



WESTBENGAL MEDICAL SERVICES CORPORATION LTD.

(Wholly owned by the Government of West Bengal)

Swasthya Sathi,GN-29, Sector-V, Salt Lake,Kolkata-700091.

NOTICE INVITING TENDER

FOR

Day to day operation and maintenance (O&M) of entire electro-mechanical installations for office building incl. Substation, Pumps, Panels for all working days and holidays round the clock in the premises of Swasthya Sathi Office Building(G + 7), Saltlake.

(BID Reference No.: WBMSCL/ NIT- 241/2018, Dated- 31/12/2018)

WEST BENGAL MEDICAL SERVICES CORPORATION LIMITED

(Wholly Owned by the Government of West Bengal)

Registered Office: Swasthya Sathi, GN-29, Sector-V, Salt Lake, Kolkata-700091

Phone:033-4034-0300 Email:info@wbmsc.gov.in website:www.wbmsc.gov.in

I.T.B.No.:WBMSCL/ NIT- 241/2018

Dated: 31.12.2018

Managing Director, WBMSCL invites sealed bids through electronic tendering (e-Tendering) from the bonafide, resourceful and reliable experienced electrical contractors for "Day to day operation and maintenance (O&M) of entire electro-mechanical installations for office building incl. Substation, Pumps, Panels for all working days and holidays round the clock in the premises of Swasthya Sathi Office Building(G + 7), Saltlake".

Sl. No.	Name of the Work	Earnest Money Deposit (EMD) per Package (Rs.) (Refundable)	Last date and time of Tender submission online	Name & address of the office
01.	"Day to day operation and maintenance (O&M) of entire electro-mechanical installations for office building incl. Substation, Pumps, Panels for all working days and holidays round the clock in the premises of Swasthya Sathi Office Building(G + 7), Saltlake".	Rs.36,000 (Rupees Thirty Six Thousand Only)	15/01/2019	Managing Director, West Bengal Medical Services Corporation Limited, Swasthya Sathi Building, GN-29, Sector -V, Saltlake,

1. In the event of e-filing intending bidder may download the tender documents from the websites <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and www.wbmsc.gov.in. The bidders should produce all the credential in original to the office of undersigned for verification at West Bengal Medical Services Corporation Limited, Swasthya Sathi Building, GN-29, Sector -V, Saltlake, Kolkata-700091.
2. Eligibility Criterion for participation in the tender.
 - i) Intending bidders should produce credentials of similar nature of works i.e. Electromechanical operation and maintenance to at least at 1(one) Govt. organisation in India, during the last 3(three) financial years viz. 2015-16, 2016-17 & 2017-18.
 - ii) Credential certificate issued by the competent authority of any State / Central Govt., State / Central Govt. Undertaking, Statutory/Autonomous bodies/Reputed Company, on the executed value of completed/running work will be taken as credential. The amount of credential will considered as more than or equal to Rs. 8.5(eight point five) lac, during the last 3(three) financial years viz. 2015-16, 2016-17 & 2017-18.
 - iii) All intending Bidders are required to produce current Tax return (for the assessment year as applicable) as submitted along with PAN, GST Registration Certificate as applicable (to be documented through e-filing).
 - iv) Registered Partnership deed should be furnished (for partnership firm only) along with Power of Attorney to sign on the tender documents (if required) and the company shall furnish the Article of Association and Memorandum (to be documented through e-filing).
 - vii) Joint Venture/Consortium will not be allowed.
3. The rate quoted by the Bidders will remain valid for a period of 12(twelve) months, it means the contract period of this above mentioned job is 1(one) year from the date of issuing of Work Order. If the Bidder withdraws and change the quoted rate during this period, his Earnest Money Deposited will be forfeited.
4. No Mobilization Advance/Secured Advance will be allowed.

5. Prospective applicants note carefully the minimum qualification criteria as mentioned in instruction to bidders before submitting the bid.
6. No Conditional Bid will be accepted under any circumstances.
7. Before uploading tender document through e-filing each page of the documents are to be signed by the Bidder/owner/ partner / authorized signatories having legal authority to do so, failing which the Bid will be treated as informal.
8. The employer reserves the right to accept or reject any / all offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by the Bidder at the stage of Bidding.
9. The lowest bidder will be ascertained on the basis of lowest total rate quoted in the BOQ and work order will be issued to the lowest bidder accordingly.

10. **IMPORTANT INFORMATION:-**

DATE & TIME SCHEDULE:

Sl. No.	PARTICULAR	DATE & TIME
i)	Date of uploading of N.I.T and Tender Documents.	31.12.2018
ii)	Documents Sell/download start date (online)	31.12.2018 at 05.00P.M.
iii)	Pre-bid Meeting	03.01.2019 at 01.00 P.M.
iv)	Bid Submission Upload Start date (online)	04.01.2019 at 04.00 P.M.
v)	Bid Submission Upload End date (online)	15.01.2019 at 04.00 P.M.
vi)	Hard copy submission End date	17.01.2019 at 04.00 P.M.
vi)	Date for Opening of Technical bid (online) for the Bidders.	17.01.2019 at 05.00 P.M.
vii)	Date & place for opening of financial proposal	To be notified later on

LOCATION OF CRITICAL EVENTS:

Bid Opening: "West Bengal Medical Services Corporation Limited, Swasthya Sathi Building, GN-29, Sector-V, Saltlake, Kolkata-700091" Interested Bidders may be presented at West Bengal Medical Services Corporation Limited, Swasthya Sathi Building, GN-29, Sector -V, Saltlake, Kolkata-700091, during opening of bid.

11. If any date as mentioned above happens to be holiday, the next working day will be considered as the stipulated date.
12.
 - (A) The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. will be stopped for e-tender procurement of this office. **Necessary Earnest Money will be deposited by the Bidder/Quotationer electronically: online – through his net banking enabled bank account, maintained at any bank or: – through any bank by generating NEFT/ RTGS challan from the e-tendering portal.** Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e- Proc Ref. No. Earnest Money of Rs.36,000.00 (Rupees Thirty Six Thousand Only) has to be submitted.
 - (B) Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.
 - (C) Bidders are also advised to submit Hard copies of Documents of their Bid, on or before 17/01/2019 upto 4.00 P.M.

13. The successful Bidders shall have to execute Formal Agreement with Managing Director, West Bengal Medical Services Corporation Limited within 7(Seven) days from the date of issuance of Provisional Work order.
14. The Bidder has to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing Bid and entering into an agreement for the work/works as mentioned in the NIT. The costs for visiting the working site shall be at the bidders own expense.
15. If more than one Bidders, quoted the same rate and which are found lowest at the time of opening, such similar multiple rates will not be entertained/accepted. Lowest offer will be ascertained by sealed bid amongst the lowest Bidders.
16. At any stage during scrutiny, if it is found that the credential or any other papers which the Bidders uploaded during Bidding process, found incorrect/manufactured/fabricated, that Bid will be considered as non-responsive and outright rejected with forfeiture of Earnest Money and action will be taken as per stipulation of IT Rules in force.
17. List of "Technically Qualified Bidders" will be published in the web portal only. Financial Bid will be opened within a short period after such publication. Therefore, Bidders are requested to view the tender status on a regular basis. In case of there be any objection regarding Pre-qualification/list of "Technically Qualified Bidders", that objection should be lodged to the Managing Director, WBMSCL within 48 hours from the date of publication of list of qualified Agency and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
18. Before issuance of Letter of Acceptance /Provisional Work order, the tender accepting authority may verify the credential & other documents of the lowest bidders uploaded online if found necessary. If it is found such document incorrect/ manufactured/fabricated, Letter of Acceptance/Provisional Work order will not be issued in favour of the bidder under any circumstances and action will be taken accordingly.
19. In case of Ascertaining of Authority at any stage of application or execution of work, necessary registered Power of Attorney is to be produced.
20. The Earnest Money may be forfeited if:-
 - a) If the Bidder withdraws the Bid during the period of Bid validity.
 - b) In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.
 - c) During scrutiny, if it comes to the notice of tender inviting authority that the credential or any other document which were uploaded & digitally signed by the Bidder are in correct/ manufactured/fabricated.
21. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:-
 - a) Notice Inviting Tender
 - b) Financial Bid
22. The tender is purely manpower based. Selected Bidder will provide the required manpower for maintaining daily basis operation and maintenance job.
23. The eligibility of the Bidders will be ascertained on the basis of document submitted/uploaded & digitally signed in support of the minimum criterion as mentioned above. If any document submitted/ uploaded by the Bidders is either manufactured or false the eligibility of Bidders will be outrightly rejected at any stage without prejudice and action will be taken as per stipulation of IT Rules in force.

Sd/-
Managing Director, WBMSCL
& Secretary, H&FWD

INSTRUCTION TO BIDDERS
SECTION– A
General guidance for e-Tendering

Instructions/Guidelines for bidders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

1. Registration of Contractor Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in> The contractor is to click on the link for e-Tendering site as given on the web portal.
2. Digital Signature certificate(DSC) Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e- Token.
3. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
4. **Submission of Tenders/General process of submission:** Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) The documents are to be uploaded (virus scanned copy) duly Digitally Signed. The documents will get encrypted (transformed into non editable formats). A. Technical & Financial proposal: The proposal should contain scanned copies of the following in two covers (folders).
5. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 (d) provision of PF & ESI of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
6. Additional performance security @ 10% of the total tendered amount it means monthly rate quoted by the bidder in the BOQ multiplied with 12 months to cover the total contract period of 1(one) year should be deposited by the successful bidder in the form of Bank Guarantee from any scheduled bank within 10(ten) working days from the date of issuance of work order, If the bidder fails to submit the Additional Performance Security within the stipulated period, his Earnest Money will be forfeited and other necessary actions like blacklisting of the contractor, etc, may be taken. The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required.
- 7.(i) The EMD shall be returned immediately on successful submission of Performance Bank Guarantee @ 10% of the quoted tendered amount within the stipulated period. No interest is payable on this deposit
(ii) The Bank Guarantee shall be returned immediately on successful completion of the Contract (01 year). If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. No interest is payable on this deposit.

A-1.Statutory Cover file Containing.

Technical Bid:

- i) Earnest money (EMD)(online mode)
- ii) NIT
- iii) Forms (As mentioned in the NIT,Section-B)

Financial Bid:

- i) BOQ (The rate should be quoted per month basis including of all taxes and duties if any)

A-2.Nonstatutory/Technical Documents

- i) Current Income Tax return (for the assessment year as applicable), PAN, GST & Professional Tax receipt challan, Certificate of PF & ESI.
- ii) Registered Deed of partnership Firm if applicable.
- iii) Trade License from the respective Municipality/Panchayet etc.
- iv) Requisite Credential Certificate as mention in Clause [2(i)] of this N.I.T.

- v) Electrical Contractor License.
- vi) The prospective bidders shall have either **National S.C.C or S.C.C parts of 1,2,3,4,5,7(A),7(B),9,11&12**(Authenticated documents in respect of qualification and engagement shall be furnished for Technical Evaluation).

Note: Failure of submission of any of the above mentioned documents will render the tender liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents 'to send the selected documents to Non-Statutory folder. Next Click the tab" Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	PAN, GST Registration Certificate & Professional Tax receipt challan, Certificate of PF & ESI
B.	Company/Firm Details	Company/Firm Details –I	Trade License from respective Municipality/ Panchayet etc., contractor license, supervisory license
C.	Credential (in applicable cases)	Credential	Documents of Credential (in the form of work completion certificates with work order) as mentioned in Clause No.[2(i)]
D.	IT return for 2017-18	Current Income Tax return	Current Income Tax return (for the assessment year as applicable)

B. Technical proposal

- i. Opening of Technical proposal:-Technical proposals will be opened by the Managing Director, West Bengal Medical Services Corporation Limited and his authorized representative electronically from the website stated using their Digital Signature Certificate.
- ii. Intending bidders may remain present if they so desire.

C. Financial proposal

- i) The financial proposal should contain the following documents in the online financial cover i.e. Bill of quantities (BOQ).The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

PENALTY FOR SUPPRESSION/ DISTORTION OF FACTS OR SUBMISSION OF INCORRECT INFORMATION:

If any bidder fails to produce the original hard copies of the documents (specially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Opening Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of facts, the bidder will be suspended from participating in the tender one-Tender platform for 3(three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, WEST BENGAL MEDICAL SERVICES CORPORATION LIMITED may take appropriate legal action against such bidder.

AWARD OF CONTRACT

The Tender Inviting Authority reserves the right to accept or reject any bid and to cancel the tender inviting process and reject all bids at any time and prior to the Award of Contract with out there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/email.

The notification of award will initiate the execution of agreement.

The Agreement in prescribed Form will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.

Liquidated Damages:

In case the Service Provider is in breach or default as specified in the table below and fails to cure such breach or default within the timelines specified in the table below, the Authority shall be entitled to deduct such sums as specified in the table below from the Contract Fee due to the Service Provider or from the Performance Guarantee as liquidated damages. Determination of such breach or default on the part of the Service Provider shall be ascertained by the Authority only and the Service Provider shall accept such determination of the Authority without any demur or protest:

Sl. No.	Nature of Breach or Default	Cure Period	Liquidated Damages (in Rs.)
1	Absence of properly qualified operational personnel as specified in the Bidding Documents for operation of any particular O&M Services as mentioned in this NIT (scope of work)	2 hours from the time of such absence or 1 hour from lodging of the complaint by the Authority's Representative with the Service Provider, whichever is earlier.	Rs. 500/- per hour if not cured within the Cure Period.
2	Absence of properly qualified high-skilled personnel as specified in the NIT	2 hours from the time of such absence or 1 hour from lodging of the complaint by the Authority's Representative with the Service Provider, whichever is earlier.	Rs. 500/- per hour if not cured within the Cure Period.
3	Failure to/delay in forwarding request to the Comprehensive Maintenance Contractor for replacement/preventive schedule maintenance/carrying out maintenance of any of the Systems mentioned in the scope of work	1 hour from the time of breakdown of any such System or any components thereof/24 hours from the day on which the maintenance services of any such System becoming due.	Rs. 200/- per hour if such failure or delay continues after the respective Cure Periods.
4	Non-availability of (i) any tools, tackles (other than any tools, tackles supplied by WBMSCL), (ii) Mentioned minor consumable items to the Scope of work	6 hours from the time of such non-availability or 4 hours from lodging of the complaint by the Authority's Representative with the Service Provider with regard to such non-availability.	Rs. 500/- per hour if the default or breach not cured within the Cure Period.
5	Delay in replacement/replenishment of minor consumables specified in the Scope of work, which causes any delay or disruption in performance of any O&M Services.	6 hours from the time of such requirement of replacement / replenishment of the consumables arising or 4 hours from lodging of the complaint by the	Rs. 500/- per hour if the default or breach not cured within the Cure Period.

		Authority's Representative with the Service Provider with regard to such non-availability.	
6.	Stoppage of O&M Services or any part thereof or any cease work by the Service Provider or its employees or personnel without providing to the Authority an advance notice of at least 60 days.	No cure period	Rs. 1000/- per hour till the time the default or breach not cured.
7.	Failure to take or implement necessary safety measures as per the Applicable Law or the standard operating procedure or the guidelines issued by the Corporation and/or State Government in this regard.	No cure period	Rs. 1000/- per day till such time the Service Provider rectifies or cures such failure or breach.

The above mentioned liquidated damages shall be subject to a maximum limit of 30% (thirty percent) of the Total Contract Fee payable to the Service Provider during the entire term of the Service Agreement.

General Terms and Conditions:

1. The price to be quoted in Indian Rupee only.
2. No interest will be payable against Earnest money or Security Deposit.
3. WBMSCL will evaluate and compare the tenders determined to be substantially responsive i.e. which
 - (a) Are properly signed.
 - (b) Conform to the terms and conditions, and specifications.
4. WBMSCL reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders, and does not bind to accept the lowest rate.
5. The Bidder whose bid is accepted will be notified of the award of contract. The terms of accepted offer shall be incorporated in the work order.
6. Payment shall be made quarterly against submission of bills with certification from the site in charge of WBMSCL for the satisfactory completion of O&M job over the period. Statutory deduction will be made as per govt rule.

Sd/-
Debashis Bose
Managing Director, WBMSCL
& Secretary, H&FWD

"SECTION-B"

SCOPE OF WORK

The electrical installation includes entire wirings, BDB's, PDB's, UPSDB's, LDB's, ACDB's, power and distribution cables, fittings & fixtures, All LT panels of office building incl sub-station, HT switchgear, Transformer in the premises of Swasthya Sathi(G + 7) office building.

1. The agency will have to depute at least 01 (one) no. high skilled cum site-incharge having responsibility of 24 x 7 hours including holidays, 03 (three) nos. semi-skilled staffs to cover 3(three) shifts under 24 X 7 hrs. including holidays for the maintenance of Electro-mechanical works and 03 (three) nos. semi-skilled staff as a lift operator who should have possess the valid workman permit / license from the Director of Electricity having responsibility of operation of lifts everyday including holidays (as per time schedule to be fixed by WBMSCL), West Bengal for high skilled worker – Works Permit-i(b), ii, iii & iv and for semi skilled worker – Works Permit –(i), ii and for lift operator- valid lift license as applicable and all of them should be provided with self explanatory photo identity cards issued by the concern agency.
2. The agency must have separate contact telephone numbers for his office and maintenance team deputed at Swasthya Sathi office building so that the engineers may be communicated in case of any emergency.
3. The space for sitting accommodation for the staff of the agency inside office premises will be provided by WBMSCL Electrical Department.
4. The agency will have to attend the break down/fault of any nature involving electro-mechanical installations within the specified area of contract and restore the same with its own manpower, tools and tackles (except mentioned in sl.no.21) keeping entries in log books mentioning type of faults, nature of work done, fault clearance time etc.
5. If any consumable items not specified in the below mentioned list or any spare parts or components thereof is required to be repaired / replaced / replenished (as applicable) to meet any exigency or emergency situation, as determined by the authorized representatives of the Corporation, then such consumable items or any spare parts or components thereof shall either be provided by the Corporation or else the same shall have to be procured by the Selected Bidder. In the event the Selected Bidder procures the same, only then the Corporation shall reimburse to the Selected Bidder the expenses incurred by the Selected Bidder for procuring any consumable item or any spare part or component thereof and the Contract Fee payable to the Selected Bidder shall be exclusive of such reimbursable expenses (“**Reimbursable Expenses**”). Payment of reimbursable expenses based on only the current electrical PWD schedule and it's addendum/corrigendum if any but if the item/items not specified in the PWD schedule only then the payment will be made to the agency based on the present market rate of the item/items and also the rate/rates checked and verified by the authorized representative of WBMSCL before payment. During maintenance of electro-mechanical installations tools & tackles/consumables/spare parts or its components which will be supplied by WBMSCL, selected bidder so far as practicable maintaining a separate issue register for those items. Some minor consumable materials like fuse wire, screws, nuts, bolts, washers, dusters, tapes, Cotton Waste, Dhoti, HT/LT insulation tape (ISI Marked), Grease, CTC, Brass, Drill Bit, Petroleum Jelly, Distilled Water for batteries, Batteries for torch, Welding Rod, Jute, M-Seal, Hack Saw Blade, Rust Cleaner, Soldering Material, Grinding Blade etc. will be maintained by the selected bidder at his own cost as and when required.
6. The replaced / dismantled materials generated for carrying out breakdown or preventive maintenance or due to civil renovation / dismantling works are to be carried out and deposited to the respective Section Office or another location within Swasthya Sathi Office premises by the Sub Assistant Engineer concerned. If needed the agency will have to dismantling work and deposit the same to convenient locations as per the direction of the Sub Assistant Engineer concerned by its own labour / arrangements / tools and tackles.
7. Any fault of electrical installations starting from HT supply end (except the Installations of the WBSEDCL) to light, fan call bell and plug points i.e. HT switch gears, transformers, HT cables, LT cables and all sub-panels, distributions boards related main switches, isolators, earthing system, compound lights, Internal

Building fittings fixtures etc has to be detected, attended and restored by the agency by its own man power.

8. The agency will have to operate (ON/OFF) the D.G set as well as pump motors in manual mode as and when required for all working days and on holidays.
9. Routine checking and preventive maintenance of the Electrical Installation has to be carried out by the agency maintaining a register under signature of respective Sub-Assistant Engineer and Assistant Engineer with a view to ensure uninterrupted power supply within office campus. Any negligence in the part of agency in complying with any of the above described terms and conditions causing inconveniences to public service will be viewed otherwise and is subject to unilateral penalty, be it detected on the spot or thereafter (even after payment).
10. In case of any breakdown caused by cable fault etc, if situations demands the agency will have to restore the power supply temporary either with the materials available at site or arranging the same temporarily at his own cost and to maintain the same temporary installation up to a maximum of 07 (seven) days if required till completion of original restoration work.
11. The agency should have been responsible for any damage in the Installation due to mishandling or mal-operation. If so, the cost for rectification or replacement will be recovered from the bill on proportionate and the incident will be counted while issuing the performance report.
12. The agency will keep clean all the Sub-station rooms, HT switchgears, transformer, LT panel rooms, LT panels, other LT switches, distribution board and other electro-mechanical installations etc.
13. The agency will check and clean all the light fittings, ceiling fans, wall mounted fans, exhaust fans etc. as a measure of safety and maintain a register mentioning fan, light numbers etc. including keeping those light fittings and fans clean as per the direction of Sub Assistant Engineer /Assistant Engineer.
14. The checking & repairing of the different types of light fittings, ceiling fans, wall mounted fans, exhaust fans etc has to be done by the agency including dismantling and revised estimate-fixing of the same.
15. In case of power failure or development of any unfavorable situation the agency will have to communicate with WBSEDCL and extend help or cooperation to WBSEDCL in restoration of power supply. In the meanwhile the agency will have to operate the switching mechanism of interconnections among available source at suitable locations to maintain power supplies at important locations by restoring electrical loads in consultation with the Sub-Assistant Engineer & Assistant Engineer.
16. The agency will maintain one attendance register at site to record the attendance.
17. The agency will have to maintain log books in such a manner so that at least one log book may be made available at site as and when asked for. The agency also will have to maintain a issue register for issuing tools and tackles, consumables, spare parts or its components etc as and when required. After issuing the above mentioned materials the liability of those should be lie on the selected bidder.
18. The agency will have to liazo with AMC contactor for preventive schedule maintenance time to time and also informed/remember us for taking necessary action.
19. The essential function of the lift operator is to operate the lift in the interest of the users. The lift operator must be responsible to undertake rescue operation of the passengers in case of any breakdown issue that may happen due to power failure/equipment failure/ malfunctioning of the lift system.
20. The LMR (lift machine Room) including all installations and lift car are necessary to keep clean and healthy by the lift operators.
21. List of tools and tackles to be provided by WBMSCL on site:

Sl. No.	Tools name & Specification	Specifications	Make
1	Digital Clamp meter, 1000A		Fluke
2	Digital Voltmeter: DC: 600 volts; AC: 600 volts; DC Accuracy: $\pm 0.5\%$ + 3 digit; AC Accuracy: $\pm 1\%$ + 3 digi		Fluke

3	Square Drive Socket Set	S-14MXL(8-32) 22 Socket + 5Accessories	Taparia
4	Drill Machine set with Drill bit	Model No. GSB 13 RE kit	Bosch
5	Ring spanner set	6-32mm 1812	Taparia
6	Allen Key Set Inc	KI10V(inch)	Taparia
7	Allen Key Set mm	KM9V (metric)	Taparia
8	Screw Driver Set with Neon Bulb	840	Taparia
9	Plier	Combination Plier 8"	Taparia
10	Series Long Nose Plier	Long Nose Plier 6"	Taparia
11	3 in 1 Modular Crimping Tool, RJ45, RJ11 CAT5e/CAT6 LAN CUTTER With Cable Cutter		D Link
12	Soldering iron kit 5Watt		Reputed
13	Tester	Line Tester 813,	Taparia
14	Half round file	10" Rough + 12" Rough,	Taparia
15	Hacsaw		Local
16	Aluminium Ladder 6'		Local
17	Torch		Eveready
18	Measurement tape 5 Mtr.		Freemans
19	Hand Megger, 500V		Waco
20	Motorised Megger, 5000V		Waco
21	Crimping tools small	0.5mm - 16mm	Jainsons
22	Hot Blower	500x2	Bosch
23	Blower	GBL 800 E	Bosch
24	Adjustable Spanner	8" + 10" + 12" + 15"	Taparia
25	Lux Meter		Imported
26	Crimping tools	25mm - 400mm	Jainson
27	Hole saw cutter		Imported
28	Circlip Plier	14415 S	Taparia
29	Water Pump Plier	1225/1225N	Taparia

30	Universal Set	1005	Taparia
31	Claw Hammer	C8340	Taparia
32	Pipe Winch	1273	Taparia
33	Small Angle Grinder	GWS 600 Professional	Bosch
34	Tin cutter with spring	TCS 12	Taparia
35	Leather punches	1788	Taparia
36	Psycrometer		Imported
37	Pipe Vices	PV 02	Taparia
38	Feeler Gauge	0.04 mm – 1 mm; 25 precision blade	Reputed make
39	Measurement tape 30 Mtr.		Freemans
40	Aluminium Ladder 8'		Local
41	Flat screw driver, Blade length 300 mm, Blade Dia 8 mm	829	Taparia

Note: As part of its Scope of Work, as specified in the scope of work in the NIT, the Selected Bidder shall arrange, maintain, repair, replace and replenish as and when required the tools and tackles at his own cost (except for those specified in above mentioned table which shall be provided by the Corporation) along with spares required for providing the O&M Services. WBMSCL shall not bare any cost for those tools and tackles.

22. The span of above mentioned maintenance work round the clock for all working days and on holidays also. Over time of the manpower will only be allowed as per instruction of WBMSCL. Payment of over time will be made as per rate/hour quoted by the bidder in the BOQ.
23. If any critical case will be arrived at the time of emergency breakdown/maintenance at any shift, the manpower of that shift should attend the breakdown and stay until the restoration of the defects. WBMSCL will agreed to pay for that extra time accordingly as per the OT (over time) rate/hour quoted by the bidder in the BOQ.
24. In case of breakout of fire the manpower providing assistance for calling fire brigade, evacuating the building, using fire extinguisher etc.

SECTION – B
FORM-I

Details of the Bidder

1. Name of the Bidder.....:
2. Address of the Bidder.....:
3. Telephone Number.....:
Land Line Number.....:
Mobile Number.....:
4. Pan (Enclose Copy).....:
5. GST Registration (Enclose Copy).....:
6. Licence No./Registration No.& Valid date.....:
7. **Experience Details:**

Parties	Nature of Job	Date	
		From	To

This is to certify that the information furnished above by me/us is true and correct. I/ We also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being awarded the contract.

Date:.....
Place:.....

Signature of the bidder with Seal

FORM-II

B.1.PRE-QUALIFICATIONAPPLICATION:

To,
Managing Director,
West Bengal Medical Services Corporation Limited

Ref: - Tender for work: _____

N.I.T No:

Dear Sir,
Having examined the Statutory, Non statutory, Instruction to Bidders & NIT documents along with its Agenda & Corrigendum (if any),I/we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me /us on behalf of _____

In the Capacity duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith. We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- (a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope &value of the contract bid under this project.
- (b) Tender Inviting &Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enco:-e-Filling:-

- 1.StatutoryDocuments.
- 2.NonStatutoryDocuments.

Signature of applicant including title

Date:-

FORM-III

B.3.STRUCTURE AND ORGANISATION.

B.3.1. Name of applicant:: _____

B.3.2. Office Address:: _____

Telephone No.:: _____

B.3.3.Name & address of Bankers:: _____

Date:

Signature of applicant.

FORM- IV

Printout in Agency's Letter head & upload the filled proforma with signed as stated below

DECLARATION BY THE TENDERER

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein. I/We have also carefully gone through the ' Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender to complete the proposed work referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

We declare that I/We in the capacity of individual as a partner of affirm not debarred in the last financial year.

Date:

Signature of Bidder

Name of the Firm with Seal

FORM-V
UNDERTAKING FOR DEPLOYMENT OF TECHNICAL KEY PERSONNEL

(On the letter head of the bidder)

The Managing Director
West Bengal Medical Services Corporation Ltd.
Swasthya Sathi
GN 29, Sector V, Salt Lake
Kolkata-700 091, West Bengal, India

Sir,

Subject: Bid in response to your e-NIT bearing WBMSCL/NIT-[•] / [•] dated [•] for Day to day operation and maintenance (O&M) of entire electro-mechanical installations for office building incl. Substation, Pumps, Panels for all working days and holidays round the clock in the premises of Swasthya Sathi Office Building, Saltlake

With reference to your e-NIT bearing bid reference no. WBMSCL/NIT-[•] / [•] dated [•] Day to day operation and maintenance (O&M) of entire electro-mechanical installations (as per scope of work mentioned in the above mentioned NIT) for office building incl. Substation, Pumps, Panels for all working days and holidays round the clock in the premises of entire Swasthya Sathi Office Building(G + 7), Saltlake, we hereby do agree that we shall deploy following technical key-staff for certain electrical and electro mechanical systems for performing the O&M Services (as defined in the NIT) as follows:

Sl. No.	Service	Qualification Criteria	Remarks
1	Substation and all types of substation and Floor Panels	High Skilled electrician shall be ITI qualified in electrical trade with 2 years experience in 11 KV system	Working knowledge of H.T & L.T switchgear & substation equipments including DG.
2	Lift	License holder lift operator	License issued from Directorate of Electricity Board and also knowledge for rescue of trapped persons from the lift cage.
3	Floor wise Internal Electrical Installation	License holder semi-skilled Electrician with minimum 2 years experience having adequate knowledge in maintenance of LT networking system.	License issued from Directorate of Electricity Board and having experience about modern electrical and electronic gadgets installed for internal electrical installation.

For [Name of bidder]

[Signature]

[Name of the authorised signatory]

[Designation]

Place:

Date:

[Affix rubber stamp of bidder]