



IISWBM

NOTICE INVITING TENDER

ANNUAL MAINTENANCE OF AC MACHINES INSTALLED AT IISWBM MAIN BUILDING AND ITS HOSTEL

Sealed tenders are invited by IISWBM, Management House, College Square (West), Kolkata – 700 073 from bonafide and resourceful AC machine maintenance contractor for annual maintenance contract (All-in-Contract) of various types of AC machines installed at Institute Building and Girls Hostel (94 Nos.)

Tender document with all details including terms & conditions are available from the office of the AAO during office hours on all working days from 17th June 2026 to 24th June 2026 (Monday to Friday) between 11-00 am to 4-00 pm. You may also download tender documents from Institute's Web Site (www.iiswbm.edu). The last dated of submission of sealed tender completed in all respect including all required documents by 4.00 pm on or before 27th June 2026.

Bidder should submit the following documents:

1. The name, mail id and phone number of the authorised signatory of the bidder in the letter head .
2. Address Proof - Bidder should have an office in the state of West Bengal.
3. A copy of the valid Trade Licence (self-certified).
4. Self-certified photocopy of GST Registration Certificate
5. Self-certified copy of the PAN card of the bidder.
6. Self-certified photocopies of ITR of the Assessment Years 2025-26, 2024-25 and 2023-24.
7. Copies of at least two (2) number of recent work orders in support of the experience (except that of IISWBM).
9. Signed Tender documents including Annexure - I, II, III and IV
10. Bidder should inscribe the company name, address, contact no. and e-mail ID on left bottom corner of the envelopes.

Bidder should submit Price Bid with the following items:

1. Rate should be quoted for each type of machine separately in the prescribed format (Annexure -IV).
2. Price Bid should be signed by the authorised signatory of the Bidder under rubber stamp of the Bidding company.


Superintendent

Annexure – I

NIT No. IISWBM/AC Maint./01/26-27

Date: 17th June 2026

Important Information:

Available date for collection of Tender Documents	Submission of Tender Documents
From 17 th June 2026 to 24 th June 2026 between 11-00 am to 4-00 pm on all working days; alternatively this may be downloaded from the official website of IISWBM.	By 4-00 pm on or before on 27 th June 2026

For enquiry date and time: 17th June 2026 to 25th June 2026 from 11-00 am to 4-00 pm.
(Please contact at Administrative Dept. of the Institute)

Opening of Tender Documents: 29th June 2026 at 3.00 pm.

General Terms & Conditions:

1. Payment will be made by A/C Payee Cheque / NEFT against submission of Tax Invoice.
The total annual maintenance charges will be paid in four equal quarterly instalments and after successful performance by the service provider in each quarter.
2. The rate should be valid for one (01) year. However, the contract may be renewed for a further period of one year subject to satisfactory performance of the service provider and at the same terms and conditions and same rates.
3. Rate should be in INR and all inclusive. However, GST should be specified extra.
4. The Institute reserves the right to reject any / all tenders or cancel the accepted tender without assigning any reason.
5. Tender papers should be signed in all pages with seal.
6. The tender should be prepared and submitted after carefully perusing the complete tender documents including the terms and conditions.
7. Institute takes no responsibility for delay / loss or non-receipt of tender documents sent by post.
8. One Technician of the Service Provider will be deputed at our Institute Building from 10.00 am to 6.00 pm on all working days including Saturday for daily inspection, necessary repairing, cleaning, maintenance and operation, as and when required.
9. The AMC will cover routine service and breakdown service including free replacement of parts, coils, compressors, etc. (but excluding sheet metal) and also refilling of gas, if found necessary.
10. For absenteeism of the technician, 1% of the monthly maintenance charge shall be deducted from the bill for each day of absence.

Annexure – II

NIT No. IISWBM/AC Maint./01/26-27

Date : 17th June 2026

The Director
IISWBM
College Square (west)
Kolkata:700073

Sub: Application for annual maintenance contract (All-in-Contract) of various types of AC machines installed at Institute Building and Girls Hostel (94 Nos.) as per details given in the tender document against your Advertisement in the Newspaper/Institute's Web-site / Notice Board

Respected Sir,

In view of the above, we would like to apply for the same. Our detailed information are as stated here under:

Name of the organization :
Address of the organization :
Contact No. :
e-mail ID :
Trade licence No. (attach self-attested copy) :
PAN No. (attach self-attested copy) :
IT Return (attach self-attested copy) :
GST Registration No.(attach self-attested copy) :
Experience Proof (attach at least 2 recent Work Orders except IISWBM) :
Other details , if any :

Thanking you,

Yours faithfully,

(Signature with seal)

Date:

Annexure – III

NIT No. IISWBM/AC Maint./01/26-27

Date : 17th June 2026

Sl. No.	Present Location	Type of AC	Make	Number of AC machines				
				1.0 TR	1.5 TR	2.0 TR	5.8 TR	11.0 TR
01.	Store	Split	Weather Makers		01			
02.	Accounts Dept.	Split	Blue Star	02				
03.	Accounts Dept.	Split	Carrier	02				
04.	New Faculty Conf. Room. Gr. Fl.	Split	Carrier			01		
05.	New Faculty Conf. Room. Mez. Fl	Split	Carrier			01		
06.	New Faculty Guest Room	Split	Weather Makers			01		
07.	Director's Secretary Room	Split	Carrier			01		
08.	Visitors Room	Split	Carrier	01				
09.	Exim Bank Room	Ductable Split	Carrier				01	
10.	Exim Bank Room	Split	Carrier		01			
11.	Air India Room	Split	Carrier			04		
12.	Room No. 110	Split	Weather Makers			02		
13.	Room No. 112	Window	Blue Star			01		
14.	Room No. 113 & 114	Window	Carrier			03		
15.	Room No. 115	Window	Carrier			01		
16.	Room No. 206	Window	Samsung			02		
17.	Room No. 302	Split	Carrier			03		
18.	Room No. 303	Split	Carrier			03		
19.	AAO's Office	Split	Blue Star			01		
20.	AAO's Office	Window	Carrier			01		

Sl. No.	Present Location	Type of AC	Make	Number of AC machines				
				1.0 TR	1.5 TR	2.0 TR	5.8 TR	11.0 TR
21.	Room No.312	Window	Carrier			01		
22.	Room No. 318	Window	Blue Star	01				
23.	Room No. 501	Split	Blue Star			01		
24.	Room No. 502	Split	Blue Star			01		
25.	HoD MBA PS Room	Window	Blue Star		01			
26.	Room No. 601	Window	Blue Star		01			
27.	Room No. 207	Window	Blue Star	01				
28.	Assembly Hall	Ductable Split	Blue Star					01
29.	Assembly Hall	Ductable Split	Blue Star				01	
30.	New Faculty Extn.	Ductable Split	Blue Star					02
31.	Auditorium	Split	Carrier			09		
32.	Girls Hostel, 104	Split	Carrier			01		
33.	Girls Hostel, 105	Split	Carrier			01		
34.	Registrar's Room	Split	Carrier		01			
35.	Computer Server Room	Split	Carrier	02				
36.	Dr. Tanima Ray	Window	Carrier		01			
37.	Room No. 507	Window	Blue Star		01			
38.	7 th Fl. Energy Lab	Window	Blue Star			01		
			Total =	09	07	40	02	03

Sl. No.	Present Location	Type of AC	Make	Number of AC machines			
				3.0 TR	4.0 TR	5.0 TR	8.5 TR
01.	Library	Ductable	Carrier				04
02.	Student Activity Centre	Ductable	- Do -				01
03.	Room No. 202	FURRED-IN	- Do -			01	
04.	Room No. 203	FURRED-IN	- Do -			01	
05.	Reception	FURRED-IN	- Do -			01	
06.	Room No. 315+316	FURRED-IN	- Do -			01	
07.	Room No. 404	FURRED-IN	- Do -			01	
08.	Room No. 404+405	FURRED-IN	- Do -			01	
09.	Room No. 405	FURRED-IN	- Do -			01	
10.	Room No. 503	FURRED-IN	- Do -			01	
11.	Room No. 505+506	FURRED-IN	- Do -			01	
12.	Room No.603+604	FURRED-IN	- Do -			01	
13.	Room No. 604+605	FURRED-IN	- Do -			01	
14.	Room No. 605+606	FURRED-IN	- Do -			01	
15.	Room No.504+ 5 th Fl. Eastern Side Corridor	FURRED-IN	- Do -			01	
16.	Room No. 606	FURRED-IN	- Do -			01	
18.	Room No. 401	FURRED-IN	- Do -	01			
19.	Room No. 301	FURRED-IN	- Do -	01			
20.	Room No. 311	FURRED-IN	- Do -	01			
21.	Room No. 310	FURRED-IN	- Do -	01			
22.	Girls Hostel.102 & 103	FURRED-IN	- Do -	01			
23.	Room No. 202+203	FURRED-IN	- Do -	01			
24.	5 th Floor Eastern Side Corridor	FURRED-IN	- Do -		01		
25.	Room No. 308	FURRED-IN	- Do -		01		
26.	Room No. 309	FURRED-IN	- Do -		01		
27.	Room No. 301+317	FURRED-IN	- Do -		01		
28.	Room No. 115	FURRED-IN	- Do -		01		
29.	Room No. 313+314	FURRED-IN	- Do -		01		
30.	Room No. 317	FURRED-IN	- Do -		01		
31.	Room No. 308+309	FURRED-IN	- Do -		01		
			Total =	06	08	14	05
			Grand Total	=	94		

Annexure – IV

NIT No. IISWBM/AC Maint./01/26-27

Date : 17th June 2026

Financial Bid

(to be submitted in the letterhead of the bidder)

Sl. No.	AC Type	Quantity (No.)	Annual Rate * (Rs.)	Annual Amount (Rs.)
(a)	(b)	(c)	(d)	(e = cxd)
01.	1.0 TR Split	07 Nos.		
02.	1.0 TR Window	02 Nos.		
03.	1.5 TR Split	03 Nos.		
04.	1.5 TR Window	04 Nos.		
05.	2.0 TR Split	30 Nos.		
06.	2.0 TR Window	10 Nos.		
07.	5.8 TR Ductable Split	02 Nos.		
08.	8.5 TR Ductable Split	05 Nos.		
09.	11.0 TR Ductable Split	03 Nos.		
10.	3.0 TR FURRED-IN	06 Nos.		
11.	4.0 TR FURRED-IN	08 Nos.		
12.	5.0 TR FURRED-IN	14 Nos.		
	Total (Excluding GST)			
	Add: GST @ _____ %			
	Total (including GST)			

*Note: The above rate shall be excluding GST

Signature of the Bidder

Date :