



National Institute of Electronics and Information Technology, Kolkata

(An Autonomous Scientific Society under the administrative control of
Ministry of Electronics & Information Technology (MoE&IT),
Government of India)

Jadavpur University Campus, Kolkata-700032

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DUE DATE: 30.11.2016 upto (2.00 p.m.)

Tender cost- Nil

**LIMITED TENDER ENQUIRY FOR COMPREHENSIVE DAY TO DAY ROUTINE
AND PREVENTIVE MAINTENANCE OF ALL INTERNAL & EXTERNAL
ELECTRICAL INSTALLATIONS INCLUDING MAIN PANEL BOARDS,
LUMINARIES, GADGETS AND ACCESSORIES OF NIELIT KOLKATA, JADAVPUR
UNIVERSITY CAMPUS, KOLKATA – 700032.**

Tender Document

Scope of Work:

1. Bids are invited for the Comprehensive Day to Day Routine and Preventive Maintenance of all Internal & External Electrical Installations including main panel boards, luminaries, gadgets and accessories of NIELIT Kolkata, Jadavpur University Campus, Kolkata – 700032. The bidders are advised to visit and inspect the site, if required, before submitting the offer. The rates are to be quoted in figures and words.
2. The bidder is required to provide service as per above during normal office hours (Monday to Saturday except National holidays) from 09.45 a.m. to 6.15 pm.
3. That the bidder will be responsible for repairing/ replacing of faulty luminaries, tube lights, chokes, starters, switches, damaged switch boards, electrical wiring, including all electrical wires, cables and accessories etc. and connecting air conditioning machines etc. at no additional charge. However, based on written approval for such repair/ replacement job, the supply of material/ items as may be required will be provided by NIELIT KOLKATA. The necessary technical estimate with specification with market cost will have to be prepared by the bidder. The replaced/ damaged item will be deposited by the bidder to NIELIT KOLKATA with proper receipt for document.
4. That in case of requirement to lay electrical wiring and accessories, the materials will be supplied by NIELIT KOLKATA and bidder will carry out the job at no extra cost.
5. That the bidder has to assist the administrative staff for cross checking the electrical meters of NIELIT KOLKATA. That the successful bidder will have to write on the technical log chart daily about the current, voltages, frequency, power factor, AC room temperature and assist the administrative staff for cross checking. The log chart will be supplied by the department.
6. That the bidder will be responsible for adjusting low & medium voltage switches in case of tripping in presence of NIELIT KOLKATA administrative staff who will assist bidder in this respect. The necessary testing equipment shall be available with the bidder.
7. That the bidder must have adequate knowledge about 2-3 phase electrical system circuit and Low & Medium Voltage switch. The Bidder has to repair/ replace the LT switch in case of non-functioning of the same. The LT switch will be provided by NIELIT KOLKATA if found necessary. Should any exigency occur the successful bidder may be asked to carry out the extra work or extra item of work, the rates for which shall be settled mutually before or after execution of such work and payment will be done to the bidder accordingly. In case the bidder's workmen leave the site without completing emergency breakdown works the department shall be at liberty to get the work done from any other contractor (s) or agency (ies) at the bidder's risk, cost and responsibility. The amount so incurred by the department will be recovered from the bidder's bill. The bidder shall take all suitable steps for the security and safety of their staffs as well as our property. They shall have to abide by the safety norms as per Indian Electricity Rules while working at the site.
8. The Bidder shall arrange to execute operation and maintenance services only through qualified electricians (Minimum qualification Workman's Permit Class Ib, II) who are permitted to work on electrical installations by Licensing Board, Directorate of Electricity, Govt Of West Bengal. A full time supervision by at least one Electrician &

Helper (Minimum 3 years experience as helper with the above qualified electrician) at site is compulsory during any maintenance services. One Electrical Supervisor (Minimum Qualification- Passed Part-I, II & IV from Licensing Board, Directorate of Electricity, Govt. Of West Bengal) of the bidder must visit the site at least once in a week to visualize and supervise the work done by the bidder's workmen. He should also be present during major break-down.

9. That the bidder has to check the electrical system including malfunction of light, fan, plug points, switches, electrical wiring etc., on routine basis and on intimation of the problem by the designated official of NIELIT KOLKATA. Any such malfunction shall be recorded in writing in a proper Register by the Bidder to be kept in custody of the designated official of NIELIT KOLKATA.
10. Above all, the bidder will be responsible for rectifying all electrical problems which may be faced by NIELIT KOLKATA from the time the AMC is operational.
11. Duty room for the staffs of the contractor will be provided.

Eligibility Criteria:

12. That the bidder must be bonafide and possesses work experience of at least 2 years of AMC of electrical installations with any Central/State Governments or Department of Central/State Govts., Autonomous bodies, Universities and PSUs. Relevant documents are required to be submitted. Documents like Service Tax Registration No, PF Registration No, ESI Registration No and PAN No to be submitted.
13. Earnest Money Deposit (E.M.D.) of Rs 10,000/- (Rupees Ten thousand only) by way of Demand Draft (DD) in favour of "NIELIT KOLKATA" payable at Kolkata to be submitted along with the bid. Otherwise the bidders will be rejected.

Payment Terms:

14. Payment will be made on monthly basis within 10 working days after submitting bill. Necessary statutory deductions will be made. Upon the entering into the AMC, the bidder has to furnish 10% of the value of the AMC (rate per month x 12 months) as Security Deposit towards faithful performance of the AMC conditions. The EMD submitted by the successful bidder will be retained as part of Security Deposit. The Bidder shall furnish the balance amount of security Deposit, after adjusting the EMD towards Security Deposit, thus making up the total 10% of Security, by a crossed Demand Draft drawn in favour of "NIELIT KOLKATA", payable at KOLKATA after receiving the work order. The Security deposit will be released only after the satisfactory completion of the performance of the AMC. Breach of the AMC or any condition thereof by the Bidder will result in forfeiture of the Security Deposit.
15. That on Holidays/ weekly off days, the bidder will have to attend the call if required. On such holidays/ weekly off days as well as on working days the bidder must be available on Land Line / Mobile on call basis. Payment will be released on proportionate basis. In case the bidder does not turn up during emergency conditions, the bidder will be blacklisted and the department will make its own arrangement.

General Terms & Conditions:

16. The quotations duly SEALED AND SUPERSCRIBED ON THE ENVELOPE WITH THE REFERENCE NO. AND DUE DATE, should be addressed to the Director-In-Charge, NIELIT, Kolkata, Jadavpur University Campus, Kolkata-700032 so as to reach on or before the due date. Bids are to be submitted within tender box kept besides Room No. 410 (3rd Floor). Quotations received after the due date will not be considered. Quotations will be opened on 30.11.2016 at 2.15 p.m. Bidders are requested to remain present during the bid opening process.
17. The quotations should be valid for acceptance for a period of **sixty days** from the due date i.e. 30.11.2016. The rates shall remain firm till completion of contract.
18. Quotations will not be accepted by Fax, Email or any such electronic data transfer form.
19. Incomplete bids which do not comply with all the instructions mentioned in the tender document is liable to be summarily rejected.
20. NIELIT Kolkata does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of tenders or a portion of the supply of goods/services without assigning any reasons. No correspondence in case of rejected tenders will be entertained.
21. It shall be the responsibility of the Bidder for the safety of service providers / work force and maintain cleanliness of the installation/equipment's particularly which are under his sole possession/use as required. All his service providers shall be provided with Identity card as per the norms of the Department.
22. The Bidder shall furnish local contact telephone number, Mobile number & contact address.
23. It shall be the responsibility of bidder to maintain and hand over the installation covered under the scope of service after completion of operation maintenance services in good working condition as required.
24. The bidder shall be responsible for the equipment, materials handed over to him, and in case of any mishandling/damage or missing the same shall be replaced or repaired at his own risk and cost.
25. All dismantled/unused materials/equipment shall remain the property of Department and shall be the responsibility of the bidder to return back/deposit the same to store periodically as required failing which recovery shall be made at double the market rates from the Bidder.
26. Any damage done to the existing installation, equipment or to the building particularly due to negligence of the bidder shall be entire responsibility of Bidder to repair, rectify or replace the same free of cost.
27. The bidders are requested to quote as per the format given in Financial Bid (Annexure-I).
28. Bidder shall be fully responsible for releasing payment to the personnel engaged by him within 10th of every month and also shall be responsible for complying with the labour regulations in vogue regarding the maintenance of attendance and other registers etc. The Bidder in addition to the above is also fully / wholly responsible for Provident fund and ESI formalities to be complied with the service providers engaged by him as applicable to Govt. rules and he should indemnify the department wholly/fully these implications /eventualities.
29. The contract can be terminated by the Department by clear one month notice to the bidder for obvious reasons.

30. The Bidder shall give 3 months clear notice to the department if they do not want to continue the contract after expiry of the existing contract. The bidder is not allowed to terminate the work in the middle of a contract period. If the bidder terminates the work in the middle of the contract period the entire security deposit will be forfeited.
31. The successful bidder will be awarded the job initially for a period of One (01) Year, which may be extended on satisfactory performance as per desire of the department.
32. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator appointed by the Director-In-Charge, NIELIT Kolkata. The award of this sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act., 1986 and Rules framed there under. Such arbitration shall be held in Kolkata.
33. In all matters and disputes arising hereunder, the appropriate Courts in Kolkata along shall have jurisdiction to entertain and try them.
34. NIELIT Kolkata reserves the right to cancel/ withdraw the AMC without notice at any time during the AMC if performance is not satisfactory.
35. In the event of the bidder failing to perform the AMC or failing to comply with any of the terms and conditions of the AMC after entering into the AMC, the AMC shall be terminated forthwith and the EMD/ Security Deposit deposited by the Bidder shall be forfeited. Loss/ damage, if any, incurred by the Bidder on account of the non-performance of the AMC/ non-compliance of the terms and conditions of the AMC by the Bidder shall also be recovered from the Bidder's claim.
36. No compensation shall be paid to the contractor whatsoever on account of rain, or any other interruption/disturbance due to force majeure conditions.

NB: For further details, if required, tenderers may contact Mr. Goutam Saha, Scientist – “D”/ Administrative Dept. on any working day between 11.00 a.m.to 01.00 p.m. excepting Saturday, Sunday and Holidays.

Annexure-I**Financial bid**

Sr. No.	Description	Qty.	Unit	Rate per month (in Rs)	Amount for 12 months (in Rs)
01	Comprehensive Day to Day Routine and Preventive Maintenance of all Internal & External Electrical Installations including main panel boards, luminaries, gadgets and accessories of NIELIT Kolkata, Jadavpur University Campus, Kolkata – 700032.	12	Month		

- Kindly mention the rate per month and amount both in figures and in words. Service Tax extra as applicable will be paid. In case of any variations rates quoted in words shall be taken into account

Signature of the Bidder with name and address

Seal of the Organization