



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364757

Website: [www.icmai.in](http://www.icmai.in) e-mail: [lpc.kolkata@icmai.in](mailto:lpc.kolkata@icmai.in)

## Local Purchase Committee

### Tender Notice

Ref. LPC / ADMIN-ACs-2021-2

April 16, 2021

### **Tender for supply, installation and commissioning of AC machines at Headquarters**

Reputed and authorized Dealers/Suppliers of Air Conditioning Machines are invited to offer their quotations as per the following details. -

#### **1. Scope of work:**

- 1.1 To supply, installation and commissioning of A.C. machines.
- 1.2 To provide servicing (periodic / preventive) of A.C. machines till expiry of warranty.
- 1.3 Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.

Interested vendors may contact Ms. Jayati Sinha, HoD, Administration Department of the Institute. Contact details: email id: [traveldes.kolkata2@icmai.in](mailto:traveldes.kolkata2@icmai.in), Phone no.: 8789905639

#### **2. Instructions for bidders:**

- 2.1 The rates to be offered should include all incidental charges such as materials, supply, labour, transportation, loading, unloading etc. No other additional payments except installation part mentioned in Annexure 2 would be made.
- 2.2 Taxes as applicable will be paid extra.
- 2.3 Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.
- 2.4 Bidders shall bear all costs associated with the preparation and submission of its bid.
- 2.5 Adequate precaution shall be taken to prevent danger from electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person.
- 2.6 Bidders are requested to visit the sites, at their own cost, to assess the quantum of work.
- 2.7 **If any deviation is observed from the format given it would summarily be rejected.**

#### **3. Terms & Conditions:**

- 3.1 Schedule of delivery –
  - a. Time – Within 15 days from acceptance of order.
  - b. Place – 2<sup>nd</sup> floor, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
- 3.2 Financial bids of only those bidders will be opened who have qualified in the technical bid analysis.
- 3.3 The price quoted by the bidder should remain valid for 90 days.



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- 3.4 Period of Contract – **“ONE TIME”** will end automatically on satisfactory supply of the items. Period of warranty will remain same as per below para.
- 3.5 If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- 3.6 Canvassing in any form in connection with the contract is strictly prohibited.
- 3.7 **From the suggested make and model, nearest match to the requirement of the Institute as Para 1 will be eligible to qualify for Financial bid participation.**
- 3.8 **For the Financial bid - L1 will be decided on the below mentioned formula –**  
**= [Financial Bid Part I (rate offered for matched model) X Quantity] + [Part II (rate offered for matched model) x Quantity] + Part III {Grand Total} (offered rate for beyond Standard Installation for all three machines).**
- 3.9 **Payment will be made on the basis of actual expenditure, or the rate offered by bidder (above formula of Para 3.8), whichever is lower.**
- 3.10 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 3.11 Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- 3.12 Wherever the ground is dug for cable laying etc. it shall be restored to original condition. All debris etc. shall be disposed of to the nearest defined place by municipal authority or by Institute, as applicable.
- 3.13 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- 3.14 Training: Upon completion of the installation & commissioning the Successful Bidder shall provide the hands-on training on the installed equipment to the concerned officials along with the training materials on the equipment installed at Institute.
- 3.15 The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- 3.16 Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.
- 3.17 Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute
- 3.18 Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.



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- 3.19 The Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
- 3.20 The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- 3.21 Upon being selected as the successful bidder and being awarded the Order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- 3.22 The participating bidder has to submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.
- 3.23 The order will be placed for the best interest of the Institute.

### **4. Warranty and Maintenance:**

- 4.1 The entire equipment/ system shall be warrantied to be free from defective workmanship, software or materials and any defects that may appear within 12 months (one year) and for Compressor shall be warrantied for additional 48 months (4 years) from the date of issue of work completion certificate, which in the opinion of the Institute have arisen from bad workmanship or materials, shall upon intimation by the Institute, be made good by the bidder at his own cost within the time specified.
- 4.2 During the said period of 12 months (DLP – Defective Liability Period) for complete equipment and additional 48 months for compressor, the contractor (successful bidder) shall make inspection of the entire system free of charge as and when require, and attend to such other service that may be required of him.
- 4.3 During Defect Liability period the contractor (successful bidder) shall provide on-site comprehensive maintenance, which includes preventive as well as corrective maintenance. The firm awarded with the maintenance contract shall carry out preventive maintenance of equipment on quarterly basis/ as per requirement and shall maintain the proper record thereof.
- 4.4 Defect Liability Period shall cover each part of A.C machines and accessories and parts, replacement of any part necessary for keeping the machines active and free from any defects/disturbance, any unscheduled call for corrective and/or preventive maintenance services, taking appropriate measures/steps in time to set right the malfunctioning of the A.C. machines.

### **5. Payments:**

- 5.1 No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy. Taxes will be extra as applicable.



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5.2 The payment will be made in electronic mode only within 30 days of submission of bills.

### **6. Submission of Bids:**

Tenders duly signed by the bidder shall be submitted in two parts in separate sealed envelopes superscribing 'Technical bid' and 'Financial bid'. Both the envelopes should be put into a third envelope superscribing with "Tender for Supply, installation and commissioning of AC machines at Headquarters" (Bid Reference – LPC / ADMIN-ACs-2021-2) to be dropped in tender box (**Box Number 1 labelled as "Local Purchase Committee"**) at the ground floor of the Institute on or before 04:00p.m., April 23, 2021 or to be posted at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 addressing to Local Purchase Committee. OR hand delivered to either Priyanka Roy, Sudarshan Maity, Pradipta Ganguly.

Technical bid will consist –

- Page 1 to 3 of the Tender Notice stamped and signed by the bidders.
- Stamped, signed and filled in **Annexure 1 (both pages 1&2)**.

Financial bid will consist –

- Stamped, signed and filled in **Annexure 2**.

**CONVERNOR  
LOCAL PURCHASE COMMITTEE**

Technical bid

<i>Sl. No.</i>	<i>Details Requested</i>	<i>Provide Details</i>
1.	Name of the Company/ Vendor	
2	Contact person & Mobile number	
3	Full address of the office With Email Address	

<b>No. of machines required (KIND A)</b>	<b>2 machines</b>	<b>Make/Model</b>	<b>Make/Model</b>	<b>Make/Model</b>
		<b>TYPE I</b>	<b>TYPE II</b>	<b>TYPE III</b>

<b>NAME</b>		<b>.....</b>	<b>.....</b>	<b>.....</b>
<b>Capacity</b>	<b>1.5</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type	Split	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Star Rating	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerant	R32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	R410A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compressor Type	Rotary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooling Capacity (Min-Max) Btu/h	9000-18000	.....	.....	.....
EER W/H	3-4	.....	.....	.....
Power consumption (Min-Max) W	550-1800	.....	.....	.....
Operating Current (A)	7-10	.....	.....	.....
Air Flow (CFM)	500-600	.....	.....	.....
Area Coverage (sqf)	150 - 200 sft	.....	.....	.....



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### Annexure 1

(page 2)

No. of machines required (KIND B)	1 machine	Make/Model	Make/Model	Make/Model
		TYPE I	TYPE II	TYPE III
	NAME	.....	.....	.....
Capacity	1.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type	Split	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Star Rating	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerant	R32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	R410A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compressor Type	Rotary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooling Capacity (Min-Max) Btu/h	6000/12000	.....	.....	.....
EER W/H	3-4	.....	.....	.....
Power consumption (Min-Max) W	200-1200	.....	.....	.....
Operating Current (A)	4-6	.....	.....	.....
Air Flow (CFM)	250-500	.....	.....	.....
Area Coverage (sqf)	100-130	.....	.....	.....

##Tick and fill up the blanks wherever applicable

Signature of bidder:

Seal:

Date:



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### Annexure 2

#### Financial bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	GSTN	
3.	PAN of proprietor	

#### **PART I. Rate per machine-**

Item	TYPE	MAKE	MODEL	Offered Rate Rs.
Air Conditioner machine <b>KIND A</b>	TYPE – I			
	TYPE – II			
	TYPE – III			

#### **PART II. Rate per machine-**

Item	TYPE	MAKE	MODEL	Offered Rate Rs.
Air Conditioner machine <b>KIND B</b>	TYPE – I			
	TYPE – II			
	TYPE – III			

#### **PART III. Installation Part beyond Standard Installation for all three machines-**

Sl.No.	Items	Unit	Estimated Qty / Feet	Rate	Total (Rs.)
1	MS Angle for outdoor unit	Nos.			
2	Refrigerant PIPING+INSUL.+RAPPING+TAPPING	Feet			
3	ELECTRICAL CABLING IDU TO ODU	Feet			
4	WATER DRAIN PIPE ( SOFT)	Feet			
				<b>Grand Total (Rs.)</b>	

# Bidder must visit the site before offering their rates

Applicable taxes will be paid extra

Signature of bidder:

Seal:

Date: