

**TENDER CALL NOTICE NO.**

**90/PM/ELECT/OPHWC/2025-26**

**BID DOCUMENT**

**FOR**

**COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR DIFFERENT TYPES OF AIR CONDITIONING SYSTEM (V.R.F, CASSETTE, SPLIT & WINDOW), DIFFERENT CAPACITY VOLTAGE STABILISER, WATER COOLER, FREEZER, DEEP FREEZER AND FRESH AIR SYSTEM INSTALLED AT GROUND FLOOR, FOURTH FLOOR & ANNEX BUILDING OF CORPORATE OFFICE OF OPHWC, BHUBANESWAR AND ODISHA STATE GUEST HOUSE, BHUBANESWAR**



**PROJECT MANAGER**

**[ELECTRICAL DIVISION]**

**The Odisha State Police Housing & Welfare Corporation Ltd., Janpath,**

**Bhoi Nagar, Bhubaneswar - 22.**



**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.  
JANAPATH, BHOINAGAR, BHUBANESWAR-22.**

[Electrical Division]

Ph: 0674-2541545, 2542921, Fax: 0674-2541543

E-mail: pmelectricalophwc2025@gmail.com, Website: www.ophwc.com

**TENDER CALL NOTICE**

**BID REFERENCE NO: -90/PM /ELECT/OPHWC/2025-26**

**INVITATION FOR BIDS (IFB)**

<b>1.</b>	The Project Manager, Electrical Division, The Odisha State Police Housing & Welfare Corporation Ltd., Bhubaneswar invites Item-wise rate bids in single cover system for Comprehensive Annual Maintenance Contract for following mentioned items as detailed below: -	
<b>2.</b>	Nature of work	: Comprehensive Annual Maintenance Contract for different types of Air Conditioning System (V.R.F, Cassette, Split & Window), different capacity Voltage Stabilisers, Water Coolers, Freezers, Deep Freezers and Fresh Air System.
<b>3.</b>	No. of Work	: 01 Job.
<b>4.</b>	EMD & Bid Cost	: (As per column 3 & 4 of the IFB)
<b>5.</b>	Eligibility Criteria	: Authorised Service Centre/ Reputed Service Provider/ Agencies/ Firms having minimum 03 (Three) years' experience in Service / Maintenance of the mentioned items in any Govt. Depts. / Central Govt. Depts. / Govt. Undertakings.
<b>6.</b>	Availability of Bid Documents in the Website www.ophwc.com	: Dt.09.03.2026 to Dt.30.03.2026 up to 5:00 P.M
<b>7.</b>	Last date /time of Receipt of Bids	: Dt.31.03.2026 up to 12:30 P.M
<b>8.</b>	Date of Opening of Bid	: Dt.31.03.2026 at 1:00 P.M
<b>9.</b>	Further details can be seen from the website: www.ophwc.com Any addendum/corrigendum/cancellation of tender can also be seen in the said website.	

Sd/-  
Project Manager.



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BID REFERENCE NO: -90/PM /ELECT/OPHWC/2025-26

INVITATION FOR BIDS (IFB)

1. The Project Manager, Electrical Division, The Odisha State Police Housing & Welfare Corporation Ltd., Bhubaneswar invites Item-wise rate bids in single cover system for the following mentioned items as detailed in the table from the Authorised Service Centre/ Reputed Service Provider/ Agencies/ Firms as per the eligibility criteria mentioned in column-6 (six) of the table below. Every bidder must inspect the system thoroughly before quoting their rate in as is where is condition without stipulating any conditions.
2. The bidders may submit bids for the following work.

Sl. No	Name of the work	EMD (Rs.)	Cost of Bid Document Inclusive of 18% towards GST (Rs.)	Period of Contract	Eligibility Criteria
1	2	3	4	5	6
Single Cover (NOTICE NO :-90/PM/ELECT/OPHWC/2025-26)					
1	COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR DIFFERENT TYPES OF AIR CONDITIONING SYSTEM (V.R.F, CASSETTE, SPLIT & WINDOW), DIFFERENT CAPACITY VOLTAGE STABILISER, WATER COOLER, FREEZER, DEEP FREEZER AND FRESH AIR SYSTEM INSTALLED AT GROUND FLOOR, FOURTH FLOOR & ANNEX BUILDING OF CORPORATE OFFICE OF OPHWC, BHUBANESWAR AND ODISHA STATE GUEST HOUSE, BHUBANESWAR.	15000.00	2360.00	12 Months	Authorised Service Centre/ Reputed Service Provider/ Agencies/ Firms having minimum 03 (Three) years' experience in Service / Maintenance of the mentioned items in any Govt. Depts. / Central Govt. Depts. / Govt. Undertakings.

N.B.- Since provision of VAT, Entry Tax and other taxes have been replaced by GST w.e.f 01/07/2017, the quoted rate should be inclusive all but exclusive of GST. The percentage of GST to be mentioned in the Price bid.

### **Requirements under Goods & Service Tax Act.**

The supplier of goods or service or both shall submit the tax invoice for release of payment and the tax invoice should include all the particulars and contents as required under section-31 of the CGST/SGST/IGST/UTST Act, 2017 read with rules made there under, including the followings:

- a. Correct Name, Address & GST No. of both the Supplier and recipient.
  - b. "Tax Invoice" should be clearly mentioned on the invoice copy.
  - c. GST should be clearly mentioned separately.
  - d. Correct classification of supply of goods, services or both should be made.
  - e. Nature of supply whether it is interstate or intra state should be mentioned.
  - f. Place of supply should be mentioned.
  - g. Prevailing rate of tax should be clearly mentioned.
  - h. Levy of Tax whether as forward charge or reverse charge should be mentioned.
  - i. The supplier shall submit a original copy of Tax Invoice to the Corporation (OSPH&WC).
- A. The supplier shall declare that the tax so collected from the Corporation will be duly discharged either by using input tax credit or paid as per provisions under GST Act.
  - B. The supplier shall declare that the supply date as mentioned in the invoice will be disclosed correctly in the relevant monthly return (such as GSTR-1, GSTR-2, GSTR-3, GSTR-3B and other relevant forms).
  - C. The supplier shall also agree that he will compensate for input tax credit if not allowed to Corporation due to non-disclosure or improper disclosure in the aforesaid returns as required under GST Act.
  - D. If the supplier is unregistered under GST Act., in that case the supplier should submit an undertaking that his turnover is within the threshold limit.
  - E. Anti-profiteering clause : The supplier should declare that the benefit on account of change of rate of GST and input tax credit will be passed on to Corporation by way of reducing the contract prices and there shall not be any double taxation.
  - F. As and when GST Law requires deduction of withholding tax i.e., TDS under section 51 of GST Law, Corporation shall deduct such tax as per prevailed provisions.
  - G. Supplier of goods shall issue way bill as and when required as per provisions of GST law for supply of goods.

3. The tender document will be available from the web site **www.ophwc.com** and same may be downloaded to be used for tender offer. The tender paper cost as mentioned in

the Column - 4 of the above table [Non-refundable] shall be deposited directly through NEFT/RTGS only in the designated account as mentioned below and submit the proof of deposit along with the tender documents, failing which the tender shall be rejected. The details of designated bank account for tender paper cost are follows: -

Name of the Bank A/C – OSPH&WC LTD-K2 TENDER

Bank A/C No – 0042104000537612

Name of Bank & Branch – IDBI Bank Ltd., Janpath, BBSR

IFS Code – IBKL0000042

**4.**The tenders/bids can be sent by post or courier or dropped in the tender Box at the office of the undersigned as well. However, authorities shall not be responsible for postal and other delays in receipt of bids.

**5.**Bid documents consisting of the schedule of quantities and the set of terms and conditions of contract and other necessary documents can be seen in the website:

**[www.ophwc.com](http://www.ophwc.com)**

**6.**The authority will not be held responsible for any technical snag or network failure during downloading the tender documents.

**7.** The bidders are requested to submit the proof of deposit tender paper cost, copies of the proof of Authorised Service Centre/ Reputed Service Provider/ Agencies/ Firms, valid GST Registration certificate, audited balance sheet, assessment return of income tax of last three years, PAN card, ESI Registration certificate, EPF Registration certificate and proof of executing same nature of work with copy of work order and completion certificates in support of credential should be enclosed with the tender otherwise the bid shall be rejected. The proof submitted earlier in some other contest shall not be treated as valid and sufficient.

**8.** The Bidders/Contractors having any type of adverse remarks from Govt./PSU regarding past work experience shall not eligible for apply of tender. This will be the part of the affidavit to be furnished otherwise the bid shall be rejected.

**9.** To participate in the tender the bidder must furnish the copy of GSTR-1 of preceding months of tender date otherwise the bid shall be rejected.

**10.** An affidavit is to be furnished by the bidder at the time of submitting bid document that he is not blacklisted / defaulter contractor or Firm etc. in support of the tender otherwise the bid shall be rejected.

11. The bidder should have its Office/ Service Centre in Bhubaneswar.
12. Minimum Average Annual Turn Over of the bidder of last 3 financial years should amount to Rs. 15.00 (five) lakhs.
13. The bidding document should be super scribed “Name of the work & Tender No and Name of the bidder.”
14. **EMD** - The tender document shall be accompanied with EMD as mentioned in the Column- 3 of the above table in shape of TDR/FDR pledged in favour of “The Project Manager, Electrical Division, The Odisha State Police Housing & Welfare Corporation Ltd, Bhubaneswar” failing which the tender shall be rejected. The EMD of the successful tenderer will be refunded after successful completion of the Comprehensive Annual Maintenance Contract period i.e. 12 months and will not carry any interest. The EMD of the unsuccessful tenderer will be refunded after completion of the tender process.
15. The authority reserves the right to reject any or all the bids without assigning any reason thereof and can impose any conditions as deemed proper before finalisation of tender. No claim, whatsoever, shall be admissible for the alleged loss/damages suffered by bidders on account of such rejections.
16. Bids submitted otherwise than in the manner prescribed in the tender document shall be rejected.
17. Availability of Bid Documents in the Website: -  
**www.ophwc.com** :- Dt.09.03.2026 to Dt.30.03.2026 up to 5:00 P.M
18. Last date for receipt of bid document is up to: - 12.30 P.M of Dt.31.03.2026
19. Date of opening of bid at: - 1.00 P.M of Dt.31.03.2026
20. All the information as called for in the tender document should be submitted truly, clearly, legible, transparently, unambiguously and without the use of abbreviations. It shall be submitted in English only.
21. All the crucial figures, like rates and amount should be written in figures followed by words in a bracket.
22. There shall be no over writing in the tender document and other papers submitted. All additions, alternations, deletions and cutting should be initialed with rubber-stamp

(or seal) by the same person, who signs the tender document, failing which so, the tender may be rejected.

**23.** The original documents of the successful lowest bidders will be verified at the office of the undersigned within five days after opening of the bid failing which his tender is liable for rejection.

**24.** All the rates and amounts shall be quoted in Indian Rupee and shall be presumed to be in Indian Rupee only unless specifically permitted to be quoted otherwise in this tender document.

**25.** Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.

**26.** Use separate piece of paper where the space provided in the formats in this tender document for submission of information is not sufficient.

**27.** All information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of knowledge of bidder.

**28.** If the last date for receipt of the tender/bid turns out to be a holiday, it will automatically be extended to next working day.

**29.** A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussions. Clarification sought, if any may be provided by them.

**30.** Conditional Tenders will not be accepted and shall be rejected.

**31.** The AMC will be awarded for a period of 12 Months from the date of awarding the contract. The period of AMC can be extended for another one year based on mutual agreement/contract provided the services rendered by the firm are satisfactory.

**32.** “if multiple bidders offer the same lowest price (L1), the tender accepting authority will finalize the tender through a transparent lottery system, where all bidders/their authorized representatives, Asst. Manager (Accounts), Electrical Division and Tender Inviting Authority will remain present.”

**33.** The Tenderer shall carry out the following works during Annual Maintenance Contract period along with the servicing of the equipments. The Annual maintenance of all the equipments as per the prescribed guidelines of the O.E.M./Authorised Service Dealer.

**A.** General check-up & preventive maintenance should be attended monthly. Monthly Preventive Maintenance Schedule shall include at least the following services.

- a) Oiling and Amps reading of Motors of both indoor & outdoor units.
- b) Gas level check-up.
- c) Check-up Temperature & Air Quantity.
- d) Check-up refrigerant pipe and its insulation.
- e) Cleaning of Air filter, Evaporator and Condenser Coil.
- f) Cleaning of the entire unit.
- g) Starting & running current reading.
- h) Vibration of machine.
- i) Check and fasten all nuts & bolts.
- j) Checking of cooling efficiency.
- k) Normal operation of all controlling switches and remote-control unit.
- l) Overall proper functioning of the Air-conditioning system.

**B.** Service Certificate shall be submitted every month/ immediately after every breakdown calls to the Engineer-in-charge of the department.

**C.** Supply & replacement of following parts during Check Service to be borne by the Tenderer as & when necessary.

- (i) All moving parts including Compressor.
- (ii) Repair/ replacement Remote and other Plastic/ PVC items.
- (iii) Cleaning of Air Filter or replace wherever necessary.
- (iv) Check-up evaporator Coil & Condenser Coil / replace wherever required.
- (v) Check-up Gas level and refilling/ replacement if necessary.
- (vi) Check-up refrigeration pipe and its insulation. Repair/ replace wherever necessary.
- (vii) Replacement/ copper rewinding of Transformers.
- (viii) Repair/ replacement of genuine spares like PCB, Motor, Copper tubing, refrigerant/ blower/ condenser fans etc.

**D.** The tenderer should maintain adequate stock of spares ready for immediate restoration of installed equipments in case of break down.

**E.** The Tenderer's Service Engineer shall visit the site with required special tools, if any, for attending the preventive check-up minimum once in a month during the contract period and shall inspect all the installed equipments thoroughly as preventive check-up with proper certification in the Log Book.

**34.** Any damage resulting to the system on account of the negligence or mal operation shall be made good by the AMC holder. Nothing extra will be paid for such work.

- 35.**The AMC holder shall arrange to render efficient services as outlined in this specification. However, in case the AMC holder fails to maintain the service to the satisfaction of the Engineer-in-charge of the department and any expenditure incurred therein for alternative arrangements by the Engineer-in-charge of the department shall be recovered from the AMC holder.
- 36.**The AMC holder or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer-in-charge. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance. Care shall also be taken not to damage installation by improper handling.
- 37.** The material requires for replacement shall be of same specifications or higher and of same company. Warranty should be covered to the major parts/ components replaced as per the manufacturer policy. The dismantled material shall be the property of AMC holder. The materials which are under warranty/guarantee, will be replaced by the AMC holder. OPHWC will provide only warranty/guarantee card and other expenses will be borne by the AMC holder.
- 38.** All break-down calls shall be attended immediately round the year. General check-up & preventive maintenance of all the systems/equipments should done by the AMC holder at least once a month with record. But in exigency, even on holidays, the break-down calls must be attended immediately without fail.
- 39.** Prices quoted for comprehensive AMC shall be all inclusive i:e- Required materials with labour to make & good of the system, loading, unloading, transportation, insurance, man power, watch & ward, Cess etc. but exclusive of GST. The percentage of GST to be indicated in the price bid.
- 40.**The OPHWC shall have no liability, financial or otherwise, for any harm/ damage/ injury caused to the manpower/machinery deployed by the firm while performing work of this Department. Neither the firm nor its workers shall have any claim on this Department for compensation or financial assistance on this account.
- 41.** From the commencement of the contract to the completion of the same, they are to be under the contractor's charge. The contractor is to be held responsible to make good all injuries, damages and repairs occasioned or rendered necessary to the same by fire or other causes and they hold the OPHWC harmless for any claims for injuries to person or structural damage to property happening from any neglect, default, want of proper care

or misconduct on the part of the contractor or any one in his employment during the execution of the contract. Also, no claim shall be entertained for loss due to earthquake, flood, cyclone, epidemic, riot or any other calamity whether natural or incidental damages so caused will have to be made good by the contractor at his own cost till completion of Comprehensive Annual Maintenance Contract period.

**42.** Any damages caused by natural calamities should be done by the contractor at his own cost. The OPHWC will not be any way responsible for the same and will not pay any cost towards the repair done by the contractor till completion of Comprehensive Annual Maintenance Contract period.

**43.** If the bidder has a relative employee as an Officer in the rank of Deputy Manager & above in OPHWC, he shall inform the same in the bid mentioning the exact details in a covering letter along with the tender, failing which his bid will not be considered (**ANNEXURE-B**). Also, if the fact of relationship subsequently comes to light, his contract will be rescinded. The bid security or the performance security will be forfeited and he shall be liable to make good any loss or damage resulting from such cancellation. In case the bidder has no relationship with any of the officers mentioned above he shall have to furnish with his bid a certificate (**ANNEXURE-C**).

**44.** Payment for AMC charges shall be released on half yearly basis i.e.50 % of the contract value after satisfactory completion of six (06) months and balance 50 % of the contract value after satisfactory completion of another six (06) months of the contract period.

**45.** Deduction towards Security money @ 5 % shall be made from the gross amount of the contractor's claim/bill and same will be released after successful completion of the 12 months of Comprehensive Annual Maintenance Contract period and will not carry any interest.

**46.** Deduction towards Labour Cess @ 1% shall be made from the gross amount of the contractor's claim/bill.

**47.** Irrespective of turnover, the contractor shall submit the E-invoice (in form of B2B against GSTIN 21AABCT7853 N2ZZ) mandatorily before acceptance of payment.

**48.** No claim can be made due to some unforeseen delay for release of payment.

**49.** After completion of the contract, the AMC holder has to hand over the entire equipment's in perfect running condition (complete in all respect as per inventory) to the

Engineer-in-charge of the department before release of final payment.

**50.** The successful tenderer shall be required to deposit 10% of the contract value as security money after adjusting the EMD deposited and same will be released after successful completion of the 12 months of Comprehensive Annual Maintenance Contract period and will not carry any interest.

**51.** All the transit risk shall be responsibility of the contractor.

**52.** Failure to complete the Comprehensive Annual Maintenance Contract satisfactorily may lead to forfeiture of EMD and blacklisting of the contractor/firm.

**53.** The authorities are not bound to accept the lowest quoted rate.

**54.** Terms and conditions of this tender document cannot be negotiated for variations.

**55.** The authority reserves the right to reject any or all tender in whole or part without assigning any reason and can impose any other condition(s) as deemed proper before or in course of finalisation of the tender.

**56.** The approved tender may be cancelled by the authority any time during validity without assigning any reason thereof and no claim can lie against OPHWC for such cancellation.

**57.** The material requires for replacement shall be of same specifications or higher and of same company and before take up the work the Engineer-in-charge shall verify/ certify the materials.

**58. TERMINATION:** The Contract can be terminated on the following grounds:

1. The Service Provider is declared bankrupt or becomes insolvent.
2. During the period of contract, if it is found that the service provider is not providing proper service/ charging by fraudulent manner or otherwise, agreement will be terminated on giving 30 (thirty) days' notice and the whole Bank Guarantee/ Security Deposit or part thereof shall be forfeited.
3. The authority reserves the right to terminate this contract at any time by informing the Service Provider 01 (one) month in advance without assigning any reasons thereof.
4. In case of termination of contract, the Service Provider will hand over all the

equipment's in fully functional state. If the Service Provider fails the handover in proper state, the authority shall have the right to get the equipments repaired by any third party at the expenses and risk of the Service Provider and the same amount of the bill(s) shall be recovered from the Service Provider's bills due or Security deposit.

**59.** All the disputes shall be subject to Jurisdiction of Civil Courts situated at Bhubaneswar in exception to High Court Orissa, Cuttack.

Sd/-  
Project Manager.

**GENERAL BID FORM**  
**SCHEDULE-A**  
**BID REFERENCE NO: - 90/PM/ELECT/OPHWC/2025-26**

1.

a. Name of the Firm :

b. Full Address :

c. Fax No :

d. Telephone No :

e. E-mail address of the firm:

2. Legal Status of the firm :

3. Give the location and address of your Office/ Service Centre :-

4. Kindly confirm by writing "Yes" or "No" only.

[A] Have you enclosed the EMD? If yes, mention the amount and its identifying details.

[B] Have you enclosed the bid document cost? If yes, mention the amount and its identifying details.

[C] Have you enclosed the copy of proof of Authorised Service Centre/  
Reputed Service Provider/ Agencies/ Firms :-

[D] Have you enclosed the copy of GST registration certificate ?

[E] Have you enclosed the copy of PAN card ?

[F] Have you enclosed the copy of EPF Registration certificate?

[G] Have you enclosed the copy of ESI Registration certificate ?

[H] Have you enclosed the copy of audited balance sheet ?

[I] Copies of assessment return of income tax of last three years ?

[J] Have you enclosed the documents regarding proof of executing same nature of works in Govt. Depts. / Central Govt. Depts. / Govt. Undertakings with copy of work order and Completion certificates?

[K] Have you enclosed the affidavit regarding not blacklisted / defaulter contractor or Firm ?

[L] Have you enclosed the affidavit regarding any type of adverse remarks from Govt./PSU regarding past work experience ?

[M] Have you enclosed the copy of GSTR-1 of preceding months of tender date ?

[N] Have you enclosed all the documents and papers called for in this tender document?

Kindly enclose a list. (Use a separate sheet of paper)

[O] If the answer to [N] above is 'No', which of the Documents / papers called for in the tender document have not enclosed.

(Kindly enclose a list of such document/papers – Use separate Sheet of paper, if necessary)

Sd/-  
Project Manager.

**CERTIFICATE OF NO RELATIONSHIP**  
**SCHEDULE-B**

**BID REFERENCE NO: - 90/PM/ELECT/OPHWC/2025-26**

I/We hereby certify that I/We am/are **related/not related** to any officer of OPHWC of the rank of Deputy Manager & above . I/We am/are aware that, if the facts subsequently proved to be false, my/our contract will be rescinded with forfeiture of E.M.D and security deposit and I/We shall be liable to make good the loss or damage resulting from such cancellation.

I/We also note that, non-submission of this certificate will render my / our tender liable for rejection.

**N:B :-** Strike out which is not applicable.

Signature with seal of the Bidder

Date:-

**RELATIONSHIP DECLARATION**  
**SCHEDULE-C**

**BID REFERENCE NO: - 90/PM/ELECT/OPHWC/2025-26**

To,  
The Tender Inviting Officer,  
Subject: (Name of the Work)  
Reference: (Bid Reference Number)  
Sir,

Pursuant to clause No -43 of the Condition of the Contract, it is to inform that I have relative(s) employed as an officer of OPHWC of the rank of Deputy Manager & above. His /Her (Their) details are as follows.

Relationship:

Name:

Designation:

Office:

Address:

Pursuant to clause No -43 of the Condition of the Contract, I am to submit herewith the names of persons who are working under my firm having near relative (s)employed as an officer of OPHWC of the rank of Deputy Manager & above. His/her (Their) details are as follows.

Sl. No.	Name of my employee and his designation in the firm	Presently working at	Details of his relatives working in OPHWC
1.			Relationship Name Designation Office Address

I am also duty bound to inform the relationship of any subsequent employee to any officer of OPHWC of the rank of Deputy Manager & above. I am aware that any breach of this condition would render my firm liable for penal action for suppression of facts.

Yours Sincerely

Signature with seal of the Bidder

Date:-

Total: - 16 (Sixteen) Pages only.

APPROVED

Sd/-  
Project Manager.