

**BOSE INSTITUTE
Centenary Building
P- 1/12, CIT Scheme VII/M,
Kolkata – 700054**

Tender Notice No. **BI/T/04/AMC/2014-15** dated 08/08/2014

Bose Institute, Kolkata, invites sealed quotations, for award of Annual Rate Contract for comprehensive maintenance and upkeepment of AC Machines of different makes and models, installed at various campuses of this institute, from registered, bonafide, reputed and experienced firms/agencies having the requisite competence/capacity and adequate experience in the field of maintenance of AC machines in Government Ministries/ Departments /Government or Semi-Government, Organizations/ Autonomous Bodies /PSUs etc.

Bids may be submitted in the specified box kept in the Import Cell of the institute at the above address latest by 14.00 hours on 18/09/2014. The quotations will be opened on the same day at 15.00 hours. The Institute reserves the right to accept or reject any or all the offers. The reasons behind rejecting the offer of a prospective bidder will be provided only when enquiries are made. The Institute also reserves the right to distribute the work to more than one agency. The details of the A.C. Machines, terms and conditions and prescribed pro-forma may be downloaded from Bose Institute website: www.boseinst.ernet.in

Registrar

[Details of A.C. Machines, terms and conditions and prescribed proforma](#)

A) Details of Machines

Sl. No.	Type (Window/Split)	Quantity* (Approx.)	Location
1.	(Window) 0.5 Ton (0) + 1.0 Ton (11) + 1.5 Ton (77) + 2.0 Ton (1)	89 Window ACs	Main Campus (93/1, A.P.C. Road, Kolkata – 700009)
2.	(Window) 0.5 Ton (4) + 1.0 Ton (3) + 1.5 Ton (60) + 2.0 Ton (0)	67 Window ACs	Centenary Building (P-1/12, CIT Scheme VII-M, Kolkata - 700054)
3.	(Window) 0.5 Ton (0) + 1.0 Ton (0) + 1.5 Ton (9) + 2.0 Ton (6)	15 Window ACs	Salt Lake Campus (Block EN, Sector V, Salt Lake, Kolkata – 700091)
4.	(Split) 1.5 Ton (19) + 2.0 Ton (10)	29 Split ACs	Main Campus
5.	(Split) 1.5 Ton (66) + 2.0 Ton (21) + 4.0 ton (4)	91 Split ACs	Centenary Building
6.	(Split) 1.5 Ton (1) + 2.0 Ton (2)	3 Split ACs	Salt Lake Campus
Total		294 ACs	

*** The number of machines indicated above may vary at the time of placing of firm work order.**

B) Terms and Conditions

- 1. Scope of Work:** The work includes repair/replacement and maintenance of all items connected with Air-conditioner system, Split/Window type (1.0 Ton/1.5 Ton/ 2.0 Ton) of different make and models installed at various campuses of this institute in and around kolkata.
- 2. Period of contract:** The contract will be valid for a period of one year and shall come into existence from the date of award of contract. The period of contract may be extended annually for a period up to three years with mutual agreement subject to satisfactory performance.

3. Qualifying Requirements:

- (i)** The bidders shall furnish necessary documents along with the bid indicating his past experience of undertaking maintenance and repair jobs of Air – conditioners, (Split/Window Type). The bidder should submit certificates from any Government Departments or Public Sector Undertakings/ Autonomous Bodies to the effect that the firm has given satisfactory performance on similar jobs during the last three years without which the bid is liable to be rejected.
- (ii)** The bidder should submit Income Tax clearance certificates of the last three financial years.
- (iii)** The bidder should submit copy of valid Company Registration Certificate and service tax registration certificates.
- (iv)** The firm should have proper workshop with qualified and experienced AC engineers/mechanics on their roll and shall have tools, stock of essential spares required for services and maintenance of ACs.
- (v)** The officers of Bose Institute may visit the premises of the bidder to assess his firm’s ability to handle such jobs without giving any prior intimation.

4. Bid Documents:

- (i) The quotations complete in all respect in prescribed proforma (Annexure – I) along with technical details and details of rates in (Annexure- II) in sealed cover duly superscribed “Quotations for Comprehensive Servicing and Maintenance of Air Conditioners at Bose Institute Kolkata” and mentioning the Tender notice no./Last Date for submission of tender/Date of opening of Tender/ Firm’s name & address and addressed to the Registrar, Bose Institute, P-1/12, CIT Scheme VII-M, Kankurgachi, Kolkata – 700054 may be dropped in the Tender Box only placed at the import section of the Institute. The quotations will be opened on the same date at 15.00 hrs.
- (ii) The quotations which are not complete in all respects and bids having overwriting are liable to be rejected.
- (iii) Any bid received by the purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected. Similarly bids received by Telex, Cable, Fax or e-mail will be rejected.
- (iv) Bidder will assume total responsibility for the fault-free operation of machines during the period of comprehensive maintenance.
- (v) The bidder may add additional commercial; terms, if any, in a separate sheet.
- (vi) The Director, Bose Institute reserves the right to accept or reject any or all the offers. The reasons behind rejecting the offer of a prospective bidder will be disclosed only when enquiries are made. Director, Bose Institute also reserves the right to distribute the work to more than one agency.
- (vii) The bidder shall furnish, as part of its bid, a **Bid Security/EMD for an amount of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/Pay Order in favor of Bose Institute, Kolkata any scheduled bank**. The Bid Security must be valid at least for 45 days beyond the last date of submission of quotation. The EMDs of the unsuccessful bidders will be returned after placement of firm work order.
- (viii) Any bid not accompanying with Bid Security/EMD will be rejected.
- (ix) The successful bidder(s) will have to deposit a sum of Rs. 25,000.00/- (Rupees Twenty Five Thousand only) in the form of Bank Guarantee as Security Deposit for

due performance of the contract which shall be valid for a period of sixty days beyond the date of completion of contract. The Security Deposit will be returned to the contractor on the completion of the contract to the satisfaction of this Institute. The earnest money shall be returned to the successful bidder on the receipt of the Security Deposit.

- (x) While submitting the quotation for this work, the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in the enquiry of this work.
- (xi) The bidder will indicate the complete address of their firm/office along with telephone numbers.
- (xii) The rates should be quoted both in figures and words. There should be no erasing or overwriting whatsoever. Each page of the tender document is to be signed by the bidder.
- (xiii) The contract will be awarded on “as is where is basis. However, the bidders may inspect the machines and satisfy themselves, if they desire to do so, on any working day between 11.00 AM to 4.00 PM with prior intimation and permission of Workshop Superintendent. It may be noted that no charges for such inspection shall be payable to the bidder by this office.
- (xiv) The contractor will be required to depute one whole time qualified mechanic (per campus) on duty on all working days exclusively for each location for this institute where the no. of machines are more than fifty (50) to attend the Air Conditioners whenever a defect arises therein or when any complaint to this effect is made.
- (xv) The repair and servicing etc. would be carried out in the premises of this institute with the concurrence of Workshop Superintendent. However, only such work as cannot be done in the Institute premises will be allowed to be done outside with the written permission of competent authority and suitable substitute machines would be mandatory for the removal of machines from Institute, for repairs at the workshop of the Service Contractor and for this purpose no extra payment will be made. Specific mention may be made in the quotations where these and other conditions mentioned are acceptable to the vendors.

5. Prices:

- (i) The Comprehensive Repairs/Maintenance charges for ACs shall be firm and inclusive of cost of spare parts, replacement of compressor, fan motors, gas charging, installation/de-installation of ACs, labour charges etc. and including all taxes and other charges, if any. The term “Comprehensive Servicing and Maintenance” will include oiling, chemical washing, cleaning, greasing (general servicing), gas filling, replacement of filter, thermostat, drain pipe replacement/repair of any or all spare parts including Remote Control, PC Board, gas charging, metal clad plug, replacement of compressor, repair/replacement and rewinding of motors, fixing of wires/plugs, insulation, capacitors, lifting, transportation or shifting of the ACs etc, during the period of contract.
- (ii) During the entire period of contract no request for any increase in the rates on any account would be entertained and the performance would be reviewed from time to time to ensure that it is to the entire satisfaction of the user. In case the contractor fails to cope with the workload or does not render satisfactory service, the contract awarded to him shall be cancelled forthwith with one month’s notice and his security deposit shall be forfeited. In this connection the decision of the competent authority shall be final and binding on the contractor.
- (iii) On the expiry of the contract the contractor shall be responsible for handing over all the Air conditioners in working condition along with the accessories to the Institute

and the cost of shortcomings/ damages if any shall be borne by the outgoing contractor. In this respect a certificate in their letterhead should be issued to the competent authority of BI.

6. Terms of Payment:

- (i) Payment will be made quarterly on the submission of pre-receipted bill in triplicate along with satisfactory performance certificate from the user department/areas during relevant period.
- (ii) Taxes at source (TDS) will be deducted from each bill of the contractor as applicable under the Income Tax Rules. Service Tax shall also be paid as applicable under the rules.

Registrar

PERFORMANCE SECURITY FORM

(To be executed by a scheduled Bank in India on non-judicial stamp paper)

**To
The Director,
Bose Institute,
P-1/12, CIT Scheme-VII/M,
Kolkata – 700054 (W.B.) India**

Dear Sir,

Sub: Your Contract No. -----dated -----for

1. You have entered into a contract with reference no as given above with _____ (herein after referred to as the contractor) for the supply, installation, and commissioning of _____ (herein after referred to as stores) for the price and on the terms and conditions contained in the said contract.
2. In accordance with the terms of said contract, the contractor has undertaken to produce a bank guarantee for Rs. _____ (Rupees _____ only) being 10 % of the total value of the said stores supplied to you, for the due fulfilment of its obligations to you for due performance as per the contract during warranty period.
3. In consideration thereof, we hereby expressly, irrevocably and unconditionally undertake and guarantee as principal obligator on behalf of the contractor that in the event you submit a written demand to us that the contractor has not performed according to the contractual obligations included in the said contract, we will pay you on written demand, without demur and without reference to the contractor any sum up to a maximum amount of Rs _____ (Rupees _____ only). Your demand shall be conclusive evidence to us that such payment is due under the terms of the said contract. Payment by us to you will be made within thirty (30) days from receipt of your request making reference to this guarantee and on demand.
4. This guarantee shall not be revoked without your express consent and shall not be affected by your granting any indulgence to the contractor, which shall include but not be limited to postponement from time to time of the exercise of any powers vested in you or any right which you may have against the contractor and to exercise the same in any manner at any time and either to forbear or to enforce any covenant contained or implied in the said contract or any other course or remedy or security available to you, and our Bank shall not be released from its obligations under this guarantee by your exercising any of your rights with reference to matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on your part or any other indulgence shown by you or by any other matter or thing whatsoever which under

law would, but for this provision, have the effect of relieving our Bank from its obligation under this guarantee.

5. Notwithstanding anything herein contained, our liability under this guarantee is restricted to Rs _____ (Rupees _____ only) and the guarantee shall remain in force up to and including the _____ day of being reported to us by you and returned to us duly discharged.

6. Unless a demand or claim under this guarantee is made on us in writing on or before the aforesaid expiry date as provided above or unless this guarantee is extended by us all your rights under this guarantee shall be proscribed and we shall be discharged from the liabilities hereunder.

7. This guarantee shall not be affected by any change in the constitution of our Bank or of the contractor or for any other reason whatsoever.

Date:

Signature.....

Place:

Seal of Bankers

(Complete Address/Contact Details with Tel./Fax/email etc)

Witness:

1.

2.

PROFORMA FOR SUBMISSION OF QUOTATION

TECHNICAL DETAILS

(Details of Air Conditioner's Maintenance Agency)

1. Name of the Agency:
2. (a) Registration No:
(b) Sales Tax No:
(c) Pan no.....
(d) VAT No.....
(e) -Service Tax Registration No. in similar type of job.....
3. Month and year from which the agency is in regular operation:
4. Annual turnover of the agency from the maintenance
(a) 2011-2012.....
(b) 2012-2013.....
(c) 2013-2014.....
5. Address of the agency with Pin Code:
6. (a) Telephone No.....
(b) Mobile No.....
(c) Fax No.
(d) E-Mail Address, if any.....
7. Number of skilled service engineers/technicians:
(a) Regular.....
(b) On demand
8. Number of skilled helpers:
(a) Regular
(b) On Demand
9. Have you submitted the required EMD by Bank Guarantee : YES/NO
10. Are all terms and conditions of the tender acceptable to you: YES/NO
11. Are you an approved supplier/contractor of central government organizations: YES/NO
(Names of the organizations may be given on separate sheet giving the address, telephone number and name(s) of contact person along with copies of work order received for such organizations.

Date:

Authorized Signatory

Place:

Name (*in Block Letters*):

Office Seal of the firm:

DETAILS OF RATES

<u>Sl. No.</u>	<u>Particulars</u>	<u>Rates</u>
1.	Yearly Servicing/Comprehensive Maintenance/Repair charges per unit of 1.0 Ton Window/split Air conditioners with all parts/ components	<u>Rs.</u>
2.	Yearly Servicing/Comprehensive Maintenance/Repair charges per unit of 1.5 Ton Window Air conditioners with all parts/ components	<u>Rs.</u>
3.	Yearly Servicing/Comprehensive Maintenance/Repair charges per unit of 2.0 Ton Window Air conditioners with all parts/ components	<u>Rs.</u>
4.	Yearly Servicing/Comprehensive Maintenance/Repair charges per unit of 1.5 Ton Split Air conditioners with all parts/ components	<u>Rs.</u>
5.	Yearly Servicing/Comprehensive Maintenance/Repair charges per unit of 2.0 Ton Split Air conditioners with all parts/ components	<u>Rs.</u>

The price quoted should be inclusive of all taxes.

Others terms and conditions, if any (as desired by the bidder), is to be mentioned in the quotation by the bidder as a separate annexure.

Date:

Authorized Signatory:

Place:

Name (in Block Letters):

Office Seal of the firm