

GOVERNMENT OF INDIA
MINISTRY OF FINANCE/ DEPARTMENT OF REVENUE
OFFICE OF THE COMMISSIONER OF CUSTOMS, CUSTOM HOUSE.
NEW HARBOUR ESTATE, TUTICORIN-628004.
Tel. No. 2352655, 2352633 Fax No. 2352019

C. NO. II/07/01/2015-Admin

Date: 02 /9/2015

NOTICE INVITING TENDER

RETENDER NOTICE

Sub: Calling for tenders to award Annual Maintenance Contract (AMC) Of Servicing, repairs and maintenance of Air-Conditioners installed at Custom House Premises, Tuticorin.

Office of the Commissioner of Customs, Custom House, Tuticorin, invites sealed tenders from reputed and experienced concerns for a Comprehensive Annual Maintenance Contract for a period from **10.10.2015 to 31.03.2016** for servicing, repairs and maintenance of Window/Split Air Conditioners installed in various chambers/sections/wharf preventive area of this office located at Custom House Premises, New Harbour Estate, Tuticorin – 628004, . The concerns fulfilling the requirements as specified under eligibility conditions of this document shall be eligible to apply.

1. TENDERING PROCESS:

The tender is invited in two parts i.e. (1) **Technical / Qualifying Bid** and (2) **Financial Bid**. The tender form for Technical/qualifying bid prescribed in Annexure-1 and the tender form for the Financial bid prescribed in Annexure II of this notice are to be sealed in two separate envelopes superimposed with words “TECHNICAL/QUALIFYING BID” and “FINANCIAL BID” respectively. These two sealed envelopes with desired enclosures and EMD should then be placed and sealed in a bigger envelop having superimposed with words “QUOTATION FOR AMC OF SERVICING, REPAIRS AND MAINTENANCE OF AIRCONDITIONERS AT TUTICORIN CUSTOM HOUSE- 2015”. Thereafter the sealed envelope shall be submitted at Admin Section, II nd floor, Room No.304 New Building, Custom House, Tuticorin **on or before 30.09.2015 (wednesday) by 16 hrs**. Late submission of tenders shall not be accepted.

The sealed tenders will be opened on 01.10.2015(Thursday) at 1600 hrs by the Tender Committee in the presence of contractors/representatives at Admin Section for scrutiny of Technical/qualifying Bids. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the tender committee to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders shall be opened by the Tender Committee on 05.10.2015 at 1400 hrs.

2. SCOPE OF THE CONTRACT:

Annual maintenance including repairs and servicing at regular intervals of **Window Air Conditioners - 02 Nos. and Split Air Conditioners - 65 Nos.** installed in various chambers/sections wharf preventive (Docks area).of this office located at Custom House, New Harbour Estate, **Tuticorin** – 628004.

3. DESCRIPTION OF WORK:

- i) The contractor will have to provide his services between 08.00 hrs to 18.00 hrs (prescribed hours) on all working days including Saturdays except Sundays and public holidays. In case of emergency calls of breakdown, the contractor will have to provide his services beyond the prescribed hours including on Sundays and public holidays.
- ii) Regular servicing and cleaning of existing Air Conditioners. Two wet services at an interval of 6 months and intermediary at the end of three months two dry services.

Dry services for split air-conditioners include (i) washing and cleaning of filter (ii) cleaning of condenser and evaporator (iii) internal dust removal and (iv) temperature check, pre and post cleaning. While the wet services are (i) washing and cleaning of the indoor unit's filter (ii) external cleaning of indoor unit (iii) cleaning of outdoor unit with water, blower and (iv) external cleaning of outdoor unit.

- iii) Attending complaints/ breakdowns and its rectification during the prescribed hours and in case of emergency call anytime including on Sundays and public holidays.
- iv) Shifting /installation of the existing Air Conditioners from one place to another as and when required by the department/section.
- v) The Servicing and maintenance work will include:-
 - 1) Cleaning, checking and gas charging.
 - 2) Free replacements of defective/worn out part with new or serviceable Parts such as condensor, electrical components and controls, fan motors, fan blades, float valve assembly faucets, insulation, air filter, knobs etc. as and when required.
 - 3) Overhauling at site or in service station as and when required.
 - 2) Check cables, motors starters for overheating.
 - 3) Check motor shaft bearings and overhauling.
 - 4) Check and clean air filters and replacements
 - 6) Check and clean drains pipes and their replacements
 - 7) Check setting and test operation of all safety controls and operation devices
 - 8) Clean condenser coils
 - 9) Clean cooling coils
 - 10) Check all wiring for loose contacts and rectify

4. ELIGIBILITY CRITERIA FOR TECHNICAL/QUALIFYING BIDS:

Technical/qualifying Bids shall be submitted in a prescribed format as laid down in Annexure I to this NIT. The contractors shall provide information/documents/annexure as listed below:

- i. The Contractor must have SERVICE TAX and PAN Number registration with respective authorities and self-attested copy of these registration certificates should be enclosed to the Bid.
- ii. The Contractor must have Shop & Establishment Registration (Gumasta License) and self-attested copy of the same should be enclosed to the BID.
- iii. The Contractor must have annual turnover of minimum Rupees 5 lacs each year from the Air Conditioner Maintenance Services contracts for three consecutive years prior to the current financial year i.e. for the period 2012-13, 2013-14 and 2014-15. Copies of Profit and Loss A/c, Balance Sheet, Audit Report and Income Tax Returns of the concern duly attested by Chartered Accountant should be enclosed with the BID. Annexure VI dully filled and signed by the contractor shall be submitted in this regard.
- iv. The contractor must furnish Solvency Certificate from the nationalised bank.
- v. The Contractor must have minimum three years of experience in providing Air Conditioners AMC services and should have completed at least three such annual contracts with contract value of not less than Rs.5 lacs each. Experience of contracts with Central Govt./State Govt./Public Sector organisations will get preference. Annexure III, IV and V dully filled and signed by the contractor shall be submitted in this regard.
- vi. The Contractor must provide number of personnel, he proposes to deploy for execution of the contract.
- vii. The contractor should not have been disqualified by any Govt./Semi Govt. organisation for similar work in the past. An undertaking to this effect must be submitted along with the Qualifying bid.
- viii. The contractor shall satisfy all the conditions mentioned in detailed tender notice.

5. FINANCIAL BID REQUIREMENTS:

The contractor shall submit Financial Bid in the prescribed format as laid down in Annexure II to this NIT. The contractor shall mention his quotation for contract work in the form of rate (in Indian rupees to be mentioned in figures and words separately) per unit per year. The quoted rate shall include all the taxes and all other liabilities. Bid shall not be submitted based on the quotation rate on the number of personnel to be deployed.

6. EARNEST MONEY DEPOSIT (EMD):

Earnest Money Deposit (non-interest bearing) of Rs. 5,000/- (Rupees Five thousand only) in the form of Demand Drafts/Banker's Cheque of Scheduled Bank drawn in favour of the Commissioner of Customs , Tuticorin, shall accompany the Tender. Tender without Earnest Money Deposit shall be rejected. EMD shall be forfeited in case the eligible bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. No interest of whatsoever the nature shall be payable by the Department towards Earnest Money Deposit.

7. PERFORMANCE SECURITY DEPOSIT:

The successful contractor shall furnish Security Deposit (non interest bearing) to the Office of The Commissioner of Customs , Tuticorin-4 within 30 days of issuance of contract but positively before the submission of 1st bill which shall be Rs.50,000/- (Rupees fifty thousand) and shall be in the form of Demand Draft/Bankers Pay Order from a Scheduled Bank drawn in favour of "RBI a/c Commissioner of Customs payable at par in Tuticorin which shall be held by the Department for Contract Period plus three months thereafter which is subject to forfeiture in case of termination of the contract due to failure to abide by the terms and conditions of the contract by the Contractor. Earnest Money Deposit will be returned to the successful contractor only after depositing of the Performance Security Deposit. No interest of whatsoever nature shall be payable by the Office of the Commissioner of Customs on Performance Security Deposit. In case of breach of contract or violation of any of the terms of the contract, Performance Security Deposit shall be forfeited by the Department.

8. RESPONSIBILITY OF CONTRACTORS:

- a. The contractor will have to provide all the manpower and equipments needed for the contract work at their own cost.
- b. In order to ensure uninterrupted and prompt services, the contractor should deploy at least two staff in Custom House, Tuticorin during the prescribed hours.
- c. The Contractor, on award of contract, shall furnish names and addresses of and submit the photo and residential proof of his personnel deployed for the contract work to the department.
No other person except Contractor's authorized representative about whom this department is informed shall be allowed to enter the premises.
- d. The Contractor will have to ensure the Punctuality, mannerism, good behavior and proper conduct of the personnel it deploys for execution of the contract. The personnel so engaged by the Contractor should be polite with pleasing manners, co-operative, disciplined and should not smoke or be drunk or engage in unlawful activities such as playing cards etc. while on duty and inside the campus premises of Office of the Commissioner of Customs . They shall be under his employment and disciplinary jurisdiction. However they shall be subject to the overall discipline of Office of the Commissioner of Customs. No tips in any form shall be accepted/ entertained.
- e. The contractor shall be solely responsible for regular payment of wages/salaries other benefits and allowance to his personnel as per the prevalent labour laws and/or any other payments that might become applicable under any Act or Order of the Central/State Government and this department shall have no liability in this regard. The contractor shall furnish necessary proof in this regard whenever required.
- f. The contractor shall provide the safety articles/equipments to its personnel. Safety of the personnel deployed by the contractor will be the sole responsibility of the Contractor and that the Department will not be responsible for any kind of hurt/loss/damage caused to the personnel on account of any accident or mishap.
- g. The contractor shall be solely responsible for regular deposition of contribution to EPF, ESI etc. for the personnel it deploys. There shall be no liability on department in this regard. As and when demanded the contractor shall submit copies of such payments to the competent authority.
- h. Insurance covers protecting the agency against all claims applicable under the Workman's Compensation Act 1948 shall be taken by the Contractor. The contractor shall arrange necessary insurance cover for all the persons deployed by him even for short duration. This department shall not entertain any claim arising out of mishap, if any that may take place. In the event of any liability/claim falling on this charge the same shall be the responsibility of the contractor.
- i. The Contractor shall pay the Govt. dues such as Service Tax, Professional Tax etc. as and when required. Department shall not be responsible in any manner in this regard. As and when demanded, the contractor shall submit the copies of such payments in the contract period to the competent authority.
- j. The contractor shall be liable to pay compensation of any loss to the property of the Department caused by the acts of omission and/or commission by its personnel.
- k. In case of any loss caused to the third party by way of the conduct of the personnel deployed by the contractor, department shall not be responsible. Contractor shall be solely responsible to

compensate the third party in such cases.

- l. The contractor and/or its personnel shall not allow movement of equipment/items or any property of the department in or out of the Custom House Premises without prior permission of the competent authority. Contractor shall be solely responsible if any equipment/items or property is found missing and will have to compensate the department as decided by the competent authority of the department. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
 - m. The contractor shall be responsible for timely completion of work on day to day basis.
 - n. The contractor shall be responsible to maintain a AMC card for each of the Air Conditioner unit. He shall be responsible to obtain on a monthly basis a certificate of functioning of the Air Conditioner Units from the concerned section heads and will submit the same to the Admin Section along with the monthly bill. The contractor will also be responsible to obtain a quarterly certificate from the section heads to the effect that the wet/dry service has been carried out successfully for the respective Air Conditioner Units and will submit the same to the Admin section officers.
 - o. The contractor shall be responsible to maintain AMC card for each of the Air Conditioner Unit and shall obtain the certificate from the section heads to the effect that the wet and dry service has been carried out successfully on particular date.
 - p. The contractor shall deploy one supervisor on a day to day basis and he should be available to the Admin section in person and on phone at all the time during the working hours and all the days including holidays.
 - q. The contractor shall render services every day including Saturdays except Sundays and National Holidays. In case of emergency breakdowns and as and when need arises the contractor shall provide his services and personnel even on the Sundays and National Holidays at no extra cost.
 - r. The contractor shall not subcontract or outsource the Contract work in any manner.
 - s. The contractor shall not communicate or use in advertising, publicity, bidding for other contract, sales releases or in any other medium, photographs or other production of the work under this contract.
- i) **TERMS OF PAYMENTS:** The contractor shall submit the bill on monthly basis in duplicate duly certified by the Admin section and same shall be paid thereof after making recovery, if any. No interim bills will be entertained. The bill payment will be subject to :-
- a) TDS applicable under the Income Tax Act 1961.
 - b) The bill payment shall be subject to verification by Admin Section officers of certificate on the AMC cards of units under contract from the concerned section heads, certifying the proper execution of the contract work and proper functioning of the Air Conditioners.
 - c) Payment due to the contractor shall be made by the Office of the Commissioner of Customs by ECS/NEFT. For this, the contractor is supposed to submit a mandate form to the office. In all cases, the contractor shall present his bill pre-receipted with proper revenue stamp.

10. **OTHER TERMS AND CONDITIONS:**

- a. The successful contractor shall have to enter into a contract with the department and the contract shall be valid for a period of one year. The contract comes into effect from the date of confirmation of order from Customs and the agreement shall remain in force initially for a period of one year from the date of confirmation, as mutually decided.
- b. Successful bidder shall be responsible for the comprehensive operation and maintenance including repairs / replacement and preventive maintenance, of the Air Conditioners within the scope of works as outlined above of this proposal on the terms and conditions listed in this NIT.
- c. In case of any of the Air Conditioners Unit or any part thereof under the ambit of the contract breaks down or is not working to the desired level and is not repaired within three hours then a penalty of Rs.500/- for the first day and Rs. 1000/- for every subsequent days till the item/equipment is repaired, would be deducted from the monthly bill of that period.
- d. In case of any damage caused to other equipment of this Department such as Computer Systems, Routers etc. which are not covered by this tender, but their functioning depends on the Air Conditioners under the ambit of this contract, due to non working of such Air Conditioners the cost of repairing or replacing those equipment will have to be borne by the contractor failing which the department would deduct the same from the payment to be made to them.
- e. The Contractor shall replace necessary parts, with equivalent/ branded parts, free of cost, if found defective. In case of replacement, the defective spares covered under this contract shall remain the property of Indian Customs.
- f. The conduct of the successful contractor will be constantly monitored and failure to abide by the terms and conditions of the contract, failure to maintain the Air Conditioner Units in working condition, lack of punctuality and any breach in security procedure or making any false declaration to any Govt. Agency which in the opinion of the Govt. is not in the public interest shall make the contract liable to be terminated.

- g. The Contractor should go through the details and sign each and every page of tender including its enclosures as a token of acceptance of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The Contractor would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Whenever, the prices are to be quoted shall be written in figures and words as well. Annexures shall also have to be signed and stamped by the firm through its authorised signatory. The tender form shall be rejected if it is not complete in any respect.
- h. Rate should be quoted in Indian Rupee. The rate should be quoted both in words and figures and shall be firm during the contract period.
- i. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed.
- j. The contractor shall furnish an undertaking to the effect that none of its Directors/Partners/Owner or associates have been convicted under any law of the land. The undertaking should also mention if any legal proceedings are initiated and are pending against them under any law of the land anywhere in India.
- k. A prospective bidder requiring any clarification of the Tender document may communicate to the concerned official (Superintendent of Customs- Admin Section.) at the address given in this notice inviting tender.
- l. At any time prior to the last date of receipt of bids, Office of the Commissioner of Customs may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
- m. The Office of the Commissioner of Customs may at its own discretion extend the last date for the receipt of bids.
- n. The bids shall be written in English language.
- o. The Office of the Commissioner of Customs reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Office of the Commissioner of Customs will be final in all the matters of tender and purchase.
- p. The Contractor undertakes that he shall comply with all conditions laid down under all applicable statutes, licences and permissions and undertakes to keep all licences and permissions valid and subsisting during the period of contract failing which this service agreement shall be liable to be terminated without notice or compensation or any payment whatsoever at the sole discretion of the Department.
- q. The department shall be the sole authority to decide on the quality of service rendered by the Contractor. In case the performance of the Contractor is found unsatisfactory, the Department shall have the right to terminate the agreement without notice or compensation or any payment, whatsoever at the sole discretion of the Department.
- r. The Department shall have the right to withhold any reasonable sum from the amount payable to the Contractor under this contract, if the contractor commits breach of any of the terms and conditions of this agreement or fails to produce sufficient proof to the satisfaction of the department as to payment of all statutory and other dues or compliance with other obligations.
- s. The personnel engaged by the Successful Contractor shall have no claim whatsoever on Office of the Commissioner of Customs and shall not raise any industrial dispute either directly or indirectly with or against Office of the Commissioner of Customs in respect of their service conditions as long as they are engaged at Office of the Commissioner of Customs's premises for execution of the Contract.
- t. The Income Tax as per Rules shall be deducted from the bill. All statutory deductions such as TDS, etc. wherever applicable, but not limited to this list indicated, shall be deducted from the bills payable to the Successful Contractor at the applicable rates from time to time.
- u. Under no condition, the Contractor or his staff shall claim the benefits of Office of the Commissioner of Customs Rules, Wages & Allowances, facilities etc.
- v. Office of the Commissioner of Customs shall not be responsible for delay or non-receipt of tender documents during transit by Post.
- w. Office of the Commissioner of Customs reserves the right to reject any or all Tenders without assigning any reason thereof at any stage of the process.
- x. Office of the Commissioner of Customs reserves the right to add to the existing equipment and/or delete from the existing equipment, any equipment at any point of time. In the event of such addition/deletion per day pro-rata amount for maintenance of that equipment would either be added to or deleted from the AMC charges payable to the successful bidder from the day of such addition and/or deletion.

11. COMPLETION OF CONTRACT:

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiry of the duration of contract i.e one year. Fresh agreement shall have to be drawn if both parties to the contract agree to extend the period of contract beyond one year by mutual consent.

12. TERMINATION:

In case the successful contractor wishes to terminate the Contract at any point of time, after acceptance, a notice to this effect should be given to the department at least three months in advance. The department is however at liberty to terminate the contract with immediate effect in case of breach of any of the terms and conditions of the contract or if the services are not found to be satisfactory at any time.

13. SUBMISSION OF APPLICATION FOR CONTRACT:

- i. If an individual makes the application, it shall be signed by the proprietor above his full typed name and current address.
- ii. If a proprietary firm makes the application, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- iii. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address or alternatively by a partner holding power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.
- iv. If a limited company or a corporation makes the application, a duly authorized person holding power of attorney for signing the application shall sign it. In such a case a certified copy of the power of attorney shall accompany the applications. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the tender application is filed.
- v. Applications made by FAX and those received late will not be entertained. The application should be typewritten and signed on each page of the application.
- vi. A Senior Officer of the client should sign references, information and certificates from the respective clients certifying suitability, know-how and capability of the applicant.
- vii. The applicant is advised to attach any additional information, which he thinks is necessary to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information.

14. DATE OF OPENING OF TENDER APPLICATION ENVELOPES:

Technical/qualifying Bid :- 01.10.2015 at 1600 hrs.

Financial Bid :- 05.10.2015 at 1400 hrs.

(S. AJIT KUMAR)
**ASSISTANT COMMISSIONER OF CUSTOMS
ADMIN SECTION, CUSTOM HOUSE,**

Copy to :

- i. Notice Board, Admin Section.
- ii. EDI for posting on CBEC, Tuticorin Customs Zone Website .

ANNEXURE I

**TECHNICAL/QUALIFYING BID FORM FOR TENDER OF SERVICING, REPAIRS AND MAINTENANCE OF
AIR CONDITIONERS AT CUSTOM HOUSE PREMISES, TUTICORIN - 2015**

1	NAME OF THE CONTRACTOR	
2	TYPE OF ENTITY -PROPRIETARY FIRM, PARTNERSHIP FIRM, PVT. LTD. COMPANY	
3	ADDRESS	
4	TEL NO./FAX NO./MOBILE NO.	
5	NAME OF THE CONTACT PERSON	
6	TEL. NO./MOBILE NO. OF CONTACT PERSON	
7	EMD DETAILS @ Rs.____/-	DDNo.____ Date:
8	LEGAL CERTIFICATES TO BE ENCLOSED AND DETAILS IN REGARD TO BE PROVIDED	
	PAN DETAILS	
	SERVICE TAX REGISTRATION DETAILS	
	SHOP AND ESTABLISHMENT REGSITRATION (GUMASTA LICENSE) DETAILS	
9	ANNUAL TURNOVER OF PREVIOUS THREE FINANCIAL YEARS DETAILS (ANNEXURE VI ALONG WITH COPY OF PROFIT & LOSS A/C, BALANCE SHEET, AUDIT REPORT AND INCOME TAX RETURNS OF SAID THREE YEARS TO BE ENCLOSED)	
10	BANK SOLVENCY CERTIFICATE ENCLOSED	
11	EXPERIENCE IN AIR CONDITIONER MAINTENANCE CONTRACTS IN PREVIOUS THREE FINANCIAL YEARS (RELEVANT ANNEXURE III, IV AND V TO ENCLOSED)	
12	NO. OF STAFF TO BE DEPLOYED FOR CONTRACT	
13	ANY EMPLOYEE OF THE OFFICE OF COMMISSIONER OF CUSTOMS ON YOUR BOARD OR SHARE HOLDER IN CONTRACTOR'S ENTITY	YES/NO, If yes, please provide details
14	HAVE YOUR ANY DIRECTOR/PARTNER/ENTERPRENUER CONVICTED UNDER LAW	YES/NO, If yes please provide details
15	HAS YOUR FIRM/COMPANY BLACK LISTED AT ANY TIME IN PAST BY ANY ORGANIZATION	YES/NO, If yes please provide details
16	ANY OTHER INFORMATION CONTRACTOR MAY LIKE TO FURNISH (MAY BE FURNISHED IN SEPARATE ENCLOSRE)	

DECLARATION

I/We hereby certify that information furnished above is true and correct to the best of my/ our knowledge. I/We if any deviation is found in above statement at any state I/We shall be blacklisted and will not have any department in future.

I hereby confirm that I am authorised to sign the Tender Document.

Date:-

Name:-

Place:-

Desgn.:-

Co. Name & Seal

ANNEXURE II
FINANCIAL BID DOCUMENT

1. Name of the Contractor :

2. Address of the Contractor :
(With Tel. No., Fax E-Mail):

3. Name & Address of the Partners/Director :
(With Mobile No.):

4. Contact Persons(s) (With Mobile No.) :

Sr.No	Type of Airconditioners	Quantity	Price quoted (per set/unit for annum)	Total Rs	Tax	Total Price (inclusive of tax)
1	Window ACs					
2	Split ACs					

Total Cost in Words: _____

Note:

1. The rate should be inclusive of all taxes etc.
2. The services of the above personnel are required throughout the year round the clock. The rate includes the cost of relievers for weekly off, gazetted holidays and any other leave, in addition to statutory obligations like ESI, PF, Uniform, and as per Minimum Wages Act etc.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them and all of it is included in cost.

(Signature of contractor with seal and Date)

ANNEXURE III

DETAILS OF ALL CONTRACT COMPLETED DURING THE LAST THREE YEARS

Sl. No.	Name of Contract & Location	Name of Client	Annual Cost of Contract	Date of Commencement as per contract	Period of contract	Litigation Arbitration pending/in progress with details	Name, Address & Tele No. of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9

(Signature of the Contractor)

Seal of organization

ANNEXURE IV

CONTRACTS UNDER EXECUTION OR AWARDED

Sl. No.	Name of Contract & Location	Name of Client	Annual Cost of Contract	Date of Commencement as per contract	Period of contract	Name, Address & Tele No. of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8

(Signature of the contractor)

Seal of organization

ANNEXURE V

PERFORMANCE REPORT OF CONTRACT

(Furnish this information for each individual contract in the following format from the employer for whom the contract was executed – minimum 2 to be submitted)

1. Name of Contract & Location :

2. Agreement No. :

3. Annual Value of Contract :

4. Date of Start :

5. Date of Completion :

6. Performance Report :
 - i) Quality of service : Excellent / Very Good / Good / Fair

 - ii) Resourcefulness : Excellent / Very Good / Good / Fair

7. Any penalty imposed for bad performance :

8. Any litigation pending :

(Signature)

Senior Level Officer of the Client with complete contact details

(Seal of the Organization)

Date:

ANNEXURE VI

FINANCIAL INFORMATION OF THE ORGANIZATION

I. Financial Analysis-Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 (three) years and certified by a Chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached).

Sl. No.	Details	Financial Years		
		(12-13)	(13-14)	(14-15)
i)	Gross annual turnover in Air Conditioner Maintenance contracts			
ii)	Profit/Loss			
iii)	Financial Position as on 31.03.2014			
	a) Cash			
	b) Current assets			
	c) Current liabilities			

II. Up-to-date Income Tax Clearance Certificate.

III. Financial arrangements for carrying out the proposed works.

Note: Attach additional sheets, if necessary

(Signature of the applicant)

Seal of organization

IV

C.No.
I/07/01/2015-Admn

The Re-Tender Notice placed opposite bearing C. No. II/07/01/2015-Admin dated 25.08.2015 may please be seen.

The Notice Inviting tenders to award Annual Maintenance Contract (AMC) of servicing, repairs and maintenance of Split Air-Conditioners (65 Nos) and window Air Conditioners (02) installed at Custom House premises and Wharf Preventive area, Tuticorin is prepared in prescribed format. For the first notification of Tender, there was one tender only received. Hence, if the Commissioner approves, the Tender Notice may caused to be published in any one of local news paper for wide publicity.

Put up for perusal and instructions please.

Supdt

AC

ADC