

SPORTS AUTHORITY OF INDIA

NETAJI SUBHAS REGIONAL CENTRE, LUCKNOW

QUOTATION FORM

FOR

**ANNUAL MAINTENANCE OF
Water cooler's**

At

**NETAJI SUBHAS REGIONAL CENTRE,
LUCKNOW**

For Year 2023-24

DATE & TIME FOR SUBMISSION OF QUOTATION: 10 DAYS FROM FLOAT
QUOTATIONS ALONG WITH THE REQUIRED DOCUMENTS WILL BE UPLOADED/
SEND ON MAIL ID- rdsailucknow2011@gmail.com

Website: www.sailucknow.in

1. Details to be filled by the Firm/Agency

S.no	Items	Information/inputs to be filled by the bidder if required separate sheets may be enclosed
1.	Name and Address of the firm/ Agency, telephone number, fax, mobile number, email address.	
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company.)	
3.	Year of formation of the company/ experience as a air conditioning agency.	
4.	Annual Turnover (Documentary evidence to be attached)	
	2020-21	
	2021-22	
	2022-23	
5.	Contact number in case of emergency	
6.	GST number/ Certificate	
7.	PAN number (copies to be attached)	
8.	Details of reputed organizations served during last three years with contact number of concerned officer	
9.	Copies of certificates regarding satisfactory services (at least 3 certificates to be attached)	
10.	Undertaking to be given by the firm	
11.	Service centre and address	
12.	Any other information	
	Self attested copies of relevant documents are enclosed in support of above information.	
	Date :	Signature of the authorized signatory of the agency
	Place :	

2. SCOPE OF WORK:

The selected Agency/Firm shall be responsible to provide comprehensive annual maintenance of all Water Cooler units mentioned in financial bid. The comprehensive AMC will include:

3. Validity of the contract: The Annual Maintenance Contract (AMC) is for 12 months and shall start from the date of taking over the charge of the maintenance contract.

SAI, however, reserves the right to terminate the contract by giving 15 days prior notice and without assigning any reason therefore.

4. Eligibility conditions

- a) The agency/firm should have experience of at least 3 years in the relevant field and must be doing such services for various reputed organizations.
- b) The agency/firm should be registered under GST.
- c) The agency/firm should have a **minimum annual average turnover (MAAT) of rupees 1.86 lakhs per year** during the last three years.
- d) The details of inputs/information required to be submitted by the agency are listed in the format for Technical Bid (Annexure I).
- e) At least three satisfactory performance certificates (from the reputed organization) to be attached for work done previously.
- f) The agency/firm must have workshop/service station for Water Coolers maintenance in Lucknow.
- g) The agency/firm should not have been blacklisted by any Govt. Office.
- h) Details of PAN registration number.

The bidders are required to attach self attested photocopies of GST registration, PAN card and ITR for last three years/Certificate w.r.t. working for at least 3 reputed organizations. Failure in submitting any of these documents will lead to rejection of bid document.

Signature of the authorized signatory of the agency

5. Responsibilities of the Firm/Agency :

- 1) The AMC shall be Comprehensive. The maintenance contract shall cover replacement of a part or all genuine/branded parts.
- 2) In case the Water Coolers units is not repairable within the SAI campus, the same shall be carried to agency/firm's workshop at its own expenses with written permission of Competent Authority;
- 3) The units carried to the workshop shall be repaired/made functional and returned to SAI within three days, failing which SAI shall be free to impose penalty @ Rs. 200/- per day.
- 4) It shall be responsibility of the Firm to hand over the Water coolers units (under contract) to SAI or the agency engaged by SAI for this purpose in working condition at the expiry of the Contract.
- 5) During the validity of the contract, the company will render preventive maintenance services of the equipment's at the frequency of at least once in every month. The equipment's will be thoroughly cleaned, tested, repaired and kept in working condition all the time. In case the machine is idle for replacement of the parts, the company will replace the parts in reasonable time which in any case will not be more than 24 hours from the registration of complaint.
- 6) The contractor will attend to all the calls from SAI on all days. The urgent, immediate and unavoidable calls are also to be attended before and after the usual office time and even on holidays. However, the reasonable time would be allowed for the specific jobs on the merits of the jobs. SAI reserves the rights to decide any job as urgent or unavoidable depending upon the nature and venue of the job. The Service Provider Firm is liable to take the maintenance job in the holidays due to urgency of work.
- 7) All maintenance/repair work has to be attended within 2 hours of the complaint by the relevant authority. After that period of time, a penalty of Rs. 200/- on per day basis will be imposed. Further, in case the service provider fails to attend the complaint, and due to urgency the services of an outside vendor is availed by the SAI on payment basis, the service provider will be liable to reimburse the amount to SAI or the amount shall be deducted from the payment due to the contractor.
- 8) A schedule for the monthly monitoring visit as a part of the preventive maintenance service should be developed at the beginning of the year and this schedule is to be got approved by Sports Authority of India/ RC Office and it should be strictly followed.
- 9) It shall be responsibility of the Firm to hand over the Water coolers units to SAI under contract in working condition at the expiry of the Contract period.
- 10) 4 no's of Mandatory services should be provided on quarterly basis (Cleaning & checking of spare parts like compressor, motor, Gas charging etc).
- 11) When Water coolers units are to be taken to the Service Station/Workshop for repairs etc., Sports Authority of India will not be responsible for any damage or missing occurred in the workshop.
- 12) Compressor, fan motor, fan Blade, Capacitor, Thermostat, cable float sensor etc replacement will be made free of cost in an AMC.
- 13) Replacement of worn-out/ exhausted spare parts related to Water Cooler i.e. Compressor, fan motor, fan Blade, Capacitor, Thermostat should be covered under AMC.
- 14) Every visit by the agency Technician will be made within responsible time from receipt of a complaint for breakdown of equipment, in case of major problem/shortage of spare should be fulfilled within 24 hours. Repair work should also to be carried out on Sunday/ Holiday's.

Signature of the authorized signatory of the agency

6. Performance Security:

i. The successful bidder shall be required to deposit an amount equal @3% of the contract value to be deposited with SAI within one week of receipt of "Letter of Offer." This will be in the form of bank guarantee from any of the scheduled Bank pledged in the name of the "Sports Authority of India, Lucknow".

ii. Performance security shall be valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended, the validity of Performance Security shall also be extended by the contractor accordingly. In the event of breach/violation or contravention of any terms and conditions by the firm/agency, the said Performance Security shall be forfeited. In addition, the contract can also be terminated and firm may be blacklisted.

iii. Performance Security will be discharged after completion of contractor's performance obligations including warranty obligations under the contract.

iv. If the contractor fails or neglects any of his obligations under the contract, SAI reserve the right to forfeit either whole or any part of Performance security furnished by the bidder as penalty for such failure.

7. Payment: Payment to the selected agency shall be released on monthly basis i.e.100% after one month from the date of taking over of the charge of AMC. The contractor will submit the bill to SAI.
8. **Validity of Quotation:** Rates quoted by the firm shall remain valid for 120 days from the date of the opening of the quotation.
9. **Evaluation criteria :**
 - a. Authority reserves the right to accept or reject any or all bids without assigning any reasons.
 - b. Authority also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/ specifications or which is found to be adopting unethical business practices; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.
 - c. The successful bidder will be the one who emerges LI out of responsive bids. Basis of ranking will be the least cost, which would be total payout all taxes, duties and levies. In case, the two or more firms offer the same rates, successful bidders will be the one whose turnover is higher than the other competitor (s).
10. TDS and any other Government levies applicable shall be deducted on bill Amount as per Government of India instructions issued from time to time.
11. The successful bidder will enter into a contract with SAI and the terms and conditions of the contract will be binding on both the parties.

Signature of the authorized signatory of the agency

- 12.** SAI reserves the right to accept or reject any or all the bids. SAI reserves the right to terminate the Contract after giving 15 days notice at any time during the currency of the Contract without assigning any reason, whatsoever, if the services provided by the firm are found to be unsatisfactory.
- 13.** The SAI shall have no liability, financial or otherwise, for any harm /damage/injury inflicted to the manpower deployed by the Contractor in the course of performing AMC. Neither Contractor nor his workers shall have any claim on SAI for compensation or financial assistance on this account.
- 14.** The firm/contractor shall be responsible for any injury / accident to the person deployed by the contractor/firm for performing the AMC.
- 15.** Additional Water coolers may be brought under the purview of the AMC as and when required. The AMC charges for such Water coolers included later during the currency of AMC contract will be on pro-rata basis.
- 16.** In all matters of disputes relating to the AMC, the decision of SAI shall be final and binding upon the Company.
- 17.** In case of disputes, Court of Law in Lucknow shall alone have the jurisdiction.
- 18.** In case of any happening /incidents or injury to the worker, the successful bidder will be exclusively and solely responsible for any compensation/treatment. SAI will not be held responsible in any manner and the SAI will be kept indemnified from all or any such encumbrances.

Signature of the authorized signatory of the agency

Undertaking

I/We hereby certify that all the information furnished above is true to my knowledge. I/We have no objection to SAI verifying any or all the information furnished regarding technical & financial credential in this document with the concerned authorities, if necessary.

I/We also certify that, I have understood all the terms and conditions indicated in the quotation document and hereby accept the same completely.

Signature of the authorized signatory of the agency

Date:

Place:

BOQ

SPOTRTS AUTHORITY OF INDIA,NSRC, LUCKNOW								
DETAILS OF WATER COOLERS FOR AMC								
SN	Quantity of Water Coolers	Model	Rate per unit without GST	GST	Rate per unit with GST	Total cost as per required number of Water Coolers with GST (in figure)	Total cost as per required number of Water Coolers with GST (in words)	Remarks
1	15	150 ltrs						(Deviation if any)

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 SEND ON MAIL ID- rdsailucknow2011@gmail.com