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GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE & STATISTICS
VANIJYA TATHYA SADAN
565 – ANANDAPUR, SECTOR-I, PLOT NO.22
KOLKATA – 700 107.

Dated: the 01st Oct., 2019.

Subject: Routine maintenance(Non-Comprehensive) and operational work of Internal and External electrical installation, Sub-Station equipment (11KV) and day to day operation of Water Pump Motor Set, DG Set, Lift safety, etc. along with Routine operational work of Central Air-conditioner with 3 (three) Precision AC Units at DGCI&S, Kolkata - regarding,

For and on behalf of the President of India, Director General, Directorate General of Commercial Intelligence & Statistics, 565-Anandapur, Sector-I, Plot No.22, Kolkata – 700 107 invites sealed quotations for “**Routine maintenance(Non-Comprehensive) and operational work of Internal and External electrical installation, Sub-Station equipment (11 KV) and day to day operation of Water Pump Motor Set, DG Set, Lift safety, etc. along with Routine operational work of Central Air-conditioner with 3 (three) Precision AC Units at DGCI&S, Kolkata**” from reputed, experienced, financially sound, Kolkata based Registered Companies/firms.

Details of Tender Document is available in the website of this Directorate, viz., <http://dgciskol.gov.in>, Indian Trade Journal <http://itj.gov.in> and Central Public Procurement (CPP) Portal <https://eprocure.gov.in/>. Companies having proper license for undertaking electrical and Air-conditioner work, capable and interested, may inspect the site and submit the quotation in a sealed cover envelop separately for **Technical Bid** and **Financial Bid** super-scribing “**Tender for routine maintenance(Non-Comprehensive) and operational work of Internal and External electrical installation, Sub-Station equipment (11 KV) and day to day operation of Water Pump Motor Set, DG Set, Lift safety, etc. along with Routine operational work of Central Air-conditioner with 3 (three) Precision AC Units at DGCI&S, Kolkata**” to the under signed by **3.00 p.m. on 23.10.2019**. The tender will be opened on same day i.e. on **23.10.2019 at 3.30 p.m.**

Earnest Money (refundable) to the tune of **Rs.1,00,000/- (Rupees One lakh)** only in the shape of Demand Draft/Banker’s cheque from any nationalized/Scheduled Commercial bank in favour of “**Director General, DGCI&S, Kolkata**” payable at Kolkata shall have to be submitted along with the tender. If the Tender opening (on 23.10.2019) does not materialize on the prescribed date and time due to the reasons beyond control, the same will be opened on the next working day at the same time and place.

This office reserves all right to accept or cancel any quotation without showing any reason.

(SUBHAJIT ROY)
JT. DIRECTOR &
HEAD OF OFFICE

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
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KOLKATA – 700 107.

TENDER DOCUMENT

MINTENANCE AND OPERATIONAL WORK OF INTERNAL AND EXTERNAL ELECTRICAL INSTALLATION, SUB-STATION EQUIPMENTS (11 KV) AND DAY TO DAY OPERATION OF WATER PUMP MOTOR SET, DG SET, LIFT SAFETY ETC. ALONG WITH ROUTINE OPERATIONAL WORK OF CENTRAL AIR-CONDITIONER WITH 3 (THREE) PRECESION AC UNITS.

At
DGCI&S, KOLKATA

Period of Issue of Tender document : 1st Oct. – 23rd Oct., 2019.

Date & Time for submission
of Tender Document : till 3.00 PM on 23rd Oct.,2019

Date & time for opening
of Tender Document : 3.30 PM on 23rd Oct.,2019

IMPORTANT NOTICE FOR TENDERERS

1. Tenders are invited for round the clock services (24 x 7) in respect of routine maintenance (non-comprehensive) and operational work of Internal and External electrical installation, Sub-station equipment (11 KV) and day to day operation of water pump Motor Set, DG Set, Lift safety, etc. along with day to day operational work of Central Air-conditioner with three (03) Precision AC Units at DGCI&S, Kolkata from reputed, experienced, financially sound, Kolkata based Registered Companies/firms.
2. There should be two (2) sealed bids – the first containing the Technical Bid and the second containing Financial/Price Bid.
3. Price Quotations should be on monthly basis after adding applicable rates of taxes and liabilities. The minimum wages for the persons deployed for operational job should be as per the latest rates approved by the Office of the Chief Labour Commissioner, New Delhi. The cost of consumable materials required for day to day maintenance such as soap, jute, fuse, tapes, grease, Mobil, etc. will be charged on actual. Major repairing, overhauling, replacement of accessories will be charged as extra.
4. The persons deployed for operational job should have proper license.
5. Technical bids will be opened first. Financial bids will be considered only for those vendors satisfying the specified technical requirements.
6. The Technical Bid should be accompanied with an refundable Earnest Money Deposit (EMD), of **Rs.1,00,000/- (Rupees One lakh)** only in the form of Demand Draft/Pay Order drawn in favour of Director General, DGCI&S, Kolkata payable at Kolkata, without which, the tender shall be rejected outrightly. The EMD in respect of the agencies which do not qualify the either Technical Bid (First Stage) or Financial Bid (Second Stage) shall be returned to them without any interest as per Govt. Rules.
7. Unsealed envelopes will not be accepted.
8. Payment on monthly basis, subject satisfactory performance.
9. The contract/work order may be terminated for irregular or un-satisfactory services without valid justification.
10. Any form of canvassing will make the quotation cancelled without showing any reason.
11. The quotation in sealed cover, super-scribing **“Tender for routine maintenance (non-comprehensive) and operational work of Internal and External electrical installation, Sub-station equipment (11 KV) and day to day operation of water pump Motor Set, DG Set, Lift safety, etc. and day to day operational work of Central Air-conditioner with 3(three) Precision AC Units at DGCI&S, Kolkata”** should be submitted to the undersigned by 3.00 p.m. on **23rd Oct., 2019**.
12. For any clarification, interested vendors may contact Jt. Director & Head of Office, DGCI&S, over Telephone No.2243-4055 between 11.00 a.m. to 5.00 p.m. on any working day.
13. The tenderers may be present at the time of Tender Opening.

SCOPE OF WORK

INTERNAL AND EXTERNAL ELECTRIFICATION-ROUND THE CLOCK.

- i) Attending any kind of fault.
- ii) Preventive maintenance and cleaning of rising main, DB, Internal panel boards.
- iii) Maintenance of service record and log book, complain register etc.

PUMP FOR GENERAL SHIFT

- i) Day to day operation of Pump Motor Set.
- ii) Daily checking and cleaning of pump motor set.
- iii) Maintenance of pump operation record.

DG SET FOR GENERAL SHIFT

- i) Operating DG Set during power failure.
- ii) Daily checking and cleaning of DG Set.
- iii) Cleaning of Air filter periodically.
- iv) Filling distilled water at radiator periodically.
- v) Cleaning of Battery and filling water.
- vi) Maintenance of DG set operation register

LIFT SAFETY ATTENDANT GENERAL SHIFT.

- i) Attending daily the safety aspect of 2 nos. lift.
- ii) Monthly cleaning of lift car and door
- iii) Maintenance of Log Book.

SUB-STATION (11kv) FOR GENERAL SHIFT

DAILY

- i) Daily sweeping and cleaning of switch room
- ii) Daily cleaning of HT panel, LT panel, Transformer, Bus trunking etc.
- iii) Day to day taking of all meter reading, oil level checking, maintaining of log book.

QUARTERLY

- i) Watering of earth pit.
- ii) Cleaning, checking tightness of switches, Bus-bar, Cubical board, LT panel board, etc.
- iii) Outside cleaning of all types of Fan, Fittings, DBs etc. installed at Sub-station
- iv) Cleaning, Checking tightness of switches, Bus bar of Cubical HT panel board.
- v) Installation and resistance test for both HT and LT Board, cable inside the Sub-Station.
- vi) Earth continuity test.
- vii) Neutral and body earth electrode resistance test.

CENTRAL AIR-CONDITIONER OPERATION

- i) Day to Day operation of Central Air-conditioner and 3 (three) Precision A.C Units.
- ii) Maintaining optimal indoor temperature during office hours.
- iii) Informing M/s. Blue Star about any problem for rectification.

Date:

Authorized signatory of the Company

PROFORMA FORTECHNICAL BID

1. Name of Company/Firm : _____
2. Full Address of the Firm/Company : _____
3. Telephone No/ Fax No./E-mail ID : _____
4. No. of persons working in the Firm : _____
5. Earnest Money (DD No. with date) (as per Form No. I –enclosed)
6. Necessary enclosures:
 - i) Firm Registration Certificate, Contractor License,
 - ii) Permanent Account Number (PAN),
 - iii) GST Registration No.
 - iv) IT clearance certificate
 - v) E.P.F. Registration No
 - vi) E.S.I. Registration No.

 - vii) A list of work done in the similar technology Platform during last 3 (three) years (copy of the work order to be enclosed with financial turnover as per Form-II enclosed)

 - viii) Copy of licenses of respective persons deployed for the job.

Date:

Authorized signatory of the Company

Form No.-I
(Details of Earnest Money)

Name of Company _____

Address with Pin Code: _____

Earnest money enclosed (in figures & in works): _____

Demand Draft No. _____ Date _____

Drawee Bank _____

Date:

Authorized signatory of the Company

Form No. -II
(Detail on Financial Turnover)

Financial turnover of the tendering Company/firm/Agency for the last 3 (three) Financial years with supporting documents: (Attach separate sheet, if space is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2016-2017		
2017-2018		
2018-2019		

Date:

Signature of authorized person

PRICE/FINANCIAL BID

For routine maintenance (non- comprehensive) and operational work of Internal and External electrical installation, Sub-station equipments (11KV) and day to day operation of water pump Motor Set, DG Set, Lift safety, etc. along with day to day operational work of Central Air-conditioner with 3(three)Precision AC Units at DGCI&S, Kolkata:

A. Cost of materials required for day to day operation & maintenance work with tax (monthly basis)

- i)
- ii)
- III)
- iv)
- v)

B. Rates to be quoted strictly in accordance with Minimum Wages Act., 1948 (as per the updated rate approved by the Office of the Chief Labour Commissioner, New Delhi for respective categories as per following format:

(i) **Electrician, (Skilled)**

Rate of wages:Rs. _____ per head /month(Rupees _____ only (inclusive of all statutory liabilities, taxes, etc.)

[Required only 3(three) heads for 365 days, (24 x 7 round the clock)]

Sl.No.	Component of Rate	Amount (Rs.)
1	Daily Wage Rate (as per MWA, 1948)	Rs.
2	Employees Provident Fund @ % of 1 above	Rs.
3	Employees State Insurance @ % of 1 above	Rs.
4	Employees Bonus @ % of 1 above	Rs.
5	Contractor Administrative Charges@ % of 1 above	Rs.
6	Total (Column 1 to 5)	Rs.
7	GST @ % of 6 above	Rs.
	Grand total (for whole month for 1 head)	Rs.

Date:

Authorized signatory of the Company

(ii) **Electrical Helper** (Unskilled):Rs. _____ (Rupees _____)
 _____ only inclusive of all statutory liabilities, taxes, etc.)

[Required only 3(three) heads for 365 days (24 x 7 round the clock)]

Sl.No.	Component of Rate	Amount (Rs.)
1	Daily Wage Rate (as per MWA, 1948)	Rs.
2	Employees Provident Fund @ % of 1 above	Rs.
3	Employees State Insurance @ % of 1 above	Rs.
4	Employees Bonus @ % of 1 above	Rs.
5	Contractor Administrative Charges @ % of 1 above	Rs.
6	Total (Column 1 to 5)	Rs.
7	GST @ % of 6 above	Rs.
	Grand total (for whole month for 1 head)	Rs.

(iii) **Electrical Engineer** (Highly skilled):Rs. _____ (Rupees _____)
 _____ only inclusive of all statutory liabilities, taxes, etc.)

[Required only 1(one) head for 104 days (only day shift)]

Sl.No.	Component of Rate	Amount (Rs.)
1	Daily Wage Rate (as per MWA, 1948)	Rs.
2	Employees Provident Fund @ % of 1 above	Rs.
3	Employees State Insurance @ % of 1 above	Rs.
4	Employees Bonus @ % of 1 above	Rs.
5	Contractor Administrative Charges @ % of 1 above	Rs.
6	Total (Column 1 to 5)	Rs.
7	GST @ % of 6 above	Rs.
	Grand total (for whole month)	Rs.

(iv) Rate for Air-conditioner operator (Semi-Skilled):Rs. _____ (Rupees _____)
 _____) only inclusive of all statutory liabilities, taxes, etc.)

[Required only 3(three) head for 350 days (24 x 7 round the clock)]

Sl.No.	Component of Rate	Amount (Rs.)
1	Daily Wage Rate (as per MWA, 1948)	Rs.
2	Employees Provident Fund @ % of 1 above	Rs.
3	Employees State Insurance @ % of 1 above	Rs.
4	Employees Bonus @ % of 1 above	Rs.
5	Contractor Administrative Charges @ % of 1 above	Rs.
6	Total (Column 1 to 5)	Rs.
7	GST @ % of 6 above	Rs.
	Grand total (for whole month)	Rs.

Date:

Signature of authorized Person

