

# Serampore College

09, William Carey Road, Serampore, Hooghly, West Bengal, 712201

## Faculty of Arts-Science-Commerce

### NOTICE INVITING TENDER

Tender No.: SC-ASC/2022-23/80

Date: 04<sup>th</sup> January, 2023

Sealed quotations are invited mentioning for the following job(s)/materials for **Non-Comprehensive AMC for Air Conditioners**. The quotations are to be dropped into the assigned box in Bursar's Office on or before **14<sup>th</sup> January, 2023, 12:00 noon** the quotations are to be opened at 1:00 P.M. in the Principal's Office on the 14<sup>th</sup> January, 2023, (depends on the availability of the competent authorities). Interested legitimate parties are welcome to attend. All quotations should include taxes as applicable. Submission of photocopies of License, PAN Card and GST Certificate (if not a registered vendor) of taxable entity is mandatory on the time of submission of quotations and bills. GST registered vendors will get preference in the selection process. This notice is also published on our website i.e., <https://seramporecollege.ac.in>.

**N.B.:** Concerned authority reserves the right to judge the merit of the quotations and decide accordingly for issuing the work order or rejecting the same.

#### Description of Work(s)/Product(s): -

##### A. Preventive Maintenance Services (Non-Comprehensive):

- ❖ Frequency of Service: Twice in a Year;
- ❖ First Service: February; Type of Service: Dry;
- ❖ Second Service: July; Type of Service: Wet;

SL. No.	Brand	Tons	Quantity
1	Blue Star	1.5	1
		1	2
2	C. Midea	1	11
		1.5	32
		2	13
3	Carrier	1	5
		1.5	9
		2	1
4	Daikin	1.5	5
5	Haier	1	1
		1.5	7
		2	7
6	Hitachi	1	3
		1.5	15
7	Samsung	1.5	5
8	Voltas	1	3
		1.5	1
Total			121



PMS (Non-Comprehensive) shall include at least the following services:

1. Cleaning of air filters, indoor unit grills & filters through air/water blower.
2. Cleaning of the indoor unit body by wiping out the dust etc. with wet cloth.
3. Checking selector switch, thermostat, relays, remote control etc.
4. Drain cleaning and leakage check
5. Checking motor bushings.
6. Checking ground connections.
7. Cleaning of blower and condenser fan.
8. Cleaning the evaporator & condenser coils.
9. Checking and tightening of nuts & bolts.
10. Oiling the motors.
11. Checking of the backup electrical power outlet/MCB.
12. Checking of the drive motors and fans.
13. Checking cooling efficiency.
14. Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
15. Cleaning the condenser and evaporator coils.
16. Greasing of blower motors and all moving parts.
17. Over hauling of the AC unit.
18. Troubleshooting & fixing the issue (**Point B is applicable as & when required**).

**B. Extra Charges for replacement of parts & etc. apart from Service Contract (AMC):**

Prior approval is required from College Administration before replacement of parts & etc. apart from Service Contract (AMC).

1. Replacement of any component of Air Conditioners (outdoor and indoor units, inlet and outlet pipelines, electrical connections etc.) found defective after the above checks and tests. The price must not exceed the MRP.
2. Charging of Refrigerant Gas during the period of Contract if need arises.

**N.B.:** The spare parts used for replacement shall be procured from the authorized dealer/service center of same make/quality as installed/replaced in air conditioner. The original bills/vouchers of purchase of spare parts are attached with the payment claims as a proof of its genuinity or document of equivalence.

**C. Terms & Conditions:**

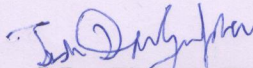
1. Every AC machine shall be serviced at least twice a year strictly in February (1<sup>st</sup> service) & July (2<sup>nd</sup> service). A record of such services duly acknowledged by the authorised personnel shall be maintained. This record needs to be submitted with the bills.
2. Payments will be made in two parts after successful completion of 1<sup>st</sup> service & 2<sup>nd</sup> service respectively. No advance payment will be made either for AMC or for replacement of parts & etc.
3. Ordinarily a complaint must be attended & solved within 3 days whenever no change of part is involved, However, in case of requirement of change of spare part, the complaint may be attended & solved within 10 days of its receipt. Thereafter, under both the cases the delay in attending & fixing complaint shall attract a levy of compensation at the rate of Rs.300/- per day & per AC subject to a maximum of Rs.1500/- against any particular complaint.

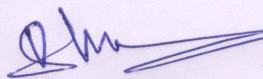


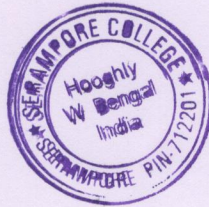
4. In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the College for inferior works as determined by the College.
5. As & when fresh air conditioners purchased by the college have their warranty expire, they will be brought under the ambit of this AMC.
6. **College shall have the discretion to terminate AMC in case the terms of AMC are likely to be affected.**

**N.B.:**

1. It is mandatory to mention the **company's name** on the envelope along with the **tender number** at the time of submission of quotations.
2. Only those with License in relevant field are eligible to participate in the tendering process.
3. Vendors can survey the work (if required) before submission of quotations. They may contact Mr. Shouvick Sarkar (Mobile No.: - 9163638654), Campus Supervisor, Serampore College in this regard.

  
**Mr. Jishnu Dasgupta**  
Bursar (ASC)  
Bursar (ASC)  
Serampore College  
Serampore, Hooghly  
West Bengal - 712201

  
**Dr. Vansanglura**  
Principal & CEO  
Principal & CEO  
Serampore College  
Serampore, Hooghly  
West Bengal - 712201



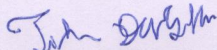
# Serampore College


09, William Carey Road, Serampore, Hooghly, West Bengal, 712201

## Faculty of Arts-Science-Commerce

### \* TERMS & CONDITIONS:

1. The rate should be quoted both in figure and words. The rate should be inclusive of all taxes and incidental charges. Only one quotation paper will be accepted from each contractor.
2. Before dropping, those intending to submit quotations are requested to inspect the site. No extra charges will be entertained after accepting the quotation. No conditional quotation will be entertained.
3. The payment will be made after successful completion of work subject to availability of fund.
4. Acceptance of lowest quotation is not obligatory and the undersigned reserves the right to accept/reject any or all the quotation/s received at his discretion without assigning any reason whatsoever at any stage.
5. The successful contractor must complete the work within 30 days unless otherwise mentioned. No extension of time will be allowed except in special case. If any contractor fails to complete the work within the stipulated time, the work order issued in his favour will be cancelled without assigning any reason thereof. The undersigned may also proceed to get the balance work completed by any other means including through other contractors. The excess expenditure, if any, due to such a step would be recoverable from the unpaid bills, security deposit of the contractors/vendors. This is apart from any other protective measure. The undersigned may take including black listing of the contractors and forfeiture of earnest money.
6. All works will have to be done according to the specification, design and details approved by the Building Committee concerned and as per directions of the Principal, Serampore College.
7. The successful contractor/vendor will have to abide by the provisions of the West Bengal Contract Labour (Regulation & Abolition), Rules, 1972 as will be in force from time to time.
8. The contractor/vendor who does not fulfil any or all of the above noted conditions and submit incomplete quotation, the same will be summarily rejected. The quotation notice will form a part of agreement.
9. All terms and conditions will be followed by PWD rules and norms. Any other information of such relevant matter not included in the notice may be gathered from the office of the undersign in any working days during office hours prior to date of opening of this quotation.
10. Those who have GST Registration will have to submit GST inclusive Quotations and GST Bills (Regular GST or Composite GST as applicable). The taxes and government duties as applicable will be deducted from the bill of the contractor.
11. Quotations will be accepted sent by Post only duly received by the College Administration.
12. Materials: All materials required for the works, if supplied by the contractor should be of the best quality & ISI Marked then approved by college authority.
13. Labour, tools, plants etc.: The contractor shall supply all tools, plants and labour required for carrying out the Work.
14. No damage should be caused to any other college property while the work is done. If any damage is caused, then you will be liable to restore it to its original shape.

  
**Mr. Jishnu Dasgupta**  
Bursar (ASC)  
Bursar (ASC)  
Serampore College  
Serampore, Hooghly  
West Bengal - 712201

  
**Dr. Vansanglura**  
Principal & CEO  
Principal & CEO  
Serampore College  
Serampore, Hooghly  
West Bengal - 712201

