

Rabindranath Tagore Centre
Indian Council for Cultural Relations
9A, Ho Chi Minh Sarani, Kolkata – 700071
T:033-2282 2895 / 0402

Expression of interest for engagement of contractor for
Maintenance contract of 120TR X 3 Nos reciprocating type
chilling plant at ICCR Kolkata.

Ref. No. : Tender/001/Chiller Plant

Dated 08/06/2026

Sealed offers are invited for the above job for two years from resourceful contractor having valid Trade License, PAN No & GST Tax Registration Certificate, Credentials for this type of job and current IT Return.

Interested bidders are requested to download all the documents from our website www.iccr.gov.in or tagorecentreiccr.org **from 08/06/2026 to 19/06/2026**. Sealed offers should be submitted to our above address within **5 p.m of 19/06/2026**.

Interested vendors may have their office/service centre in Kolkata for immediate response.

The Director reserves the right to accept any or reject any or all offers without assigning any reason what-so-ever.



Zonal Head
ICCR ZOE, Kolkata



Tender for Comprehensive Maintenance of 120TR X 3 Nos

INTRODUCTION

Sealed tenders are invited from reputed, experienced and financially sound HVAC contractors for undertaking the Comprehensive Annual Maintenance Contract (CAMC) of the Central Air Conditioning System installed at Rabindranath Tagore Centre, ICCR, Kolkata. The contractor shall be responsible for carrying out preventive maintenance, breakdown maintenance, replacement of consumables, servicing of equipment, performance monitoring and ensuring uninterrupted operational of the entire air-conditioning system throughout the contract period.

ELIGIBILITY CRITERIA

The bidder shall possess the following valid documents:

- a) Trade License.
- b) PAN Card.
- c) GST Registration Certificate.
- d) Income Tax Return Acknowledgements for FY 2022-23, 2023-24 and 2024-25.
- e) MSME/Udyam Registration.
- f) Documentary evidence of successful execution of similar HVAC maintenance works during the last five years.
- g) At least one completed work order involving maintenance of centralized air-conditioning systems having minimum installed capacity of more than 300 TR under a single contract work order with completion certificates issued by Central or State any Government Departments, Public Sector Undertakings, any Autonomous Bodies etc.
- h) Adequate technical manpower including qualified HVAC Engineers, Supervisors and Technicians.

Technical Description of Plants and Machineries

1. The plants consisting of 120TR (Each 60TR X 2 nos) X 3 nos reciprocating type Air-cooled condenser. The units run with R-22 gas with necessary condenser fan with proper electro-mechanical controls.
2. The primary Chilled water pump -3 nos & secondary chilled water pump – 6 nos.
3. The plants consisting of 15 Nos AHU, FCU – 5 nos & CSU -11 nos
4. All kinds of pipe line with necessary valves & controls.
5. Electrical panel board.

Scope of Work

120X 3 Nos reciprocating type of water chilling System

120 X 3 nos reciprocating compressor and accessories and other related equipments.

- a) To carry out all kinds of repairing and preventive maintenance of 3 nos. 120TR (Blue Star Make) Compressors including replacement of defective parts.



- b) The compressor units and system should be checked regularly oil level, noise, operating parameters leaks of oil, refrigerant, over heating etc.
- c) Checking of oil and gas leakages of the whole system monthly.
- d) Checking all pressure gauges, safety cut out switches quarterly and replacing any defective components if required.
- e) Checking and tightening foundation bolts, belts etc. monthly and doing necessary rectification.
- f) Checking and inserting gland packing in all service valves of gas line quarterly, if required. Any faulty valve shall have to be repaired or replaced.
- g) Inspecting compressors annually or as and when required and replacing all defective parts like shaft seal, suction & discharge valves, gasket bearings oil pump etc.
- h) Carrying out performance test of the system annually.
- i) Cleaning and maintenance of expansion valves, strainers annually or as and when required. Any valve is found defective shall be replaced at the earliest.
- j) Repairing and replacing evaporation coils including distributors and pipelines as and when required.
- k) Charging of refrigerant gas as and when required.
- l) Cleaning and leak testing of all coils of condensers monthly or as and when required.

Chilled Water Pump with Motors & Electrical Panel

- a) To check and rectify belt tension alignment, mounting bolts etc. monthly and replace "V" belt as and when required.
- b) To repair and service agitators and replace defective parts if needed, quarterly.
- c) To repair and service motor quarterly and replace defective parts like bearings etc. when required.
- d) To overhaul motors annually.
- e) Repairing of all pumps, motors and electrical starters including replacement of all spares and components as and when required. Spare pumps & motors shall be kept ready.

Deduction/ Penalty

- a) If there is any delay in attending schedule, maintenance/check-up work, penalty may be imposed as deemed fit, by ICCR Kolkata.



(Handwritten signature in blue ink)

- b) If any operational problem arises you have to solve the problem free of cost.
- c) ICCR kolkata may impose penalty for non -completion of job in time.
- d) Chilled water at required temperature/quantity should be available at conditioned spaces as and when required. Non availability of chilled water due to operational fault/negligence or due to lack of preventive/corrective maintenance of plant, penalty may be imposed as deemed fit by the ICCR Kolkata.

DURATION OF CONTRACT

- ❖ **The contract will be valid for a two (2) years from the Date of issue of Work Order. The same may be extended for further one (1) year on satisfactory performance of the service provider.**



Rabindranath Tagore Centre
Indian Council for Cultural Relations
9A, Ho Chi Minh Sarani, Kolkata – 700071
T:033-2282 2895 / 0401

Contract may be terminated at any time by either of the party during its currency by giving one month notice to the other party in writing without showing any reason thereof.

Payment towards maintenance & servicing charges will be made on quarterly billing after completion of maintenance work. Such payment will be released within 30 days of submission of bill accompanied by servicing report.

If spare parts are required for comprehensive servicing and maintenance work, ICCR Kolkata will not supply any items to them. If any spare parts or consumables related to the servicing of the AC plants are required at any time, the contractor should supply them. However, consequential damage to non-moving parts such as pipe lines, machine parts, and AHU bodies with related items, as well as any mechanical items, should not be the service provider's responsibility.

For details of the job if you required any clarification you may contact to our Zonal Director's Office at ICCR Kolkata.

The ICCR shall not be liable for injury of any employee who are deployed by you within/outside the ICCR premises at the time of execution of the work order.

You shall not transfer, partially or fully, the benefits of this agreement to any individual/Firm/company etc. at any time within the agreement period.

If any spares related to servicing of the AC Plants are required at any time should be supplied by the contractor with prior permission from the competent authority of ICCR However, any major items ,the cost of material shall be reimbursed by the competent authority to the contractor against the same work order.

It is hereby made clear that this contract is a commercial contract by and between the ICCR and yourself. There will be no employer-employee relationship between the ICCR and yourself. So under no circumstances you or your employees will be the employees of the ICCR and therefore, you or your employees will not be entitled to rights, privileges, benefits, etc. which are extended to the employees of the ICCR.

If any dispute or difference shall at any time arise between the two parties in respect of this order or concerning anything herein contained or arising out of this order, or as to the rights, liabilities or duties of the said parties hereunder, or as to the recovery of any amount, the same shall be referred to the sole arbitration of Director, ICCR, 9A Ho chi Minh Sarani, Kolkata – 700 071. The decision of the Arbitrator shall be final and binding on the parties. The Hon'ble High Court at Kolkata shall have exclusive jurisdiction as regards any dispute/arbitration under these terms irrespective of any jurisdiction clauses mentioned hereinabove or subsequently in other place(s). The arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 and rules made thereunder of any enactment or statutory modifications thereof for the time being in force.



Rabindranath Tagore Centre
Indian Council for Cultural Relations
9A, Ho Chi Minh Sarani, Kolkata – 700071
Tel:033-2282 2895 / 0402

Essential Conditions:-

Tender shall be submitted in sealed envelope addressed to The Director, ICCR, 9A, Ho Chi Minh Sarani, Kolkata -700071 super scribing the envelope tender no., date and due date on the top of the envelope.

Contractor having current Trade Licence, PAN no., GST No Registration Certificate, Current IT Return and Credentials in support of the similar type of work are eligible to apply.

Contractor having 5 years of working experience, supported by document in the same name and style with similar type of industry or with well-known organization at the time of bid opening. Those who have sufficient qualified technical manpower and work independently can participate in this tender.

Selected contractor shall be required to pay 10% of quoted amount as Security Deposit within 15 days from the date of issue of order by Demand Draft drawn in favour of "ICCR Kolkata". Security Deposit shall be refunded after successful execution of order subject to recovery if any. The Security Deposit shall be forfeited in the event of failure or refusal to abide by the terms & conditions of order. The Security Deposit will not bear any interest. The Security Deposit will not be adjusted against Earnest Money.

The Director reserves the right to accept any or reject any or all offers without signing any reason whatsoever.



Zonal Head



ANNEXURE – A

OFFER FORM

Offer for Annual Maintenance and Operation Contract of
Ammonia
Refrigeration Plant at ICCR, Kolkata against Tender
No. Tender/001/Chiller Plant
Dated 08/06/2026

From: _____
Tenderer's name

To: To, The Zonal Head
Rabindranath Tagore Centre
Indian Council for Cultural Relations
9A, Ho Chi Minh Sarani,
Kolkata – 700071
T: 033-2282 2895 / 0402



Tel No(s) _____

Fax No (s) _____

e-mail: _____

Mob.No. _____

Dear Sir,

I/We hereby offer for Maintenance and Contract of 120TR X 3 Nos reciprocating type AC plants of Blue Star make as per ICCR Kolkata specification given in the tender paper.

(1) We return herewith General Terms & Conditions of the tender duly signed and sealed in all pages in token of our confirmation and acceptance. We also enclosed photo copy of valid current Trade Licence, Pan No, GST Registration Certificate, Current Income Tax Return Certificate & credentials of similar type of job.

We have noted that ICCR reserves the right to accept any or reject any or all offers in part or full without assigning any reason whatsoever.

Date:

Signature of the Tenderer with seal

Rabindranath Tagore Centre
Indian Council for Cultural Relations
9A, Ho Chi Minh Sarani, Kolkata – 700071
Tel: 033-2282 2895 / 0402

Maintenance charges:-

| Sl. No. | Description | Charges per Year (Rs.) | Total for Two years (Rs.) | Grand Total (Rs.) |
|---------|---|------------------------|---------------------------|-------------------|
| 1. | Rate for Comprehensive (Spare parts & Consumable including R-22 gas) maintenance of 120TR X 3 nos at ICCR, Kolkata. | | | |

(The above rates are Ex- inclusive of all taxes and duties)

Date:

Signature of the Tenderer with seal