

**BOSE INSTITUTE**  
**KOLKATA**

**STANDARD BIDDING DOCUMENTS**

**For Tender Notice No.**

**BIW/OFFICE/02/2016-17 dated 07.02.2017**

**To be addressed to:**

**The Sr. Prof. & In -Charge Registrar's Office**  
**Bose Institute, Centenary Building, P-1/12,**  
**CIT Scheme – VII / M Kolkata – 700054**  
**(INDIA)**

**BOSE INSTITUTE**  
**P-1/12, CIT Scheme – VII / M, Kankurgachi,**  
**Kolkata – 700054**

Director, Bose Institute Kolkata invites the sealed tender from the bonafide contractors/vendors/companies for the Annual maintenance contract of the Electrical installation at Madhyamgram Experimental Farm, Bose Institute, Kolkata.

**TENDER JOB SCHEDULE**

Non-Comprehensive Annual Maintenance Contract for 24 hrs service is required for smooth functioning of the Madhyamgram Experimental Farm.

The Annual Maintenance Contract will be composite in nature which includes the Electrical Installations ( One no 315 KVA Dry type Transformer with related HT Cable, HT & LT Breakers along with electrical wiring etc.) DG Set & Plumbing system.

**Tender Notice No.** : BIW/OFFICE/02/2016-17 dated 07.02.2017

**Last date & Time for Submission** : 08.03.2017 upto 14:00 hours

**Date/Time for opening of bids** : 08.03.2017 at 15:00 hours

**Venue of Bid Opening** :Centenary Building, Bose Institute, Seminar Room (Annex Block), P-1/12 CIT Scheme VII/M, Kolkata 700054

**Submission of tender** :Tender Box in the Purchase Cell at First Floor in Annex Block, Centenary Building Bose Institute, P-1/12, C.I.T. Scheme VII/M, Kolkata 700054

If the date of opening happens to be a holiday, the bids shall be opened on next working day at the same time. Fax/email bids or Late/Delayed tenders shall not be considered.

Director, Bose Institute reserves the right to accept or reject any or all tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.

**Sr. Prof & In- Charge Registrar's Office**

## Terms & Conditions

1. **Cost of Bid Document:** Tender documents are available free of cost at Bose Institute website <http://www.boseinst.ernet.in> Interested and eligible bidders may download the same directly from the website. No tender document will be issued from the Institute.
2. **Skilled manpower with medium/High Voltage/Low Voltage License** should be deployed by them and there repairing of critical fault of the existing substation equipments/cable joining and capacitor bank maintenance/ panel designing/installation of new panel, repairing of pump with motor.
3. **Santarash** – To be provided as and when required by maintenance department on chargeable basis.
4. **Trench cutting personnel** – To be provided as and when required by Maintenance department on chargeable basis.
5. **Penalty of Rs.500/-** shall be imposed for disruption of any single incident of urgent nature job due to delay exceeding half an hour in attending which will be certified by the Issuing department.
6. The Agency has to supply any spare parts as per site requirement which cannot be supplied departmentally from store on the required moment and should do special repairing/installation work as and when required and strictly as per specifications without making least delay. (In case of supply of any branded spare parts/Items bill for purchasing that item from dealer may have to be submitted). The Agency should always keep some emergency stock of spares at site as per their view to cater emergency situations.
7. The Agency has to make contact/co-ordinate with the power supply company (WBSEB according to the supply authority) in case of any supply – failure fault. They will collect key of the substation from security personnel as per requirement.
8. The Agency must provide and maintain all necessary tools (in healthy condition) required (Viz. torch, digital multimeter, digital tong tester, crimping tool, earth meggar, meggar of required voltage, electric drill with bits, blowers. All the tools required for overhauling substation equipments, plier, screw driver, test lamp, line tester, digital room thermometer etc. must be kept round the clock at site, irrespective of any breakdown.
9. The Agency will be fully responsible for good and efficient running of the system and has to continue a routine check up of the entire system and has to take preventive measure from his end to minimize breakdown. For any extremely large/emergency breakdown, the agency, firstly has to rectify the fault from their end under due intimation to the Workshop Superintendent of the institute or his authorized representative.
10. The Agency should maintain all statutory norms including ESI, EPF etc. in conformity with the rules & regulations as framed by the Govt from time to time with regard to the deputed manpower for this round the clock work through out the contract period.
11. Damages of the property, if any occur due to the negligence/inferior materials/bad workmanship are to be rectified free of cost by the agency. The agency should allow Institute authority to deduct the rectification cost from their bill in case they fail to mend good the damages in time.
12. The Agency should provide the Maintenance Department the old materials from time to time against each new materials supplied by them and has to shift the serviceable /unserviceable/scrap electrical materials in locations as approved by the Institute if required without any extra cost.
13. The Agency should inform Workshop Superintendent or his authorized representative on daily basis about the spares supplied and work done from his end.

14. Contractor shall bear in mind that he will have to carry out the works without any damage of the property of BI. Working areas are to be kept clean and no inconvenience/nuisance in the workplace is desired.
15. Proper identity card duly stamped and signed by the agency has to be provided by the agency to all his deputed manpower at site which will be displayed on proper place of their uniform supplied by the agency.
16. The service personnel should behave properly with the staff members and scholars of the Institute. Inefficiency in work & unbecoming behaviour will be liable for immediate replacement.
17. The Institute will not be responsible for any accidental hazards of the personnel of the agency and necessary safety measures as per I.E.rule is to be strictly followed by the agency.
18. The party will do complete overhauling of the existing dry type transformer, HT OCB, VCB (other than breakdown maintenance) which includes all necessary checking of the transformer, checking of all bushings and rectification as necessary, rectification of any other fault, reassembling the P.T, refitting, checking the terminals of both sides of the transformer etc.
19. The party will also arrange for rectification of some extra/critical electrical work Viz. substation equipment H.T & L.T breakdown maintenance/pump breakdown maintenance/cable jointing/capacitor bank breakdown/ maintenance by through highly skilled and highly experienced electricians/technicians/engineers on as and when required basis.
20. The party will do complete overhauling and re-commissioning of the existing LT OCB, isolator which includes all necessary checking, calibration, cleaning (using CRC) necessary servicing, reassembling and doing necessary rectification work until satisfactory test result as per IS specification achieved.
21. The payment will be made proportionately in each month on production of the certified bill along with attendance sheet.
22. Deployment of man power for 24 hours (in three shifts) has to be ensured by the agency and their attendance sheet is to be certified by the concerned authority of Bose Institute.
23. Maintaining the daily log book for time of occurrence of breakdown, duration of breakdown, commissioning time and nature of breakdown is essential.
24. The Agency has to store some electrical testing equipments Viz. Voltmeter, Ammeter, Multimeter, Megger (500 Volt/1000 Volt), Tong Tester, Earth Tester, Crimping Tool etc. at sub station.
25. The attendants should be equipped with necessary tools and tackles required to attend breakdown.
26. HT & LT electrical license of the deployed technicians are very essential which are to be produced to the authority of Bose Institute at the time of receiving the order. The agency will also optimize energy consumption and take care of LT network.
27. They will attend major faults and necessary wiring beyond 20 mtrs. on actual cost basis.
28. The Agency should submit all the tax clearing certificate viz. VAT, IT, PT, Trade license, Labour license as well as PF, ESI and S.T. Registration Certificate along with quotation.
29. The agency personnel will interact with Workshop Superintendent for their work on daily basis. Non deployment of requisite number of personnel as per the manning required shall be considered as breach of contract.
30. Institute security norms to be strictly followed. Documents of the materials to be taken in/out are to be endorsed by the security check post.
31. The Agency has also to look after the proper running/maintenance of the generators which are at present being in operation at the campuses of the Institute.

- 32. The party has to execute an agreement with the institute within seven days of receipt of the work order in prescribed format on stamp paper (to be arranged by the party) incorporating the tender documents, the work order with related correspondence and the terms & condition of the contractors. No account payment shall be made till the agreement is executed. In case of any discrepancy, the order of precedence in interpretation shall be as under :**
- (i) Schedule of works**
  - (ii) Special conditions of contract**
  - (iii) General conditions of contract**
  - (iv) I. E Rule**
  - (v) Best engineering practices.**
- 33. The bidders shall furnish a list indicating their past experience of under takings maintenance and repair jobs of electrical installations in Government/Semi-government/Autonomous bodies and Research Institutions/public sector under takings/Hospitals where round the clock maintenance services are required.**
- 34. Unsuccessful bidder's bid security will be discharged as promptly as possible but not later than 15 days after the expiry of the period of bid validity or placement of order which ever is later. No interest shall be paid on the EMD.**
- 35. The successful bidder(s) will have to deposit a sum of 10% of the quoted value in the form of Bank Draft/Bank Guarantee drawn in favour of Bose Institute, Kolkata-700 054 as performance security deposit by the successful bidder which shall be valid for a period of 60 days beyond the date of completion of the contract.**
- 36. The rates should be quoted both in figures and words. Each page of the tender document is to be signed by the bidder.**
- 37. The quotations which are not complete in all respects/having cuttings/erasing/over writing/not accompanied with EMD and Cost of the Bid Document are liable to be rejected.**
- 38. The quotations received after the dead line for submission for bids/receipt by Talex, Fax or E-mail will not be entertained.**
- 39. Statement of submission of amount (Challan as received from ESI & PF office along with individual PF & ESI number) towards PF contribution and ESI contribution individually for every category of workers deployed by the vendor for the AMC work at the Institute must be submitted along with bill of each month.**
- 40. The contract will be awarded for period of 3 (three) years from the date of work order. However, initially the contract shall be for a period of one year and renewed further on yearly basis subject to satisfactory performance report and recommendation for the same from the Workshop Superintendent and the Registrar of the institute on the written request of the contractor three months before the expiry of the contract. The satisfaction of the Institute in this regard shall be final.**
- 41. The tenderers are requested to submit the photocopies of following documents duly signed by the proprietors/ authorised signatories along with the tender paper positively.**
- i) Pan card of the owner.**

- ii) Last Income tax clearance certificate
- iii) Proper authentication of proprietorship/Partnership /Authorised representative of the Firm.

If any of the above mentioned documents is not found then the tender will be cancelled without showing any reason.

- 42. For any legal dispute the subject matter is to be settled under Kolkata jurisdiction.
- 43. The service personnel should behave properly with the staff members and scholars of the Institute. Inefficiency in work & unbecoming behaviour will be liable for immediate replacement.
- 44. The payment will be made proportionately in each month on production of the certified bill and dully filled in log book as provided by the Institute.
- 45. Institute security norms to be strictly followed. Documents of the materials to be taken in/out are to be endorsed by the security check post.
- 46. The tender should be accompanied by Earnest Money deposit of Rs. 15000.00 in the form of Demand Drafts (DD) drawn on any nationalized / Schedule bank in favour of Bose Institute Kolkata and payable at Kolkata.
- 47. Unsuccessful bidder's bid security will be discharged as promptly as possible after handing over the responsibility of the AMC to the Successful bidder.
- 48. The Agency will be fully responsible for good and efficient running of the system and has to continue a routine check up and as well as preventive measure of the entire system from his end and requisite log books for posting the related data of the entire system will be provided by the Institute
- 49. Bids should be submitted in sealed covers in the tender box with the Import Cell at First Floor in Annex Block, Centenary Building Bose Institute, P-1/12, C.I.T. Scheme VII/M, Kolkata 700054 addressed to the Sr. Prof. & In- Charge Registrar's Office, mentioning the Tender Notice No. / Last Date for Submission of Tender/ Date of Opening of Tender/ Firm's Name & Address on the envelope. It is the sole responsibility of the bidder to ensure that its bids are submitted at the address on or before 08.03.2017 at 14.00 hours.
- 50. *Director, Bose Institute reserves the right to accept or reject any or all tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.*

**Sr. Prof. & In-charge Registrar's Office**