

Odisha Forest Development Corporation Limited



(Formerly Odisha Forest Development Corporation Limited)

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off : Plot No.A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN - 751001

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QUOTATION CALL NOTICE

No 1343/Store/222/2017-18 dt: 17.01.2018

Sealed quotations are invited from the GST registered firms/manufactures/dealers for annual maintenance of 23 (twentythree) numbers of (Window/Split) Air Conditioners of different brands installed in the Corporate office of the OFDC Ltd., A/84, Kharvel Nagar, Bhubaneswar. The interested parties may submit their quotation addressed to the Managing Director, Odisha Forest Development Corporation Ltd, A/84 Kharvel Nagar, Bhubaneswar latest by 3.00 P.M of 02.02.2018 either by Regd. Post/Speed Post or by dropping the quotation in the box kept for the said purpose at ground floor of Corporate Office. The quotations will be opened on the same day at 4.00 P.M in presence of the quotationers or their authorized representatives. The quotation paper along with terms and conditions can be seen in the above the website of OFDC Ltd. Further details can also be available from the office during working hours in working days.

For Odisha Forest Dev. Corporation Ltd

Sd/-

Managing Director

TERMS AND CONDITIONS FOR ANNUAL MAINTAINANCE OF AIR CONDITIONERS

(Reference - Quotation Notice No 1343/Store/222/2017-18 dt. 17.01.2018


Twenty-three Numbers of Air Conditioners with different model and make are available at Corporate Office of OFDC Ltd and quotations are invited for its Annual Maintenance Contract (AMC) as detailed under Annexure-I. The number of A.Cs may vary from time to time and on consideration of number of A.C serviced, the AMC cost will be paid in proportionately. The interested firms/dealers are to ascertain the quality and functionality of such Air Conditioners and go through the following terms and conditions before submitting their offers for AMC. Submission of offers will be considered as complete proof of the fact that, the firm/dealer/manufacture has inspected all the A.C and satisfied with the terms and conditions.

- 1) The firm/dealer/manufacture must have been registered under GST. (Copy of GST registration certificate is to be enclosed with the quotation)
- 2) The firm/dealer/manufacture should have minimum experience of three years in such maintenance work of such Air Conditioners of any office/institution/organization etc. (Copies of such proof of work experience are to be enclosed)
- 3) The contract period of the work should be for a period of one year from the date of execution of agreement which can be renewed for further period as would be decided on mutual consent of both parties.
- 4) For un-satisfactory performance or violation of terms of agreement, the agreement can be terminated by OFDC during the contract period on giving a written notice of 15 days.
- 5) The quotation should accompany F.M.D of Rs 3,000/- (Rupees three thousand)only in shape of bank draft drawn on any nationalized/scheduled Bank in favour of Odisha Forest Development Corporation Ltd., payable at Bhubaneswar. The EMD of the unsuccessful bidders shall be refunded after completion of process and in case of successful bidder, the same shall be converted to Security Deposit and retained with OFDC. In case of non performance or unsatisfactory service, the contract so entered will be cancelled and the Security Deposit will be forfeited to OFDC Ltd. On satisfactory completion of contract period, the Security deposit shall be refunded.

- 6) The annual maintenance contract includes replacement of all defective spare parts of the Air Conditioners & its stabilizers, refilling of gas in compressors and shifting and fitting from one place to other etc. However the said maintenance will not cover the replacement of body of the Air conditioners. .
- 7) On requirement if any, the Air Conditions^{ex} can be shifted from one room to another room by the approved AMC holder free of cost during contract period. However, during shifting, the cost of copper pipes, rubber pipes etc. will be borne by OFDC Ltd.
- 8) The approved AMC holder will attend the minor repair works of the Air Conditions on the same day soon after receipt of intimation from the Corporate Office either over phone or in writing. In case of major repair, the A.C can be shifted to the work shop at his risk and need be reinstalled within three days.
- 9) The approved AMC cost will be paid quarterly on submission of bill. The firm/dealer/manufacturer should quote their offer towards quarterly AMC of 23 Air Conditioners subject to variation excluding GST in plain paper in the following format.

Name of the firm/manufacturer	Quarterly charges for maintenance of 23 nos of A.C & stabilizers excluding taxes (in Rupees)	Signature

- 10) The Corporation reserves the right to cancel all the quotations without assigning any reason thereof.
- 11) In case any dispute, the matter shall be referred to the Managing Director, OFDC Ltd whose decision shall be final and binding on both the parties.
- 12) Any legal dispute ~~the same shall be~~ referred to the court within the jurisdiction of the Court of Bhubaneswar.


 Managing Director
 16/11/18

ANNEXURE - I

Available of Window and Split A.C of the Corporate Office

Sl No	Make & model of the Window/Split Air Conditioners of Corporate Office.	Quantity	Installed in the Corporate Office at:	Location
01	Split A.C (Dakin 2.2 Ton)	02 Sets	Board Room	1 st floor
02	Split A.C (Samsung 2.0 Ton)	01 Set	Chamber of Chairman	1 st floor
03	Window A.C (L.G 1.5 Ton)	01 Set	Chamber of Chairman	1 st floor
04	Split A.C (L.G 2.0 Ton)	01 Set	Chamber of Managing Director	1 st floor
05	Split A.C (Dakin 2.0 Ton)	01 Set	Chamber of Managing Director	1 st floor
06	Split A.C (Carrier - 2.0 Ton)	01 Set	Chamber of Director (Operation)	1 st floor
07	Split A.C (Dakin - 2.0 Ton)	01 Set	Chamber of Director (Commercial)	1 st floor
08	Window A.C (Carrier 2.0 Ton)	01 Set	Chamber of Director (Finance)	1 st floor
09	Split A.C (Samsung 1.00 Ton)	01 Set	Chamber of General Manager (A&P)	1 st floor
10	Split A.C (Samsung 1.00 Ton)	01 Set	Chamber of General Manager (H/Qrs)	1 st floor
11	Window A.C (L.G 1.5 Ton)	01 Set	Chamber of Company Secretary	1 st floor
12	Split A.C (Samsung 2.0 Ton)	01 Set	Chamber of Manager (Operation)	1 st floor
13	Split A.C (Samsung 2.0 Ton)	01 Set	Chamber of Manager (Commercial)	1 st floor
14	Window A.C (Samsung 1.5 Ton)	01 Set	Chamber of Manager (H/Qrs)	1 st floor
15	Window A.C (Samsung 1.5 Ton)	01 Set	Chamber of A.O (B&C)	Ground floor
16	Window A.C (L.G 1.5 Ton)	01 Set	Chamber of the CAO	3 rd floor
17	Window A.C (Cosmos 1.5 Ton)	01 Set	Chamber of Accounts Officer, Banking	Ground floor
18	Split A.C (Volhas 1.5 Ton)	02 Sets	Computer Cell	Ground floor
19	Split A.C (Carriers - 1.5 Ton)	02 Set	Server Room of Computer	Ground floor
20	Window A.C (Volhas 1.5 Ton)	01 Set	E-Procurement Cell	1 st floor

Total: 23 Sets