

SCIENCE CITY  
(National Council of Science Museums)  
J.B.S. Haldane Avenue, E.M Bypass, Kolkata-700046

**E-TENDER DOCUMENT**

**Tender Notice No: SCCY-18011/ 17/ PUR/ 2019 ( 206 )**

**Name of Work:**

**“OPERATION AND COMPEHENSIVE MAINTENANCE OF SMALL AND MEDIUM  
SIZED PACKAGE AC UNITS RANGING FROM 1.5 TR TO 5 TR AND WATER  
COOLERS AT DIFFERENT LOCATIONS WITHIN THE PREMISES OF  
SCIENCE CITY, KOLKATA”.**



**NATIONAL COUNCIL OF SCIENCE MUSEUMS**

## INDEX OF TENDER DOCUMENT

Sl. No	Heading	Page No.
1.	Instructions to the tenderers / bidders for e-submission of bids online through e-procurement site.	3-5
2.	E-notice inviting tender	6
3.	Important Dates	7
4.	General Terms and Conditions	8-12
5.	Format for Letter of Intent	13
6.	Format for Agreement	14-16
7.	<b>ANNEXURE-“I”</b> Details of Machine installed and commencement of work Operation ( Part- A ) and Comprehensive Maintenance (Part B)	17- 19
8.	Technical Terms and Conditions	20-25
9.	<b>ANNEXURE-“II”- Financial Bid ( both operation and Comprehensive Maintenance)</b>	26-31
10.	ANNEXTURE – III – Declaration	32
11.	ANNEXTURE – IV	33-34

---

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

---

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 enroll 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 Enroll”** on the CPP Portal. Enrolment is free of Charge.
- 2) As part of the enrolment process, the tenderers / bidders will be required to choose a unique username and assign a password for their accounts.
- 3) 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.
- 4) 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.), along with their profile.
- 5) 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.
- 6) 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**

- 1) 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.
- 2) 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.
- 3) 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:**

- 1) Tenderers / bidders 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.
- 2) 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.**
- 3) 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) Tenderers / bidders 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) Tenderers / bidders has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Tenderers / bidders has to select the payment option as “offline” to pay the Tender Fee & EMD and enter details of DD/any other accepted instrument.
- 4) Tenderers / bidders should prepare the EMD instrument as per the instructions specified in the tender document. Scanned copy of DD/any other acceptable instrument as mentioned towards EMD 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 shall be acceptable. The price bid has been given as a standard **Rate Quote Sheet** 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** file, open it and complete the **colored (unprotected)** cells with their respective financial quotes and other details (such as name of the Tenderers/ bidders). No other cells should be changed. Once the details have been completed, the tenderers / bidders should save it and submit it online, without changing the filename. If the **Rate Quote Sheet** file is found to be modified by the tenderers / bidders, the bid will be rejected. In e-Tendering, intending tenderers / bidders can quote their rate in item wise which is to be uploaded by e-tender in

prescribed format.. The total amount for PART A shall be generated automatically. Therefore, the rate quoted by the tenderers / bidders in figures shall be taken as correct. The Comparative Statement shall also be generated automatically by the system. The Comparative Statement and rate quoted by each tenderers / bidders shall be downloaded. The **Rate Quote Sheet** BoQ contains **PART A ( Operation of AC Units)** and the bidders should quote their rate for entire job . Bidders should quote the rates for **PART B (Comprehensive preventive and break down maintenance of AC units and water cooled)** in the **ANNEXURE-II**. Lowest bidder shall be considered on the basis of lowest combined cost of **PART-A and PART-B**. The manual calculation after checking the financial bids / tenders shall be final. In case, any discrepancy is noticed, the decision of appropriate SCIENCE CITY authority 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:**

- 1) 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, West Bengal 700046 Ph. 033-22854343/1572/2607, Fax- 033-2285 9895 Email at: [sciencecity.kol@gmail.com](mailto:sciencecity.kol@gmail.com)**
- 2) 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**.

**SCIENCE CITY**  
**J. B. S. Haldane Avenue, E.M. Bypass**  
**Kolkata-700 046**

**E-NOTICE INVITING TENDER**  
**Tender Notice No: SCCY-18011/ 17/ PUR/ 2019 ( 206 )**

**Science City, Kolkata**, a constituent unit under the National Council of Science Museums, (hereinafter referred to as the Museum/Centre) invites e-Tender in 2 (two) parts – in two covers (**Technical Bid and Financial Bid**) from respective service provider as stated in Technical Particulars or from authorized agents / suppliers for the following works:

**“OPERATION & COMPEHENSIVE MAINTENANCE OF SMALL & MEDIUM SIZED PACKAGE AC UNITS RANGING FROM 1.5 TR TO 5 TR AND WATER COOLERS AT DIFFERENT LOCATIONS WITHIN THE PREMISES OF SCIENCE CITY, KOLKATA”.**

The Tender Document can be downloaded from the website (<http://eprocure.gov.in/eprocure/app>). This is the only mode of collection of Tender documents. The same website shall be used for disseminating the dates & time related to pre-bid meeting, tender submission, EMD deposit, tender opening, and opening of financial bid of this tender.

**Important Dates:**

<b>Sl. No.</b>	<b>Description</b>	<b>Date</b>	<b>Time</b>
1.	Date of uploading of “Notice Inviting Tender” (N.I.T) & associated Tender documents (online)	<b>04-03-2020</b>	<b>3.30 PM</b>
2.	Starting of Documents download (online)	<b>04-03-2020</b>	<b>3.30 PM</b>
3.	Date of Pre Bid Meeting at Science City, Kolkata	<b>11-03-2020</b>	<b>11.30 AM</b>
4.	Bid Submission starting (on line)	<b>12-03-2020</b>	<b>10.00 AM</b>
5.	Last date of Documents download and submission of bid (on line)	<b>17-03-2020</b>	<b>12.30 PM</b>
6.	Submission of original demand draft in favour of “SCIENCE CITY, Calcutta” along with filled up hard copy of the requisite document	<b>18-03-2020</b>	<b>12.00 PM</b>
7.	Date of Technical Bid opening	<b>18-03-2020</b>	<b>12.30 PM</b>
8.	Date of uploading list for Technically qualified Bidders (on line)	<i>To be notified later on.</i>	
9.	Date of opening of Financial Proposal (online)		

## General Terms and Condition

Sealed tenders are invited for “**operation and comprehensive maintenance of medium sized package AC units ranging from 1.5 TR to 5 TR and water coolers at different locations within Science City, Kolkata**” on contract basis on payment of lump sum composite monthly service charges, exclusive of taxes which shall be paid as per the rate prescribed by Govt. of India from time to time for operation referred as **Part-A** and payment of net rates exclusive of taxes and for comprehensive maintenance referred as **Part-B**.

1. Tender submitted in e tender format will be received up to 12<sup>th</sup> March 2020 (Please follow the e tender document) along with the earnest money deposit of ₹12,000/- in the form of demand draft drawn in favor of Science City, Calcutta, from any schedule Indian bank. The quotation opening date will be notified in the CPP Portal after checking the eligibility criteria of all the agencies participated in the e tender. Please follow the e tender document.

A pre-bid meeting will be held as per schedule mentioned in **Important Dates** section, Page no. -7 (Please follow the e tender document)

2. The term "Centre" wherever mentioned in the NIT shall mean the authorities of Science City, Kolkata. The term "Agency" wherever mentioned in this NIT shall mean the agency selected for award of the contract.
3. The Centre does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all the tenders received, without assigning any reason.
4. 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. Tenders incorporating additional conditions are liable to be rejected.
6. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the parties who resort to canvassing will be liable to rejection on this ground alone.
7. Before quoting the service charges the Agency must assess the quantum of work involved after going through the specifications of work at Annexure-I & Annexure-II and physical inspection of the equipment placed at various sites in Science City premises.
8. Along with the tender, the agency must submit a detailed work plan showing the number persons to be deployed and the work plan for the services which are to be executed by the agencies under this contract. The work plan indicating the services to be render under this contract has to be appended as Annexure to the tender. This work plan should be corresponding to the complete break up of composite monthly service charge offered by the agency showing how they will comply with minimum wages and other statutory regulation like ESI, EPF, Bonus etc. and lump sum agency charges. In the absent of break up, the tender is liable to be rejected.



9. The consolidated service charges should be quoted for the contract on monthly basis and as a token of acceptance of all the terms and condition mentioned in the NIT, the agency shall submit this tender after signing all the pages and quoting the rates in the format given at the end of tender paper at **ANNEXURE III**.
10. While submitting the tender, the Agency must note that there will be no revision of the tendered rate on any ground whatsoever during the entire tenure of the contract as mentioned in clause 31 herein below. However, in case of revision of any statutory charges made by the government, the service charges shall be revised to the extent the liabilities arising on that amount only. Agency ( L1) will be selected on the basis of composite rate for the period of 3 years together.

### **Credentials:**

#### **11. Eligibility Criteria of the Applicant:**

- The agency must have completed the execution of at least 2 works relating to operation & comprehensive maintenance of small & medium sizes package AC units with a value of 1.5 & 2.5 Lakh respectively during the last three years. Work order & completion certificate may be attached. If the work is still in progress a undertaken may be submitted by the agency.
12. The Agency should declare in writing that none of their partners are any way related to any officer of National Council of Science Museums, including the units under its control.
  13. The Agency must have a local office from where such type of service are provided with a regular telephone & mobile phone both in the office as well as in the residence(s) of Partners/Directors/Proprietors. The site supervisor must have mobile telephone at their disposals for the benefit of the service.
  14. The agency shall declare in writing that they are not incorporating any additional conditions and shall strictly abide by the exiting deployment to render regular service under their contract.
  15. The Agency shall furnish Income tax, PAN & IT returns for last three years and any other additional information related to this work along with their tender.
  16. All credentials of the Agency including financial standing, registration with respect to EPF, ESIC, Service Tax, GST etc issued by statutory authorities, registration 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. Agency not having either adequate credential or the experience to take up contracts of such magnitude, need not submit the tender.

## Evaluation Criterion

### (A) Technical Evaluation:

#### Selection process of the bidders for opening the financial bids:

1. The documents submitted by Bidders shall be evaluated for their experience in operation and comprehensive maintenance of air conditioning and water cooling system as desired by Science City.
2. The Bidders shall be shortlisted on the basis of details submitted along with the supporting documents with agreed ( signed and stamped) GTC , Declaration ( annexure III) and Filled Annexure IV.
- 3.

### (B) Financial Evaluation:

1. The bidders must submit rates as per BoQ.
2. Annexure II shall be submitted with break-up as provided for evaluation.

### Responsibilities of the Agency:

17. The Agency shall ensure that all wages and allied benefits like P.F., Bonus, ESIC etc., as prescribed by the Government from time to time, are paid to their staff developed for the purpose of this contract. The agency shall remain liable to the authorities concerned for compliance of the respective existing rule and regulation of the Govt. for this purpose including workman compensation Act and shall remain liable contravention thereof. **The agency shall have to abide by the minimum wage legislations and must pay minimum wages as per law to their staff deployed at any time by the for the purpose of the contract. The Agency shall bear sole responsibility for maintaining as per law & providing all the records during the audit by the labor department personnel at any time during the period of contract.**
18. A security deposit of ₹12,000/- in the form of a demand draft drawn in favor of 'Science City, Kolkata' is to be deposited by the successful agency to cover risk or any loss to the Museum/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.
19. 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 obligation under the contract.
20. 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 labor (Regulation & abolition) Act 1970 or any other act as may be applicable.

21. The Agency must issue proper identity cards to their employee deployed at any time for the purpose of the contract in order to facilitate verification of their identity by the Centre.
22. The Agency shall be liable to comply with the direction of the centre, to remove a staff member employed by the agency within 24 hours of receipt of such direction, any member of their staff deployed for the purpose of this contract and shall make immediately necessary alternative arrangements to ensure proper and adequate services.
23. All employees of the agency deployed for rendering these services in the centre, must remain in proper uniforms. The agency shall supply the uniforms, raincoats, woolen clothing, torches with batteries and other stationery items required for carrying out the work.
24. The area and scope of work will be as per requirements of the centre from time to time. Any extra work arising out of special programs or exigencies and beyond the scope of this agreement shall be negotiated separately.
25. The centre shall pay to the Agency nothing more than the amount as may be due under the contract terms.
26. The service personal must have mobile telephones so that they could be contracted in case of emergency.
27. All service personnel must have separate individual tools and tackles to carry out respective job at 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 24 hrs.
29. As part of Science City' up gradation program of existing installation, some of the air conditioning units may be replaced with new units. While there shall be no change in operation charges for new replaced units, the comprehensive maintenance charges shall not be paid for the tenure of the manufacturer's warranty period.

**Payment:**

30. The payment will be made on monthly basis for lump sum composite service charges as quoted by the agency in respect of work enumerated at Annexure-I by A/c. payee cheque within 30 days from the date of submission of the proper and pre-receipt 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.
31. Income tax will be deducted at source 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. **In the beginning the contract would be for a trial period of three months only and it shall be extended for a further period of nine months, if the services are found to be satisfactory during the trial period. The contract may be renewed at the discretion of Science City for a further period of two years depending on the performance of the agency on year to year basis.**
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 mentioned in the clause above, the contract can be terminated by either party by providing clear three months notice in writing.
- 35.
- (a) In case of any dispute arising out of this contract between the Centre and the Agency, the matter shall be referred to the sole arbitration to be appointed by the Director General of National council of Science Museum 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 Reconciliation Act, 1996 or any statutory modifications or reenactment thereof and of the rules made thereunder for the time being in force.
- (b) It is agreed that the successful e tenderer shall not delay the carrying out of the work by reasons of any reference to arbitration and shall proceed with the work with all due diligence and shall, until the decision of arbitration, abide by the decision of the engineer duly conveyed to him.
- (c ) The arbitrator(s) may from time to time with the consent of the parties, extend the time for making publishing the award.

## FORMAT FOR LETTER OF INTENT\*

.....  
(Mention file number)

Date.....

Sub: Letter of Intent for the work of .....

Dear Sirs,

With reference to your e-tender dated .....(and further clarification vide letter number ..... dated .....) # it is intended to award the aforesaid work at the e-tendered amount of Rs.....  
(Value based on only items of work intended to be awarded for execution)

You are, therefore, requested to sign an agreement as per standard format already printed in the e-tender documents purchased by you while e-tendering for this job. For this purpose, you are requested to send us a non-judicial stamp paper of appropriate value for preparing the contract Agreement within a week from the date of this letter.

You may avail of 15 days mobilization time from the date of issue of this letter of Intent for mobilizing your men, materials and other necessary resources for the construction. During mobilization period, you are requested to study all the drawings and designs annexed hereto and the Bar-Chart and obtain clarifications from the architect or this office immediately.

Please note that the work has to be completed within ..... weeks/months in which mobilization time period of 15 days is also included. The date of commencement of work would be reckoned as the date of issue of this letter (as per clause 26 of e-NIT).

Thanking you,

Yours faithfully,

Sd/-

Controller of Administration

---

## FORMAT FOR ARTICLES OF AGREEMENT

### INSTRUCTIONS (not to be typed in Agreement)

(Articles of Agreement have to be typed on non-judicial stamp paper. The value of the stamp paper varies from state to state and is to be known from the particular place. The stamp paper will be purchased by the successful e-tenderer and the agreement may be typed by the Museum/Centre according to the format.)

ARTICLES OF AGREEMENT made at .....

.....  
.....  
this..... day of .....  
(Date) (Place) (Month & Year)

between the .....

.....  
(Name of the parent Museum/Centre)  
(under the National Council of Science Museums, a Society registered under the Societies Registration Act of West Bengal, 1961), hereinafter referred to as the Museum/Centre which expression shall include its successors and assigns on the one part and.....

.....  
(name of the successful e-tenderer)  
trading in the name and style of .....

.....  
(Name and complete address of the successful e-tenderer)  
hereinafter referred to as the successful e-tenderer which expression shall include his/their respective heirs, executors, administrators and assigns on the other part.

WHEREAS the Museum/Centre is desirous of getting the work of .....

.....  
(Name of the work)  
Notice Inviting E-tender (Including appendix), drawings, schedule of quantities and specifications describing the work and conditions of contract to be prepared by.....

.....  
(Name and address of the Architect).  
AND WHEREAS the said NIT (including appendix) drawings as per list attached, specifications and the priced schedule of quantities and conditions of contract have been signed by or on behalf of the parties hereto. AND whereas the Successful e-tenderer has deposited in Cash or Bank Draft/Bank Guarantee a sum of Rupees .....

.....  
(exact amount in words)  
the amount being 2.5% of the estimated value of the e-tender rounded off to the nearest hundred with the Museum Centre as Initial Security for the due performance of this Agreement as provided in the said conditions. In the case of Bank Guarantee, the period of Bank Guarantee referred to being valid until the defect liability period as specified in e-tender and to be revalidated to required dates as demanded by the Museum/Centre if completion date is extended.

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

1. In consideration of the payments to be made to him as hereinafter provided the successful e-tenderer shall upon and subject to the conditions herein contained execute and complete the work within ..... months from the date of issue of letter of intent (as defined under NIT clauses 5 and 26) and as per the said drawings and such further detailed drawings as may be furnished to him from time to time and described in the said specifications and the said priced schedule of quantities along with the progress of the building work.
2. The Museum/Centre shall pay to the successful e-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 e-tenderer shall proceed with the work, throughout the stipulated period of this contract, strictly according to the CPM/PERT/BAR CHART attached herewith and forming a part of this agreement. At any stage during execution, if any work lags behind the target as indicated in the CPM/PERT/BAR CHART for reasons directly attributable to the successful e-tenderer, he shall pay or allow the Museum/Centre to deduct from any money due to him a liquidated damage as per Clause 37 of the General Conditions of contract.
4. This agreement comprises the work above and all subsidiary works connected therewith, even though such works may not be shown on the drawings, or described in the said specifications or the priced Schedule of Quantities.
5. The Museum/Centre through the Engineer (As defined under clause 2 of General conditions of contract) reserves to itself the right of altering the drawings and of adding to or omitting any item of work or of having portions of the same carried out departmentally or otherwise and such alterations or variations shall not vitiate this agreement.
6. All disputes and differences of any kind whatever except as excluded under Claus 2 of General Conditions of contract appended herewith, arising out of or in connection with the contract on the carrying out of works (Whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the contract) shall be referred to arbitration as per Clause 42 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 & Reconciliation 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 the Museum/Centre .....  
.....  
(Administrative Officer)

In the presence of

1. ....
2. ....  
(Finance & Accounts Officer)
3. ....

Seal

Signed by the said Successful e-tenderer .....

In the presence of

(1).....

Seal

(2).....



## Annexure- I

### Details of machines installed and date of commencement of work (Part – A - Operation & Part – B - Comprehensive Maintenance.)

#### Part A- Operation

Sl. No.	Location	Type of machine	Tonnage	Qty. (Nos.)	Commencement of work from
1	Seminar hall Gr. Floor S-9	Bluestar ductable VRF	8 TR	02	01-04-2020
2	Seminar hall Gr. Floor S-8	Carrier ductable VRF	5.5 TR split AC	04	01-04-2020
3	Seminar hall Gr. VIP	Voltas	2 TR split AC	02	01-04-2020
4	Seminar hall Gr. Floor S-7A	Carrier (Inverter)	2 TR split AC	01	01-04-2020
5	Seminar hall Gr. Floor S-7B	Carrier (Inverter)	1.5 TR split AC	02	01-04-2020
6	Seminar hall Gr. Floor S-5	Carrier (Inverter)	1.5 TR split AC	02	01-04-2020
7	Seminar hall first Floor (18A & 18 B)	Toshiba ductable VRF	18 HP	02	01-04-2020
8	Seminar hall first Floor(19 A & 19 B)	Bluestar ductable VRF	16 TR 12 TR	01 01	01-04-2020
9	VIP room Main Auditorium	Voltas vertis plus s	2 TR split AC	01	01-04-2020
10	VIP room Mini Auditorium	Voltas vertis plus s	15 TR split AC	01	01-04-2020
11	Earth Exploration hall	Batliboi air cooled package units	11 TR	04	01-04-2020
12	Main Auditorium lower ground floor Exhibition Hall	Blue star make VRF with two outdoor and fourteen indoor units.	22.2 TR each	02	01-04-2020

**Time of operation:**

1. The machines as per serial no.1 to 11 above are located at different places of Science City, Kolkata. The agency shall have to operate the machines as per program schedule in different halls of Science City throughout the year including Sundays and Holidays. The machines are to be operated at least one hour before the schedule time of commencement of program depending on the ambience and the machines are to be operated till the conclusion of the program. Service in all the halls are required at a time even through there is no booking on the particular day. However, on the of booking, agency shall be required to ensure smooth operation of machines which may spread up to long hours including overnight operation as per necessity. As per requirement the agency shall ensure smooth and trouble free operation during this period of the day.
2. The machines as per serial no. 10 are located in the Earth Exploration Hall of Science City, Kolkata. The machines in general shall have to be operated from 10.00 hours to 19.00 hours. However, the machine may have to be operated from 9.00 hours to 21.00 hours as per necessity.

**Part B-Fully comprehensive, preventive and breakdown maintenance (all w.e.f 01-04-2020 except specified)**

Sl. No	Location	Type of machine	Tonnage in TR	Qty. (in nos.)
1.	Seminar hall Gr. Floor VIP room	Voltas vertis plus S- Split AC	2	02
2.	VIP room Main Auditorium	Voltas vertis plus S- Split AC	2	01
3.	VIP room Mini Auditorium	Voltas vertis plus S- Split AC	1.5	01
4.	Earth Exploration hall	Batliboi aircooled package units	11	04
5.	Auditorium booking office	Voltas Platinum- Split AC	2	02
6.	Director' s room	Voltas Platinum- Split AC	1.5	02
7.	Director's PA room	Voltas- Inverter Split AC	1.5	01
8.	AO room	Carrier – Inverter Split AC	2	01
9.	Curator room (P. Mukherjee)	Voltas vertis gold - Split AC	1.5	01
10.	Curator room (SG)	Make not available	1.5	01
11.	Surveillance room	Bluestar Inverter - Split AC	2	01
12.	Multimedia room (SEH)	Bluestar Inverter - Split AC	2	01
13.	3D show	Voltas vertis plus - Split AC	2	03
14.	Science demo room	Voltas vertis plus - Split AC	2	03
15.	Nano Lab	Voltas vertis gold- Split AC	2	04
16.	Butterfly Enclave	Voltas ventura cassette- Split AC	2	04
17.	Butterfly Enclave	Voltas vertis plus S - Split AC	1.5	01
18.	SEH – UPS room	Weather makers - Split AC	1.5	02

19.	Musical fountain	Voltas – Window AC unit	1.5	01
20.	Curator room(PG)	Voltas Inverter - Split AC	1.5	01
<b>Sl. No</b>	<b>Location</b>	<b>Type of machine</b>	<b>Tonnage in TR</b>	<b>Qty. (in nos.)</b>
21.	Curator room (SM)	Carrier Inverter - Split AC	2	01
22.	Tech. Officer room (AK)	Voltas Inverter - Split AC	1.5	01
23.	SEH ground floor	Bluestar Inverter - Split AC	1.5	01
24.	First- aid room	Make not available- - Split AC	1.5	01
25.	Curator (KSM)	Carrier Inverter	2	01
26.	Ticketing System UPS room	Carrier Inverter	2	01
27.	Space Theater UPS room	Carrier Inverter	2	02
<b>Water Coolers</b>				
01.	Main Auditorium(water cooler)	Water Cooler-USHA	40 Lit./hr	02
02.	Mini auditorium(water cooler)	Water Cooler-USHA	40 Lit./hr	01
03.	Earth Exploration hall(water cooler)	Water Cooler-ZERO B ECO CHILL	20 lit./hr	01
04.	Dynamotion (Water cooler)	Water Cooler	40 Lit./hr	02
05.	Ticket plaza (Water cooler)	Water Cooler	40 Lit./hr	02
06.	Science exploration hall(water cooler)	Water Cooler-USHA	40 Lit./hr	02
07.	Seminar hall building (water cooler)	Water Cooler-USHA	40 Lit./hr	01
08.	Mechanical workshop (water cooler)	Water Cooler- No make	40 Lit./hr	01
09.	Admin Section	Water Cooler – Usha make	40 Lit./hr	01
10.	Old Civil Section	Water Cooler – Usha make	40 Lit./hr	01

### **Note for part- B**

Science City is opened from 9.00 am to 9.00 pm from April to September and 9.00 am to 8.00 pm from October to March in the year. You are required to depute competent manpower for repairing and maintenance of above machines on call basis during the opening hours of Science City. However, in case of exigency of work, permission may be sought to work beyond the working hours. None of the machines should have a down time of more than 24 hours. It is also required to undertake weekly preventive maintenance of all the machines.

## **Technical Terms & Conditions:**

### **Responsibility of agency:**

1. Service shall have to be rendered the agency through adequate highly skilled, technically qualified and experienced persons.
2. All electrical components and circuitry related related to the AC machines shall be under the scope of the agency.
3. Necessary supply and charging of refrigerant gas ( 134a/ 410a / Feron/Mafron make) shall be under the scope of the agency. The supplied gas should be taken from authorized dealer and necessary test certificate needs to be produced to Science City, Kolkata in this regard.
4. Any kind of machining works if required to be done from outside shall be under the scope of the agency.
5. Science City shall not provide any tools and tackles required for the job.
6. Reports shall have to be submitted every fortnight regarding the status of machines.
7. Any materials required to be brought to Science City should have requisite challan and to be shown to security at gate before entry at gate.
8. It is required to provide all materials whatsoever for comprehensive preventive and breakdown maintenance of above machines. Science City shall not provide any materials during the tenure of the contract.
9. For window/split type A.C. units, if the machines is required to be removed to workshop for rectification & that may take more than 48 hours time to return, loan/spare machine will have to be provided by the agency. Collection/delivery charges are to be borne by the successful agency.
10. Other than that of complete replacement of Compressor, Condenser coils, blower and PCB (both indoor and outdoor) of inverter AC unit will be the scope of agency.
11. For water cooler, replacement of water tap, foot valve will be scope of agency.
12. Repairing, replacement and welding of AC units and water cooler will be in the scope of agency.

### **Responsibility of Science City:**

1. The power supply from the switch gear to machine will be provided by Science City.
2. For inverter AC Machines (both Indoor & Outdoor units), replacement cost of PCB will be borne by Science City Kolkata on submitting the originals invoice/bills. Dismantling & fitting of PCB will be in the scope of agency.
3. Complete replacement of Compressor, Condenser coil and blower of AC will be borne by Science City Kolkata on submitting the originals invoice/bills, if required. Dismantling & fitting of PCB will be in the scope of agency.

### **SCOPE OF WORK:**

#### **(A) For Operation:**

1. Daily operation of 11 TR x 4 nos of Batliboi make AC plant consisting of air cooled scroll chillers of Earth Exploration Hall. The AC machines have to be started by 9.30 AM. The gallery closes at 7.00 PM.
2. Operation of 18 HP x 2 nos. VRF ac units for Seminar Hall (18A & 18 B) as per requirement
3. Operation of 12 TR & 16 TR VRF ac units for Seminar Hall (19A & 19 B) as per requirement
4. Operation of 8 TR x 2 nos duct able split AC units for S9A & S9B on program days only.
5. Operation of 5.5 TR x 4 nos of duct able split ACs on program days for S8A & S8B on program days only
6. Operation of 22.2 x 2 nos. VRF Cassette units for Lower Ground floor of main Auditorium on Program days only.

### **For Comprehensive, Preventive and break down maintenance of AC units & water cooler**

#### **For AC system:**

##### **(I) Monthly:**

1. Monthly checking and servicing of the AC units.
2. Cleaning of air filters once in a month.
3. Cleaning & inspection of belts and replacement of worn out belts, adjusting of required tension once in every month, or earlier if necessary
4. Checking of motor, starters, capacitor & operation of control.
5. Ensuring the tightness of blower & motor coil.
6. Checking tightness of all electrical connections & fuse links.

##### **(II) Quarterly:**

1. Undertake comprehensive preventive maintenance work once in every three months.
2. Cleaning of evaporator & condenser coils at least twice in a year or as and when it is necessary.

3. Checking performance of all controls & adjusts if necessary.
4. Checking the refrigerant system.
5. Checking of the machines, compressor & other drives for undue vibrations.
6. Greasing of motor & blower bearings.
7. Checking the tightness of all fasteners & all starters for smooth operation.
8. Checking the operation of thermostat, overload recap, HP/LP switch.
9. Adjustment of airflow through ducts if required. Checking the ducts for any leakage and repairing the same if required.

**(III) As when required:**

1. Attend to all breakdown calls within normal working hours.
2. Repairing & overhauling the component of the AC units at site/ service station, including replacement of worn out parts, found necessary.
3. Replenishing genuine and appropriate refrigerant is required as a result of leakage in the system or any other reason.
4. Repair of microprocessor controls.
5. Lubrication the bearing of motor, fans, etc. when found necessary.
6. Ensuring the condensate drain is not clogged.
7. In case of compressor failure the same shall have to be repaired / replaced.
8. If blower or condenser motor burns out, the same shall be re-winded.
9. Replacement of air filters from time to time.
10. A logbook pertaining to all preventive maintenance, breakdown maintenance, refilling/topping up of refrigerant gas etc. shall be maintained at site. This logbook shall be submitted to the designated officer for signature & when entries are made in the logbook.

**For Comprehensive, Preventive and break down maintenance of Water Cooler:**

**(I) Monthly:**

1. Checking motor, starters, capacitor & operation of control.
2. Ensuring the tightness of blower & motor coil.

**(II) Quarterly:**

1. Cleaning of evaporator & condenser coils at least twice in a year or as and when it is necessary
2. Checking the refrigerant system.
3. Checking of the machines, compressor & other drives for undue vibrations
4. Greasing of motor & blower bearings
5. Checking the tightness of all fasteners & all starters for smooth operation.

**(III) As when required:**

1. Attend to all breakdown calls within normal working hours.
2. In case of compressor failure the same shall have to be repaired / replaced.
3. If blower or condenser motor burns out, the same shall be re-winded.

**Please Note:**

A. Sealed envelope of part-I of tender should contain :

- 1) EMD of Rs.12000/- (Rupees Twelve Thousand only) in the form of Demand draft in favour of Science City, Kolkata.
- 2) Declaration as per clause no.11 of N.I.T. in the letterhead of the agency addressing the Director, Science City, Kolkata.
- 3) Declaration as per clause no.13 of the N.I.T. in letterhead of the agency addressing the Director, Science City, Kolkata.
- 4) Filled Annexure – IV

B. Sealed envelope of part-II of the tender should contain rates as per clause nos. 8,9,10 & 15 of the N.I.T. as per Annexure-III

**The Annexure –I, II & III contains as follows:**

**Please see:**

**Annexure-I:** Details of machines installed and date of commencement of work, scope of work, terms & conditions, area of operation & maintenance, list of equipments and timing of operation & maintenance.

**Annexure-II:** Schedule of rate.

**Annexure-III:** To be submitted quoting your rate in Annexure II along with N.I.T. duly signed in each pages as part 2 of the tender.

**Annexure – IV-** Details of Agency & work experience



Blank

Page

**Annexure-II**

**Schedule of rate:**

**Part A- Operation ( To be filled by the tenderer and to be submitted in hard copy in sealed condition)**

Sl. No.	Location	Type of machine	Tonnage in Tr	Qty. (Nos.)	1 <sup>st</sup> Year (2020-21)		2 <sup>nd</sup> Year (2021-22)		3 <sup>rd</sup> Year (2022-23)	
					Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.
1	Seminar hall Gr. Floor S-9	Bluestar ductable VRF	8 TR	02						
2	Seminar hall Gr. Floor S-8	Carrier ductable VRF	5.5 TR split AC	04						
3	Seminar hall Gr. VIP	Voltas	2 TR split AC	02						
4	Seminar hall Gr. Floor S-7A	Carrier (Inverter)	2 TR split AC	01						
5	Seminar hall Gr. Floor S-7B	Carrier (Inverter)	1.5 TR split AC	02						
6	Seminar hall Gr. Floor S-5	Carrier (Inverter)	1.5 TR split AC	02						
7	Seminar hall first Floor (18A & 18 B)	Toshiba ductable VRF	18 HP	02						

Sl. No.	Location	Type of machine	Tonnage in Tr	Qty. (Nos.)	1 <sup>st</sup> Year (2020-21)		2 <sup>nd</sup> Year (2021-22)		3 <sup>rd</sup> Year (2022-23)	
					Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.
8	Seminar hall first Floor(19 A & 19 B)	Bluestar ductable VRF	16 TR 12 TR	01 01						
9	VIP room Main Auditorium	Voltas vertis plus s	2 TR split AC	01						
10	VIP room Mini Auditorium	Voltas vertis plus s	15 TR split AC	01						
11	Earth Exploration hall	Batliboi air cooled package units	11 TR	04						
12	Main Auditorium lower ground floor Exhibition Hall	Blue star make VRF with two outdoor and fourteen indoor units.	22.2 TR each	02						
<b>Total Charges Excluding Taxes (Part A)</b>										

**Part B - Comprehensive, preventive and breakdown maintenance****( To be filled by the tenderer and to be submitted in hard copy in sealed condition)**

Sl. No	Location	Type of machine	Tonnage in TR	Qty. (Nos.)	1 <sup>st</sup> Year (2020-21)		2 <sup>nd</sup> Year (2021-22)		3 <sup>rd</sup> Year (2022-23)	
					Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.
1.	Seminar hall Gr. Floor VIP room	Voltas vertis plus S- Split AC	2	02						
2.	VIP room Main Auditorium	Voltas vertis plus S- Split AC	2	01						
3.	VIP room Mini Auditorium	Voltas vertis plus S- Split AC	1.5	01						
4.	Earth Exploration hall	Batliboi aircooled package units	11	04						
5.	Auditorium booking office	Voltas Platinum- Split AC	2	02						
6.	Director' s room	Voltas Platinum- Split AC	1.5	02						
7.	Director's PA room	Voltas- Inverter Split AC	1.5	01						
8.	AO room	Carrier – Inverter Split AC	2	01						
9.	Curator room (P. Mukherjee)	Voltas vertis gold - Split AC	1.5	01						
10.	Curator room (SG)	Make not available	1.5	01						
11.	Surveillance room	Bluestar Inverter - Split AC	2	01						

Sl. No	Location	Type of machine	Tonnage in TR	Qty. (Nos.)	1 <sup>st</sup> Year (2020-21)		2 <sup>nd</sup> Year (2021-22)		3 <sup>rd</sup> Year (2022-23)	
					Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.
12.	Multimedia room (SEH)	Bluestar Inverter - Split AC	2	01						
13.	3D show	Voltas vertis plus - Split AC	2	03						
14.	Science demo room	Voltas vertis plus - Split AC	2	03						
15.	Nano Lab	Voltas vertis gold- Split AC	2	04						
16.	Butterfly Enclave	Voltas ventura cassette-Split AC	2	04						
17.	Butterfly Enclave	Voltas vertis plus S - Split AC	1.5	01						
18.	SEH – UPS room	Weather makers - Split AC	1.5	02						
19.	Musical fountain	Voltas – Window AC unit	1.5	01						
20.	Curator room(PG)	Voltas Inverter - Split AC	1.5	01						
21.	Curator room (SM)	Carrier Inverter - Split AC	2	01						
22.	Tech. Officer room (AK)	Voltas Inverter - Split AC	1.5	01						
23.	SEH ground floor	Bluestar Inverter - Split AC	1.5	01						
24.	First- aid room	Make not available- - Split AC	1.5	01						

Sl. No	Location	Type of machine	Tonnage in TR	Qty. (Nos.)	1 <sup>st</sup> Year (2020-21)		2 <sup>nd</sup> Year (2021-22)		3 <sup>rd</sup> Year (2022-23)	
					Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.
25.	Curator (KSM)	Carrier Inverter	2	01						
26.	Ticketing System UPS room	Carrier Inverter	2	01						
27	Space Theater UPS room	Carrier Inverter	2	02						
Sl. No	Location	Type of machine	Capacity	Qty. (Nos.)	1 <sup>st</sup> Year (2020-21)		2 <sup>nd</sup> Year (2021-22)		3 <sup>rd</sup> Year (2022-23)	
					Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.
<b>Water Coolers</b>										
01.	Main Auditorium(water cooler)	Water Cooler-USHA	40 Lit./hr	02						
02.	Mini auditorium(water cooler)	Water Cooler-USHA	40 Lit./hr	01						
03.	Earth Exploration hall(water cooler)	Water Cooler-ZERO B ECO CHILL	20 lit./hr	01						
04.	Dynamotion (Water cooler)	Water Cooler	40 Lit./hr	02						
05.	Ticket plaza (Water cooler)	Water Cooler	40 Lit./hr	02						
06.	Science exploration hall(water cooler)	Water Cooler-USHA	40 Lit./hr	02						
07.	Seminar hall building (water cooler)	Water Cooler-USHA	40 Lit./hr	01						

Sl. No	Location	Type of machine	Capacity	Qty. (Nos.)	1 <sup>st</sup> Year (2020-21)		2 <sup>nd</sup> Year (2021-22)		3 <sup>rd</sup> Year (2022-23)	
					Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.	Monthly charges in Rs.	Annual charges in Rs.
08.	Mechanical workshop (water cooler)	Water Cooler- No make	40 Lit./hr	01						
09	Admin Section	Water Cooler – Usha make	40 Lit./hr	01						
10	Old Civil Section	Water Cooler – Usha make	40 Lit./hr	01						
<b>Total Charges excluding Taxes ( Part B )</b>										

## **Annexure-III**

### **Declaration (To be submitted on agency's letterhead)**

This is to certify that:

1. None of our partners in any way related to any officer of National Council of Science Museums, including the units under its control.
2. We are not incorporating any additional conditions apart from this Notice Inviting Tender document.

Place:

Date :

(Signature with agency's seal)



## Annexure-IV

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

### DETAILS OF BIDDER PARTICIPATING IN THE TENDER

Sl. No.	Description	To be filled by bidder
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.	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	
-----	---	--

18. Description of similar type of jobs carried out during the last 5 years in Govt., Semi Govt., Autonomous Sector or Private Sector with supporting documents. Please submit the information in the following format.

Sl. No.	Client with address	Type of AC Mcs	Tonnage	Cost of the work		Period of work	Testimonials submitted (Work order & Completion Certificate)
				Operation	CAMC		