

WEST BENGAL MEDICAL SERVICES CORPORATION LTD.

(Wholly Owned by the Government of West Bengal)

Regd. Off. Swasthya Sathi, GN-29, Sector-V, Salt Lake

Phone: 033 40340319/08; www.wbmsc.gov.in; email id: procurement@wbmsc.gov.in

Bid Ref. No: WBMSCL/NIQ-65/2019

Date: 16.07.2019

NOTICE INVITING TENDER

Managing Director, West Bengal Medical Services Corporation Limited, Swasthya Sathi, GN-29, Sector-V, Kolkata - 700 091, invites sealed quotation from reliable, resourceful, experience and bonafied soil exploration firm having experience in similar nature of work who may be found eligible after scrutiny of the credential to be submitted as per particulars given below and will be received by the Office of the Managing Director West Bengal Medical Services Corporation Limited, Swasthya Sathi for the work "**Comprehensive Annual Maintenance Contract (AMC) for Air Conditioning system installed at various locations of the Malda Medical College & Hospital.**"

Brief description of work	Earnest Money Deposit (EMD) (Rs) [Refundable]	Last date and time of Tender submission	Date & Time of Opening of Tender (Qualifying & Financial)
Comprehensive Annual Maintenance Contract (AMC) for Air Conditioning system installed at various locations of the Malda Medical College & Hospital.	Rs. 8000.00 (In the form of DD from a scheduled bank drawn in favour of "West Bengal Medical Services Corporation Ltd")	29/07/2019; 12.00 pm	29/07/2019; 01.00 pm
BID Opening Venue	West Bengal Medical Services Corporation Ltd, Swasthya Bhaban, GN -29, Sector - V, Salt Lake, Kolkata - 700091.		

Prospective bidders are requested to submit the bid in a sealed cover addressed to the Managing Director, West Bengal Medical Services Corporation Ltd, Swasthya Bhaban, GN -29, Sector - V, Salt Lake, Kolkata - 700091 within the stipulated date & time for the following product.

Bidders are instructed to submit their bid consisting of two sealed envelope called "Qualifying Bid" & "Financial Bid".

Scope of work:

1	Comprehensive Annual Maintenance Contract (AMC) for Air Conditioning system installed at various locations of the Malda Medical College & Hospital.	
2	Time allowed for completion of work	12 Months.
3	Eligibility of Participating	Bonafide, reliable and resourceful vendors having credentials of same nature of work would only be accepted.
4	Validity of Tender	90 days from the date of submission of tender.
6	Performance Guarantee	Total of 10% of bill value, which will be deducted from bill at the time of making payment of the bill.
7	Release of Security/Earnest	The EMD of unsuccessful Tenderers shall be returned as promptly as possible within 90 days.
8	Issuance of Materials	All materials related to the completion of work will have to be supplied by the vendor at his own ownership and cost including, cost of transportation, GST, labour charges etc.

BOQ & TECHNICAL SPECIFICATIONS

All parameters mentioned in the technical specifications as per relevant IS Code with latest version are **Essential**. Bidder has to comply with all Essential parameters of the technical specifications.

BILL OF QUANTITY in Annexure - III

Documents comprising the bid: (Bidders are instructed to submit their bid consisting of two sealed envelope called Qualifying Bid & Financial Bid.)

The Qualifying Bid shall comprise the following: -

- (a) PAN NO.
- (b) GST NO.
- (c) Credential in similar nature of works.
- (d) Bank Draft of Rs.8000.00 only in favour of **“West Bengal Medical Services Corporation Ltd”** towards the Bid Security.
- (e) COMPLIANCE SHEET.
- (f) Tender document must be submitted along with all the relevant documents. This is required to show that the bidder had accepted all the terms and conditions mentioned in this tender document.

The Financial Bid shall comprise the following:

Rate must be given in the format provided in Bill of Quantity, on the letter head of the intending bidder. Rate per unit as mentioned in column no 5 of the format must be inclusive all taxes, cost of transportation, labour charges etc. Any taxes, charges etc shown separately will not be considered. Price in any other format will be treated as cancelled.

Period of Validity of Bids:

Bids shall remain valid for a period of **90 days** after the bid submission deadline date prescribed by WBMSCL. A bid valid for a shorter period shall be rejected by WBMSCL as non responsive. In exceptional circumstances, prior to the expiration of the bid validity period, WBMSCL may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. In such case the Bid Security shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify the bid.

Submission, Sealing and Marking of Bids:

Bidders may always submit their bids by hand. Bidders will submit the Qualifying Bid and Financial Bid sealed in individual envelopes and enclose both the original Bids separately in a sealed envelope, which shall:

- (a) Bear the name and address of the Bidder as well as the BID reference number.
- (b) Be addressed to
**Managing Director,
West Bengal Medical Services Corporation limited,
Swasthya Bhawan, GN-29, Salt Lake Sector-V, Kolkata-91**
- (c) The envelopes containing Qualifying and Financial bids should also be similarly marked clearly stating “Qualifying Bid”/ “Financial Bid” as well as BID reference number.
- (d) If the envelope/s is not sealed and marked as required, WBMSCL will assume no responsibility for the misplacement or premature opening of the bid.

Deadline for Submission of Bids

- (a) Bids must be submitted by the Bidder at WBMSCL, Swasthya Bhawan, GN-29, Salt Lake, Sector-V, Kolkata-91.
- (b) WBMSCL may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents, if felt necessary.

- (c) WBMSCL shall not consider any bid that arrives after the deadline for submission of bids, or that which has not been received at the stated address within the deadline of submission for bid. Any bid received by WBMSCL after the deadline for submission of bids shall be declared late, rejected.

Bid Opening

- (a) WBMSCL or its duly authorized representative or committee will open tenders in the presence of intending bidders who may be present at the time of Bid Opening. The Technical qualification and responsiveness of the Bid will be checked first.
- (b) A bid will be considered as non responsive and will be rejected/ cancelled under the following conditions:
- Does not have any of the documents as mentioned in Qualifying /Financial Bid Envelop.
 - Does not have the required technical eligibility as per documents submitted by the Bidder.
 - If the bidder submits conditional bid.
 - Submits incomplete Price Bid as per price format.
 - The Bidder does not accept important Contract conditions.
- (c) Financial Bid will be opened only in case of those Bidders who have submitted substantially responsive Bid and who have qualified as per Qualifying criteria set for the Bid. On opening the Financial Bid the Committee will enter the amounts of the tenders in a Comparative Statement Form.

Important Dates

Date of Upload NIQ	16.07.2019 at 05.30 P.M
Last date of Submission of Quotation	29.07.2019 up to 12.00 P.M
Date of Opening of Quotation	29.07.2019 from 01.00 P.M
Validity of Quotation	90 days from the date of submission of Quotation
Quotation opening Venue	West Bengal Medical Services Corporation Ltd, Swasthya Sathi, CN -29 , Sector - V, Salt Lake, Kolkata - 700091.

Terms and Conditions

1. Rate must be inclusive of all charges i.e. GST, transportation, labour charges etc.
2. The price to be quoted in Indian Rupee only.
3. The timeline for completion of work should not be more than 12 months.
4. No interest will be payable against Earnest money or Security Deposit.
5. WBMSCL will evaluate and compare the tenders determined to be substantially responsive i.e. which
 - a. Are properly signed.
 - b. Conform to the terms and conditions, and specifications.
6. WBMSCL reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders, and does not bind to accept the lowest rate.
7. The Bidder whose bid is accepted will be notified of the award of contract. The terms of accepted offer shall be incorporated in the purchase order.
8. Payment shall be made quarterly within 30(thirty) days against submission of bills with certification from the consignee for the satisfactory completion of Comprehensive Annual Maintenance Contract (CAMC).
9. All goods (if necessary) should be reached at site in SEALED / Packed condition.

10. The Contract may be terminated at any time before the expiry of contract agreement, depending on the requirement/performance of the supplier / manufacturer/ contractor.
11. Consumables will be supplied at site at their own cost.
12. If the selected supplier / manufacturer fails to execute the agreement deed within the specified date, the order will be cancelled.
13. No advance payment will be entertained.
14. Payment will be made after supply of consumables at site.
15. Bidder has to sign the consent form format as given in annexure – IV.

Enclosure: ANNEXURE – I, II, III & IV

Sd/-
Managing Director

ANNEXURE - I

To : The Managing Director,
West Bengal Medical Services Corporation Limited.
GN - 29, Salt Lake, Kolkata - 700091.

Sub : Submissions of Quotations for Comprehensive Annual Maintenance Contract (AMC)
for Air Conditioning system installed at various locations of the Malda Medical
College & Hospital.

Ref : Quotation No: Dated

Sir,

With reference to above, I/We hereby submit the quotation for Comprehensive Annual Maintenance Contract (AMC) for Air Conditioning system installed at various locations of the Malda Medical College & Hospital.

Sl. No.	Particulars	Period	Amount (Rs.)
A	Comprehensive Annual Maintenance Contract (AMC) for Air Conditioning system installed at various locations of the Malda Medical College & Hospital	Twelve (12) months from the date of award.	

Date:
Place:

Signature of the bidder with seal

N.B. -The successful bidder will ordinarily be decided on the basis of lowest quote among qualified bidder.

ANNEXURE – II

Details of the Bidder

1. Name of the Bidder
2. Address of the Bidder.....
3. Telephone Number
- Land Line Number.....
- Mobile Number
- Email Address.....
4. Pan (Enclose Copy)
5. GST Registration (Enclose Copy)
6. License No. /Registration No. & Valid date
7. **Experience Details :**

Parties	Nature of Job	Date	
		From	To

This is to certify that the information furnished above by me / us is true and correct. I / We also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being awarded the contract.

Date:.....

Place:.....

Signature of the bidder with Seal

ANNEXURE-III

SCOPE OF WORK

TABLE – 1 Malda Medical College & Hospital at Malda						
Type of A.C Machine and Quantity						
Type-	1Ton	1.5 Ton	2Ton	5.5 Ton	8.5 Ton	Belt Driven Cabinet Type Centrifugal Fan (5000 CFM) with Duct from Ground Floor to Roof at Academic Building
Quantity-	9	26	145	-	16	2

Type of service to be conducted

- I. Quarterly
- II. Half Yearly
- III. Annual

I. Quarterly Checks

The following service tasks will be undertaken for a QUARTERLY service of the Spilt / Ductable type Split A.C Machine

1. Clean and check fans and motors
2. Lubricate fan bearing
3. Check duct connections
4. Check all wiring
5. Replace filter if required
6. Ensure all panels and doors are air tight
7. Check condenser is free to run away

II. Half Yearly Checks

The following service tasks were undertaken for a HALF YEAR service of the Spilt / Ductable type Split A.C Machine

1. Clean and check fans and motors
2. Lubricate fan bearing
3. Check motor fan pulleys and belts replace if required

4. Check all wiring
5. Replace filter if required
6. Ensure all panels and doors are air tight
7. Clean and examine coils
8. Check all visible pipe connection
9. Vent air from coils
10. Check all associated valves
11. Check all thermostats and sensors
12. Ensure condense free to run away
13. Wipe fascia of indoor unit
14. Check operation of cooling

III. Annual Checks

The following service tasks were undertaken for ANNUALLY service of the Split / Ductable type Split A.C Machine

1. Clean and check fans and motors
2. Lubricate fan bearing
3. Check duct connections
4. Check all wiring
5. Replace filter if required
6. Ensure all panels and doors are air tight
7. Clean and examine coils
8. Check all visible pipe connections
9. Vent air from coils
10. Check all thermostats and sensors
11. Service internal motor
12. Check anti vibration mountings
13. Check al casings and fixings are secure
14. Check bearings for wear
15. Clean external and internal dirt from unit
16. Check paintwork for corrosion
17. Check all unit wiring inc gland terminals
18. Clean filters by vacuuming of washing
19. Ensure condense free to run away
20. Wipe fascia of indoor unit
21. Check operation of cooling

iv. Special Terms & Conditions.

1. This comprehensive contract cover Routine Services preventive & corrective maintenance of AC Machines / Spare parts as required so as to keep the AC machines operative / functioning round the clock.
2. The contract covers repair and replacement of any spares & accessories incl. Blower motor, sheet metal body and repairing/ replacement of capacitors (metal body with P2 safety category), relay, thermostat, air filters etc as necessary.
3. The contract covers servicing of machines twice in a month or as required.
4. The contract covers thorough overhauling and painting of RAC / SRC at site once in a year.
5. The contract covers charging of refrigerant as & when required.
6. In case breakdown of RAC machines the restoration will have to be done with in 24 Hrs. from the time of breakdown call.
7. Overhauling and repairing of the Air Conditioners covers the replacement of spare parts including compressor and fan motors and charging of Refrigerant as and when required.
8. Service Challan certifying satisfactory performance of the machine should be submitted to the concerned SAE twice in a month and that has to be countersigned by the AE and to be submitted along with the bill. A logbook shall also be maintained twice in a month by the agency duly signed by SAE / AE from time to time of servicing.
9. WBMSCL authority reserves the right to terminate the contract against one month notice for the non satisfactory performance or other administrative reasons.
10. Transportation charges for carrying Ac machines/ Spares from the site to workshop/ workshop to site or as required will not paid extra.
11. The philosophy or "Public Interest" would be THE MOTTO of this all inclusive maintenance – any deviation may be viewed otherwise.
12. Any inconvenience caused so far as performance of AC machine is concerned due to negligence in the part of the agency, if detected, will be liable to penalty. Quantum of penalty would be decided in EIC depending on the gravity of situation.
13. The agency must be equipped with a cell phone to look after the overall maintenance of AC machines and interact with the office of WBMSCL/ Authority concerned.
14. Bill should be submitted monthly/ quarterly as per direction of EIC. Keeping at least one spare log book at spot.
15. No Extra charges will be paid except the rate quoted by the agency as per unit per month basis for maintaining the above described terms and condition.
16. One skilled technician with sufficient spares & consumables including Tools & Tackles shall have to be kept at each site.

ANNEXURE - IV

Consent Form

I do hereby agree to supply the materials in excess of the specified quantity in BOQ at same rate with conformance of terms and condition of the tender.

Date:.....

Place:.....

Signature of the bidder with Seal