

Office of the
Chief Executive Officer
Haldia Development Authority
P.O. Debhog, City Centre, Dist. Purba Medinipur
West Bengal - 721 657
E-mail : ceo.hda@gmail.com

Tender Notice No. 54/HDA/EC-ELECT/2007-2008

Memo NO. /HDA/XV-B-42/EC-ELECT/07-08

Dated the May, 2008

Sealed tenders are hereby invited from bonafied, resourceful authorized Agency and having adequate experience in the maintenance/repair of different capacities and makes of A/C machines located in different places under Haldia Development Authority.

1. Name of the work : Yearly maintenance of A/C machines located at various locations of Haldia Unnayan Bhawan and Haldia Bhawan under Haldia Development Authority.
2. Time of completion : Yearly contract basis (1 year) from the date to be mentioned in the work order
3. Earnest money deposit : 2% of the quoted amount put to Tender by the Tenderer.
4. Last date of application : 09.06.2008 upto 3.00 p.m.
5. Last date of issue of tender paper : 11.06.2008 upto 3.00 p.m.
6. Date and time of dropping tender : 12.06.2008 upto 3.00 p.m.
7. Date and time of opening tender : 12.06.2008 at 3:30 P.M.

The intending tenderer shall have to submit valid and upto date VAT, PAN and PT clearance with credentials on similar job. Tender papers will be issued to the intending participants whose documents and other credentials as submitted alongwith the application are found proper on verification.

Undersigned reserves the right to reject incomplete applications without assigning any reason.

Chief Executive Officer
Haldia Development Authority

Memo NO. /HDA/XV-B-42/EC-ELECT/07-08

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Copy forwarded for favour of information and wide circulation through the notice board to :

1. The Chairperson, Haldia Municipality, Haldia, Purba Medinipur.
2. The Additional District Magistrate, Haldia, P.O. Khanjanchak, Purba Medinipur.
3. The Sub-Divisional Officer, Haldia, P.O. Khanjanchak, Purba Medinipur.
4. The Executive Engineer, PHE Dte, P.O. Durgachak, Haldia, Purba Medinipur.
5. The Assistant Executive Officer (S&L), HDA
6. The Executive Engineer(Elect.), HDA
7. The Finance Officer, HDA.
8. Notice Board, HDA.

Chief Executive Officer
Haldia Development Authority

Details of A/C machines at Haldia Unnayan Bhawan and Haldia Bhawan.

Sl. No.	A/C machine	Make	Nos.
1.	Mega split 3 Ton each (new)	Blue Star	8 Nos.
2.	Split 2 Ton each (New)	Blue Star	5 Nos.
3.	Split 1.5 Ton each (New)	Blue Star	1 No.
4.	Split 2 Ton each (Old)	LG	1 No.
5.	Split 1.5 Ton each (Old)	LG	6 Nos.
6.	Split 1.5 Ton each (Old)	LG	2 Nos. *
Total			23 Nos.

* 1 (one) No. A/C machine is to be installed in the Conference room of Haldia Bhawan and other A/C machine is to be installed in the computer room of Engineering Cell at Haldia Unnayan Bhawan.

YEARLY MAINTENANCE OF A.C. MACHINES.

TERMS AND CONDITIONS

1. The scope of work comprises maintenance of A/C machines situated in the different locations in Haldia Unnayan Bhawan, City Centre and Haldia Bhawan with other related electrical accessories like starter, MCB, Plug point, defective wiring etc. as required.
2. Periodical visits are required once in a week for preventive maintenance of the A/C machines and other related electrical appliances.
3. If any machine goes out of order at any time, the party is liable to rectify the same at the earliest time possible from the time of complaint received by the party.
4. The party should maintain a register for attending the said purpose and the same is to be duly signed by SAE(E) for machines of Haldia Unnayan Bhawan and the caretaker of Haldia Bhawan Mr. T. Roy. The same report is to be handed over to the Engineer-in-charge for record.
5. Materials supplied and used for any machine should be of approved quality as per the particular machine.
6. All works required for repair / replacement jobs associated with the maintenance contract will have to be executed by the contractor with supply of all materials at his own cost including stopping of leakage of water (if any).
7. Intending tenderers are required to deposit 2% of the quoted amount (subject to maximum of Rs. 2000.00 only) as earnest money in favour of the CEO/HDA through Bank Draft/Pay order on Uco. Bank, Haldia.
8. Successful tenderer will have to deposit 10% of the tender amount as a security deposit. Earnest money already deposited will be converted as part of Security Deposit. Security deposit will be refunded on expiry of the contract period after deduction, if any. No interest on security deposit will be paid by HDA. For any deficiency in service and / or supplied poor quality materials appropriate deduction from Security Deposit will be made and will be adjusted against the bill. One complete servicing, cleaning will be required to be carried out by agency of all A/C machines in the month of January and one in the month of October. Any shortfall on that account shall attract in deduction of 5% of Annual Maintenance contract charge for that A/C machines.
9. Typed offers, indicating the amount against the work in the firms letter head may be submitted alongwith all relevant documents like credentials on similar job, ST/VAT, IT/PAN and PT clearance certificates, proof for firm's financial capabilities etc. for verification.
10. The quoted rates should be inclusive of labours, tools and tackles, all taxes, duties, transportation and other incidental expenses etc.
11. Payment of maintenance charges will be made on quarterly basis after submission of bill in duplicate after statutory deductions and on satisfactory service report.
12. Maintenance period for the two A/C machines (to be installed), will be effected from the date of installation or from the starting date of AMC, which ever is later.
13. The contract period will commence from the actual date of taking over the work and remain optional normally for 12 month / 1 year.
14. If the contractor fails to rectify the defects or neglect to perform his duties on his behalf within reasonable time period he will be penalized accordingly.
15. The undersigned reserves the right to accept or reject any tender without assigning any reason whatsoever.