

# HOOGHLY DISTRICT CENTRAL CO-OPERATIVE BANK LTD.



Netaji Subhas Road : P.O. Chinsurah  
Dist. Hooghly : Pin - 712 101  
Phone : (033) 2680 2949 / 9131 / 2408,  
6573 / 9303 (FAX)  
E-mail : [HOOGHLYDCCB@hooghlydccb.com](mailto:HOOGHLYDCCB@hooghlydccb.com)

Memo.No.2270 /EST/46/1/2024-25

Date. 29.10.2024

## NOTICE INVITING QUOTATION

As per decision of the Administration committee held on 15.10.2024, Sealed Quotations are invited by the Chief Executive Officer, Hooghly District Central Co-operative Bank Ltd, Netaji Subhas Road, Chinsurah, Hooghly, 712101 from the authorized Sales & Services Dealer of Hitachi / Authorised Service Providers of Hitachi for the annual maintenance of 59 Hitachi air conditioning units installed across different branches in the Hooghly district. These services aim to ensure that all air conditioning units operate optimally throughout the year, including during peak summer months. It is noted that quoted price would be inclusive of cost including GST & other taxes etc.

SL. No.	- DESCRIPTION - Preventive AMC for One Year as per Standard Terms & Conditions of Hitachi	QTY	Rate (Basic Rate)	GST	AMOUNT
1	RMA524CBEA- SPLIT AC - 2.0TR INVERTER	4			
2	RMC324HBEAG - SPLIT AC - 2.0TR HITACHI DGS&D -INVERTER	19			
3	RSC318HBD- SPLIT AC - 1.5TR HITACHI DGS&D- RSC318HBDG	5			
4	RSD318HBEAG - SPLIT AC - 1.5TR HITACHI DGS&D- INVERTER	31			
		59	Total -		

Quotation will be received in the Quotation box by the office of the Chief Executive Officer, HDCCB Ltd., Netaji Subhas Road : P.O. Chinsurah : Dist. Hooghly : PIN-712 101 on all working days between 11.00 a.m. to 04.00 p.m. along with Xerox copy of sale tax, GST , income tax & Trade License certificate as noted below shall also be enclosed with documentary proof.

**Last date of submission of Quotations is 06.11.2024 up to 1.00 P.M.**

### Eligibility Criteria

Interested vendors must meet the following criteria to qualify:

- ☞ **Authorization:** The vendor must be an Authorized Sales & Service Dealer or Authorized Service Provider certified by Hitachi for the servicing and maintenance of Hitachi air conditioning products.
- ☞ **Experience:** Previous experience in maintaining and servicing Hitachi air conditioning units for large institutions or corporate entities will be preferred.
- ☞ **Compliance:** The vendor must comply with all relevant safety, operational, and environmental standards and regulations as per local and national laws.

The Quotation shall be in two separate envelop.

### (i) One as technical bid containing the following documents:

- Photocopy of PAN Card.
- GST Registration.
- Income Tax return for Assessment year 2023-24
- Trade License up to date
- Authorised Sales & Service Certificate or equivalent certificate of the concerned Product Company.

### (ii) In another envelop financial bid containing the rate of each items and total of each items and grand total is to be kept.

Quotations failing to submit all of the documents as per technical bid will be treated as cancelled.

Both the envelops must be kept in a third envelop. This third envelop is to be dropped in the Quotation Box within the stipulated time as mentioned herein.

### The Quotation will be opened on 06.11.2024 at 2.30 p.m.

The Quotation will be opened in the presence of the renderers' at Head Office of the HDCCB Ltd. and rates will be read out in presence of such Quotations or their representative as are present but if they failed to attend during opening of the Quotations on the schedule time and date, Quotations will be opened in their absence and no subsequent objections would be entertained under any circumstances whatsoever.

The quoted rate should be both in figures and in words. The rates should be for completed items of work and inclusive of GST & Supply and commissioning, royalty and all other central or local taxes existing or that may be imposed in future.

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## Additional Information:

For any clarifications or further details, interested vendors may contact: 033-2680-2949 (from 11am to 4pm) in all working days.

## Important Notes:

The bank authority reserves the right to accept and / or reject any or all the quotations without assigning any reasons thereto and the banks decision shall be binding and final.

Late or incomplete submissions will not be considered

Chief Executive Officer,  
Hooghly District Central Co-operative Bank Ltd.

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Copy forwarded for favour of information with the request to display in the office Notice Board:

1. The District Magistrate, Hooghly.
2. The Sub-Divisional Magistrate, Chinsurah Sadar Sub-division
3. The Secretary, Hooghly Zilla Parishad, Hooghly.
4. The Executive Officer, Hooghly Chinsurah Municipality.
5. The Joint Register of Co-operative Societies, Co-operation Directorate, Hooghly Range.

Chief Executive Officer,  
Hooghly District Central Co-operative Bank Ltd.

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Copy forwarded for information and necessary action to:-

1. The Special Officer, Hooghly District Central Co-operative Bank Ltd.
2. The Grade I Officers (All), Hooghly District Central Co-operative Bank Ltd.
3. CBS & System Cell, Head Office, Hooghly District Central Co-operative Bank Ltd, for uploading this NIQ in the official website of the bank.
4. The Branch Manager (All), with a request to display this notice on the Notice Board of the Branch.

Chief Executive Officer,  
Hooghly District Central Co-operative Bank Ltd.