

**NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT**  
**(Ministry of Environment and Forests, Government of India)**  
**Anna University Campus, Chennai - 600 025.**  
**Phone : 044-22300108**

Ref. No. : 3 - 5 (1)/Admn/NCSCM/2013/001

17<sup>th</sup> September 2013

**INVITATION FOR QUOTATIONS FOR ANNUAL COMPREHENSIVE SERVICE CONTRACT**  
**FOR AIR CONDITIONING MACHINES**

From

The Director,  
National Centre for Sustainable Coastal Management,  
Anna University Campus,  
Chennai - 600 025.

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sirs,

**Sub: Invitation for Quotations for Annual Comprehensive Service Contract for  
Air Conditioning machines**

You are invited to submit your most competitive quotation for Annual Comprehensive Service Contract for each Air Conditioning machines.

Sl. No.	Company	Cooling Capacity	No. of Machines
1	Logicool	1.5 Ton	19
2	Carrier		6
3	Videocon (window AC)		5
4	Blue Star (window AC)		4
5	Voltas (Window AC)		1
6	LG (Window AC)		3
<b>Total</b>			<b>38</b>

## **Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c) Sales tax/Service tax/VAT in connection with the sale/service shall be shown separately.
- d) You should quote PAN, TAN, VAT & Registration Numbers, Service Tax numbers, whichever is applicable.
- e) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- f) The Prices shall be quoted in Indian Rupees only.
- g) Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

## **Terms of the Quotation/Contract**

- A) Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.
- B) Contract is valid for a period of ONE YEAR from the issue of a valid work order.
- C) Each unit should be provided ONE routine services per quarter during the contract period, which would amount to minimum 4 routine services in a year.
- D) Any problems arising with the air condition machines during the contract period should be rectified as and when the problem arises at no extra cost. This is beyond the four routine services.
- E) Details of the components/Services which would be serviced/replaced free of cost as a part of the contract should be clearly indicated.
- F) The total number of Air conditioning machines may vary based on the actual need.
- G) The same contract value should be applicable for any Air-conditioning machines that would be added to the contract, proportionate to the contract duration available unused.

## **Evaluation of Quotations**

The NCSCM will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) conform to the terms and conditions, and specifications.

The Quotations would be evaluated for complete set. Quotations not quoting all items (or) offering part quantity will be rejected.

Sales tax/service tax in connection with sale of goods shall not be taken into account in evaluation

### **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

1. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
2. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
3. Total contract value would be divided into four equal parts and each part would be released after the completion of each routine service satisfactorily.
4. Normal commercial warranty/guarantee shall be applicable to the goods/services.
5. You are requested to provide your offer latest by **12.00 P.M** on **07.10.2013**.
6. Quotation will be opened at **2.00 P.M** on **07.10.2013**.

We look forward to receiving your quotations and thank you for your interest in this project.

The bidders are requested to follow the instructions given in Annexure-II.

**S/d.**

**Director,**

National Centre for Sustainable  
Coastal Management,  
Anna University Campus,  
Chennai – 600 025

FORMAT OF QUOTATION

Sl. No. (1)	Code (2)	Name of the Item (3)	Unit (4)	Rate per Unit for service (5)			Total Value in figures (6)
				In figure		In Words	
				Rs.	P.		

Total aggregate Value: Rs. \_\_\_\_\_

\* The rate quoted at column 5 should be exclusive of all applicable taxes and duties.

† In case of discrepancy between the prices quoted in words and in figures, lower of the two will be considered.

Place :

Date :

Signature:

Name in

Capital:

Designation:

**General instructions:**

1. The quotation shall be submitted with a covering letter with printed Letter Head addressed to "The Director, National Centre for Sustainable Coastal Management, Chennai – 600 025."
2. All the pages of the quotation shall contain signatures of the authorized person and the office seal.
3. The bidder shall seal the quotation in an envelope along with the address of the bidder and addressed to the **National Centre for Sustainable Coastal Management, 2<sup>nd</sup> Floor, Koodal Building, Anna University Campus, Chennai – 600 025**. The envelope will also bear the following identification :-
  - Quotation for Annual Comprehensive Service Contract for **Air Conditioning Machines**
  - Do not open before **2.00 PM** on **07.10.2013**
  - Quotation ref. no. **3-5(1)/Admn/NCSCM/2013/001**
4. The firm should quote rates only for standard products.
5. The firm should enclose the booklet/broachers/manual of the quoted product.
6. If any claims towards delivery or installation, it should be inclusive of the prices quoted.
7. Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.
8. Contract is valid for a period of ONE YEAR from the issue of a valid work order.
9. Each unit should be provided ONE routine services per quarter during the contract period, which would amount to minimum 4 routine services in a year.
10. Any problems arising with the air condition machines during the contract period should be rectified as and when the problem arises at no extra cost. This is beyond the four routine services.
11. Details of the components / Services which would be services / replaced free of cost as a part of the contract should be clearly indicated.
12. Total contract value would be divided into four equal parts and each part would be released after the completion of each routine service.
13. The total number of Air conditioning machines may vary based on the actual need.
14. The same value mentioned in the contract should be applicable for any Air-conditioning machines that would be added to the contract within the contract duration.