



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

TENDER NOTICE

SP/T-1825

Date: 26.04.2024

Sub: Annual Servicing/Repairing Contract of Air Conditioner Machines at IEI HQs

Sealed tenders are invited in two parts viz. Technical bid (Envelope – ‘A’) and Financial bid (Envelope ‘B’) (Envelope ‘A’ and ‘B’ with the content shall be clearly marked on the top of the envelopes separately). Technical Part – Bids (Envelope – ‘A’) shall comprise of compliance documents Qualification Requirement, IT Return copy, GST certificates, company profile and any other document in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document.

Completed Separate tenders against each of the two (Technical part in one envelope, Financial part in another envelope, and the two envelopes put into one third envelope, with all envelopes superscribed about Name of Work and contents, envelope type whether ‘A’ or ‘B’) should be submitted to the Receiving Cell of IEI by **10 May 2024**.

All pages of the tender document including tender notice are to be signed by the bidders. IEI reserves the right to reject the tender in full or part without assigning any reason.


Deputy Director (NT/IT & Admin)



The Institution of Engineers (India)

Part – A

T -1825

**The Institution of Engineers (India)
8, Gokhale Road, Kolkata 700020**

**Tender Document for Annual Servicing/repairing Contract
of Air Conditioner Machines at IEI HQs**

Name of work	Annual servicing/repairing contract of Air Conditioner Machines at IEI HQs
Place of Work	The Institution of Engineers (India) 8, Gokhale Road, Kolkata 700020
Period of Work	12 (twelve) months from the date of placement of order.
Other document required	<ol style="list-style-type: none">1. Company Profile & Clientele List2. GST Registration Certificate3. Copy of IT Return4. PAN Card5. Proof of company registration6. All documents in support of Qualification Requirement

Last date of Submission of the Tender : By 4:00 P.M. of 10 May 2024.

Seal & Signature of the bidder



**Annual Servicing/Repairing Contract of
Air Conditioner Machines at IEI HQs**

QUALIFICATION REQUIREMENT

1. The Agency must have executed one such similar order of the value not less than `30,000/-/ during the last three years.
2. The Annual Average Turnover must be **Rs.2.00** lakhs onwards.
3. Company profile and clientele list must be provided.

OTHER TERMS & CONDITIONS

1. Security Deposit – Successful bidder are required to submit a Security Deposit of **Rs. 5000/-** by DD or by way of any Bank instrument which will be refunded to you after completion of the Contract without any interest.
2. The Vendor has to ensure to pick up the material/ articles (if required) from IEI HQ, 8 Gokhale Road, Kolkata 700020, on all working days between 09:30 am – 06:00 pm or beyond the Office hours as per direction or on the holidays etc. as well.
3. Claim against the work executed shall be made on monthly basis.
4. All breakdown calls received by the Company during normal working hours will be attended to as early as possible but positively within 12 hours of receipt of calls.
5. The break down machines will be taken to your workshop to repair and will be returned back within 10 days to IEI. The machine(s) taken out for necessary repair, will have to be replaced with a suitable machine(s) without any additional cost.

6. The Air conditioners will be serviced/repaired only by the Vendor personnel/their dealers/authorized contractors, failing which the user will get the Air conditioners serviced/repaired by any other agency and the amount thus charged will be adjusted with the bills.
7. Loss of particles and matters shall be suitably compensated by the vendor.
8. Rates shall be inclusive of all taxes/duty but exclusive of GST.

DOCUMENTS TO BE SUBMITTED

- a) All documents in support of Qualification requirement as per Para (1).
- b) Copy of the IT Return.
- c) PAN Card
- d) Copy of the GST Registration Certificate.
- e) Company profile.
- f) Proof of company registration

DATES TO BE NOTED

Receipt of Tender Papers – **10 May 2024**

Signature of Vendor with seal



Envelope- B

**Annual Servicing/Repairing Contract of
Air Conditioner Machines at IEI HQs**

PRICE PART

Price should be quoted inclusive of all taxes / duties and GST.

Sl.No.	Description	Rate (Rs.)
1.	Overhauling Charges (Window)	
2.	Overhauling Charges (Split)	
3.	PCB Repairing Charges	
4.	PCB (New)	
5.	Motor Repairing Charges	
6.	Capacitor (Indoor + Outdoor)	
7.	Copper pipe 5/8 (per rft)	
8.	Copper pipe 1/2 (per rft)	
9.	Copper pipe 1/4 (per rft)	
10.	Drainage Pipe (per rft)	
11.	3 Core Power Cable (per rft)	
12.	4 Core Power cable (per rft)	
13.	Compressor 1.0 T (New)	
14.	Compressor 1.5 T (New)	
15.	Compressor 2.0 T (New)	
16.	Compressor repairing	
17.	Leak Testing & Leak Repairing	
18.	Gas Top-up	
19.	Full Gas Charges (1 to 1.5 ton)	
20.	Full Gas Charges (2 ton)	
21.	Dismantling of AC	
22.	Installation/Re-installation of AC	
23.	Inspection Charge (if any)	

Date: _____

Place: _____

Signature of Authorised Signatory _____

Name of the Company _____

Address with Pincode _____

Telephone & Mobile No. _____

Email: _____

Seal & Signature of the Bidder