

TENDER NOTICE

Technical and Financial sealed tenders are invited by the Controller of Defence Accounts, Regional Training Centre (ER), Ministry of Defence, EM Block, Sector-V, Salt Lake, Kolkata-700091 separately for the following work/services: **ANNUAL MAINTENANCE OF AIR CONDITIONER MACHINES AT REGIONAL TRAINING CENTRE, KOLKATA.**

Interested Bidders are requested to follow the official website mentioned below for viewing the details of the tender and downloading of tender forms:

<http://www.pcafys.nic.in>

Further details & enquiry may be made with the following officer:

Name: P. Barman, Sr. Accounts Officer

Phone: (033) 2357 3584/85

E-mail ID: rtc-kolk.cgda@nic.in

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

INTRODUCTION:

Regional Training Centre (ER), Kolkata with its Head of Office as Controller of Defence Accounts 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 Sr. Officers of the department.

RTC Kolkata is having **58 nos** of Air Conditioner Machines (at present) for which AMC is required to be concluded as the last AMC **expired on 11/02/2018**. The details of the AC machines are as under which come under AMC.

Sl No.	Description	Utilization/Distribution	Quantity
1.	AC Machines 3.0 ton-split	Enclosed in Annexure -I	01
2.	AC Machines 2.0 ton-Split	-do-	08
3.	AC 2.5 T Split	-do-	01
4.	AC Machines 1.5 ton-Split	-do-	12
5.	AC Machines 1.5 ton-Window	-do-	23
6.	AC Machines 2.0 ton-Window	-do-	07
7.	AC Machines 1 ton – Window	-do-	01
8.	AC Column 3.5 ton	-do-	01
TOTAL			54

The Controller of Defence Accounts hereinafter referred to as the CDA, RTC 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 of Bidders**.

With reference to above, tenders are invited from reputed firms under single stage two-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 stage two bid systems.
2. The technical bid & the financial/price bid should be sealed in separate covers/envelopes duly super – scribed as “TECHNICAL BID FOR MAINTENANCE OF AC MACHINES AT RTC, KOLKATA” and “FINANCIAL BID FOR MAINTENANCE OF AC MACHINES AT RTC, KOLKATA” respectively. Both the above covers/envelopes will be put in a bigger cover which should also be sealed and duly super scribed as “BIDS FOR MAINTENANCE OF AC MACHINES AT RTC, KOLKATA”. The bids should be addressed to “THE CDA, REGIONAL TRAINING CENTRE, EM BLOCK, SECTOR – V, SALT LAKE, KOLKATA -700091.”
4. The bids should be submitted/dropped in the tender box kept for the purpose at the reception desk of the administration building of RTC, Kolkata.
5. The last date for submission of bids is 25th May 2018 up to 1600hrs (04:00 PM).
6. The late bids received after the specified date and time as mentioned above or those received telegraphically shall not be accepted.
7. Conditional bids shall not be considered and will be rejected outrightly.
8. 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 initialed by the tenderer. CDA, RTC reserves the right to reject the incomplete bids and bids lacking in details and without signatures.
9. The technical bids will be opened on 28th May 2018 at 1100 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 evaluate the technical bids and declare the names of successful bidders. The financial/price bids shall be opened by the same committee only in respect of successful bidders on the same day subsequent to opening of technical bids. The committee will evaluate the price bids and declare the successful bidder, which will be subject to acceptance by the CDA, RTC. 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.
10. Anyone representing the firm must carry letter of authorization for remaining present at the time of opening of tenders.
11. 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.
12. The representative of firms interested in furnishing tender may obtain any clarification with regard to the tender etc. by visiting RTC, Kolkata on all working days from 9th May to 18th May between 11:00 AM to 05:00 PM. They must carry valid ID proof.
13. The RFP is issued without any financial commitment and CDA, RTC 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.
14. 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.

15. **Technical Requirements**

The tendering firm should fulfill 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. Copies of certificates or proof on previous performance provided to any Govt. Organization for last 01 year must be submitted. Otherwise, the quotation will be rejected.
4. Service Provider Firm should have its own Bank Account, PAN No., TIN No. and GST Registration No. and all other registration required for legal operation.
5. Service Provider Firm will have to provide details of Income Tax and Service Tax return of their firm for last 03 financial years.
6. The Service Provider Firm shall submit affidavit stating that the agency is/has not been black listed by Central Government/State Government/any PSU in last three years. The technical bid should be submitted as per ANNEXURE – ‘B’.

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 04 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 i.e. **from the date of work order** 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 Payment 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.
- ix. TDS Certificate.

9. Arbitration

In case of any dispute or difference arising between the parties hereto as to the rights, duties of obligations of either party or in case the parties hereto fail to come to mutual agreement in respect of any matter, every such dispute or difference shall be referred to the PC of A (Fys), Kolkata, who exercises administrative control over this office or in his absence to the Controller of Defence Accounts, RTC, Kolkata for arbitration, whose decision shall be final and binding of both the parties.

10. Extension of the contract

The validity of the contract shall be for the period of 12 months, however, further extension beyond the above period may be considered on mutually agreed terms and conditions at the instance of the RTC, Kolkata.

11. Termination of Contract

In case of failure to execute the services as per laid down scope to the entire satisfaction of the CDA (RTC) Kolkata or the PCA (Fys), 10A, S. K. Bose Road Kolkata – 700001 or his/her authorized representative, the RTC reserves the right to terminate the services and get the services executed from elsewhere at the risk and cost of contractor till finalization of new contract.

12 Scope of Work

01. Annual preventive maintenance of AC machines and repair of the same in case of break down.
02. The AMC will be a Non-Comprehensive Contract.
03. Routine Inspection and Servicing of the AC Machines will be performed at least twice in a month both for electrical and mechanical parts by a specifically trained and experienced service engineer. The two services must be done with sufficient gap keeping in consideration any other repair work done.
04. During each visit service engineer shall inspect and carry out the checks on condition of copper coil, leak testing, complete gas filling etc. as per the standard OEM list.
05. The visiting Service Engineer shall also prepare **Job Card/Maintenance Service Report against each AC** in respect of the services provided during his each visit, which shall be signed by a representative of this office. A copy of the same shall also be handed over to RTC, Kolkata.
06. Firm shall be fully responsible for failure arising due to workmanship defects under the scope of contract and resolve the issue without any additional cost to this office.

07. Any fault intimated, must be attended within **04 hours** during working days and all major breakdowns should be set right within **24 hours**.
08. The cost of AMC will be inclusive of all routine service items.
09. All the other spare parts for repair will also be provided by the contractor, cost of which will be borne by RTC Kolkata without any transportation charges. Rate for spare parts should be reasonable and at par with prevalent market rate.
10. The engineer must intimate any major deficiency noticed to RTC well in advance.

ANNEXURE-‘B’

TECHNICAL BID FOR ANNUAL MAINTENANCE OF AIR CONDITIONER MACHINES AT REGIONAL TRAINING CENTRE, KOLKATA

Sl. No.	PARTICULARS
1	Name of Tendering Company/Firm/Agency (Attach certificates of registration)
2.	Name of Proprietor/Director of Company/Firm/Agency
3.	Full Address of Registered Office with Telephone No, FAX and E – mail.
4.	Full address of operating/branch office with Telephone No, FAX and E-mail with name of the contact person(s) and Mobile No.
5.	Banker of Company/Firm/Agency with full address
6.	PAN/GIR No(Attach self attested copy)
7.	Service Tax Registration No. and TIN No.(Attach self attested copy)/GST No.
8.	Documents showing registration of the firm with appropriate authority
9.	Documents showing experience of the firm as required. Give details of the major similar contracts handled by the tendering company/firm/agency on behalf of the govt. departments/PSUs and other private sector during the last five years.
10.	Certificate of appreciation/satisfactory certificate from the last two major clients (preferably Govt./PSU)
11.	Total No. of years of experience in providing similar services (with the list of clients year wise)
12	Income declared in I.T returns for the last three years (enclose copy of I.T Returns acknowledgement for the relevant assessment years.
13	Affidavit/undertaking stating that the agency is /has not been black listed by Centre/State Government /PSU in the last three years.

Signature of authorized person

Date:

Name:

Place:

Seal:

ANNEXURE-'C'

**FINANCIAL BID FOR ANNUAL MAINTENANCE OF AIR CONDITIONER
MACHINES AT REGIONAL TRAINING CENTRE, KOLKATA**

Sl No.	Description	Quantity	Rate	Amount (without GST)	Amount (with GST)
1.	AC Machines 3.0 ton-split	01			
2.	AC Machines 2.0 ton-Split	08			
3.	AC 2.5 T Split	01			
4.	AC Machines 1.5 ton-Split	12			
5.	AC Machines 1.5 ton-Window	23			
6.	AC Machines 2.0 ton-Window	07			
7.	AC Machines 1 ton Window	01			
8.	AC Column 3.5 ton	01			
	TOTAL	54			

Signature of authorized person

Date:

Name:

Place:

Seal: