



Office of the Sr. State Medical Commissioner (E.Z.),
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No. C/AG-12/13/(SR)/Bagmari-11

Date: 11.12.14

OPEN RE-TENDER NOTICE

The Sr. State Medical Commissioner (Eastern Zone), ESIC Kolkata invites sealed tenders from eligible Agencies for **Special Repair & Complete Renovation / Modernisation of old lift (Front Side) at Director of E.S.I (MB) Scheme, P-233, C.I.T Scheme, VII-M, Bagmari Road, Kolkata- 700 054.** 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 & Complete Renovation / Modernisation of old lift (Front Side) at Director of E.S.I (MB) Scheme, P-233, C.I.T Scheme, VII-M, Bagmari Road, Kolkata- 700 054.	@2% (Two percent) of the total value of the bid.	30 days

- 1. 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, E.S.I Corporation payable at Kolkata.
- 2. Sale of Tender Paper :** Tender papers will be sold in working hours from **15.12.14 to 05.01.15** 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.
- 3. Last date and time for submission of sealed Tender: 06.01.15 up to 02.00 PM.**
- 4. Tenders will be opened on 06.01.15 at 03.00 PM** in the office of the undersigned. Bidders or their authorized representatives may attend the same.
- 5. 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 & Complete Renovation / Modernisation of old lift (Front Side) at Director of E.S.I (MB) Scheme, P-233, C.I.T Scheme, VII-M, Bagmari Road, Kolkata- 700 054”.

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 **06.01.15 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 **Special Repair & Complete Renovation / Modernisation of old lift (Front Side)** and allied works can be inspected and understood in consultation with our Engineers or Director of E.S.I (MB) Scheme 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 & Complete Renovation / Modernisation of old lift (Front Side) at Director of E.S.I (MB) Scheme, P-233, C.I.T Scheme, VII-M, Bagmari Road, Kolkata- 700 054” due on 06.01.15***. 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 nationalized 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 **“Special Repair & Complete Renovation / Modernisation of old lift (Front Side) at Director of E.S.I (MB) Scheme, P-233, C.I.T Scheme, VII-M, Bagmari Road, Kolkata- 700 054”** 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 Photocopies of Valid Trade License, 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 & lift license.

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.

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 equivalent to 10% of the total contract amount within 7 days, which will be valid up to 60 days 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 Engineer 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:- 100% Payment will be made for the work on satisfactory completion, inspection and measurement by E.S.I.C Engineer. Bills will be paid through NEFT/RTGS on satisfactory performance of the contract (else the amount will be confiscated). S.T/ VAT/ Labour welfare charges and other government taxes 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.

**Sr. State Medical Commissioner (EZ)
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

Estimate for Special Repair & complete Renovation / Modernisation of old lift (Front side) at ESI MB Schemeoffice,CMS, Bagmari.

WORK SCHEDULE

Sl. No	Description of work.	Unit	Qty.	Rate (Rs)	Amount (Rs)
1	Supply / Installation of micro processor based auto control panel with voice recorder for (G+4) floor building 220V, AC contactor relay including rid switches and magnet -9 nos & outer spares/fittings wirs/components with audio & push button with seven segments display unit.-a complete unit job.	One job.	L.S.		
2	Complete wiring with 4 core copper wire , PVC insulated in PVC conduit/tuffing.	One job.	L.S.		
3	Supply & laying of 12 core flexible travelling cable of required length.for G+4 bldg.	One job.	L.S.		
4	Through overhauling of the safety system including servicing of Gear Box,Governor, tension pulley & also adjustment of wire rope.	One job.	L.S.		
5	Supply and fixing of 12 way connector junction box.	set	1		
6	Supplu & fixing of returning camp full unit of 110 volt D.C coil including striker/bracket set & cam oil for auto door.	Set	1		
7	Supply & fixing of V3 F Drive match with 10 h.p motor & new service auto system from Gr . Floor to top floor for proper landing. (Make - Toshiba)	One job.	1		
8	Replacement of old worn out rope with usha martin make for (G+4) bldg.	mtr	L.S		
9	Servicing of Brake drum/replacement of brake oil & brake shoe including Gear box.	L.S	1 JOB.		
10	Supply & fixing of floor selector switch/reed switch etc. as required.	L.S	1 job.		
11	Supply & fixing of land push switches with digital display plus UP/DOWN indication running arrow.	Each	5		
12	Lab our charges for dismantling of old materials, fixing of new items including testing & commissioning.	One job	L.S.		
13	Supply & fixing of 63 amp, 415 volt, TPN main switch.	No	1		
14	Supply & fixing of 40 watt tube light fixturs complete set (2 nos m/c room & 1 no lift cage).	No	3		
15	Supply & fixing of wall mounted cabin fan & mat finish PVC flooring.	L.S	L.S		
	Gross Amount (Rs)				
	Less (-) Buy Back value of old and damage materials like (Rope, M.S materials, panels & gate etc)	L.S	L.S		
	Net Amount (Rs).				

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)

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/ Document showing validity of Elec. 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