



GOVT. OF ASSAM
OFFICE OF THE MISSION DIRECTOR,
PMAY-HFA (U) ASSAM
DISPUR, GUWAHATI-6

Phone No.:0361-2235166

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Website: www.pmayuassam.in

No. MD/PMAY/PRO/16/2017/50

Dated Guwahati, the 2nd June 2017

NOTICE INVITING TENDER

(TENDER NO.5 OF 2017-18)

Sealed Tender (Two Bid System- Technical & Price) affixing Court Fee Stamp of Rs 8.25 only are invited by Mission Director, PMAY-HFA (Urban), Assam from registered dealer /Supplier on rent basis of Office related Assets (Air -Conditioner) etc for Mission Directorate, PMAY-HFA (Urban), Assam. Interested parties are requested to submit Tender by hand/post along with specified documents on or before 19-06-2017 up to 3:00 PM to the office of the undersigned, after which no Tender will be accepted.

Tender documents may be collected from the Office of Mission Director, PMAY- HFA (Urban) Assam, Ganeshguri Dispur, Guwahati- 06 between 10:00 AM to 5:00 PM from 03-06-2017 to 19-06-2017 .

Name of Work	Hire of Air-Conditioner for office related assets on rental basis.
Availability of quotation form	Interested Bidders can visit the office address mentioned above to collect the Bid documents.
Earnest Money Deposit (EMD)	Demand Draft/ Bankers Cheque of Rs.2,000/- drawn in favour of Mission Director, PMAY-HFA (U), Assam , payable at Guwahati
Last date & time of submission of Bids	19-06-2017 up to 3:00 PM
Technical Bid Opening	19-06-2017 at 3:00 PM
Financial Bid Opening	Will be intimated to successful Bidders who qualify for the Technical Bid

Yours faithfully

Mission Director,
PMAY-HFA (U),
Dispur, Guwahati-06

Dated Guwahati, the 2nd June 2017

Memo No. MD/PMAY/PRO/16/2017/ A-

Copy to:

- 1) The Secretary to the Govt. of Assam, UDD, for favour of kind information.
- 2) The Director, T&CP Department, Dispur, Guwhati -6 for kind information.
- 3) Office Notice Board.

Mission Director,
PMAY-HFA (U),
Dispur, Guwahati-06



**GOVERNMENT OF ASSAM
MISSION DIRECTOR :: PMAY, HFA (URBAN) :: ASSAM
DISPUR :: GUWAHATI-6**

**BID DOCUMENT FOR PROVIDING AIR CONDITIONER ON
HIRE BASIS**

(TO BE USED FOR FURNISHING TENDERS BY THE ELIGIBLE FIRMS)

Address for Communication:

Office of the Mission Directorate
Pradhan Mantri Awas Yojana –Housing for All (U)
2nd Floor, Directorate of Municipal Administration, Assam
Dispur, Guwahati- 06

Bid Closing Date : 19-06-2017 up to 3:00 PM

Bids Opening Date : 19-06-2017 up to 3:00 PM

Venue for Submission of Bid: Office of the Mission Directorate
Pradhan Mantri Awas Yojana –Housing for All (U)

Scope of Work and Terms and Conditions

1. ELIGIBILITY OF BIDDER

- 1.1** The scope of work is for hiring of the Assets for use of **Mission Directorate** of PMAY-HFA (U) Assam with terms and conditions as detailed in this section and be made available for **24** hours on all days including Sundays and holidays.
- 1.2** The Bidder must be submitted the Trade licence of any ULBs which the party should enclose copy of evidence of registration.
- 1.3** If the bidders intend to purchase new Articles , an undertaking shall be given that the Articles shall be purchased within 15 (fifteen) days from the issue of Letter of Acceptance.
- 1.4** If the articles are not owned by the bidder, a consent letter from the registered owner in original shall be attached with the bid.
- 1.5** The Materials that are proposed to be provided on hire basis must be in good condition and not be older than 1 (one) year till 01-06-2016.
- 1.6** The Bidder shall have to submit audit report or Income Tax return copy with minimum turnover of Rs. 3.00 lakhs of each year for last 3 years.
- 1.7** The Bidder must not be blacklisted by any Govt. Department or by any PSU in the past.
- 1.8** This invitation to tender is open to all qualified and competent vendors for supply(Rent Basis) installation and commissioning of a asset management system. Successful bidders shall enter into a contract with the PMAY –HFA(U),while management of the project shall be in accordance with the contract terms.
- 1.9** Bidders are required to submit the Technical and Price Bids in separate sealed envelopes. The Technical Bid should be accompanied by court fee stamp of Rs.8.25 only by the prospective Bidder. The envelopes containing the Technical and Price Bids will be opened on the same day as mentioned in the advertisement in the presence of Bidders or their authorised representatives who choose to attend. In the event of the date specified for bid receipt and opening being declared as a holiday, the due date for submission and opening of bids will be the following working day at the appointed times

2. PERIOD OF CONTRACT: The Contract will be for period of minimum 2 year as per the agreement signed and may be extended for another year.

3. TAXES AND OTHER DUTIES

- 3.1** Payment of any Insurance/Govt. Tax/Duty for the assets the shall be liability of the selected Parties .
- 3.2** Applicable taxes will be deducted from the hire charge as per bills accordingly Govt. norms.

4. BREAK DOWN OF FIXED ASSETS

4.1 In case of breakdown of Assets within the office , the Assets will have to be replaced within 2 working days.

4.2 The repairing cost will not be borne by user for Assets using at the Office. It will be borne by the vendors .

4.3 The Gas refilling or replacement cost is mentioned separately for Air – Conditioner . The cost will be paid by user on submission of the Bill .

5. FORCE MAJUERE: If any time, during the continuance of the contract, the performance in whole or in part by either party of any obligation under the contract is prevented or delayed by any reason of any war or hostility, acts of natural calamities like landslide, flood, explosion, strike, lockout or any such occurrence of such eventualities thereof, neither party shall be in case of such events be entitled to terminate the contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance under the contract.

6. OTHER TERMS AND CONDITIONS

6.1 The monthly bills may be submitted immediately on completion of the month and payment will be effected by PMAY-HFA (U) Assam within 15 days of submission of the invoice complete in all respects, after deducting applicable taxes. All payments will be made in electronic form to the designated bank account of the bidder only.

6.2 PMAY-HFA (U) Assam reserves the right to terminate the agreement by giving **30 days** notice, at any time during the contract period without assigning any reason and no compensation will be paid for such termination.

6.3 The NIT or its terms and conditions may be modified/ postponed/ cancelled at the discretion of PMAY-HFA (U) Assam, without assigning any reason.

6.4 The L1 (lowest) bid amongst the bidders who qualify in Technical Bid Evaluation will be considered based on price of items specified in the price Bid .
(ANNEXURE-2).

6.5 The Technical Bid in a separate sealed envelope shall contain copy of NIT and Bid Documents (all pages signed), and Application form for Technical Bid, Photo copies of all the proofs as mentioned. The Price Bid will be in a separate sealed cover.

6.6. The selected parties shall send the assets for periodic servicing at its own cost.

6.7. The monthly rent quoted by the bidder shall remain fixed during the entire period of contract as per agreement.

6.8 Completed application form along with the requisite documents shall be submitted in a sealed envelope containing Technical and Price Bid in separate sealed envelopes clearly indicating the category of work on top of the envelope to:-

**The Mission Director,
PMAY-HFA (U) Assam,
O/o the Directorate of Municipal Administration,
Ganeshguri, Dispur, Guwahati- 781006**

6.9 Communication of Acceptance: Successful bidder will be informed of the acceptance of his bid by mail/over phone.

7 Any violation of the terms and conditions or supply of inferior quality of material shall result in total rejection of the items apart from taking appropriate remedial action at the risk and cost of the bidder.

7.1 The Air –Conditioner should be made available within 7 days (in case of existing Assets) and within 15 days (in case of to be purchased new assets) of the offer, failing which the offer will be treated as cancelled and the EMD will be forfeited.

8. BID VALIDITY PERIOD: Bids shall remain valid for a period of 30 days from the date of opening bids.

9 Earnest Money Deposit (EMD): The Technical Bid must be accompanied by Earnest Money Deposit of Rs 2,000/- (Rupees Two thousand only) submitted in the Form of Demand Draft drawn on any Scheduled Bank in favour of “ MISSION DIRECTORATE PMAY-HFA (U), ASSAM payable at “GUWAHATI”. While the EMD of other vendors would be returned immediately after a decision on identification of a vendor, the EMD of the selected vendor shall be released immediately upon submission of the performance security and signing of contract agreement by the purchaser with the successful (qualified) bidder. No interest will be payable on the EMD.

10 Performance Security: The selected bidders would be required to furnish a Performance Security equal to 5% of the total cost of Air-Conditioner in the form of Demand Draft from any Scheduled Bank in favour of “MISSION DIRECTORATE PMAY-HFA (U),ASSAM payable at “GUWAHATI” and the same will be refunded only after the completion of 12 months of supply. No interest will be payable on this security money.

11 SIGNING OF AGREEMENT: Upon acceptance of the rates, the Mission Director, PMAY-HFA (Urban), Assam reserves the right to select a single qualified Bidder. The Bidder will be intimated to sign the agreement and accordingly the bidder will have to sign the agreement. The Mission Director, PMAY-HFA (Urban), Assam reserves the right to accept or reject any Bid without assigning any reason thereof.

12 Terms of Payment:

12.1 Air-Conditioner with stabilizer is to be supplied by the bidder at OFFICE OF THE MISSION DIRECTORATE PMAY-HFA (U) office on specified address that is located within Dispur, Guwahati- 6.

12.2 All monthly rental payments shall be made by Accounts Payee crossed cheque/ RTGS through PFMS only after satisfactory supply, installation and commissioning of the said items including time to time repairing and refurbishment if any article needed.

12.3 OFFICE OF THE MISSION DIRECTORATE PMAY-HFA (U) shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalties mentioned in preceding para.

12.4 The term “payment” mentioned in this para includes all types of payments due to the firm/vendor arising on account of this contract.

Dr. Jeevan B., IAS,
Mission Director
PMAY-HFA, (U), Assam
Dispur, Guwahati - 6

ANNEXURE -1**(To be printed on Official Letter Head of Bidder)****TECHNICAL BID**

For providing Air –conditioner on hire basis to PMAY-HFA (U) Assam, O/o the Directorate of Municipal Administration, Ganeshguri, Dispur, Guwahati- 781 006 for the use by its State Mission Director and staff of PMAY-HFA (URBAN).

1.	Name of Parties	
2.	Status (Sole Proprietor concern/ Partnership Concern/Company)	
3.	Registered Address	
4.	Office Address	
5.	Mobile Land Line Email Id Fax no.	
6.	Photocopy of proof of ID of the owner of the parties to be attested and enclosed (Any one of the items is required)	a) Election ID card no. Issued on____at____ b) Passport no. issued on____ at____ c) Driving licence no. issued on____ at____ d) PAN Card no. issued at____
7.	a) Details of Service Tax Registration no. b) PAN Card (Firm/Company) *Photocopies to be attested and enclosed	
8.	Details of Assets offered for hire	a) Assets Make & Model: b) Date of Purchase: c) Colour of the Materials :
9.	<u>Bank account details</u> a) Account Number: b) Bank name & Branch IFSC code: c) Type of Account: d) Account holders name:	

Declaration: - I/We agree for the terms & conditions prescribed by PMAY-HFA (U) Assam in this regard. I / We have signed and handed over a copy of the Terms & Conditions in token of having agreed to the same.

Place:

Seal & Signature of Authorised Signatory:

Date:

Name:

ANNEXURE -2

(To be printed on Official Letter Head of Bidder)

PRICE BID

For providing Air -Conditioner on hire basis to PMAY-HFA (U) Assam, O/o the Directorate of Municipal Administration, Ganeshguri, Dispur, Guwahati- 781 006 for the use by its State Mission Director and staff of PMAY-HFA (URBAN).

PART-A

Rate of Air- Cinditioner within Guwahati charges on Monthly basis

Sl. No	ITEAMS	DESCRIPTION	QU8ANTITY	RENT PER MONTH
1	Air Conditioner	2.0 Ton 5 Star Model	4	Per month
2	Air -Conditioner	1.00 Ton 4/5 Star Model	1	Per month
3	stablizer	5. KVA	5	Per month
	Total		56	

Declaration: - I/We agree for the terms & conditions prescribed by PMAY-HFA (U) Assam in this regard. I / We have signed and handed over a copy of the Terms & Conditions in token of having agreed to the same.

Place:

Seal & Signature of Bidder:

Date:

Name:

CHECK LIST FOR ENCLOSURES

Sl. No.	Description of Items	Enclosed	Not Enclosed
1.	Copy of NIT and Bid Document signed and sealed by Bidder		
2.	Copies of Trade licensees		
3.	PAN Card (Firm/Company) copy		
4.	VAT registration No.		
5.	Bank Account details		
6.	Undertaking as per Bid Document 1.2 and 1.7		
7	Income Tax return statement last 3 years		

Name, Address and
Mobile no. of the Bidder :

Seal & Signature of the Bidder:

PLACE:

DATE:

