

NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE

GOVERNMENT OF WEST BENGAL
 FC-BLOCK, SECTOR-III, SALT LAKE CITY,
 KOLKATA - 700 106
TELE-FAX : (033) 23374015/23373960

Date: ...²¹/09/2022

NOTICE INVITING QUOTATION**SECTION - I****INTRODUCTION**

1. Sealed quotations are invited from bona fide and reputed agencies for Annual Maintenance Contract (AMC) of 5 HP, 3.7 KW Industrial Kitchen Chimney at Old Hostel Canteen, NSATI, W.B. (with Spare Parts) at the Netaji Subhas Administrative Training Institute (NSATI), Government of West Bengal, FC-Block, Sector-III, Salt Lake City, Kolkata -700106.
2. The interested eligible bidders may download from the official website of NSATI, W.B. (i.e. <http://www.atiwb.gov.in>)

3. SCOPE OF WORK/ITEMS:**Annual Maintenance Contract (AMC) of 5 HP, 3.7 KW Industrial Kitchen Chimney at Old Hostel Canteen, NSATI, W.B. (with Spare Parts)**

Sl. No.	Description of the Work	Unit	Qty.
1.	AMC of Industrial Kitchen Chimney with exhaust Hood and other accessories at NSATI, W.B. (with Spare Parts) [Brand - Kutchina, Fan Speed- 5 Hp, 3700 W, 1400 RPM (approx.), Filter Type- Baffle, Material- Stainless Steel, 415 V, 50 Hz.] (With necessary Spare Parts, Such as: any Electrical or Mechanical items, any consumable items (i.e. Shaft Bearing, Belt, Centrifugal Blower machine and other accessories.)	Set	1

The work will be done under the supervision of Sub-Assistant Engineer (Electrical), NSATI, W.B.

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4. SERVICES TO BE PROVIDED BY SELECTED BIDDER ARE AS FOLLOWS:

- a) Besides posting a residential service engineer at NSATI Campus, Bidder must also maintain a specific service email id & mobile number at its own office in Kolkata.
- b) Along with the bid they must also provide with proper escalation matrix as well as leave substitute engineer in case the Residential Service Engineer is absent on working days.
- c) Timings: - 10:00 a.m. to 6:00 p.m. [Monday to Friday] (Saturday, Sunday and Public Holidays will be included if there are any activities from NSATI on those days).
- d) Quarterly complete reports on all activities against the contract.

5. SCHEDULE OF DATES:

- a) Date of download of quotation documents from website²¹/09/2022.
- b) Last date and time of submission of quotation document²⁸/09/2022 up to **01:00 p.m.**
- c) Date and time of opening of quotation²⁸/09/2022 at **02:00 p.m.**
- d) Place of opening of quotation: In the Official Chamber of OSD (Admin.), NSATI.
- e) Validity of quotations: 90 Days.

SECTION-II**GENERAL COMMERCIAL DETAILS****6. PROCEDURE AND TIME FOR SUBMISSION OF DOCUMENTS:**

- a. The Quotation superscripted as "Quotation for Annual Maintenance Contract (AMC) of 5 HP, 3.7 KW Industrial Kitchen Chimney (with Spare Parts) at Old Hostel Canteen in the campus of Netaji Subhas Administrative Training Institute (NSATI)" addressed to the OSD (Administration) of NSATI, WB, FC-Block, Sector-III, Salt Lake City, Kolkata-700106, must reach not later than **01:00 p.m. on ...28/09/2022.**
- b. After expiry of the scheduled date & time, no quotation will be accepted under any circumstances.
- c. Rates per unit of area should be quoted both in figures & words. Rates should be quoted in Indian whole Rupee without any paisa.
- d. Rates should be quoted in the 'PRICE BID FORMAT' (Annexure-II) as per prescribed in the Quotation Document.
- e. Prices once quoted shall be firm and final and no upward revision shall be allowed. There shall be no overwriting in the price amount. Any correction in the price amount shall be authenticated by the bidder.
- f. Prices shall be inclusive of all taxes, duties, levies, transportation, freight and delivery charges etc.
- g. Along with the quotation the bidders has to submit the following forms as well as credentials (self-attested) as per annexure:-
 - i) Photo Copy of PAN.
 - ii) Photo Copy of GST registration.
 - iii) Photo Copy of Trade License.
 - iv) Covering Letter for Price Bid. (Annexure-I)
 - v) Price Bid Format (Annexure – II)
- h. The Quotation must be submitted in the prescribed quotation form available in our official website (**<http://www.atiwb.gov.in>**) and issued by the Netaji Subhas Administrative Training Institute, Government of West Bengal.
- i. The bid should not be conditional and inconsistent with the terms and conditions of the Quotation Notice. Conditional bid shall not be considered and stands rejected.
- j. Submission of the quotation on the basis of the quotation notice will bind the bidder for acceptance of all conditions stipulated in the quotation notice.

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- k. NSATI, WB reserves the right to amend or withdraw any of the terms and conditions contained in the quotation or to accept or reject any or all the quotations without assigning any reason whatsoever. The decision of the Director General of NSATI, WB in this regard shall be final and binding on all.

7. SEALING OF BID:

- I. Sealed bid documents in prescribed form and complete in all respect in accordance with the terms & conditions of the quotation along with the supporting documents/ attachments are to be sealed and marked in favor of Netaji Subhas Administrative Training Institute, West Bengal and dropped in the quotation box kept for the purpose.
- II. All the Annexures in the quotation form should be legible and filled in clearly.

8. EVALUATION OF BID:

Bids will be opened at scheduled time and date in the presence of the authorized representatives of the bidders who wish to be present. After evaluation of the bids received, NSATI, WB would issue the Letter of Acceptance to the lowest bidder. In case of "TIE", the decision of the NSATI authority would be final and binding. The purchaser does not bind itself to accept the lowest bid or assign any reason of non-acceptance.

9. AWARD OF CONTRACT:

- I. The bidder, whose bid has been accepted, will be informed by NSATI through "Letter of Acceptance" (LOA). The successful bidder will have to enter into an agreement with NSATI.
- II. The term of AMC will be initially for one year. The term may be extended up to a period of two years or part thereof on mutual agreement between the successful Agency and NSATI regarding value and other terms & conditions of AMC and also on the successful performance of the accepted bidder.

10. TERMS OF PAYMENT:

No advance payment in any case will be made. The payment will be made on quarterly basis. Invoice may be raised after completion of each quarter with relevant monthly maintenance check-up reports /attendance/ service reports etc. during the quarter as approved & accepted by the authority. Income tax, Service Tax etc. will be deducted as per Govt. rules.