

भाकृअनुप – केन्द्रीय खारा जलजीव पालन अनुसंघान संस्थान ICAR - CENTRAL INSTITUTE OF BRACKISHWATER AQUACULTURE

ISO 9001:2008 CERTIFIED www.ciba.res.in



(Indian Council of Agricultural Research, Govt. of India) 75, Santhome High Road, Raja Annamalai Puram, Chennai - 600028, Tamil Nadu, India

F.NO.12-2/10-11/ST Date: 20.07.2021

NOTICE INVITING e-TENDERS

(NATIONAL COMPETITIVE BIDDING)

Online bids invited single are on stage two bid systems the õAnnual Maintenance Contract for Electrical Installation, Fans, Street lights including repair and maintenance of sub-station, DG Set, Water supply, Dewatering Pump sets, Aerators, Air Blowers, etc and day to day operation and maintenance etc. at KRC of CIBA, Kakdwip, West Bengal ó 734437 for a period of one year, which can be extended for another year on mutual terms and conditions with the General terms & conditions and specifications mentioned in the Annexure III & IV respectively.

Tender documents may be downloaded from CIBA web site www.ciba.res.in (for reference only) and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET:

| Published Date | 20 th July 2021 (06.50 PM) |
|---|---|
| Bid Document Download / Sale Start Date | 20 th July 2021 (06.50 PM) |
| Bid Submission Start Date | 20 th July 2021 (06.50 PM) |
| Bid Clarification Start Date | 20 th July 2021 (06.50 PM) |
| Bid Clarification End Date | 03 rd August 2021(03.00 PM) |
| Bid Submission End Date | 03 rd August 2021 (03.00 PM) |
| Bid Opening Date | 04 th August 2021 (03.00 PM) |

Working site address: (The bidders should visit the site and get visitor pass mandatorily)

KRC of Central Institute of Brackishwater Aquaculture (Indian Council of Agricultural Research), Kakdwip-743 347, West Bengal. Phone: +91-03210-255072 Fax: +91-03210-255072

E-mail: krckakdwip@yahoo.co.in,

Kakdwip is 91 km from Kolkata and 43 km from Diamond Harbour.

Bids shall be submitted online only at CPPP website:

https://eprocure.gov.in/eprocure/app. Manual bids are strictly not accepted under any circumstances.

E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid. The Tender Inviting Authority has all the rights to retender or cancel the tender at any stage without mentioning the reasons.

Tenderer / Contractor are advised to follow the instructions carefully provided in Instructions to Bidders (ITB) and General Condition of Contract (GCC), without fail, which are uploaded in our website at www.ciba@res.in under õTENDERÖ, before submission of your bid. For clarification please send mail to stores@ciba.res.in

Care has been taken to avoid contradiction between stipulation in the ITB, GCC and those in the other sections of the bidding documents. But wherever contradiction arises, if any, stipulations contained in the Schedule of Requirements shall prevail.

Tenderer / Contractor are also advised to follow the instructions provided in the :Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at :https://eprocure.gov.in/eprocure/appø

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer who has downloaded the tender from the CIBA website www.ciba.res.in and Central Public Procurement Portal (CPPP) website https://eprocure.gov.in/epublish/app shall not tamper/modify the tender form including downloaded price bid template in any manner.

In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CIBA.

Before the deadline for submission of the online bid, CIBA, Chennai reserves the right to modify the tender document terms and conditions. Such amendment / modification will be notified on website against said tender ID. Intending tenderers are advised to visit again CIBA website www.ciba.res.gov.in and CPPP website https://eprocure.gov.in/eprocure/app at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

Performance Security Deposit:

The Performance security deposit of 3% of the contract to be deposited within 15days of acceptance of the work order/contract and the same will be refunded to the contractor only after completion of performance maintenance period - one year and 60 days from the date of expiry/completion of contract. No interest will be paid to these deposits. Performance Security deposit has to be claimed within three years after completion of contract/work, otherwise it would be forfeited.

Submission of Tender

- 1. The tender shall be submitted online in two parts, viz., technical and price bid.
- 2. The bids submitted through Post/Telegram/Fax/email shall not be considered and will be summarily rejected.
- 3. No correspondence will be entertained in this matter.

Technical Bid:

The following documents are to be furnished by the bidder/supplier/Contractor along with Technical Bid as per the tender document in the following order, failing which the competent authority reserves the right to reject the bid at the bid opening stage itself without entertaining for further process.

i) Signed and scanned copy

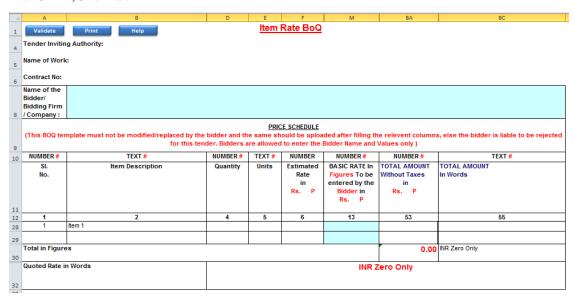
- 1. Tender acceptance letter (Annexure-I)
- 2. Price bid Undertaking(to be given on Company Letter head)
- 3. PAN card
- 4. GST certificate
- 5. Valid registration certificate/copy of enlistment approved by PWD/CPWD or any other Govt. dept and the current date value
- 6. Affidavit of partnership/proprietary firm if applicable
- 7. The contractor should furnish /enclose the proof of the execution of related Electrical work in Govt. dept. in any of last three year.
- 8. Visitorøs Pass issued by KRC of CIBA, Kakdwip is mandatory for consideration of the bid.

Price Bid:

- (a) Schedule of price bid in the form of BOQ_XXXX.xls.
- (b) There should not be any deviations from the Price bid template that been uploaded with this etender, otherwise the bid will be summarily rejected.

Schedule of price bid in the form of BOQ XXXX.xls:

The below mentioned Financial Proposal/Commercial/Price bid format is a model, provided as BoQ_XXXX.xls along with this tender document at https://eprocure.gov.in/eprocure/app. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Price bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business withCIBA,Chennai.



- 1. The rates shall be quoted in Indian Rupee only.
- 2. The rates has to filled at the particular cells in the BoQ_XXXX.xls such as taxes, fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
- 3. The payment will be made to the Consultant/Bidder/Supplier at any Bank Account maintained in India by way of ECS/RTGS after deducting the TDS as applicable.
- 4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

Registration:

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link õOnline bidder Enrollmentö on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Searching for tender documents:

- 1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective :My

- Tendersø folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

Preparation of bids:

- 1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Deviations from these may lead to rejection of the bid.
- 3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use õMy Spaceö or *Other Important Documentsø area available to them to upload such documents. These documents may be directly submitted from the õMy Spaceö area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Submission of bids:

- 1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3. Bidder has to select the payment option as õofflineö to pay the tender fee / EMD as applicable and enter details of the instrument.

- 4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6. The server time (which is displayed on the biddersø dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9. Upon the successful and timely submission of bids (ie after Clicking õFreeze Bid Submissionö in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

Assistance to bidders:

- 1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

The Director, Central Institute of Brackishwater Aquaculture, No.75.Santhome High Road, R.A.Puram, Chennai ó600028.

ANNEXURE - I TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

| То, | | | | | | |
|---|---|-----------|--|--|--|--|
| The | e Director, | | | | | |
| Cei | ntral Institute of Brackishwater Aquaculture, | | | | | |
| No | 75. Santhome High Road, | | | | | |
| R.A | A.Puram, | | | | | |
| Chennai ó 600 028. | | | | | | |
| | | | | | | |
| | Subject : Acceptance of Terms & Conditions of e-Tender ó Reg | | | | | |
| | CIBA Ref No : F.No. 12-2/10-11/ST | | | | | |
| | Tender ID: | | | | | |
| | Name of Tender / Work: õAnnual Maintenance Contract for Electrical Installation, | | | | | |
| | Fans, Street lights including repair and maintenance of sub-station, DG Set, Wate | r | | | | |
| | supply, Dewatering Pump sets, Aerators, Air Blowers, etc and day to day operation | n | | | | |
| | and maintenance etc. at KRC of CIBA, Kakdwip, West Bengal 6 734437 for a period o | f | | | | |
| one year, which can be extended for another year on mutual terms and conditionsö | | | | | | |
| | | | | | | |
| | ********* | | | | | |
| Dea | ar Sir, | | | | | |
| | | | | | | |
| 1. | I/ We have downloaded the tender document(s) for the above mentioned -Tender/Work | ø | | | | |
| froi | m the web site(s) namely | ': | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| As | per your advertisement, given in the above mentioned website(s). | | | | | |
| | | | | | | |
| 2. 1 | / We hereby certify that I / we have read the entire terms and conditions of the tende | r | | | | |
| documents from Page No. 1 to 17 (including all documents like annexure(s), schedule(s), | | | | | | |
| etc. | etc.), which form part of the contract agreement and I $\!\!\!/$ we shall abide hereby by the terms $\!\!\!\!/$ | | | | | |
| con | conditions / clauses contained therein. | | | | | |

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety and also unconditionally accept that CIBA, Chennai has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE - II PRICE BID UNDERTAKING

| From: (Full name and address of the Bidder) | | | | | | |
|--|--|--|--|--|--|--|
| <u> </u> | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| To, | | | | | | |
| The Director, | | | | | | |
| Central Institute of Brackishwater Aquaculture, | | | | | | |
| 75, Santhome High Road, | | | | | | |
| R.A. Puram, | | | | | | |
| Chennai ó 600 028 | | | | | | |
| | | | | | | |
| Sir/Madam, | | | | | | |
| Sub: Price Bid Undertaking ó Reg | | | | | | |
| CIBA Ref.No. : <u>F.No.12-2/10-11/ST</u> | | | | | | |
| I submit the Price Bid for the oAnnual Maintenance Contract for Electrical | | | | | | |
| Installation, Fans, Street lights including repair and maintenance of sub-station, DG Set, | | | | | | |
| Water supply, Dewatering Pump sets, Aerators, Air Blowers, etc and day to day operation | | | | | | |
| and maintenance etc. at KRC of CIBA, Kakdwip, West Bengal ó 734437 for a period of | | | | | | |
| one year, which can be extended for another year on mutual terms and conditionsö as | | | | | | |
| envisaged in the Bid document. | | | | | | |
| 2. I have thoroughly examined and understood all the terms and conditions as contained | | | | | | |
| in the Bid document, and agree to abide by them. | | | | | | |
| 3. I offer to supply/execute the work at the rates as indicated in the price Bid of this | | | | | | |
| tender. | | | | | | |
| | | | | | | |
| Place: Yours Faithfully, | | | | | | |
| Date: | | | | | | |
| | | | | | | |

Signature of authorized Representative

ANNEXURE - III

GENERAL TERMS & CONDITIONS

- 1. The quotation/ tender should be submitted through online mode only at https://eprocure.gov.in/eprocure/app on or before 04.08.2021 15.00hrs.
- The AMC contract is for one year and is extendable to another one year on same / mutually agreed terms and conditions.
- 3. Before submitting quote, the contractor is compulsory visit working site location to assess the requirement. Visitor¢s Pass (Available at KRC of CIBA, Kakdwip) with duly signed by the concerned staff of KRC of CIBA, Kakdwip is mandatory for the consideration of the Bid. Otherwise the bid will be rejected.
- 4. The right to accept the rates and bidding the work based on the quality and reputation of the firms rests with the DIRECTOR, CIBA and it cannot be challenged. The DIRECTOR, CIBA reserves the right to accept or reject any one or all the quotations without any reason.
- 5. The rates are to be quoted to have a minimum validity for a period up to 31-12-2021.
- 6. Income tax will be deducted on the work done value as per govt. norms and the same will be remitted to the IT Department concerned.
- 7. Performance Security Deposit of 3% of contract value has to be deposited within 15 days of receiving/acceptance of the contract. The security deposit would be returned only after expiry of the one year and sixty days. In the event of selected firm refusing or failing to execute the work, the security deposit would be forfeited. And it is also informed that the <u>Performance Security deposit has to be claimed within three years after completion of contract period, otherwise it would be forfeited.</u>
- 8. While executing the work, the executing agency is fully responsible for any damage to Institute materials and the same may be replaced (including materials & labour charges for the replacement) by the Contractor at his own cost.
- 9. The rates are to be quoted in the BoQ which is available with the e-tender, and tampering it in any way would lead to the rejection of the bid summarily.
- 10. For inspection of the site, 1).Dr.Debasis De, Principal Scientist & OIC KRC of CIBA (Mobile No.8637342908 / email: Debasis.De@icar.gov.in) may please be contacted between 10.00 hrs to 16.00 hrs on all working days.
- 11. Payment will be made based on monthly bills basis.
- 12. The contractor should furnish/enclose the proof of the execution of related Electrical work in Govt. Department in any of last three year.
- 13. The work should be supervised by licensed electrician.

ANNEXURE - IV

Scope of Contract: Day to Day Operation and Maintenance

- 1. The Operation and maintenance work shall be carried out at KRC of CIBA, Kakdwip, and includes maintenance of various Electrical & Mechanical Installations, attending to all faults and complaints, fuse off calls i/c cleaning and up keeping the installations according to the safety code taking all possible precautions, attending to power supply break downs, repairs to water supply pump sets, Aerators, Air blowers, street lights i/c planning, executing the preventive maintenance, operation of water supply pump sets etc.
- 2. The maintenance shall be carried out strictly as per the shift timings specified unless otherwise altered by the Officer in Charge as per the Site requirements, and if the situation warrants the maintenance staff shall work as per split shift timings as determined by the Officer -in charge, for which no extra payment will be made.
- 3. The contractor shall employ at least one qualified and experienced staff for the maintenance of Electrical Installation in the campus during office hours mandatorily and any urgent work needs to be attended by the contractor at any time (Day / Night).
- 4. The installations shall be maintained on all days of the month including Sundays & holidays. Weekly off shall be given as per Labor and relevant laws.-The contractor shall make alternate arrangement for maintenance staff for these days. No extra payment shall be made for these alternate arrangements.
- 5. If situation warrants the maintenance staff shall work beyond the above timing for which no extra payment will be made. The repair/maintenance and attending breakdown of main control panels/ starters will be carried out by the contractor.
- 6. Conveyance within the area covered irrespective of distance shall be arranged by the contractor at his cost and the Contractor's Representative shall be reachable by Phone/Cell Phone in case of emergency. A mobile phone number shall be permanently provided in the KRC centre, which shall be displayed on the notice board of the building and all residential quarters, along with the contractors mobile number. The complaints should be attended immediately and shall inform the OIC, KRC after attending the complaint. The maintenance

- staff should obtain acknowledgement from the concerned department stating that complaints has been attended satisfactorily.
- 7. The Contractor shall take necessary precautions to check Cable terminations provided at all out door feeder pillars and other Panel boards installed at office buildings and staff quarters.
- 8. The Contractor shall maintain the following registers as per the C.P.W.D Norms.
 - a) Complaint Register for Electrical Complaints.
 - b) Wire Man's Task Register
 - c) Materials Consumption Register & Dismantled Register.
 - d) Log Book for DG set and Water supply Pump Set.
 - e) Insulation and Earth test results register
- 9. Any complaint reported to the concerned officers shall be attended immediately and within a reasonable time not exceeding 6 hrs failing which the recovery shall made for the same @ Rs 200/- for minor complaints pending more than one day and @Rs 250/- for minor complaints pending more than three days. The decision of the Officer-in-charge is final in deciding the nature of complaints.
- 10. The spare materials required for the maintenance work has to be arranged by the contractor well in advance and quantity required shall be worked out based on the total no. of points/fittings/fixtures etc. but extra quantities should always be maintained to meet any emergency. No excuse shall be entertained due to shortage in spares. The consumables like Grease, Cotton Waste, Cleaning Cloth, Packing rope, HRC fuses, Indication Lamps, Insulation Tapes etc. shall be provided by the contractor within the quoted rate. The contractor shall keep an account for the materials required based on the complaints received and consumed for the work and work vise Task Register shall be maintained. The dismantled materials shall be handed over to the department. Any discrepancy in the account of the materials shall be the responsibility of the contractor and recovery will be made for any shortage of materials at the prevailing market rates.
- 11. The contractor shall maintain the attendance register for the staff and the same shall be submitted to the Department for inspection and verifications as and when required. Reference to the attendance of the complaints (with date and time) are to be entered in Log/Complaint Book and got counter signed by the Officer- in Charge The contractor or their authorized representative shall inspect all the **buildings** at least once in a week. Reference to the

attendance of the complaints (with date and time) are to be entered in Log/Complaint Book and got counter signed by the Officer in Charge/or his authorities The contractor shall arrange to maintain a log books for pumpsets mentioning relevant details such voltage, current, hours of operation etc.

- 12. The Supervisor/Worker deployed shall have Valid License and the copy of the same shall be submitted to the Officer-in-charge. The supervisory staff shall make periodic checks for preventive maintenance to ensure safety of the electrical fixtures as per the norms & safety procedures of the Department, and also shall have the knowledge of operation and maintenance of IEI and fans, minor repairs and operation of DG sets, water supply pump sets etc.
- 13. The contractor is responsible to attend to the HT Breaker in case of its tripping immediately with experienced eligible staff.
- 14. The Contractor shall issue identity Cards to their staff/workers and providing uniform at site and no extra payment will be made on this account.
- 15. The staff employed by the contractor shall have no claim for regularization in the Department / Government at later stage.
- 16. The contractor shall make his own arrangements for the normal tools & plants required for the maintenance work.
- 17. Any theft/damage/pilferage etc noticed shall have to be reported immediately to the OIC, KRC. The site shall be kept clean by clearing off the excess/wastage materials during the maintenance works.
- 18. Payment will be made by online every month. No advance payment will be made.
- 19. Any accident / injury happened to the worker during the course of duty, the sole responsibility lies on the contractor for accident / injury. Any risk cover and compensation if necessary in this regard shall be the responsibility of the contractor and the department is not liable for payment of any compensation, damages etc. in any way.

- 20. All the preventive maintenance activities like insulation testing, meggar testing, Earth testing, Checking of DB/Main Board/Feeder Pillar, Fan safety checking, cleaning of fittings, shade/blades etc. shall be carried out as per Central Public Works Department specifications and as per technical circular & safety circular issued up to date and all the record shall be maintained and shall be produced for verifications of OIC
- 21. The contractor has to remove/replace the erring staff employed by him if they misbehave, refuse to do the work related to the contract as per instructions of the Officer-in-charge.
- 22. The department reserves the right to terminate the contract at any time, if the maintenance service is unsatisfactory or any other exigency.
- 23. The spares / materials required for the maintenance work will be arranged by the Officer-In-Charge, KRC of CIBA.
- 24. The scope of the work includes day to day operation and maintenance of Internal Electrical Installations, Electrical Power points, External Electrical works like Street lights & Compound lights, Minor repairs to Water supply pump sets like Oiling, Greasing, Packing rope, LT panel etc.
- 25. The rates quoted should be inclusive of all taxes. Statutory deductions of GST, LW Cess @ 1% & Income tax @ 2% will be deducted from the contractor's bills. No separate claim for reimbursement of GST shall be entertained for this work.
- 26. It will be the responsibility of the agency to hand over the entire system as per the inventories in good working condition back to the department at the end of the AMC period.
- 27. Care should be taken by the contractor to avoid damage to the building during execution of his part of the work. The contractor shall be responsible of repairing all damages and restoring the same to their original finish at his cost.
- 28. As and when required, the contractor shall be in liaison with State Electricity / Department/ Authorities during power failure / line breakdown etc.
- 29. The period of contract may be reduced as per exigencies and the contractor shall have no claim on this account.

30. The Contractor should pay the wages not less than minimum wages fixed by the Chief Labour Commissioner (C), Ministry of Labour and Employment Government of India to their staff engaged on this work. The wages should be paid on or before 7th of every month by the contractor. The details of payment made to their employees should be produced along with ESI and EPF Numbers to the Officer-in-charge for verification before payment of Bill.

ANNEXURE-IV
Price Bid (To be filled in the BoQ Only)

| S.No | Description of Item | Qty | Unit |
|------|--|-----|----------------------|
| 1 | Maintenance of Electrical Installation and Fans, Street lights including Repair and maintenance of sub-station, DG Set, Water supply and and Dewatering Pump sets, Aerators, Air Blowers and Day to day operation and maintenance etc. at KRC of CIBA, Kakdwip, West Bengal. (By providing atleast one qualified staff/worker during office hours as per Terms and Conditions attached). | 1 | Per Month Charges |

केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान (भारतीय कृषि अनुसंधान परिषद) #75, संथोम हाई रोड, राजा अण्णामलैपुरम, चेन्नई - 600028, तमिलनाडु, भारत

