C.No.I(22)06/Misc/AMC/HQ Pool/Audit-II/15/3266-77  Dated: 13.08.2020

**TENDER NOTICE FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) SERVICE FOR TOTAL 36 AIR-CONDITIONER MACHINES**


<table>
<thead>
<tr>
<th>Office Premises</th>
<th>Located At</th>
<th>Number of AC machines</th>
</tr>
</thead>
<tbody>
<tr>
<td>O/o the Commissioner, Central Tax, CGST &amp; CX (Audit –II) Commissionerate, Kolkata</td>
<td>3rd, 5th and 6th Floor</td>
<td>Split AC- 03 Window AC - 33 Total - 36 (Thirty-Six) AC Machines</td>
</tr>
</tbody>
</table>

Hence, sealed quotations are hereby invited from the interested and reputed AMC Service providers for one year for comprehensive Annual Maintenance contract (AMC) servicing of 36 Air Conditioners installed at 3rd, 5th and 6th floor, Central Tax, CGST & CX (Audit –II) Comm'te, Kolkata, 169, A.J.C. Bose Road, Bamboo Villa, Kolkata –II Commissionerate.

Interested bidders/parties/agencies willing to comply with the General Terms and Conditions mentioned hereinafter in this notice can submit their bids/tender/quotation in the prescribed format in sealed condition super-scribed as "Tender for Comprehensive of Annual Maintenance Contract (AMC) Service" and addressed to the

ASSISTANT COMMISSIONER (HQ POOL), CENTRAL TAX, CGST & CX (AUDIT – II) COMMISSIONERATE, KOLKATA C. R. BUILDING, BAMBOO VILLA, 6TH FLOOR, 169, A.J.C BOSE ROAD, KOLKATA — 700 014.
TERMS & CONDITIONS FOR TENDER QUOTED

1. Interested parties are required to submit their bids/tender documents duly signed and stamped as per two bid systems i.e. Technical Bid as per “Annexure A” and Financial bid as per “Annexure B”, separately in two different sealed envelopes. These envelopes shall be super scribed “Technical Bid” & “Financial Bid” and put inside a bigger sealed envelope which shall be super scribed with the words “Quotation for Comprehensive Annual Maintenance Contract for total 36 Air-Conditioners and addressed to “The Assistant Commissioner (HQ Pool), O/o the Commissioner, Central Tax (Audit), Kolkata –II Commissionerate.

2. The bid/quotation must reach the undersigned on or before the due date i.e. on or before 03.09.2020 otherwise it is liable to be rejected. Tenders received after the due date in stipulated date and time, due to any reason whatsoever including postal delays shall not be considered.

3. The financial bid should be quoted both in figures and in words and Tax, if any, shall be borne and deposited by the vendor itself to the concerned department, this office, i.e. O/o the Commissioner, Central Tax (Audit), Kolkata –II Commissionerate will not take any responsibility to either pay or deposit the same.

4. Any overwriting or erasing in the figures shall not be considered for acceptance of the rate offered by the bidder.

5. The prices quoted in the Financial Bid should be inclusive of maintenance, repair/replacement charges inclusive of all taxes and includes serviceman/mechanic wages, installation charges, parts, spare parts, labor, tools, transportation charges, etc. The Bidder should quote the prices for providing complete service.

6. Compressor, Motor Repairing & Gas charge whenever required for each AC machine has to be supplied by the service provider without any extra charge.

7. No spares, consumable or any other items required for the maintenance or upkeep of the Air Conditioners will be supplied by this Office.

8. If the air-conditioner is taken out for major repair service, another air conditioner should be provided in place of existing air-conditioner failing which Rs. 500/- will be deducted from the bill for each defaulted day.
9. The charges regarding shifting of Air Conditioners will be covered in this Annual Maintenance Contract itself.

10. The payment will be made when the section wise quarterly preventive service maintenance report is verified by the respective section officers and as per the availability of funds.

11. The Service Provider will replace the defective parts and spare parts with genuine branded parts and spare parts only and conformity with BEE standard. All the parts/spare parts supplied by the Service Provider shall be accepted after due inspection and approval by the concerned section of this office.

12. **The bidder is required to sign and stamp each page of the tender document and all other enclosures appended** to it as a token of having read and understood the terms and conditions contained therein and also submit the same along with the technical bid, otherwise the quotation is liable to be cancelled.

13. The tender/bids will be opened on **04.09.2020** at the chamber of the Chief Accounts Officer (C.A.O.) at 6th floor, Central Tax, CGST & CX (Audit - II), Comm’te, Kolkata. The bidders may remain present well in time, if not, the committee will proceed for opening the quotation.

14. Payment Terms: As per payment procedure of this office on presenting the bills/invoices after providing satisfactory AMC services only.

15. **The service provider has to attend to the complaint calls within 24 hours failing of which proportionate charges would be deducted accordingly.**

16. A routine monthly service has to be provided by the service provider. Each A.C. machine has to be kept in running condition compulsorily at any given point of time.

17. Site inspection (where the AC machines are installed) can be done from 17.08.2020 to 28.08.2020 with prior information to the undersigned/Superintendent (HQ Pool), if required for submission of bids/quotations.

18. The sealed quotation will be opened at **16:00 Hrs on 04.09.2020**. The tender will be awarded to the **lowest bidder L1**, provided it satisfies all the terms and conditions mentioned in the tender notice.

19. The bidders may remain present personally or through duly authorized representatives at the time of opening of sealed quotation at the chamber of the **Chief Accounts**
Officer (C.A.O.), Central Tax, CGST & CX (Audit - II) Commissionerate, Kolkata, 6th Floor, Bamboo villa, 169, A. J. C. Bose Road, Kolkata – 700014.

20. The decision of this office in the allotment of tender shall be final and binding; no queries or correspondence in this matter shall be entertained whatsoever.

21. This office will be at liberty to terminate the contract before its expiry, by giving prior notice of one month, if the said service of AMC of Air Conditioner gets enlisted in GEM portal within the contract period.

22. Notwithstanding anything contained herein, the office of the Pr. Commissioner of Central Tax, CGST and CX (Audit - II) Commissionerate, Kolkata reserves the rights to terminate the contract without assigning any reason and without incurring any financial liability whatsoever to the contractor. This office does not bind itself to accept the lowest tender and also reserves the right to reject any quotation without assigning any reason whatsoever.

(sd)

(K.K. BHATTACHARYJEE)
Assistant Commissioner (HQ Pool),
Central Tax, CGST & CX (Audit -II) Commissionerate, Kolkata

C.No.I(22)06/Misc/AMC/HQ Pool/Audit-II/15/3266-77 Dated: 13.08.2020

Copy forwarded to:-
1. The Superintendent (Hqrs.) of CGST, Kolkata North/Kolkata South/Howrah/Haldia/Kolkata Audit-I/Appeal-I/Appeal-II/Bolpur/Durgapur Audit-II/Siliguri Commissionerate for information and for wide circulation.
2. Notice Board of Kolkata Audit-II Comm'te, 6th Floor, Bamboo Villa, Kolkata for display.
3. Superintendent (Systems) of Kolkata Audit - II Comm'te, Kolkata with the request for uploading the Tender notice in the departmental website.

(sd)

(K.K. BHATTACHARYJEE)
Assistant Commissioner (HQ Pool),
Central Tax, CGST & CX (Audit -II) Commissionerate, Kolkata
# TECHNICAL BID

(To be submitted in a separate sealed envelope super-scribed as "Technical Bid")

<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Nature of business</td>
<td>Private/Partnership/Company</td>
</tr>
<tr>
<td>2.</td>
<td>Name of the Organization /Firm/Tenderer/Concern</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Registered Address of the Organization /Firm/Tenderer/Concern</td>
<td></td>
</tr>
</tbody>
</table>
| 4. | a) Telephone Nos.  
b) Fax Nos.  
c) e-mail id  
of the Organization /Firm/Tenderer/Concern |   |
| 5. | Name, Address and Mobile No. of the Proprietor/Partners/Directors of the Organization /Firm/ Tenderer/Concern |   |
| 6. | Permanent Account No. (PAN) of the Organization /Firm/ Tenderer/Concern (Copy to be enclosed) |   |
| 7. | Registration No. of the Organization /Firm/ Tenderer/ Concern (Under Companies Act, if any) (Copy to be enclosed) |   |
| 8. | GST No. if any (Copy to be enclosed) |   |
| 9. | Name(s) of the Public Sector/Govt. Organisation to whom similar services have been provided by the firm, if any (Please attach the certificate from Govt.) |   |

Date:  
Place:  
Signature of proprietor/authorized person  
Seal:  
Full Name________________________
## Annexure-B

### FINANCIAL BID

(To be submitted in a separate sealed envelope super-scribe as "Financial Bid")

1. Name of the firm:
2. Full Address (with Telephone & Fax Number)
3. Rates should be indicated in both figures and words. If there is any difference between the two said rates, the rates quoted in words will prevail.

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Cost of providing Comprehensive AMC of one (01) AC Machine for one year (inclusive of all taxes)</th>
<th>Total Cost for providing Comprehensive AMC for 36 AC Machines for one year (inclusive of all taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cost for Comprehensive AMC of Each Split Air Conditioner</td>
<td>Cost for Comprehensive AMC of Each Window Air Conditioner</td>
</tr>
</tbody>
</table>

**Total Cost of Comprehensive AMC of 36 AC machines for one year (inclusive of all taxes) (in digits) :-**

**Total Cost of Comprehensive AMC of 36 AC machines for one year (inclusive of all taxes) (in words) :-**

### DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We shall be **blacklisted** and will not be permitted to have any dealings with the department in future. It is further submitted that the areas specified in the Tender have been verified and found to be correct. I/We shall not raise dispute in the areas specified in case contract is awarded to me/us.

Date: ____________________  Signature of proprietor/authorized person

Place: ____________________

Seal: ____________________  Full Name________________________