

Q.I.N. Format

1. GENERAL INFORMATION :-

Administrative Officer, KEIP/KMC invites quotations online item rate two Bid systems in the e-tendering platform of GOWB form the bonafide and experienced electrical contractors for the job stated in the “Scope of Work” below.

Q.I.N. Documents may be downloaded at free of cost from <https://wbtenders.gov.in>

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

2. GENERAL INSTRUCTIONS & GUIDELINES :-

Eligibility Criteria :

- 2.1) The agencies shall submit the self – attested copies of the following documents as and where applicable –
- i. Valid Trade License.
 - ii. PAN.
 - iii. GST Registration Certificate.
 - iv. Certificate of Government Licensed Electrical Supervisor.
 - v. Credentials.
 - vi. Valid P.Tax payment Certificate (Rule-13A)
- 2.2) The quotationer should have at least 3 (Three) years’ experience in similar type of work.
- 2.3) 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.
- 2.4) 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.
- 2.5) 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 the quotations.
- 2.6) GST will be applicable as per Govt. of West Bengal Finance Department Revenue vide notification no.130-F.T. Howrah, dated 25.01.2018.

3. QUOTING OF RATE :-

- 3.1 The price proposal to include all taxes & duties as and where applicable –
- 3.2 The participants should submit their quotation in two Bids systems – one for “Technical Bid” and another for “Financial Bid”. All the documents i.e. Trade License, PAN, GST Registration Certificate etc. will be put in the technical Bid and only rate will be put in the Financial Bid.
- 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**).
- 3.4 The rate of working personnel stated below in the Municipal Secretary’s circular no:26 of 2022-23, dated.30/11/2022, should be followed during submission the quotations.

4. EARNEST MONEY DEPOSIT :-

- 4.1) Earnest Money @ 2% of quoted value either in Bank Draft / Pay Order drawn in favour of The Kolkata Municipal Corporation A/C KEIIP – TR-3, failing which the quotation will be liable for rejection.
- 4.2) Earnest Money Deposit (E.M.D) to be submitted in a form of hard copy in a separate sealed envelope clearly marked “E.M.D.” (Hard Copy) directly to the office of the Administrative officer, PMU, KEIIP/KMC at least one day before the date of opening the quotation as per norms.
- 4.3) After opening quotations, the E.M.D. shall be duly returned to the unsuccessful bidders and after receipt of the security deposit from the successful bidder.
- 4.4) In the event, upon being successful, if the lowest bidder refuse to execute the works, the E.M.D. shall stand forfeited.

5. SECURITY DEPOSIT MONEY :-

The Security Deposit Money towards the Performance Guarantee @ 2% (two percent) of the total value of the contract, 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-3. In the event of E.M.D. and S.D. money becomes same, the E.M.D.to be converted to S.D. 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. NAME OF WORK :-

“Engagement of electrical license holder Electrician and Helper for Operation and Maintenance of complete electrical installation at KEIIP (2ND Floor to 5th Floor) for 24 hours (Round-the—Clock) for 1 (one) year including tools and tackles” **Annexure – 3**.

Date of publication of tender / quotation : 17.03.2023
Start date of submission of quotation (Online) : 17.03.2023 at 14:00 Hrs.
Closing date of submission of quotation (Online): 17.04.2023 upto 14:00 Hrs.
Date of opening of quotation : 19.04.2023 at 14:00 Hrs.

8.) OTHER TERMS AND CONDITIONS :-

8.1. Conditions of supply

8.1.a. Work should be done time bound as prescribed in the terms & conditions.

8.1.b. Other details of General Terms & Conditions are annexed below.

8.2.) TERMS OF PAYMENT :-

- 8.2.a. Payment will be made by this office after submission of the bill complete in all respects.
- 8.2.b. The payment will be made by RTGS. (Bank details to be given)
- 8.2.c. Payment shall be released only after due certification from the Competent Authority that the work has been done satisfactorily (in a prescribed format **(Annexure – 4)**).

8.3) Period of Contract :-

The contract shall remain in force for a period of 1 (One) year from the date of issue of work order.

8.4) Risk and Cost :-

If the contractor fails to perform their **AMC** obligation as per agreement / contract, the contractor will have to bear the excess amount if such service 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 KEIIP/KMC as per **Annexure – 5** (Proforma of agreement shall be given to the successful bidder later on).
- 9.2 The 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 E.M.D. to S.D. money.
- 9.4 The agreement shall be executed within 15 days of issuance of LOI.

10.0 TERMINATION :-

Termination of contract is liable, on the 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 maintenancce as specified (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) In the event 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 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 KEIIP/KMC and the Contractor, the decision of the KEIIP authorities would be final & binding. All disputes arising out of the contract shall be settled in Courts in Kolkata jurisdiction only.


14/3/23
Administrative Officer
KEIIP-KMC

CHECKLIST

Sl.No.	Name of the Document	Put "√"mark.
1.	Quotation Paper & Quotation document.	
2.	Sealed Envelope containing Earnest Money (Hard copy) .	
3.	Copy of self attested Trade License from KMC	
4.	Copy of self attested latest Income Tax Return, copy of PAN and copy of E.S.I., E.P.F. Certificate.	
5.	Copy of self attested GST Registration Certificate.	
6.	Copy of self attested P.Tax Payment Certificate (Rule-13A).	
7.	Copy of self attested Credentials showing execution of similar type of work.	
8.	Undertaking to be given by all the bidders for validity of offer. ..Annexure - 1	
9.	Solvency Certificate by the agency. ..Annexure - 2	
10.	Scope of work (to be filled up by the agency). ..Annexure - 3	
11.	Certificate of execution of work / supply (to be issued by the competent official of the department). ..Annexure - 4	
12.	Execution of Agreement (shall have to be submitted by the successful bidder after receipt of L.O.A.by the agency). ..Annexure - 5	

Annexure - 1

UNDERTAKING

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

Name of the work : _____

Tender No : _____

Dated _____

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 : _____

Dated _____

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

Annexure - 3

NAME OF WORK :-

“Engagement of electrical license holder Electrician and Helper for Operation and Maintenance of complete electrical installation at KEIIP (2ND Floor to 5th Floor) for 24 hours (Round-the—Clock) for 1 (one) year including tools and tackles”

Annexure – 3. Detailed scope of work is attached in the file.

Annexure – 4

Tender No : _____

Dated _____

PERFORMANCE CERTIFICATE

This is to certify that the work of Operation and Maintenance of complete electrical installation at KEIIP (2ND Floor to 5th Floor) for 24 hours (Round-the—Clock) for 1 (one) year including tools and tackles for the period from..... to done by the contractor M/s _____ as per work order No. _____ dated _____ (detailed scope of work is shown in Annexure -3) is found satisfactory.

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 tender (Format for Agreement shall be given later on i.e. after the L.O.I. is issued)