**Limited Tender Inquiry**  
Computer Centre  
Aligarh Muslim University, Aligarh  
Ref. No. 712/CC  
dated 14/01/2016

**ALL INCLUSIVE MAINTENANCE CONTRACT FOR AIR-CONDITIONERS**

Nodal Officer (Maintenance of Assets and Equipments), Computer Centre, AMU, Aligarh – 202002, invites sealed tenders from the reputed firms having sufficient relevant experience in maintenance and repair of Air Conditioners for undertaking Comprehensive Annual Maintenance Contract of Air Conditioners using a Two-bid system (Technical Bid and Price Bid).

*Technical Bid (Annexure-I) and Price Bid (Annexure-II) must be submitted in separate sealed envelopes.* The envelope cover in each case should be superscribed with “Technical Bid for AMC-Air Conditioners” and “Price Bid for AMC-Air Conditioners” respectively.

Bidder’s name and address should also be superscribed on each envelope. These two sealed envelopes containing complete tender document duly signed and enclosing all documentary evidences should be put in another sealed envelope and superscribed with “Bid for AMC of Air Conditioner - Tender Ref. 712/CC dated 14/01/2016” along with Bidder’s name and address. This sealed envelope should be submitted to ‘Office of the Director, Computer Centre, A.M.U. Aligarh- 202 002(U.P.), India’.

All the interested bidders are required to undertake a site survey of Air Conditioners (as per annexure -2) for checking the health of existing air conditioning equipments and submit a site survey report along with a declaration on the letter head of the bidding firm that they are confident that they will be able to provide desired level of AMC services as a part of this tender. This site survey report and declaration must be placed inside the technical bid envelop.

**Important Dates**

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Event</th>
<th>Date and Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pre-Bid Conference with bidders</td>
<td>11.00 AM 20 January 2016</td>
<td>Conference Room, Computer Centre, AMU</td>
</tr>
<tr>
<td>2</td>
<td>Deadline for submission of Bids</td>
<td>11.00 AM on 28th January 2016</td>
<td>Office of the Director, Computer Centre, AMU</td>
</tr>
<tr>
<td>3</td>
<td>Technical Bid</td>
<td>11.30 AM on 28th January 2016</td>
<td>Conference Room, Computer Centre, AMU</td>
</tr>
<tr>
<td>4</td>
<td>Price Bid</td>
<td>4.00 pm on 28th January 2016</td>
<td>Conference Room, Computer Centre, AMU</td>
</tr>
</tbody>
</table>

**Selection Criteria:** Initially the technical bid shall be evaluated by the committee. Price bid for those bidder shall be opened and considered, who are technically qualified, as per the decisions made by the Purchase Committee Computer Centre (PCCC).

PCCC, as a part of technical bid evaluation, will also examine the site survey report submitted by the bidder and discuss/validate the same in-line with requirements of Computer Centre.

**Scope of Work**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Work Details</th>
<th>Approx. Qty</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Comprehensive On-site AMC of 1.5 ton Split type Air-Conditioners including Gas and Stabilizer</td>
<td>20</td>
<td>Quantity may vary</td>
</tr>
</tbody>
</table>

Tender Ref. No. 712/CC  
dated 14/01/2016
Computer Centre
Aligarh Muslim University, Aligarh
ALL INCLUSIVE MAINTENANCE CONTRACT FOR AIR-CONDITIONERS.

General Terms and Conditions:

1. The Price quoted should be inclusive of all applicable taxes.
2. The Prices should be established for Comprehensive On-site maintenance Charges for 1 year.
3. The AMC may get extended with mutual agreement subject to services being satisfactory during the current period.
4. The successful firm will be required to sign Service Level Agreement with AMU.
5. The validity of the quotation should not be less than 90 days.
6. Payment term shall be made quarterly as per the payment terms detailed in SLA.
7. The PCCC reserves the right to annul this tender.
8. The PCCC reserves the right to reject any or all of the quotations without assigning any reason(s).
9. The numbers specified in this tender document are indicative. Actual numbers may vary, as per the operational needs of Computer Centre during the period of AMC.
10. The Firm is required to accept all the terms and conditions specified in this tender unconditionally.
11. Maintenance person must be physically available at Computer Centre on all working days as per details specified in SLA agreement.

Nodal Officer
Maintenance of Assets and Equipments
Computer Centre, AMU, Aligarh

dated 14/01/2016

Tender Ref. No. 712/CC
Technical Bid

Tenderers / vendors / firms has to furnish the following details for technical evaluation:

1. Name and style of firms, with constitution (Proprietorship / partnership) date of establishment / Registration.
2. The firm shall have established office / workshop in Aligarh.
3. Organizational structural list of technical & other supporting staff with their qualifications and experience for handling, servicing and maintenance of air conditioners.
4. Proof of enlistment / registration with appropriate authorities for handling AMC works.
5. List of tools and equipments available with firms.
6. Evaluation of the technical skills based on CV and interview of the technician who would be aligned for maintenance.
7. List of similar works fulfilling the eligibility criteria involving annual maintenance contract (AMC) having minimum 10 nos of air conditioners carried out as a single order in the past three years in any Govt., Semi autonomous, CSIR labs, Public sectors organizations.
8. The satisfactory completion certificate issued from the authorised persons for similar works carried out shall be enclosed.
9. List of works on hand, name of clients, total cost, date of starting, due date of completion and present progress.
10. Registration with Sales tax, TIN No. shall be enclosed.
11. Proof of adequate field service organization to provide handling, servicing and maintenance of air conditioners.
12. The bids received without fulfilling the above details will be rejected and Price Bid envelop shall not be entertained and sealed letter shall be returned to the respective bidding firms.

Tender Ref. No. 712/CC

Annexure-1

dated 14/01/2016

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**Computer Centre**

**Aligarh Muslim University, Aligarh**

**ALL INCLUSIVE MAINTENANCE CONTRACT FOR AIR-CONDITIONERS.**

**Annexure-2**

**Price Bid**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Items Descriptions/ Location</th>
<th>Approx. Qty</th>
<th>AMC Unit Price (Rs.)</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Comprehensive On-site AMC of 1.5 ton Split type Air-Conditioners including Gas and Stabilizer</td>
<td>20*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Comprehensive On-site AMC of 2.0 ton Split type Air-Conditioners including Gas and Stabilizer</td>
<td>04*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The quantity may be increased, the quoted Unit Price should be applicable to extended quantity.*