



1867

Balmer Lawrie & Co. Ltd.

Administration Department
21 Netaji Subhas Road
Kolkata – 700 001.

- fax (033) 2222 5656.

Ref. Admin / 65 Corrsp.

Tender No. :- BL/HR/ADM/103/LT/201920/0028

Date : -18-12-2019

Sub: Comprehensive Service Contract for approximate 29 nos Hitachi make Split/ Hat / Cassette / Duct Air-Conditioners at 21, Netaji Subhas Road, Kolkata – 700 001.

Interested service provider having requisite amenities with adequate manpower are requested to submit their best possible offer together with the copies of up to date Statutory License, PAN, GST, ESI Registration Number for providing services as above.

Please note that the offer should be submitted in consideration with the Terms & Conditions as per Annexure I, II, III, IV & V in a sealed cover super scribing **“Comprehensive Annual Maintenance Contract for 29 nos. Hitachi make High wall split / Cassette / Duct / Hat Air-Conditioner”** to the office of **The Head (Administration & CSR), Balmer Lawrie & Co. Ltd., 21 Netaji Subhas Road, Kolkata – 700 001** with an interest free deposit of Rs.5000.00 (Rupees Five thousand only) by Demand Draft / Pay Order in favour of "Balmer Lawrie & Co. Ltd.." it should be reaches by 4:00 p.m. on or before 27.12.2019.

- Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
- BL reserves the right to cancel the tender/offers without assigning any reason whatsoever.
- Company reserves the right to increase the quantity or numbers may be reduced during the period of the contract.

NB: Submission of credentials and Tender bids through web site will not be accepted.

For **BALMER LAWRIE & CO. LTD.**

Dilip Kumar Das
Head (Administration & CSR)



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ANNEXURE - I

Comprehensive Service Contract for approximate 29 nos Hitachi make Split/ Hat / Cassette / Duct Air-Conditioners at 21, Netaji Subhas Road, Kolkata – 700 001.

We are having approximate 29 nos. Hitachi make Split/ Hat / Cassette / Duct Air-Conditioners units installed at our corporate Head Office at 21 Netaji Subhas Road. Kolkata – 700 001.

The Comprehensive Annual Maintenance Contract shall include the following: -

- 1) General healthiness of the units has to be checked fortnightly.
- 2) The Maintenance Contract shall include attending break – down call on the same day and putting the units into operation at the earliest but not beyond 24 hours.
- 3) All Air-Conditioners should be cleaned (inside & out side) meticulously once in a month.
- 4) During contractual period if any spares/component of any unit is found defective, has to be replaced free of cost.
- 5) During inspection/attending breakdown calls if it is found that any unit needs workshop repairing and may take beyond 24 hours time, service provider has to arrange one stand by unit in its place.

Special Terms & Conditions of the contract are furnished in Annexure - III enclosed.



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ANNEXURE – II

General Terms and Conditions

1. Comprehensive service contract should be valid for TWO YEARS and may be extended for further period of one year.
2. Offers should inclusive of necessary spares, all rates and taxes, duties; the Government or Statutory authorities levy octroi and or any other duties. GST as applicable.
3. Offer should be a firm price contract. No price escalation will be entertained during the contractual period.
4. Company reserves the right to accept or reject any offer without assigning any reason whatsoever.
5. While offering, please be informed that, in the event of your non-compliance to any of the stipulations as specified herein above, company also reserves the right to take appropriate action including termination of contract.



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ANNEXURE – III

Special Terms and Condition

- 1 The contract period will be from the date of commencement of work by the contractor. The contract may be extended for a further period of one year at the discretion of the company. In such an event, the contractor shall be bound to discharge their contractual obligations at the same rate and under the same terms and conditions of the contract entered into earlier.
- 2 On termination of the contract, the contractor will be required to hand over the unit in proper working condition irrespective of the mode of termination of the contract.
- 3 ESI formalities are to be maintained, if applicable, without which no worker of the contractor will be allowed to work inside the premises.
- 4 Safety and security of the system, equipment, tools and tackles, and material at site shall be solely the responsibility of the contractor during the contract period. The contractor shall take all necessary precaution to prevent wastage, damage or theft or loss whatsoever. The contractor shall ensure that their workman should wear helmet, safety belt and use other equipments for their safety. In case of non-complying the same and if it is detected the contract may be terminated.
- 5 The contractor shall abide by the security regulation at site promulgated by the company from time to time.
- 6 The contractor at his own cost arrange for the safety provision stipulated by the Government or local authorities in respect of all laborers directly or indirectly employed for the performance of the work.
- 7 The contractor shall maintain all necessary spares (Original) in their stock for attending the breakdown in time.
- 8 Service reports with short details of work carried out by the contractor shall be counter signed by the supervisor-in-charge/ or any other person nominated by him.
- 9 Electrical Supervisor (License Holder) to be engaged at the time of maintenance.
- 10 Essential credential to be submitted by the vendor along with the tender documents;
 - a) Having experience in maintaining same or more capacity of Package unit.
 - b) Proof of having yearly turnover.

Terms of Payment: - All Payment shall be made on monthly basis against submission bill and signed challan after 30 days.



Administration Department
21 Netaji Subhas Road
Kolkata – 700 001.

- ## ANNEXURE – IV

a) Your Bank Details: -

Name and address of Bank															
Account Number															
Type of Account (Savings/Current)															

(ii) GST Number

[illegible]

Permanent Account No.

[illegible]

Trade License No.

[illegible]

Other information if any please specify.

[illegible]



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Tender Reference No. Admin/65

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Date : -18-12-2019

PRICE BID FOR SPLIT / CASSETE / DUCT / HAT AIR CONDITIONERS AT CHO.

Sl. No.	Item Description		Quantity	Rate Rs. p. (per machine per year)	Total Rs. p. (per year)
1	1Ton capacity Hi Wall Split Air-Conditioner		3		
2	1.5Ton capacity Hi Wall Split Air-Conditioner		10		
3	2Ton capacity Cassette Split Air-Conditioner		9		
4	3Ton capacity Hattl Split Air-Conditioner		1		
5	4Ton capacity Cassette Air-Conditioner		2		
6	5.5Ton capacity Duct Split Air-Conditioner		1		
7	7.5 Ton capacity Hatt Split Air-Conditioner		3		
	Total amount ==>		29		
-	-			(+) GST as applicable➔	

Name and address of the Company :- _____

Office seal and signature :- _____

Date :- _____