



**OWNER:
THE TATA POWER COMPANY LIMITED**

TITLE OF WORK TO BE AWARDED:

**COMPREHENSIVE ANNUAL MAINTENANCE CONTACT FOR
VARIOUS TYPE OF AIR CONDISIONERS ACROSS MUMBAI FOR A PERIOD OF TWO YEARS**

ENQUIRY REFERENCE NO.: CC23FK137

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR

COMPREHENSIVE ANNUAL MAINTENANCE CONTACT FOR

VARIOUS TYPE OF AIR CONDISIONERS ACROSS MUMBAI FOR A PERIOD OF TWO YEARS

Enquiry reference no.: CC23FK136
Title of Work: Comprehensive Annual Maintenance Contract for various type of Air Conditioners across Mumbai for period of two years.
Type of Bidding: E-tendering (through Ariba online portal) / Two Part (Technical and Price bids under separate envelopes)
Contact Details: All communication including EOI submission shall be addressed to following officer/s: Mr. Faizan Khatri Email: faizan.khatri@tatapower.com Copy of all communications shall be marked to (Cc): Mr. P Ramrayka Email: p.ramrayka@tatapower.com

The Tata Power Company Limited (“Owner”) invites Expression of Interest (EOI) from interested parties for the Two-Part e-Tendering Process of following Relevant Work Package:

Table 1

Package Description	Tender Fee	Bid Security
Comprehensive Annual Maintenance Contract for various type of Air Conditioners across Mumbai for period of two years.	INR 2000/- (INR One Thousand Only) <i>To be submitted along with EOI.</i>	INR 70,000/- (INR Seventy Thousand only). <i>Bid Security to be submitted as a Guarantee/ DD/ NEFT at the BID stage (and not with EOI)</i>

1. INTRODUCTION:

The Tata Power Company Limited (TPC) is among the largest private sector Power Utility companies in India with presence in Generation, Transmission and Distribution of Power through conventional and renewable sources.

The tendering/ procurement activities for this Package are being managed from Tata Power’s following office:

Smart Center of Procurement Excellence (SCOPE),
Corporate Contracts,
The Tata Power Company Limited,
2nd Floor, Sahar Receiving Station, Near Hotel Leela,
Sahar Airport Road, Andheri East, Mumbai – 400 059.
Maharashtra, India.

2. SCOPE OF WORK:

The brief Scope of Work includes providing Comprehensive AMC for various type of Air Conditioners across Mumbai for two years

Detailed Scope of Work shall be provided in the Tender / RFQ document to all potential buyers submitting the valid EOI with due tender fees.

3. TENDER FEE & TIMELINES:

a) Interested parties meeting the "Bidder Pre-Qualification Requirements" specified under point no. 4 in this document can request tender document and participate in the bidding process by submitting the Expression of Interest (EOI) Letter along with the Tender Fee Payment Details to the contact details mentioned below not later than deadline specified below. Request for extension of EOI submission date will be not entertained.

b) Interested bidders should submit the Expression Of Interest by filling complete details in the Microsoft Forms available at: <https://forms.office.com/r/hs9tF6QAYG>

AND

c) Submit the Expression of Interest (EOI) letter and tender fee payment details to below mentioned email addresses:

- Mails shall be addressed to (To): faizan.khatri@tatapower.com
- Must mark copy to (cc): p.ramrayka@tatapower.com

EOI / requests without complete information and communication as above within deadline shall be liable to be rejected and will not be considered further.

d) Tender Fee, as indicated in the Table1 above may be paid through **NEFT/RTGS** as per details for payment of Tender Fee given in Table2 below:

Table 2

Details for payment of Tender Fee:	
Bank details for submitting Tender fees through bank transfer / NEFT:	Beneficiary Name: The Tata Power Company Limited Bank Name: HDFC Bank A/c no: 00600110000763 IFS Code: HDFC0000060 A/c type: CC Branch Name & Address: HDFC Bank, Maneckji Wadia Building, Nanik Motwani Marg, Fort, Mumbai 400023
Deadline for tender fee payment and submission of EOI:	27th March 2024, CoB.

e) Expression of Interest letter to be submitted along with tender fee payment details should include the following details:

- A covering letter duly stamped and signed by an authorized signatory clearly indicating the Tender Reference number and your EOI to participate in the tendering process.
- Tender fee payment details / reference no (ensure that tender fee is received by us within specified deadline)
- Bidder to indicate authorized person name, contact number and e-mail id (mandatory) of the person to whom RFQ / tender and all other communications to be addressed for this tender.

f) Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal (Ariba System) only to the parties submitting a valid EOI as per terms mentioned in this document.

4. BIDDER PRE-QUALIFICATION REQUIREMENTS:

Interested parties to note that Bidder shall be required to fulfill the following bidder pre-qualification requirement / criteria to qualify for the subject work. Bidder will be required to submit relevant supporting documents to demonstrate their qualification during the bid submission stage against Tender document / RFQ and bidders not found meeting the pre-qualification requirements given below will be disqualified from the tender.

4.1 TECHNICAL REQUIREMENT:

1. The Bidder / Tenderer should furnish List of Clients to whom Comprehensive AMC has been provided with satisfactory services in last three financial years i.e. FY 2020-21, FY 2021-22, and FY 2022-23. (Attach Satisfactory Completion of work awarded from concerned Establishments / Companies)
2. Bidder / Tenderer should submit the copies of satisfactory services certificate from at least three Public Sector Company / Corporate Establishment / Industrial Establishment / Plant, addition to one of Group Company during the last three financial period. (Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies)
3. Bidder / Tenderer should necessarily have their full-fledged office setup in Mumbai, helpdesk setup for logging complaint and addressing complaints immediately, equipped with telephone, digital platform for monthly MIS reports, bar code tracking mechanism to track inventory details with service schedule database, mobile app platform for capturing feedback, operational concerns, capturing and reporting improvement thru weekly power point, having support staff to deal with the statutory authorities' requirements with regard to contract labour / staff etc. (Attach details of digital platform / mobile app reports for three consecutive month)
4. Bidder / Tenderer should be registered with ESI Authorities and should have a valid ESI Registration Number issued by ESI Authorities under ESI Act 1948. (Attach self-attested photocopy of Registration).

5. Bidder / Tenderer should be registered with EPF Authorities and should have a valid Provident Fund Registration Number under EPF Act issued by EPF Authorities. (Attach self-attested photocopy of Registration)
6. Bidder / Tenderer should have all statutory registrations / certificates like: (i) Incorporation Certificate from the Ministry of corporate Affairs (ii) Registered under the Bombay Shops and Establishment Act. (iii) Provident Fund Registration (IV) Goods & Service tax registration (v) ESIC Registration (VI) should have a valid PAN No. (vii) Professional tax registration.

1.2 FINANCIAL REQUIREMENT:

1. Bidder / Tenderer should have minimum Average Annual Turn-over of Rs. 200 Lakhs (Indian Rupees Two Hundred Lakhs) during the last three financial years i.e., FY 2020 -21, FY 2021 -22, FY 2022 -23. **(Attach CA Certified P&L statement consisting UDIN Number)**

It may be noted that the above requirements are minimum qualification criteria. However, Tata Power reserves its right to further assess the capabilities of the parties and reserves its rights to further shortlist, accept or reject any party without assigning any reason. The tender may be split in more than one parties at the discretion of Owner. Consortiums are not permitted and bidder shall have to meet the PQR in individual entity basis only.

5. BID SECURITY / EMD:

Interested parties to note that Bidder will be required to furnish a Bid Security along with their Bid, in the format prescribed in Bid Document **in the form of Bank Guarantee or through RTGS or Demand Draft**, for an amount as defined in the covering page of this notice document. Bids not accompanied by an acceptable Bid Security shall be rejected by the Owner as being non-responsive and returned to the bidder without being opened.

Interested parties to note that Bid Security is not required with the EOI and it is required to be submitted with the Bid only during Bid Submission stage once RFQ is released to the interested parties that have submitted a valid EOI.

6. BIDDING PROCESS:

Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal (Ariba System) only to the parties that submitted a valid EOI as per terms mentioned in this document.

Bidder to note that commercials for subject tender may be conducted through e-auction. Detailed bidding and auction process shall be detailed in the RFQ / tender document.