



INSTITUTE OF DEVELOPMENT STUDIES KOLKATA

(A Centre of Excellence in Social Sciences funded by the Government of West Bengal)

SALT LAKE CAMPUS ● DD 27/D, SECTOR 1, SALT LAKE, KOLKATA 700 064
NOTICE INVITING TENDERS

No. IDSK/NIT/AC/25/08

Date 28th July 2025

Sealed bids are invited under two bid systems, viz. Part I. Technical Bid and Part II Financial Bid from reputed vendors for AMC of Air Condition Machines at Institute of Development Studies Kolkata. Details of specifications are given below.

Tender Details:-

1.	Date of Publication	31st JULY 2025
2.	Availability of Tender Document	Annexure A, B, C & D may be downloaded from the IDSK website- www.idsk.edu.in
3.	Tender Fees	Nil
4.	Last date and time of Submission of Technical Bid	14th AUGUST 2025 till 5:00 PM
5.	Date and time of Opening of Technical Bid	18th AUGUST 2025 from 12:00 Noon
6.	Date and time of Opening of Financial Bid	18th AUGUST 2025 from 3:00 PM

Terms and conditions:

1. Bids are to be submitted with a forwarding letter as in **Annexure A**
2. Only hard copies of Bids are to be submitted to the office of the IDSK between 11AM to 5 PM on working days (Monday to Friday).
3. The Technical Bid shall comprise of self-attested photocopies of the following documents :-
 - a) Valid copy of Trade License (2024-25 or 2025-26),
 - b) PAN Card,
 - c) Registration Certificate of GST,
 - d) Income Tax Return for last 2 years,
 - e) Year wise gross turn over for last 2 years,
 - f) Authorised service provider of Voltas and/or Bluestar
 - g) Credential Certificate,
4. The details of AC machines is in **Annexure B**
5. The financial Bid shall comprise of price including GST, total price, extent of discount, if any and to be submitted in **Annexure C**
6. Checklist to be submitted as **Annexure D**
7. The technical Bid and the financial bid shall be submitted in two separate sealed envelopes with board heading mentioning the name of the item (Technical Bid or Financial Bid) and Tender No. on the envelope containing documents. The sealed envelopes of Technical Bid and Financial Bid should be submitted in a large sealed cover mentioning the Tender No. and be addressed to the **Director, Institute of Development Studies Kolkata, DD -27/D, Sector 1 Salt Lake C, Kolkata – 700 064.**
8. The Financial Bids of only those who have been found to be technically qualified will be opened
9. The IDSK reserves the right to accept or reject any or all tenders without giving any reason whatsoever.
10. Prospective bidders may visit and contact with Avirup Mitra about work at their own cost on the working days (Monday to Friday) between 12 noon to 4 PM up to 14th AUGUST 2025.

Director 
Institute of Development Studies Kolkata
DD-27/D, Sector-1, Salt Lake, Kol-700 064

ANNEXURE - A

To
The Director,
Institute of Development Studies Kolkata,
Salt Lake Campus, Kolkata -700064.

T. No. IDSK/NIT/AC/25/08

Date 28th July 2025

I/We have read various conditions to tender and hereby agree to the said conditions. I/We also agree to keep this tender open for acceptance for a period of 15 days from the date fixed for opening the same.

Sl. No.	Description of work
1	AMC of Air Condition Machines at Institute of Development Studies Kolkata

1. I/We have read and understood the terms and conditions mentioned in the Tender Document issued by the Institute of Development Studies Kolkata (IDSK).
2. I/We hereby unconditionally accept the tender conditions in full and agree to abide by them.
3. I/We declare that our firm/company has not been blacklisted/debarred by any Government or Government agency.
4. I/We confirm that all the information and documents submitted in the bid are genuine and correct to the best of my/our knowledge.
5. I/We understand that any deviation or misrepresentation in the documents or information submitted may lead to rejection of our bid or termination of the contract if awarded.
6. I/We agree to execute the entire work as per the scope and specifications mentioned in the tender document.
7. I/We also declare that the submitted proposal is made in good faith and without collusion or fraud.
8. I/We understand that any breach or non-compliance of the agreed terms and conditions during the contract period or thereafter may invite appropriate legal action by the IDSK in accordance with applicable laws.

Thanking you,

**Name and Signature of the authorized person
of the firm along with seal**



Director

**Institute of Development Studies Kolkata
DD-27/D, Sector-1, Salt Lake, Kol-700 064**

Annexure -B

ANNEXURE B - LIST OF AC MACHINES TO BE TAKEN UNDER AMC

SI #	Floor	Room No	M/c Details	Qty
1	1st Floor	105 President Room	Bluestar 1.5 TR Split AC	1
2	1st Floor	106 Asis Banerjee	Bluestar 1.5 TR Split AC	1
3	1st Floor	103 Amiyo Bagchi	Bluestar 1.5 TR Split AC	1
4	1st Floor	101B PA to Director	Bluestar 1.5 TR Split AC	1
5	1st Floor	101A Director	Voltas 2 1.5 TR Split AC	1
6	1st Floor	101A Director	Bluestar 1.5 TR Split AC	1
7	1st Floor	104 Office	Bluestar 2.0 TR Split AC	1
8	1st Floor	104 Office	Bluestar 2.0 TR Split AC	1
9	2nd Floor	203 R Chatterjee	Bluestar 1.0 TR Split AC	1
10	3rd Floor	Server Room	Bluestar 1.5 TR Split AC	1
11	3rd Floor	Server Room	Bluestar 1.5 TR Split AC	1
12	4th Floor	Faculty Room	Bluestar 8.5 TR Duct AC	1
13	5th Floor	Faculty & Seminar Room	Bluestar 8.5 TR Duct AC	1
14	3rd Floor	computer lab 303	Bluestar 5.5 TR Duct AC	1
15	2nd Floor	Room 207 &208	Bluestar 5.5 TR Duct AC	1
16	4th Floor	Class Room 401 & 402	Voltas 2.0 TR Split A.C	2
17	6th Floor	Auditorium	Bluestar 1.5 TR Split AC	6
18	2and Floor	Reading Room	Voltas 1.5 TR Split A.C	1
19	3rd floor	Library	Voltas 2.0 TR Split A.C	3
20	1st Floor	Account officer	Voltas 1.5 TR Split A.C	1

21	3rd Floor	Reding Room	Hitachi Wall 1.5 TR AC	1
		TOTAL		29


Director
 Institute of Development Studies Kolkata
 DD-27/D, Sector-1, Salt Lake, Kol-700 064

ANNEXURE - C

To
The Director,
Institute of Development Studies Kolkata,
Salt Lake Campus, Kolkata –700064.

No. IDSK/NIT/AC/25/08

28th July 2025

FINANCIAL BID:-

Sl. No.	Component Description	Quantity/Duration	Unit Cost (₹)	Total Amount (₹)	GST (%)	GST Amount (₹)	Grand Total (₹)
1.	1.5 Ton	One Year					
2.	2.0 Ton	One Year					
3.	5.5 Ton	One Year					
4.	8.5 Ton	One Year					

Terms:

- All rates must be quoted in INR and inclusive of applicable duties and levies.
- GST should be shown separately and will be paid as per government rules.
- No advance payment will be made.
- Payment shall be made on successful completion of each milestone (Quarterly or annually for AMC).

Declaration:

I/We certify that the rates quoted above are firm and final. No escalation in the above rates will be claimed during the execution of the contract. All statutory taxes and duties have been considered and included in the financial quote.

**Name and Signature of the authorized person
of the firm along with seal**



Director
Institute of Development Studies Kolkata
DD-27/D, Sector-1, Salt Lake, Kol-700 064

Annexure-D

To
The Director
Institute of Development Studies Kolkata
Salt Lake Campus, Kolkata-700064

T. No. IDSK/NIT/AC/25/08

28th July 2025

1.	Name of the Firm / Agency:	
2.	Registration Number:	
3.	Telephone No. (Landline):	
4.	Fax No.:	
5.	Mobile:	
6.	Email Address:	
7.	Name & Address of Branch, if any:	
8.	Legal Status (Proprietary / Partnership / Private Limited / Public Sector):	
9.	Name of Proprietor / Partners / Directors of the Organization:	
10.	Name and Designation of Authorized Representative:	
11.	Details of PAN & GST (GST Optional):	
12.	Valid Copy of Trade License (Submitted/ Not Submitted)	
13.	Authorized Service Provider Proof (Submitted/ Not Submitted)	
14.	2 Years Income Tax Return (Submitted/ Not Submitted)	
15.	2 Years Gross Turnover (Submitted/ Not Submitted)	
16.	Credential Certificate (Submitted/ Not Submitted)	



Director

Institute of Development Studies Kolkata
DD-27/D, Sector-1, Salt Lake, Kol-700 064

Name and Signature of the authorized person
of the firm along with seal