



**Pollution Control Board, Assam  
Bamunimaidam, Guwahati-21**

[www.pcbassam.org](http://www.pcbassam.org)

Email: [membersecretary@pcbassam.org](mailto:membersecretary@pcbassam.org)

**NOTICE INVITING QUOTATION**

NIQ No. WB/COM-63/21-22/89

Dated Guwahati, the 05<sup>th</sup> Feb., 2024

Sealed quotations are invited from the reputed/ authorized Manufacturer/ Dealer/ Distributor/ Firm for the **Annual Maintenance Contract (AMC) of Air Conditioners** installed/used in Head Office of Pollution Control Board, Assam, Bamunimaidam, Guwahati-21. Quotations will be received upto **2:00 PM on 20<sup>th</sup> Feb., 2024** and will be opened on the same day **at 3:00PM** in presence of Quotationer or their authorized representatives (one person only). General Terms & Conditions, Scope of Work, Letter of Acceptance, Check list, Financial Bid, Non-Blacklist declaration & Agency Details format are as per Appendix-A, Annexure –I, II, III, IV, V & VI respectively.

Name of works	:	<b>Annual Maintenance Contract (AMC) of Air Conditioners installed at Head Office, Pollution Control Board, Assam</b>
Earnest Money (EMD)	:	<b>Rs. 5,000/-</b> (Rupees Five Thousand) only must be deposited by bidders in the form of Bank Draft in favour of " <b>Member Secretary, Pollution Control Board, Assam</b> " payable at <b>Guwahati</b> and should be submitted along with their bids.
Last Date & Time of submission.	:	<b>20.02.2024 at 2.00PM</b>
Date & Time for opening	:	<b>20.02.2024 at 3.00PM</b>
Tender Fees	:	<b>Rs. 500/-</b> (Rupees Five Hundred) - Non Refundable

**Member Secretary  
Pollution Control Board, Assam  
Bamunimaidam, Guwahati-21**

Memo No. WB/COM-63/21-22/89-A

Dated Guwahati, the 05<sup>th</sup> Feb., 2024

Copy to:

1. P.A. to the Chairman, PCBA for kind appraisal of the Hon'ble Chairman.
2. Website([www.pcbassam.org](http://www.pcbassam.org)) / Notice Board of the Board's Head Office, PCBA.

**Member Secretary**

**POLLUTION CONTROL BOARD : ASSAM**  
**BAMUNIMAIDAM, GUWAHATI-781 021**

SL No.	Item Name
1.	Annual Maintenance Contract (AMC) of Air Conditioners

**General Terms & Conditions**



1. This document contains the following
  - A. Copy of Quotation Notice.
  - B. General Terms and Conditions of Bid.
  - C. Scope of Work (Annexure-I).
  - D. Acceptance Letter (Annexure-II).
  - E. Check List (Annexure-III).
  - F. Financial Bid Document (Annexure-IV).
  - G. Non-Blacklist Declaration (Annexure-V).
  - H. Detail of Service Provider Agency (Annexure-VI).
2. The approximate numbers of split ACs to be covered under AMC are 45 nos. However, the exact nos./quantity may increase or decrease at the time of issuing of work order/during the contract period.
3. The Quotation is Two Bid Quotation. The Quotation needs to be submitted in two bid system - Technical Bid and Price Bid. Both the bids should be submitted in two separate sealed envelopes mentioning the subject on the cover respectively and put inside a third envelope mentioning tender name, closing date & time, information of the bidder written in the bottom left corner including contact numbers.
4. The Quotation Document is not transferable by the purchaser. Each sheet including that provided by the Board with this document must be signed by the bidder.
5. The Board takes no responsibility for delay or non-receipt of Quotation Document sent by post either way and also reserves the right to accept; or reject any or all the quotations in part or full without assigning any reason thereof.
6. This Quotation notice is also available on PCBA's website [www.pcbassam.org](http://www.pcbassam.org). Bidders have to collect the detail quotation paper (Specification & Terms) from Board's office at Bamunimaidam, Guwahati - 781021 or can be downloaded from the website on payment of Rs. 500/- (Rupees Five Hundred) only (Non-refundable) in the form of Bank Draft to be drawn in favour of "Member-Secretary, Pollution Control Board, Assam".
7. **Bidder should not have been blacklisted or debarred from business by any Government institutions/undertakings/recognized educational intuitions, Banks/financial institutions / public Sector companies in the last 10 years. The bidder has to give a declaration that the firm / supplier and the firm has not need blacklisted of debarred in the past by any Govt. or Private Organization. In case any false declaration is submitted, the bidder shall be permanently blacklisted from this organization and legal proceedings may be initiated against such parties.**



8. The Board at its discretion may extend the last date of submission of Quotation and opening of Quotation. **The final authority for acceptance of a quotation will rest with the Member-Secretary, Pollution Control Board, Assam who does not bind himself to accept the lowest quotation and is vested with the authority to reject any or all of the quotations received without assigning any reason.**
9. The bid shall contain no interlineations, erasures or overwriting words except as necessary to correct errors made by the bidder, in that case, such correction shall be initialed by the person or persons signing the bid.
10. It is advised that the outside suppliers should send the Quotation through Registered Post/ Speed Post. However, the local supplier may drop their quotations in Quotation Box kept in the Board's office for the purpose. In no case Quotation should be handed over to any employee of the Board.
11. Canvassing in any form will disqualify the Bid.
12. The courts at Guwahati shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.
13. Party should have Registration Certificate, PAN card, Trade license, GSTN registration.
14. All the Quotation should be addressed to:  
**THE MEMBER SECRETARY,  
POLLUTION CONTROL BOARD, ASSAM  
BAMUNIMAIDAM, GUWAHATI-781021**
15. The EARNEST MONEY (Fixed Amount) shall be deposited online through RTGS / NEFT internet banking in Beneficiary name **POLLUTION CONTROL BOARD ASSAM**, Account No. **10566990077**, IFSC Code- **SBIN0000221**, Bank Name- **STATE BANK OF INDIA**, Branch address-**NEW GUWAHATI**. Bidder may indicate bid number in the transaction details field at the time of online transfer. Bidder has to submit the proof of Online Payment Transfer along with bid.
16. Quotation shall not be entertained where a quotation has not furnished adequate Earnest Money. The EMD Amount of the unsuccessful bidder will be released immediately. However, the EMD amount of the successful bidder will be released with the payment of first quarter.
17. The validity of Quotation would be for a minimum period of 90 days from the date of opening of quotations. A Bid valid for a shorter period may be rejected by the Board as non-responsive.
18. The rates should be quoted both in words and figures. If there is discrepancy between words and figures, the amount mentioned in words will prevail.
19. The Bidder must sign the every page of the quotation.
20. To assist in the examination, evaluation and comparison of bids the buyer may, at its discretion, ask the Bidder for a clarification of its bid. However, no change in the price or substance of the bid shall be sought, offered, re-permitted
21. **Party should have Registered Office / Branch Office / Service Centre at Guwahati.**

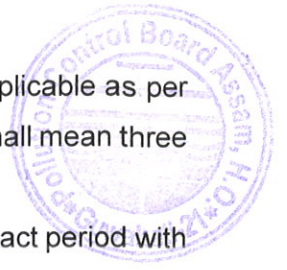




## **SCOPE OF WORK**

1. The AMC service has to be given onsite only.
2. Maintenance & Service of Air Conditioners installed in PCBA Head Office on comprehensive basis including repair/replacement of all spare parts (viz. main motor, swing motor, PCB of indoor-unit/outdoor-unit), any electrical work related to Air Conditioners (excluding stabilizer), oiling, cleaning and repairing of compressor, gas charging, repair/replacement of water drain pipe, any damage inflicted by mouse/mice, arrangement of ladder for outside work etc. The office will not provide any kind of equipment, electrician etc.
3. Preventive maintenance (viz. Servicing, Cleaning and Checking & filling of Gas etc.) would be carried out once in 3 (three) months by the service provider so that equipments runs properly. **Two dry servicing and two wet servicing in a year / four quarters.**
4. **The vendor shall be responsible to depute technical personnel onsite within 24(twenty four) hours from the time of reporting about any break down through mail/phone. Complaints should be resolved completed within two working day including day of complaint.**
5. The Agency shall be with experience of minimum 03 years in the similar field in Government Offices/ Reputed Organization. Technical personnel provided by the firm for AC maintenance must qualified and of at-least 3 (three) years' experience holder.
6. If the AC is required to be transported to the service workshop for repairs, the same shall be undertaken at the risk and cost of the firm.
7. The replacement of components shall be as per manufactures instructions and as per the decision of the Board.
8. The Agency shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the providing the services.
9. The Agency is required to start the work (first servicing of all ACs) within 10 days from the date of award / date of communication of acceptance of the tender.
10. The contract would be initially for a period of 12 months from the date of commencement of work. It can be extended further period of one year on the same terms and conditions, if both parties desire/agree.
11. **Payment Terms:** The payment to the agency will be made on quarterly basis at the end of each quarter against invoice with PAN number, raised by the agency and based

on past performance. TDS, Service Tax, WCT and any other tax as applicable as per prevailing rates will be deducted before making the payment. Quarter shall mean three months.



12. **Penalty:** The following penalty clauses shall be in force during the contract period with the vendor.

a. If the firm does not attend to the complaint within 24 (twenty four) hours from the time of registration of the complaints, a penalty @3% of the value of AMC charges submitted for the period.

b. In case of requirement of replacement of any spare parts of any equipment, the same should be replaced within 3 days (even if the 3rd day falls on holiday) and in case of Compressor, Motor, Fan etc, same should be replaced/ repair within 7(seven) days (even the 7th day falls on holiday). Penalty shall be levied @2% of the value of AMC charges for that equipment for each day in case of delay in the replacement of the parts.

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**(IN FIRM'S LETTER HEAD)**  
**LETTER OF ACCEPTANCE TO BE SUBMITTED IN THE BID.**

To,

The Member Secretary  
 Pollution Control Board, Assam  
 Bamunimaidam, Guwahati – 781021



**Sub: Acceptance of Terms and conditions of tender.**

**Ref: Tender No.**

Sir,

Having examined in details of the above tender documents relating to the works and having acquired all the requisite information affecting the tender invited by you, I/We.....hereby agree to all terms and condition of the contract [as laid down in the tender document(s)]. I/We also agree that the printed term(s) and condition(s) if any at the back of our quotation form and I or any other paper enclosed are not applicable.

I/We undertake to complete the whole works within the period specified in the tender. In this connection we are providing with the following information.

1. **Firm Registration** certificate.
2. **Proof of address** of the firm.
3. In case, bidder is an Authorized Dealer/ Agency,
  - a. Authorization certificate from parent company.
4. Fees.
  - a. Details of EMD paid  
 Amount..... Draft No.....Bank.....
  - b. Cost of Tender Paper  
 Amount..... Draft No.....Bank.....
5. GSTN Registration No.....PAN No..... (Copies Enclosed)
6. Declaration that the firm has not been banned or de-listed by any Govt. or quasi Govt. Agency or Public Sector Undertaking enclosed.
7. Previous Supply Order with other department, if any.
8. Any other relevant document.

**(Signature with Seal)**

**(Name & Designation in block letters)**

**Annexure-III****Check List**

SL No.	Requirement	Bidder Compliance
1.	EMD & Tender Fee	
2.	Letter of Acceptance (Annexure-II)	
3.	Copy of Work Orders of last 3 (three) years providing similar services to any Government/ PSUs/ Reputed private organizations etc.	
4.	Document proving establishment in Guwahati.	
5.	Firm Registration Certificate	
6.	Proof of Address of the Firm	
7.	GSTN Registration Certificate	
8.	Pan Card Details	
9.	Validity of quoted rate agreed as per NIQ	
10.	Declaration that the firm has not been banned or de-listed by any Govt. or quasi Govt. Agency or Public Sector Undertaking.	
11.	Details of Service Provider Agency	
12.	Any other relevant documents.	

(In Firm's Letter Head)

Annexure-IV

**Financial Bid**

(The price quoted against an item shall be considered as the cost of AMC for one year)

Sl. No.	Items Descriptions	Make/Model	Year of Purchase	Quantity	Unit Price excluding GST (in Rs.)	GST (in Rs.)	Total Price with GST (in Rs.)
1.	Split Tower AC 2 Ton	Bluestar	2022	2 nos.			
2.	Split AC 2 Ton	Bluestar	2022	5 nos.			
3.	Split AC 2 Ton	Voltas	2022	1 no.			
4.	Split AC 2 Ton	LG	2014	2 nos.			
5.	Split AC 1.5 Ton	Bluestar	2022	16 nos.			
6.	Split AC 1.5 Ton	Voltas	2022	15 nos.			
7.	Split AC 1.5 Ton	Samsung	2016	4 nos.			
Grand Total Price with GST							

Signature of Bidder with Seal

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**Note:** Financial Bid should be submitted in a separate envelop inside main documents sealed folder.



NON-BLACK LISTING DECLARATION

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD  
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

The Member Secretary  
Pollution Control Board, Assam  
Bamunimaidam, Guwahati-21

Sir,

We hereby confirm and declare that we, M/s -----, is  
not blacklisted/ De-registered/ debarred by any Government department/ Public Sector  
Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the  
works/ Services during the last 5 years.

For -----

Authorised Signatory

Date:

Place:

**DETAILS OF SERVICE PROVIDER AGENCY**

Sl. no.	Particulars	Details
1	Name of the Bidder/Agency	
2	Registration No and Valid Up to	
3	Address of the Registered Office	
	Phone No:	
	Mobile No:	
	Official Email ID:	
4	Year of Establishment	
5	Type of Agency	
6	Name & Designation of the Authorized Signatory	
7	<b>Service Personnel / Helpdesk Contact:</b>	
	Name:	
	Designation:	
	Mobile No:	
	Email ID:	
5	Website, if any	
6	Address of Guwahati/Assam Office	
9	Date of Operational of Service in Assam	
10	Brief Description of the Agency	



**Signature of authorized Signatory**