



EMPLOYEES' STATE INSURANCE CORPORATION
MINISTRY OF LABOUR & EMPLOYMENT
GOVERNMENT OF INDIA
"PANCHDEEP BHAWAN"
5/1, GRANT LANE : KOLKATA – 700 012.
Ph.033- 2236 4451-55/2225 9236, Fax : 033-22365279
www.esicwestbengal.org.

No.C/AG-5/87/RO/SL/GB/2017/Maintenance

Dated, the 01st Sep 2017

E-TENDER NOTICE

Supply, Installation, Testing and Commissioning Of 12 nos. 1 ton portable Air Conditioners and allied work at new Regional Office Building, GB Block, Salt Lake.

The Regional Director, ESIC Kolkata invites e-tender from eligible Agencies for Supply, Installation, Testing and Commissioning Of 12 nos. 1 ton portable Air Conditioners and allied work at new Regional Office Building, GB Block, Salt Lake. The RD 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 | Nature of Work | Earnest Money to be deposited | Work Completion Time |
|--------|--|--|----------------------|
| 1 | Supply, Installation, Testing and Commissioning Of 12 nos. 1 ton portable Air Conditioners and allied work at new Regional Office Building, GB Block, Salt Lake. | @2% (Two percent) of the total value of the bid. | 10 days |

1. Tenderers are requested that, before quoting their rates or sending tender, the tender form may please be read out thoroughly (line by line), otherwise purchaser will not be held responsible for any error/oversight.
2. The form is a standard Form of Tender. Certain clause / clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause / clauses, which are not applicable in the instant case.
3. Tender documents is also available for viewing on the 'tenders' link of the website Employees' State Insurance Corporation i.e. <https://esictenders.eproc.in> & www.esicwestbengal.org
4. **The interested tenderers should upload duly filled up tender form** and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids - all duly signed - on the <https://esictenders.eproc.in> latest by **08.03.2017 upto 13:00** Hours. **Bidders have to deposit the hard copy of acknowledgment of E-tendering documents along with all uploaded documents & the Earnest Money Deposit (EMD) @ 2% of the Quoted Bid** in the form of Demand Draft drawn in favour of "SBI A/C ESI Corporation", payable at Kolkata by hand or by post in the Regional Office before the last date and time of submission of E-tender online.
5. RD, ESIC, 5/1 Grant Lane Kolkata-12 does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered any you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.

6. Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately /as asked for.

| | |
|--|------------------------------------|
| Period during which E-Tenders may be submitted | 04.09.2017 to 18.09.2017 (01:00PM) |
| Last Date & Time of submission of E-Tender | 18.09.2017 at 01.00 PM |
| Date & Time of Opening of E-Tender | 18.09.2017 at 03.00 PM |

Regional Director
E.S.I Corporation

Payment Related Instructions for Bidders

All bidders/contractors are required to procure Class-IIIB Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the E- Tenders.

Bidder should get Registered at <https://esictenders.eproc.in>.

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in the form of Demand Draft from any scheduled bank, in favour of M/s. C1 India Pvt. Ltd. payable at New Delhi for participating in the Tender.

Along with the Demand Draft, Bidder needs to send a covering Letter mentioning about the Payment Details, Company Name, Address, Payment towards ESIC Bid Processing Fees (Mention the Tender ID and Tender Title).

The payment should reach at the below mentioned address, one day before the due date and time of Bid Submission:

Kind Attn: Mr. Mohit Chauhan
C1 India Pvt. Ltd.
301, Gulf Petro Chem Building, 1st Floor,
Udyog Vihar, Phase – 2,
Gurgaon, Haryana – 122015

Note: Payment will be Approved only after physical receipt of Demand Draft.

1. The bid can be uploaded **upto 1:00 PM on dated 18.09.2017** and any bid upload after the prescribed time shall not be considered irrespective of rates. The bid will be opened on the same dated i.e. **on 18.09.2017 at 3.00 PM.**

The Bidder should carefully read, understand and seek clarifications if any before uploading the bid. No claim whatsoever will be entertained for any alleged ignorance thereof.

Supply, Installation, Testing and Commissioning Of 12 nos. 1 ton portable Air Conditioners and allied work at new Regional Office Building, GB Block, Salt Lake

Tenders complete in all respect, and quoted rates must be submitted online on or before **15.09.17 up to 01.00 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 **Supply, Installation, Testing and Commissioning Of 12 nos. 1 ton portable Air Conditioners at new Regional Office Building, GB Block, Salt Lake.** and allied works can be inspected and understood in consultation with our Engineers or Regional Director 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 Regional Director reserves the right to accept or reject any or all the tenders with out assigning any reason(s) thereof.

The tenders should be submitted online on <https://esictenders.eproc.in> within time

The tenderers must submit a 'Demand Draft' from any nationalized banks as earnest money drawn in the favour of **"SBI A/C ESI Corporation", 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 posted or delivered by hand at the O/o The Regional Director, Construction Cell, 5/1, Grant Lane, Kolkata – 700012 in a sealed envelope superscribed as **"Supply, Installation, Testing and Commissioning Of 12 nos. 1 ton portable Air Conditioners and allied work at new Regional Office Building, GB Block, Salt Lake."** *Within the date and time of Opening of the E-Tender.*

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 V. The tender must include all the documents as mentioned in the checklist attached as Annexure-VII.

Tenderer must enclose Photocopies of Valid Trade License, GST Registration Certificate & PAN Card. Tenderers must also enclose documents showing:

- a. Experienced in completion of similar works (Copy of satisfactory completion certificate compliance with value of work order to be enclosed) for minimum 03 (three) work orders as detailed below.
- b. Manufacturer authorization should be provided along with technical bid.
- c. Copies of latest ESIC/EPF challan deposits. (if applicable to the Agency).
- d. One similar work of value not less than 80% if the value of work to be executed (per annum) or two similar work 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 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.

**Regional Director
E.S.I Corporation**

Terms and Conditions Governing Contract

The **Regional Director, 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 Regional Director. In the event of the contractor contravening this condition, The Regional Director 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 RD, 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). All 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 given by competent authority, security deposit if liable to be forfeited and tender may be canceled. 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.

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.

WORK SCHEDULE

| Sl. No. | Particulars | Qty | Unit | Rate (Rs.) | Amount (Rs.) |
|---------|---|-----|------|---------------|--------------|
| 1 | 1 ton capacity portable air conditioner(Stand type), Blue Star make(Inclusive of GST) | 12 | Nos. | | |
| 2 | Supply, installation, testing & commissioning of timer starter, panel box for automatic operation of air conditioner.(Inclusive of GST) | 12 | Nos. | | |
| 3 | Installation & Laying of 16 amp Socket, Switch, MS box, wires for feeding the AC from customer sance.(Inclusive of GST) | 12 | Nos. | | |
| | | | | TOTAL: | |

(Signature)
With Seal & Date

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 Regional Director**, 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 Regional Director**, 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**

TENDER APPLICATION FORM

| Sl. 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 Latest Challan/Registration of ESIC/EPF (if applicable)
5. Copy of Trade License/Documents showing the validity of Trade -license
6. Copy of electrical License/ Document showing validity of Elec. License
7. Undertaking in as mentioned in Annexure-III.
8. Scanned copy of All pages of the tender documents with signature & stamp of party on each page.
9. List of works completed by the agency in the last 3 years and ongoing works.
10. (Any other Document/Information, if necessary).

Name:
Signature:

Stamp