

**REQUEST FOR PROPOSAL FOR ANNUAL MAINTENANCE OF AIR CONDITIONER MACHINES
AT REGIONAL TRAINING CENTRE, KOLKATA.**

INTRODUCTION:

Regional Training Centre (ER), EM Block, Sector – V, Salt Lake, Kolkata - 700091, Kolkata under Principal Controller of Accounts (Fys), Kolkata hereinafter referred to as RTC caters to the training need of the officers and staff of Defence Accounts Department (DAD) posted throughout India and to the Armed Forces Officers and other officers of Ministry of Defence. The training centre has a triple storied office building (**ARUNODAY**), a triple storied hostel building (**PURVACHAL**) consisting of 26 Rooms (including 6 Suites) and triple storied DAD Transit Facility building (**UDICHI**) consisting of 8 Suites including two VVIP Suites. There are also nine residential government accommodations occupied by very senior Officers of the department.

RTC Kolkata is having a total of 67 nos of Air Conditioner Machines for which AMC is required to be concluded. The details of the AC machines are as under which will be come under AMC. Out of 67 Nos of AC machines, the AMC for 55 Nos of AC machines will be for 1 year and 12 Nos of AC machines (1.5T) will be for 8 months as Annexure 'A'.

Sl No.	Description	Quantity
1.	AC Machines 2.0 ton-Split	08
2.	AC Machines 1.5 ton-Split	31
3.	AC Machines 1.5 ton-Window	19
4.	AC Machines 2.0 ton-Window	07
5.	AC Machines 1 ton – Window	1
6.	AC Column 3.5 ton	1
TOTAL		67

The Principal Controller of Accounts (Fys) hereinafter referred to as the, PC of A (Fys) requires the services of a reputed, well established and financially sound firm for providing maintenance services for the AC machines for a period of one year as per the Scope of Work mentioned in point No.12 of Instruction to Bidders.

With reference to above, tenders are invited from reputed firms under single bid system. You are therefore, requested to furnish tender as per the instructions given below and strictly as per the terms and conditions laid down hereinafter.

Any variation in terms and conditions or tenders contrary to the instructions given herein under shall be liable for outright rejection.

Instructions to Bidders:

1. The tenders shall be submitted under single bid systems.
2. The price bid should be sealed in a sealed envelope duly super – scribed as “FINANCIAL BID FOR MAINTENANCE OF AC MACHINES AT RTC, KOLKATA”. The bids should be addressed to “PC of A (Fys), 10A, S.K. Bose Road, Kolkata - 700001”
1. The bids should be submitted/dropped in the tender box kept for the purpose at the reception desk of PC of A (Fys), Kolkata.
2. The last date for submission of bids is **5th August 2019 upto 16:00 Hrs.**
3. The late bids received after the specified date and time as mentioned above or those received telegraphically shall not be accepted.
4. Conditional bids shall not be considered and will be rejected out rightly.
5. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialled by the tenderer. PC of A (Fys), reserves the right to reject the incomplete bids and bids lacking in details and without signatures.
6. The bids will be opened on **6th August 2019 at 15:00 Hrs** by a committee duly constituted in this regard or the next working day if this day or subsequent days are declared as holiday due to any exigency. The committee shall opened financial/price bids The committee will evaluate the price bids and declare the successful bidder, which will be subject to acceptance by the PC of A (Fys), Kolkata. The result of the opening of bids shall be communicated to the representatives of the firm if present. Contract will be awarded to the firm whose quoted base price is minimum. Amounts in connection with statutory levies/taxes shall not be considered for deciding the successful bidder i.e. L1 firm.
7. Anyone representing the firm must carry letter of authorization for remaining present at the time of opening of tenders.
8. Only trivial and apparent errors in calculation or rate of tax etc. may be corrected at the time of opening of tenders with oral consent of those present on behalf of other firms and under signature of the authorized representative of the firm and the officials present for opening of tenders. Any major and non-apparent errors will be accepted for consideration without change.
9. The representative of firms interested in furnishing tender may obtain any clarification with regard to the tender etc. by visiting PC of A (Fys), 10 A, S.K. Bose Road, Kolkata - 700001 on all working days from 15/07/19 to 01/08/19 between 11:00 Hrs to 15:00 Hrs. They must carry valid ID proof.
10. The RFP is issued without any financial commitment and PC of A (Fys), Kolkata, reserves right to withdraw the RFP, should it be so necessary at any stage. Issue of tender document does not mean that the firm or Agency is considered qualified.
11. The Tender inviting authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The tender inviting authority does not bind to accept the lowest tender.
12. **Technical Requirements**

The tendering firm should fulfil the following technical specification and must submit necessary documents in proof thereof.

 1. The Registered Office or one of the Branch Office of the Service Provider Firm should be located in Kolkata.

2. The Service Provider Firm should be registered with **the appropriate registration authority.**
3. Service Provider Firm should have at least five years experience in providing similar services to private and/or public sector companies/Banks/Government Departments etc.
4. Service Provider Firm should have its own Bank Account, PAN No., TIN No. and GST No. and all other registration required for legal operation
5. Service Provider Firm will have to provide details of Income Tax and GST return of their firm for last 03 financial years.
6. Tender documents should be signed, stamped and submitted before due date.

7. **Instructions for preparation of Financial Bid.**

- (i) The financial bid will be submitted as per the services to be provided in terms of scope of work and other terms and conditions.
- (ii) Contract will be awarded to the firm, whose quoted base price is minimum. Amounts in connection with statutory levies will not be considered.
- (iii) No terms and conditions from bidder side will be accepted and bidder should quote rate considering terms and conditions of this office only.
- (iv) The rate shall be quoted for one year with breakup of all types of charges and statutory levies/taxes.
- (v) The rate/charges/AMC charges will not be quoted in inclusive manner including the taxes/statutory levies or other important elements of cost. All taxes must be shown separately, which is condition precedent for acceptance of the bid.

8. **Payment terms**

- i. No price escalation will be allowed within the tenure of the contract.
- ii. No advance payment will be made for AMC of AC machine or any type of repair work.
- iii. Call from this office for any complaint should be attended within 24 hours of complaint lodged. A penalty of Rs.100/- per machine per occasion pending per day will be charged for Non-attendance of our complaints within the said period.
- iv. Payment will be made on half-yearly basis from the date of commencement of the contract subject to satisfactory performance.
- v. A service report will be submitted every month.
- vi. All the spares and repair will be within the contract except metallic sheet of the body, for which both the party will fix the cost of price under negotiation.
- vii. Payment will be made through SBI - CMP subject to satisfactory performance.
- viii. Proof of payment of GST must be submitted to this office. In case the same is not produced, the payment made in this regard shall be recovered from the dues of the contractor.

