

Request for proposal (RFP)

Invitation for quotations for AMC for upkeppment and maintaining cleanliness of its Office of the P C of A (Fys) Kolkata invites sealed tenders to conclude Annual Maintenance Contract (AMC) for executing the job of Sweeping and Cleaning at the premises of Main Office at 10-A, S. K. Bose Road, Kolkata-700001 and Railway Building at 6 Esplanade East, Kolkata-700069.

1. **Instruction to Bidders:**

Quotations/bids in sealed cover are invited for AMC for sweeping and cleaning of Main Office at 10-A, S. K. Bose Road, Kolkata-700001 and Railway Building at 6 Esplanade East, Kolkata-700069 under the jurisdiction of P C of A (Fys), as per the work package listed in enclosed "Schedule of Requirements" (SOR).

2. The address and contact number for sending bids/seeking clarification regarding this RFP are given below:

A. Quotations/Bids to be addressed to:

- i. Postal address: O/o The PC of A (Fys), 10-A, S. K. Bose Road Kolkata-700001
- ii. Name designation of the contact personnel: Shri C. C. Chatterjee, SAO (AN-C)
- iii. Tel No. Of the contact Personnel: 033 2248 5077-5080, Extn.332, 328
- iv. E Mail ID: anvimainoffice.dad@hub.nic.in
- v. FAX No. 033-22480991

3. This RFP is divided into 4 parts as follows:

- General Information – Enclosure I
- Schedule of Requirements (SOR) – Enclosure II
- Standard Conditions of RFP – Enclosure III
- Special Condition – Enclosure IV

4. Quotation shall remain valid up to 90 days from the date of opening of Bid [Note: Bid validity period may be increased /decreased with the approval of PC of A (Fys)]

This RFP is being issued with no financial commitment:



SR. ACCOUNTS OFFICER (AN-C)

Enclosure I: General Information:

Submission/Opening of Tenders:

1. **Last date and time for receipt of tenders:** 14/06/2018
2. **Procedure of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box marked as quotation "**Quotation for Sweeping Cleaning of the Main Office and Railway Building of the P C of A (Fys), Kolkata**" or sent by Registered Post Addressed to P C of A (Fys)" so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non delivery/ non receipt of Bids documents. Bids send by fax or e-mail will not be considered.
3. **Time and date for opening of tenders:** 15/06/2018 at 04.00 pm.
4. **Location of Tender Box:** 6th floor in front of AN-CASH Section, P C of A (Fys) at 10-A, S. K. Bose Road Kolkata - 700001
5. **Place of opening of Tenders:** Conference Room, O/o P C of A (Fys) at 10-A, S K Bose Road Kolkata - 700001
6. **2 bids system - N/A**
7. **Forwarding of Bids-** Bids should be forwarded by Bidders under their original memo/letter pad inter alia furnishing details like TIN number, GSTIN, Bank address with NEFT account, etc and complete postal and e-mail address of their Office.
8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14(fourteen) days prior to the date of opening of the Bids. Copy of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
9. **Modification and withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than that the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of bid during this period will result in Bidder's forfeiture of bid security.
10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices of substance of the bid will be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.

- 11. Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
- 12. Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches within the due date and time of opening of the Bid.
- 13. Validity of Bids:** The Bids should remain valid for 90 days from the last date of submission of the Bids.
- 14. Earnest Money Deposit:** The bidders are to furnish EMD for a sum of **Rs. 10,000/- (Rupees Ten Thousand only)**, with a Validity of 45 days beyond the bid validity period in the form of an Fixed Deposit Receipt of Banker's Cheque or Bank Guarantee from any of the Public Sector banks in the name of **C of A (Fys) Kolkata**.
- 15.** Firm shall be required to accept the SCOC. A Contract will be signed between the Contract Operating Authority (COA) and Office of the PC of A (Fys), Kolkata incorporating the SCOC at Enclosure III of this RFP, which will form an integral part of the contract.
- 16.** The SOR (Enclosure I) and SCOC (Enclosure II) should be carefully considered while preparing the bids. Interested tenderers may resolve all clarifications by visiting the location i.e. of Office of the PC of A (Fys), Kolkata before tendering. Any other additional requirement to be quoted may be given in additional annexure.

Thanking you



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