TENDERS FOR THE CONTRACT OF ANNUAL MAINTENANCE CONTRACT (AMC) OF ELECTRICAL, WATER LIFTING PUMP, ELECTRICAL SUB-STATION, AIR CONDITIONERS AND OFFICE TELEPHONES WORK

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this :

office Telephone No. :

Telegraphic Address/FAX/Cellular No. :

E-Mail address :

From

……

……

To

The Station In-charge,
Indian Veterinary Research Institute (IVRI),
Eastern Regional Station (ERS),
37, Belgachia Road, Kolkata-700 037.

I/ We have read all the particulars regarding the General information and other terms and conditions of the contract for **ANNUAL MAINTENANCE CONTRACT (AMC) OF ELECTRICAL, WATER LIFTING PUMP, ELECTRICAL SUB-STATION, AIR CONDITIONERS AND OFFICE TELEPHONES WORK** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract.

1. I/ We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/ We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender. The Schedules-I & II to accompany this Tender are at pages 7 to 17.
4. Every page so attached with this Tender bears my signature and the office seal.
5. DD. No. _____of Rs._____ drawn in favour of **'ICAR Unit IVRI Izatnagar'** and payable at SBI Service Branch Kolkata is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer
Telephone No. Office

Witness _____

Resi.

Address _____

Mobile

Occupation _____

Signature of witness to contractor's signature
Address:
Name & Signature of Witness:
Address:

Signature of the tenderer ……

SCHEDULE – I

SCHEDULE TO TENDERS

Part - I

1. Name of the Firm/Agency

2. Full address with Post Box No.
   And Telephone No. if any

3. Constitution of the Firm
   Agency (Attached copy)
   Indian Companies Act, 1956
   Indian Partnership Act, 1932
   (Please give names of partners)
   Any other Act, if not, the owners

4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.

i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.

ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner

1. Name and Full Address of your Banker's

2. Your Permanent Income Tax No./Circle/Ward

3. Any other relevant information

Signature of the tenderer ……

PART -II

4. Earnest Money Deposited: Yes/No.

PART – III

5. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders

6. Name of the Permanent Representative to be visiting IVRI, ERS, Kolkata regarding the contract

Date : _____
Place: _____

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.

SCHEDULE-II

GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE WORK CONTRACT FOR PROVIDING SERVICES OF ANNUAL MAINTENANCE CONTRACT (AMC) OF ELECTRICAL, WATER LIFTING PUMP, ELECTRICAL SUB-STATION, AIR CONDITIONERS AND OFFICE TELEPHONES WORK.

ABSTRACT OF COST OF ORIGINAL ESTIMATE

Name of works:

Maintenance of electrical installations and fans in residential and non-residential buildings, running, maintenance & operation of water lifting pump, maintenance of street light, service connection, electrical sub-station, air conditioners, office telephones etc. at ERS,IVRI, Kolkata----------ONE JOB.

Sl.No.	Description		Quantity	Rate	Unit
01.	A. Labour contract for repair of maintenance of all electrical installation &fans in residential &non-residential buildings as per following detailed for one year				
	Laboratory having plinth area 1000 sq.mt (approx..) including garage.				
	Electrical light/fan/call bell/exhaust fans points …..174 points				
	Power points (15 amp)…..44 Nos.				
	5 amp plug points……..129 Nos.				
	Telephone plugs …. 20 Nos.				
	Ceiling fans (1400 mm) …39 Nos				
	40 watts tube light single/double…116 Nos				
	Exhaust fan (900 mm sweep)…5 nos				
	20 amp outlets for A/C…19 Nos				
	Wall bracket fan… 6 Nos				
	Lamp/holder … 2 Nos.				
	B. Residential building.				
	Type V quarters 1	Having plinth area &electrical points as per standard yardstick of CPWD			
	Type IV quarters..6				

	Type III quarters..4			
	Type II quarters..6			
	Type I quarters. 6			
	C. Compound lights …39 Nos.			
	D. Pump House…1 No.			
	E. Security post, switch room etc./any unforeseen item which is not included in this scheduled… 1 job.			
	F. Running, maintenance and operational centrifugal pump 5 HP… 2 Nos.			
02.	Miscellaneous works			
	a. Repair and rewinding with copper enamelled wire of ceiling fans/wall bracket fanes/exhaust fans including replacement of bearing etc. as required	6 Nos.		
	b. Supplying and replacement of 5 to 32 amp SPMCB (Havells make) including connection, testing etc. as required	20 Nos		
	c. Supplying and replacement of double poll/SP&N (isolator up to 63 amp including connection, testing etc. as required	3 Nos.		
	d. Supplying and replacement of 4 pole isolator up to 80/100 amp including connections, testing etc. as required.	2 nos		
	e. Supplying and replacement of HRC fuses of required capacity and type 1. 32 amp 2. 63 amp 3. 100 amp 4. 200 amp	 24 Nos 12 Nos 6 Nos 3 Nos		
	f. Supplying and replacement of L&T make MKI contactor including connections, testing etc. as required	2 Nos		

	g. supplying and replacement of no volt coil suitable for MKI contactor (230 V/400 V) including connections, testing etc. as required	2 Nos		
	h. Supplying and replacement of rubber coupling of 5 HP Kirloskar make centrifugal pump	2 Nos		
	i. Repair/rewinding of 3 phase 440 V 5 HP motor including replacement of bearing etc. as required	1 No		
	j. Supplying and replacement of 20 amp 230 V 2 pin and earth socket in the existing metal box including connections, testing etc. as required.	4 Nos		
	k. Supplying and replacement of 2/2.5 MFD capacitors for ceiling fans including connections, testing etc. as required	20 Nos		
	l. Supplying and replacement of 20 amp metal clad plug top for air conditioners including connections, testing etc. as required	4 Nos		
03.	Repairing maintenance and operation of 2x100 KVA 6/0.4KV Electrical substation comprising of 3 nos Oil circuit breakers equipped with relays, Ampere meter, Volt meter, P.T., 2 Nos 6/04KV 100KVA transformers well connected with H.T. & L.T. cables with OCBs & L.T. Panels. The L.T. panel comprises with 2nos TPN Incoming switches, 400Amp.02nos TPN 315Amps. 06Nos TPN 63Amps, 02Nos 32Amps out going switches and one no TPN 400Amps, Bus Coupler, Amp. Meter, Volt meter with selector switches, Indications lamp, Busbar chambers, C.T s etc. APFC Panel 100Amp. Capacity comprises with one no syntron make APFC relay, 25KVAR capacitor 04 Nos, Contractors, start/ stop push button switches 04 nos, All switches are well connected to under ground cables with proper lugs/ ferrules.			

	The following works are to be covered:- 1) The oil circuit breaker has to be operated as and when required inspection of the time schedule. 2) All breakdowns / flashovers are to be attend and made functional immediately. 3) Oil level of the transformers, P.T, and OCBs are to be checked regularly and should be topped up if found to low level. The required transformer oil will made available by the institute free of cost. 4) In case of any breakdown in Under Ground cables the fault has to be detected immediately and made it functional after necessary repair/ cable joint etc. The required cable joint/underground cable/lugs/ferrules will be provided by the institute free of cost. 5) All the T & P and labour /technical input required to perform time will be provided by the firm. 6) Preventive maintenance of oil circuit breakers which includes its periodical checking for functioning its tripping and closing mechanism etc. 7) Replacement/ repair of tripping coils/ closing coils if required free of cost. 8) Repair/ rewinding/replacement of CTs of OCBs free of cost. 9) Repair of OCBs if goes out of order free of cost however spares required of any will be provided by the institute free of cost. 10) Repair of transformers if goes out of order free of cost however if transformer is burnet/needs rewinding it will not be covered in AMC otherwise rest of the repair like replacement of HT/LT bussing, insulators, cable connections periodical replacement of silica gels, gaskets etc. during oil leakage will be done free of cost. 11) Replacement of all indications systems/spares to keep the installation in perfect order. All spares required will be provided by the institute free of cost. 12) Replacement of all spares like moving assembly fixed assembly, fuses, operating handles etc. of L.T switches. All spares will be provided departmentally free of cost.			

	13) All sundry materials like PVC insulation tape, H.T. tape, paper insulation, adhesive etc. will be provided by the contractor/firm free of cost.			
04.	Repair and maintenance of Air conditioners unit 1.5 Ton window type A/C units 10Nos and 2.0 Ton Split type A/C units 02Nos. The following works will be covered during Annual Maintenance Contract(AMC):---- 1)Preventive maintenance of air conditioning units during off season which includes checking for its proper functioning, cleaning /replacement of the filter and others parts of the Air conditioning units replacement of rubber bushing, gas leak, operating knobs, recharging of gas etc. However all spares and gas will be made available free of cost from the institute. 2) Repair of Air condition unit during failure which includes detections of fault to make it functional by attending the fault. All the spares like capacitors, Relays, Fan motors, Compressors etc. will be provided by the institute free of cost. 3) The rewinding / replacement of bush/other spares will be paid separately by the institute.			

SCHEDULE-II

TERMS & CONDITIONS

1) One electrician capable to handle the aforesaid job must be available in two shifts i.e. 6.00 a.m. to 2.00 p.m. and 2.00 p.m. to 10.00 p.m. every day irrespective of any type of holiday. In case of any breakdown beyond 10.00 p .m .will also be got attended by the contractor without any extra payment.
2) One khalasi/ semiskilled person should invariably be engaged with each wiremen/electrician in each shift. During office hours all these members should attend the problems of laboratory on priority.
3) The contractor will be responsible to arrange for operation of the water pump for residential quarters, office, laboratory etc. for use of this regional station as and when required.

4) The works shall be executed to the entire satisfaction of the Office Authority.
5) Payment shall be made after successful completion of each quarter of Annual Maintenance Contract (AMC).
6) Ten per cent (10%) of the quoted amount will be deposited by the contractor before award of the work as performance guarantee and the same will be refunded after termination of the AMC period.
7) Any damage due to mishandling of the installation, recovery shall be made from the contractors bill/performance guarantee.
8) The AMC can be terminated anytime without assigning any reason.
9) The contractor must intimate the addresses of his office and residence along with land and mobile phone numbers.
10) The contractor will have to make the regular payment to the workers engaged for the AMC works. In case of any complaint for non-payment of wages to the workers the authority has the sole rights to withhold the bill of the contractor until finalization.
11) For any accident/miss-happening at site with the workers' engaged for the AMC will be the liability of the contractor.
12) In case of absence of any highly skilled or semi-skilled workers in any shift, recovery as per prevailing wages rate per person per shift will be made from the contractor bill.
13) In case the workers engaged for AMC are not delivering the satisfactory performance , the contractor will have to replace him/them immediately; otherwise such persons will not be allowed to enter in our premises and will be treated as absent and recovery shall be made as per above clause No.12.
14) The contractor must have valid electrical license and service tax registration etc. as per the rule.
15) The contractor must have all legal documents prescribed by the Central Govt. to undertake such type of AMC works with Central Govt. Organization as per rule.
16) Payment of the items will be made on actual basis following the requirements mentioned against each item of schedule of work.
17) Spares like switch, socket, wires, lamps, tubes, starter, choke etc. which are not included in this schedule will be provided departmentally free of cost.
18) <u>The company/ agency will have to pay minimum rates of wages (Govt. of India) as per guidelines issued by for two highly skilled workers and two semiskilled workers.</u>

Signature of the tenderer ……

Terms and conditions

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of work point is to go on leave under intimation to this office.
2. Changing of services provider should be intimated to IVRI Authority.
3. The Station In-Charge, IVRI, Kolkata reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Station I/C, IVRI, Kolkata shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The services provided should be disciplined in the premises of Institute.
5. The services should be of adequate literary knowledge to cope up with the smooth operation of work.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of ICAR for the purpose. All complaints should be immediately attended to by the Agency.
7. The agreement is terminable with one month notice on either Side.
8. The contractor shall not sublet the work without prior written permission of the IVRI
9. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded
10. The selected agency shall provide the necessary personnel's for IVRI as per labour acts prevalent in West Bengal. The agency shall employ good and reliable services provider persons with robust. In case any of the personnel so provided is not found suitable by the IVRI, the IVRI shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
11. The persons so provided by the agency under this contract will not be the employee of the IVRI and there will be no employer-employee relationship between the IVRI and the person so engaged by the contractor in the aforesaid services.
12. Payment for service contract will be made monthly upon submission of pre-receipted bill.
13. Payment to the contractual staff should be made by the contractor through Account Payee cheque on or before pre assigned date.
14. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing services at Indian Veterinary Research Institute, Kolkata shall

have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.

15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The IVRI shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.

16. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/ deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the IVRI from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Station In-Charge, IVRI, ERS, Kolkata shall be final and binding on the contractor.
17. Income Tax will be deducted from the payments due for the work done as per rule.
18. They should not leave their points unless and until the reliever comes for shift duties, supervisor will maintain all the registers, which are kept at concerned Section.
19. Changing of services provider should be intimated to the Nominated person of the institute.
20. The Contractor must comply with child labour provision and failing which leading to the termination of the Contract.
21. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.
22. Risk Clause: IVRI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security deposit or pending bills or by rising a separate claim.
23. Any stationery items like register, scales, writing pad, pencils, stapler etc. will not be provided by the Institute.
24. The Agency shall, within 10 days from the communication of the acceptance of the tender or such extended time as may be specified by the authority at his sole discretion, furnish security at the rate not less than 10 percent of total consideration payable under contract in cash/in the form of DD valid up to 60 (days) after the date of completion of all contractual obligations by the Agency. In case the Agency fails to

deposit the SMD within the aforesaid period, the contract awarded may be cancelled and EMD forfeited.

25. To make proper co-ordination Company/Agency authorities will visit the Institute campus minimum once in a month, so that discrepancies/irregularities related to matters may be directly conveyed to the Agency.
26. Initially services for **ANNUAL MAINTENANCE CONTRACT (AMC) OF ELECTRICAL, WATER LIFTING PUMP, ELECTRICAL SUB-STATION, AIR CONDITIONERS AND OFFICE TELEPHONES WORK** contract shall be awarded for one year. The period, however, can be increased or decreased depending upon the requirement.
27. The Institute will not be responsible either to the Contractor or to its workers deployed at this Institute for any medical assistance/injuries/death or any kind of loss occurred.
28. Number of service points can be increased/decreased from time to time as per requirement of the Institute, Budgetary provisions etc.

LIQUIDATED DAMAGES CLAUSE

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs.500/-(Rs five hundred only) will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section, it will be brought to the notice of the supervisory staff of the firm by IVRI (ICAR) and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person (s) will have to be replaced immediately.

The Station In-Charge, Kolkata reserves the right to reject any or all Tenders in whole or in part without assigning any reasons therefore. The decision of Station In-Charge, IVRI, ERS, Kolkata shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Signature of the tenderer ……

Details of the Minimum 3 years experience/work done.

Sl. No.	Name of the Deptt./ Organisation & Name of contact Person with Ph. No.	Period		No. of staff	Remarks
		From	To		
1.					
2.					
3.					

(Authorised Signatory)

FINANCIAL BID

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : ……
Date of opening of Financial Bid : ……

To

The Station In-Charge
Indian Veterinary Research Institute (IVRI),
Eastern Regional Station (ERS),
37, Belgachia Road, Kolkata-700 037

Sir,

I/We wish to submit our Tenders for providing two highly skilled & two semi-skilled workers for job contract on the following rates:-

Particulars	**Rate per month inclusive all taxes & charges**
Monthly consolidated rate offered for providing **ANNUAL MAINTENANCE CONTRACT (AMC) OF ELECTRICAL, WATER LIFTING PUMP, ELECTRICAL SUB-STATION, AIR CONDITIONERS AND OFFICE TELEPHONES (ONE JOB) WORK CONTRACT** in accordance with scope of work as per work contract details & scope of works given in Schedule-II	_____ (Rs. In Figure) _____ _____ _____ (Rs. In Word)
Total:	

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

The above rates including all liabilities, like EPF, ESI & Minimum wages as prescribed by Ministry of Labour & Employment, Govt. of India for providing services, service tax, service charges etc. If above quoted rates found lower than that the same may not be considered by the Institute for award of the contract.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature _____

Name & Address of the Firm with seal_____

Telephone No (land line). _____

Mobile No. _____