

Government of West Bengal
Office of the Principal Chief Conservator of Forests &
Chief Project Director
West Bengal Forest and Biodiversity Conservation Project
Block LB-2, Sector III, Salt Lake City, Kolkata -700106
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No :- 681 /WBFBC/5-1/17

Dt : 23/02/2017

Quotation Notice No. WBFBC/MAINT- 33 OF 2016-17

Sealed quotations are invited by the Chief Conservator of Forests & Additional Project Director , Implementation from experienced AMC providers for Annual Maintenance Contract (AMC) of Split Air Conditioning Machines installed in the PMU office of W.B. Forest & Biodiversity Conservation Society in Block- LB-2 , (Building-1 , 2nd floor) , Sector –III, Salt Lake City, Kolkata- 7000106.

A. Category of AMC :

1. For comprehensive AMC 13 numbers 1.5 TR, Split Air Conditioning Machines (Make- Weather Makers & Other) .

B. Eligibility of Firms:

1. The quotationer must have :

(a) Valid PAN Number, (b) Valid VAT Registration Certificate, (c) Valid Service Tax Registration Certificate , (d) Service Centre in Kolkata . (e) The Firm should have its own qualified A.C. Mechanics & the work should not be given to other sub-agents in any case. (f) The bidder must have his telephone number/ Mobile Number , e-mail & permanent address for Office communication . The experience and capability must be supported through documents (submission of work order & performance certificate) .

C. GENERAL TERMS AND CONDITION :

1. The interested firm shall be with minimum 03 (five) years of experience in the similar field in Govt. offices/ reputed MNCs/Academic Institutes.
2. AMC services shall include attending any complaint any time of the year, on receipt of verbal/telephonic/ written complaint from corresponding officer of this office.
3. Any break down call reported by this office must be attended within 4 (four) hours. If any repairing of such breakdown cannot be completed within 24 hours, in that case a stand by AC should be provided by the firm.
4. The services shall include providing all manpower, tools and plants like ladder, stools, spanners, testing equipment and replacement of defective spare parts such as replacing of chiller pipes, outlet pipes, filter if found damaged/ unusable, remote controls, condenser & evaporators, motor bushings etc..

5. The selected firms shall have to undertake the following services:

a) PREVENTIVE MAINTENANCE SERVICES – Monthly :

The monthly services should include :

- (i) Cleaning of air –filters, indoor unit grills & filters through air blower.
- (ii) Cleaning of Indoor unit bodies by wiping out the dust etc. with wet cloth.
- (iii) Any other work required.

(b) PREVENTIVE MAINTENANCE SERVICES - Quarterly :

(1) Every machines shall be serviced at least once in every quarter. A record of such services duly signed by authorised officer should be maintained.

Preventative Maintenance Service shall include at least following services :

- (i) Replacement of filter if found damaged/ unusable.
- (ii) Checking of selector switch, thermostat, relays, remote control etc.
- (iii) Checking of motor bushings.
- (iv) Checking of ground connection, blower and condenser fan.
- (v) Cleaning of evaporator and condenser coils.
- (vi) Oiling the motors, checking and tightening nuts & bolts.
- (vii) Checking cooling efficiency, drive motors and fans.
- (ix) Replacement of any component if needed & charging of Refrigerant Gas during the period of Contract if required.

6. The service provider should maintain service logbook/ service card and those should be duly signed by competent officer of WBFBCS after completion of each service.

7. It will be the sole responsibility of the selected firm to abide by the provisions of the following acts & rules related to the worker (s) engaged by him/them for performance of this contract.:

- (a) Employment of Children Act.
- (b) Workmen compensation Act.
- (c) Employment of Labour/ Contract Labour Act.
- (d) Industrial Employment Act.
- (e) Minimum Wage Act.
- (f) Any other Act related to this contract.

8. In the event of the Quotationer failing to execute the specified works within normal time in contract in whole or part an alternative arrangement will be made by the WBFBCS and cost incurred for such work will be deducted from the bill of the Quotationer.

9. The Quotationer shall be liable to pay compensation for any loss or damage caused to the property of WBFBCS by the engaged personnel of Quotationer.

10. The contract will be for a period of one year, but the same can be extended further on satisfactory performance of Quotationer during previous year. WBFBCS may renew/extend the contract to such further period (s) , as it may deem proper, having regard to the quality and manner of the Quotationer's performance.

11. The Quotationer shall personally be responsible for the conduct of his staff and in case of any complaint against any staff, the Quotationer will be under obligation to change the worker when instructed by the authority.

12. The Quotationer will be fully responsible for any accident or mishaps involving workers engaged by the Quotationer and the quotationer would pay claims made on this part. The Quotationer shall indemnify the WBFBCS from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or any other nature in respect of all workers engaged by the Quotationer.

13. All dismantled/ replaced spare parts are to be deposited with the authorised person of WBFBCS.

14. RATES, TAXES ETC. :

The quotationer should quote unit rate for each type of Split Air Conditioning Machines. Any other charges such as Service Tax, VAT etc. if any should be mentioned clearly. The rate should be quoted in figure as well as in words clearly. No overwriting will be allowed, if any correction is made that should signed by the quotationer putting proper stamp.

Rate should be firm for the entire period of contract. No price change/ escalation will be entertained during the signed contract period.

15. PAYMENT :

Payment will be made in two equal instalment. One instalment will be paid after signing the contract agreement and other after completion of six months of signing agreement.

16. The selected quotationer shall have to sign an agreement on a stamp paper of Rs. 10/- (Rupees ten) only. Cost of stamp paper should be born by the selected quotationer.

17. The contract may be terminated on giving one month's notice from either side.

18. Chief Conservator of Forests & Addl. Project Director, Implementation, WBFBCP reserves the right of acceptance of any quotation and not to accept only the lowest quotation or he may reject all the received quotation without assigning any reasons thereof.

19. Except where otherwise provided in the contract, all questions and disputes relating to the meaning of specification, quality of workmanship or materials used or any other question, claim whatsoever, in any way arising out of or relating to the contract shall be referred to the sole arbitration of Principal Chief Conservator of Forests & Chief Project Director, W.B.Forest & Biodiversity Conservation Project. The decision of PCCF& CPD/WBFBCP shall be final , conclusive and binding to both the parties.



(P.K.Pandit, IFS)
Chief Conservator of Forests &
Additional Project Director,
WBFBCP

PROFORMA FOR SUBMISSION OF QUOTATION

To
 The Chief Conservator of Forests &
 Addl. Project Director, (IMPLEMENTATION) ,WBFBCP

Sub: Submission of rate for carrying out AMC for Split A.C. Machines.

Sir,

In response to your Quotation Notice No. . WBFBCP/MAINT-01 OF 2016-17 for Annual Maintenance of Split Air Conditioning Machines in PMU of WBFBCS I/We offer my/our rates as stated below :

Sl.	Description of AC Machines	Rate per unit	Remarks
1.	1.5 TR Split A.C. Machine (Any make)		

- A) We will raise our bill adding Service Tax @% on above
 B) VAT (If any) @.....% ,, ,,

Total No. of Split A.C. Machines =Numbers.
 Total Amount inclusive of all taxes etc.....
 Rs.....

My/ Our Bank Details :

- a) Bank Account Number
 b) Name of Bank & Branch
 c) IFS Code No.

I/We hereby declare that and affirm that I/We have read and understood the terms and conditions of contract.

Signature of bidder.....

(NAME OF BIDDER).....

Full postal address

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Tele/ Mobile No.

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