



## University of Calcutta

87/1, College Street, Kolkata-700 073

*N.I.Q. No Eng/Q-22/Providing Maintenance Staff/18-19*

Date 01/08/2018

### Notice Inviting Quotation

Providing manpower (skilled & unskilled) as per rules of Labour Commission, govt. of West Bengal, such as [Electrician(skilled)—04 nos ,Electric Helper(unskilled)—02 nos and Plumber(skilled)—02 nos for maintaining emergent works at different campuses & hostels under the University of Calcutta.

Sealed quotations are invited from resourceful, experienced & bonafide agencies for the above mentioned work. Agencies are requested to visit the site and consult with the undersigned or concerned SAE'S(Electrical) for queries if any prior to the submission of their quotation. The agencies are also requested to submit their quotation with valid trade license, G.S.T and credential. etc. at the office of the undersigned

**Eligibility Criteria:** 1) Document in support valid trade license, G.S.T.,P.T., Pan card and E.S.I./Labour Insurance /EPF Registration

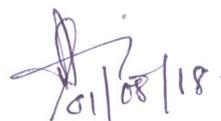
2) Credential for satisfactory completion of similar nature of Government organizations/ Govt. undertakings/ Autonomous Bodies/ Educational Institutions.

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

**Sealed tender to be dropped at the tender Box kept in the office of the University Engineer, Darbhanga Building, College Street Campus, 87/1 College Street, Kolkata-700073.**

**Last date of Submission of Quotation : 21/08/2018 up to 02 P.M**

**Date & time of N.I.Q. Opening : 21/08/2018 up to 03 P.M**



University Engineer, C.U.

**Documents to be submitted:**

1. Copy of valid Electrical contractor License as per the guidelines issued by Govt. of West Bengal
2. Copy of PAN Card
3. Copy of Professional Tax Registration Certificate
4. Copy of GST Registration Certificate
5. Copy of valid Trade License
6. Copies of Credentials (completion certificate) from Government organizations/ Govt. undertakings/ Autonomous Bodies/ Educational Institutions last 3 years of similar nature of work of 75% of any single work order/tender.
7. E.P.F Registration / Labour Insurance Certificate.

*The electrician (skilled) & Plumber (skilled) are to be deployed must have valid and renewed license / permit, i.e. Electrical Workman's Permit issued by the Govt. of West Bengal. The Helper (unskilled) must have working experience to assist the Electrician.*

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

**SCOPE OF THE WORK**

<b>Electrician (skilled)</b>	Electrical maintenance including floor-wise switching on and off all switches, panel(s) maintenance and repairing, maintenance of regular power points, attending to all kinds of breakdown, repairing work and other related works at the different campuses of the University.
<b>Electric Helper (unskilled)</b>	To assist the electricians for carrying out all types of electrical works
<b>PLUMBER (skilled)</b>	Pump operating, maintenance & all plumbing works.

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

*The Agency should quote the service charge per month per Electrician, per Electric-Helper & per Plumber as per the proforma of the Commercial Bid attached in the tender document. No other format of bid shall be accepted. The intending bidders are requested to download the proforma of the commercial bid & sealed bid with all relevant documents to be dropped at the tender box kept of the office of University Engineer, Darbhanga Building, College Street Campus, 87/1 College Street, Kolkata-700073 with in the stipulated date as mentioned on the front page.*

### Termination of contract:

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

### Terms and Conditions

#### The order will be Governed by the following Terms & Condition

- 1) Duty period :- A) Electrician(skilled)----04 Nos  
Duty hours---Monday to Saturday (10A.M to 6P.M.)  
B) Electric Helper(unskilled)---02 Nos  
Duty hours---Monday to Saturday (10A.M. to 6P.M.)  
C) Plumber(skilled)----02 Nos  
Duty hours---Monday to Saturday (10A.M.to 6 P.M.)

Per day throughout week (7days) including Govt. holidays as per prevalent rules of labour commission Govt. of West Bengal.

- 2) Agency shall ensure necessary insurance policies on above listed electrician , electric helper & plumber to cover all risks against/injury etc during the progress of maintenance work employer, on any extent would not be liable any untoward incidents.
- 3) Electrician, electric- helper & Plumber would have to report to the S.A.E./O.S.D./Head his/her authorized representative as per duty schedule.
- 4) Monthly report to be submitted to the Engineer,C,U. through the S.A.E & Head of the dept. of the Campus.
- 5) Beside routine maintenance work agency should not be allowed to carry out any work which may incur financial involvement without the knowledge and approval of the Engineer ,C.U.
- 6) Payment will be made Quarterly after successful completion of three month. Performance and attendance certificate to be obtained from the Campus(Different Campus of C.U.)Authority and Concerned S.A.E. each campus. Bill to be submitted to the office of the under signed along with the certificate & attendance sheet.
- 7) If the agency without any lawful reason and without prior intimation suspended the work for 3 days of a stretch or neglects or fails persistently to observe and perform any of the above condition, Employer reserve the right to terminate the contract without assigning any reason thereof.
- 8) The name & contact no of the electrician, electric helper & Plumber should be submitted to the U/S after receiving the order.

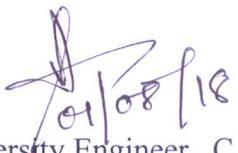
- 9) All electrical, plumbing & electrical distribution to be sincerely checked regularly. If there is any possibility of further electrical/plumbing hazard it should immediately be intimated to the campus authority or U/S and measures to be taken to words proper rectification without any delay.
- 10) Any materials can't be removing from the campus without consent & knowledge of the O.S.D/H.O.D/Engineer & S.A.E or authorized representatives.
- 11) Rate should be submitted separately inclusive of all incidental charges. The wages amount of the Electrician, Electric helper & Plumber to be paid as per rates of Labour Commission, Govt. of West Bengal.

Electrician @ Rs. Per month/yearly.....

Electric helper @ Rs.Per month/yearly.....

Plumber @ Rs. Per month/Yearly.....

12. Operators must have individual tools and tackles to carryout respective job at the site in addition to the above the agency at their cost shall have to supply umbrella,gumboot,insulated glove,torch with batteries etc.

  
University Engineer, .C.U.

## COMMERCIAL BIDS

### Documents to be attached:

1. Copy of valid Electrical contractor License as per the guidelines issued by Govt. of West Bengal
2. Copy of PAN Card
3. Copy of Professional Tax Registration Certificate
4. Copy of GST Registration Certificate
5. Copy of valid Trade License
6. Copies of Credentials (completion certificate) from Government organizations/ Govt. undertakings/ Autonomous Bodies/ Educational Institutions last 3 years of similar nature of work of 75% of any single work order/tender.
7. E.P.F Registration / Labour Insurance Certificate.

**The service charge per month per Electrician, per Electric-Helper & Plumber of the Agency be quoted as per the following proforma. No other format of bid shall be accepted.**

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

**Offer of Rates: (BOQ)**

Sl. No.	Services	Total No. of persons required	Rate per head per month (Wage of the Electrician / Helper to be deployed by the Agency will be fixed as per order of the Finance / Labour Department, Govt. of West Bengal from time to time and their entitlements to E.S.I., E.P.F. and Bonus, as may be applicable. It will be variable according to the variation of minimum wages stipulated by the Finance / Labour Department, Govt. of West Bengal from time to time.)	Service Tax per head per month, if applicable	Service Charge per head per month of the Agency (Please quote your rate (per Electrician and Per Electric-Helper & per Plumber per month))
1.	Electrician (skilled)	04	Need not to quote as the order of the Finance / Labour Department, Govt. of West Bengal will be followed	As per Govt. rules, if applicable, (Need not to quote)	
2.	Electric-Helper (unskilled)	02	Need not to quote as the order of the Finance / Labour Department, Govt. of West Bengal will be followed	As per Govt. rules, if applicable, (Need not to quote)	
3.	Plumber(skilled)	02	Need not to quote as the order of the Finance / Labour Department, Govt. of West Bengal will be followed	As per Govt. rules, if applicable, (Need not to quote)	

**Declaration:**

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

Place :

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(Full signature of the Agency with seal)