



# University of Calcutta

87/1 College Street Kolkata-700073

**Tender No. : L/183/22/18-19**

**Date: 14.06.2018**

## **NOTICE INVITING TENDER**

University of Calcutta invites tender from experienced and financially resourceful agencies working under Government organizations/ Govt. undertakings/ Autonomous Bodies/ Educational Institutions for engagement of 2(two) Electricians (skilled) and 1(one) Helper (unskilled) for electrical maintenance of the Central Library (Ground to 10th Floor) for a period of 3(three) years. The selected bidder is required to adhere to the terms & conditions of this document and any deviations shall not to be acceptable.

The bidder appointed under the said document shall own the single point responsibility for fulfilling all obligations and providing all services required for successful implementation of the work for a period of 3(three) years.

**Sealed tender should reach the office of the University Librarian, Central Library, College Street Campus, 87/1 College Street, Kolkata-700073 latest by 1 p.m. of 2 July, 2018 (Monday) and will be opened on the same day at 3 pm.**

**University Librarian**

### **Documents to be submitted :**

1. Copy of valid Electrical contractor License as per the guidelines issued by Govt. of West Bengal
2. Copy of PAN Card
3. Copy of Professional Tax Registration Certificate
4. Copy of VAT/CST / GST Registration Certificate
5. Copy of Trade License
6. Copies of Credentials

Submission of any false document by the bidders is strictly prohibited and in such cases, the concerned bid(s) shall be rejected. Action may be taken as per rules in the cases of suppression / distortion of facts.

## SCOPE OF THE WORK

<b>Electrician (skilled)</b>	Electrical maintenance including floor-wise switching on and off all switches, panel(s) maintenance and repairing, maintenance of regular power points, attending to all kinds of breakdown, repairing work and other related works at the Central Library (Ground to 10th Floor) of the University, College Street Campus.
<b>Helper (unskilled)</b>	To assist the electricians for carrying out all types of electrical works

The bidder will be required to comply with the scope of the work as above.

1. The Bidder shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance.
2. While performing the job, the Agency or its employees shall always act in a way so that no unreasonable embarrassment or inconveniences is caused to the users of the library.
3. The Agency and its employees shall work as per the direction of authority.
4. Job specified should be done on every day. But if necessity arises any or all these job shall have to be performed on written or verbal instructions of the authority.

### **Contract Period and monthly charges :**

**Contract Period :** 3 ( three) years

**Monthly charges :** Monthly charges of Electricians (skilled) and Helper (unskilled) deployed for the services shall be governed by the Minimum Wages, Act, 1948, Payment of Bonus Act, 1965, provisions of EPFO and ESIC of the Government. All statutory recovery & remittance with reporting requirements shall be taken care by the Agency.

The consolidated monthly charges paid to the Agency deployed will be in two parts –  
i) Service charge and ii) Charge for Electrical personnel (skilled) and Helper (unskilled).

Service Charge will be determined on the basis of L1 bid and would remain fixed for the entire period of service contract.

Monthly charge for Electrician (skilled) and Helper (unskilled) will always be the minimum wage as provided by the order of the Finance / Labour Department, Govt. of West Bengal from time to time and their entitlements to E.S.I., E.P.F. and Bonus, as may be applicable, as laid down under G.O. No. 3790-F(Y), dated 21.07.2014 of the Finance (Audit) Department, Govt. of West Bengal. It will be variable according to the variation of minimum wages stipulated by the Finance / Labour Department, Govt. of West Bengal from time to time.

**The Agency should quote the service charge per month per Electrician and per Helper as per the proforma of the Commercial Bid attached in the tender document. No other format of bid shall be accepted.**

## EVALUATION CRITERIA

Bidders who have submitted the valid documents as per requirement shall be considered for further evaluation.

Bidder should have experience during the last 5 (five) years of providing service of similar nature to any Govt. organizations / Govt. undertakings / Autonomous Bodies / Educational Institutions in West Bengal.

### **1 . Awarding of Contract**

University of Calcutta will award the contract to the successful bidder whose bid has been valued as per price and other criteria. University of Calcutta reserves the right not to accept the lowest price bid without assigning any reason whatsoever and the bidder will not challenge such decision in any forum whatsoever. University of Calcutta also reserves the right to split the order and / or drop any line item as per requirement.

### **2 . Amendment of Proposals**

In order to allow the prospective Bidders reasonable time to make amendment(s) in their proposals, the University of Calcutta may, at its discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on the University of Calcutta.

### **3 . Rejection of Bid**

Any deviation will make the bid liable to rejection.

### **4 . Date & Time validity of the quotation**

Any quotation submitted later than the date and time mentioned above will not be accepted.

### **5 . Discrepancies and Adjustment thereof**

In the case of discrepancy between description in words and figures, the rate which corresponds to the words quoted by the bidder, shall be taken as correct. In the case of discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate, the unit rate shall be regarded as firm.

### **6 . Disputes and Arbitrations**

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said disputed difference shall be referred to the sole arbitration of University of Calcutta or any other person appointed by the University of Calcutta. The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred to vacates his office by way of resignation or otherwise or refuses to do works or neglects his work or being unable to act as arbitrator for any reason whatsoever, the University of Calcutta shall appoint another person to act as the arbitrator in the place of the outgoing arbitrator and the person so appointed shall be entitled to proceed further with reference from the stage at which it was left by the predecessor. The bidder shall have no objection in any such appointment in that the arbitrator so appointed is an employee of the University of Calcutta. The adjudication of such arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re- enactment thereof or any rules made there under. The arbitration shall be held in Kolkata only.

## **8. Deployment time period**

All the electrical personnel must be deployed by the Agency within 15 days from the date of issuance of the Work Order by the University Librarian.

## **9. Deployment Locations of Electrician (skilled) and Helper (unskilled)**

Central Library, College Street Campus

Total Number of Electrician (skilled) required = 2 Nos.

Total Number of Helper (unskilled) required = 1 No.

## **10. Payment & Terms and conditions**

The monthly bill in triplicate is to be raised by 10th of every month and submitted to the office of the University Librarian. Payment will be made on the basis of the monthly attendance sheet certified by the controlling officer of the University Library.

- a) One day in any period of seven days as may suit the local convenience shall be the day of weekly rest. A normal working day shall consist of eight and half hours of work including interval for half-an-hour for rest.
- b) Pro-rata deduction will be made in case of absence of any manpower at any day. To arrive at daily rates, monthly rates will have to be divided by 26 and to be rounded off to the nearest rupee and to arrive at weekly rates, daily rates will have to be multiplied by 6. Payment will not be deducted on University holidays.
- c) The electrician (skilled) to be deployed must have valid and renewed license / permit, i.e. Electrical Workman's Permit issued by the Govt. of West Bengal. The Helper (unskilled) must have working experience to assist the Electrician.
- d) The personnel to be deployed must be experienced and possess reading and writing ability. The name and full contact address with recognised identity of the engaged personnel are to be submitted to the University. The Agency will be required to take appropriate action with the police as required under laws. All statutory obligations are required to be made by the Agency.
- e) All the Labour Laws/ Enactments imposed by the Government from time to time must be complied by the Agency in respect of his or her personnel wherever applicable.
- f) The Agency shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour Regulation & Abolition Act 1970), EPF, ESI etc. with regard to the personnel engaged by him for works. It will be the responsibility of the Agency to provide details of manpower deployed by him, in the Central Library of the University and to the Labour Department.
- g) The Agency shall be liable and responsible to provide all the benefits viz. Professional Tax, Provident Fund, ESI, Bonus, etc. to the staff engaged by him. As far as EPF is concerned, it shall be the duty of the Agency to get PF code number allotted by competent authority against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within seven days of close of every month.

- h) The Agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. The University shall, in no way be responsible for settlement of such issues whatsoever.
- i) The University shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- j) All liabilities arising out of accident or death of the personnel(s), deployed by the Agency in the Library premises, while on duty shall be borne by the Agency.
- k) The antecedents of staff deployed shall be got verified by the Agency from local police authority and an undertaking in this regard to be submitted to the University.
- l) The Agency shall withdraw such employees who are not found suitable for any reasons immediately on receipt of such a request by the Library Authority and a replacement of same category have to be made immediately within maximum period of 3 days.
- m) The Agency shall ensure that the personnel deployed are medically fit. The agency shall withdraw such employees who are not found medically suitable by the office immediately on receipt of such a request by the University.
- n) The personnel deputed to Library shall not ordinarily be changed by the agency without advance intimation to the Library Authority, in any circumstances unless there is a specific request from the Library Authority.
- o) The Agency has to provide the photo identity cards to the persons deployed by them for carrying out the work. These cards are to be constantly displayed & in case of loss of photo ID card a report is to be lodged with local police station in addition to intimation to the University by the respective worker.
- p) The Agency's personnel working in the library of the University should be very polite, cordial, positive and efficient while handling the assigned work. The Agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
- q) The Agency will have to remove from the office any debarred person(s) or who is found incompetent or for his/her/their misconduct and the Agency shall forthwith replenish such requirements.
- r) The Agency shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the University authority.
- s) The service provider's personnel shall not divulge or disclose to any person any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters as all are of confidential/secret nature that can attract legal action.

- t) Materials required as replacement/ new installation during maintenance will be supplied by the library authority.
- u) Routine checking and preventive maintenance of the electrical installation has to be carried out by the agency with a view to ensuring uninterrupted power supply within the Central Library. The agency will keep clean all the LT panel rooms, LT panels, other LT switches, distribution boards etc. The agency will check and clean all the light fittings, ceilings fans, exhaust fans etc to prevent falling down of those as a measure of safety. The Agency will have to follow the guidelines provided time to time by the University Engineer.
- v) In case of power failure or development of any unfavorable situation the Agency will have to communicate with CESC and extend help or cooperation to CESC under intimation to University Engineer in restoration of power supply.
- w) The Bidder shall not assign the contract or sublet any portion of the contract.
- x) The personnel deployed by the Agency shall not claim any benefit/ compensation/ absorption/ regularization of services from the University Authority.
- y) The personnel engaged by the Agency shall be the liability of the Agency and it shall be the duty of the Agency to pay their wages every month, in time.

#### **11. Termination of contract**

University authorities reserve the right to terminate the contract without showing any reason in case of deterioration of services.

## COMMERCIAL BIDS

### Documents to be attached :

1. Copy of valid Electrical contractor License as per the guidelines issued by Govt. of West Bengal
2. Copy of PAN Card
3. Copy of Professional Tax Registration Certificate
4. Copy of VAT/CST / GST Registration Certificate
5. Copy of Trade License
6. Copies of Credentials

The service charge per month per Electrician and per Helper of the Agency be quoted as per the following proforma. No other format of bid shall be accepted.

1.	Name of the Agency :	
2.	Complete Address with Phone No. :	
3.	Name of Proprietor :	

### Offer of rates :

Sl. No.	Services	Total No. of persons required	Rate per head per month (Wage of the Electrician / Helper to be deployed by the Agency will be fixed as per order of the Finance / Labour Department, Govt. of West Bengal from time to time and their entitlements to E.S.I., E.P.F. and Bonus, as may be applicable. It will be variable according to the variation of minimum wages stipulated by the Finance / Labour Department, Govt. of West Bengal from time to time.)	Service Tax per head per month, if applicable	Service Charge per head per month of the Agency (Please quote your rate (per Electrician and per Helper per month))
1.	Electrician (skilled)	2	Need not to quote as the order of the Finance / Labour Department, Govt. of West Bengal will be followed	As per Govt. rules, if applicable, (Need not to quote)	
2.	Helper (unskilled)	1	Need not to quote as the order of the Finance / Labour Department, Govt. of West Bengal will be followed	As per Govt. rules, if applicable, (Need not to quote)	

### Declaration:

I hereby declare that (a) the statements made in this application are true, complete and correct to the best of my / our knowledge and belief and in the event of any information found false / incomplete, my/ our candidature is liable to be cancelled / rejected; (b) Original documents/certificates will be produced on demand. (c) I/we agree to abide by the terms and conditions of the Tender.

Place :

Date :

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(Full signature of the Agency with seal)