

OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL
TREASURY BUILDINGS:: KOLKATA- 700 001

NOTICE INVITING QUOTATION

No. Welfare/MC/AC/VII/24-25/77

Dated: 23/04/2024

Sub: - Seasonal Maintenance Contract (w.e.f. June '2024 to Dec'2024) of 96 nos of AC Machines.

This Office intends to engage a reputed firm for the maintenance of 96 (Ninety Six) LG, Lloyd, Godrej & Voltas branded AC machines. The Maintenance Contract 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. Participants' bidders should have adequate experience of providing Maintenance Contract service in Government (Central/States/PSU etc.,) offices. Work completion certificates 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 Maintenance Contract (MC) for their air conditions consisting repair/replacement of all spare parts (Including Condensers made of Aluminum and Copper Coils) periodical servicing and breakdown servicing from 01.6.2024 to 31.12.2024 for seven months. The rates shall be inclusive of all taxes ,levies ,duties etc. The Quote rates shall be final during the Maintenance Contract period without any escalation on account of any reason what so ever. The effective date of commencement of the MC shall be 01.06.2024.
4. In case the work order for Maintenance Contract of AC machines is given to be successful bidder for lesser or higher numbers of AC machines i.e. if the number of AC machines for AMC is reduced or increases by this office, pro rata payment will be made to the vendors.
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 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. vendors 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. Corrections such as cuttings, interpolations, omissions, over writings etc., in the application are not permitted. Any printing or typographical errors/omissions in the tender document observed by the Applicant shall be referred to the Welfare Section shall be final and binding on the Applicant.
11. **All the intending vendors have to deposit Rs.3000/- (Rupees Three Thousand) only in the form of demand draft drawn in favour of PAO (Audit), O/o the Pr. Accountant General (A&E).WB. 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.

व. लेखा अधिकारी (कल्याण)
Sr. Accounts Officer (Welfare)
कार्यालय महालेखाकार (ले.ए.ह.), प.बं.
O/o the Accountant General (A&E), W.B.
ट्रेजरी बिल्डिंग, कोलकाता-७०० ००१
Treasury Buildings, Kolkata-700 001



13. During rendering MC 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.
17. Bidder must provide Escalation Matrix of Telephone Numbers for Service Support.
18. Bidder's offer is liable to be rejected if they don't upload any of the certificates/documents sought in the Bid document, ATC and Corrigendum if any.
19. The seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
20. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
21. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/sub-contractor for and in respect of the due performance of the contract and the sellers obligations there under.
22. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
23. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
24. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be 2 / 6 uploaded along with bid in support of having provided services during each of the Financial year.
25. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.
26. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid/RA process

व. लेखा अधिकारी (कल्याण)
Sr. Accounts Officer (Welfare)
कार्यालय महालेखाकार (से.ए.ह.), प.बं.
O/o the Accountant General (A&E), W.B.
ट्रेजरी बिल्डिंग्स, कोलकाता-७०० ००१
Treasury Buildings, Kolkata-700 001

B. Service related Terms & Conditions:

27. Dry servicing of each AC machine should be made in every month i.e., total 7(Seven) dry services during the whole MC period and the service report, after completion of servicing work in each month should be submitted either by the vendor or by its 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.
28. Wet servicing i.e., overhauling of each AC machines should be made in every quarter of the MC period i.e., total 3(three) Wet services during the while MC period. The wet service should be done during **June 2024, August 2024 and November 2024** 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 Welfare Section by 10th 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.

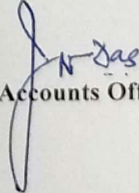
C. Payment related Terms & Conditions:

29. Payment will be made in two equal installments (i.e., half yearly basis) after performing satisfactory service.
30. The first half –yearly payment shall be due after 30.09.2024 and the second half-yearly i.e., final payment shall be due after 31.12.2024.
31. 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 Accountant General (A&E) W.B., Kolkata-700 001 payable at Kolkata.
32. If the tenderer is not able to restore any of the AC Machines of this office, the undersigned has its discretionary power to restore AC Machines through another suitable vendor but the expenditure will have to be borne by the MC vendor of this office.

D. Buyer Added text based ATC clauses

33. Details of AC machines: (i) Window 1 ton- 1 no (ii) Window 1.5 ton-23 nos. (iii) Split 1.5 ton -26 nos. (iv) Split 2 ton-41 nos. (v) Split 1 ton -5 nos.
However, this office may increase or decrease the quantity of the AC machines according to the requirement of this office up to 25% of the quantity mentioned.
34. The Bidder must have a registered office in Kolkata (address should be mentioned in Trade License/GST Certificate/MSME certificate etc.) and should be operational for at least 2 years, to ensure better service.
35. The Bidder should have single work order of more than ₹1.5 Lakh during last 3 years.

All the interested bidders may collect tender paper from official website of this office (www.agwb.cag.gov.in) from 24.04.2024 to 10.05.2024 and they may submit their quotations for providing MC service in respect of AC machines in a sealed envelope superscripting "Quotation for the MC of AC Machines" along with EMD and the FORM OF APPLICATION (enclosed with tender paper) at Welfare Section either in person or through post addressing to **Sr. Accounts Officer (Welfare), Office of the Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place, , Kolkata- 700001** so as to reach this office by **12 noon on or before 10/05/2024** positively. The sealed quotations will be opened on the same day at 3 p.m. in the chamber of **Sr. Accounts Officer (Welfare)** in presence of quotationers, if any.


Sr. Accounts Officer (Welfare)

व. लेखा अधिकारी (कल्याण)
Sr. Accounts Officer (Welfare)
कार्यालय महालेखाकार (ले.ए.ह.), प.वं.
O/o the Accountant General (A&E), W.B.
ट्रेजरी बिल्डिंग, कोलकाता-७०० ००१
Treasury Buildings, Kolkata-700 001

**Bidding Sheet for MC of AC Machines at O/o the Pr, Accountant General (A&E),
West Bengal, Treasury Buildings, Kolkata-700 001**

No. Welfare/MC/AC/VII/24-25/7

Dated: 23/04/2024

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	5		
2		1.5 Ton	26		
3		2 Ton	41		
4	Window	1 Ton	1		
		1.5 Ton	23		

Total number of machines	96	Cumulative quoted value (including GST)	
-------------------------------------	-----------	--	--

Details of Earnest Money Deposit (EMD):

Signature of Bidder with Seal

Date:

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.

व. लेखा अधिकारी (कल्याण)
Sr. Accounts Officer (Welfare)
कार्यालय महालेखाकार (ले.ए.ह.), प.वं.
O/o the Accountant General (A&E), W.B.
ट्रेजरी बिल्डिंग्स, कोलकाता-७०० ००१
Treasury Buildings, Kolkata-700 001



FORM OF APPLICATION

Dated: 23/04/2024

No. Welfare/MC/AC/VII/24-25/77

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

Sub: - Tender for Maintenance Contract (MC) of Air Condition Machines in) O/o the 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. Welfare/AMC/AC/VII/24-25/77 dated 23/04/2024 for Maintenance Contract (MC) of AC machines at O/o the 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 Accountant General (A&E) office, WB is liable to be terminated forthwith at the discretion of the Accountant General (A&E) West Bengal at any stage, without any notice and without any compensation whatsoever for such termination.
3. I/We understand and agree that the decision of the Accountant General (A&E), WB office in selection of the MC provider is final and binding to me/us.
4. If I/We any time during the Maintenance Contract (MC) period, shall unable to provide service timely, the Accountant General (A&E), WB Office may make its own arrangement after expiry of the stipulate time given to me and the expenditure will be deducted from my half yearly installments as payment for Maintenance Contract (MC) service. In this case the decision of the Accountant General (A&E) WB Office will be final.

Thanking you,

Yours faithfully

Signature of the Tenderer with office seal

Name:
Office Address:
Contact Number:

व. लेखा अधिकारी (कल्याण)
Sr. Accounts Officer (Welfare)
कार्यालय महालेखाकार (ले.ए.ह.), प.बं.
O/o the Accountant General (A&E), W.B.
ट्रेजरी बिल्डिंग्स, कोलकाता-७०० ००१
Treasury Buildings, Kolkata-700 001

