



**Indian Association for the Cultivation of Science**  
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NIT No. IACS/WS/SB/2015-16 /61

Date: - 08/03/2016

**NOTICE INVITING TENDER**

Sealed item rate tender in **Two ENVELOP SYSTEM (viz. Technical Bid & Financial Bid)** system are invited from bonafide, resourceful and eligible contractors to carry out the following job at IACS, Jadavpur, Kolkata.

- Name of Work** : Annual Maintenance Contract for  
(1) Day to day Operation of Acs in Library & Administration Dept., maintenance , (Preventive & Breakdown )& re-installation of Acs.  
(2) Glass Blowing Operation in Glass Blowing section of Workshop.
- Type of Work** : (1) Deployment of Manpower as will be required for carrying out the day to day operation of Air Conditioners in Library & Administration Dept. & Maintenance (preventive & Breakdown), re-installation of Air-conditioners work in IACS.  
(2)Deployment of Man Power as will be required for carrying out the Glass Blowing Operation in Glass Blowing section of Workshop in Work hours of IACS.
- .Estimated Cost** : **Rs. 7,90,175/- ( Rupees Seven Lakhs Ninety Thousand One Hundred Seventy Five Only)**
- Earnest Money Deposit** : **Rs. 15,800/- (Rupees Fifteen Thousand Eight Hundred only)** to be submitted in the form of **Demand Draft/Banker's Cheque/Pay Order** of a Scheduled Bank drawn in favour of "**Indian Association for the Cultivation of Science**" payable at Kolkata. The EMD will be released to the unsuccessful bidders within 45 days from the date of opening of tender (Technical bid). No interest shall be paid by IACS in this regard. However, in respect of the successful bidder, the EMD will be retained by IACS as a part of the Security Deposit (which will also bear no interest for the retention period & therefore, IACS will not pay any interest to the agency on this account) along with the PBG (Performance Bank Guarantee) to be submitted as mentioned in the relevant para. **Tender submitted without the prescribed EMD in proper form & shape shall be summarily rejected.**
- Validity of offer & quoted rated:** The offer should be valid & remain open for acceptance for a minimum period of **60 (sixty)** days from the date of opening of the tender (eligibility bid). **The offer should be complete in all respects. The quoted rate shall be inclusive of all taxes & duties, but Exclusive of the Service Tax component which will be paid extra by IACS as per applicable rate as will be fixed by the Govt. of India from time to time during the currency of the contract.**
- Currency of contract** : The contract shall remain valid for a period of **12 (twelve) months** from the date of handing over/taking over of site/installation between the

IACS & the Contractor concern subject to fulfillment of the terms & conditions as laid down in this tender document.

**Termination of Contract:** The contract may be terminated by serving one month's notice from either side or in lieu of one month's payment of Contract value.

**Cost of Tender Form** : Rs. 500/- per set (non refundable) by cash.

**Tender Issue Date** : 08.03.2016 to 15.03.2016 (11 A.M. to 2 P.M. on working day)

**Last date of application** : 15.03.2016 to be applied on firm's printed original letterhead.

**Pre-bid meeting** : A pre-bid meeting will be held at IACS on 11.03.2016 at 3.30 P.M. with the Intending bidders.

**Tender Submission Date:** On or before 16.03.2016 (up to 2 PM). The offers shall be submitted through three separate sealed envelopes namely "Technical Bid & Financial bid" in sealed condition covered by another envelop (third envelop). The outer envelope (third cover) shall bear the Name of work, NIT No., due date, sender's name etc. on the top of envelope addressed to the Registrar, IACS, Jadavpur, Kolkata-32 which would be submitted to the Despatch & Receiving Section of IACS within the prescribed time & date. However, the EMD in a separate envelop should be submitted with the Technical Bid. The Technical Bid will not be considered if the prescribed EMD is not submitted with the Technical Bid and therefore, the offer will be summarily rejected.

**Date of Opening** : The "Technical Bid" will be opened on 16.03.2016 at 3.30 P.M. in presences of the intending bidders. The "Price Bid" will be opened subsequently with prior intimation to the qualified bidders who will qualify in the "Technical Bid". Accordingly, the "Price Bid" will be opened subsequent to the opening of the "Technical Bid" in respect of those bidders who will be declared Qualified in the Technical Bid after evaluation of the Technical Bids. If Holiday is declared on the Scheduled date of openings, the tenders will be opened on the next working day at the same time in presence of the intending bidders.

**Eligibility Criteria** : **Financial Norms:**

- (a) **The participating bidder should have successfully completed One work of value not less than 80% of the estimated cost put to tender** under Government, Semi-Government, PSU or Govt. funded Autonomous Body , large commercial or Industrial House in last 7 (Seven) years ending last day of the month previous to the one in which applications are invited.
- (b) **The participating bidder should have Successfully completed Two works of value not less than 60% each of the estimated cost put to tender** under Government, Semi-Government, PSU or Govt. funded Autonomous Body, Last commercial or Industrial House in last 7 (Seven) years ending last day of the month previous to the one in which applications are invited.
- (c) **The participating bidder should have Successfully completed Three works of value not less than 40% each of the estimated cost put to tender** under Government, Semi-Government, PSU or

Govt. funded Autonomous Body, Last commercial or Industrial House in last 7 (Seven) years ending last day of the month previous to the one in which applications are invited.

**Nature of Work Credential :** The nature of work will be of Supply of Man power.

**Mode of payment:** On monthly basis (within 45 days from the date of receipt of Complete & error free Bill in duplicate) against production of bill with all necessary supporting documents as asked for in this tender document after successful completion of AMC for each month. Incomplete & erroneous bill may be kept pending until compliance report is submitted by the contractor.

**Performance Guarantee:** The successful Bidder is required to deposit a **Bank Guarantee on a Scheduled Bank for Rs.50,000/- (Rupees Fifty Thousand only)** towards Performance Bank Guarantee (PBG) for the tenure of work plus one month which will be released along with EMD (converted as a part of security deposit) within two months after expiry/termination of contract, if no damage is found on the equipment due to negligence in duty on the part of the agency. The **Performance Bank Guarantee (PBG)** of requisite amount as stated above is required to be submitted within 10 days from the date of issuance of Letter of acceptance (LOA)/ LOI before entering into an agreement with IACS for the said work. Formal Work Order will be issued on submission of above PBG.

**Acceptance of Tender:** The IACS authority reserves the right to accept the lowest or any tender or can reject any or all the tenders without assigning any reason thereof.

**Details of Bid Documents:**

**i) Eligibility Bid:**

The “ **Technical Bid (i.e. Envelop-I)** shall consist of the following documents:

- a) Earnest Money Deposit (EMD) in proper form and shape
- b) Proof of eligibility criteria as per Financial Norms and Physical Norms. Copy of Work Orders and Completion Certificates thereof are required to be submitted in order to exhibit the completion value of work and the nature of work. Photocopy of (a) PAN Card, (b) Valid Trade License, (c) Valid Electrical Contractor's license, (d) Supervisor's License, (e) ESI & EPF registration certificate, (d) Service Tax registration certificate, (e) VAT registration Certificate, (f) Profession Tax registration certificate, (g) IT return copy for the last three financial years, (h) Bank Solvency Certificate for Rs. 5 Lakhs (g) Company Profile etc. and any other documents found to be suitable in support of their technical competency.

**ii) Financial Bid:**

The **Financial Bid (Envelop-II)** shall consist of the following document(s).

- (a) **Bill of Quantities (BOQ)** as provided with the tender documents. The rate should be quoted in figure and word both. (b) **Bank Account details** of the firm mentioning the **Beneficiary Name, Account Number, Bank Name, Branch Name, IFS Code & MICR Code** .

**Note:** Each & every page of the tender documents (i.e. Technical Bid & Price Bid) must contain company's seal & signature of the bidder or their authorized representative. Letter of authority in the form of power of attorney has to be submitted with the tender documents in case the tender is signed by the authorized representative.

Complete Tender Document will also be available on the Website of I.A.C.S. at [www.iacs.res.in](http://www.iacs.res.in) which may be downloaded for submission. However, the downloaded tender must contain the requisite tender fees of Rs. 500.00 (Rupees five hundred only) in the form of Demand Draft (non-refundable)/PAY ORDER /Banker's Cheque as mentioned in the EMD Column in a separate Envelope failing which the tender shall be cancelled.

**Conditional tender including conditional rebates shall not be accepted and shall be liable for rejection.**

In case of any discrepancy is noticed in the NIT/tender documents, the office copy will be referred which shall be binding to the contractor.

The IACS Authority is not bound to accept the lowest tender, and reserves the right to reject any or all the tenders received and to place the order on one or more firms without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or found incomplete in any respect shall be liable for rejection.

**REGISTRAR**