



**ODISHA STATE SEEDS CORPORATION LTD**  
(A GOVERNMENT UNDERTAKING)  
SANTARAPUR, BHUBANESWAR- 751002.  
Tel-MD 0674- 2340573, Fax-2340096, E Mail-  
[osscltd@bsnl.in](mailto:osscltd@bsnl.in)

Letter No.....

Date .....

**Notice inviting Expression of Interest for**

**Annual Maintenance Contract of Air conditioners installed at Head office at Santarapur, Bhubaneswar**

Expression of interest for Annual Maintenance Contract for Air conditioners installed at Head office at Santarapur, Bhubaneswar of OSSC Ltd are invited from Firms on letter head pad having experience of working with State Govt/ Central Govt/ Union & State PSUs/ Education Institution of repute for maintenance of Air conditioners installed at Head office of OSSC Ltd.

For other details refer detailed document on expression of interest in the website of OSSC Ltd i.e. [www.osscltd.in](http://www.osscltd.in).

The complete offer along-with the enclosures in sealed covers as mentioned above should reach the undersigned on or before 2 PM of dt. 27.04.2017 through Regd Post / Speed Post/Courier Service only and will be opened at 3 PM on the same day.

Sd/-  
Managing Director  
OSSC Ltd, BBSR

**Expression of Interest**

**For**

**Annual Maintenance Contract of  
Air-conditioners installed  
at Head office Campus at Santarapur  
Bhubaneswar**



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(A GOVERNMENT UNDERTAKING)  
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Tel-MD 0674- 2340573, Fax-2340096, E Mail- mdosscltd456@gmail.com**

Expression of interest for Annual Maintenance Contract for Air-conditioners installed at Head office at Santarapur, Bhubaneswar are invited from Firms on letter head pad having experience of working with State Govt/ Central Govt/ Union & State PSUs/ Education Institution of repute for maintenance of Air-conditioners installed at Head office of OSSC Ltd.

The location of Air conditioners.

A. Air conditioner installed at Head office

Sl	Air-conditioner installed in the Chamber of	Type of AC	Qty
1	Chairman	Toshiba window AC 1.5 Ton	1
2	Managing Director	Voltas window AC 1.5 Ton	1
3	PA to MD	Voltas window AC 1.5 Ton	1
4	Company Secretary	Voltas window AC 1.5 Ton	1
5	Establishment Branch	Voltas window AC 1.5 Ton	2
6	Production Manager	Voltas window AC 1.5 Ton	1
7	Production Branch	Voltas window AC 1.5 Ton	1
8	Processing Manager	Carrier window AC 1.5 Ton	1
9	Engineering Branch	Voltas window AC 1.5 Ton	2
10	Marketing Manager	Carrier window AC 1.5 Ton	1
11	Marketing branch	Carrier window AC 1.5 Ton	3
12	DGM Fin	Voltas window AC 1.5 Ton	1
13	Accounts Branch	Carrier window AC 1.5 Ton	2
14	Conference	Voltas Split AC 1.5 Ton	3
15	QCO	Carrier window AC 1.5 Ton	1
16	Cold Storage	Voltas window AC 1.5 Ton	1
17	Cold Storage	Godrej window AC 1.5 Ton	1
			<b>24</b>

**Scope of Work:**

1. Personnel from the Firm that will be entrusted with the AMC should visit once every month to verify all the Air-conditioners for any defect and take remedial measures on finding of any defects in all section of the Air-conditioners.

On every 3<sup>rd</sup> month the condensing and evaporator coils of air-conditioners are needed to be cleaned by jet stream of water thoroughly.

2. It may be required to change spares, accessories, refrigerant and oil including all other material of Air conditioners at times and on such requirement the firm will be change the same promptly. In the event of supply of spares and accessories the firm should bring the sealed packet containing the spares and accessories directly to office of OSSC and after verification of the same by designated official the same shall be used in the required Air conditioners.
3. In the event, the spares or the accessories found to be defective, after installation of the same to the Air-conditioners, the firm will replace the same with another one, maintaining the procedure mentioned above and the firm will not charge for the extra purchase made by it.

4. Apart from the above scheduled visits mentioned above the Firm has to attend to calls made from this office as and when required, with no extra charge for the same.
5. The firm will borne all the cost of transportation, cost of spares, tools & plants, scaffolding material and labour for maintenance of the above mentioned Air conditioners.

### **Period of the Engagement**

The selected Firm shall be required to do the Annual Maintenance for a period of one year from the date of issue of work order.

The period for Annual Maintenance can be extended for further period

### **Agreement & Security Deposit**

The selected Firm shall have to execute an agreement after receiving of intimation from this office in Non-Judicial Stamp Paper and after deposit of security amount of Rs. 10000.00 in shape of Bank Draft.

### **Penalty**

In the event, the firm fails to turn up on scheduled visit for inspection of computers or the special call made to the firm, the firm will be charged 2% of value of Annual Contract and will accumulate so on till it reaches 10% of the total value of Annual maintenance Contract, which will be deducted from the Security Deposit made by the firm with OSSC.

### **Rate**

The firm has to quote for charges towards Annual maintenance Contract, which will include all labours and cost of all spares including transportation charges that may be required for transporting the ACs to outside places and then bring it back to Office.

Taxes if any should be mentioned clearly

The rates should be quoted as per above for

- a. For one window Air-conditioner installed at Head office
- b. For one Split Air conditioner installed at Head office
- c. For maintenance of one Voltage Stabilizers

Service charges as applicable on AMC Amount will be allowed to the Firm while making the payment.

## **Payment**

Payment of AMC amount quoted by the Firm will be paid in 4 installments and the end of each quarter.

## **Settlement of Dispute**

Any difference or dispute arising out of or in connection with this tender or acceptance thereof or the contract that may be entered in consequence thereof shall be decided by arbitration. The Chairman, OSSC shall be the sole arbitrator and the arbitrator's decision shall be final and binding on the parties.

In the event of any dispute no cause of action shall arise in the favour of parties to approach any Court unless they have resorted to and exhausted the remedy of arbitration as envisaged above.

The Court at Bhubaneswar alone will have jurisdiction to try any legal proceedings which may arise out of the contract. Neither party shall file proceedings in any other Court.

## **Guidance to the intending Firms**

The intending Firm should download the copy of this document from website of OSSC Ltd i.e. [www.osscltd.in](http://www.osscltd.in) and submit the same as part of complete offer after observing following

The intending firm should submit copy of Service Tax Registration, Copy of TIN, Copy of up to date VAT clearance certificate and copy of PAN along with its offer.

Earnest Money Deposit of Rs. 500.00 in shape of bank Draft should be enclosed along-with the offer.

The intending Firm should submit this document after signing on each page in token acceptance of the terms and conditions.

The Bank Drafts to be submitted should be drawn in favour of MD, OSSC Ltd, Bhubaneswar, payable at Bhubaneswar.

The complete offer along-with the enclosures in sealed covers as mentioned above should reach the undersigned on or before 2 PM of dt. 27.04.2017 through Regd Post or Speed Post/Courier Service and will be opened at 3 PM on the same day.

The authority reserves the right to accept or reject any or all quotation without assigning any reason thereof.

Sd/-  
Managing Director

OSSC Ltd, BBSR