



ICAR- NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING  
REGIONAL CENTRE  
SECTOR - II, BLOCK DK, SALT LAKE, KOLKATA- 700 091

F.No. Kol/S-2(7)

Date: 06.06.2018

**NOTICE INVITING TENDER THROUGH E-PROCUREMENT**

Online Bids are invited from firms for the rate contract for Comprehensive Annual Maintenance Contract of Air-conditioners (Window & Split) installed at Office-cum-Laboratory Building and Scientist Home at ICAR-NBSS & LUP, Kolkata for one year from the date of award.

Manual bids shall not be entertained.

Tender documents may be downloaded from e-procurement website of CPPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET under:

**CRITICAL DATE SHEET**

Tender Reference No.	ICAR-NBSS and LUP/KOL/NIT-02(e)/2018-19
Tender ID:	2018_DARE_346224_1
Earnest Money Deposit	Rs.2,000/- (Rupees two thousand only)
Date and Time for Issue/Publishing	2.00 P.M. on 07/06/2018
Documents Download/Sale Start Date and Time	2.00 P.M. on 07/06/2018
Bid Submission Start Date and Time	2.00 P.M. on 07/06/2018
Bid Submission End Date and Time	2.00 P.M. on 02/07/2018
Date and time for opening of Bids	2.00 P.M. on 03/07/2018
Address for Communication	Head, ICAR – National Bureau of Soil Survey & Land Use Planning, Regional Centre, Block-DK, Sector-II, Salt Lake city, Kolkata-700091

Sd/  
Head,  
ICAR-NBSS&LUP,  
Regional Centre, Kolkata

## INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.**
2. Tenders/bidders are requested to visit the Office website (<https://www.nbsslup.in>) and CPPP website (<https://eprocure.gov.in/eprocure/app>) regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Bureau reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) Tender fee Rs. Nil, Earnest Money Deposit (EMD) of Rs.2000/- (Rs. Two thousand only) in the form of Demand Draft/Banker Cheque from any of the Commercial bank in favour of **ICAR-NBSS & LUP, payable at Kolkata** may be addressed to the **Head, ICAR- National Bureau of Soil Survey & Land Use Planning, Sec-II, Block - DK, Salt Lake City, Kolkata-700091** on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. Bidders need not come at the time of Technical as well as financial bid opening at ICAR-NBSS & LUP, Kolkata. They can view live bid opening after login on CPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-NBSS & LUP then they have to come with bid acknowledgement slip that generates after successfully submission of online bid.

**The Firms are also required to upload copies of the following documents:-**

- a) The firm/company should attach photocopies of documents related to allocation of its Trade License, Partnership deed (whichever applicable power of attorney).
- b) Scan copy of experience of at least 3 years in maintenance and repairing of air conditioners in Central/State Govt. Offices/PSU/Autonomous Bodies. Satisfactorily service report undertaken by the firm for such works during that period shall be enclosed.
- c) Scan copy of PAN card Number.
- d) Scan copy of GST registration certificate issued by the Govt.
- e) Scanned copy of Earnest Money Deposit (EMD), bank details of the firm.

**Note: The above documents may be uploaded in the given sequence only, with no unnecessary documents.**

Sd/-  
Head,  
ICAR-NBSS&LUP,  
Regional Centre, Kolkata

**Comprehensive Annual Maintenance Contract of Air-conditioners (Window & Split) installed at Office-cum-Laboratory Building and Scientist Home at ICAR-NBSS & LUP, Kolkata**

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1. The firms participating in the tender must possess PAN number, Trade License.
2. **The firm with its HQ in the same city/location of NBSS&LUP, Regional Centre, Kolkata for which it is bidding shall be given preference.**
3. The firm should have an experience of at least 3 years in maintenance repairing of around 100 numbers air-conditioners in Central/State Govt. Officers/PSU/Autonomous Bodies. Satisfactorily service report undertaken by the firm for such works during that period shall be enclosed, failing which the quotation will be rejected.
4. The Bureau is inviting tenders for comprehensive covering all repairs/replacement of any parts such as Fan Motor, Running and starting capacitor, Relay, Overload protector, Thermostat switch (window/Split), Air filter, Knob set, Grill, Fan blade/blower, Selector switch, water tray, Remote Kit **except repairing/replacement of Compressor 1/1.5/2.0 ton, Gas charging/filling.** All parts to be replaced, should be done in the presence of user, should be of standard make with ISI mark.
5. All air conditioners will be required to be serviced at least quarterly i.e. four times during the period of contract in addition to servicing that may be required at any point of time for proper upkeep and functioning of the ACs.
6. The air-conditioners to be maintained are of 1 Ton, 1.5 Ton and 2.0 Ton capacity of different models including some windows & split ACs with remote control switches. The numbers of ACs to be maintained is approximately 35 (which might also vary) installed at ICAR-NBSS & LUP, Kolkata and ICAR- NBSS & LUP, Scientist Home, Bhumi Vihar Complex, Kolkata. The number may however vary depending upon the actual requirement of ACs from time to time. However, **unit rate including GST** towards comprehensive AMC be quoted by the firm irrespective of types of AC viz. window and split type. **Splitting of rates under window and split type shall not be entertained and shall render the bid invalid.** The rates should be quoted as per BOQ. The unit rate when quoted in their online bids shall be multiplied by the actual numbers of ACs being maintained by the firm to whom contract be awarded and accordingly that amount shall be paid to the firm against their bill. The bill shall be raised half yearly basis by the firm and no advances payment shall be made to the firm.
7. The contractor shall not be paid separate charges on account of transportation etc. for attending the maintenance of ACs installed at our Bureau. The contract shall be awarded on as is where is basis, hence the firm may inspect the ACs installed during office hours **11.00 AM to 4.00 PM from 11.06.2018 to 29.06.2018** (weekdays only) before quoting their rates.
8. The firm participating in the tender must be financially sound and well equipped having the required infrastructure to undertake the job. The Bureau may satisfy itself with the financial soundness and capability of the firm to undertake the job by physically inspecting the site of workshop and the offices etc. of the tendering firm before awarding the contract, if considered necessary.

9. The payment shall be released to firm on half yearly basis upon receipt of satisfactory reports from user. The payment shall be made through Electronic mode direct in to the Bank Account. **TDS will be deducted at source as per rules.**
10. During currency of contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property.
11. The contract will be awarded initially for a period of one year but can be extended after the expiry of initial one year period for another one year if the services of the firm are found to be satisfactory subject to observance of all codal formalities. The tender will be liable to be terminated even before the expiry of the contract period if the firm fails to provide satisfactory services or violates any of the conditions/terms of the contract.
12. The contract shall be awarded to the firm who fulfills all the terms and conditions of the tender document and remains L1.
13. At the time of the ending of the contract, all the ACs should be in proper running condition before handing/taking of ACs are made otherwise deduction shall be made from the firm's bill.
14. This office will have full authority to reject any/all offer (s) without assigning any reasons therefore, No enquiry after quoted of the bid will be entertained.

Sd/  
Head,  
ICAR-NBSS&LUP,  
Regional Centre, Kolkata

BOQ

**QUOTATION FOR AWARD OF CONTRACT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF AIR-CONDITIONERS (WINDOW & SPLIT) INSTALLED AT OFFICE-CUM-LABORATORY BUILDING AND SCIENTIST HOME AT ICAR-NBSS & LUP, KOLKATA FOR THE ONE YEAR FROM DATE OF AWARD.**

Name of the firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No./Mobile No. \_\_\_\_\_

D.D.No./Banker's Cheque No.: \_\_\_\_\_ dated \_\_\_\_\_

Sl. No.	Description of item/work
1.	Rate to be quoted for Comprehensive Annual Maintenance Contract for window & Split type Air-conditioners inclusive of all spare parts such as Fan Motor, Running and starting capacitor, Relay, Overload protector, Thermostat switch (window/Split), Air filter, Knob set, Grill, Fan blade/blower, Selector switch, water tray, Remote Kit except repairing/replacement of Compressor 1/1.5/2.0 ton, Gas charging/filling.

- Rate should be quoted including GST

Sd/-  
Head,  
ICAR-NBSS&LUP,  
Regional Centre, Kolkata