

# **BOSE INSTITUTE KOLKATA**

**Standard Bidding Documents for Annual Maintenance Contract of total electrical installations with manpower at Main Campus , Bose Institute , 93/1 APC Road Kolkata -700009 and Centenary Campus , Bose Institute , P-1/12, CIT Scheme – VII / M, Kankurgachi, Kolkata -700054.**

**TENDER NO. BI/T/05/2018-19 dated 18.12.2018  
[Re-tender]**

- (a) Last date for submission of tender : 12.3.2019 at 14:00 hrs.  
(b) Date of opening for Technical-bid : 12.3.2019 at 15:00 hrs.

Only the technically qualified bidders will be informed to be present at the time of Price-bid opening.

**Tender fee is Rs.1000/- [Non-refundable]**

**To be addressed to:**

**The Acting Registrar**

**Bose Institute, Centenary Building, P-1/12, CIT Scheme –  
VII /M Kolkata–700054 (INDIA)**

**BOSE INSTITUTE**  
**Centenary Building,**  
**P-1/12,CIT Scheme–VII/M, Kankurgachi,**  
**Kolkata– 700054 (INDIA)**

**TENDER JOB SCHEDULE-1**

**Annual Maintenance Contract of total electrical installations with manpower at Main Campus , Bose Institute , 93/1 APC Road Kolkata -700009 and Centenary Campus , Bose Institute , P-1/12, CIT Scheme – VII / M, Kankurgachi, Kolkata -700054.**

**1. BRIEF DESCRIPTION OF WORK:**

**The following electrical installations are to be taken care of:**

1. 400 KVA, 6KV/440V oil Cooled Transformer -2 nos, 500 KVA Oil Cooled 1 no, 500 KVA Dry type 01 No and 315 KVA Oil type 01 No.
2. All the HT and LT Breaker panels related to above mentioned Transformers.
3. All the 3-phase Motors installed at Both the Campus.
4. Generators installed in both the campus: Maintenance of oil stock position and daily health check up and trial run of the generator. The agency will overall monitor auto start operation of the generator on the event of the power failure, change over supply from incomer to generator power and switch to safe load condition. On restoration of the incoming power, the generator power supply would be changed over to incoming line and restore normal load. They will also carry out general health check up of the Generator, interact with the AMC holder of the **generator/ OEM** and take corrective actions.
5. Internal distributions of wiring, DB Light fittings, fan and other electrical accessories installed in the campus.
6. Continuous logging of the important parameter by locating strategic points for monitoring and initiate immediate action on deviation of parameters from the safe limit.
7. Operation of fire alarm and detection system at both the campus during emergency.
8. Operation of Lift installed at Centenary Campus during Emergency.

**The bidders are required to visit to Bose Institute and see the complete and actual installations for themselves the conditions of equipments and assess the quantum of work involved before submitting the tender . Once the tender is submitted , it will be presumed that the bidder has seen and understood the complete work involved for the system.**

**2. PRE-QUALIFICATIONS CRITERIA:-**

2.1 Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's experience, personnel and financial position, as demonstrated by the Applicant's responses in the forms attached to the Letter of Application.

2.2 The Applicant to meet the following minimum criteria for pre-qualification:

- (a) Average annual financial turnover for related works during the last three years, ending March-31, 2018 should be more than Rs. 50 lakhs (Fill enclosed **APPENDIX-A**).
- (b) Experience of having successfully completed similar works during last 07(seven) years ending last day of month previous to the one in which applications are invited i.e. November, 2018 should be either of the following;
- (i) Three similar completed works costing not less than the amount equal Rs. 10 lakhs each.
- or
- (ii) Two similar completed works costing not less than the amount equal to Rs.15 lakhs each.
- or
- (iii) One similar completed work costing not less than the amount equal to Rs. 20 lakhs.
- (c) Definition of “Similar Works” i.e. the firm/ agency/ contractor should have rendered their services for operation and maintenance of similar nature of works/service i.e. operation and maintenance of 11/0.415kV or 6/ 0.415 KV electrical power systems in round the clock i.e. 24x7 modes, during last five years, for any government sector or large reputed private sectors enterprises satisfactorily. Necessary relevant document to this effect to be enclosed (Fill enclosed **APPENDIX-B**).
- 2.3 Copy of PAN/TIN No., GST No., Income Tax Clearance Certificate to be furnished/ enclosed. Firm’s Registration Certificate and Valid Electrical License/Electrical Competence Certificate to be furnished/ enclosed and details of Registration with state Central and PSU departments. (Fill in **APPENDIX-C**).
- 2.4 Personnel Capabilities: The Applicant must have suitably qualified personnel to execute the contract (Fill in **APPENDIX-D**).

### **3. EARNEST MONEY DEPOSIT (EMD):-**

The tenderers are required to deposit Earnest Money deposit of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Drafts (DD) drawn on any nationalized / Schedule bank in favour of Bose Institute and payable at Kolkata EMD will be returned to the unsuccessful tenderer after award of the contract. No interest shall be payable by Institute on EMD. For the successful tenderer, EMD will be returned on acceptance of work order and deposit of performance security. In case the party refuses to accept the work order during validity of their offer, EMD can be forfeited by the Institute. The EMD of unsuccessful bidder will be returned without interest after finalization of the contract.

#### **4. TENDER FEE:-**

The tender document can be downloaded from **Institute website**<http://www.boseinst.ernet.in> & **CPP Portal** and tender fee of Rs. 1000/- (Rupee one thousand only) can be deposited in the form of crossed demand draft/pay order (non-refundable) in favour of Bose Institute along with the technical bid.

**Tender/Bid received without tender fee is liable to be rejected.**

5. The tender is to be submitted in two separate sealed envelopes asunder:

##### **5.1. TECHNICAL- BID (Envelope No-1)**

a) The tender document in original including the unfilled PRICE-BID Proforma (**ANNEXURE-V**) duly signed and stamped as a token of acceptance, along with deviation sheet with deviation if any, from particular tender conditions in a separate sheet (**ANNEXURE-IV**). The following additional documents shall also be enclosed and sealed, superscript with name of the tender i.e.

i) The attested copy of Registration Certificate/Valid Electrical License/Electrical Competence Certificate along with attested copies of experience certificates of carrying out similar nature of work as per pre-qualification criteria. They may also enclose work order copies to meet the experience criteria.

ii) The attested copies of the balance sheet/audited statement of accounts or any other relevant document to prove the minimum average annual turnover required as per pre-qualification criteria in preceding last three financial years.

iii) The Agency should submit all the tax clearing certificate viz. IT, PT, Trade license, Labour license as well as EPF, ESI, GST etc. along with quotation.

iv) Earnest Money Deposit

##### **5.2 PRICE-BID (Envelope No.2)**

The Price-Bid as per Performa given in the tender documents as **ANNEXURE-V** shall be photo copied and then price filled up and submitted in Envelope No -2, duly sealed superscript with name of tender. Any conditions given in the Price-Bid may cause rejection of Bid.

#### **6 PRE-BID MEETING AND CLARIFICATION OF BIDS:**

6.1 A Pre-Bid meeting will be organized by Bose Institute before the last date for submission of bids at Bose Institute. **Bidders may seek any clarifications from BI on their written request regarding the tender document.**

6.2.1 During evaluation of bids BI may, at its discretion ask the bidder (s) for clarification of their bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

## 7. **SUBMISSION OF BIDS:**

The Envelope No. 1 & 2 shall be sealed separately and placed in a third Envelope which also shall be sealed and duly super scribed with the name of the tender.

Bids should be submitted in sealed covers in the tender box kept at Import Purchase Cell at 1st floor in Annex Block, Centenary Building, Bose Institute, P-1/12, C.I.T. Scheme VII-M, Kolkata-700054 addressed to the Acting Registrar 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 above address before due date. **Late bids will not be entertained.**

## 8. **OPENING OF BIDS:**

(i) Bid shall be opened in the office of this Institute at Centenary Campus, at the prescribed time in the presence of tenderer who may wish to be present on due date and time as mentioned in the tender document.

(ii) The technical bid shall be opened first. The Price Bid (Envelope No. 2) will be opened only of those tenderer whose technical bid is found to be in order and for which they shall be intimated separately about date & time by fax/ telephone.

(iii) The bidder who has not submitted the documents as per tender conditions major deviations, proper EMD, Valid Electrical License, and experience certificates etc. their tender may be treated as non responsive and their Price-Bid (Envelope No. 2) shall not be opened.

(iv) The successful firms/ agencies/ contractors will be intimated and contract agreement will be entered into initially for a period of one year which can be further extended for two years on yearly performance basis. The preparation of the contract agreement with proper stamp etc. would be done by the bidder in consultation with Workshop Superintendent of the Institute.

(v) The firms/ agency/ contractor are required to submit their most competitive price offer in the format (**ANNEXURE –V**) in concurrence with the list of major electrical installations/equipment, scope of work, technical specifications, terms & conditions and

deviations sheet etc enclosed herewith as (**APPENDIX-A,B,C,D,E&F, and ANNEXURE-I**).

- (vi) The firm is also require to submit the price break up of manpower and other major works as mentioned in the tender along with price bid . The minimum wage applicable should be followed for respective category manpower.

**9 . AWARD OF CONTRACT:**

- i) BI will award the contract to the successful bidder whose quotation has been determined to be substantially responsive and determined as the lowest evaluated tender/quotation, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.
- ii) **Period of Contract** – Initially for one year, and can be extended on existing rates and terms for another two years on satisfactory performance basis.
- iii) **Foreclosure of contract due to abandonment or reduction in scope of work**  
If at any time after acceptance of the tender, Bose Institute shall decide to abandon or reduce the scope of the works of any reason whatsoever and hence not require the whole or any part of the works to be carried out, BI shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.
- iv) **Subletting** - The contract shall not be assigned or sublet without the written approval of the Institute.

**10 Right to accept any tender and to reject any or all tenders:-**

The BI reserves the right to accept or reject any quotation, and or to annul the bidding process and or reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for BI.

**11 NOTIFICATION OF AWARD:**

- 11.1 Prior to the expiration of the validity, BI will notify the successful firm in writing by speed post/ registered letter or by fax, that his quotation has been accepted.
- 11.2 The notification of award will constitute the formation of the contract.
- 11.3 Upon furnishing of Performance Security by the successful bidder's, BI will promptly notify each unsuccessful bidder/s and will release their EMD.

## **12 SIGNING OF CONTRACT:**

At the same time BI notifies the successful bidder that his quotation has been accepted and BI will send a work order to the bidder describing the works to be carried out and the same shall be returned duly acknowledged affirmatively by the bidder, as a token of acceptance and a contract agreement will be signed between both the parties.

## **13 PERFORMANCE SECURITY:**

- 13.1 Within 21 days of receipt of work order from BI, the successful firm shall furnish the Performance Security equivalent to 10% of the contract value in the form of Bank Guarantee (from any Nationalized/Schedule Bank) valid for 60 days beyond expiry of the contract/extended contract period, in the format as per **APPENDIX- F** or in form of Demand Draft/Pay Order in favour of “**Bose Institute** ”payable at “**Kolkata**”.
- 13.2 Failure of the contractor to comply with the requirement of contract shall constitute sufficient grounds for the annulment of the awards and forfeiture of the performance security, in which event BI may get done the work at the risk cost of the Contractor, and cost thereof will be recovered from the dues payable to the contractor.

## **14 PAYMENT:**

- 14.1 Contractor will submit monthly Pre Receipt (affixing the Revenue Stamp) bills/invoice dully supported with necessary check list, log sheets etc. along with the proof of deposit of ESI, PF and GST (if applicable). BI will make payment to the contractor within 15 days after receipt of the bills after deduction of applicable taxes/TDS etc. **Payment will be released only after disbursement of the labour payment by the Contractor under this contract only. The contractor is required to disburse the wages of deployed personnel directly through bank account within 7<sup>th</sup> day of following month and proof of disbursement i.e Bank Statement is to be submitted with the bill.**
- 14.2. If the checklist, log sheets, service reports and instructions of the Institute do not shows proper compliance of works to be done by the contractor as per schedule; BI will make suitable deduction from the contractor’s bills. If the contractor fails to maintain the operation and maintenance of services as per contract, in such event BI will deduct actual cost incurred on this work plus 10% extra for departmental service charges.
- 14.3 **In case of short deployment of manpower as given in the contract, the Institute will make suitable proportionate deduction from the bills on the basis of minimum wages as applicable.**
- 14.4 The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work out put. The personnel so deployed should be in a proper neat & clean well-dressed uniform. Providing of uniform etc to deployed staff shall be the

responsibility of the contractor. If the staffs are not present in uniform, a penalty @ Rs 100/per day/per person will be levied and deducted from the bill. The choice of colour of the uniform will be decided by BI.

- 14.5 All tendered rates shall be inclusive of all taxes and levies payable except GST under respective statutes. However, pursuant to the Constitution (46<sup>th</sup> Amendment Act, 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid.

## **15 APPLICABLE LAW:**

- 15.1 The contract shall be interpreted in accordance with the Laws of the Union of India. Contractor shall be solely responsible for compliance of all labour laws, payment of fair wages/ salaries and allowances to his personnel that might become applicable under any new act, law or order of Government of State / Centre. BI shall have no liability whatsoever in any manner. The Contractor has to show the proof of payment of fair wages to his workers as and when asked for the same by Bose Institute.
- 15.2 Minimum wages Act to be complied with - The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, 1970, amended from time and rules framed hereunder and other labour laws affecting contract labour that may be brought into force from time to time.

## **16 RESOLUTION OF DISPUTE:**

- 16.1 All disputes arising out of this contract shall be referred to the sole arbitration of a person selected by the contractor out of the panel of three persons nominated by the Director, Bose Institute, and his decision /award shall be final and binding on both parties. The Arbitration shall be governed under the Indian Arbitration Act 1996 or any statutory modifications or re-enactment thereof and rules made there under and for the time being in force shall apply to the arbitration proceeding under this contract.

## **17 FORCEMAJEURE:**

- 17.1 Notwithstanding the provisions stated above, the service provider shall not be liable for forfeiture of its performance security, penalty or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure.
- 17.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the supplier and not involving the contractor/service provider’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the service provider either in its sovereign or contractual capacity, wars or revolutions fires, floods, epidemics, quarantine restrictions and freight embargoes.



- 17.3 If a Force Majeure situation arises, the contractor/ service provider shall promptly notify the BI in writing of such conditions and the cause thereof. Unless otherwise directed by the employer in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

### **GENERAL TERMS & CONDITIONS OF THE CONTRACT**

1. Conditional/ Incomplete tender will not be accepted.
2. During Scrutiny if it is found to the notice of the tender inviting authority that the credential or any other paper is incorrect /manufactured/fabricated then the tenderer would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
3. The bidders must have the sound back up (both technical set up as well as manpower) of carrying out running HT break down as well as regular maintenance of the HT side network. The bidders must submit copies of the credentials in support of carrying out both running and preventive HT maintenance work along with their quotations.
4. The agency has to make the contact/ coordinate with the power supply company i.e CESC in case of any supply failure fault. They will collect key of the substation from security personnel as per requirement.
5. The vendor should ensure that the function of the campus for 24x7 hrs (per week) will not be disturbed at any point of time from operation and maintenance point of view.
6. 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 undertakings/Hospitals where round the clock maintenance services are required.
7. The Agency has to supply required spare parts as per site requirement which cannot be supplied departmentally from store on the required moment (breakdown) 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 which will be reimbursed later from the Institute.
8. The Agency should always keep some emergency stock of spares at site which will be provided by the Institute as per their view to cater emergency situations as per recommendation of Registrar & Workshop Superintendent. The reconciliation of stock of materials will be done in monthly basis with the help of Institute Store personnel.

9. The Agency should provide the Maintenance Department the old materials from time to time against each new material supplied by them and has to shift the serviceable /unserviceable/scrap materials in locations as approved by the Institute if required without any extra cost.
10. The Agency should inform Workshop Superintendent or his authorized representative on daily basis about the spares supplied and work done from his end. However, prior approval may be taken from BI for supply and replacement of material.
11. 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.
12. The Agency should maintain all statutory norms including ESI, EPF etc. in conformity with the rules & regulations as framed by the Govt of India from time to time with regard to the deputed manpower for this round the clock work through out the contract period.
13. Damages of the property, if any occur due to the negligence/inferior materials/bad workmanship of the agency are to be rectified free of cost by them. 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. Working areas are to be kept clean and no inconvenience/nuisance in the workplace is desired.
14. 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.
15. 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.
16. 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.
17. The payment will be made proportionately in each month on production of the certified bill, attendance sheet and dully filled in log book as provided by the Institute.
18. The agency personnel will interact with Workshop Superintendent or his representative for their work on daily basis.
19. 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.
20. 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.
21. The quotations received after the dead line for submission of bids/receipt by Telex, Fax or E-mail will not be entertained.

22. Bose Institute reserves the right to terminate the contract with one month notice to the successful bidder if found unsuitable to perform as per the requirement of the Institute.
23. No advance payment will be made under any circumstances. However on successful completion of work for each month, payment will be released for that period.
24. Rates should be quoted in figure as well as in words in the Performa enclosed herewith (**ANNEXURE-V**).
25. No addition /alteration / deletion in the tender is allowed.
26. The Rates quoted shall be valid for a period of 120 days from the date of opening of the Price-bid.
27. The authorized signatory of the firm should sign all pages of the tender document and schedules as a token of their acceptance. Any deviation or departure, if desired by the bidder, is to be clearly mentioned giving item No and page No and reason for deviation/departure/confirmation.
28. **Late tenders/unsigned quotations may be rejected.**
29. For a local firm, the tender could be delivered in the **BI's TENDER-BOX** on or before the due date and time. Tender sent by post / courier, will also be acceptable but any delay from the date and time of submission will not be accepted.
30. Saturdays/Sundays should be utilized primarily for the maintenance purposes, where shutdown is required, in consultation with the Workshop Supdt. of BI.
31. The contractor shall provide tools & tackles and other equipment required for the operation and maintenance purposes.
32. The contractor will be responsible for the safety of his staff during the performance of their duty at BI site and BI will remain indemnified for any claims.
33. In case, any staff is not found upto the mark and not able to work properly, he will have to be changed as per the instruction of the BI.
34. BI will have the liberty to discontinue the contract at any time by giving one month's notice without assigning any reasons. The contractor will hand over the whole power system in good condition after expiry of the contract.
35. In case of any problems with the equipment, the contractor's staff shall be informed immediately to the Workshop Supdt. of BI.
36. The contractor shall keep the equipment well maintained, neat and clean and adhere to the maintenance schedules of various equipment. On placement of work order they will prepare the

maintenance schedule and discuss the same with Workshop Supdt. of BI for its implementation. This may be revised from time to time as per the requirement.

37. An amount equivalent to 10% of the contracted amount shall be deposited by the contractor with BI in the form of a Demand Draft/Bank Guarantee towards performance guarantee(which should be valid for 60 days beyond the entire contract period in prescribed format) with in 21 days of award of work, which will be refunded to the contractor fully after successful completion of the period of the work order. This amount shall be forfeited in the event of the failure of the contractor to perform any of the provision of the contract resulting in potential and/or liquidated damages to the Institute.
38. Income tax and works contract tax etc at source as per the tax rules shall be deducted from the running bill.
39. The contractor shall not sublet the contract to any other party/contractor.
40. The contractor shall take insurance against all claims applicable for the workman's compensation Act-1948, agency shall take necessary insurance cover for any persons deploy sites even for short duration. BI shall not entertain any claim arising out of mishap, if any that may take place during the performance of the contract. BI shall be indemnified totally on this account.
41. Contractor shall be solely responsible for payment of wages/salaries and allowances to their personnel as per the rules or act applicable under government order. BI shall have no liability whatsoever in any manner. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his workers/staff and shall replace the items under such category. Any loss occurred due to negligence will be recovered from the contractor.
42. The firm's supervisors and their staff are required to follow BI security norms strictly. The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline. The firm's deputed staff shall be maintained dressed code and the uniform/dress shall be provided by the contractor.
43. Daily attendance of the staff shall be maintained by the contractor and the contractor shall make it available to Workshop Supdt.of BI for inspection as and when required.
44. It must be ensured by the contractor that no damage/loss shall be caused to the properties of Institute by the contractor.
45. Approval of the statutory bodies like CEA/local bodies and shall be deemed to be included in the contract as soon as the present approval expires. The contractor shall notify BI in writing about such approvals to be taken and inform the compliance of the same. The fees paid to the CEA/local bodies as per the challans will be reimbursed to the contractor by BI. The original challan and approvals shall be handed over to BI.
46. All the works carried out by the contractor whether for preventive or breakdown maintenance are to be properly recorded everyday on an approved format and shall be kept ready for any inspection. These shall be got signed by the Worksop Supdt. At least weekly.

47. A Pre-Bid Meeting will be organised by BI before last date for submission of bids. Bidders may seek any clarification from BI regarding the tender document during this meeting.
48. The tender/offer should be clear and precise quoting the net price(s) per unit in numerals with break-up of different elements, if asked for. The total amount should be mentioned in numeral as well as in words. Price(s) quoted should be inclusive of all charges and taxes except GST.
49. For any legal dispute the subject matter is to be settled under Kolkata Jurisdiction.
50. The contractor will attend major faults and necessary wiring beyond 20 mtrs. on actual cost basis.
51. Santarash – To be provided as and when required by the maintenance department on chargeable basis in the line of Minimum Wages.
52. Trench Cutting personnel – To be provided as and when required by the maintenance department on chargeable basis in the line of Minimum Wages.
53. 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.
54. The vendors should have the permanent office at Kolkata with adequate manpower to carry out the AMC.
55. The Agency submit documents in support of having requisite manpower with valid HT License under his control who will be able to take up regular preventive work /sudden HT breakdown as and when required.
56. The HT system is to be thoroughly checked for preventive maintenance once in a month, which is to be included as a regular job under AMC.
57. In case of sudden HT breakdown which requires specialised maintenance work, the work is to be attended within 4 hrs on chargeable basis if required.
58. The Payment will be made proportionately in each month on production of the certified bill along with attendance sheet.
59. Deployment of the manpower for 24 hrs (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.
60. The contractor has to store some electrical testing equipments Viz. Voltmeter, Ammeter, Multimeter, Megger (500V/1000V), tong tester earth tester, crimping tool etc. at substation.
61. Electricians should possess valid HT & LT electrical license which are to be produced to the authority of Bose Institute at the time of receiving the order.
62. The agency will optimise energy consumption and take care of LT network.
63. The Agency will do complete overhauling of the existing transformer (oil type and dry type ), HT OCB , VCB (other than breakdown maintenance) which includes all necessary checking of the

transformer with necessary draining of the oil from the transformer and making arrangement of storing that oil , stopping oil leakage by fixing gasket packing if necessary, checking all bushing and rectification as necessary rectification of any other fault , reassembling the P.T , refitting , filtration and dehydration of the transformer oil (on chargeable basis ), cleaning (using CRC etc.) checking the silica gel and reactivate /charge and attach the same as necessary, checking the terminals of both sides of the transformer etc.

64. The agency will do complete overhauling 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 and re-commissioning.

**Acting Registrar**

## LETTER OF APPLICATION

[NOTE: On the letter head paper of the Applicant including full postal address, telephone no., fax no., and E-mail address]

To

The Acting Registrar  
Bose Institute, Kolkata

Sir,

1. Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as "the Applicant"). and having reviewed and fully understood all the Pre-qualification information provided, the undersigned hereby apply for the following scope of work:

**"Annual Maintenance Contract of total electrical installations with manpower at Main Campus , Bose Institute , 93/1 APC Road Kolkata -700009 and Centenary Campus , Bose Institute , P-1/12, CIT Scheme – VII / M, Kankurgachi, Kolkata -700054".**

2. Attached to this letter are copies or original documents defining:
  - (a) the Applicant's legal status;
  - (b) the principle place of business; and
  - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your office and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements, and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your office and its authorized representatives, may contact the following persons for further information.

General, Personnel, Technical and Financial Enquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made in the full understanding that:

- (a) Bids by pre-qualified applicants will be subject to verification of all information submitted for Pre-qualification at the time of bidding:
- (b) Your office reserves the right to:

Amend the scope and value of the contract/bid. In such event, bids will only be called from pre-qualified bidders who meet the revised requirements and reject or accept any application, cancel the Pre-qualification process, and reject all application without assigning any reason thereof; and

- (c) Your office shall not be liable for any such action and shall be under no obligation to inform the Applicant.

6. Appended to this application, we give details of the participation of each party including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.

7. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

<b>Signed</b>
<b>Name</b>
<b>For and on behalf of</b>



## Application Form No. 1

### GENERAL INFORMATION:

All individual firms applying for tender are requested to complete the information in this form. Information to be provided for all owners or applicants who are partnerships or individually-owned firms.

1.	Name of firm:
2.	Head office address:
3.	Registered office address:
4.	Telephone:   Contact:
5.	Fax:   E-mail:
6.	Place of incorporation/ Registration No.   Year of incorporation/registration

Application Form No.2

**STRUCTURE AND ORGANIZATION**

1. The applicant is
  - (a) An individual
  - (b) a proprietary firm
  - (c) a firm in partnership
  - (d) a Limited Company or Corporation.

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2. Attach the Organization Chart showing the structure of the organization, including the names of the Directors and position of officers.

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3. Have you ever left the work awarded to you incomplete: (If so, give name of project and reasons for not completing the work.)

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**ANNUAL TURN OVER**

YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET(in Rs.)
2015-16	
2016-17	
2017-18*	
Average Annual Turnover	

**NOTE:** The above data is to be supported by Audited Balance Sheets.

\* If not audited till the date of submission of tender, a certificate from the Chartered Accountant may be submitted, along with un-audited accounts.

**APPENDIX-B**

**DETAILS OF COMPLETED WORKS OF SIMILAR NATURE AND COMPLEXITY (During last seven year ending November-30, 2018);**

Sl. No.	Name of the contract	Name of the client	Brief Description of the contract	Date of Start	Date of completion as per contract	Date of actual completion	Value (Rs.)
1.							
2.							
3.							
4.							

NOTE: Please attach/enclosed supporting documents for the above information.

**APPENDIX-C**

Details of Registration with State/Central/PSU Departments

Name of the Authority/Department with whom registered	Class in which registered	Amount for which eligible to work	Date of Registration	Validity period	Whether registration

**APPENDIX-D**

**PERSONNEL CAPABILITIES**

Sl. No.	Name & Address of The Employee	Technical Qualifications	Post Held	Date of Employment

**PROFORMA FOR PERFORMANCE BANK GUARANTEE**  
(On stamp paper of appropriate value from any Nationalized Bank)

To,

M/s BOSE Institute  
Kolkata

Dear Sir,

In consideration of Bose Institute (hereinafter called as the Employer which expression shall include his successor and assigns having awarded to.....  
..... (here in after referred to as the said Contractor or Contractor' when expression shall wherever the subject of context so permits include its successors and assigns) a contract No. .... In terms inter alias, of the BI's Letter No. .... dated. .... and the General Conditions of Contract and upon the condition of the contractor's furnishing security for the performance of the contractor's obligations and discharge of the contractor's liability under in connection with the said contract up to a sum of Rs..... (Rupees..... Only) amounting to 10 % (Ten) percent of the total contract value.

1. We. .... (here in after called "The Bank which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to The Employer in rupees forthwith on demand in writing and without protest of demur or any and all moneys anywise payable by the contractor to The Employer under in respect of or in connection with the side contract inclusive of all The Employer's losses and damages and costs, (inclusive between attorney and client) charges and expenses and other moneys anywise payable in respect of the above to this guarantee up to an aggregate limit of Rs. .... (Rupees.....only).
2. We ..... Bank further agree that The Employer shall be sole judge of and as to whether the said contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by The Employer on account there of and the decisions of The Employer that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss,

damage, costs, charges and expenses caused to or suffered by The Employer from time to time shall be final and binding on us.

3. The Employer shall be at liberty without reference to the bank and without affecting the full liability of the bank hereunder to take any other security in respect of the Contractor's obligations and liabilities hereunder or to vary the contract or the work to be done there under vis-à-vis the Contractor or to grant time or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security (ies) now or hereafter held by the Employer and no such dealing (s) reduction (s) increase (s) or other indulgence (s) or arrangements with the Contractor or release or forbearance whatsoever shall absolve the Bank of the fail liability to The Employer hereunder or prejudice the rights of The Employer against the bank.
4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Contractor but shall in all respect and for all purposes be binding and operative until payment of all monies payable to The Employer in terms thereof.
5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the bank in terms hereof shall not be anyway affected or suspended by reason of any dispute or dispute having been raised by the Contractor stopping or preventing or purporting to stop or prevent any payment by the bank to The Employer in terms hereof.
6. The amount stated in any notice of demand addressed by the Employer to the bank as liable to be paid to the Employer by the Contractor or as suffered or incurred by The Employer on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to The Employer of suffered or incurred by The Employer as the case may be and shall be payable by the bank to The Employer in terms hereof.
7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the Employer and liabilities of the contractor arising up to and until midnight of.....
8. This guarantee shall be addition to any other guarantee or security whatsoever that The Employer may now or at any tome anyway may have in relation to the contractor's obligations/ or liabilities under and/ or in connection with the said contract, and The Employer shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which The Employer may have or obtain and no forbearance on the part of The Employer in enforcing or requiring enforcement of any other security shall have the effect or releasing the Bank from its full liability hereunder.



9. It shall not be necessary for the Employer to proceed against the said Contractor before proceeding against the Bank and the Guarantee herein contained shall be forceable against the bank notwithstanding that any security which the Employer may have obtained or obtain from the contractor shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealized.
10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of the Employer in writing and agree that any change in the constitution of the said contractor or the said Bank shall not discharge our liability hereunder.
11. We. ....the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.
12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs. .... (Rupees.....) and this guarantee shall remain in force till .....and unless a claim is made on us within 3 months from that date, that is before ..... all the claims under this guarantee shall be forfeited and we shall be relived of and discharged from our liabilities there under.

Dated .....day of .....2019.

For and on behalf of Bank.

Issued Under  
Seal

**Table - 1**

Deployment of the manpower for the Main Campus and Centenary Campus as given below:-

Sl No.	Category of Workmen	No. of heads to be deployed at M.C	No. of heads to be deployed at C.B	Total Manpower
1.	Electricians (Skilled)	03	03	06
2.	Helper (Semi Skilled)	03	03	06
3.	Reliever Electrician (Skilled)	As per Actual		
4.	Reliever Helper (Semi Skilled)	As per Actual		

**Note:**

- i. One Electrician and One Helper should be present in each shift in both the Campus (Morning Shift- 7 AM to 2 PM, Evening Shift- 2 PM to 10 PM and Night Shift 10 PM to 7 AM).
- ii. Nos. of manpower may be reduced as per the requirement of Bose Institute and pro-rata deduction will be done.
- iii. Electrician Should have valid electrical licence of HT and LT (up-to 11 KV).
- iv. Helper should have valid wireman licence.
- v. Minimum 5 years experience in Operation and Maintenance of Electrical installations.
- vi. Manpower will be engaged after approval of Bose Institute.
- vii. Minimum wages of GOI rule should be fulfilled by the Vendor and wages sheet to be submitted to Bose Institute along with monthly bill.
- viii. Minimum wages to be implemented time to time as per GOI notification will be the scope of Vendor. The vendor is required to obtain approval for increased wages from BI before disbursement at the revised rate.

**ANNEXURE-I**

**PRICE-BID**

(This part should be photocopied and then fill-up the prices quoted on the photocopy only and shall be duly signed and stamped by the authorized signatory and enclosed in sealed envelope No.2).This ANNEXURE-I in original without price shall be enclosed in Technical–Bid(Envelope No.1) as token of acceptance of this Performa.

**PRICE OFFER FOR “Annual Maintenance Contract of total electrical installations with manpower at Main Campus , Bose Institute , 93/1 APC Road Kolkata -700009 and Centenary Campus , Bose Institute , P-1/12, CIT Scheme – VII / M, Kankurgachi, Kolkata -700054”, INCLUSIVE OF ALL TAXES & DUTIES ETC, AS PER AFORESAID TENDER DOCUMENT INCLUDING AND APPENDIX- A,B,C,D,E & F/ ANNEXURE-I, II, III & IV.**

Sl. No.	Description of Work	Amount (in Rs.)
1.	<b>PART:</b> (i) Charges for Operation and Maintenance of external services(electrical) installed at Main Campus and Centenary campus of Bose Institute including all taxes, Service Charges, Profit etc. for round the clock i.e.24x7 mode per month.	Rs.....
2.	GST@.....%	Rs.....
3.	<b>TOTAL</b>	Rs.....

Total Charges: (Rs in figures).....per month.

(Rs in words).....per month.

The total amount (Rs in figures).....per year.

The total amount (Rs in words).....per year.

**NOTE:**

1. The quoted prices/rates are valid for 120 days from the due date of opening of the tender, and the reference will be the current minimum wages on the date of offer.
2. The tender not fulfilling the minimum wages criteria shall be rejected.
3. If there is any variation in minimum wages during the contract period, the monthly contract price/rates will be revised based on any increase/decrease of minimum wages for which documentary proof will be furnished by the contractor.

**The price break-up based upon the minimum applicable daily wages for quoted rates to be enclosed with the price-bid which will be taken for bid evaluation.**

4. The technical manpower deployed on regular Over Time (OT) basis at site will not be reimbursed.
5. All consumables not going permanently into the installation like cleaning cloth, emery paper, grease, and tools & tackles etc will be deemed to be covered under the quoted price as in 1(A) and 1(B) above.
6. The contract period will be initially one year period unless prematurely closed as per clause mentioned elsewhere in the NIT. The contract can be extended for a further period of 2 years based on satisfactory performance of the contractor.
7. Director, BI has the authority to periodically appoint Technical Auditor or some other agency to evaluate the maintenance work done by the contractor and recommendations made thereof for compliance in letter and spirit. This is primarily to ensure that the reliability of the system is not compromised with due to lack of Maintenance.

**Signature of the Tenderer and seal  
(Name & Designation of the authorized signatory)**

