



भारतीय लेखा तथा लेखा-परीक्षा विभाग  
प्रधान महालेखाकार (लेखा एवं हक), पश्चिम बंगाल  
*Indian Audit And Accounts Department*  
*Principal Accountant General (A & E), West Bengal*

संख्या /No. :

दिनांक / Dated :

**File No: PAGAE-DADM0REC1(AMC)/3/2020-REC-I**

**Notice Inviting Tender**

Tender no: I/25600/2020

Dated: 22.09.2020

This office intends to engage a reputed firm for the maintenance of 101 (One Hundred and One) LG & Voltas branded AC machines. The AMC would be comprehensive in nature. Intended 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. Participant bidders should have adequate experience of providing AMC service in Government (Central/State/PSU etc.) offices. Work Completion certificate should have to be attached.
2. The bidders should have valid GST registration and PAN Card. Photocopies of supporting documents should be attached.
3. The successful tenderers shall be in a position to provide Annual Maintenance Contract (AMC) for air conditioners consisting repair/replacement of all spare parts (Including Condensers made of Aluminum and Copper Coils), periodical servicing and breakdown servicing from 01.11.2020 to 31.10.2021. The rates shall be inclusive of all taxes, levies, duties etc. The quoted rates shall be final during the AMC period without any escalation on account of any reason what so ever. The effective date of commencement of the AMC shall be 01.11.2020.
4. In case the work order for AMC of AC machines is given to the successful bidder for lesser or higher numbers of AC machines i.e. if the number of AC machines for AMC is reduced or increased by this office, pro rata payment will be made to the vendor.
5. During contractual period, if any machine is required to be taken to the workshop, 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 repair/replacement of any parts must be completed within 48 hrs. of call. Non-restoration of any breakdown of AC Machines within stipulated time will attract a penalty @1% of the contractual value per machine against every delayed day/days. The total of such penalties will be deducted at once from the half yearly payment.
7. In the event of repair of a part of any AC machine within 48 hrs., vendor will have the full responsibility to arrange alternative spare part, free of cost, to restore the functioning of AC machine till repair of the defunct part.
8. **All the intending vendors should quote their rates in the Bidding Sheet enclosed with the tender form and not elsewhere.**
9. **The lowest cumulative quoted value of the bidding sheet will be treated as lowest bid.**
10. No corrections such as cuttings, interpolations, omissions, over writings etc. in the application are permitted. Any printing or typographical errors/omissions in the tender document observed by the Applicant shall be referred to the Record-I section of this office and its interpretation/correction made by Record-I Section shall be final and binding on the Applicant.
11. **All the intending vendors have to deposit Rs. 15,000/- (Rupees Fifteen Thousand) only in the form of demand draft drawn in favour of PAO (Audit), O/o the Pr. Accountant General (A&E) W.B. Kolkata – 700 001 payable at Kolkata as earnest money deposit (EMD). Bidding Sheet without EMD will be cancelled.**
12. 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.
13. During rendering AMC allied works related to maintenance & repair of AC machines viz. masonry/carpentry/of that ilk etc. if required, has to be performed by the vendor at his/her own cost.
14. The vendor will not be allowed to sublet any service work (partially or entirely) to any other vendor without permission of this office.
15. This office reserves the right to accept or reject even the lowest bidder or any other bidder.

16. Any conditional bidding sheet received from any vendor will be liable to be cancelled.

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

17. Dry servicing of each AC Machine should be made in every month i.e. total 12 (twelve) dry services during the whole AMC period and the service report, after completion of servicing work in each month should be submitted either by the vendor or by its service engineer to Record-I section by 10th day of each month. Failure to submit service report by 10th day of each month 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 Machine should be made in every quarter of the AMC period i.e. total 4 (four) Wet services during the whole AMC period. The wet service should be done during November 2020, February 2021, May 2021 and August 2021 respectively. The service report, after completion of wet servicing work in each above mentioned months should be submitted either by the vendor or by its service engineer to Record-I section by 10th day of that month failing to submit service report by 10th 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 two equal installments (i.e. half-yearly basis) after performing satisfactory service.

20. The first half-yearly payment shall be due after 30.04.2021 and the second half-yearly i.e. final payment shall be due after 31.10.2021.

21. **Performance security @10% of the AMC value will have to be deposited by the successful bidder with this office in the form of bank guarantee or demand draft drawn on any nationalized/scheduled bank in favour of PAO (Audit), O/o the Pr. Accountant General (A&E) W.B. Kolkata – 700 001 payable at Kolkata.**

22. If the tenderer is not able to restore any of the AC Machines of this office, the undersigned authority has its discretionary power to restore AC Machines through another suitable vendor but the expenditure will have to be borne by the AMC vendor of this office.

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)) from 22.09.2020 to 12.10.2020 and they may submit their quotations for providing AMC service in respect of AC machines in a sealed envelope superscripting "Quotation for the AMC of AC machines" along with EMD and the FORM OF APPLICATION (enclosed with tender paper) at Record-I Section either in person or through post addressing to Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A&E), W.B., Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001. Last date of submission of quotation is 12.10.2020 up to 2 p.m. All the received quotations will be opened at 3 p.m. on 12.10.2020 at the chamber of Dy. Accountant General (Admn.) of this office in presence of the participating bidders, if any.



**Sr. Accounts Officer (Record)**

**Bidding sheet for AMC of AC Machines at O/o The Pr. Accountant  
General (A&E), West Bengal, Treasury Buildings, Kolkata-700001**

Sl. No. (a)	Type of Machine (b)	Specification of machines (c)	No. of machines (d)	Rate of AMC per annum for machine (Including GST) (In ₹) (e)	Cumulative Value (Including GST) (In ₹) (f)
1.	Split	1 Ton	01		
2.		1.5 Ton	33		
3.		2 Ton	38		
4.	Window	1 Ton	03		
		1.5 Ton	27		

<b>Total number of machines</b>	<b>101</b>	<b>Cumulative quoted value (Including GST)</b>	
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• **Details of Earnest Money Deposit (EMD):**

Date:

Signature of the Bidder with seal

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.

**FORM OF APPLICATION**

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

Dated:

Tender no: I/25600/2020      Dated: 22.09.2020

**Sub: Tender for Annual Maintenance Contract (AMC) of Air Condition Machines in O/o the Pr. 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: I/25600/2020 Dated: 22.09.2020 for AMC of AC machines at O/o the Pr. 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 Pr. AG (A&E) Office, WB is liable to be terminated forthwith at the discretion of Pr. AG (A&E) Office, WB, at any stage, without any notice and without any compensation whatsoever for such termination.
3. I/We understand and agree that the decision of Pr. AG (A&E), WB Office in selection of the AMC provider is final and binding to me/us.
4. If I/We any time during the AMC period, shall unable to provide service timely, the Pr. AG (A&E), WB Office may make its own arrangement after expiry of the stipulated time given to me and the expenditure will be deducted from my half yearly installments as payment for AMC service. In this case the decision of Pr. AG (A&E), WB Office will be final.

Thanking you,

Yours faithfully,

Signature of the Tenderer with office seal

Name:  
Office Address:  
Contact Number: