



**WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL
EDUCATION AND SKILL DEVELOPMENT**

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Department of Technical Education, Training & Skill Development, Government of West Bengal
Karigari Bhawan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata – 700 160

Memo no. WBSCTVESD/TED/2024-25/2615

Dated : 21.11.2024

Notice Inviting Quotation (NIQ)
(Through Pre-qualification & offline Submission of Bid)

Subject : Notice Invitation Quotation for Annual Maintenance contract for Air Conditioner installed at the office of WBSCT&VE&SD at 4th and 5th floor of Karigari Bhawan, Rajarhat, Newtown.

The Competent authority of the Council [WBSCT&VE&SD] invites seal quotation for Annual Maintenance contract for Air Conditioner installed at the office of WBSCT&VE&SD at 4th and 5th floor of Karigari Bhawan, Rajarhat, Newtown.

In view of above, bonafide & reputed bidders are hereby requested to submit offline bids as per the details given below.

Sl No.	Name of Work	Earnest Money Deposit	Cost of Tender Document	Duration of Work	Eligibility of Bidders
1	AMC of Air Conditioner installed at the office of WBSCT&VE&SD at 4 th and 5 th floor of Karigari Bhawan, Rajarhat, Newtown.	NIL	NIL	7 Days from the issuance of work order	Bonafide & reputed bidders having credentials in similar nature of work at least Rs 5 Lakhs .
EMD relaxation as per Financial Rule subject to submission of proper documents, if applicable					

SPECIAL TERMS OF CONTRACT :-

Schedule :-

Sl No.	Activity	Scheduled Date
1	Date of uploading of N.I.Q. Documents (online)	21.11.2024
2	Documents download start date (online)	21.11.2024
3	Date of Prebid Meeting with the intending bidders in the office of the WBSCT&VE&SD	25.11.2024 at 12: 30 PM
4	Bid submission start date (Offline)	26.11.2024
5	Bid submission closing date (Offline)	03.12.2024 at 2:30 PM
6	Bid Opening date for Technical proposals: Bid A (Offline)	03.12.2024 at 4:00 PM

Scope of work:- ACs Preventive Maintenance (Non-Comprehensive)

As a minimum, the following will be done by the vendor :

- 1) Routine service includes routine inspection checking & servicing of Air Conditioners once in every quarter.
- 2) Routine service should be recorded in service Maintenance Record Card signed by the official concerned of the Commission and produced along with bill.
- 3) All breakdown calls have to be attended within 24 hours/ the next working day of the Council from the time & date of report.
- 4) Checking Compressors/Gas, Air Blower Fan, normal operational condition, normal remote functioning.
- 5) Overall cleaning and brushing.
- 6) Cleaning filter/net (3 Nos dry servicing & 1 No wet servicing per year).

- 7) Repair, replacement charges of compressor, fan motor, fan blade, capacitor, relay, contractor & circuit board will be done by the vendor on payment at a very concessional rate if required during the AMC period.
- 8) During execution of the work proper safety measure will be adhered to by the vendor.
- 9) WBSCTVESD is not any responsible for any compensation.
- 10) If, any AC is require to be taken to vendor's workshop for repair, freight charges up & down to be paid by the WBSCTVESD at a very concessional rate.

Eligibility Criteria :-

- The Bid Document should contain
- i) Self attested copy of GST Certificate
 - ii) Self attested copy of Valid Trade License
 - iii) Self attested copy of PAN Card of Company
 - iv) Self attested copy of Professional Tax Registration Certificate.
 - v) Self Attested copies of Balance Sheet and profit/loss Accounts of last 3 years
 - vi) Credentials of similar kind of work (working contractor of PWD or any govt. department having satisfactorily conducted at least one work of similar nature at least rupees 5 lakhs during last 5 years)

General Terms of Contract :-

- 1) Reputed AC manufacturers or their authorized dealers as per the requirements or their authorized Service providers/contractors/experienced agencies for providing AMCs for air conditioners.
- 2) Agency Should have well established servicing facility in Kolkata
- 3) Experience of successfully carried out the similar kind of Air Conditioning AMC work within the last five years.
- 4) The rate quoted will have to be inclusive of all charges whatsoever.
- 5) Bidders with lowest quotation will be selected as the successful bidder.

Termination of Contract :- The Contract will be terminated if the selected vendor fails to deliver the Job within stipulated time bound and work will be assigned to the next lowest bidder at the cost of the defaulting bidder without any further intimation.

Penalty :- Penalty @ 10% of the bill value will be imposed if the supplied quality of material and service differs from the mentioned quality of the Service. In this Connection. Penalty will also be imposed @ 5% if the job is not executed within stipulated time period. if the company fails to execution of the job. Company may be backlisted and debarred from participation of Tender process of WBSCT&VE&SD.

Force Majeure:-

If the performance as specified auction may be prevented, restricted, delayed or interfered by reason of:

Fire, explosion, cyclone, floods;

War revolution, acts of public enemies, blockage or embargo

Any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrictive trade practices or regulations;

Strikes, shutdowns or labor disputes which are not instigated for the purpose of avoiding obligations herein, or; Any other circumstances beyond the control of the party affected;

Settlement of Dispute :- Any dispute arising in this regard will be settled under jurisdiction of Barasat Court, West Bengal.



Chief Administrative Officer,
WBSCT&VE&SD

Copy forwarded for information and necessary action to :-

- 1) Chairperson, WBSCT&VE&SD
- 2) Members of Purchase Committee, with a request to remain present at the time of opening quotation as stated above.
- 3) Office Notice Board.



Chief Administrative Officer,
WBSCT&VE&SD