

BID DOCUMENT

NOTICE INVITING TENDER

FOR

**ANNUAL MAINTENANCE / SERVICING OF
ROOM AIR CONDITIONERS INSTALLED**

AT

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

N.I.T. NO. 1/2 /85/SO/2013-14/235

DT.22.01.14

TEA BOARD
14, B.T.M. Sarani, Kolkata -700 001

Notice Inviting Tender

- | | | |
|-----------------------------------|---|--------------|
| i) Name of Work: | Annual Maintenance Contract for Room
Air Conditioners | |
| ii) Office of issue: | Secretary, Tea Board | |
| iii) NIT no. | 1/2 /85/SO/2013-14/235 | dt. 22.01.14 |
| iv) Cost Tender Document | Rs. 200 /- | |
| v) Due date/ time of receipt | 14.02.14. upto 3. P.M | |
| vi) Opening date and time | 14.02.14 at 4 P.M. | |
| vii) Bid Security (earnest money) | Rs.1500/- only payable by Demand Draft in
favour of Tea Board, Kolkata | |

Tenders in sealed cover superscribing the Tender no. and due date are invited on behalf of Chairman Tea Board from reputed, experienced agencies / service providers for under going Annual Maintenance Contract for Room Air Conditioners (window , split & Cassett) installed in different floors at the premises of Tea Board Building ,14 B.T.M Sarani Kolkata-700001.

Eligibility of Bidders:

Indian companies registered to execute similar type of job and who have minimum 3 years of experience in line are eligible to participate in the tender (documentary evidence should be enclosed). The Demand Draft towards the cost of tender paper and Bid Security (E.M) should have to be enclosed in the tender along with income tax return particulars, PT Certificate, VAT Registration certificate.

In absence of above documents the tender is liable for rejection

Tender document may be downloaded from website of Tea Board (www.teaboard.gov.in).

Secretary (I/C)

Terms & Conditions

Period of validity of tender:

Offer should remain valid for a period 120 days from the date of opening of tender

Bid prices:

The bidder shall quote for the composite price including all levies , taxes, duties and the prices quoted by the tenderer shall remain fixed during the entire period of contract and shall not be subjected to variation on any account.

Terms of Payment:

Quarterly payment shall be made on submission of bill and duly certified by the concerned personnel.

Performance security:

For successful tenderer 10 % of the ordered value of the work is required to be deposited as Performance Security in the form of Demand Draft .The security deposit will be refunded after satisfactory execution of contract period.

Execution of work:

Work should be executed as per instruction given by authorised personnel of Tea Board. In case of any dispute decision of the Competent Authority would be final and binding.

Indemnity clause:

The contractor would not hold Tea Board responsible due to any loss, damage, injury to the contractor's personnel or any legal liabilities due to any default on his part or any other unwanted happenings and hold Tea Board harmless.

Visit of the site:

The tenderer shall visit and carefully examine the site to get acquainted with the nature of job, facilities available, etc. for the job.

Scope of work:

The scope of work under the contract would be for servicing, overhauling, preventive maintenance. on item rate contract for the work as per schedule of work (annexure A)'and following details:-

1. Servicing once in a month including cleaning of filters and other accessories
2. Over hauling is required to be done in each quarter
3. Preventing maintenance on half yearly basis

The contractor shall attend to any call immediately on getting information from Tea Board as and when necessary

For major repair / replacement of spare parts, .gas charging, etc. Tea Board shall make extra payment on actual cost / market price. But no labour cost be paid by Tea Board.

Price Schedule/ Financial Bid

Details has been annexed at Annexure "A". Offerers are required to quote/fill up

putting his /their signature with seal and capacity in which signed.

ANNEXURE - A

Schedule of work for servicing and maintenance of different A C machines including upkeepment for a period of one year.

Sr. no.	Description of items	Rate/unit
Total		(Rs.)
(Rs.)		(Rs.)

1.	Window type room A.C. Machine	
	a) 1.5 T	
2.	Split type room A.C. Machine	
	a) 1.5 T	
	b) 2.0 T	
3.	Cassett Type room A.C. Machine	
	a) 3.0 T	
	b) 2.0 T	
	c) 1.5 T	

* For item no.3a the machines shall be under AMC w.e .f .March'14 and that of 3b &3c w.e.f. June' 14 upto rest of the contract period (excluding the Compressors)

** Rate qoutated shall be inclusive of all taxes & duties and no further charges shall be paid under any circumstances.

Date:

Signature of Tenderer with Seal

