



REGISTERED BY POST

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0037/AC/AIM

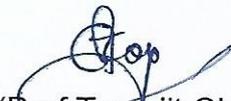
28 Jan 2026

(Registered Vendor/Firm Concerned
& AIMK website)

CALL FOR QUOTATION FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) OF CENTRALISED AIR CONDITIONING PLANT CAPACITY 233 TR (VRF TYPE) INCLUDING LT PANEL, FUSE SWITCH, AND DBs AT ARMY INSTITUTE OF MANAGEMENT NEW CAMPUS, RAJARHAT KOLKATA

1. Sealed Quotation is invited from enlisted contractor for Comprehensive Annual Maintenance Contract (CAMC) of Centralised Air Conditioning Plant capacity 233 TR, (VRF type) including LT panel, fuse switch, and DBs at Army Institute of Management, New Campus, Rajarhat, Kolkata” for period **one year** from the date of signing of contract.
2. Interested vendors are requested to submit their sealed quotation in company letter head along with following documents
 - (a) Technical Information (Requirement)/specifications - Appx A
 - (b) Item rate BOQ, inclusive GST as per the scope of work - Appx B
3. Photocopies of the following documents should be attached with the quotation :-
 - (a) PAN Card Self attested.
 - (b) GST / TIN Registration document.
 - (c) Details of registration/trade license/ ROC.
4. The tender will be submitted in the Tender Box kept at **Reception Area of Admin Block**, on the address mentioned above by **15 Feb 2026**.




(Prof. Tambjit Ghosh Roy)
Offg Registrar & HoA
for Dir

Encls : As above.

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) OF CENTRALISED AIR CONDITIONING PLANT CAPACITY 233 TR, (VRF TYPE) INCLUDING LT PANEL, FUSE SWITCH, AND DBs AT ARMY INSTITUTE OF MANAGEMENT NEW CAMPUS, RAJARHAT KOLKATA

Name of Work : Comprehensive Annual Maintenance Contract (CAMC) of Centralised Air Conditioning Plant capacity 233 TR, (VRF type) including LT panel, fuse switch, and DBs at Army Institute of Management, New Campus, Rajarhat, Kolkata for the period **one year**.

1. Brief details of work and particular specifications are given in the BOQ.
2. **Site Visit** : The New Campus at Rajarhat is Opposite Downtown Mall in New Town Rajarhat and a site visit can be arranged from Mon to Sat from 1000 Hrs to 1600 Hrs (For site visit contact Asst Prof kausik Chakraborty, Mob # 8910624162).
3. **Quality** : All material/processes/products should be as per relevant IS standards/specification.
4. **Qualification Terms/Requirements** : Experience in AC work. Registration, GST, Trade License/ROC. MSME benefit as per CVC guidelines.
5. **Contract period** : period of 12 months from date of signing of contract.
8. **Quantity**: The work quantities may vary marginally .
9. **Promotion of MESME**. As per CVC guidelines.
10. Bid Documents (single Bid).
 - (a) Firm Credentials.
 - (i) Details of registration/ trade license/ ROC .
 - (ii) GST / TIN.
 - (iii) PAN Card – self attested (attach please)
 - (b) Bid to include rate, cost, tax, freight, installation, inspection and any other overhead charges. Validity of the Bid should be for a minimum period of six months.
11. **Point of contact** : In case of any clarification, please contact presiding officer at Mob # 8910624162 or in case of any further representation the Appellate Authority : Registrar Mob # 9051356669.
12. **Transparency** : The bidders can appoint their representative to be physically present at the appointed time and place during the opening of the bids.
13. **Unfair practices** : In case of use of any unfair practice by bidders to influence the bidding process, would render them liable to disqualification/blacklisting.
14. **Payment Terms/Reverse Accountability** : 50% of payment will be released after six (06) month start of contract and balance 50% of payment within 7 days completion of contract realized on production of payment invoice by the contractor.
15. Vendors are required to submit their quotation as per the specification given in format enclosed.



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Appendix 'B'

(Refer para 1 letter No 0037/AC/AIM dt 28 Jan 2026

ITEM RATE BOQ

Inviting Authority : ARMY INSTITUTE OF MANGEMENT NEW CAMPUS AT RAJARHAT, KOLKATA

Name of Work : COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) OF CENTRALISED AIR CONDITIONING PLANT CAPACITY 233 TR (VRF TYPE) INCLUDING LT PANEL, FUSE SWITCH, AND DBs AT ARMY INSTITUTE OF MANAGEMENT NEW CAMPUS, RAJARHAT KOLKATA.

Bidder Name and Full Address :

SN	Brief Specificatin of work	A/U	Qty	Rate	Amount	Remarks
1	<p>Comprehensive Annual Maintenance Contract (CAMC) including material of Centralised Air Conditioning Plant capacity 233 TR (VRF type) including LT panel, fuse switch, and DBs for period one year. Make Daikin, Location Admin Bldg. The contractor shall attend all complaints/ break down with in same day after receipt of message/ call from the rep of AIMK. This maintenance and service shall mean regular examinatio of AC plant and as directed include necessary adjustment, checking of gas, compressor, all repair and replacement of major parts rendered defective due to any reason with genuine standard parts of original manufacturer so as to keep the AC plant functional. Sshematic drawing of complete layout of 7 systems is fitted in electric room of 6th floor for easy to maintenance of the Air conditioning plant. Central controller is installed at ground floor fire room.</p> <p>Service shall mean regular examination of the AC plant during working hours as per the check list by trained employer and shall include necessary adjustment, greasing, oiling, cleaning, repair and supply of minor and major genuine and original standard parts rendered defective to keep the AC plant in proper operation. The contractor shall also train two AIMK employe for operation of AC plant on daily basis.</p> <p>The contractor shall be liable for 24 hours call basis service but strictly ensure availability of this AC mechanic from 0800 hrs to 1700 hrs daily during the period of 12 months for attending all type complants. The contractor shall ensure that complaints properly attended and call back shall not be kept pending for more than 4 hours. The contractor representative shall obtain signature of authorised AIMK representative as taken of satisfactory rectification and completion of defects.</p>	Each Job	1			
2	<p>Details of equipments/part of Air Conditioning Plant :-</p> <p>(a) VRF out door units 20 HP - 8 Nos Make : Daikin (b) VRF out door units 18 HP - 1 Nos Make : Daikin (c) VRF out door units 16 HP - 2 Nos Make : Daikin (d) VRF out door units 14 HP - 1 Nos Make : Daikin (e) VRF out door units 12 HP - 3 Nos Make : Daikin (f) Indoor units Casset type, High wall type and Ceiling suspended type different capacity (233 TR) - 46 Nos Make : Daikin (g) Copper pipe line different size with insulation approx 250 RM (h) Sub main wiring from DB to out machines. (j) LT Panel incommer 400A out going 100A installed in terrace of Bldg-03 Nos, 63A-03 Nos (k) Fuse switch box 100A -04 Nos make : L&T (l) Fuse switch box 63A - 02 Nos Make : L&T (m) TPN DBs 4 Way including MCBs are installed in 6th floor electrical room - 07 Nos , Make : ABB</p>					



3 **Scope of Work for CAMC Contract :-**

- (a) Preventive maintenance work like measuring the gas pressure and other check parameters to prevent the machine once in every three months.
- (b) Checking the communication cable status.
- (c) Cleaning the drain pipe lines.
- (d) Within the scope of this contract, the contractor shall undertake to supervise troubleshoot and repair the outdoor units, indoor units, outdoor indoor unit PCB of VRF system.
- (e) The contractor shall check and render preventive maintenance service like measuring gas pressure and other parameters to prevent the machine to all the equipment every 3 months i.e four times in a year during the contract period. The contractor shall also attend all normal break downs, from report of breakdown register or from call desk.
- (f) Rectification of refrigerant leakage in compressor, pressure testing, vaccumjising and re-commissioning the same thermal insulation MCCB with supply of refrigerant, if needed.
- (g) Attending all breakdown call within normal working hours or as required during holidays.
- (h) Replacement of all defective spares/ parts for smooth running of out door unit and indoor unit and those excluded from scope of work, cost of such spare parts will be born by the contractor.
- (i) Checking the compressor oil status.
- (k) All parts used for repair/ replacement be OEM make only.
- (l) In case contractor fails to attend complaint within 4 hrs, Rs 500/- shall be recovered per day.
- (m) Log book for each unit will be maintained to provide history of all repair and maintenance carried out. The log book will be handed over to the user at end of AMC.
- (n) Replacement time of PCB shall be max 4 working days or availability of space from OEM.
- (o) Ensuring use of proper safety appliance and apply safe practices during maintenance of equipment.
- (p) Checking and tightness of all electrical connections and fuses of electrical room.
- (q) The contractor shall be provide man power of AC mechanic/ operator cum electrician 01, he will carriedout preventive maintenance of all the equipments of AC VRF system, also maintain the log book of machinaries, daily checkup all the system including electrical parts of other building also as per building also as per directed by registrar of AIMK.
- (r) The AC mechanic will be present during office hours 01 shift 0800 hrs to 1600 hrs on holiday he will be on call and be present organisational interest.

Excluded from the Scope of Work.

- (a) Any modification, shifting, alteration of out door and indoor unit for future requirement.
- (b) Replacement of complete equipment like out door unit, indoor unit, LT panel, fuse switch and DBs are not covered under this contract.
- (c) The item not covered in the scope like air filter, sheet metal parts, Evaporator coil, condensor coil circuit, front grill assembly, plastic cover, remote, digital control module.
- (d) Proposal does not included the day to day operation.
- (e) Any replacement of out door unit and structural work.
- (f) If breakdown call is received before 3.00PM on any working day, it shall be attended on the same day, if the call is received after 3.00 PM, it will be attended by before 12.00 noon on the next working day.

TOTAL



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