

**TENDER FOR PROVIDING ANNUAL COMPREHENSIVE MAINTENANCE  
CONTRACT OF WATER COOLER & WATER PURIFIER INSTALLED  
AT INDIAN MARITIME UNIVERSITY- MUMBAI PORT CAMPUS**



**TENDER No: IMU-MPC/PUR/W.C. & W.P./2020/07**

**Issue Date: 27.10.2020**

Issued To,

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<b>Tender Document</b>	The tender document can be downloaded from the website <a href="http://www.imumumbaiport.ac.in">www.imumumbaiport.ac.in</a> & <a href="http://www.imu.edu.in">www.imu.edu.in</a> There is no tender fee
<b>Estimate Contract Amount</b>	<b>1,87,800/-</b>
<b>EMD Amount</b>	<b>Rs. 10,000/-</b> should be drawn in the form of Demand Draft / Pay Order in favour of "IMU, Mumbai Port Campus" payable at Mumbai
<b>Last Date and Time of submission of the Tender</b>	1430 hrs on <b>20.11.2020</b>
<b>Date and Time of opening of the Technical Bids</b>	1500 Hrs on <b>20.11.2020</b> , IMU Mumbai Port Campus
<b>Date and Time of opening of the Financial Bids</b>	1500 Hrs on <b>27.11.2020</b> , IMU Mumbai Port Campus

All bidders are requested to visit IMU Mumbai Campus website: [www.imumumbaiport.ac.in](http://www.imumumbaiport.ac.in) & [www.imu.edu.in](http://www.imu.edu.in) for regular updates.

# INDIAN MARITIME UNIVERSITY

(A CENTRAL UNIVERSITY, GOVT. OF INDIA)

MUMBAI PORT CAMPUS

(LBS CAMSAR / MERI)

## Sub: Annual Comprehensive Maintenance Contract of Water Cooler & Purifier installed at IMU –Mumbai Port Campus.

IMU – Mumbai Port Campus invites sealed quotations for comprehensive Annual Maintenance Contract of following Water Cooler & Purifier installed at IMU – Mumbai Port Campus. The details of Water cooler & Purifier are given below:-

Sl. No.	Description	Approx. Qty
1.	Water Cooler Maximum cooling capacity 80Ltrs.	37 Nos.
2.	Water Purifier (Aqua guard)	35 Nos.
	<b>Total:</b>	<b>72 Nos.</b>
<b>IMU-MPC at his own discretion may be give all or a limited Nos. of Water cooler &amp; Purifier under AMC</b>		

### Pre - Qualification of Criteria:

- i.
  - a) The bidder should have satisfactorily completed three similar AMC of Water cooler & Purifier works during the last two years each costing not less than 40% of the present estimated cost i.e. Rs. 1,87,800/- in Central Government/ State Govt. / PSUs / Private Organizations of repute.  
(or)
  - b) Two similar AMC of Water cooler & Purifier works during last two years each costing not less than 50% of the present estimated cost i.e. Rs. 1,87,800/- in Central Government/ State Govt. / PSUs / Private Organizations of repute; (or)
  - c) One similar AMC of Water cooler & Purifier work during last two years each costing not less than 80% of the present estimated cost i.e. Rs. 1,87,800/- in Central Government/ State Govt. / PSUs / Private Organizations of repute.

[Mode of Proof: Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work'].
- ii. The firm should have average annual turnover of Rs. 50 Lacs during the last 03 financial years (i.e. 2016-17, 2017-18, 2018-19).  
[Mode of Proof: Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant].

- iii. Copy of Income Tax Returns for the last three years (i.e. 2016-17, 2017-18, 2018-19)
- iv. Should have minimum 5 employees working in the firm including minimum 02 engineers. [Mode of Proof: Copy of latest previous month biometric report of the employee]
- v. Should have at least One Proper workshop or office including provision for basic repairs and warehouse including spare parts of Water Cooler & Purifier with area minimum 125 Sq.ft. [Mode of Proof: Photograph of Office, Workshop and Warehouse]( IMU MPC may visit the premises of the bidder to verify the information).
- vi. The agency desirous of participating to this tender should have its registered office in Mumbai.
- vii. The firm must have a valid PAN Number and GST Registration No.
- viii. Annexure – II to be filled and self attested.

The Bidder must possess **All the above Eight** Pre-Qualification Criteria. If the firm does not possess even one of these, it shall stand disqualified and the bid will not be taken up for evaluation. Bidders should forward bids under their original memo/letter pad inter-alia furnishing details like GST Number, Bank address with EFT Account if applicable, etc. and complete postal and e-mail address of their office.

**Scope and description of Works:-**

1. Thereafter, the agency shall be responsible for comprehensively maintaining all the above Water Cooler & Purifier of IMU – Mumbai Port Campus. The agency shall be responsible for all preventive and break down maintenance of the Water Cooler & Purifier and fault rectifications.
2. The agency shall be responsible for the maintenance towards routine servicing once in every quarter, providing technician for attending any number of breakdown calls during the contract period ,fault rectification on-site as well as off-site and refrigerant gas charging as and when required.
3. The AMC is given on a comprehensive manner. All the parts should be rectified / replaced free of cost. IMU-MPC at his own discretion may get the item checked & verified by any third party. The repairs as asked by IMU-MPC are required to carried out by the vendor.
4. On receipt of a break down intimation, a qualified and competent team would be deputed immediately on the same day and fault should be rectified immediately on priority basis and maximum, by 24 hrs so as to

- ensure that Water Cooler & Purifier are functioning satisfactorily.
5. Rs.500/- will be penalized, if the mechanic/technician does not visit the IMU – Mumbai Port Campus for not attending the call/inspection/repairs within 24 hrs.
  6. **TOOLS and EQUIPMENTS:-** The agency shall arrange at its own expense all necessary tools, equipments and required parts which are required for proper execution of the work.
  7. No increase in amount shall be considered during the currency of the AMC. No other charges like transportation fare etc. will be payable.
  8. Conditional tender will not be entertained. Similarly quotations received after stipulated date and time will also not be considered under any circumstances.
  9. The term Maintenance shall include oiling, cleaning, greasing, Servicing and repair of motor/compressor, electrical parts, water filters and gas charging during the currency of the contract at the exclusive risk, responsibility and the cost of contractor.
  10. They shall be required to inspect all the Water Cooler & Purifier from time to time and submit report to IMU-MPC.
  11. The water cooler will be cleaned and wet serviced four times during the year.
  12. For regular and proper maintenance of the Water Cooler & Purifier and for attending to the complaints received from users, it shall be obligatory on the part of the firm to depute a qualified mechanic on all working days from 9.30 am to 5.00 p.m. from Monday to Saturday throughout the currency of the contract immediately. In case of emergency the complaints would also be required to be attended on Sunday / Holidays.
  13. As far as possible, the repair work shall be carried out in the premises of the IMU – Mumbai Port Campus. Only such repairs which are not possible to be undertaken in the premises of the IMU Mumbai Port Campus may be allowed to be done in the workshop of the firms. In no case, a water cooler & purifier or part thereof shall be taken out of the premises without formal written permission of this Office. No transportation charges will be paid on this account. The Water cooler & Purifier or part thereof, taken into the

workshop will have to be brought back within 07 days failing which the cost of the machine/part will be recovered from the firm.

14. The bidder before bidding may check the working of Water cooler & Purifier physically.
15. First servicing will be done within 10 days from award of contract and thereafter every 3 months. Besides, the contractor as and when required in a particular water cooler & purifier will do cleaning/servicing.
16. Original/Genuine parts related to water cooler cum purifier are to be replaced, wherever required, with the Original/Genuine ones only after the consent/approval of concerned officer (Admin Warden) and payment will be made accordingly.
17. The contractor may be asked to provide additional activities such as shifting/ plugged in/ plugged out/ any other activities related to water cooler and purifier during the maintenance of the building.
18. The bidder may place their bids for individual items i.e. Water cooler or Water Purifier.
19. **Earnest Money Deposit:** An Earnest Money Deposit 2% of the estimated value of the total amount of Rs. 1,87,800/- i.e. Rs. 10,000/- in the form of a demand draft drawn in favour of IMU – Mumbai Port Campus, may be submitted, failing which the bid will not be considered valid.
20. **Security Deposit:** The successful bidder shall within 07 days from the date of receipt of award letter, deposit with Indian Maritime University, Mumbai Port Campus a sum equal to 10% of the value of the accepted tender, in the form of Demand Draft from any Nationalized bank/Scheduled bank, failing which Indian Maritime University – Mumbai Port Campus may at its discretion cancel the award letter and forfeit the earnest money deposit furnished along-with the tender.

The security deposit amount of 10% of the contract value so deposited will be refunded within 30 days from the date of completion of contract as per tender document.

In case, security deposit amount fall short on subsequent order, the bidder must deposit the differential amount of Security deposit within 10 days of subsequent order. Security Money will not carry any interest.

21. **TENURE OF CONTRACT:-** The tenure of the contract shall ordinarily be one year. However, the competent authority in IMU – Mumbai Port Campus, may at the discretion, allow extension of the tenure of contract, up to two spells of one year each subject to satisfactory services of the firm.
22. The competent authority reserves the right to terminate the contract at any time before completion of the tenure in case the services of the firm are found unsatisfactory, and without assigning any reason what so ever.
23. **SATISFACTORY SERVICES:-** The decisions of Director, IMU Mumbai Port Campus, shall be final and binding on the firm / agency for the purpose of determining the standard of satisfactory services.
24. **PROHIBITION OF SUB CONTRACT:-** The firm / agency shall not appoint any sub- contract for this work under any circumstances.
25. The payment towards AMC shall be released on quarterly basis through RTGS on completion of satisfactory service. However, the payment towards repair of already defective Water cooler & Purifier shall be released on successful rectification of repairs/ replacement of defective parts.
26. TDS will be deducted as applicable.
27. **RESOLUTION OF DISPUTE:-** In case of disputes the decisions of IMU – Mumbai Port Campus shall be final.
28. Penalty Clauses:-
- (a) **Deficiency in quality:-** In case of failure on the part of agency to rectify the defect within a period of 24 hrs, the IMU – Mumbai Port Campus shall have the discretion to get it rectified from other sources at contractor's risk and cost.
29. The IMU – Mumbai Port Campus reserves the right to accept or reject any or all the quotations without assigning any reason what so ever.
30. **Evaluation of Bids:**
- i. Only the price bid of technically qualified bidders shall be opened.
  - ii. The price bid will be reviewed for each item separately or both cumulatively at the discretion of IMU-MPC i.e. IMU-MPC may declare L1 for each item separately or cumulative.
31. **Submission of tender:** The tender must be submitted in the prescribed pro-forma provided in **Annexure- I**. Tenders not in the prescribed pro-forma

are liable to be rejected. The price bid of the tender is required to be submitted in a separate envelope.

32. Quotations strictly as per the above specifications and terms and conditions may kindly be sent to the undersigned in sealed cover on or before as date mentioned in cover page. Any clarification in this regard may kindly be addressed to the undersigned.

Deputy Registrar  
Indian Maritime University  
Mumbai Port Campus  
Hay Bunder Road,  
Mumbai- 400033

IMU – Mumbai Port Campus

- 1. Name of the Firm \_\_\_\_\_
- 2. Address \_\_\_\_\_  
\_\_\_\_\_
- 3. Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_
- 4. PAN No. \_\_\_\_\_
- 5. GST Registration No. \_\_\_\_\_
- 6. List of Clients (*Additional sheet may be used if the space provided below is insufficient*):

Sl. No.	Name of the Client	Duration of Services			Remarks (if any)
		From	To	Total	

**7. Details of Earnest Money Deposit of Rs. \_\_\_\_\_**

- i) DD / Banker's Cheque No. \_\_\_\_\_
- ii) Issuing Bank & Branch \_\_\_\_\_

Dates ; \_\_\_\_\_

(Signature of the authorized signatory)

Full Name \_\_\_\_\_  
Mob. No. \_\_\_\_\_  
Company Seal \_\_\_\_\_

**List of Enclosures:**

- i) DD / Banker's cheque for EMD.
- ii) Attested copy of PAN No.
- iii) Attested copy of GST Registration No.
- iv) Experience certificate from client organizations.



**MANDATE FORM  
(Account/s Information form)**

**REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM IMU.**

**A. DETAILS OF ACCOUNT HOLDER:**

NAME OF ACCOUNT HOLDERER / FIRM

COMPLETE CONTACT ADDRESS

MOBILE NUMBER / PH NO

E.MAIL:

PAN :

**B, BANK ACCOUNT DETAILS:**

**ACCOUNT NAME** (Name appearing in your Cheque Book)  
**BRANCH NAME WITH COMPLETE ADDRESS,**  
**TELEPHONE NO**  
**BRANCH CODE**

**Note: Please attach a Cancelled Cheque along with the account information form.**

**COMPLETE BANK ACCOUNT NUMBER** (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

( ..... )

Signature of Beneficiary  
Date:

**Mandatory for Vendors/suppliers/Contractors etc., Payment:**

Certified that the particulars furnished above are correct as per our records.  
(Bank's Stamp with Date & Place)

( ..... )

Signature of Bank Manager

Serial No. \_\_\_\_\_

## PRICE BID

Schedule to Tender for **Annual Comprehensive Maintenance Services for Water cooler & Purifier installed** at IMU-Mumbai Port Campus, Hay Bunder Road, Mumbai-400 043, during the period \_\_\_\_\_.

Sl. No.	Comprehensive Maintenance of Following Units	Quantity	Per unit per month	Total
1.	Water Cooler Maximum cooling capacity 80Ltrs.	37 Nos.		
2.	Water Purifier (Aqua guard)	35 Nos.		
	<b>GRAND TOTAL(in figures)</b>			
	<b>GRAND TOTAL(in words)</b>			
	<b>IMU-MPC at his own discretion may be give all or a limited Nos. of Water cooler &amp; Purifier under AMC</b>			
	<b>The rates quoted above should be only the unit price (i.e. inclusive of basic price, transportation and any other charges) and exclusive of GST and any cess on GST.</b>			

The bidder may place their bids for any or both of the items.

The Bidder who are placing their bids for only one item should write **NOT APPLICABLE** in the bid for the other item.

We/I have read the terms & conditions, specifications & quantities of the work and agreed to abide by them. We/I agree to carry out the above work at the rate mentioned against the item.

The quoted rates of each of the articles are one single price, all inclusive.

Place:

Date:

**Signature of the Contractor  
(with Seal)**