



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

Ref.No.1 (24)/2017/SO

Date: 16.05.2019

**NOTICE INVITING QUOTATION NO. 01/2019**

**LAST DATE FOR SUBMISSION OF QUOTATION 30.05.2019 UP TO 1 PM.**

Secretary on behalf of the Deputy Chairman, TEA BOARD of India invites sealed quotations from reputed/eligible contractors/agencies authorised by OEM in respect of work as noted below:-

**Name of work:** To undertake the Annual Maintenance Contract of 08 nos. Aqua guard Cooler cum Purifier, 1 no. Aqua guard 200 and 1 no. Aqua guard GWPD Compact.

Notice inviting Quotation may be downloaded from the website [www.teaboard.gov.in](http://www.teaboard.gov.in)

**The scope of work:**

The Annual Maintenance Contract will be operational under the following terms and conditions during the engagement.

1. The scope of work under comprehensive AMC the service contractor shall service the Aqua guard Water Purifier cum cooler once in every three months with PF Candle change once in a year and carbon filter twice in a year and also as and when required on call basis.
2. Even if no call is made by any of the official of the Board the agency is required to undertake preventive maintenance by checking and servicing all the Aqua guard Water Purifier cum cooler and ensure that all the systems are in the proper working condition.
3. All service request/call for repair work must be attended to within 24 hours of lodging the complaint with the service provider. If the comprehensive AMC service provider fails to attend to the call within 24 hours, the Board reserves the right to get the work done by other firms and will deduct such expenses from the comprehensive AMC charges payable to the service provider. In case of exceptional and repeated delays, poor services, frequent break down etc, the Board reserves the right to deduct such costs as deemed necessary by way of damages and may also cancel this comprehensive AMC unilaterally. At the end of period/termination of comprehensive AMC, the service provider shall demonstrate satisfactory operation of all the Aqua guard Water Purifier and cooler. The Service provider shall attend to all call(s) made by the Board to check the Aqua guard water purifier and cooler within 24 hours.
4. The skilled/semi-skilled labourer or any other professional Engineer/Technician if required for servicing or fault rectification, the same will be arranged by the service contractor at his own cost.

5. All the tools required for maintenance/servicing shall be provided by the service contractor at his own cost.
6. In case of any additional work/major repair beyond the scope of the AMC the same will be advised by the contractor in writing. The payment of such work/repair will be made by the Board after the satisfactory performance of the job. The Board has the full right to assign such work to any other contractor if considered in the interest of the Board.
7. Security deposit for an amount i.e. 10% of quoted value is required to be deposited to the Tea Board in the Tea Board Tea Fund Disbursement A/c, IFSC- SBIN0000144, and A/c No.11107799318 by NEFT the UTR No of the transaction has to be intimated by Email to teaboardfin@gmail.com and also tbiestate2018@gmail.com before commencement of contract and within 10 days from receipt of letter of intent. The security deposit will be refunded at the time of termination/expiry of the AMC.
8. In case of any, dispute or difference arising out of agreement or in connection therewith except as to the matter the clause of which as specifically provided under the agreement the same shall be referred to the sole arbitrator to be appointed by the Deputy Chairman, Tea Board. The appointment of an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. The venue of Arbitration shall be at Kolkata and language will be English.

#### **INSTRUCTION TO BIDDERS**

- 1.1 An amount of Rs. 1200/- should be deposited to the Tea Board in the Tea Board Tea Fund Disbursement A/c, IFSC- SBIN0000144, A/c No.11107799318 by NEFT and UTR No. has to be intimated by Email at teaboardfin@gmail.com . One copy of UTR No. or other receipt should be attached along with the tender as proof of depositing EMD.
- 1.2 All amendments/revisions to tender documents downloaded from website if any, must be signed and submitted by the tenderers taking into account all such amendments/revisions. The tenderers are advised to submit the tender strictly based on the terms and conditions and not to stipulate any deviations.
- 1.3 Tenders shall be prepared and submitted in sealed envelopes. The bid should contain all the relevant papers, documents, testimonial of the company, EMD along with Notice Inviting Quotation and General Conditions of Contract Etc. and should contain the price bid. The envelope shall be superscribed with the subject of the work, tender No. and last date of submission of tender and with the note **“TENDER-DO NOT OPEN”** written prominently. The full name, postal address, telegraphic address, telephone no.and E-mail ID of the tenderer shall be written on the bottom left corner of the sealed cover.
- 1.4 Tender shall be addressed to the Secretary, Tea Board 14, BTM Sarani, Kolkata 700 001 West Bengal and should be dropped in the tender box at Ground floor of the Tea

Board Head Office at 14, B.T.M Sarani Kolkata -700 001 on or before 30.05.2019 till 1.00 PM. Tea Board can terminate the contract at any time by giving one month prior notice in writing.

Tender will be opened on **30.05.2019 at 3 PM** in the presence of willing bidders.

1.5 Insertions, post script, addition and alteration shall not be recognized unless confirmed by the tenderer with signature and stamp.

1.6 All the copies of the tender should be completed in all respect with all their attachment/enclosures.

1.7 The tenders as submitted should consist of the following:

- i. All the relevant papers, documents, testimonials, experience certificate which are essential as per the tender documents to become eligible to submit the tender.
- ii. Earnest Money.
- iii. Power of Attorney/authorization with the seal of the company of person signing the tender documents.
- iv. Details of time scheduling indicating various activities tenderer proposes to complete within the time of completion of work.
- v. Self -attested valid registration certificate of GST.
- vi. Self-attested PAN card
- vii. Cancelled cheque in support of bank details
- viii. Total years of experience in providing maintenance service Aqua guards
- ix. Form 16 A (copies) issued by the Government Organizations deducting TDS on AMC services provided by the firm

**FORMAT OF FINANCIAL BID**

Description of work	Consolidated cost in Rs. (in figure & words)	GST(in figure & words)	Total (in figure & words)
Annual Maintenance Contract of 08 no of Aqua guard Cooler cum Purifier, 1 no. Aqua guard 200 and 1 no. Aqua guard GWPD Compact.	Rs. (Rupees..... .....)	Rs. (Rupees..... .....)	Rs. (Rupees..... .....)

Secretary  
Tea Board