AMC to Government offices / Semi Government Offices and Public Sector Undertaking may submit their bids. Further, the interested bidders may download the contents along with terms and conditions and other particulars from the Departmental website [www.cbec.gov.in](http://www.cbec.gov.in) / [www.vizagcustoms.gov.in](http://www.vizagcustoms.gov.in) or obtain the same from the Buildings & Admn. Section located at the above mentioned address.
2. The bids to be submitted at the address indicated supra either in person or through Registered Post.
3. The interested Service Providers are requested to indicate the rates for each category of Air conditioners for the AMC and submit the two bid system in a sealed envelope-I containing Technical Bid and sealed envelope -II containing Financial Bid and both the envelope placed in a third sealed envelope bearing the words "Tender for AMC for Air Conditioners" and should reach the Asst. Commissioner (Admn.), O/o the Principal Commissioner of Customs, Port Area, Visakhapatnam by 1700 hrs. On or before 22.08.2016.
4. Last date for submission of bids is 22-08-2016 at 17.00 hrs.
5. Bid opening date is : 26-08-2016 at 11.00 hrs

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**(S. K. DUTTA)**

**ASST. COMMISSIONER OF CUSTOMS (ADMN.)**

## **ANNEXURE-I**

### **Eligibility criteria for AMC of Air Conditioners**

1. The Service Providers should have been in existence for not less than 02 years in the trade with the maintenance of Air Conditioners.
2. The Service Providers must have previous experience of maintaining Air Conditioners in Government organizations/PSUs.
3. The Service Provider's contract should not have been terminated before the expiry of the full term, in any of the previous years or current years.
4. The Service Providers must have expertise in the field of maintenance of Air conditioners and its service engineer must be knowledge enough to troubleshoot any problem related to Air Conditioners.
5. The bidders must be local area of Visakhapatnam and must have sufficient technicians at Visakhapatnam to provide immediate support and attend to complaints at short notice.
6. If the Service Providers meets the above technical requirements, they may apply in the Proforma placed at Annexure V, in sealed envelope.

## **ANNEXURE-II**

### **Conditions governing AMC**

1. The Office does not bind itself to accept the lowest tender and reserves the right to reject any or all tenders received without assigning any reason whatsoever. Tenders in which any of the particulars and prescribed information are inadequate or incomplete in any respect or the prescribed conditions are not fulfilled, are liable to be rejected.
2. The Service Provider shall carry out full maintenance, cleaning and service of all the Air conditioners on monthly basis.
3. The maintenance service by the Service Providers shall include half yearly preventive service and breakdown maintenance of all Air conditioners of this custom House & Guest House.
4. The party will carry out the repairing of the whole unit and parts thereof at their service station or in the Custom House.
5. The charges regarding shifting of Air conditioners will be covered in this Annual Maintenance contract itself.
6. Replacement of all parts including compressor, spares, gas filling etc. will be borne by the department.
7. This contract will be effective for a period of one year from the date of approval. The payment of this contract will be made on quarterly basis.
8. The Principal Commissioner of Customs, Visakhapatnam reserves their right to terminate the contract at any time if the services of AMC Vendor are not found to be satisfactory.

**ANNEXURE-III**

**List of Items**

Sl. No.	Type of Air Conditioner	Quantity
1.	Window type Air Conditioner	09
2.	Split type Air Conditioner	75
3.	Cassette type Air Conditioner	06

**ANNEXURE-IV**

**Certificate on non-participation of near relatives of the Customs & Central Excise employees in the firm of the bidder**

It is certified that to the best of my knowledge, none of my relatives is serving in Customs & Central Excise Department, in any capacity. In case the statement is found incorrect, I shall be liable to penal and legal action as warranted under rules.

Name

Seal & Signature of Bidder

## ANNEXURE V

### Tender Document

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS, PORT AREA, VISAKHAPATNAM

**QUOTATION FOR ANNUAL MAINTENANCE CONTRACT FOR AIR CONDITIONER FOR THE  
OFFICE OF THE PRICIPAL COMMISSIONER OF CUSTOMS & GUEST HOUSE,  
VISAKHAPATNAM-530035**

### TECHNICAL BID

(In separate sealed cover-I super scribed as Technical Bid

1	Name & Address of the Tenderer Organization/agency with phone number, e-mail and name & telephone/mobile number of contact person	
2	Experience in the work of providing AMC for air conditioners. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and /or on hand for last two years along with a certificate from the agency where the job was carried out	
3	Experience in the Govt. PSU Sector, work of providing AMC for air conditioner. Particulars of	

	experience (Attach certificates, testimonials). This shall cover the details of work of similar nature, approximate magnitude and duration carried out and /or on hand for last 2 years along with a certificate from the agency where the job was carried out.				
4	Name of organization with complete address and telephone numbers to whom services provided	From	To	Contracted Amount(Rs. Per month )	Reason for termination
5	Is the Establishment registered in the Government; please give details document/evidence. Service Tax Registration No. (Please attach copy)				
6	PAN No. (Please attach copy)				
7	VAT No.(please attach copy)				
8	Trade License No. (Please attach copy)				

**Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood that all the Terms and Condition contained in the Tender Document and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No. (O)

Date:

## FINANCIAL BID DOCUMENT

1. Name of the Firm/Company
  
2. Address (With Tele. No. & Fax No.)
  
3. Name & Address of the Partners/

Directors (With mobile No.)

Sl. No.	Name of the Office & Address	Quarterly Rate / Unit (In Rs.)	Amount (In Rs.)
01			

## **DECLARATION**

I/We hereby certify that the information furnished above is full and correct and best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not be engaged by the department in future.

(Signature of Authorized Signatory with Seal)

**Proprietor**