



**ज्वाइन्ट प्लान्ट कमिटी**  
(भारत सरकार द्वारा गठित)  
**JOINT PLANT COMMITTEE**  
(Constituted by Govt. of India)  
An ISO 9001 : 2008 Certified Organisation

Tender Notice No. No. JPC/HR&A/01(1)/15-16/ 2013

Date: 15/03/2016

**INVITATION TO TENDER (ITT)**

**Sub: Inviting Sealed Quotations for Supply, Installation, Testing & Commissioning of Capacitor Bank**

Dear Sirs / Madam,

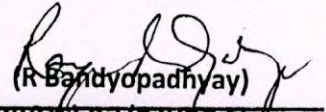
We have pleasure in enclosing the Tender Document for the following Jobs:-

1.	Item Description	: Inviting Rates/Quotation for the following :- Supply, Installation, Testing & Commissioning of Capacitor Bank at JPC Premises
2.	Date of Release of the Tender	❖ 16 <sup>th</sup> March, 2016
3.	Last Date of the Sale of the Tender Document	❖ 24 <sup>th</sup> March, 2016
4.	Prebid Discussion Date	❖ 24 <sup>th</sup> March, 2016 at 3.00 PM
5.	Due Date & Time For Opening of Offers	❖ Technical Bid -31 <sup>st</sup> March, 2016 at 3.00 PM ❖ Financial Bid - 2 <sup>nd</sup> April, 2016 at 3.00 PM
6.	Place of the Opening of the Bid	❖ 52/1A, Ispat Niketan, Ballygunge Circular Road, Kolkata-700019
6.	Last Date of Submission of bid	❖ 31 <sup>st</sup> March, 2016 upto 2.30 PM
7.	Address for Communication	❖ 52/1A, Ispat Niketan, Ballygunge Circular Road, Kolkata-700019
7.	Earnest Money Deposit	₹ 5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of Joint Plant Committee payable at Kolkata
8.	Security Deposit	5% of total Contract Value
9.	Contacts for Bidder	In case of any query or clarifications, bidders can send a mail on jpc.kolkata@gmail.com

Please follow the instructions as mentioned in the document and submit your best rates.

Thanking you,

Yours faithfully,

  
(R. Bandyopadhyay)

'ISPAT NIKETAN', 52/1A, Ballygunge Circular Road, Kolkata - 700 019

'इस्पात निकेतन', 52/1A, बालीगंज सरकुलर रोड, कोलकाता - 700 019

Phone : 91 (033) 2461-4055/4058/4068 Fax : 2461-4063 E-mail : jpc-wb@nic.in Website : www.jpcindiansteel.nic.



## SECTION-1

### INSTRUCTIONS TO TENDERERS

1. **Sale/Downloading of Tender Documents:** Tender documents can be obtained from this office on payment of requisite cost of tender documents by cash between 10:30 AM -12:00 noon and from 2:30 PM to 3:30 PM on all working days till the last date mentioned above. Alternatively, the tender documents may also be downloaded from our web site [www.jpcindiansteel.nic.in](http://www.jpcindiansteel.nic.in). In case of downloaded tender the cost of tender document Rs 200/- shall be separately drawn on a DD / PO in favour of Joint Plant Committee payable at Kolkata issued by such Banks mentioned elsewhere in this tender.

### 2. **Eligibility of Tenderers :**

Tenderers who fulfill the following conditions would be considered for the job:

a) The tenderer must be a registered Company / Proprietorship / Partnership firm authorized to carry out the business as mentioned in the tender. In case the Tenderer is a Company, Memorandum and Articles of Association of the Company along with the Certificate of Incorporation from the Registrar of Companies is to be submitted. In case of a Partnership firm, an authenticated copy of the Partnership Deed together with certificate of Registration issued by the Registrar of Firms (if the firm is registered) is to be submitted. In case the Tenderer is a Proprietary concern, name of the Proprietor and proof of proprietorship is to be submitted. The tenderer should have its own offices in Kolkata and requisite evidence for the same should be furnished.

b) Having valid Trade License/authorization under Companies Act from appropriate Government authority.

c) Experience of having successfully completed similar in Government /State Government /Autonomous Body/ Public Sector/ Reputed pvt. Company undertaking during last 3 years. Copies of work order and completion certificate in prescribed proforma from the client must be enclosed as documentary evidence.

### 3. **Submission of Tender**

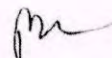
A. The tender shall be submitted in three separate envelopes put inside a single bigger envelope (superscribed **TENDER FOR Supply, Installation, Testing & Commissioning of Capacitor Bank at JPC Premises** as under;

**Envelope-1**(superscribed as "**EMD**" shall contain the following.

"**EMD** and cash receipt of purchase of tender/ **Cost of Tender Document** in Bank Draft as indicated in point 5 of the Section-1 of this tender document."If the EMD is not submitted in separate sealed envelope, the entire quotation will be straightaway rejected.

**Envelope-2** (superscribed as "**TECHNICAL BID**") shall contain the following.

- Letter of transmittal (Annexure I)
- Check List of documents to be enclosed (Annexure II)
- Profile of the Tenderer (Annexure - III)
- Copies of work orders and completion certificate substantiating experience
- Copy of Service Tax Regn. Certificate.
- Copy of PAN Card
- Copy of Trade License





Above documents and any other documents asked for in the Eligibility Criteria (as at point 2 above) / Supporting the claim should be submitted in the Technical Bid.

**It may be noted that in no way the price should be indicated in this Part of the bid.**

**Envelope-3** (superscribed as "**PRICE BID**") shall contain only the Price Bid in the prescribed Price Bid format given at Annexure -II. Tenderers should quote price after taking all aspects into consideration. Price quoted should be firm and all inclusive for carrying out activities as detailed in the scope of work.

Price Bid shall be inclusive of all levies, taxes, statutory payments etc. from and of Central or State Government or Local Bodies whatsoever and excluding Service Tax. Payment of Service Tax will be regulated as per extant law of the land. Conditional offer in price bid will be rejected.

**Please note that the rates quoted should be mentioned in the price bid form only and not on any other page of the tender document.** Price shall be quoted both in letters and words. In case of the mismatch between the two, the lower of the two rates will be considered.

- B. Tenderer's name, address and phone no. should be mentioned on the bottom left side of each envelope. This tender can be dropped in the tender box, latest by **2.30 PM** on **31<sup>st</sup> March, 2016** Interested vendors, who wish to participate in the tender, should remain present for the pre bid discussion. This is mandatory.
- C. Tenders received by any other means or received after the time and date mentioned above will not be considered for evaluation.
- D. Each page of the tender document should be signed by the bidder. Overwriting should be avoided. All pages of the document shall be numbered and submitted as a package with signed letter of transmittal
- E. If an individual submits tender, it shall be signed by the proprietor above his full name and current address. If a proprietary firm submits tender, it shall be signed by the proprietor above his full name and the full name of his firm with its current address. If the tender is submitted by a firm in partnership, it shall be signed by all the partners of the firm above their full names and current address or alternatively by a partner holding power of attorney which shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application. If a limited company or a corporation submits tender, a duly authorized person holding power of attorney for signing the application shall sign it. In such a case a certified copy of the power of attorney shall accompany the tender. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the tender is filed.
- F. The format for letter of transmittal is at Annexure-I. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. If any particular question / information are not applicable in the case of the tenderer, it should be stated as "not applicable". However, the tenderers are cautioned that not giving complete information called for in the application forms or deliberately suppressing the information may result in the tenderer being summarily disqualified.
- G. A senior officer of the client should attest references, information and certificates from the respective clients certifying suitability, know-how and capability of the tenderer
- H. The tenderer is advised to attach any additional information, which he thinks is necessary to establish that the tenderer is capable in all respects to successfully complete the envisaged work. No further information will be entertained after the tender document is submitted, unless JPC calls for it.



- I. Documents submitted in connection with this tender will be treated as confidential and will not be returned.

#### 4. Opening of the Tender:

Only the Techno-Commercial Bids of the Tenders received up to 2.30 PM on 31<sup>st</sup> March, 2016 will be opened. Technical bid will be opened on 31<sup>st</sup> March, 2016 at 3.00 PM and Financial bid will be opened on 02<sup>nd</sup> April, 2016. Tenders received without Demand Drafts towards cost of the tender document and Earnest Money Deposit &/or not in the manner prescribed shall be rejected.

Price Bid of only those tenderers shall be opened which on scrutiny, are found technically suitable, in the presence of tenderers or their authorized representatives who may wish to be present.

#### 5. Earnest Money & Cost of Tender Documents

Earnest money and Cost of Tender Document in the form of Demand Draft of Rs.5000/- (Rupees Five Thousand only) and Rs. 200/- (Rupees Two hundred Only) respectively, unless already paid towards purchase of tender document drawn on any Scheduled Commercial Bank except Cooperative and Grameen Banks, in favour of Joint Plant Committee payable at Kolkata shall form part of the bid. The cost of tender document is non-refundable. In the case of unsuccessful bidders, EMD shall be refunded within 30 days of finalization of order against the tender. The successful bidder's EMD will be adjusted with submission of the Security Deposit. No interest shall be payable on the EMD. Tender not accompanied with the Earnest Money & cost of tender documents will be summarily rejected

### SECTION-2

#### Scope of Work

The scope of work in this tender shall include Supply, Installation, Testing & Commissioning of Capacitor Bank as per the specification mentioned in the annexure-I.

### SECTION - 3

#### GENERAL CONDITIONS

All correspondence shall be addressed to **Senior Manager I/C (DB&AS) & I/C (HR&A), 1<sup>st</sup> Floor, Ispat Niketan ; Ballygunge Circular Road, Kolkata-700019** and super scribed :Supply, Installation, Testing & Commissioning of Capacitor Bank at JPC Premises.

1. The tenders will remain valid for a period of 90 days from the date of opening of tenders. JPC reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.
2. JPC reserves the right to reject any or all the tenders, accept part of any tender or entrust the entire work to any contractor or divide the work to more than one contractor (item wise) without assigning any reason or giving any explanation. The rates quoted by the contractor will hold good for this bifurcation and no compensation will be paid on this account.
3. On receipt of information from the JPC on the acceptance of his tender, the tenderer within 7 days should submit his acceptance of the work order. If the successful tenderer fails to undertake the work, the earnest money deposited by him will be forfeited and acceptance of his tender may be withdrawn.

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4. The rates quoted in the tender shall include all charges of any tools and plants, freight, labour, conditions and fluctuation in the rates, Excise duty, VAT, Service Tax, Octroi and any other taxes or expenditure for carrying out the work. Nothing extra shall be paid extra on this account.
5. The successful tenderer is bound to carry out entire work within the period stipulated in the Appendix. The tenderer will have to pay liquidated damages for non-completion of job within stipulated period at the rate of Rs. 1000/- per day after expiry of period of completion subject to maximum of 10% of the contract value.
6. The liquidated damages as mentioned above may not be enforced if the contractor applies for extension of time mentioning the reasons for extension. Extension of time in days will be granted by the JPC if it is proved that contractor is not at fault for extending the work beyond stipulated date of completion.
7. The contractor must co-operate with other contractors appointed by the JPC so that entire work proceeds smoothly and to the satisfaction of the JPC.
8. 5 % of the value of work done shall be deducted as security deposit from the bills of the contractor and will be retained for defects liability period (12 months) and shall be released after the defects liability period, provided no defects are noticed during the period. The security deposit includes earnest money deposited by the contractor along with the tender.
9. The contractor will attend to all defects noticed during defect liability period. If the contractor fails to attend the defects, these defects will be rectified by the JPC and the expenditure incurred on this account will be recovered from their security deposit.
10. The works will be carried out as per specifications and to the entire satisfaction of the JPC
11. JPC may delay the progress of work, without in any way, vitiating the contract and grant such extension of time for the commencement/completion of the contract as it may think proper and sufficient in consequence of such delay and the contractor shall not make claim for compensation or damage in relation thereto.
12. Conditional tender/offer (technical & financial) quoted by the tenderer is liable to be rejected.
13. JPC has the right to terminate the contract, if the contractor abandons the work or fails to commence and complete the work in time or fails to abide by the contract conditions.
14. **Substitution:** - Should the contractor desire to substitute any materials and workmanship, he/they must obtain the approval of the JPC in writing for any such substitution well in advance. Materials designated in the specification identified by such Term as "Equal" or "Other approved" etc. specific approval of the JPC to be obtained in writing.
15. **Advance Payment and Secured Advance:-**
  - No advance payment /mobilization advance will be made.
  - 95% on successful installation, testing and commissioning of the units.
  - 5% of work value will be retained as Security deposit for the Defect liability Period.



## 16. RESOLUTION OF DISPUTE

In the event of any dispute/ difference whatsoever arising between the parties relating to or arising out of the contract, the parties shall endeavour to resolve such dispute/ difference through conciliation as per the provisions of the SCOPE Forum of Conciliation Rules 2003.

## 17. CONCILIATION

Any dispute or difference whatsoever arising between the parties relating to or arising out of the contract, shall be settled first by conciliation in accordance with the Rules of Conciliation of and the settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties.

## 18. ARBITRATION

- (i) In the event of dispute/difference is not resolved through conciliation either party may upon giving notice to the other party refer the dispute to the Arbitration under the SCOPE Forum of Conciliation Rules 2003.
- (ii) Any dispute or difference whatsoever arising between the parties and of or relating to the construction, interpretation, application, meaning, scope, operation or effect of this contract or the validity of the breach thereof, shall be settled by arbitration in accordance with the Rules of Arbitration of the "SCOPE" and the award made in pursuance thereof shall be final and binding on the parties.
- (iii) Excepted matter as per contract shall not be subject matter of Conciliation /Arbitration.
- (iv) The venue of Arbitration shall be at Kolkata, West Bengal.
- (v) The court of Kolkata shall have a jurisdiction over all the matter of dispute.

**19. Sub-Contracts:** The Service provider shall not assign or sub-contract in whole or in part the contract in any manner.

**20. Amendments:** No variation in or modification of the terms of the contract shall be made unless communicated by JPC in writing.

**21. Completion of Contract:** Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiration of the duration of contract. The vendor will have to obtain a No Objection Certificate from JPC before the release of final payment.

## APPENDIX REFERRED TO IN THE GENERAL CONDITIONS

- 1 Defect liability period : 12 months
- 2 Date of Commencement : date of issue of Award Letter
- 3 Stipulation period of Completion : 15 days
- 5 Retention Money for defect : 5% of the total value of work (including the liability Period earnest money deposit)
- 6 Liquidated damages for non-completion of work within stipulated period : Rs. 1,000/- per day subject to a maximum of 10% of total cost
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7. The retention money shall be refunded after the completion of defects liability period provided no major defects arise in this period. The retention money shall not carry any interest and shall be retained interest free by JPC.





ANNEXURE I

LETTER OF TRANSMITTAL

From  
(Full address of the Applicant)

To  
The Sr. Manager(DB&AS)& I/C(HR&A)  
JPC

52/1A, Ballygunge Circular Rd,  
Kolkata - 700 019

Subject: Submission of Tender application for Supply, Installation, Testing & Commissioning of Capacitor Bank at JPC Premises

Dear Sir,

In response to your Tender Enquiry Letter No..... dated ..... inviting offers for Supply, Installation, Testing & Commissioning of Capacitor Bank at JPC Premises, I/We, a Company / Partnership firm / an Association / Sole Proprietor (in the case of a firm , an Association/or a Joint-Venture (please list out here full name of all partners/members) ..... carrying on business at .....( address ) ..... hereby offer to carry out various services, at the firm rates quoted and kept in a separate envelope marked \_\_\_\_\_.

I / We agree that this offer shall be valid for a period of ninety days from the date of opening of the Price Bid and if the offer is withdrawn/modified/varied before the said date of validity, the Earnest Money furnished by me/us shall stand forfeited.

I/We hereby agree to abide by 'Instructions to Tenderers' and fulfill your, General Terms & Conditions, of the contract for Supply, Installation, Testing & Commissioning of Capacitor Bank at JPC Premises which shall be deemed to form an integral part of this offer and I/We herewith enclose original copies of, Invitation to Tender, Instructions to Tenderers General Terms & Conditions, duly signed on each page as token of my/our acceptance thereof (except the schedule of rates which are kept in a separate envelope).

I/We hereby further agree to notify you at any time, whether before or after acceptance of my/our tender, regarding any change in the constitution of my/our firm/company either by the death, exclusion or retirement of any partner or member or by the admission of a new partner or member. (This clause shall apply where the Tenderer is a firm/company).

I/We enclose a demand draft/pay order on .....Bank for Rs. 5000/- (Rupees Five Thousand only) in favour of Joint Plant Committee, being the Earnest Money deposit and and DD for Rs.200/- (Rupees Two hundred only)towards cost of Tender Documents if downloaded from the website.

I/We note that no interest shall accrue on the Earnest Money Deposit. EMD without interest shall be refunded to the unsuccessful Tenderer (s). But it will be retained by you towards the Security Deposit in the case of successful Tenderer for the due fulfillment of the contract.

We certify that all the statements made and information supplied in the enclosed forms is correct. We have furnished all information and details necessary and have no further pertinent information to supply. We authorize JPC to approach individuals, employers, firms and corporations to verify our competence and general reputation.


Thanking you,

Date:

Yours faithfully,

(Signature of the Tenderer)

Seal of Tenderer

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## Annexure-II

<u>Sl. No.</u>	<u>Description</u>	<u>Brand</u>	<u>Rate</u>	<u>Quantity</u>	<u>Amount</u>	<u>VAT</u>	<u>Service tax</u>	<u>Total</u>	
1	Supply Of 50KVAR Heavy duty Capacitor	EPSOSE (HD)		5					
2	Supply of 25KVAR Heavy duty Capacitor				7				
3	Supply of Switch Fuse Unit( 100A TP for 50 KVAR)	L&T		5					
4	Supply of 100Amp fuse				15				
5	Supply of Switch Fuse Unit( 63A TP for 25 KVAR)				7				
6	Supply of 63Amp fuse				21				
7	Supply of LED indicator lamp				27				
8	Supply of Automatic power factor correction relay		EPSOSE (HD)/L&T		1				
9	Supply of capacitor contactor( 50KVAR)		L&T		5				
10	Supply of capacitor contactor( 25KVAR)				7				
11	Supply of Voltmeter	AE		1					
12	Supply of Ammeter				1				
13	Supply of Control Fuse	L&T		27					
14	Supply of 425 KVAR Capacitor bank panel	L&T		1					
15	Installation charges for 425 KVAR Capacitor bank panel	L&T		1					
16	Supply of Main Incomer MCCB for Capacitor Bank	L&T		1					
17	Supply of Volt Selector Switch				1				
18	Supply of Amp Selector Switch				1				
19	Supply of suitable range measuring CT	KAPPA		6					
<b>Grand Total</b>									

**Note:-** 1. Work Order will be placed to L-1 party. The lowest (L1) bidder will be selected on the basis of the consolidated minimum total price quoted for the supply, installation, testing and commissioning of all the items in Annexure II as a whole.

2. Product whose brands have not been specified in this annexure should be of ISO approved make.



**CHECKLIST OF THE DOCUMENTS TO BE ENCLOSED**

NAME OF THE TENDERER: \_\_\_\_\_

<b>Envelop No. 1 (EMD) – will contain the following documents</b>	<b>Whether enclosed</b>
Cost of the Tender Document Rs. 200/-	Yes/No
Earnest Money Deposit of Rs. 5000/-	Yes/No
<b>Envelop No. 2 (Technical Bid) – will contain the following documents :</b>	
Letter of Transmittal	Yes/No
Check list of documents	Yes/No
Profile of the Tenderer	Yes/No
Certificates of Previous Experience	Yes/No
Copies of work orders substantiating experience	Yes/No
Copy of Service Tax Regn. certificate	Yes/No
Copy of PAN Card	Yes/No
Copy of Trade License	Yes/No
All pages of Tender Documents duly signed by the Tenderer	Yes/No
Proof of Nature of Firm	Yes/No
Compliance status against each of the eligibility criteria with supporting documents / undertakings	Yes/No
<b>Envelop No. 3 (Price Bid) - should contain the following document :</b>	
<b>Price Bid</b> as per proforma duly signed with date.	Yes/No

**Note:** Please note that the rates quoted should be mentioned in the price bid form only and not on any other page of the tender document.



## PROFILE OF THE TENDERER

1.	Name of the Tenderer	:	
2.	Full address along with telephone no.	:	
3.	Ownership details	:	
4.	Status of the company (Limited, PSU, SSIC etc)	:	
5.	Number of permanent employees in establishment	:	
6.	Contact person's Name & Designation	:	
7.	Details of permanent establishments and business being pursued by us from there	:	
8.	Proof of Nature of Firm (Evidence to be enclosed)	:	
9.	PAN Number (attach photocopy)	:	
10.	Service Tax Regn. No.	:	
11.	Bank Account Details :	:	
A.	Name of the Account Holder:	:	
B.	Name of the Bank	:	
C.	Branch Address	:	
D.	9-digit MICR Code	:	
E.	Account type (SB, Current, Cash Credit A/c etc)	:	
14.	Whether terms and conditions as mentioned in the tender documents are acceptable	:	
15.	Earnest Money - Details of Bank Draft.	:	
16.	Cost of Tender Documents downloaded from website(details of Bank Draft)	:	

Financial details of the company:

Financial year	Turnover	Profit/Loss
2012-13		
2013-14		
2014-15		



Current / Major Client List:

Sl.No.	Name of the Client	Services provided as per scope of work (Attach copies of the Work Orders)

We hereby certify that all the information provided above is correct and true to the best of our knowledge.

SIGNATURE OF THE TENDERER -----

NAME: -----

SEAL:

DATE:

