



**INDIAN AUDIT & ACCOUNTS DEPARTMENT**  
**Office of The Director General of Audit (Central), Kolkata**  
**8, Kiran Shankar Roy Road, Kolkata-700 001**



**PREVIEW OF TENDER**

**TENDER REFERENCE NO:** Record-I/AMC of Air Conditioner Machines/2022-23 dated 30.06.2022

**DATE OF ISSUE OF TENDER DOCUMENT:** 30.06.2022

**LAST DATE FOR RECEIPT OF TENDER DOCUMENT:** 11.07.2022 at 13.00 hrs.

**TIME AND DATE OF OPENING OF THE TENDERS:** 11.07.2022 at 15.00 hrs.

**PLACE OF OPENING OF THE TENDERS:** O/o the D.G.A(C), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing), Kolkata: 700001


**Sub: Tender for "AMC of Air Conditioner Machines"**

Sealed quotations are invited from reputed vendors for providing AMC of Air Conditioner Machines installed at this office premises.

Intended bidders are requested to quote their rates in respect of Annual Maintenance Contract of 31 Nos. of Air Conditioner Machines (Specifications of which are mentioned in Annexure I) placed at various locations of this office, subject to the fulfilment of the terms and conditions mentioned below:

1. Bidders should have minimum 3 years of experience in repairing and maintaining of Air Conditioner machines to Central Government or PSU or State Government offices and should have completed at least two such works in the similar activity in the last five years. Evidence for the same should be provided.
2. Bidders must have GST Registration, the copy of which should be enclosed.
3. Bidders must have Permanent Account Number (PAN) under Income Tax Act, 1961. Copy of the same should be enclosed.
4. Annual Maintenance Contract includes maintenance and repairing of AC Machines, AC Pumps, AC Duct, Pipe Lines etc. It also includes checking of AC machines at a regular interval in all aspect, cleaning of Cooling Coils and air-filters at a regular interval, checking of bearings of motors, starters and fans when found necessary, examining the operation of controls especially the refrigerant system, ensuring the cooling effect remain optimised throughout the year.
6. The annual maintenance contract covers **atleast quarterly servicing in a year, totalling to 4 (four) free servicing a year at free of cost.**
7. All the spare parts including compressor and gas charging with inlet and outlet pipes attached with the A.C. machines will be covered under the Annual Maintenance Contract. O/o the DGA(C) will not be responsible for providing any material, equipment or any manpower assistance for carrying out the works covered under AMC.
8. Necessary arrangement to depute your service engineer in each month under the intimation to the Record-I section for preventive and remedial maintenance service to the AC machines is to be made during the entire period of contract.

9. All breakdown call shall be attended within 24 hours of working day except holidays in addition to the normal check-up and if the machine is required to be moved to workshop for major repair which may take more than 48 hours to return, loan machine shall have to be provided without any extra cost. No transportation charge will be provided for that.
10. The contractor must engage competent and licensed electricians so that the quality of work is maintained. Safety measures to carry out the work must be ensured by the "Contractor" as "O/o the DGA(C)" will no way be responsible for any accident which may take place during carrying out of the jobs.
11. While performing works by the personnel/technician deployed by the contractor, O/o DGA(C) may oversee their work.
12. If outcome is not achieved as intended by O/o DGA(C) while carrying out works, the contractor is liable to carry out the rectification work at his own cost.
13. Performance of the AC maintenance service will be monitored on a daily basis and in case of any deficiency; the contract may be terminated without any further claims thereof. Prior to this type of termination, a 15 day notice will be issued.
- 14. At the end of each quarter, job cards of all the Air Conditioner machines under the purview of AMC must be signed by Record-I Officers. Subject to satisfaction of the particular officers, this work agreement will extend further for the rest of the contract period. It is also depicted that any type of negligence or remissness from your side will be treated as a major issue and the contract agreement will be at once terminated without issuance of any notice period. If any past payment exists, it will also be ceased.**
15. During the contract period if any deletion/addition of Air Conditioner machine is/are occurred, the contract value may be proportionately decreased/ aggravated subject to approval of the competent authority.
16. If a bidder quotes the rate without showing the tax component, quoted rate furnished by the bidder will be treated as 'inclusive of all taxes'
18. Tax at source will be deducted from each bill of the vendor as applicable under rules in respect of Income Tax Act and Goods & Services Act.
- 19. The present contract shall be valid from 15.07.2022 to 15.06.2023. All quoted rates will remain valid for one year from 15.07.2022 to 15.06.2023. If the contract period is extended for further period, under amicable agreements, the old rate should prevail (\*terms and conditions apply).**
20. Quotations may be dropped in Record-I section of this office up to 13.00 hrs. on 11.07.2022 and will be opened on the same day i.e 11.07.2022 at 15.00 hrs. in the presence of the bidders or their representatives
21. All disputes are subjected to jurisdiction of Calcutta High Court.
22. Incomplete quotations will be rejected outright.

  
30/6/22  
Sr. Audit Officer/Record-I

Tender Format

To  
The Dy. Director (Admin.)  
O/o the Director General of Audit, Central, Kolkata  
Govt. of India Press Building (East Wing),  
8, Kiran Sankar Roy Road,  
Kolkata-700 001.

Sir,

With reference to your tender Notice No. \_\_\_\_\_

dated \_\_\_\_\_ I am to submit my tender for Supply of one Inspection vehicle on rental basis in your Office.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Enclosure:

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Goods and Service Tax Registration No.
4. PAN Card.
5. Income certificate.
6. Working experience in reputed office, if any.

Signature-----

Name of Tenderer-----

M/s-----

Date:

**Annexure-I**  
**List of AC Machines**

Sl. No.	Location/Section	No. of Acs	Type of Machine	Capacity	Machine Specification	Floor
1	Care Taker Room	1	Split AC	1.5 Ton	VOLTAS (Sr. No: 45527598B 20FCO4946)	Ground Floor
2	Welfare Officer's Room	1	Split AC	2 ton	HITACHI (Model No: RSOG518 HCEA/2018)	Ground Floor
3	DD Inspection Chamber	1	Split AC	1.5 ton	HITACHI(Model No: RAS317KWP)	Ground Floor
4	DD RAIDT Chamber	1	Split AC	1.5 ton	VOLTAS (Sr. No: 4551296CLTL004507))	Ground Floor
5	DD ADMIN Chamber	1	Split AC	2 ton	HITACHI (Model No: RAS317KWD)/ Sr. No: SE17OA10315	1st Floor
6	Ladies Sick Room	1	Windows AC	1.5 ton		1st Floor
7	Record-I Section	1	Split AC	1.5 Ton	VOLTAS Model No: 185V SL. No: 4552759B20FCO4467	1st Floor
8	Golden Jubilee Hall	1	Split AC	2 ton	VIDEOCON Model No: VBS63CVLI-CR, Sr. No. 310311510132200518	2nd Floor
9		1	Split AC	2 ton	VIDEOCON Model No: VBS63CVLI-CR, Sr. No. 310311510132200325	2nd Floor
10		1	Split AC	1.5 ton	HITACHI Model No: RSOG518MCEA/2019	2nd Floor
11		1	Split AC	2 ton	VIDEOCON Model No: VBS63CVLI-CR, Sr. No. 3479410002139	2nd Floor
12		1	Split AC	1.5 ton	HITACHI Model No: RSOG518HCEA/2019	2nd Floor
13		DD RADT-I Chamber	1	Split AC	2 ton	HITACHI Model No: RSOG518HCEA/2019
14	DGA(C) CHAMBER	1	Split AC	2 ton	VOLTAS (Sr. No: 4552758820FCO487)	1st Floor
15	IT CELL	1	Split AC	2 ton	HITACHI Model No: RSOG518HCEA/2019, sr. No. ESOG518HCEA-SE190102	2nd Floor
16		1	Split AC	2 ton	VOLTAS Model No. 185VJZIT - R32(Sr. No: 4552759B20FCO4901)	2nd Floor

17	IT CELL SERVICE ROOM	1	Split AC	1.5 Ton	VOLTAS Old Model	2nd Floor
18	CRAD Admin Section	1	Split AC	2 ton	HITACHI MODEL NO: RU317KWD Sr. no. SE160e04551	2nd Floor
19	CRAD IR Section	1	Split AC	2 ton	HITACHI MODEL NO: RSOG518HCEA Sr. no. SE190L02212	2nd Floor
20	ITRA BS V Section	1	Split AC	1.5 Ton	HITACHI MODEL NO: RSOG518HCEA Sr. no. SE190L02201	2nd Floor
21	ITRA BS II Section	1	Split AC	1.5 Ton	HITACHI MODEL NO: RSOG518HCEA Sr. no. SE190L02202	2nd Floor
22	ITRA BS III Section	1	Split AC	1.5 Ton	VOLTAS Model No: 185V SL. No: 4552759B20FC02827	2nd Floor
23	ITRA Co-Ordination Room	1	Split AC	1.5 Ton	VOLTAS Model No: 185V SL. No: 4552759B20FC04869	2nd Floor
24	ITRA Sr.AO'S Room	1	Split AC	1.5 Ton	HITACHI MODEL NO: RSOG518HCEA/2019	2nd Floor
25	ITRA Sr.AO'S Room	1	Split AC	1.5 Ton	HITACHI MODEL NO: RAU317WD SL No.SE160D55284	2nd Floor
26	ITRA Sr.AO'S Room	1	Split AC	2 Ton	HITACHI MODEL NO: RAU317WD SL No.SE160E03113	2nd Floor
27	DD/RADT-II Chamber	1	Split AC	1.5 Ton	HITACHI MODEL NO: RSOG518HCEA/2019	2nd Floor
28	Ladies Common Room	1	Split AC	1.5 Ton	VOLTAS Model No: 185V SL. No: 4552759A20FC00162	2nd Floor
29-31	Aykar Bhavan (Resident Audit Office)	3	Split AC	2 Ton Each		4th,6th,7th Floor