



BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)

Main Campus, Bankura Block-II, P.O.: Purandarpur,

Dist.: Bankura, Pin- 722155, West Bengal

Office of the Registrar

No: RO/BKU/ 156/2022

Date: 24/03/2022

Tender Notice

Sealed quotations are invited for the "Annual Comprehensive maintenance of split model 1.5/2 ton capacity room Air Condition and 5 ton and 7.5 ton capacity package type A.C. Machine installed at Bankura University for the financial year 2022-23"

The quotations are to be submitted to the Registrar, Bankura University, Bankura Block-II, P.O.- Purandarpur, Bankura, Pin- 722155. Last date of submission of quotation is on 11.04.2022 up to 3.00 p.m.

Terms & Conditions:

- a) The initial servicing including refilling of gas and others which feel necessary to repair or replace of all the Air-conditioner machines installed in Bankura University have to be completed within 30 days from the date of commencement of the contract at a convenient time without disturbing the day to day activities or service of any area.
- b) Minimum four times (@ interval of three months) preventive measure, necessary servicing and cleaning of all Air-conditioner machines in a year are compulsory. Besides, in case of necessity, attendance of service engineer / mechanic is to be ensured on call within 24 hours.
- c) The agency needs to maintain the appropriate operation of every AC machine.
- d) The agency needs to maintain a log book for each Air conditioner. In that every log book, the details list of work need to be mentioned there including satisfactory certificates to be provided by user / user department.
- e) Each and every defective parts including compressor, fan blade, fan motor, capacitor etc should be supplied by the agency during breakdown.
- f) The University authority has every right to check that log book in anytime.
- g) Agency should invariably depute a qualified technician on regular basis for attending complaints on day to day basis (if any). The technician may also be called on Holidays if it is considered necessary for urgent repairing etc. Every breakdown must be rectified including refilling within the 24 hours (clock hours), failing which agency has to provide clarification with authentic documents. Maximum two times for each Air-conditioner machine University will allow their authentic documented clarification and after that University will terminate the contract with immediate effect with forfeited the EMD money and the security money also.
- h) Every maintenance and repairing work should be carried out by the agency in the premises of Bankura University. Only such work which cannot be executed in the premises of this University would be allowed to be done in the workshop of the agency or outside with prior permission and duly signed gate pass to be issued by the concerned Authority by providing a prayer letter mentioning the detail of reasons.

- i) All material parts should be replaced by using same manufacturer's part. In special case (not available or due to delay) it will be allowed only prior approval of authority but the replacement brand should be genuine and reputed. The required documentation should be placed before the concerned authority during approval. The old parts which are required to be replaced must be returned to the Central Store and issuance of return voucher from the store keeper is to be placed before concerned authority for placing in relevant file. Each replacement for each Air-conditioner machines in every time will be recorded in the log book.
- j) All supplies of parts are to be guaranteed against any manufacturing defects.
- k) Any financial loss caused due to the damage of any part of the Air-conditioner machines due to wrong handling would be deducted from the security deposit or the agency should repair the same at their own cost.
- l) If the University feels that if any of the above-mentioned conditions under this contract is not properly maintained / servicing by the agency is not satisfactory or does not function during any period, a reasonable deduction from the bills will be made. The decision of the University as regards the reasonableness of deduction will be final and binding on the agency for delay in rectifying the fault beyond 2 days of detection of the defect.
- m) The contractor shall be liable to such penalties as the University may decide in the case of failure on the part of the contractor to complete the operation or maintenance within such period.
- n) The agency will be responsible for proper and consistently good functioning of the all Air-conditioner machines installed in the Bankura University.
- o) Name and the mobile no of the Servicing Engineers/Technicians/operators must be provided on all locations for ease of complaining record.
- p) The contractor may raise his bill in quarterly interval in appropriate triplicate bill format along with the photo copy of log books for each generator mentioning the work in details under the billing period & work completion certificates (if any) form duly signed by concerned SAE and beneficiaries respectively.
- q) The contractor has to submit an appropriate bill in printed form, in triplicate duly completed in all respects to the Registrar, Bankura University for payment.
- r) The agency should include all the points related to above-mentioned norms in the agreement contract on a ten rupees (Rs. 10/-) non-judicial stamp paper along with other provided necessary rules and regulations being followed between University and agencies.

Eligibility criterion of participation in the tender:

- a) Bonafide, resourceful and reliable Bidders.
- b) The bidder must have sufficient acceptable credentials in maintenance for the past three years in any Government / Semi-Government/Autonomous Bodies or Corporate Sector firms.
- c) Every Tenderer will have to deposit an amount mentioned in notice as EMD in the form of Demand Draft in favour of "Bankura University" payable at Bankura. That EMD will be released after successful completion of the work order period as well as after the final payment. The EMD of unsuccessful bidders will be released after issuance of relevant work order.

- d) The quoted rate by the agency should be valid for acceptance for at least 120 days from the date of submission and the accepted rate will be valid during the full AMC period [one (01) year] as per work order.
- e) All charges and taxes must be mentioned clearly along with the final quoted amount in this Tender. Any prayer for inclusion of any further additional charges and taxes will not be considered later. If do so the University will terminate the contract with immediate effect with forfeited the EMD money.
- f) An undertaking should be given stating thereby that the firm has not been debarred or penalized for any reasons out of work by any Government Department.
- g) Subletting of bidders is strictly prohibited.
- h) The prospective bidders must have valid upto date clearance of Income Tax return / Professional Tax clearance certificate / P.T (Deposit Challan) / PAN Card / GST registration certificate.
- i) The prospective bidders must have valid Trade License/ Enlistment.
- j) The suppliers who have been delisted or debarred by any government department shall not be eligible in any way.
- k) Past performance for Bidder will be judged (please attached three largest clients other than the Bankura University).
- l) Rate is to be inclusive of all taxes and transport charges etc.
- m) The University reserves the right to accept or reject any quotation without assigning any reason whatsoever.
- n) The University reserves the right to terminate the contract at any point of time during the contract period if the services are not found satisfactory without showing any reason thereof.

Details of the Annual Comprehensive Maintenance work are given below:

Sl. No.	Description of work	Quantity	Earnest Money Deposit	Stipulated Time
1.	Annual Comprehensive Maintenance of split model 1.5/2 ton capacity room air consition Machine Installed different site of Bankura University.	144	50,000.00	01 year
2.	Annual Comprehensive Maintenance of 5.00 ton capacity package type A.C. Machine Installed at Academic Building, Bankura University	1	5,000.00	
3.	Annual Comprehensive Maintenance of 7.5 ton capacity package type A.C. Machine Installed at Academic Building, Bankura University	2	10,000.00	
Total		147		

Sd/-
Prof. Subir Kumar Roy
Registrar (Addl. Charge)
Bankura University

Memo No. RO/BKU/ 156/ 1(5)/2022

Date: 24/03/2022

Copy Forwarded to:

1. The Finance Officer, Bankura University.
2. System Administrator, Bankura University with a request to upload the notice in the university website
3. Central Store, Bankura University
4. Office Notice Board.
5. Guard file

Sd/-
Prof. Subir Kumar Roy
Registrar (Addl. Charge)
Bankura University