



BOSE INSTITUTE
UNIFIED ACADEMIC CAMPUS, BLOCK – EN 80, SECTOR V, SALT LAKE,
KOLKATA 700 091

Tender No.	:	BI/T/15/2024-25
Tender date	:	06-AUGUST -2024
Type of Tender	:	Open
Tender Title	:	Invitation to Submit Rates for Servicing & One-Time Repairing of Air Conditioning Machines installed in Centenary Building
Quantity and Terms & Conditions	:	As per Annexure - I
Submission of Tender (Address) : Tender Box will be kept at the Gate of UAC, Bose Institute, Unified Academic Campus, Block EN 80, Sector V, Salt Lake, Kolkata–700091.		
Venue of bid opening	:	As above
For any query the interested bidders may contact (Dept. / Section / Div. /Unit)	:	registrar_office@jcbose.ac.in / bipurchase@jcbose.ac.in
General Terms & Conditions:		
Type of Bid	:	Single bid system
Bid Validity	:	90 days
Completion schedule	:	The works are to be completed within one month from the date of awarding the contract
Tender title and tender number should be mentioned on the envelope positively.		
Bose Institute reserves the right to accept or reject any or all tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.		

Registrar (Officiating)

Bose Institute
Kolkata

To
The Interested Bidder

Subject: Invitation to Submit Rates for Servicing & One-Time Repairing of Air Conditioning Machines installed in Centenary Building.

Dear Sir/Madam

This is to inform you that, The Registrar (Officiating) of Bose Institute invites interested and eligible contractors to submit rates as per the format given below for the servicing & one-time repairing of various air conditioning machines installed in the Centenary Building of Bose Institute. The works are to be completed within one month from the date of awarding the contract. The lowest evaluated responsive bidder (L1) will be awarded the order.

Interested contractors are requested to visit the site for a thorough inspection before submitting their rates.

Scope of Work:

- Repairing of various air conditioning machines installed in the Centenary Building of Bose Institute.
- Ensuring the proper functioning and efficiency of the air conditioning units.
- Addressing any mechanical or electrical issues.
- Spare parts should be used based on the joint inspection by BI representatives & the technical representatives of vendor.
- Providing necessary replacements of parts, if required.

Important Dates:

- Last Date for Site Visit: 12.09.2024
- Last Date & Time for submission of Tender : 17.09.2024 upto 12:00 noon
- Date & Time for opening of bids : 18.09.2024 at 12.00 noon
- Expected Date of Awarding Contract: 30.09.2024

Terms and Conditions:

1. Please submit the tender document with sign & stamp by the bidder for accepting all terms & conditions.
2. Interested contractors must visit the site before submitting their rates to fully understand the scope of work.
3. Rates should be submitted in a sealed envelope clearly marked Tender No. & "Rates for One-Time Repairing of Air Conditioning Machines" and addressed to the Registrar, Bose Institute.

4. Rates received after the deadline will not be considered.
5. The Bose Institute reserves the right to accept or reject any or all rates without assigning any reason thereof.
6. The Selected Vendor will depute sufficient technician and helper in the Institute premises to complete the servicing & repairing job with-in 30 days.
7. Security Norms: You have to follow our Institute security norms. Materials taken in & Out should positively be recorded in our security check post and that should be attached with the claim bills.
8. Electrical Power will be provided free of cost from the institute for carrying out the said work.
9. The institute will not be responsible for any accidental hazards of the personnel of the contractor and if occurred during the execution of work.
10. The material supplied is to be kept in a position as ear marked by the institute.
11. Work is to be done during office hours and beyond office hours as per requirement with prior approval from the Authority.
12. Supervision of work: Supervision of work at different stages will be done by Workshop Superintendent or his authorize representative.
13. You are responsible for DLP for the work at least six(06) months after completion of the said job , if any problem arises then you have to rectify the machine at free of cost.
14. 90% Payment will be done subject to submission of bills/Tax invoice in proper manner after successful completion of the work along with signed work done satisfactory reports, by Heads/chairman of concerned departments/sections/divisions of the institute along with all related supporting documents & remaining 10% will be released after DLP period.
15. All necessary scaffolding arrangement should be done from your end
16. For further inquiries and site visit arrangements, please contact the Workshop superintendent of Bose Institute at +91-9051989529.

17. AC machine details:

(A) Centenary Building:

- (i) 1.5 Ton Window: 21 Nos**
- (ii) 1 Ton Split: 2 Nos**
- (iii) 2 Ton Window: 3 Nos**
- (iv) 1.5 Ton Split: 35 Nos**
- (v) 2 Ton Split: 45 Nos**
- (vi) Cassetts: 4 Nos**

LETTER OF APPLICATION

[NOTE: On the letter head paper of the Applicant including full postal address, telephone no., and E-mail address:

To
The Registrar(Officiating)
Bose Institute
Unified Academic Campus
Block-EN, Sector-V, Salt-Lake City
Kolkata-700091

Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"). and having reviewed and fully understood all the scope of works Terms & Conditions provided by you for servicing & one time repairing of different Air Conditioning Machines installed in Centenary Building.
2. Attached to this letter are copies or original documents defining:
 - (a) Valid Trade Licence Copy
 - (b) Copy of GST & PAN
 - (c) Authorisation of the signatory to sign on behalf of the Applicant.
 - (d) The Bidder / Company should not be in the list of black listed firms by any Govt. Dept. / Agencies – declaration in their letter head with sign & stamp is to be submitted along with the bid
3. Your office and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements, and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your office and its authorized representatives, may contact the following persons for further information.

Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made in the full understanding that:
- (a) Bids by pre-qualified applicants will be subject to verification of all information submitted for Pre-qualification at the time of bidding:
 - (b) Your office reserves the right to:

Amend the scope and value of the contract/bid. In such event, bids will only be called from pre-qualified bidders who meet the revised requirements and reject or accept any application, cancel the Pre- qualification process, and reject all application without assigning any reason thereof; and
 - (c) Your office shall not be liable for any such action and shall be under no obligation to inform the Applicant.
6. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of

Signature of the Bidder with date and seal
(Name and Designation of the Signatory in Capital Letters)

Price Bid Format

for

Invitation to Submit Rates for Servicing & One-Time Repairing of
Air Conditioning Machines installed in **Centenary Building**

Sl. No.	Description of Works/Supply including fitting	Unit Cost in INR
1.	Overhauling and servicing charges per machine	
2.	Gas refilling charges per machine(1 Kg)	
3.	Compressor supply per machine	
4.	Copper pipe rates per running ft.	
5.	Capacitor replacement charges	
6.	PCB repairing charges	
7.	Copper coil replacement Cost:	
8.	Dismantle Charges per machine	
9.	Re-installation Charges per machine	
10.	Supply and installation of Timer	
Grand Total		

Signature of the Bidder with date and seal

(Name and Designation of the Signatory in Capital Letters)