

BOSE INSTITUTE
KOLKATA

STANDARD BIDDING DOCUMENTS

For Open Tender Notice No.
BI/T/03/2015-16 dt. 03/06/2015

To be addressed to:

The Sr. Prof. & In -Charge Registrar's Office
Bose Institute, Centenary Building,
P-1/12, CIT Scheme – VII / M
Kolkata – 700054 (INDIA)

BOSE INSTITUTE
P-1/12, CIT Scheme – VII / M, Kankurgachi,
Kolkata – 700054

Director, Bose Institute Kolkata invites the sealed tender from the bonafide contractors/vendors/companies for the **Operation & Annual Maintenance Contract** of the Central Animal House & Research Facility at Madhyamgram Experimental Farm, Bose Institute, Kolkata.

TENDER JOB SCHEDULE

Total Operation & Non-Comprehensive Annual Maintenance Contract for 24 hrs service is required for smooth functioning of the Central Animal House & Research Facility. The Operation & Annual Maintenance Contract will be composite in nature which includes the Electrical Installations (One no 500 kVA Dry type Transformer with related HT Cable, HT & LT Breakers along with electrical wiring etc.), total HVAC plant including portable AC machine and total Ducting system, DG Set, Building Monitoring System, Fire Alarm System, Fire Fighting System, Environment Control System, CCTV, Access Control & Plumbing system.

Tender Notice No. : BI/T/03/2015-16 dt. 03.06.2015

Last date & Time for Submission : 25/06/2015 upto 14:00 hours

Date/Time for opening of bids : 25/06/2015 at 15:00 hours

Venue of Bid Opening : **Centenary Building, Bose Institute, Seminar Room (Annexe Block),P-1/12, C.I.T. Scheme – VII / M, Kolkata – 700054**

Submission of tender : **Tender Box with the Import Cell at 1st floor in Annexe Block Centenary Building, Bose Institute P-1/12, C.I.T. Scheme – VII / M Kolkata 700 054**

If the date of opening happens to be a holiday, the bids shall be opened on next working day at the same time. Fax/email bids or Late/Delayed tenders shall not be considered.

Director, Bose Institute reserves the right to accept or reject any or all tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.

Sr. Prof & In- Charge Registrar's Office

Terms and Conditions

1. **Cost of Bid Document:** Tender documents are available free of cost at Bose Institute website <http://www.boseinst.ernet.in> Interested and eligible bidders may download the same directly from the website. No tender document will be issued from the Institute.
2. The vendor should ensure that the function of the Animal Research Centre for 24x7 hrs (per week) will not be disturbed in any point of time from operation and maintenance point of view and the services will be rendered by him following the rules of statutory bodies(like CPCSEA, I.E, CPWD) of Govt. of India.
3. The bidders shall furnish a list indicating their past experience of under takings maintenance and repair jobs of electrical installations/HVAC/Building Monitoring System in composite nature in Government/Semi-government/Autonomous bodies and Research Institutions/public sector under takings/Hospitals where round the clock maintenance services are required.
4. 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.
5. The Agency should always keep some emergency stock of spares at site (to be provided by the Institute) which will be utilized to cater emergency situations as per recommendation of Scientist In-charge & Workshop Superintendent. The reconciliation of stock of materials will be done in monthly basis with the help of Institute Store personnel.
6. The Agency should return the old materials to Workshop Store 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.
7. The Agency should inform Workshop Superintendent or his authorized representative on daily basis about the spares supplied and work done from his end.
8. The Agency has to make contact/co-ordinate with the power supply company (WBSEDCL) in case of any supply – failure, fault and suitable actions should be taken as per site requirement.
9. 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.
10. The Agency should maintain all statutory norms including ESI, EPF etc. in conformity with the rules & regulations as framed by the Govt. from time to time with regard to the deputed manpower for this round the clock work through out the contract period.
11. 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.
12. 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.
13. 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.
 14. 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.
 15. The payment will be made proportionately in each month on production of the certified bill and dully filled in log book as provided by the Institute.
 16. The Agency should submit all the tax clearing certificate viz. IT, PT, Trade license, Labour license as well as PF, ESI and S.T. Registration Certificate along with quotation.
 17. The agency personnel will interact with Workshop Superintendent/Consultant Engineer for their work on daily basis.
 18. 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.
 19. The party has to execute an agreement with the institute within seven days of receipt of the work order in prescribed format on stamp paper (to be arranged by the party) incorporating the tender documents, the work order with related correspondence and the terms & condition of the contractors. *No payment shall be made till the agreement is executed.*
 20. The tender should be accompanied by Earnest Money deposit of Rs. 50,000.00 in the form of Demand Drafts (DD) drawn on any nationalized / Schedule bank in favour of Bose Institute Kolkata and payable at Kolkata.
 21. Unsuccessful bidder's bid security will be discharged as promptly as possible after handing over the responsibility of the AMC to the Successful bidder.
 22. The successful bidder will have to deposit a sum of 10% of the annual quoted value in the form of Bank Draft/Bank Guarantee drawn in favour of Bose Institute, Kolkata-700054 as performance security deposit which shall be valid for a period of 60 days beyond the date of completion of the contract.
 23. The rates should be quoted both in figures and words. Each page of the tender document is to be signed by the bidder.
 24. 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.
 25. The quotations received after the dead line for submission of bids/receipt by Telex, Fax or E-mail will not be entertained.
 26. Bids should be submitted in sealed covers in the tender box kept at Import Purchase Cell at 1st floor in Annexe Block, Centenary Building, Bose Institute, P-1/12, C.I.T. Scheme VII-M, Kolkata-700054 addressed to the Sr. Prof. & In-Charge Registrar's Office, 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 on or before 25.06.2015 at 14.00 hours.

27. 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.
 28. In case of any permanent fault, the system should be restored within an hour in anyhow. If the system is not restored in normal condition after an hour then the proportionate loss of the Animal House will be borne by the Vendor as penalty and the loss shall be certified/assessed by the Institute Authority.
 29. The Bidders should visit the site i.e Animal House, Madhyamgram Experimental Farm, Bose Institute before submission of Quotation.
 30. 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.
 31. The contract will be awarded for period of 3(three) years from the date of work order. However, initially the contract shall be for a period of one year and renewed further on yearly basis subject to satisfactory performance report and recommendation for the same from the Workshop Superintendent and the Registrar of the institute on the written request of the contractor three months before the expiry of the contract. The satisfaction of the Institute in this regard shall be final.
 32. The tenderers are requested to submit the photocopies of following documents duly signed by the proprietors/ authorised signatories along with the tender paper positively.
 - i) Pan card of the owner.
 - ii) Last Income tax clearance certificate
 - iii) Proper authentication of proprietorship/Partnership /Authorised representative of the Firm.
- If any of the above mentioned documents is not found then the tender will be cancelled without showing any reason.
33. For any legal dispute the subject matter is to be settled under Kolkata jurisdiction.
 34. Director, Bose Institute reserves the right to accept or reject any or all tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.

Sr. Prof & In- Charge Registrar's Office