



आंचलिक प्रशिक्षण संस्थान (दक्षिण अंचल)

**ZONAL TRAINING INSTITUTE (SOUTH ZONE)**

(A UNIT OF PANDIT DEENADAYAL UPADHYAYA NATIONAL ACADEMY FOR SOCIAL SECURITY)

कर्मचारी भविष्य निधि संगठन

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

श्रम एवं रोजगार मंत्रालय, भारत सरकार / Ministry of Labour & Employment, Government of India

No.2, 15<sup>th</sup> Main Road, Ranganathan Gardens, Anna Nagar, Chennai-600 040 TAMIL NADU

Email: [zti.south@epfindia.gov.in](mailto:zti.south@epfindia.gov.in) PHONE: 044 - 2628 4565, FAX - 044 2628 5947

सं. आप्रसं(दअं)/3(1)/2017-18

दिनांक/ Date : 09.02.18

No. ZTI (SZ)/3(1)/2017-18

सेवा में/TO

विषय: आंचलिक प्रशिक्षण संस्थान, कभनिस, चेन्नै-600 040 में स्प्लिट और विंडो एसी के लिए नॉन कॉम्प्रेएन्सिव वार्षिक रखरखाव के लिए निविदा.

Sub : Tender for Non comprehensive Annual maintenance for Split and window AC at Zonal Training Institute, EPFO, Chennai-600040.

महोदय/महोदया/ Sir/Madam,

यह कार्यालय, आंचलिक प्रशिक्षण संस्थान, सं.2, 15वीं मैन रोड, रंगनाथन गार्डन, अण्णा नगर, चेन्नै-600 040 में एसी के लिए नॉन कॉम्प्रेएन्सिव वार्षिक रखरखाव निविदा आमंत्रित करता है.

This office invite tender for Annual Maintenance for Air conditioners at Zonal Training Institute, No.2, 15<sup>th</sup> Main Road, Ranganathan Gardens, Anna Nagar, Chennai-600 040, Tamilnadu-600040.

इच्छुक एजेंसी से अनुरोध किया जाता है कि, दिनांक 02.03.2018 को 2.00 बजे अपराह्न को, इस कार्यालय के सहायक भविष्य निधि आयुक्त के कक्ष में रखे निविदा पेट्री में मुहरबंद निविदा प्रस्तुत करें। निविदा को इस कार्यालय में, दिनांक 02.03.2018 को 3.00 बजे अपराह्न को खोला जाएगा। निविदा दस्तावेज को कभनिस के वेबसाइट [www.epfindia.com](http://www.epfindia.com) से डाउनलोड किया जा सकता है। उपरोक्त निविदा के नियम एवं शर्तें संलग्न हैं जिसे फर्म द्वारा हस्ताक्षरित कराके निविदा दस्तावेज के साथ प्रस्तुत करना है।

Interested agencies are requested to submit the sealed Tender in the tender box kept in the chamber of Asst. P.F. Commissioner of this office on **02.03.2018** at 2.00 P.M. The tender shall be opened on **02.03.2018** at 3.00 PM in this office. The tender document can also be downloaded from the EPFO website [www.epfindia.com](http://www.epfindia.com). Terms and conditions of said tender are enclosed herewith which is requested to be submitted duly signed by the firm along with tender documents.

भवदीय / Yours faithfully,

सनत कुमार पटनायक

(सनत कुमार पटनायक / SANAT KUMAR PATNAIK)

सहायक भ नि आयुक्त/ ASSISTANT PROVIDENT FUND COMMISSIONER



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No. ZTI (SZ)/3(1)/2017-18

Date : 09.02.18

**NOTICE FOR INVITING TENDER**

Ref : Tender for Non-comprehensive Annual Maintenance for Split AC and Window AC at Zonal Training Institute(South Zone), EPFO , Chennai-600040

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The Zonal Training Institute, (South Zone), EPFO, Chennai, invites sealed tenders from the authorized agency for the work of AMC of Air conditioners at the premises of ZTI(SZ).

SL No	Description of AC	Location	Quantity
1.	1.5 ton Split Ac Carrier Brand	Hostel , Training Room, Canteen	35 Nos.
2.	1.5 TR- Window Ac	Class Room & Office	03 Nos
3.	2.0 TR Split AC ( Voltas & LG)	Class room & office	06 Nos
4.	1.5 TR Split AC( LG & Voltas Brand)	Office	06 Nos
5.	0.8 TR Split Ac Voltas brand	Server Room	01 Nos
	<b>Total</b>		51 Nos

The other details and the tender document can be downloaded from the website at [www.epfindia.com](http://www.epfindia.com) or can be collected from this office at the above address.

Earnest Money Deposit : Rs.5000

Last date of submission of tender : 02.03.2018 latest by 2.00 PM.

Date of opening of tender : 02.03.2018 at 3.00 PM

Quotations in sealed envelope superscripted as “ **Tender for Non-comprehensive AMC of Air conditioners** ” can be dropped in the tender box kept in chamber of Assistant P F Commissioner of Zonal Training Institute, No.2, 15<sup>th</sup> Main Road, Ranganathan Gardens, Anna Nagar, Chennai-600 040 up to 2.00 PM on 02.03.2018.

Yours faithfully,

(SANAT KUMAR PATNAIK)  
ASSISTANT PROVIDENT FUND COMMISSIONER



आंचलिक प्रशिक्षण संस्थान (दक्षिण अंचल)

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### INSTRUCTIONS

1. The tender document can be obtained in person from the office at the above address on any working day. In other case the tender form can be downloaded from the office website ([www.epfindia.com](http://www.epfindia.com)).
2. Earnest Money: An EMD (Refundable) of Rs. 5,000/- (Rs. Five Thousand only) should be submitted along with the bid in form of DD drawn in favour of the Regional Provident Fund Commissioner payable at Chennai.
3. Quotations in sealed envelope superscripted as “ **Tender for Non-comprehensive AMC of Air conditioners** ” can be dropped in the tender box kept in chamber of Assistant P F Commissioner of Zonal Training Institute, No.2, 15<sup>th</sup> Main Road, Ranganathan Gardens, Anna Nagar, Chennai-600 040 up to 2 .00 PM on 02.03.2018.
4. The Tender will be opened on 2nd March, 2018 at 3.00 pm in the office of the undersigned in the presence of the representative of agencies if they are present.
5. Any tender received without cost of the tender document and EMD will be rejected.
6. The tender validity period shall be minimum 1 (One) month.
7. This office reserves all rights to accept or reject the tender in part or whole without assigning any reasons thereof.

#### **TERMS AND CONDITIONS:**

1. The firm should have at least minimum 05 years of experience in providing Maintenance services for Air Conditioners.
2. Agencies having experience with Government Organization will be given priority. Copy of experience certificate should be enclosed,
3. Tender paper must indicate rate per split/window AC exclusive of all applicable taxes and duly indicating the applicable taxes and their percentage separately. The rates should be mentioned by the bidder both in words and figure.
4. AMC will be for a period of one year commencing from the date of the Agreement comes into force. This can be cancelled unilaterally by this office whenever the service is not found to be satisfactory or up to the mark.
1. The emergency calls should be attended on the same day of registration of the complaint without any delay. If the AMC provider firm failed to attend the calls within the same day, this office reserves the right to get the work done by other firms and deduct such expenses from the AMC charges.
2. The AMC firm is required to undertake preventive maintenance by checking all the Air Conditioners at least once every month and servicing every 3 months and confirm that the systems are in the best of the working conditions.
3. The servicing of equipments should be attended only by the qualified service technician.
4. Only original spare parts/quality approved by the Zonal training Institute (ZTI) will be permitted to be used for the maintenance during the AMC period, which will be reimbursed separately by ZTI.
5. Any parts which are not covered in the Tender Schedule of this Contract gets damaged and requires replacement during the Tenure of this Contract, then, ZTI will purchase (either directly from contractor or outside vendor) and supply the parts to the Contractor. It is the responsibility of the Contractor to accurately specify the damaged spare parts for the procurement by the ZTI and to rectify the fault in A.C under maintenance.
6. Periodical preventive servicing has to be carried out once in three months for all the Air conditioners covered under AMC. During the quarterly 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

7. Any air conditioners or spares taken outside the premises also to be recorded with serial number of spare and in and out date and ~~time~~. This will be maintained by ZTI.
8. Payment Terms: AMC charges will be paid at end of every half year of the AMC Period.
9. Successful bidder shall be called for the above mentioned AMC, at the rates quoted by them, within 07 days of issue of work order.
10. ZTI also reserve the right to increase/decrease the number of items, cancel the tender mentioned above in view of any administrative exigency.
11. ZTI reserves the right to accept/reject any tender without assigning any reason.
12. All disputes, subject to, jurisdiction of Chennai court only.

**Tender for Non-comprehensive Annual maintenance for split AC and Window AC at ZTI (SZ)**

1. Name of the Agency with address :
2. Contact Person (s) with Designation :  
(with mobile no. & email – ID)
3. GST No with copy :
4. Rates ( Both in words & figures) :

Sl No.	Description of AC	Quantity	Rate per unit per annum	Tax es if any	Total amount
1.	1.5 ton Split Ac Carrier Brand	35 Nos.			
2.	1.5 TR- Window Ac	03 Nos			
3.	2.0 TR Split AC ( Voltas & LG)	06 Nos			
4.	1.5 TR Split AC ( LG & Voltas Brand)	06 Nos			
5.	0.8 TR Split Ac Voltas brand	01 Nos			

**DECLARATION**

I/we hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted, and that I/We will not have any dealing with the Organization in future.

**(Signature of Authorised Signatory with date)**

**Place:**

**Date:**