



EDC LIMITED

(A Government of Goa Undertaking)
1st Floor, EDC House, Dr. A. B. Road, Panaji, Goa 403 001.
Ph. 0832 - 2224510 to 224518

TENDER NOTICE

Sealed and Superscribed Tenders are invited by EDC Ltd., in Two Envelope system for Annual Maintenance/Repairs Contract for **Air Conditioning System** of EDC House, Panaji, Goa.

The Interested contractors may refer to the detailed Tender Notice and Tender Document on EDC website www.edc-goa.com. The Tenders should reach this office latest by 29th January, 2024, 2.30 p.m. The right to accept or reject any or all the Tenders is reserved by EDC.

EDC Limited

8 x 5 cm

TENDER NOTICE FOR AIR CONDITIONING SYSTEM AT EDC HOUSE PANAJI

Sealed and Superscribed Tenders in Two Envelope System are invited by EDC Ltd. from Agencies/Contractors who meet the Minimum Prequalification Criteria laid down here below, for Annual Maintenance / repairs Contract of **Air Conditioning Systems**, in the office of EDC Ltd., at EDC House, at Panaji Goa, for a period of 1 year effective from 01/04/2024 which could be extended further for one or more years at same rate with mutual consent.

MINIMUM QUALIFICATION CRITERIA

Any Agency/Contractor having minimum experience of 3 years in sale/maintenance of Air Conditioning System and minimum Annual Average Turnover of Rs.12.00 lakhs over the last three years period ending 31/03/2023.

The Interested Agency/Contractor should download Tender Papers from website www.edc-goa.com.

The estimated value of work is **Rs.15,000/-** (Rupees Fifteen thousand only) per month excluding GST.

The Tender should be submitted by two envelope system latest by **2.30 p.m. on 29/01/2024**. The Technical Bid and Financial Bid should be submitted separately.

The **Technical Bid** is to be submitted in a separate and superscribed envelope and should have certified copies of documents to prove the experience. Also it should have certified copies of Balance Sheets for the year 2020-21, 2021-22 and 2022-23. Technical Bid should also have copy of PAN Card, GST Registration and also Earnest Money Deposit of Rs.10,000/- (Rupees ten thousand only) by way of Demand Draft in favour of EDC Limited payable at Panaji, Goa.

The **Financial Bid** should also be in a separate and sealed envelope and should contain following:

1. Tender Papers duly signed.
2. The quoted amount (exclusive of GST) in application form (Annexure I). The GST applicable will be paid separately.

The Technical Bids shall be opened on **29/01/2024 at 3.30 p.m.** in the presence of Tenderers, if willing to be present.

The Financial Bids of only those Tenderers who meet the Minimum Pre qualification Criteria based on the documents submitted by them, will be opened later on **31/01/2024 at 3.30 p.m.** or on any other date communicated to the prequalified tenderers.

EDC Ltd. reserves right to reject any or all of the Tenders.

EDC LIMITED



**1st Floor, EDC House, Dr.Atmaram Borkar Road,
Panaji, Goa 403 001.**

TENDER DOCUMENTS

FOR ANNUAL MAINTENANCE/REPAIRS CONTRACT

OF

AIRCONDITIONING SYSTEM

AT

EDC HOUSE, PANAJI – GOA.

JANUARY 2024

DEFINITION OF TERMS

In the contract (as hereinafter defined), the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires.

- a) "EDC" : means the EDC Limited and includes its Representatives and assignees.
- b) "Contractor" : means the person or persons, Agency or firm or Company whose tender is accepted by the EDC Ltd. and includes the Contractor's legal representatives, successors and permitted Assignees.
- c) "Site" : means EDC HOUSE, Panaji - Goa
- d) "Works" : means Annual Maintenance and repairs of Air-Conditioning System at EDC House, Panaji – Goa.

INSTRUCTIONS TO TENDERERS

1. The Tenders shall be submitted to the Manager (Engineering) of EDC Ltd., EDC House, Dr. A.B. Road, Panaji – Goa, latest by 2.30 p.m. on 29/01/2024, in a sealed cover by two envelope system. The name of the work should be clearly mentioned on the sealed covers.
2. The Tenders shall be accompanied with Earnest Money Deposit of **Rs.10,000/-** (Rupees ten thousand only) by way of Demand Draft payable at Panaji in favour of EDC Ltd. The Earnest Money Deposit of unsuccessful tenderer will be returned without any interest.
3. The Technical bid of tender will be opened on 29/01/2024 at 3.30 p.m. at EDC. The Financial bid of prequalified contractors will be opened on 31/01/2024 at 3.30 p.m. or any other date communicated to the prequalified tenderers.
4. The Tenderer is required to carefully study conditions, scope of work and also visit the office area to get acquainted with site conditions before quoting for the work.
5. The **amount** should be quoted in words as well as figures. In case of discrepancy between the two, the rates in words will prevail over the figures.
6. The Tenderers are required to sign on all the pages of tender documents.
7. The Tenders not accompanied by the Earnest Money will be rejected. In case, the successful tenderer fails to commence the work from the date stipulated by EDC or fails to keep tender open during validity period, the Earnest money will be forfeited by the EDC without prejudice to any other its right.
8. The Tender submitted shall remain valid for a period of 90 days from the date set for opening of the tenders, and tender submitted shall not be withdrawn.

9. The EDC reserves the right to reject any or all tenders without assigning any reasons.
10. Incomplete and conditional tenders shall not be accepted.
11. The Tenderer should quote a **lumpsum amount payable on monthly basis, for a period of one year effective from 01/04/2024 excluding GST** to be paid together for the work. The tender papers are to be enclosed with the forwarding letter to the EDC. The lumpsum amount should be inclusive of all the taxes excluding GST and should be mentioned in the Application Form (Annexure I).
12. The Contract period is for one year till 31/03/2025 and could be extended for a further period of one or more years with mutual consent.
13. The lumpsum amount to be quoted shall be based on the rates of minimum wages prescribed by the Govt. from time to time under Minimum Wages Act & Contract Labour Act.
14. Right to Acceptance or Rejection of the Tenders.
 - A. The Tender is liable to be rejected interalia.
 - a) If it is not in conformity with instructions mentioned here above.
 - b) If it is not properly signed by the tenderer.
 - c) If it is received after expiry of due date and time.
 - d) If it is not accompanied with requisite Earnest Money Deposit and proper documents.
 - B. EDC reserves the right to
 - a) Accept /Reject any of the tender without assigning any reason.
 - b) Revise the requirement at the time of accepting the tenders.
 - c) Add, modify, relax or waive any of the conditions stipulated in the tender wherever deemed necessary.

SCOPE OF WORK

1. The EDC office in EDC House Building, Panaji has an Air conditioning system of Blue Star & Daikin make and water cooled 11 TR package units – 5 nos. with two cooling towers and 2 nos. ductable units.
2. The said package units are located as under:

Ground Floor	-	1 No. of 11 TR
Mezzanine	-	1 No. of 11 TR
First Floor	-	2 Nos. of 11 TR
Third Floor	-	1 No. of 11 TR
Fourth Floor	-	1 No. 8.5 TR& 1 No. 5.50 TR Ductable unit.
3. Also, some of the cabins on various floors have following window /split Air Conditioners:

	Location	Split ACs
Mezzanine	-	2 Nos. of 1.0 ton in each cabin
First Floor	-	1 No. of 1.5 ton in Cabin
	Server room	2 Nos– Window Ac
Second Floor	Board Room	3 Nos. of 1.5 ton in each
	Managing Director	3 Nos. of 1.5 ton in each
	Chairman	4 Nos. of 2 ton in each
	Vice Chairman	2 Nos. of 2 ton in each
	Mini Conference	1 No of 2 ton in each
Fourth Floor	-	11 Nos. of 1.5 ton in each
Fifth Floor	Nalanda Hall	5 Nos. of 2 ton in each
	Training Hall	3 Nos. of 2 ton in each
	Cafeteria	3 Nos. of 2 ton in each
	Ignite	3 Nos. of 1 ton in each
TOTAL		41 Nos (Split AC) + 2 Nos (Window AC)

The number of window/split AC's may marginally increase during contract period and shall be considered as inclusive for purpose of this contract.

4. The work of Maintenance Contractor is to maintain and repair all air conditioning package units, cooling tower, window/split air conditioners in EDC House at Dr. Atmaram Borkar Road, Panaji Goa.
5. The maintenance work shall include on monthly basis :
 - a) Dusting off air filters of all Air conditioners.
 - b) Checking belt tension adjust/replace belt if cracked of package Air Conditioners
 - c) Checking leakages on water piping, valves, rectification of leakages of Package Air Conditioners.
 - d) Checking whenever unusual sound and vibration of all Air Conditioners
 - e) Checking room temperature in presence of Corporation's personnel in all rooms on monthly basis.
 - f) Removing belt and check of dug and pulleys of package Air conditioners.
 - g) Checking blower and motor shaft for free rotation of all Air Conditioners.
 - h) Tightening round bearing bolts and greasing of pumps of cooling towers.
 - i) Tightening blower motor foundation of package units.
 - j) Cleaning air filters by pressure water of all Air Conditioners.
(Dry & Wet servicing)
 - k) Tightening compressor foundation of all Air Conditioners.
 - l) Cleaning sprinkler pipes and cooling tower for moss.
 - m) Cleaning water pump strainers of cooling tower pump.

- n) Checking rubber packing on package units and sealing with adhesive, if loose
- o) Cleaning, oiling of window and split air conditioners
- p) Checking and repairing of connected electrical circuits including connector main switch.

All the above to be done at least once a month. Also cleaning of evaporator fins with brush and cleaning of condenser tubes of scales of Air Conditioners should be done once in three months period. Megger test to be carried out once in three months and report to be submitted to the Manager (Engineering) of EDC.

6. The Contractor shall submit monthly report to EDC on i) above work as well ii) on any specific problem in system needing improvement or repair.
7. The Contractor shall necessary depute on every **fortnight (15 days)** his skilled personnel to EDC office for maintenance & repair works. However he will have to complete work as per scope on other days if incomplete.
8. Major repairs of air conditioning system including rewinding of motors, major repairs of compressor, vaccummising, brazing, commissioning of new compressor, replacement of motor bearings, overhauling of compressor and jobs needing outside workshop facilities like welding, machining, painting etc. to be done by the Contractor separately on payment. All the necessary spares shall be supplied by the EDC to the Contractor for replacement of damaged spares as per requirement.

CONDITIONS OF CONTRACT

- 1) The Contractor will be required to give written monthly report of maintenance etc. along with monthly bill to EDC.
- 2) The details of spares required or problems in system if any, shall be brought to the notice of the Manager (Engineering) in writing immediately i.e. within two days after occurrence of problems in the system or any need to replace the spares.
- 3) The Contractor shall help the EDC in locating the necessary spares and in repairs of compressor, rewinding of motors.
- 4) The EDC shall pay the Contractor on monthly basis, the agreed monthly amount plus GST for which the contractor shall submit the bills. The EDC shall have right to deduct part or full amount of the bill if work is not found satisfactory by the EDC.
- 5) The contract will be for a period effective from 01/04/2024 upto 31/03/2025 which could be extended for a further period of one year with mutual consent.
- 6) Besides, preventive maintenance, the Contractor shall attend to any breakdown calls in air conditioning system within 8 hours of its occurrence.
- 7) All the maintenance/repair works shall be carried out as per relevant standard rules and code of practice and of good quality.
- 8) The Contractor shall follow all the instructions and guidelines given by EDC.

- 9) The Contractor as employer shall be responsible for payment of ESI, Provident Fund, GST, VAT or any other such levy etc. as per rules and law if applicable and submit to EDC, the copies of records having deposited such contributions and salaries every month.
- 10) The Contractor shall maintain a maintenance register, which should be available for inspection of the EDC as and when required.
- 11) The maintenance work shall be personally run by the Contractor and in no way it be given as sub-contract or work shall be assigned to anyone else.
- 12) The Contractor shall strictly observe instructions issued by the EDC in fulfillment of the contract from time to time.
- 13) The Contractor shall not assign, transfer this contract, the performance of services without prior written permission of the EDC.
- 15) The arrangement to be executed can be terminated by either party by giving three months notice in advance in writing.
- 16) Any dispute on account of termination etc of the personnel of the contractor, it shall be the entire responsibility of the contractor to pay and settle the same.
- 17) In the event, if any dispute arises touching the clauses of agreement the matter will be referred to Managing Director, EDC and his decision will be binding on both the parties.
- 18) If any amount is found payable by the Contractor towards wages, allowances and statutory dues in respect of personnel or any loss of the office property, the same shall be adjusted from the security deposit to

the extent of the amount so deposited reserving right to recover the deficit amount through other mode of recovery including right to terminate the contract without notice.

- 19) The Earnest Money Deposit of Rs.10,000/- of successful tenderer will be retained as Security Deposit till end of the Contract. In case of breach of terms and conditions, the security deposit or its part will be forfeited. The decision of EDC on such forfeiture shall be final and binding on the Contractor.
- 20) The necessary income tax as per law shall be deducted from the amount payable to the Contractor and will be deposited with the concerned Authority. Necessary credit note shall be issued to the Contractor for the same.
- 21) For any other dispute, the courts in Panaji Goa only will have jurisdiction.
- 22) The Contractor shall indemnify and keep indemnified the EDC for any loss or damage caused for the EDC due to any act or omission of its representatives.

APPLICATION FORM

Photograph of Applicant
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1. Name of Contractor :
2. Full address:
 - a) Office address :
 - b) Local office address :
3. E-mail Address:
4. Telephone/Mobile No. : Tel _____ Mob.: _____
5. Constitution of the firm:
6. Name of Proprietor/Partner/Director:
7. GST Reg. No. :
8. Partnership Deed/Memorandum & Articles of Association with Certificate of Incorporation.
- 9 Details of EMD Deposit - Rs. 10,000/- :
10. Lumpsum amount payable to Contractor on monthly basis Rs. _____
(excluding GST)

I / we certify that all information furnished is true and correct to the best of my knowledge.

Date:

Place:

(Signature of Applicant)