

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE & STATISTICS
VANIJYA TATHYA SADAN
565 – ANANDAPUR, SECTOR-I, PLOT NO.22
KOLKATA – 700 107.

TENDER DOCUMENT

Annual Maintenance of Central Air-conditioner at DGCI&S, Kolkata

Bid Publishing date : 3rd November , 2021.

End of Bid Submission
date & time : Till 2.00 p.m. on 25th November, 2021

Bid Opening date & time : 3.00 p.m. on 25th November, 2021

Scope of Work

Day to day maintenance of Comprehensive Annual Maintenance Contract (on Site) of 3 nos. TR Blue Star make Air-cooled Screw Chiller with 4 nos. 240 GMP 24 mtr head chilled water pump & 8 nos. AHUs and 3 nos Blue Star make 10TR precession air conditioners installed at DGCI&S, Kolkata.

General Terms and Conditions

The Contract is likely to continue for a period of one year from the date of commencement, unless it is curtailed or terminated by this Organization/Department owing to deficiency of service, sub standard quality of persons deployed, breach of contract, etc.

1. The period of contract may be extended for a further specific period on mutually agreed terms and conditions between DGCI&S, Kolkata and the successful service providing Company/Firm/Agency.
2. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Directorate.
3. The tenderer will be bound by the details furnished by him/her to this Directorate while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
4. The contract will be awarded on merit basis after examining technical specifications quoted by the agencies, working performance for the past two years in Govt. offices and overall examination of tender bids of the Company/firm/agency. This Directorate reserves right to terminate the contract during the period also after giving a week's notice to the contracting agency.
5. The Technical Bid should be accompanied with refundable Earnest money Deposit (EMD) of Rs.50000/- (Rupees Fifty thousand only) in the form of Demand Draft/Pay Order drawn in favour of Director General, DGCI&S, Kolkata payable at Kolkata failing which, the tender shall be rejected summarily.
6. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage) shall be returned to them without any interest. In case of successful agency, if it fails to deploy persons against the initial requirement within 15 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.
7. The contracting Company/Firm/Agency shall furnish the following documents in respect of the individual persons to be deployed by it in this Directorate before the commencement of the work:
 8. List of persons deployed,
 - a. Bio-data of the persons along-with the certificates in respect of education/professional qualification, etc.,
 - b. Attested copy of school leaving certificate containing date of birth,
 - c. Character certificate from a Gazetted officer of the Central/State Government,
 - d. Certificate of verification of antecedents of persons by local police authority and
 - e. Credential List.
 9. In case, the person employed by the successful Company/Firm/Agency commits any act of omission/commission that amounts to misconduct/ indiscipline/ incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this Directorate.
 10. The tendering Company/Firm/Agency shall replace within 7(seven) days of its personnel who is found unacceptable to this Directorate because of security risks, incompetence, conflicts of interest, improper conduct etc. upon receiving written notice from this Directorate.
 11. The Company/Firm/Agency shall depute a coordinator who would be responsible for immediate interaction with this Directorate, so that services of the persons deployed by the Company/Firm/Agency could be availed optimally without any disruption.
 12. It will be the responsibility of the service providing Company/Firm/Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed in this Directorate and this Directorate will have no liabilities in this regard.
 13. Original spear i.e. M/s. Blue Star make should be provided if require.
 14. The vender/firm to whom the AMC will be awarded should attend on call and repair the equipment within 24 hours days, failing which there will be penalty clause including cancellation of contract.
 15. The vendor must have servicing outlet in West Bengal.

16. For all intents and purposes, the service providing agency shall be the “Employer” within the meaning of different Labour Legislations/Laws applicable in respect of unskilled workers and deployed in this Directorate. The persons deployed by the agency in this office shall not have claims for any Master and Servant relationship against this Directorate (DGCI&S, Kolkata).
17. The service providing Company/firm/Agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. This Directorate shall, in no way, be responsible for settlement of such issues whatsoever.
18. This Directorate shall neither be responsible for any financial or other injury to any person deployed by servicing providing agency in the course of their performing the functions/duties nor for payment towards any compensation.
19. The persons deployed by the service providing agency shall neither claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees of this Directorate during the contract period or after expiry of the contract.
20. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing company/firm/agency shall not be entitled to and will have no claim for any absorption in the regular/otherwise capacity in this Directorate.

Legal

1. A performance security amount of 3% of the contract value is to be provided by the successful bidder immediately after being awarded the contract in the form of Demand Draft/Pay Order drawn in favour of Director General, DGCI&S, Kolkata payable at Kolkata or Bank Guarantee issued by a reputed Bank or fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated in favour of Director General, DGCI&S, Kolkata valid for 60 days beyond the expiry of period of contract. If the contract is extended further beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
2. The successful Company/Firm/Agency shall also be liable for depositing all taxes, levies, educational Cess, etc. to concerned tax collection authorities from time to time as per extant rules and regulations on account of services rendered by it to this Directorate.
3. The successful Company/Firm/Agency shall maintain all statutory registers under the Law. The agency shall produce the same on demand to the concerned authority of this Directorate or any other authority under the Law.
4. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Directorate.
5. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the successful Company/Firm/Agency will be liable to be forfeited by this Directorate besides annulment of the contract.

APPLICATION FORM – TECHNICAL BID

Day to day maintenance of Comprehensive Annual Maintenance Contract (on Site) of 3 nos. TR Blue Star make Air-cooled Screw Chiller with 4 nos. 240 GMP 24 mtr head chilled water pump & 8 nos. AHUs and 3 nos Blue Star make 10TR precession air conditioners installed at DGCIS, Kolkata.

1. Name of Tendering Company/Firm/ Agency (Attach attested copy of certificate of Registration) : _____

2. Name of Proprietor/Director of Company/firm/Agency. : _____

3. Full Address of Regd. Office : _____

- Telephone No. _____
FAX No. _____
E-mail address _____

4. Full Address of Operating/Branch Office : _____

- Telephone No. _____
FAX No. _____
E-mail address _____

5. PAN/GIR No. (Attached attested copy) : _____
6. Service Tax Registration No. (Attach attested copy) : _____
7. E.P.F. Registration No. (Attach attested copy) : _____
8. E.S.I. Registration No. (Attach attested copy) : _____
9. G ST Registration No. (Attach attested copy) : _____

10. Financial turnover of the tendering Company/firm/Agency for the last 3 (three)Financial years: (Attach separate sheet, if space is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2018-2019		
2019-2020		
20020-2021		

(If the space provided is insufficient, a separate sheet may be attached)

11. Additional Information, if any _____

Date:

Signature of authorized person

Place:

Name:

Seal:

DECLARATION

01. I, _____, Son/Daughter/Wife of _____, Proprietor/ Director/ authorized signatory of the Company/firm/Agency, mentioned above, is competent to sign this declaration and execute this tender document.
02. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
03. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized Person

Name:

Seal:

Date:

Place:

APPLICATION FORM – FINANCIAL BID

Day to day maintenance of Comprehensive Annual Maintenance Contract (on Site) of 3 nos. TR Blue Star make Air-cooled Screw Chiller with 4 nos. 240 GMP 24 mtr head chilled water pump & 8 nos. AHUs and 3 nos Blue Star make 10TR precession air conditioners installed at DGCIS, Kolkata

1. Name of Tendering Company/Firm/ : _____
2. Details of Earnest Money Deposited Rs.50000/-
(Rupees Fifty thousand only)
- D.D/P.O. No. & Date : _____
- Drawn on Bank : _____

SCHEDULE OF QUANTITY

Name of work: Day to day maintenance of Comprehensive Annual Maintenance Contract (on Site) of 3 nos. TR Blue Star make Air-cooled Screw Chiller with 4 nos. 240 GMP 24 mtr head chilled water pump & 8 nos. AHUs and 3 nos Blue Star make 10TR precession air conditioners installed at DGCIS, Kolkata

Item No.	Description of Items	Qty.	Rate (Rs.)	Unit	Total Amount (Rs.)
1.	Day to day maintenance of Comprehensive Annual Maintenance Contract (on Site) of 3 nos. TR Blue Star make Air-cooled Screw Chiller with 4 nos. 240 GMP 24 mtr head chilled water pump & 8 nos. AHUs and 3 nos Blue Star make 10TR precession air conditioners installed at DGCIS, Kolkata	12 months		Per Month	
Total					

Signature of authorized Person

Name:

Seal:

Date:

Place