



COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

Dist: Purba Medinipur, PIN: 721171

Tender No.: CEMK/Tender/AC-AMC/130/2025-26

Date: 21/02/2026

NOTICE INVITING QUOTATION (NIQ)

Sealed quotations are hereby invited from eligible, experienced, and resourceful agencies for execution of the work described below, in accordance with the terms and conditions laid down herein.

1. Name of Work

Annual Maintenance Contract (AMC) for maintenance of 131 (One Hundred Thirty-One) Nos. Air Conditioners (Window and Split) installed at the College of Engineering and Management, Kolaghat.

2. Location of Work

College of Engineering & Management, Kolaghat (CEMK Campus), Kolaghat, Purba Medinipur, West Bengal.

3. Scope of Work

The Annual Maintenance Contract (AMC) shall comprise scheduled preventive maintenance and corrective repairs of all Split and Window type Air Conditioners installed at the CEMK campus, so as to keep the units in proper, safe, and serviceable condition throughout the contract period. The scope of work includes periodic cleaning twice using Jet-tech with foam, thorough inspection, testing, and adjustment of electrical and mechanical components, monitoring of refrigerant gas parameters, and timely repair of any defects or breakdowns reported by the Institute.

The AMC shall be quoted and executed under the following categories:

a. AMC excluding cost of spare parts

Under this category, the contractor shall provide all preventive and breakdown maintenance services necessary to keep the Air Conditioners in satisfactory working condition, excluding the supply of spare parts. The cost of spare parts, as and when required, shall be reimbursed separately by the Institute, subject to prior approval of the Competent Authority and submission of proper bills and supporting documents.

b. AMC including cost of spare parts

Under this category, the contractor shall be responsible for carrying out all preventive and breakdown maintenance services, including the supply and replacement of all required spare parts, to ensure satisfactory and uninterrupted operation of the Air Conditioners during the contract period.



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Dist: Purba Medinipur, PIN: 721171

c. Comprehensive AMC

Under this category, the contractor shall be responsible for complete and comprehensive maintenance of the Air Conditioners, including preventive maintenance, breakdown repairs, and supply and replacement of all spare parts, **including compressors**, so as to maintain the units in full operational condition throughout the contract period.

4. Response-Time Service Level Agreement (SLA)

The contractor shall attend any complaint or breakdown call within **24 (Twenty-Four) hours** from the time of intimation. Minor faults shall be rectified at the earliest, preferably within **48 (Forty-Eight) hours**. In case of major repairs requiring procurement of spare parts, the contractor shall inform the AR(ECS)/Competent Authority and complete the repair within a reasonable time as approved by the Authority.

5. Period of Contract

The contract shall remain valid for a period of **01 (One) year** from the date of issue of the Work Order. The contract may be extended for a further period of **01 (One) year**, on the same terms and conditions, subject to satisfactory performance and approval of the Competent Authority.

6. Eligibility of Tenderer

The intending agency must fulfill the following eligibility criteria:

- The agency must have at least **03 (Three) years' experience** in similar AMC works under Government / Semi-Government / Autonomous Bodies / Reputed Institutions.
- The agency must possess valid **GST Registration, PAN, and Trade License** at the time of submission of quotation.
- The agency must be technically competent to execute the work.
- Copies of relevant documents in support of eligibility shall be enclosed with the quotation, failing which the quotation may be rejected summarily.

7. Earnest Money / Security

No Earnest Money Deposit (EMD) is required for this quotation. However, the successful bidder shall be required to execute the Work Order and comply with all terms and conditions of the contract.

8. Terms of Payment

- Payment shall be made on **annual basis**, after completion of the respective AMC year, on submission of bill and certification of satisfactory performance by the Competent Authority.
- No advance payment shall be made.
- Statutory deductions, including GST and any other applicable taxes, shall be governed by prevailing rules.



COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

Dist: Purba Medinipur, PIN: 721171

9. Schedule of Work / Price Bid

Sl. No	Description of Work		Unit	Quantity	Rate (Rs)	Amount (Rs.)
1	AMC of AC (Split)	i	Excluding Spare Parts	Each / Year	70 Nos. (Approx)	
		ii	Including Spare Parts			
		iii	Comprehensive			
2	AMC of AC (Window)	i	Excluding Spare Parts	Each / Year	60 Nos. (Approx)	
		ii	Including Spare Parts			
		iii	Comprehensive			
Total Amount (Excluding GST)						
GST @ ____ %: Rs. _____						
Total Amount (Including GST):						

10. Performance Obligations

- The contractor shall attend complaints within a reasonable time, preferably within **24 hours** of intimation.
- Preventive maintenance shall be carried out as per schedule and as directed by the AR (ECS) / Competent Authority.
- The contractor shall deploy skilled personnel and shall be fully responsible for their acts and omissions.
- The contractor shall strictly comply with all applicable safety norms, statutory provisions, and labor laws, shall provide necessary safety equipment, and shall take all precautions to prevent accidents or damage to life and property.
- The **Institute shall not be held responsible** for any accident, injury, loss of life, or damage to property arising out of or in connection with execution of the work, and the contractor shall indemnify the Institute against all such claims, liabilities, or legal consequences

11. Penalty and Termination

- In case of failure to attend complaints, delay in service, or unsatisfactory performance, the Competent Authority may impose suitable penalty as deemed fit.
- Repeated default or persistent poor performance may lead to termination of the contract without assigning any reason.
- The decision of the Competent Authority in this regard shall be final and binding on the contractor.

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COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

Dist: Purba Medinipur, PIN: 721171

12. General Conditions

- The rates quoted shall remain firm and fixed throughout the contract period and no escalation shall be admissible.
- The contractor shall comply with all statutory obligations, safety norms, and labor laws during execution of the work.
- Any damage caused to institutional property during execution shall be made good by the contractor at his own cost.
- Subletting of the work shall not be permitted without prior written approval of the Competent Authority.
- All disputes arising out of or in connection with the contract shall be subject to the **jurisdiction of Purba Medinipur District, West Bengal only.**

13. Submission of Quotation

Sealed quotations superscribed “AMC for Maintenance of AC at CEMK” shall be submitted to the undersigned on or before 10/03/2026 up to 3:00 PM. Late submissions shall not be entertained.

Date and Time of Opening of Quotation: 10/03/2026 at 4:00 PM

14. Accepting Authority

The undersigned reserves the absolute right to accept or reject any or all quotations, wholly or partly, without assigning any reason whatsoever.

21/02/26

Assistant Registrar (ECS)
CEM, Kolaghat
Dist: Purba Medinipur
PIN: 721171

Date: 21-02-2026

Approved by

21-02-2026
DIRECTOR, CEMK



Director
College of Engg. & Management
Kolaghat, West Bengal