



TEA BOARD  
14, B.T.M. SARANI  
KOLKATA- 700 001

Ref No: 1(13)/2018/SO

Date: 28.11.2018

**NOTICE INVITING QUOTATION NO. 03/2018**

**NOTICE FOR ENGAGEMENT OF AGENCY FOR COMPREHENSIVE AMC OF ROOM AC MACHINES AT TEA BOARD HEAD OFFICE**

Sealed quotations are invited from reputed service providers/agencies having a minimum experience of three years in the maintenance of Air conditioner of Government/semi-government/private departments/organization and having qualified AC mechanic on their payroll for undertaking the job of Annual Maintenance Contract of all type of ACs such as Splits, windows and cassette in Tea Board building at 14, BTM Sarani, Kolkata-700 001. Quoted price should be excluding applicable GST which will remain same for three years from the date of execution of the AMC. Quotations should be duly signed by the authorized signatory of the agency/company.

1. Comprehensive AMC will be for a period of three years tentatively w.e.f. 01.01.2019 onwards. Tea Board, Kolkata reserves the right to cancel the AMC at any time, without assigning any reasons thereof. The successful tenderer cannot sublet his contract to the other person.
2. The scope of work under the AMC of ACs would be of 23 nos. of 1.5 ton Split A.Cs; 01 no. of 2.0 ton split A.C.; 18 nos. of 1.5 ton Windows ACs and 02 nos. of 3.0 ton of Cassette A.Cs are required to be overhauled quarterly and filters of the all ACs are required to be cleaned every month with the help of water after taking out the machines from its position, applicable for window A.C.
3. Even if no call is made by any of our offices covered under AMC the agency is required to undertake preventive maintenance by checking all the Air conditioners at least once in every month and servicing in every three months and confirm that the systems are in the best working conditions.
4. All service request /call for repair work must be attended within 48 hours of loading the complaint with the AMC provider. If the AMC provider firm fails to attend the call within 48 hours, this office reserves the right to get the work done by other firms and deduct such expenses from the AMC charges. In case exceptional and repeated delays, poor services, fault break down etc, this office reserves the right to deduct such costs as deemed to necessary by way of damages and may also cancel the AMC unilaterally. At the end of period/termination of comprehensive AMC, the contractor shall demonstrate satisfactory testing and operation of all air condition machines. The firm/agency is required to furnish the details as Annexures A,B,C,and D.

The number of units may increase /decrease payment will be released on the basis of actual no. of units serviced on pro rata basis.

The sealed quotation is to be submitted to the Secretary, Tea Board, 14, B.T.M. Sarani Kolkata- 700 001 on or before 1 PM on 11.12.2018 in the tender box at the Ground floor of Tea Board Head Office. The quotations will be opened on the same day i.e. 11.12.2018 at 3 PM.

The quotations are to be submitted in the following manner. An amount of Rs. 500/- (Rupees five hundred only) and Rs. 3,000/- (Rupees three thousand only) as Tender Fees and Earnest Money Deposit/Bid Security respectively should be deposited to the Tea Board in the Tea Board Tea Fund Disbursement A/c, IFSC- SBIN0000144, A/c No.11107799318 by NEFT/RTGS and UTR No. has to be intimated by Email at teaboardfin@gmail.com & tbiestate2018@gmail.com

One copy of UTR No. or other receipt should be attached along with the quotation duly sign by the authorized signatory as proof of depositing Tender Fees and Earnest Money Deposit along with the quotation.

Tender Fees is **non-refundable**. The bidders who are registered with National Small Industries Corporation (NSIC) under Single point Registration Scheme may be exempted from earnest money deposit. A proof regarding valid registration certificate with NSIC under Single Point Registration for the Tendered Item will have to be attached along with the bid. Any Small Scale Industry/Firm claiming exemption from payment of bid security should submit the copy of the current registration with NSIC for the tendered items. In the case of unsuccessful tenderer, the earnest money will be refunded immediately after the tender is decided. Before executing the agreement and issuing work order successful bidder should deposit 10% of the quoted amount taking to account for three years which will remain same for three years in the form of Bank draft/Pay order to be drawn in favour of "Tea Board Kolkata" or in the Tea Board "Tea Fund Disbursement A/c," IFSC- SBIN0000144, A/c No.11107799318 by NEFT/RTGS as performance security deposit. The performance security money will be refunded after expiry of the contract.

The bid document will be **out rightly rejected** if the head office of the bidding company/firm/agency is not located at Kolkata and Tender Fees & Earnest Money not deposited by the bidding company/agency. In case the successful tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.

By order  
Secretary

**TECHNICAL BID FORM**

<b><u>COMPREHENSIVE AMC SERVICES FOR ROOM A.Cs AT TEA BOARD INDIA,KOLKATA</u></b>		
Sl.No.	Document	Details
1	Self-attested scanned copy of receipt of EMD Deposit	
2	Self-attested scanned copy of receipt of Tender Fee Deposit	
3	Name of Tendering Company/ Firm	
4	Name of Owner / Partner / Directors	
5	Address of Office/ Offices Full Particulars of Office Including Telephone No. Fax No & E-Mail	
6.	Self-attested scanned copy of GST Registration No.	
7.	Self-attested scanned copy of Pan Card	
8.	Bank Details with copy of cancelled cheque	
	Bank Account No.	
	Name & Address of the Bank	
	IFSC Code.	
9.	Self-attested scanned copy of I.T.R. of The Financial Year of. 2014-15,15-16 and 16-17	
10.	Form 16 A (copies) issued by the Government Organizations deducting on AMC services provided by the firm.	
11.	Self-attested scanned copy of Agreement and Work Order Showing Experience of at least 3 Years in Public Sector/Govt./SemiGovt/Private	
12.	Self-attested copy of License Issued by the Licensing Authority, if any.	

Date :

Full name of authorized signatory with

Place:

Signature and seal

**DECLARATION**

Shri

\_\_\_\_\_  
Proprietor/Partner/Director / Authorized Signatory of \_\_\_\_\_ is competent to

Sign this declaration and execute this tender document; \_\_\_\_\_

- a. I have carefully read and understood all the terms and conditions of the tender including contract agreement and hereby convey my acceptance of the same.
- b. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- c. I have apprised myself fully about the job to be done during the tenure of period of agreement and also acknowledge bearing the consequences of nonperformance or deficiencies in services on my part.
- d. Company/firm has done the contract satisfactorily/ disciplinary and not have been blacklisted in the past by any of the clients.

Date :

(Signature of authorized signatory)

Place:

Name :

Designation :

Seal :

Firm Name & Address :

**UNDERTAKING: (To be submitted in non-judicial stamp paper of Rs. 100/-)**

To,  
The Secretary,  
Tea Board of India,  
14, B.T.M. Sarani,  
Kolkata-700001.

Sir,

I/We do hereby solemnly declare and undertake that:

1. The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
2. The firm is in this business since last three years.
3. The firm is not black listed in any Govt. org. /institution.
4. I/We give the rights to the Tea Board of India, Kolkata to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

Date :

(Signature of authorized signatory)

Place:

Name :

Designation :

Seal :

Firm Name & Address :

**FINANCIAL BID FORM (PRICE SCHEDULE-BOQ)**

Tender Inviting Authority : Tea Board of India,Kolkata

Name of Work : Comprehensive Annual Maintenance Contract for 23 nos. of 1.5 ton Split A.C.; 01 no. of 2.0 ton split A.C.; 18 nos. of 1.5 ton Windows ACs and 02 nos. of 3.0 ton of Cassette A.C for a period of 3(three) years.

NIQ No :03/Security/2018

Name of the Bidder/Bidding Firm/Company:

Description of A.Cs	Amount of AMC Service Charges per year excluding GST (in Rs. and in words )
01 no. of 2.0 ton split A.C.	
23 nos. of 1.5 ton Split A.C	
18 nos. of 1.5 ton Windows AC	
02 nos. of 3.0 ton of Cassette A.C	
TOTAL	

Annual Maintenance Charges quoted in the BOQ per year by the bidder will remain the same for 3(three) years alone except for GST. Payment will be made on quarterly basis depending on the invoice/bill raised by the bidder.The rate quoted for the AMC services shall be excluded of all applicable GST. The rate of applicable GST will be subjected to revision from time to time as and when notified by the Government. The rates quoted by the tendering agency shall be inclusive of all statutory liabilities, if any

Date :

(Signature of authorized signatory)

Place:

Name :

Designation :

Seal :

Firm Name & Address :

