



Indian Institute of Science Education and Research Kolkata

Mohanpur Campus, Mohanpur-741252

Dist. Nadia, West Bengal

NOTICE INVITING TENDER

Director, Indian Institute of Science Education and Research Kolkata, Mohanpur campus, Mohanpur 741252, Nadia invites sealed tender in two parts for below mentioned work from eligible contactors.

Name of work	Annual maintenance contract (Fully comprehensive) for split type wall mounted air conditioner in salt lake guest house of IISER Kolkata.	
NIT No.	IISER-K/IWD/Elect./AMC-Salt lake GH/21-22/13	Date:11-10-2021
Mode of Submission of Bids	Bidding documents can directly be downloaded from institute website https://www.iiserkol.ac.in/web/en/announcements/tender The Bidder should deposit the cost of tender paper through NEFT/RTGS in the bank account number given below and obtain acknowledgment of the transactions. Self signed copy of these acknowledgments should be submitted with the tender.	
Important Dates		
Publishing Date	11.10.2021	After 15:00 Hrs
Bid Submission Start Date	11.10.2021	After 15:00 Hrs
Bid Submission End Date	25.10.2021	Up to: 15:00 Hrs
Bid Opening Date	26.10.2021	11:00 Hrs
EMD	N.A. (As per the office memorandum no.F.9/4/2020-PPD dated 12.11.2020 from department of expenditure under ministry of finance, EMD is exempted and the contractor should submit the declaration letter shown in annexure-I).	
Cost of BID Document	Rs.500/-	
Bank Account Details of the Institute	NAME OF THE ACCOUNT HOLDER: IISER KOLKATA ACCOUNT NUMBER: 089301000011530 IFS CODE OF THE BRANCH: IOBA0000893 BANK NAME: INDIAN OVERSEAS BANK, SALT LAKE BRANCH	
Place of opening of Bids	Institute Works Department, Prefab Building (Block C), IISER-Kolkata, Mohanpur Campus, Nadia.	
Contact Details	For technical clarification/help regarding submission of the tender please contact to IWD office, Prefab C03, Mohanpur campus, Mohanpur-741252, Tel: 033-61360000 (Extn. 1184)	

Superintendent Engineer (IWD)
(For and on behalf of Director IISER Kolkata)



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Eligibility: The Bidder should executed one similar type of work of value not less than 0.8 lakh or two similar works value not less than 0.5 lakh or three similar works value not less than 0.4 in last three financial years. The bidder should have completed such type of work in any Govt. /Reputed organization.

Similar works- "Similar works" means the vendor should have experience to maintenance of split type wall mounted air conditioners.

Documents:

1. Tender paper in complete shape signed in all the pages with the filled in item rate should be submitted along with the competitive and justified rate with specification & makes including all relevant documents like copies of **Registration certificate, PAN no. ,Dealership, GST Registration, Trade License, IT Return for last three financial year, work experience certificate** etc., in a sealed cover addressed to the undersigned super scribing the name of work so as to reach within **25.10.2021 up to 15:00 hrs** positively. Late submission or any postal delay will not be accepted.
2. The vendor should have the local office near to salt lake guest house or within the range that capable of attending complains on the daily basis should be accepted.
3. The vendor should submit the authorized dealership of any reputed split type wall mounted air conditioner manufacturer.

Terms and conditions:

1. **Bid security/EMD** is exempted for tendering and the contractor should only submit the declaration letter shown in Annexure-I with NIT. If any bidder(s) withdraw/modify in bid during the bidding process the concern bidder(s) will be suspended for specified time in the tendering process as decided by the competent authority of IISER Kolkata.
2. **The performance security** will be considered 3% of the contract value and the contractor should submit it in the form of cheque/DD/FR/PBG in the name of Superintendent Engineer, IWD, IISER-K or online payment as per said bank account within 15 days after issuing of the intimation letter to the concern agency.
3. The AMC to be started immediately after issuing of the work order.
4. The payment will be made quarterly as per order and against challan/service report & tax invoice.
5. The working field is salt lake guest house of IISER Kolkata and address is **DC-35/1, Sector-I, Salt Lake Kolkata - 700 064.**
6. The quoted amount should be inclusive of all taxes, duties, transportation charges etc. and is to be written clearly both in figure and in words.
7. Any work should be attended within 6 hrs after lodging the complain in between 6 AM to 6PM. Any minor fault should be rectified on daily basis and the spare parts requirement is applicable up to 48 hrs after lodging the complain otherwise penalty will be deducted from the quarterly bill.
 - a. The penalty amount is Rs. 500/- per day for attending the problems beyond 6 hrs.
 - b. The penalty amount is Rs. 1000/- per day for replacement of spare parts beyond 48 hrs.
 - c. The penalty amount is Rs. 500/- per machine for incomplete servicing.
8. All the tools and tackles should be provided by the vendor.
9. Vendor should take care of the existing property of the institute. Any damage during the work, the vendor is responsible for pay /Institute should deduct the chargeable amount from the bills.
10. Vendor should responsible for any injuries to the workers during the work.

11. Scope of work:

- a. **Quarterly periodic** servicing of the all machines (Dry wash and water spray cleaning on coils).
- b. **Half yearly Insulation** replacement and wrapping of all the machines.
- c. R22 gas charging.
- d. Refrigerant pipe leakage repairing.
- e. Replacement of contactor, relay, capacitor and other electrical components.
- f. Replacement of compressor.
- g. PCB and display repairing.
- h. Replacement of copper pipe of given sizes.
- i. Flair nut replacement.
- j. Replacement/Repairing of indoor/outdoor motor.
- k. Replacement/Repairing of indoor/outdoor cover.
- l. drain pipe repairing/replacement.
- m. Cleaning of drain tray.
- n. Replacement of indoor/outdoor fan blower.
- o. Repairing of fan swing.
- p. Replacement/repairing of AC remote.
- q. Electrical fault checking.
- r. Replacement/repairing of condenser/evaporator coil.
- s. Chemical washing on condenser/evaporator coil.
- t. Any civil work like core cutting, refilling etc. is in contractor scope of work.
- u. Drilling, screwing, welding and scaffolding etc. work as per requirement.
- v. Replacement of faulty cable in between Indoor to outdoor.

12. The detail information of split ACs is given below:

Tonnage	Quantity	Makes	Date of purchase	Total length of copper pipe
2 TR	1 No.	Hitachi	2010	½"= 180 ft. ¼"=350 ft.
1.5 TR	14 Nos.	LG	2010	5/8"=70 ft.

13. Payment should be made after completion of every quarter and bills should be produced with service report/challan.

14. The materials should be accepted as per following mentioned makes.

Sl. no.	Item description	Makes
1.	Rotary compressor	Hitachi
2.	capacitor	Tibcon, sarada, JKB,temco
3.	contactor	JKB
4.	Wire	Havells, Polycab,RR,kei
5.	Nitirle rubber Insulation (Thickness:8-10mm)	Armacell/Accoflex
6.	Copper pipe (High grade),25SWG	Reputed
7.	Wrapper(PVC,45-50 mm width, thickness 0.15-0.2 mm)	Reputed
8.	Outdoor fan motor	Original motor of manufacturer



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9.	Indoor fan motor	Original motor of manufacturer
10.	Fan blade	Hitachi
11.	Core cable	Havells, Polycab, RR, kei
12.	R22 gas	Reputed.

15. The work order may be awarded on the basis of the competency and reliability of the bidder and quoted offer and it is not necessarily to award the contract to the lowest bidder.
16. Any complain should be communicated in email ID of the concern vendor or by phone. After lodging complain, the vendor should response positively and attend the problems as per the above mentioned schedule otherwise the penalty will be recovered from the quarterly bills.
17. The complete tender may be sent by post to the above mentioned address captioned "Annual maintenance contract (Fully comprehensive) for split type wall mounted air conditioner in salt lake guest house of IISER Kolkata". The envelope should be addressed to **The Superintendent Engineer (IWD)**. The sealed tender documents should be reached to "**Dispatch section, C V Raman AAC bldg., Mohanpur-741252, Indian Institute of Science Education and Research Kolkata**" office on or before schedule date and time.
18. All the above said relevant documents with NEFT/RTGS details scanned copies must be reached to the above said address within scheduled date and time.
19. If any unsatisfactory performance found during the contract period the institute has right to terminate the contract immediately without assigning any reason to the contractor.
20. After completion of one year satisfactory performance, the institute may extend the contract for another one year with same quoted price if the concern vendor is also agreed to renew the contract.
21. The rates quoted by the Contractor shall include for supplying of spare parts, transportation, labour charges etc. in complete shape. The rates quoted by the Contractor shall be net so as to include all requirements described in the contract agreement and no claim whatsoever due to fluctuations in the price of material and labour will be entertained. No change in unit rate will be admissible on any variation of quantity.

Please note that the Competent Authority reserves the right to reject any or all tenders without assigning any reason whatsoever.

**Superintendent Engineer
Institute Works Department
(For and on behalf of Director IISER Kolkata)**



Declaration letter for exemption of EMD

Whereas, I/We.....have submitted bids for the work.....

NIT no.dated.....

I/we hereby submit the following declaration in lieu of submitting the EMD.

1. If, after the opening of the tender, I/we withdraw or modify the bids during the validity period of tender specified in the tender documents.
2. If, after the award of work, I/we fail to sign the contract, or to submit the performance security before the deadline in the NIT documents.

I/we shall be suspended for one year and shall not be eligible to participate in any bid of IISER Kolkata tenders from the date of issuance of suspension order.

Note: EMD will not be exempted without this letter.

**Signature of the Contractor / Authorized person
On behalf of the Firm / Organization and Seal**



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ANNEXURE-II

Acceptance of terms and conditions by the bidder

To
The Superintendent Engineer
Institute Works Department
IISERKOLKATA
Mohanpur-741252

Sub: Annual maintenance contract (Fully comprehensive) for split type wall mounted air conditioner in salt lake guest house.

Dear Sir,

We have carefully examined all the tender documents including main terms and conditions and I/we the undersigned hereby submit the tender for the above cited work with price bid in conformity with the said Tender documents. We undertake that if our tender is accepted, we will commence the work immediately and complete the same within specific time from the date of issue of Work Order.

The corrigendum(s) issued from time to time by your organization too have also been taken into consideration, while submitting this acceptance letter.

I /We hereby unconditionally accept the tender terms and conditions of above mentioned tender Document/corrigendum(s) in it's entirety.

It is certified that we have not been black-listed in any of the Government Department.

**Signature of the Contractor / Authorized person
on behalf of the Firm / Organization and Seal**



(BASIC INFORMATION)

ANNEXURE-III (Page 1 of 2)

Pre-qualification of contractors for electrical maintenance:

1	Name of the Contractor / Firm / Organization / Company.	
2	Official Correspondence address at with contact person's name, telephone number, mobile number, E-mail etc. (Mandatory for regular correspondence)	
3	Type of Firm / Organization, whether proprietorship, partnership or private limited company etc.	
4	Year of establishment	
5	Name of the Proprietor / Partners / Directors in Organization	a) b) c) d)
6	a) Details of Registration (Firm, Company etc) i. Registering Authority ii. Date iii. Number b) Details of Electrical license i. Registering Authority ii. Reg No. iii. Date of issue. iv. Date of expiry.	

Signature of the Contractor / Authorized person



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on behalf of the Firm / Organization and Seal

ANNEXURE-III (Page 2 of 2)

7	a) Details of Income Tax Permanent Account Number. b) Details of GST	
8	Details of transaction for submission of Cost of Bid/EMD (Please mention Bank Name & Branch, Transaction Ref. No, Date etc.) i) Cost of Bid Document(Rs. 500/-)	
9	Bank Account Details of the Bidder (Account No. Bank Name & Branch, IFSC Code etc) (Required for refunding any deposited amount)	

**Signature of the Contractor / Authorized person
on behalf of the Firm / Organization and Seal**



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ANNEXURE - IV

Past Experience as per table given below:

(Use Extra Sheet if required)

Sl. No.	Period of Contract		Name of the organization with whom worked	Type Of Contract	Value of Contract	Documentary evidence attached in support
	From	To				

**Signature of the Contractor / Authorized person
on behalf of the Firm / Organization and Seal**



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ANNEXURE-V

Schedule of quantities

Sub: Annual maintenance contract (Fully comprehensive) for split type wall mounted air conditioner in salt lake guest house of IISER Kolkata

Sl. No.	Item description	Qty.	Total Amount (Including GST) (In Rs.)
1.	Annual maintenance contract (Fully comprehensive) of 15 Nos. split type wall mounted air conditioners for 12 month.	Complete Job	
In words:			

**Signature of the Contractor / Authorized person
On behalf of the Firm / Organization and Seal**