

**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT
CORPORATION LIMITED
(WEBEL)**

TENDER DOCUMENTS

**Shifting of Ductable AC machines from 4th floor to 5th floor
at STP-II building, Salt Lake, Sector-V, DN-53, Kolkata-700091**

Price Rs.500.00

Webel

WEST BENGAL ELECTRONICS INDUSTRY
DEVELOPMENT CORPORATION LIMITED

NIT No. EC:07:STP-II:AC shifting:2022-23:M-22

Dated. 08.09.2022

Sealed Tenders are invited from eligible and resourceful contractors/ bidders for the following:

Name of Work	:	Shifting of Ductable AC machines from 4th floor to 5th floor at STP-II building, Salt Lake, Sector-V, Kolkata-700091.
Estimated Cost	:	Rs. 92,000.00 (approx.)
Time allowed for completion	:	10 (Ten) days from the date of issue of Work Order.
Cost of tender documents	:	Rs. 500.00 (Rupees Five hundred only) per tender document in the form of Demand Draft/Pay Order (non-refundable) in favour of WBEIDC Ltd. The same has to be submitted before opening of cover-I of the Tender on scheduled date.
Earnest Money Deposit	:	Rs. 2000/- (Two Thousand only)
Eligibility of the Contractor	:	<ol style="list-style-type: none">1. Contractor should have valid P.F., ESI, GST Regn., PAN No., Electrical Contractor Licence, Trade Licence etc. as indicated.2. Contractor should have credential with proper completion certificate of executing two similar works each costing not less than Rs. (50% of estimated cost) or one similar work costing not less than Rs. (70% of estimated cost) within any office/commercial/industrial building premises under Govt., Semi-Govt., PSU or reputed private utility companies during last 5 years.
Last date and time of receipt of tenders	:	Up to 3.00 P.M on 15.09.2022
Address at which the tenders are to be submitted	:	Office of ID&M (Maintenance) Department, Webel Bhavan, West Bengal Electronics Industry Development Corporation Ltd. (Webel), Block: EP & GP, Salt Lake, Sector-V, Kolkata 700 091.
Date and time of opening of cover-I of tender	:	3.30 P.M. onwards on 15.09.2022

Place of opening tenders	:	At the above mentioned venue of tender submission.
Defects Liability Period	:	12 months from the date of virtual completion of work.
Validity of offer	:	For a period of 90 days from the date of opening of tender.

Tender will have to be submitted in two parts i.e. Cover-I and Cover-II separately, sealed and super scribed with the name of the work.

Cover-I : Forwarding letter mentioning list of documents, Signed-sealed copies of all aforesaid credential and statutory documents, ~~Record Notes of Pre-bid meeting duly signed and stamped~~, the earnest money in required form. **Cover-I of only those Tenderers who will submit cost of Tender Document as above will be opened.**

Cover-II: Shall contain the offered price (Annexure-A) duly sealed & signed. No other condition stipulated in Cover-II, other than unconditional general rebate, shall be accepted. **All pages of the Tender Document should have original signature with official seal of the tenderer.**

Cover-I will be opened **on 15.09.2022 from 3.30 P.M onwards** in presence of WBEIDCL officials for only those Tenderers who will submit cost of Tender Document as above.

After examining the Cover-I of the tender, WEBEL will open the Cover-II of only those eligible tenderers who have satisfied the requirements of Cover-I. The scheduled date and time of opening of cover-II will be intimated to eligible tenderers in due course.

In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time or will be intimated by WEBEL.

Read **Annexure-A, B and C carefully and submit tender accordingly.**

The authority reserves the right to accept or to reject any or all part of this tender without assigning any reason what so ever.

SUBMISSION OF BID.

A.i) Tender shall be submitted along with requisite Earnest Money Deposit and other requisite documents in sealed envelopes as **cover-I & cover-II super scribed thereon name of the work.**

ii) All pages of original Tender document and schedule of quantities should be signed with official seal.

B. Covering letter and other detail documents should form part of the offer.

C. QUOTING OF RATE FOR PRICED ITEM OF WORK:

The tenderer is requested to go through all the terms and conditions meticulously specified in **Annexure- A, B, C** hereinafter before quoting their specific rate. All the quoted rates must be written by hand of the person signing the tender and with same pen and ink. Erasing or over writing will not be allowed under any circumstances. However, correction, if any, will be allowed if it has been duly signed and sealed.

Annexure "A"

BOQ sheet for shifting of Ductable AC machines from 4th floor to 5th floor at STP-II building, Webel Bhavan, Salt Lake, Kolkata-700091.

Sl. No.	Description of Items	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
1	Lifting & shifting of 6 Tr / 8.5 Tr / 9 Tr ductable AC machines' Indoor & Outdoor units from 4 th floor to 5 th floor including necessary dismantling of existing fixtures as per site requirement.	No	4		
2	Reinstallation of 6 Tr / 8.5 Tr / 9 Tr ductable AC machines' Indoor & Outdoor units including necessary dismantling of existing fixtures at 5 th floor as per site requirement.	No	4		
3	Supply & installation of 1/8" copper pipe with suitable insulation including necessary dismantling of existing fixtures as per site requirement.	Mtr	10		
4	Supply & installation of 5/8" copper pipe with suitable insulation including necessary dismantling of existing fixtures as per site requirement.	Mtr	10		
5	Supply & installation of 6 C x 1.5 sq.mm. PVC insulated (1.1 KV) copper flexible cable including necessary connection as per site requirement.	Mtr	15		
6	Rearrangement of Angle structures of 6 Tr / 8.5 Tr / 9 Tr ductable AC machines' Indoor & Outdoor units including necessary dismantling of existing fixtures as per site requirement.	No	4		
	Total including tax (Rs.)				

Offer price in words : Rupees..

Signature & Seal

NIT No. EC:07:STP-II:AC shifting:2022-23:M-22

Dated. 08.09.2022

SPECIAL TERMS & CONDITIONS

1. You should submit the Tender Documents duly filled in the format of **Annexure 'A'** to us by 3.00 p.m. **(15.09.2022)** in the envelope super scribing on it " **Shifting of Ductable AC machines from 4th floor to 5th floor at STP-II building, Salt Lake, Kolkata-700091**".
2. The rate should be quoted inclusive of all taxes, duties, levies, etc. Scope of Work and BOQ mentioned in **Annexure A**. Accordingly fill up **Annexure A** by quoting item wise price and submit duly signed and sealed.
3. Submit PAN, GST registration No., Trade License, Electrical Contractor License, ESI & PF registration no. etc.
4. Execution of two similar works each costing not less than Rs. (50% of estimated cost) or one similar work costing not less than Rs. (70% of estimated cost) within any office/commercial/industrial building premises under Govt., Semi-Govt., PSU or reputed private utility companies during last 5 years. (supporting documents must be submitted).
5. Job to be carried out taking proper safety measure under the supervision of competent supervisor.
6. You will be paid against submission of Invoice along with Challan etc.
7. The quoted rate should be firm throughout the period till you handover the total job.
8. Any statutory payment, if applicable, will be deducted at source or will be paid at par.
9. Security deposit (S.D.) 3% and labour cess 1% to be deducted from bill, however S.D. may be refunded after satisfactory completion of 1 yr. guaranty/warranty period.
10. **Tender Fees of Rs.500.00 & EMD of Rs. 2000.00** to be paid in the form of DD/pay order in favour of WBEIDC Ltd.
11. You may collect the tender papers from the office of **ID&M (Maintenance) department at Webel Bhavan daily on working hours up to 15.09.2022 (up to1 pm)/download from Webel website.**

GENERAL TERMS & CONDITIONS

1. The work should be completed within 10 days from the date of issue of the Letter of Intent / Work Order.
2. Time is the essence of the contract. If the Contractor delay in the progress of work due to circumstances beyond their control, they shall have to apply in writing with proper justification for the delay to the Corporation for extension of time of completion within 3 (three) days of such occurrence but before expiry of stipulated date of completion. The Corporation on such application, may grant the extension of time if they think it is justified after proper enquiries. However, the finding of the corporation will be final and has to be abided by the Contractor.
3. Any extra work of the items not included in the Schedule scope of work with Bill of quantities will be done on extra item basis and the rate of payment for those extra item/items, if any, will be finalized mutually on the basis of the following in order of preference.
 - a) Rate should be obtained from current PWD Schedule of Rates of presidency Circle.
 - b) Rates derived from similar items of work from PWD Schedule of Rates of presidency Circle.
 - c) Analysis of rates as per prevailing market rates of labour and materials. Necessary documents are to be furnished by the Contractor in support of their rates.
4. The Contractor shall be responsible for any injury that might occur to person/s and any damage that may cause towards any Company's property during the course of execution of the work and they will be liable to make good the same at their cost.
5. The work should be carried out as per PWD Specification and in accordance with the Indian Standard Code of Practice.
6. The materials, which will be used in the work, should have prior approval of the Corporation.
7. Income Tax deduction will be made at source as per laid down rules of Ministry of Finance.
8. The Contractor should comply with the requirements of latest Labour Acts and Minimum Wages Act, 1948 and its latest amendment including taking necessary insurance cover for its staff, if required.
9. P.F. & E.S.I. details of all the workmen engaged in the awarded job should be submitted to the competent authority prior engagement to the awarded job.
10. Certificate of Competency of Electrical Supervisor / Electrical Supervisory Licence should be submitted to the competent authority & the Electrical Supervisor should remain present in person throughout the execution of the awarded job.
11. Workmen list to be submitted along with their respective ID cards to the competent authority in order to obtain gate pass prior engagement to the awarded job.
12. Any power shutdown or power restoring activities should be executed in presence of authorised Electrical Supervisor only.

13. All the supplied materials, designing, planning & scheduling activities related to the awarded job should be submitted to the competent authority & receive approval for the execution accordingly. The contractor has to execute the job as per WBEIDC's priority and as instructed by Engineer in Charge.
14. Standard Safety Norms should be strictly followed during execution of the awarded job.
15. The Contractor shall have to provide everything necessary for proper execution of the work including labour, tools & tackles and stores etc.
16. The rate quoted by the contractor shall be firm throughout the tenure of the contract and shall be inclusive of all taxes, octroi and other statutory payments and will not subject to any fluctuation due to any increase in any effect.
17. Contractor should note that the quantities mentioned in BOQ may vary. However, contractor should take prior approval from the Engineer in charge for execution of any item in excess of the quantity mentioned in BOQ. The payment of bill will be made on actual measurement basis against R/A bills and Final Bill. Bills may be paid with part rate against individual items. However, part rates have to be certified by ID & M Dept. of the Corporation.
18. The following materials would not be supplied by the Corporation like brick, cement sand, steel, Plaster of Paris, wood gals, lamination, paint, ceramic steel, Plaster of Paris, wood gals, ceramic tiles, hardware fittings etc. including any other materials needed for execution of the job.
19. The Contractor shall make their own arrangement for storage space and godown for their materials, tools & tackles, Plant & Machinery etc.
20. The Contractor shall not, without the written consent and approval of the Corporation, Sublet any portion of the work.
21. Rates of all items should be inclusive of supply of materials, labour charges, hire charges of tools & tackles, scaffolding, plant & machinery, any taxes and duties etc. In case of only labour involved items, supply of material will not be included.
22. Failing to complete the work within the scheduled period without any acceptable reason, **Liquidated Damages** will be imposed @ 0.50% of the accepted tender amount shown in the tender, per week of delay, subject to ceiling of 5% of the accepted contract sum.
23. a) The selected agency must pay Earnest Money of requisite amount failing which the tender is liable to be rejected.
b) No interest shall be paid by the OWNER on the Earnest Money deposited by the selected agency.
c) The Earnest Money deposited by selected agency shall be forfeited incase the selected tenderer fails to start work within a period of 05 days.

24. The successful tenderer shall be issued LOI / LOA. The duplicate copy of the LOA will be returned duly signed by the agency as a token of acceptance. The work order / LOI duly signed by the owner & successful tenderer will be treated as agreement between the parties. In the event of failure on the part of the successful tenderer to sign the work order / LOA within 05 days time from the receipt of the work order / LOA the earnest money deposit may be forfeited.
25. No other terms and conditions are acceptable from their end if not stipulated in the work order or accepted.
26. Before quoting, the bidder may visit the site & make itself familiar with the site, nature & conditions of work involved.
27. There will be one year guarantee / warranty from the date of installation, any failure of the same during the guarantee/warranty period, the Contractor has to replace/make good of it immediately.
28. **IDLE LABOUR**
No claim for idle labour would be entertained under any circumstances.
29. **COMPLETION DRAWING**
Wherever applicable, the contractor shall have to submit with the final bill, detailed drawings showing the works completed in all respects. Such drawings shall consist of one original and four copies of the same as per instructions of the E.I.C. Unless such drawings are furnished and approved, payment for final bill will not be processed.