

Tender Cost: Rs 1000/-

TENDER DOCUMENT FOR FABRICATION, SUPPLY, INSTALLATION AND COMMISSIONING OF VRF (VARIABLE REFRIGERANT FLOW) SYSTEM AIR CONDITIONING WORKS AT 2ND & 3RD FLOOR OF B+G+III STORED IT/ITES BUILDING OF NIELIT, KOLKATA CENTRE WITH ALL NECESSARY EQUIPMENTS AND FITTINGS AT BF- 267, SALT LAKE, KOLKATA -700064.

Last Date of Submission (Due Date) - 30.09.2016 (upto 3.00 p.m.)



National Institute Of Electronics and Information Technology
(NIELIT), Kolkata

(An Autonomous Scientific Society of Department of Electronics and
Information Technology (Deity), Ministry of Communications and
Information Technology, Government of India)

Jadavpur University Campus, Kolkata - 700032

Phone - 91-33-2414-6081/6054/6682, Fax - 91-33-2414-6549

<http://nielit.gov.in/kolkata/>

RELEVANT INFORMATION

1	NAME OF WORK	FABRICATION, SUPPLY, INSTALLATION AND COMMISSIONING OF VRF (VARIABLE REFRIGERANT FLOW) SYSTEM AIR CONDITIONING WORKS AT 2ND & 3RD FLOOR OF B+G+III STORIED IT/ITES BUILDING OF NIELIT, KOLKATA CENTRE WITH ALL NECESSARY EQUIPMENTS AND FITTINGS & FIXTURES PIPING ETC. AT BF- 267, SALT LAKE, KOLKATA -700 064.	
2	COMPLETION OF WORK	30 (Thirty) days from the date of issue of work order.	
3	ESTIMATED VALUE	Rs. 2351200/- (Rupees Twenty three lac fifty one thousand two hundred only) including all taxes but excluding service tax.	
4	EARNEST MONEY DEPOSIT (EMD)	2% (two percent) of estimated cost, i.e. Rs. 47024/- (Rupees Forty seven thousand and twenty four only). Bids submitted without EMD will be summarily rejected.	
5	SECUTIRY DEPOSIT (SD)	7% of work order value as below: a) EMD of 2% will be converted to Security Deposit. b) Balance SD to be recovered from 1st RA bill.	
6	TENDER COST (Non refundable)	Rs. 1000/- (Rupees One thousand only) by Demand Draft in favour of 'NIELIT, KOLKATA' payable at Kolkata. Bids submitted without cost of tender will be summarily rejected.	
7	LAST DATE & TIME OF SUBMISSION	30.09.2016 upto 3.00 p.m.	
8	DATE & TIME OF OPENING OF TENDER	30.09.2016 at 3.30 p.m.	
9	ENQUIRY DETAILS	Mr. Santu Bag Sukanya & Associates FD-224, Sec-III, Salt Lake, Kol - 106 PH- 033 23218763, 07890192443	NIELIT, Kolkata, JU Campus, Kol-32 Ph.-033-24146081,
10	DATE & TIME OF PRICE BID OPENING FOR TECHNICALLY QUALIFIED BIDDERS	Would be informed over phone/Email to all qualified bidders.	

NOTICE INVITING TENDER

- 1. NATURE & SCOPE OF WORK :** Fabrication, supply, installation and commissioning of VRF (Variable Refrigerant Flow) system air conditioning works at 2nd & 3rd floors of B+G+III storied IT/ITES building of NIELIT, Kolkata centre with all necessary tools, tackles and equipment, fittings & fixtures, piping, wiring, attachment as per manufacturers specification etc. at BF- 267, Salt lake, Kolkata-700064.
- 2. INVITATION:** Sealed Tenders, in Two bid system, are invited by the Director-In-Charge of NIELIT, Kolkata from reputed agencies with sound technical and financial capabilities and having experience in similar air conditioning and allied works for 2nd & 3rd floor of B+G+III storied IT/ITES building at BF- 267, Salt lake, Kolkata for NIELIT, Kolkata-700064.
- 3. ELIGIBILITY CRITERIA :** Original equipment manufacturer (OEM) or their authorized dealers/agencies who have successfully completed at least one similar works, costing not less than the amount equal to 80% of the estimated cost, or two similar works each costing not less than the amount equal to 70% of the estimated cost or three similar work each costing not less than the amount equal to 60% of the estimated cost in last 3 financial years. The bidder will have to submit a letter of authorization from the OEMs in case they are dealers/agencies on behalf of the OEMs. The Agency/ Dealer/OEM should have sound technical and financial capacity along with valid Trade License and Distributors License / Sales & service dealership code with agreement paper and Vat registration No. service tax registration No. to

execute such work. Bidders who are blacklisted or debarred from participating in any such tender in any Govt. Dept, Universities or Autonomous bodies are not allowed to participate in the tender. Bidders have to give self declarations in this respect that they are not black listed as mentioned above and if under any circumstances the declarations are found false their bids will be out rightly rejected and EMD will be forfeited.

4. PURCHASE OF TENDER DOCUMENTS:

The agencies/ contractors desirous to apply for the above tender work and meeting the eligibility criteria can purchase the tender document by paying Rs. 1000/- (Rupees One thousand only) in the shape of Demand Draft in favour of 'NIELIT KOLKATA' payable at Kolkata from NIELIT, KOLKATA, Jadavpur University campus, Kolkata-700032. Copy of Money Receipt to be enclosed with the Technical Bid. Alternatively, the tender document may also be downloaded from our website www.nielit.gov.in/kolkata/ The cost of tender document if downloaded must be enclosed along with technical bid through a separate demand draft in favour of 'NIELIT KOLKATA' payable at Kolkata.

5. SUBMISSION OF TENDER:

Each agency/contractor must submit the tender in sealed envelope consisting of full set of documents, duly filled up and signed and drop the same in the tender box placed besides Room No-411 on 3rd floor at NIELIT Kolkata, as per time schedule below.

Encl:-

1. Instructions to bidders (Annexure-I)
2. Terms & conditions (Annexure-II)
3. Technical bid (Annexure-III)
4. Price bid (Annexure-IV)
5. Drawings (Annexure-V-a & V-b)
6. Technical Specification (Annexure-VI)

INSTRUCTIONS TO TENDERERS (Annexure-I)

1 TWO BID SYSTEM:

Bidders are instructed to submit their tender as follows:

i) **Technical Bid**: Detail of the firm/company with the address, phone and name of one responsible person who will look after this work and his mobile no. valid/ current trade license, I.T. clearance certificate, and all documents and credential as per format of technical bid as enclosed and along with EMD for Rs 47024/- and cost of tender of tender of Rs 1000/-. If the contractor/agency furnishes any false information, the bid will be summarily rejected and EMD will be forfeited. **ALL THE ABOVE TO BE PUT IN ONE SEALED ENVELOPE (MARKED A) AND NAMED 'TECHNICAL BID'.**

ii) **Price Bid**: Shall contain the tender documents duly signed and stamped on all pages as acceptance of all terms and conditions. Rates, amounts and total to be filled up in the schedule of works. (Rates to be filled in figures and words). **ALL THE ABOVE TO BE PUT IN ONE SELAED ENVELOPE (MARKED B) AND NAMED 'PRICE BID'**. Price bid will be opened only for the bidder whose Technical bids have been found to be acceptable and the date of opening of price bid will be intimated later on.

iii) **ENVELOPES 'A' AND 'B' TO BE PUT INSIDE ANOTHER BIG ENVELOPE AND SEALED AND ADDRESSED TO The Director-In-Charge, NIELIT, Kolkata, J.U. Campus, Kolkata - 700032. With tender No. and date.**

2 LATE SUBMISSION :

Late submission due to any reason will not be accepted.

3 REJECTION OF TENDER IN TECHNICAL BID :

Employer reserves the right to reject any tender which does not qualify, in his opinion, in the Technical bid or which be incomplete or conditional, without E.M.D or unsigned and unstamped and/or with over writing or without tender fees. And in such case(s) their price bid(s) will not be opened. If the contractor furnishes any false information, the bid will be summarily rejected and EMD will be forfeited.

Terms & Conditions (Annexure-II)

- 1 **EMPLOYER:** The term employer shall mean **NIELIT, Kolkata** and its designated members/Officials, with its address as **Jadavpur University Campus, Kolkata - 700032.**
- 2 **ARCHITECT:** The term architect shall mean **Sukanya & Associates** and its designated representatives, with its address at FD 224, Salt Lake, Kolkata-700106.
- 3 **CONTRACTOR:** The term contractor shall mean the person firm or company who shall be awarded the work.
- 4 **SCOPE OF WORK:** Fabrication, supply, installation and commissioning of VRF (Variable Refrigerant Flow) system air conditioning works at 2nd & 3rd floor of B+G+III storied IT/ITES building of NIELIT, Kolkata centre with all of approved quality tools, tackle, equipments, fittings & fixtures, piping, wiring, attachment as per manufacturers specification at BF- 267, Salt lake, Kolkata.
- 5 **TIME OF COMPLETION :** 30 (Thirty) days from the date of issue of work order.
- 6 **EARNEST MONEY DEPOSIT (EMD):** 2.0% of the estimated cost i.e. Rs. 47024/- to be deposited in the form of Demand draft in favor of 'NIELIT, KOLKATA' payable at Kolkata. EMD of successful bidder will be converted as part of Security Deposit. EMD of unsuccessful bidder will be released within one month of award of contract without any interest.
- 7 **SECURITY DEPOSIT (SD) :** Security deposit @ 7%of work order value will be deducted as below: (a) 2% EMD of successful bidder will be converted to SD (b) Balance SD to be recovered from 1st RA Bill. (c) SD shall be released after the expiry of the defect liability period of 12 (Twelve) months from the date of completion in all respects.

- 8 DEFECT LIABILITY PERIOD:** 12 (Twelve) calendar months from the date of certified completion in all respects. During this period the contractor shall remain liable to rectify, replace, change any & all defective work, parts, fittings finishes as may be, in the opinion of the Architect/Engineer/ Employer. If however the contractor fails to do the same **within 15 days**, the employer reserves the full rights of getting the said rectification / replacement done through any other agency at the cost & the risk of the contractor & the cost to be adjusted from the S.D.
- 9 LIQUIDATED DAMAGES:** Unless by force majeure like earth quake, fire, riot, floods, war and such other incidents which are beyond the control of the contractor/agency, if the work is delayed beyond schedule completion time the contractor shall be penalized **@ Rs 10,000/-per week or part thereof**, subject to a **maximum of Rs.50,000/-**. This amount shall be realized from final bill.
- 10 RATES:** The contractor is advised to visit the site of the work to understand the nature of the work & difficulties, and any local condition that may affect his rates, before quoting. Rates must be quoted in figures & words. The quoted rates should include all taxes, levies, insurance premium & other expenses (i.e inclusive all) except service tax.
- 11 MEASUREMENT:** The measurement will be done as per the prevailing norms of practice. Payments will be done on the actual site measurements on measurement book certified by Architect and taken as per quoted rates. Defective & incorrect work shall not be measured.
- 12 AGREEMENT:** The Contractor has to execute an agreement in a non-judicial stamp paper of Rs.100/-within 1 week of the work order, and submit the same in original to the employer. The draft of the agreement will be provided to the contractor along with the work order.

- 13 INSURANCE :** The contractor has to indemnify the employer of all damages/ loss to life or property in executing the said work & for the same shall make an insurance policy as may be required with any Nationalized Insurance Company to cover all such damages/ loss of property & life and submit the policy to the employer after receiving of work order without which the agency/contractor will not be allowed to start the work. Any delay on this account will be contractor's liability.
- 14 SUPERVISOR:** The contractor shall depute a competent & qualified supervisor at all times to the site to supervise the work at all levels. Any written instruction given to the supervisor shall be deemed to be the instruction to the contractor.
- 15 SUB-CONTRACT :** The contractor shall not sublet or employ any sub-contractor to execute any part of the work, unless the item of work requires specialized skill, and that must be with the approval of Employer.
- 16 CORRECTION/RECTIFICATION WORK:** If any work is found to be defective or not compliance with the drawings/specifications, the same shall be demolished / replaced/rectified as per the direction of the architect & at the cost of the contractor. No payment for such work will be made.
- 17 STACKING STORAGE & SECURITY OF MATERIAL :** The Contractor shall stack & store all his materials, tools, tackles & machinery in a specified area. He will be responsible for the security of the same & will also ensure that his materials are not littered around in different places at any time.
- 18 USING OF LOWER FLOORS AS PASSAGE:** The contractor may use the stair case(s) from lower floor for lifting of materials, provided that the stair & passage etc. are cleaned every day after use. If any damage is found that should be immediately repaired by the Contractor at his cost.

- 19 **VIRTUAL COMPLETION & HANDING OVER:** After completion of all the work the contractor will clean the site, clear all debris & then make a completion letter to the architect. Only in the event that the Architect is satisfied with the completion of all the works & cleaning of the site, the work will be deemed to be virtually completed.
- 20 **ACCEPTENCE OF TENDER:** The employer reserves the right to accept or reject any or all the tenders without assigning any reason. Also the employer is not bound to accept the lowest tender offer.
- 21 **QUANTITY:** The quantity specified in the schedule are approximate & may vary up to 10%, moreover the employer reserves the right to reduce or cancel any item of work & also to introduce new items of work as per the advice of the Architect. Rates of new items of work will be as per cost analysis of the Architect.
- 22 **PAYMENT:** The contractor shall submit R.A bills of value not less Rs 8.50 (Rupees Eight lakhs fifty thousand only) for checking & certification to the Architect. After receiving the bills, duly certified by the Architect, payment will be made within 20 working days. All deductions like TDS etc. will be applicable. The contractor shall not submit more than 3 (three) RA Bills for the entire work. Service Tax at applicable rate will be paid extra.
- 23 **WORKING HOUR:** Work may be carried out during all weekdays & holidays (except National Holidays) between 7 a.m & 7 p.m. If works needs to be carried out after 7 p.m necessary permissions from the employer and all concerned authorities will be taken in advance.
- 25 **ADVANCE:** No mobilization advance or any other advance will be paid. Only works executed and the accepted will be measured and paid for.
- 26 **DISPUTE & DIFFERENCE:** In case there is any dispute regarding the work, this tender notice, drawings & instructions, measurement & payment, the decision of an independent arbitrator

appointed by Client/Architect & Contractor will be final and binding upon all parties. In all matters and disputes arising hereunder, the appropriate Courts in Kolkata alone shall have jurisdiction to entertain and try them under Indian Law.

27 COMMENCEMENT OF WORK:

Within 10 days from the date of receipt of work order. If the contractor fails to start the work within the stipulated time of 10 days from receipt of the work order, the employer will be at liberty to cancel the work order and forfeit the EMD. Work will be awarded to the next lowest bidder. However the contractor will have all liberty to intimate the employer in advance of any such delay in starting the work due to valid reasons.

28 VALIDITY OF QUOTATION :

The price quoted by the contractor will remain valid for the entire tenure of the work until completion, if the work order is issued within 2 (two) months from the date of submission.

*Sd/-
National Institute of Electronics & Information Technology, Kolkata*

TECHNICAL BID (Annexure-III)

Sr. No.	DOCUMENTS NEED TO BE SUBMITTED	WHETHER SUBMITTED TICK (YES/NO)		REF. PAGE NO.	RELEVANT DETAILS	REMARKS
		Yes	No			
01.	Tender Document fee	Yes	No		DD No: Date: Bank Name: Amount: Rs 1000/- In Favour of "NIELIT Kolkata" Payable at : Kolkata	
02.	Earnest Money Deposit (EMD)	Yes	No		DD No: Date: Bank Name: Amount: Rs 47024/- in favour of "NIELIT Kolkata" Payable at : Kolkata	
03.	Certificate of Registration of firms or Partnership	Yes	No			
04.	Proof of office address (telephone bill, electricity bill etc.)	Yes	No			
05.	Trade License	Yes	No			
06.	PAN Card	Yes	No			
07.	VAT Registration No.	Yes	No			
08.	Average annual financial Turnover during the last 3 (three) years ending 31 st March of the previous financial year should be a least 30% of the estimated cost (Copies of Annual Turnover Certificate duly certified by a Chartered Accountant / self to be enclosed)	Yes	No			
09.	Service Tax Registration No.	Yes	No			
10.	Experience of having successfully completed One similar works, costing not less than the amount equal to 80% of the estimated cost, or two similar works costing not less than the amount equal to 70% of the estimated cost or three similar work costing not less than the amount equal to 60% of the estimated cost, all in last 3 financial years.	Yes	No			

11.	<i>Income Tax Return and Audited Balance Sheet of the last 3 years.</i>	Yes	No			
12.	<i>List of Clients at Kolkata Region along with copies of relevant work orders and timely completion certificates for last 3 (three) years</i>	Yes	No			
13.	<i>Bidders who are blacklisted or debarred from participating in any such tender in any Govt. Dept, Universities or Autonomous bodies are not allowed to participate in the tender. Bidders have to give self declarations in this respect that they are not black listed as mentioned above and if under any circumstances the declarations are found false their bids will be out rightly rejected and EMD will be forfeited.</i>	Yes	No			
14.	<i>Affidavit/power of Attorney stating the capacity and the authority of the person signing on behalf of the firm</i>	Yes	No			
15.	<i>An undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender above which should be clearly mentioned that the agency/services provider will be fully liable for all statutory obligations to the principal employer and for all obligations during and after the period of contract</i>	Yes	No			
16.	<i>Whether signed by authorized signatory on all pages of the tender</i>	Yes	No			

*The above terms and conditions accepted.
Date & Signature, Name and Address of the Contractor with seal*