

No. Wel/WM/48/2019-20/36

भारत सरकार (भारतीय लेखा परीक्षा और लेखा विभाग)
कार्यालय प्रधान महालेखाकार (सामान्य एवं सामाजिक क्षेत्रलेखापरीक्षा), पश्चिम बंगाल
ट्रेजरीबिल्डिंग्स, 2-गवर्नमेंट प्लेस (पश्चिम), कोलकाता-700 001

दिनांक: 15.11.2021

Sealed tenders are invited from reputed and experienced firms/agencies for Comprehensive Annual Maintenance Contract of different types of ROs, UV+ & Coolers installed in the Office of the Principal Accountant General (Audit-I), West Bengal.

The sealed tender filled in the specified proforma attached herewith and addressed to the Welfare Officer, G.I. Press Buildings, 2nd Floor, 8, Kiran Sankar Roy Road, Kolkata-700001 should be sent to **Welfare Section, G.I. Press Buildings, Kolkata upto 3.00 PM on 24th November' 2021**. The bid may be sent by post/hand so as to reach by **24th November' 2021 latest by 3 PM**. Bid received after the stipulated date and time shall not be entertained.

The bid shall be opened **at 4.00 PM on 24th November, 2021 in Welfare Section, G.I. Press Buildings, 2nd Floor, Kolkata 700 001** in presence of tenderers or their authorized representatives who may wish to be present. Scope of Work and General Instructions for Tender along with Terms & Conditions are attached here with for necessary action.

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Copy to (through E-mail only) for information & wide circulation:-

1. Sr. A.O. (Record), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O. (Record), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
3. Sr. A.O. (Record), O/o the Pr. A.G.(Audit-II), W.B., 3rd MSO Building, CGO Complex (5th floor), DF Block, Salt Lake, Kolkata - 700064
4. Sr. A.O. (Record), O/o the Pr. Dir. of Commercial Audit & Ex-officio Member, Audit Board-I, 1, Council House Street, Kolkata-700001.
5. Sr. A.O. (Record), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700001.
6. Notice board.
7. Forwarded to EDP section for uploading in the departmental website.

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ANNEXURE-'A'

Sl no.	Description of Machine	Location	Number of System	Comprehensive AMC Rate per Unit (Rs.)
1.	<i>Aqua Health</i> make RO Machine, 10 litre capacity	PAG's Secretariat, Treasury Buildings	1(one)	
2.	<i>Aqua Health</i> make RO Machine, 25 litre capacity	LAD Corridor, Treasury Buildings	1(one)	
3.	<i>Aquaguard</i> make Pure Chill 120 litre UV Machine	Opposite to Record Section, Treasury Buildings	1(one)	
4.	<i>Aquaguard</i> make Pure Chill 120 litre UV machine	Besides FAW, G.I. Press Buildings	1(one)	
5.	<i>Bluestar SDLX240 Cooler</i> , 40 litre capacity	LAD Corridor, Treasury Buildings	1(one)	
6.	<i>Bluestar SDLX8120 Cooler</i> , 120 litre capacity	Admn. Corridor, Treasury Buildings	1(one)	
7.	<i>Aquaguard UV⁺ (Small)</i>	GI Press Buildings, Corridor	1(one)	
8.	<i>Aquaguard REVIVA 50 lph basic</i>	Admn. Corridor, Treasury Buildings	1(one)	
9.	<i>Kent Perk Chiller Cum in built RO 40 lph</i>	GI Press Buildings, Corridor	1(one)	
10.	<i>Kent Perk Chiller Cum in built RO 40 lph</i>	GI Press Buildings, LAD side	1(one)	
Total				

Certified that:-

- i) The total amount quoted above is inclusive of all taxes, consumables, replacement of defective parts with original ones including system, pump and motors forming part of the systems.
- ii) Scope of work and General Instructions for Tenders along with Terms and Conditions forming part of the tender mentioned at Sl. I and II are fully accepted by me.

(Authorized signatory)
Signature of the tenderer with seal in token of
Acceptance of terms and conditions

Seal of the firm

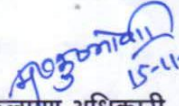
Date:

Place:

15-11-2021

I. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDER

1. The interested agencies are advised to submit the sealed envelope addressed to the Welfare Officer, 2nd Floor, G.I. Press Buildings, 8, Kiran Sankar Roy Road, Kolkata- 700 001 and superscribed with "Quotation for AMC of ROs, UVs⁺ & Coolers" which should be sent to the above mentioned address. The quotation shall be submitted in the proforma as per "Annexure: A" on the Company's letter head only.
2. The contract will be for a period of one year from the date of acceptance of award of contract. The contract may be extended on a year to year basis upto three years subject to performance being found to be satisfactory and at the discretion of O/o Principal Accountant General (Audit-I), West Bengal.
3. The firm (s) may inspect the RO, UV⁺ & Cooler machines installed in the O/o Principal Accountant General (Audit-I), West Bengal on any working day between 10.00 AM to 6.30 PM.
4. The successful bidder will have to submit Security Deposit (SD) equal to 10 per cent of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of Pay Order or Account Payee Demand Draft or Fixed Deposit Receipt/Bank Guarantee from any scheduled nationalized bank branch in Kolkata in an acceptable form for a minimum period of one year plus 60 days thereafter in favour of 'Pay & Accounts Officer, Office of the Pr. Accountant General (A&E), West Bengal, Kolkata, payable at Kolkata at the time of awarding of such AMC.
5. Violation of any of the condition of the Tender should be treated as breach of contract and the security deposit money may be forfeited as per discretion of the competent authority.
6. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the Authorized signatory may be attached. No overwriting or cutting is permitted in the quotation. In such cases, the tender shall be summarily rejected.
7. The Competent Authority, Principal Accountant General (Audit-I), West Bengal reserves the right to reject the bid (s) without assigning any reason thereof.
8. L-1 firm will be decided on the basis of lowest comprehensive annual maintenance charges inclusive of cost of hardware items and consumables.


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II. Terms and Conditions

1. The contract is for the Comprehensive Annual Maintenance Contract of different types of RO/UV⁺/Coolers Systems installed in the O/o Principal Accountant General (Audit-I), West Bengal located at Treasury Buildings & G.I Press Buildings.
2. The successful tenderer should physically verify the Coolers/RO/UV⁺ Systems installed at the locations mentioned above and submit the verification report along with total number of RO/UV⁺ systems, brand and specification to the undersigned immediately upon award of contract.
3. All the items including Skids (stands) are to be covered under the AMC.
4. The firm shall use only genuine spares in maintenance/servicing of RO/UV⁺/Cooler Systems.
5. The selected firm should be able to take complaints on telephone and attend to all complaints, immediately and independently. He should also be well behaved and well mannered.
6. The complaints lodged with the firm will be required to be attended and rectified by him on the same day. Any complaint that cannot be rectified by him on the same day will be required to be rectified by next working day positively.
7. The selected firm should be capable of attending all the complaints, if the firm fails to attend to a complaint within stipulated time, a penalty on a daily basis for delay, equivalent to pro-rata contract charges payable per day or charged that may be required to be paid to an outside agency, to have the complaint attended to, whichever is higher will be deducted from the firm's quarterly bill towards contract charges. In case of delay, any item that is got repaired from outside agency will be at the risk and responsibility of the selected firm.
8. No RO/UV⁺ Cooler Systems or parts thereof will be taken out by the firm to the workshop without prior approval of the Competent Authority.
9. Payment will be made on quarterly basis (at the end of every quarter) after satisfying that the services provided have been of the desired level and that the preventive maintenance checks were fully performed.
10. The Competent Authority will have the authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotations will not be entertained.
11. The competent authority reserves the right to conduct performance review of the contracting firm at any time during the contract period and deficiencies, if any noticed will

result in termination of the contract. It further reserves the right to suo-moto terminate the contract by giving one month notice at any point of time without assigning any reasons.

12. It shall be responsibility of the contractor to hand over all the RO/UV+ /Cooler Systems to the Office in working condition at the completion of the contract. Any damage/repair required in the RO/UV+ /Cooler Systems on the expiry of the contract shall be borne by the firm and such an amount would be deducted from the bills of the firm. The firm will inspect and provide service to the all the ten machines once in a month positively and a log book will be maintained.

13. The firms should have an experience of at least three years in maintenance of various type of RO/UV+ /Cooler Systems in Government Departments. Satisfactory service rendering certificate from existing running contract to be enclosed with bid.

14. During the period of contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property.

15. Corrections and over-writing in the tender document is not permissible. All the pages of the tender document shall be signed by the authorized signatory of the firm with office seal as a token of acceptance of the same. The same should be enclosed with the bid, failing which the bid shall be rejected summarily.

16. The firm would provide necessary tools and instruments to their service engineer for the purpose of servicing the equipment covered by the contract.

17. Government taxes as applicable from time to time shall be payable by this office. The demand raised by the firm should have all Tax Registration numbers printed in the bill. Copy of PAN and Registration of Goods & Services tax should be enclosed with the bid. Validity of the Tax Registration shall be the sole responsibility of the firm.

18. In case of violation of any terms and conditions is noticed and if the services are found unsatisfactory, performance security is liable to be forfeited at the discretion of the Competent Authority and Service Contract may be terminated.

19. A firm will be decided L-1 on the basis of total value of maintenance quoted for all systems.

20. Selected vendor will have to submit water testing report from authorized water testing laboratory for all the machines under AMC on half-yearly basis.

महेश्वर
15-11-2021
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