

**Notice Inviting Quotation No - 03/BDA of 2024-2025**

**Notice Inviting Quotation for "Annual Maintenance Contract (AMC) of 14 Nos. Air Condition Machine BDA Guest House & Conference Hall of BDA in the office of the Burdwan Development Authority."**

Sealed quotations are hereby invited by BDA from bona fide, reliable and resourceful Agencies / Firms having sufficient experience in Annual Maintenance Contract (AMC) of Air Condition or works of similar nature, for execution of works at the above-mentioned places, Burdwan.

**(A) Scope of work:**

The work will consist the following –

- (i) Annual Maintenance Contract (AMC) of 14 Nos. Air Condition Machine BDA Guest House & Conference Hall of BDA.

Regarding the Annual Maintenance Contract (AMC) of Air Condition interested parties are informed to consult the Engineering Department of BDA on any working day from 2.00 pm to 4.00 pm. Any other ideas may also be considered by the authority.

The work should include all materials and labour charges.

After completion of the work, the bill may be produced after inspection of S.A.E/A.E.

**(B) Credentials:**

The Agency should have experience in jobs related to Annual Maintenance (AMC) of Air Condition or at least one work of similar nature (which should be contained in the sealed envelope for technical offer).

**(C) Selection/Acceptance of the Successful Bid / Offer**

The Quotationers will have to quote their rates in figure as well as in words separately. The quotationer with the lowest rate will be awarded with the work. However, the accepting authority reserves the right to reject any or all of the bid(s) / offer (s) received without assigning any reason whatsoever to the intending participants including the lowest bid/offer received.

**(D) Bid Evaluation:**

The process will go through two steps of Technical Evaluation & Financial Evaluation. Thus, two separate sealed envelopes containing technical and financial offer separately should be submitted by the quotationer.

The quoted rate should be in respective company letter pad, in digits as well as in words in the following format:

Sl. No.	Description	Total Amount (in Rs.)
1.	AMC for 02 (Two) nos. of 1.5 Ton Air Conditions.	
2.	AMC for 12 (Twelve) nos. of 2 Ton Air Conditions.	
<b>Total</b>		
<b>In Words:</b>		

The 02 (two) sealed covers must be sealed in another bigger cover and the outer cover also must be sealed. The outer cover also must be superscripted with Name of the work, Name of firm with address of the firm / bidder and to be duly addressed to the undersigned. Any participant/bidder not following the steps in submitting their bid / offer as described in this para shall be disqualified.

**(E) Terms & Conditions:**

1. Rate should be quoted both in figures and words in English language. The rate thus quoted should be inclusive of all taxes, Cess, carriage of materials to the working site, labour charges, tools etc. No extra payment for any kind or purpose shall be made by the Department.



2. **Earnest Money:** The amount of Earnest Money is @ 2% of quoted value only to be deposited along with each quotation in the shape of Bank Draft of any Nationalized Bank drawn in favour of 'Burdwan Development Authority' against the work.
3. Successful participants shall have to submit original up-to-date valid PAN, Professional Tax, Trade License, goods and service tax registration (GST-IN), Electrical Contractor License and Electrical Supervisor License for verification and enclose photocopies of all papers and documents duly self-attested and marked "SUBMITTED BY MY" and bear signature of the quotations himself under his proper seal at the time of submission of technical bid.
4. Successful Quotationer shall have to enter into a formal agreement with the department in W.B. Form NO.- 2911(ii) and shall be bound by the clauses of the contract.
5. The rate of deduction as per provision of GST.
6. Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency.
7. The Quotation/ Tender accepting authority reserves the right to reject any or all of the Quotation / Tenders so received without assigning any reason thereof.

**(F) Period of Maintenance Contract: 01 (One) Year from the date of issue of work order.**

**(G) Other Conditions:**

- 1) BDA Shall not be responsible for any expense incurred by bidders in Connection with the preparation & delivery of their bids, site visit and other Expenses incurred during qualification process.
- 2) BDA takes no responsibility for delay, loss or non-receipt of bid Document sent by post/courier.
- 3) In view of tight project schedule, Bidders are requested not to seek any extension in due date of submission of bids.
- 4) Before submitting any bid offer, the intending participants should make themselves acquainted, thoroughly, with the local conditions prevailing by actual inspection of the site and take into considerations all aspects communication facilities, climate conditions, availability of local laborers and market rate prevailing in the locality etc. As no claim, whatsoever will be entertained on these accounts afterwards.
- 5) Any bid/offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal.
- 6) Application quoting rate in all respect in the letter pad of the agency in sealed envelopes have to be submitted to:
  - i) The Chief Executive Office, Burdwan Development Authority, New Administrative Building (5<sup>th</sup> Floor), BURDWAN-713101, Within 22/07/2024. at 12:00 P.M.
  - ii) The quotation will be opened at the same day at 13:00 P.M.

  
Chief Executive Officer,  
Burdwan Development Authority.  
Purba Bardhaman