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Army Public School Barrackpore  
North Gate  
Barrackpore Cantonment  
24 Parganas (North)  
Kolkata: 700120

Tender No – APS/AMC of ACs/2024

03 Jan 2025

**CALL FOR QUOTATION**

Sir/ Madam,

1. Sealed quotations are hereby invited from reputed and reliable companies, vendors, or firms for the Annual Maintenance Contract (AMC) of Air Conditioners at Army Public School, Barrackpore, North 24 Parganas, under the following terms and conditions: -

2. The details of items are as under: -

Sl. No	Items	Qty
(a)	AMC for service charges of Air Conditioners	48 Nos
(b)	AMC for other categorical services, e.g. repair/change of parts/gas re-filling etc.	

3 **Scope of Work.** The Comprehensive AMC for the 48 Nos ACs will cover all maintenance, repair, and support services. The scope includes:

(a) **Preventive Maintenance:**

- (i) Regular inspection and servicing of all components including electrical systems.
- (ii) Cleaning of Indoor & Outdoor unit of the Air Conditioners.

(b) **Corrective Maintenance (Repairs & Replacements):**

- (i) Immediate repair or replacement of defective parts.
- (ii) Provision of original or equivalent spare parts.
- (iii) Breakdown maintenance with response time as per the terms of the contract.

(c) **Consumables Replacement:**

- (i) Timely replacement of consumables items.
- (ii) The vendor will be responsible for providing consumables as part of the contract.

(d) **Operational Support & Monitoring:**

- (i) Technical assistance to resolve operational issues related to the ACs.
- (ii) Remote or on-site monitoring for early detection of faults (if applicable).

(e) **Reporting & Documentation:**

- (i) Submission of detailed maintenance reports on quarterly basis.
- (ii) Maintenance of a comprehensive log of repairs, replacements, and parts used during the AMC period.

4. **Proposal Submission Guidelines.** Vendors are invited to submit a **single proposal** covering both technical and financial details, which must include:

(a) **Company Profile:**

- (i) Name of the company, business address, and contact details.
- (ii) Relevant certifications or authorizations for servicing of ACs.

(b) **Cost Proposal:**

- (i) Total cost for the AMC, including labour, consumables, spare parts, and any other relevant costs.

(c) **Payment Terms:**

- i. Payment will be made online or by cheque.  
ii. 50% of the total contract value will be paid in mid session of the AMC period.  
iii. The remaining 50% will be paid after the successful completion of the contract period.

(d) **Terms & Conditions:**

- a. Contract duration and renewal terms.  
b. Warranty conditions for repairs and replacements under the AMC.  
c. Any additional terms and conditions applicable to the contract.

**5. Submission and Opening Details**

**Site Visit:**

- i. Interested bidders are encouraged to visit the school premises for any clarifications they may need regarding the installation site or other requirements.  
ii. Site visits can be conducted on any working day between 0800 hrs and 1400 hrs. This will enable bidders to provide accurate and appropriate quotations based on the actual conditions

• **Submission Deadline:**

- i. Tender should be dropped in the TENDER BOX kept in AAG office, HQ 122 Inf Bde, PIN 908122, c/o 99 APO, the last date for the submission of sealed tenders is **15 Jan 2025, at 1000 hrs**.  
ii. The envelope containing tenders should be clearly marked Tender No, date & the photocopy of the GST registration certificate of the firm.  
iii. Any tenders submitted after the deadline will not be considered. It is advisable for bidders to submit their tenders in advance to avoid last-minute delays.


• **Opening of Tenders:**

- i. Tenders will be opened on **15 Jan 2025, at 1100 hrs** by the board members.  
ii. Representatives of the bidders are welcome to attend the tender opening, where the bids will be opened in the presence of the school's administration. This will ensure transparency in the process.  
iii. Bidders will be informed of the next steps after the opening process.

**6. Authority's Right**

- (i) The school reserves the right to cancel or reject any or all tenders without assigning any reason.  
(ii) This decision is final and binding, and no correspondence regarding the rejection of tenders will be entertained.



  
(Maj Abhishek Chauhan)  
Presiding Officer  
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