

विज्ञान नगरी, कोलकाता में विद्युत प्रतिष्ठानों के संचालन और  
वार्षिक रखरखाव सेवाएं के लिए ई-टेंडर दस्तावेज़

**E-TENDER DOCUMENT FOR ANNUAL OPERATION AND  
MAINTENANCE SERVICES OF ELECTRICAL  
INSTALLATIONS AT SCIENCE CITY, KOLKATA**

**विज्ञान नगरी**

(राष्ट्रीय विज्ञान संग्रहालय परिषद)

संस्कृति मंत्रालय, भारत सरकार

जे. बी.एस. हलडेन एवेन्यु, कोलकाता - 700046

**Science City**

(National Council of Science Museums)  
Ministry of Culture, Government of India  
**J B S Haldane Avenue, Kolkata 700046**



**E-ENDER NO: SCCY-13023/30/ELECTRICAL/2020**

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**INSTRUCTIONS TO THE TENDERERS/BIDDERS FOR E-SUBMISSION OF BIDS  
ONLINE THROUGH E-PROCUREMENT SITE <https://eprocure.gov.in/eprocure/app>**

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This tender document has been published on the Central Public Procurement (CPP) Portal (URL: <https://eprocure.gov.in/eprocure/app>). The tenderers /bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the tenderers/bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

**REGISTRATION:-**

- 1) Tenderers/bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Click here to Enrol**” on the CPP Portal. Enrolment is free of Charge.

As part of the enrolment process, the tenderers/bidders will be required to choose a unique username and assign a password for their accounts.

Tenderers/bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the tenderers/bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS/nCode / eMudhra etc.), with their profile.

Only one valid DSC should be registered by tenderers/bidders. Please note that the tenderers/bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

Bidder then logs in to the site through the secured log-in by entering their user ID & password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS:-**

- (a) There are various search options built in the CPP Portal, to facilitate tenderers/bidders to search active tenders by several parameters. These parameters could include organization name, location, date, value, etc. There is also an option of ‘**Advanced Search**’ for tenders, wherein the tenderers/bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- (b) Once the tenderers/bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the tenderers/bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- (c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS:-**

- (a) Tenderer/bidder should take into account any corrigendum published on the tender document before submitting their bids. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and contents of each of the document that need to be submitted.
- (b) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally they can be in PDF / XLS / RAR / DWF formats as mentioned. **Bid documents may be scanned with 100 dpi with black and white option.**
- (c) To avoid the time and efforts required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the tenderers/bidders. Tenderers/bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting the bid just by tagging and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS:-**

- 1) Tenderer/bidder should log into the site well in advance for bid submission so that he/she uploads the Bid in time i.e. on or before the bid submission time as per the system. Bidder will be responsible for any delay due to other issues.
- 2) Tenderer/bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Tenderer/bidder has to select the payment option as “offline” to pay the Tender Fee & EMD and enter details of DD/any other accepted instrument.
- 4) Tenderer/bidder should prepare the Tender Fee & EMD instrument as per the instructions specified in the tender document. Scanned copy of DD/any other acceptable instrument as mentioned towards EMD & Tender Fee should be uploaded while online submission of the tender and the original should be posted/ couriered/ given in person to the Tender Processing Section latest by the last date and time of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the Scanned copy and the data entered during bid submission time otherwise the Tender will be summarily rejected.
- 5) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the tenderers/bidders. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
- 6) Tenderers/bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard **Offer Sheet** in .xls format with the tender document, which is to be downloaded and to be filled by all the tenderers/bidders.

Tenderers/bidders are required to download the **Offer Sheet** file, open it and complete the **green coloured (unprotected)** cells with their respective financial quotes and other details (such as name of the Tenderer/bidder). No other cells should be changed. Once the details have been completed, the tenderer/bidder should save it and submit it online, without changing the filename. If the **Rate Quote Sheet** file is found to be modified by the tenderer/bidder, the bid will be rejected. In e-Tendering, intending tenderer/bidder can quote their rate in figures only. The total amount is generated automatically. Therefore, the rate quoted by the tenderer/bidder in figures shall be taken as correct. The Comparative Statement is also generated automatically by the system. The Comparative Statement and rate quoted by each tenderer/bidder shall be downloaded.

**The manual calculation check of tenders/bids and Comparative Statement, shall be final. In case, any discrepancy is noticed, the decision of appropriate authority of museum/centre shall be final and binding.**

- 7) The server time (which is displayed on the tender's/bidder's dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the tenderers/bidders, opening of bids etc. The tenderers/bidders should follow this time during bid submission. The tenderers/bidders are requested to submit the tenders/bids through online e-tendering system to the **Tender Inviting Authority (TIA)** well before the bid submission end date & time (as per Server System Clock).
- 8) All the documents being submitted by the tenderers/bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 9) The uploaded tender documents become readable only after the tender opening by the authorized tender/bid openers.
- 10) Upon the successful and timely submission of tenders/bids, the portal will give a successful tender/bid submission message & a tender/bid summary will be displayed with the NIT/tender/bid no. or Name of Work and the date & time of submission of the tender/bid with all other relevant details.
- 11) The tender/bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any tender/bid opening meetings.

#### **ASSISTANCE TO TENDERERS/BIDDERS:-**

- (a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the  
**Tender Inviting Authority (TIA),  
Science City, J.B.S Haldane Avenue, Kolkata-  
700046, Fax No.033-22859895,  
Website: [www.sciencecitykolkata.org](http://www.sciencecitykolkata.org),  
Email: [sciencetiv.kol@gmail.com](mailto:sciencetiv.kol@gmail.com) , [sctynesm1@gmail.com](mailto:sctynesm1@gmail.com)**
- (b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Ph. **1800-3070-2232.**

## NOTICE INVITING e-TENDER (e-NIT)

No. SCCY-13023/30/Electrical/2020

Dated 03.09.2020

**Science City, Kolkata** is a constituent unit of the National Council of Science Museums, Kolkata\* (\*hereinafter referred to as the Science City).

### **General terms & Conditions:-**

Online e-tenders are hereby invited from reputed and experienced agencies for **“Annual Operation and Maintenance Services of Electrical Installations at Science City, Kolkata, J.B.S. Haldane Avenue, Kolkata-700046”** on contract basis on payment of lump sum monthly composite service charges for the number of personnel to be deployed as per the departmental estimate on payment of minimum wages including agency’s service charges as Govt. of India prescribed rates separately **indicating (a) GST component as applicable and (b) Service Charges of the agency..**

*The tenderer should fulfil the following eligibility criteria:-*

- (i)** Should be either registered as a Company under Companies Act 1956/2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence as such entity for not less than five years as on **30.03.2020**. Should be in possession of (a) Trade License (b) PAN Card [in the name of firm/agency or proprietor]: (c) EPF/PF Registration (d) ESI Registration (e) P-Tax registration (f) Registration under the Shops & Establishment Act (g) GST Registration. The Registered Office or one of the Branch Offices of the tenderer should be located in and around Kolkata. The agency or any of its Partners/Directors etc should not have been black listed/ debarred by any of the government agencies or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including PF/ESI authorities. Further no past contract of such agency should have been terminated in the past 3 years on account of violation of laws or deficiency of services or breach of contract. **(To be submitted in bidder’s/tenderer’s letterhead as per Annexure VII).**
- (ii)** Minimum 05 (Five) years experience in executing similar kind of annual operation and maintenance services of electrical installation works in Central Government/ Central Autonomous Bodies/ State Govt/ Central Public Sector Undertakings/ Public Sector Banks/Local Bodies/Municipalities/ Large Corporate Bodies. Tenderer shall attach list of such organizations with contact nos. where the Agency is currently providing/ has earlier provided this kind of service and copies of work order/completion certificate shall be submitted in support of their claim **(To be submitted in bidder’s/tenderer’s letterhead as per Annexure VIII).**
- (iii)** **Minimum annual turnover of Rs. 50.00 Lakh (Rupees fifty lakh) per year during the last 3 (three) financial years. [Tenderer shall attach relevant documents (audited report trading, P/L & BS from authorised Chartered Accountant) as proof with the Technical bid].**

(iv) The Tenderer should meet **any one of the three criteria** as under:

a. Currently providing/earlier provided successfully **ONE** similar annual operation and maintenance of electrical installation related services having annual value not less than **₹40.00** Lakh in any Departments/ Autonomous Institutions /Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities/ Large Corporate Bodies during last three financial years.

OR

b. Currently providing/earlier provided successfully **TWO** similar annual operation and maintenance electrical installation related services having annual value not less than **₹25.00** Lakh in any Departments/ Autonomous Institutions/Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities/ Large Corporate Bodies during last three financial years.

OR

c. Currently providing / earlier provided successfully **THREE** similar annual operation and maintenance electrical installation related services having annual value not less than **₹18.00** Lakh in any Departments/ Autonomous Institutions/ Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities/ Large Corporate Bodies during last three financial years.

2. The place of work shall be Science City, J.B.S Haldane Avenue located at Kolkata-700046.

3. Important information & dates

EMD Amount	₹ 50,000/-
Cost of tender document	₹ NIL
Tenure and validity	Initially 03 months on trial basis, there after 09 months subject to satisfactory performance of the Agency. The contract may be renewed on year-to-year basis based on the satisfactory performance for a maximum period of 03 years at the discretion of the Science City, Kolkata.
Bid Document Publishing Date & Time	08.09.2020 at 05.00 PM
Bid Document Download Start Date & Time	09.09.2020 at 09.00 AM
Bid Document Download End Date & Time	As per system generated
Bid submission Start Date & Time	17.09.2020 at 02.00 PM
Pre-bid meeting Date & Time	16.09.2020 at 11.00 AM
Bid submission End Date & Time	23.09.2020 at 04.00 PM
Bid Opening (Technical) Date & Time	24.09.2020 at 05.00 PM

4. The intending tenderers/bidders must read the terms and conditions of the contract carefully. They should submit their bid only if they consider themselves eligible as per the laid down criteria and if they are in possession of all the documents/registrations required.
5. Information and Instructions for tenderers/bidders posted on website shall form a part of the bid document.
6. The bid document consisting of guidelines for Annual Operation and Maintenance services of electrical installation at Science City, Kolkata , job requirement to be fulfilled and the set of Terms and Conditions of the contract to be complied with and other necessary documents can be seen and downloaded free of cost from <https://eprocure.gov.in/eprocure/app>.
7. Out of the online bid documents submitted by intending tenderers/ bidders, the technical bids of only those tenderers/bidders shall be opened, who have deposited Earnest Money Deposit as specified above duly scanned, uploaded and found in order. The financial bids of only those tenderers/bidders whose Technical Bids found to be in order and accepted shall be opened by the Tender Evaluation Committee (TEC) authorised for the purpose.
8. Those agencies not registered on the website mentioned above, are required to get themselves registered beforehand.
9. The intending tenderer/bidder must have valid Class II or Class III Certificates with signing key usage (DSC) to submit the bid.
10. The e-Tenders are invited under two envelopes system. The first electronic envelope will be named as **Technical Bid Envelope** & will contain documents of tenderer's/bidder's satisfying the eligibility conditions, scanned copies of Demand Draft towards EMD, e-NIT, work plan for execution of the Annual operation and maintenance services of electrical installations at Science City, Kolkata related services etc. and the second electronic envelope will be named as **Financial Bid Envelope** containing Rate Quote Sheet with detailed break up of composite monthly service charges. The bidder shall submit **TECHNICAL BID ENVELOPE** and **FINANCIAL BID ENVELOPE** simultaneously. The technical bids will be evaluated first and there after financial bids of only the eligible tenderers/bidders shall be opened. These envelopes shall contain one set of the following documents:-

**a) TECHNICAL BID ENVELOPE** shall contain the following documents:

- (i) Scanned copy of Demand Draft/Pay order or Banker's Cheque of any Nationalised/ Scheduled Bank in favour of **Science City** payable at **Kolkata** towards **Earnest Money Deposit (EMD)** in pdf format.  
**(Physical Demand Draft at Sl. (i) should be submitted to Science City and hard copy of complete Notice Inviting E-Tender endorsing signature and rubber seal of the agency on all the pages on or before 23.09.2020)**
- (ii) Scanned copy of Enlistment Order/Registration certificate with appropriate Authority/necessary license as required under the contract labour (Regulation & abolition) Act 1970 or any other act as applicable in pdf format.

- (iii) Scanned copies of documents towards proof of eligibility as per Clause No.1 (i, ii, iii & iv) and details of agency as per **Annexure-V, EXPERIENCE CERTIFICATES/ CONTRACT EXECUTION CERTIFICATES** along with **Work Orders/Letters of Intent** issued by Departments/ Autonomous Institutions/ Public Sector Undertakings of the Government of India/other State Government or Public Sector Banks or Local Bodies/Municipalities/ Large Corporate Bodies with appropriate Authority as per the NIT in PDF format as per **Annexure -VIII.**
- (iv) Scanned copy of undertaking as per **Annexure-IV** and **Annexure-Certified VII** duly signed with agency seal in PDF format.
- (v) **Work plan in PDF format duly signed showing the deployment pattern of personnel and how the agency proposes to judiciously render the Annual operation and maintenance services under this contract.**
- (vi) **Scanned copy of valid Electrical Licence in PDF Format.**
- (vii) **Scanned copies of PAN Card, GSTIN Certificate, and Income Tax Returns for last three years and Trade License in PDF format.**

**b) FINANCIAL BID ENVELOPE** shall contain:

- i. Rate Quote Sheet in .XLS format.
  - ii. Agency should, furnish, scanned copy of complete break up of their rates showing how they will comply with the minimum wages and other statutory regulations like Basic, VDA, ESI, EPF, Bonus, paid National Holiday, etc and the lump sum composite charges for the number of personnel to be deployed as per the rate of minimum wages prescribed by Govt. of India from time to time separately indicating (a) GST component as applicable and (b) Service Charges of the agency as per format of departmental estimate annexed at **Annexure - IX** in PDF format with signature and seal. **In the absence of this break up, their tender is liable to be rejected.**
11. E-tenders which do not fulfil any of the above conditions or are incomplete in any respect are liable for **summary rejection.**
  12. The Science City does not bind itself to accept the lowest e-tender/bid and has the right to reject or accept any or all the e-tenders/bids; received without assigning any reason whatsoever.
  13. Canvassing in connection with e-tenders/bids is strictly prohibited and the e-tenders/bids submitted by the tenderers/bidders that resort to canvassing will be liable for rejection on that ground alone.
  14. **E-tenders, incorporating additional conditions or with deviations from the conditions of contract, the bid not meeting any other requirements stipulated in the e-tender are liable to be rejected.**
  15. The tenderer(s) **must declare** in writing that neither he nor any of their Directors/Partners are in anyway related to any officer in the National Council of Science Museums, Kolkata, or any of its constituent units as per the format given in **Annexure - IV.**
  16. Apart from GST as specified above any other tax in respect of this contract will be reimbursed as per the applicable rates that may be prescribed by the Government of India from time to time.



17. Before submitting the e-tender, the tenderer shall assess the quantum of subject services involved after going through the scope of job requirement of Annual Operation and Maintenance services of Electrical Installations services at Science City, Kolkata as per **Annexure – I** to the e-NIT and conditions of contract and inspect the site, if necessary. No claims for additional payments would be entertained arising out of contractor's ignorance of site conditions.
18. For the purpose of opening of the e-tenders/bids as described in Clause 10 of the Notice Inviting e-tender, it is clarified that only on receiving the (i) **EMD, physically in Science City, Kolkata together with duly signed and stamped copy of the e-tender document** before the bid opening date, the **Technical Bid Envelope** will be opened. After the authority of Science City is satisfied that the documents in the Technical Bid Envelope are in order and acceptable, the **FINANCIAL BID ENVELOPE** shall be opened, subsequently by the duly constituted Technical Evaluation committee of the Science City. The date, time and venue of opening of Financial Bids shall be published on the CPP portal later.
19. It may be noted that the Technical Bids which are not found in order as per the requirement of Science City, Kolkata shall be summarily rejected and the decision of Science City shall be final and binding.
20. Earnest Money is liable to be forfeited if the successful e-tenderer/bidder selected for Award of Annual Operation and Maintenance services of Electrical installations at Science City, Kolkata-700046 fails to take up the work and sign the formal agreement within 07 days from the date of issue of Letter of Award of Work to them by the Science City.
21. The successful tenderer will be awarded the services of Annual Operation and Maintenance services of Electrical Installations at Science City, J.B.S. Haldane Avenue, Kolkata-700046 by the Science City and given stipulated time which shall be counted from the date of issue of the LOI. During this intervening period, the successful tenderer shall check the electrical installations, work plan / job requirement, visiting hours, visitors' footfall and occupancy rate of different facilities etc. of Science City. The successful tenderer shall also mobilise all its resources including deployment of personnel, consumable/non consumable and stationery items etc. and sign an Agreement with Science City in approved format on a non-judicial stamp paper of appropriate value.
22. The validity period of the e-tender shall be **03 (THREE)** months from the date of opening of e-tenders i.e. **24.09.2020**. This period may be extended suitably if the decision regarding issue of Award of License is delayed for any reason.

## Appendix to NIT

### SUMMARY OF CONDITIONS OF CONTRACT

1. Tenure of the Contract : Initially 03 months on trial basis there after 9 months subject to satisfactory performance of the Agency at the discretion of authority of Science City. The contract may be renewed on year-to-year basis for a maximum period of 03 years including trial period at the discretion of the authorities of Science City.
2. Tender Fee to be deposited with the e-tender : ₹ **NIL**
3. Earnest Money to be deposited with the e-tender : ₹ **50,000/-**
4. SECURITY DEPOSIT / RETENTION MONEY : Minimum 1/10 of the annual Value of Contract.
5. Process of submitting the GST compliant bill supported with relevant challans etc. by the successful tenderer : Monthly basis duly certified by authorized representative of Science City.

## GENERAL CONDITIONS OF CONTRACT

1. **The Agency must note that *there will be no revision in the service charges of the agency during the entire period of contract. However, in case of revision of minimum wages or any other statutory charges made by the Government of India, the lump-sum composite service charges shall be revised to that extent of the liabilities arising on that account only.***
2. The Agency must have a local office with a regular telephone and other means of communication like fax/e-mail etc, both in the office as well as in the residence(s), of Partners/Directors.

### **RESPONSIBILITIES OF THE AGENCY:-**

3. The Agency shall ensure that all statutory wages and allied benefits like EPF, ESI, wages against National Holidays, Bonus, etc., as are prescribed by the Government of India from time to time, are paid to personnel deployed for the purpose of this contract. The Agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. of India for this purpose and shall also remain liable for any contravention thereof. The Agency shall have to abide by the minimum wage legislations and must pay minimum wage as per law to the personnel deployed by them for the purpose at any time in the premises of the Science City.  
**Bonus shall be paid once in a year against submission of reimbursement claim supporting with muster roll authenticating its disbursement.**
4. The Agency shall quote their rates based on the rates of minimum wage applicable as per Govt. of India only. The Agency shall submit the proof of having deposited the amount of contributions ***claimed by them on account of ESI and EPF towards the persons deployed at the Science City in their respective names each month while submitting their GST compliant bills for the subsequent month. In case the Agency fails to do so, their bills will be withheld till submission of required documents. Copies of the quarterly, half-yearly & annual returns of GST, ESI, EPF and Professional Taxes shall be submitted after its submission to the concerned authorities.***
5. **The agency shall pay wages to the personnel deployed by them before 7th of every month through Bank transfer by digital means to the Bank account of the personnel deployed for the contract. The documents of such transfer have to be submitted to the authorized officer of Science City who shall record a certificate to the effect that payment has actually been made to the service providers. This certificate is to be attached with the respective monthly bill. The agency shall also issue pay slip to the personnel clearly mentioning about the payment details including various deduction like EPF, ESIC etc. shall produce copy of acquaintance roll and bank remittance statement every month along with their bill for the relevant month.**
6. **A Security deposit of minimum  $\frac{1}{10}$  of the annual value of contract payable** in the form of a demand draft/pay order drawn in favour of 'Science City, Kolkata', is to be deposited by the Agency to cover the risk or any loss ***caused to the Science City due to fraud, theft, pilferage due to the negligence on the part of the agency.*** In the event of any such occurrence and/or breach of contract, the amount of compensation, as assessed by the Science City shall be recovered either from the bill for monthly service charges due to the Agency or from their deposit at the discretion of the competent authority of Science City.

7. During the period of this contract, the Agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the Science City. The Agency shall constantly keep in touch with the Science City regarding services and abide by all instructions and directives issued by the authority of the Science City in this regard.  
**The Agency shall provide necessary superintendence during the execution of the “Annual Operation and Maintenance services of Electrical Installations at Science City, Kolkata.” related assignment for proper fulfilment of their obligations under the contract.**
8. ***The agency shall maintain all relevant registers/documents in the premises of the Science City which may have to be presented for inspection by the concerned Labour Authorities. The agency shall also put up a notice board displaying the minimum wages prescribed by the Government of India from time to time.***
9. The Agency shall ensure compliance of all Acts, Rules and statutory orders in force with regard to deployment of their staff in the premises of the Science City for the purpose of this contract and shall keep the Science City indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part or any liability, claims, losses or damages sustained by them for reasons of any breach of contract, wrongful act or negligence of the agency or any of its personnel engaged for the purpose of this contract.
10. Earnest Money of the unsuccessful bidder shall be released only after finalization of the e-tender and no interest shall be paid on the same.
11. The Agency shall not deploy any unfit persons (or person having any contagious disease) or person above 60 years of age for “Annual Operation and Maintenance services of Electrical installations at Science City” In this regard, agency shall submit annual return to the Science City authority in respect of age/date of birth and medical fitness of their personnel deployed for “Annual Operation and Maintenance services of Electrical installations at Science City”. The person(s) found medically unfit /physically deteriorated from the specified standard at any point of time will not be allowed to perform duties and the agency will be responsible to replace such person within 24 hours.
12. The Agency shall make periodical Police verification of the particulars of their personnel deployed and issue proper identity cards to those employees who are deployed by them at any point of time for the purpose of this contract in order to facilitate verification of their identity by the Science City. They shall always wear the identity card while inside the premises of the Science City.
13. The agency shall maintain complete official records of disbursement of wages/ salary showing specifically details of all deduction such as ESI, EPF, P.Tax etc. in respect of all the persons deployed in the premises of Science City. The agency shall maintain a personal file in respect of all its persons, who are engaged for the purpose of this contract. The personal file shall consists of personal details such as name, address, date of birth, residential address and all grievances recorded by the persons viz-a-viz action taken etc.
14. The Agency shall be liable to comply with the directions of the Science City, to remove within 24 hours of receipt of such direction; any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangements to ensure proper and adequate services.

15. All personnel deployed by the agency for the Annual Operation and Maintenance services of Electrical Installations at Science City, shall be in proper uniform. The agency shall at their cost supply uniform and other accessories required for carrying out the Annual Operation and Maintenance services of Electrical Installations at Science City, JBS Haldane Avenue, Kolkata.
16. The Agency on completion of the specified term of contract or on termination of the contract shall peacefully vacate the premises of the Science City and remove all their persons and materials from the campus after handing over the charge to the new agency.
17. The Agency shall be responsible for observance and compliance of different industrial laws as in force and they shall ensure that no demonstration/agitation of any kind takes place inside or near the premises of the Science City by the personnel engaged by the Agency.
18. The Science City shall have no responsibility for providing living accommodation to the personnel deployed by the Agency.
19. The Science City shall pay to the Agency nothing more than the amount as may be due under the contract terms.
20. The scope of services shall be as per the requirement of the museum/centre from time to time. Any extra personnel related to electrical maintenance services arising out of special programmes or exigencies and beyond the scope of this agreement shall be negotiated separately by a duly constituted committee. The Agency shall provide the necessary extra manpower corresponding to the requirement of services immediately for which advance intimation would be given by Science City.
20. ***The agencies shall not sub-contract or sub-let, transfer or assign the contract or any other part thereof to any person / agency.***

**PAYMENT:-**

21. The payment shall be made through e-payment on monthly basis within 30 days from the date of submission of the proper and pre-receipted GST compliant bill, duly certified by the authorized representative of Science City. In case of the Agency's failure to provide requisite services on particular day/days, proportionate deduction shall be made from the bill.
22. The Science City shall reimburse the amount of GST paid by the Agency to the authorities on account of services rendered by them to the Science City. The reimbursement shall be admissible on production of proof of deposit i.e. copy of challan by the Agency.
23. Income Tax and TDS on GST will be deducted at the prescribed rate from the monthly bill of the Agency and the same would be deposited with the Income Tax Authority by the Science City.
24. Bonus paid by the Agency to their personnel deployed for the contract, shall be reimbursed to them once in a year against submission of claim supporting with documentary proof regarding disbursement.

**PENALTY:-**

25. *In the event of any deficiency in Annual Operation and Maintenance services of Electrical installations at Science City, J.B.S. Haldane Avenue, Kolkata-700046 rendered by the agency, any time during the currency of the contract, the Science City shall impose a suitable penalty which may be recovered from the monthly bill(s) of the agency. The decision of the Science City shall be binding on the agency.*

### **TENURE AND VALIDITY:-**

26. In the beginning, the contract shall be on a trial basis for three months only, and thereafter, it would be extended for a further period of nine months, if the services are found to be satisfactory during the trial period of the agency at the discretion of the authority of Science City. The contract may be renewed at the discretion of the Science City on year to year basis for a maximum period of three years, including the trial period. ***However, in the event of such renewal of the contract each year, the service charges of the agency shall not be revised. But the liability due to revision of minimum wages and statutory duties & taxes from time to time, shall only be considered for revision.***
27. The manpower requirement as mentioned in **Annexure-II** hereto for execution of the contract may change as per the scope of work from time to time. In such case the agency shall deploy the required manpower as per the decision of the authority of Science City and the payment towards monthly composite service charges shall be regulated as per the prevailing minimum wages and statutory payments in respect of the actual deployment of the personnel. However, the service charges comprising of agency's profit and administrative charges shall remain unchanged during the validity of the contract.
28. The contract can be terminated by the Science City at any time without notice in the event of gross risk or gross damage to Science City property due to Agency's failure or persistent failures of the Agency in providing satisfactory service to the Science City and the decision of the Science City in this regard shall be final and binding on the Agency.
29. For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing clear three months notice in writing.

### **FORCE MEJURE**

**Due to continuous strike, lock out, closure, civil disobedience, fire, flood, natural calamities, explosions, epidemics, quarantine restriction, or any act of God or irresistible force or any other circumstances beyond the reasonable control of Science City authorities, if the Science City remains closed for visitors for a period of 7 (seven) days or more at a stretch, then the composite service charges (comprising wages of personnel and service charges of the agency) for the period beyond seven days shall be restricted to actual service provided based on the site requirement.**

### **ARBITRATION:-**

30. In case of any dispute arising out of this contract between the Science City and the Agency, the matter shall be resolved through joint discussion of the authorised representatives of the concerned parties. However, if the disputes are not resolved by the discussion as aforesaid within a reasonable period then the matter shall be referred for adjudication to the sole arbitration of a person to be appointed by the Director General of NCSM on receipt of an official request with details of the dispute, from either the Science City or the Agency. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications amendments and future enactment thereto and of the rules made there under for the time being in force.

# Scope of work:

Annexure - I

## **A. PREVENTIVE MAINTENANCE WORK :**

<b>Sl. No.</b>	<b>Description</b>	<b>Interval (Days)</b>
1	Cleaning of a set of specified equipment.	Everyday
2	Checking of water level, diesel/mobile level in Diesel Generators.	Everyday
3	Checking of water level, specific gravity of Batteries for Diesel generators and refilling water, Charging batteries as and when required.	Everyday
4	Tightness checking of Motor Terminals.	30
5	Functional check of all motor feeders. This will include of relay and control circuit.	30
6	Checking of IR value of motor / feeder.	30
7	Tightness checking of all PMCC, EMDB, ACDB, PDB, outgoing terminals, junction boxes, control Board etc.	30
8	Operational check of H T Breaker.	As and when required
9	Earth resistance checking and earthing continuity checking	As and when required
10	Maintenance of batteries related with specified equipment operational	As and when required
11	Operational checking of Transformer	-do-
12	Providing temporary connection wherever needed	As and when required

## **B. Breakdown Maintenance:**

Attending breakdown maintenance of the specified equipments.

## **C. Operational Maintenance:**

Operation of the specified PMCCs and PDBs etc.

## **D. Operation and Maintenance of Lighting Systems:**

1. Replacement of Lamps
2. Checking of Gear Boxes
3. Attending hours of operation & maintenance of lamp daily including switching ON and OFF.

## **E. Maintenance of Exhibits:**

Attending hours of maintenance for exhibits daily including switching ON and OFF

## **F. Operation of Generator:**

2 nos. of 200 KVA each, 1 no. 300 KVA D.G. Sets and minor daily maintenance and cleaning.

## **OTHER TERMS AND CONDITIONS:**

1. It is entirely the responsibility of the Agency engaged to keep all specified electrical Equipment/Panels/Generators etc. in working conditions to ensure uninterrupted power supply at Science City, Kolkata for all 365 days in a year.
2. Necessary safety measures to be taken care of during working to avoid any accident. One set of Safety belt and helmet etc. shall be kept at site..
3. The tenderers are requested to visit the Science City before quoting their rates to get themselves acquainted with the nature of the works/working conditions etc.
4. Major spares, consumables and lamps will be supplied by Science City. However cost of major spares if required in emergency shall be procured by the agency and the actual cost shall be reimbursed on production of bill without any service charge.

5. a) The Agency shall have to provide necessary tools & tackles such as Megger, Crimping tool, Adjustable wrench, Spanner Set, Drilling Machine, Wretched socket set, Torch, umbrella, testing equipments and ladder etc for the job.
- b) The Agency shall be responsible to work on top of high mast poles & Mini poles with their own means.
- c) The Agency shall be responsible to work on top of Aviation light system with their own means.
6. The Agency shall have to maintain different logbooks and history books conforming I.E.Rules.
7. The Agency shall be responsible and ensure switching ON and OFF of all electrical equipments, installations, lamps and switches with conservation of electrical energy as a top most requirement.
8. Any new electrical installation work like wiring, cabling, power DBs, Cable jointing, Light fixing etc if required to be done on emergency basis during the tenure of the AMC shall have to be done using separate men power as per the current schedule of rate for electrical works followed by PWD of local Govt. /CPWD. The payment of such separate work (if any) shall be reimbursed on submission of bills after joint measurement.

#### **AREAS TO BE COVERED IN CONVENTION CENTRE COMPLEX**

- a) Conference and Seminar Hall
- b) Mini Auditorium
- c) Main Auditorium
- d) Convention Center Plaza
- e) Food Plaza
- f) Areas surrounding high mast no. 2, 3 & 6
- g) Musical fountain
- h) Pump House
- i) Red Building & Geneva Jet Goomty
- j) Car Parking
- k) Rock Garden
- l) Street Lights such as Hi-mast & Mini poles And new additional facilities (if any) added during the tenure of the contract.

#### **List of Equipments in Convention Centre Complex**

1. H.T. Equipments – H.T. Panel (6 panels), 750 KVA Transformers – 2 nos.,
2. L.T. Equipments – PMCC 1, 2, 3 & 4, Capacitor panel, annunciator panel, Fire panel Switch, PDB -1 A, 1B, 1C, 2, 3, 4, 5, 6, 7, 8, 9 &10, ACDB-1, EMDB, other power goomties and distribution board.
3. Diesel Generator Set – Battery & Battery Chargers
4. Miscellaneous- Earthing Pits, Lightning arrestor and Transformer Earthing,
6. Wiring and Distribution system – DBs, PDBs, ESDBs, NLPs, ELPs, NPPs etc.
7. Indoor & Outdoor Lighting including high mast and aviation.
8. Electrical Gadgets and exhibits etc. – Fans, Exhaust Fans, Blowers, Pump Motor.

#### **AREAS TO BE COVERED IN SCIENCE CENTRE COMPLEX**

- a) Space Odyssey Building.
- b) Dynamotion
- c) Gate Complex
- d) Butter Fly Enclosure
- e) Aviary
- f) Science Park
- g) Picnic Area
- h) Area Surrounding high mast 8 to 14
- i) Maritime Museum
- j) Nature Trail
- k) Kiosks
- l) Earth Exploration Hall
- m) Outdoor Hoarding near Parama Island.
- n) Street Lights such as Hi-mast & Mini poles
- o) Science Exploration Hall including Dark Ride, Panorama and others exhibition areas.
- p) Any new additional facilities during the tenure of the contract.
- q) Any other minor work of wiring, fixing of switch boards etc. & maintenance work.



**LIST OF EQUIPMENTS IN SCIENCE CENTRE COMPLEX INCLUDING SCIENCE EXPLORATION HALL**

- 1) H.T. Equipment – H.T. Panels ,500 KVA Transformers – 01 no and 800KVA Transformer -01 no.
- 2) L.T. Equipment – PMCC 5, 6,8, & 9, Capacitor panel, annunciator panel, Bas coupler,PDB-11, 12,13,14,15, ACDB-1, EMDB, other power goomties and distribution boards PS-1 to 5 etc.
- 3) ACV system – control panel and accessories motor etc.
- 4) Diesel Generator Sets – Battery & Battery chargers,
- 5) Earthing – Earthing pits, equipment earthing, transformer earthing, neutral earthing, and lightning arrestors etc.
- 6) Miscellaneous – starters & motors, exhibits equipments such as blower etc, wiring and distribution system – DBs, PDBs, ESDBs, NLPs, ELPs, NPPs, etc.
- 7) Indoor and Outdoor lighting including campus lighting, fascad lighting, high mast and aviation light.
- 8) Electrical gadgets and exhibits all types of fans, blowers, pump motors, etc.
- 9) H.T. Equipment – H.T. Panels 800 KVA Transformers – 2 nos. in SEH.

**Only preventive maintenance of following equipments are not included in your scope. However, daily operation and other maintenance, as well as assistance to other agencies in preventive maintenance / repair of the following equipment shall be under your scope of work**

**FOR CONVENTION CENTER COMPLEX**

- a) H.T. Panel (6 panels)
- b) Air Circuit Breaker (L & T make) – 01 no
- c) D.G. Set – 1 no
- d) Musical Fountain
- e) Transformer – 2 nos.

**FOR SCIENCE CENTER COMPLEX INCLUDING UPCOMING SCIENCE EXPLORATION HALL**

- a) Air Circuit Breaker (L & T make) – 11 nos.
- b) D.G. Set – 2 nos.
- c) Transformers – 4 nos.

**TIMING OF OPERATION AND MAINTENANCE WORK**

Presently tentative schedule time of work for convention is 8.00 A.M. to 10.00 P.M. and schedule time of work at Science Center is (8.30AM to 8.00PM) However, depending upon the programmes held in convention center, aforesaid schedule may change at times and may continue throughout the night. The agencies in such an eventuality shall ensure adequate deployment to insure successful conduct of the programme, even throughout the night. The agency shall have to deploy necessary man power for successfully conducting the programmes at convention center and emergency works at Science Center. In case of unforeseen circumstances, hostile, strike and other major disturbance in the city, the agency shall ensure for proper operation and maintenance work remains uninterrupted. Electrical services to be provided in 24 x 7 x 365 days mode.

**NUMBER OF PERSONNEL TO BE DEPLOYED FOR THE ANNUAL OPERATION AND  
MAINTENANCE OF ELECTRICAL INSTALLATIONS SERVICES AT  
SCIENCE CITY, J.B.S. HALDANE AVENUE, KOLKATA**

<b><u>Sl. No</u></b>	<b><u>Category of Deployment</u></b>
1.	Highly skilled - 1 no.
2.	Skilled - 3 nos.
3.	<u>Semi Skilled</u> - 4 nos.
	<b>Total - 08 nos.</b>

**Classification of Categories of Service Providers**

- 1 Highly Skilled:** Highly skilled work employees is one who does the work which involves skill or competence of extra ordinary job and possess supervisory ability. He should have appropriate Electrical License.
- 2 Skilled:** Skilled work employees is one who does the work independently and efficiently and turning out accurate working. He must capable of reading and working on simple drawing circuits and process, if necessary. He should have appropriate Electrical License.
- 3 Semi-Skilled:** Semi-Skilled employees are one who has sufficient knowledge of the particular trade or above to do respective work and simple job with the help of simple tools and machines.

**SCIENCE CITY**  
(National Council of Science Museums)  
J.B.S. Haldane Avenue,  
Kolkata - 700 046

**DEPARTMENTAL ESTIMATE FOR PROVIDING ANNUAL OPERATION AND MAINTENANCE OF  
ELECTRICAL INSTALLATIONS SERVICES IN SCIENCE CITY, KOLKATA**

Sl. No.	Items	Charges per month	
		Rate per person	Amount for total no. of persons (in ₹)
<b>(A) Charges for deployment Personnel:-</b>			
1.	<b>Highly Skilled Personnel - 1 No.</b>		
	Minimum wages (Inclusive of VDA) @₹ 831.00 x 26 days (693/-+138/-)	21,606.00	21,606.00
	P.F. @13.00% (subject to ceiling of ₹15000/- as employer's contribution)	1,950.00	1,950.00
	E.S.I.C.@3.25% on minimum wage and wages against National Holiday	708.95	708.95
	Bonus @₹7000per annum or 8.33% minimum wages whichever is higher (21606X8.33%)	1,799.78	1,799.78
	Reliever charges @1/6 for weekly off	4,378.75	4,378.75
	Overtime charges for 3 national holidays per annum (minimum wage x 3 / 12)	207.75	207.75
	<b>Total</b>	<b>30,651.23</b>	<b>30,651.23</b>
2.	<b>Skilled personnel - 3 Nos.</b>		
	Minimum wages(Inclusive of VDA) @₹764.00 x 26 days (637/-+127/-)	19,864.00	59,592.00
	P.F. @13.00% (subject to ceiling of ₹15000/- as employer's contribution)	1,950.00	5,850.00
	E.S.I.C.@3.25% on minimum wage and wages against National Holiday	651.79	1,955.37
	Bonus @₹7000per annum or 8.33% minimum wages whichever is higher (19,864X8.33%)	1,654.67	4,964.01
	Reliever charges @1/6 for weekly off	4,051.91	12,155.73
	Overtime charges for 3 national holidays per annum (minimum wage x 3 / 12)	191.00	573.00
	<b>Total</b>	<b>28,363.37</b>	<b>85,090.11</b>
3	<b>Semi Skilled Personnel - 4 Nos.</b>		
	Minimum wages (Inclusive of VDA) @₹695.00 x 26 days (579/-+116/-)	18,070.00	72,280.00
	P.F. @13.00% (subject to ceiling of ₹15000/- as employer's contribution)	1,950.00	7,800.00
	E.S.I.C.@ 3.25% on minimum wage and wages against National Holiday	592.92	2,371.68
	Bonus @₹7,000per annum or 8.33% minimum wages whichever is higher 18070X8.33%)	1,505.23	6,020.92
	Reliever charges @1/6 for weekly off	3,715.32	14,861.28
	Overtime charges for 3 national holidays per annum (minimum wage X 3 / 12)	173.75	695.00
	<b>Total</b>	<b>26,007.22</b>	<b>1,04,028.88</b>
(B)	<b>Total [A(1+2 +3)]</b>		<b>2,19,770.22</b>
(C)	<b>GST @ 18% &amp; any other statutory levies as applicable on [A(1+2)]</b>		
(D)	<b>Grand Total (C) + (D)</b>		

(Format for Declarations & Undertaking to be typed on bidder agency's letterhead and to be submitted in Part – I (TECHNICAL ENVELOPE) of the e-tender document)

**DECLARATION -1**

This is to certify that neither we/any of us/ are/is in anyway related to any employee in the National Council of Science Museums, Kolkata, or any of its constituent units.

**(Signature of the tenderer  
with agency seal/rubber stamp)**

Date:  
Place:

**DECLARATION -2**

We hereby declare that we have not quoted any extra condition along with the Part-II (FINANCIAL ENVELOPE) of the e-tender.

**(Signature of the tenderer  
with agency seal/rubber stamp)**

Date:  
Place:

**UNDERTAKING**

This is to certify that we have carefully gone through the job requirement, terms and conditions given in the e-tender document & have clearly understood the terms & conditions of the tender and have accordingly quoted our balanced rates in conformity to minimum wages and statutory payments, after going through all the details as per Annexure – V of E-NIT.

Further, we hereby declare that we have thoroughly inspected the premises of Science City, Kolkata and also studied the departmental estimate for providing the *Annual Operation and Maintenance services of Electrical installations at Science City, J.B.S. Haldane Avenue, Kolkata-700046* including the list of materials required for providing the services as enumerated in the E-NIT and submitting our rate quote sheet (Offer) considering these elements of the E-NIT.

We hereby give an undertaking that we shall provide the “*Annual Operation and Maintenance services of Electrical installations at Science City, J.B.S. Haldane Avenue, Kolkata-700046* strictly as per the given job requirement during the period of contract.

We also undertake that the physical **EMD** instrument shall be deposited by us with the office of **Science City, payable at Kolkata** before the bid opening date. Otherwise the **Science City** shall reject the bid and debar us from further tendering in NCSM or its constituent units.

**(Signature of the tenderer  
with agency seal/rubber stamp)**

Date:  
Place:

**SCIENCE CITY**  
(National Council of Science Museums)  
J.B.S. Haldane Avenue  
Kolkata – 700 046

**INFORMATION IN RESPECT OF THE BIDDER**

**(All information should be given in the following format with complete details)**

1.	Name of the Agency	:
2.	Registration of Agency	:
3.	Permanent address (full)	:
4.	Telephone/Fax No.	:
	Office	:
	After Office hours	:
	Mobile No	:
	E-Mail ID	:
	Website	:
5.	Date of Establishment:	:
6.	Type of Agency (proprietorship /Partnership/ Ltd. company /other)(relevant documentary evidence to be attached)	:
7.	Business done by the agency in last five years with year-to-year break-up and annual value of single largest contract. (Documentary evidence to be attached)	:
8.	Proof of financial status of the Company : indicating total annual Turnover ( Audited report may be submitted for last three years)	:
9.	Bank solvency Certificate (Attach Certificate)	:
10.	GST Registration No. (Attach copy)	:
11.	Income Tax PAN No. (Copy of card to be attached)	:
12.	TIN Registration Number (Attach copy)	:
13.	Details of valid Trade License and valid Electrical License issued by the competent authority (Attach copy)	:
14.	Please indicate if any Court Case/ Arbitration proceeding is pending against the agency, if so details thereof and the outcome may please be mentioned	:

Certified that the information furnished above are true to the best of my/our knowledge. It is hereby declare that I/we abide by the decision of Museum/Centre for registration and short-listing of agencies for issue of tender paper.

Place: \_\_\_\_\_  
Date : \_\_\_\_\_

Signature with date & seal of the  
Proprietor/Partner/Director/C.E.O.

ARTICLES OF AGREEMENT made at Science City, Kolkata this ..... day of ..... between **Science City, J.B.S Haldane Avenue, Kolkata-700046** unit of National Council of Science Museums, (NCSM), a society registered under the Societies’ Registration Act of West Bengal, 1961, and functioning as an autonomous scientific organization under Ministry of Culture, Govt. of India having its office at Sector-V, Block-GN, Bidhan Nagar, Kolkata-700091 (hereinafter referred to as Science City, which expression shall unless repugnant to the context, mean and include its successors, executors, administrators and assigns) **ON THE ONE PART**

and

**M/s.** .....trading in the name and style of ..... (hereinafter referred to as “LICENSEE”, which expression shall, unless it be repugnant to the context, shall mean and include heirs, executors, administrators and assigns) **ON THE OTHER PART.**

**WHEREAS** the Science City, Kolkata is desirous of getting the services of Annual Operation and Maintenance services of Electrical Installations at Science City, J.B.S. Haldane Avenue, Kolkata-700046” initially for a period of 3 months on trial basis w.e.f. 01.10.2020 which may be extended for a period of 9 more months subject to satisfactory performance and services of the agency during the trial period, the tenure of the contract may be renewable for a further period of two years on year-to-year basis, if performance and services of the agency is found satisfactory.

**AND WHEREAS** the said Notice Inviting Tender including terms and conditions of contract have been signed by or on behalf of the parties hereto. The successful tenderer has deposited through Banker Cheque a sum of ₹ ..... (Rupees ..... only), (the amount being 10% of the tendered value of the contract rounded off to the nearest hundred), within the Science City as initial Security for the due performance of this agreement as provided in the said conditions.

**NOW IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PAERIES HERETO AS FOLLOWS:**

1. In consideration of the payments to be made to him as hereinafter provided the successful tenderer shall upon and subject to the conditions herein contained shall carry out and execute the Annual Operation and Maintenance services of Electrical Installations for a period (as mentioned in the general terms & conditioned) w.e.f. 01.10.2020 and as per the scope of work and terms and conditions of the contract
2. The Museum/Centre shall pay to the successful tenderer such sum as shall become payable hereunder at the time and in the manner specified in the said conditions.
3. Time is the essence of this agreement and the successful tenderer shall execute the work, throughout the stipulated period of this contract, strictly according to the direction of Officer-in-charge.
4. All disputes and differences of any kind whatever except as excluded under contract arising out of or in connection with the contract of carrying out of work (whether during the progress of the work or after their completion and whether before or after the determinations, abandonment or breach of the contract) shall be referred to arbitration as per Clause 28 of the said conditions of contract. In case of any legal dispute, other than the arbitration, the court of jurisdiction shall be at the place written in the first line of this agreement.

The provisions of the Arbitration & Conciliation Act 1996 or any statutory modification or re-enactment thereof and of the rules made there under for the time being in force shall apply to arbitration proceedings under this clause.

In witness whereof the parties have set their respective hands the day and the year and the place hereinabove written.

Signed by for and on behalf of Science City, Kolkata.

In presence of \_\_\_\_\_

1).....

(2).....

Signed by the said successful tenderer .....

In presence of \_\_\_\_\_

1).....

(2).....

**CERTIFICATE**

Certified that the agency or any of its partners/Director have not been blacklisted/debarred by any of the Govt. agencies or department or have not been found guilty of commission of acts of moral turpitude or convicted for any economic offence or violation of any labour laws etc. by any Court or any PF/ESI authorities.

It is further certified that the agency has not been terminated by any of the Govt. department/autonomous institutions/public sector undertaking of the Govt. of India/other State Govt. or Public sector Bank or local bodies/Municipalities / Large Corporate Bodies during past three years on violation of loss or deficiency of service or breach of contract.

**Date:**

**Place:**

**(Signature of the tenderer  
With agency seal / rubber stamp)**



**BRIEF PARTICULARS OF PAST SIMILAR SERVICES OF ANNUAL OPERATION AND MAINTENANCE SERVICES OF ELECTRICAL INSTALLATIONS RENDERED BY THE AGENCY**

***Scanned copies of documents towards experience certificate, contract execution certificate along with Work orders / Letter of Intents in Last five years to be uploaded in the Technical Bid envelope.***

Certified that the agency has undertaken the services of similar jobs of Annual Operation and Maintenance services of Electrical Installations at the following Govt. department/autonomous institutions/public sector undertaking of the Govt. of India/other State Govt. or Public sector Bank or local bodies/Municipalities / Large Corporate Bodies during last five years:

<b>Sl. No.</b>	<b>Name of the Organization &amp; Address</b>	<b>Details of Service</b>	<b>Duration of contract</b>	<b>Contract Value</b>	<b>Contact No. &amp; Email</b>
a)					
b)					
c)					
d)					
e)					

**Date:**  
**Place:**

**(Signature of the tenderer**  
**With agency seal / rubber stamp)**

**BREAK UP OF MONTHLY COMPOSITE SERVICE CHARGES OF THE BIDDER**

**(To be uploaded as a part of Financial Bid in pdf format in bidder's/tenderer's letterhead with signature and rubber seal)**

A	Monthly charges comprising of Minimum Wages and other Statutory Payment prescribed by Govt. of India in respect of personnel deployed	<b><u>Rate</u></b>	<b><u>Amount</u></b>
	Highly Skilled personnel – 1 no	@.....	Rs.....
	Skilled Personnel – 3 nos.	@.....	Rs.....
	Semiskilled personnel – 4 nos.	@.....	Rs.....
B	Monthly Service Charges of the bidder comprising of agency's profit and administrative expenditure		Rs.....
C	<b>Total Composite Monthly service charges for due performance of the contract (A+B). <i>The Figure arrived in C should match with the figure quoted by the bidder in their BoQ sheet.</i></b>		<b>Rs.....</b>
D	GST @ 18% ( at present) on (C)		Rs.....

**(Rupees..... only)**

**Date:**  
**Place:**

**(Signature of the tenderer  
with agency seal / rubber stamp)**

**NB: Since this is a part of financial Bid to be upload against the e-tender, this page should be left blank while submitting the hard copy of the E-tender Document.**

**Science City, Kolkata**

**CHECK LIST ON PREPARATION OF BIDS**

Sl.No.	Particulars	Yes/No
1.	Have you filled in and signed the Contact Details Form?	
2.	Have you read and understood various conditions of the Contract and shall abide by them?	

**TECHNICAL BID**

3.	Have you enclosed the D.D. EMD of Rs.1,25,000.00 in the Technical Bid?	
4.	Have you taken prints of all the Sections of Tender, in the prescribed paper size and signed on all the pages of the tender documents?	
5.	Have you attached with tender the proof of having met the required minimum eligibility criteria?	
6.	Legal Valid Entity: Have you attached the attested Certificate issued by the Registrar of firms/Companies with the tender?	
7.	Financial Capacity: Have you attached Audited Balance Sheets with the tender?	
8.	Registration with Government Bodies like ESIC, EPF, Labour Laws : Have you attached a copy of each of the Registration certificate with the tender?	
9.	Experience: Have you attached the attested experience certificates issued by the Organisations/Government Departments/Corporate Sector for the last five years with the tender?	
10.	Have you attached the copy of work order for the similar services of Annual Operation and Maintenance of Electrical Installations services during last three years?	
11.	Have you attached the proof of authorisation to sign on behalf of the bidder in the Technical Bid?	
12.	Have your Technical Bid been prepared and attached as per the requirements of the Tender?	

**FINANCIAL BID**

13.	Have you studied carefully the departmental estimate?	
14.	Have your Financial Bid proposal is duly filled/ complied and uploaded	

Tender Inviting Authority: Director, Science City, Kolkata

Name of Work: Annual Operation and Maintenance of Electrical Installations Services in Science City, Kolkata

Contract No: SCCY-13023/30/Electrical/2020

Name of the Bidder/ Bidding Firm / Company :						
<b>PRICE SCHEDULE</b>						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )						
NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST in @ 18% (CGST 9% and SGST 9%) Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	13	15	53	54	55
1	Annual Operation and Maintenance of Electrical Installations in Science City, Kolkata.					
1.01	Total Monthly Composite Service Charges of the bidder for due performance of the Annual Operation and Maintenance Services of Electrical Installation in Science City, Kolkata following minimum wages and other statutory payments inclusive of service charges of the Agency. (Minimum Wages + Statutory Payments + Agency's Service Charges). Break up of the monthly composite service charges to be uploaded in pdf format as per Annexure-IX of the e-tender document in the financial bid envelope.		0	0.00	0.00	INR Zero Only
<b>Total in Figures</b>				<b>0.00</b>	<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>		<b>INR Zero Only</b>				