

Enquiry No. KGEC/AMC-Water Cooler & Filter/2019-20/1085

Date : 31.08.2019

To  
All Interested Bidders

**Sub :Quotation for Annual maintenance(AMC) of Water Cooler and Water Filter**

Sir,

**Sealed Quotation are invited from Bonafide Service Provider/Dealers/Vendors for Annual maintenance (AMC) of Water Cooler and Water Filter as per details given below :**

Sl. No.	Make	Quantity
01.	Water Cooler: Blue Star	4 Nos.
02.	Water Cooler: Usha	11 Nos.
03.	Water Filter: CALTEK (Non-RO type with 15 lts. Store capacity)	30 Nos.

**TERMS & CONDITIONS**

- CONTRACT PERIOD:** The contract shall be initially for a period of one year from the date of work order letter of intent. The AMC rates mentioned in this contract shall be kept valid for **three years** from the date of awarding the Contract. Every year it can be renewed based on the satisfactory performance of the bidder.
- BID PRICES:**
  - 2.1 The Bidder shall give the total **composite price (comprehensive price) inclusive of all spares, parts and maintenance charges**, taxes and duties, etc. in the prescribed Format given below.
  - 2.2 The price shall be quoted both in figures and in words. In case of any discrepancy between the words and figures the amount in words will prevail.
  - 2.3 The offer shall be firm in Indian Rupees.
- PAYMENT TERMS:** No advance payment will be made. Payment will be made normally in quarterly basis on production of requisite bills after deducting penalty (if any) or as per availability from the higher authority. The payment of last quarter will be paid only after settling of all dues and issues regarding this maintenance, administrative and financial.
- Bid Security :** The bidder have to deposit a DD of Rs. 5,000/- (Rupees five thousand) in favour of ‘KGEC-Block Grant’ payable at Kalyani as “EARNEST MONEY DEPOSIT” which will be refunded to all bidders except successful one within a month from the date of opening the said tender.

5. **The bidder should submit with the bid**, the Copy of valid
  - 5.1 PAN Card
  - 5.2 Professional Tax Registration Certificate/P.Tax challan
  - 5.3 GST registration certificate(if applicable)
  - 5.4 Valid Trade License for the relevant trade
  - 5.5 Income Tax Return Acknowledgement.
6. The College will evaluate the bids submitted on total amount quoted inclusive of all taxes if any.
7. Bid document may be downloaded from the college website [www.kgec.edu.in](http://www.kgec.edu.in).
8. The prospective bidders can see the detailed configuration of the machines/equipments/items as given in Annexure-I by visiting different places of the institute within office hours.
9. The bidder should provide unscheduled, on call corrective and remedial maintenance service to set right the malfunctions of the systems as detailed in Annexure-I. The machine should be brought in working condition within twenty four hours of lodging complains.
10. **You are requested to place your offer latest by 13.09.2019 up to 2.00 p.m. Bids will be opened in the Conference Room (New Building) at 3.00 p.m. on the same day in presence of interested bidders/representatives, if any.**
11. The College Authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

**Looking forward to receiving your quotation and thanking you for your interest in the work.**

Date : 31.08.2019

Principal

Government of West Bengal  
Office of the Principal  
Kalyani Government Engineering College  
Kalyani 741 235; Nadia;

**TENDER FORMAT**

(Tender Enquiry No. KGEC/AMC-Water Cooler & Filter/2019-20/1085)

**[Rate should be quoted per month basis]**

Sl. No.	Particulars	Monthly Rate inclusive of all taxes and charges if any (Rs.)	Remarks if any
01.	<b>Annual Maintenance Contract (AMC) of Water Cooler (15 nos.) and Water Filter (30nos.) of different places of Kalyani Government Engineering College</b>		

**Note: The price shall be quoted both in figures and in words.**

Signature of authorized representative  
of the agency with seal