



Indian Institute of Science Education and Research Kolkata

Mohanpur Campus, Mohanpur-741252

Dist. Nadia, West Bengal

NOTICE INVITING TENDER

Director, Indian Institute of Science Education and Research Kolkata, Mohanpur campus, Mohanpur 741252, Nadia invites sealed tender in two parts for below mentioned work from eligible manufacturers/Authorized Dealers.

Name of work	Annual maintenance contract (Fully comprehensive) for split type wall mounted air conditioner in salt lake guest house.	
NIT No.	IISER-K/IWD/Elect./AMC-Salt lake GH/19-20/05 Date:13-08-2019	
Mode of Submission of Bids	Bidding documents can directly be downloaded from institute website https://www.iiserkol.ac.in/web/en/announcements/tender The Bidder should deposit the EMD & cost of tender paper through NEFT/RTGS separately in the bank account number given below and obtain acknowledgment of the transactions. Self signed copy of these acknowledgments should be submitted with the tender.	
Important Dates		
Publishing Date	13.08.2019	After 15:00 Hrs
Site Visiting Date	20.08.2019	From 15:00 hrs to 17:00 hrs
Bid Submission Start Date	13.08.2019	After 15:00 Hrs
Bid Submission End Date	27.08.2019	Upto: 15:00 Hrs
Bid Opening Date	28.08.2019	11:00 Hrs
EMD	Rs. 2500/-	
Cost of BID Document	Rs.500/-	
Bank Account Details of the Institute	NAME OF THE ACCOUNT HOLDER: IISER KOLKATA ACCOUNT NUMBER: 325001000000001 IFS CODE OF THE BRANCH: IOBA0003250 BANK NAME: INDIAN OVERSEAS BANK, MOHANPUR BRANCH	
Place of opening of Bids	Institute Works Department, Prefab Building (Block C), IISER-Kolkata, Mohanpur Campus, Nadia.	
Contact Details	For technical clarification/help regarding submission of the tender please contact to IWD office, Prefab C08, Mohanpur campus, Mohanpur-741252, Tel: 033-61360000 (Extn. 1184)	

Superintendent Engineer (IWD)
(For and on behalf of Director IISER Kolkata)



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Eligibility: The Bidder should execute similar type of work of value not less than 2 lakhs or two similar work not less than one lakh in last three years. The bidder should have completed such type of work in any Govt. /Reputed organization.

Documents: Tender paper in complete shape signed in all the pages with the filled in item rate should be submitted along with the competitive and justified rate with specification & makes including all relevant documents like copies of **Registration certificate, PAN no. ,Dealership, GST Registration, Trade License, IT Return for last three financial year, work experience certificate** etc., in a sealed cover addressed to the undersigned super scribing the name of work so as to reach within **27.08.2019 upto 17:00 hrs.** positively. Late submission or any postal delay will not be accepted.

Terms and conditions:

1. The earnest money deposit and tender paper cost have to be submitted in the form of NEFT/RTGS only. The earnest money will be refunded to the unsuccessful bidders and will be adjusted as security deposit to the successful one and will be released after completion of work. Cost of tender papers will not be refunded. Also vendor should submit the bank details for refund the earnest money with tender documents.
2. The AMC to be started immediately after issuing of the work order.
3. The payment will be made quarterly as per order and against challan/service report & tax invoice.
4. The working field is salt lake guest house of IISER Kolkata and address is **DC-35/1, Sector-I, Salt Lake Kolkata - 700 064.**
5. The quoted amount should be inclusive of all taxes, duties, transportation charges etc. and is to be written clearly both in figure and in words.
6. Any work should be attended within 6 hrs after lodging the complain in between 6 AM to 6PM. Any minor fault should be rectified on daily basis and the spare parts requirement is applicable up to 48 hrs after lodging the complain otherwise penalty will be deducted from the quarterly bill.
7.
 - a. The penalty amount is Rs. 500/- per day for attending the problems beyond 6 hrs.
 - b. The penalty amount is Rs. 1000/- per day for replacement of spare parts beyond 48 hrs.
 - c. The penalty amount is Rs. 500/- per machine for incomplete servicing.
8. All the tools and tackles should be provided by the vendor.
9. Vendor should take care the existing property of the institute. Any damage during the work, the vendor is responsible for pay /Institute should deduct the amount from the bill.
10. Vendor should responsible for any injuries to the workers during the work.
11. The vendor should have the local office near to salt lake guest house or within the range that capable of attending complains on the daily basis should be accepted.

12. The detail information of split ACs is given below:

Tonnage	Quantity	Makes	Date of purchase	Total length of copper pipe
2 TR	1 No.	Hitachi	2010	½"= 180 ft. ¼"=350 ft.
1.5 TR	14 Nos.	LG	2010	5/8"=70 ft.

13. Scope of work:

- a. Quarterly periodic servicing of the machines (Dry wash and water spray cleaning on coils).
- b. R22 gas charging.
- c. Insulation replacement.
- d. Refrigerant pipe leakage repairing.
- e. Replacement of contactor, relay, capacitor and other electrical components.
- f. Replacement of compressor.
- g. PCB and display repairing.
- h. Replacement of copper pipe of given sizes.
- i. Flair nut replacement.
- j. Replacement/Repairing of indoor/outdoor motor.
- k. Replacement/Repairing of indoor/outdoor cover.
- l. drain pipe repairing/replacement.
- m. Cleaning of drain tray.
- n. Replacement of indoor/outdoor fan blower.
- o. Repairing of fan swing.
- p. Replacement/repairing of AC remote.
- q. Electrical fault checking.
- r. Replacement/repairing of condenser/evaporator coil.
- s. Chemical washing on condenser/evaporator coil.
- t. Any civil work like core cutting, refilling etc. are in contractor scope of work.
- u. Drilling, screwing, welding and scaffolding etc. work as per requirement.
- v. Replacement of faulty cable in between Indoor to outdoor.

14. Payment should be made after completion of every quarter and bills should be produced with service report/challan. 10% of the quoted price deduct as security deposit for one year and will be returned after completion of AMC period.

15. The materials should be accepted as per following mentioned makes.

Sl. no.	Item description	Makes
1.	Rotary compressor	Hitachi
2.	capacitor	Tibcon, sarada, JKB,temco
3.	contactor	JKB
4.	Wire	Havells, Polycab,RR,kei
5.	Nitirle rubber Insulation (Thickness:8-10mm)	Armacell/Accoflex
6.	Copper pipe (High grade),25SWG	Reputed
7.	Wrapper(PVC,45-50 mm width, thickness 0.15-0.2 mm)	Reputed
8.	Outdoor fan motor	Original motor of manufacturer
9.	Indoor fan motor	Original motor of manufacturer
10.	Fan blade	Hitachi
11.	Core cable	Havells, Polycab, RR, kei
12.	R22 gas	Reputed.

16. The work order may be awarded on the basis of the competency and reliability of the bidder and quoted offer and it is not necessarily to award the contract to the lowest bidder.

17. Any complain should be communicated in email ID of the concern vendor or by phone. After lodging complain, the vendor should response positively and attend the problems as per the above mentioned schedule otherwise the penalty will be recovered from the quarterly bills.

18. The complete tender may be sent by post to the above mentioned address captioned “ Annual maintenance contract(Fully comprehensive) for split type wall mounted air conditioner in salt lake guest house”. The envelope should be addressed to **The Superintendent Engineer (IWD)**. The sealed tender documents should be reached to **“Dispatch section, C V Raman AAC bldg., Mohanpur-741252, Indian Institute of Science Education and Research Kolkata** “office on or before schedule date and time.

19. All the above said relevant documents with NEFT/RTGS details scanned copies must be reached to the above said address within scheduled date and time.

20. If any unsatisfactory performance found during the contract period the institute has right to terminate the contract immediately without assigning any reason to the contractor.

21. After completion of one year satisfactory performance, the institute may extend the contract with same quoted price if the concern vendor is also agreed to renew the contract.

22. The rates quoted by the Contractor shall include for supplying materials and labour necessary for completing the work in the best and most workmanship like manner to the satisfaction of the Institute and for maintaining the same. The rates shall be complete in all respects also including cost of materials, erection, fabrication, labour, supervision, tools and plant, transport, sales and other taxes royalties, duties and materials, contingencies, breakage, wastage, sundries, scaffoldings, etc., on the basis of works contract. The rates quoted shall include all taxes, duties, transport, supervision, GST or any other levies applicable under the statute including comprehensive warranty obligation as mentioned in the BOQ. The rates quoted by the Contractor



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shall be net so as to include all requirements described in the contract agreement and no claim whatsoever due to fluctuations in the price of material and labour will be entertained. No change in unit rate will be admissible on any variation of quantity.

Please note that the Competent Authority reserves the right to reject any or all tenders without assigning any reason whatsoever.

**Superintendent Engineer
Institute Works Department
(For and on behalf of Director IISER Kolkata)**



Acceptance of terms and conditions by the bidder

To
The Superintendent Engineer
Institute Works Department
IISERKOLKATA
Mohanpur-741252

Sub: Annual maintenance contract (Fully comprehensive) for split type wall mounted air conditioner in salt lake guest house.

Dear Sir,

We have carefully examined all the tender documents including main terms and conditions and I/we the undersigned hereby submit the tender for the above cited work with price bid in conformity with the said Tender documents. We undertake that if our tender is accepted, we will commence the work immediately and complete the same within specific time from the date of issue of Work Order.

The corrigendum(s) issued from time to time by your organization too have also been taken into consideration, while submitting this acceptance letter.

I /We hereby unconditionally accept the tender terms and conditions of above mentioned tender Document/corrigendum(s) in it's entirety.

It is certified that we have not been black-listed in any of the Government Department.

**Signature of the Contractor / Authorized person
on behalf of the Firm / Organization and Seal**



(BASIC INFORMATION)

ANNEXURE-I (Page 1 of 2)

Pre-qualification of contractors for electrical maintenance:

1	Name of the Contractor / Firm / Organization / Company.	
2	Official Correspondence address at with contact person's name, telephone number, mobile number, E-mail etc. (Mandatory for regular correspondence)	
3	Type of Firm / Organization, whether proprietorship, partnership or private limited company etc.	
4	Year of establishment	
5	Name of the Proprietor / Partners / Directors in Organization	a) b) c) d)
6	a) Details of Registration (Firm, Company etc) i. Registering Authority ii. Date iii. Number b) Details of Electrical license i. Registering Authority ii. Reg No. iii. Date of issue. iv. Date of expiry.	

**Signature of the Contractor / Authorized person
on behalf of the Firm / Organization and Seal**



7	a) Details of Income Tax Permanent Account Number. b) Details of GST	
8	Details of transaction for submission of Cost of Bid/EMD (Please mention Bank Name & Branch, Transaction Ref. No, Date etc.) i) Cost of Bid Document(Rs. 500/-)	
	ii) EMD (Rs. 2500/-)	
9	Bank Account Details of the Bidder (Account No. Bank Name & Branch, IFSC Code etc) (required for refunding the Cost of EMD of the unsuccessful Bidders)	

**Signature of the Contractor / Authorized person
on behalf of the Firm / Organization and Seal**



ANNEXURE - II

Past Experience as per table given below:

(Use Extra Sheet if required)

Sl. No.	Period of Contract		Name of the organization with whom worked	Type Of Contract	Value of Contract	Documentary evidence attached in support
	From	To				

**Signature of the Contractor / Authorized person
on behalf of the Firm / Organization and Seal**



Schedule of quantities

Sl. no	Item Description	Qty.	Rate (In Rs.)	GST (In Rs.)	Amount (In Rs.)
1.	Annual maintenance contract (Fully comprehensive) of split type wall mounted air conditioner.	15 nos.			
Total =					
In word:					

**Signature of the Contractor / Authorized person
on behalf of the Firm / Organization and Seal**