

Quotation No.04/2017

Notice for engagement of agency for comprehensive AMC of Room AC machines

Sealed quotations are invited from reputed service providers/agencies having a minimum experience of less than three years in the maintenance of Air conditioner of Government departments/organization and having not qualified AC mechanic on their payroll. Copies of documents to establish that the firm has experience of not less than 3 years in maintenance of air conditioners are required to be submitted 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. Estimated cost of quotation is Rs.41,250.00 (approx) (Rupees Forty one thousand two hundred fifty only) excluding GST.

1. Comprehensive AMC will be for a period of one year tentatively w.e.f 01.10.17. This can be cancelled unilaterally by this office whenever the service is not found satisfactory or up to the mark.
2. The scope of work under the AMC of ACs would be that 24 nos. of 1.5 ton and 01 no 2.0 ton split A.C. 20 nos.1.5 ton Windows ACs and 02 nos. 3.0 ton of Cassette A.C. (as per Annexure 'A') are required to be overhauled quarterly (every after three months) 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 lodging the complaint with the AMC provider. If the AMC provider 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 is required to forward the following details with the quotation:

- a) Valid registration certificate of GST
- b) Income Tax Return for the last three financial years.
- c) Pan card
- d) Aadhaar card
- e) Details of Engineers/Technician employed at the organization
- f) Total years of experience in providing maintenance services for Air Conditioners.
- g) Form 16 A (copies) issued by the Government Organizations deducting TDS on AMC services provided by the firm.

The number of units may increase /decrease payment will be released on the basis of actual nos. of units serviced on pro rata basis.

The quotation is to be submitted to the Secretary, Tea Board, 14, B.T.M. Sarani Kolkata- 700 001 on or before 1 PM on 11.09.2017. The quotations will be opened on the same day i.e. 11.09.2017 at 3 PM.

The quotations are to be submitted in the following manner. An amount of Rs. 1,031.00(Rupees one thousand thirty only) payment is required to be deposited to the Tea Board in the **“Tea Board Tea Fund Disbursement”** A/c in **A/c No. 11107799318** IFSC code No **SBIN0000144, SBI, N.S.Road Br.** by NEFT, **UTR No.** to be intimated by E-mail to Id No. teaboardfin@gmail.com. Copy of NEFT Statement is to be attached along with the quotation as proof of the same. No adjustment towards of earnest money deposit shall be permitted. In case of unsuccessful bidders the earnest money will be refunded immediately after the tender is finalized and work order is issued. Before issuing work order the agency should deposit 10% of the quoted value as performance security. payment is required to be deposited to the Tea Board in the **“Tea Board Tea Fund Disbursement”** A/c in **A/c No. 11107799318** IFSC code No **SBIN0000144, SBI, N.S.Road Br.** by NEFT, **UTR No.** to be intimated by E-mail to Id No. teaboardfin@gmail.com. The performance security money will be refunded after expiry of contract. Meanwhile site visit may be carried out any working day from 11.00 AM to 5.00 PM (Monday to Friday) with the permission of Estate Officer.

1. The cost of AMC of 20 nos. of 1.5 ton of window ACs .Rs..... @ Rs.....
2. The cost of AMC of 24 nos. of 1.5 ton of Split ACs. Rs-..... @ Rs.....
3. The cost of AMC of 01 no of 2 Ton Split ACsRs..... @ Rs.....
4. The cost of AMC of 02 nos. of 3.0 ton of Cassette ACs. Rs..... -@Rs.....

The rate quoted for the AMC services shall be inclusive of all applicable taxes, duties and charges.

By order
Secretary

TEA BOARD

LIST OF AC MACHINES AT TEA BOARD, AT HEAD OFFICE

ANNEXURE- 'A

List of AC Machines AT H.O				
SL. NO	FLOOR	LOCATION OF A.C	TYPE OF A.C & POWER	MAKE & MODEL
1.	10 TH floor	Dy. Chairman's Cabin	Cassette (3.0 T)	Carrier
2.	10 th floor	Dy. Chairman's Cabin	Cassette(3.0 T)	Carrier
3.	10 th floor	Dy. Chairman's Meeting room	Split (2.0 T)	Carrier
4.	10 th floor	Visitor's room	Split (1.5 T)	Amtrex
5.	10 th floor	Visitor's room	Split (1.5 T)	Amtrex
6.	10 th floor	Visitor's room	Split (1.5 T)	Amtrex
7.	10 th floor	P.A. Section	Split (1.5 T)	Amtrex
8.	10 th floor	P.A. Section	Split (1.5 T)	Amtrex
9.	10 th floor	P.A. Section	Split (1.5 T)	Amtrex
10.	10 th floor	Conference room	Split (1.5 T)	Voltas
11.	10 th floor	Conference Room	Split (1.5 T)	Amtrex
12.	10 th floor	Conference Room	Split (1.5 T)	Carrier
13.	9 th floor	Server Room	Window(1.5 T)	Voltas visionaire
14.	9 th floor	D.R Room (Dr. B. Bera)	Window(1.5 T)	Voltas visionaire
15.	9 th floor	Room of Research Officer	Window(1.5 T)	Arctic
16.	9 th floor	Room of S. Banerjee S.Analyst	Window(1.5 T)	Voltas
17.	9 th floor	UPS Room	Split (1.5 T)	Voltas
18.	8 th floor	Chairman's .Cabin	Split (1.5 T)	Amtrex
19.	8 th floor	Chairman's Cabin	Split (1.5 T)	Amtrex
20.	8 th floor	Ex Advisor Development	Split (1.5T)	L.G.
21.	8 th floor	Room of Secretary	Split (1.5T)	Hitachi
22.	8 th floor	Visitor Room	Window(1.5T)	Voltas Vertis
23.	8 th floor	Ex-Consultant Room (P.V. Narayanan)	Window(1.5)	Voltas
24.	8 th floor	Board Room	Window(1.5T)	Voltas visionaire
25.	8 th floor	Board Room	Window(1.5T)	Voltas visionaire
26.	8 th floor	Board Room	Window(1.5T)	Voltas visionaire
27.	8 th floor	Board Room	Window(1.5T)	Voltas visionaire
28.	6 th floor	Accounts Officer (P.K.Das)	Window(1.5T)	Voltas Vectra
29.	6 th floor	F.A. & C.A.O	Split(1.5T)	Hitachi
30.	6 th floor	Cash Sec.	Split(1.5 T)	Voltas
31.	5 th floor	DDTP (J. Biswas)	Split(1.5 T)	Voltas Spiot
32.	5 th floor	Room of DTP	Window (1.5T)	Voltas
33.	5 th floor	Tea Board Officer Assocn.	Split(1.5T)	Voltas Vertis
34.	5 th floor	Room of Publicity Officer	Split(1.0T)	Voltas
35.	5 th floor	Room of Nandini Dutta	Split(1.5T)	Voltas

TEA BOARD

LIST OF AC MACHINES AT TEA BOARD, AT HEAD OFFICE

ANNEXURE-'A'

SL. NO	FLOOR	LOCATION OF A.C	TYPE OF A.C & POWER	MAKE & MODEL
36.	5 th floor	DDTP	Window(1.5T)	Arctic
37.	4 th floor	SPTF Cell	Window(1.5T)	Voltas visionaire
38.	4 th floor	UPS Room	Window(1.5T)	Voltas visionaire
39.	4 th floor	UPS Room	Window(1.5T)	Voltas visionaire
40.	4 th floor	DDTD D.Mukherjee	Window (1.5 T)	Arco
41.	4 th floor	Statistician	Split (1.5 T)	Voltas
42.	4 th floor	DTD Chambers(Mr. Soundararajan)	Split (1.5T)	Voltas vertis
43.	4 th floor	DTD Personal Sec	Split (1.5 T)	Voltas Crysatal
44.	3 rd floor	Law Officer	Window(1.5 T)	Voltas visionaire
45.	3 rd floor	C.L.	Split (1.5 T)	Voltas vertis
46.	3 rd floor	Doctor's Chamber	Window(1.5 T)	Voltas
47.	Gr. Floor	Estate Officer	Window(1.5 T)	Voltas visionaries