

**E-tender  
For  
Annual Operation and Maintenance Services of Electrical  
Installations at Science City, Kolkata**



**Science City  
National Council of Science Museums  
Ministry of Culture, Govt. of India  
J.B.S Haldane Avenue,  
Kolkata 700046  
Ph. 033-22854343/1572/2607,  
Fax- 033-2285 9895  
Email: [sctycal@cal.vsnl.net.in](mailto:sctycal@cal.vsnl.net.in)**

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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 a tenderer/bidder. 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 documents 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**

Tenderer/bidder should log into the site well in advance for bid submission so that he/she up loads 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.

- 1) Tenderer/bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 2) 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.
- 3) 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.
- 4) 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
- 5) 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 **Rate Quote Sheet (Item Rate Template)** 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 **Rate Quote Sheet (Item Rate Template)** file, open it and complete the **colored (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 (Item Rate Template)** 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 NCSM authority shall be final and binding.**

- 6) 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).
- 7) 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized tender/bid openers.
- 9) 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.
- 10) 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, 3, J.B.S Haldane Avenue, Kolkata, West Bengal 700046 Ph. 033-22854343/1572/2607, Fax- 033-2285 9895 Email at [sctycal@cal.vsnl.net.in](mailto:sctycal@cal.vsnl.net.in)**. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed call to the 24x7 CPP Portal Helpdesk Ph. **1800-3070-2232**.

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

No. SCCY-1702/18(15)/2018-19

**Dated 24.07.2018**

1. The **Science City, Kolkata** is a constituent unit under the National Council of Science Museums, Kolkata\* (\*hereinafter referred to as the Museum/Centre)
  2. Online e-tenders (Item Rate Bid) are hereby invited from reputed and experienced Engineering/Technical contractors capable of carrying out the work of “**Annual Operation and Maintenance of Electrical Installations at Science City, Kolkata**” with excellent finishing quality and having the following eligibility:-
    - A) Average Annual financial turnover during the last three (3) years, ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the estimated cost.
    - B) Experience of having successfully completed similar works during last seven (7) years ending last day of month previous to the one in which applications are invited should be either of the following:
      - a) Three (3) similar completed works each costing not less than the amount equal to 40% of estimated cost.

OR
      - b) Two (2) similar completed works each costing not less than the amount equal to 50% of the estimated cost.

OR
      - c) One (1) similar completed work costing not less than the amount equal to 80% of the estimated cost.
    - d) ~~Installations of Electrical Installations at Science City, Kolkata~~ **Installation of Electrical Installations at Science City, Kolkata**
  - C) Similar works mean “Annual Operation and Maintenance of Electrical Installations”

**and**

Agencies having valid G.S.T Registration Certificate, TIN & Income Tax Permanent Account Number (PAN)
3. The place of work would be **Science City, J.B.S Haldane Avenue, Kolkata-700046, West Bengal.**

4. Important Information & Dates:

Estimated cost of work	Rs 44,72,000/
EMD Amount	Rs 1,12,000/-
Tenure of the contract	Twelve(12) months

Bid Document Publishing Date & Time	03.07.18 , 4 p.m.
Bid Document Download Start Date & Time	05.07.18, 9 a.m.
Bid Document Download End Date & Time	16.07.18, 11.30 a.m.
Pre-Bid Meeting	20.07.2018,11.30 a.m.
Bid submission Start Date & Time	23.07.18, 9 a.m.
Bid submission End Date & Time	30.07.18, 6.50 p.m.
Technical Bid Opening Date & Time	01.08.18, 11.30 a.m.

5. The intending tenderers/bidders must read the terms and conditions of **Science City, J.B.S Haldane Avenue, Kolkata-700046** carefully. They should only submit their bid if they consider themselves eligible and if they are in possession of all the documents required.
6. Information and Instructions for tenderers/bidders posted on website shall form a part of the bid document.
7. The bid document consisting of plans, specifications, schedule of quantities of various types of items to be executed and the set of Terms and Conditions of the contract to be complied with and other necessary documents can be seen and downloaded from <https://eprocure.gov.in/eprocure/app> free of cost.
8. Out of the online bid documents submitted by intending tenderers/bidders, the technical bids of only of those tenderers/bidders shall be opened, who have deposited e-Tender Document Fee as specified & Earnest Money Deposit as specified duly scanned, uploaded and found in order and the financial bids of only those tenderers/bidders shall be opened when they uploaded documents are found to be in order.
9. Those contractors not registered on the website mentioned above, are required to get themselves registered beforehand.
10. The intending tenderer/bidder must have valid Class II or Class III Certificates with signing key usage (**DSC**) to submit the bid.
11. The e-Tenders are invited under two envelopes system. The first electronic envelope will be named as Technical Envelope & will contain documents of tenderer's/bidder's satisfying the eligibility conditions, scanned copies of tender document fees and EMD, NIT, etc. and the second electronic envelope will be named as Financial Envelope containing Rate Quote Sheet. The bidder shall submit TECHNICAL BID ENVELOPE

and FINANCIAL BID ENVELOPE simultaneously. The technical bids will be evaluated first and thereafter 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(cover 1) shall contain the following documents:**

- i) Scanned copy of Demand Draft/Pay order or Banker's Cheque of any Nationalised/ Scheduled Bank towards Earnest Money Deposit (EMD) in pdf format in favour of **Science City payable at Kolkata**.
- ii) Scanned copy of Enlistment Order/Registration certificate with appropriate Authority as applicable in pdf format, if any.
- iii) Scanned copies of proof of eligibility as per Clause No. 2 of specific WORK EXPERIENCE CERTIFICATES / WORK COMPLETION CERTIFICATE along with Work Order/Letter of Intent issued by Govt. /Semi-Govt. /Autonomous/PSUs and/or Reputed Institution of requisite magnitude with appropriate Authority as per the NIT in pdf format.
- iv) **The documents mentioned above in clause 11-a (iii) i.e. experience certificates/ work completion certificate etc, all complete, also to be submitted in hard copies physically at Science City, Kolkata before 30.07.2018.**
- v) Scanned copy of declaration & UNDERTAKING (as per Annexure – “A”) duly signed with company seal in pdf format which also includes the undertaking that "The physical EMD shall be deposited by me/us with the office of **Science City payable at Kolkata** calling the bid before the bid opening date otherwise the department may reject the tender/bid and also take action to withdraw my/our enlistment/debar me/us from further tendering in NCSM or any of its constituent units."
- vi) Scanned copy of VALID ELECTRICAL LICENCE in pdf format.
- vii) Details of Bidder participating in tender: in pdf format as per **Annexure-B**.
- viii) Technical details and specification as per **Annexure-C**.
- ix) Scanned copy of PAN card of the Agency in pdf format.
- x) Scanned copy of the GSTIN Certificate of the Agency in .pdf format.
- xi) Scanned copy of Income Tax returns for last three (3) years in .pdf format.

xii) Tender Document comprising of Schedule of Quantities / specification in pdf. format (TENDERXXXXX.pdf file) digitally signed. (Physical copy of the NIT document duly signed and stamped must be submitted on or before 30.07.18)

xiii) Scanned copy of UNDERTAKING ( as per Annexure-D ) duly signed in letter head with company seal with pdf format.

b) **FINANCIAL BID ENVELOPE (Cover 2) shall contain:**

Rate Quote Sheet (Item Rate Template) **in XLS format.**

Bidder shall quote item rate in this Envelope.

12. E-tenders which do not fulfil any of the above conditions or are incomplete in any respect are liable for summary rejection.

13. The Museum/Centre does not bind itself to accept the lowest e-tender/bid and the right to reject or accept any or all the e-tenders / bids, e-tendered items or schedules received without assigning any reason whatsoever.

14. Canvassing in connection with e-tenders/bids is strictly prohibited and the e-tenders/bids submitted by the tenderers/bidders who resort to canvassing will be liable for rejection on that ground alone.

15. E-tenders incorporating additional conditions are liable to be rejected.

16. The tenderer(s) must declare in writing that neither he nor any of them is 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 – “A”.

17. G.S.T or any other tax , Labour Cess etc. or duties on materials, freight & transit Insurance F.O.R. site in respect of this contract will be payable by the successful tenderer. Nothing extra will be payable for increase in such taxes or duties even if imposed or levied either before or after the e-tenders are opened or during currency of contract.

18. Before submitting the e-tender, the tenderer shall examine all specifications, conditions of contract and inspect the site.

19. **For the purpose of opening of the e-tenders / bids as described in Clause 11 of the Notice Inviting e-tender it is clarified that only on receiving the EMD physically at Science City, Kolkata before the bid opening date, the Technical Bid Envelope will be opened. After the authority is satisfied that the documents in the Technical Bid Envelope are in order, the FINANCIAL BID ENVELOPE will be opened, subsequently.**



**The documents mentioned above in clause 11-a (iii) i.e. experience certificates/ work completion certificate etc, all complete, also to be submitted in hard copies physically at Science City, Kolkata before due date of opening of tender.**

20. It may be noted that the Technical Bid Envelope which are not found in order as per requirements may be summarily rejected.
21. Earnest Money Deposit is liable to be forfeited if the successful e-tenderer/bidder selected for the work fails to sign the formal agreement within 07 days from the date of issue of Letter of Intent to them by the Museum/Centre.
22. The validity period of the e-tender shall be at least 03 (THREE) months from the date of opening of e-tenders. This period may be extended with mutual consent if the decision regarding issue of Letter of Intent is delayed for any reason.

**ANNEXURE – A**

(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 I/we/any of us/is in anyway related to any employee in the National Council of Science Museums, Kolkata, or any of its constituent units.

Date: (Signature of the tenderer  
with company seal/rubber stamp)  
Place:

**DECLARATION -2**

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

Date: (Signature of the tenderer  
with company seal/rubber stamp)  
Place:

**UNDERTAKING**

This is to certify that I/we have carefully gone through the BOQ/specifications, etc. given in the e-tender document & have clearly understood the site working conditions, time schedule given and have accordingly quoted my balanced rates after going through all details.

I/we hereby give an undertaking that I/we shall carryout the work strictly as per the given specifications, and shall complete the same within the stipulated time frame.

I/We also undertake that the physical EMD instrument shall be deposited by me/us with the office of **Science City, Kolkata** inviting the e-tender before the bid opening date otherwise the **Science City payable at Kolkata** inviting the e-tender may reject the bid and also take action to withdraw my/our enlistment or debar me/us from further tendering in NCSM or its constituent units.

Date: (Signature of the tenderer  
with company seal/rubber stamp)  
Place:

**ANNEXURE-B**

(To be submitted on the Letter Head of the Tenderer)

**DETAILS OF BIDDER PARTICIPATING IN THE TENDER**

<b>Sl. No.</b>	<b>Description</b>	<b>To be filled by bidder</b>
1.	Name of the Agency	
2.	Year of Establishment	
3.	Registered office with full address	
4.	Full Postal Address of communication	
5.	Telephone Number(s) of office	
6.	Contact person Name with Mobile No.	
7.	Fax number	
8.	E-Mail ID	
9.	Website if any	
10.	Nature of Entity - Limited Company, Partnership etc. (attach copy of partnership Deed/ Certification of incorporation as applicable)	
11.	Whether the agency is direct OEM / authorized dealer / having tie with OEM to supply and install the materials on behalf of OEM. Please specify and attach a scanned copy of authorization of OEM.	
12.	Name of Director / Proprietor / Partners with address and telephone nos.	
13.	Technical Staff employed (Attach a separate sheet of the employees with qualifications)	
14.	Annual turnover for last three financial years	
15.	PAN of Bidder	
16.	GSTIN of Bidder	
17.	Bank Solvency certificate (Attach a letter from the banker)	

18.	Whether any Civil Suit / Litigation arisen in the contracts executed during the last 5 years / being executed. If yes, please furnish the name of the contract, employer, nature of work, contract value, work order and date & details of litigation briefly					
19.	Description of similar type of works carried out during last 7 (seven) years in Govt., Semi Govt., Autonomous sector or Private Sector with supporting documents in following format.					
Sl. No.	Client name with address	Type of Work	Cost of Work	Period of contract	Type of Lift	Testimonials submitted (Work order & Completion Certificate)
					Passenger/Goods etc	

I/We hereby solemnly declare that I/we have downloaded all the documents from CPP e-Procurement Portal of NIC and all the uploaded information / statements are true to the best of my/ our knowledge. I/we also declare that my/our firm is not involved in any Litigation or Arbitration with National Council of Science Museums during the last 05 (five) years. I/We further declare that the decision of National Council of Science Museums in this regard shall be final and binding on me/us.

Place:

Date

(Signature with date & seal)

**Quotations :**

1. E-tenders are invited for Annual operation and maintenance services of Electrical Installations etc. works at Science City, Kolkata, on contract basis on payment of monthly service charges. The GST will be paid on the amount of service charges as per the rate prescribed by the Govt. of India from time to time.
2. The term “Centre” wherever mentioned in the Notice Inviting Tender shall mean the authorities of Science City, Kolkata. The term “Agency” wherever mentioned in this Notice Inviting E- tender shall mean the agency selected for award of the contract.
3. The Centre does not bind itself to accept the lowest bid and reserves the right to reject or partially accept any or all of the tenders received, without assigning any reason.
4. E-tenders which do not fulfill all or any of these conditions or are incomplete in any respect are liable to summary rejection without assigning any reason.
5. E-tenders incorporating additional conditions are liable to be rejected.
6. Canvassing in any form connection with tenders is strictly prohibited and the tenders submitted by the agency who resort to such canvassing will be liable to rejection on this ground alone.
7. Before quoting the monthly service charges, the Agency must assess the quantum of work involved after going through the specifications of work given in the **Annexure – C1** and physical inspection of the installations and work sites of the premises.
8. The Agency must quote **strictly as per Estimated Deployment cited in Annexure-C2. The Agency has to consider the prevailing minimum wages of the respective categories of deployment and statutory payments like EPF, ESIC, payment on Holidays etc at prevailing rates as per Govt. rules plus their profit / Administrative Charge.**
9. While submitting the E- tender, Agencies must note that there will be **no revision in the agency charges** during the entire tenure of the contract. However, in case of **revision of minimum wages** or any other statutory charges made by the Government, the service charges shall be revised to the extent of the liabilities arising on that account only. Any revision in minimum wages / allowances as per statutory directives within the contractual period shall be considered by the Centre for payment to the personnel exclusively as per **Annexure-C2** of the Notice Inviting Tender.

**Credentials:**

- 10 **The Agency shall declare in the Technical Bid of the e-tender that none of their partners is any way related to any officer of National Council of Science Museums, including the units under its control. The Agency shall also declare in the Technical bid of the e-tender that they are not incorporating any additional conditions and shall strictly abide by the deployment as per Annexure-C2 to render regular service under their contract.**

11. The Agency must have a local office with Mobile telephones and e-mail both in the office as well as in the residence(s) of partners/Directors/Proprietors. The site supervisors must have mobile telephones at their disposals for the benefit of the service.

12. The agency shall furnish I.T. PAN, GST & latest IT clearance certificate/return along with their technical bid of e-tender.

- 13 All credential of the Agency including financial standing, registrations with respect to EPF, ESIC, GST and other Taxes etc. issued by statutory authorities, registrations with Govt. having support or connection with Govt. Depts/ Organizations, Semi-Govt., Non-Govt., Autonomous body, Public body, Local Govt, Civil body and public institutions/organizations etc. together with records of past performance with such institutions, departments, organizations etc., are to be produced for verification whenever demanded by the Centre. Agencies not having either adequate credential or the experience to take up contracts of such magnitude, need not submit tender.

**Responsibilities of the Agency:**

- 14 The Agency shall ensure that all wages and allied benefits like EPF, ESI & Bonus etc. as are prescribed by the Government from time to time, are paid to their staff deployed for the purpose of this contract. The Agency shall remain liable to the authorities concerned for compliance of the respective existing rule and regulations of the Govt. for this purpose including Workman Compensation Act and shall 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 their staff deployed at any time by them for the purpose of the contract.

**The agency shall quote their rates based on the basis of minimum wage applicable in the establishment of Science City which is a constituent unit of National Council of Science Museums, an organization functioning under the Govt. of India. The agencies must furnish a copy of the Government order with their technical bid of e-tender, clarifying applicability of the particular rates of minimum wages.**

- 15 A **security deposit** of not less than **one tenth of the annual** tender value payable either in cash or in the form of a demand draft drawn in favour of Science City, Kolkata is to be deposited by the Agency to cover risk or any loss to the Centre for negligence, failure, inefficiency, fraud or theft, pilferage etc on the part of the services in the event of any such occurrence and/or breach of contract in any way or form etc, during the contractual period. In the event of any such occurrence and/or breach of contract, the amount of compensation, as assessed by the Centre shall be recovered either from the bill for monthly service charges due to the Agency or from their security deposit.
- 16 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 Centre. The Agency shall constantly keep in touch with the Centre for effective performance of the contract and abide by all instructions and directives issued by the Centre in this regard. The Agency shall give or provide all necessary supporting documents during the execution of the operation and maintenance work for proper fulfilling of their obligations under the contract.

- 17 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 Centre for the purpose of this contract and shall keep the Centre indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part. The agency shall obtain necessary license etc. as required under the contract labour (Regulation & Abolition) Act, 1970 or any other act as may be applicable.
- 18 The Agency must issue proper identity cards to their employees deployed at any time for the purpose of this contract in order to facilitate verification of their identity by the Centre.
- 19 The Agency shall be liable to comply with the directions of the Centre 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.
- 20 All employees of the Agency deployed for rendering these services in the Centre, must remain in **proper uniforms**. The Agency shall supply at their cost uniforms, umbrella, torches and other stationery items required for carrying out the work.
- 21 The area and scope of work will be as per the requirements of the Centre from time to time. Any extra work arising out of special programmers or exigencies and beyond the scope of this agreement shall be negotiated separately.
- 22 The Centre shall pay to the Agency nothing more than the amount as may be due under the contract terms.
- 23 The overall shift in charge must have mobile telephones so that he could be contacted in case of emergency.
- 24 All electricians must have **separate individual tools and tackles** to carry out respective job at the site.
28. The agency on completion of the specified terms of contract or on termination of the contract shall peacefully vacate the premises of the Centre and remove all their persons and materials from the campus within 48 hrs.

**Payment:**

29. The payment will be made on monthly basis through Bank transfer by digital means to the Bank account of the agency. For this purpose the agency has to submit GST bill with pre receipt clearly mentioning the Bank account no, IFSC code of the branch, GST no. and PAN no. of the agency within 15 days from the date of submission of bill ,duly certified by the authorized representative of Centre. **In case of the Agency's failure to provide requisite services on particular day/days, proportionate deduction shall be made from the bill.**
30. The Centre shall reimburse the amount of GST paid by the agency to the authorities on account of services rendered by them to the Centre. The reimbursement shall be admissible on production of proof of deposit i.e. copy of the challan by the agency. The agency has also to submit the certified copies of EPF Challan and ESIC challan along

with the bill as a proof that the agency actually deposited the statutory amounts due for the service providers to the ESIC and EPF Authorities.

31. Income Tax 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 Centre.

**Tenure and validity:**

32. **Initially the contract would be for a period of one year. The contract may be renewed at the discretion of the centre on year to year basis for a maximum period of three years, if the services and performance of the agency are found to be satisfactory.**
33. The contract can be terminated by the Centre at any time without notice in the event of gross security risk or gross damage to Centre's property due to Agency's failure or persistent failure of the Agency in providing satisfactory service to the Centre and the decision of the Centre in this regard shall be final and binding on the Agency.
34. For reasons other than those mentioned in the clause above, the contract can be terminated by either party by providing clear three months notice in writing.

**Arbitrations:**

35. In case of any dispute arising out of this contract between the Centre and the Agency, the matter shall be referred to the sole arbitrator to be appointed by the Director General of National Council of Science Museums on receipt of an official request with details of the dispute, from either the Centre 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 or reenactment thereof and of the rules made there under for the time being in force.



## Annexure – C1

### Scope of Work

#### **A. Preventive Maintenance Work :**

<u>Sl. No.</u>	<u>Description</u>	<u>Interval (Days)</u>
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	60
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	90
10.	Maintenance of batteries related with specified equipment operational	90
11.	Operational checking of Transformer	365
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 operation & maintenance of lamp daily including switching ON and OFF.

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

Attending hours 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.
9. The agency shall pay wages to the personnel deployed by them before 5<sup>th</sup> of every month through Bank transfer by digital means to the Bank account of the service providers. 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 service providers clearly mentioning about the payment details including various deduction like EPF, ESIC etc.

**Areas to be covered in Convention Center 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 Center 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 Center 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) Kiosk
- 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.

And any new additional facilities during the tenure of the contract.

### **List of Equipments in Science Center 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 goomtys 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, highmast 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) – 3 nos.
- 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) – 8 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 8.30PM 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.

**ESTIMATED DEPLOYMENT**

<b>Category of Deployment</b>	<b>Number</b>
Highly Skilled	01
Skilled	04
Semi Skilled	08

**Classification of Categories of Service Providers:–**

- a) Highly skilled:- Highly skilled work employee is one who does the work which involves skill or competence of extra ordinary job and possesses supervisory ability.
- b) Skilled:- Skilled employee is one who is capable of working independently and efficiently and turning out accurate working. He must be capable of reading and working on simple drawing circuits and process, if necessary.
- c) Semi-skilled:- Semi-skilled employee is 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.

**ANNEXURE-D**

**UNDERTAKING**

(To be submitted in agency's letter head)

This is to certify that I/we have carefully gone through the drawings/specifications, etc. given in the e-tender document & have clearly understood the site working conditions, time schedule given and have accordingly quoted my balanced rates after going through all details.

I/we hereby give an undertaking that I/we shall carryout the work strictly as per the given specifications, and shall complete the same within the stipulated time frame.

If I/We are selected for the job, I/We undertake that the Job shall be taken up as per tender conditions without any delay, otherwise the Science City may take action to withdraw my/our enlistment or debar me/us from further tendering in NCSM or its constituent units.

Date:

(Signature of the tenderer)  
with company seal/rubber stamp

Place: