

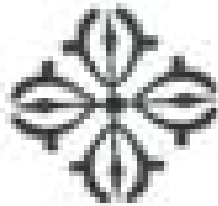
Expression of Interest

Appointment of Project Management Consultant for implementation of Building Maintenance System (BMS) comprising of internet backbone, CCTV, VC System & IP telephony

In

Unified Academic Campus (UAC) of Bose Institute, Salt Lake, Kolkata, West Bengal, India.

EOI No. : BI/EOI/1/2019-20
EOI Issue Date : 29.07.2019
Last Date of Submission : 19.08. 2019 upto 02.00 PM.



To be addressed to: Registrar (Officiating)
Bose Institute, Centenary Building, P-1/12, CIT
Scheme – VII -M Kolkata – 700054 (INDIA)
Email: bipurchase@jcbose.ac.in

Notice Inviting EOI

Bose Institute (hereinafter referred to as “Institute or BI”) is an autonomous Scientific Research Institute under Department of Science & Technology, Ministry of Science & Technology, Government of India, invites EOI from reputed Govt./PSU/Semi-Govt. Organizations working as Consultant firms for providing Consultancy Services regarding “**Implementation of Building Maintenance System (BMS) comprising of internet backbone, CCTV, VC System & IP telephony**” as per scope of work, terms, conditions and schedule as per requirement of Bose Institute. The estimated Project Cost of this work is Rs. 6.5 Core (Approx).

Offer should be submitted in a sealed envelope and addressed to:

“Registrar (Officiating)
Bose Institute, Centenary Building, P-1/12,
CIT Scheme – VII -M Kolkata – 700054 (INDIA)
Email: bipurchase@jcbose.ac.in”

Sealed offer should reach the Institute, latest 19th August, 2019 upto 02.00 PM. Offer received beyond the last date of submission will be rejected. No Offer will be entertained through E-mail or FAX. The offers should be submitted in the tender box kept in the Purchase Section of the institute at the Centenary building, P-1/12, CIT Scheme – VII –M, Kolkata – 700054, India.

At any time prior to the deadline of submission of offer, Institute for any reason, whether at its own initiative or in response of a clarification requested by a prospective firm, modify the EOI by amendment and it will be published on the website.

Offer(s) will be opened on 19th August, 2019 upto 03.00 PM in the Centenary building of the Institute in the presence of the participating firm(s) or their authorized representative(s), who are present at the scheduled date and time.

In the event of the due date of receipt and opening of the offer being declared as a holiday for the Institute, then due date of receipt / opening of the offers will be the next working day at the same time.

The firms are requested to read the EOI document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the firm.

Scope of work:

The scopes of work are given below:-

1. Establishment of Network Infrastructure at Bose Institute in the Unified Academic Campus (UAC), EN-80, Sector-V, Bidhan Nagar Kolkata-700091, West Bengal, India. The proposed network shall support modern bandwidth intensive applications like LAN, Telephony, VC and video surveillance. The CCTV, IP telephony and VC system network is to be designed in consideration that the proposed LAN layer will be used for the network connectivity.

2. Design, Supply, Installation, Testing, Commissioning of following components required for Campus Wide LAN Network for Bose Institute, at Unified Academic Campus (UAC), EN-80, Sector-V, Bidhan Nagar Kolkata-700091, West Bengal, India:
 - a) Passive networking (Fiber and Copper)
 - b) Active networking components (Switches, Routers, Wireless Access device and its associated management software etc.)
 - c) IP based surveillance System
 - d) IP based Telephony System
 - e) OEM Certification for warranty on Network active equipments.
 - f) Video Conferencing system.

Role of the selected Project Management Consultancy firm:

The role of the selected consultant is to provide a complete and comprehensive project management consultancy services including financial management of the project for the proposed work at the Unified Campus of Bose Institute but not limited to the followings:

1. Preparation of BOQ, tender doc, tender drawing, estimated cost after making detail survey.
2. After obtaining administrative approval and financial sanction from Bose Institute authority necessary tender formalities to be finalised.
3. Selection of contractor(s)/vendor(s) for implementation of basic facility/infrastructure of BMS comprising of internet backbone, CCTV, EPBAX etc. in the Unified Academic Campus (UAC) of Bose Institute.
4. Formulation and submission of complete project proposal to Bose Institute.
5. The entire network infrastructure developed and installed at Bose Institute by consultancy firm would have to ensure the compatibility of items, all kind of symmetry for future extension and has to coordinate with their vendors for any malfunctioning.
6. To give and recommend the design, layout, Bill of Materials (BOM), specifications etc required for establishing the LAN network.
7. Technical evaluation of the Solution for setting up Campus wide area LAN network.
8. The entire make mentioned in BOQ provided by Bose Institute should be considered for execution of the project and selection to be made by consultancy firm on economical basis and technical compatibility.
9. BoQ finalized between consultancy firm and Bose Institute will form an integral part of the MoU. Any amendment in the final BoQ will be settled on mutual agreed terms.
10. Consultancy firm will complete the work in stipulated time frame as mentioned in MOU, to be entered later with the selected consultant.
11. Consultancy firm will depute one specialist of IT background on site at Bose Institute for looking after installation, testing & commissioning.
12. Any damage caused to the Unified Academic Campus building during execution of the proposed work by consultancy firm or their authorized vendor have to be rectified and restored to its original condition by consultancy firm and the cost incurred in this regard will have to be borne by consultancy firm.
13. Consultancy firm shall nominate a Nodal Officer with adequate authority to act as a single point of contact for the entire project, details of whom will be provided to BI.
14. Consultancy firm will not be directly answering any RTI related queries/clarifications and cannot be asked to be present before the Information Commission/Courts either at State/National levels. Entire data and reports as required for the above will be made available directly by the BI. Consultancy firm shall provide required information to BI to enable it to respond to RTI queries.
15. Consultancy firm shall be wholly responsible for any observations/comments, defect pointed out by CTE/CVC/CAG in the planning & procedures of execution of this project.
16. **Consultancy firm has to maintain a separate bank account in connection with this project for maintaining all financial transaction related to this project. Any interest accumulated in this account will have to be remitted back to BI.**
17. Consultancy firm will submit its invoices towards consultancy charges to BI for payment.

18. Final settlement of accounts with Bose Institute.
19. Coordinate with various statutory bodies to ensure that all necessary sanction/permission are timely obtained.
20. Render the modality of tendering and pre-qualifying the contractor for various works in connection with project.
21. Render evaluation of tenders (including justification of rates vis market rate analysis)/selection of contractor/vendors for project.
22. Prepare draft letter of intents, work order etc. to various contractors/vendors after obtaining approval of the Bose Institute authority.
23. Provide day to day comprehensive supervision by deputing a site team of engineering and support staff with the requirement of work.
24. Provide necessary control on all hardware and software to ensure quality implementation, timely completion and minimum variation in cost. Test results and certificates from the recognized laboratories (if any) should be submitted at regular interval to Bose Institute.
25. Preparation of quality plan for the project providing supervision of quality as per approved quality plan, of all work as per stipulated standard and best practises including testing of sample of hardware and software from approved laboratories.
26. Providing fortnightly (or at any frequency that may be specified by Bose Institute) reports of the projects indicating budgeted cost and expected cost with detail reason for variation, if any, for item in which variation are expected/has taken place.
27. Provide a master network diagram(s) for completion of the project in sufficient details for monitoring purpose, building/ service should have a separate diagram.
28. Provide fortnightly (or at any frequency that may be specified by Bose Institute) reports on schedule and target dates for activities for start and completion of activities as per relevant network diagram, indicating measures to control delay, if any. The network diagram should include all pre-construction activities.
29. Organise review meetings from time to time at site with all contractors/vendors and engineers to appraise Bose Institute of the progress, difficulties etc.
30. Ensure close co-ordination between Bose Institute, all contractors/vendors and engineers.
31. Certification of satisfactory completion of project and bills of all contractors/vendors.
32. To take care of all disputes and claims with all contractors/vendors.
33. Obtain all as-built drawings and all warranties/guarantees from concerned agencies.
34. Provide periodic inspection of works during defects liabilities period (one year from the date of completion of the work) and get defects if any, rectified through concerned agencies under intimation to Bose Institute authority.
35. The Bose Institute reserves the right of collecting samples, checking the quality and suggesting the remedies which will be binding on contractors.
36. The consultant has to submit the schedule of work programme and get it approved by Bose Institute.
37. Prepare a bar chart for every month in advance about the work programme with cost estimate to apprise the same to administrative ministry.
38. To coordinate with statutory organization for speedy execution including achieving the scheduled time line.
39. Replying any type of queries raised by CVC/CTE.
40. Replying to the audit objection pertaining to the work in so far as they pertain to its acts in execution of works.
41. Depending upon the need and situation during the progress of work project management consultant may be assigned additional role, if Bose Institute decides.
42. Execute the agreement with the contractor for and on behalf of Bose Institute as a power of attorney holder.
43. Takes single points responsibility for supervising and execution of the entire work by deployment of adequate technical and supporting staff from their side.
44. Maintain liaise with local bodies and obtain their approval for works and shifting/relocating existing utilities as necessary.
45. Consultancy firm have to ensure monthly submission of Statement of Accounts against the fund placed at their disposal on actual basis with relevant bank statement from the initial date of Fund Management along with copies of certified invoices received from contractors.

46. Consultancy firm would be responsible for deduction and deposit of all Statutory Liabilities both Central & State and proof of the same should be submitted to BI in timely manner. Bose Institute will not be responsible for any kind of statutory violations and non-compliances.
47. Bose Institute would release fund to the Consultancy firm for payment according to their monthly projection and requirement of fund. However, consultancy fees would be paid after deduction of necessary TDS by the Bose Institute on the basis of a separate bill received from the Consultancy firm.
48. A copy of each and every bill checked and verified by the Consultancy firm for payment would be made available to the Bose Institute after payment by the Consultancy firm for documentation purpose.
49. All vouchers related to the payments made to the contractors and Suppliers by the Consultancy firm are required to be maintained and preserved properly by the Consultancy firm for a minimum period of ten years after completion of the project and Consultancy firm are also liable to submit the said records before the Internal Audit team of the Ministry, Statutory Auditor, C&AG of India & etc.
50. Quoted fees must be valid for a period of 90 days from the date of the opening of the EOI.
- 51. Time is essence of contracts. The selected consultant will ensure completion of this project within 180 days from the date of entering into an agreement by BI with the selected consultancy firm.**
52. The institute reserves the right to add/delete/modify any terms and condition of the scope of work before issuing work order/agreement with the selected consultant.

Annexure - I

Format for Financial Bid

(To be submitted on the letterhead of the company / firm)

Ref. No.

Dated:

S. No.	Description	Consultancy fee to be quoted in percentage	
		(in figure)	(in words)
4.	THE FEES FOR RENDERING CONSULTANCY SERVICE FOR “Implementation Of Building Maintenance System (BMS) Comprising of Internet Backbone, CCTV, VC System, IP Telephony System” AS PER SCOPE OF WORK AS MENTIONED ABOVE EXCLUDING GST.	_____ %	

Note:

1. I/We have gone through the entire terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.

Authorized signatory of the company with seal
