

INVITATION TO TENDER (ITT)**Sub : Inviting Sealed Quotations for Annual Maintenance Contract for Split & Window AC at Joint Plant Committee Ispat Niketan, 52/1A Ballygunge Circular Road, Kolkata – 700 019**

Dear Sir / Madam,

The Joint Plant Committee encloses herewith the Tender Document for the job as mentioned above :-

1.	Job Description	: Annual Maintenance Contract (AMC) of 22 split type central (ductable) air conditioning Air-conditioning Systems of <i>Hitachi & Carrier</i> make + 2 (two) numbers of window Air Conditioning machines of Voltas and Blue Star installed at Joint Plant Committee, Head Quarters, Ispat Niketan, 52/1A Ballygunge Circular Road, Kolkata – 700019.
2.	Publication of advertisement	: 21 st August, 2019
3.	Pre-Bid Meeting /Date/ Time / Venue	: 27 th August, 2019 at 12:30 p.m. at Joint Plant Committee, Head Quarters
4.	Last date/time/ venue of submission of tenders	: 30.08.2019/ by 2:00 p.m./Joint Plant Committee, Head Quarters
2.	Due Date /Time/Venue for Opening of Technical & Financial Bids	: Technical Bid will be opened on 30.08.2019 at 3 p.m. at Joint Plant Committee, Head Quarters. Date of opening the Commercial bid will be conveyed to the technically qualified vendors only after evaluation of the technical bids are complete.
3.	Sale of Tender Document Price/Time & Date/Venue	: Price : Rs.500/- /Time & Date: Between 11 AM to 1.00 PM and 2:30 p.m. to 3:30 p.m. on any working day from 21 st August, 2019 to 29 th August, 2019/ Venue : Joint Plant Committee, 52/1A Ballygunge Circular Road, Kolkata – 700 019 Or Download from www.jpcindiansteel.nic.in
4.	Earnest Money Deposit (EMD)	: ₹ 15,000/- (Rupees Fifteen Thousand only) in the form of Demand Draft drawn on any Nationalised Bank only in favour of 'Joint Plant Committee' payable at Kolkata. This needs to be deposited in a separate envelope along with the Technical and Commercial Bids. In case of non-submission of EMD in a separate envelope, the Technical Bid of the concerned vendor will not be opened and hence cancelled (Details of EMD is given in section entitled 'Submission of Tender').
5.	Tenure of Contract	: One year from 1 st September, 2019 to 31 st August 2020. This contract may be extended for another one year from 1 st September, 2020 to 31 st August 2021 on same rates, terms & conditions, if the work performed is satisfactory and if JPC so desires.

You are requested to follow the guidelines in the Tender Notice and submit your rates accordingly.

Thanking you,

Yours faithfully,

Encl : **As above**(**Sayan Sen**)
Sr. Mgr. (DB&AS)/I/c & I/c (HR&A)

TENDER NOTICE

1. Scope of the Work

Quotation is invited for Annual Maintenance Contract (AMC) for 22 (twenty two) numbers of Split Type Central (Ductable) Air-conditioning Systems of *Carrier & Hitachi* make and 2 (two) numbers of window Air Conditioning machines of Voltas/Blue Star brand installed at Joint Plant Committee, Ispat Niketan, 52/1A Ballygunge Circular Road, Kolkata – 700019.

2. GEOGRAPHICAL PURVIEW OF WORK

The premises of the office of Joint Plant Committee at 52/1A Ballygunge Circular Road, Kolkata – 700019, Ground, 1st and 2nd Floors.

3. Site Inspection:

- (i) The bidder must visit the site and all the machines in the purview of the AMC and satisfy himself/herself about the quantum of work and site conditions before quoting the rates.

4. Submission of Tender

Tender shall be prepared and submitted in three separate sealed envelopes superscribing:

Envelope I: "EARNEST MONEY DEPOSIT (EMD) FOR INVITING RATES/QUOTATION FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR CENTRAL (DUCTABLE) AIR-CONDITIONING SYSTEMS AND WINDOW ACs AT JPC, HQs

PART I-EMD – This part shall contain the following:

Earnest Money Deposit (EMD)

EMD of Rs.15000/- (Rupees Fifteen thousand only) by Demand Draft/ Banker Cheque drawn on any Scheduled Commercial Bank except Gramin Bank/ Co-operative Bank in favour of "JOINT PLANT COMMITTEE" payable at Kolkata. This amount of **Rs.15,000/-** will be adjusted with the **Security Deposit** and the same will be refunded (without interest) after the expiry of the contract unless otherwise forfeited on the ground of breach of contract during the contract period for successful bidder. EMD will be refunded to the unsuccessful bidders within a month of opening of the Financial Bid. This envelope must also include the receipt of Rs.500/- towards the cost of the tender document. If downloaded from JPC's website, a demand draft of Rs.500/- drawn on any scheduled commercial bank except Gramin Bank/Co-operative bank in favour of "Joint Plant Committee".

Non submission of EMD in a separate envelope as already mentioned will lead to the cancellation of the whole tender. The 2nd envelope of the Technical bid in this case, will not be opened at all.

Envelope II: "TECHNICAL BID FOR INVITING RATES/QUOTATION FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR CENTRAL (DUCTABLE) AIR-CONDITIONING SYSTEMS AND WINDOW ACs AT JPC, HQs.

Signature with Date
Name & Designation
Name & Seal of the Firm/Company

Part-II (Technical Bid)- This part shall consist of the following items in a separate sealed envelope :

1. The Tender Report must be sealed and signed in all pages indicating that the offer of JPC has been accepted by the bidders. Tender without the bidder's signature and seal will not be technically qualified.
2. Audited Balance Sheet of last two years.
3. PAN number and self certified photocopy of the PAN card must be submitted.
4. Copy of Partnership Deed.
5. Certificates of Registration from Registrar of Firms in case the vendor's is a Partnership firm.
6. Certificate of Memorandum & Articles of Association in case of a Company.
7. In case, the firm is of sole proprietorship, copy of Registration Certificate granted by Registrar of Firms has to be attached.
8. Copy of GST certificate.
9. The bidder must have at least 3 (three) years' experience in similar type of job. Work Orders/Completion certificates for AMC to a government organization or similar such organisations of repute have to be submitted.
10. Latest PF & ESI Deposit Challans.
11. The Company must not be blacklisted by any PSUs. A self declaration to this effect must be submitted in the Technical Bid.
12. The proprietor or any other employee of the company must not be related to anybody belonging to JPC. A self declaration letter to this extent must be attached.
13. The firm of contractor should be registered license holder under *Contract Labour (Regulation & Abolition) Act* and should submit necessary documents.
14. The contractor should be registered with Regional Provident Fund, ESI & Service Tax Authorities and should furnish the respective documents and account numbers.

Technical bid should not contain price bid, otherwise the tender shall stand rejected.

Envelope III: "COMMERCIAL BID FOR INVITING RATES/QUOTATION FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR CENTRAL (DUCTABLE) AIR-CONDITIONING SYSTEMS AND WINDOW ACs AT JPC, HQs

The Commercial Bid must contain the following in one separate sealed envelope:-

- (i) Commercial part should be submitted as per the format enclosed at Annexure –IV and is liable to be rejected if submitted otherwise.
- (ii) Conditional offers will not be accepted and the Financial Bid will be rejected in such situation.
- (iii) An agreement with JPC on a Non-Judicial Stamp Paper of 100/- is to be signed by the successful vendor within 30 days of receipt of the Work Order.
- (iv) The quoted price should be filled in the format provided with the Tender Notice.
- (v) Rates shall be exclusive of all applicable GST but inclusive of Service Charge. GST shall be paid on actual on submission of documentary evidence. (HSN code of the applicable GST rate should be mentioned separately).
- (vi) Financial bids shall be opened if the bidders qualify in the technical round.
- (vii) The monthly rate should be filled in both words and figures. In case of any discrepancy, the lower rate of the two would be considered.

Signature with Date
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Name & Seal of the Firm/Company

All the above three envelopes must be put in a single sealed envelope superscribed as "Tender for Inviting Rates/Quotation For Annual Maintenance Contract (AMC) For Central (Ductable) Air-Conditioning Systems and Window ACs at JPC, HQs" and addressed to Sr. Manager (DB&AS)/c & I/c (HR&A). Technical bids shall be opened only if the EMD and Money Receipt/ demand draft for purchase of Tender Report are in order.

Late/Delayed Tender-Late/delayed offers due to any reasons whatsoever will not be accepted / considered at all under any circumstances.

Validity of offer-The offer of contractor/bidder must be valid for two months from the date of the opening of the Financial Bid.

"Considering the nature of the service sought vide this tender being a consolidated one, JPC is not in a position to consider allowing MSMEs to supply a portion upto 20% of requirement by bringing down their price to L1 price, where L1 is non-MSME and the MSME has quoted price within the price range of L1 +15 per cent."

5. Personnel to be deployed at JPC, HQs

One qualified technician (Skilled) is to be stationed at JPC, HQs on and from 9 AM to 6 PM on each working day. If the office is open on any holiday, the person will have to attend the office. Arrangement of leave substitute of the person must be made.

6. Capacity of the Bidder

Technical Capacity- The bidder shall satisfy Joint Plant Committee that he possesses the necessary experience and qualification of Annual Maintenance Contract (AMC) For Central (Ductable) Air-Conditioning Systems. The bidder shall furnish necessary particulars in this regard.

Legal Capacity- The bidder shall satisfy Joint Plant Committee that he/she is competent and authorized to submit Tender and/or to enter into a legally binding Contract with Joint Plant Committee. To this effect any person giving a Tender shall render documentary evidence that his signature on the Tender submitted by him is legally binding upon himself, his firm or company, as the case may be.

7. Process of Selection of Vendor

The sealed quotation would be opened by the Purchase Committee of JPC at H.Qs, Ispat Niketan, 1st Floor, 52/1A Ballygunge Circular Road, Kolkata – 700 019 on 30th August 2019, at 3 p.m. The bidders may be present at the time of opening of the bid.

- a) There would be a pre-bid meeting on 27th, 2019 at 12:30 p.m. at JPC, HQs (address mentioned above) to appraise all vendors about the various clauses of the tender document.
- b) **Award of the contract will be based on lowest offered rate (L-1) subject to compliance of other terms and conditions in this tender.**
- c) If the L1 rates quoted by two vendors are same, they will have to make fresh quotations on the spot before JPC officials. The one quoting the lowest on the spot will be awarded the Lol/Work Order.

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- d) 'Letter of Intent' (LoI) will be issued to the L1 vendor and the Security Deposit (details of Security Deposit is on page 5, clause no 8 of this tender) has to be submitted by the vendor within seven working days of issue of the LoI.
- e) Once the Security Deposit is received, the office will issue the Work Order
- f) The successful bidder will execute a formal Agreement on non-judicial stamp paper within 30 days from the date of receipt of Work Order. The notice inviting Tender, Instructions to bidder, Description of Services, Terms and Conditions of contract along with all the enclosures, Letter of Intent and acceptance thereof shall form a part of the contract.
- g) JPC however, reserves the right to accept the tender or reject any or all the tenders without giving any reason thereof.
- h) **Tenure of Contract** : One year from 1st September, 2019 to 31st August 2020. This contract may be extended for another one year from 1st September, 2020 to 31st August 2021 on same rates, terms & conditions, if the work performed is satisfactory and if JPC so desires.

8. Security Deposit

JPC would issue a 'Letter of Intent' (LOI) for the L1 vendor seeking Security Deposit. The Security Deposit is five per cent (5%) of the total job value minus the amount submitted for EMD by the vendor. The Security Deposit has to be submitted by the vendor within the stipulated days as would be mentioned in the 'Letter of Intent' issued by JPC.

- Security Deposit must be in the form of Demand Draft.
- In case of premature termination of Agreement on the part of the Service provider or if the Service provider commits any breach of Agreement or grave misconduct resulting in termination of the Agreement by JPC, the Security Deposit will be forfeited.
- In case of failure on the part of the successful vendor to submit the security deposit within the stipulated period, his/her EMD shall be forfeited.
- The Security Deposit shall be for the due and faithful performance of the contract and shall remain binding notwithstanding such variation, alteration or extension of time as may be made, given, conceded or agreed to between Contractor and JPC in the contract.
- The Security Deposit furnished by Contractor will be subjected to the terms and conditions of this contract and JPC will not be liable for payment of any interest on the Security Deposit or any depreciation thereof.
- The Security Deposit shall be released on application by the Contractor after the expiry of contract period and after successful completion of the job assigned. A letter of 'satisfactory completion of work' will have to be produced by the vendor from the Indenting Department of JPC. Along with this a "No Dues Certificate" certificate from the vendor, and also from the staff deployed by the vendor at JPC with regard to statutory and other payments must also be produced to claim refund of the Security Deposit.

9. Notable Points

- **The tender, incomplete in any respect, will be treated as cancelled.**
- JPC reserves the right to accept / cancel any / all Tender without giving any reason whatsoever

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- The bidder may remain present at the time of opening of the Technical Bids.
- After evaluation, the successful parties will be informed about the date of opening of Commercial Bids. The bidders, who qualify in the Technical Bids, may remain present at the time of opening the Commercial Bids.
- Commercial Bids of the technically disqualified vendors will not be opened and will be returned to the respective companies.
- The successful bidder will execute a formal Agreement on non-judicial stamp paper of Rs.100/- within 30 days from the date of receipt of Work Order. The notice inviting Tender, Instructions to bidders, Description of Services, Terms and Conditions of contract along with all the enclosures, 'Letter of Intent' and acceptance thereof, shall form a part of the contract.
- If the L1 vendor refuses to carry out the job or creates any disturbance, JPC can award the work order to the L2 bidder provided he/she would be ready to work at the L1 rate on same terms and conditions.
- The vendor shall comply with all relevant statutory formalities as required for the job. The consequences for non-observance and/ non compliance of such statutory formalities lie upon the contractor.
- **If the vendor does not abide by the rules/regulations/conditions laid down in the Tender Report, and if after three warnings from JPC, the same breach of contract is reiterated, the contract itself may be terminated by JPC with one month's notice in advance. In case the vendor chooses to call off the contract, he/she must serve a three months' notice.**

10. Payment to technicians stationed at JPC

Wages & other facilities/allowances:-

- (i) The contractor shall be fully responsible to comply with all his statutory obligations as employer including all contributions under PF & Pension Scheme (EPF), etc, under the Employees Provident Fund and Misc. Provision Act, 1952, Employees Deposit Linked Insurance (EDLI), Employee State Insurance Act, 1948, The West Bengal Workmen's House Rent Allowance Act.1974 etc. and all other such obligations/liabilities like bonus - 8.33% per annum, leave wages 4.16% per annum, HRA 13%, ESI - 4% (Employer's contribution - 3.25% & Employee's contribution - .75%), PF, Admn., Inspection Charges @13%, Retrenchment benefit shall be recovered @4.16% of the total monthly wages for the retrenchment compensation from their running bills. The contractor shall pay Rs.250/- (Rupees two hundred fifty only) per month to each worker towards washing allowance.
- (ii) All the holidays including National Holidays as applicable shall be observed by the contractor for his workmen and shall be paid holiday wages by the contractor.

Terms of payment

- (i) "The labour payment every month should be made as per the wage structure of Government of West Bengal for Minimum Rate of Wages on Employment of **Construction or Maintenance of Roads or in Building operations in the state of West Bengal as per latest notifications issued by Govt. of West Bengal, office of the Labour Commissioner** from time to time".

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- (ii) A copy of Circular dated 17. 01. 2019 of the Govt. of West Bengal Office of Labour Commissioner on minimum rates of wages of the various categories of employees in the employment of *Construction or Maintenance of Roads or in Building operations in the state of West Bengal* is enclosed for reference. Minimum wages should be considered from the latest of this circular.
- (iii) The payment must be compulsorily made within 5th of the month (not depending on the bill of JPC). If the vendor fails to pay salary on the scheduled date as already mentioned and makes it a regular habit, JPC will serve letters of warning. On serving of the third such letter, the contract will be called off and the security deposit submitted by the vendor will be forfeited.
- (iv) The Contractor will arrange for signatures in PF, ESI & other statutory forms by his employees engaged in Ispat Niketan under this contract immediately after assuming the charge.
- (v) **“With every month’s bill (except the first month’s bill) copy of PF, ESI, wage sheet & GST Deposit Challan of the previous month must be attached. Otherwise, the bill will not be passed for payment”.**
- (vi) The Contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per the labour laws to its personnel deputed under service contract and furnish necessary proof whenever required.
 - a) The payment to contract labour shall include Minimum Wage, PF, ESI, Bonus, HRA, Retrenchment Benefit, Leave-salary, etc.
 - b) Make provision for ECS payment.
 - c) Any complaint regarding non-payment of wages to Contractor's personnel may result in termination of the Contract
 - d) The contractor shall supply salary slips every month to the workers employed showing the breakup of salary released to the workers (Basic, DA, VDA and deduction made on account of PF, ESI etc).
 - e) If PF, ESI, etc. are not paid for the Contractor’s personnel for the previous month the bill forwarded to JPC will not be passed.
 - f) Any Income Tax which JPC may be required to deduct by law or statute shall be deducted at source and the same shall be paid to Income Tax Authorities on account of Contractor. JPC shall provide the Contractor a certificate for such deduction of tax. Contractor shall indicate their Permanent Account No. with the relevant Income Tax Authority for this purpose to JPC along with the first bill.
- (vii) Whenever this Contract terminates/expires, the contractor shall be required to pay full terminal benefits to his employee, deployed at JPC, including PF dues, ESI charges, retrenchment benefit etc. and produce no dues certificate from them. Subsequently the same shall be produced to JPC and the contractor shall also furnish a ‘no dues certificate’ at the time of seeking release of Security Deposit.

11. PAYMENT TO PERSONNEL

The vendor shall be solely responsible for payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under Act or Order of the Government of West Bengal. JPC shall have no liability whatsoever in this regard and the Contractor shall indemnify JPC against any/all claims which may arise under the provisions of various Acts, Government Orders etc.

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A. L1 rate will be determined only on the following parameters :-

Bonus - 8.33% per annum, leave wages 4.16% per annum, HRA 13%, ESI - 4%, PF, Admn., Inspection Charges @13%, Retrenchment benefit shall be recovered @4.16% of the total monthly wages for the retrenchment compensation from their running bills and Washing allowance of Rs.250/-.

B. Reimbursements of allowances (variable) subject to production of proof of payments by vendor :-

Canteen – Rs. 15, Additional Welfare Amenity Allowance (AWAA) – @ Rs.80.77 per day per person based on actual attendance subject to a maximum amount of Rs. 2100/- per month per person, Conveyance –Rs.20 per day per person. All the above rates are variable in nature and are based on attendance, subject to maximum of 26 days. **These three allowances shall not be considered for determination of wages for computing tender value.**

12. Conditions

a) Conciliation: All questions, claims, disputes and or differences of any kind whatsoever arising out of or in connection with or concerning this contract, at any time, whether before or after determination of the contract, shall be referred by the parties hereto for Conciliation before a Conciliatory Forum / Body. The Conciliatory Forum / Body will be composed of the following members:-

- Nominee of JPC – Independent of officer handling the contract.
- Nominee of the Vendor.

The parties in dispute would place their facts in writing before the Body / Forum and the process of conciliation would be completed within the period of the three months from the date of reference to the Conciliatory Forum / Body. On failure of the conciliation, the aforesaid questions, claims, disputes and or differences shall be referred by the parties here to for the decision by a Sole Arbitrator to be appointed as herein after mentioned.

b) Arbitration: Matters in question, claims, dispute and or difference in respect of the contract to be submitted to arbitration as aforesaid shall be referred for decision to a Sole Arbitrator to be appointed by JPC. Appointing the Sole Arbitrator, JPC shall nominate three names out of which the Tenderer shall give his consent for one of them for appointment as Sole Arbitrator, failing which after 30 days of the issuance of the letter informing three names JPC shall have the power to appoint one of the three notified persons as the Sole Arbitrator. The Sole Arbitrator appointed as stated above, shall from the time of his appointment and throughout the arbitration proceedings, without any delay, disclosed to the parties in writing any circumstances likely to give rise to justifiable doubts as to his independence or impartiality provided that the mere fact that such Sole Arbitrator is an employee of JPC or SAIL shall not be regarded at such circumstances. The arbitrator shall decide the questions, claims, disputes or differences submitted to him by the parties in accordance with the substantives law for the time being in force in India.

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The arbitrator shall hear the cases independently and impartially and shall not represent the interest of any party. Any arbitrator having personal interest in the case at the time of his appointment and at any time subsequently thereafter must withdraw from his office himself and the parties shall also have the right to ask him to do so. The venue of the arbitration shall be Kolkata.

Procedure for conduct of the arbitration proceeding shall be decided by the arbitrator, in consultation with the parties before proceeding with reference. The arbitrator may hold preparatory meeting(s) for this purpose. In the preparatory meeting(s) as aforesaid, the arbitrator/s as the case may be in consultation with the parties shall also determine the manner of taking evidence, the summoning of expert evidence, and all such matters as are necessary for the expeditious disposal of the arbitration proceedings.

The provision of the Arbitration and Conciliation Act, 1996 and the rules framed there under, if any and all modifications / amendments thereto shall deem to apply and / or be incorporated in this contract and when such modifications / amendments to the Act / Rules are carried out.

Services under the contract shall be continued by the Tenderer under the contract, during the arbitration proceedings and recourse to arbitration shall not be a bar to continuance for the work or supply unless otherwise directed in writing by JPC.

- c) **Force Majeure** : In the event either or both the parties to the contract is/are prevented from discharging its / their obligation(s) under the contract by reason of one or more of the events such as arrest(s), restraint(s), by government of people, blockade(s), revolution(s), insurrection(s), mobilization(s), strike(s), lockouts(s), civil commotion(s), riot(s), accident(s), act(s) of God or other natural calamities or on account of any other act(s) beyond the control of the parties, the time of the delivery shall be extended by the period equal to the period of delay/constraints occasioned by one or more of the aforesaid Force Majeure conditions. On the occurrence of any of the above Force Majeure conditions, the party concerned shall notify the other party in writing of such occurrence(s) within 10 days of Force Majeure stating therein (i) the date of occurrence(s) of Force Majeure disability, (ii) the nature of such Force Majeure disability, along with a chamber of commerce of the concerned state certifying the fact of the Force Majeure condition during the period. In the event of the vendor invoking the Force Majeure condition(s), the JPC shall have the option to cancel the contract for the reason of any or all of the Force Majeure conditions notified by the vendor without being liable to pay any compensation whatsoever to the vendor.
- d) **Sub-contracts**: The vendor shall not assign or sub-contract in whole or in part the contract in any manner except with the prior approval of JPC.
- e) **Amendments**: No variation in or modification of the terms of the contract shall be made except by written amendment signed by JPC.
- f) **Compliance with all Laws**: The selected vendor shall be responsible and shall ensure compliance norms with all laws applicable and related to the printing & design. This will include inter-alia, rules, regulations, by-laws and orders of the appropriate authorities and statutory bodies and may be enforced from time to time during the currency of the contract.
- g) **Confidentiality Clause**: The successful vendor will enter into a confidentiality agreement with JPC the draft of which will be supplied when the work is taken up.

Signature with Date
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- h) Exception to Tenders:** JPC, in its sole discretion, unconditionally and without having to assign any reason, reserves to itself the right to accept or reject the lowest bid or any other tender or all the tenders. JPC also reserves the right to accept any tender in full or in part.

For any clarification on Scope of Work, please contact :

Smt. Anasuya Banerjee Ray, Dy. Manager (HR&A), JPC

Thanking You,

Yours faithfully,

(Sayan Sen)
Sr. Manager (DB&AS)I/c & I/c (HR&A)

Signature with Date
Name & Designation
Name & Seal of the Firm/Company

Scope of Work

Annual Maintenance Contract for 22 numbers of (Carrier & Hitachi make) Split Type Central (Ductable) Air-conditioning Systems and 2 numbers of Window ACs.

1. The Scheme covers Routine Service & Breakdown Service including free replacement of parts, Compressors and also charging of gas, found necessary by JPC for the following AC machines :-

Split ACs -22 numbers

Model	Tonnage	Qty. (Nos.)
Hitachi	8.5 T	6
Hitachi	5.5 T	5
Carrier	7.5 T	3
Carrier	5.0 T	7
Carrier	3.0 T	1

Window ACs – 2 numbers

Make	Location	Tonnage	Qty (Nos)
Blue Star	Room No.5	2.0	1
Voltas	Room No.6	1.5	1

2. Routine Service includes Routine Inspection, Checking & Servicing of the Air-conditioners once in every fortnight or as and when required spaced out as evenly as possible. Should there be a breakdown call closer to the Periodic Routine Service, the Routine Service should be carried out together with the breakdown service. A service register should compulsorily be maintained on a daily basis revealing the details of Routine Inspection, Checking & Servicing of the Air-conditioners. The register should be signed by the technician deployed at JPC, the representative of the vendor and an official of JPC. This must be attached at the time of claiming the payment. Without this, monthly payment may not be released.
3. All breakdown calls received by the Contractor during normal working hours should be attended immediately by the technician of the Contractor, stationed at JPC Office. If any repair is required, that should be completed positively within 24 hours of receipt of calls. Sundays & Holidays will not be considered for the purpose.
4. Overhauling & Repairing of the Air-conditioners/Parts as and when found necessary should be carried out free of charge with Carrier make original parts (including Compressor) either in our Service Centre or at your dealer's place.
5. Routine Maintenance and proper operation of the air-conditioners & AC Electrical Panel, which also includes cleaning of Filters/checking and rectifying loose electrical contacts at frequent intervals, must be ensured to the User. However, the USER would ensure proper and stabilised power supply of 230 volts +/- 5% or 420 +/- 5% as the case may be complete with electrical isolators, circuit breakers etc. at their cost.
6. The Air-conditioners should be serviced/repaired only by the Contractor personnel/their dealers/authorised contractors.
7. If the present Air-conditioning System be non-operative/defective, due to insertion of Compressor/other spares of different make other than Carrier Aircon Ltd., the Vendor will be liable for the demurrage. The amount of demurrage will be determined by the Competent Authority of Joint Plant Committee.

Signature with Date
Name & Designation
Name & Seal of the Firm/Company

From
(Full address of the Applicant)
To
The Sr. Manager (HR&A)I/c
Joint Plant Committee
Ispat Niketan, 1st Floor
52/1A Ballygunge Circular Road,
Kolkata – 700 019

**Sub : Submission of Tender application for Annual Maintenance Contract for Split AC at
Joint Plant Committee Ispat Niketan, 52/1A Ballygunge Circular Road, Kolkata – 700 019**

Dear Sir,

In response to your Tender Enquiry Letter No. dated inviting offers for Upkeep & Maintenance of office premises at JPC, HQ at Kolkata, 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 two years from the date of opening of the Financial 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 the instructions provided in the Tender Notice and fulfill your, Schedule of Services, General Terms & Conditions of the contract for Upkeep & Maintenance of JPC, HQs at 52/1A Ballygunge Circular Road, Kolkata – 700 019 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, Schedule of Services, 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 bearing no. dated and drawn on onBank of Rs. (RupeesThousand only) in favour of Joint Plant Committee, being the Earnest Money Deposit (EMD) and the receipt for purchase of Tender Documents.

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 are 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,

Yours faithfully,

(Signature & Seal of the Tender)

Date:

Signature with date
Name & Designation
Name & Seal of the Firm/Company

PROFILE OF THE TENDERER

Annexure III

1.	Name of the Agency	:	
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 self certified photocopy)	:	
10.	Service Tax Regn. No.	:	
11.	Cancelled Cheque	:	
12.	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)	:	
13.	Code No. under Employees PF Scheme (Attested copy of certificate / letter of PF authorities to be submitted before award of the contract.)	:	
14.	Code No. under ESI (Attested copy of certificate / letter of ESI authorities to be submitted before award of the contract)	:	
15.	Whether terms and conditions as mentioned in the tender documents are acceptable	:	
16.	Earnest Money - Details of Bank Draft.	:	
17.	Whether capable of maintaining AC machines having 2.5 tonnes on single compressor	:	

Signature with date
Name & Designation
Name & Seal of the Firm/Company

19. 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.

Name/ Signature & Seal

Signature with date
Name & Designation
Name & Seal of the Firm/Company

FINANCIAL BID
(To be enclosed in a Separate Envelope)

Monthly Rate	
Heads	In figures & words (Rupees)
Monthly Rate (in Rs) Excluding GST	
Total in figures and words	

SIGNATURE OF THE TENDERER

With seal

Name:

Date:

Notes:

1. No separate change of any nature would be payable on any account.
2. Rates shall be quoted both in figures and in words, any offer containing clerical or arithmetical mistakes shall be liable for rejection. If the rate in figures and that in words are not similar, the one of the lower value will be accepted.
3. No escalation of percentage of Contractor's Profit Margin/Admn Charges and/or cost of materials / consumables shall be admissible during the term of the contract. Any increase in minimum wages to workmen as per notification of the appropriate government (presently state government) during the tenure of the contract will be reimbursed on actual basis, and related wage components, on submission of documents of wage disbursement to workmen along with corresponding deposit of PF & ESI. **However, compensation will be limited to the difference of the minimum wages over the wages which were being paid immediately in the month preceding the issue of notification for the increased wage.**
4. **There would be no escalation/de escalation in the Contract Value during the two years of contract except on account of Minimum Wages and Statutory taxes.**
5. The labour payment every month should be made as per the wage structure of Government of West Bengal for Minimum Rate of Wages on Employment of Construction or Maintenance of Roads or in Building operations in the state of West Bengal as per the latest (2019) notifications issued by Govt. of West Bengal, office of the Labour Commissioner from time to time”..
6. A copy of Circular dated 17. 01. 2019 of the Govt. of West Bengal Office of Labour Commissioner on minimum rates of wages of the various categories of employees in the employment of *Construction or Maintenance of Roads or in Building operations in the state of West Bengal* is enclosed for reference. Minimum wages should be considered from the latest publication of this circular.

-:oOo:-

Signature with date

Name & Designation

Name & Seal of the Firm/Company

Copy To :

- Executive Secretary, JPC
- Sr. Manager I/C (F&A), JPC
- Dy. Manager (HR&A) [AB]
- Dy. Manager (HR&A) [ABR]
- Dy. Manager (F&A) & Member, Purchase Committee, JPC
- Dy. Manager (DB&AS) & Member, Purchase Committee, JPC
- Jr. Manager (HR&A) & Member, Purchase Committee, JPC