

Eastern Zonal Cultural Centre  
(Ministry of Culture, Govt. of India)  
Bharatiyam Cultural Multiplex  
IB-201, Sector-III, Salt Lake, Kolkata-700106  
Ph. (033)2335-3093/6796/6797, Fax:033-23350262

### Notice Inviting Tender No. -3

Sealed tenders are invited from agencies having proven experience and credentials in providing services for Annual Maintenance Contract of room air-conditioner at Eastern Zonal Cultural Centre, Kolkata. Prescribed tender papers may be obtained from on any working day between 10.00 a.m. and 5.00 p.m. or downloaded from our website [www.ezccindia.org](http://www.ezccindia.org) duly completed with credentials shall be submitted to the Director EZCC Kolkata on or before 20.12.2017

Tenders shall be received upto 1.00 p. m on 20.12.2017 at EZCC and will be opened at 3.00 p. m. on the same day at the same venue.

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**Registration Form for Annual Maintenance Contract of room air-conditioner at Eastern Zonal Cultural Centre, Kolkata.**

1. Name of Agency ;
2. Full postal address :
3. Telephone/Fax number(s)/E-mail ID  
Office :  
Residence :
4. Whether proprietorship or partnership  
Business or company :
5. Name & address of Proprietorship/all  
Partners/Directors of Company :
6. Whether you have trade license to  
carry out the contract work  
(enclose Xerox copy of the license) :
7. Name & full address of Banker :
8. Whether Income Tax is paid by the  
Agency (If so latest Income Tax clearance  
certificate/Pan Card) :
9. Whether the firm has got valid Service  
Tax Registration and, if so, copy of the  
same may be enclosed :

Date

Signature with date & seal

Copies of all credentials relevant to the state of West Bengal must be enclosed, failing which the Registration Form is liable to be reject

**Eastern Zonal Cultural Centre  
IB-201, Sector-III, Salt Lake  
Kolkata-700106**

**Terms & conditions:**

1. Sealed quotation are invited for Annual Maintenance Contract of room air-conditioner at Eastern Zonal Cultural Centre, Kolkata.
2. Quotation submitted in double sealed cover with the name of the work written on the envelope will be received upto 1.00 p.m. on 20.12.2017. alongwith Earnest Money of ₹ 10000.00 (Rupees ten thousand only) in the form Demand Draft in favour of Eastern Zonal Cultural Centre, Kolkata.
3. The quotations will be opened on the same day at 03.00 p.m.
4. The Centre does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all the tenders received without assigning any reason.
5. Quotation, which do not fulfill all or any of these conditions, or are incomplete in any respect, are liable to summary rejection without assigning any reason.
6. Quotation incorporating additional conditions are liable to be rejected.
7. Before quoting the service charges the Agency must assess the quantum of work involved after going through the specifications of work cited at section-A, and physical inspection of the units.
8. One consolidated service charge per month per unit shall be quoted for the Annual Maintenance in the format provided for submission of offer by the tenderers.

9. While submitting the tenders, agencies must note that there will be no revision of the tendered rate on any ground whatsoever during the entire tenure of the contract as mentioned at Clause 21 herein below. Therefore, they should include all eventual increase in statutory liabilities and upward market fluctuation while quoting their offers.

### **Credentials:**

10. The Agency shall declare in writing that nor of their partners is any way related to any officer of Eastern Zonal Cultural Centre, Kolkata including the units under its control.
11. The Agency must have a local office with a regular telephone both in the office as well as in the residence(s) of Partners / Directors / Proprietor.
12. The Agency shall furnish income tax Permanent Account Number, Sales tax registration and service tax registration number (with documentary proof) along with their tender in Part-I.
13. All credential of the Agency including financial standing, registration with Govt. having support or connection with Govt. Depts./ Organizations, Semi- Govt., Non Govt., autonomous body, public body, local Govt. Civil body and public institutions / organizations etc. together with records of past performance with such institutions, departments, organizations, etc., are to be produced for verification whenever demanded by the.

### **Responsibilities of the Agency:**

14. During the period of this contract, the Agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the Centre. The Agency shall constantly keep in touch with the Centre for effective performance of the contract and abide by all instructions and directives issued by the Centre in this regard.

15. They Agency must issue proper identity cards to their employees deployed at any time for the purpose of the contract in order to facilitate verification of their identity by the Centre.
16. The area and scope of work will be as per the requirements of the Centre from time to time.
17. All minor defects shall be attended to and rectified within two hours and all major defects shall be attended to & rectified within 12 hours by the Agency. Pro-rata deduction will be made for non-availability of specified service beyond these stipulated time schedules due to such breakdowns & disruption of the scheduled activities.
18. The Agency shall handover all the AC units/ plant in good running condition after the completion of the contract.
19. The Agency shall ensure that all materials are brought into Eastern Zonal Cultural Centre, Kolkata premises with proper challan and recorded at the Security Office of Centre. Similarly, all materials shall be taken out only with proper gate pass issued by the Centre.

### **Payment:**

20. The payment shall be made on quarterly basis by A/c. payee cheques with in 30 days from the date of submission of the proper and pre-receipt bill to the Centre.

### **Tenure and Validity:**

21. In the beginning the contract would be for an initial period of one year with a provision for renewal of the contract for a further period of two years on year-to-year basis depending on the satisfactory performance of the agency.
22. The contract can be terminated by the Centre at any time without notice in the event of gross security risk or gross damage to Eastern Zonal Cultural Centre, Kolkata properties due to Agency's failure or persistent failure of the Agency in providing satisfactory service to the Centre and the decision of the Centre in this regard shall be final and binding on the Agency.

## **Arbitration:**

23. In case of any dispute arising out of this contract between the Centre and the Agency, the matter shall be referred to the sole arbitration of a person to be appointed by the Director of Eastern Zonal Cultural Centre, Kolkata on receipt of an official request with details of the dispute, from either the Centre or the Agency. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Reconciliation Act, 1996 or any statutory modifications or re-enactment thereof and of the rules made there under for the time being in force.
  
24. The tender should be submitted in two parts, (two sealed envelopes) duly marked Part-I and Part-II, super scribing the name of work and date of opening. They Part-I & II marked envelopes should contain the following:
  - a) Sealed cover marked Part-I shall contain the following:
    - (i) Earnest Money in the form as mentioned at Sl. No. 2 above.
    - (ii) An up to date income tax clearance certificate & Permanent Account Number of the tenderer.
    - (iii) Forwarding letter in duplicate.
  
  - b) The sealed cover marked Part-II shall contain the complete tender document duly signed as a token of acceptance of all terms and conditions mentioned in the tender along with the Price bid.
  
  - c) Tenders submitted in any other form other than as mentioned above are liable for rejection.

**FORMAT FOR SUBMISSION OF OFFERS BY THE TENDERERS**  
(To be submitted on Agency's Letter Head)

To:  
The Director  
Eastern Zonal Cultural Centre  
Kolkata

We have read, understand and accepted all the terms and conditions as stipulated in the Notice Inviting Tender for maintenance of Room Air-conditioning at Eastern Zonal Cultural Centre, Kolkata

We, hereby agree to undertake the contract for Annual maintenance work of Air-conditioning at Eastern Zonal Cultural Centre, Kolkata as per your requirement.

Sl. No.	Description of Units	Capacity	Qty	AMC Charges per Unit per year (To be quoted)(Rs.)	Amount(Rs.)
1.	Ductable Split	3.0Tr.	03 nos.		
2.	Hi Wall Split	2.0Tr.	04 nos.		
3.	Split	1.5Tr.	10 nos.		
4.	Split	1.0Tr.	02 nos.		
5.	WRAC	1.5Tr.	07 nos.		
				Total	

(Rupees.....per year)

A demand draft no..... dated ..... for  
Rs.....  
drawn on.....(Name of the Bank and Branch) in favour of Eastern Zonal  
Cultural Centre  
payable at Kolkata has been enclosed in Part-I as EMD.

End.: As stated.

& seal

Signature

Agency)  
Date  
Place:

(Name of the