

MINUTES OF THE PRE-BID MEETING

Dte : 06/06/2016

Name of Work : Comprehensive Annual Maintenance Contract for 307 nos. different types Air conditioners for one Year .

Ref: NIT No. IACS/WS / SB / 2016-17/ 09 Dated. 30/05/2016

As per terms of the above NIT, a pre-bid meeting held on 06/06/2016 in the Roy Choudhury Hall of IACS, Jadavpur, where various queries were raised by the prospective bidders which were duly addressed. Accordingly, the following decisions have been taken for incorporation of the same in the tender for quoting of rates etc / participation in this tender. This "Minutes of the Pre-Bid Meeting" shall form a part of the Tender & Agreement and therefore, it is requested to submit a copy of this Pre-Bid Minutes along with the Tender Documents (Technical Bids) positively.

A) Tender shall contain satisfactory completion certificates of at least three similar works each costing not less than Rs. 4.25 lakh (50% of total estimated cost) or two similar works each costing not less than Rs. 5.10 lakh (60% of estimated cost) or one similar work costing not less than 6.80 lakh (80% of total estimated cost) during last seven years in Govt./ Semi Govt./ PSUs/ Govt. Autonomous Bodies/ Govt. funded Autonomous Institutes . The intending bidder shall have valid Trade Licence, VAT, PAN and shall submit in the in Part-I. The intending bidder shall submit detail company profile, permanent address, telephone Nos, Name of Proprietor/ Partners/ Directors as applicable.

B) **Mode of Payment** : Payment will be released quarterly (after three months) after satisfactory completion of Comprehensive AMC Work .

C) Replacement of Compressor , Condenser Coil , Cooling Coil , Fan Blade , Defective Motor on returnable basis i.e. defective spare parts will be handed over to the agency / Vendor after proper inspection by the Engineer - In - Charge of the Section . New Compressor always to be fitted during the AMC period .

D) The Contractor should arrange safety shoes for his staffs. The staffs also should be provided with Mobile Phone.

E) **Security Deposit**: On selection, the agency shall be required to deposit 10% of the total cost of work as Security deposit within 15 days after deducting the EMD already deposited in form of Demand Draft or Bank Guarantee. The said Security Deposit shall be released after successful completion of the Comprehensive AMC work. No interest shall be payable on this Security Deposit retained.

F) **Cancellation of Order** : The Comprehensive AMC Order will be automatically cancelled without any notice if found that the contractor or his representative remove & dislocate the existing Airconditioner or its parts (out-door unit , indoor unit , compressor , Motor , contractor etc.) from its position to others position without written permission from the authority .The entire installation should be intact at any stage of inspection as was handed over to him at the time of initial taking over of its maintenance Work.

G) Transportation of Airconditioners Units from one office building to the service provider 's Workshop, from one building to another & from service provider's workshop to the office buildings , will be at the cost of the Agency / Contractor .

H) Painting of out-door units should be done once in a year .

I) Quantity of ACs with Aluminum Coils (condenser coil & Cooling Coil) : 65 nos. (approx.)

J) The remote is not covered under this AMC.

K) The contract could be terminated with three months prior notice from both sides.

L) All Plastic Parts are covered under this Comprehensive AMC & to be repaired / replaced by 48 hours .

Registrar (Acting)