

**GOVERNMENT OF WEST BENGAL**  
**Government College of Engineering & Ceramic Technology**

(An Autonomous Institute under M.A.K.A.U.T.)  
73, Abinash Chandra Banerjee Lane, Kolkata – 700 010  
Tel: (033) 2350-5235 | Website: www.gcect.ac.in

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Ref. No.: GCECT/139/1-P(4)/25-26

Date: 29.05.2026

**NOTICE**

The Government College of Engineering and Ceramic Technology (GCECT) invites sealed quotations from reputed and experienced Companies / Suppliers / Service Provider Agencies for the **Maintenance Contract (AMC) of Water Purifiers and Water Coolers** installed at the College campus. Interested parties may download the detailed bid document from the College website: <https://gcect.ac.in>

Principal

*K. Chakrabarti*  
*29-05-26*

**Copy to:**

1. The Registrar, GCECT, Kolkata
2. The Accounts Officer, GCECT, Kolkata
3. Pay and Accounts Office-I (PAO-I), Kolkata
4. Notice Board
5. College Website (gcect.ac.in)
6. Office Copy

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**NOTICE INVITING QUOTATION (NIQ)**

**Maintenance Contract – Water Purifiers & Water Coolers**

The College invites sealed quotations for the Annual Maintenance Contract (AMC) of 17 (seventeen) units of Water Purifiers and Water Coolers installed at the GCECT campus. The AMC period shall be from 01 July 2026 to 31 March 2027.

**1. Schedule of Items**

Sl. No.	Item Description	Qty.	Unit Rate (Rs.)
1	AMC of Aqua guard Hi-Flo – Institutional Type	10 Nos.	
2	AMC of Dr. Aqua guard Classic – Institutional Type	01 No.	
3	AMC of Aqua guard Storage Water Cooler (Blue Star)	02 Nos.	
4	AMC of Aqua guard Storage Water Cooler (USHA)	02 Nos.	
5	AMC of Aqua guard Panasonic Type	01 No.	
6	AMC of Aqua guard Aqua smart Type	01 No.	
	Total (excluding GST)	17 Nos.	Rs.

**Note:** The AMC covers replacement of all spares except tap, filter media and plumbing parts. All replacement of consumables (filters, membranes, UV lamps, etc.) shall be carried out only in the presence of an authorised College representative.

**2. Scope of Work**

- Comprehensive AMC of all installed Water Purifiers (RO/UV/UF systems) and Water Coolers within the campus.
- Routine preventive servicing and breakdown repair as and when required.
- Periodic replacement of filters, membranes, UV lamps, and other consumables – strictly in the presence of an authorised College representative.
- 24×7 on-call service availability throughout the contract period; complaints to be attended within 24 hours (or earlier in emergencies).
- Ensuring uninterrupted and safe drinking water supply at all times.

**3. Eligibility / Qualification Criteria**

1. The bidder must be a registered Firm / Company / Establishment.
2. Valid PAN, GST Registration Certificate, and Income Tax Return (last financial year) are mandatory.
3. Minimum 3 (three) years of experience in providing similar AMC services to Government Institutions or Educational Institutes.
4. Documentary proof of past performance / work orders from Government / PSU / Educational Institutions must be submitted.
5. The agency must have adequate technical manpower and service infrastructure to support the contract.

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**4. Tender Details**

<b>Name of Work</b>	AMC of Water Purifiers and Water Coolers at GCECT
<b>Tender Type</b>	Open Tender
<b>Contract Period</b>	9 Months (01.07.2026 to 31.03.2027), extendable on satisfactory performance
<b>Earnest Money Deposit (EMD)</b>	NIL
<b>Tender Fee</b>	NIL
<b>Validity of Quotation</b>	90 days from the last date of submission
<b>Date of Publication</b>	22.05.2026
<b>Last Date of Submission</b>	2 <sup>nd</sup> June 2026 up to 2 PM
<b>Date of Opening of Tender</b>	5 <sup>th</sup> June 2026 at 1.00 PM
<b>Payment Terms</b>	Quarterly / Half-yearly, subject to satisfactory service certification

**5. Documents to be Submitted with Bid**

1. Copy of Establishment Registration Certificate / Valid Trade License (in relevant field).
2. Self-attested copy of PAN Card.
3. Self-attested copy of GST Registration Certificate (GSTN).
4. Copy of Income Tax Return / Form-16 for the last financial year.
5. Copies of work orders / past performance certificates from Government / PSU / Educational Institutions (minimum 3 years of AMC experience).
6. Detailed office address with telephone number, mobile number, fax number (if any), and name of contact person.
7. All pages of this bid document duly signed and stamped by the authorised signatory as token of acceptance of all terms and conditions.

**6. Submission of Bid**

All sealed bids must be submitted in a sealed envelope, clearly superscribed with "**Quotation for AMC of Water Purifiers & Water Coolers – Ref. No. GCECT/139/1-P(4)/26-27**" and addressed to:

**The Principal,**  
Government College of Engineering and Ceramic Technology,  
73, A.C. Banerjee Lane, Kolkata – 700 010.

Bids received after the stipulated date and time will not be entertained. All bids received by the deadline will be opened on the same day in the presence of bidders or their authorised representatives who wish to be present.

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**7. Evaluation & Award**

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Only bids that are complete, properly signed, and conforming to the terms and conditions of this NIQ shall be considered for evaluation. The contract will be awarded to the technically eligible bidder offering the **lowest evaluated price (L1 basis)**.

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**8. Other Terms & Conditions**

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- The College reserves the right to accept, reject, or cancel any bid without assigning any reason whatsoever.
- Any damage caused to College property during servicing must be rectified by the agency at their own cost.
- All applicable statutory deductions (TDS, GST, etc.) shall be made as per Government rules.
- The selected agency shall not sub-contract the work without prior written approval of the College.
- Quotations may be submitted on the printed letterhead of the bidder in the prescribed format attached to this document.
- The College will not be responsible for any loss, damage, or pilferage of materials brought to the site by the agency.

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**CHECKLIST FOR BIDDERS**

*Please ensure all documents listed below are self-attested by the authorised signatory with official seal, wherever applicable, before submission.*

<b>Sl.</b>	<b>Document Required</b>	<b>Submitted (Y/N)</b>
1	All pages of this bid document signed and stamped by the authorised signatory.	
2	Self-attested copy of Establishment Registration Certificate / Trade License.	
3	Self-attested copy of PAN Card.	
4	Self-attested copy of GST Certificate (GSTN).	
5	Self-attested copy of latest Income Tax Return / Form-16.	
6	Copies of past work orders / performance certificates (min. 3 years of similar AMC experience in Govt./Educational Institutes).	
7	Office address with contact details (name, phone, mobile, fax).	
8	Duly filled and signed Price Bid in the prescribed format (on letterhead).	

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**PRICE BID FORMAT**

*(To be submitted on Bidder's official letterhead)*

To,

**The Principal,**

Government College of Engineering and Ceramic Technology,  
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**Sub: Quotation for AMC of Water Purifiers and Water Coolers – Ref. No. GCECT/139/1-P(4)/27-27.**

Sir / Madam,

Having examined the Notice Inviting Quotation and terms and conditions therein, we hereby submit our offer for the Annual Maintenance Contract of Water Purifiers and Water Coolers at GCECT for the period 01.04.2026 to 31.03.2027, as under:

Sl.	Item Description	Qty.	Unit Rate (Rs.)	Total (Rs.)
1	AMC of Aqua guard Hi-Flo – Institutional Type	10 Nos.		
2	AMC of Dr. Aqua guard Classic – Institutional Type	01 No.		
3	AMC of Aqua guard Storage Water Cooler (Blue Star)	02 Nos.		
4	AMC of Aqua guard Storage Water Cooler (USHA)	02 Nos.		
5	AMC of Aqua guard Panasonic Type	01 No.		
6	AMC of Aqua guard Aqua smart Type	01 No.		
	Sub-Total (A)			
	GST @ ___% (B)			
	<b>Grand Total (A + B)</b>			

**Grand Total Amount in words: Rs.**

We confirm that this quotation is valid for 90 days from the last date of submission, and we agree to abide by all terms and conditions of the NIQ.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**Authorised Signatory**  
*(Name, Designation & Office Seal)*