



वापकोस लिमिटेड
WAPCOS LIMITED

(भारत सरकार का उपक्रम)
जल संसाधन, नदी विकास व गंगा संरक्षण मंत्रालय
(A Government of India Undertaking)
Ministry of Water Resources, River Development & Ganga Rejuvenation

ISO 9001: 2008

- Consultancy Services
- Engineering, Procurement & Construction (EPC)

NIT No.: WAP/ENVT/H-3082/CSEZ/2021-22/20; Dt. 04.03.2022

NOTICE INVITING TENDER (NIT)

For

**COMPREHENSIVE ANNUAL MAINTENANCE SERVICE CONTRACT
OF 29 VOLTAS MAKE AIR CONDITIONERS FOR COCHIN SPECIAL
ECONOMIC ZONE AUTHORITY, KAKKANAD**

WAPCOS Limited
(A Government of India Undertaking)
Project Office, Cochin Special Economic Zone,
CSEZ Administrative Building,
Kakkanad, Cochin – 682 037
Telephone: 0484-2413544

E-mail: cochincsez@wapcos.co.in; wapcos.csez@gmail.com

NOTICE INVITING TENDER (NIT)**NIT No.: WAP/ENVT/H-3082/CSEZ/2021-22/20; Dt. 04.03.2022****Subject: Comprehensive Annual Maintenance Service Contract of 29 Voltas Make Air Conditioners for Cochin Special Economic Zone Authority, Kakkanad**

Sealed Tenders are invited by General Manager, WAPCOS Limited, CSEZ Project Office on behalf of Chairman CSEZ Authority, from **Original Equipment Manufacturer (OEM) or Authorized Voltas AC Sales and Service Dealers** for Comprehensive Annual Maintenance Service Contract of Voltas Make Air Conditioners for Cochin Special Economic Zone Authority, Kakkanad covering the scope of services specified/detailed herein in this NIT.

1.	Name of Work:	:	Comprehensive Annual Maintenance Service Contract of 29 Voltas Make Air Conditioners for Cochin Special Economic Zone Authority, Kakkanad
2.	Location	:	CSEZ, Kakkanad, Kerala
3.	Website for upload tender/Corrigendum/Addendum	:	https://www.csezauthority.in/ ; https://eprocure.gov.in/cppp/
4.	Project Completion Period	:	2 year (24 months) from the date of award
5.	Estimated Cost	:	Rs.2,75,000/-
6.	Validity of Bid/Tender	:	90 Days
7.	Last date & time of Procurement / download of tender Document	:	15.03.2022 at 15:00 Hrs
8.	Last date & time for submission Bid.	:	15.03.2022 at 15:30 hours in the office of General Manager, WAPCOS Limited (Cochin Special Economic Zone Project Office), CSEZ Administrative Building, Kakkanad, Cochin – 682 037
9.	WAPCOS Contact information	:	General Manager, WAPCOS Limited (Cochin Special Economic Zone Project Office), CSEZ Administrative Building, Kakkanad, Cochin – 682 037; Telephone: 0484-2413218 (Extn. 146 / 147); 0484-2413544; E-mail: cochincsez@wapcos.co.in ; wapcos.csez@gmail.com

If the office of WAPCOS Limited, Cochin SEZ happens to be closed on the last date and time mentioned for any of the event, the said event will take place on the next working day at the same time and venue

The tender document has to be downloaded from above specified websites. Bidders are advised to visit above specified websites regularly for updates /Amendments/ Corrigendum, if any. The Updates/Corrigendum/Addendum shall be followed up to submission of tender and it will be the part of tender. The full details about the work, specifications, Drawings, terms and conditions shall be available in the Tender Document.

The purpose of this NIT is to provide interested parties with information to assist the preparation of their bid. While WAPCOS Limited has taken due care in the preparation of the information contained herein, and believe it to be complete and accurate, neither it nor any of its authorities or agencies nor any of its respective officers, employees, agents or advisors give any warranty or make any representations, expressed or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

Further, WAPCOS/CSEZA does not claim that the information is exhaustive. Respondents to this NIT are required to make their own inquiries/ surveys/site visit and will be required to confirm, in writing, that they have done so and they did not rely solely on the information in NIT. WAPCOS Limited is not responsible if no due diligence is performed by the bidders.

IMPORTANT POINTS

- i. The bidder should be an Indian Registered Company under Companies Act 1956/ Proprietorship Company/ Partnership Company/Registered under any statute in India.
- ii. **The bidder should be Original Equipment Manufacturer (OEM) or Authorized Voltas AC Sales and Service Dealers. Authorized Voltas AC Sales and Service Dealers should submit necessary certificate from Voltas in this regard along with the bid**
- iii. **The bidder should have office in Cochin**
- iv. All Bidders are hereby cautioned that Bids containing any deviation or reservation shall be considered as non-responsive and shall be summarily rejected under sole discretion of the tender inviting authority.
- v. The bid shall be submitted in the prescribed format only; addition/deletion or modification of any conditions shall be considered as non-responsive and shall be summarily rejected under sole discretion of the tender inviting authority.
- vi. WAPCOS/CSEZA reserves the right to accept or reject any or all bids without assigning any reasons thereof. No Bidder shall have any cause of action or claim against WAPCOS/CSEZA for rejection of his Bid and will not be bound to accept the lowest or any other tender. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their Bid.
- vii. All information submitted in response to this NIT shall be the property of WAPCOS/CSEZA and it shall be free to use the concept of the same at its will.
- viii. It is hereby declared that WAPCOS/CSEZA is committed to follow the principle of transparency, equity and competitiveness in public procurement. The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected. This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the WAPCOS/CSEZA.

- ix. In the case of discrepancy between the schedule of Quantities/Project Components, the Specifications and/ or the Drawings, the following order of preference shall be observed:
- a. Description of Bill of Quantities/ Project Components.
 - b. Particular Specification and Special Condition, Drawings if any.
 - c. Relevant Indian Standard codes and CPWD Specifications.
 - d. Any other valid Guidelines issued by finance Dept. of GoI or CPWD.

Final decision on the discrepancy shall be the sole discretion of WAPCOS Authorities

For and on behalf of WAPCOS LIMITED

(Sd/-)

**General Manager (SEZ),
WAPCOS Limited**

1.0 CONDITIONS OF CONTRACT

1.1 Validity of offer

The offer shall be valid for a period of 90 days from the date of submission.

1.2 Rates

The rates quoted shall include all the taxes, duties, levies, cess etc. in respect of this contract shall be payable by the contractor and WAPCOS shall not entertain any claim whatsoever in this respect.

Cost for all the statutory and safety precautions shall include in the rates quoted and WAPCOS will not entertain any claim, whatsoever in this respect. The rates shall be firm for the period from the date of the award of contract for a period of 90 days or till the completion and release of payment for the work and no escalation whatsoever will be allowed during this period. If pursuant to or under any law, notification or order any royalty, cess or the like becomes payable by the WAPCOS and does not any time become payable by the contractor to the State Government, Local authorities in respect of any material used by the contractor in the works, then in such a case, it shall be lawful to the WAPCOS and it will have the right and be entitled to recover the amount paid in the circumstances as aforesaid from dues of the contractor

1.3 Billing and Payment

Bidders are advised to execute LUT and should be able to supply goods and services at zero rated GST through LUT. The CSEZ Developers/units have been exempted from Payment of Customs Duty for goods or services imported into SEZ for its authorised operations in terms of Section 26 of SEZ Act, 2005. As per 16(1) of Chapter VII of IGST Act, all supplies of goods or services or both to SEZ Developer and Units are zero rated. Accordingly bidder shall submit LUT if already registered. If not registered till date of submission of bid, bidder shall hereby agree that they will get registered before submission of bills. For the purpose of availing this exemption, billing address should be taken as "The Chairman, CSEZ Administrative Building, and Kakkanad -682037".

Payment shall be made quarterly after completion of each quarter, on submission of the zero rated bill in the name of Chairman, CSEZA for the respective quarter. The verified report of all services for the period, verified by the authorized staff of CSEZA shall be produced along with the bill

1.4 Obligations of WAPCOS/CSEZA

WAPCOS/CSEZA shall facilitate entry pass

2.0 INSTRUCTIONS TO BIDDERS

The bid will be sealed in an envelope which will bear the address of WAPCOS, NIT No., Agency name and the name and address of the applicant. The cover shall be named as "**NIT-For Comprehensive Annual Maintenance Service Contract of 29 Voltas Make Air Conditioners for Cochin Special Economic Zone Authority, Kakkanad**" and addressed to:

General Manager (SEZ), WAPCOS Limited, Cochin Special Economic Zone Project Office, Kakkanad - 682 037

The tender should contain the following documents.

- Signed NIT – signed on all pages by the authorised person**
- Certificate from Voltas for authorized Voltas AC Sales and Service Dealership, if applicable**
- Details of Office in Cochin**
- Financial proposal in the Format at Annexure–A**
- GST Certificate: Bidders should enclose certificate of registration under GST, if applicable**
- Copy of Certificate of Incorporation/ Registration/ Partnership Deed or any other relevant document, as applicable, should be submitted along with a copy of address proof.**
- Copy of PAN Number.**
- LUT/LUT undertaking for zero rated supply to CSEZ Authority**
- Bid Securing Declaration Form (Annexure B)**

If the envelope is not sealed and marked as instructed above, WAPCOS assumes no responsibility for the misplacement or premature opening of the contents of the proposal submitted. If WAPCOS found that the bidder is not competent and experienced to carry out the work, bid shall be summarily rejected without assigning any reason thereof under sole discretion of the tender inviting authority.

2.0 SCOPE OF WORK

2.1 List of equipment covered under

The following Voltas Make Split AC in CSEZ including but not limited to indoors and out door Units, stabilizer, remote control etc. complete are covered under this AMC:

Sl. No.	Description	Capacity	No	Location in CSEZ	
1.	Inverter Split Type 3 star Air conditioner	1 Ton	11	ADC Cabin, Admin. Wing, First Floor	CSEZ Admin. Building
2.	Inverter Split Type 3 star Air conditioner	1.5 Ton	2	Computer Cell, DC Wing, First Floor	
3.	Split Type Air Conditioner	1.5 Ton	1	ACC Cabin, DC Wing, First Floor	
4.	Inverter Split Type 3 star Air conditioner	1.5 Ton	1	Customs Gold Inspection Room, Ground Floor, FRBL Facilitation Complex	
5.	Inverter Split Type 3 star Air conditioner	1.5 Ton	1	Security Officer (SO) Cabin	CSEZ Main Gate Office
6.	Inverter Split Type 3 star Air conditioner	1.5 Ton	1	Assistant Security Officer (ASO) Cabin	
7.	Inverter Split Type 3 star Air conditioner	1.5 Ton	1	Customs Officers Cabin	
8.	Cassette Split Type Air conditioner	4 Ton	9	1 st Floor, CSEZ Fitness Centre (Gym) Building in Plot No. 9, CSEZ	
9.	Inverter Split Type 5 star Air conditioner	2 Ton	2	Office area, 2 nd Floor, FRBL Facilitation Complex, CSEZ	
		Total	29		

2.2 Scope of work included in

The AMC includes but not limited to the following services:

- i. Attending maintenance calls of the system within **3 hours** (maximum permissible down time) of acknowledged receipt of information by email/phone.
- ii. Routine inspection and preventive maintenance check up and service in a frequency not less than once in a month during the contract period. The report of all service shall be get verified by the available authorized staff of CSEZ and the same shall be produced along with the bill
- iii. AC compressor gas filling if necessary
- iv. A standby device will be installed when any device is sent for repair.
 - v. Replacement or repair of parts or the device as a whole due to malfunction or damage during normal functioning of the system.
- vi. Ensuring the uninterrupted service and reduce the downtime
- vii. Support CSEZ/CSEZA for relocating, the additional cost for relocating shall be paid extra on actual basis
- viii. The AMC agency shall have no responsibility to maintenance/rectify electrical complaints outside of the Air conditioners and same has to be rectified by the customer.
- ix. The AMC contract is comprehensive and covers all spares.
 - x. CSEZ has the right to withdraw the AMC contract before the completion with a one month advance notice
 - xi. The period of contract shall be 2 year from the date of issuance of work order, extendable up to 5 year based on the mutually accepted terms and conditions.
- xii. Payment shall be made quarterly after completion of each quarter, on submission of the zero rated bill in the name of Chairman CSEZA for the respective quarter. The verified report of all service, verified by the authorized staff of CSEZA shall be produced along with the bill

For and on behalf of WAPCOS LIMITED

(Sd/-)

**General Manager (SEZ),
WAPCOS Limited**

FINANCIAL PROPOSAL

Name of Work: Comprehensive Annual Maintenance Service Contract of 29 Voltas Make Air Conditioners for Cochin Special Economic Zone Authority, Kakkanad

Particulars	Total Quoted Amount (INR)	
	In Figures	In words
Cost for the Comprehensive Annual Maintenance Service Contract of 29 Voltas Make Air Conditioners for Cochin Special Economic Zone Authority, Kakkanad for one quarter (3 months) as per the scope of work mentioned in this NIT		
Total cost for the Comprehensive Annual Maintenance Service Contract of 29 Voltas Make Air Conditioners for Cochin Special Economic Zone Authority, Kakkanad for two years (24 months/ 8 quarters) as per the scope of work mentioned in this NIT		

Note:-

- Total amount quoted should be exclusive of GST.
- The rate quoted included all costs associated with the project including any out of pocket / mobilization expenses, indirect Taxes if any applicable as per Govt. terms, to be paid by the Contractor
- The bidder shall quote rates up to zero decimal. In case of any discrepancy in the total amount, the rate quoted shall prevail.
- The Contractor should follow all the prevailing statutory regulations with respect to safety, labour welfare, insurances etc. without any additional burden to WAPCOS and CSEZA.

Signature of the authorized representative :
Name of the agency :
Name and designation :
Contact details (a) Communication address :

Date:

Place:

ANNEXURE B

BID SECURING DECLARATION FORM

Date: _____

Tender No. _____

To
General Manager (SEZ)
WAPCOS Limited
CSEZ project office
Kakkanad, cochin

Dear Sir,

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration) Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)