No. /LDCE/Hostel/RO/Service/ 2579                                                                         Date: 11/07/2019

**Inquiry for Annual Maintenance Contract**

|  |  |
| --- | --- |
| **Subject:** | Inquiry for Annual Comprehensive Maintenance Contract including repair and replacement of damaged parts for 200 LPH Industrial RO plant- installed at Hostel Block – ‘**A**’ and ‘**C**’. |

**Terms and Conditions:**

1. Company should be registered under the GST act and copy of GST registration must be required.
2. Vendor will have to submit his work offer in Annexure - 2, the format mentioned in the price bid will only be valid on the respective letterhead of vendor, so that the comparison of all the bids can be done uniformly.The same should be duly signed and stamped by the vendor. The offer will only be accepted in original tender form.
3. Vendor will have to deposit **5%** of the total contract value as the **security deposit** within 7 days of the contract received. Failing to do so will disqualify the vendor.
4. Security deposit will be made in the form of DD “**Principal, L. D. College of Engineering, Ahmedabad**” drawn by only nationalized bank. Security deposit will be refunded once the said contract is completed. No interest will be borne on the said security deposit.
5. The vendor will have to provide comprehensive contract as mentioned in the terms i.e repairing, cleaning, any kind of service and consumables as well. In case of failing to do so authority has the right to forfeit vendor’s security deposit for the same. No any plant to be shut down during the contract period more than 7 days due to requirement of services or replacement of spare parts.
6. The said contract is absolutely exclusive and non-transferable, failing to do so authority has the right to forfeit vendor’s security deposit for the same.
7. If during the tenure of the contract the vendor wishes to withdraw its services will have to serve a one-month notice, and for the same reason if authority engages another contractor the price difference will be deducted from the security deposit of the vendor.
8. Service report will duly signed by the concerned officer on a monthly basis.
9. Authority has the right to change the above-mentioned terms without any liability of giving any explanation.
10. The vendor has to submit GST certificate and PAN card copy attached with the offer. If the vendor has the experience of the same kind of work they will have to submit the work completion certificate.
11. In case of any dispute there should be a compromising approach & the same dispute will be bound by Ahmedabad jurisdiction.
12. Quotation should be given in a sealed envelope and “**Quotation for Comprehensive AMC of Hostel Industrial RO plant- Block ‘A’ & Block C”** separately in one cover and same should be mentioned on the cover. All pages of RFQ will be duly signed and stamped with sealed envelope and submit before due date.
13. Presently  the industrial RO plants are installed in hostel blocks  A & C. In case any service provider/agency wants to visit the site, they can visit the hostel office during  10:30 am to 12:30 noon only for first week from the date of tender.
14. Enclosure of documents: (1) GST certificate (2) PAN card copy (3) Work completion certificates for experience (4)  Annexure - 1 duly signed (5) Annexure - 2 on vendor’s letterhead.
15. The concerned authority sole reserves the right to cancel the said ‘tender’ at any time without disclosing any reason and all the service providers has to abide by this condition.

**Payment Terms:**

Payment shall be released at the starting of every six months during service contract within 20 days of submission of bill.

Annexure- 1

Comprehensive Maintenance Contract - Scope of Work

1. Periodical preventive and repair service with required spares to keep plants functional all time at every one month.
2. Any additional visit during the contract period in case of breakdown, as and when required.
3. The contractor shall maintain the service record showing the detail of RO, date of visit, nature of work carried out, changed parts details and signature of authority.
4. The work shall be carried out by technically sound mechanics.
5. This contract is inclusive of preventive maintenance including internal plumbing (water tanks placed in RO room) as well as breakdown service which is inclusive of repairs and replacement of any of the parts required at the cost of contractor during entire period of contract.
6. Free replacement of all consumables such as cartridge, Antiscalant etc.
7. Repairs of electrical parts, electrical motors and pressure pumps include replacement of parts rewinding or new ones as and when required.
8. At the end of the period of contract RO plant shall be handed over in functional condition along with the service report.
9. On successful completion of annual contract if overall services are found satisfactory, the contract may be extended for next year with new terms and conditions as required from time to time.

Annexure – 2

Price bid for Block - A

(Offer should be given in the same format on company’s letter

with Sign and Stamp)

|  |  |  |
| --- | --- | --- |
| Sr. No. | Description of Work | Total Price |
| 01 | Annual Comprehensive Maintenance Contract of 200 LPH Industrial RO Plant with periodical monthly service, repairing and replacement of defective/damaged spare parts and internal plumbing |  |
| 02 | Add: GST @\_\_\_\_\_\_\_\_ |  |
| 03 | Total Price |  |

Total Amount in Words:

Price bid for Block - C

|  |  |  |
| --- | --- | --- |
| Sr. No. | Description of Work | Total Price |
| 01 | Annual Comprehensive Maintenance Contract of 200 LPH Industrial RO Plant with periodical monthly service, repairing and replacement of defective/ damaged spare parts and internal plumbing |  |
| 02 | Add: GST @\_\_\_\_\_\_\_\_ |  |
| 03 | Total Price |  |

Total Amount in Words:

Signature

Stamp