

No. D-14019/3/2021-Admn
Government of India
Department of Personnel & Training
Staff Selection Commission (ER)

8th Floor, 1st MSO Building, Nizam Palace,
234/4, AJC Bose Road, Kolkata – 700020.

Dated, the 8th September, 2021

NOTICE INVITING LIMITED TENDER ENQUIRY FOR COMPREHENSIVE
ANNUAL MAINTENANCE CONTRACT WATER PURIFICATION SYSTEM WITH
ULTRAVIOLET DISINFECTION (ELECTRICALLY OPERATED REVERSE
OSMOSIS) (MODEL:KENT GRAND PLUS) OF SSC(ER)

Sealed quotations are invited for the Comprehensive Annual Maintenance Contract (CAMC) for one Water Purification system with Ultraviolet disinfection (Electrically operated Reverse Osmosis) (Model: Kent Grand Plus) installed in the Office of the Staff Selection Commission (Eastern Region), 8th Floor, 1st MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata-700020 initially for one years.

2. Interested agencies/firms are hereby requested to furnish their proposal/rate through their bids. The particulars of the agencies/firms are to be submitted in the proforma as **Annexure-A**. The quoted rate must be inclusive of all applicable taxes and to be submitted in the proforma as **Annexure-B**. They may send sealed quotations to the aforementioned office latest by **15.09.2021(05:30 PM)**. The quotations will be opened on the same day i.e. on **16.09.2021 at 11:30 AM** in this office premises in the presence of the representatives of the interested firms/agencies if they so desire. The sealed envelopes, containing bids, are to be superscribed "Quotation for Comprehensive AMC one Water Purification system with Ultraviolet disinfection (Electrically operated Reverse Osmosis) (Model: Kent Grand Plus)". The detailed Scope of work, Terms & Conditions governing the LTE etc. are given along with this Notice Inviting LTE.

3. For further details, for the purpose of inspection or any clarification, interested parties may contact the Administration Section, SSC(ER), Kolkata during office hours from the date of issue of the limited tender notice till submission of limited tender form.

4. The Staff Selection Commission (Eastern Region) reserves the right to reduce or increase the number of items offered for maintenance contract during the currency of the Comprehensive Annual Maintenance Contract.



Deputy Director
Staff Selection Commission (ER)

A. GENERAL SCOPE OF WORK INCLUDES THE FOLLOWING:

- a) The contract would be Comprehensive involving basic servicing, filters, membranes, all electrical parts including pump.
- b) Maintenance/Repair to be carried out at the location of the Water Purification system as far as practicable.

B. THE FOLLOWING TECHNICAL REQUIREMENTS ARE TO BE FULFILLED BY THE BIDDER:

- (i) The agency/firm should have a previous experience in maintenance of such equipment.
- (ii) The agency/firm must have expertise in maintenance and repair of Water Purification system.
- (iii) The agency/firm applying for this tender would produce certificate for the previous financial year from the concerned authorities about the payment of applicable taxes, etc.
- (iv) The replacement of any part of the Water Purification system, whenever required, must be carried out by the vendor with genuine parts of same specification and warranty at their own cost.
- (v) During maintenance if any part is required to be changed, the vendor must replace the part immediately and the replaced part is to be handed over to Administration Section for keeping in the custody of SSC(ER).
- (vi) The agency/company should produce the self attested photocopies of documents related to PAN Number, GST Registration Number, etc. as per **Annexure-A** enclosed with this Limited Tender Notice.
- (vii) Rate for Comprehensive Annual Maintenance Contract (CAMC) for the Water Purification system of this office is to be quoted in the proforma as per **Annexure-B** enclosed with this Limited Tender Notice.

C. TERMS & CONDITIONS OF THE COMPREHENSIVE AMC (CAMC):

- (i) The contract to be entered into shall remain valid initially for one year from the date of awarding the contract and may be extended with the mutual consent of the contractor and this office. However, the contract can be terminated at any time even during its currency, in case the Commission is not satisfied with the performance of the contractor.
- (ii) The rate quoted for CAMC will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period.
- (iii) The service engineers would take up any reported fault within two hours. As far as possible, the repairs would be carried out on-site.
- (iv) A call log book duly signed by user should be submitted to the Administration Section after successfully attending the call.
- (v) It may also be noted that the contractor must not backout midway of the contract. The above act of backing out would be automatically debar the agency/firm from any further dealing with SSC(ER).
- (vi) No advance payment in any case would be made. However, quarterly payment on pro-rata basis on satisfactory service would be made.
- (vii) SSC(ER) reserves the right to accept or reject any or all tenders without assigning any reasons.
- (viii) The contractor shall be responsible for any loss or damage caused to the Water Purification system owing to negligence on the part of its representative. The contract will be on comprehensive basis.
- (ix) In case of any dispute, all efforts should be made to settle or resolve such dispute mutually by discussion.
- (x) The decision of the Regional Director, SSC(ER) shall be final on any matter of dispute arising out of this tender.
- (xi) The selection of the lowest bidder will be on the basis of the total Comprehensive AMC charge inclusive of all applicable taxes & duties etc.
- (xii) All the pages of the documents submitted in response to the Notice Inviting Limited

Tender shall be numbered sequentially and all pages and annexure shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract;

- (xiii) The acceptance of the offer made by the bidder will be deemed as a contract.

D. Earnest Money Deposit (EMD):

In terms of Department of Expenditure's OM No.F.9/4/2020-PPD dated 12.11.2020, Bid Security Declaration should be signed by the bidders accepting that if they withdraw or modify their bids during the period of validity etc. they will be suspended for the time specified in the tender documents. No provisions regarding Bid Security should be kept in the Bid Documents, and only provision for Bid Security Declaration should be kept in the Bid documents.

E. Performance Security:

- (i) In terms of Department of Expenditure's OM No.F.9/4/2020-PPD dated 12.11.2020, the successful tenderer will have to deposit Performance Security of 3% of the value of the work in the form of Fixed Deposit Receipt/Bank Guarantee from a Nationalised Bank in an acceptable form in favour of Regional Director, Staff Selection Commission (Eastern Region).
- (ii) Performance Security will be refunded to the tenderer after satisfactory completion of the assigned tasks.
- (iii) Performance Security will be forfeited if the tenderer fails to perform any of the terms & conditions of the contract, without prejudice to such other action including blacklisting by SSC(ER) if deemed fit.

F. Mode of payment:

The payment shall be made to the Service Provider on quarterly basis on submission of pre-receipted bill in triplicate. In case of any delay in submission of the bill by the service provider this office won't be responsible for any delay in payment. Payment will be made by NEFT or through e-Payment as per convenience of this office.

PARTICULARS FURNISHED BY THE AGENCY/FIRM:

1.	Name of the Agency/Firm	
2.	Address of Agency/Firm with Telephone No., e-mail address, etc.	
3.	Details of PAN, GST Registration No., etc.	
4.	Name of the Authorised Signatory	
5.	Specimen Signature of the Authorised Signatory	
7.	Details of work experience	

Declaration: I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case, any deviation is found in the above statements at any stage, I/We will be blacklisted and will not have any dealing with this Department in future.

(Signature of Authorized Signatory with date and office seal)

ANNEXURE-B

PROFORMA FOR OFFERING RATE FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR WATER PURIFICATION SYSTEM WITH ULTRAVIOLET DISINFECTION (ELECTRICALLY OPERATED REVERSE OSMOSIS) (MODEL: KENT GRAND PLUS) OF SSC(ER):

With reference to the Tender Notice No. D-14019/3/2021-Admn dated 8th September, 2021, I/We submit my/our quotation for Comprehensive Annual Maintenance Contract (CAMC) for one Water Purification system with Ultraviolet disinfection (Electrically operated Reverse Osmosis) (Model: Kent Grand Plus) of Staff Selection Commission (Eastern Region), Kolkata, as per the following details:-

Item	Model	Quoted Rate for Comprehensive AMC for the Water Purification system with parts (Rate to be quoted inclusive of all applicable taxes)
Water Purifier (High Grade)	Kent Grand Plus	Rs. (in fig.):..... (Rupees.....only)

2. I/We have very carefully read the terms and conditions of the offer and agree to abide by these in letter and spirit.

3. I/We, hereby, accept that my/our firm would be suspended for the time period of this contract, if I/we withdraw or modify the bid during the period of validity of this contract.

Place:

Signature:

Date:

Name & complete postal address with Mobile number(s):

(Seal of the Tenderer is a Firm/Company)