

Sealed quotations are invited from bonafide and experienced contractors for **“AMC for O&M of complete Electrical Installations at KEIIP/KMC (2nd to 5th Floor), 206 A J C Bose Road, Kolkata-700017 from 01.07.2017 to 30.06.2018”**. For QIN documents, please contact the o/o Project Director, KEIIP, KMC, 206, A.J.C.Bose Road, Kol-17. Last date of issue of QIN papers – 23.06.2017 (3 pm) and last date of submission/opening of offer – 24.06.2017 at 2.00 & 2.30 p.m respectively. For more details please refer to www.keiip.in & www.kmcgov.in.



Kolkata Environmental Improvement Investment Program



Kolkata Municipal Corporation

Project Director
KEIIP - KMC



Ref: NIQ No.PMU/160 /17-18

Dated: 16.06.2017

NAME OF THE WORK

Operation and Maintenance of complete Electrical Installation of KEIIP/KMC (2nd floor to 5th floor) at 206, A.J.C. Bose Road, Kolkata-700017 for the period from 01.07.2017 to 30.06.2018.

INTRODUCTION

The work covers L.T Distribution network within the Zone mentioned above. Including Public Address System at the Conference Room.

SCOPE OF WORK

1. Annual maintenance of electrical distribution system consisting of electrical points, with other accessories.
2. Public address system consisting of 1 No. Control amplifier (30W), 1 No Chairman unit, 11Nos. Delegate unit, 2 Nos. Column Speakers (20W) and 1 No Wireless Microphone installed at the conference Room is to be taken into account for proper maintenance.
3. In case supply and fixing consumable of old existing electrical items like FTL, Ballast, Starter, Isolator etc., as and when required and payment of such items will be paid at per on actual basis as per KMC/PWD/KMDA schedule/Fare rates approved by the D.G (P) separately.

GENERAL CONDITION OF DUTIES &FUNCTIONS:

1. The contractor will provide necessary staff for operation and maintenance of the installation during the period from 10.00 A.M. to 6.00 P.M inside the office.
2. The contractor would replace fuses, repair faults and such other minor troubles related to electrical equipment.
3. For any major fault action may be taken without delay so that services are hampered for a minimum period.
4. Contractor will have to make his own arrangement for replacement of defective electrical accessories (old existing one).
5. Checking of L.T. control panel and clearing the same will be carried out at least once in a month in presence of A.E. (E)/T.O.(E).
6. Periodical cleaning & checking of switches and distribution lines and light fan fitting etc. has to be done. The contractor will inspect and check the entire installation regularly and do the same along with A.E.(E)/T.O(E) at least once a month.
7. The contractor must maintain an attendance register which must be certified by the A.E(E)/T.O(E).
8. Checking of all electrical connection in main switches distribution boards etc. and tightening in sockets plugs etc. where necessary is to be done.



TERMS AND CONDITIONS

1. No advance payment will be made to the contractor.
2. One experienced and Govt. licensed Electrical supervisor to be provided by the contractor competent to carry out all the works prescribed in the schedule and specification (every alternate dates).
3. Contractor should also provide one Electrician and one helper to the Electrician daily to handle all the equipment properly. Work should not be hampered due to shortage of staff under any circumstances.
4. For absence of any staff, contractor would have to provide appropriate substitute. Penalty will be imposed in case of default at the rate of double the daily wages of the absent staff.
5. Maintenance material like duster, soap, soda, sprit, torch with battery etc. will have to be supplied by the contractor.
6. All tools and accessories i.e ladder, stepladder, testing Kits, measuring equipment, megger (500V/1000V) kits emergency light etc will have to be arranged by the contractor at their own cost and risk.
7. The contractor should pay the wages to their maintenance staff (Supervisor, Electrician, Helper) within 10th of every month as per the minimum wages act under Govt. of West Bengal.
8. No claim for absorption of contractor's maintenance staff in Corporation service will be entertained.
9. Contractor shall be held responsible for any damage s or missing of material issued or handed over to him by KEIIP.
10. KEIIP should not be indemnified against any claim and/or compensation arising out of any accident leading to injury, loss of life and damages to property etc. arising out of his work.
11. First-Aid Box with Medicine and electrical shock treatment chart to be provided by the contractor. Adequate preventive measures also should be taken by the contractor at his own cost.
12. The present maintenance schedule of works and terms and condition are valid for one year.
13. KEIIP reserves the right to cancel the maintenance contract at any time for any fault or misconduct of the contractor without any prior notification.
14. Contract maintenance agreement is to be executed as per KMC rules.
15. Old & unserviceable materials if any are to be deposited in the KMC Condemned Store before submitting the respective bill as per KMC norms.

INSTRUCTION FOR QUOTATIONERS:

1. Interested Agencies will have to apply for quotation papers duly supported by the copy of Trade Licence, VAT Licence, Service Tax certificate, PAN, Certificate of Government Licensed Electrical Supervisor and credential etc.
2. Consolidated rate is to be quoted by the Agency for 1(one) year.



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3. Any tax, if applicable is to be mentioned specifically.
4. Proposal should contain specific number of staff, i.e Supervisor, Electrician and Helper will be deployed by the Agency.
5. The cost of supply items will be paid along with the AMC bill on actual basis(i.e as per KMC/PWD/KMDA schedule rate or Fare rates approved by the D.G(P) with necessary certification from the user department/Asstt.Engineer(E)./T.O(Ele)
6. The firm should have at least 3 (three) years experience of the same type of job.

QUOTATION FORMAT

1. GENERAL INFORMATION.

Sealed quotations superscribing the name of the work on the envelope are invited from the reputed and resourceful contractor for the jobs stated in the "**Scope of Work**" below.

Quotation papers etc. will be available against payment of Rs.100/- as prescribed by Authority of Kolkata Environmental Improvement Investment Program, 206, A. J. C. Bose Road, Kolkata – 700017 by way of Pay Order/Demand Draft in favour of Kolkata Municipal Corporation, A/c. KEIIP, Tr.1.

The KMC - KEIIP reserve the right to accept / reject in full or in part of any quotation without assigning any reason whatsoever.

GENERAL INSTRUCTION & GUIDELINES.

Eligibility Criteria.

- (1) The quotationers shall submit the self-attested copies of the following documents as and where applicable:-
 - (i) Trade License
 - (ii) PAN
 - (iii) Service Tax Certificate
 - (iv) VAT Licence
 - (v) Certificate of Government Licensed Electrical Supervisor
 - (vi) Credentials.
- (2) The quotationers should have experience in similar type of work for last 3 years.
- (3) The quotationer should disclose if there is any pending litigation upon the firm, which may have implications on the liquidity of the firm, if not, then NOT APPLICABLE should be mentioned.
- (4) The quotationer should disclose if they are black-listed by any Govt. Dept./semi Govt./Autonomous bodies/PSUs etc., If not, then NOT APPLICABLE should be mentioned.
- (5) If the last date of receipt of quotation or the day of opening of quotation happens to be a holiday or otherwise, the next working day will be the last date of receiving and opening of the offers. The quotationers or their authorized representatives are to remain present at the time of opening of quotations. The quotations would be opened preferably one hour after the time of submission on the last date of quotation.

2. QUOTING OF RATE:

- 3.1 The price proposal to include all taxes and duties.
- 3.2 The participants should submit their quotation in a large envelope which will contain two separate envelopes – one for "Technical Bid" and another for "Financial Bid". They will mention clearly in block letters on top of those two envelopes "Technical Bid" and another for "Financial Bid" and they will put the related documents inside the corresponding envelope.
- 3.3 The agency would have to furnish an undertaking regarding the validity of the offer as per prescribed format on Non-Judicial Stamp Paper of Rs.10/- (**Annexure-1**).

3. EARNEST MONEY DEPOSIT:

1. Quotation should accompany Earnest Money @ 2% of the estimated value i.e. **Rs.8,240/-** either in Bank Draft / Pay Order drawn in favour of The Kolkata Municipal Corporation A/c. KEIIP, Tr.1, failing which the quotation will be liable for rejection.
2. Earnest Money Deposit (EMD) to be submitted in a separate sealed envelope clearly marked "EMD" as per norms
3. After opening of quotation the E.M.D. shall be duly returned to the unsuccessful bidders after receipt of the security deposit from the successful bidder.
4. In the event, upon being successful, if the lowest bidder refuses to execute the works, the E.M.D. shall stand forfeited.

4. SECURITY DEPOSIT MONEY:

Security Deposit money towards the performance guarantee @ **2% (two percent)** of the total value of the contract must be deposited within 10 (ten) days from the date of issuance of Letter of Acceptance of the offer by way of Bank Draft/Pay Order in favour of The Kolkata Municipal Corporation A/c. KEIIP, Tr.1. In the event of EMD and SD money become same, the EMD is to be converted to SD money.

5. SOLVENCY CERTIFICATE

Successful quotationer shall have to furnish Solvency Certificate for execution of such work by self-declaration on Rs.10/- Non-Judicial Stamp Paper duly sealed and signed, in the prescribed format at **Annexure-2**.

6. SCOPE OF WORK

AMC for O & M for complete electrical installation at KEIIP office (2nd floor to 5th floor) at 206, A.J.C.Bose Road, on yearly contract basis for the period from 01.07.2017 to 30.06.2018. Work to be done to be quoted by the bidders, is at **Annexure-3**.

Date of publication of quotation/N.I.Q. : 16.06.2017
 Last date of issue of N.I.Q.papers : 23.06.2017 (3 p.m.)
 Last date of receipt of quotation/N.I.Q.. : 24.06.2017 (2.00 p.m.)
 Date of opening of quotation/N.I.Q. : 24.06.2017 (2.30 p.m.)

8.a) OTHER TERMS AND CONDITIONS**Conditions of Supply:**

8.a.1 Work should be done time-bound as prescribed in the Terms and Conditions.

8.a.2. Other details of General Terms and Conditions are attached with the quotation papers.

8.b) TERMS OF PAYMENT

8.b.1 Half-yearly payment will be made by this office after submission of the bill complete in all respects.

8.b.2 The payment will be made by A/c. Payee Cheque.

8.b.3 Payment shall be released only after due certification from the Competent Authority that work has been done satisfactorily (in a prescribed format – **Annexure-4**).

8.b.4 Any prayer for revision of rate within contract period shall not be entertained and the contract shall be liable to be cancelled.

8.c) Period of contract:

The contract shall remain in force for a period of one year from 01.07.2017 to 30.06.2018.

8.d) Risk and Cost.

If the agency fails to perform their AMC obligations, as per contract, they will have to bear the excess amount if services is hired and/or materials are purchased from the market.

9. EXECUTION OF AGREEMENT :

9.1 The successful quotationer shall enter into an agreement with the KMC, KEIIP in the prescribed format as per **Annexure-5**.

9.2 Agreement shall be typed on a Non-Judicial Stamp Paper of Rs.10/- only where the contract amount exceeds Rs.50,000/-.

9.3 The execution of agreement shall be made on furnishing of required Security Deposit and/or conversion of EMD to SD money.

9.4 The agreement shall be executed within 15 days of issuance of LOA.

10.0 TERMINATION :t

Termination of a contract is liable, on following grounds :

- (i) Canvassing in any form on the part or on behalf of the quotationer.
- (ii) If the agency fails to provide services as per contract within the schedule date o(or during their contract period), department shall have the right to terminate the contract with the vendor at any time with 15 days notice for termination and in that case the performance security furnished by the vendor shall be forfeited.
- (iii) Incomplete submission of bids.
- (iii) In the even of willful negligence, refusal and/or non-performance of the terms of the contract.
- (iv) In case of suppression of facts or wrongful submission of credentials the contract is liable to be terminated, after due enquiry, and the vendor is liable for legal action, apart from forfeiture of performance security.

11.0 Dispute Settlement:

In the event of any dispute by and between the KMC-KEIIP and the Vendor, the decision of the KMC authorities would be final & binding. All disputes arising out of the contract shall be settled in Courts in Kolkata jurisdiction only.

UNDERTAKING

(On Non-Judicial Stamp Paper of Rs.10/-)

Name of the work :

.....

Quotation / N.I.Q. No. :

I/We do hereby undertake that our rate / rates quoted in the above noted N.I.Q. vide my/our Ref: No..... datedshall stand valid for one year i.e. from 1.7.2017 to 30.06.2018. The documents/papers submitted along with quotation documents are correct and true to the best of my knowledge.

Signature

SOLVENCY CERTIFICATE

(On Non-Judicial Stamp Paper of Rs.10/-)

Name of the work :

.....

Quotation / N.I.Q. No. :

I/We do hereby declare that I/we am/are financially solvent to execute the work, if entrusted to me / us by your authority. I/we further declare that we shall execute the work timely without any hindrance to the entire satisfaction of the authority.

Signature

SCOPE OF WORK

AMC for O & M for complete electrical installation at KEIIP office (2nd floor to 5th floor) from 01.07.2017 to 30.06.2018. Detailed scope of work is shown in **Annexure-3**.

PERFORMANCE CERTIFICATE **

This is to certify that the work AMC for O & M for complete electrical installation at KEIIP office (2nd floor to 5th floor) from To done by M/s.... (detailed scope of work is shown in **Annexure-3**) is found satisfactory.

Signature of the
departmental official**Execution of Agreement :****Not Applicable**

Agreement on N. J .Stamp paper of ` .10/- to be executed by the successful quotationer as per prescribed format.

CHECKLIST**For the use of the department**

Sl. No.	Name of the Document	Put “√” mark.
1	Quotation paper & Quotation document.	
2	Copy of self attested Trade Licence from KMC.	
3	Copy of self attested latest Income Tax Return and copy of PAN.	
4	Copy of self attested Service Tax Registration Certificate.	
5	Copy of self attested credentials showing execution of similar type of work.	
6	Undertaking to be given by all the bidders for validity of offer. ... Annexure-1	
7	Solvency Certificate of the agency. ... Annexure-2	
8	Scope of work (to be filled up by the Agency) .. Annexure-3	
9	Certificate of execution of work / supply (to be issued by the competent official of the department) ... Annexure-4	
10	Execution of Agreement (shall have to be submitted by the successful bidder after receipt of L.O.A. by the agency). .. Annexure-5	