



Government of West Bengal
West Bengal, State Haj Coommittee

Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat-700 160

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Memo No. WBSHC-264/19

dated 25/6/2019

T/HAS/19

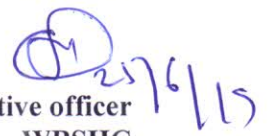
**QUOTATION FOR ANNUAL MAINTENANCE CONTRACT (AMC)
FOR WINDOW, SPLIT & CENTRAL AIR CONDITIONERS**

West Bengal State Haj Committee----- invites sealed tenders under three-bid system from reputed and experienced agencies for '**Annual Maintenance Contract (AMC) For Window, Split & Central Air Conditioners**' at the above address.

1. The interested agencies/firms are required to submit the Technical and Financial bid separately. The bids in Sealed Cover-I containing "**Technical Quotation**" and Sealed Cover-II containing "Financial Quotation" should be placed in a third sealed cover superscripted "**Quotation for Annual Maintenance Contract (AMC) For Window, Split & Central Air Conditioners**" and should reach WBSHC Office on or before 10.07.2019 during office hours from 11.00 A.M. to 03.00 P.M. Tender will be opened on 10.07.2019 at 4.00 PM at West Bengal State Haj Coommittee, Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat, Kolkata-700 160.
2. **No quotation will be accepted after last date of submission of quotation.**
3. The Technical Quotation (Annexure-I) and Financial Quotation (Annexure- II) duly signed by the firm/agency should contain in the Envelope-3 super-scribed with "Quotation FOR Annual Maintenance Contract (AMC) For Window, Split & Central Air Conditioners".
4. Amount of Earnest Money to be Deposited as Rs. 10,000/-/- (Rupees Ten Thousand) Only in the shape of Demand draft, in favour of West Bengal State Haj Committee payable at Kolkata.
5. The quotation shall remain valid for 90 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated through '**Tenders**' Section on the Office website wbhaj.com

Executive officer
WBSHC





**APPLICATION LETTER
(Specimen)**

To

The Executive Officer
West Bengal State Haj Committee
Madinat-ul-Hujjaj, Kolkata.

**Subject: COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) FOR WINDOW,
SPLIT & CENTRAL AIR CONDITIONERS**

Dear Sir,

In response to your Quotation Notice for the above mentioned contract, I/We, a Private/Public Ltd Company / Partnership / Sole Proprietor submit the tender/quotation with the following particulars:

S. No.	Description	Particular
1.	Name of the Firm	
2.	Year of establishment	
3.	Registration Number with a copy of registration certificate	
4.	Registered Postal Address	
5.	a. Tele.no. b. Fax No. c. Mobile No. d. Website address, if any	
6.	Address of Branches, if any.	
7.	a. Name and address of Directors, in case of Company b. Name and address of Sole Proprietor c. Name and address of partners, in case of partnership firm	
8.	a. Name and designation of authorized signatory b. Address for communication c. Contact details:- 1) Phone:- 2) Mobile:- 3) Email 4) Fax:-	

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as affecting the tender invited by on behalf of the WBSHC, I/We, the undersigned hereby offer for WINDOW, SPLIT & CENTRAL AIR CONDITIONERS in accordance with the terms and conditions as indicated by you in the said document. We also agree to submit the bill on quarterly basis. I/We will always keep the WBSHC indemnified of any claim/damages that WBSHC may have to pay with respect to the service.

I/We understand that the WBSHC reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons. The WBSHC further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,

Date

Signature
Name
Firm's Seal

ANNEXURE-I

Subject : Quotation For Annual Maintenance Contract (AMC) For WINDOW, SPLIT & CENTRAL AIR CONDITIONERS at WBSHC.

ENVELOPE-1 : TECHNICAL QUOTATION

(In separate sealed Cover-I super-scribed as Technical Bid)

CONTENTS

1. Name of Company/ Firm/Agency
2. Name of proprietor / Director of Company / Firm / agency
3. Full Address of Reg. Office/ Telephone No./FAX No./ e-mail id/website address
4. Full address of Operating / Branch Office/ Telephone No./FAX No./ e-mail id/website address
5. GST. No. (Attach copy)
6. The Firm/Agency shall have **at least 03 years experience** in these fields and shall submit the **self attested copies** of experience along with the tender documents.
7. Details of works of similar nature carried out in Central/State Govt. bodies/ Departments/ PSUs/ Autonomous bodies/ industries/factories/ or other similar organizations during the last 3 years.
8. Certificates provided for the works detailed in Annexure -II above shall clearly indicate the scope and nature of work undertaken and the value of various components of work as executed, in order to confirm conformity to the defined similar works.
9. Firm/Agency shall submit details of organizations where he has undertaken such similar services as per **Annexure.**
10. General Terms and Conditions of the Contract to be fulfilled by the Tendered/Bidder are given in **Annexure** and **the bidder shall submit them with technical Bid duly signed on each page in lieu of agreeing to them.**
11. The bidder should have an **office at Kolkata**
12. The bid shall be valid and open for acceptance of the Competent Authority of WBSHC for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder shall be entertained.
13. An agreement shall be signed with the successful bidder as per specimen enclosed.

14. The sealed Quotation should be dropped in the Tender Box kept in the Administration Section of WBSHC, Kolkata.
15. Quotation received late (including postal delay) / in open condition not meeting the tender conditions/incomplete in any respect are liable to be rejected.
16. The rates should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.
17. No party shall be permitted to submit quotation for work in the WBSHC, Kolkata in which any of their near relatives is an employee. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the WBSHC. Any violation of this condition which comes to the Notice of the WBSHC after the contract is awarded will entitle the WBSHC to treat the contractor as having committed a breach of contract and to exercise all the rights and remedies available to the WBSHC on account thereof.

Signature with Firm's Seal

Name

Dated:

Annexure-II

Envelope-2 : FINANCIAL QUOTATION WINDOW, SPLIT & CENTRAL AIR CONDITIONERS

FORMAT FOR SCHEDULE OF QUOTATION/RATES

Sl. No.	Name of the item	Quantity	Unit Rate (RS.)	Total Amount without tax	Taxes if any	Total amount with taxes
1.	Window AC	2				
2	Split AC	24				
3	Central AC – 8 ton	8				

Note:- The firm/bidder will depute full time experienced and qualified Resident Engineer in WBSHC to rectify the faults instantly.

Name:.....

Signature:.....

Date _____

Firm's Seal:

