



Indian Association for the Cultivation of Science

2A & 2B Raja S.C. Mullick Road, Jadavpur, Kolkata -700032, West Bengal,

Phone: 2473 4971/3372/3073 Fax (91) (33) 24732805 e-mail:registrar@iacs.res.in

No. EL/118/ADM/14

Date: 16/10/2014

Minutes of the pre-bid meeting held at IACS on 15.10.2014 for Engagement of Consultant for the Development of Electrical Infrastructure towards Distribution of Electrical Power Generated by 2nos. 500KVA & 1no. 250KVA D.G. sets including providing AMF cum Auto-Synchronization arrangement for obtaining parallel operation between 2nos. 500KVA D.G. sets including providing Chimneys for the above 3nos. D.G. sets at IACS, Jadavpur, Kolkata.

Ref: Tender Notice No. EL/113/ADM/14, Dated: 30.09.2014

As per terms of the Expression of Interest (EOI) published by IACS towards Engagement of Consultant for the above noted work, the Pre-Bid Meeting was held on 15.10.2014 at IACS where, the queries raised by the interested Bidder have been duly addressed. The "Scope of Work" under the EOI has again been explained in details during deliberations. However, IACS intends to clarify & include the following in connection with the subject noted work which shall be treated as part of the EOI.

PAYMENT SCHEDULE

Professional fee will be in percentage of the total Executed value of the work, which will be paid at following stages on submission of bill by the Entrusted Consultant.

Stage – 1

(a)	On submitting preliminary drawings and Preliminary estimated cost on approval of IACS.	15% of total fee payable.
(b)	Submitting the same to CEA/CESC/PCB or any other Statutory Authority for obtaining Statutory approval for commencement of construction (if required).	

Stage – 2

(a)	Preparation of working drawings & specifications, schedule of quantities, detailed estimate and tender documents. Inviting, receiving and analysing tenders, advising IACS on appointment of contractor.	40% of total fee payable, less payment already made against Stage - 1.
-----	--	--

Stage – 3

(a)	On submitting working drawings and details required for commencement of work at site.	55% of total fee payable less payment already made against Stage -1 &2.
-----	---	---

Stage – 4

(a)	Day to Day supervision of work, project monitoring, quality control, measurement and certification of bills, including revision of working drawings and detailing required during the progress of work.	75% of total fee payable less payment already made against Stage-1 to 3.
(b)	On virtual completion	

Stage -5

(a)	On submitting completion report and as built drawings for issuance of completion certificate to CESC/CEA/PCB or any other Statutory Authority & obtaining NOC from Statutory authority to run DG sets for the beneficial use.	90% of total fee payable less payment already made against Stage-1 to 4.
-----	---	--

Stage – 6

(a)	Testing, Commissioning including handing over the project successfully.	100% of total fee payable less payment already made against Stage - 1 to 5.
-----	---	---

[Note]: The fee payable shall be computed on the actual cost of works on completion. The payment due to the Consultant at different stages be computed on the following.

- | | |
|---|----------------------------------|
| (1) At Stages 1 & 2 | On preliminary estimate of cost. |
| (2) At Stages 3 to 5 | Accepted tender cost. |
| (3) At Stage 6 | Actual executed cost of work. |
| (4) S. D. @ 10% shall be deducted from each Bill. | |

Bid- Documents

The **“Eligibility Bid” (under Envelope No. 1)** shall contain **only the credential details** as asked for in the expression of interest towards fulfilment of the eligibility criteria.

The **“Technical Bid” (under Envelope No. 2)** shall contain the documents viz. **copy of PAN, TAN, Service Tax Registration Certificate, Professional Tax Registration, E.P.F & E.S.I Registration Certificate, Bank Account Details, Trade License, Details of Organizational Set-up including Human Resources & List of Technical Expert etc. available with the Consultant, and any other document deemed fit in connection with this job.**

The **“Price Bid” (under Envelope No. 3)** shall contain **only the Priced Offer.**

All the three envelopes should be placed inside the fourth envelope for submission of Tender.

**Chairman,
Technical Committee (DG set)**

Director pl.