

ODISHA SPACE APPLICATIONS CENTRE (ORSAC)
Deptt. of Science and Technology, Govt. of Odisha
Plot No.45/48, Jayadev Vihar, Near Gopabandhu Academy of Administration
Unit-16, Bhubaneswar-751023

TENDER NOTICE No. 09 /2025

For CAMC OF AIRCONDITIONERS

Sealed tenders are invited for Comprehensive Annual Maintenance Contract of Airconditioners for the office at Bhubaneswar from bonafide Manufacturers / Service Providers with established set up in the serviceable reach of the above location. Bidding agencies should have Technical & Financial capabilities along with adequate experience in the concerned field.

Tender Paper Cost	: Rs.1000.00
Date of Issue of Tender Paper	: 17.03.2025 to 25.03.2025 (11 AM-4PM)
Last date of submission of Tender	: 26.03.2025 (4 PM)
Opening of Tender (Technical/Commercial Bid)	: 27.03.2025 (11.30 AM)
EMD	: Rs.10,000.00

ORSAC reserves the right to cancel the whole tender or to change the above tender, or part thereof, without assigning any reason thereof.

For details, please visit <https://www.odisha.gov.in> or <https://www.orsac.odisha.gov.in> or to the above office for the tender papers.

Administrative Officer

ODISHA SPACE APPLICATIONS CENTRE (ORSAC)
Deptt. of Science and Technology, Govt. of Odisha
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Unit-16, Bhubaneswar-751023

TENDER NOTICE No. 09/2025

Sealed tenders are invited for Comprehensive Annual Maintenance Contract of Airconditioners with stabilizers for this office at Bhubaneswar from bonafide Manufacturers/ reputed Service Providers with established set up in the serviceable reach of the above location and having experience of at-least five years for executing, preferably three similar contracts in Government/Public Sector Undertakings. Bidding agencies should have Technical & Financial capabilities along with adequate experience in the concerned field.

- 1) Non-transferable tender documents stated above will be available from office of the Odisha Space Applications Centre(ORSAC), Bhubaneswar on payment of Rs.1000.00 payable in shape of Cash/ Crossed Demand Draft of any scheduled bank having branch at Bhubaneswar drawn in favour of Odisha Space Applications Centre, Bhubaneswar, Odisha. This tender document can also be browsed and downloaded from ORSAC website: <https://www.orsac.odisha.gov.in> or from Govt. of Odisha web site <https://www.odisha.gov.in>. The downloaded bid document can be used provided it is accompanied with a crossed Demand Draft towards cost of the tender document. Tenderers interested to receive tender documents by Registered Post should pay additional amount of Rs.200/- (Rupees two hundred) only. However, ORSAC will not be responsible for postal delays in delivery of the documents.
- 2) The tenders should be submitted after due compliance with guidelines given in the tender documents. Tenders submitted in incomplete form shall be rejected outright.
- 3) The filled in sealed tenders shall be submitted in the Office of the ORSAC, Bhubaneswar by Registered Post, Speed Post or dropped at the tender box. Tenders received after due date and time shall not be entertained. Tender offer must be accompanied with the EMD value Rs.10,000.00 (Rupees Ten thousand) only in shape of bank draft drawn in favour of Odisha Space Applications Centre, payable at Bhubaneswar.
- 4) The tender papers will be available for sale in the office of the ORSAC between 11.00 AM to 4.00 PM on working days from 17.03.2025 to 25.03.2025. The sealed tenders will be received till 4.00 PM of 26.03.2025 in Office of the ORSAC. The technical/commercial bid will be opened on 27.03.2025 at 11.30 A.M. by Technical & Purchase committees of ORSAC in the office premises of the centre. Bidders or their authorized representatives, if any, are requested to remain present at the time of opening of tender.
5. ORSAC reserves the right to cancel any or all tenders without assigning any reason thereof.

Administrative Officer

TENDER FOR CAMC OF AIRCONDITIONERS WITH STABILIZERS
AT ODISHA SPACE APPLICATIONS CENTRE

1. This invitation to Tender is for:
Comprehensive Maintenance of Airconditioners with stabilizers of different makes, which are being used by Odisha Space Applications Centre in Bhubaneswar office.
 - The Scope of work is as per Annexure 'A'.
 - The detailed list of Airconditioners to be maintained is as per Annexure 'B'.
 - Format for quotation (Commercial BID) is as per Annexure 'C'.
 - The specimen contract mentioning terms and conditions as per Annexure 'D'.

2. Eligibility Criteria: (**Technical Bid**) The bidders
 - (a) Should have average annual turnover of Rs.5 lakhs in CAMC contracts for Airconditioners to be issued by Registered Chartered Accountant.
 - (b) Should have Airconditioners maintenance experience of 4 years. The experience documents along with a certificate from the client should be submitted.
 - (c) Ability to provide AMC services in Bhubaneswar. The Firm should have office and essential infrastructure in Bhubaneswar to carry out the CAMC work. The facilities available in Bhubaneswar including equipment, core manpower with their designation should be specified in the technical bid.
 - (d) Non blacklisting declaration must be submitted in Non Judicial stamp paper of not being blacklisted or quit the work after receiving work order & before stipulated date of completion of any Govt./PSU organisations.

3. The tender offer should be submitted, in one sealed envelope super scribed "Tender for CAMC of Airconditioners", containing two separate sealed covers super scribed "Cover 'A' (Technical bid)" and "Cover "B" (Commercial bid)". The technical and commercial bids will be kept in separate covers marked "Tender for CAMC of Airconditioners" and addressed to 'The Chief Executive, ORSAC, Bhubaneswar- 23' should be submitted at the below mentioned address latest by 26.03.2025 (4 PM). If the last date for submission of tender happens to be a holiday due to any unforeseen circumstances, then the tender can be submitted before 11.00 AM on the next working day.

Odisha Space Applications Centre (ORSAC)
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4. Documents to be submitted in Cover 'A' (Technical Bid)
 - (a) Copy of audited balance sheets for the previous three financial years.
 - (b) Copy of similar CAMC Client along with a certificate from the client.
 - (c) Copy of IT PAN card along with IT return filing of 3 years.
 - (d) GST Registration Certificate.
 - (e) Demand draft/Pay Order towards EMD/cost of tender paper.
 - (f) Attested copy of GST clearance certificate.
 - (g) Attested copy of Firm Registration Certificate
 - (h) Attested copy of EPF & ESIC Registration No.
 - (i) Non-black listing declaration to be submitted in Non-Judicial stamp paper not less than Rs.20/- addressed to the Chief Executive, ORSAC.

5. The commercial bid should be submitted in cover 'B' as per the format in Annexure 'C' & terms and conditions should be clearly mentioned. Rate should be inclusive of all taxes.
6. Sealed cover 'A' and 'B' to be inserted in a separate envelope duly sealed, super scribed 'Tender for maintenance of Airconditioners" and addressed to 'The Chief Executive, ORSAC, Bhubaneswar- 23' should be submitted at the below mentioned address latest by 26.03.2025 (4 PM). If the last date for submission of tender happens to be a holiday due to any unforeseen circumstances, then the tender can be submitted before 11.00 AM on the next working day.

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7. All bids must be accompanied by a Demand draft/ Pay Order (of Nationalized Bank) towards Earnest Money Deposit in favour of Odisha Space Applications Centre, payable at BHUBANESWAR as detailed below:

Items Quoted in the Tender	Amount of Earnest Money Deposit (Rs.)
CAMC for Airconditioners Under Annexure 'B'	Rs.10,000.00

8. FORFEITURE OF E.M.D.

The EMD made by the bidder will be forfeited if –

- a. it withdraws his tender after acceptance;
- b. it withdraws his tender before the expiry of the validity period of the tender;
- c. it violates any of the provisions of the terms and conditions of this tender specification

9. REFUND OF E.M.D.

- a. E.M.D. will be refunded to the successful bidder, only after signing of the contract and submission of performance bank guarantee and completion of all formalities to the satisfaction of the purchaser/ company.
- b. In case of unsuccessful bidders, the EMD will be refunded to them after intimation is sent to them about non-acceptance of their tenders.

10. ORSAC reserves the right to:

- a. Accept/ reject any of the tender/s.
- b. Revise the quantities at the time of placing the order.
- c. Add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.
- d. Reject any or all the tenders without assigning any reason thereof.
- e. Award contracts to one or more bidders for the item/s covered by the tender.

11. REJECTION OF THE TENDERS

The tender is liable to be rejected interalia:

- i) If it is not in conformity with the instructions mentioned herein.
- ii) If it is not accompanied by the requisite EMD.
- iii) If it is not properly signed by the bidder.

- iv) If it is received after the expiry of the due date and time.
- v) If it is evasive or incomplete including non-furnishing of the required documents
- vi) If it is conditional in nature
- vii) If it is not submitted the tender paper cost

12. VALIDITY OF TENDERS

Tenders should be valid for acceptance for a period of at least 60 (sixty) days from the last date for submission of bids. Offers with lesser validity period would be rejected.

13. PERFORMANCE GUARANTEE

The successful bidder/s will have to furnish a performance guarantee to the tune of 25% of the value of the contract for proper fulfillment of the contract. This performance Guarantee shall be released on the expiry of the period of AMC agreement.

14. AMC AGREEMENT

The successful bidder will have to enter into a contract with the Organisation as per Annexure 'D' for a period of one year, with an option with the 1st party (ORSAC) for extension for a period of another three years or less, on the same terms and conditions basing on the satisfactory performance.

15. PROCEDURE FOR PROCESSING THE TENDER DOCUMENTS :

- The Technical & Purchase committees would open cover 'A' (Technical bid) first in the presence of the bidders at 11.30 AM on 27.03.2025 and will short-list the vendors who qualify in the technical bid.
- The committee in the presence of the short-listed bidders will open cover 'B' containing the commercial bids either on that day itself or on any other subsequent day.
- This procedure is subject to changes and if so, the procedure adopted by the organization, for opening the tender shall be final and binding on all the parties.

ODISHA SPACE APPLICATIONS CENTRE (ORSAC)

SCOPE OF SERVICE

ORSAC intends to enter into a CAMC for Airconditioners with stabilizers of different makes installed in our office at Bhubaneswar.

SCOPE OF WORK

- a. Response Time : 2 hours
- b. Resolution Time : 24 hours
- c. Vendor has to provide stand by Airconditioner as and when required.
- d. Preventive Maintenance has to be carried out
- e. In case of Airconditioner failure, original/ genuine parts of the same brand & same or higher quality should be replaced free of cost similarly in case of stabilizer.
- f. Vendor should have trained and experience manpower well versed with handling of Airconditioners and Stabilizers of different make and send the technical person to ORSAC within 2 hours of receiving call from ORSAC.
- g) Vendor should provide one emergency number (Land Phone/Mobile) to this for making call while any problem is detected.

Preventive Maintenance and monthly maintenance:

- Test safety/operating controls for proper operation.
- Check refrigeration system for leaks and rectify the same.
- Check loading and unloading mechanism by manually.
- Inspect canvass connection.
- Inspect the insulation
- Check the temperature drop across drier by feel and rectify if they are blocked.
- Cleaning of grill & filters, wiring checking & blower service of unit.
- Drain cleaning, leak testing, checking of cooling, recording of all parameters & water servicing of unit
- Change the compressor, if required
- Clean condenser tubes mechanically, if required.
- Check the technical parameters such as Suction, Discharge Pressure, Oil Pressure and Current etc.
- Inspect the oil level
- Check and clean condensate tray and drain
- Check the alignment and belt tightness
- Clean the air filters every 30 days
- Check fan/scroll and clean if necessary
- Replace the belts if necessary while replacing the belts precaution should be taken that new belts should be required matched set
- Check noise and vibration of the compressor & evaporator motor
- Check currents drawn by Compressor and compare with specified ratings and noted down

TERMS AND CONDITIONS

1. If at any point of time, the services of the Vendor are not found to be satisfactory, the contract will be terminated, giving one month notice.
2. ORSAC reserves right to add & change any items into the Systems as and when required with prior notice to the Vendor.

(Signature of Tenderer)

Name :Address:

Annexure-C

FORMAT OF CAMC FOR AIRCONDITIONER WITH STABILIZERS

Name of the firm: _____

Sl. No.	Make, Type & capacity	Qty.	Unit rate excluding GST	Unit rate including GST	Total amount including GST
1	Window Airconditioner 1.0 ton (Bluestar,LLOYD, Voltas, Carrier etc.)	07			
2	Window Airconditioner 1.5 Ton (Bluestar,LLOYD, Voltas, Carrier etc.)	28			
3	Split AC 1.5 Ton (Bluestar,LLOYD, Voltas, Carrier, LG etc.)	43			
4	Split AC 1.0 ton (Hitachi)	01			
5	Split AC 2.0 Ton (Bluestar,LLOYD, Voltas, Carrier etc.)	29			
6	Package Plant 7.5 Ton (Bluestar)	03			
7	Repairing charges if any (Window/Split/Package plant)	Lump Sum (Job)			
	Grand Total:				

Total bid price (including GST) in Rs. _____

(in words -----)

Declaration: I/We have read and understand the terms and conditions of the Tender. I/We have inspected the site and have understood the scope of work and I/We have quoted the rates accordingly. There will be no extra cost for repairing of AC units if the contract awarded to us. The AMC rate quoted by us is on as is where is condition.

Signature of the Quotationer with seal

Place:

Name:

Date:

Business address:

TERMS AND CONDITION FOR CAMC OF AIR CONDITIONER WITH STABILIZERS

1. QUOTATION PRICE:

- a) The quotation shall be for the full quantities of all item(s) as described in the advertisement. The formats of quotation specified in Annexure-1 for Air conditioners & its accessories with stabilizers, package A.C, should be used. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.

2. BID SECURITY

- a) The bidder shall furnish EMD of Rs. 10,000/- in the shape of bank draft/ Pay order in favour of CHIEF EXECUTIVE, ORSAC, Payable at Bhubaneswar from any Nationalised Bank. Any quotation not accompanied with EMD/ tender cost will be rejected. The above EMD will be forfeited if a quotationer (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contracted obligations as per the CAMC order.

3. The quotationer must have getting order for similar type of A.M.C. of the last 3 calendar years and should submit documentary proof of such AMC orders.

4. The quotations shall furnish up-to-date attested photocopies of GST certificate registration certificate.

5, VALIDITY OF TENDER

Tender shall remain valid for a period not less than 60 days after the last date.

6. a) Notwithstanding the above, the undersigned reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations any time prior to issue of CAMC Order.

- b) Any delay by the firm(s) in the repair of air conditioners shall render the firm liable to be charged liquidated damages @0.05% per day from the total contract price or part thereof subject to a maximum of 5% of contract price which will be deducted from the payment due.

7. The total CAMC cost will be released in 4 equal installments i.e. last week of every quarter after submission of bills by the firm with service report.

8. The bidder will replace the spare parts only on original make and the minor repair work will be made at ORSAC premises & major work will be made at service station of the firm.

9. Whatever spare parts will be replaced during the repair shall be handed over to ORSAC.

10. The firm shall inspect all the items before submission of quotation in presence of concerned Engineer.

11. All the items should be checked once in a month and any break down calls will be attended within 24 hours from the time of complaint.

12. The firm will repair/replace any defective D.P switch, MCB were attached to the A.C., and stabilizer during the CAMC period.

13. ORSAC has no liability if any accident/injury caused to the service technician(s) of the bidder during maintenance of the A.C.s /Stabilizers inside the premises of ORSAC. In case of any eventualities all the liabilities shall rests with bidder.

14. The bidder should submit the tender for comprehensive AMC which includes repairing/ replacement of all spares, compressor, outer shell, frame, gas charging, welding, painting, grill etc. No additional payment will be asked to ORSAC regarding air conditioner, package A.C. and stabilizer.
15. The bidder will not ask for any manpower or transportation charge in case any compressor / A.C./ stabilizer or belonging to their workshop for major work.
16. The bidder will submit the sl. no. and make of compressor and stabilizer at the time of entering in to AMC after joint verification with ORSAC technical I/C.
17. The bidder should take care of the noise of the machine and cooling efficiency.

ISSUE OF CAMC. ORDER

18. ORSAC reserves the right of rejection and acceptance of the tender received & order placed.
19. The selected bidders has to execute the agreement in Non judicial stamp paper .
20. Any legal disputes arising out of this are subject to Bhubaneswar jurisdiction only.
21. Bidders may be present in person or through their representative during the opening of tender at 11.30 AM on 27.03.2025
