

**TENDER FOR
RENOVATION - cum -
REPAIR OF EPABX AT
RLI KOLKATA**

**Premises Department
Head Office, Regional Labour Institute
Lake town, Block-A, Kolkata - 700089
E-Mail: rli.kolkata@dglasli.nic.in**

<u>BID DETAILS</u>		
1.	Date of commencement of collection of Bid Documents	16/07/2022
2.	Last date and time for collection of Bid Documents	12/08/2022 17.30 hrs
3.	Last date and time for receipt of Bid Documents	12/08/2022 17.30 hrs
4.	Date and Time of opening of Technical Bid	16/08/2022 11.00 hrs
5.	Place of opening of Bids	Regional Labour Institute Block -A Lake Town Kolkata

Note: - Technical bids will be opened in the presence of bidders who choose to attend.

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1. ABOUT REGIONAL LABOUR INSTITUTE, KOLKATA:

We are the DGFASLI an attached office of the Ministry of Labour & Employment, Government of India and serves as a technical arm to assist the Ministry in formulating national policies on occupational safety and health in factories and docks. It also advises factories on various problems concerning safety, health, efficiency and well - being of the persons at work places.

Regional labour institute Kolkata under DGFASLI is serving to Factories for implementing SHE at their workplace and also conducting the various course like ADIS, AFIH etc., on online/off-line mode.

2. REQUIREMENT DETAILS:

Offers are invited from companies of repute and having experience in repair cum renovation of EPBAX. The said work is required in the Regional Labour Institute, Kolkata. The contract shall initially be awarded for a period of one year, which would be extendable for maximum up to 3 months on same terms & conditions as defined in the tender, at the discretion of the Institute.

3. **SCOPE OF WORK:**

- a. Offers are invited for renovation cum repair EPABX including its hardware/software located at Regional Labour Institute, Kolkata. The contractor should have a one years experience in the same field.
- b. The agency has to inspect and examine the site and satisfy themselves as to the conditions prevailing at the site and its surroundings regarding extent of work, scope and conditions under which the work is to be executed. The contractor shall also satisfy himself about the accessibility of the premises.
- c. The work shall be carried out in close coordination and with least disturbance to the office staff.
- d. The agency shall have to make good the damages, if any caused during the performance of the work to Institute's properties at his own cost.
- e. The brief descriptions of the items of work to be carried out are given in Annexure-B.
- f. It would be agency's responsibility to enforce safety measures/precautions required, as per relevant codes, for carrying out the work. RLI Kolkata shall not be responsible for any mishap/injury/impairment caused to the workers.
- g. After completion of the work, the site shall be cleared of all rubbish, wires & tapes etc. All holes shall be filled up and finished as per existing finishing or as directed by officer-in-charge/Head of Office.
- h. On acceptance of the work order, the name of the accredited representative(s) of the contractor, who would be responsible for taking instructions from the officer-in-charge/Head of Office, shall be communicated to RLI Kolkata.
- i. Some restrictions may be imposed by the RLI Kolkata on the working and/or movement of labour, material etc. The agency shall be bound to follow such restrictions/instructions and if such restriction incurs any cot to the vendor, nothing extra will be paid in this regard.

- j. All the defects/replacement of parts etc. caused during the work shall get remedied by the agency at his own cost and nothing extra shall be payable in this regard by this Institute.
- k. The equipments, materials etc shall be provided by this institute as per agency requirement as far as possible through GeM. The agency shall ensure the availability of their require items/material in GeM portal.
- l. The scope of renovation cum repair contract shall include checking, cleaning, servicing, testing, preventive maintenance etc. The vendor has to ensure the effective functioning of EPABX system.
- m. After completion of work the agency shall deploy one technical representative to attending immediate complaints for effective functioning of EPABX system for one year.
- n. The agency shall also ensure timely and adequate deployment of personnel required for carrying out the repair cum renovation of EPABX system.No conveyance charges/traveling charges will be paid to the personnel by the Institute.
- o. Any other work assigned to the agency from time to time related to repair cum renovation servicing of the EPABX system.

4. TERMS & CONDITIONS:

Detailed Terms and Condition for providing repair cum renovation services for EPABX in RLI Kolkata Premises are as follows:

1. The agency shall submit the offer, which satisfies each and every condition laid down in this tender, failing which, the tender may be rejected.
2. RLI Kolkata reserves the right of accepting the whole or any part of the offer rates and the agency shall be bound the perform the same at his quotedrates.
3. All the taxes and levies in respect of this contract shall be payable by the contractor and RLI Kolkata will not entertain any claim whatsoever in

this respect. The rate shall be for complete item of work including all transports, manpower, leads and tools etc.

4. Supply identity cards to his / her employees or agents who shall be doing the subject job at this institute premises.

5. PERIOD OF CONTRACT:

The contract shall initially be awarded for a period of one year, which would be extendable for maximum up to 3 months on same terms & conditions as defined in the tender, at the discretion of the Institute.

6. PAYMENT TERMS:

Six monthly Bills to be raised by the vendor in the name of Regional Labour Institute, Kolkata and the payment would be made after deduction of applicable taxes in accordance with the provision of income tax act / rules on the subject.

7. INSTRUCTION TO BIDDERS:

Interested vendors may visit the Institute's premises for inspecting the existing setup and other infrastructure facilities available in the Institute. Thereafter, if they are interested, they can participate accordingly. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.

- No binding legal relationship will exist between any of the Respondents and Institute until execution of a contractual agreement.
- Each Bidder acknowledges and accepts that Institute may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible vendor(s). The tender document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by the bidder.
- Institute may, at its absolute discretion, seek additional information or material from any bidder after the tender closes and all such information and material provided must be taken to form part of that bidder's response.

- Bidders should provide details of their contact person, telephone, fax, email and full address(s) to ensure that replies to tender could be conveyed promptly.
- If RLI Kolkata, at its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then Institute reserves the right to communicate such response to all Respondents.
- Queries / Clarification if any, may be sought from the contact persons detailed above before the deadline for submission of bids, between 10.00 am to 5.00 pm on any working days (Monday to Friday except holidays).
- RLI Kolkata may, at its absolute discretion, engage in discussion or negotiation with any Bidder (or simultaneously with more than one Bidder) after the tender closes, to improve or clarify any response.
- RLI Kolkata will notify all short-listed Bidders in writing or by mail or by publishing in its website as soon as decision is taken on the outcome of their tender. RLI Kolkata is not obliged to provide any reasons for any such acceptance or rejection.
- The bids qualifying the Minimum Eligibility Criteria will be eligible for further evaluation and subsequently the bids which qualify both Minimum Eligibility Criteria and Technical Evaluation Criteria will be eligible for Commercial Evaluation.

8. LANGUAGE OF BID:

The bid prepared by the Bidders, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Institute and supporting documents and printed literature shall be written in English.

9. MODIFICATIONS AND/OR WITHDRAWAL OF BIDS:

- Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

- No bid will be modified after the due date of submission of bids.
- No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

10. CONTENT OF DOCUMENTS TO BE SUBMITTED:

1) Documents required in Technical Bid Envelope (Sealed Cover):

- i. Undertaking Letter as per part "I" of Annexure - 'A'.
- ii. Bidder's information as per part "II" of Annexure-'B'.
- iii. Compliance Statement Declaration – Annexure-'C'
- iv. Pre-Qualification Criteria – Annexure – 'D'
- v. ECS Mandate Format or Blank Cheque – Annexure – 'E'

2) Documents required in Commercial Bid Envelope (Sealed Cover):

1. Commercial offer: The offer should be as per commercial bid format in Annexure 'D' and should be **all-exclusive (All applicable taxes to be quoted separately)**. In case of any variation (upward or down ward) in Government levies/taxes/duties etc. up-to the date of invoice, the benefit or burden of the same shall be passed on or adjusted to Bank.

11) TAXES:

The prices quoted shall be inclusive all taxes and levies. If the tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Institute afterwards. Income tax will be deducted at source and a certificate for the same will be issued to the contractor.

12) TERMINATION OF AGREEMENT:

If any breach is committed by the Contracts in respect of any terms and conditions as stipulated in this tender, RLI Kolkata at its sole and absolute discretion, can terminate this agreement by written notice without assigning any reason and without payment of any compensation.

13) DISMISSAL OF WORKMEN:

The contractor shall on the request of the Employer, immediately dismiss from the works, any person employed thereon by him who may, in the opinion of the employer, be incompetent or does misconduct and such persons shall not be again employed on the works of the Institute without the permission of the Employer.

14) SIGNING OF CONTRACT:

The successful bidder(s) to be called as vendor, shall be required to enter into a Service level Agreement (SLA) with the Institute, within 7 days of the award of the tender or within such extended period as may be specified by the RLI Kolkata.

.....XXX.....

ANNEXURE – A

Letter to be submitted by bidder along with bid documents

To
The Head of Office
Regional Labour Institute
Kolkata

Sir

Reg: Our bid for Engagement of Agency for repair cum renovation EPABX

We submit our Bid Document herewith.

If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the RLI Kolkata to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.

We understand that if our Bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.

We understand that you are not bound to accept the lowest or any bid received by you, and you may reject all or any bid; you may accept or entrust the entire work to one vendor or divide the work to more than one vendor without assigning any reason or giving any explanation whatsoever.

We understand that the names of short listed bidders after the completion of first stage (Technical Bid) and the name of the successful bidder to whom the contract is finally awarded after the completion of the second stage (Commercial Bid), shall be communicated to the bidders either over phone/e-mail/letter.

Dated at _____/_____/_____ day of _____ 2022.

Yours faithfully,

For _____

Signature _____

Name _____

Address _____

(Authorised Signatory)

Bidder's Information

**APPLICATION FOR ENGAGEMENT OF AGENCY FOR REPAIR
CUM RENOVATION OF EPBAX SYSTEM IN RLI Kolkata.
PART-I
THE FORMAT FOR TECHNICAL BID**

From

To

The HOO
RLI Kolkata.

Sr. No.	Name of the firm with full address and contact numbers/fax etc	Name of work	Value of the work	Years of Experience in the field	Date of award of work

* RLI Kolkata Reserves right to decide the cut off duration of Experience.

**RLI Kolkata reserves right to call for proof/do verifications.

COMPLIANCE STATEMENT
DECLARATION

Terms and Conditions

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Institute in this tender including all addendum, corrigendum etc. (Any deviation may result in disqualification of bids).

Signature:

Seal of company

Technical Specification

We certify that the systems/services offered by us for tender confirms to the specifications stipulated by you with the following deviations

List of deviations

1) _____

2) _____

3) _____

4) _____

(If left blank it will be construed that there is no deviation from the specifications given above)

Signature:

Seal of company

FINANCIAL BID FORMAT

OFFER FOR REPAIR CUM RENOVATION OF EPABX, TELEPHONE LINES AND INSTRUMENTS INCLUDING NECESSARY HARDWARE / SOFTWARE.

The site where EPABX is installed and is to be maintained has been seen and inspected by us. We agree to repair cum renovation of EPABX, telephone lines and instruments including all hardware/software at your office at the following rates.

S. No.	Description of item	Qty.	Unit	Rate	Amount (Rs.)
1.	Comprehensive renovation cum repair charges for EPABX equipped with 20 extensions and one operator console with all standard features. Note: All equipments shall be purchase through GeM only as far as applicable.				

Total Amount:-

L1 bidder will be decided on the basis of Total amount quoted for both Sr. No. 1

Signature

Name and Designation

Name of the Agency

Office seal

Name of contract person

Telephone Nos: Office:

Residence:

Mobile No.

FORM FOR PROVIDING DETAILS OF BANK ACCOUNT FOR CREDIT OF PAYMENT

(Please fill in the information in CAPITAL LETTERS)

1. Name of the vendor/supplier _____

2. Address of the vendor/supplier _____

City _____ Pin Code _____

E-mail id _____
Phone /Mobile No. _____
Permanent Account Number (PAN) _____
Service Tax Registration No. _____
TIN No. _____

3. Particulars of Bank Account

A. Name of Account same as in the Bank _____

B. Name of the Bank _____

C. Name of the Branch _____

D. Address of the Branch with Tel No. _____

E. Account No. (appearing in Cheque book) _____

F. Account Type (SB, Current, etc.) _____

G. MICR No. _____

H. IFSC Code of the bank branch
(to be obtained from the respective branch) _____

I/We hereby authorize National Housing Bank to credit payment(s) to my/our above bank account by ECS. # (#ECS will accepted on centers where the facility is available).

I/We hereby declare that the particular given above are correct and complete. If the transaction is delayed or not effected at all by ECS for reasons of incomplete or incorrect information, I/we would not hold National Housing Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RTGS/NEFT.

I also agree that without prejudice to the generality of the foregoing, in the event National Housing Bank is not able to carry out the ECS instructions given by me, National Housing Bank may make such arrangements for payment as deemed appropriate by it, for effecting the transaction.

Place:

Date:

Authorized Signatory/ies

Certified that the particulars furnished above are correct as per our records.

Bank's Stamp:

Date:

Signature of the Authorized Official of the Bank