



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

Local Purchase Committee

TENDER NOTICE

Ref. LPC/ADMIN/WP-5NO.s/2024-25

May 2, 2024

Tender for annual maintenance contract for Water Purifiers

Sealed quotations are for annual maintenance contract for 5 numbers of Water Purifiers as per details given below –

1. Scope of work :

- 1.1 Four periodical service visits per year during the period of contract, when the purifier attachment will be thoroughly checked cleaned, serviced and adjusted including all required parts.
- 1.2 Any additional visit during the contract period, as and when required, in the event of breakdown malfunctioning of the equipment, on intimation in this regard by the Institute within maximum 48 hour.
- 1.3 Maintenance of Filters, Pre-filter candle, carbon, membrane, SMPS/Ballast, Pump, Compressor, Fan Motor, Ultra-Violet lamp, Thermostat, Relay, capacitor, Outlet & Inlet pipe, Hose chips, Gas charging, anti-sealing chemical and other such consumables for proper functioning of water-purifiers.
- 1.4 Replacement if worn -out/exhausted parts, including ultra violet with new/rectified spares during the periodical servicing or break down visits during the service contract period.
- 1.5 Inline carbon sediment filter (candle) must be replaced twice during the contract period (in a year)
- 1.6 All faulty parts/PVC pipe/electronic circuit/card of UV machines should be replaced against manufacturing defect by the contractor during the period of service contract.
- 1.7 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 Administration Department, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays. Contact details: email id: admin.kolkata@icmai.in.



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2. Instructions for bidders :

- 2.1 The rates to be offered should include all supply, commissioning, packing, labour, transportation, loading, unloading etc. No other additional payments would be made.
- 2.2 Taxes as applicable will be paid extra.
- 2.3 The tenderers are advised to visit all the sites, conduct survey of the existing arrangements so as to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from the Institute before quoting their rates
- 2.4 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.
- 2.5 Bidders may visit the sites and water purifiers before offering their rates.
- 2.6 Bidders shall bear all costs associated with the preparation and submission of its bid.
- 2.7 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.

3. Terms & Conditions :

3.1 Site of installation -

Installed at ground floor	1	12, Sudder Street, Kolkata - 700 016
Installed at 1 st floor	1	12, Sudder Street, Kolkata - 700 016
Installed at 2 nd floor	1	12, Sudder Street, Kolkata - 700 016
Installed at 3 rd floor	1	12, Sudder Street, Kolkata - 700 016
Installed at Journal Department	1	4 th Floor, 84, Harish Mukherjee Road, Kolkata - 700 025

- 3.2 The price quoted by the bidder should remain valid for 90 days.



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- 3.3 Period of Contract – “ONE TIME” will end automatically on satisfactory supply of the items. However, warranty will stand for 1 year.
- 3.4 If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- 3.5 Canvassing in any form in connection with the contract is strictly prohibited.
- 3.6 L1 will be decided based on amount quoted in the box of Total of Annexure 1.
- 3.7 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 3.8 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.
- 3.9 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.
- 3.10 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute
- 3.11 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.
- 3.12 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.
- 3.13 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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- 3.14 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.
- 3.15 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.
- 3.16 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.
- 3.17 The order will be placed for the best interest of the Institute.
- 3.18 Copy of Trade License/Certification of Incorporation is to be compulsorily submitted.

4. Payments :

- 4.1 No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- 4.2 Taxes will be extra as applicable.
- 4.3 Payment will be made quarterly after completion of three months' satisfactory services.
- 4.4 The payment will be made in electronic mode within 30 days of submission of bills.

5. Submission of Bids :

Sealed quotations superscribed with "Tender for annual maintenance contract for Water Purifiers" (Bid Reference – LPC/ADMIN/WP-5NO.s/2024-25) have to be deposited into the Tender Box labelled as Local Purchase Committee situated at ground floor of the Institute of Cost Accountants of India, CMA Bhavan ,12, Sudder Street, Kolkata – 700 016 on or before 4:00pm, May 24, 2024.

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.	Certification of Incorporation/Trade License (Copy to be enclosed)	

Rate per machine (A)	Qty (B)	Total (A) x(B) (Rs)*
	5 no.s	
Total Rs. (in words).....		Rs..... /-

*The rates quoted should include all supply, commissioning, packing, labour, transportation, loading, unloading etc. No other additional payments would be made. Taxes as applicable will be paid extra.



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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: