



UNIVERSITY OF CALCUTTA
OFFICE OF THE UNIVERSITY ENGINEER
87/1, College Street
Darbhanga Building, Ground Floor
Kolkata-700073
Website :-www.caluniv.ac.in

NOTICE INVITING QUOTATION

University of Calcutta invites **sealed** quotation from resourceful and bonafide contractors for the following work

1.	N.I.Q. No:	Eng / EQ- 123 /21-22.	Date: 01/11/2021
2.	Name of the work:	Annual maintenance contract for the ductable type air conditioning system installed at Senate, Syndicate, Conference Halls & Visitor's room, Darbhanga Building, College Street Campus, CU for the F.Y. 2021-22.	
3.	Estimated Cost put to Tender:		
4.	Earnest Money:	A sum of 5% of the quoted amount in the form of CTS demand draft in favour of University of Calcutta payable at Kolkata is to be attached with the Tender as earnest money failing which the tender will be treated cancelled. The earnest money will be returned to unsuccessful tenders on application after issuing of work order to the successful bidder. In case of successful tender the EMD will be returned on application after an equal amount of security deposit is ducted by the University from the running bills. EMD is not exempted in any case.	
5.	Time of completion:	365 Days (1 year)	
6.	Eligibility Criteria and Documents to be submitted along with Application.	Valid trade License , GST, PAN, authorized dealership certificate and credential certificate for satisfactory completion of similar nature of job amounting 75 % of the estimated value in a single tender in the last three (3) financial years in Government /Government Undertaking or University of Calcutta. Original documents may be asked for verification of technical checking on the date of issuing tender paper. Failing to produce original documents, the tender will be rejected. The participant bidder must submit the following documents in sealed envelope in the tender box kept at the Office of the Engineer at the Ground Floor of the Darbhanga Building, University of Calcutta, 87/1, College Street, Kolkata – 700073 in the last date of submission of the tender. <ol style="list-style-type: none">NIT documents duly filled and signed by the intending bidder.Bank Draft for EMD in favour of the University of Calcutta.Self-attested copy of Valid trade License , GST & Pan and credentials for satisfactory completion certificate of similar nature of jobs under Government, Government Undertaking and Universities etc. within last three years.Company authorized dealership certificate.Application through postal service or courier service is not accepted.	
7.	Date of receipt of application for tender	On 03 /11 /2021 (From 11 am to 4 pm) (Must contain above mentioned documents). Any other date for application will not be entertained.	
8.	Last date of issue of tender papers	TO BE DOWNLOADED FROM WEBSITE.(www. caluniv.ac.in)	
9.	Last Date and Time of tender Submission	Dully filled and signed tender/quotation to be submitted on 15/11/2021 from 11am to 2.00 PM in to the Tender Box kept in the Office of the University Engineer, CU.	
10.	Date and Time of Tender Opening	At or after 15/ 11/ 2021 after 3.00 PM at the Office of the University Engineer, CU. Intending bidders are requested to be present at the time of opening tenders/quotations.	

N.B: N.I.T /NIQ no, Name of work, name of the bidder and the date of opening tender/quotation should be written on the sealed envelope, failing which the tender/quotation will not be opened and thus cancelled.

(i) The undersigned reserves the right to reject any or all Tenders/quotations without assigning any reason what so ever.

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Name of the work: Annual maintenance contract for the ductable type air conditioning system installed at Senate, Syndicate, Conference Halls & Visitor's room, Darbhanga Building, College Street Campus, CU for the F.Y. 2021-22.

N. I.Q. no- **Eng / EQ- 123 /21-22.**

Date: 01/11/2021

Estimated cost put to Tender:-.

Name of Agency:-

Address of the agency:

Rate quoted by the agency in figures & words:

Signature of the agency with date & stamp:



UNIVERSITY OF CALCUTTA

N. I.Q. no: Eng / EQ- 123 /21-22.

Date: 01/11/2021

Item Rate contract

GENERAL TERMS AND CONDITION

1. Eligible Tenders will have to download the tender papers from the website & drop the filled tender papers signed with seal and date at every page along with copy of Valid Trade license's, GST & PAN and Credential for satisfactory completion of similar nature of job amounting to at least seventy five percent of the job value in a single tender from any Government, Govt. undertaking or University of Calcutta in the last three financial year in sealed envelope in the Tender box kept in the Office of the undersigned within the specified time mentioned in the NIT which will be opened by the undersigned or by his representative within **the specified time and date mentioned in the NIT. The tendered must write the name of the work, NIT no, the date of opening and name of the bidder on the envelop failing which the tender will not be opened thus will be treated as cancelled.**
2. The rate should be quoted after inspection of the site and inclusive of all incidental charges i.e. freight, insurances, labour insurances, handling charges, necessary government taxes, duties etc as well as the Water, Electricity charges which are to be paid as per rules.
3. The contractor shall be responsible to ensure compliance with the provision of minimum wages act 1948 as modified up to date and the rules made in respect of any employees, employed by the contractor directly or through the petty or subcontractor for the purpose of carrying this contract. The contractor shall be responsible for any damage, injury or loss caused by the work or workmen to any person, animal or material during the progress of work.
4. Liquidated damage will be charged to the contractor if they fail to complete the work within the stipulated time, 0.01% per day to a maximum limit of 10 % of the contract value.



5. The allotted time for completion of the work as specified in the NIT from the date of receipt of work order .Time is the essence of this contract. Normally no time extension will be granted. In case of prayer for extension of time the University authority has the full right reserved to grant it or discard it.

6. (a)If the successful contractor's bid rate is 80% or less than the estimated amount put to tender the contractor will have to submit a **Bank Guarantee amounting to 10% of the Tendered amount before issue of Work order** failing which the EMD will be forfeited and the agency may be blacklisted. The Bank Guarantee should be valid till the end of the contract period and shall be renewed accordingly if required. This bank Guarantee is an Additional Performance Security .So provision of deducting Security deposit from bills will hold goods per relevant clause of the contract. The bank Guarantee shall be returned immediately on successful completion of contract.

(b) The University authority will retain a sum amounting to **10% of the bill** of the contract for a period of six months from the date of completion of work as **Security Deposit**. This will be released after a period of six months from the date of completion of the work on application.

7.A sum of **5% of the quoted amount in the form of CTS demand draft in favour of University of Calcutta payable** at Kolkata is to be attached with the Tender as earnest money failing which the tender will be treated cancelled. The earnest money will be returned to unsuccessful tenders on application after issuing of work order to the successful bidder. In case of successful tender the EMD will be returned on application after an equal amount of security deposit is ducted by the University from the running bills. EMD is not exempted in any case. The earnest money will be returned to unsuccessful tenderers on application after issue of work order to the successful bidder for successful tenderer the EMD will be returned on application after an equal amount of security deposit is deducted from the running bills.

Amount:-Rs

D.D No..... Dated / /20

Name of Issuing Bank & Branch:--



8. Work is to be carried out as per specification laid in the B.O.Q or PWD specification as per instruction of the University Engineer or his representative.
9. The materials brought to site for execution of the work should by no means be taken out of site without the permission of the Engineer C.U.
10. The rates must be quoted in words in figure otherwise the tender will be cancelled.
11. The University will not be bound to accept the lowest bidder.
12. The University will not supply any materials to the contractor.
13. The contractor will work under the strict supervision of the Engineer/ Sub-Assistant Engineer. The estimate given along with the tender are provisional payment will be made on the actual work done jointly measured by the Engineer or his representative (Sub-Assistant- Engineer) & the contractor or his representative. The contractor will have to submit bill in printed format in duplicate.
14. The contractor will have to take necessary instruction from the Engineer CU/ Sub-Assistant Engineer regarding the execution of work.
15. Defect liability Period:-The defect & liability period will be for a period of **six (6) months** from the date of completion of the job. Any defects pointed out during this period has to be mend good by the agency at their own cost failing which the retention money will be forfeited.

Sd/-

University Engineer

Name of the Agency:

Address:-

Signature of the Agency with date & stamp:-



Scope of work:

1. Cleaning of heat exchangers & filters etc. by soap water solution.
2. Checking of electrical connections.
3. Checking of motor bushing & oiling.
4. Checking of the unit performance in terms of current drawn, grill temperature & room temperature after carrying out of service.
5. Emergency breakdown call must be attended as & when required basis within 5hrs of lodging complain for breakdown or call.
6. Repair/replacement of faulty compressors, motors, relays, PCB's, remote hand unit, thermostats etc. & central control unit will be covered within the scope of AMC & no additional charge will be admissible.
7. Quarterly checking & servicing the air conditioning plant.
8. Attending to the plant when called upon.
9. Cleaning of cooling coils, condenser at least twice a year or as per demand.
10. Cleaning of air filters once in every month.
11. Repairing/overhauling the components of the equipment at site/in service station including replacement of worn out parts when found necessary.
12. Replenishing refrigerant required as a result of leak in the system arising out of the wear & tear.
13. Lubricating the bearings of motor & fans when found necessary.
14. Checking the refrigerant system.
15. Checking motors & starters, checking the operation of the controls.
16. Painting of the outdoor units once in a year.
17. Deployment of personnel during operation of the above places as & when required.

Terms & conditions of AMC:

1. This comprehensive contract covers preventive & corrective maintenance of AC machines/spare parts as required so as to keep the AC plant operative/functional round the clock.
2. This contract covers repair & replacement of any spares & accessories including capacitors, relays, thermostat, air filters etc. as necessary.
3. The contract covers charging of refrigerant as & when required.
4. The contract covers thorough overhauling of package type AC unit at site once in a year.
5. In case of breakdown of AC plant the restoration will have to be done within 24 Hrs as per discretion of EIC. Every effort should be taken to stop fire hazard.
6. Transportation charges form carrying equipment spares from the site to workshop/workshop to site or as required will not be paid extra.

7. The philosophy of Public Interest would be motto of this all inclusive maintenance any deviation may be viewed otherwise.
8. Any inconvenience caused so far as performance of AC plants & concerned due to negligence in the part of the agency, if detected will be liable to penalty. Quantum of penalty would be decided by EIC depending on the gravity of situation.
9. The agency must be equipped with a cell phone to look after the overall maintenance of the AC plants & interact with the officer, staff or concerned.
10. Bill should be submitted quarterly inclusive log book & service challan as per direction of EIC, keeping at least one spare log book as site.
11. No extra charges will be paid except the rate quoted by the agency as per tender documents.
12. Any special repairing work such as replacement of compressor or cooling/condensing coils/frame work of the machine are not covered under this agreement. However decision of the EIC will be final & binding on the contract.
13. The agency should pay at least the minimum wages to the workers as per prevailing State Government Laws as amended time to time. It is desirable that age of the workers engaged by the agency should be neither below 20yrs nor over 60yrs.
14. The personnel of the agency will have to be well dressed & good behaved.
15. No materials can be taken out from the campus without prior permission of the authority is allowed in this contract.
16. The contract is inclusive of all parts including refrigerant if required.

Items not included in the contract:

1. Any modification, shifting, addition, alteration to suit future requirement.
2. Major repairing/replacement of air distribution system i.e. ducting along with grills & diffusers etc. & other accessories (except minor repairing of grills, ducting & insulation etc. as required).
3. Replacement of cables for motor.

N. I.Q. no: **Eng / EQ- 123 /21-22.**

Date: 01/11/2021

BOQ annual maintenance contract for the ductable type air conditioning system installed at Senate, Syndicate, Conference Halls & Visitor's room, Darbhanga Building, College Street Campus, CU for the F.Y. 2021-22.

Sl.No	Description	Quantity	Unit Rate(Rs)/month	Tax(Rs)	Amount(Rs)
1.	16.5TR capacity ductable type air conditioning system at Senate Hall.	2nos.			
2.	7.5Tr capacity conceal type air conditioning system at Conference Hall adjacent to Senate Hall.	1no.			
3.	5Tr capacity conceal type air conditioning system at Senate Hall.	2nos.			
4.	4TR capacity conceal type air conditioning system at Conference Hall adjacent to Senate Hall.	1no.			
5.	2TR capacity conceal type air conditioning system at Visitors room, Senate Hall.	3nos.			
6.	8.5TR capacity conceal type air conditioning system at Syndicate Hall.	1no.			
Total amount per month:					

Total amount in words:

Signature of the contractor with date & stamp:



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