



**PROJECTS & DEVELOPMENT INDIA LIMITED**  
(A GOVT. OF INDIA UNDERTAKING)

SHEET  
1 of 1

PDIL BHAWAN, SAMTA, SUBHANPURA, VADODARA-390 023, INDIA.  
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**INVITATION TO BID (ITB)**  
**(OPEN DOMESTIC TENDER)**

<b>Published in CPP e-Publishing Portal (E-Tender ID 2017_MCF_211958_1) &amp; Hosted at PDIL Website</b>	<b>ITB NO. : PVMM/ARCS/Admn/17-18/E-05/100904</b>	
	<b>TYPE OF BID</b> (For submission of bids please refer ITB Clause No.2.0 of Annexure-II)	<b>TWO BID SYSTEM</b>
	<b>TYPE OF OPENING</b>	<b>PUBLIC</b>
	<b>BID ISSUE DATE</b>	<b>08.05.2017</b>
	<b>BID CLOSING DATE &amp; TIME</b>	<b>22.05.2017 (15.00 Hrs.)</b>
	<b>UNPRICED TECHNO-COMMERCIAL BID OPENING DATE &amp; TIME</b>	<b>23.05.2017 (16.00 Hrs.)</b>
	<b>PRICE BID OPENING DATE &amp; TIME</b>	<b>To be intimated later.</b>
	<b>VENUE OF BID OPENING</b>	<b>PDIL, Vadodara</b>
	<b>EARNEST MONEY DEPOSIT (EMD)</b>	<b>Not Applicable</b>
	<b>CONTRACT PERIOD :</b>	<b>03(Three) years w.e.f. 01.07.2017</b>


- 1.0 **PROJECTS & DEVELOPMENT INDIA LTD.**, a company registered under the Companies Act, 1956 having its registered offices at PDIL Bhawan, A-14, Sector-1, Noida-201 301, India (hereinafter referred to as PDIL or OWNER), a Govt. of India Undertaking under the administrative control of the Dept. Of Fertilizers, Ministry of Chemicals & Fertilizers. We, PDIL, Vadodara, Gujarat invites sealed bids in two parts under National Competitive Bidding, addressed to HOD (MM), for the under mentioned item subject to the 'Scope of Work' and 'Term & Conditions' enclosed herein.


SL.	DESCRIPTION OF JOBS/SERVICES	QUANTITY
1	<b>ARC-SERVICE for Comprehensive Annual Maintenance Contract of Voltas make-Type Tushar (Model 20/40) Water Coolers at PDIL Vadodara Office for the period of 3 years w.e.f. 01.07.2017 to 30.06.2020, as per technical enquiry specifications doc. no. PVAD/736, REV.0 Dt. 05.05.17 attached as Annexure-IV and Commercial Terms &amp; Conditions mentioned at Annexure-IIIB &amp; IIIC</b>	<b>04 Nos.</b>

- 2.0 The following enclosed documents are the part of ITB.

1.0	<b>Pre Qualification Criteria (PQC)</b>	<b>ANNEXURE-I, Rev 0</b>	Sheets-1
2.0	<b>Instructions to Bidder- e Publish</b>	<b>ANNEXURE-II, Rev 0</b>	Sheets-1 to 3
3.0	<b>General Conditions of Contract (GCC)</b>	<b>ANNEXURE-IIIB, Rev 0</b>	Sheets-1 to 3
4.0	<b>Special Conditions of Contract (SCC)</b>	<b>ANNEXURE-IIIC, Rev 0</b>	Sheets-1 to 1
5.0	<b>Technical Enquiry Specifications</b> Doc. No. PVAD/736, Rev.0 Dt. 05.05.17	<b>ANNEXURE-IV, Rev.0</b>	Sheets-4
6.0	<b>Price Schedule</b> (Submit Separately- in PRICE BID ENVELOPE)	<b>ANNEXURE-V, Rev.0</b>	Sheets-1 to 1
7.0	<b>Checklist / Agreed Commercial Terms &amp; Conditions (ACTC)</b>	<b>ANNEXURE-VI, Rev.0</b>	Sheet-1
8.0	<b>Declaration by Bidder</b>	<b>ANNEXURE-VII, Rev.0</b>	Sheet-1
9.0	<b>RTGS/NEFT Format For E-Payment</b>	<b>ANNEXURE-VIII, Rev.0</b>	Sheet-1
10.0	<b>Details Of Contractor / Company</b>	<b>ANNEXURE-IX, Rev.0</b>	Sheet-1
11.0	<b>Format of BG for Performance Security</b> Not Attached	<b>ANNEXURE-X, Rev.0</b>	Not Attached

for and on behalf of  
PROJECTS & DEVELOPMENT INDIA LIMITED

  
Bishwanath Banerjee  
Manager (MM)

	<b>Pre Qualification Criteria(PQC) ANNEXURE – I</b>	<b>PVMM/ARCS/Admn/17-18/E- 05/100904/ANX-I</b>	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

**PRE-QUALIFICATION CRITERIA (PQC):** Please refer the [Pre-Qualification Criteria \(PQC\)](#) which are given hereunder:


**A PREQUALIFICATION CRITERIA (TECHNICAL) :**

- 1.0 Bidders should have done minimum 2 similar jobs during the last 5 years (viz. maintenance contract for Water Coolers preferably in PSUs / Corporate Sectors / banks / Institutions / offices) ending last day of month previous to the one in which tenders are invited.

The Bidders are required to submit the copy of Work Order / Job / Annual Rate Contract / Contract Completion Certificate as proof of experience as mentioned above.

**Similar works definition:** Maintenance Contract for Water Coolers of any brand like Voltas / Blue Star etc.

- 2.0 Bidders must have their office in Vadodara for proper coordination of jobs. They are required to submit preferably a valid Registration Certification issued from Vadodara Municipal Corporation under Shops & Establishment Act or any valid government document stating the vendors' office address in Vadodara.

	<b>INSTRUCTION TO BIDDERS</b> <b>(for e-published tenders)</b> <b>ANNEXURE – II</b>	PVMM/ARCS/Admn/17-18/E- 05/100904/ANX-II	0
		DOCUMENT NO	REV
		SHEET 1 OF 3	

1.0 A bidder who meets the Pre-Qualification Criteria as per ITB and intends to quote against this ITB may download the bidding document from PDIL website <http://pdilin.com> OR Central Public Procurement Portal <https://eprocure.gov.in/cppp> and submit the Bid complete in all respects as per terms & conditions of contract on or before the bid closing date and time.

## 2.0 Submission of Bids:

Bidders are required to submit their bids under three (03) envelopes as below:

### Envelope (A)

i. Earnest Money Deposit (EMD) as per Cl. 6.0 below.

**OR**

A copy of valid Registration Certificate, in case of NSIC/MSE registered Companies.

ii. Format of Bank Details (RTGS) for on line payment, all the details duly filled in [Annexure-VIII](#).

**Envelope (B): Un-priced Technical and Commercial Bid** along with the following documents (photocopies) shall be in this envelope:

- i. Documents in support of 'Pre-Qualification Criteria for Bidders' indicated in Annexure-I of ITB as per the requirement.
- ii. Complete ITB documents duly signed & stamped in each page with "Deviations"/"Exception" sheet (if any) and all Annexures duly filled in.
- iii. **Price Confirmation Copy** - A copy of Priced offer **keeping price blank** (hiding the price) and **in place indicating "Quoted" or "√"**, as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties, shall be submitted
- iv. Copy of [Check List / ACTC](#) enclosed duly filled by the bidder making all the points clear and not leaving any voids.
- v. Photo copy of PAN card.
- vi. A Copy of valid Service Tax registration certificate
- vii. Any other document as per the requirement specified in the ITB.

### Envelope C: Price Bid

Price Schedule **as per Annexure-V** with quoted rates in Rs.(Rupees) and Taxes & Duties, as applicable, signed and stamped.

All the above envelopes should be super scribed with respective **Envelope no., ITB No. and closing date of the bid**. All three (03) envelopes should be sealed and placed in a fourth envelop which should also be super scribed with our **ITB No. and closing date of the bid** and addressed to the under mentioned :


**HOD(MM),**  
**Projects & Development India Limited,**  
**PDIL Bhawan, Samta, Subhanpura,**  
**Vadodara-390023, Gujarat, India,**  
**Email : [bnbanerjee@wro.pdilin.com](mailto:bnbanerjee@wro.pdilin.com); [ansisodiya@wro.pdilin.com](mailto:ansisodiya@wro.pdilin.com)**

## 3.0 Opening of Bids

Bid opening will be Public. Envelope A and B only will be opened on Technical Bid Opening Date. Price Bids (Envelope C) of only those bidders will be opened which will be considered technically and commercially acceptable.

## 4.0 Evaluation of Bids

Bids shall be evaluated for Pre-Qualification Criteria (PQC) first and Techno-Commercial Bid Evaluation shall be carried out, only for those Bids which shall meet the Pre-Qualification Criteria (PQC).

	<b>INSTRUCTION TO BIDDERS</b> <b>(for e-published tenders)</b> <b>ANNEXURE – II</b>	PVMM/ARCS/Admn/17-18/E- 05/100904/ANX-II	0
		DOCUMENT NO	REV
		SHEET 2 OF 3	

Bids shall be scrutinized on Techno-Commercial parameters. Bids having unacceptable deviation may be rejected at this stage. However, clarifications shall be sought from bidder for any shortcoming found in their Bid at this stage.

The PRICE BID shall be opened only of those bidders who will be technically and commercially suitable.

### 5.0 Price Evaluation Criteria

Price Evaluation of Bids shall be done considering the quoted prices, by the bidder in the Price Schedule, along with taxes and duties, on overall lowest bidder considering the CENVAT benefit to PDIL.

In case of any discrepancy, unit rate shall prevail for calculation to arrive at the total price.

In case a bidder does not fill up any amount and leaves it blank or writing 'N/A' or put '-' against any item of Price Schedule, it shall be deemed that cost of such item (s) is included in other item by the bidder elsewhere in the quoted price.

Incomplete Price Schedule may result into rejection of bid.

### 6.0 Earnest Money Deposit (EMD) (Not Applicable for this tender)

Earnest money deposit (~~Rs. \_\_\_\_\_~~) shall be submitted by way of Demand Draft/ Banker's Cheque only drawn on any Scheduled/ Nationalized Bank in favour of 'Projects & Development India Ltd', Vadodara. ~~Quotation/Bid without EMD may not be considered.~~ However, NSIC/MSEs registered Companies are exempted from submission of EMD provided a valid Certificate in this regard is submitted.

~~6.1 EMD shall be refunded:~~

- ~~• To the unsuccessful bidders after acceptance of order by the successful bidder(s).~~
- ~~• To the successful bidder(s) after deposition of Security money/ confirmation by the Bank for the Security cum Performance Guarantee submitted by bidder~~

~~No interest shall be payable on EMD.~~

~~6.2 EMD may be forfeited without prejudice to any other right or remedy of PDIL including but not limited to following circumstances:~~

~~a) If a bidder withdraws his bid during the period of bid validity specified by the bidder~~

~~\_\_\_\_\_ OR~~

~~b) In the case of successful bidder, if the bidder fails to accept the order~~

~~\_\_\_\_\_ OR~~


~~c) If a bidder is found to have furnished Mis representation or wrongful declaration/ presentation of qualifying data and other facts in their Bid~~

### 7.0 Validity of Bids

Prices quoted should remain valid for our acceptance for a minimum **period of 90 days from the date of opening of technical bids**. PDIL will not allow any revision in prices within validity period after sealed tender are opened.

8.0 If at any later date, it is found that documents, information and data submitted by the Bidder in the Bid, and based on which the Bidder has been considered eligible or successful or has been awarded the Contract is incorrect or false to the extent that had the correct or true information been made available to the OWNER at the time of Bid evaluation, the bid would have been declared ineligible or unsuccessful, the Bidder shall be forthwith disqualified or, as the case may be, the contract awarded based on such incorrect or false information shall be cancelled and the EMD/PBG/Security Deposit shall be liable to be forfeited.

9.0 Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact PDIL before submission of bid if they have any query on it. Once the bid is submitted, PDIL will presume that the bidder has understood thoroughly the Scope of Supply along with terms & conditions and all these are acceptable to them.

	<b>INSTRUCTION TO BIDDERS</b> <b>(for e-published tenders)</b> <b>ANNEXURE – II</b>	<b>PVMM/ARCS/Admn/17-18/E-05/100904/ANX-II</b>	0
		DOCUMENT NO	REV
		SHEET 3 OF 3	

- 10.0 Bids shall be typed or written in indelible ink and must be free from corrections / erasing / overwriting etc. Any changes made must be authenticated with initial by the Bidder.
- 11.0 Bid shall be ideally in conformity to the Scope of supply/work along with all Terms & conditions, stipulated in the ENQUIRY. PDIL shall appreciate to receive a Bid having no deviation. However, under unavoidable circumstance, a Bidder may submit Deviations in a separate sheet, which PDIL at its own liberty may accept or reject. Deviations found elsewhere inside the Bid document shall not be considered. Deviations including condition(s), if any, found in the Price bid shall liable for rejection of a Bid in totality.
- 12.0 PDIL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. PDIL is at liberty to take any of the following actions in case of this ITB:
- a) to cancel the tender without reference to the bidders.  
b) to postpone the due date and time.
- 13.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though Project & development of India Limited may withdraw the enquiry/tender or reject all bids.
- 14.0 **SITE VISIT:** **If needed**, Bidder may visit the site before quoting their rates. For site visit and any clarifications please contact to:
- Shri G Srikanth**  
 Manager (P&A)  
 Projects & Development India Limited  
 Samta, Vadodara  
 Phone: EPABX-0265-2388418-21, Extn-129, FAX: 0265-2388398/99  
 Email: [srikanthg@wro.pdilin.com](mailto:srikanthg@wro.pdilin.com)
- 15.0 Bids submitted thro' FAX and e-mail will not be accepted. No request from any bidder to PDIL to collect the bid from airlines, cargo agents etc. shall be entertained by PDIL.
- 16.0 PDIL reserve the rights to assess bidder's capability and capacity to perform the contract.
- 17.0 Bids must be submitted on or before the closing date and time physically in the bid box at the office of **HOD(MM), Projects & Development India Limited, PDIL Bhawan, Samta, Subhanpura, Vadodara-390023, Gujarat, India**, or by registered post/courier on the above address so as to reach well in advance of the closing date and time. Offers received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever including postal/courier delay.
- 18.0 To know more about PDIL, please visit our website <http://www.pdilin.com>

	<b>GENERAL CONDITIONS OF CONTRACT (GCC) ANNEXURE - IIIB</b>	PVMM/ARCS/Admn/17-18/E-05/100904/ANX-IIIB	0
		DOCUMENT NO	REV
		SHEET 1 OF 3	

### 1.0 Scope of Contract

The Scope of Contract/ Purchase Order (P.O), shall be as per 'Technical Specification' and/or 'Price Schedule', attached to the ITB, unless & otherwise it is modified, at subsequent stage of bidding.

### 2.0 Firm Price

Price to be quoted shall be firm and subject to no escalation whatsoever during the contractual completion period including extended period, if any, except for any statutory variations i.e. change in the rate of tax & duty and/or inclusion of any new tax & duty.

Bid with variable price will not be accepted.

### 3.0 Price Basis

Duly executed at location specified elsewhere in this ITB.

### 4.0 Taxes and duties (To be read in conjunction with SCC)

4.1 All applicable taxes & duties shall be paid at actual at the prevailing rate only. However, Rate of Sales tax / VAT, Service tax, any other tax as applicable should be indicated in the 'Price Schedule'.

4.2 Statutory variation in taxes and duties including imposition of any new tax & duty, within the scheduled Completion period, as per P.O, shall be paid at actual on production of documentary evidence.

4.2.1 In case of delay in execution, if there is any increase in the rate of tax & duty and/or there is imposition of any new tax/ duty by statutory authorities, PDIL shall restrict the payment of taxes & duties, as prevalent on the scheduled delivery/ completion period only, as mentioned in the P.O and amendment(s) there to.

4.2.2 If there is any decrease in applicable rate of taxes & duties &/or there is any withdrawal of any tax & duty by statutory authorities, during the completion period including extended/amended period of P.O, shall accrue to PDIL's a/c.

4.3 The Contractor has to submit / furnish all necessary documents / information to enable PDIL claim CENVAT in respect of Service tax/ Excise Duty / Countervailing Duties, if any.

4.4 ~~PDIL shall not issue any form other than Form 38 i.e. Road Permit, if required, on written request by the Contractor.~~

5.0 Effective date of Contract/ P.O: Shall be the date of issuance of LOI/ P.O.

### 6.0 Completion Period/ Time Schedule

6.1 Mobilization Period: ~~....days from the date of intimation by PDIL.~~

Completion Period: ~~\_\_\_ days/ weeks/ month from the date of handing over site.~~

### 6.2 For Annual Maintenance Contract (AMC)/ Annual Rate Contract (ARC)


The Contract shall be valid for a period of **Three (03) Year/s** from the Effective date. This period can be further extended on mutual agreement.

### 7.0 Payment Terms

~~100% Payment shall be released, within 30 days after completion of job/work as per milestone defined, elsewhere in the ITB, on the invoice, duly certified by Engineer In Charge of PDIL.~~

### 7.1 Payment For AMC/ ARC:

100% **quarterly payment on prorata basis** shall be released within 30 days of submission of invoice duly certified by Engineer In Charge of PDIL. The quarterly bills shall be submitted by the contractor with all necessary documents to the Operator of the Contract.

	<b>GENERAL CONDITIONS OF CONTRACT (GCC) ANNEXURE - IIIB</b>	PVMM/ARCS/Admn/17-18/E- 05/100904/ANX-IIIB	0
		DOCUMENT NO	REV
		SHEET 2 OF 3	

The above payments shall be released subject to submission of ~~Security cum Performance Guarantee/~~ Security Deposit, **if applicable**, as mentioned herein below, failing which the same amount shall be deducted from the Contractor's Bill(s)

All payments will be made by account payee cheque or direct transfer in bank account through RTGS.

7.1 Tax deduction at source

Income tax, as applicable as per income tax act, shall be deducted at source from the Contractor's bills and a certificate towards this deduction shall be issued to the Contractor.

**8.0 Security Deposit**

8.1 Security Deposit shall be applicable for P.O value more than Rs. 2.00 lac.

8.2 Security cum Performance Guarantee/ Security Deposit for an amount equivalent to 10% of P.O value shall be submitted within 15 days of issuance of P.O, in the form of Demand Draft (DD)/Banker's Cheque. The same shall be valid to cover completion period.

Bank Guarantee (BG) for Security Deposit shall be entertained for value  $\geq$  Rs 1.00 lac. PBG shall be valid to cover completion period plus three (03) months claim period thereafter. PBG shall be issued by any Scheduled Commercial Bank. Format of PBG is enclosed herewith at [Annexure-X](#).

8.3 In the absence of submission of Security Deposit, the equivalent amount after adjustment of EMD amt., if any, shall be adjusted from the bills.

~~8.4 In case of ARC, Earnest Money deposit (EMD) shall be retained as Security Deposit for faithful performance of contract.~~

8.5 No interest shall be payable on Security Deposit.

8.6 [PDIL Vadodara](#), however, reserves the right to encash/ forfeit the Security Deposit, if the Contractor fails to execute the Contract and/or abide by all the terms and conditions of the P.O.

8.7 Security deposit shall be refunded after 30 days of completion of Contract on the certification of Engineer In Charge for due fulfilment of the contractual obligations and after adjusting the expenditure incurred by the Owner, if any, on account of any failure on the part of the contractor.

~~9.0 **Price reduction clause**~~

~~In the event of delay in completion beyond contractual completion period, price reduction @ 0.5% per week or part thereof subject to maximum 5% of total P.O value shall be recovered from Contractor's bill(s).~~

10.0 **Insurance**


Necessary insurance(s) to cover accident risk for his employees loss of life, material etc. to crew or the third party to be arranged by Contractor at his cost.

11.0 **Statutory obligation and Safety Rules (For AMC/ ARC)**

The Contractor will have to follow all safety rules and measures during contract period and will be fully responsible for implementing rules, obligations and statutory provisions of government and all the consequences in the event of any eventuality.

The Contractor shall be responsible to observe and comply with all statutory requirement including contract labour act 1970, minimum wage act – 1948 and EPF act 1952 etc. including all amendments thereof in vague both of central and state government. PDIL shall be kept indemnified against any action brought against it or any violation / non –compliance of any act /acts, all expenses for compliance of above acts and regulations shall be borne by the contractor.

The Contractor shall comply with at his cost all safety norms such as Fire and Safety regulation act as applicable at site.

	<b>GENERAL CONDITIONS OF CONTRACT (GCC) ANNEXURE - IIIB</b>	PVMM/ARCS/Admn/17-18/E- 05/100904/ANX-IIIB	0
		DOCUMENT NO	REV
		SHEET 3 OF 3	

The Contractor shall be responsible for all risk involved in respect of their personnel and material at site and arrange proper insurance coverage at his cost.

Personnel deployed should be medically fit to work should possess good conduct and should have no past criminal record and shall maintain high standard discipline, decency and decorum. PDIL reserves the right at its sole discretion to ask for replacement of any person employed by the contractor.

#### **12.0 Termination**

In the event of unsatisfactory performance, PDIL reserves right to cancel part or whole of the order / contract and make alternate arrangement at any time during currency of contract on risk & costs of contractor and / or forfeit security deposit

#### **13.0 Force Majeure**

The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Contractor shall provide justification by documentation countersigned by the local chamber of commerce.

#### **14.0 Arbitration**

All cases of dispute arising during execution of contract shall be resolved by mutual discussion of parties operating the Contract. In the event of failure to do so, matter will be settled as per Arbitration and Conciliation Act, 1996, as amended from time to time.

However, wherever applicable, in case of settlement of commercial disputes between PSEs inter SE and PSE(s) and Government Department(s), the same shall be settled through Permanent Machinery of Arbitrators (PMA) setup in the Department of Public Enterprises (DPEs) as per the following Clause:


“In the event of any dispute or difference relating to the Interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator”.

The performance under this contract, shall not stop for any reason, whatsoever, during the said dispute / proceedings, unless the service provider is specifically directed by PDIL to desist from working in this behalf.

#### **15.0 Jurisdiction**

The P.O shall be deemed to have been entered into at Noida/Vadodara/Sindri, for PDIL's different Unit, as the case may be and all cases of action in relation to the P.O shall, therefore, be deemed to have been assigned within its jurisdiction for respective Unit/location.



	<b>SPECIAL CONDITIONS OF CONTRACT (SCC) ANNEXURE - IIIC</b>	PVMM/ARCS/Admn/17-18/E-05/100904/ANX-IIIC	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

- 1.0** SCOPE OF JOB : As per Technical Specifications Doc. No. PVAD/736, Rev.0 Dt. 05.05.17, enclosed with this ITB.
- 1.1** PRICE BASIS: Lumpsum Prices for 3 years CAMC of all 04 Nos. water coolers to be quoted inclusive of cost of labour, accessories & spares, Comprehensive maintenance charges and all taxes & duties **EXCEPT SERVICE TAX**.
- 2.0** Bids will be evaluated on the basis of Pre-Qualification Criteria(PQC) mentioned in Annexure-I. The Offer, not meeting the Pre-Qualification Criteria(PQC), shall not be considered for further evaluation.
- 3.0** PART ORDER/SPLIT ORDER: Part Order / Split Order is **NOT APPLICABLE** for this tender, hence, evaluation shall be carried out on overall basis.
- 4.0** DISCREPANCIES IN QUOTED PRICES: **The prices must be written both in figures and words. Unit prices shall be considered correct in the event of any discrepancy with regard to total price. In the event of difference, prices written in words shall be valid & binding. If the bidder has submitted prices in the price schedule & also on their own letter head/format, the prices written in the Price Schedule shall be considered valid & binding, in case of any discrepancy.**
- 5.0** TAXES, DUTIES, SALES TAX ON WORKS CONTRACT ETC. EXCEPT SERVICE TAX: The prices shall be **inclusive of all taxes, duties, including sales tax on work contract etc. except service tax** and the contractor shall be responsible for payment of the same.
- 5.1** SERVICE TAX: Service Tax shall be paid **EXTRA as applicable as per service tax rule/notification** against **Service Tax Registration Number** Only. **Bidder shall clearly indicate the present applicable rate and % of quoted amount on which service tax shall be applicable in their bid.**
- 5.2** **PDIL shall avail CENVAT benefit** against payment of Service Tax hence, the **CENVAT** benefit on these accounts to be passed on by the bidder to PDIL. **The amount of benefit under CENVAT, if any, to PDIL will be considered while evaluating the price** for which necessary documents shall be provided by the bidder to enable PDIL to avail the benefit, failing which the amount shall not be payable.
- 5.3** Imposition of any new taxes & duties and changes in quoted taxes & duties after issuance of LOI/PO by statutory authorities during contractual period shall be considered on production of documentary evidence
- 6.0** TENURE OF JOB: **03 (Three) Years w.e.f. 01.07.2017 to 30.06.2020.**
- 7.0** PAYMENT TERMS: Within 30 days of submission of your invoice duly certified by, Contact Person, PDIL on **prorata and Quarterly end basis** for executed services and supply together.
- 7.1** Invoice for payment shall be submitted to Contact person of PDIL who shall forward after certification, to Finance for payment.
- 7.2** The mode of Payment to Supplier/Contractor in PDIL is generally E-Payment through RTGS/NEFT. To facilitate the same, **Successful Bidder to fill up the required details in the format for E-Payment through RTGS/NEFT (Refer Annexure-VIII) and submit the same alongwith EMD in Envelope-A.**
- 7.3** **If you are eligible/entitled for any privilege/benefit under any statutory body/act/law like MSMED Act 2006 for MICRO/MEDIUM/SMALL Scale Company etc, please submit the valid documentary evidence and clearly indicate in your offer.**
- 8.0** PERFORMANCE SECURITY DEPOSIT: As per clause no.8.0 of GCC (Annexure-IIIB)
- 9.0** CONTACT PERSON for OPERATION OF ORDER/CONTRACT: This order/contract shall be operated by contact person of PDIL **Mr. G. Srikanth, HOD(P&A), PDIL,Vadodara E-mail: [srikanthg@wro.pdilin.com](mailto:srikanthg@wro.pdilin.com)** or his authorized representative.
- 10.0** In case of an irreconcilable conflict between General Conditions of Contract, Special Conditions of Contract, terms specified in Special Conditions of Contract shall prevail.

	<b>TECHNICAL ENQUIRY SPECIFICATION FOR ANNUAL MAINTENANCE CONTRACT FOR WATER COOLERS</b>	PVAD/736	0
		DOCUMENT NO	
		Page 1 of 2	



## ANNEXURE-IV


ITB No. PVMM/ARCS/17-18/E-05/100904

### TECHNICAL ENQUIRY SPECIFICATION

#### FOR

Annual Maintenance contract for a period of 03 (Three) years effective from 01/07/2017 to 30/06/2020 for Water coolers at PDIL office located at Samta, Subhanpura, Vadodara, Gujarat-390023

					
0	05/05/2017	05/05/2017	FOR ISSUE	Subhash	G. Srikanth
REV	REV DATE	EFF DATE	PURPOSE	PREPD	APPD

	<b>TECHNICAL ENQUIRY SPECIFICATION FOR ANNUAL MAINTENANCE CONTRACT FOR WATER COOLERS</b>	PVAD/736	0
		DOCUMENT NO	
		Page 2 of 2	

**Contents**

SECTION NUMBER	DESCRIPTION	SHEET NUMBER
ENCLOSURE-A	SCOPE OF JOB	2

**List of Attachments**

ATTACHMENT NUMBER	DESCRIPTION	NUMBER OF SHEETS
ENCLOSURE-A	SCOPE OF JOB	2

*Sushant*  
05.05.17

SCOPE OF JOB

ENCLOSURE-A

Scope of Job covered under the Comprehensive Annual Service contract for 4 nos. Water coolers-Voltas make-Type Tushar water cooler, Model 20/40

1. The voltas make Water Coolers having SI No. 6010124P08L000758, 6010124P071001019, were purchased & installed on 29.1.2009 & Water coolers having SI No. 6010124P09J001091 & 6010124P09J001077 were purchased on 10.12.2009.
2. The comprehensive-all risk covered maintenance and servicing contract includes free replacement of compressors, repair / replacement of thermostat, fan, replacement of the water tube , water tap, any other leakage part, condenser tubes, all electrical parts like cable, plug top etc, ATTENDING TO GAS CHARGING & REWINDING OF MOTORS ETC AS & WHEN required for smooth and trouble free running of water coolers.
3. For this, the contractor shall provide sufficient manpower with adequate expertise to ensure completion of all the activities to our satisfaction.
4. The contractor shall keep sufficient number of compressors / fan motors etc. as stand by for immediate replacement whenever need arises.
5. The contractor is required to supply & install new manufacturers compressors of same make, in exchange of the faulty ones with documentary evidence.
6. There shall be one regular service visit in a month to be attended under this Annual Service Contract besides extra visits that may be required in the event the Water cooler develop faults.
7. To & fro cartage involved in attending to the repair and replacement of Water coolers from PDIL premises to the works of contractor and back will be borne by the contractor.
8. The contractor shall ensure availability of trained authorized representatives / technicians for receiving instructions from authorized official of PDIL on regular intervals.
9. The contractor shall ensure compliance of any emergent complaint by sending the technician immediately as per our requirement even on holidays.

*Subul*  
05.05.17

	<b>PROJECTS &amp; DEVELOPMENT INDIA LTD</b>	PVAD/736
		DOCUMENT NO.
		Page 2 of 2

10. Whenever Water Coolers are repaired for electrical or mechanical defects, the same shall be subject to inspection & clearance by our technical team. Contractor shall provide all necessary tools & tackles for the said job.
11. For attending to all minor repair for the Water coolers under Annual Service Contract, you shall set the machines right within a period of 2 days. In case of major break downs of water coolers you would arrange for replacement of compressors & all other parts within a period of 3 days to set the machine right. You shall keep sufficient number of compressors/fan motors etc for attending immediate repairs.
12. You will maintain proper register for all the Water coolers indicating nature of fault, date of complaint, date of attending job, signature of service engineer / technician and signature of co-ordinating officer, for each machine. On expiry of the contract you shall hand over the machines in good working condition.
13. Technician / engineer of Annual Service Contract contractor shall report immediately after receiving the call. The client shall wait for maximum 24 hours for the ASC contractor personnel to report in the event of fault and on receiving instruction from customers, failing which the client shall be free to get the services of other agencies for rectification of fault at the cost and risk of the ASC contractor.
14. Fault location, checking of wiring shall be the responsibility of ASC contractor.
15. In case quantity of water cooler decreases or contractors' representative doesn't conduct routine monthly maintenance / visit, prorata payment shall be made considering the actual quantity serviced / visits executed.
16. The contract shall be terminated without assigning any reason in case the services as per scope of job are not found satisfactory or contractor violates the terms and conditions of the contract or non compliance of statutory rules/provisions of applicable laws.
17. **Note:** Vendors may inspect the water coolers installed in our office complex at PDIL Bhawan, Samta, Subhanpura before submission of the bids.

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*Subhul*  
05.05.17

	<b>PRICE SCHEDULE ANNEXURE - V</b>	PVMM/ARCS/Admn/17-18/E-05/100904/ANX-V	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

Name of Bidder \_\_\_\_\_ Offer No. \_\_\_\_\_


Sl. No.	Item Description	Quantity (Nos.)	CAMC PERIOD	TOTAL LUMP SUM CAMC CHARGES For 3 years for 4 Nos. Water Coolers (₹)	
				In Figure(₹)	In Words(₹)
1.0	LUMPCUM PRICE FOR ARC-SERVICE for Comprehensive Annual Maintenance Contract of Voltas make-Type Tushar (Model 20/40) Water Coolers at PDIL Vadodara Office for the period of 3 years w.e.f. 01.07.2017 to 30.06.2020, as per technical enquiry specifications doc. no. PVAD/736, REV.0 Dt. 05.05.17 attached as Annexure-IV and Commercial Terms & Conditions mentioned at Annexure-IIIB & IIIC	04 Nos.	3 Years (01.07.2017 to 30.06.2020)	₹ _____	Rupees _____ _____ _____

**NOTES/Confirmations:**

1. We confirm that the above quoted prices are inclusive of cost of labour, accessories & spares, COMPREHENSIVE maintenance charges and all taxes & duties **except Service tax** (which shall be paid extra as applicable against Service Tax Registration. No.) as specified in the ITB
2. **Service Tax Extra as applicable, present rate Extra @ \_\_\_\_\_ % on \_\_\_\_\_% of quoted Amount.**
3. We confirm acceptance of all terms & conditions (GCC-Annexure-IIIB & SCC-Annexure-IIIC) as per ITB.

Date : \_\_\_\_\_

**AUTHORISED SIGNATORY WITH OFFICIAL SEAL.**


	<b>AGREED COMMERCIAL TERMS &amp; CONDITIONS (ACTC) ANNEXURE-VI</b>	PVMM/ARCS/Admn/17-18/E-05/100904/ANX-VIII	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

This ACTC should be duly filled and to be **Submitted/uploaded, as applicable** alongwith unpriced offer:

SL. NO.	DESCRIPTION	BIDDER'S CONFIRMATION / ACCEPTANCE
1.0	<b>BIDDER'S NAME &amp; ADDRESS</b> with Telephone & FAX no., Name of Contact Person, Email ID	
1.1	<b>BIDDER'S OFFER NO. &amp; DATE</b>	
2.0	Confirm Submission of Earnest Money Deposit OR MSME/NSIC document as per <b>Clause 2.2 of Annexure-II of ITB.</b>	<b>EMD-Not Applicable</b>
3.0	Confirm submitted all the relevant documents <b>as per requirement of sl no. A of Annexure-I, in respect of PQC.</b>	
4.0	Confirm submitted <b>Price Confirmation Copy (Unpriced Schedule)</b> - A copy of Priced offer(Annexure-V), keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties along with unpriced techno commercial bid.	
5.0	Confirm acceptance of <b>TECHNICAL ENQUIRY SPECIFICATIONS &amp; Terms &amp; Conditions</b> as per <b>Annexure-IV</b> , of ITB.	
6.0	Confirm acceptance of <b>Commercial Terms &amp; Conditions of ITB</b> as per <b>GCC (ANNEXURE-IIIB)</b> and <b>SCC (Annexure-IIIC)</b> .	
7.0	<b>CONFIRMATION OF FOLLOWING TERMS AND CONDITIONS:</b>	=====
7.1	Confirm <b>PRICE BASIS</b> – The <b>QUOTED Prices</b> are based on <b>duly executed the services</b> as per ITB and shall be <b>FIRM and inclusive of all charges/taxes &amp; duties except Service Tax.</b>	
7.2	<b>SERVICE TAX</b> - shall be <b>Extra as Applicable</b> as per service tax rule/notification. Indicate Present applicable rate and percentage of quoted amount on which it shall be applicable. (if not applicable indicate "NA").	Extra @ _____%, applicable on _____% of Quoted total amount.
7.2.1	PDIL shall avail <b>SET OFF</b> against payment of Service Tax, hence, the benefit on these accounts to be passed on by the bidder to PDIL. The amount of benefit under <b>SET OFF</b> , if any, to PDIL will be considered while evaluating the price for which necessary documents shall be provided by the bidder to enable PDIL to avail the benefit, failing which the amount shall not be payable. <b>Please Confirm.</b>	
7.2.2	Indicate <b>SERVICE TAX REGISTRATION NUMBER (Enclose copy)</b>	
7.2.3	In Case Service Tax is not applicable, <b>Confirm that you are not coming under the purview of Service Tax Registration.</b>	
7.3	Confirm acceptance of <b>PAYMENT TERMS</b> AS PER ITB.	
7.4	Indicate <b>PAN Card No. (Enclose copy)</b>	
7.4.1	In Case <b>submitted PAN card</b> is in Individual name, Please <b>Confirm that the person whose name is indicated on PAN card is "SOLE PROPRIETOR"</b> of the company and note that income from the subject contract shall be under the indicated PAN No.	
7.5	Confirm <b>PERFORMANCE SECURITY</b> AS PER ITB	
7.6	Confirm acceptance of <b>VALIDITY of Offer (90 Days from technical Bid opening date)</b>	
7.7	We hereby Confirm that we are neither put on holiday nor Black-Listed by any Government/PSU/Private Firm or Financial Institution and a self declaration on our letterhead (as per <b>Annexure-VII</b> ) regarding the above has been submitted with unpriced bid.	
7.8	<b>CONFIRM THAT</b> The invitation to Bid together with all its attachments thereto shall be considered to be <b>read, understood and accepted by the Bidder while submitted their offer.</b>	
7.9	It is confirmed that <b>in case any of the TERMS &amp; CONDITIONS mentioned in this Summary are at variance</b> with those indicated anywhere else in our offer, <b>the conditions indicated in this summary shall prevail.</b>	

DATE :

AUTHORISED SIGNATORY OF THE BIDDER with Official Seal

	<b>DECLARATION BY BIDDER ANNEXURE – VII</b>	<b>PVMM/ARCS/Admn/17-18/E- 05/100904/ANX-VIII</b>	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

(To be submitted on Bidder's Letterhead as per below performa)

**DECLARATION**

To,  
Projects & Development India Ltd.,  
Vadodara-390023

Subject : ITB No. \_\_\_\_\_ Dt. \_\_\_\_\_

Sir,

We hereby declare that M/s \_\_\_\_\_ is neither put on holiday nor Black-Listed by any Government/PSU/Private Firm or Financial Institution.

Signature:

Name:

Designation:

Seal of the Bidder:



	<b>RTGS/NEFT FORMAT FOR E-PAYMENT ANNEXURE – VIII</b>	PVMM/ARCS/Admn/17-18/E-05/100904/ANX- VIII	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

Date:

To,

Projects & Development India Ltd.  
PDIL, Bhawan, Samta, Subhanpura,  
Vadodara-390 023.  
Gujarat.

Dear Sir,

With reference to your letter/E-mail, we hereby agree to accept the payment of our bills through "EFT/RTGS/Internet". The bank account details are as given below:

1	Beneficiary's Name	
2	Name of the Bank (to which payment should be sent )	
3	Branch name	
4	Address of the Branch	
5	STD Code No. and Telephone no. of Branch	
6	Branch Code	
7	9 digit code no. of Bank & Branch as appearing on the MICR cheque ( copy of cancelled cheque must be enclosed.)	
8	Bank account number (As appearing on the cheque book)	
9	Account type (SB/CA/CC)	
10	Branch IFSC Code (Applicable only for RTGS payments)	
11	Copy of blank cancelled cheque or photocopy of a cheque for verifying the accuracy of the 9digit code number to be enclosed.	

A blank cancelled cheque leaf relating to the above bank account is enclosed for verifying the accuracy of the bank account details.

I hereby declare that the particulars given above are correct and complete.


(Signature of Account Holder)  
Seal of the Vendor

Encl : Cancelled Cheque No. \_\_\_\_\_

\*\*\*\* We hereby confirm that the above bank account details of beneficiary are correct in all respects and the account of Beneficiary (PDIL vendor) is maintained at our bank branch .

( Name of Bank & Branch )  
Authorized Signatory

\*\*\*\* Verification required only in case vendors name is not printed/appearing on the cancelled cheque leaf being submitted to PDIL office.

	<b>DETAILS OF CONTRACTOR / COMPANY</b> (for <a href="#">updating Award of Contract at CPP Portal (e-publishing)</a> ) <b>ANNEXURE – IX</b>	PVMM/ARCS/Admn/17-18/E-05/100904/ANX-IX	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

In Case of Order, the contractor shall provide the below information [for updating Award of Contract at CPP Portal \(e-publishing\)](#), without fail.

SI	PARTICULARS	BIDDER'S COMMENTS
1.0	CONTRACTOR'S/COMPANY NAME	
2.0	CONTACT PERSON	
3.0	CONTACT PERSON'S DATE OF BIRTH	
4.0	COMPANY'S REGISTRATION NO.	
5.0	COMPANY'S REGISTERED ADDRESS	
6.0	COMPANY'S ESTABLISHMENT YEAR	
7.0	COMPANY'S NATURE OF BUSINESS	
8.0	COMPANY'S LEGAL STATUS (TICK √ appropriate option)	<input type="checkbox"/> LIMITED
		<input type="checkbox"/> UNDERTAKING
		<input type="checkbox"/> JOINT VENTURE
		<input type="checkbox"/> PARTNERSHIP
		<input type="checkbox"/> OTHERS
9.0	COMPANY CATEGORY (TICK √ appropriate option)	<input type="checkbox"/> MICRO
		<input type="checkbox"/> SMALL
		<input type="checkbox"/> MEDIUM
		<input type="checkbox"/> ANCILLARY UNIT
		<input type="checkbox"/> PROJECT AFFECTED PERSON OF THIS COMPANY
		<input type="checkbox"/> SSI
		<input type="checkbox"/> OTHERS
10.0	With reference to GOI Gazette Notification No.503 dt.26.03.12, Please confirm whether you are MICRO & SMALL Enterprises (MSEs) registered under MSMED Act 2006 and submit documentary evidence in this respect.	
11.0	Further to Above, If you are MICRO & SMALL Enterprises (MSEs) registered under MSMED Act 2006 and OWNED BY SC/ST ENTREPRENEURS, please confirm and submit documentary evidence issued by government authority in this respect.	

DATE :

AUTHORISED SIGNATORY OF THE BIDDER with Official Seal