

West Bengal Tourism Development Corporation Limited

(A Govt. of West Bengal Undertaking)

DG Block, Sector II, Kolkata- 700091

, Fax: 033-2359-8292

Website: www.wbtdcl.com

Ref No. 1736/WBTDC/XII-144

Dated: 07-08-2017

Notice inviting Quotation

Notice Inviting Quotation No. 07/WBTDCL OF 2017-18 (Operation).

Sealed quotations are invited from reliable resourceful bonafide contractors /agency for Rate for Annual Maintenance of AC unit at Head office of WBTDC Ltd located at Udayachal Tourist Lodge, Sector –II,DG Block,Kolkata-91 for a period of 2(two) years. The quotation will be received by the undersigned on behalf of WBTDC Ltd before on dated 16-08-2017 Upto 2.00 pm.

Descriptions of Work are given below:

Sl no	Description of work	Period	Quantity(AC units) Nos	Rate(in Rs) inclusive of all taxes,duties,transportation etc
1	Rate for Annual Maintenance of AC unit for HO(Non comprehensive)	2 years	25 nos	
	Non Comprehensive AMC includes servicing(3 dry and 1 wet),To attend break down within 24 hrs,annual over hauling,burnt/damaged electrical parts change if required(starting relay, starting capacitor, Fan Capacitor, Internal wiring,clips,main cord etc)			

Following terms and conditions:-

1. General Conditions:-

1.1 The service provider shall provide direct service and shall not employ Sub-contractors.

1.2 The Agencies can inspect the site and equipments with the AC

Technician after taking prior approval between 10am to 5 pm on all

Working days. No extra shall be payable for non awareness of the

Site/equipments conditions and constraints.

1.3 WBTDCLtd reserves the right to reject all or any tender wholly or partly Without assigning any reason whatsoever.

1.4 Late tenders will not be considered and shall be rejected.

1.5 Water & Electricity shall be provided at one point free of cost.

1.6 The rates quoted should be on FIRM & FIXED basis.

2. Eligibility conditions

2.1 Bidder should have a minimum of one year of experience in the service / maintenance of Air-Conditioners (Window, Split, Cassette and Ductable) to various organizations.

2.2 Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing/has provided AMC of Window AC & Split AC covered in the tender.

2.3 Service providers should furnish PAN, Service provider must have GST Registration, VAT Registration & other statutory requirements if any as applicable.

2.4 Self attested copy of documentary proof as required above must be furnished along with and in case the required information and documents with the technical bid are not furnished,the tender shall be rejected.

7. The tenders will be opened at HO of WBTDCLtd at Udayachal Tourist Lodge,DG Block,Sector –II,Kolkata-91 on 18-08-2017 at 15:00 Hours (3.00 pm). The Tenderer or their authorized representative (One person only) may be present at the time of opening of the tender.

GENERAL CONDITIONS OF CONTRACT

1. The bids should be valid in the case of all the tenders for at least 2 months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.

3. The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer-in – Charge.

4. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling.

5. The Contractor shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the providing the services.
6. The Contractor shall be deemed to have satisfied himself before tendering as to the Correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the Works.
7. All supply damaged/brunt parts to be provided at free of cost
8. To arrange for monthly checking & service the AC machine including cleaning of air filters.
9. To oil the machines motor & grease the moving parts as & when required
10. To overhaul the machines at site as and when necessary and also to carry out maintenance work during winter season.
11. To attend break down calls within 24 hours while receiving such information,failure of which entail deduction of Rs.50/- (Rupees fifty only) per day per machine from the bill.
12. Payment of AMC value will be made in equal quarterly instalments,at the end of each quarter after satisfactory discharging of service in triplicate duely certified by the Electrical Engineer and should be raised and submitted to the HQ.WBTDC Ltd for payment.
13. Maintenance contract can be terminated from either side with one calendar month notice.
14. Service card should be maintained for individual machine incorporating all service details,as a record.
15. The accepting authority does not bind him/her to accept lowest or any quotation without assigning any reason or thereof. The accepting authority also reserves the right to reject any or all quotations without assigning any reason.

7. TAKING OVER AIR CONDITIONERS FOR AMC CONTRACT

- The air-conditioners shall be taken over for AMC contract on “as and where installed” basis.
- After completion of the contract, contractor has to hand over the system in perfect running condition (complete in all respects as per inventory) to the department.

13. PAYMENT TERMS AND CONDITIONS:

- The payment to the agency will be made on quarterly basis at the end of each quarter against invoice with PAN number, raised by the agency and based on past performance. TDS, GST, WCT and any other tax as applicable as per prevailing rates will be deducted before making the payment. Quarter shall mean three months.
- **The maintenance charges quoted by the agency per item is on yearly basis inclusive of all taxes and levies applicable. No escalation of prices shall be permitted on any ground.**
- The AMC premium will be released quarterly at the end of each quarter on production of bill and certification of satisfactory services, by the Manager (Elect./Maint.), WBTDC Ltd.

Income Tax/WCT/VAT

Income tax including surcharge if any, at the prevailing rate shall be deducted from the Contractor's bills as per the provision of Income Tax Act. The Contractor shall ascertain from the concerned commercial tax department regarding the applicability of Works Contract Tax / VAT/TIN. Necessary deductions will be made from the contractor's bill as applicable.

REVIEW OF CONTRACT:

The performance of the contractor shall be reviewed in every quarter and if the performance is not found satisfactorily, the contract will be terminated by giving on 15 days notice.

Tool and Plants:

The required tools and plants for carrying out the work shall have to be arranged by the Contractor at his cost and no tools will be arranged by WBTDC Ltd.

Termination Clause

WBTDC Ltd reserves the right to terminate the contract without specifying any reasons.

Both the parties on their own may terminate the contract by giving one month notice from either side due to unsatisfactory services.

Sd/-

SO (Operations)

WBTDC Ltd