



The University Of Burdwan
Rajbati , West Bengal,
Engineering Department
Phone No - 0342-2634975

Notice Inviting Tender

Tender No:- VI-86/86-87/212/1(05)

Date- 09.04.18

Sealed quotations are hereby invited for the "Annual maintenance of all types Air-conditioner and its accessories at entire B.U Campuses for the financial year 2018-19"

SI No	Description of item	Amount put to Tender (Rs.)	Earnest money	Tender Cost	Stipulated time
01	Annual maintenance of all types Air-conditioner and its accessories at entire B.U Campuses for the financial year 2018-19.	485000.00	9700.00	500.00	01 year

Terms and Condition:-

1. The initial servicing including refilling of gas and others which feel necessary to repair or replace of all the Air-conditioner machines installed in different campuses of The University Of Burdwan (B.U.) have to be completed within 30 days from the date of commencement of the contract at a convenient time without disturbing the day to day activities or service of any area.
2. Minimum four times (@ interval of three months) preventive measure, necessary servicing and cleaning of all Air-conditioner machines in a year are compulsory. Besides, in case of necessity, attendance of service engineer / mechanic is to be ensured on call within 24 hours.
3. The agency needs to maintain the appropriate operation of every AC machine.
4. The agency needs to maintain a log book for each Air conditioner. In that very log book the details list of work need to be mentioned there including satisfactory certificates to be provided by user / user department.
5. Each and every defective parts including compressor, fan blade, fan motor, capacitor etc should be supplied by the agency during breakdown.
6. The University authority has every right to check that log in anytime.



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7. Agency should invariably depute a qualified technician on regular basis for attending complaints on day to day basis (if any). The technician may also be called on Holidays if it is considered necessary for urgent repairing etc. Every breakdown must be rectified including refilling within the 24 hours (clock hours), failing which agency has to provide clarification with authentic documents. Maximum two times for each Air-conditioner machine University will allow their authentic documented clarification and after that University will terminate the contract with immediate effect with forfeited the EMD money and the security money also.
8. Every maintenance and repairing work should be carried out by the agency in the premises of B.U. Only such work which cannot be executed in the premises of this University would be allowed to be done in the workshop of the agency or outside with prior permission and duly signed gate pass to be issued by the concerned SAE by providing a prayer letter mentioning the detail of reasons.
9. All material parts should be replaced by using same manufacturer's part and serial no. In special case (not available or due to delay) it will be allowed only prior approval of EIC but the replacement brand should be genuine and reputed. The required documentation should be placed before the concerned SAE during approval. The old parts which are required to be replaced must be returned to the Rajbati Store and issuance of return voucher from the store keeper is to be placed before concerned SAE for placing in relevant file. Each replacement for each Air-conditioner machines in every time will be recorded in the log book.
10. The contractor should use materials of ISI specification for repairs/maintenance if available.
11. All supplies of parts are to be guaranteed against any manufacturing defects.
12. Any financial loss caused due to the damage of any part of the Air-conditioner machines due to wrong handling would be deducted from the security deposit or the agency should repair the same at their own cost.
13. If the University feels that if any of the above-mentioned conditions under this contract is not properly maintained / servicing by the agency is not satisfactory or does not function during any period, a reasonable deduction from the bills will be made. The decision of the University as regards the reasonableness of deduction will



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be final and binding on the agency for delay in rectifying the fault beyond 2 days of detection of the defect.

14. The contractor shall be liable to such penalties as the University may decide in the case of failure on the part of the contractor to complete the operation or maintenance within such period.
15. The agency will be responsible for proper and consistently good functioning of the all Air-conditioner machines installed in the B.U. campuses.
16. The bidder must have sufficient acceptable credentials in maintenance for the past three years in any Government / Semi-Government/Autonomous Bodies or Corporate Sector firms.
17. Every Tenderer will have to deposit an amount mentioned in notice as EMD in the form of Demand Draft in favour of "*The Finance Officer, The University of Burdwan payable at Burdwan*". That EMD will be released after successful completion of the work order period as well as after the final payment. The EMD of unsuccessful bidders will be released after issuance of relevant work order.
18. The quoted rate by the agency should be valid for acceptance for at least 120 days from the date of submission to the office of the University and the accepted rate will be valid during the full AMC period [one (01) year] as per work order.
19. Name and the mobile no of the Servicing Engineers/Technicians/operators must be provided on all locations for ease of complaining record.
20. The agency should include all the points related to above-mentioned norms in the agreement contract on a ten rupees (Rs. 10/-) non-judicial stamp paper along with other provided necessary rules and regulations being followed between University and agencies.
21. The University is not bound to accept the lowest rate and reserves the right to accept or reject any or all the Tender without assigning any reason whatsoever.
22. The University will have the right for rate negotiation with the lowest bidder.
23. The decision of the University in all respect will be final and binding upon the contractor.



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24. The University reserves the right to terminate the contract at any point of time during the contract period if the services are not found satisfactory without showing any reason thereof.
25. The contractor may raise his bill in quarterly interval in appropriate triplicate bill format along with the photo copy of log books for each generator mentioning the work in details under the billing period & work completion certificates (if any) form duly signed by concerned SAE and beneficiaries respectively.
26. The contractor has to submit an appropriate bill in printed form, in triplicate duly completed in all respects to the University Engineer, the University of Burdwan for payment.
27. The payment of each bill will be made or released after necessary deduction of 10% on submitted bill value as security deposit , 2.06 % as a Income tax deduction and 1% as a form of labour welfare CESS .The deducted security money will be refunded after Twelve (12) months from the date of receiving final payment.
28. Payment will be made through the R.T.G.S. direct to the party's bank account.
29. The agency should invariably be submitted PAN, GST registration, Voter card (for proprietorship)/ partnership deed, IT returns of latest three (03) years, latest copy of professional tax, trade license, required credentials in last three years along with the Tender.
30. All charges and taxes must be mentioned clearly along with the final quoted amount in this Tender. Any prayer for inclusion of any further additional charges and taxes will not be considered later. If do so the University will terminate the contract with immediate effect with forfeited the EMD money and the security money also.
31. The bidder should mention the rate as form of percentage of above or below or at par (incl. all taxes and charges) of the tendering amount in the relevant tender paper issued by the Engineering Department failing which the tender will be summarily rejected. The tender paper will be available from the office of the undersigned.
32. Each and every page of notice must be stamped & duly signed by concerned bidder as an acknowledgement of acceptance of all the terms and conditions in this tender process failing which the tender will be summarily rejected.



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33. The Tenders must be submitted in the tender drop box in the Engineering Department, The University of Burdwan, Rajbati, Burdwan. No Tender will be considered after lapse of specified date and time and sent through any postal services.

The last date of Last date of issuing tenders is **16/04/2018 up to 15:00 hours (3 P.M)..**

Last date of receiving tenders is **17/04/2018 up to 17:00 hours (5:00 P.M).**

Date of opening tenders is **18/04/2018 at 12:00 hours (12:00 Noon).**

University Engineer (In-charge)
The University Of Burdwan
Dated.09.04.2018