



**NOTICE INVITING QUOTATION**

**For**

**Comprehensive Annual Maintenance Contract of Air Conditioners of various types and Tonnage existing**

**At**

**Manikanchan Special Economic Zone  
Block – CN1, Sector V, Salt Lake City  
Kolkata 700 091.**

**Promoted by**

**West Bengal Industrial Development Corporation Ltd.**

**NIQ No. : WBIDC/IP/MK/AMC/AC/2(2nd Call)**

<b>Submission of quotations</b>	From 31.07.2019 to 08.08.2019.
<b>Last date for quotation Submission</b>	08.08.2019 at 14.00 hrs.
<b>Opening of Bid</b>	08.08.2019 at 16.00 hrs.

**July, 2019.**

**West Bengal Industrial Development Corporation Limited  
23, Abanindranath Thakur Sarani, Kolkata 700 017**



1. West Bengal Industrial Development Corporation Limited invites sealed quotations from resourceful, experienced reputed and licensed Agencies/Contractors for Comprehensive A.M.C. for Air-conditioning Systems at Manikanchan Special Economic Zone, Block – CN1, Sector V, Salt Lake City, Kolkata-700 091.

**The scope of work is as follows:**

- a) Diagnose the faults and rectify the defect detected, within 24 hours.
  - b) Repair/replace the faulty parts etc. of the Air Conditioner, within 24 hours.
  - c) Carry out the periodical (once in three months) preventive maintenance.
  - d) No spares, consumable or any other items will be supplied by WBIDC.
2. **Eligibility Criteria :** To qualify technically in the NIQ, each bidder should have the following criteria :
    - a) The tenderer should be an Authorized service provider or Original Equipment Manufacturers for at least one of the reputed Brands of air conditioners namely Carrier, Voltas, Mitsubishi, O General, Blue Star, L.G, Lloyds, Toshiba, Daikin , Hitachi etc. However they should have requisite expertise in servicing and maintenance of other Brands of Air Conditioners also. **A copy of Certificate/ Authorization letter issued by the company to the tenderer for being Authorized service provider is to be submitted.**
    - b) The Bidder should be a registered dealer/Firm who can maintain the air-conditioning systems and supply spares, under One Year Contract basis.
    - c) The bidder should have successfully completed at least one similar type of works during last three years.
    - d) The bidder should have sufficient technical experts for the said work.

**Each bidder must submit:**

- (i) The P/L & Balance Sheet of the last three years (2018 – 2019, 2017-2018 , 2016-2017) ;
  - (ii) An affidavit that the information furnished with the NIQ documents is correct in all respects;
  - (iii) PAN Card Xerox copy.
  - (iv) GST Certificate.
  - (v) Power of Attorney in favour of the authorized representative signing the NIQ.
3. WBIDC reserves the right to accept or reject any or all quotations without assigning any reasons thereof and is not bound to award work to the lowest bidder.
  4. Selection will be made based on particulars and documents furnished by the applicant as required and satisfactory verification carried out by WBIDC. If any information furnished by the applicant is found incorrect at a later stage they shall be liable to be debarred from tendering & taking up the work. WBIDC reserves the right to verify the particulars furnished by the applicant independently. Any form of canvassing shall be deemed as reason for disqualification.

**5. SPECIFICATION :**

Details of the Air Conditioning Systems are given below:

<b>Details of Split AC, Window AC and Cassette AC</b>				
<b>Sl. No.</b>	<b>Location</b>	<b>Description</b>	<b>Ton</b>	<b>Quantity</b>
1	DC's Chamber	Window AC	2 TR	2 Nos.
2	ADC's Chamber	Window AC	1.5 TR	1 No
3	Server Room	Window AC	1.0 TR	2 Nos.



Details of Split AC, Window AC and Cassette AC				
Sl. No.	Location	Description	Ton	Quantity
4	Conference Room	Cassette Ac	2.0 TR	2 Nos.
5	Common Area	Cassette Ac	2.5 TR	2 Nos.
6	Common Area	Window AC	2.0 TR	2 Nos.
7	Supdt. Chamber	Window AC	1.0 TR & 1.5 TR	2 Nos.
8	Supdt. Chamber	Window AC	1.5 TR	1 No
9	Supdt. Chamber	Window AC	1.5 TR	2 Nos.
10	Store Room	Split AC	1.5 TR	1 No
11	Common Area	Split AC	1.0 TR	1 No
12	Common Area	Cassette Ac	2.5 TR	2 No

#### 6. INSTRUCTIONS TO THE TENDERERS :

- a) The successful tenderer have to deposit a sum of Rs. 20,000/- (Rs. twenty thousand) only by Demand draft in the form of **Demand Draft**, drawn in favour of **WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED** payable at **Kolkata** as interest free security deposit, which will be refund after expiry of the contract.
- b) Last date of submission of tender is 08.08.2019 at 14.00 hrs.
- c) Date and time of opening of tender is 08.08.2019 at 16.00 hrs.
- d) Interested bidder should provide details of their experience in this field enclosing therewith GST certificate, PAN, Trade licence and other relevant statutory documents.
- e) Lowest bid will be accepted by WBIDC.
- f) The rates for each and every item shall be quoted in figure and words. In case of any discrepancy in rates, the rates written in words shall prevail.
- g) The envelope containing tender documents should be sealed and bear the name of work, the name and address of the tenderer.
- h) The Competent Authority of WBIDC, reserves the right to accept or reject any or all tenders, without assigning any reason.
- i) Conditional tenders are liable to be rejected.
- j) Rates quoted shall be firm and fixed and are inclusive of cost of manpower, material, machinery, tools and plant etc., all taxes (including GST), duties and levies, insurance etc. no escalation of whatsoever nature shall be payable.

#### 7. SUBMISSION OF BIDS :

- a) The contractor shall submit his tender only after carefully examining the whole of the tender documents and the condition of tender and of contract, scope of work, **copy of Certificate/ Authorization letter issued by the company to the tenderer for being Authorized service provider** etc. All the documents submitted (whether original or photocopy) in the bid must be legible and self-attested. Bidders are advised to inspect, examine the site and its surroundings and satisfy themselves before submitting their tenders.
- b) The offers should be submitted in sealed envelope super-scribing "**Comprehensive A.M.C. for Air-conditioning Systems at Manikanchan Special Economic Zone, Block – CN1, Sector V, Salt Lake City, Kolkata-700 091**" on any working day between 10.00 hrs to



17.00 hrs from 31.07.2019 to 08.08.2019.

- c) The quotation should be submitted as per Annexure-I (in a separate envelop clearly super-scribing "Financial Part") and in a sealed cover without any overwriting tampering and duly signed at the bottom of each folio, by the Bidder or his / their authorized representative and it shall reach at "Protiti" 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 on or before 26.07.2019 at 14.00 hrs.
- d) For any query please contact 033-2255 3877.

#### 8. GENERAL TERMS AND CONDITIONS :

- a) The Air conditioners shall be taken over by the contractor after recording the total number of plant and equipments and air-conditioners in each location and their make, model, running conditions etc. the same shall be maintained and run by the contractor for the contract period providing all required in puts including all operational staff and man power for repairing etc.
- b) After completion of maintenance period, the same shall be handed over back to WBIDC in the same condition in which they were taken over; no wear and tear will be accepted.
- c) The contractor shall provide following service on the rates quoted by him.
- d) Diagnose the faults and rectify the defect detected, within 24 hours.
- e) Repair/replace the faulty parts etc. of the Air Conditioner, within 24 hours.
- f) Carryout the periodical (once in three months) preventive maintenance.
- g) No spares, consumable or any other items will be supplied by WBIDC.
- h) Routine inspection, checking and servicing of all units every month. The service report shall be submitted to the Engineer in charge.
- i) Filters of A/C systems should also be cleaned regularly by the A/C serviceman/mechanic.
- j) Overhauling / repairing/ replacement of any parts as and when needed. The contractor will have to keep sufficient spare parts at site to reduce the breakdown period to minimum possible time.
- k) The contractor will use only genuine spare parts whatsoever required for replacement for proper maintenance and satisfactory performance of the units including required gas. All the materials/spares will be arranged/supplied by the contractor himself for which nothing extra than the rates quoted for comprehensive maintenance, will be payable to him.
- l) The contract includes all the work considered necessary to maintain the units in good working condition. The maintenance/ repair/ replacement of copper pipe/drain pipe/electrical cables connecting the outdoor units are also covered under the contract.
- m) The rates quoted by the contractor shall be firm and final and inclusive of all taxes and duties. Nothing shall be paid extra on account of traveling expenses, transportation of units (if so required) from site of work to workshop and back, any taxes and duties payable to various bodies etc.
- n) If any accident takes place at the site during the routine and preventive maintenance, it will be the responsibility of the contractor to indemnify the department of any losses arising out of such accidents/ losses theft etc.
- o) It should be ensured by the contractor that the entire Air Conditioning systems are working properly. If, any problem is not attended within 3hours or not rectified within 24 hours (whichever is applicable), the proportionate deduction will be made at **Rs.50/- per A/C** for every successive 8 hours will be deducted from source.



- p) Any damage caused to WBIDC Property or its personnel, due to the service provider's negligence, mishandling etc. shall be borne by the service provider. All Tender documents should invariably be signed by the bidder.
- q) No escalation of whatsoever nature shall be payable.

**9. WBIDC'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS :**

WBIDC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for WBIDC action.

**10. ANY DEVIATION / IRRELEVANT SPECIFICATION IN THIS TENDER WILL NOT BE ACCEPTED.**

Final decision of accepting or rejecting any / all bid(s) will be at the discretion of WBIDC.

**11. CLARIFICATION OF BID DOCUMENTS BY WBIDC :**

To assist in the examination, evaluation and comparison of bids WBIDC may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

**12. PLACEMENT OF ORDER :**

WBIDC shall consider placement of order on the bidder, whose offer has been found technically and financially acceptable. WBIDC has full right to place order fully or partially.

**13. INSPECTION, TESTING, ACCEPTANCE :**

All equipment on delivery is subjected to inspection and testing for compliance of the specification of the tender. The items not accepted during inspection / testing will be rejected and payment will not be made. Wherever necessary, the vendor will be required to render suitable support for testing.

**14. DATE OF COMMENCEMENT :**

The date of commencement of work will be mentioned in the Work Order. The comprehensive AMC of air-conditioning systems should be carried out at the following location.

**15. PAYMENT TERMS :**

No advance payment will be made. Quarterly payment will be released within 15 days against the bill/invoice raised.

**16. CANCELLATION OF PURCHASE ORDER / CONTRACTOR:**

WBIDC Pune reserves the right for cancellation of purchase order at any time with one month notice if the services are found unsatisfactory.

**17. DISPUTES**

In case of any dispute which may not be settled amicably between the contractor and WBIDC, the matter may be referred to the Managing Director of WBIDC whose opinion shall be prevailed as final and binding on all the parties and shall be subject to Kolkata jurisdiction only. This clause is applicable only after successful execution of agreement.



### Annexure-I

**Name of work :** Comprehensive Annual Maintenance Contract of Air Conditioners of various types and Tonnage existing at, Manikanchan Special Economic Zone Block – CN1, Sector V, Salt Lake City Kolkata 700 091.

SL. No.	Description of items	Unit	Rate	Amount (Rs.)
1	Comprehensive Annual Maintenance Contract of Air Conditioners of various types and Tonnage existing at, Manikanchan Special Economic Zone Block – CN1, Sector V, Salt Lake City Kolkata 700 091			
2	Add 9% CGST			
3	Add 9% SGST			
<b>Grand Total=</b>				

**Note:-**

1. The Contractor shall maintain an inventory and use common miscellaneous sundry materials required for maintenance / repairs of the Air Conditioning systems.
2. The above rates shall include the cost of one A.C. Serviceman /mechanic so also towards any assistance of unskilled/semi-skilled persons required for him.

**I certify that all the terms and conditions of the tender documents are acceptable to us.**

**Signature of the authorized person**

**Name :**

**Designation :**

**Company Seal**



**Unit wise breakup price**

Sl. No.	Description	Ton	Quantity in nos.	Unit Cost in Rs.	Total Amount in Rs.	Total Amount in Words
1	Window AC	2 TR	2			
2	Window AC	1.5 TR	1			
3	Window AC	1.0 TR	2			
4	Cassette Ac	2.0 TR	2			
5	Cassette Ac	2.5 TR	2			
6	Window AC	2.0 TR	2			
7	Window AC	1.0 TR	1			
8	Window AC	1.5 TR	1			
9	Window AC	1.5 TR	1			
10	Window AC	1.5 TR	2			
11	Split AC	1.5 TR	1			
12	Split AC	1.0 TR	1			
13	Cassette Ac	2.5 TR	2			

**I certify that all the terms and conditions of the tender documents are acceptable to us.**

**Signature of the authorized person**

**Name :**

**Designation :**

**Company Seal**