

To be published on 02.08.2017 in Sambad Pratidin

Sealed quotations are invited for “AMC for O&M of AC machines (22 nos) of KEIIP-KMC” from 01.08.2017 to 31.07.2018. Interested quotationers may collect the Q.I.N. papers from o/o the Project Director, 206, A.J.C.Bose Road, 2<sup>nd</sup> Floor, Kolkata-17. Last date of issue of document & submission of offer 10.08.2017 & 11.08.2017. For more details, please refer to the website [www.keiip.in](http://www.keiip.in) & [www.kmcgov.in](http://www.kmcgov.in)



Kolkata Environmental Improvement Investment Program



Kolkata Municipal Corporation

Project Director - KEIIP

**TENDER FORMAT****1. GENERAL INFORMATION.**

Sealed quotations superscripting 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.

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

**2. GENERAL INSTRUCTION & GUIDELINES.****Eligibility Criteria.**

- (1) The agencies shall submit the self-attested copies of the following documents:-
  - (i) Trade License
  - (ii) PAN
  - (iii) ITCC
  - (iv) ESI
  - (v) EPF
  - (vi) Valid P.Tax Payment Certificate
  - (vii) 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 agencies 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 tender or the day of opening of tender 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 the quotations. The quotation would be opened preferably one hour after the time of submission on the last date of quotations.

**3. 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 of r "Technical Bid" and another for "Financial Bid". They will mention clearly in Block Letters on top of those two envelopers "Technical Bid and another for "Financial Bid" and they will put the related documents inside the corresponding envelope.
- 3.3 Rate should be quoted considering the scope of work given in Part-I (A) preventive maintenance and & Part-II Additional Terms & Conditions dated 10.07.2017.
- 3.4 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.20/- (**Annexure-1**).

**4. EARNEST MONEY DEPOSIT:**

1. Tender/Price Bid should accompany Earnest Money @2% of quoted value either in Bank Draft / Pay Order drawn in favour of The Kolkata Municipal Corporation A/c. KEIIP, Tr.1, failing which the tender 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 quotations, the E.M.D. shall be duly returned to the unsuccessful bidders within two weeks and after receipt of the security deposit to 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:**

The 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 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.

**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 A.C. machines (as per list attached) of KEIIP/KMC (2<sup>nd</sup> to 5<sup>th</sup> Floor) at 206, A. J. C. Bose Road, Kolkata – 700017 for the period from 01.08.2017 to 31.07.2018 are given in **Annexure-3**.

|  |   |                         |
|--|---|-------------------------|
| Date of publication of tender          | : | 02.08.2017              |
| Last date of purchase of tender papers | : | 10.08.2017              |
| Last date of submission of tender.     | : | 11.08.2017 at 2.00 p.m  |
| Date of opening of tender.             | : | 11.08.2017 at 3.00 p.m. |

**8.a) OTHER TERMS AND CONDITIONS**

8.a.1 Work of AMC for Operation and Maintenance of complete A. C. machines should be done as per prescribed Terms & Conditions. for a period of 1 (one) year as

8.a.2 Other details of General Terms & Conditions are attached with the Tender Paper.

**8.b) TERMS OF PAYMENT**

8.b.1 Payment will be made by this office quarterly i.e. on completion of 3 months service within 30 days from the submission of 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 cancel.

**8.c) Period of contract**

The contract shall remain in force for a period of one year i.e. from 01.08.2017 to 31.07.2018.

**8.d) Risk and Cost.**

If the contractor fails to execute the work of O & M of A.C. machines at KEIIP, KMC office (2<sup>nd</sup> floor to 5<sup>th</sup> floor) or fails to perform their AMC obligation) as per agreement/contract, the contractor will have to bear the excess amount if such service is hired from market.

**9. EXECUTION OF AGREEMENT**

9.1 The successful tenderer 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 within 07 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 or refuses to provide service and maintenance as specified (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 security deposit.

**11.0 Dispute Settlement:**

In the event of any dispute by and between the KMC-KEIIP and the quotationer, 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.

Administrative Officer  
KEIIP - KMC

Annexure - 1

**UNDERTAKING**  
(On a Non-Judicial Stamp Paper of ` 10/-)

Name of the work : .....

Tender No. : .....

I/We do hereby undertake that our rate / rates quoted in the above noted Q.I.N./Tender vide my/our Ref: No..... dated .....shall stand valid for ..... months. And the documents/papers submitted along with tender 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 : .....

.....

Tender 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** (List of item-wise rate to be filled up by the agency)

Annexure - 4

**PERFORMANCE CERTIFICATE**

This is to certify that the work of O & M of A. C. machines at KEIIP, KMC office done by the contractor M/s. \_\_\_\_\_ as per work order No.PMU/ \_\_\_\_\_ /17-18 dated 02.08.2017. The agency has completed the O&M work mentioned in the work order timely and satisfactorily.

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 tenderer as per prescribed format.

**CHECKLIST**

| <b>Sl.No.</b> | <b>Name of the Document</b>   | <b>Put “√” mark.</b> |
|---------------|---|----------------------|
| <b>1</b>      | Tender paper & Tender document  |                      |
| <b>2</b>      | Copy of self attested Trade License from KMC  |                      |
| <b>3</b>      | Copy of self attested latest Income Tax Return & copy of PAN,<br>copy of ESI, EPF, P.Tax Payment Certificate.                                   |                      |
| <b>4</b>      | Copy of self attested Service Tax Registration Certificate  |                      |
| <b>5</b>      | Copy of self attested Credentials showing execution of similar<br>type of work.   |                      |
| <b>6</b>      | Undertaking to be given by all the bidders for validity of offer.<br>Annexure-1   |                      |
| <b>7</b>      | Solvency Certificate to be given by the agency.<br>... Annexure-2   |                      |
| <b>8</b>      | Scope of work (List of item-wise rate to be filled up by the<br>agency)<br>... Annexure-3   |                      |
| <b>9</b>      | Certificate of execution of work of renovation of Cooling Tower<br>(to be issued by the competent official of the department).<br>.. Annexure-4 |                      |
| <b>10</b>     | Execution of Agreement (shall have to be submitted by the<br>successful bidder after receipt of L.O.A. by the agency).<br>... Annexure-5        |                      |