



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 4036 4753 / 4763 / 4755 / 4731

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Admin/Auditorium AC/Maintenance/2024

16.02.2024

Tender for annual maintenance contract of Centralised A.C.

Reputed, reliable and authorized service provider of Bluestar AC Machines located in and around Kolkata are invited to offer their Rate for annual maintenance contract of Centralised Air Conditioner machine of the Institute as per details given below -

1. Specifications of machine:

SLNo.	MACHINE	CAPACITY	Model	Serial No	Qty
1	48 TR SCROLL CHILLER	48 TR	XACYS2048A	61479A-I13	1
2	AHU	7500 CFM	ELNHW806L400000	ELNHW608040	1
3	CHILLED WATER PUMP	123 USGPM	1510	KL0007310&	2

2. Scope of work:

- To check and render preventive maintenance service to all the equipment every 3 months i.e., four times in a year during the currency of 1 year.
- To attend/arrange to attend all normal break-downs if any, on call basis.
- Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.

3. Inclusions in Annual Maintenance Contract:

- Checking the functioning of Chiller unit/Air Handling unit/Pumps/Cooling tower/Controls and all such equipment.
- Free replacing of defective/worn out parts with new or repaired parts for compressor / thermostat/ cut outs as per requirement.
- Repairing of equipment at site/service station as the case may be.
- Descaling of condensers/chemical cleaning of evaporator coils based on bidder's assessment and working parameters of the plant.
- Replenishing refrigerant gas and compressor oil in the system arising out of system defect, excluding sealed compressor.
- Checking of compressor for its proper working.
- Annual pumping-down and restarting as and when required.
- Checking of Microprocessor control panel, control boards, transducers of packaged chillers / condensing unit for their correctness and replace if necessary.
- Replacing of parts due to wear and tear.
- Transportation of equipment.
- Providing unskilled/skilled labour.
- Lubrication with the advent of self-lubricated parts and assemblies.
- In case of operating, normal working hours for an operator shall be 8 hours a day, 6 days a week. If required to work beyond 8 hours in a day or on Sundays/holidays, the same should be supported with sufficient intervals by vendor.



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Interested vendors are requested to contact Administration Department of the Institute, 12, Sudder Street, Kolkata – 700 016 during any office hours 9.30 am to 6.00 pm on any Monday – Friday except National Holidays before participating in the bid. Contact details: email id: admin.kolkata@icmai.in, Phone no.: 9681818171

4. Instructions for bidders:

- (a) The rates to be offered should include all labour, transportation, material, loading, unloading, supply, etc. No other additional payments would be made.
- (b) Taxes as applicable will be paid extra.
- (c) **Bidder must attach the authorization certificate/letter of Bluestar along with submission of bids.**
- (d) 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.
- (e) **A copy of valid trade license / certificate of incorporation to be enclosed with annexure 1.**
- (f) Bidders shall bear all costs associated with the preparation and submission of its bid.
- (g) Bidders may visit the site to understand the scope of work.
- (h) 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.

5. Terms & Conditions:

- (a) This contract is non-transferable; The Institute of Cost Accountants of India reserves the right to terminate the contract/renege the terms of the contract, in case of ownership or location of equipment.
- (b) Unless and otherwise specifically agreed in writing by vendor, the services covered under this tender shall be rendered from Monday to Saturday during normal working hours of 9.30 A.M. to 6.00 P.M.
- (c) Location – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
- (d) The price quoted by the bidder should remain valid for 90 days.
- (e) Period of Contract – One year and may extended for another year subject to stipulated performance observed by the Institute and upon approval of the competent authority. However, can be terminated by either party after giving one-month notice.
- (f) If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- (g) Canvassing in any form in connection with the contract is strictly prohibited.
- (h) **L1 will be decided based on the amount quoted in the darkened boxes of Rs. in Annexure 1.**
- (i) Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- (j) Once the 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.



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- (k) Wherever the ground is dug for cable laying etc, it shall be restored to original condition. All debris etc. shall be disposed off to the nearest defined place by municipal authority or by Institute, as applicable.
- (l) The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- (m) 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.
- (n) 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.
- (o) 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.
- (p) 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.
- (q) 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.
- (r) 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.
- (s) The order will be placed for the best interest of the Institute.

6. Payments:

- (a) The payment will be made in electronic mode only within 30 days of submission of bills.
- (b) No advance payment will be made.
- (c) Payment will be made in four parts. After completion of every three months' services.
- (d) Payment will be made against the submitted hard copies bill supported by respective months' service report duly signed by the authorized person of Institute.

Submission of Bids :

The quotations STRICTLY AS PER PRESCRIBED FORMAT (Annexure 1) have to be submitted in the **LPC Tender Box (box 1)** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed **"Tender for annual maintenance contract of Centralised A.C." (Bid Reference - Admin/Auditorium AC/Maintenance/2024)"** on or before 3:00pm, 7th March, 2024.

CONVENER
LOCAL PURCHASE COMMITTEE



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Annexure 1

Format of bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the office With Email Address	
4.	RTGS Bank Account Details	
5.	Details of GSTN (if available)	
6.	PAN of the Proprietor / Firm	
7.	Certificate of Incorporation / Trade License (copy to be enclosed)	
8.	Authorization certificate/letter of Bluestar (copy to enclosed)	

Particulars	Rs. (In figure)	Rs. (In words)
Rate quoted for the job*		

* Rate would include all cost apart from taxes. Applicable tax Rate - _____ (Please Mention)

Declaration: We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice and have physically visited and understood the scope of Work. We are not debarred by any other Department of the Institute.

Signature of bidder:

Seal:

Date: