



Bihar School Examination Board

Sinha Library Road, Patna-800017

NOTICE INVITING TENDER

For

Annual Maintenance Contract (AMC) of Air Conditioners and Stabilizers installed in the office of Bihar School Examination Board (Secondary & Senior Secondary).

Tender Notice No:- PR/2018

1. Bihar School Examination Board, Patna invites sealed tenders under two bid systems from the reputed and experienced Company/Firm/Agency/service provider **for Annual Maintenance Contract (AMC) of Air Conditioners and Stabilizers installed in the office of Bihar School Examination Board (Secondary & Senior Secondary)** for year 2018-19.

SL No.	Scope of work	Cost of tender document (In Rupees)	Earnest Money (In Rupees)
01	Annual Maintenance Contract (AMC) of Air Conditioners and Stabilizers installed in the office of Bihar School Examination Board (Secondary & Senior Secondary)	Rs 500/-	Rs 10,000/-

Tender Schedule:

Sl.	Activity	Date and Time
1.	Sale/Download date of Tender documents	From 20.03.2018 (10:00 AM) to 07.04.2018 (3:00 PM)
2	Pre –Bid Meeting	26.03.2018 at 03:30PM (Bihar School Examination Board, Sinha Library Road, Patna- 800017)
3	Last date and time for submission of Tender Documents and EMD, Tender fee	09.04.2018 at 01:00PM (Bihar School Examination Board, Sinha Library Road, Patna- 800017)
4	Date and time for opening of Part-1 i.e. Technical & Commercial Bid.	09.04.2018 at 03:00 PM (Bihar School Examination Board, Sinha Library Road, Patna- 800017)
5	Date & Time for opening of Part-II i.e. Financial Bid.	09.04.2018 at 05:00PM (Bihar School Examination Board, Sinha Library Road, Patna- 800017)

- ❖ Tender documents can be obtained from the office of Bihar School Examination Board, Sinha Library Road, Patna by paying cost of Tender document of Rs.500/- (Rs. five hundred) only through Demand Draft of Nationalized/Scheduled Banks in favour of Secretary, Bihar School Examination Board payable at Patna. Tender documents can also be downloaded from BSEB website (<https://www.biharboard.ac.in>). However, receipt of the cost of Tender document must be submitted with the Tender documents.
- ❖ Tender must be accompanied with the cost of Tender document and Earnest Money in the form of Demand Draft issued by a Nationalized/Scheduled Banks in favour of Secretary Bihar School Examination Board Payable at Patna only.

Secretary

Bihar School Examination Board

Memo No. Patna, Date

Copy to: - PRO, BSEB for publishing the Tender in reputed Newspapers of Patna.

Secretary

Bihar School Examination Board



Bihar School Examination Board

Sinha Library Road, Patna-800017

NIT No. PR/2018

General Terms & Conditions

1. Sealed tenders are invited from reputed and experienced Company/ Firm/Agency/ Service Provider **for Annual Maintenance Contract (AMC) of Air Conditioners and Stabilizers installed in the office of Bihar School Examination Board (Secondary & Senior Secondary).**

2. **Scope of work**

2.1 Details of Air Conditioners and Stabilizers presently installed in the office of Bihar School Examination Board (Secondary & Senior Secondary) are given below:-

Sl.	No. of Air Conditioners and Stabilizers						Stabilizers
	Split			Window			
	2.0 Ton	1.5 Ton	1.0 Ton	2.0 Ton	1.5 Ton	1.0 Ton	
Secondary	21	60	-	01	-	-	81
Senior Secondary	04	08	01	-	06	-	19
Total	25	68	01	01	06	-	100

2.2 The scope of work covers all type of maintenance/ replacement of defective parts etc of Air Conditioners installed in the office of the BSEB (Secondary & Senior Secondary). The numbers will be increased in future as per requirement.

2.3 Bidder shall have to repair/ replace the defective parts in the following manner:-

- (i) Minor faults immediately (within two hours).
- (ii) Major faults within two days.

2.4 Bidder shall have to deploy Technicians on regular basis for cleaning etc of all Air Conditioners so that the same may be functioned smoothly and the user may not feel any difficulties. A Register shall be maintained showing cleaning/ maintenance of Air Conditioners.

2.5 Air Conditioners purchased within a year i.e. under the Company/ Sellers guarantee period will not be covered under AMC till completion of the guarantee period.

2.6 Bidder shall maintain /repair/replace the equipments as per manufacture's guidelines and shall use standard and genuine components for replacement.

3 Eligibility Criteria

- 3.1 Bidder should have at least two years experience in maintenance of Air Conditioners with the Central/ State Govt./ Government Undertakings/ Society/ Pvt.Organizations. A list of clients Air Conditioners are being maintained should be enclosed along with work award.
- 3.2 Bidder should have a Minimum Average Annual Turnover of at least Rs. 2.00 (Rs. two lakhs) per annum during last three Financial Years.(2014-15, 2015-16 & 2016-17)
- 3.3 Bidder should have its service centre at Patna.
- 3.4 Bidder should have Tender form fee Rs. 500/- & EMD Rs. 10,000/- (DD enclosed) with technical Bid document.
- 3.5 Bidder should have enclosed copy of IT Return or P & L Account and balance sheet of last three financial year(2014-15, 2015-16 & 2016-17).
- 3.6 Bidder should have enclosed a copy of PAN & GST.
- 3.7 Bidder should have enclosed a declaration that he has not been Blacklisted/debarred/ convicted from any law of Court.

4 Cost of Tender document

The cost of Tender documents is Rs.500/- (Rs. five hundred) only (Non - refundable). Tender documents can be obtained from the office of Bihar School Examination Board, Sinha Library Road, Patna by paying cost of Rs.500/- (Rs. five hundred)only through Demand Draft of Nationalized/ Scheduled Banks in favour of Secretary, Bihar School Examination Board payable at Patna. Tender documents can also be downloaded from BSEB website (<https://www.biharboard.ac.in>). However, receipt of the cost of Tender document must be submitted with the Tender documents.

5 Earnest Money

Bidder shall deposit Earnest Money of Rs. 10,000/- (Rs. ten thousand) only in the form of Demand Draft of Nationalized/ Scheduled Banks in favour of Secretary, Bihar School Examination Board payable at Patna failing which their bid will not be considered valid. The Earnest Money will be refunded to Bidders within one month after finalization of Tender. The Earnest Money Deposit shall not bear any interest. The Earnest Money Deposit shall be forfeited if the bidders withdraw their offer in due course.

6 Rates

Bidders should offer their rates for composite work on Monthly and Annual basis in the enclosed prescribed format for Part-II i.e. Financial Bid in figure and words. Bidders should quote their rates on the basis of present available Air Conditioners (excluding Air Conditioners which

are under guarantee period). However, as per increase or decrease of Air Conditioners the rate will be applicable on pro rata basis.

7 Payment

Successful Bidder will submit their Quarterly Bill in triplicate latest by 5th of the following quarter to the Dy. Secretary (Store), BSEB, Patna. Dy. Secretary (Store) will verify and certify the correctness of the bill and send to the Accounts Section for payment. The payment will be made to the successful Bidder by BSEB within 15 days. No advance payment will be made under any circumstances.

8 Penalty Terms

(i) If the successful Bidder does not attend to the complaint for maintenance/ replacement of any part, etc. from the time of information to them within the stipulated time as mentioned above, a penalty equivalent to 5% of the value of AMC for that month would be imposed.

(ii) If the successful Bidder fail to maintain/ remove of defects/ replace of defective parts within the stipulated time and the same work will be done on emergent basis by the outsider agency on open market, the cost will be deducted from their monthly bills.

9 Performance Security

Successful Bidder shall furnish Performance Security equivalent to 5 % of the total value as per rate quoted by them in shape of Bank Guarantee or in the form of Demand Draft of Nationalized/ Scheduled Banks in favour of Secretary, Bihar School Examination Board payable at Patna within 7 (Seven) days of issue of Letter of Award. Performance Security shall not bear any interest. Performance Security will be refunded within six months of the completion of Contract.

10 Forfeiture of Performance Security

Performance Security will be forfeited in the following cases:-

- (i) If a successful Bidder has been found incapable of executing the assigned job as per Agreement.
- (ii) If successful Bidder does not accept his quoted rates and refused to execute the job.
- (iii) In case of successful Bidder fails to sign the Agreement.
- (iv) In case of fraudulent and corrupt practices.

11 Submission of Bid Documents

Bidder shall submit Bid in two separate Parts: -

Part -I: Technical & Commercial Bid (in the enclosed format) along with D.D. for Earnest Money and receipt of cost of Tender document.

Part-II: Financial Bid (in the enclosed format).

Bidders should submit all documents/ Papers/ Letters/ Enclosures duly signed by them.

12 Bid Opening

Bihar School Examination Board will open the Bids received in the presence of Bidders or their representatives as per time, date and place specified in the Bidding Schedule. In the event of the specified date for the submission of Bids being declared a holiday for the Board, the Bids will be opened at the fixed time and date as well as location on the next working day.

13 Period of validity of bids:

The bid shall remain valid for 180 days after the date of opening of bids.

14 Evaluation

- (i) Part -I: Technical & Commercial Bid shall be opened first and if the cost of Tender Documents/ EMD is not there or incomplete/ non-qualifying the Technical and Commercial aspect, the remaining Bid Documents will not be opened, and the Bid will be rejected and the Bidder will be responsible for the same.
- (ii) The evaluation of Technical & Commercial Bid will commence after its opening and evaluation will be made with respect of cost of Bid documents, Earnest Money, Performance Security, Qualification Criteria and other information furnished in Part 1 of the Bid. On the basis of such evaluation a list of the responsive Bids will be drawn up. The Financial Bid of only those Bidders, who qualify in the evaluation of the Technical & Commercial Bid will be considered.
- (iii) Bidders or their duly authorized representative(s), whose Technical & Commercial Bids are found responsive may attend the meeting of opening of Financial Bids.
- (iv) At the time of opening of Financial Bids, the names of the Bidders, whose Technical & Commercial Bids found responsive, will be announced and the financial bids of only those Bidders will be opened. The responsive Bidders names, the Bid prices and such other details as the Board may consider appropriate will be announced by the Board at the time of opening of Financial Bid.

15 Letter of Award

Bihar School Examination Board, Patna, shall consider placement of Letter of Award to the Bidder whose offer is found Technical & Commercially as well as Financial Bid acceptable/ suitable. Bidder shall give their acceptance along with Performance Security within 7 (Seven) days of issue of Letter of Award.

16 Signing of Contract and depositing of Performance Security

Successful Bidder has to execute an Agreement with the Secretary, Bihar School Examination Board within 7 (Seven) days of issue of Letter of Award after depositing the Performance Security in accordance with the Clause stipulated in Para 8 above.

17 Termination of Contract

- (i) If the bidder fails to execute the job within stipulated time frame or to the entire satisfaction of BSEB.
- (ii) If the bidder fails to perform any other obligation (s) under the Contract.
- (iii) If the bidder found in any malpractice, fraud or corrupt practices during the execution of the services.
- (iv) In case of failing to meet the target or inefficiency in performing the said work or in case of unsatisfactory performance, Bihar School Examination Board shall the right to cancel the contract prematurely before stipulated period.

18 Allotment Criteria

- (i) Before allotment of work order, the Board will evaluate the Bids.
- (ii) The Board may in its discretion redistribute allotment to eligible Bidder/s keeping in view the capacity /prior performance of the Bidder/s, provided the Bidder/s are agreed to match the lowest evaluated substantial responsive Bid.
- (iii) If there are two or more lowest successful Bidders quoting equal rates, then the Board may award the work to any one or more of them, keeping in view the Performance certificate submitted or/ and as desired in the best interest of board.
- (iv) In case the lowest bidder (L1) is not able to do the work satisfactory or as the terms and conditions mentioned in the Tender document then next lowest bidder shall be offered the same work at the rate of L1.

19 Board's right to accept or reject any Bid or all the Bids

The Board reserves the right to accept or reject any Bid and to annul the whole Bidding process and may reject all Bids at any time prior to allotment of work, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Board's action.

20 Taxes

TDS, GST will be deducted as per prevalent rates announced by the Competent Authority from time to time.

21 Insurance

Bihar School Examination Board will not pay for any insurance charges against loss or damage incidental to the work specified in scope of work.

22 Period of Engagement

The engagement of the successful Bidder will be from the date of issue of Letter of Award and would be valid for a period of 12 months. However, after satisfactory performance the same will be extended for further period on mutual consent.

23 Jurisdiction

Jurisdiction for filling any suit in case of any dispute shall be the Civil Courts at Patna.

24 Black listing, Debar and Conviction from any Court of Law

Bidder should not be blacklisted / debarred by any Board/State/Central Government/Undertakings or any Organizations till the time of bid submission (attach self certified letter).

25 Any point not covered under the Terms & Conditions of the Tender

For any point not covered under the provisions of the Tender, Secretary Bihar School Examination Board shall be the final competent authority, whose orders in this regard shall be final and binding upon the Bidders.

26 Force Majeure

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist.

Bihar School Examination Board

Tender Notice No:- PR/2018

Part-I : Technical & Commercial Bid

Annual Maintenance Contract (AMC) of Air Conditioners and Stabilizers installed in the office of Bihar School Examination Board (Secondary & Senior Secondary).

Sl	Particulars	Enclosure		
1	Name of Company/Firm/Agency/Service Provider			
2	Year of Establishment			
3	Address			
4	Phone with STD code			
5	Mobile No.			
6	e-mail Id			
7	PAN No			
8	GST No.			
9	For NEFT/ RTGS: (i) Name & Style of Bank A/c (ii) Name of Bank (iii) Name of Branch (iv) IFSC Code			
10	Tender Form Fee- Rs.500/-(DD Enclosed) Yes/No			
11	EMD (Bid Security money)- Rs. 10,000/-(DD Enclosed) Yes/No			
12	Enclosed IT returns or P&L Account & Balance Sheet for the last three financial year (2014-15, 2015-16 & 2016-17). Yes/No			
13	Minimum Average Annual Turnover of at least Rs. 02.00 lakhs (Rs. Two lakhs) per annum during last three Financial Years. (2014-15, 2015-16 & 2016-17).	2014-15	2015-16	2016-17
14	Experience (minimum 2 years) for AMC of Air Conditioners and Stabilizers to the Central/ State Govt./ Govt. Undertakings/Society/Pvt. Organizations.			
15	Blacklisted / debarred/ Conviction from any Law of Court. Yes/No			
16	Provide Name and Mobile No. of the at least Supervisor/ Technicians			

Certified that all the Terms and Conditions of this Tender are accepted by us.

Dated

Signature of Company/ Firm/ Agency/
Service Provider with seal

Bihar School Examination Board

Tender Notice No:- PR/2018

Part-II : Financial Bid

Annual Maintenance Contract (AMC) of Air Conditioners and Stabilizers installed in the office of Bihar School Examination Board (Secondary & Senior Secondary).

Sl.	Capacity	Type of A.C.	Quantity	Annual Maintenance Rate per unit (in Rs.)		Total Amount (in Rs.)
				In figure	In words	
1	2	3	4	5	6	7 (4x5)
1	2.0 Ton	Split	25			
		Window	01			
2	1.5 Ton	Split	68			
		Window	06			
3	1.0 Ton	Split	01			
		Window	-			
4	Stabilizers		100			
	Total Amount (Rs.)					
	GST% (Rs.)					
	Grand Total (Rs.) (Inclusive of all taxes)					

The above rates are on the basis of present available Air Conditioners (excluding Air Conditioners etc which are under guarantee period). However, as per increase or decrease of Air Conditioners and Stabilizers the rate will be applicable on pro rata basis.

Dated

Signature of Company/ Firm/ Agency/
Service Provider with seal