



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: www.icmai.in

TENDER NOTICE

Ref. ADMN-AMC/AC-AUDITORIUM-2021-22

February 3, 2021

Tender for annual maintenance contract of Centralised A.C.

Reputed, reliable and authorized service provider of Blue Star 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. Specification of machine :

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

2. Scope of work :

- 2.1 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.
- 2.2 To attend/arrange to attend all normal break-downs if any, on call basis.
- 2.3 Any other work related to but not specifically mentioned above, required for completion of the job as per the intent and scope of work.

3. Inclusions in Annual Maintenance Contract –

- 3.1 Checking the functioning of Chiller unit/Air Handling unit/Pumps/Cooling tower/Controls and all such equipment.
- 3.2 Free replacing of defective/worn out parts with new or repaired parts for compressor/thermostat/ cut outs based on assessment of bidder.
- 3.3 Repairing of equipment at site/service station as the case may be.
- 3.4 Descaling of condensers/chemical cleaning of evaporator coils based on bidder's assessment and working parameters of the plant.
- 3.5 Replenishing refrigerant gas and compressor oil in the system arising out of system defect, excluding sealed compressor.
- 3.6 Checking of compressor for its proper working.
- 3.7 Annual pumping-down and restarting as and when required.
- 3.8 Checking of Microprocessor control panel, control boards, transducers of packaged chillers/condensing unit for their correctness and replace if necessary.
- 3.9 Replacing of parts due to wear and tear.
- 3.10 Transportation of equipment.
- 3.11 Providing unskilled/skilled labour.
- 3.12 Lubrication with the advent of self-lubricated parts and assemblies.
- 3.13 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.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: www.icmai.in

Intending Tenderers are requested to Administration Department., ICAI, 12, Sudder Street, Kolkata – 700 016 during any office hours 9.30am to 6.00pm on any Monday – Friday except National Holidays for any query.

4. Instructions for bidders :

- 4.1 The rates to be offered should include all labour, transportation, loading, unloading, supply, etc. No other additional payments would be made.
- 4.2 Taxes as applicable will be paid extra.
- 4.3 Bidder must attach the authorization certificate/letter of Blue Star along with submission of bids.
- 4.4 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.
- 4.5 Bidders shall bear all costs associated with the preparation and submission of its bid.
- 4.6 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 :

- 5.1 This contract is non-transferable; The Institute of Cost Accountants of India reserves the right to terminate the contract/Renegotiate the terms of the contract, in case of ownership or location of equipment.
- 5.2 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.
- 5.3 Venue – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
- 5.4 The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- 5.5 The price quoted by the bidder should remain valid for 90 days.
- 5.6 Period of Contract – One year and may extended another one year on mutual agreement of parties. However, can be terminated by either party after giving one-month notice
- 5.7 If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- 5.8 Canvassing in any form in connection with the contract is strictly prohibited.
- 5.9 L1 will be decided based on the consolidated amount quoted in the darkened boxes of Total Rs..
- 5.10 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 5.11 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.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: www.icmai.in

- 5.12 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.
- 5.13 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- 5.14 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.
- 5.15 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.
- 5.16 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.
- 5.17 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; such case/s will lead to forfeiture of Security Deposit.
- 5.18 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.
- 5.19 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.
- 5.20 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.
- 5.21 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.
- 5.22 The participating bidder has to submit this tender document signed and sealed on each page, as acceptance of the terms and conditions mentioned herein.
- 5.23 The order will be placed for the best interest of the Institute.

6. Payments :

- 6.1 The payment will be made in electronic mode only within 30 days of submission of bills.
- 6.2 No advance payment will be made.
- 6.3 Payment will be made in two parts. Half of the value of the contract after completion of six months' services and remaining after end of contract.
- 6.4 Payment will be made against the submitted hard copies bill supported by respective months' service report duly signed by the authorized person of Institute.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: www.icmai.in

9. Submission of Bids :

The quotations have to be submitted to Ms. Moumita Das/Ms. Priyanka Roy/Ms. Jayati Sinha, The 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 - ADMN-AMC/AC-AUDITORIUM-2021-22**)

on or before 4:00pm, February 11, 2021

LOCAL PURCHASE COMMITTEE



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: www.icmai.in

Annexure 1

Format of 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	
4.	RTGS Bank Account Details	
5.	Details of GSTN (if available)	

Total . Rs. In words.....only

Total . Rs./-

Signature of bidder:

Seal: