

**EXPRESSION OF INTEREST**

**For**

**OPERATION & MAINTENANCE SERVICES**

**In**

**WEST BENGAL TRADE PROMOTION ORGANISATION  
(MILAN MELA)**

**3, JBS HALDANE AVENUE**

**KOLKATA – 700 046**

## BACKGROUND:

To promote infrastructure support for holding fairs / exhibitions / conferences and other events in the city of Kolkata, Milan Mela, the Permanent Trade Fair Complex near Science City off E M By-pass has been promoted by the West Bengal Trade Promotion Organisation (WBTPO), a joint venture between West Bengal Industrial Development Corporation Limited (WBIDC) and Kolkata Municipal Corporation (KMC). A large number of fairs are being held in each year in Milan Mela Complex. Some of the notable fairs during 2010 – 11 were Kolkata International Book Fair, India International Trade Fair, Handicrafts Fair, Tanteer Haat etc.

The 1<sup>st</sup> Phase of the project comprising development of the fair ground and creation of infrastructure for holding fairs have been completed. Milan Mela comprises of 4 (four) Non AC Halls, Open Air Theatre, Administrative Building, Food Court and Common Service Building etc. having a total built up space of 16,000 sq.mt. The 2<sup>nd</sup> Phase has also been developed as open fair ground with demarcated area for temporary stalls, pathways, greens, sitting arrangements, toilet facilities etc. The infrastructure facilities viz. underground water reservoir, pump house, water supply arrangement, power supply system, street lighting, storm water drainage, sewerage system, roads, etc. have already been developed. In this scenario it has become necessary to engage capable Service Providers (SP) to carry out Operation and Maintenance (OM) services of the facilities created within Milan Mela Complex. This Expression of Interest is invited from the Operation and Maintenance Service Provider to provide Operation and Maintenance Services of the infrastructure in an effective manner on a competitive bid basis.

**The Bid document will be available in the official website of WBTPPO ([www.wbtpo.in](http://www.wbtpo.in)) and WBIDC ([www.wbidc.com](http://www.wbidc.com)). The last date for submission of bid document will be 7<sup>th</sup> February 2013 by 3.00 pm at West Bengal Industrial Development Corporation, “Protiti” , 23 Abaninidra Nath Sarani, Kolkata - 700017. The technical bid will be opened on 7<sup>th</sup> February 2013 after 4 pm. at West Bengal Industrial Development Corporation, “Protiti”, 23 Abaninidra Nath Sarani ,Kolkata - 700017.**

- 1.2 Bidders must review this Tender Document carefully and ensure that they can provide all the necessary infrastructure and personnel to fully support the operations and achieve the given objectives of services requested; Any deviation or substitution may be highlighted on a separate statement;
- 1.3 The Bidder is expected to have sufficient experience in handling operation and maintenance services in large industrial establishments / industrial parks and must comply with safety standards as practiced in this trade;
- 1.4 Bidders must acquaint with the area of operation before submission of the bid and shall ensure that they are well acquainted with the job sites, environment including topography, logistics and climates etc. WBTPPO will in no case be responsible or liable for costs associated with the preparation and submission of bids regardless of the outcome.
- 1.5 WBTPPO reserves to itself the right to withdraw from the tendering process if the bids received are found unacceptable on a techno-commercial evaluation and not liable to accept the lowest offer.

## 2. ELIGIBILITY CRITERIA:

- 2.1 The bidders must have at least 3 (three) years experience in handling operation and maintenance services in major industrial establishments / large industrial parks/ other such projects, value of which should not be less than Rs. 10 crores.
- 2.2 The turnover of the bidder exclusively for the operation and maintenance services should be at least Rs. 30.00 lakh during each of the last 3 (three) financial years.

### 3. DOCUMENTS TO BE SUBMITTED WITH BID:

Bidder shall furnish the following details along with TENDER:

- 3.1(a) Copies of original documents duly notarized defining the constitution or legal status of the bidder, place of registration and principal place of business and in case of a joint venture or foreign collaboration such details for each party thereto constituting the bidder.
- 3.1 (b) Details of experience and past performance of the bidder (or of each party to a joint venture or foreign collaboration) on work of a similar nature within the past 3-years and details of current work in hand and other contractual commitments , indicating current areas of operation and clients.
- 3.1.(c) Name of signatory on tender, his title / designation and address.  
  
Names and signatures of those authorized to act on signatories behalf, counter signed by signatory.
- 3.2 Reports of financial standing of the bidder (or of each party of a joint venture), such as profit & loss statements, balance-sheets and auditors' reports include income tax return for the past 3 financial years.
- 3.3 Information regarding any current litigation in which the bidder is involved.
- 3.4 Confirmation accepting the terms and conditions of Tender.

### 4. BIDDING PROCESS AND FILING REQUIREMENTS

- 4.1 Tender papers must be completed in all respects and shall be submitted together with requisite information and appendices within the due date. Tenders should be complete and free from any ambiguity or changes. The tender should be neatly filled up and signed in all pages by the authorized signatory of the organisation. Offers should be submitted in duplicate in A4 paper.
- 4.2 The bidders bid and any annotation or accompanying documentation shall be in the English language. However, any printed literature may be written in another language provided it is accompanied by an English translation of its pertinent passages, in which case the English translation shall govern.
- 4.3 The bidder shall sign the proposal, stating the name of the entity to whom the Work / Service Order is to be awarded. Each page of the bid shall be duly signed by an authorized officer from the Bidder's organisation.
- 4.4 Bidders shall indicate their full address and telegraphic / phone / fax / e-mail address in the bid document.
- 4.5 Bidder will submit the Bid package in its entirety and no alternations will be made to the documents or the wording therein. The bid package will be signed by a duly authorized Officer or Representative of the Company.
- 4.6 Telegraphic / email / Tele Fax offers, whether received directly by WBTPPO or submitted by the local agents shall not be considered.
- 4.7 Bids made by agents / consultants / representatives / associates will not be considered.
- 4.8 The bid must be kept valid for 6 (six) months from the date of opening. In exceptional circumstances WBTPPO may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing by cable / fax / mail. The validity of Bid bond shall also be suitably extended.
- 4.9(a) At first, the eligibility criteria (sl. 2.1 & 2.2), other required bid documents (sl. 3.1 to 3.4), along with Annexure – I, II & EMD receipt submitted by the bidders in Envelop No.1 will be opened and examined.
- 4.9(b) Those bidders who will qualify in evaluation process as mentioned in 4.9(a) above will only be considered for evaluation process in respect of technical plan in line with Annexure – III and associated other details as will be submitted in Envelop No. II.

- 4.9(c) The financial bid as per annexure- 5 to be submitted in Envelop No.-III will be opened for those bidders whose technical plan are found satisfactory and commensurate with our requirement.
- 4.9(d) Decision of the management of WBTPO in regard to the finalization of tender is final and is binding on all participants.
- 4.9(e) WBTPO authority reserves the right to cancel the tender at any point of time during the evaluation process without showing any reason whatsoever.

## 5. BID BOND / EARNEST MONEY DEPOSIT / PERFORMANCE BOND

- 5.1 Bidders shall be required to submit with their bids an Earnest Money Deposit (EMD) / Bid Bond (Bid Security) along with this Bid Document valid for a period of 6 (six) months from the date of opening of bid. The EMD/ Bid Bond shall be of Rs.50,000/-.

The successful bidder may be requested to extend the validity of EMD/ Bid Bond for a further period of 6 (six) months until a formal work order is issued to the party and / or performance bond is submitted by the bidder to WBTPO. The original Bid Bond shall be submitted with the bid itself. Bids not accompanied by a EMD/ Bid Bond as above shall be rejected. Bidders Bid Bonds should be on non-judicial stamp paper of requisite value from nationalized / scheduled commercial banks.

- 5.2 Successful Bidder shall furnish to WBTPO within 30 (thirty) days of issue of letter of award a performance security in the form of a bank guarantee from an Indian Nationalised / Scheduled Commercial Banks for a sum equivalent to 10 (Ten) percent of the total order value as per prescribed proforma as at Annexure - 6 to the Bid Document. This bank guarantee / performance bond shall be drawn in favour of WBTPO and shall be valid for a period of 24 (Twenty four) months from the date of awarding the assignment.

- 5.3 For bidders performance bonds shall be given on non-judicial stamp paper of requisite value from an Indian Nationalised / Scheduled Commercial Banks.

## 6. EVALUATION AND COMPARISON OF BIDS

- 6.1 Techno-Financial evaluation :

Detail Techno-Financial evaluation process has been set out in para 4.9a),4.9b),4.9c) above.

After opening the bids, the bid document submitted by each bidder will be examined. Any bid which does not meet the eligibility criteria set forth in the tender document will be rejected. To assist the evaluation of technical plan of bids WBTPO may, at its discretion, ask a bidder for clarifications. The requests for clarifications and response shall be in writing. WBTPO will evaluate and compare all technically and commercially acceptable bids. To facilitate evaluation and comparison of bids, bidders are requested to state their bid price in accordance with the price format (Annexure - 5) of the tender document. The basis of award shall be the **techno financial evaluation carried by the Evaluation Committee.**

#### 6.2 Price evaluation:

Bidders shall set the prices / rates in firm figures and without any qualification. Each figure shall be repeated in words and in the event of any discrepancy between the amount stated in figures and words, the rates quoted in words shall be deemed to be the correct amount.

### 7. OTHER INSTRUCTIONS AND TENDER CONDITIONS

- 7.1 Acceptance of offer by WBTPO will be communicated by letter. The work order shall mean and include all the contents of this tender document.
- 7.2 Any tender received with less than the prescribed validity period is liable to be rejected.
- 7.3 Payment of taxes such as income tax – corporate as well as personal taxes and any other taxes payable to Government or other bodies is the responsibility of the service provider. However, WBTPO shall comply with all statutory requirements in this regard while making payment to the service provider.
- 7.4 Price quoted should be firm. Offers providing for escalation of price will be rejected.
- 7.5 Offer should be submitted in sealed cover.

### 8. GENERAL TERMS AND CONDITIONS

#### **Communication**

All communications, correspondence and documentation requested in this tender document shall be sent to the following address:

**The Chief Executive Officer  
West Bengal Trade Promotion Organisation (Milan Mela)  
3, JBS Haldane Avenue**

## **Kolkata – 700 046**

### **Definitions**

The Company shall mean West Bengal Trade Promotion Organisation.

The Contractor shall mean the party in whose favour this work order is issued.

### **Scope of Work**

WBTPO invites sealed tender from reputed Service Provider (SP) for overall upkeep, maintenance, repair of the equipment and entire infrastructure facilities of the permanent trade fair complex i.e. Milan Mela. The scope of work of the OM service provider, apart from above, will primarily involve -

- (i) Obtaining necessary license and clearance from local authority related to O&M of the fair complex.
- (ii) Taking note of reading of water meters, electric meters / sub-meters and making payment to the concerned authority;
- (iii) Ensuring that all properties of Milan Mela Complex including buildings, equipments and infrastructure facilities are properly insured and that the premiums are paid in time, if necessary, issue reminder to WBTPO for the same.
- (iv) Ensuring payment of Municipal Dues, if any. Ensuring that WBTPO as owner of Milan Mela Complex fulfills all its statutory requirements / responsibilities.
- (v) Detection of defects and coordinating with WBTPO and concerned agencies for getting the repair done.
- (vi) The O&M agency shall assist and advise WBTPO regarding the fulfilling any of its obligations as an owner of the fair complex. This will involve obtaining necessary approvals, renewals and obtaining of licenses (e.g. renewal of fire licenses etc.) from local / relevant authorities.



- (vii) Any other function required for suitably managing the property ensuring smooth functioning of the facilities along with providing suggestions for improvement of O&M services.
- (viii) To submit monthly report on overall O&M service rendered and inventory list during the month.
- (ix) The O&M service provider shall provide at least five nos. mobile phone to their employees on duty, to facilitate proper communication and smooth functioning of the day to day activities.

An outline of the services to be provided by SP has been stated below to establish the minimum expectation level. These have been stated activity wise:

<b>Nature</b>	<b>Work to cover</b>
* Exterior cleaning of building and structure and open areas.	All surfaces expose to external ambiance. It is desired not to apply any cleaning chemicals on any electrical switches or panels. Cordoning of the work place should be done and caution sign board to be in place. Use gloves, safety shoes, goggles, safety harness at all times.
* Cleaning of all wash room and toilet blocks.	All points to be covered with deodorant and disinfectant cleaner. For ladies toilet only house-lady to be deployed.
* Cleaning of Garbage bin and Garbage storage area	Garbage to be cleared at appointed time interval after segregation. No littering or mixing of garbage will be allowed. Garbage to be discharged at appointed place as per standing order of WBTPPO.
* Dry mopping	Non AC Halls (4 Nos.), Administrative Building, Office-cum-Conference Building, Central Service Building, Food Court, OAT, Gate Complex and other open areas. Floor, ceilings, doors, windows and handrails included Dust should not be disposed off at

	any unauthorized areas.
* Wet mopping	Non AC Halls, Administrative Building, Office-cum-Conference Building, Central Service Building, Food Court, OAT, Gate Complex etc. Frequency of wet mopping and the timing to be planned.
* Pest control	For the Non AC Halls, Administrative Building, Office-cum-Conference Building, Central Service Building, Toilet Blocks, Food Court and OAT etc.
Gardening and Horticulture	This will include area cleaning, horticulture and gardening of the open areas. Supply of seeds, sapling, fertilizer, pesticide etc. is under the scope of OM service provider.
Main CESC Power	Operation and follow-up routine check list. In case of power failure, DG sets to be started and connect load that are required to be operational during power failure. Inform CESC about power outage and take complaint number. Enquire about the nature of failure and likely time for restoration.
UPS failure	Inform OEM and register complaint. Ensure follow-up for restoration. UPS battery to be checked at routine interval.
Diesel Generator Sets	Follow OEM guidelines. Generators should be kept ready for operation 24 x 7 basis. For this, all routine and preventive maintenance procedure prescribed in the operational manual to be followed. O&M agency shall procure diesel and lubricant and get the reimbursement from WBTPO as per consumption norms given by the manufacturer of DG sets. Handling and operation of DG sets to be done by engaging competent persons only.
Indoor 11 KV Switchgear with VCB, 1500KVA11KV/420VoltsTransformer, LT Distribution Board, Control Panel, Power/Lighting Distribution Board,	Follow OEM guidelines. To be handled / operated by engaging competent persons authorized to carry out work with such equipment / installation.

Feeder Pillar Box, Junction Box etc.	
Electrical Infrastructure	Maintenance of motor, a/c machine, battery, battery charger, street light, high mast light, post top light, hanger suspended light, garden light and various other lights; replacement of light/bulb along with the required electrical fittings and consumables as required; switching operation of lighting installation. Competent persons authorized to carry out such activities should be engaged.
Water pumps including water treatment plant	<p>OM operator will regularly operate treatment plant, fill up the reservoirs and ensure uninterrupted supply of water in the Mela Complex. Water pumps to be maintained for getting water 24 x 7 basis. Water treatment plant should be maintained properly, so that water quality does not deteriorate.</p> <p>Maintenance of pumps, filtration plant and reservoir including supply (cost reimbursement basis) of consumables i.e. salt, chemical etc., oiling of pumps, if and when necessary, greasing of parts as and when necessary, regular backwash for iron removal etc. are under the scope of OM service provider. This will include periodic cleaning of underground reservoir. Consumable will be reimbursed. Testing of water to be done whenever required.</p>
General Plumbing	Operation and Maintenance of the general plumbing works in various places viz. toilet blocks, toilets in the administrative building / non AC halls/ food court/ underground reservoir / pump house/ OAT, water/drainage/sewerage pipelines etc. O&M of fittings, fixture of toilet blocks.
Fire Fighting	Operation and Maintenance along with necessary consumables. O&M of fire pumps, greasing, preventive maintenance of alarm system, sprinkler system, attending to sprinklers as and when necessary, detection and attending to leakages, if any, within the system. Regular checks and drills as per safety norms.
Drainage and Sewerage	Operation and Maintenance along with consumables. This will include periodic cleaning of underground reservoir, preventive measures for chocking of the system of drainage and sewerage lines.

***\*The consumables and tools required for cleaning and up keeping are to be provided by OM service provider.***

### **Annual Maintenance of Diesel Generator Sets**

OM service provider will be responsible for taking up the Annual Maintenance of both the 1010KVA and 750KVA DG sets. Apart from regular maintenance by the OM service provider, annual overhauling of the sets including B & C checks etc. to be carried out through authorized service agency of OEM (Cummins) by the OM service provider.

### **Tools to be provided by OM service provider**

Apart from essential tools like 500Volt Megger, multimeter (2/3 nos.), continuity tester (2/3 nos.), crimping tool, soldering kit, tall ladder to attend street light/light fittings suspended from hall hangers, tong tester (2/3nos.), hydrometer, blower, pipe wrench, slide wrench, required spanners etc. and all other required tools for O&M activities of the establishment are to be provided by the service providing agency.

### **List of Assets & Major Equipments installed are given in Annexure - 4**

### **Personnel**

OM Service Provider will deploy a core group of service personnel on 24 x 7 basis to attend any situation and intimate the company about location wise requirement separately. This deputation may increase or decrease based on site requirement with one week advance notice. Details of minimum manpower requirement vis-à-vis requisite qualification / experience have been indicated in Annexure – 3 and Annexure – 7 respectfully. **BIDDERS SHALL QUOTE THE RATES BASED ON THE SUGGESTED MANPOWER** taking into consideration the various electro mechanical equipments including housekeeping and horticulture. The Service Provider will also be required to undertake the responsibility of Annual Overhauling Maintenance for the 2(two) nos. DG set specified. The price quoted must be firm, whether the work is awarded in full or part. Separate prices must be quoted for undertaking OM services and for Annual Maintenance Overhauling services.

OM service provider shall provide the list of personnel along with their curriculum vitae and passport size photographs with full address before deputing them at Milan Mela. Only the person approved by WBTPPO shall be deployed at Milan Mela under this Work Order. The maximum and minimum age limit are 60 years and 25 years respectively.

The contractor shall be responsible for and comply with all laws / acts applicable for compensation to the personnel including minimum wages, PF, ESI / Workmen Compensation and other applicable monthly / annual benefits etc.

### **Rates**

The rates will remain firm for 2-years from the date of issue of the Work Order. No escalation whatsoever shall be allowed unless otherwise stated in Work Order or subsequent amendment to the Work Order.

**Rates to be mentioned in the tender shall be for per month per person basis.**

**Taxes**

WBTPPO shall withhold tax deductible at source (TDS) from the payment due to the contractor in pursuance of provisions of Income Tax Act, 1961, as currently in force and as amended from time to time.

**Mobilisation Terms & Schedule :**

Mobilisation of the manpower and resources should be made within 15 days from the date of intimation.

**Payment Terms :**

Payment shall be made within 21-days from the date of receipt of invoice in duplicate, correct in all respect and duly supported with time / attendance sheet and certified by WBTPPO's representative.

**Discipline :**

OM service provider shall maintain strict discipline and good order among its employees and shall abide by and confirm to all instructions by contractor and company governing security operations. Should company feel for just cause that the conduct of an contractor personnel is detrimental to WBTPPO's interest, WBTPPO shall ask the contractor in writing to remove such person(s) from the site immediately.

OM service provider shall furnish at its sole expense and under its exclusive responsibility competent O&M service personnel having technical qualification in requisite trade. The entire persons engaged should be experienced and able to communicate effectively.

OM service provider shall be solely responsible throughout the tenure of this contract to provide all requirements of its personnel including medical attention, vacation and time off allowance and any other benefits which may be due to such employees under any law and otherwise. Company shall have no responsibility or liability whatsoever in this regards.

OM service provider shall be solely responsible for strict compliance for meeting statutory requirements of labour laws connected with employment and proper record of its personnel. All O&M personnel deployed at Milan Mela Complex shall be properly insured.

O&M service personnel posted shall wear proper uniform and shoes and shall have badge for proper identification. Contractor shall provide these items as well as other materials like tool kit etc. to O&M service personnel to perform their duties.

WBTPPO at its own discretion reserves the right to remove any of contractors, O&M personnel whose performance and conduct is not satisfactory.

Any matter regarding movement of machinery parts or the equipment as a whole shall be recorded properly in a separate permanent register. The time of entry and exit for such material supported by a chalan also to be recorded.

Any loss of material, equipment for the infrastructure facility shall be to the account of the O&M and the cost of lost items / materials shall be recovered from O&M's monthly bill.

Time is the essence of this contract to be awarded by WBTPPO and all service deliverables under the order needs to be completed within the stipulated time schedule. Hence, in case of any delay in the completion of the service responsibility for the reasons attributable to the contractor, WBTPPO reserves the right to get the incomplete services done from elsewhere at the sole risk and cost of the contractor.

**Duration of Contract :**

This Work Order will be in force for a period of 24 (Twenty four) months

**Indemnity:**

O&M shall undertake to keep WBTPPO indemnified against any and all claims, costs, expenses, damages and liabilities of any nature whatsoever arising from or pertaining to the performance of this Work Order.

**Termination :**

WBTPPO reserves the right to terminate the Work Order by giving 30 (thirty) days written notice to the O&M without assigning any reasons whatsoever.

**Jurisdiction :**

High Court, Kolkata, shall have jurisdiction for any dispute concerning the Work Order.

**Extra Condition :**

WBTPO has the right to assign this Work Order to any other company at any stage of execution and the OM Service Provider shall not have any objection to the said assignment of this Work Order.

**Performance Bank Guarantee:**

Contractor shall furnish to WBTPO at the time the contractor executes this Work Order, a Bank Guarantee in form satisfactory to WBTPO, for 10% of the Work Order value. The Guarantee shall include the faithful and diligent performance of all the undertakings, obligations and liabilities of contractor or any authorized sub-contractor arising hereunder and further guarantee WBTPO against loss by reason of breach or default in the performance of any obligation by the contractor or such sub-contractor. No alteration, pre-payment, delay, change, amendment, extension or addition which may be made or agreed to between contractor and WBTPO and no forbearance on the part of WBTPO shall operate to relieve any guarantor from liability of such guarantee, and notice to the guarantor of any of the same is expressly waived.

It is intended that the guarantee to be furnished to WBTPO by contractor hereunder and the insurance to be carried by contractor shall protect WBTPO and the other members of the WBTPO Group against any and all liability on liquidated and unpaid claims ; provided, however, that in case any claims are outstanding any contractor and are not acknowledged as covered by contractor's insurance carrier, WBTPO at its option, may retain the money due to contractor for the work, a sufficient amount to indemnify it against loss by reason of such claims; provided further that if WBTPO pays contractor all sums of money due to it hereunder, the guarantee furnished by Contractor to WBTPO shall continue in full force and effect and protect WBTPO strictly in accordance with its terms, notwithstanding such payments by WBTPO to contractor.

The Guarantee shall be valid from the effective date until 3 (three) months after completion date in force and effect and protect WBTPO strictly in accordance with its terms.

The performance Bank Guarantees shall be issued to WBTPO through an advising bank located in Kolkata, India, which may be a branch office of the issuing bank, or if the bank

does not have branch office in Kolkata, India, then through any scheduled Indian Bank approved for this purpose by WBTPO. Bidders shall ensure that the Bank Guarantee carries the reference of this tender number. The Bank Guarantee issued from Indian Banks shall be on non-judicial stamp paper of appropriate value as per the Indian Stamp Act, 1899, and as amended to-date. The name and designation of the officers executing the bank guarantee are to be shown in the bank guarantee and each page of it should be signed / initiated by the executants. Evidence of the authority of the signing officers (e.g. power of attorney) is to be submitted.

Annexure - 1

## FORM OF TENDER

The Chief Executive Officer  
West Bengal Trade Promotion Organisation  
3, JBS Haldane Avenue  
Kolkata 700 046

**Sub : Invitation for Tender of Operation & Maintenance at Milan Mela,  
3 JBS Haldane Avenue, Kolkata 700 046**

Dear Sir/Madam,

We refer to the Invitation for Tender issued for Operation & Maintenance of various facilities and infrastructure at Milan Mela, 3 JBS Haldane Avenue, Kolkata 700 046.

1. We do hereby offer to perform and execute the O&M works in conformity with conditions of contract, specifications and schedule of operation and maintenance at the respective rates quoted.
2. We have satisfied ourselves of the site conditions, examined the drawings, designs, specifications, schedule of O&M and all aspects of the Tender Document. Subject to the above, we do hereby agree, should this Tender be accepted, in whole or in part, to:
  - a) Abide by, perform and fulfill the terms and conditions of the Tender Document and the Contract Agreement to be entered upon.
  - b) Commence the O&M work within 15 days of the Order in writing to commence works.



3. We have deposited the Bid Security of Rs. ....  
( ) which, we note, will not bear interest and

is liable for forfeited at your direction in case of our failure to commence the work mentioned above within 15 days of the Order in writing to commence the works, or our failure to fulfill, perform or carry to the conditions stipulated in the Tender Document when and if called upon to do so.

4. We agree that the acceptance of any tender shall be at the sole and absolute direction of West Bengal Trade Promotion Organisation (hereinafter referred as to WBTPPO) and they don't bind themselves to accept the lowest tender and may reject any or all tenders received. If above mentioned conditions are not fulfilled or are incomplete in any respect or are submitted without Bid Security, the Tender is liable to be rejected. WBTPPO also reserves the right to accept the entire or any part of the Tender is liable to be rejected. WBTPPO also reserves the right to accept the entire or any part of the Tender and the Tender shall be bound to perform fulfill, observe and carry out the work thus required at quoted respective items rates in accordance with the stipulated conditions of the contract.
5. We agree to abide by the Tender for a period of 6 (six) calendar months from the date fixed for opening the same it shall remain bidding upon us at any time before the expiration of that period.

Dated this ..... day of .....2013

Name: .....

Signature: .....

Designation: .....

Address: .....

TO BE SIGNED BY THE AUTHORISED SIGNATORIES OF COMPANIES UNDER ITS COMMON SEAL IN ACCORDANCE WITH ITS ARTICLES OF ASSOCIATION OR BY THEIR CONSTITUTED ATTORNEY, ALONG WITH PROOF THEREOF.

**Annexure ...2.....**

(On Non-judicial Stamp Paper of Rs.10/-)

I, the undersigned, do hereby certify that all the information supplied is accurate, true and correct.

The undersigned authorize(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested for by the Chief Executive Officer, West Bengal Trade Promotion Organisation to verify our company's standing.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of West Bengal Trade Promotion Organisation.

I understand that furnishing of false information could result in our disqualifying for the award of the contract.

(Signed by an Authorised Signatory of the Firm)

Title of Officer:

Name of the Firm:

Date:

**MANPOWER REQUIREMENT FOR MILAN MELA COMPLEX**  
**ANNEXURE - 3**

<b>Area of Service</b>	<b>Deppt. Allocated</b>	<b>Service Frequency</b>	<b>Service Requirement P / D</b>	<b>Minimum Requirement of Manpower</b>
Electric Operation and Maintenance	Electro Mechanical	7-days per week	24 hours per day with major engagement in day and evening time.	Sr. Electrician – 1 Electrician – 6 DG Operator – 2 Asst. Technician - 3
Water Supply, Plumbing & Sanitary Works	Electro Mechanical	7-days per week	24 hours per day with major engagement in day and evening time.	Sr. Plumber – 1 Plumber – 4 Asst. Technician - 3
Fire fighting	Electro Mechanical	On requirement basis plus routine maintenance	Maintenance as per norms but responsibility round the clock	Fire Fighting Incharge – 1 Fire fighting Operator - 1
Cleaning	House Keeping	7-days per week	12 hours per day	House keeping Incharge – 1 House keeper - 17
General Gardening & Maintenance	House Keeping	7-days per week	8 hours per day	Gardener - 5
Total OM service	Overall responsibility		Responsibility	Facility Manager- 1

			round the clock	Supervisor – 1 Store Keeper - 1
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**BIDDERS SHALL QUOTE THE RATES BASED ON THE SUGGESTED MANPOWER** taking into consideration the various electro mechanical equipments including housekeeping and horticulture. The Service Provider will also be required to undertake the responsibility of Annual Overhauling Maintenance for the 2(two) nos. DG set specified. The price quoted must be firm, whether the work is awarded in full or part. Separate prices must be quoted for undertaking OM services and for Annual Maintenance Overhauling services

## MILON MELA INVENTORY LIST OF SENSITIVE EQUIPMENTS

SL NO	ITEM	MAKE	SPECIFICATION	AREA	QUANTITY	REMARKS
1	H.T.Panel	Crompton Greaves	HT VCB 630Amps 350MVA 11KV	CSB	1	
2	Dry type indoor Transformer	Universal	1500 KVA, 11/0.433KVA Dyn11 dry type CRT Transformer	CSB	1	
3	DG Set	Cummins, Alternator-Stamford	1010KVA, Rated BHP-1180, Rated Volt-415, Rated KW-808, F Cur.1405.Fr-50.RPM-1500, Bat Volt-24VDC	CSB	1	
4	DG Set	Cummins, Alternator-Stamford	750KVA, Rated BHP-880, Rated Volt-415 Rated KW-600, F Cur.1040.Fr-50.RPM-1500, Bat Volt-24VDC	CSB	1	
5	L.T Panel	EAP	Floor Mounted Tr Incomer-2500Amps, Buscoupler-1600Amps	CSB	1	
6	Fire Panel	EAP	500Amps Indoor type	Pump Room	1	
7	MDB Pump house & Toilet	EAP	Indoor type 250Amps I/C	Pump Room	1	
8	MDB Food Court	EAP	Outdoor type 250Amps I/C	Food Court	1	
9	MDB-1	EAP	Indoor type 500Amps I/C	Non AC Hall	4	
10	AC MDB-1	EAP	Indoor type 250Amps I/C	Non AC Hall	4	
11	Power DB(FI Outlet)	EAP	Indoor type 100Amps I/C	Non AC Hall	16	
12	MDB Open Area Theatre	EAP	Outdoor type 250Amps I/C	O.A.T	1	

**Price Bid for OM Services**

- -

<b>Designation</b>	<b>Total Manpower</b>	<b>Rate per month</b>	<b>Total Amount per month</b>
Facility Manager	1		
Supervisor	1		
Store Keeper	1		
Senior Electrician	1		
DG Operator	2		
Electrician	6		
Senior Plumber	1		
Plumber	4		
Fire Fighting In-charge	1		
Fire Fighting Operator	1		
Asst. Technician	6		
Cleaning In-charge	1		
House Keeper	17		
Gardener	5		
<b>Total</b>	<b>48</b>		

House Keeping	LS	
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Tools & Tackels	LS	
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Gardening Items	LS	
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**Total Amount for OM Services - \_\_\_\_\_**

**Price Bid for AM Services**

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**Total Amount for Annual Maintenance of 2 nos.DG Set - \_\_\_\_\_**

## PROFORMA BANK GUARANTEE FOR PERFORMANCE SECURITY

THIS DEED OF GUARANTEE executed on this ..... day of ..... at ..... by ..... (Name of the bank) having its Head / Registered Office at ..... Hereinafter referred to as “The Guarantor” which expression shall unless it is repugnant to the subject or context thereof include successor and assigns

In favour of

West Bengal Trade Promotion Organisation, having their office at 3, JBS Haldane Avenue, Kolkata – 700 046 (hereinafter referred “WBTPO” which express shall unless repugnant to the context thereof, include its successors and assigns.)

WHEREAS

- A. By a Contract Agreement dated ..... to be entered into between West Bengal Trade Promotion Organisation (WBTPO) and ....., a company incorporated under the Companies Act, 1956 having its registered office at ..... hereinafter called “the Company” has been granted the contract for operation & maintenance of \*\*\*\*\*
- B. In term of the Contract Agreement, the Company is required to furnish to WBTPO an unconditional and irrevocable Bank Guarantee for an amount which is equivalent to 10% of the contract price.
- C. At the request of the Company, the guarantor has agreed to provide guarantee for due and punctual performance / discharge by the Company of its obligations under the Agreement.

NOW THEREFORE THIS DEED WITNESSETH AS FOLLOW:

- 1. The Guarantor hereby guarantees the due and punctual performance by the company of all its responsibilities and obligations under the Agreement during the engagement period.
- 2. The Guarantor shall without demur, pay to WBTPO sums not exceeding in aggregate Rs.....(Rupees.....) only within five (5) days of receipt of a written demand from WBTPO stating that the Company has failed to comply with and fulfill its performance obligations under the Agreement. The Guarantor shall have no obligation to go in to veracity of any

demand so made by WBTPPO and shall pay the amount specified in the demand of WBTPPO notwithstanding any direction to the contrary given or any dispute whatsoever raised by the Company or any other persons.

3. In order to give effect to this Guarantee, WBTPPO shall be entitled to treat the Guarantor as the principal debtor. The obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents or by extension of time for performance granted by the company or postponement / non exercise / delayed exercise of any of its rights by WBTPPO or any indulgence shown by WBTPPO to the Company and the Guarantor shall not be relieved from its obligations under this Guarantee on account of any such variation, extension, postponement, non exercise, delayed exercise of any of its rights by WBTPPO or any indulgence shown by WBTPPO, provided nothing contained herein shall enhance the Guarantor's obligation hereunder.
  
4. This Guarantee shall be irrevocable and shall remain in full force upto ..... (date), which is 12 months from date of execution of this deed.
  
5. This guarantee shall not be affected by any change in the constitution or winding up of the company / the guarantor or any absorption, merger or amalgamation of the Company / the Guarantor with any other person.
  
6. Notwithstanding what is stated above, the liability of the guaranteeing bank will not exceed Rs.....(Rs.....) only and any claim in respect of the above has to be made at the bank on or before .....
  
7. The Guarantor has power to issue this guarantee and discharge the obligations contemplated herein and the undersigned is duly authorized to execute this guarantee pursuant to the power granted under .....

IN WITNESS WHEREOF THE GUARANTOR HAS SET ITS HANDS HEREUNTO ON THE DAY, MONTH AND YEAR FIRST HEREINABOVE WRITTEN.

SIGNED AND DELIVERED BY ..... Bank by the hand of Shri..... its ..... And authorized official.



**REQUISITE QUALIFICATION / EXPERIENCE FOR THE MANPOWER TO BE ENGAGED**

**Facility Manager (Site In-charge)**

Diploma In Electrical Engineering with minimum 10 years experience in HT/ LT electrical installation in industry or in similar establishment.

**Supervisor**

Same as Facility Manager but with minimum 2 years working experience.

**Senior Electrician**

ITI or equivalent with minimum 7 years working experience in HT installation; should possess requisite electrical working license at 11 KV level.

**DG Operator**

ITI or equivalent with minimum 5 years working experience in handling and operation of 500KVA or above DG set.

**Senior Plumber**

ITI or equivalent with minimum 5 years working experience in plumbing and sanitary works in industry or in similar installation.

**Fire Fighting In-charge**

Graduate having high level training in Fire Fighting from recognized institution / govt. body with minimum 10 years experience in the field.

**Electrician**

He should possess requisite electrical working license with minimum 5 years working experience in industry or in similar installation.

**Plumber**

Trained in plumbing job with minimum 5 years experience in the field.

**Fire Fighting Assistant** – Trained in Fire Fighting from recognized institution / govt. body.

**Assistant Technician**

Minimum 3 years working experience in electrical / plumbing installation.

**Store Keeper**

Graduate having good knowledge in computer with minimum 5 years experience of which at least 2years in handling stores inventory independently.

**Cleaning In-charge**

Madhyamik with minimum 10 years experience in similar field.

**Cleaner**

Sound health with minimum 2 year experience in the field.