



RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56 A B.T. Road, Kolkata-700050

Jorasanko Campus: 6/4 Dwarakanath Tagore Lane, Kolkata-700007

Salt Lake Campus: Rabindra Bhavan, EE-9 & 10, Sector-II, Salt Lake City, Kol-91

PHONE: (033) E.B. Campus: 25571028, 3028, 4028, 7161 J.S. Campus: 22695241, 5242, 6601, 6610

Salt Lake Campus : 2358 4014-4016/4018 , Website : www.rbu.ac.in

RB / Engg/1021 /2022

Date: 17/11/2020

Notice Inviting Tender

Tender ID 2022_RBU_423035_1

Sealed tenders are invited e-Tender process from reputed, bonafide, financially sound agencies for a Comprehensive Annual Maintenance Contract for AC Machines at EB & JS campus having Income Tax / I.T return (Last 3-years IT Returns, last 3-years Balance sheet, and Profit & Loss statement, G.S.T.N. return, Pan Card, Professional tax, Trade Licence having a minimum 5 years of experience in carrying out similar jobs preferably in any University/Large Educational Institution for at least Rs 3.0 lac per year for one job (details are given on the University website www.rbu.ac.in.) and uploading EMD in demand draft favouring Rabindra Bharati University for Rs 7000.00. Please refer University website www.rbu.ac.in . The decision of University regarding selection will be final and binding on all tenderer.

Registrar



Rabindra Bharati University

56A, B.T. Road, Kolkata - 700050

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Notice Inviting Tender

Quotations are invited through e-Tender process from reputed, bonafide, financially sound agencies having capacities to provide the following services at different campuses of Rabindra Bharati University, kolkata.

S. No.	Name of Work	Earnest Money (in Rs.)	Period of Contract	Concerned Department
1.	E-tenders are invited for a Comprehensive Annual Maintenance Contract for AC Machines at EB & JS campus	7,000	12 Months	Department

A. Date and Time Schedule:

S. No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents	21/11/2022 at 14:00 hrs.
2	Bid submission start date (Online)	22/11/2022 at 14:00 hrs.
3	Bid Submission closing date(Online)	9/12/2022 at 14:00 hrs.
4	Bid opening date	12/12/2022 at 14:00 hrs.

Sd/-
Registrar



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B. Intending bidders are requested to produce upto date current valid certificate of clearance

- a) Income Tax / I.T return (Last 3-years IT Returns, last 3-years Balance sheet, and Profit & Loss statement)
- b) G.S.T.N. return
- c) Pan Card
- d) Professional tax
- e) Trade Licence
- f) reputed contractors having a minimum 5 years of experience in carrying out similar jobs preferably in any University/Large Educational Institution (details are given on the University website).

C. Terms & Conditions:

1. The AMC Agencies must visit once in three months to check/service the AC Machines.
2. The AMC Agencies must attend AC Machines in case of any breakdown that arises apart from normal visit on immediate or urgent basis.
3. Spare parts for repairing AC Machines to be supplied by the AMC Agencies which include repairing/replacement of compressor, condenser coil, gas charging, etc. except plastic parts.
4. Thorough cleaning/servicing of AC Machines should be done by using a water jet at least once in a year.
5. The AMC Contractor should keep one compressor of each type in their reserve for replacement of defective compressor to minimize the down time.
6. Sub - contracting in any form will not be entertained by the University.
7. Price should be exclude GST which will be paid extra as per Govt. norms.
8. Payment shall be made on a quarterly basis against the submission of GST invoices.
9. The contract will be valid for one year from the date of order.



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10. EMD of Rs. 7000.00 in the form of DD payable in favour of Rabindra Bharati University to be purchased. The DD should be scanned and uploaded along with the tender documents. Physical submission of DD is not necessary.
11. All disputes arising out of this order should be subjected to the jurisdiction of Kolkata court only.

Nature of work

Job: List of the AC Machines that need to be repaired and serviced are given in the attached list.

Rates to be quoted per tonne rating per annum in the format given below:

Rate: Rs.

per TR per annum

List of A.C. Machines installed at E.B. Campus (B.T. road)

Sl. No.	Location of AC Machine (EB campus)	Make	Capacity (In TONs)	Qty
1	CUE	Blue Star	3 Ton (Split)	01
2	Dean of Students' Welfare	Blue Star	2.5 Ton (Split)	01
3	Dean of Arts	Blue Star	2.5 Ton (Split)	01
4	Head of applied Arts	Blue Star	2.5 Ton (Split)	02
5	applied Arts Lab	Blue Star	2.5 Ton (Split)	01
6	Dean of Fine Arts	Blue Star	2.5 Ton (Split)	01
7	V.C (Verticool)	Blue Star	2.5 Ton (Split)	01
8	Finance Officer	Blue Star	3 Ton (Split)	01
9	Drama Workshop & makeup Room	Blue Star	3 Ton (Split)	04
10	i) Drama Recording & Studio Room (Flexi Duct)	Blue Star	3 Ton (Split)	01
	ii) Drama Recording		3 Ton (Split)	02
11	Guest House	Blue Star	1.5 Ton (Split)	02
12	Dean Of Visual Arts	Hitachi	02 Ton	01
13	Moderation Room	Blue Star	3 Ton (Split)	06
14	Geography Dept.	Blue Star	1.5 Ton (Split)	03
15	Security Officer (Server Room)	Blue Star	3 Ton (Split)	02



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16	Information Scientist (Server Room)	Blue Star	3 Ton (Split)	04
17	Teachers' Lounge	Blue Star	2.5 Ton (Split)	03
18	School of Language (Lab)	Blue Star	2 Ton (Split)	01
19	Medical Unit	Blue Star	1.5 Ton Split)	02
20	Economics Lab	Voltas	2 Ton (Split)	03
21	Asst.Registrar Exam	Voltas	2 Ton (Split)	01
22	Deputy Registrar Exam	Voltas	2 Ton (Split)	01
23	Director of Vedic Studies	Voltas	2 Ton (Split)	02
24	Computer room Vedic Studies	Voltas	02 Ton split	01
25	Vedic Studies (Hall Room)	Blue Star	3 Ton (Split)	07
26	Vedic Studies (Nabananarayan	Voltas	02 Ton split	01
27	A & AO-I	Blue Star	2.5 Ton (Split)	01
28	Computer Center	Blue Star	3 Ton (Split)	01
			2.5 Ton (Split)	02
		Voltas	1.5 Ton (Window)	01
29	Security Officer Room	Blue Star	2.5 Ton (Split)	01
30	Instrumental Music	Blue Star	2.5 Ton (Split)	01
31	Development Officer Room	Blue Star	3 Ton (Split)	01
32	Liberian Office(Verticool)	Blue Star	2.5 ton (split)	01
33	Conference Room Library Verticool)	Blue Star	3.5 ton (split)	01
34	IQAC	Carrier	1.5 Ton Split	02
35	Medical Lab	Carrier	1.5 Ton Split	01
36	Information Scientist Room	Hitachi	1.5 Ton split	02
37	A & AOII	Blue Star	1.5 Ton split	01
38	Assist.Registrar-I	Blue Star	3 Ton Split	02
39.	Vocal Music (Archive/studio Room)	Vestar	01 Ton Split	03
		Vestar	02 Ton Split	01



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List of A.C. Machines installed at Jorasanko Campus

Sl. No.	Location of AC Machine (J.S. campus)	Make	Capacity (In TONs)	Qty
01	Curator Room	Blue Star	3 Ton (Split)	01
02	Engineering Dept.	Blue Star	2.5 Ton(Split)	01
03	Secretary, State Academy	Blue Star	1.5 Ton (Split)	01
04	Manna Dey Gallery	Blue star	03 Ton (Split)	02
05	Light & Sound	Hitachi	2 TonSplit	01
06	Library	Blue star	03 Ton (Split)	02
07	Library	Blue star	02 Ton (Split)	01
08	Uday Shankar Hall	Blue star	03 Ton (Split)	08
09	PRO Office	Blue star	03 Ton (Split)	01
10	VC's Room	Blue star	03 Ton (Split)	01
11	Conservation Lab	Voltas	02 Ton (Split)	04
12	Chinese Gallery	Voltas	01 Ton (Split)	01
13	Chinese Gallery	Voltas	1.5 Ton (Split)	03
14	Chinese Gallery	Voltas	03 Ton (Split)	07
15	American Gallery	Voltas	1.5 Ton (Split)	01
16	American Gallery	Voltas	02 Ton (Split)	02
17	American Gallery	Voltas	03 Ton (Split)	04
18	Server Room CCTV verticool)	Blue star	2.5 ton (Split)	02
19	Cafeteria	Hitachi	02 Ton Split	07
20	Souvenir Shop	Hitachi	02 Ton Split	04



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Annexure-I: Bidder's Information Format (To be submitted in bidder's letter head)

S. No.	Required Information	Bidders Response
1	Name of the Agency /Company	
2	Year of establishment	
3	Type of Company (Govt./PSU/Public Ltd./ Partnership/Proprietary)	
4	Contact Details:	
	Address of registered office/Head Quarter	
	Contact person's Name	
	Designation	
	Phone Number(s)	
	Fax	
	E-mail	
5	PAN & TAN numbers and related details	
6	GST Certificate	
7	Trade License	
8	Number of years' experience (Organization's) in support of similar service. Documentary evidences submitted (P.O. Copy & Completion certificates) should be mentioned here.	
9	I.T. return for last 3 Financial Years (In separate ROW/LINE)	
	2019-2020	
	2020-2021	
	2021-2022	
10	Audited balance sheets submitted for above mentioned financial years? YES/NO	
11	List of prominent organizations where similar nature of service executed in last three to six years (P.O. Copy & Job completion certificates to be enclosed)	



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Annexure – II Format for Authorization Letter of Contact Person

(To be submitted in bidder's letter head)

To,
The Registrar
Rabindra Bharati University
56A, B.T. Road,
Kolkata- 700050

Date:_____

Subject: Letter of authorization in respect of the person authorized to interact with the University

Reference: Bi Annual Contract For Advertising Agency at different campuses of Rabindra Bharati University (Tender Ref. no)

Dear Sir,

We hereby authorize(Name)....., (Designation) , Of (Bidder's Company name) to represent our company And sign the bid document, submit necessary documents, conduct negotiations etc. With respect to the above mentioned tender.

All the declaration given by him/her will be binding on the company.

The signature of (Name),

(Designation)is attested here below.

Thanking you,

You're sincerely,

(Signature with Date and Stamp)

(Name)

Director.....,Company Name.....



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