



Office of the Sr. State Medical Commissioner (E.Z.),
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No.C/AG-12/12/SR/2013/Budge-Budge.

Date:18.11.2014

OPEN RETENDER NOTICE

The Sr. State Medical Commissioner (Eastern Zone), ESIC Kolkata invites sealed tenders from resourceful & reputed lift agencies for the work “ **Special Repair and complete Renovation /Modernisation of old E.C.Co make passenger cum bed lifts (2 nos) at ESI Hospital Budge-Budge**”. The Sr. State Medical Commissioner reserves the right to reject any or all the tenders without assigning any reason. The bidder has to submit a declaration under his signature and seal stating to complete the work as per tender condition and specification within the prescribed time limit.

Sl. No.	Brief Description of Work	Earnest Money	Work Completion Time.
1	Special Repair and complete Renovation /Modernisation of old E.C.Co make passenger cum bed lifts (2 nos) at ESI Hospital Budge-Budge	@2% (Two percent) of the total value of the bid.	60 (days) from the date of issue of work order.

2. **Tender Document Fee:** Non refundable fee of Rs. 250/- (Rupees Two hundred and fifty only.) in the form of Bank Draft pledged in favour of SBI A/c, ESIC payable at Kolkata.

3. **Sale of Tender Paper :** Tender papers will be sold in working hours from **20.11.2014 to 11.12.2014** from the Construction Cell of ESIC Regional Office, Kolkata, Panchdeep Bhawan, 5/1 Grant Lane, Kolkata-12. The same can also be downloaded from ESIC websites, www.esic.nic.in or www.esicwestbengal.org.

4. **Last date and time for submission of sealed Tender: 12.12.2014 up to 02.00 PM.**

5. Tenders will be opened on **12.12.2014 at 03.00 PM** in the office of the undersigned. Bidders or their authorized representatives may attend the same.

6. In case the last date for tender declared as holiday, tenders shall be received and opened on the next working day. The time and venue shall remain unchanged.

**Sr. State Medical Commissioner (EZ)
E.S.I Corporation**

General instructions for submitting tender for “Special Repair and complete Renovation /Modernisation of old E.C.Co make passenger cum bed lifts (2 nos) at ESI Hospital Budge-Budge”

Tenders complete in all respect, and quoted rates must be deposited in the tender box kept in the First Floor of ESIC Regional Office, Kolkata, by hand or post on or before **12.12.2014 up to 02.00 PM**. The tenders will be opened on the same day at **03.00 pm** in the presence of tenderers or their authorized representatives who may wish to be present on that day. In case tender opening day is declared as holiday, tenders shall be received and opened on next working day as per the above mentioned schedule. The site of work of Lift and allied works can be inspected and understood in consultation with our Engineers or ESIH respective authorities on any working day during office hours (09.45 am- 06.15 pm) by the contractor/agency if desired. Tenders received after the due date and time will not be accepted under any circumstances. The Sr.State Medical Commissioner (SSMC) reserves the right to accept or reject any or all the tenders with out assigning any reason(s) thereof.

*The tenders should be submitted in sealed envelope addressed to **The Sr. State Medical Commissioner (E.Z.) Panchdeep Bhawan, ESIC Regional Office, 5/1 Grant Lane, Kolkata – 700012 (W.B.) with specific address of the tenderer. The envelope should be superscribed as “Special Repair and complete Renovation /Modernisation of old E.C.Co make passenger cum bed lifts (2 nos) at ESI Hospital Budge-Budge” due on 04.12.2014***. The tenders should preferably be typed in words as well as in figures free from erasing and error in typing. The tenderer along with seal of the firm must sign each page of the tender and affix seal of the company. A covering letter in contractors/agencies own letter head shall be attached with the tender indicating the list of enclosures.

The tender must enclose a ‘Demand Draft’ from any Scheduled Commercial banks as earnest money drawn in the favour of SBI A/c ESIC payable at Kolkata for an amount equal to 2% (Two Percent) of the Total quoted value of the tender. The EMD deposited with earlier if any will not be adjusted against this tender. *Tender without EMD or less than 2% of the quoted value of work will not be accepted in any case.* EMD shall be kept in a separate sealed envelope superscribed as **“EMD to Tender for Special Repair and complete Renovation /Modernisation of old E.C.Co make passenger cum bed lifts (2 nos) at ESI Hospital Budge-Budge”** and placed inside the main envelope.

Tenderer must provide the Tel & Fax No. if any with the tender. The tenderer is required to submit an undertaking as per the Proforma enclosed on Annexure III on a non-judicial stamp paper of **Rs.10/-**. The tender must include all the documents as mentioned in the checklist attached as Annexure-VI.

Tenderer must enclose Photo copies of **Valid Trade License,, Lift licence,, VAT/Excise Registration Certificate & PAN Card**. Tenderers must also enclose documents showing:

1. Experience in doing similar type of work within the last three years in Govt. Sector Institutions/Govt. Undertakings (Work Completion Certificates are required and not just LOI or Work order Copies).
2. Copies of latest ESIC/EPF challan deposits. (if applicable to the Agency)
3. Copy of valid electrical license./lift licence.etc.
4. One similar work of value not less than **80% of the value of work to be executed (per annum) or two similar works of value not less than 50% of the value of work to be executed (per annum)** for each job in last three years.

The rates quoted in ambiguous terms such as “Freight on actual basis “ or “Taxes as applicable etc” or “packing forwarding etc”/ “Govt. taxes as applicable” etc will make their bid liable to rejection.

The rates/ amount should be quoted in I.N.R. The price should be all inclusive lump sum price offered for each item including cost of the equipment, freight, insurance packing forwarding etc. and including charges for installation and commission with all the men and material required for the same.

**Sr.State Medical Commissioner (EZ)
E.S.I Corporation**

Terms and Conditions Governing Contract

The Sr. State Medical Commissioner (E.Z.), ESIC, Kolkata does not pledge himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and accordingly supply / execution of work would be completed at the rate quoted.

Security deposit/Performance Guarantee: - As soon as LOI/Supply/Work Order is issued to the successful contractor, the contractor will submit a performance guarantee in the form of DD or BG of any scheduled commercial Bank for equivalent to **10%** of the total contract amount within 7 days. In case of BG it will be valid up to **60days** beyond the date of completion of all contractual obligations including defect liability period. Defect- liability period will be one year from the date of installation/completion of work.

Agreement:- The successful bidder has to sign an agreement with the E.S.I.C in stamp paper of appropriate value. The details of agreement can be seen and understood from the Construction Cell, R.O. Kolkata during office hours. Tender condition will be a part of agreement.

The manpower deployed shall always remain the employees of the contractor and it shall be the responsibility of the contractor to comply with the minimum wages act and other statutory liabilities. Materials used for the work has to be shown and got approved from Engineers of ESI Hospital, Gourhati prior to use. The contractor shall be responsible for ensuring compliance with the relevant labour laws and all other applicable laws that may be in force from time to time during the entire period of contract.

The contractor shall not sublet transfer or assign the contract to any part thereof without the written permission of the SSMC. In the event of the contractor contravening this condition, The SSMC may be entitled to place the contract elsewhere on the contractor's account at his risk and the contractor shall be liable for any loss or damage, which the SSMC (E.Z.), ESIC Kolkata may sustain in consequence or arising out of such replacing of the contract.

Assistance to contractor: The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfillment of the contract or in the securing of transport facilities.

Payment terms :-

100% Payment will be released after completion & handing over of work with submission of Bill in triplicate along with completion certificate from M.S of the respective Hospital.

Bills will be paid through NEFT/RTGS on satisfactory performance of the contract (else the amount will be confiscated). **Rate should be quoted inclusive of all taxes and duties & should be valid for four (4) months.** TDS as applicable will be deducted from the bill of the agency. Normally, payment is made within six weeks after satisfactory inspection, installation and performance of the item / equipment / instrument subject to submission of appropriate and correct invoice, Challans and other documents as deemed fit.

Penalty for delay in completion of work: - If there is delay in completing the work, contractor shall be liable to pay liquidated damages in the form of deduction of 1.25% of total cost of work/supply for every week of delay or part thereof subject to maximum of 5% of total cost of work. If the work is not completed within the approved extended time by competent authority, security deposit is liable to be forfeited and tender may be cancelled. Part work done by the agency, if any, will not be measured and paid for. There will not be any leniency regarding timely completion of work. 'Work' has to be carried out as per CPWD/DGS&D specification and otherwise specified by the undersigned.

Arbitration: - In case of any dispute, the difference arising out of the agreement, the same shall be referred to the sole arbitration of the Chief Engineer, ESIC and his decision shall be binding on both the parties.

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E.S.I Corporation**

Format of undertaking to be submitted along with Tender

The following may be printed or handwritten on a stamp paper worth Rs. 10/- and submitted along with the tender, with out which the tender is liable to be rejected.

Undertaking:

1. I the undersigned hereby declare and affirm that I have gone through the terms and conditions mentioned in the tender document and under take to comply with all the terms and conditions.
2. That the rates quoted by me are valid and binding upon me for the entire period of contract.
3. That the earnest money of Rs deposited by me vide Demand Draft No. Dt. drawn on (Name of the Bank) is attached herewith.
4. That I/We authorize The SSMC (E.Z.) ESIC, Kolkata to forfeit the security deposit money submitted by me/us if any delay or failure to supply the article/completion of the work to the satisfaction of the hospital authority. Within the stipulated time of the items of desired quality.
5. That I will be in the position to provide contract as per the work explained to me to the satisfaction of the Hospital authority.
6. That there is no vigilance/CBI case or court case pending against me/ my firm debarring me/my firm to undertake contract work/ supply of items quoted.
7. That I hereby undertake to carry out the work as has been explained to me to the satisfaction of hospital authority with in stipulated period.
8. I have been informed that The SSMC (E.Z.), ESIC, Kolkata has the right to accept or reject any or all the tenders without assigning any reason thereof.
9. I am ready to sign the agreement with the ESIC which was shown to me.

Signature & Address of the Tenderer

STAMP

Annexure-IV**Tender for “Special Repair and complete Renovation /Modernisation of old E.C.Co
make passenger cum bed lifts (2 nos) at ESI Hospital Budge-Budge”
Work schedule for Lift No – 1(Beside Mortuary)**

Sl.no	Description of work.	Unit	Qty.	Rate(Rs)	Amount(Rs)
1.	Supply/Installation of microprocessor based auto control panel with voice recorder for (G+3) floor building, with 220V, AC contactor relay including rid switches and magnet-9 nos & outer,spares/fittings/wires/com ponents with audio & push botton with seven segments display unit. Complete job.	One job.	L.S		
2	Complete wiring with 16/20 PVC wires concealed in PVC condued pipe for total electrification.	One job.	L.S		
3	Supply & laying of 12 core flexible travelling cable of required length for (G+3) bldg.	One job.	L.S		
4	Through overhauling of the safety system.	One job.	L.S		
5	Supply & fixing of 12 way connector junction box.	set	4		
6	Supply & fixing of returging camp full unit of 110V d.c coil including striker / bracket set & cam oil.	set	1		
7	Supply & fixing of VVF drive match with 10 h.p. Motor & new service auto system for (G+3) floor for proper landing .(Make – Toshiba).	One job	1		
8	Through overhauling & servicing of Gear box & over speed Governor with weight pulley and also adjustment of wire rope.	One job	1		
9.	Supply & fitting of limit switches, magnet bar set with – 9 nos.	One job	1		

10	Supply & fixing of land push switches with digital display plus UP & DOWN indication running arrow & holding push switches.	no	4		
11.	Supply/carring/fixing collapsible gate (special type – made for lift purpose-non standard) with rollers, channels, brass locking arrangement and anti corrosive painting etc.(size 2.7mx1.7m.)	nos	5		
12	Replacement of old worn out rope with Usha Martin make rope for (G+3) bldg.	mtr	175		
13	Face lifting, upgradation of lift cage I,e ceiling of cage, interior decoration with providing light, fan, etc as required.	One job.	L.S		
14	Labour charges for dismantling of old materials, fixing of new items including testing & commissioning.	One job.	L.S		
15	Supply & fixing of gate lock (Moris type)	no	4		
16	Supply & fixing of car top maintenance box.	no	1		
17.	Cupply & fixing of car operating switch with COP/LOP auto attendance/stop switch/holding push switches for (G+3) bldg.	Set	1		
	Total (Rs).				
	Less (-) Buy Back value of old & damaged materials like (Rope, M.S materials, electrical items, gate etc).	L.S	LS		
(A)	Net Amount (Rs).				

Work schedule for Lift No – 2 (Beside Kitchen)

Sl.no	Description of work.	Unit	Qty.	Rate(Rs)	Amount(Rs)
1.	Supply/Installation of microprocessor based auto control panel with voice recorder for (G+3) floor building, with 220V, AC contactor relay including rid switches and magnet-9 nos & outer,spares/fittings/wires/com ponents with audio & push botton with seven segments display unit. Complete job.	One job.	L.S		
2	Complete wiring with 16/20 PVC wires concealed in PVC condued pipe for total electrification.	One job.	L.S		
3	Supply & laying of 12 core flexible travelling cable of required length for (G+3) bldg.	One job.	L.S		
4	Supply & fixing of 12 way connector junction box.	set	4		
5	Supply & fixing of returing camp full unit of 110V d.c coil including striker / bracket set & cam oil.	set	1		
6	Supply & fixing of VVF drive match with 10 h.p. Motor & new service auto system for (G+3) floor for proper landing .(Make – Toshiba).	One job	1		
7	Through overhauling & servicing of Gear box & over speed Governor with weight pulley and also adjustment of wire rope.	One job	1		
8	Supply & fitting of limit switches, magnet bar set with – 9 nos.	One job	1		
9	Supply & fixing of land push switches with digital display plus UP & DOWN indication running arrow & holding push switches.	no	4		

10	Repairing, dismantling & refitting of old gate including carrying of required materials like – rollers, channels, brass locking arrangement and anti corrosive painting etc.(Size-2.7mx1.7m)made for lift purpose-non standard) with rollers, channels, brass locking arrangement and anti corrosive painting etc.(size 2.7mx1.7m.)	nos	5		
11	Replacement of old worn out rope with Usha Martin make rope for (G+3) bldg.	mtr	175		
12	Face lifting, upgradation of lift cage I,e ceiling of cage, interior decoration with providing light, fan, etc as required.	One job.	L.S		
13	Labour charges for dismantling of old materials, fixing of new items including testing & commissioning.	One job.	L.S		
14	Supply & fixing of gate lock (Moris type)	no	4		
15	Supply & fixing of car top maintenance box.	no	1		
16	Supply & fixing of car operating switch with COP/LOP auto attendance/stop switch/holding push switches for (G+3) bldg.	Set	1		
	Total (Rs).				
	Less (-) Buy Back value of old & damaged materials like (Rope, M.S materials, electrical items, etc).	L.S	LS		
(B)	Net Amount (Rs).				

Total (A)+(B) = Rs.

Total quoted rate is Rs..... (Rupees.....)

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Sign & Seal of Party

Place:

Date :

TENDER APPLICATION FORM

S.No.	Items	Details of Bidding Agency
1	Name and full postal address of the Contractor/Agency	
2	PAN No.	
3	TIN No.	
4	ESI/EPF Reg.No. (If applicable)	
5	Telephone/Mobile No.	
6	Fax No.	
7	E-Mail Address (if any)	
8	Bank Name and Branch	
9	Bank Account No.	
10	Bank IFSC No.	
11	Are you in the list of approved contractors of any other organization / institution, if any give details (Append extra page if necessary)	
12	Give details of any Government contracts executed during the last twelve months (Append extra page if necessary):-	
13	Any other information which you consider necessary to furnish	

Date:
Place:

Signature of the tenderer:
Full Name:
Designation:

(Office seal of the tenderer)

Annexure:- VI

**COMPULSORY DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER
(Checklist)**

The following documents must be submitted along with the tender, without which the tender is liable to be rejected. The tenderer must make a tick against each of the following documents submitted.

(Please Tick the applicable boxes)

1. EMD worth Rs..... dated.....drawn from.....
2. Copy of documents showing prior experience.
3. Copy of PAN Card.
4. Copy of VAT/Excise/other Registration Certificates.
5. Copy of Latest Challan/Registration of ESIC/EPF (if applicable)
6. Copy of Trade License/Documents showing the validity of Trade -license
7. Copy of electrical License/ Lift license Document showing validity of license
8. Undertaking in Stamp Paper worth Rs.10/- as mentioned in Annexure-III (Page no.3).
9. All the tender documents from Page no.1 to 8 with signature & stamp of party on each page.
10. List of works completed by the agency in the last 3 years and ongoing works.
11. (Any other Document/Information, if necessary).

Name:

Signature:

Stamp

