

No.D-16016/7/2011-S

Dated the 10th May, 2013

To,

Subject:- Bid for Comprehensive Annual Maintenance Contract for Ductable package Air-Conditioners available in Film Library Section, 6th & 7th Floor, Phase-I Building and Split & Window AC's available at Films Division, Mumbai.

Sir,

The Director General, Films Division, Ministry of Information & Broadcasting, Government of India, Mumbai on behalf of the President of India invites sealed Bids from reputed firms/suppliers in two bid system i.e. Technical and Financial Bid from suppliers/firms for Comprehensive Annual Maintenance Contract for Ductable Air-Conditioners available in Film Library Section, 6th & 7th Floor, Phase-I Building and Split & Window AC's available at Films Division, Mumbai in the following Modules :-

Module-I :

Sr.No	Location	Quantity	Make	Capacity in Tons
1.	Ductable package Air-conditioners available at 6 th & 7 th Floor, Phase-I Building	4 Nos.	Voltas	17.0 Tons (Total 68 Tons)

Module-II :

Sr.No	Location	Quantity	Make	Capacity in Tons
1.	Split Air-conditioners available at Films Division Phase-I & II Building	46 Nos.	Voltas/ Kirloskar /Usha/ Hitachi	1.5 & 2.0 Tons
2.	Window Air-conditioners available at Films Division Phase-I & II Building	21 Nos.	Voltas/ Usha	1.0, 1.5 & 2.0 Tons

NOTE :- The Comprehensive AMC for Split and Window A.C's (Module-II) are required from December, 2013 for about 6-7 months. Accordingly firms/ suppliers/proprietors are requested to quote their rates/cost for the same.

For details please visit our Official Website www.filmsdivision.org

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2. The firms/suppliers/proprietors interested to carry out the comprehensive AMC of Ductable package Air-conditioners available in Film Library Section, 6th & 7th Floor, Phase-I Building and Split & Window AC's available at Films Division, Mumbai as mentioned in Module-I & II, can visit Films Division for clarification/specification, on any working day viz. Monday to Friday from 11.00 am to 5.00 pm (except holidays) in the office of Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026. The details of this bid notice are available on the official website of Films Division i.e. www.filmsdivision.org

3. The bid should consist of the following documents:

- i) Profile of the company along with copies of PAN, TIN and VAT Certificates.
- ii) Earnest Money in the specified format
- iii) A sealed cover superscribed "Technical Bid" containing detailed technical specifications of the Ductable package Air-conditioners and Split & Window Air-conditioners in the specified format (Module-I & II), BUT NOT CONTAINING ANY PRICE INFORMATION ABOUT THE AMC.
- iv) A sealed cover superscribed "Financial Bid" containing the price schedule (Module-III) duly filled in with all commercial details of the bid along with bid No., bid opening date etc.

4. All the above documents should be self attested by an authorized signatory of the bidder and should be on the letter head of the bidder. All the above items should be placed in a cover superscribed **"Bid for Comprehensive Annual Maintenance Contract for Ductable package Air-Conditioners available in Film Library Section and Split & Window AC's available at Films Division, Mumbai"**. The outer cover should bear the bid number and date of closing/opening prominently underlined along with the address of this office but should not bear any information about the bidder or any identifiable mark on the outside.

5. The bid addressed to The Director General, Films Division, Mumbai should be dropped in drop box kept in near the Main Gate, Films Division, 1st Phase Building, 24-Dr.G. Deshmukh Marg, Mumbai-400 026 up to **1.00 p.m.** on **31.05.2013**. All outstations bids, if sent by post, should be sent under registered cover. This Organization will not be responsible for the loss of bid or for delay in postal transit. Bidders are advised in their own interest to ensure that their offer reaches this office well before the closing date and time of the bid as the offers received after the closing date and time of the bid will not be considered. The bids (Technical Bids) will be opened at **3.00 pm** on the closing date in the presence of the bidders or their representatives who may be present.

6. The bidder except those who are registered with the Central Purchasing Organization, National Small Industries Corporation (NSIC) must enclose with their Technical Bid an Earnest Money (Bid Security) of Rs.5,000/- in the form of either cross Demand Draft, Fixed Deposit Receipt, Banker's Cheque (Pay Order) or Bank Guarantee from any of the Commercial Bank drawn in favour of "Accounts Officer, Films Division, Mumbai" valid for a period of 45 days beyond the final bid validity period. The Bid which is not accompanied by Earnest Money will not be considered.

7. The Earnest Money (Bid Security) may be forfeited by Films Division in the following events :-
 - i) If bid is withdrawn during validity period or any extension thereon.
 - ii) If bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
 - iii) If a bidder whose bid has been accepted but fails to furnish the performance security deposit, performance bank guarantee within 30 days of acceptance of bid.
8. The Earnest Money (Bid Security) of unsuccessful bidders will be returned on finalisation of bid. The Earnest Money of successful bidder will be returned on receipt of performance security deposit/bank guarantee.
9. All leviable taxes/duties, including Sales Tax, Value Added Tax and Service Tax etc., if any may be mentioned separately. If these details are not indicated, it will be assumed that the rate is inclusive of all the taxes excluding Octroi.
10. At the first instance the Technical bids will be opened by the Department and the same will be evaluated by the Competent Committee or Authority. At the second stage, Financial bids of only the Technically acceptable offers will be opened for evaluation and ranking before awarding the contract.
11. The successful bidder will furnish a performance Security Deposit at the rate of 5% of the value of the total AMC in the form of Demand Draft/ Pay Order or Fixed Deposit Receipt or Bank guarantee from any commercial Bank drawn in favour of “**Accounts Officer, Films Division, Mumbai**” within 30 days of the receipt of assignment order. The Performance Security Deposit will remain with the Films Division, till the AMC period is covered.
12. The successful bidder will carry out the Comprehensive AMC of the above mentioned AC's immediately after receipt of assignment order.
13. There shall be no negotiations in general. Even in exceptional circumstances, negotiations will be carried out only with the lowest evaluated responsive bidder.
14. The payment will be arranged on submission of the Tax-Invoice in triplicate along with service attending sheets on quarterly basis by deducting TDS etc. as applicable and in force. No advance payment will be made under any circumstances.
15. The offer by the bidder shall be deemed valid for 90 days from the opening of the tender and no tender can withdraw or revoke his offer or revise his quoted rates within the said period of 90 days under any circumstances within or beyond the control of himself.
16. Right to accept, reject, split the entire Bid or any part thereof without assigning any reason rests with the Director General, Films Division, Mumbai and his decision in this regard is final and binding.
17. Income Tax or any other taxes will be deducted from the bill at source as per Government orders.

18. Any disputes arising out of the bid notice, process and finalisation of this bid shall be subject to jurisdiction of the High Court of Mumbai.

Yours faithfully,

(A. Subramanian)
Asstt. Administrative Officer
for Director General

Encls. : As above.

Format for Technical Bid

Sr.No.	Particulars	Make & Quantity	Capacity in Tons	The acceptance/clarifications offered by bidder
1.	Ductable package Air-conditioners available at 6 th & 7 th Floor, Film Library Section, Phase-I Building	Voltas / 4 Nos.	17.0 Tons (Total 68 Tons)	
2.	<p><u>The following points are included in the comprehensive AMC :</u> The company should have past experience in maintaining the ductable AC of 17 Tons or above, Repair/replacement of Compressor, cooling coil & condenser coil, 3 phase indoor blower motor, 3 phase electronic preventer, single phase outdoor condenser motor, sheet metal part, indoor remote control, all copper piping, 3 phase, 4 tripper, contractor, If any repair in compressor, fan motor, Dual Timer on 6th & 7th Floor, electrical parts, gas leakage/refill, will be covered under this contract. Jet wash servicing of filters and coil shall be done once in a month. This contract includes shifting and installation of AC units, All break-down calls will be attended free during contract period.</p>			

Signature of authorized signatory

Module- II

Format for Technical Bid

LIST OF WINDOW AIRCONDITIONERS AVAILABLE IN FILMS DIVISION, MUMBAI

(A)1st Phase Building

Sr.No	Floor	Location	Qty	Make	Capacity in Tons	The acceptance/clarifications offered by bidder
1.	Ground	Telephone Operator's Room	1	Voltas (Assemble)	1.0	
2.	First	R.S & P Section (Raw stock Room)	2	Voltas	1.5	
		O.C.D's Room	1	Voltas (Assemble)	1.5	
		Sales Section	1	Voltas (Assemble)	1.5	
3.	Second	Sr.A.O (I/C).	1	Voltas (Assemble)	1.5	
4.	Forth	Joint Director (Cost)	1	Voltas	2.0	
		Accounts Officer-I	1	Voltas (Assemble)	1.0	
5.	Fifth	Pay & Accounts Officer's Cabin	1	Usha (Assemble)	1.5	
6.	Tenth	Film Projection Cabin	1	Voltas (Assemble)	1.5	
		Total	10		13.0	

(B)2nd Phase Building

1.	First	Visitor's Room of D.G.	2	Voltas	1.5	
		DG's Room	2	Voltas	2.0	
2.	Second	1. M.M.Mathialagan, Director	1	Voltas	1.5	
		2.P.Rajendran,Director Cameraman	1	Voltas (Assemble)	1.5	
		3. Suresh Menon, Deputy Director General (I/C)	1	Voltas	1.5	
		4. Premraj, Director	1	Voltas (Assemble)	1.5	
		5. Suresh Menon, Deputy Director General (I/C) (Old Room)	1	Voltas	1.5	
		6. Smt. V.R.Bhatia, Director	1	Voltas	1.5	
3.	Eight	Editing Video Section	1	Voltas (Assemble)	1.5	
		Total	11		14.0	

Total (A) + (B) = 21 Window A.C's - 27 Tons

LIST OF SPLIT AIRCONDITIONERS AVAILABLE IN FILMS DIVISION, MUMBAI

(A) 1st Phase Building

Sr.No	Floor	Location	Qty	Make	Capacity in Tons	The acceptance/ clarifications offered by bidder
1.	Forth	Deputy Director (Cost)	1	Voltas (Assemble)	1.5	
2.	Sixth	Dark Room	1	Voltas (Assemble)	1.5	
3.	Tenth	Film Projection Cabin	1	Assemble	2.0	
		Total	3		5.0	

(B) 2nd Phase Building

Sr.No	Floor	Location	Qty	Make	Capacity in Tons	
1.	First	Maint. Video Section	2	Split (Assemble)	1.5	
		Maint. Video Section	1	Voltas Visionaire (New)	2.0	
		Publicity Section	2	Split (Assemble)	1.5	
		Commentary Writer	1	Split (Assemble)	1.5	
		D.G's Room	1	Voltas Visionaire (New)	1.5	
2.	Third	Director of Administration	1	Voltas	1.5	
		Camera Section	1	Kirloskar	2.0	
3.	Forth	Recording Theatre / Protocol Room	1	Voltas	2.0	
		Digital Recording Theatre	4	Voltas Visionaire (New)	2.0	
		Lab Section	6	Voltas Visionaire (New)	2.0	
4.	Fifth	Editing (Films)	2	Fedder Loyed	1.5	
		Re-recording Theatre	2	Voltas Visionaire (New)	1.5	
5.	Sixth	Editing (Films) Archival	2	Voltas Visionaire (New)	1.5	
6.	Seventh	Re-recording Theatre	2	Assemble	1.5	
		Recording Storage room	1	Voltas Visionaire (New)	1.5	
7.	Eight	Cartoon Film Unit	4	Voltas	1.5(3) 1(1)	
		Avid/Avid Mojo/Non-Linear Editing Room's	4	Kirloskar-2, Voltas Visionaire (New)	1.5 (2) 1.5 (2)	
8.	Ninth	Conference Hall	1	Voltas	2.0	
		Conference Hall	1	Voltas	1.5	
		Lift Machine Room	1	Usha/Fedder Lyods	1.5	
		VIP Guest House (R)	1	Hitachi	2.0	
			1	Hitachi	1.5	
		VIP Guest House	1	Hitachi	1.5	
		Total	43		46.5	

Total (A) +(B)= 46 Split A.C's – 51.5 Tons

Format for Financial Bid

Name of the company/firm/Individual _____

VAT /Service Tax Registration No. _____

PAN Number _____

Sr.No.	Particulars	Make/Quantity/ Capacity of AC	Cost of AMC	Taxes, if any	Total Cost
1.	Ductable package Air-conditioners available at 6 th & 7 th Floor, Film Library Section, Phase-I Building	Voltas / 4 Nos. 17.0 Tons (Total 68 Tons)			
2.	WINDOW AIRCONDITIONERS AVAILABLE IN FILMS DIVISION, MUMBAI	Voltas/Usha Total - 21 Nos. 1.0, 1.5, 2.0 Tons (Total 27 Tons)			
3.	SPLIT AIRCONDITIONERS AVAILABLE IN FILMS DIVISION, MUMBAI	Volats/Usha/ Hitachi/Kirloskar Total - 46 Nos. 1.5, 2.0 Tons (Total - 51.5 Tons)			

Films Division is exempted from payment of Octroi Duty and necessary certificate will be issued , if required.

Company Rubber Stamp/Seal
Of the firm/Company with date

Signature of authorized signatory