

**Price of Tender Document : Rs. 200/-**

**MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES**  
(An Autonomous Body under the Ministry of Culture, Govt of India)  
AZAD BHAVAN IB-166, SALT LAKE, KOLKATA 700 106

Tender No: MAKAIAS/ AMC for AC/2021-22/6

Dt. 10. 12. 2021

**Notice Inviting Tender for Annual Maintenance of AC's of MAKAIAS**

1. Sealed tenders are invited from the experienced, resourceful & reputed service agencies having due credentials in connection with Annual Maintenance of the Air Conditioners of the institute (LG Make) for a period of one year either w.e.f. 01.01.2022 or from the date of signing of agreement.

**GENERAL TERMS & CONDITIONS**

2. Description of the Annual Maintenance :

Description of the Work	Make	Model	Description	HP/TR	Qty.
Comprehensive annual maintenance of the air conditioners of the institute	LG make	ODU	VRF	16 HP	3
		IDU		2.0 TR	25
		IDU		1.0 TR	2
		IDU & ODU	Ductable	11.00 TR	1
		IDU & ODU		5.5 TR	8
		IDU & ODU		2.5 TR	3
	Other make	Window type			3
		Split Type			15

3. The agencies should submit their rates for AMC charges of the Air Conditioners of the institute. The agencies shall not be paid any amount other than the agreed AMC charges under the contract, which will remain unchanged during the period of contract.

4. The EMD of Rs. 15,000.00 (Rupees Fifteen thousand only) should be submitted in the form of Demand draft/Banker's cheque in favour of Maulana Abul Kalam Azad Institute of Asian Studies from any Nationalized / Schedule bank payable at Kolkata. The tender that does not accompany EMD along with required documents will be summarily rejected.

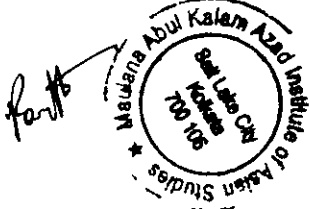
5. Last date of submission of tender : 22.12.2021 (within 3.00 pm). Tenders received after due date and time will be consider as Late Tender and summarily rejected.

6. Date of Opening of Tender : 22.12.2021 at 4.00 pm.

7. Eligibility Criteria

a. The agency should have valid license for the service (Attach proof).

b. The Agency must have Trade License issued by concerned Department, Govt. of West Bengal. (Attach proof).



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- c. The Agency must have to submit their I.T. Clearance Certificate and Credential as per clause no. 4 of Terms & Conditions.
- e. Financial Capability: The Agency must be financially capable to undertake the job. Audited Accounts duly certified by the Auditor for last two years should be submitted with the offer.
- f. The Agency should submit a declaration that none of the family member or relative of the owner /proprietor and/or authorised signatory is employed or attached in any manner with Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata-700 106 on the date of submission of tender. If this statement found false, the tender is liable to be cancelled without assigning any reason.
8. Cost of Tender Paers/EMD/Security Deposit

**A. Cost of Tender Papers**

The agency should furnish cost of tender papers for Rs. 200.00 (Rupees Two hundred ) only in bank draft drawn on any nationalized bank on Kolkata drawn in favour of Maulana Abul Kalam Azad Institute of Asian Studies which will be refunded to the unsuccessful tenderers. Tender submitted without the cost of tender papers will be summarily rejected.

**B. EMD/Security Deposit**

The agency should furnish EMD of Rs. 15,000.00 (Rupees Fifteen thousand) only in bank draft drawn on any nationalized bank on Kolkata drawn in favour of Maulana Abul Kalam Azad Institute of Asian Studies which will be refunded to the unsuccessful tenderers. Tender submitted without EMD will be summarily rejected.

The EMD will he retained as Security Deposit against the successful Tenderer on whom contract is to be awarded.

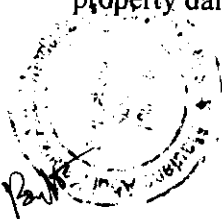
9. SCOPE OF WORK:

The job of Comprehensive AMC of the Air Conditioners shall include the following:

- (i) Job Specification: a) Periodical comprehensive maintenance with cleaning and servicing etc. of the air conditioners are to be done by the contractor.
- b) The contractor should attend and undertake necessary servicing/restoration of the services in case of complaint/s lodged by the institute regarding functioning of the air conditioners
- g) The Agency has to provide all materials/spares/parts required for the comprehensive maintenance works.

10. Duties & Responsibilities of the Agency :

- a. The Agency should visit the place of work (Azad Bhavan, IB-166, Sector-III, Salt Lake, Kolkata-700106) periodically and undertake maintenance services in order to maintain the air conditioners in working condition.
- b. If it is found that any property of MAKAIAS is lost/damaged due to the negligence or connivance at the part of the contractor the same shall be made good on the depreciated value of the property damaged/lost from the agency's bill.



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- c. The agency, on award of the contract should execute an agreement in Rupees five (05) hundred non-judicial stamp paper with MAKAIAS the above terms and conditions for two sites of MAKAIAS.
- e. The rates of AMC charges will not be revised during the period of contract.

### 13. Other Conditions

- a. The contract which will be initially for a period of one year with effect from 01.12.2021 or from the date of signing of Agreement and may be extended further if the Agency agrees to provide the service on the same terms & conditions subject to satisfactory performance of the Agency.
- b. MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES reserve the right to pre-maturely terminate the agreement without assigning any reason by giving one month notice before the expiry of the contract period.
- c. That any dispute will be settled mutually, if not the matter may be referred to an Arbitrator appointed by the Institute with the consent of the Agency at Kolkata whose decision will be binding on the parties.

### 15. ARBITRATION

In case of any dispute arising out of this contract between MAKAIAS and the Agency, the matter shall be referred to the sole arbitration of a person to be appointed by the Director of MAKAIAS on receipt of an official request with details of the dispute, from either MAKAIAS or the Agency. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or reenactment thereof and of the rules made there under for the time being in force. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract.



Director  
Maulana Abul Kalam Azad Institute of Asian Studies

**TECHNICAL BID**

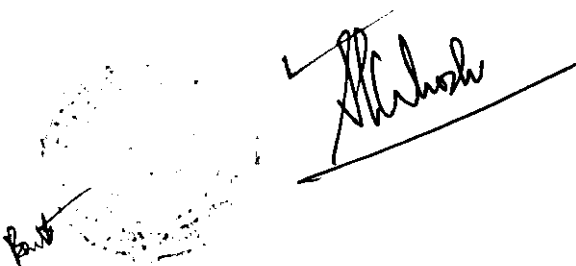
**(PRE-QUALIFICATION FORMAT)**

- 1) Name of the Vendor/Agency :
- 2) Office Address :
- 3) Telephone Number :  
Land Line :  
Mobile :
- 4) Name of the Proprietor / Partner  
Residential Address of Proprietor / Partner  
( with Land Line Number) :
- 5) Trade/Business License (Attach proof) :
- 6) PAN No. (Attach proof) :
- 7) GST No. (Attach proof) :
- 8) Income Tax Return for the last two years  
(Attach proof) :
- 9) Experience/List of contracts of similar nature :
- 10) Name, Mobile no. of the contact person  
(He/she shall be the coordinator on behalf of the agency) :

I /We Proprietor(s)/Partner(s)/Director(s) of M/s.....  
hereby declare that neither I/We nor any member of my/our family is/are any way related to any officer  
/employee of Maulana Abul Kalam Azad Institute of Asian Studies.

Date :

Signature(s) with rubber stamp

A handwritten signature in black ink is written over a circular rubber stamp. The signature appears to be 'M. K. Hash'. The stamp is partially obscured by the signature and has some illegible text around its perimeter.

**Financial Bid Format**

Name of the Agency :

Postal address of the Agency :

Tel./Fax No. :

Description of the Work	Make	Model	Description	HP/TR	Qty	Basic Quoted Price (Rs.)	Taxes/Duties (Rs.)	Total (Rs.)
Comprehensive annual maintenance of the air conditioners of the institute	LG make	ODU	VRF	16 HP	3			
		IDU		2.0 TR	25			
		IDU		1.0 TR	2			
		IDU & ODU	Ductable	11.00 TR	1			
		IDU & ODU		5.5 TR	8			
		IDU & ODU		2.5 TR	3			
	Other Make	Window type			3			
		Split Type			15			
Gross value								
Add : Taxes								
Total								

Date :

Signature of the Authorized Signatory  
Name of Agency with Seal

**N.B. (\*Interested bidders may visit the institute following premises for necessary inspection and physical verification of the AC machines during the office hours (11.00 AM to 5.00 PM), from Monday to Friday in order to submit their lowest quotation/rates for comprehensive AMC of the AC machines).**

1. For LG Make AC Machines : "Azad Bhawan", Maulana Abul Kalam Azad Institute of Asian Studies (IB-166, Sector-III, Salt Lake, Kolkata – 700 106).
2. For Other Make AC Machines : "Azad Museum", Maulana Abul Kalam Azad Institute of Asian Studies (5, Ashraf Mistry Lane, Kolkata – 700 019).



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