



WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD

A Government of West Bengal Enterprise under
Micro, Small and Medium Enterprises and Textile Department
12, B.B.D.Bag, Kolkata – 700 001

Website: wbkvib.org.in / Web Portal: banglarkhadi.in



Memo No: 394 /ENGG/06/A.C Maintenance/2022-23

Date: 25.02.2025

NOTICE INVITING e-Quotation REFERENCE No. WBKVIB/CEO/NIQ/202/2024-25 OF CHIEF EXECUTIVE OFFICER WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD

The Chief Executive Officer, Khadi & village Industries Board, invites-tender for the work detailed below which are to be executed through Engineering Section of WBKVIB: -

Name of Work: -

Estimated Amount: -

Earnest Money: -

Completion: -

Location District: -

Defect Liability Period: -

Eligibility of Bidder: -

Notice Inviting Quotation for Annual Comprehensive Maintenance of Window, Split and Tower type Room Air conditioners of different capacity installed at different floor or section of West Bengal Khadi and Village Industries Board, Head Office Building, at 12, B.B.D. Bag, Kolkata – 700 001.

₹ To be Quoted (Including all Taxes, GST, Cess etc.)

₹ 10,000.00 Online e-procurement

365 Days

Kolkata – 700 001

6 Months

Bonafide, Resourceful, Experienced & Reliable, Government Licensed Contractor having similar nature of work credential Eligible Through Pre-Qualification.
(As mention in Scope of Work of Annexure – X)

Note: -

- In the event of e-filing intending bidder may download the tender document from the website, <https://wbtenders.gov.in> indirectly by the help of Digital Signature Certificate & necessary Earnest Money
- Successful Tenderer will not have to pay the cost of tender documents for the purpose of participating in e-tendering, but the successful L1 (Lowest) Bidder will have to pay the cost of **Tender Documents (2911) of 2 (two) A/PW/0/10C-35/10 Dated: - 26/07/2011 of secretary PWD Govt. of West Bengal**

Important Date & Time (Online): -

- | | | |
|---|---|----------------------------------|
| 1. Documents Download Start | : | 03-Mar-2025 from 06.00pm Onwards |
| 2. Documents Download End | : | 17-Mar-2025 up to 11.00am |
| 3. Bid Submission Start | : | 03-Mar-2025 from 06.00pm Onwards |
| 4. Bid Submission End | : | 17-Mar-2025 up to 11.00am |
| 5. Opening of Technical Bid (Open by Authorized Officer): | : | 20-Mar-2025 from 11.00am Onwards |
| 6. Opening of Financial Bid | : | To be Notified |

❖ Details of Scope of work provided in enclosed annexure

Eligibility criteria for participation in tender:

- Intending Bidder should have credential of similar type of work in last 5 years in any Govt. Organization, necessary completion certificate should be uploaded issue from competent authority

General Instructions

1. Documents to be Submitted Online: -

- a. Income Tax Return (For last 3 years)
- b. Pan Card.
- c. Latest professional Tax Paid Challan & P-Tax Enrollment Certificate, Professional Tax Payment Certificate.
- d. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 & Latest
- e. GST Return in Form No. 3B.
- f. Latest Valid Trade License.
- g. Work Order along with Payment Certificate, Completion certificate for the work in technical credential.
- h. Affidavit before Notary mentioning the NIQ No. as well as the correctness of the documents and declaration of penalty, debarment etc.
- i. Registered Partnership Deed, if applicable.
- j. The Power of Attorney for signing the tender by partner.
- k. Electrical Contractor License

2. Other Terms & Conditions: -

- a. Pan Card, Professional Tax receipts Challan for the Year 2021-22, Current GSTIN registration Certificate along with current GST payment receipt to be accompanied with the Technical Bid document. Income Tax (SARAL) Acknowledgement Receipt for assessment year (2021-2022) to be submitted.
- b. .
- c. Bidder must have office in West Bengal.
- d. The prospective bidders shall have in their full-time engagement experienced engineering personnel.
- e. The Bid should be submitted in two parts digitally super scribing "TECHNICAL BID" and "FINANCIAL BID". FINANCIAL bid of only those bidders shall be opened who are technically qualified on evaluation according to the predefined qualification criteria as mentioned in this N.I.E.Q by the 'Tender Committee' formed for the purpose. The decision of the 'Tender Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the Notice Board of this Office on the scheduled date and time as mentioned NIQ.
- f. Issuance of work order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay of Issuance of work order as well as payment, if any. Intending tenderers may consider these criteria quoting their rates.
- g. Defect Liability Period mentioned in NIQ front page**
- h. Adjustment of price (increase or decrease): - No escalation of cost will be allowed even in extension period of time, granted by WBKVIB.
- i. No Mobilization advance and Secured Advance will be allowed.
- j. Price preference will not be allowed.
- k. Security deposit @ 8% will be deducted from the running bill till completion of the work.
- l. Security deposit & Earnest Money Deposit will be released after 1(One) year from the date of completion of the work and recommendation of Project Engineer.
- m. Agencies shall have to arrange land for creation of plant and machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.
- n. The Chief Executive Officer, WBKVIB reserves the right to cancel the NIQ due to unavoidable circumstances and no claim in this respect will be entertained.
- o. Before issuance of the work order, the tender inviting authority, may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufactured or false in that case, work order will not be issued in favor of the tenderer under circumstances.
- p. The intending tenderers are required to quote the rate online only. No offline tender will be entertained.
- q. The intending tenderer is required to quote the rate in figures as well as in words as percentage above / below than or at per with the relevant price schedule of rates.
- r. No CONDITIONAL / INCOMPLETE TENDER will be accepted under any circumstances.
- s. In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
- t. Qualification Criteria.

The Tender Inviting & Accepting Authority through a 'Tender Committee' will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding: -

- a) **Financial Capacity** b) **Technical capability** c) **Experience**

The eligibility of a bidder will be ascertained on the basis of the self-attested documents in support of the minimum criteria as mentioned in a, b, c above, and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized in Annexure -X. If any document submitted by a bidder is noticed either manufacture or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice. The bidder would also be liable for the criminal proceeding as per law.

NB- All the above documents are to be submitted in separate .pdf file properly named with a forwarding letter in company letter head pad addressed to the CEO, WBKVIB listing all the documents submitted online. The letter head must contain full address telephone no / Mobile No. and e-mail ID. No other papers are required.

3. **Location of critical events: All meetings related to selection of L1 will be done at the office of the CEO, WBKVIB, Hemanta Basu Bhavan, 12 BBD Bag, Kolkata- 700 001.**
4. **The technical & financial proposal should be developed by the agency after reading the project summary, details of hardware intervention required, site map and quantity of works to be taken up. The agency may also visit the executing site before preparation of proposal.**
7. **For any further query one can e-mail to ceowbkvib@gmail.com or call at 9674312318 According to clause 19 of 2911 (ii) contractor should have valid license under the contract labour (Regulation and Abolition) Act 1970 betaken commencement of work and continue it until completion.**
8. **Contractor will have to maintain qualified technical employees and / or Apprentices of site as per prevailing Apprentices Act or as stipulated at the contact.**

**** Defect Liability Period: -**

<ul style="list-style-type: none">▪ 03 (Three) Months▪ 12 (Twelve) Months	: Full security deposit shall be refunded to the contractor on expiry of the time period from the actual date of completion of the work.
<ul style="list-style-type: none">▪ 36 (Thirty-Six) Months	: i) 30% of the security deposit shall be refunded to the contractor on expiry of 2 (Two) years from the actual date of completion of the work. ii) The rest 70% of the security deposit shall be refunded to the contractor on expiry of 3 (Three) years from the actual date of completion of the work.
<ul style="list-style-type: none">▪ 60 (Sixty) Months	: i) No security deposit shall be refunded to the contractor for 1st 3 (Three) years from the actual date of completion of work. ii) 30% of the security deposit shall be refunded to the contractor on expiry of 4 (Four) years from the actual date of completion of work. iii) The rest 70% of the security deposit shall be refunded to the contractor on expiry of 5 (Five) years from the actual date of completion of work.

• **Interest free security deposit**

: Full security deposit shall be refunded to the contractor after receiving the requesting letter from the contractor and 6 (Six) months after expiry of agreement with the Board.


**Chief Executive Officer
W.B. Khadi & V.I. Board**

Memo No: 394/1(a) /ENGG/06/A.C Maintenance/2022-23

Date: 25.02.2025

Copy Forwarded for wide publicity through the office Notice Board to: -

1. The FA & CAO WBKVIB.
2. The A.E.O. WBKVIB
3. The P.O.(R&T), WBKVIB
4. The PEO, WBKVIB
5. The Executive Engineer (Civil), WBKVIB.
6. The A.O., WBKVIB
7. The O.S., WBKVIB
8. Notice Board
9. Office Website (Ansuman Ghosh).


**Chief Executive Officer
W.B. Khadi & V.I. Board**

Annexure: - 'X

:- Terms & Conditions: -

Reference: Notice Inviting Quotation for Annual Comprehensive Maintenance of Window, Split and Tower type Room Air- conditioners of different capacity installed at different floor / section of West Bengal Khadi & Village Industries Board, Head Office Building, at 12, B.B.D. Bag, Kolkata - 700 001.

Reference: WBKVIB/CEO/NIQ/ 202 /2024-25

- **Scope of Work:**
 - The motto of Preventive and corrective maintenance is to minimize Breakdown/ Fault; to prevent Fire hazard related to Window, Split & Tower, concealed & duct able type AC machines and to minimize downtime. Any incidence of fire hazard due to lack of maintenance would be viewed seriously and the agency would be held responsible.
 - The scope of this maintenance work is from the Timer / Starter to the air-conditioning unit. However, replacement & repair of the Timer is not under the purview of the contract.
 - This comprehensive contract covers preventive & corrective maintenance of AC machines / spare parts as required so as keeping the AC machines well operative / functioning round the clock as desired from performance and safety point of view.
 - **This contract covers only Servicing of Indoor & Outdoor unit / units (04) four times in a year and top-up / re-fill of gas as per desire specification (02) two times in a year.**
 - **When necessary, the agency will repair any damaged or defective elements of the unit; additional fees will be paid for those replacements against a valid invoice or bill.**
 - **Checking of any unwanted leakage current at the Indoor and outdoor units is also under preview of the contract. If any such leakage current is found, that should immediately be fix on an urgent basic.**
 - The contract covers charging of refrigerant in AC machines as per original refrigerant of the concerned machine as and when required including pressure testing.
 - The thermostats should be set properly and should be checked whether malfunctioning to avoid continuous running.
 - Grill temperature and refrigerant pressure must be measured to check whether it is within the designed value.
 - Preventive Maintenance covers Filter cleaning, checking of all power and signal terminations, wiring between Indoor & Outdoor units, Checking of Gas pressure & leakage of gas, checking of Condensers, Cleaning of cooling & condensing coils, blower and swing motors (where applicable), Thermostats, Capacitors, Capillary tube etc., Sound level and overall cleaning of the total unit. During routing checking, the set point of AC machines should also be checked and if any abnormal temperature setting is noticed.
 - In case of AC machines for which Warranty period already expired the PCB and its terminations, Transformers in the PCB, Blower and Swing motors of Indoor Unit of SAC etc. should be checked whether there is any symptom of heating at the time of routine checking to prevent fire hazards arising out of these places