



TRAVANCORE TITANIUM PRODUCTS LIMITED

Kochuveli, Thiruvananthapuram 695 021 email: contract@ttpltd.in
Phone : 0471 2502163

CD/CN/KV-11/RT-1/AMC_Repairing & Maintenance of AC/ 21-22 25.05.2021

TENDER NOTICE

Sealed tenders are invited from experienced Contractors in prescribed format for the work as per the schedule attached. The Tender Form can be had from the office of the undersigned between 10:00 a.m and 3.00 p.m on all working days except Saturdays on remitting the Tender Form cost of **Rs.500/- +GST @18% (Total Rs.590/-)**. Tender document can also be downloaded from our website www.travancoretitanium.com and shall submit the Tender along with DD against the Tender Form cost & EMD in favour of Travancore Titanium Products Limited payable at Thiruvananthapuram. The bids will be opened at the date and time given below in the presence of the tenderers present at that time.

The tender shall be enclosed in an envelope, sealed and superscripted with **“TenderNo.& date, due date and the name of work. The same shall then be forwarded to the “Manager (Commercial), Travancore Titanium Products Limited, Kochuveli P.O, Thiruvananthapuram, Kerala, Pin.695 021”.”**

Name of the work: “Annual Maintenance Contract for repairing and servicing of Air Conditioners and Water Coolers within TTP Campus”.

EMD: Rs.2460/- (refundable)

Sealed Tenders will be received at our office on all working days and the due date of submitting the same is on **01.06.2021** at 12.00 noon. Tenders received after the due date & time will not be accepted. Fax/email offers also will not be accepted. The bids will be opened at 02.00 pm on **01.06.2021** in the presence of the Tenderers present at the time.

For TRAVANCORE TITANIUM PRODUCTS LTD.


Manager (Commercial)

Encl: Proforma

Signature of the Tenderer:

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TRAVANCORE TITANIUM PRODUCTS LIMITED
Kochuveli, Thiruvananthapuram 695 021
Phone : 0471 2502163 email: contract@ttpltd.in

Tender Notice

CD/CN/KV-11/RT-1/AMC_Repairing & Maintenance of AC/ 21-22

25.05.2021

Name of work : “Annual Maintenance Contract for repairing and servicing of Air Conditioners and Water Coolers within TTP Campus”.

Sealed tenders are invited experienced contractors/firms doing Annual Maintenance Contract in different Government and reputed private organizations for the work of: “**Annual Maintenance Contract for repairing and servicing of Air Conditioners and Water Coolers within TTP Campus**”. The work should be carried out as per the specific instructions contained in the scope of work and terms and conditions given below.

1. Scope of work:

Annual Maintenance Contract for Repair and Maintenance of Air Conditioners, Water Coolers, Water Purifiers and Cold Storages.

Following are the List of Equipments:

| Sl.No. | Item Description | Capacity | No.of Units |
|--------|--|-----------|-------------|
| 1 | Split Air Conditioner | 2 Tonnes | 02 |
| 2 | Split Air Conditioner | 1.5 Tonne | 40 |
| 3 | Window Air Conditioner | 1.5 Tonne | 01 |
| 4 | Water Cooler | 20 Ltrs | 13 |
| 5 | New AC installation/Re Installation (including Gas Recharge) | | |

2.Pre Qualification Criteria: Experience of having successfully completed similar works as per the scope of work during last seven years ending 31st March 2021 should be either one of the following

i. Three similar completed works costing not less than the amount equal to Rs 65,560/- in a year

ii. Two similar completed works costing not less than the amount equal to Rs 82,000/- in a year

Signature of the Bidder:

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iii. One similar completed works costing not less than the amount equal to Rs 1,31,120/- in a year

In support of pre qualification criteria tenderer should submit the **copy of such work orders along with satisfactory completion certificates.**

3. Terms and conditions:

1. The rate quoted shall be of comprehensive which includes cost of spares/repairs and work as specified below:
 - a) Spares such as PCB, inverter board, capacitor, gas top up during maintenance, electrical parts, indoor fan motor (Rewinding/replacing), outdoor blower motor (Rewinding/replacing), oscillation motor (Rewinding/ replacing). All the above specified items shall be served or replaced with new unit without any extra cost.
 - b) Works such as Preventive Maintenance, break down maintenance, gas charging, copper part brazing, periodic cleaning/ servicing shall be inclusive in this offer.
2. The Spares such as Evaporator coil, compressor, condenser coil, cover panel (Indoor/Outdoor), filter, copper pipe (3/4 inch, 1/2 inch) for replacement during maintenance, shall be arranged by M/s.TTPL or by contractor on extra mutually agreed rate. If the Contractor arranges the spares, prior sanction shall be accorded from the concerned officer of TTPL. All spares other than specified above, shall be included in the comprehensive AMC price.
3. Re-installation/installation of AC units if any shall be done on extra payment basis and the rate shall be quoted along with the AMC. The rate will be fixed for AMC period.
4. All tools required for the work shall be arranged by the Contractor.
5. All units included in the AMC shall be serviced a minimum of four items during the AMC period.
6. During breakdown of units, the Contractor shall attend the work within 3 hours of intimation. The breakdown intimation shall be done through phone/mail/letter. If the unit needs to be carried out to contractor's site for repair, the same shall be returned after service within two days from the date of out pass otherwise the contractor shall arrange a spare working unit till return of faulty unit.
7. Immediate attention (work shall be attended in an hour) shall be given for emergency calls during the period. Emergency calls are limited to 10 Nos. during AMC period. Repeated calls for the same unit within 15 days after first emergency call will not be numbered.
8. Leading faulty units from its location to the Refrigeration Section if required shall be arranged by the Contractor.
9. If the number of units under AMC changes time to time, then proportionate changes in the AMC amount shall also be made. The same shall be intimated through official letter/mail.

Signature of the Bidder:

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10. Any part/ area which were damaged due to bad workmanship or due to any mishap from the service person sent by the Contractor shall be replaced at free of cost.
11. The contractor shall be taken care off/responsible for the safety of service person who carries out work inside TTPL and TTPL shall not be responsible for any mishap/accident happened to the service person if any.
12. The contract is not transferable.
13. Payment shall be made quarterly in advance.

4. GENERAL TERMS AND CONDITIONS:

1. Details of ESI & PF registration
 - i) ESI Registration number:
 - ii) PF Registration number.....
2. The bidder shall submit Tender document duly filled and signed along with the enclosures mentioned in the tender document within the time stipulated in the tender notice. Bids should bear the signature of the bidder in all pages.
3. The bidder shall remit the tender form cost and EMD as given in the tender document. The bids without remitting tender form cost and EMD will be rejected.
4. The rate quoted shall be exclusive of GST and the GST applicable should be mentioned at the space provided in the Price format. If the bidder is below the threshold limit of GST that should be mentioned in the price format and a self declaration shall be submitted with the tender.
5. The tender must be firm for a period of three months from the date of opening of the tender or till the tender is decided, whichever is earlier during which period the bidder will not be free to withdraw the tender. Any such withdrawal will entail forfeiture of the Earnest Money Deposit(EMD) and also result in the tenderer being made liable for the losses and damages sustained by the company in rearranging the work.
6. It is no binding on the company to accept the lowest offer. The company reserves the right to cancel/postpone the tender or to reject any or all offers without assigning any reason.
7. The tenderer should remit the Earnest Money Deposit (EMD)mentioned in this document in cash/DD and proof of thereof should be enclosed along with the tender. Other mode of remittance will not be accepted.
8. If any irregularity or fraudulent behavior is noticed on part of the contractor / his agents / representatives or the crew of the vehicle engaged by the contractor for the performance of the contract, the company reserves the right to take all suitable action deemed fit against the contractor and those concerned.
9. The Contractor will be responsible for meeting all the requirements of the various labour enactments applicable from time to time and should indemnify and keep indemnified the company against all losses and damages sustained by the company in this regard at all times.

Signature of the Bidder:

10. The Contractor should comply with all relevant formalities under contract labour (Regulation and Abolition) Act 1971, such as display of rate of wages, date, place and time of payment of wages, date of payment of unpaid wages etc. they should also intimate the time, date and place of disbursement of wages to the supervisory Officer nominated under the above act for certification of payment to contract workers.
11. The Contractor should strictly adhere to the Safety Rules prevailing in the company failing which penalty are decided will be imposed. Company will provide safety gloves to the workers engaged. All other required safety protective equipment is under the scope of Contractor. The Company is in no way responsible for any injury, disability or death of contractor's workmen due to non-compliance of safety regulations.
12. The workers engaged by the contractor shall wear the ID cards provided from the Main gate Security persons and displayed same while on work.
13. The work should be completed within the time limit given by the Officer in charge of the work.
14. The Company reserves the right to cancel the work order forfeiting security deposit if the work is not started within 10 days from the date of receipt of work order and also to terminate the contract at any time if the work is not done with proportionate progress to the satisfaction of the company officials and in all such cases the company will be at liberty to get the work done in in any manner that the company thinks fits and all losses and damage sustain by the company in this regard will be recovered from contractor and his assets.
15. All the waste materials should be removed and cleared the work site immediately after the completion of the work.
16. Payment will be made with the recommendation of the Officer-in-Charge of the work.
17. Company reserve the right to accept/reject any of the tender after evaluation with or without assigning reason no matter whether a Tenderer has quoted the lowest rate. All questions/disputes arising out or in connection with this shall be decided by the Managing Director of the company and his decision thereof shall be final and binding to all tenderers.
18. **Validity of rates:** The quoted rate must be valid for a period for 90 days from the date of opening of the tender and till the completion of the work if the contract is awarded.
19. **Guarantee:** The tenderer should also provide a guarantee for six months against poor workmanship. 10% of the contract amount will be retained by the company during the guarantee period.
20. **Security Deposit :** The successful Tenderer should remit 3% of the contract value as security Deposit immediatly from the date of issue of work order. The security deposit will not carry any interest and will be refunded after the completion of all contractual obligations . On default of the tenderer to remit the Security Deposit and sign the Agreement, the EMD withstand forfeited and if any loss or damage is sustained by the company in this regard, the same will also be recovered from him.

Signature of the Bidder:

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21. **Performance Agreement:** The contractor should execute an agreement on stamp paper worth Rs.200/- immediately from the date of remittance of Security Deposit and start work after remitting the SD.
22. **Jurisdiction:** Any legal proceeding or suit against the Company arising out of or in connection with the tender shall be filed or instituted in a court having jurisdiction in the city of Thiruvanthapuram, Kerala.
23. **Liquidated damages:** In case of any delay in the execution of the Order beyond the stipulated date of work schedule including any extension permitted in writing, the TTPL reserves right to recover from the contractor a sum equivalent to 0.5% of the total value of the delay for each week of delay and part thereof subject to a maximum of 10% of the total value of the Order. Alternatively, the Company reserves the right to execute the work from elsewhere at the sole risk and cost of the contractor and recover all such extra cost incurred by the company in execution of work by the above procedure.
24. **Tender Form Cost: Rs. 500/- + GST @ 18% (Total Rs.590/-)**
25. **Earnest Money Deposit (EMD): Rs. 2460/- (refundable)**
26. **Exemption in Tender Form Cost and EMD is as per Govt. rules.**
27. **Due date of Submission of tender : 01.06.2021 upto 12.00 noon and will be opened at 2.00 p.m. on the same day in the presence of those tenderers who are present at that time.**
28. **Documents to be submitted along with the tender**
 1. **Tender Document duly filled and signed in all pages**
 2. **Proof of experience as per pre qualification criteria, clause 2.**
 3. **Proof of Tender cost and EMD remittance**
 4. **Copy of ESI, PF, GST and MSME (if applicable) registration.**
29. **Evaluation of bids:** The evaluation of the bids will be based only on the documents submitted:

for TRAVANCORE TITANIUM PRODUCTS LTD


Manager (Commercial)

Signature of the Bidder:

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PARTICULARS OF TENDERER

1. Name of the Bidder:
2. (a) Registered office address of the Bidder:

(b) Address for correspondence:
3. Phone Nos.:
4. Mobile Nos.:
5. E-mail address:
8. Status of the tenderer (Individual, Prop. firm, Partnership, Ltd. Company, Co-operative Society, Other):
9. Registration No.:
10. Year of establishment:
11. PAN:
12. GST Registration No.
13. ESI Registration No.
14. PF Registration No.
15. MSME (if applicable) registration number:
16. Name and address of Proprietor/ Partners/ Directors:

Declaration

We confirm that we have read and understood all tender conditions and we accept all tender conditions in its entirety.

Date:

Signature:

Name of Person signing:

Tenderer's Name and address with seal:

Signature of the Bidder:

PRICE PROFORMA

Name of work: "Annual Maintenance Contract for repairing and servicing of Air Conditioners and Water Coolers within TTP Campus."

Tender No. CD/CN/KV-11/RT-1/AMC_Repairing & Maintenance of AC/ 21-22
25.05.2021

I have read and understood all the tender conditions in its entirety

My lowest rate for the above work is as follows:

| Sl.No. | Item Description | Capacity | No. of Units | Comprehensive Rate/Unit in Rs. | GST (Rs.) |
|--------|---|-----------|--------------|--------------------------------|-----------|
| 1 | Split Air Conditioner | 2 Tonnes | 02 | | |
| 2 | Split Air Conditioner | 1.5 Tonne | 40 | | |
| 3 | Window Air Conditioner | 1.5 Tonne | 01 | | |
| 4 | Water Cooler | 20 Ltrs | 13 | | |
| 5 | New AC installation/Re Installation(including Gas Recharge) | | | | |

**** Please mention the GST at the space given. If not mentioned, the rate will be considered as inclusive of GST.**

*If the bidder is below threshold limit that also has to be mentioned.

** Please mention whether the above rate is inclusive of GST or exclusive and specify the % of GST included or excluded .If the bidder is below threshold limit that also has to be mentioned.

Signature of the Tenderer :

Name & Address. :

Signature of the Bidder: