



भाकृअनुप-राष्ट्रीय मृदा सर्वेक्षण और भूमि उपयोग नियोजन ब्यूरो  
ICAR-National Bureau of Soil Survey & Land Use Planning



कृषि सहयोग एवं किसान कल्याण मंत्रालय, भारत सरकार

Ministry of Agriculture and Farmers Welfare, Govt. of India

क्षेत्रीय केंद्र, कोलकाता, सेक्टर- II, ब्लॉक - डीके, साल्ट लेक, कोलकाता - 700091, पश्चिम बंगाल। भारत  
Regional Centre, Kolkata, Sec- II, Block – DK, Salt Lake, Kolkata - 700091, West Bengal, India

F No. Kol/S-2(7)/

Dated: 04.06.2024

**NOTICE INVITING TENDER**

Online Tenders are invited under two bids system from the reputed firms on behalf of Head, ICAR- NBSS&LUP, Regional Centre Kolkata to award the contract of Comprehensive Annual Maintenance Contract of Air-Conditioners (windows and split) installed at Office-cum-Laboratory building and Scientist Home at ICAR- NBSS&LUP at Salt Lake, Kolkata. The details are given below:

Name of the Work	Comprehensive Annual Maintenance Contract of Air-Conditioners (windows and split) installed at Office-cum-Laboratory building and Scientist Home at ICAR- NBSS&LUP at Salt Lake, Kolkata.
EMD	As per GeM clause.
Performance Security Deposit	As per GeM Rule.
Period of contract	One year/ extendable upto one more year on satisfactorily performance (1+1 year)

## Critical Data Sheet

Tender No	GEM/2024/B/5018278
Name of the 'Organization'	National Bureau of Soil Survey & Land Use Planning, Regional Centre Kolkata
EMD	NIL
Bid Submission Start Date and Time	06.06.2024 at 11.00 a.m.
Bid Submission End Date and Time	27.06.2024 at 06.00 p.m.
Date of opening of Bid	28.06.2024 at 10.00 a.m.
Address for Communication	The Head, ICAR – National Bureau of Soil Survey & Land Use Planning, Sector-II, Block-DK, Salt Lake city, Kolkata-700091
Website	<a href="https://nbsslup.icar.gov.in/">https://nbsslup.icar.gov.in/</a> <a href="https://gem.gov.in/">https://gem.gov.in/</a>

**Terms and Conditions:**

1. **The firm with its HQ in the same city/location of NBSS&LUP, Regional Centre, Kolkata for which it is bidding shall be given preference.**
2. The firm should have an experience of at least 3 years in maintenance repairing of around 100 numbers air-conditioners in Central/State Govt. Officers/PSU/Autonomous Bodies. Satisfactorily service report undertaken by the firm for such works during that period shall be enclosed, failing which the quotation will be rejected.
3. The Bureau is inviting tenders for comprehensive covering all repairs/replacement of any parts such as **Fan Motor, Running and starting capacitor, Relay, Overload protector, Thermostat switch (window/ Split), Air filter, Knob set, Grill, Fan blade/blower, Selector switch, water tray, Remote Kit except repairing/ replacement of Compressor 1/1.5/2.0 ton, Gas charging/ filling.** All parts to be replaced, should be done in the presence of user, should be of standard make with ISI mark.
4. All air conditioners will be required to be serviced at least three times (One Preventive Maintenance (Overhaul) + One Wet (Routine Service) + One Dry (Routine Service)) during the period of contract in addition to servicing that may be required at any point of time for proper upkeep and functioning of the ACs.
5. The air-conditioners to be maintained are of 1 Ton, 1.5 Ton and 2.0 Ton capacity of different models including some windows & split ACs with remote control switches. The numbers of ACs to be maintained is approximately 43 installed at ICAR-NBSS & LUP, Kolkata and ICAR- NBSS & LUP, Scientist Home, Bhumi Vihar Complex, Kolkata. The number may however vary depending upon the actual requirement of ACs from time to time. However, the bidder should quote the rate of **Comprehensive AMC of total 43 no of ACs including GST** irrespective of types of AC viz. window and split type. **Splitting of rates under window and split type shall not be entertained and shall render the bid invalid.**

The details of the ACs installed: -

SL. No.	Type of AC Machine	Brand	capacity	No. of unit
1	Split AC	Blue Star	1.5 Ton	12 Pcs
2	Split AC	Blue Star	2 Ton	5 Pcs
3	Split AC	Hitachi	2 Ton	2 Pcs
4	Split AC	Hitachi	1 Ton	2 Pcs
5	Split AC	Hitachi	1.5 Ton	8 Pcs
6	Window AC	Hitachi	1.5 Ton	4 Pcs
7	Split AC	Carrier	2 Ton	1 Pc
8	Split AC	Carrier	1.5 Ton	4 Pcs
9	Window AC	Carrier	1.5 Ton	1 Pc
10	Split AC	LG	1.5 Ton	4 Pcs
			<b>Total</b>	<b>43 Pcs</b>

6. The contractor shall not be paid separate charges on account of transportation etc. for attending the maintenance of ACs installed at our Bureau. The contract shall be awarded on as is where is basis, hence

the firm may inspect the ACs installed during office hours **11.00 a.m. to 4.00 p.m. from 10.06.2024 to 21.06.2024** (weekdays only) before quoting their rates.

7. The firm participating in the tender must be financially sound and well equipped having the required infrastructure to undertake the job. The Bureau may satisfy itself with the financial soundness and capability of the firm to undertake the job by physically inspecting the site of workshop and the offices etc. of the tendering firm before awarding the contract, if considered necessary.
8. The payment shall be released to firm on quarterly basis upon receipt of satisfactory reports from user. The payment shall be made through Electronic mode direct in to the Bank Account. **TDS will be deducted at source as per rules.** All the payment will be done on credit basis; no advance payment will be made to the firm.
9. During tenure of contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/ property.
10. The contract will be awarded initially for a period of one year but can be extended after the expiry of initial one-year period for another one year if the services of the firm are found to be satisfactory subject to observance of all codal formalities. The tender will be liable to be terminated even before the expiry of the contract period if the firm fails to provide satisfactory services or violates any of the conditions/terms of the contract.
11. The contract shall be awarded to the firm who fulfills all the terms and conditions of the tender document and remains LL.
12. At the time of the ending of the contract, all the ACs should be in proper running condition before handing/ taking of ACs are made otherwise deduction shall be made from the firm's bill.
13. This office will have full authority to reject any/all offer (s) without assigning any reasons therefore, no enquiry after quoted of the bid will be entertained.
14. An amount of 3% of total estimated value of work is to be deposited by the selected/ successful firm as a performance security deposit through Bank Guarantee/Insurance Surety bonds/ Account payee Demand Draft/ Fixed Deposit Receipt (in original) from a Nationalized Bank in favour of Head, NBSS&LUP payable at Kolkata only. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. No interest will be paid on the security money deposited with the NBSS&LUP.
15. The bidder cannot make any changes in the term and conditions mentioned above at their own volition.

**Technical Documents to be submitted by the bidder: -**

<b>SI No.</b>	<b>Certificates/ Documents</b>	<b>Yes/No</b>
1	The bidder should be registered firm in India under company/society registration act or any other applicable statute, capable of carrying out the subject work as stated above.	
2	The signatory should possess Registered Power of Attorney	
3	Registration of GST	
4	Valid trade license and Professional Tax Registration	
5	PAN card with ITR certificate for the last 3 years, i.e. FY 2021-22, 2022-23, 2023-24	
6	The firm should be a profit-making entity for the past 3 years. Audited A/c statement- Balance Sheet and P/L A/c for the last 3 years shall be submitted	
7	Satisfactory performance Certificate issued by the present and past clients along with details such as Name, Address, nature of work, contact number etc. and copies of Award and Purchase Orders	
8	The firm should have Registered Office in Kolkata	
9	The Bidder should not have been blacklisted by any Central/State Government Organization or PSU for any corrupt and fraudulent practice or any other reason whatsoever. An undertaking for Non-Blacklisting / Non-Debarment of the bidder is attached with this document which needs to be stamped as a declaration and has to be submitted along with the tender.	
10	Acceptance of our terms and conditions on the company's letterhead	

**Note: the above documents should be uploaded in the given sequence only, with no unnecessary documents.**

**FINANCIAL BID:**

1. In accordance with O. M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' consideration/service charges shall be treated as unresponsive and will not be considered.
2. In case of more than one successful lowest bidders (L-1), the work / contract will be awarded to the firm through GeM random selection process.

Sd/-  
Asstt. Admn. Officer  
ICAR-NBSS&LUP  
Kolkata