



INDIAN AUDIT & ACCOUNTS DEPARTMENT

Office of The Principal Director of Audit (Central), Kolkata

8, Kiran Shankar Roy Road, Kolkata-700 001



PREVIEW OF TENDER

TENDER REFERENCE No : Record-I/AMC/AC machines/2021-22 dated 06.07.2021

DATE OF ISSUE OF TENDER DOCUMENT : 06.07.2021

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 20.07.2021 at 01.00 pm.

TIME AND DATE OF OPENING OF THE TENDERS: 20.07.2021 at 03.00 pm.

PLACE OF OPENING OF THE TENDERS: O/o the DGA(C), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing), Kolkata: 700-001

Sub: Tender for Annual Maintenance Contract of Air Conditioner machines

The details of Tender are as summarized below:-

- A) **Name of Work:** Comprehensive Annual Maintenance of window and split air conditioners installed at O/o the Director General of Audit (Central), Kolkata.
- B) **Pre-Qualification Requirement (PQR)** of bidders eligibility criteria for the issue of the Tender document are as under: -
- i. Reputed AC manufacturers/ or their authorized dealers / or their authorized Service providers are eligible to participate.
 - ii. Should have well established servicing facility in Kolkata
 - iii. At least three years Experience in the field of AMC of Air Conditioning machines. **Director General of Audit (Central), Kolkata** reserve the right to call for documentary proof, if required.
 - iv. Trade License Certificate should be furnished.
 - v. Xerox copy of latest Income Tax certificate, Goods & Services tax certificate and Xerox copy of PAN card should be furnished.
 - vi. Tender form can be downloaded from our web site pdackolkata.gov.in from **06.07.2021** onwards.
 - vii. Tenders in a closed envelop with all documents relating to Pre-Qualification requirement superscripting "AMC of Air Conditioning machines" should reach this office either by Speed post/hand delivery latest by **20.07.2021** upto 01.00 pm. Tenders received after due date and time will not be entertained/considered.
 - viii. Tender will be opened on **20.07.2021** at 03.00 pm at the O/o the **Director General of Audit (Central), Kolkata**.

General Terms and Conditions:-

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.

2. The service provider shall provide direct service and shall not employ Sub- Contractors.
3. Sealed quotations are invited for the Annual Maintenance contract of **35 (thirty five)** no. of Split AC machines of different capacities as mentioned in **Annexure-I** for the period from **01.08.2021 to 31.07.2022**.
4. The Agencies can inspect the site and equipments, after taking prior approval between 10am to 5 pm on all working days. No extra cost shall be payable for non awareness of the site/equipments conditions and constraints.
5. Corrections, if any in the tender form must be attested by the tenderer.
6. **Director General of Audit (Central), Kolkata** reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
7. Late tenders will not be considered and shall be rejected.
8. All the spare parts including compressor and gas charging with inlet and outlet pipes attached with the A.C machine are to be included irrespective of type of machines.
9. The contract covers periodical servicing once in a month.
10. Necessary arrangement to depute service engineer in each month under the intimation to the Record-I section for preventive and remedial maintenance service to the **35** no.s A.C Machines (Annexure-I) is to be made during the entire contractual period.
11. All break down calls shall be attended within 24 hours of working days except holidays.
12. The time schedule given for attending breakdown call is 24 hours and if the machine is required to be moved to workshop for major repair which may take more than 48 hours to return, loan machine shall have to be provided without any extra cost. No transportation charges will be provided for that.
13. Payment will be given on quarterly basis on one fourth of the total contract value, after completing the each quarter, after giving satisfactory services.
14. Tax at source will be deducted from each bill of the vendor as applicable under rules in respect of Income Tax Act, 1961/ G&ST Act. Etc.
15. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.


Sr. Audit Officer
(Record)

Encl: Annexure-I – Details of AC machines with location
Annexure-II – Tender Format

Annexure-I

Sl No.	Location	No./s	Type of Machines	Capacity	Floor
1	Welfare Officer	1	SAC	2 Ton	Gr.Floor
2	DD/RAIDT's Chamber	1	-do-	-do-	-do-
3	D.G's Chamber	1	SAC	2 Ton	1 st Floor
4	IT Cell	2	SAC	-do-	2 nd floor
5	EDP Service Room	1	SAC	-do-	-do-
6	Aayakar Bhavan (Resident Audit Office)	3	-do-	-do-	7 th floor
7	CRAD Officers Room	2	SAC	-do-	2 nd floor
8	Ladies Sick Room	1	SAC	1.5 Ton	2 nd Floor
9	Deptt. Canteen	4	SAC	2 Ton	Gr.Floor
10	DD/RADT-II's Chamber	1	SAC	1.5 Ton	2 nd floor
11	CRAD Customs House (Resident Audit Office)	3	SAC	1.5 Ton	2 nd floor
12	CRAD Customs House (Resident Audit Office)	2	SAC	2 Ton	2 nd floor
13	ITRA-BS II (Sr.AO's Room)	1	SAC	1.5 Ton	2 nd floor
14	ITRA- Co ordination	1	SAC	1.5 Ton	2 nd floor
15	CRAD- SF/DP Section	1	SAC	1.5 Ton	2 nd floor
16	ITRA- BS II (Section)	1	SAC	1.5 Ton	2 nd floor
17	DGA(C)'s Residence	1	SAC	1.5 Ton	2 nd floor
18	ITRA Sr.A.O's room	2	SAC	2 Ton	1 st Floor
19	Golden Jubilee Hall	5	SAC	2 Ton	1 st Floor
21	Record-I section	1	SAC	2 Ton	1 st Floor

Total: 35 no.s

Annexure-II

Tender Format

To
The Director (Admn.)
O/o the Principal Director of Audit, Cental, Kolkata
Govt. Of India Press Building (East Wing),
8, Kiran Sankar Roy Road,
Kolkata-700 001.

Sir,

With reference to your tender Notice No. _____
dated _____ I am to submit my tender for Annual Maintenance Contract of
Air Conditioner machines installed in your Office.

I further affirm that I have read and fully understood the tender notice and agree to abide by
all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I
fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to
the termination of contract as mentioned in the terms and conditions.

Enclo:

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Copy of Trade License.
4. Working experience in reputed office.
5. Income Tax Certificate
6. Xerox copy of PAN card

Signature-----

Name of Tenderer-----

M/s-----

Dated: