

**Government of West Bengal**  
**Panchayats And Rural Development Department**  
**Joint Administrative Building**  
**HC – 7, Sector – III, Bidhannagar, Kolkata – 700106**

**No.1756-P&RD/O/Estt./5M-11/2018 (pt.)**

**Dated : 05.03.19**

**Notice Inviting Tender for AMC of Air Conditioners**

Sealed Tender are invited in the prescribed format from the intended registered firm having valid Trade License and GST registration no. for providing AMC for 120 (One hundred twenty) Air Conditioners at Panchayats & Rural Development Department. Interested bidders may submit their sealed quotation in the prescribed format mentioning "AMC for Air Conditioners for P&RD Department" on the cover of the envelope to the office of the Assistant Secretary (Estt.), P&RD Department, 8<sup>th</sup> floor, Joint Administrative Building, Salt Lake, Kol-106 by 19.03.2019 up to 3p.m. and the Tender will be opened on the same day at 3.30p.m. in presence of the intending bidders. The details of the terms and conditions of the above service are given below:-

**Terms & Conditions**

- a) The period of AMC will initially for one year which may be extended for further period on same terms & conditions & price, based on satisfactory performance and discretion of the P&RD Department.
- b) Technical support for diagnosis of fault and rectification.
- c) This comprehensive AMC includes replacements/repairs (excluding Compressor) of parts, refilling of gas etc.
- d) Onsite support for correction of hardware problems.
- e) All major and minor Hardware replacement for damage due to high voltage and lightening.
- f) Problem diagnosis and rectification on entire system.
- g) Coverage should be 24 hrs X 7 days in a week.
- h) The bidder will deploy a well conversant engineer who will reach P&RD Department, Salt Lake within 1-2 hours of receiving complaints from this department. The bidder is also liable to provide immediate support as and when informed by this department on holidays. The bidder must provide contact number of office and mobile no. of service engineer & proprietor.
- i) The bidder should be equipped with his own mechanical, electrical and electronic tools to attend all the activities.
- j) One mandatory visit is to be made in every month in working days (during normal working hours is 10.00 hrs to 17.00 hrs) for preventive maintenance. One preventive service every six months for each AC machine is mandatory.

k) The visit should be duly certified by the authorized staff of P&RD Department out of mandatory visit. P&RD Department may trigger any other visit. Bidder should file the report to P&RD department after duly signed by the authorized officer.

l) The contract shall be for the full quantity as described above.

m) Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.

n) GST leviable shall be excluded from the total price.

o) Support service for any problem must be attended within the frame mentioned above. Otherwise penalty for delay in service must be charged as per the discretion of P&RD department.

p) Payment shall be made on half yearly basis.

q) In case of bidder does not fulfill any condition or failed to provide services as per the terms & condition the contract will be terminated and payment for that half will not be paid.

r) The intending bidder must have executed similar nature of work, of volume not less than one third of the value of this quotation, within last three years from the date of the notice inviting this quotation.

The bidder must submit the followings: (i) Registration No. & date of their Company/Firm/Agency. (ii) GST registration No./ PAN No. (iii) Price bid in the prescribed format (**Annexure-1**) duly signed and sealed (iv) Bank details

(v) The performance security @5% of the contract value in Demand Draft shall be submitted by the selected bidder favour of "**WBSRDA A/c- DRDA Admin Fund**" and will be retained till the contract period. If the firm fails to execute the contract, the security money will be forfeited. The security money will be refunded after successful execution of the contract and within 28 days after the completion of the contract.

s) Bidders are advised to visit the office premises between working hours to inspect, examine and satisfy themselves before submitting their tenders for AMC of ACs.

t) Transportation will be at supplier's risk. All the spares to be used in this work shall be original spare parts.

u) Conditional bids will not be accepted. The price offer through e-mail/fax will neither be accepted nor entertained.

P&RD department reserves the right to accept, reject or cancel any or all bids without assigning any reason and does not bind itself to accept the lowest bid.

In case of any dispute, the decision of the P&RD department shall be final and binding on you. Incomplete offer or communication after due date and time will be rejected.



Assistant Secretary

### Annexure-1

1. Reference no. of NIT :
2. Name of the firm :
3. Name of Proprietor :
4. PAN No. :
5. GST registration No. :
6. Details of past experience in AMC of ACs in any Govt. Establishment or PSUs :

Sl. No.	Name of the organization where worked	Name of work	Duration of work experience	Remarks

#### FORMAT FOR PRICE QUOTATION FOR COMPREHENSIVE AMC OF AIR CONDITIONERS

Sl. No.	Particulars	Quantity	Unit price per AC	Total amount
1.	Air Conditioners	120		

Amount in words :-----only

#### DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/we are not satisfying the eligibility criteria prescribed in the relative advertisement, my tender is liable to be cancelled. I am/we are willing to abide by the terms and conditions laid by P&RD Department. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from any bills as deemed to be proper by the competent authority.

Place :

Date :

(Signature of the bidder with seal)