

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR,  
P.O. Botanic Garden (Formerly Bengal Engineering and Science University  
HOWRAH (West Bengal, India)-711103**

**Advt.No.WEB/IIEST/IPM/17-18/09**

**Date:-24.05.2017**

Sealed quotations are invited from the bonafide vendors/contractors for Annual maintenance contract of Air Conditioning Machines (various types and makes) installed at various offices, Server Room's, Institute Hall, seminar halls, etc of the Institute. Sealed quotation should be dropped in the drop box at the Office of the University Engineer between 11.00 a. m to 1.00 p. m. by 07.06.2017. Opening of the bid will be on 07.06.2017 at 1.30 p.m.

**Dean  
Infrastructure Planning and Management.**

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
**HOWRAH-711 103**

**TENDER FORM**

**Advt.No.WEB/IIEST/IPM/17-18/09**

**Date:-24.05.2017**

**Name of Tender:** Annual maintenance contract of Air Conditioning Machines (various types and makes) installed at various offices, Server Room's, Institute Hall, seminar halls, etc. in the Institute.

1. Name of the Firm :  
(in block letter)
2. Office Address :
3. Phone No. :
4. Whether Partnership / Proprietorship Firm :
5. Name of Partner(s) / Proprietor(s) :
6. PAN No. :
7. Trade License No. :
8. Sales Tax No.
9. Demand Draft for EMD of: Rs. \_\_\_\_\_ Number : \_\_\_\_\_ Dt \_\_\_\_\_  
Bank : \_\_\_\_\_ Branch \_\_\_\_\_
10. Quoted rate:  
(In price bid form to be enclosed)

Authorized Signature:

Dated:

Name of the bidder and Seal:

**Contractor's Bid**

**Description of the Works:** Annual maintenance contract of Air Conditioning Machines (various types and makes) installed at various offices, Server Room's, Institute Hall, seminar halls, etc. in the Institute.

**BID**

To : The DEAN IPM,  
Indian Institute of Engineering Science and Technology, Shibpur  
Address: Post Office: Botanic Garden,  
Howrah – 711 103

Sir,

Having examined the bidding documents, we offer to execute the Works described above in accordance with the Terms and Conditions, at the offered rates quoted in the Price Bid Form accompanying this Bid.

This Bid and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Eligibility, Bid Validity and EMD required by the Bidding documents.

Yours faithfully,

Authorized Signature:

Dated:

Address:

Name & Title of Signatory:

Name of the bidder and Seal:

**BOQ: Annual maintenance contract of Air Conditioning Machines (various types and makes) installed at various offices, Server Room's, Institute Hall, seminar halls, etc. in the Institute.**

S.L. No.	Description of Machine.	Year of Installation. (Approx)	Unit.	Qty.	Rate	Amount.
<b>A. Comprehensive Maintenance:</b> Monthly check up for oiling & cleaning, four routine services at equal interval and on call services as and when necessary during a year including covers for all electro-mechanical rotating parts, accessories & compressor, but excluding the plastic parts, ducting sheet metal.						
01.	11.5 TR Capacity Ductable Split A.C installed at Alumni Seminar Hall at 1st floor of 8-Storied Building. Hitachi Make	2005	Nos.	02		
02.	7.5 TR Capacity Split hide type A.C installed at Institute Hall. Hitachi Make	2006	Nos.	06		
03.	2.0TR capacity Split A.C Installed at Director's Chamber with Board Room at 7th floor of 8-Storied Building.	2009	Nos.	10		
04.	2.0TR capacity Split A.C Installed at different server room. ( Central Server room, Campus connect Server room)	2015	Nos.	4		
05	1.5TR capacity Split A.C Installed at diffrent server room . ( Library Server Room, Telephone Exchange)	2009, 2014	Nos.	4		
06.	2.0TR capacity Window type A.C Installed at Central Server room.	2015	Nos.	4		
<b>B. Semi Comprehensive Maintenance:</b> Monthly check up for oiling & cleaning, four routine services at equal interval and on call services as and when necessary during a year including covers for all electro-mechanical rotating parts and accessories, but excluding the plastic parts, ducting sheet metal.						
01	2.0 TR capacity Split type A.C installed at Registrar Chamber, Guest House Lounge with room , Director,s Bungalow	2009,2010, 2014,2010	Nos.	16		
02	1.5 TR capacity Split type A.C installed at Dean Chamber with Research and Consultancy Cell, Finance officer chamber, Director Bungalow Ground Floor, Meeting room at 5th floor, Audit Room, room no 407, Project office at grond floor.	2009,2012, 2016,2015, 2016.	Nos.	22		
03	2.0 TR capacity Window A.C installed at Directors Personal Seceretary office with adjacent office. A.K Boruya chamber, Guest House (D1,D2)	2015,2014, 2012	Nos.	5		
04	1.5 TR capacity Window A.C installed at (Guest House Room No-N-1, N-2, N-3, N-4 and N-8) ,Room at front of Registrar Chamber at 5th floor of Science and Technology Building.	.2012,2015	Nos.	7		
05	3.0 TR capacity Split type A.C installed at V.I.P Guest Dinning and Varandha adjuscent of Lounge	.2014	Nos.	2		
06	2.0 Tr capacity Split Air-Condition Machine at Dean Administration Office	2016	Nos.	6		
07	2.0 Tr capacity Split Air-Condition Machine at Finance Officer Department	.2016	Nos.	6		
08	2.0 Tr capacity Split Air-Condition Machine at Institute Hospital.	2016	Nos.	6		
09	1.5 Tr capacity Split Air-Condition Machine at Institute Hospital	2016	Nos.	4		
<b>Total (In Rs)</b>						
Rupees (In Words) :						

## IMPORTANT INFORMATION TO BIDDERS

### **A) Submission of Quotation & Opening:**

1. **Last date of submission of quotation is 07.06.2017 up to 1.00 p.m at the Office of the University Engineer.**
2. **Opening on 07.06.2017 at 1.30 pm at the office of the University Engineer.**

### **B) Terms & Conditions:**

- 1) To qualify for award of the contract the bidder should have satisfactory completed at least one similar work of value not less than Rs. 3,00,000/- (Rupees three lakh only) in last three years.
- 2) Quotation is to be submitted in the price bid form accompanying the tender document.
- 3) The rates should be quoted both in figures and words.
- 4) All rates quoted should be inclusive of all taxes, levies & duties, but excluding the services tax. Service tax as applicable shall be paid extra. Request for inclusion of any tax/levy at a later date will not be entertained.
- 5) Bid shall remain valid for a period not less than ninety days after the deadline date for bid submission.
- 6) The Institute reserves the right to accept or reject all or any of the tenders without assigning any reason whatsoever. The decision of the University shall be final in case of any dispute.
- 7) A Demand Draft of Rs. 5,000/- (Rupees five thousand only) as EMD in favour of “Registrar, IESTS” payable at Kolkata has to be submitted by the bidder without which quotation will be summarily cancelled. The EMD of the unsuccessful bidder will be refunded at the end of bid validity period. The EMD of the successful bidder will be converted as security deposit and will be refunded after successful completion of the work.
- 8) Materials & accessories supplied/used should be as per specification and of Approved Quality (B.I.S.) or by the authorised officer of I.I.E.S.T.S
- 9) The Bidder must attain the maintenance complaint within 24 hours of the call, failing which liquidated damage @ 5 % per day or part thereof will be imposed, subject to maximum of 5% of the value of the work order.
- 10) The Order no. is to be noted on both challan & Bill.
- 11) All bills are to be accompanied by order copies and challans as received.
- 12) Payment will be made within 60 days of Submission of proper bills, challans etc. by A/c payee cheque, no Cash payment will be made under any circumstances.
- 13) The numbers of A.C. Machines in the BOQ is indicative but not exhaustive. The actual numbers of A.C. Machine to be put under Annual Maintenance Contract may increase in considerable extent, subject to requirement of other Departments/Offices of the Institute.

**Note:** *i) The bidder is advised to visit and inspect to obtain all information that may be necessary for preparing the quotation. The bidder must enclose attested copy of Trade License / Sales Tax/PAN Card/P Tax certificate and completion certificate of similar work and other document etc. with the offer.*

DEAN, IPM  
Indian Institute of Engineering Science and Technology, Shibpur