

**S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES
BLOCK-JD, SECTOR-III, SALT LAKE, KOLKATA-700 106**

Tender Ref: SNB/ENG/NIQ/16-17/15

Dated: 28.12.2016

NOTICE INVITING QUOTATION

Sealed tenders are invited on behalf of S.N. Bose National Centre for Basic Sciences, from experienced and resourceful firms in two bids for ***“Annual Comprehensive Maintenance contract for 19 Nos. of KENT RO water purifier machines at SNBNCBS Kolkata – 700 106”***.

Last date & time of submission of tender is on **11.01.2017 by 03.00 p.m.** at the reception of SNBNCBS, Main Building.

Tender Document can be downloaded from the Centre's official website:
<http://newweb.bose.res.in/InfoAnnouncements/Tender.jsp>

Sd/-
Registrar



Tender Ref: SNB/ENG/NIQ/2016-17/15

December' 2016

S N BOSE NATIONAL CENTRE FOR BASIC SCIENCES

**ANNUAL COMPREHENSIVE MAINTENANCE CONTRACT FOR 19 NOS. OF KENT RO
WATER PURIFIER MACHINES AT SBNBCBS, KOLKATA – 700 106.**

**S N BOSE NATIONAL CENTRE FOR BASIC
SCIENCES**
BLOCK-JD, SECTOR – III, SALT LAKE
Kolkata - 700 106



A. NOTICE INVITING TENDER

Sealed bids for “**Annual Comprehensive Maintenance contract for 19 Nos. of KENT RO water purifier machines at SNBNCBS Kolkata – 700 106**” at the campus of Satyendra Nath Bose National Centre for Basic Sciences, Block-JD, Sector-III, Salt Lake Kolkata– 700 106 are invited from qualified, experienced and authorised service providers.

1. Qualification of the Bidder

- (a) The bidders must have minimum 3 years of experience in maintenance and operation of KENT make RO water purifier machines preferably in Govt/Semi Govt. /PSU organization/educational Institutes/Universities.
- (b) The bidders should possess valid Authorisation Certificate of service provider from OEM i.e. KENT RO water purifiers. (Original Equipments Manufacturer of the water purifiers).
- (c) The bidder must have provided services to at least three organisations at a time at present or in recent past i.e. within 3 (three) years.

2. Details of the Bid Documents

- 2.1 Bid document can be downloaded from the Centre’s official website <http://newweb.bose.res.in/InfoAnnouncements/Tender.jsp>
- 2.2 All tenders should be accompanied with an Earnest Money Deposit (EMD) of Rs.2,000/- (Rupees Two Thousand only) payable in the form of Demand Draft/ Bankers Cheque in favour of S. N. Bose National Centre for Basic Sciences, Kolkata – 700 106.
- 2.3 The validity of the tender will be 90 (ninety) days from the last date of submission of bid.

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28.12.16
Registrar



3. INSTRUCTION TO BIDDER

A. Submission of Bid

- 3.1. The bid in original form only shall be submitted by the bidder.
- 3.2. Bidder is advised to submit the BID strictly in accordance with the terms and conditions and specifications contained in the BID DOCUMENT and not to stipulate any deviation or condition. The Centre reserves the right to reject any BID containing deviations to the terms, conditions and requirements stipulated in the BID document.
- 3.3. BID shall be submitted in two parts:

Part I - Technical Bid and **Part II - Price Bid**. Part-I and Part-II should be separately sealed and superscripted with the words 'Part I: Technical Bid' and 'Part II: Price Bid', whichever is applicable. Both the parts should be put in one single envelope duly sealed and with the words "**Annual Comprehensive Maintenance contract for 19 Nos. of KENT RO water purifier machines at SNBNCBS Kolkata – 700 106**". The full name, postal address, email id and telephone number, Fax number (if available) of the Bidder shall be written on the bottom left hand corner of the sealed cover.

PART – I: Technical Bid shall contain the following:

- a. Earnest Money Deposit (EMD)
- b. Acceptance of confirmation to the bid evaluation criteria i.e. bidding document duly signed and stamped on all pages by the authorised signatory thereby accepting all terms and conditions.
- c. Details of credential of similar nature of job for the last 3 (Three) years along with performance certificate/completion certificate/work orders from the past and present employers.
- d. Details of present assignments with proof certificates.
- e. Valid authorised service provider's certificate.
- g. Documents related to Trade License of company registration No., IT PAN, Professional Tax Registration, VAT Registration Certificate and Service Tax Registration certificate.
- h. The service personnel should be well experienced in the field of servicing.
- i. Authorisation certificate from Original Equipments Manufacturers i.e. KENT RO SYSTEMS LTD.
- j. Additional documents, if any.

PART – II: Price Bid shall contain the Price Bid format as per a quoted rate which is enclosed along with tender document.

- 3.4. Last date & time of submission of tender is on 11.01.2017 by 03.00 p.m. at the reception of SNBNCBS, Main Building.

Technical bid will be opened on same day at 15.30 hours IST and the price bids may be opened on the same day if the documents are found to be in order, in presence of authorised representative of bidders. Otherwise, the price bids will be opened at a later date.



B. BIDS

3.1. Signature on BID(s)

- i. The BID must contain the name, address and place of business/office of the person or persons submitting the BID and must be signed and sealed by the bidder with his usual signature on every page of the BID. The names of all persons signing should also be typed or printed below their signatures.
- ii. Satisfactory evidence of authority of the person signing on behalf of the bidder be furnished.

3.2. Earnest Money Deposit (EMD)

Each BID must accompany EMD in the form of Demand Draft/ Bankers Cheque of Rs. 2,000/- (Rupees Two Thousand only) issued by a Nationalized Bank in favour of **S. N. Bose National Centre for Basic Sciences** payable at **Kolkata** shall be submitted with the Part I-Technical BID. BID submitted without EMD, as mentioned above will not be considered for evaluation and shall be rejected summarily.

The EMD of all bidders shall be refunded only after the contract has been awarded to the successful bidder. No interest shall be paid on the EMD.

3.3. Validity of BID

Bid submitted by bidder shall remain valid for acceptance for a period of 90 (ninety) days from the last date of submission of the BID. Bidders shall not be entitled during the said ninety days' period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing of the Centre. In the event of the bidder revoking the BID or varying any term in regard thereof the bidder's EMD shall be forfeited.

3.4. Right of Centre to accept or reject the BIDs

The right to accept the BID in full or in part shall rest with the Centre. However, the Centre reserves to itself the authority to reject any or all the BIDs received without assigning any reason whatsoever. The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and / or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be summarily rejected. BIDs not meeting the BID evaluation criteria as stipulated in the document shall be summarily rejected. The Centre also reserves the right to cancel the entire tendering process at any time without assigning any reason whatsoever.

3.5 Emergency contact persons

The Agency/Agency should mention the emergency contact persons name and mobile numbers to whom the Centre may contact in the emergency situation.



4. **FORMAT FOR SUBMISSION OF BID:**

To:

Registrar

S.N. Bose National Centre for Basic Sciences,
Block JD, Sector III, Salt Lake, Kolkata -700 098

Subject: BID for providing "**Annual Comprehensive Maintenance contract for 19 Nos. of KENT RO water purifier machines at SNBNCBS Kolkata – 700 106**" in the Campus of the Centre on contractual yearly/monthly basis.

- 1) Having carefully examined all the BID Documents attached to your invitation to BID no. SNB/ENGG/NIQ/16-17/15/----- dated ----- we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We enclose Rs. 2,000/- (two thousand only) herewith as Earnest Money Deposit in form of Demand Draft/Bankers cheque no. ----- dated ----- issued by ----- in favour of S.N. Bose National Centre for Basic Sciences, Kolkata.
- 3) We certify that we have carefully read each and every conditions and the scope of work given in the BID document and having understood the same we confirm our acceptance without any condition or deviation.
- 4) We agree to keep the BID valid for 90 (Ninety) days from the last date of submission of the BID and the period shall remain binding. We also understand that we shall not withdraw this BID during this period of 90 (Ninety) days and in the event of default the Centre shall have the right to forfeit the EMD.
- 5) Should this BID be accepted we hereby agree to abide by and fulfil all terms and conditions of the BID document and in default thereof to forfeit the earnest money deposit. We understand that the Centre is not bound to accept the lowest BID received, fully or in part thereof.
- 6) We hereby submit our offer and enclose "Schedule of Rates"

Witnesses:

For and behalf of:

(Signature)
(Name and Address in full)

(Signature and Seal)



6. SCOPE OF WORK:

- 6.1 The scope of work shall contain the following:
- 6.2 Maintenance, Routine Health check up and servicing of all the 19 Nos. KENT RO water purifier machines for successful operation and its related jobs for supplying pure drinking water throughout the year.
- 6.3 The Agency shall ensure /undertake overall servicing of the water purifier machines on quarterly basis at least once a month.
- 6.4 All equipments installed inside the RO water purifier machine as well as outside filters such as Iron filters should be checked up and cleaned/replaced on routine basis by the Agency.
- 6.5 The Agency shall inform for any servicing/repairing related work and spare part etc. as and when required basis.
- 6.6 The Agency should be responsible of coordinating all activities during servicing and repair of any parts of the water purifier machines and associated systems.
- 6.7 In the event of any kind of emergency/break down condition or any of the systems the agency's representative should be available at site within the same day or maximum by next day of receipt of information and necessary repairs shall be carried out promptly.
- 6.8 Periodical (once in a month) routine health check up/preventive maintenance shall be carried out including general cleaning and checking of components.
- 6.9 Washing and cleaning of the water purifiers along with all ancillary elements/parts/fixtures has to be done as and when required basis.
- 6.10 LED indicators etc. are also to be inspected time to time.
- 6.11 For any kind of fault arising out at any time, the Engineer-In-charge must be kept informed and repaired work has to be attended immediately in consultation with Engineer-In-charge.
- 6.12 Apart from general periodical servicing of the KENT RO systems a thorough overhauling/ servicing of the water purifier machine at a suitable time interval during contract period of one year is mandatory. The agency, in consultation with Engineer-In-charge will fix up the programme for such service schedule will inform the Centre well in advance.
- 6.13 The cost of required spare and consumable shall be borne by the Agency.
- 6.14 Apart from the above mentioned works, the firm/agency has to carry out the work as directed by the Engineer-In-Charge from time to time.
- 6.15 On completion of the work during each site visit the agency should inform the Engineer-in-Charge.
- 6.16 The fault reported by the Centre during the contract period shall be rectified as early as possible from the time of fault report conveyed. The agency will have to repair or replace parts within reasonable time to make the equipment/instrument functional. In case of unavoidable delay, the time may be extended subject to approval by the Competent Authority of the Centre.
- 6.17 The agency will provide contact person and contact details like phone no. email ID etc.
- 6.18 Any maintenance work not specially mentioned but required for the smooth operation of the equipment/instrument will be considered as part of the scope of work and no extra payment will be made for that work.
- 6.19 No increase in price/rate will be entertained during the contract period.
- 6.20 The Centre does not bind itself to accept lowest bid or any other bid. The Centre reserves the right to reject any or all the bids received without assigning any reason whatsoever.
- 6.21 The work which has to be awarded to the agency is totally comprehensive type maintenance work. If any damage of the equipment is occurred by improper handling of KENT RO the rectification cost will be recovered from the agency.

7. GENERAL CONDITIONS

7.1 CONDITIONS:



- 7.1.1 The Agency will be responsible for all his employees in observing security and safety regulations and instructions as may be issued by the Centre from time to time.
- 7.1.2 The Agency shall employ only adult trained, efficient and responsible staff with good health and sound mind for condition monitoring/monthly routine health check up/preventive maintenance and maintenance of the KENT RO systems.
- 7.1.3 The Agency should provide I-cards to its staff. Any change of staff, the owner should be informed in advance.
- 7.1.4 In case the any material/property of the Centre is damaged due to misuse or mishandling or carelessness by the Agency or his employees, the Agency will immediately inform the Departmental Head of Concern Department. In such a case, the Agency will be liable to replace the item at his own cost or the Centre shall have the right to recover the loss from the Agency's monthly bill. The decision of the centre of the Centre in this matter will be final.
- 7.1.5 The Centre premises are the property of the Centre and the Agency is only permitted to manage the premises as long the Contract remains valid. Whenever the contract is terminated or the contract is concluded and the Centre decides that the Agency should not be allowed to run the service, the Centre will be entitled to restrain the Agency from entering the campus.
- 7.1.6 The Agency shall not appoint any Sub-Agency for the work assigned to him.
- 7.1.7 The Agency shall make his own arrangements for transportation of his employees, if required. No other costs except the quoted price will be entertained by the Centre.

8. TERMINATION

- 8.1 Notwithstanding anything contained hereinbefore to the contrary, the Centre shall have full power and authority to terminate this Agreement without assigning any reason by giving 30 (thirty) days clear notice in writing and in such case the Agency shall have no claim for any loss and damage against the Centre.
- 8.2 The Centre reserves the exclusive right to suspend, cancel, terminate this Agreement at any time if it has sufficient reason to believe that the Agency has failed to perform or observe or fulfil any of the terms and conditions hereinbefore contained and/or liable and responsible for any loss or damage suffered by the Centre.
- 8.3 On termination of the Agreement, the Agency must immediately, withdraw its men and materials from the Centre and the Agency shall have no right to claim any demurrage/ compensation from the Centre for the loss of job of its employees or whatsoever inasmuch as it is for the Agency to deploy its men in such other sites or places and the said employees are under complete administration, supervision and control of the Agency.

10. TAXES, DUTIES AND LEVIES

There will be no enhancement of rate quoted by the agency during the entire contract period.

Service Tax/any other taxes as imposed by the Government will be charged as applicable.

11. PERIOD OF CONTRACT

Contract period of the above work is for 03 years from the date of issue of work order which will be renewed after every one year subject to satisfactory service/operation of the water purifiers.



12. COMPLETION OF CONTRACT

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiration of the duration of contract.

13. PAYMENT OF AGENCY'S BILL

- 13.1 Payment will be made on quarterly basis. The Agencies shall submit the bill to the Centre duly verified by the concerned department.
- 13.2 Payments of bill shall be released only if it is accompanied by the Certified Attendance Sheet/Service report of each month.
- 13.3 All payments will be subject to deduction of Income Tax at source as per Income Tax Act and as per Income Tax Rule thereof.

14. Site Familiarisation

Before quoting, the Tenderer in his own interest shall carry out site visits to know the site conditions and full implications of the assignment. This will also help him in proper assessment of the work. Failure to do so will not absolve the agency of his responsibility to carry out the work as specified in the Tender Documents. The cost of visiting the site shall be borne by the tenderer and shall be at his own responsibility and risk.

SCHEDULE – A

CONTRACT DOCUMENTS: The following documents shall be deemed to form and be read and construed as part of this contract, viz:

- a) Letter of acceptance.
- b) The Letter of Intent/ the Letter of Award/Letter of Commencement
- c) The Tender Documents including Specification.
- d) Any other document forming part of the Contract which is stamped signed and dated by the competent representatives of the Owner and the Agencies.
- e) Agency's Bid.
- f) Bidding Data.
- g) Conditions of contract (including special conditions of contract)
- h) Price Bid.

In witness whereof the parties have hereinto set their respective hands and Seals in day, month and year first above written.



To be submitted in a separate sealed cover

PRICE BID

Sl. No.	Description of works	Unit	Qty.	Rate Rs.	Rate in Words	AMOUNT Rs.
1.	<i>Annual Comprehensive Maintenance contract for 19 Nos. of KENT RO water purifier machines at SNBCBS Kolkata – 700 106</i>	Set	19			
2.	<i>Service Tax as applicable</i>					
	Total (1+2)					

In words:

Signature of the Agency

Company Seal and Address

