

**KERALA STATE SCIENCE AND TECHNOLOGY MUSEUM
&**

PRIYADARSINI PLANETARIUM

Vikasbhavan.P.O, Thiruvananthapuram-695 033

Phone : 0471 – 2306024 Fax- 0471-2304286

www.kstmuseum.com



Tender for

**Comprehensive Annual Maintenance Contract for Air
Conditioning Units installed at the Science Centre Building of
Science City, Kottayam.**

Name and address of the Tenderer :

.....

.....

Last date and time of submission of tender : 26/06/2024 3 pm

Date and time of opening of tender : 26/06/2024 4 pm

Earnest Money Deposit : Rs.5,000/-

Cost of Tender Documents : Rs. 1500 +18%GST (Rs.1770/-)

82

CONTENTS

Notice inviting tender	:	3
Form of Tender	:	5
Unconditional acceptance of Tender conditions	:	7
Instructions and General Conditions	:	8
Schedule of works	:	12

**KERALA STATE SCIENCE AND TECHNOLOGY MUSEUM
&**

PRIYADARSINI PLANETARIUM

Vikasbhavan.P.O, Thiruvananthapuram-695 033

Phone : 0471 – 2306024, 2304286

Tender No: B/1415/2022/KSSTM-I

Dated: 11/06/2024

Notice inviting tenders

Sealed tenders are invited from reputed Contractors/Agencies for the Comprehensive Annual Maintenance Contract for Air Conditioning Units installed at the Science Centre building of science city, Kottayam. Tender forms and other details can be collected from the office of the undersigned during working hours till 2 pm on 21/06/2024 on payment of Rs. 1500 +18%GST (Rs.1770/-). Filled up tenders, accompanied with an EMD of Rs. 5,000/- in the form of DD drawn in favour of the undersigned, payable at Thiruvananthapuram will be accepted till 3 pm on 26/06/2024 and will be opened at 4 pm on the same day. Tender forms can also be downloaded from website www.kstmuseum.com, in such case the cost of tender form should be submitted along with the tender as separate demand draft, drawn in favour of the undersigned.



Director

Kerala State Science & Technology Museum

Vikasbhavan PO

Thiruvananthapuram 33

Ph: 0471-2306024/2304286



General Information of contractor

- 1) Name of the firm/Tenderer :
- 2) Address :
- 3) Contact person :
Phone
Fax
Email
Cell Phone
- 4) Registration No. (If any) :
- 5) Details of type of contract license held (If any):
(Copy to be enclosed)
- 6) Permanent Account No. (PAN) :
- 7) Details of Bank A/c :
Account Number :
IFSC Code :
Name & Branch
- 8) GST Registration No.(If available) :

FORM OF TENDER

From

.....

To

DIRECTOR

Kerala State Science and
 Technology Museum
 Vikasbhavan P.O.
 Thiruvananthapuram.

Sir,

Having examined the specifications and tender schedule, schedule of work and having acquired the requisite information relating to the tender in all respects, I/We.....

.....

 hereby offer to execute the work as specified in this tender at the rates mentioned in the schedule of work attached in accordance with the specifications, conditions of the tender, the articles of the agreements and such other materials as may be prescribed from time to time.

If this tender be accepted, I/We.....

.....
 hereby agree to abide by and fulfill the terms and provisions of the said conditions of contract annexed hereto so far as they may be applicable or in default thereof to forfeit the E.M.D. and pay the Kerala State Science and Technology Museum, the amount mentioned in the said conditions.

I/we.....
 have deposited a sum Rs.
 5,000/- (Rupees Five Thousand only) as EMD in the form of crossed demand draft in
 favour of the Director, Kerala State Science and Technology Museum, payable at
 Thiruvananthapuram. If I/We fail to execute the agreement when called upon to do so, or
 to commence work as provided in the conditions, I/we do hereby agree that the Museum
 shall without prejudice to any right or remedy be at liberty to forfeit the EMD absolutely
 and also recover from me /us the entire loss that may be caused to the museum by retender
 arrangement of the work otherwise, under the provisions of Revenue Recovery Act or
 otherwise.

I/we agree that arbitration shall not be a means of settlement of any dispute or
 claim arising out of this contract.

Signature of the tenderer

Full Name and address:

Details of EMD:

DD No. dt..... for Rs. drawn on

.....

UNCONDITIONAL ACCEPTANCE OF TENDER CONDITIONS

NAME OF WORK:Comprehensive Annual Maintenance Contract for Air Conditioning Units installed at the Science Centre building of science city, Kottayam

I/We of M/s. _____, bidder for the above noted the workdo hereby unconditionally accept all the terms and conditions mentioned in the tenderdocuments.

Further, we have noted that after unconditionally accepting the tender conditions in itsentirety, it is not permissible to put any remarks/conditions in the tender submission envelope. In case thisprovision of the tender is found violated at any time after opening of the tender, weagree that the tender is liable to be rejected and KSSTM shall, without prejudice toany other right or remedy, be at liberty to forfeit the full said Earnest money absolutely.

Signature of the Bidder:

Name of the tenderer:

Instructions and General Conditions

Kerala State Science and Technology Museum is an Autonomous organization, registered under Charitable Societies Act, established by the Govt. of Kerala for popularizing Science education to various sections of the society. This Museum is governed by a Governing Body chaired by the Hon'ble Minister for Higher Education. Science City, Kottayam is a project under Kerala State Science and Technology Museum.

1. Submission of tender

Tender shall be submitted in sealed cover, superscribed as "**Comprehensive Annual Maintenance Contract for Air Conditioning Units installed at the Science Centre building of Science City, Kottayam.**"

The cover shall contain the following:

- (a) Complete set of Tender documents as issued by the Kerala State Science and Technology Museum here in after referred to as "**Museum**" together with addenda/corrigenda if any, filled in and signed by the tenderer, with address stamps/seals wherever stipulated. The rate quoted shall be both in words and figures. In case of any mismatch between the two, the amount indicated in words will be considered correct.
- (b) Earnest money deposit of Rs. 5,000/- (Rupees Five thousand only) in the form of crossed demand draft drawn in favour of the Director, Kerala State Science and Technology Museum, Thiruvananthapuram payable at Thiruvananthapuram.

The offer shall be valid for a period of 45 days from the date of opening of the tender. Tender not accompanied by the E.M.D. shall be rejected as non-responsive.


DIRECTOR



2. Acceptance / Rejection of tenders

The tenders submitted after the stipulated time of submission shall be rejected. The tenders not submitted in the prescribed forms, not duly signed at the places marked, incomplete/torn off tender forms etc. shall be rejected. The Director, Kerala State Science and Technology Museum, Thiruvananthapuram reserves the right to accept or reject any of the tenders without assigning any reasons thereof. Becoming the lowest offered party does not entitle a tender to award the work. Apart from cost, quality of work, durability, track record of the contractor, guarantee offered etc. will also be considered for awarding the supply.

3. Scope, Place of work and period of contract.

The scope of the work covered by this tender is Comprehensive Annual Maintenance Contract for Air Conditioning Units installed at the Science Centre building of science city, Kottayam. The tenderer is advised to visit the site before quoting. The period of contract shall be **One year**. The detailed scope of the work covered in the contract but not limited to shall be as follows:

- i) The Contractor shall check and render preventive maintenance service to all the listed equipment in every 3 months i.e. 4 times during the currency of the contract.
- ii) The Contractor shall attend all break down maintenances upon intimation through phone.
- iii) Each preventive maintenance shall include but not be limited to:
 - a) Checking of compressor for its proper functioning and if any defect is found repair/replace the same.
 - b) Testing of safety controls such as pressure cut outs for proper functioning and in case of any malfunctioning, they will be either repaired/ replaced.


DIRECTOR



- c) Inspection and cleaning of air filters, and if any defect is found repair/replace the same.
- d) Inspection and cleaning of cooling coil and if any defect is found repair/replace the same.
- e) Inspection of blower motor and if any defect is found repair/replace the same.
- f) Inspection of driver set of the blower section, adjusting the belt tension and if any defect is found repair/replace the same.
- g) Inspection of electrical system of the units, its control wiring etc. and if any defect is found rectify/replace the same.
- h) Replenishing of refrigerant gas as and when found necessary.
- i) Inspection of condenser fan motor, inspection and cleaning of condenser coil system and if any defect is found repair/replace the same.
- j) Inspection of refrigerant piping, its insulation etc. and if any defect is found repair/replace the same.

4. Payment Terms

The AMC charges shall be paid on a quarterly basis. The Contractor shall submit the invoice in triplicate for 1/4th value of the contract amount at the end of each quarter. The Museum shall pay the quarterly amount within 15 days from the receipt of the invoice upon certification by the staff in charge.

5. Agreement for the work.

Within 7 working days of receipt of the letter of award, the awarded contractor shall execute an agreement with the Museum for the due fulfillment of the contract in the prescribed format.

Withdrawals of the offer after it is accepted, failure to execute the agreement within the stipulated period or failure to carry out the work prescribed in the schedule within the specified time to keep the minimal downtime of the equipment will entail cancellation of the order and work being made at the offer's expenses from elsewhere, any loss incurred thereby being payable by the defaulting


DIRECTOR



party. In such an event, the Museum reserves the right to remove the defaulter's name from the list of Museum's vendors list and to report to the Government for blacklisting the tenderer in Government works permanently or for a specified number of years.

7. The rates quoted shall be firm for a period of 45 days from the date of opening of the tender. Rates offered shall be inclusive of all taxes & duties in force at the time of tendering. The details of the Air conditioning units included under the AMC is listed in the schedule of work. No representation for enhancement of price will be considered on any ground.
8. The tenderers are requested to visit the site and collect the required data from the staff-in-charge before submitting the tender.
9. The Contractor can take the removed faulty parts with the permission of the staff in charge of the Museum.
10. The contractor shall keep the working premises and the surrounding areas neat and tidy.
11. All the debris generated from the work shall be cleared from the campus of Science City, Kottayam and disposed of at a convenient place identified by the contractor, including all charges of loading, conveyance and unloading. The Museum shall not take any responsibility in this regard.
12. All defects and faults notified to the Contractor by the Museum during the currency of the contract shall be rectified by the Contractor even after the period of contract without any extra cost to the Museum.
13. If any dispute between the two parties of contract arises during / after termination of the contract, such disputes will be referred to the Civil Courts, Thiruvananthapuram and such jurisdiction will be confined to the Courts in Thiruvananthapuram city only
14. Any attempt on the part of tenderers or their agents to influence the officers concerned in their favour by personal canvassing will disqualify the tender.
15. Special conditions, if any, printed on the tender sheets by the tenderer or attached with the tender will not be applicable to the tender unless they are expressly accepted in writing by the Director, KSSTM.


DIRECTOR



SCHEDULE OF WORK

**Comprehensive Annual Maintenance Contract for Air Conditioning Units installed at
the Science Centre building of Science City, Kottayam.**

SINo	Description	Qty	Unit	Total (Rs)
	Comprehensive Annual Maintenance Contract of the following Air Conditioning units installed at the Science Centre building of Science City, Kottayam.			
1.	3 Ton split air conditioning units of M/s. Blue Star make.	20 Nos	Each	
2.	1 Ton split air conditioning units of M/s. Blue Star make.	1 No.	Each	
	GRANDTOTAL			


DIRECTOR

