

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL**  
**TREASURY BUILDINGS:: KOLKATA- 700 001**

**NOTICE INVITING TENDER**

No. Welfare/MC/AC/VII/24-25/174

Dated: 07/06/2024

**Sub: - Seasonal Maintenance Contract (w.e.f. July '2024 to Dec'2024) of 96 nos of AC Machines.**

This Office intends to engage a reputed firm for the maintenance of 96 (Ninety Six) LG, Lloyd, Godrej & Voltas branded AC machines. **The Maintenance Contract will be comprehensive in nature.** Intending bidders are requested to quote their rates for the said job subject to the adherence of the terms and conditions given below:

**A. General Terms & Conditions**

1. Participating bidders should have experience of providing Maintenance Contract service of AC machines in Government (Central/States/PSU etc.,) offices for at least three years. Work completion certificates should have to be attached.
2. The bidders should have valid GST registration, Trade license and PAN Card. Photocopies of supporting documents should be attached.
3. The successful tenderers shall be liable to provide Maintenance Contract (MC) for all air conditioners consisting of **repair/replacement of all spare parts (Including Condensers made of Aluminum and Copper Coils), periodical servicing and breakdown servicing for the period of six months from 01.7.2024 to 31.12.2024 for six months.** The rates shall be inclusive of all taxes, levies, duties, transportation charges etc. The Quoted rates shall be final during the Maintenance Contract period without any escalation on account of any reason what so ever. The effective date of commencement of the MC shall be 01.07.2024.
4. It will be the onus of the bidder to do the needful in case if the number of AC machines for MC is reduced or increases by this office, pro rata payment will be made to the vendors.
5. During contractual period, if any machine is required to be taken to the workshop with due permission, the carrying cost will not be borne by this office.
6. It is obligatory on the part of the tenderer to attend all breakdown calls within 24 hrs. and restoration of those AC Machines by any means must be completed within 48 hrs of call. Non-restoration of any breakdown of any AC machine within stipulated time will attract a penalty @1% of the contractual value per day against every day of delay. The total of such penalties will be deducted in one lump sum from the half yearly payment.
7. In the event of repair of a part of any AC machine within 48 hrs. vendors will have the full responsibility to make alternative arrangement free of cost until restoration of defunct AC machine..
8. Corrections such as cuttings, interpolations, omissions, over writings etc., in the application are not permitted. Any printing or typographical errors/omissions in the tender document observed by the Applicant shall be referred to the Welfare Section.

9. All the intending vendors have to deposit Rs.3000/- (Rupees Three Thousand) only in the form of demand draft drawn in favour of **PAO (Audit), O/o the Pr. Accountant General (A&E), W.B.** payable at Kolkata as earnest money deposit (EMD). Bid without EMD will be cancelled.
10. The EMD of unsuccessful tenderers will be returned after issue of work order to the successful tenderer and the EMD of the successful bidder will be released after submission of performance security by the vendor. The successful vendor may convert the EMD value under performance security.
11. During rendering MC, allied works related to maintenance & repair of AC machines viz., masonry/carpentry/of that ilk etc., if required must be performed by the vendor at his/her own cost.
12. The vendor will not be allowed to sublet any service work (partially or entirely) to any other vendor without permission of this office.
13. This office reserves the right to accept or reject even the lowest bidder or any other bidder.
14. Any conditional bidding sheet received from any vendor will be liable to be cancelled.
15. Bidder must provide Escalation Matrix of Telephone Numbers for Service Support.
16. Bidder's offer is liable to be rejected if they don't submit any of the certificates/documents sought for in the Bid document, ATC and Corrigendum if any.

**B. Service related Terms & Conditions:**

17. Dry servicing of each AC machine should be made once in every month i.e., total 6(Six) dry services during the whole MC period and the service report, after completion of servicing work in each month should be submitted either by the vendor or by his service engineer by 10<sup>th</sup> day of each month otherwise it will attract a penalty of Rs 2000/- (Rupees Two thousand only) against delay in each month. Penalty will be deducted from the contractual value during payment.
18. Wet servicing i.e., overhauling of each AC machines should be made once in every quarter of the MC period i.e., total 2(two) Wet services during the MC period. The wet service should be done during **July 2024, and October 2024** respectively. The service report, after completion of wet servicing work in each above mentioned months should be submitted either by the vendor or by his service engineer to Welfare Section by 10<sup>th</sup> of that month. Failure to submit service report by 10<sup>th</sup> day of above mentioned months will attract a penalty of Rs.2000/- (Rupees Two Thousand) only against delay in each month will be deducted from the contractual value during payment.

**C. Payment related Terms & Conditions:**

19. Payment will be made in one lump i.e. on completion of contractual period and after performing satisfactory service.
20. **Performance security @10% of the total quoted value** will have to be deposited by the successful bidder in the form of demand draft drawn on any nationalized/scheduled bank in favour of **PAO (Audit), O/o the Pr Accountant General (A&E) W.B.**, payable at Kolkata.
21. If the tenderer is not able to restore any of the AC Machines of this office, the undersigned has its discretionary power to restore AC Machines through another suitable vendor but the expenditure will have to be borne by the MC vendor of this office. The same will be deducted from the bill amount payable.

**D. Buyer Added Additional Terms & Conditions clauses**

22. Details of 96 AC machines: (i) Window 1 ton- 1 no (ii) Window 1.5 ton-23 nos. (iii) Split 1.5 ton -26 nos. (iv) Split 2 ton-41 nos. (v) Split 1 ton -5 nos.

However, this office may increase or decrease the quantity of the AC machines according to the requirement of this office up to 25% of the quantity mentioned above and payment will be made on prorata basis.

23. The Bidder must have a **registered office in Kolkata** (address should be mentioned in Trade License/GST Certificate/MSME certificate etc.) and should be operational for at least 2 years, to ensure better service.
24. The Bidder should have **single work order of more than ₹1.5 Lakh** during last 3 years.
25. Before quoting rates the vendor should visit all the 96 AC machines to check the condition of the AC machines. Any request in this regard after quoting the rates and after issuing the work order, will not be entertained.

**Note: (i).** Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.


(ii). All documents in respect of "Pre-qualification & Technical Criteria" should be submitted in a separate sealed cover having inscription "Pre-qualification & Technical Criteria".

**E . Financial Bid: -**

26. The Financial bids will be opened in case of only those bidders who will qualify in the "Pre-qualification & Technical Criteria" by this office.
27. Quoted rate (including GST) must have the validity period for one year w.e.f. selection of the bidder. All the intending vendors should quote their rates in the Bidding Sheet enclosed with the tender form and not elsewhere.
28. "Financial Bid" should be submitted in a separate sealed cover duly signed by authorized person on behalf of each firm. **The lowest cumulative quoted value of the bidding sheet will be treated as lowest bid.**

All the interested bidders may collect tender paper from official website of this office ([www.agwb.cag.gov.in](http://www.agwb.cag.gov.in)). The sealed envelopes for (i)"Pre-qualification & Technical Criteria", & (ii)"Financial Bid" respectively should be kept in another sealed envelop with superscription "Quotation for providing MC service in respect of 96 AC machines" along with the "Form of Application" (enclosed with tender paper) and submitted to Welfare Section either in person or through post addressing to the **Sr. Accounts Officer (Welfare), Office of the Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place, , Kolkata- 700001** so as to reach this office by **12 noon on or before 21/06/2024** positively. The sealed envelop for "Pre-qualification & Technical Criteria" will be opened on the same day at 12:30 p.m. in the chamber of **Sr. Accounts Officer (Welfare)** in presence of quotationers, if any.

Encl: a) Bidding sheet  
b) Form of Application

  
**Sr. Accounts Officer (Welfare)**  
**च. लेखा अधिकारी (कल्याण)**  
**Sr. Accounts Officer (Welfare)**  
**कार्यालय महालेखाकार (ले.ए.ह.), प.बं.**  
**O/o the Accountant General (A&E), W.B.**  
**ट्रेजरी बिल्डिंग्स, कोलकाता-७०० ००१**  
**Treasury Buildings, Kolkata-700 001**

**O/o the Accountant General (A&E), West Bengal,**  
**Treasury Buildings , Kolkata-700 001**

**Bidding Sheet**

Ref: No. Welfare/MC/AC/VII/24-25/174

Dated: 07/06/2024

Sl. No. (a)	Type of Machine (b)	Specification of Machines (c)	No. of Machines (d)	Rate of MC per AC machine for six months (including GST) (In ₹) (e)	Cumulative Value (including GST) (In ₹) (f)
1	Split	1 Ton	5		
2		1.5 Ton	26		
3		2 Ton	41		
4	Window	1 Ton	1		
5		1.5 Ton	23		
6	<b>Total Cumulative Value for 96 AC machines</b>				

Details of Earnest Money Deposit (EMD):

Signature of Bidder with Seal

Date:

Place:

Name of the Bidder (In capital letters):

Contact No.:-

\*No column and space against items in the bidding sheet should be left blank, if the column/space is not applicable to the vendor please write N.A.

Dr. মেঘা অধিকারী (কল্যাণ)  
Sr. Accounts Officer (Welfare)  
ক্যালালয় মহালিখাকার (লে.এ.ই.), প.ব.  
O/o the Accountant General (A&E), W.B.  
ট্রেজারী বিল্ডিং, কোলকাতা-৭০০ ০০১  
Treasury Buildings, Kolkata-700 001

## FORM OF APPLICATION

Ref: NIT No. Welfare/MC/AC/VII/24-25/174

Dated: 07/06/2024

To  
The Sr. Accounts Officer/Welfare  
O/o the Accountant General (A&E) West Bengal  
Treasury Buildings, 2, Govt. Place (West)  
Kolkata-700001.

**Sub: - Tender for Maintenance Contract (MC) of Air Condition Machines in) O/o the Accountant General (A&E) West Bengal.**

1. I/We have read and understood the instruction and other terms and conditions furnished in the tender notice bearing no. Welfare/AMC/AC/VII/24-25/174 dated 07/06/2024 for Maintenance Contract (MC) of AC machines at O/o the Accountant General (A&E) West Bengal. I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/our knowledge and belief.
2. I/we clearly understand and agree that if any of the information furnished by me/us here under is found to be wrong or false or incorrect or incomplete, my/our application is liable to be rejected. Further, if I am/we are appointed as the "Executing Agency" for the above project on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong, false or incorrect, my/our contract with Accountant General (A&E) office, WB is liable to be terminated forthwith at the discretion of the Accountant General (A&E) West Bengal at any stage, without any notice and without any compensation whatsoever for such termination.
3. I/We understand and agree that the decision of the Accountant General (A&E), WB office in selection of the MC provider is final and binding to me/us.
4. If I/We any time during the Maintenance Contract (MC) period, shall unable to provide service timely, the Accountant General (A&E), WB Office may make its own arrangement after expiry of the stipulate time given to me and the expenditure will be deducted from my half yearly installments as payment for Maintenance Contract (MC) service. In this case the decision of the Accountant General (A&E) WB Office will be final.

Thanking you,

Yours faithfully

Signature of the Tenderer with office seal

Name:  
Office Address:  
Contact Number: