

Matter for publication.

Sealed quotations are invited for AMC of Complete A. C. System at KEIP, KMC Office (2nd floor to 5th floor) at 206, A. J. C. Bose Road, Kolkata- 17 for the period from 01.02.2016 to 31.01.2017. For Quotation papers , please contact o/o Project Director, KEIP,KMC, 206, A. J. C. Bose Road, Kolkata- 17. Last Date of issue of quotation papers 29.01.2016. Submission & Opening of quotations: 30.01.2016. For further details please visit our website: www.keiip.in & www.kmcgov.in



Kolkata Environmental Improvement Investment Program



Kolkata Municipal Corporation

Project Director
KEIP - KMC

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 from the office of the Project Director, Kolkata Environmental Improvement Investment Program, 206, A. J. C. Bose Road, Kolkata – 700017 by Pay Order/Demand Draft in favour of Kolkata Municipal Corporation, A/c. KEIIP, Tr.1, alongwith an application for purchase of quotation paper.

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

2. GENERAL INSTRUCTION & GUIDELINES.

Eligibility Criteria.

- (1) The quotationers shall submit the copies of the following documents alongwith the application :-
- (i) Trade License
 - (ii) PAN
 - (iii) ITCC
 - (iv) VAT
 - (v) ESI
 - (vi) EPF
 - (vii) Valid P. Tax Payment Certificate
 - (viii) Service Tax Registration
- (2) The quotationer 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 would have to 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 bid. 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.

3. QUOTING OF RATE:

- 3.1 The price proposal to include all taxes & 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**).

4. EARNEST MONEY DEPOSIT:

1. Quotation/Price Bid should accompany Earnest Money @ 2% of the quoted value by Bank Draft / Pay Order drawn in favour of 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 contained 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.

5. SECURITY DEPOSIT MONEY:

Security Deposit money, @ 2% of the total yearly contract value as applicable, must be deposited within 10 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 becomes same, the EMD to be converted to SD Money.

6. SOLVENCY CERTIFICATE

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

7. SCOPE OF WORK

AMC for Operation & Maintenance of Complete A. C. System of KEIIP, KMC Office (2nd Floor to 5th Floor) at 206, A. J. C. Bose Road, Kolkata –17 on yearly rate contract basis for the period from 01.02.2016 to 31.01.2017. Work to be done to be quoted by the bidders, is at **Annexure-3**.

| | | |
|-------------------------------------|---|--------------------------|
| Date of publication of Q.I.N. (PTB) | : | 22.01.2016 |
| Pre-bid meeting, if applicable | : | N.A. |
| Last date of receipt of Q.I.N. | : | 30.01.2016 at 12.00 P.M. |
| Date of opening of Q.I.N. | : | 30.01.2016 at 01.00 P.M. |

8.a) OTHER TERMS AND CONDITIONS

8.a.1 Work of AMC for Operation & Maintenance of Complete A. C. System should be done time-bound as prescribed in the Terms & Conditions.

8.a.2 Other Details of General Terms & Conditions are attached with the Quotation Paper.

8.b) TERMS OF PAYMENT

8.b.1 Payment will be made by this office within 60 days from the submission of supply 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 Payment will be released only after submission of **valid Profession Tax Payment Certificate, valid Certificate of Filing of Return regarding VAT** (otherwise VAT will be deducted from the bill as per existing circular) and any other valid Registration / Payment Certificate as and when required from time to time by the Authority.

8.b.5 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 01.02.2016 to 31.01.2017 as prescribed in the bid.

8.d) Risk and Cost.

If the agency / contractor fails to execute the work of O & M of A. C. System at KEIIP,KMC office (2nd floor to 5th floor) as per agreement/ contract, the agency / contractor will have to bear the excess amount if services hired from 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 The Agreement shall be typed on a Non-Judicial Stamp Paper of Rs.10 only where contract amount exceeds Rs.50,000/-

9.3 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 15 days of issuance of L.O.A.

10.0 TERMINATION

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 (or during the 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.

(iv) In the event of willful negligence, refusal and/or non-performance of the terms of the contract.

(v) In case of suppression of facts or wrongful submission of credentials, the contract is liable for termination, 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.

Annexure - 1**UNDERTAKING****(On a Non-Judicial Stamp Paper of Rs. 10/-)****Name of the work :**

.....

Q.I.N. No. :

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

Signature

Annexure - 2**SOLVENCY CERTIFICATE****(On a Non-Judicial Stamp Paper of Rs.10/-)****Name of the work :**

.....

Q.I.N. 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 with the entire satisfaction of the authority.

Signature

Annexure - 3**SCOPE OF WORK**

(1) List of item wise rate / Rate analysis Chart to be filled by the agency.

Annexure - 4**PERFORMANCE CERTIFICATE**

This is to certify that the work of O & M of Central A.C. System at KEIIP, KMC office done by the agency M/s. satisfactorily and are as per work order No. dated.

Signature of the
departmental official**Annexure-5****Execution of Agreement :**

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

CHECK LIST**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 License | |
| 3 | Copy of self attested latest Income Tax Return & 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 given by all the bidders for validity of offer. ... Annexure-1 | |
| 7 | Solvency Certificate by the agency. ... Annexure-2 | |
| 8 | Scope of work (List of Articles to be filled up by the agency) .. Annexure-3 | |
| 9 | Certificate of execution of work of 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 | |
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