

**OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT- I), W.B
TREASURY BUILDINGS KOLKATA -700001.
(WELFARE SECTION)**

No: PAG(Au-I)/Welfare/AMC-WP/2026-27/20

Dated: 29.07.2026

NOTICE INVITING QUOTATION/TENDER/BID

Sealed Quotations/Tenders/Bids are invited from reputed and experienced firms/agencies for the Comprehensive Annual Maintenance Contract (CMAC) of 11 (eleven) Water Coolers/ Purifiers including RO Systems of different types of ROs, UV⁺ & Coolers installed in the Office of the Principal Accountant General(Audit-I), WB.

The sealed Quotation/Tender filled in the specified Proforma (**Annexure-A**) attached herewith and addressed to the Dy. Accountant General (Admn.), O/o the Pr. Accountant General (Audit-I) WB, 2, Govt. Place (West), Kolkata -700 001 and should be sent to **Welfare Section, G.I. Press Buildings, Kolkata-700 001** within seven (07) days from the issuance of the NIQ/NIT. The Quotation/Bid may be sent by post/hand. Quotation/Bid received after the stipulated date shall not be entertained.

Quotations/Bids shall be opened **at 4.00 PM on 06.08.2026** by the Purchase Committee of this office in which participating vendors may attend. If the due date of opening bids is declared as Holiday, the same shall be opened on the next working day at the same time or any other date & time as decided by the office. Scope of Work and General Instructions (**Annexure-B**) for NIQ/NIT along with Terms & Conditions (**Annexure-C**) are attached herewith for necessary action.

वरिष्ठ लेखा परीक्षा अधिकारी (कल्याण)

सूचना एवं व्यापक प्रसार हेतु प्रतिलिपि: -

1. Sr. A.O. (Rec.), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O. (Rec.), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
3. Sr. A.O. (Rec.), 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. (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700001.
5. Sr. A.O. (Rec.), O/o of the Director General 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.

ANNEXURE-‘A’

Sl	Description of Machine	Location	Capacity	Number	Comprehensive Rate per unit (Rs.)
1.	<i>Aqua Health</i> make RO Machine	PAG's Secretariat, Treasury Buildings	10 Litre	1(one)	
2.	<i>Blue Star SDLX240 Cooler,</i>	LAD Corridor, Treasury Buildings	40 Litre	1(one)	
2A	<i>Aqua Health</i> make RO Machine,	Attached RO System	40 LPH	1(one)	
3	<i>Blue Star SDLX8120 Cooler,</i>	Admn. Corridor, Treasury Buildings	120 Litre	1(one)	
3A	<i>Aquaguard REVIVA</i>	Attached RO System	50 LPH	1(one)	
4	<i>Kent Perk Chiller Cum in built RO</i>	GI Press Bldg., Connecting Corridor to DGA (Central)	40 LPH	1(one)	
5	<i>Kent Perk Chiller Cum in built RO</i>	GI Press Buildings, FAW side	40 LPH	1(one)	
6	<i>Aquaguard</i> make Pure Chill, UV Machine	Opposite to Record Section, Treasury Buildings	120 Litre	1(one)	
6A	<i>Semi High Flow RO System</i>	Attached RO System	25 LPH	1(one)	
7	<i>Aquaguard</i> make Pure Chill UV machine	Besides FAW, G.I. Press Buildings	120 Litre	1(one)	
7A	<i>Semi High Flow RO System</i>	Attached RO System	25 LPH	1(one)	
Total				11 (Eleven)	

Certified that:-

- The total amount quoted for supply and installation of above is inclusive of all taxes.
- Terms and Conditions of intended bidder forming part of the Notice inviting Quotation (NIQ) attached with as **Annexure-B** is fully accepted by me.

(Authorized signatory)

Signature of the tenderer with seal in token of
Acceptance of terms and conditions

ANNEXURE-B**SCOPE OF WORK AND GENERAL INSTRUCTIONS**

1. The contract is for the Comprehensive Annual Maintenance Contract of Eleven (11) Water Coolers/Purifiers including RO Systems of different types of RO/UV⁺/Coolers Systems of O/o Principal Accountant General (Audit-I), West Bengal located at Treasury Buildings (1st floor) & G.I Press Buildings (2nd floor).
2. All the items including Skids(stands) are to be covered under the CAMC
3. The initial contract will be for a period of one year from the date of acceptance of award of contract. The contract period may be extended on yearly basis upto maximum three years including initial period subject to performance being found to be satisfactory and at the discretion of the Authority of the office.
4. The firms(s) may inspect the RO, UV⁺ & Cooler machines of this office installed at 1st floor, Treasury Buildings and 2nd floor, GI Press Building on any working day between 10.00 AM to 2.30 PM.
5. The successful bidder will have to submit Security Deposit(SD) equal to 10 per cent of the Annual Contract Value (refundable after two months of termination of contract without any interest) in the form of Pay Order/Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from any Nationalized bank branch in Kolkata in an acceptable form for a minimum period of one year plus 60 days in favour of **'Pay & Accounts Officer (Audit), O/o the Pr. Accountant General (A&E), West Bengal, Kolkata, payable at Kolkata** before awarding the CAMC.
6. The CAMC includes preventive checks as well as break down maintenance e.g. all kinds of filters, pre-filter candles, Carbon blocks, RO membrane, Flow restrictor tube, Post carbon filter, RO Pump, Adapter, All valves, PCB (circuit), TDS Controller, SV (Stopper), Motors, worn out parts, Compressor (for Coolers) etc.
7. Periodical checks are to be performed by the Vendor on Monthly basis and reports to be submitted to Welfare Section for noting.
8. The Agency must ensure the TDS level within the permissible limit i.e. more than 50 but less than 300 and to be checked on monthly basis and report to Welfare Section for recording.
9. Filter/candle and membranes are to be replaced on half-yearly basis and preferably be done at the time of taking up the AMC and also on requirement basis.
10. The selected agency has to maintain record of servicing & repair of the breakdown/maintenance and the same to be authenticated by Welfare section. The copy of record of maintenance is to be submitted to Welfare Section for payment purposes.

Sr. Audit Officer (Welfare)

ANNEXURE-C**Terms and Conditions**

1. Interested agencies are advised to submit the sealed envelope addressed to the Dy. Accountant General (Admin), O/o the Pr. Accountant General (Audit-I) WB, 2, Govt. Place (West), Kolkata-700 001 and superscribed with "Quotation for CAMC of Water Coolers/Purifiers including RO Systems of different brands" which should be sent to the **Welfare Section, G.I. Press Buildings, Kolkata-700 001**. The quotation shall be submitted in enclosed proforma "**Annexure: A**" on the Company's letter head.
2. 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 through is permitted in quotation. In such cases, the tender shall be summarily rejected.
3. 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. Failing which the bid shall be rejected summarily.
4. Copy of PAN, valid Registration of Goods & Services Tax (GST) and Trade license should be enclosed with the bid.
5. Quoted rates will be inclusive of all taxes and charges. No increase of amount shall be considered during the full period of CAMC.
6. Payment will be made on quarterly basis subject to satisfaction of the services at desired level.
7. The Competent Authority will have the authority to reject any/all offer(s) without assigning any reason thereof. No enquiry after submission of the quotations will be entertained.
8. The firm shall use only genuine spares in the maintenance/servicing of Water Purifiers.
9. The selected firm should be able to take complaints on the telephone and attend to all complaints, independently. He should also be well behaved and well mannered.
10. The complaints lodged with the firm required to be attended and rectified on the same day. If cannot be done on the same day required to be rectified by next working day positively.
11. Related to repair, any external agency, if required, expenses to be borne by the successful bidder.
12. No Water Purifier or parts thereof will be taken out by the firm to the workshop without prior approval of the Competent Authority.
13. The competent authority reserves the right to conduct performance review of the service provided by the firm at any time during the contract period and deficiencies noticed, if any, 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.
14. It is the responsibility of the contractor to hand over all the RO/UV+ Cooler Systems to the Office in working condition at completion of the period of contract. Any damage found in the RO/UV+ Cooler Systems on the expiry of the contract, cost of repair shall be borne by the firm or required amount to be deducted from the pending bills of the firm.
15. The firms should have experience of at least one year in maintenance of

RO/UV⁺/Cooling Systems in Government Departments. Certificate of Satisfactory service from existing running contract to be enclosed with bid.

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

17. Government taxes as applicable from time to time shall be payable by the concerned agency. The demand raised by the firm should have all Tax Registration numbers printed on the bill.

18. Violation of any conditions of the NIQ/BID/Tender will be considered as breach of contract and services found unsatisfactory, the security deposit may be forfeited at the discretion of the Competent Authority and Service Contract may be terminated.

19. A firm as **L-1** on the basis of lowest comprehensive annual maintenance charges inclusive of all taxes & charges, cost of hardware items and consumables quoted for all Water Purifiers/Coolers will be decided for selection.

20. The Competent Authority, Principal Accountant General (Audit-I), West Bengal reserves the right to reject the bids(s) without assigning any reason thereof.



Sr. Audit Officer (Welfare)