

Government of India

**Office of the Principal Accountant General (Audit-I), West Bengal
2, Govt. Place (West), Treasury Buildings (1st floor), Kolkata – 700001
(Indian Audit and Account Department)**

Dated 14.02.2025

NOTICE INVITING QUOTATION

1. Sealed quotations are invited from reputed, experienced and financially sound firms/agencies for **Comprehensive Annual Maintenance Contract of different types of Air Conditioner Machine** of Office of the Principal Accountant General (Audit-I), West Bengal as per enclosed specification (Annexure A) and terms and conditions (Annexure B).
2. The bid, filled in the specified format (Annexure C) along with required documents packed in an envelope super scribed "**Quotation for CAMC of different types of AC Machines**" should be submitted (by hand only) to Senior Audit Officer, Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 by **12.00 PM on 25th February 2025**. Bids received after the stipulated date and time shall not be entertained.
3. The bid shall be opened at 12:30 PM on **25th February 2025** by Purchase Committee of this office. Authorized representatives (as per Annexure D) of the firms may attend at the time of opening of the bids. If, due to any exigency, the due date for opening of bids is declared as "Holidays", the bids shall be opened on the next working day at the same time or any other date and time as decided by the competent authority.


Sr. Audit Officer (Record & Estate)

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

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 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 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.

Annexure A

Specifications for Comprehensive Annual Maintenance Contract of different types of Air Conditioner Machines and their Place of installation:

(i) CAMC of following AC machines are installed in Office of the Principal Accountant General (Audit-I), West Bengal, 2, Govt. Place (West), Treasury Buildings(1st floor), Kolkata – 700 001 as well as Guest House at Calcutta Greens Flat No. A/3/3/9, A/3/3/10 & A/3/3/11 1050/2 Survey Park, Kolkata – 700 075, expired on 14.01.2025. The details of these ACs are given below:

Sl. No	Particulars of AC	Capacity	Date of Purchase	Place of Installation	Quantity
1	Daikin Split AC	1.5 Ton	18.06.14	PAG Secretariat	1
2	Daikin Split AC	1.5 Ton	18.06.14	Admn.CC	1
3	Voltas Split AC	2 Ton	20.06.16	Sr.DAG(Admn.)'s Chamber	1
4	Daikin Split AC	1.5 Ton	12.10.17	Sr.DAG(Admn.)'s Chamber	1
5	Daikin Split AC	1.5 Ton	12.10.17	SrAO(Report)	1
6	Daikin Split AC	1.5 Ton	12.10.17	SrAO(Admn.CC)	1
7	Daikin Split AC	1.5 Ton	12.10.17	SrAO(AMG-I & II /HQs)	2
8	Daikin Split AC	1.5 Ton	12.10.17	PrAG's Secretariate	1
9	Daikin Split AC	1.5 Ton	12.10.17	SrAO(Admn.II)	1
10	Daikin Split AC	1.5 Ton	12.10.17	EDP	2
11	Voltas Split AC	2 Ton	16.11.17	Admn.Group	3
12	Voltas Split AC	2 Ton	16.11.17	Record	2
13	Voltas Split AC	2 Ton	16.11.17	Admn.II	2
14	Voltas Split AC	2 Ton	16.11.17	Report	3
15	Voltas Split AC	2 Ton	16.11.17	AMG-II/HQ	2
16	Voltas Split AC	1.5 Ton	16.11.17	SrAO(Record &)	1
17	Voltas Split AC	1.5 Ton	16.11.17	SrAO(Admn.I)	1
18	Carrier Split AC	2 Ton	22.03.18	AMG-I & II and DAS	3
19	Carrier Split AC	2 Ton	22.03.18	DAG(AMG-II)	1
20	LG Split AC	1.5 Ton	29.04.19	PrAG's Chamber	2
21	LG Split AC	1.5 Ton	15.05.19	PrAG's Ante-Chamber	1
22	Hitachi Split AC	1.5 Ton	11.09.19	Conference Room	1
23	Hitachi Split AC	1.5 Ton	11.09.19	PA to Sr.DAG(Admn.)	1
24	Hitachi Split AC	1.5 Ton	11.09.19	PA to DAG(AMG-II)	1
25	Hitachi Split AC	2 Ton	21.08.20	Conference Room	1
26	Hitachi Split AC	2 Ton	21.08.20	Glass Room	2
27	Hitachi Split AC	2 Ton	21.08.20	Sr.AO(Admn.III & Hindi Cell)	1
28	Hitachi Split AC	2 Ton	03.08.21	AMG-IV	4
29	Hitachi Split AC	2 Ton	21.10.21	EDP Server Room	2
30	Voltas Split AC	1 Ton	15.06.07	Guest House	7
31	Voltas Split AC	2 Ton	15.06.07	Guest House	3
32	Voltas Split AC	1.5 Ton	03.10.20	Guest House	6
33	LG Split AC	1.5 Ton	04.06.08	Gymnasium at Calcutta Greens	1
34	LG Split AC	1.5 Ton	28.03.13	Gymnasium at Calcutta Greens	1
Total					64

(iii) Further, warranty period of newly purchased 09 nos. ACs machines installed in this office will expire soon. These 09 nos. ACs also needs to be covered under CAMC. The details of these ACs are given below:

Sl. No	Particulars of AC	Capacity	Date of Purchase	Date of expiry of warranty	Place of Installation	Quantity
1	Voltas Split AC	2 Ton	18.06.2024	17.05.2025	Sr.AO(Welfare)	1
2	Voltas Split AC	2 Ton	18.06.2024	17.05.2025	Sr. AO(FASS-III & IV)	1
3	Voltas Split AC	2 Ton	18.06.2024	17.05.2025	Sr. AO(FASS-I)	1
4	Voltas Split AC	2 Ton	18.06.2024	17.05.2025	Sr. AO(FINAT)	1
5	Voltas Split AC	2 Ton	18.06.2024	17.05.2025	FASS-IV	1
6	Voltas Split AC	2 Ton	18.06.2024	17.05.2025	FINAT	1
7	Voltas Split AC	2 Ton	18.06.2024	17.05.2025	FASS(I)	1
8	Voltas Split AC	2 Ton	18.06.2024	17.05.2025	FASS(II)	1
9	Voltas Split AC	2 Ton	18.06.2024	17.05.2025	Sectt. to Pr.AG	1
Total						09

Annexure B

General Instructions and Terms & Conditions:

1. 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. Incomplete quotations will be out rightly rejected.
2. The Office is not bound to accept the lowest rate and reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the office in this regard shall be final and binding on the firm. Any enquiry after submission of the quotations will not be entertained.
3. The Firm must furnish valid registration for GST. In absence of this, the quotation will not be considered valid.
4. The Competent Authority reserves the right to cancel the Bid or Contract at any time without assigning any reason thereof.
5. No minor shall be engaged at work.
6. The contract is for the Comprehensive Annual Maintenance Contract of different types of Air Conditioner Machine of this office. The contract will be for a period of **one year** i.e. **from 01.03.2025 to 28.02.2026** or one year from the date of acceptance of award of contract. However, the competent authority retains the right to curtail or extend the contract period.
7. The firm shall use only genuine spares in maintenance/servicing. The quoted rate will be inclusive of all taxes & charges. TDS (Tax Deducted at Source) and other deductions (if any) as per Government Order will be deducted from the bills.
8. The firm shall use only genuine spares in maintenance/servicing. **All the spare parts including remote and gas filling are to be covered under the CAMC.**
9. The Agency shall be contactable at all times and message by phone/mail/Fax/Special Messenger from this office to him/her. The Agency shall strictly observe the instructions issued by the office implementing the Contract from time to time.
10. The selected firm should be able to take complaints on telephone and attend to all complaints, independently. He should also be well behaved and well mannered. 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.
11. 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 any item that is got repaired from outside agency will be at the risk and responsibility of the selected firm.
12. No. AC Machine 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 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.
14. It shall be responsibility to the contractor to hand over all the AC Machine to the Office in working condition at the completion of the contract. Any damage/repair required in the AC Machine 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.
15. The firm would provide necessary tools and instruments to their service engineer for

16. The firms having an experience in maintenance of various type of AC machines in Government Departments or other reputed Organization will be preferred. Satisfactory service rendering certificate from existing running contract to be enclosed with bid.

17. The Contractor/Vendor shall be responsible for any injury to their workmen during performing the servicing/ refilling/maintenance work etc. 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.

18. No advance payment is permissible under the provisions of GFR of Government of India. 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. The firm should submit bills in triplicate carrying GST Number & bank mandate form regarding banking detail, duly endorsed by the respective Bank. Normally payment procedure is expected to take two to three weeks' time on an average. If the payment is delayed due to any reason whatsoever, the contractor shall not charge any interest on the amount due for payment and shall not stop the job as per contract and therefore this will not become the ground for refusal of work. This Office shall make proportional adjustment in contracted amount if the contracted numbers of AC or period of contract change.

19. The willing firms should inspect the said ACs on any working day between 11 am to 4 pm prior to bidding and shall be deemed (whether or not such inspection has in fact taken place) to have acquainted with site condition. Any enquiry after bidding will not be entertained.

20. The successful bidder will have to submit Performance Guarantee equal to 3% of the Annual Contract Value (refundable without interest after two months of termination of contract) in the form of Demand Draft 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 Principal Accountant General (A&E), West Bengal, Kolkata**, payable at Kolkata at the time of awarding of such CAMC.

21. Violation of any of the condition of the NIQ should be treated as breach of contract and the security deposited money may be forfeited as per discretion of the competent authority.

22. The conditional bids shall not be considered and likely to be rejected in very first instance.

23. Any firm who has been black listed by any Government Organization is not permitted to participate in the tendering process. Any agency engaging blacklisted agency is also liable to blacklisted.

24. Bidder must have a register office in Kolkata or its surrounding districts. Documentary evidence of geographical presence in Kolkata or its surrounding districts should be attached with the bid documents.

25. Bidder must have a register office in Kolkata or its surrounding districts. Documentary evidence of geographical presence in Kolkata or its surrounding districts should be attached with the bid documents.

ANNEXURE C

To
Deputy Accountant General (Admn.),
O/o The Principal Accountant General (Audit-I), W.B,
2, Government Place (W), Treasury Buildings, 1st Floor,
Kolkata – 700 001

Subject: "Quotation for CAMC of different types of AC Machines"

Sir/Madam,

With reference to your tender notice No. Pr.AG(Audit-I)/Rec./AC/AMC/2021/05/..... dated02.2025, I am to submit my quotation for "Comprehensive Annual Maintenance Contract of different types of Air Conditioner Machine" as follows :

Sl. No	Particulars of AC	Capacity	Date of Purchase	Quantity	Rate (₹)*	Amount (₹)*
1	Daikin Split AC	1.5 Ton	18.06.14	2		
2	Voltas Split AC	2 Ton	20.06.16	1		
3	Daikin Split AC	1.5 Ton	12.10.17	9		
4	Voltas Split AC	2 Ton	16.11.17	12		
5	Voltas Split AC	1.5 Ton	16.11.17	2		
6	Carrier Split AC	2 Ton	22.03.18	4		
7	LG Split AC	1.5 Ton	29.04.19	3		
8	Hitachi Split AC	1.5 Ton	11.09.19	3		
9	Hitachi Split AC	2 Ton	21.08.20	4		
10	Hitachi Split AC	2 Ton	03.08.21	4		
11	Hitachi Split AC	2 Ton	21.10.21	2		
12	Voltas Split AC	1 Ton	15.06.07	7		
13	Voltas Split AC	2 Ton	15.06.07	3		
14	Voltas Split AC	1.5 Ton	03.10.20	6		
15	LG Split AC	1.5 Ton	04.06.08	1		
16	LG Split AC	1.5 Ton	28.03.13	1		
17	**Voltas Split AC	2 Ton	17.05.25	09		
	Total			73		

* Inclusive of the applicable charges & taxes

** Period of AMC of Voltas Split AC will be from 01.07.2024 to 28.02.2025.

I further affirm that I have read and fully understood the NIQ and agree to abide by all the terms and conditions laid therein. In case, I fail to abide by the terms and conditions or fail to carry on the contract satisfactorily, I will be liable to the termination of contract.

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Name:

Address :

Contact No.:

FAX/ E-mail :

ANNEXURE – D

LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE

To
Deputy Accountant General (Admn.),
O/o the Principal Accountant General (Audit-I), W.B,
2, Government Place (W), Treasury Buildings, 1st Floor,
Kolkata - 700 001

Subject: Authorization for attending the office on 12.30 PM onth February'2025 in the opening of the bid for CAMC of different types of AC Machines

Sir,

Following person is authorized to attend the office for the tender mentioned above on behalf of (Bidder).

Name of the Representative	Specimen Signature

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Note: Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorization as prescribed above is not received.