



**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT
CORPORATION LIMITED**

WEBEL BHAVAN

**BLOCK-EP&GP
SECTOR – V, BIDHANNAGAR
SALT LAKE
KOLKATA – 700 091**

TENDER DOCUMENTS

**For Annual Comprehensive Maintenance Contract
of Split / Ductable type A. C. Machines at Webel IT Park - Malda**

Rs.500



WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LTD

Notice Inviting Tender

Tender No : EC:07:Webel: IT Park: Malda: AC AMC:2020-21: 027

Dated: 29.01.2021

WBEIDC Ltd. (Webel) invites sealed tenders from the firms who are eligible as per eligibility criteria given herewith for the under mentioned work.

1. Name of Work : Annual Comprehensive Maintenance Contract for Split / Ductable type Air Conditioning Machines at Malda IT Park of WBEIDC Ltd.
2. Estimated cost of work : Total estimated cost ₹ 2.40 Lakhs inclusive of taxes for 12 months
3. Duration of Contract : 12 months
4. Location : Webel IT Park, Naldubi, Opp. Tata Motors of NH34, PO - Mangalbari, Dist- Malda, Pin-732142
5. Earnest Money Deposit :
₹ 1200/- (One Thousand Two Hundred only) for all bidders
6. ₹ 3600/- (Three Thousand Six hundred only) applicable for the L1 bidder (must be submitted before issuance of the work order) in the form of Demand Draft/Pay Order drawing in favor of WBEIDC Ltd.
7. Cost of tender Documents: ₹ 500.00 (Rupees Five hundred) in the form of Demand Draft/Pay Order drawing in favor of WBEIDC Ltd.
8. Availability Tender Documents :

Tender Documents available at GM (IDM-M) Office, Webel Bhavan, Block – EP & GP, Sector – V, Bidhannagar, Salt Lake, Kolkata – 700 091, during Office hours **OR** may be downloaded from the WBEIDCL website **www.webel-india.com** against submission of crossed demand draft /Pay Order /Banker's Cheque of Rs. 500.00 (Rupees Five Hundred) payable at Kolkata and drawn in favour of WBEIDC Ltd up to 19.02.2021
9. Last date of submission of
Tender documents : On 19/02/2021 upto 15:00 Hrs. at above office
10. Address at which the tenders: Office of GM(IDM-M),
to be submitted : Webel Bhavan, Block – EP & GP, Sector – V,
Bidhannagar, Salt Lake, Kolkata – 700 091
Ph-033-23392322

11. Date and time of opening of tender :

- A. Cover – I: 19.02.2021 at 15 : 30 Hrs at Webel Bhavan, ID&M Dept.
- B. Cover- II: After examining the Cover-I of the tender, Webel will open Cover-II of only those eligible tenderers who have satisfied the requirements of Cover-I. Schedule date & time of opening of Cover- II will be intimated to eligible tenderers in due course.

12. **Validity of Offer:** for a period of 60 days from the date of opening of Cover-II.

13. Tender will have to be submitted in two parts i.e. **Cover-I** and **Cover-II** separately, sealed and superscribed with the name of work and tender no.

Cover-I : Forwarding letter, Tender Fees, Earnest Money, Statutory documents like Credentials, GST, PAN, ESI, PF etc as mentioned in **Annexure – C & E**

Cover-II : Containing the **offered price** with tender documents duly filled as mentioned in **Annexure-D**

14. A Set of tender documents comprise of Annexure : ‘A’, ‘B’, ‘C’ , ‘D’& E

15. Tenderers / Bidders may visit the site if required.

West Bengal Electronics Industry Development Corporation Limited reserves the right to accept or reject any or all the tenders including the lowest one without assigning any reason what so ever.

**AMC for Split/Ductable maintenance at
Webel IT Park, Malda of WBEIDCL**

Sl.No.	Location	Maked By.	No.of Unit.	TR/Unit	Total TR	Remarks.
1	MALDA IT PARK	HITACHI	11	5.5	60.5	
			14	4	56	
			14	3	42	
			3	2	6	
	Total		42		164.5	

SCOPE OF WORK

1. Routine checking & servicing of the A.C Split Ductable type units should be carried out, **once in a month** and your job card / call book / service register should **definitely be signed by our representative** for each service rendered and checking & servicing shall cover with :-
 - a) Checking the pressure of both suction and discharge of the compressors
 - b) Inspection for leaks in the refrigeration and drainage system.
 - c) Checking performance of all controls and adjustments, if necessary
 - d) Cleaning of Air Filters
 - e) Cleaning of Condenser with Air Blower / Compressed Air
 - f) Cleaning of Evaporator Coil
 - g) Checking of Grilles, Diffusers and Dampers for proper Air flow
 - h) Cleaning of Condensate Drain
 - i) Checking of Electrical Connections of the machine terminals and also to inform our representative when signing your job card, of such terminal failure for proper action.
 - j) Oiling of rotating parts as required.
 - k) Painting of out door unit & its stand once in year.

2. Maintenance Contract is purely covered with all the parts / equipments of IDU & ODU and its accessories, pipe lines, electrical connections, hence timely supply of men, materials or spare parts and arranging gas charging, **replacement of old / damaged compressor** by new compressor within 48 hours is also included / covered in the AMC. No additional charge/cost will be given.

TERMS & CONDITIONS

Comprehensive Maintenance/Service Contract of our AC Split / Ductable type machines at different units will be under the following terms and conditions :-

1. Maintenance & Overhauling may be done at site or at your service center as deemed fit.
2. The Firm should have service set up at Malda area or nearby location.
3. You have to attend calls from us immediately any time both on working hours & non-working hours as required and no extra payment is to be made. Accordingly, you have to provide / mention **name of contact person and Phone nos.** in addition to service centre.
4. The Contractor / vendor should have statutory documents like GST, PAN, PF, ESI etc. and completion certificate issued by the Client (Govt. Organization or Reputed Private Company) indicating date and performance remarks.
5. The Contractor / vendor have to sufficient & competent work force (including licensed electrician) to cope with the requirement, capable to work parallel at different sites at a time and have the experience to do the maintenance contract over **150 tonnage or more capacity machines in a single Order OR 100 tonnage capacity machines in two Orders** of reputed organization and please enclose credentials positively while depositing tender papers.
6. If you do not have sufficient work force, please do not quote for tender. Sub-contracting will not be allowed.
7. If we buy new machines during the contract period from you or any other makers, then after the warranty period those machines will also to be added in the contract and will continue till the end of the tenure at the same rate.
8. The firm / agency must be enlisted contractor of PWD/CPWD/KMC/Govt. Org./Reputed Pvt. Org. and manufacturer of Air conditioning machines and also authorized sales & service dealer of Hitachi or equivalent (Authorization certificate need to be attached).
9. Without showing any reason what so ever, **Corporation** may discontinue your service and the contract any time and for which you will be given One month notice and you have to make pro-rata refund of unexpired portion of advanced contract value.
10. For any reason, you want to discontinue your service and the contract, then you have to give “three” months notice to Corporation for such withdrawal.

11. Earnest Money deposit (EMD) of ₹ **1200.00/-** (One Thousand Two only) is required to be submitted by Demand Draft /Pay order/Banker's Cheque by all the tenderer with the tender in favour of WBEIDC Ltd payable at Kolkata. EMD deposited by unsuccessful tenders will be refunded. The successful tenderer must submit additional ₹ **3600.00/-** (Three Thousand Six hundred only) EMD before issuance of the work order. No interest will be paid on EMD.
12. The tenure of contract will be initially for one year from the date of placement of the work order. The period of contract may be extended for another term of one year or multiple of it against the prayer from the agency. However, the same depends on the contractor's satisfactory services / performance although the decision of the management in this respect is final.
13. Payment will be made on expiry of a QUARTER (3 months) against your bill & along with job card/attendance etc. within 15-30 Working days.
14. The rates and duties fixed throughout the contract period will remain unchanged.
15. Any others statutory payments, if applicable, will be deducted at source.
16. You will be paid extra for any removal, delivery and change of location of machines, if required.
17. You will also ensure proper operation of Air-conditioner.
18. **Check list** enclosed in **Annexure- E** to be submitted duly filled along with the tender.
19. Submit Annual Turnover for last 3 years.
20. The agency will have to depute a maintenance team of skilled technicians and at least one competent accredited supervisor who will be present at Malda area to monitor and maintain the performance of AC machines under strict surveillance to ensure smooth & safety service to the authority and Clients.

PRICE BID

Bill of Quantities for Annual Comprehensive Maintenance contract of Split/ Ductable type AC machine at Malda IT Park under WBEIDC Ltd.

NIT No: – EC:07:Webel: IT Park: Malda: AC AMC:2020-21: 027

Dated 29.01.2021

Sl.No	Item Description	UOM	Quantity	Rate (₹)	Amount (₹)
01.	Annual Comprehensive maintenance contract for split/Ductable type AC machine at Malda IT Park under WBEIDC Ltd. (Webel)	TR	164.5		
	GST (₹)				
	TOTAL (₹)				

<p>Total Quoted price ₹ In Words</p> <p>.....</p> <p>.....</p>	<p><u>Signature with Stamp</u> <u>by Authorised Signatory of Agency</u></p>
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Note :

The rates quoted shall inclusive of all spares, tools and tackles, manpower cost including wages, liveries etc. & applicable taxes.

We accept all the terms and conditions of this tender document.

Checklist (To be submitted along with Tender Application)

Ref. No.	Qualifying Criterion	Particulars	Enclosure check list
1.	Permanent Account No. (PAN)		Copy enclosed : YES/NO
2.	ESI		Copy enclosed : YES/NO
3.	PF		Copy enclosed : YES/NO
4.	GSTIN		Copy enclosed : YES/NO
5.	Trade Licence		Copy enclosed : YES/NO
6.	Details of tender fee & EMD in favour of WBEIDCL	DD Nos. _____ Dated : Bank : _____	DD enclosed : YES/NO
7.	Copy of completion certificate / work order of similar nature of job		

Signature with seal
Authorized signatory of the Agency