

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

TENDER DOCUMENT

FOR

ELECTRICAL MAINTENANCE & ALLIED SERVICES
at “PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

2016 - 2017

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

NOTICE INVITING TENDER

No. **WBIDC/Per/159/05/VII/Part-6**

2/12/2016

- 1) WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED invites sealed tender for “ELECTRICAL MAINTENANCE & ALLIED SERVICES” at “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 from interested, experienced and reputed electrical maintenance/service providers who fulfill the eligibility criteria.
- 2) The offers should be submitted in sealed envelope super-scribing “ELECTRICAL MAINTENANCE & ALLIED SERVICES at “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 duly addressed to The Managing Director, WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, Kolkata.
- 3) The tender document can be downloaded from WBIDC website www.wbidc.com. The interested bidders can download the tender document from website and shall submit along with the tender a DD/Pay Order for Rs.500/-(Rupees Five Hundred Only non- refundable) drawn in favour of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata. The Tender Document can also be available in person from WBIDC, “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017, on any working day between 9.00 hrs to 16.00 hrs from 3/12/2016 to 13/12/2016 on payment in cash Rs.500/- (Rupees Five Hundred Only non-refundable) towards cost of the tender document, for which Cash Receipt will be issued and the Bidder should attach a copy of the Cash Receipt while submitting the tender.
- 4) The Tender Documents should be submitted in a sealed cover either in person or by post without any overwriting tampering with any of the folios thereof & duly filled in and duly signed at the bottom of each folio, by the Bidder or his / their authorized representative and it shall reach at “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 on or before 19/12/2016 on or before 15.00 hrs.
- 5) The Bidder should deposit a DD / Pay order for Rs.5,000/- (Rs. Five Thousand only) towards the earnest money (EMD) drawn in favour of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata. EMD of successful bidder will be converted to Security Deposit which will be returned after successful completion of the contract period or extension period as the case may be. Security Deposit will be refunded after successful completion of the AMC period. In case of unsatisfactory performance by the contractor, Security Deposit will be forfeited. EMD of all unsuccessful Bidders will be returned after finalization of tender. No interest will be payable on the Earnest Money Deposit.

6) WBIDC reserves the right to amend or withdraw any of the terms and conditions contained in the tender document before accepting the tender or to reject any or all the tenders without giving any notice or assigning any reason. The decision of WBIDC in this regard shall be final and binding on all.

Schedule of Tendering Process:

Issue of tender forms	From 3/12/2016 to 13/12/2016
Pre-bid Meeting	14/12/2016 @ 15.00 hrs
Last date for Tender Submission	19/12/2016 @ 15.00 hrs
Opening of Bid	20/12/2016 @ 15.30 hrs

For query contact at: 033-22553886/033-22553726

Managing Director
WBIDC LTD.

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

INDEX

Sl.No.	Particulars	
A	Eligibility Criteria	
B	General Terms and Conditions	
C	Statutory Compliance by the Bidder	
D	Duties and Responsibilities of the Bidder	
E	Special Terms and Conditions	
F	Duration	
G	Maintenance Schedule	
H	Payment	
I	Termination of Agreement	
	Enclosures	
1	Annexure I - Draft of Letter	
2	Annexure II - Certificate for site Inspection	
3	Annexure III -Bidder Details	
4	Annexure IV- Format for Similar Work Carried out by bidder	
5	Annexure V-Agreement format	
6	Annexure-VI -Rates quote	
	Check list	

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017

No. **WBIDC/Per/159/05/VII/Part-6**

2/12/2016

ELIGIBILITY CRITERIA:

(Please attached self- attested documents as per check list)

1. The bidder should attach Tender Cost in the form of Cash receipt or DD of Rs.500/- (Rs. Five Hundred only).
2. The Bid should accompany a DD / Pay Order Rs.5,000/- (Rs. Five Thousand only) drawn on any nationalized bank in the name of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata towards Earnest Money Deposit (EMD). Tender received without prescribed EMD will be summarily rejected. No exemption will be granted.
3. The bidders should have office in Kolkata area.
4. The bidder should have valid license.
5. The bidder must submit a self-attested copy (copies) of Recent work order (s) (details filled with attached format Annexure-IV) of which the work (s) has (have) been completed within last 3 (Three) years as on 31/03/2016 as a proof of similar work done in a PSU, Central /State Government Organization or subsidiary / joint venture / Regulated company thereof, or a reputed private company etc.

The tenders of those Bidders who do not fulfill above eligibility criteria are liable for rejection.

GENERAL CONDITIONS:

1. The contracting party whether it be a Proprietor / Individual, Partnership firm, Company / Corporation, Society, they shall be, for the purpose of this contract, be known as “the Bidder” and the WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED shall be known as “WBIDC”.
2. Bidder should ensure that the documents are attached as per Check list and all pages of Tender and documents are signed and stamped. Failure to do so shall lead to the rejection of bids.
3. The Bidder will give a declaration as per attached format **Annexure- I** that he has read and understood the above conditions and the same shall remain binding upon him in case the work is entrusted to him.

4. The bidder must visit/examine the site and its surrounding on any working day by prior appointment with the Representative of WBIDC for the proper assessment of prospective assignment (scope of works) before submitting their offer. No claims later on shall be entertained. Bidder should submit a Certificate for the Site Inspection as per attached format **Annexure-II**.
5. Bidder should submit their details as per attached format **Annexure-III** with self-attested documents.
6. The successful Bidder whose tender is accepted shall, with immediate effect from issuing / receiving the Letter of Acceptance, be required to execute the Contract Agreement with WBIDC as per the General Conditions / Special conditions enumerated in the tender documents, on a Non-Judicial Stamp Paper of Rs.100/- (Rupees One Hundred only). If he / she / they decline/s or fail/s to execute the contract agreement within the stipulated time, the EMD shall stand forfeited, without prejudice to WBIDC's right to rescind the contract and other rights and remedies warranted by the law.
7. Bidder/s shall keep his / their offer valid for a period of at least 3 months (90 days) from the date of opening of the Bid. If any Bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his offer, the EMD is liable to be forfeited.
8. The Bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of tendering and for entering into a contract and must visit and inspect the site of work and acquaint himself with all local conditions means of access to the work, nature of work and all related matters appertaining thereto.
9. Immediately, on receipt of intimation from the WBIDC, the successful Bidder will execute the work and the written acceptance of the tender will constitute a binding contract between WBIDC and the Bidder so tendering. It will be the responsibility of the Bidder to thoroughly examine the site in all respects.
10. In the event of refusal to carry out work by the successful Bidder on any grounds, its earnest money shall be forfeited.
11. It shall be the responsibility of the Bidder to meet transportation, food, medical and any other requirements in respect of the workers engaged by it (Bidder) at WBIDC, Kolkata and WBIDC shall have no liabilities in this regard.
12. The WBIDC will not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by service providing Bidder in the course of their performing the functions / duties, or for payment towards any compensation.

STATUTORY COMPLIANCE BY THE BIDDER:

13. The Bidder should obtain the requisite license from authorities such as Municipality, Local Authority, State / Central etc., at its' own cost. The WBIDC shall not be responsible in any way for any breach of these rules and regulations by the Bidder. The Agency should hold valid licence issued by appropriate statutory authorities for carrying out such contracts
14. The Bidder shall obtain and keep it in force throughout the term of the agreement, necessary / valid license from the Licensing authority and the rules framed there under and produce the same to WBIDC before commencement of the services under the contract.
15. The Bidder shall not deploy any person below the age of 18 years.

DUTIES AND RESPONSIBILITIES OF THE BIDDER:

16. The Bidder shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance.
17. The Bidder shall be responsible for Complete Electrical maintenance including providing new wiring, laying of cables, etc. and all related activities as and when required. Any other work of similar nature assigned from time to time alongwith electrical repairing work.
18. Fixing and maintenance of tube lights, fans, and regular power points as and when required. Attending to all kinds of breakdown calls.
19. The maintenance of electrical work as follows:

Sl. No.	Floor	Particulars
1.	Basement	3 Nos. Lift panel & Pump Panel
2.	Ground Floor	LT panel front of Transformer UPS panel in UPS room
3.	1 st Floor	MCB-DB of Light DB, Power DB, UPS DB
4.	2 nd Floor	MCB-DB of Light DB, Power DB, UPS DB
5.	3 rd Floor	MCB-DB of Light DB, Power DB, UPS DB
6.	4 th Floor	MCB-DB of Light DB, Power DB, UPS DB
7.	5 th Floor	MCB-DB of Light DB, Power DB, UPS DB
8.	Roof Top	3 Nos. Lift panel
9.	Light and Plug points checking of all floor	

20. The bidder should depute one qualified electrician once in a week throughout the day. The bidder should depute electrician on emergencies as and when required at no additional cost.
21. The Bidder shall not assign the contract or sublet any portion of the contract. In case of breach of this condition, WBIDC will serve a notice in writing on the Bidder rescinding the contract where upon the security deposit shall stand forfeited to WBIDC without prejudice to other remedies against the Bidder.
22. All personnel employed by the Bidder shall be medically fit and having good health.

SPECIAL CONDITIONS OF CONTRACT:

23. The rates quoted by firm should be inclusive of tax. In case prices are not inclusive of tax, and if it is not mentioned then it will be presumed that the rates are inclusive of all duties, taxes, etc., and no payment shall be made by WBIDC on this account on a later stage.
24. Last three years Income Tax Certificate, Company incorporation certificate, Service Tax Registration, Sales Tax Clearance Certificate dispensed with Sales Tax Registration no. (If any) and Valid Trade License Certificate should be submitted along with tender.

DURATION OF WORK:

25. The contract will be awarded to successful bidder for period of the 1 (One) year from the date of accepting the work order and signing of the agreement.

MAINTENANCE SCHEDULE:

26. The Bidder has to carry out a monthly maintenance of entire electrical fittings and equipment installed at “Protiti” and to submit detail report for all the equipment / installations mentioned above in the duties and responsibilities. It may please be noted that any major repairs or replacement of the equipment or commencement of new electrical layouts will be carried out separately according to necessity and the expenditure will be borne by WBIDC. On successful installation of such equipment etc. the maintenance of such electrical fittings/installations will automatically be included in the existing AMC contract with the bidder at no additional cost.
27. In case of failure of contractor to attend any maintenance, WBIDC reserves the right to get the work done departmentally or through any other agency (on urgent basis for sustaining safety) and cost so incurred will be deducted from the contractor’s bill/s.
28. If any damage to any equipment and allied accessories occurred due to improper maintenance or negligence in workmanship, the parts/spares will be replaced by the contractor immediately free of cost.

H PAYMENTS:

1. Advance payments will not be made against work order. Payment will be made on quarterly basis only on completion of the quarter and after rendering satisfactory services and receipt of Invoice with related service reports (previous 3 months).
2. Payments will be made through RTGS / NEFT. Bidders should provide their bank details duly signed by authorized signatories along with the copy of cancelled Cheque.
3. TDS (as applicable) will be deducted as per Prevailing Rules.

I. TERMINATION OF THE AGREEMENT:

4. During the currency of this agreement, WBIDC shall have the right to terminate this agreement if it is not satisfied with the performance of the Bidder by giving it minimum 30 days' notice in writing. For this purpose, the WBIDC shall be the sole Judge to decide whether the performance of the Bidder is satisfactory or not and such decision of the WBIDC shall be final, conclusive and binding on the Bidder and the Bidder shall not be entitled to any compensation in that regard. Furthermore if on account of non-renewal of the contract and/or termination of this contract, the Bidder has no right to claim for a renewal whatsoever.

Signature and seal of the Bidder

Date:

Address:

ENCLOSURES

ANNEXURE – I

To,
The Managing Director
WBIDC
“PROTITI”,
23, Abanindranath Tagore Sarani (Camac Street),
Kolkata-700 017

Subject: Annual Maintenance Contract for Electrical Maintenance & Allied Services at
“PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), kolkata-700 017

Sir,

With respect to the tender enquiry, I / We hereby submit my / our tender in a required format.

I / We have adhered to the requirements prescribed by WBIDC. I / We have carefully gone through the guidelines / terms and conditions and prescribed format and I / We accept the same without any alternations / modifications.

Thanking you,

Yours faithfully,

Signature and seal of bidder

Date:

Address:

ANNEXURE-II

CERTIFICATE FOR THE SITE INSPECTION

I / We (M/s. _____) have certified that we have visited the site on _____ and assessed the nature and amount of work involved before submitting our offer.

We will be able to complete the works within the stipulated time and also that we will be able to execute the work suit to the site conditions.

Bidder Signature and seal/stamp with date

WBIDC LTD.
Officer/Representative

ANNEXURE III

BIDDER DETAILS

1. Earnest Money Deposit (EMD)		Demand Draft _____ dated _____ No. _____ for ` _____ drawn on (Name of the Bank) _____ in favour of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata		
No.	Required Information			
1	Name and registered address of the Individual/firm/company			
2	Legal status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc.			
3	Name of the contact person, Designation, Telephone No., Fax No., E-mail id			
4	Month and Year of commencement of service business.			
5	Statutory details (Photocopies to be attached)			
5.1	Registration number of the firm.			
5.2	Service Tax – Registration number			
5.3	VAT No. – Registration number			
5.4	PAN No.			
5.5	E.S.I No.			
5.6	P.F. No.			
6	Financial Capabilities Attach last 3 years income tax returns, audited statement of accounts, balance sheet and profit loss statement certified by CA.			
	Details	FY 2013-14	FY 2014-15	FY 2015-16
i.	Annual Turnover			
ii.	Net Profit			
iii.	Loss if any			

Signature and seal of Bidder

Date:

Address:

ANNEXURE IV

Description of similar work of Maintenance for ELECTRICAL MAINTENANCE & ALLIED SERVICES executed during the last Three years.

(Please furnish copies of completion certificate from the Government Department / Organization etc.)

Description of the work /order executed	Actual value of work/order executed	Name of the Govt. Dept./ Organization etc./Others	Work Period			Name and Contact number of the Officer to whom reference may be made
			Start Date	Finish Date	Stipulated date	

Signature and seal of Bidder

Date:

Address:

ANNEXURE- V

AGREEMENT

This Agreement is made on the ___ day of ____ 2016
Between WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED,
Kolkata and having its office at “PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street),
Kolkata-700 017 (Hereinafter referred to as “WBIDC”) PARTY OF THE OF THE FIRST
PART, and

{Name of Agency with address}, (Hereinafter referred to as “Agency”) PARTY OF THE OF
THE SECOND PART.

WHEREAS the WBIDC invited bids vide Ref. No. WBIDC/Per/159/05/VII/Part-6 dt.
___ /___ /_____ for Annual Maintenance Contract for ELECTRICAL
MAINTENANCE & ALLIED SERVICES at WBIDC, Kolkata and has accepted a Bid
by the Agency having its registered office at

And whereas the contractor in pursuant to that advertisement has made an application
vide Bid Ref. No WBIDC/Per/159/05/VII/Part-6 dt. ___ /___ /_____ for providing
Annual Maintenance Contract for ELECTRICAL MAINTENANCE & ALLIED
SERVICES at WBIDC for a tenure of 1 (One) year w.e.f. __/__/____, upon signing of
this agreement by both the parties.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between WBIDC and the Agency, and each shall be read and construed as an integral part of the Contract:
 - (1) This Contract Agreement
 - (2) General Conditions
 - (3) Special Conditions of Contract
 - (4) Technical Requirements (including Schedule of Requirements, Duties and responsibilities and Technical Specifications)
 - (5) The Agency’s Bid and original Price Schedules
 - (6) Work order
 - (7) {Add if any other documents.}

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. Any dispute arising under this Agreement shall be determined by WBIDC and WBIDC's decision will be final and binding and shall subject to Kolkata jurisdiction only.
5. That all parts of this contract have been read by the contractor and fully understood.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed accordingly on the day, month and year indicated above.

For and on behalf of the WBIDC, Kolkata

For and on behalf of the Agency

Signed:

Signed:

Designation:

Designation:

In the presence of Witness

In the presence of Witness

Name:

Name:

Sign:

Sign:

Address

Address

Annexure-VI

TENDER NO. WBIDC/Per/159/05/VII/Part-6

Name of the Agency :

Rates quoted for electrical maintenance service and deputation of 1 No. Electrician (once in a week). The rates are inclusive of administrative charges, services charges, etc.

Sl. No.	Particulars	Rate per month (Rs.)
1.	Electrical maintenance and allied service	
2.	Electrical supervisor charge (once in a week)	
Total (RS.)		

Tax _____% (specify)

Total amount for 1 (One) year: Rs. _____ (inclusive of TAX)

Date : _____

Signature _____

Place : _____

Name _____

Designation _____

Seal of the Company / Agency

CHECK LIST POINTS

Tick mark () as for which complied with

- | | | |
|----|---|----------|
| 1 | Bid in envelope dully sealed | ()
✓ |
| 2 | Tender cost (Cash receipt or DD) | () |
| 3 | Earnest Money Deposit (EMD) | () |
| 4 | Copy of Registration certificate of firm | () |
| 6 | Copy of Service Tax Registration. | () |
| 7 | Copy of PAN card with copies of last three years IT returns. | () |
| 8 | Copies of similar supporting work orders for last five years. | () |
| 9 | Draft of Letter -Annexure I | () |
| 10 | Certificate for site Inspection- Annexure II | () |
| 11 | Bidder Details- Annexure III | () |
| 12 | Form of similar work carried out by bidder -Annexure IV | () |
| 13 | Agreement format -Annexure V | () |
| 14 | Rates quote-Annexure-VI | () |

Signature and seal of Bidder

Date:

Address: