



Chalachchitra Satabarsha Bhaban  
Information and Cultural Affairs Department  
Government of West Bengal

No.3473-ICA(N)

Dated-13-09-2021

**Tender Notice**

The undersigned invites sealed Tenders from registered, bona fide and experienced business organizations for the following job for the 4 (four) nos. Film Vaults of this Unit:

Sl. No.	Job Particulars	Quantity	Amount per month (Rs.)	GST (Rs.)	Total per month (Rs.)
1	Operation and monitoring of 13 (thirteen) nos. Air Conditioners (AC) and 6 (six) Humidity Control Units (HCU) of Film Vaults, Cinema Centenary Building for the period of 1 (one) year from the date of actual engagement.	Lump sum			

**Terms and Conditions:-**

- 1) The sealed tenders shall be submitted in two sealed covers- (i) **Cover -A** : Technical Documents and (ii) **Cover-B** : Financial proposal.
- 2) The '**Cover-A**' should contain self-attested copies of the following documents - (i) Latest Trade License Renewal Certificate, (ii) PAN or TAN, (iii) Latest I.T. Return, (iii) GST Registration Certificate, (iv) Documents in support of experience in similar job. The bidder must furnish all the mentioned documents. The '**Cover-A**' shall be opened first and documents contained therein shall be examined. Bids with incomplete and / or incorrect documents shall be rejected and the bids of vendors containing all required documents shall qualify for financial evaluation.
- 3) The '**Cover-B**' should contain the financial proposal in the format indicated above. Quoted Price should be inclusive of all charges, service charges, GST and other taxes, if any, and any other cost. In case of submission of more than one bid by a bidder (single legal entity) in whatsoever manner and / or submission of alternative proposals shall disqualify the bidder or bidders.
- 4) The selected vendor shall - (a) provide adequately experienced personnel on round the clock (24 x 7 ) basis during the entire period of annual contract, (b) provide a 'Register' for maintaining detailed record of monitoring of the ACs and the HCUs on 24 x 7 basis, (c) ensure quarterly visit by its 'Supervisors' for assessment of the services rendered by the deployed personnel and (d) respond promptly to any telephonic and/ or written complaint about the job in question.
- 5) Payment shall be made on monthly basis, after rendering actual and satisfactory service, against Bill/ Invoice, to be furnished in triplicate.

The sealed tenders should be addressed / furnished to the office of the undersigned at Chalachchitra Satabarsha Bhaban, Information & Cultural Affairs Department, Government of West Bengal, 72, Deshpran Sashmal Road, Kolkata – 700 033 [Ph : ( 033 ) 2473 1942; e-mail: [ccbiandca@gmail.com](mailto:ccbiandca@gmail.com)]. The last date and time of submission of tender is 20<sup>th</sup> September 2021 till 1:00 PM. The tenders will be opened, in the presence of interested bidders, on the same day at 2:00PM. The undersigned reserves the right to accept or reject any tender without assigning any reason to the intending bidders.

Sd/-  
Joint Director of Film and Executive Officer  
Chalachchitra Satabarsha Bhaban