



महानिदेशक, लेखापरीक्षा का कार्यालय (केन्द्रीय), कोलकाता  
OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA  
जि. आई. पी. बिल्डिंग, 8, किरण शंकर राय रोड, कोलकाता – 700001  
G. I. P. BUILDING, 8, KIRAN SANKAR ROY ROAD, KOLKATA – 700001



| PREVIEW OF TENDER                        |  |
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| TENDER REFERENCE No.                     | Record-I/AMC of PA System/2025-26<br>dated 25/04/2025  |
| Date of issue of Tender Document         | 25/04/2025   |
| Last Date for Receipt of Tender Document | 2 PM on 05/05/2025   |
| Time & Date of Opening of the Tenders    | 3 PM on 05/05/2025   |
| 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: 700 001 |

**Notice Inviting Tender (NIT)**

Director General of Audit (Central), Kolkata, (hereinafter referred as O/o the DGAC, Kolkata), a sub-ordinate office under the Comptroller & Auditor General of India invites proposals (hereinafter referred as 'bid(s)') for entering into Contract for "Annual Comprehensive Maintenance Contract of PA System" for the period from 15.05.2025 to 14.05.2026.

Intended bidders (hereinafter referred to as **Service Provider - SP**) are requested to quote their rates in respect of Annual Maintenance Contract of Public Address System, subject to the fulfillment of the terms and conditions mentioned below

(Detailed Specifications of the PA System and peripherals are mentioned in Annexure I)

**Eligibility Criteria of the Bidder intend to participate**

1. Bidders must have GST Registration, the copy of which should be enclosed.
2. Bidders must have Permanent Account Number (PAN) under Income Tax Act, 1961. Copy of the same should be enclosed.
3. The Bidder must have a registered office in Kolkata and that office address must be mentioned either in Trade License/GST Certificate/MSME certificate otherwise it will be treated as if the company doesn't have any registered office in the Kolkata.
4. Bidders must have valid Trade License certified by Kolkata Municipal Corporation. Copy of the same should be enclosed.

### Scope of Work

"Annual Maintenance Contract Service" shall mean and include in general

- i. Maintenance and Repair/Replacement of different components and peripherals of the Public such as Speakers, Amplifiers, Cables, Switches, Microphone etc.
- ii. Carrying out of **Quarterly Preventive Maintenance** of the Public Address System and peripherals covered under AMC under intimation to the Record-I section for this office and the job card get signed by the Assistant Audit Officer of Record-I section of this office as a token of satisfactory performance.
- iii. Subject to the satisfaction of the officials, the work agreement will be extend for the rest of the contract period.
- iv. Any negligence or remissness on the part of Service provider will be viewed seriously and the agreement will be terminated at once without prior notice. In such a situation outstanding dues if any will be forfeited.
- v. All breakdown calls **shall be attended within 24 hours of working day except holidays** and the system shall be restored within 48 hours.
- vi. Any breakdown requiring replacement of spare parts has to be resolved within 7 days of booking the call. In case the service provider fails to replace the spare part(s) and restore the system within the stipulated time, the Buyer will have the right to get the system restored by any other agency and the cost of such restoration shall be recovered from the Service Provider. A penalty may be imposed on the service provider in such circumstances at the discretion of this office.
- vii. If any defective part is required to be moved to workshop for major repair the service provider shall have to arrange for a loan part to keep the system in running condition till the defective part is repaired and restored in the system. Cost of such repair/replacement/loan parts shall be borne by the service provider.

### Other Terms and Conditions

1. The contract will be for **12 months from the date of the award of the contract (15.05.2025 to 14.05.2026)**
2. The bidders, before quoting for bid, must visit this office at their own cost, to fully understand the job, ascertain the difficulties that may be encountered during execution of the work and inspect the machines to be taken under maintenance.
3. Once the bid is finalized, any complain as to the conditions of any machine/peripheral/components and request to take the same out from the purview of AMC shall not be entertained.
4. **The service provider shall provide direct service and shall not employ Sub-Contractors.**
5. Service providers shall quote the price along with the necessary documentations in Sealed envelopes.
6. The technicians who will attend the breakdown/repairing works shall not engage in any personal work of his/her in the office premises.

7. Service Providers shall observe the highest standard of ethics during the procurement and execution of the contract.
8. O/o the Director General of Audit, Central, Kolkata reserves the right to cancel the contract awarded to the successful bidder if, after award of contract, it was noticed that the bidder was involved in collusion/corrupt practices for securing the contract.
9. O/o the Director General of Audit, Central, Kolkata will declare a firm ineligible, either indefinitely or for a stated period, if it is noticed that the firm is involved in collusion/corrupt practices for securing the contract.
10. O/o the Director General of Audit (Central), Kolkata reserves the right to reject all or any bid wholly or partly without assigning any reason whatsoever.
11. **15 days notice** will be given by either party for termination of the contract during the tenure of contract for breach of clause or otherwise.
12. On award of the service order, the Service Provider would prepare a report regarding taking over of the Public Address System upon commencement of the AMC Service. It shall be the responsibility of the Service Provider to make the sure the Public Address system work satisfactorily throughout the contract period, also to hand over the same to the department in working condition on expiry of contract. Any damage to the Public Address System in the contract period due to improper Maintenance practice to be rectified/ replaced by the Service Provider without any extra cost and expenses.
13. No work will be undertaken on closed holidays and beyond office hours on any day except by prior approval/ direction of the Buyer.
14. Quotation submitted shall remain valid for 90 days from the date of receiving for the purpose of acceptance and award of work, validity beyond 90 days from the date of receiving shall be by mutual consent.
15. Service provider shall provide minimum warranty of 6 months for the replace part from date of such replacement /repair.
16. The manpower resources used by Service Provider to carry out maintenance shall be on rolls of the Service Provider and shall have no claim whatsoever for any benefits from this office i.e. O/o the DGA(C).
17. **In case of any deficiency from the Service provider in providing services under AMC; the contract may be terminated without any further claims thereof. Prior to this type of termination, a 15 -day notice will be issued.**
18. No other person, except the Service Provider's authorized representative/ technician, shall be allowed to enter in this office. The Service provider must furnish details of identity of the technician beforehand to the office. In case any person employed by the contractor commits any misconduct/ indiscipline/ incompetence or involve in any crime while in work, he/ she will be immediately debarred from the office and disciplinary action against that person will be taken.
19. All disputes are subjected to jurisdiction of Calcutta High Court.

#### **Payment Terms and Conditions**

20. Payment will be made to Service provider on quarterly basis (if the services are satisfactory) only on submission of bill by the vendor on completion of each quarter.

21. The AMC contract is based on comprehensive rate of the whole Public Address System (Including necessary peripherals). 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'.
22. 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.
23. Enhancement or decrease of taxes, duties or prices of components, etc., will not affect the AMC rates during the entire period of AMC; no difference shall be paid or claimed because of the above.




Sr. A.O (Record)

O/o the DGA, Central, Kolkata

**Annexure-I**

**Details of the Public Address System to be covered by AMC**

| Sl. No. | Details of Peripherals           | No. of Quantity |
|---------|----------------------------------|-----------------|
| 1       | Ceiling Mounted Speakers         | 153 Nos.        |
| 2       | Speaker Cables                   | Whole Unit      |
| 3       | 350 Watt Amplifier               | 1 No.           |
| 4       | 500 Watt Amplifier               | 2 Nos.          |
| 5       | 15 Zone Paging Microphone        | 1 Nos.          |
| 6       | Amplifier to Amplifier Connector | 1 No.           |
| 7       | Other relevant peripherals       |                 |



**Sr. A.O (Record)**

**O/o the DGA, Central, Kolka**

**Annexure-II**  
**Tender Format**

To  
The Senior Audit Officer/Record  
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 Annual Maintenance Contract of Public Address System installed in  
your Office and I hereby declare that:-

- o I have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agree to abide by them.
- o I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes.
- o I undertake that I have carefully studied all terms and conditions of the tender and shall abide by them, which are being signed in token of my acceptance. Further; it is certified that I/We have never been blacklisted by any Govt./PSU Department.
- o I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case, any deviation is found in the above statement at any stage or 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 Further, I shall be blacklisted and will not have any dealing with the department in future.

**Enclosures:**

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Copy of Trade License.
4. Copies of registration certificate of Goods & Service Tax.
5. Working experience, if any.
6. Copy of PAN card

**Signature-----**

**Name of Tenderer-----**

**M/s-----**