

Quotation No.02/2016

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 three years in the maintenance of Air conditioner of Government departments/organization and having qualified AC mechanic on their payroll. Copies of documents to establish that the firm has experience of 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.

1. Comprehensive AMC will be for a period of one year tentatively w.e.f 01.07.16. 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. 21 nos.1.5 ton Windows ACs and 02 nos. 3.0 ton of Cassette A.C. 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 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 is required to forward the following details with the quotation:
 - a) Valid registration number of the firm for the VAT/Service Tax purpose

- b) Income Tax Return for the last financial year.
- c) Pan card
- d) Details of Engineers/Technician employed at the organization
- e) Total years of experience in providing maintenance services for Air Conditioners.
- f) 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 no 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 25.05.2016. The quotations will be opened on the same day i.e.25.05.2016 at 3 PM.

The quotations are to be submitted in the following manner. An amount of Rs. 1800/- (Rupees one thousand eight hundred only) is to be deposited along with quotation as EMD (Earnest money deposit) in cash/Bank draft/Pay order to be drawn in favour of "Tea Board Kolkata", no adjustment towards of earnest money deposit shall be permitted. In the case of unsuccessful tenderer the earnest money will be refunded immediately after the tender is decided. Before issuing work order successful bidder should deposit 10% of the quoted amount in the form of Bank draft/Pay order to be drawn in favour of "Tea Board Kolkata" as performance security deposit. The performance security money will be refunded after expiry of the contract.

- 1. The cost of AMC of 21 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