



1, क्वीन्स वे, कोलकाता - 700 071
1, Queen's Way, Kolkata - 700 071

विक्टोरिया मेमोरियल हल

VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मंत्रालय के प्रशासनिक नियंत्रण
के तहत एक स्वायत्त संगठन)

(An autonomous organisation under the administrative control
of the Ministry of Culture, Govt. of India)

VM No. 2250 /IVB-33/2001

Date: 20/03/2023

Notice Inviting Tender

Sealed tenders are invited by the Victoria Memorial Hall from the Licensed and reputed electrical contractors having sufficient experience in Repairing & Annual Comprehensive Maintenance of Air Conditioners as detailed in the enclosed Annexure 1.

The Sealed tenders should be dropped in the tender box kept for the purpose in the office of the Secretary & Curator, Victoria Memorial Hall, 1, Queens Way, Kolkata - 71 on or before 2:00 pm on 05/04/23 and will be opened on the same day at 2:30 PM in the chamber of Accounts Officer, VM in the presence of such tenderers or their representatives who wish to remain present.

The tender should be addressed to the aforesaid authority.

The tender in sealed cover should be super scribed "Tender for Repairing & Annual Comprehensive maintenance contract for Air Conditioners".

The rate so quoted will remain valid for 12 months.

The rate should be quoted inclusive of all charges and taxes i.e. service tax, transportation etc. The rate should be quoted both in words and figures.

The tender should be submitted on the letterhead of the firm.

The tenderers should have sufficient experience in doing similar nature of jobs preferably in Govt. Sector. The tenderers should submit photocopies of their licences, PAN card, GSTIN (GSTR-1, GSTR-3B) documents and papers in support of their work experience.

The tenderers will be required to deposit 2% of the quoted rates as Earnest Money in the form of Demand Drafts in favour of "Victoria Memorial Hall", payable at Kolkata. The above earnest money will be refunded after one month from the date of issuance of Work Order. However, who are exempted from Earnest Money deposit as per G.O.I. orders, need not to furnish EMD, subject to submission of necessary supporting papers.

The successful tenderer will be required to deposit 3% of the total work value as Security Deposit/ Performance Security in the form of Demand Draft issued in favour of "Victoria Memorial Hall" drawn from any commercial bank payable at Kolkata before receiving of Work Order. The security money such deposited will be refunded

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not earlier than Eight (08) months from the date of completion of the last job/ expiry/
termination of maintenance contract..

The job executed by the successful tenderer shall have to be guaranteed against bad
workmanship for a period of Six (06) months from the date of completion of the job.
If any defect is detected during the period as mentioned above, he will be liable to
rectify the same free of cost within reasonable time. Otherwise, VMH will get it
rectified at its own cost and adjust the same from the Security Deposit.

The job to be executed is scheduled to be inspected by the concerned unit of the
VMH.

The job to be executed will follow the Govt. specification.

For any additional information, tenderers may contact the Electrician of this office
between 2:00 pm to 4:00 pm on any working day.

The authority reserves the right to accept or reject any or all the tenders without
assigning any reason thereof.

Encl: As above

Secretary & Curator

Copy forwarded to SO, for kind information and Shri Dipankar Samantha with
request to insert the NIT in our website.

Secretary & Curator

Annexure - 1

Annual Comprehensive Maintenance

Details & Location of Equipments:-

S.no	Location	Capacity	Qty	Make	Year of procurement
01	Old S&C's Chamber	2.0 Tr	02	Voltas	2008
02	Restoration Unit	1.5 Tr	1 + 1	Voltas	Aug, 2017 & Oct, 2021
03	Security Unit	1.5 Tr	02	Voltas	Oct, 2021
04	High Court Room	1.5 Tr	02	Voltas	2014
05	Conservation Unit	2.0 Tr	1 + 1	Voltas	Prior to 2011
06	Admin Block	1.5 Tr	13	Voltas	2014
07	Accounts	1.5 Tr	06	Voltas	2014
08	DC's Chamber, CISF	1.5 Tr	1	Voltas	June 2020
09	CISF Server Room	1.5 Tr.	02	Voltas	Aug. 2018

ACs for Repairing:

S.no	Location	Capacity	Qty	Make	Year of procurement
01	Admin Block	1.5 Tr	04	Voltas	2008
02	Accounts	1.5 Tr	01	Voltas	2014
03	CISF Server Room	1.5 Tr.	02	Voltas	Aug. 2018
04	Conservation Unit	2.0 Tr	02	Voltas	Prior to 2011

Handwritten signature

Terms and Conditions.

All equipment under contract will be serviced four times during the contract period as per standard Check lists.

All breakdown calls will be attended during the contract period within stipulated time i.e 24 hours.

Cost of spare parts/consumables required shall be borne as per type of contract and shall be applicable to all activities specified as under (subject to standard exclusions).

Cost of necessary spare parts and consumables including compressor to be borne by the Contractor/Agency/Company.

Cost of all necessary labours, fitting, fixing including carrying cost etc. to be borne by the Contractor/Agency/Company.

The compressor will be checked periodically for its proper functioning and if any defect is found, the same will be repaired/ replaced.

Safety controls such as pressure cut outs will be tested for proper functioning and in case of any mal- functioning they will be either repaired or replaced accordingly.

Air filters will be inspected and cleaned or replaced, if necessary. Cost of filters will be borne by the Contractor/Agency/Company.

Cooling coil will be inspected and cleaned, if necessary.

The blower motor will be checked and any defects noticed will be attended immediately.

Any defect in the electrical items and control wiring will be attended immediately.

Refrigerant gas will be topped up in the system as and when necessary.

EXCLUSIONS

Electric cabling, electrical switch boards and electrical accessories connected with the main incomer to the system.

Insulation, false ceiling work, and painting thereof.



Submission of Bids.

Eligibility Criteria

The tendering Company/Firm/Agency shall fulfil all the following specifications for Bid: -

Sl. No.	REQUIREMENT	Supporting documents to be submitted with the Bid
1	Contractors/Suppliers/Firms/Agencies should be registered with the appropriate registration authority.	Copy of valid Registration Certificate.
2	Contractors/Suppliers/Firms/Agencies should have valid PAN.	Copy of PAN card.
3	Contractors/Suppliers/Firms/Agencies should be registered with GST.	Copies of the GST registration certificate.
4	Copy of IT return filed for the last three financial years. The Average Annual Financial turnover during the last three years i.e. F.Y. -2019-20, 2020-21 & 2021-22 should be at least 30% of the estimated cost (In case the bidder not filed the return for the F.Y.2021-22, he may submit the IT return for the F.Y. 2018-19).	Copy of IT returns along with certificates of annual turnover from Statutory Auditor/ Authority.
5	Declaration regarding black listing as per format attached.	Declaration in enclosed format to be given in Contractor/Agency/ Firm's Letter Head.
6	Contractors/Suppliers/Firms/Agencies should have past working experience as follows. Experience of having successfully completed maintenance work of Air- conditioning System in Central or State Govt. organization during last 3 years ending last day of month previous to the one in which bids are invited and should fulfill either of the following:- Three similar completed works costing not less than the amount equal to 40% of the estimated cost. Or Two similar completed works costing not less than the amount equal to 50% of the estimated cost Or One similar completed work costing not less than the amount equal to 80% of the estimated cost.	Copy of the Work Order and completion certificate

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DECLARATION

(To be printed on Letter
Head of Bidder)

1. I,, Son/Daughter of Shri signatory of the agency/firm/company mentioned above, is competent to sign this declaration and execute this tender document.
6. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
7. My agency/firm has not been blacklisted/debarred from participating in tender of any Ministry/ Department of Government of India and Government of India undertaking in the last Three (3) years as on date of opening of this Tender. If found blacklisted within last 3 years, the bids shall be summarily/ out- rightly rejected at any stage of the Tender and will not be considered any further.
8. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
9. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Bidder)

Date: Full Name:

Place: Seal: