



**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 Ductable/ Split type A. C. Machines at Webel IT Park - Krishnanagar**

**Rs.500**



**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LTD**

**Notice Inviting Tender**

**Tender No : EC:07:Webel: IT Park: KNJ: AC AMC:2021-22: 014**

**Dated: 12.11.2021**

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 Ductable/ Split type Air Conditioning Machines at Webel IT Park of Krishnanagar of WBEIDC Ltd.
2. Estimated cost of work : Total estimated cost ₹ 3.50 Lakhs inclusive of taxes for 12 months
3. Duration of Contract : 12 months
4. Location : Webel IT Park, Jahangirpur Mouza / Village under Deypara Gram Panchayat, Krishnanagar - I Subdivision, District: Nadia, West Bengal
5. Earnest Money Deposit :  
₹ 1750/- (One Thousand Seven Hundred Fifty only) for all bidders
6. ₹ 5250/- (Five Thousand Two hundred Fifty 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. **Additional performance Security:** The Additional Performance Security @10% of the tendered amount shall be obtained from the successful bidder /contractor if the accepted bid value is 80% or less of the estimate put to tender. The Additional Performance Security shall be submitted in the form of Bank Guarantee/ demand draft from any Scheduled Bank before issuance of the work order. If the bidder fails to submit the Additional Performance Security within 7 days from the date of issuance of Letter of Acceptance, his/her earnest money will be forfeited and other necessary action as per NIT like blacklisting of the contractor, etc. may be taken. The Bank Guarantee (BG) shall have to be valid to the end of the contract period and shall be renewed accordingly, if required. The BG shall be returned immediately on successful completion of the contract. If the contractor fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor.
8. Cost of tender Documents: ₹ 500.00 (Rupees Five hundred) in the form of Demand Draft/Pay Order drawing in favor of WBEIDC Ltd.
9. Availability Tender Documents :

Tender Documents available at Advisor (IDM-Maint.) Office, Webel Bhavan, Block – EP & GP, Sector – V, Bidhannagar, Salt Lake, Kolkata – 700 091, during Office hours **OR** may be downloaded from the



WBEIDC Ltd. website [www.webel-india.com](http://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 29.11.2021

10. Last date of submission of Tender documents : On 29/11/2021 upto 15:00 Hrs. at above office
11. Address at which the tenders: Advisor (IDM-Maint.),  
to be submitted Webel Bhavan, Block – EP & GP, Sector – V,  
Bidhannagar, Salt Lake, Kolkata – 700 091  
Ph-033-23392322
12. Date and time of opening of tender :
  - A. Cover – I: 29.11.2021 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.
13. **Validity of Offer:** for a period of 90 days from the date of opening of Cover-II.
14. 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**
15. A Set of tender documents comprise of Annexure : 'A', 'B', 'C' , 'D' & E
16. 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 Krishnanagar of WBEIDC Ltd**

<b>Sl.No.</b>	<b>Location</b>	<b>Maked By.</b>	<b>No.of Unit.</b>	<b>TR/Unit</b>	<b>Total TR</b>	<b>Remarks.</b>
1	KRISHNANAGAR IT PARK (Ground to Third Floor)	BLUE STAR	33	5.5	181.5	
			8	8.5	68	
	<b>Total</b>		<b>41</b>		<b>249.5</b>	

**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/ Jet Water spray.
  - 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 outdoor units & 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 Krishnanagar 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.
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 authorized sales & service dealer of Blue Star (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 if any.
10. For any reason, you want to discontinue your service and the contract, then you have to give 03 (three) months notice to the Corporation for such withdrawal.
11. Earnest Money deposit (EMD) of ₹ 1750.00/- (One Thousand Seven Hundred Fifty 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 ₹5250.00/- (Five Thousand Two Hundred Fifty 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. The agency will have to depute a maintenance team of skilled technicians and keep ready at least one competent accredited service person who will be present at Krishnanagar IT Park during any urgent breakdown call to ensure smooth & trouble free service during the entire contract period.



**Annexure – ‘D’**

**PRICE BID**

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

**NIT No: – EC:07:Webel: IT Park: KNJ: AC AMC:2021-22: 014**

**Dated 12.11.2021**

Sl.No	Item Description	UOM	Quantity	Rate (₹)	Amount (₹)
01.	Annual Comprehensive maintenance contract for split/Ductable type AC machine at Krishnanagar IT Park under WBEIDC Ltd. (Webel)	TR	249.5		
	GST (₹)				
	<b>TOTAL</b> (₹)				

Total Quoted price ₹ In Words ..... .....	<u>Signature with Stamp</u> <u>by Authorised Signatory of Agency</u>
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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)**

<b>Ref. No.</b>	<b>Qualifying Criterion</b>	<b>Particulars</b>	<b>Enclosure check list</b>
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