

**DAHEJ SEZ LIMITEAD**

**Terms & Condition of the Annual Maintenance Contract–AMC (Air Conditioner capacity from 1 ton to 2 ton)**

**Split Air Conditioner**

1. The detail of office and Address where the Air Conditioners located is given below:

Sr. No	Name of the Office	Complete Address of the office	No. of Air Conditioner
1	DAHEJ SEZ PART-1 ADMIN BUILDING	DAHEJ SEZ PART- 1 AT-DAHEJ TALUKA – VAGRA DIST- BHARUCH PIN- 392130	36
2	DAHEJ SEZ PART-2 ADMIN BUILDING	DAHEJ SEZ PART-2 AT- LAKHIGAM TALUKA – VAGRA DIST-BHARUCH PIN-392130	03
3	<b>Total Unit</b>		<b>39</b>

2. **Eligibility of Agency:**

- Agency must have minimum 5 years of experience in maintenance of AC the proof for the same must be submitted along with offer failing which offer will be automatically rejected.
- Agency must have one work order completed /work in progress having contract value / Work Order amount minimum Rs.2,00,000/-. (Submit the supporting document along with bid)

**Note: Agency fails to provide above documents will be automatically rejected for further process of Tender. However, DSL reserved the right to seek any information/ clarification from bidder.**

3. **Contract period:** The Annual Maintenance Contract will be of Comprehensive in nature and for a period of one year. DSL at its discretion may extend the term further for a period of one year.
4. This comprehensive Contract includes replacement of faulty spares like Compressor, starting capacitor ,running capacitor, Relays, Thermostats, Fan Capacitor ,Fan motor, Selector Switches , power Contactors, Control Contactors, External Timer Switches, unit provided for specific time running of A C' stabilizers, Rewinding of motors, providing Ball bearing of motors, fan blades, Electronic Control Circuitry, Remote Control unit ,etc.at Contractor's Cost including Gas Charging and attending all complaints and breakdown of all types of air-conditioners. The complete list of materials to be replaced covered under this AMC is provided in part of this tender.

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5. Only original spare part/quality approved by the DSL will be permitted to be used for the maintenance during the period.
6. Any parts/items which are not covered in the conditions of this contract gets damaged and required replacement/repairing during the tenure of this contract, then agency is responsible to replace/repair the same without any extra charges.
7. During the servicing, the contractor should water service the AC unit including water washing of filter, drain tray and pipe cleaning, Evaporator brush cleaning oiling /greasing of all fans, checking of current consumption, checking of output performance, testing of Gas pressure, if necessary, water washing of Condenser Coil, etc.
8. Defective spares compressors/condensers are to be replaced with new compressors/condensers and repairing of the old compressors is not permitted. Whenever new compressors /condensers are used the contractor has to produce original invoice and warranty card of the new compressor / condenser at the discretion of the DSL. The compressor / condenser being replaced should match with the original star rating of the air conditioner.
9. All the air conditioners covered in this contract have to be maintained as per the standards of the original manufacturing company. The contractor has to repair/service/maintain the AC under the AMC in as is where condition when handed over to them under AMC is.
10. It is the responsibility of Agency to verify/check the AC piping at regular interval to avoid any leakage of gas.
11. Details of important programmed / functions will be inform to the agency and agency should deploy manpower in maintaining smooth running of the AC on that day without failure even they are held on holidays. Non – attendance of the technicians on such a day will attract penalty of RS. 500/- per day.
12. The AC serviced/maintained/repared has to be recorded in register and endorsement from end user department has to be obtained in register. Also further service reports are to be made after caring out servicing and endorsement (Sign & Seal) to be obtained from end user department.

Agency will be responsible to hand over the air conditions in working conditions after completion of contract period failing which payment of last quarter / due payment will be deducted.

13. **Payment Terms:** AMC charges will be paid at end of every quarter of the AMC period as per the actual. The actual number of AC for which service has been render will be considered for making payment for the quarter post completion of the quarter. The payment will generally be made within 15 days from the submission of bill & certification of payment by DSL. The quarterly bill must be enclosed with service reports endorsed by end user department for all AC which have been covered under AMC during the quarter. Bills without service reports will be deemed incomplete submission and payments will be made only on submission of all service reports. **(It is the duty of agency to take sign of end user in service report after completion of service in each quarter)** However, no interest is liable to be paid by the DSL in case of delays if any in payment.

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### **Tender Fees & EMD.**

- **Tender Fees : Rs.590/** ---500+18 %(GST) in the form of Demand Draft of any scheduled bank in favor of “**Dahej SEZ Ltd.**”
- **Earnest Money Deposit: Rs.2500/-**

Each tender must be accompanied by a tender guarantee bond (Earnest Money Deposit) of Rs.2500/- (Rupees Two Thousand Five hundred ) in the form of Demand Draft of any scheduled bank in favor of “**Dahej SEZ Ltd.**”

The Earnest Money Deposit will be refunded to the unsuccessful Tenderers after the award has been finalized/ tender validity period expired, as per prevailing norms of the DAHEJ SEZ LIMITED without any interest.

The Earnest Money Deposit (Tender guarantee) will be forfeited in the event, the successful Tenderer fails to accept the contract and fails to submit the Security Deposit to the DSL as stipulated in this tender document within 15 days after receipt of notice of award of contract. In such case, the DSL may disqualify the Tenderer from tendering for further works.

The Earnest Money Deposit of the successful tender shall be adjusted against Security Deposit.

No interest shall be paid by the owner on Earnest Money Deposit as well as Security Deposit.

### **SECURITY DEPOSIT:**

(i) The successful bidder shall be required to deposit a security deposit of **10 % of contract value** in the form of Demand Draft drawn in favor of **Dahej SEZ Ltd.** payable at par. EMD shall be adjusted against security deposit.

(ii) The amount of security deposit is liable to be refunded within 30 days from the date of Final payment of bill/ expiry of contract period.

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(iii) No interest shall be accrued on the said security deposit.

(iv) Security deposit will be forfeited if Firm/contractor/agency fails to execute the works as per terms and conditions mentioned in the tender.

**14. Price Bid** --All bidders shall quote their price as under---

Agency will not charge GST and issue invoice under GST Act and mentioned 'Supply to SEZ under LUT/Bond without payment of GST'.

Any failure on your part, we will not be responsible for payment GST on any of the services offered by you agency will raise the bill in the name and address as mention below:

**Dahej SEZ Ltd. (SEZ Developer)**

**Dahej SEZ Part-1**

**At & Po: Dahej, Ta: Vagra,**

**Dist.: Bharuch 392140, Gujarat.**

**GST No. 24AACCD8098E2ZK**

**15.** Statutory deduction towards income tax and other taxes as and when directions from statutory bodies are received will be made at the time of making payments

**16.** .Penalty will be recovered in quarterly bill of AMC as per following in case of Non – satisfactory services provided under AMC.

(A) Rs. 500/- per AC per day for all the AC that are not rectified within 72 Hrs. from reporting of complains. The penalty will be affected for every AC which is not repaired post completion of 72 Hrs. of reporting the complaint till the day the complain is rectified.

(B) Rs. 2500/- per AC per month will be recovered for every AC that breaks down more than three times in a month.

**17.** Losses incurred due to mishandling/misplacement/theft or any malpractice by technicians during the period of AMC, the contractor has to reimburse / make good of the losses suffered by the DSL due to fault of his technicians. In case of non – reimbursement / making good by the contractor, the same will be recovered from the due Payment.

**18.** In case of violation of terms & Conditions of the contractor during AMC period, DSL at its discretion penalize monetarily according to the losses occurred to DSL. Further DSL reserves the right to terminate the contract at any time during the validity of the contract period by giving 30 days' notice to the contractor with or without any reason. Contractor/ Agency may terminate contract by giving 3 months' notice to DSL failing which all due payment will be forfeited.

**19.** All necessary statutory licenses from concerned Government Departments/ Local Bodies including the labor Department necessary for execution of the work are to be obtained. DSL shall not be responsible for the compliance of any statutory requirement/Labour law/ P.F etc.

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20. All security and safety regulations and guidelines as per the applicable law are to be followed. All safety precautions / measures will be taken by agency. DSL shall not be responsible for any injury or death cause to any personal during tenure of this contract. Any compensation is to be paid due to injury /accident/death then compensation will be paid by agency DSL shall not be responsible for the same in any case.
21. In case of any accident, the agency will be responsible for loss of life, damages, etc.
22. Agency has to follow the rules & regulation prevailing in SEZ area.
23. **DSL reserved the right to increase or decrease scope of work/ item/quantum at any time and must be binding to agency.**
24. DSL Right to accept any bids/offer or to reject any or all Bids/offer without assigning any reason and shall be binding to agency/contractor.

**Submission of offer :**

Bidder submits the rate along with the supporting document and Terms & Conditions sign by agency in sealed cover with subject "**Offer for AMC (Air Conditioner)**" at below address. On or before

**31.06.2023 (Up to 5:00PM) by RPAD/Speed Post/Courier/Hand delivery.**

Dahej SEZ Ltd. (SEZ Developer)  
 Dahej SEZ Part-1  
 At & Po: Dahej, Ta: Vagra,  
 Dist.: Bharuch 392140, Gujarat.  
 GST No. 24AACCD8098E2ZK

**Tender validity period**----60 Days from the date of opening of price bid.

**Pre bid meeting & Site Visit:**

Pre bid meeting & Site Visit is proposed to be held on 19.06.2023 at 4.00 P.M. at Office of Dahej SEZ Ltd., Admin building, Dahej SEZ (Part-1), Dahej, Ta: Vagara, Dist:Bharuch, Gujarat. Please note any query raised after pre-bid meeting will not be clarified by DSL. Any change in date /time will be published on website [www.dahejsez.com](http://www.dahejsez.com)

Minutes of meeting will be published on DSL website—[www.dahejsez.com](http://www.dahejsez.com)

**Site Visit: Interested agency/ firm must visit the site before submission of bid.**

**Rejection / Cancellation of Tender.**

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Quotation / offer which are not properly sealed by wax or tape will be rejected. Any rectification / modification / correction if any regarding this notice hereinafter made shall be seen in the corrigendum to this tender notice on web site: [www.dahejsez.com](http://www.dahejsez.com) and must be binding to all agencies / contractors. Right to reject any or all the Quotations/offers without assigning any reasons thereof are reserved by DSL.

**List of part covered under this contract**

<b>Sr. No</b>	<b>Name of Item</b>
1	<b>Compressors</b>
2	<b>Starting Capacitors</b>
3	<b>Running Capacitors</b>
4	<b>Relays, Thermostats</b>
5	<b>Fan Capacitors</b>
6	<b>Fan Motors</b>
7	<b>Selector switches</b>
8	<b>Contactors (Power / Control)</b>
9	<b>Gas charging</b>
10	<b>Stabilizers</b>
11	<b>Rewinding of motors</b>
12	<b>Ball bearings of motors</b>
13	<b>Fan blades</b>
14	<b>Electronic Control Circuitries</b>
15	<b>Remote Control Units</b>
16	<b>Micro Swing Motors</b>
17	<b>Built — in Timer kit</b>
18	<b>Air-Filters</b>
19	<b>External Electronic / Analog time switches provided for timed running of A.C's</b>
20	<b>Outdoor unit mounting frames</b>
21	<b>Condenser coils/ copper tubes of indoor / outdoor units</b>
22	<b>Parts of indoor / Outdoor unit enclosures</b>
23	<b>Batteries in the remote control</b>
24	<b>Cabling from indoor to outdoor</b>
25	<b>Existing copper piping from indoor to outdoor</b>
Note	<b>Any other part which is not mention in above list also covered under the AMC.</b>

**Place:**

**Date:**

**Sign & Seal of Agency/Contractor**



DAHEJ SEZ LIMITED				
PRICE BID				
AMC FOR AIR CONDITIONER IN DAHEJ SEZ AREA				
S.NO	LOCATION	A C UNIT	RATE PER UNIT PER YEAR (IN Rs.)	TOTAL AMOUNT (In Rs.)
1	DAHEJ SEZ PART 1 ADM BUILDING	36		
2	DAHEJ SEZ PART 2 ADM BUILDING	03		
3	<b>Total</b>	<b>39</b>		

**Note: Above rate quoted after site visit and as per tender terms & Conditions**

Total Amount in words:

Total Amount in Figure:

**Sign & Seal of Agency/Contractor**