

**Notice Inviting Quotation**

NIQ No: 008 /2023-24/NSTIAM/R2

Dated: 11.03.2024

Sealed quotations are invited from bonafied and resourceful agencies / companies for quotation rate for the work on "Annual Maintenance contract (Quarter basis) of 8 No 2.0 TR and 1 No 1.5 TR Hi-wall split AC machine make Carrier installed at Hostel Building-II at Netaji Subhas Training Institute of Agricultural Marketing, Baidyabati Hooghly". The works details are as follows,

Sl. No	Name of the Work	Area of Work
1.	"Annual Maintenance contract (Quarter basis) of 8 No 2.0 TR and 1 No 1.5 TR Hi-wall split AC machine make Carrier installed at Hostel Building-II at Netaji Subhas Training Institute of Agricultural Marketing, Baidyabati Hooghly"	Hostel Building-II at Netaji Subhas Training Institute of Agricultural Marketing, Baidyabati Hooghly

In connection to the above, all interested agencies are requested to submit the requisite paper for quotation to the office of NSTIAM. Sealed quotation to be submitted in their official letter head as per prescribed format as given in Annex- "A" in the locked "Quotation Box" kept in the said office address up to 3.00 p.m. on all working days from 18.03.2024 28.03.2024, after submitting a non refundable NIQ fees of 300/- in the form of Cash/DD 'WBSMB-NSTIAM' payable at Baidyabati.

Opening of the quotation shall be done on 02/04/2024 at 1:30 P.M. in the office of the NSTIAM. Any modification in the content of the quotation documents shall invite cancellation of the candidature of the Agency.

Quoted rate shall inclusive of all applicable taxes as well as supply of all requisite materials of the said work. The Security deposit of 10% of the awarded value will be deducted from the successful quotationer against submission of their progressive bills/ final bill. Security deposit will be refunded after one (01) year of successful completion of the work. The successful quotationer shall have to start the work from the date of issue of work order. Interested agencies may visit to the institute in all working days from 18.03.2024 28.03.2024 from 11 a.m. to 4 p.m. for enquiries.

The undersigned reserves all right to accept or reject any or all quotation without giving any notice or assigning any reason whatsoever. The decision of the Director, NSTIAM in this regard shall be final and binding on all.

  
Director, NSTIAM



**NETAJI SUBHAS TRAINING INSTITUTE OF AGRICULTURAL MARKETING**  
Training Institute of West Bengal State Agricultural Marketing Board  
"Prof: Sambhu Ghosh Bhawan"  
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**Annex. A**

**(to be printed in the letter head of Quotationer)**

Name of Quotationer : .....

Address of Quotationer : .....

NIQ NO. & Date : .....

Contact No (s): Tele No..... Mob. No.....

Document for submission	Status
a) Valid updated Trade License with up to date Challan	
b) Professional Tax up to date challan	
c) PAN Card as allotted by the income tax Department.	
d) GST No (if applicable)	

Sl. No	Name of the Job	Unit Rate/Quarter/unit (In Rs.) excluding GST	No of Unit	Total Amount for 1year
1.	"Annual Maintenance contract (Quarter basis) of 8 No 2.0 TR and 1 No 1.5 TR Hi-wall split AC machine make Carrier installed at Hostel Building -II at Netaji Subhas Training Institute of Agricultural Marketing, Baidyabati Hooghly"		08 Nos	
			01 Nos	
Gross Total				
Add: GST 18%				
Net Total				

I/We certify that I/We have gone through the all the terms and conditions of the NIQ notice which will be bound for Quotationer.

**Yours faithfully**

**(Signature of Quotationer with rubber stamp)**

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**"Prof: SambhuGhoshBhawan"**

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**Terms and Conditions of the Quotations for the job on "Annual Maintenance contract of 8 No 2.0 TR and 1 No 1.5 TR Hi-wall split AC machine make Carrier installed at Hostel Building -II at Netaji Subhas Training Institute of Agricultural Marketing, Baidyabati Hooghly"**

1. The Quotationer shall put his/her signature with seal on every Quotation paper. There should be no overwriting. Corrections made, if any, should be authenticated by the Quotationer with the official seal.
2. Rates will remain firm for 01 years from the date of issue of this Work Order. No escalation whatsoever shall be allowed unless otherwise stated in Work Order or subsequent amendment to the Work Order.
3. N.S.T.I.A.M authority shall make all necessary statutory deductions (e.g. TDS on Income Tax under the I.T. Act, 1961), if applicable, with other necessary adjustments, if required under the contract, against the claim(s) of the agency / successful Quotationer.
4. Payment shall be made within 21 days from the date of receipt of invoice in duplicate along with Time/Attendance sheet and work certificate for the month duly certified by N.S.T.I.A.M's representative after successfully completion of work.
5. The Quotation shall be unconditional. Imposition of any condition by the Quotationer shall invite cancellation of the Quotation.
6. The Successful Quotationer shall submit their bill after ending of each quarter with the service report or log book duly certified by the authorized person of NSTIAM.
7. An 'Interest free Security Deposit' of 3% on the quoted amount shall be deposited before issuance of Work Order. The said security Deposit will be refunded to the agency after 01 year successful completion of the job and making necessary adjustment of the amount(s) (if any) left unrealized from the agency, on any account in terms of the contract and to the extent it is covered by the said Security Deposit.
8. The Security deposit, as the case may be, will be forfeited if
  - a) The selected Quotationer fails or refuses to enter into contract within 07 days from the date of receipt of the Letter of Acceptance (LOA) of the Quotation via e-mail.
  - b) The successful quotationer discontinues the job within 01 year from the date of issuance of the work order.
  - c) The successful quotationer is terminated in between the agreement period due to unsatisfactory performance by the employer.
  - d) The successful quotationer withdraws in between the tendering process without arising any reason whatsoever.
9. On completion of Quotation procedure, the successful Quotationer will be required to enter into a contract with the authority within 07 days from the date of issuance of Letter of Acceptance (LOA).
10. All Quotationers are advised to submit their Quotation bid after proper inspection the site at Hostel Building -II at Netaji Subhas Training Institute of Agricultural Marketing, Baidyabati Hooghly. For this, they may visit to this campus upto 02:00 P.M. on all working days from 18.03.2024 28.03.2024.
11. The selected Quotationer shall have to depute suitable persons who will be capable conducting the specified jobs as mentioned in the Annex: A of the document.
12. NSTIAM authority shall not be responsible for fooding & lodging of the staffs of the agency.
13. If the services Quotationer are found unsatisfactory, the authority reserves the right to terminate the contract of agreement with 07 days notice.
14. The contract can be withdrawn by either side after providing 01 month notice period.
15. The selected agency should have his own system of checking/monitoring the performance



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- of the person(s) deployed by him /them for the Job , a daily work certificate (to be prepared by the agency in consultation with the Institute authority) shall have to be certified in a Quarterly visit basis by an authorized official of the Institute.
16. Agency shall have to strictly maintain all safety measures and protocols for COVID-19 as issued and amended by State/Central Govt. time to time.
  17. The selected agency should ensure about the integrity of the personnel to be deployed by them for the assigned job. Misconduct on the part of any person deployed by the agency by damaging and polluting the Institute atmosphere and creating a sense of insecurity will render the agency disqualified for the job.  
A maintenance schedule mutually agreed upon will be prepared before commencement of the AMC.
  18. For speedy and timely processing and disposal of claim of the Agency, his claim should be submitted within ten days following the quarter to which the claim relates, along with the following documents:
    - a) Copy of Quarterly attendance sheet/ loog book/ Service report duly certified by an official of the Institute authorized for the purpose,
    - b) Copy of work certificate duly certified by an official of the Institute authorized for the purpose
    - c) Any other document as may be specifically asked by the Director, NSTIAM for proper processing of the claim.
  19. Director, N.S.T.I.A.M, Baidyabati reserves the right to amend / withdraw any of the terms and conditions in the Quotation Document or to reject any or all the Quotations without giving any notice or assigning any reason.
  20. In case of any dispute arising out of this Quotation, the decision of the Director, N.S.T.I.A.M, Baidyabati, in this regard shall be final and binding on all.
  21. The selected Quotationer shall have to entered into an agreement in a non-judicial stamp paper of Rs.100/- (One Hundred) after depositing of Rs.500/- (five hundred) only by Cash/Bank DD (drawn in favour of "WBSMB-NSTIAM", payable at Baidyabati) as agreement fees for 01 set of documents to the office of the undersigned along with original documents.
  22. Authority may examine the submitted document in original for L1 bidder before issuance of final work order.
  23. The above terms and conditions shall form the part of the agreement of contract.

-sd-  
DIRECTOR,  
N.S.T.I.A.M



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**Scope of Work:-**

1. The representative of the vendor has to obey/maintain all security and safety norms in the campus.
2. Service Engineer of vendor should inspect and submit a report for AC Machines on quarterly basis.
3. The vendor has to carry out inspection, servicing, repairing, and maintenance including the repairing and replacement of spare parts such as PCB, capacitor, Fan Motor, Thermostats, Selector Switch, Gas Charging etc except the remote, front grill compressor, plastic parts, coil and sheet metal.
4. No spares, consumables and manpower will be supplied by NSTIAM. AMC should cover servicing, repairing, and replacement of mechanical and electrical spares/parts/components.
5. Servicing shall be carried on quarterly basis. However, the representative of the vendor shall visit and attend the system as and when required a complaint on functioning of the AC Machines is made.
6. Any damaged due to mishandling by the person deputed by the vendor shall have to be restored back to its original condition by the vendor at their own cost.
7. All Complaints must be attended within 24 hours.
8. Dismantling/ Re- installation will not be covered under this contract.
9. Any change in location of the unit will be intimated in advance from this end.
10. Any defect arising from natural calamities or external factor will not be covered under the contract.

**Yours faithfully**

**(Signature of Quotationer with rubber stamp)**