

No.D-16016/7/2011-S

Dated the 11th March, 2015

To,

**SUBJECT :- BID NOTICE FOR REPAIRING AND ANNUAL MAINTENANCE
CONTRACT OF DUCTABLE AIR-CONDITIONERS AVAILABLE IN
FILMS DIVISION, MUMBAI.**

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Sir,

The Director General, Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026 invites sealed bids from reputed firms/suppliers in two bid system i.e. Technical and Financial Bid from firm/suppliers for **repairing AND Annual Maintenance Contract** of 4 Units of ductable Air-conditioners available on 6th & 7th floors, Phase-I Building, Films Division, Mumbai. The detailed list of the **repairing AND Annual Maintenance Contract** of ductable air-conditioners may please be seen at **Annexure-I**.

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

2. The firms/suppliers/proprietors interested to carry out the **repairing AND Annual Maintenance Contract** of ductable air-conditioners as mentioned in Annexure-I, can visit Films Division for clarification/specification, on any working days 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 including detailed list of repairing AND Annual Maintenance Contract of the ductable air-conditioners 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 and authorization Certificates of principals.
- ii. Earnest Money in the specified format.
- iii. A sealed cover superscribed “Technical Bid” containing detailed list of the repairing AND Annual Maintenance Contract of ductable air-conditioners as specified in the format (Annexure-I) along with any other brochure, catalogues, documents etc. **BUT NOT CONTAINING ANY PRICE INFORMATION ABOUT THE PRODUCTS OFFERED.**
- iv. A sealed cover superscribed “Financial Bid” containing the price schedule (Annexure-II) 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 **REPAIRING AND ANNUAL MAINTENANCE CONTRACT OF DUCTABLE AIR-CONDITIONERS IN FILMS DIVISION**". 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 the drop box available Ground Floor of 1st Phase Building, Opp. Cabin of Chowkidar, 24-Dr.G. Deshmukh Marg, Mumbai-400 026 up to **1.00 p.m.** on **25.03.2015**. 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) for Rs.10,000/- 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 10% of the value of the total cost 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 warranty period of the assignment order is covered.
12. The successful bidder will carry out the repairing/servicing of zoom lens/block lenses immediately.
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 full and final payment will be made/released only after **Repairing AND Annual Maintenance Contract** of ductable air-conditioners to the satisfaction of the concerned Officer/User department and on submission of Tax Invoice in triplicate. No advance payment will be made under any circumstances.
15. The firm should offer a minimum warranty period for **12 months** for the repair/service lenses from the date of its repairing/testing.
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 finalization of this bid shall be subject to jurisdiction of the High Court of Mumbai.

Yours faithfully,

(Ashok A.Shinde)
Assistant Administrative Officer
For Director General

Encls.: As above.

Copy to Nodal Officer (IT) for information and necessary action.

(Ashok A.Shinde)
Assistant Administrative Officer
For Director General

Format for Technical Bid

**Detailed list of ductable Air-conditioners
which are to be repaired / serviced.**

Sr.No.	Description of lenses	Remarks/comments offered by bidder
1.	1 Unit (2 Compressors of 8.5 ton each) installed at 6 th Floor, Phase-I Building.	
2	1 Units (2 Compressors of 8.5 ton each) installed at 7 th Floor, Phase-I Building.	

Signature of authorized signatory

Annexure-II

Format for Financial Bid

Name of the company/firm/Individual _____

VAT /Service Tax Registration No. _____

PAN Number _____

Sr.No.	Description of lenses	Quantity	Rate per unit	Taxes, if any	Total Cost
1.	1 Units (2 Compressors of 8.5 ton each) installed at 6 th Floor, Phase-I Building.				
2.	1 Units (2 Compressors of 8.5 ton each) installed at 7 th Floor, Phase-I Building.				

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

Signature of authorized signatory