

**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

**Non Comprehensive Annual Maintenance Contract for Air
Conditioning Units installed at KSSTM**

Name and address of the Tenderer :

.....

.....

Last date and time of submission

Of tender : 15/ 11 / 2024, 3 PM

Date and time of opening of tender : 15 /11/ 2024, 4 PM

Probable amount of contract : Rs. 1, 00,000/-

Time of completion : 1 Year.

Earnest Money Deposit : Rs. 2500/-

Cost of Tender Documents : Rs. 500 +18%GST (Rs.590/-)

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Director

**KERALA STATE SCIENCE AND TECHNOLOGY MUSEUM
&**

PRIYADARSINI PLANETARIUM

Vikasbhavan. P.O, Thiruvananthapuram-695 033

Phone : 0471 – 2306024, 2304286

Tender No: R/698/2023/KSSTM

Dated: 17 /10/2024

Notice inviting tenders

Sealed tenders are invited from reputed Contractors/Agencies for the Non Comprehensive Annual Maintenance Contract for Air Conditioning Units installed at Kerala State Science Museum, Trivandrum. Tender forms and other details can be collected from the office of the undersigned during working hours till 2 pm **on 15/11/24** on payment of Rs.500+18%GST (Rs.590/-) which is not refundable under any circumstances. The tender forms can be down loaded from the website kstmuseum.com and in such case the cost of tender forms (Rs 590) shall be submitted as DD drawn in favour of Director, Kerala State Science & Technology Museum. The Tender forms are not transferable, sale of tender forms will be closed at 15.11.2024 on 2 PM. Duplicate tender forms, if required will be issued at Rs 500+18% per copy.

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) :

Contractor

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.

Contractor

I/we.....
 have deposited a sum Rs. 2500 (Rupees Two Thousand Five Hundred 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

Contractor

UNCONDITIONAL ACCEPTANCE OF TENDER CONDITIONS

NAME OF WORK: Non Comprehensive Annual Maintenance Contract for Air Conditioning Units installed at the Science and Technology Museum, Trivandrum.

I/We of M/s. _____, bidder for the above noted the work do hereby unconditionally accept all the terms and conditions mentioned in the tender documents.

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

Signature of the Bidder:

Name of the tenderer:

Contractor

Instructions and General Conditions

1. Submission of tender

Tender shall be submitted in sealed cover, super/ scribed as " Non Comprehensive Annual Maintenance Contract for Air Conditioning Units installed at the Kerala State Science & Technology Museum. Last date for receipt of tenders will be 00 .10 2024. Late tenders will not be accepted. The tenders will be opened at 00 10.2024 at 4 pm in the presence of the tenderers as their authorized representations who may be present at that time.

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. 2500/- (Rupees Two Thousand Five Hundred 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 Non Comprehensive Annual Maintenance Contract for Air Conditioning Units installed at the Kerala State Science & Technology Museum. The tenderer is advised to visit the site before submitting the offer. 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:

- 1 Any break down calls within a short-lead- time guaranteeing smooth performance of the Machin and advising the customer and technical aspects.
- 2 The preventive service should include filter cleaning, fan motor lubrication, checking the various sub- systems, cooling and condenser coil cleaning etc, and improving the cooling efficiency of the machine if any default is found repair/ replace the same.
- 3 The electrical spaces will be checked to avoid compressor burnout. In the event of finding the coils totally blocked due to dust or dart the company should service/clean the same with water.
- 4 The company should repair all defective spare parts including compressor (If repairable) and the first party is liable to pay the cost of materials excluding the labor charge.
- 5 The Contractor shall check and render preventive maintenance service to all the listed equipment in every 3 months ie. 4 times during the currency of the contract.

Director

6. The Contractor shall attend all break down maintenances upon intimation through phone.
- 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.
 - 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.

4. Security Deposit for Agreement for the work.

Within 7 working days of receipt of the letter of award, the awarded contractor has to execute an agreement with the museum for the due fulfilment of the contract in the prescribed format, with a security deposit of 5% of the contract either in the form of Demand Draft, in favour of the Director, KSSTM, Payable at Trivandrum or Bank Guarantee of Cash. The EMD submitted by all the tenderers will be released upon executing the agreement by the successful tenderer. The Security deposit vide this clause will be released after successful completion of the guarantee period vide clause (5) below, and on certification of the Engineer.

5. Guarantee period (Defect Liability period)

The works covered by this tender shall be guaranteed for a minimum period of two years from the date of handing over of the works. Any defects observed during this period due to the usage of inferior quality material or bad workmanship shall be recertified /replaced as per opinion of the client/ consultant within a reasonable period of 7 days, failing which

Director

the museum shall have the right in rectify/replace the same at the risk and cost of the contractor.

6. 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.

7. Agreement for the work.

Within 7working 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.

- 8.** Withdrawals of the offer after it is accepted, failure to execute the agreement with in 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 offers expenses from elsewhere, any loss incurred thereby being payable by the defaulting 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

Director

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 & Technology Museum, 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

Sl. No	Specification	Quantity	Rate	GST	Amount
1	1 Ton Split AC	3 Nos.			
2	1.5 Ton Split AC	17 Nos			
3	2 Ton Split AC	24 Nos.			
4	3 Ton Cassette AC	2 Nos.			
5	2 Ton Cassette AC	4 Nos.			
	Grand Total	Nos 50			

Director