



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी

All India Institute of Medical Sciences (AIIMS) Kalyani

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिक निकाय)

(A Statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)

राष्ट्रीय राजमार्ग - 34, बसन्तपुर, सागूना, कल्याणी, ज़िला - नदिया, पश्चिम बंगाल - 741245

NH-34 Connector, Basantpur, Saguna, Kalyani, District Nadia, West Bengal 741245

NIT No. : 115 /P-12074/1/22-23(E-Tender-ENGG)/ET-12

Date: 28/5/24

Notice Inviting E-Tender for

**Supply of material and manpower for day –to- day
departmental civil and electrical maintenance works for AIIMS
Kalyani for 12 months (2024-25)**

Certified that this tender document contains 29 (Twenty Nine) pages only

A.P. Shrivastava
Superintending Engineer
AIIMS, Kalyani

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, KALYAN'

Name of Work:- Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2024-25).

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ALL INDIA INSTITUTE OF MEDICAL SCIENCES, KALYANI
NOTICE INVITING E-TENDER

The Superintending Engineer, AIIMS, Kalyani, on behalf of Executive Director, AIIMS, Kalyani, invites Item Rate Tender in Two (02) Bid system (Technical & Financial respectively) from eligible and Enlisted/registered contractors of CPWD, State PWD, Central PSU/State PSU and Autonomous Bodies of Govt of India under appropriate class and category of having successfully completed works of similar nature as per eligibility conditions, for the Work as per the following details:-

(a)	Name of Work	Supply of material and manpower for day -to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2024-25).
(b)	NIT No.	115 / P-12074/1/22-23(E-Tender-ENGG)/ET-12
(c)	Contract Period	01 (One) Year, Extendable by up to 6 months as decided by AIIMS.
(d)	Estimated Cost	Rs.2,69,05,754.00 (RUPEES TWO CRORE SIXTY NINE LAKH FIVE THOUSAND SEVEN HUNDRED FIFTY FOUR ONLY)
(e)	Earnest Money Deposit (EMD) @ 2%	Rs.5,38,115.00 (RUPEES FIVE LAKH THIRTY EIGHT THOUSAND ONE HUNDRED FIFTEEN ONLY)
(f)	Performance Security (Bank Guarantee) / Security Deposit	5 % of contract amount (to be known after acceptance of tender)
(g)	Tender documents will be Issued From	Download from Institute Website. (i.e. www.aiimskalyani.edu.in, https://aiimskalyani.ewizard.in/)
(h)	Last Date, Time & Place of Submission	20/06/2024 at 17:00 hrs. through ewizard portal
(i)	Date, Time for opening of Technical Bid	21/06/2024 at 11:00 hrs

1. The time of submission of Tender is **20/06/2024 by 17:00 Hours**. The intending bidder must read the Terms & conditions of AIIMS, Kalyani carefully. He should submit his bid only if he/ finds himself meeting all eligibility criteria and being in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
3. The Bid documents consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <https://aiimskalyani.ewizard.in/> or www.aiimskalyani.edu.in


A. P. Shrivastava
Superintending Engineer
AIIMS, Kalyani

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

1. Timelines

Ser. No.	Description	Details
a	Last date and time of online submission of Tender	20/06/2024 at 17:00 hrs. through ewizard portal
b	Time and date of online opening of Documents	21/06/2024 at 11:00 hrs.
c	Time and date of opening of Online Financial Bids	To be intimated later through website
d	Period during which <u>documents of EMD (in Original), Registration Certificate, Undertaking and other Documents to be submitted to the FIC Procurement, AIIMS Kalvani.</u>	<ol style="list-style-type: none">1. Scanned copies are to be uploaded at the time of bid submission.2. Eligibility will be considered as per uploaded documents.3. Hard copies of all documents (ink sign self-certified by the bidder) to be submitted within 1 week of bid closing date for confirmation of authenticity of uploaded documents.4. In case of some ambiguity regarding appropriate document, one week time after notice date may be given by AIIMS for submission of appropriate document.5. However, the EMD document must be physically prepared and dated prior to bid closing date .

2. The intending bidder must read the terms and conditions of Tender document carefully. He should submit his bid if he considers himself eligible and he is in possession of all the certificates/documents required.
3. Information and Instructions for bidders for e-tendering posted on web site shall form part of bid document.
4. The bid document consisting of NIT, plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from <https://aiimskalyani.ewizard.in/> or www.aiimskalyani.edu.in free of cost.
5. The intending bidders must have valid class-III digital signature to submit the bid.
6. The bidder has to fill his rate in the schedule of quantities cum price bid format. This will be done online only and no printed copy of this price bid should be attached with the buch of hard copies of different documents submitted as per sl no 13.
7. The tendered amount will be calculated by adding the quoted costs of material and labour as per price bid format.
8. The bid can be submitted only after depositing e-tender Processing Fee As applicable and displayed on <https://aiimskalyani.ewizard.in/> and uploading the mandatory scanned documents as specified with in the period of bid submission.
9. Copies of eligibility documents and EMD as specified in the notice inviting tender shall be scanned and uploaded on the e-tendering web site within the period of tender submission. Bidders can upload documents in the form of JPG format, PDF format and any other format as permissible by thee-tendering portal.
10. After submission of bid online, it can be revised any number of times before specified time on last date of submission of bid. While submitting the revised bid, bidder can revise the rate of one or more item(s) any number of times (he need not re- enter rate of all the items) but before last time and date of submission of bid as notified.
11. Financial bids shall be opened online only for bidders for whom EMD and other documents are found in order and who are found to be eligible to bid for work. On opening date, the bidder can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.
12. If any discrepancy is noticed between the eligibility documents as uploaded at the time of submission of bid and hard copies as submitted physically by the bidder, the bid shall be come invalid and.

13. List of Eligibility Documents to be scanned and uploaded within the period of bid submission:-

- (a) Demand Draft of any scheduled Bank against EMD in favor of AIIMS, Kalyani.
- (b) Copies of Contractor's License/Enlistment of appropriate Class and category as per the tendered work issued from Central Govt./State Govt./Central PSU/State PSU and Autonomous Bodies of Govt of India.
- (c) Appendix `A to H' duly filled in and signed.
- (d) Certificates of Work Experience & Completion Certificate of Similar Work from Client not below the Rank of Executive Engineer, as mentioned in Eligibility Criteria.
- (e) Certificate of Registration for GST and acknowledgement of up to date filed return if required.
- (f) Copies of Balance Sheets
- (g) Copies of Contractor's License /Enlistment
- (h) Copies of ESI Registration.
- (i) Copies of EPF Registration.
- (j) Declarations to be given by the Tenderers (as per Page 06.).

14. The Technical Bid(s) shall be opened first by the Committee **on by Hours. The Financial Bid(s), whose Technical Bid) s found to be eligible, will be opened later for which intimation will be given through Website.** After the evaluation of the Bid(s) AIIMS, Kalyani will award the contract to the Lowest Evaluated Responsive Tenderer. Conditional Bid(s) will be treated as unresponsive and will be rejected.

15. All the Bidder shall have to submit/deposit the Original Instrument for EMD (Demand Draft) and Self Certified copies of other Eligibility Documents with the FIC Procurement, AIIMS Kalyani processing the Tender within 01 (One) Week of the opening of Financial Bid otherwise AIIMS Shall reject the Bid and take action to debar from Tendering in AIIMS”.

16. Information & Instruction for Contractor will form Part of NIT.

17. Broad outline of activities from Bidders prospective:

- (a) Procure a Class III Digital Signature Certificate (DSC).
- (b) Register on the e-Procurement portal <https://aiimskalyani.ewizard.in/>.
- (c) Create Users on the above portal.
- (d) View Notice Inviting Tender (NIT) on the above portal.
- (e) Download Official Copy of Tender Documents from the above portal.
- (f) Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS, Kalyani.
- (g) Bid-Submission on the above portal.
- (h) Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part.
- (j) Post-TOE Clarification on the above portal (Optional) – Respond to AIIMS, Kalyani's Post-TOE queries.
- (k) Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part(Only for Technical Responsive Bidders).

18. **Digital Certificates.** For integrity of data and authenticity / non-repudiation of electronic records, and to be complaint with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

19. **Registration.** To use the Electronic Tender portal <https://aiimskalyani.ewizard.in/> vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be

referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable. (Rs 2000+ GST as applicable)

Note :

- (i) After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/ activated.
- (ii) The Bidder must ensure that after following above, the status of bid submission must become - "Submitted".
- (iii) Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.
- (iv) It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
- (v) The Financial part/BOQ may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

20. **Bid submission.** The entire bid-submission would be online on the Tender wizard portal i.e. <https://aiimskalyani.ewizard.in/>. Broad outline of submissions are as follows:-

- (i) Submission of Bid Parts (Technical & Financial).
 - (j) Submission of information pertaining to Bid Security/ EMD.
 - (k) Submission of signed copy of Tender Documents/Addendums.
21. The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required establishing compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.
22. The FINANCIAL PART shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copy of duly filled price schedule (Section VII) for both packages are to be uploaded. If required, additional documents in support of taxes, quoted duties etc. may also be uploaded.
23. **Public Online Tender Opening Event (TOE).** The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE). Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Important Note. In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc.) due to which all the bidders face a problem during critical events, and this is brought to the notice of AIIMSKALYANI by the bidders in time, then AIIMS, Kalyani will promptly reschedule the affected event(s).

24. **Other Instructions.** For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.

Important Note : It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.

The following ‘FOUR KEY INSTRUCTIONS for BIDDERS’ must be assiduously adhered to :-

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
2. Register your organization on the portal well in advance of your first tender submission deadline on the portal
3. Get your organization’s concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc.).

➤ While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each registered bidder under this portal shall be impacted by the ASP, M/s. ITI, Kalyani, if required, before participation in the online tendering.

➤ For any further assistance, please contact Mr. Saikat Pal (09355030620), Mr. Sk. Tariq Anwar (09355030608), Helpdesk-01149606060, E-mail ID for mailing communication: eprochelpdesk.38@gmail.com , eprochelpdesk.35@gmail.com, ewizardhelpdesk@gmail.com

GENERAL RULES & DIRECTIONS

Name of Work:- Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2024-25).

1. The work is estimated to cost of **Rs.2,69,05,754.00 (RUPEES TWO CRORE SIXTY NINE LAKH FIVE THOUSAND SEVEN HUNDRED FIFTY FOUR ONLY).**
2. **Eligibility Criteria.**
 - (a) Intending Bidder is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority of having satisfactorily completed similar works in the following manner :

Three (03) similar works (Civil / Electrical Engineering), each of value **not less than 40%** of estimated cost put to tender or Two (02) similar works each of value **not less than 60%** of estimated cost put to tender or one (01) similar work of value **not less than 80%** of estimated cost put to tender in **last 07 (Seven) Years** ending 31st Mar 2024. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 07% per annum, calculated from the date of completion to the last date of submission of bid.

Here, “Similar work” means General Civil / Electrical Engineering Works executed under any Govt. Organization/PSU.

(b) He should have average Annual Financial Turnover of Rs. 1, 34, 52,877.00/- (Rupees One Crore Thirty Four Lakh Fifty Two Thousand Eight Hundred Seventy Seven Only) during the immediate last 03 (Three) consecutive financial years ending 31st Mar 2024.

(c)The Bidder should have registration with **Employee Provident Fund (EPF) Commissioner** and **Employee State Insurance (ESI) Corporation.**

(d) The bidder should have positive net worth and should not have incurred loss in last 03 (Three) Years ending i.e. by 31st March 2024, duly certified by Chartered Accountant.
3. Agreements shall be drawn with the successful bidders for item/items on prescribed format. Bidders shall quote their rates as per various terms and conditions of the said form which will form part of the agreement.
4. Conditional Bids shall not be considered and will be out-rightly rejected at the very first instance.
5. The time allowed for carrying out the work will be One year from the Date of Start (which shall be reckoned from **10th** day of issue of letter of acceptance) or from the First Date of Handing Over of the Site, whichever is later. The tender is initially for a period of one year and may be extended for a further period of 06 months as decided by AIIMS, on the same Terms and Conditions and Rates.
6. **Preparation & Submission of Tender through Online.** The Tender should be submitted in 02(Two) Parts i.e. Technical Bid and Financial Bid Respectively. The Technical Bid & Financial Bid should be sent by the Bidder through online as “Technical Bid” for Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2024-25).

7. **Earnest Money Deposit.** The bidders shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs.5,38,115.00 (RUPEES FIVE LAKH THIRTY EIGHT THOUSAND ONE HUNDRED FIFTEEN ONLY)** by way of Demand Drafts only in the favor of AIIMS Kalyani payable at ICICI Bank Kalyani More Branch. **Scanned Copy of the Demand Drafts must be uploaded/attached** with the Technical Bid. The EMD of the successful Bidder shall be returned after the successful submission of Bank Guarantee/ Security Deposit .For unsuccessful bidder(s) it would be returned after Award of the Contract to the successful bidder. Bid(s) received without Demand Drafts of EMD will be rejected.
8. **Performance Guarantee.** *The successful bidder will be required to furnish a Performance Guarantee of 5 % of Contract Value* after receiving notification of award in the form of either **Account Payee, Demand Draft** from any Nationalized Bank **duly pledged in the name of the "All India Institute of Medical Sciences, KALYANI"**, payable at ICICI Bank Kalyani More Branch which should have its validity for a period of minimum 60 days beyond completion of all the contractual obligations. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contractor for unsatisfactory performance or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations (including Warranty/Guarantee period) under the contract. In case the contractor fails to deposit the said performance guarantee within the period including the extended period if any, the Earnest Money deposited by the Contract or shall be forfeited automatically without any notice to the contractor.
9. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost, all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions.
10. The Tender paper/documents can be seen/ downloaded from Official website. For any query, Superintending Engineer, Phone : 8902499295 or Procurement Cell, AIIMS Kalyani Phone no (033)- 29991575 may be contacted.
11. The Competent Authority, the Executive Director, AIIMS Kalyani does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
12. Canvassing whether directly or indirectly, in connection to bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.
13. The contractor shall not be permitted to bid for works in AIIMS, Kalyani responsible for if contracts, near relative is posted as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer

(both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazette officer in the AIIMS, Kalyani. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.

14. No Engineer of Gazetted Rank or other Gazetted will be employed in Engineering or Administrative duties in an Engineering Department of the Government of India allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
15. The bid for the works shall remain open for acceptance for a period of 180 days from the date of opening of bids.
16. This notice inviting bid shall form a part of the contract document. The successful bidder/ contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of "The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and rate quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
17. The Income Tax and other taxes as applicable shall be deducted from the Bill unless exempted by the Income Tax Department.

Superintending Engineer
AIIMS KALYANI

GENERAL INFORMATION REGARDING THE WORK

Name of work : Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2024-25).

1. The agency would supply material as per requirement of AIIMS Kalyani .The materials will be from the material list of CPWD DSR 2023 for Civil works and CPWD DSR 2022 for Electrical works whose rates are given in these DSRs. Payment will be done for the supplied quantity as per CPWD rates plus percentage above/ below as worked out from the quoted material rate by the bidder for civil/electrical work.
2. Special conditions for supply of materials, as given in next chapter, would be followed.
3. The agency would supply labour as per schedule which will be used for various day to day maintenance , repair and operation activities as decided by engineering group of AIIMS Kalyani.
4. The schedule of labour to be supplied is as follows :

DETAILS OF LABOUR TO BE SUPPLIED

Sl No	Name of labour	Work profile	Nos. per day , 26 days in a month, for 12 months
1	Labour semi-skilled : Mason	For maintenance and repair of all internal and external plaster, flooring, all masonry work, RCC, CC gola, tiles work, leakages of roofs, Painting Work, floor traps, W.C., joints of pipes & fittings and fixing frames for manholes, traps etc. to the entire satisfaction and as per direction of Engineer-in-Charge. (9.00 AM to 5.00 PM- 2 No. Masons)	2
2	Labour semi-skilled :Plumber	Providing services of Plumber for maintenance and repair of plumbing system for the entire campus including repairing leakages or over flows of water from PVC/RCC overhead tanks, cisterns, replacement of GI pipes, fitting And fixtures to keep the entire water supply system efficient and functional to the entire satisfaction and as per direction of the Engineer-in- charge.(Shift-One 9.00 AM to 5.00 PM).	6
3	Labour semi-skilled :Carpenter	Providing services of carpenter cum Aluminium Mason and False Ceiling Mason for maintenance, repairing and fixing of damaged doors, Sliding Glass Door, windows, ventilators of steel/wood/PVC etc. at all floors, fixing of glass panes of door/windows including fittings, looking mirrors, all false ceiling and all other carpentry works required to keep them in proper functional conditions to the entire satisfaction and as per direction of the Engineer-in-charge.(All working days 9.00 AM to 5.00 PM - 1 No. Carpenter cum Aluminium Mason)	3

4	Labour semi-skilled : Electrician	<p>Providing services of Electrician (Minimum qualification: ITI in Electrician/Wireman from NCVT/SCVT with minimum 5 Year Experiences in Electrical Maintenance work including Supervision. <u>Details of required Electrician with area wise given below:</u></p> <p>a) 33 kv main receiving substation - 6 (3 shift) b) Utility and ESS 1 - 6 (3 shift) c) ESS2, 3, 4 - 6 (3 shift) d) External Light - 1 (General shift) e) IPD, OPD & Academic Block - 6 (3 shift) f) All Hostels, Residential Building, STP, WTP & ETP - 6 (3 shift)</p> <p>(i) (Shift-One)- 6.00 AM to 2.00 PM - 1 No. Electrician (ii) (Shift-Two)- 2.00 PM to 10.00 PM - 1 No. Electrician (iii) (Shift-Three)- 10.00 PM to 6.00 AM -</p>	31
5	Labour Semi-skilled: Pump Operator	<p>Providing service of Pump operator for assisting work at various location of AIIMS Kalyani requirement i.e WTP, STP, ETP, etc. and as instructed by AIIMS Kalyani authorities to the entire satisfaction of Engineer-In-Charge. (Shift wise as required)</p>	8
6	Labour un-skilled :Sweeper	<p>Providing services of Sweeper for Cleaning of Septic Tank Manhole, Choke of west line(Internal & External), assisting mason and carpenter etc. to the entire satisfaction of Engineer-in-charge.(Shifts as required) Also cleaning inside electrical panels, panel rooms etc as and when required.: Un-Skilled</p>	2
7	Labour Un-skilled : Electrician Helper	<p>He has to look after entire electrical systems and responsible for replacement of materials/checking of Systems etc. Minimum Qualification : ITI IN Electrician/Wireman form from NCVT/SCVT) for maintaining of complete electrical system for the entire campus including repairing/replacing of electrical fittings and fixtures e.g. florescent lights, PL/CFL/LED lights, fans(Exhaust/Ceiling/Wall mounted), switch/ sockets, external/street lights, 11 KV substation i.e. ACB/OCB, MLTP, APFC Panel, capacitor panel, DG panels, DG sets, HT/LT cables etc. and keep the entire electricity supply, i system efficient and functional to the entire satisfaction and as per direction of the Engineer-in-Charge. (All Days services of Electrician (Minimum qualification: ITI + Trade Certificate in concerned Trade</p> <p>Details of required Electrician with area wise given below:</p> <p>a) 33 kv main receiving substation - 1 (General shift) b) Utility and ESS 1 - 1 (General shift) c) ESS2, 3, 4 - 1 (General shift) d) External Light - 1 (General shift) e) All Hostels, Residential Building, STP, WTP & ETP - 1 (General shift))</p> <p>(i) (Shift-One)- 6.00 AM to 2.00 PM - 1 No. Electrician (ii) (Shift-Two)- 2.00 PM to 10.00 PM - 1 No. Electrician (iii) (Shift-Three)- 10.00 PM to 6.00 AM</p>	5
8	Labour un-skilled : Helper for civil work	<p>Providing services of Helper for assisting all above skilled staff i.e. Carpenter, Plumber, Mason, Painter, etc. They can also assist the work at various locations of AIIMS-Kalyani requirement i.e. storm water drainage etc. and as instructed by AIIMS-Kalyani</p>	8

5. The agency would provide his workers, with necessary tools, equipment and consumables required by the workers for example:
 - a. Hammers, trowels, spirit level, mixing pan, spade, shovel, digger, pick axe, sickle, drill for making holes in wall, wood, masonry, aluminum etc. and their cutting consumables, threading machines and die of required size, gas flame, portable gas welding and portable arc welding machines, plate vibrator ,needle vibrator , painting and cleaning brushes, sand papers, hessian cloth, etc. as and when required. Adequate number of his workers should be able to operate these tools and machines.
 - b. Earth resistance tester, Insulation tester, Tong tester (range: up to 600V & 200Amp), Multimeter (range: up to 600V & 200Amp), Hand blower / vacuum cleaner, Drill machine carpentry, Hammer drill machine, Stone cutter / Grinder / Cutting wheel / Chase cutting machine, Hydraulic crimping tool kit (range: up to 400sqmm), Insulating gloves (up to 3.3kV), Crimping tool kit for LV works, Self- supporting ladder up to 6 meter (4ft.), Ladder (20 ft.), Welding machine, Welding gloves / welding goggles, Gas welding torch & cutting torch (complete set), Brazing torch, Gauge manifold, Pipe cutter, All types of cutting wheels – as required at site, Bench voice, Concrete breaker, Safety belts, Measuring tapes (range up to 5meter), Measuring tapes (range up to 30meter), Nitrogen cylinder, Anemometer, Digital Temperature meter, Allen Key set, Screw driver set, Pliers, Neon tester, Psychro meter, Nose plier, HIGH RANGE MECHANIC 40PC Socket Set, Spanner Set, Swaging tool set, Flaring tools set, Copper pipe cutter, High pressure gauge, Low pressure gauge, R410 Gas charging pipe set, Vacuum pump, Drainage cleaning and water pipe line clean Hi pressure pump (5-2 HP), Pipe binder etc. as and when required, etc.
6. The agency would provide his workers, with necessary safety arrangements and PPES like safety ladder upto 7 meter height, safety shoe, safety jacket, helmet, safety belt WORK IN PROGRESS sign as road barrier, gum boots, gloves, umbrella, hats etc. as and when required.
7. Workers detected, by AIIMS Engg. group, as showing poor workmanship, slow work, wastage of material, lack of punctuality, ill behavior, not able to understand instructions ,doing suspicious or unrelated work , not reporting in time, remaining absent from site of allotted work , taking rest during non-rest hours etc. will have to be removed and new workers will have to be brought by the agency.
8. Some work may require working under foul and wet conditions like water tank cleaning, mud cleaning, repairs to sewage line, manholes etc. for which willing and experienced labour will be deputed within the scope of the same order.
9. The supplied material would be of the same standard and design and size as already fitted to maintain similarity and uniformity.
 - i. Some workers would be called in day shift only while other may be divided in 3 shifts in a day of 24 hours. For emergency works, more than usual numbers may be called in any shift. The agency has to ensure the supply of labour accordingly.

- ii. The firm will not recruit any worker in the name of giving him permanent job or government job nor charge any fee from them against giving them job.
 - iii. The agency would comply with all labour laws, Acts and Rules such as Minimum wages Act, Payment of wages act, EPF, ESIC etc. He will follow the provisions of GST Rules and submit regular returns thereof.
 - iv. The agency would supply aprons /half jackets with reflective stickers to each worker so that they may be separately identified and spotted in low light also.
 - v. No canteen facility or rest room or medical assistance will be provided to the workers from AIIMS Kalyani in return of working for this order.
 - vi. No extra payment on account of increase in minimum wages after closing of bid will be made.
 - vii. No extra payment on account of increase in GST or other taxes will be made. The agency should quote his rate inclusive of GST and other applicable taxes, duties, levies, cess, surcharge etc. as applicable on the date of invoice.
10. **Competent Authority for deciding reduced rates.** Superintending Engineer, AIIMS, Kalyani.
11. **No payment on account of escalation will be allowed even in the extended period of 6 months, in case of extension decided by AIIMS Kalyani. However, extra amount of payment to the workmen due to increase of Minimum wages after last date of filling of tender, would be paid additionally.**
12. For all items of **Civil /Electrical Works:** Latest CPWD specifications with correction slips up to the date of receipt of tender shall be followed. For the items which are not covered under CPWD specifications; the special conditions/B.I.S. Specifications shall apply. In this regard the decision of Engineer-in-charge shall be final.
13. Wherever any reference is made of any Indian Standard, it shall be taken as reference to the latest edition with all amendments /revision issued there to up to the date of receipt of tenders.
14. Unless otherwise specified, the agreement rates for all items of work of the schedule of quantities are for **all heights, depths, leads and lifts** involved in the execution of work.
15. Other agencies working at site will also simultaneously execute the work entrusted to them and the contractor shall offer necessary co-operation wherever required to other agencies.
16. On account of security consideration, there could be some restrictions on the working hours, movement of vehicles for transportation of materials. The contractor shall be bound to follow all such restrictions and adjust the program for execution accordingly, for which nothing extra shall be paid.
17. The work shall be carried out in a manner complying in all respects with the requirements of relevant by the laws of the local bodies, Labor Laws, minimum wages act, workmen compensation act and other statutory laws enacted by Central Govt. as well as State Govt.
18. All melba/rubbish/silt/waste, garbage etc. generated due to any operation from buildings/houses/ hostels and other open spaces whatsoever shall be disposed of on daily basis by the contractor to the specified common disposal point. After the collection of full truck load of the said Melba (approx. 4.5 cubic meters), the same shall be disposed of by the contractor to the authorized municipal dumping ground and nothing extra shall be paid on this account. In case of non-removal/disposal in the specified period, a Compensation of Rs. 1,000/- (Rupee ONE THOUSAND only) per day shall be recovered from the contractor.

19. No residential accommodation shall be provided to any of the staff engaged by the contractor. The contractor shall not be allowed to erect any temporary set up for staff in the campus.
20. No claims of the labors shall be entertained by the Department including that of providing employment, regularization of services etc.
21. Complaint register, attendance register and other records will have to be produced either daily according to the requirement or when asked to do so by the Engineer-in-charge or his authorized representative.
22. When a register gets completed, it will be handed over to the concerned J.E or his superior officer.
23. It will not be returned to the contractor and the same will remain the property of the department.
24. All required register will be issued by Engineer-in-Charge/Executive Engineer duly marked in chronological order but the contractor will have to arrange all such registers/stationery etc. Nothing extra shall be paid on this account.
25. The contractor will have to arrange the entire required Computer & peripherals including operating staff and necessary consumable/software, furniture etc. at his own cost pertaining to his job and he will take all the settings back only after the expiry of the agreement for which nothing extra shall be paid. The contractor shall avail the facility of existing telephone provided by the department. However the payment of bills for the same shall be borne by the contractor itself. The contractor will have to provide an Android phone with active internet connection and data package as required to the supervisor which will be exclusively used only for the purpose of maintenance.
26. The personnel and laborers engaged by the contractor under this contract shall wear **neat and clean uniforms** as approved by the Engineer-in-charge along with name badges. An identity card duly countersigned by Engineer-in-charge or his representative shall be issued to each personnel by the contractor to have proper identifications. The character and antecedents of the staff employed by the contractor shall be verified from the police officials by the contractor.
27. The contractor shall have registration with Employee's Provident Fund commissioner and Employee's state Insurance Corporation for safe-guarding interest of his workmen. He shall obtain all other necessary approvals from statutory bodies as per law in vogue.
28. All T&P, scaffoldings, ladders/Hydra etc., instruments/meters for maintenance, consumable and Contingent Articles required for execution of the work shall be arranged by the contractor.
29. Staff employed by the contractor should be well behaved, Polite and courteous. Any complaint against staff on behavior should be taken very seriously and such staff should be removed by the contractor immediately from the site and replacement shall be provided immediately.
30. All dismantled material will be removed from site by contractor after verification of measurement of the same by JE.
31. The contractor shall make all safety arrangement required for the labour engaged by him at his own cost. All consequences due to negligence or due to lapse of security/safety or otherwise shall be borne by the contractor. The department shall not be responsible for any mishap, injury, accident or death of the contractor's staff. No claim in his regard shall be entertained/accepted by the department. Also Contractor is responsible to the damage caused to any man/material other than his team during execution and AIIMS will not be responsible for that.

32. Contractor shall be fully responsible for any damages caused to govt. property or allotter's property by his or his labour in carrying out the work and shall be rectified by the contractor at his own cost.
33. GST and other Taxes as applicable shall be recovered/ paid from the contractor's bill as per Govt. of India/AIIMS Rules.
34. Chases, holes & drilling works etc. shall be done using power operated tools in the cost of Contract. No extracharges will be paid for the same.
35. For non-compliance or partial compliance of satisfactory execution of items, the Engineer-in-charge reserves his rights to levy compensation in accordance with the scale of non-conformity and the period for which this non-conformity continues. However, the total amount of this compensation for the whole contract shall not exceed 10% of the tendered value of this contract. This shall be without prejudice to other remedies available to Engineer-in-charge under this contract to take action against the contractor.
36. Each worker shall maintain a complaint diary and get the feedback recorded from the all ottees'' regarding attending the complaint. In case, it is found that the complaint has been attended unsatisfactorily; it will be considered as unattended. List of such complaints shall be submitted to the Engineer-in-Charge or his representative on daily basis.
37. The contractor or his engineer at the service center shall maintain complaint register for recording the complaints.
38. Required Space will be handed over to the contractor free of cost by the department; for receiving the complaints and for the engineer engaged by him.
39. The agency shall restore back the premises and other articles provided by the department to the AIIMS at the time of closure of the contract.
40. In the case of discrepancy between the schedule of quantities, the Specifications and/or the Drawings, the following order of preference shall be observed :-
 - (a) Description of schedule of quantities.
 - (b) Additional specifications and special conditions, if any.
 - (c) Contract clauses of General conditions of contract for Central P.W.D. Works. (IV) CPWD specifications.
 - (d) Architectural drawings.
 - (e) Indian standards specifications/BIS. (vii) Sound engineering practice. Any reference made to any Indian standards specifications in these documents, shall imply to the latest version of that standard, including such revisions/amendments as issued by the Bureau of Indian Standards up to last date of receipt to Tenders. The contractor shall keep at his own cost all such publications of relevant Indian Standards applicable to the work at site.
41. The contractor will maintain attendance records of the staff, which will be checked by the Junior Engineer/Assistant Engineer/Executive Engineer/Engineer-in-charge of the work. In case of absence of any staff, recovery shall be made at the following rates :-

- a. Highly Skilled/ Skilled Labour @ Rs. 1,000/-per day per person.
 - b. Semi-skilled/ Unskilled Labour @ Rs. 800/- per day per person.
42. The contractor and/or his authorized agent should see the site order book every day and get the compliance of instruction given by the JE/AE/Engineer-in-charge as per time schedule.
 43. All the melba or rubbish obtained from dismantling or otherwise during the execution of the work shall be brought down through the staircase and shall not be thrown to the ground directly from first floor or second floor etc. this shall be carried and stacked properly to the specified common disposal point on the same day and site shall be left clear as per the instructions of the Engineer-in-charge. A compensation of Rs.100/- shall be recovered from the contractor for each complaint/default.
 44. The contractor will not pitch up tents for laborers, materials and his stores etc.
 45. No permanently /temporary huts/structures shall be constructed by the contractor at the site of work or at any government land/premises. Such structures, if any, found at the site or at AIIMS, Kalyani land shall be demolished and removed at the cost of the agency without any notice.
 46. Any damage to the building structure, fittings or any other articles etc. done by the contractor or his Workmanduring the execution of the work shall be made good by the contractor at his own cost.
 47. The contractor shall clear the site properly after the completion of the work.
 48. The labor engaged for attending complaints shall carry necessary tool kit, container (Tasla), required for mixing any cements and or other material and should carry with water bottle and waste bag for collection of minor rubbish material if received during attending the complaints, so that the site of work shall remain neat and clean.
 49. Major/ Minor complaint shall be decided by the Engineer-in-charge or his representative. The decision of Engineer- in-charge shall be final &binding.
 50. The contractor shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at AIIMS, Kalyani site or for any accident caused to them and the institute shall not be liable to bear any expense in this regard. The contractor shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by AIIMS, Kalyani for whatever reason. The contractor shall also be responsible for the insurance of its personnel. The contractor shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and the ir-enactments/amendments/modifications:-
 - a. The Payment of Wages Act 1936.
 - b. The Employees Provident Fund & MP Act, 1952.
 - c. The Contract Labor (Regulation) Act, 1970.
 - d. The Payment of Bonus Act, 1965.
 - e. The Payment of Gratuity Act, 1972.
 - f. The Employees State Insurance Act, 1948.
 - g. The Employment of Children Act, 1938.
 - h. The Motor Vehicle Act, 1988.
 - i. Minimum Wages Act, 1948.
 51. **Breach of Terms and Conditions.** Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract. Or In Case of breach of any terms and conditions

as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by AIIMS, Kalyani in that event the EMD shall also stand forfeited.

52. **Termination of Contract.** AIIMS, Kalyani would have the right to terminate the contract by giving one month's notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of AIIMS, Kalyani rules & regulations, or if there is any lapse in compliance of any labour legislation, or if there is any incident of discipline on the part of the Tenderer or his staff and the agreement may be terminated by either party by giving one month's notice to the institution. The decision of AIIMS, Kalyani's management in this regard would be final and binding on the Tenderer. In such an event, AIIMS, Kalyani shall have the right to engage any other tenderer to carry out the task.
53. **Arbitration.** The Arbitration shall be held in accordance with the provision of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Kalyani. The decision of the Arbitrator shall be final and binding on the both parties.
54. **Dispute Settlement.** It is mutually agreed that all differences and disputes arising out of or in connection with these agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, AIIMS, KALYANI whose decision shall be final and binding on both the parties. The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.
55. Payment will be made on Monthly basis after due Certification of the Bills by the Representative of Engineer-in-Charge.
56. **Labour Cess:** As per Building & Other construction workers' Welfare Cess Act, 1996, labour cess @1% will be deducted from the bills.
57. The contractor will have to submit the monthly bank transaction statement showing details of salary of staffs working under civil maintenance. The contractor will have to pay the monthly salary to the employees of civil maintenance in 1st week of every month irrespective of any other situation.
58. The contractor will have to **arrange trolleys/Wheel Barrows** for the shifting of materials within the campus at his own cost.
59. The Rate quoted by the contractor for the Manpower component should be adequate for the payment as per minimum wages act of central government. The Bid will not be considered if the contractor's quoted price for manpower is less than the rates as per the minimum wages category mentioned by the ministry of labour, Government of India plus due provisions to meet the following expenses :
 - A) ESIC.
 - B) EPF.
 - C) GST
60. The contractor shall disburse wages to **his** workers by 7th day of each month through Electronic Transfer (ECS). In case due to any circumstances beyond control of contractor, payment shall be made by bearer cheque for the period up to maximum of three months, in any circumstances, cash payment of wages is not acceptable.

61. The contractor shall not pay the wages less than what is legally admissible to be paid along with other elements as mentioned above. Any violation in this regard will result into the forfeiture of the Performance Security in addition to severance of this contract. The contractor will not charge any money or seek any gratitude or favor in any form from his workmen for this job before or after there deployment. An undertaking in this regard will be attached with the biodata of the **work** manpower which will be signed by the contractor as well as by the personnel deployed. Any violation of this clause lead to termination of the contract and penal action as appropriate. The contractor will submit the document along with the bill such as proof of deposit of ESI, EPF, Service Tax/GST proof of payment of salary through ECS.

Superintending Engineer
AIIMS, Kalyani

SPECIAL CONDITIONS FOR SUPPLY OF MATERIAL

1. The material shall be as per CPWD specifications with up to date correction slip and ISI specifications wherever mentioned.
2. In the even to any variation between CPWD specifications and that in the IS Code the former shall take precedence overthe later. In the event of variation between the nomenclature of item as per schedule of quantities and specifications, the former shall prevail.
3. Material will be supplied by the contractor within 07 days after giving the requirement. However, the materials required for work of urgent nature shall be supplied as per need of the hour but not exceeding 1 working day. Failure to meet this time frame (except for reasons not reasonably within contractor's control) would attract imposition of **Rs.10, 000/-**per day penalty which shall be recovered from contractor's bill after giving notice.
4. The sample of all the items shall have to be got approved by the Contractor from the Engineer-in- Charge, and this shall be without prejudice to the right of Engineer-in-Charge to get random samples tested out of the actual lot received as per additional conditions.
5. The contractor shall if required furnish the manufacturer's certificate that the material supplied satisfy the requirements of the relevant specifications.
6. The Engineer-in-Charge shall be at liberty to test respective sample(s) of each item of schedule of quantity in any approved laboratory as decided by him. The sample for testing shall be provided by the contractor. If the test proves satisfactory and the material is accepted, the testing charge in respect of satisfactory test shall be borne by the contractorhimself. All other expenditure required to be incurred for making available the sample, conveyance and packing etc, shall be borne by the contractor himself. In case any sample of particular lot fails in testing the contractor shall be bound to replace the entire lot with fresh material of prescribed specifications and the rejected lot shall only be returned to the contractor after fresh lot is supplied. Testing charges in respect of failed sample will be borne by the contractor himself.
7. Rejected materials shall have to be removed by the contractor at his own cost within a week of the instructions of doing so. Also go-down rent as decided by Engineer-in-Charge shall be charged by the department.
8. In case of any dispute regarding rejection of quantity of materials the decision of Engineer-in- Charge shall be final and binding up on the contractor.
9. Conditional tenders are liable to be summarily rejected.
10. The rates shall be quoted only in the schedule of quantities attached with the tender and now here else i.e. letter heads etc.
11. The contractor is specifically required to quote only one rate against each item. The rate Quoted for any item of material shall conform to the prescribed specifications.
12. For materials used in this work, the record shall be maintained at site in as standard Performa to watch quality and consumption of the material.

Superintending Engineer
AIIMS, Kalyani

FORMAT- 'A'

FORM FOR FINANCIAL INFORMATION

(Financial Analyses)

Details to be furnished duly supported by figures in Balance Sheet/Profit & Loss Account duly Certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Ser. No.	Description	2021-22	2022-23	2023-24

Note : Gross Annual Turn Over only.

FORMAT- 'B'

FORM FOR DETAILS OF ALL WORKS OF SIMILAR CLASS

COMPLETED DURING THE LAST 07 (Seven) YEAR

(i.e., FOR THE YEAR ENDING MAR 2024)

Ser. No.	Name of Work/ Project	Location	Owner or Sponsoring Organization	Cost of Work in Lakhs	Date of Commencement as per Contract	Stipulated date of Completion	Actual date of Completion	Litigation/ Arbitration pending/ In progress with details	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)
1.									
2.									
3.									
4.									
5.									

(Authorized Signature of the Bidder with Seal)

FORMAT- 'C'

FORM FOR DETAILED INFORMATION BY BIDDER

Name of Firm/Contractor/Supplier	:	
Complete Address and Telephone Number	:	
Name of Proprietor/Partner/Managing Director/Director	:	
Phone Number	:	
Mobile Number	:	
e-Mail ID	:	
Name and address of service Centre nearby Kalyani	:	
Whether the firm is a registered Firm(Yes/No. Attach Copy of Certificate)	:	
PAN Number. (enclose the attested copy of PAN Card)	:	
Service Tax Number. (enclose the attested copy of VAT Certificate)	:	
GST Number (enclose the attested copy of VAT Certificate)	:	
Whether the firm has Uploaded the Bank Draft/Pay Order/ Banker's Cheque of Earnest Money Deposit (EMD).	:	
Whether the Firm/Agency as signed Each &Every page of Tender/NIT	:	
EPF No. (Enclose the attested copy of EPF Registration Certificate)	:	
ESI Code.	:	
Any other information, if necessary.	:	

(Authorized Signature of the Bidder with Seal)

All India Institute of Medical Sciences
Engineering Branch, Kalyani (West Bengal)-741245
www.aiimskalyani.nic.in

Percentage Rate Tender / Item Rate Tender & Contract for Works

1. **e-Tender for the work of** : Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2024-25).

To be submitted online by:

- (a) Time and date of online Opening of Technical Bids. : _____
- (b) Time and date of opening of Online Financial Bids. : **To be intimated later.**

T E N D E R

I/We have read and examined the notice inviting tender, schedule along with Appendices A, B, C and E as per Specifications applicable, Drawings & Designs, general Rules and Directions, Conditions of contract, Clauses of Contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender documents for the work.

A sum of **Rs.5,38,115.00 (RUPEES FIVE LAKH THIRTY EIGHT THOUSAND ONE HUNDRED FIFTEEN ONLY)** is hereby forwarded in Bank Guarantee of scheduled Bank/Demand Draft of a scheduled Bank/Bank Guarantee issued by a scheduled Bank **as Earnest Money**. If I/We, fail to furnish the prescribed Performance Guarantee within prescribed period, I/We agree that the said Director, AIIMS, KALYANI or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely. Further, if I/We fail to commence work as specified, I/We agree that Director, AIIMS, KALYANI or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said Performance Guarantee absolutely. The said Performance Guarantee shall be a Guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in the tender form. Further, I/We agree that in case of forfeiture of Earnest Money & Performance Guarantee as aforesaid. I/We shall be debarred for participation in the retendering process of the work.

I/We undertake and confirm that eligible similar work(s) mentioned by me have not been got executed through another contractor on and, if such a violation comes to the notice of AIIMS, KALYANI, then, I/We shall be debarred for tendering in AIIMS, KALYANI in future forever. If such a violation comes to the notice of AIIMS, KALYANI before date of start of work, the Administrative Officer shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

I/We hereby declare that, I/We shall treat the tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated : * _____

Signature of Contractor
with full Postal Address

Witness : *

Address : *
(* To be filled in by the Contractor.)

Occupation:*

DECLARATIONS
(TO BE GIVEN BY THE TENDERERS)

It is to certify that :-

NOTE : - (To be certified by all the partners in case of partnership firms, by all the directors in case of companies).

a. "I/We undertake and confirm that eligible similar Work(s) have not been got executed through another contractor on back to back basis. Further, it is stated that, if such a violation comes to the notice of Department, than I/We shall be debarred for bidding in AIIMS Kalyani in future forever. Also, if such a violation comes to the notice of AIIMS, Kalyani before date of start of work, the Executive Director shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee".

Date : _____

Signature of the Tenderer

b. "The Original Instrument for EMD (Demand Draft) and Self Certified copies of other Eligibility Documents shall be deposited by me/us with the FIC Procurement, AIIMS, Kalyani before the scheduled time and date of opening of technical bid failing bid failing which AIIMS Kalyani shall reject the Bid.

Date : _____

Signature of the Tenderer

FORM OF PERFORMANCE SECURITY (GUARANTEE)

1. In consideration of the Executive Director, AIIMS, Kalyani (hereinafter called “the Government”) having offered to accept the terms and conditions of the proposed agreement between and (hereinafter called “ the said Contractor(s)”) for the work (hereinafter called “ the said agreement}” having agreed to production of an irrevocable Bank Guarantee for Rs. _____(Rupees _____only) as a security/guarantee from the contractor(s) for compliance of his obligation in accordance with the terms and conditions in the said agreement.

I/We (hereinafter referred to as Bank) hereby (Indicate the name of the Bank) undertake to pay to the Government an amount not exceeding Rs. _____(Rupees _____ only) on demand by Government.

2. I/We do hereby undertake to pay the (Indicate the name of the Bank) amount due and payable under this Guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____ (Rupees _____ only).

3. I/We the said bank undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating there to, our liability under this present being absolute and unequivocal.

4. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

5. I/ We further agree that the guarantee herein contained (Indicate the name of Bank) shall remain in full force and effect during the period that would be taken for the performance of the said agreement and it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till Engineer-in-charge on behalf of the Government, certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) accordingly discharges this guarantee.

6. I/We further agree with the Government that the (Indicate the name of Bank) Government shall have the fullest liberty without our consent, and without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement & we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on that part of the Government or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would , but for this provision, have effect of so relieving us.

7. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

8. We lastly undertake not to revoke this (Indicate the name of Bank) guarantee except with the previous consent of the Government in writing.

9. This Guarantee shall valid up to _____ unless extended on demand by Government, notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this Guarantee all our liabilities under the Guarantee shall stand discharged.

Dated the _____ day of _____ for _____

(Indicate the name of Bank)

PROFORMA FOR EARNEST MONEY (BANK GUARANTEE)
[FORM OF EARNEST MONEY (BANK GUARANTEE)]

WHEREAS, Contractor _____ (Name of contractor) (hereinafter called " the Contractor") has submitted his tender dated _____ (date) for the construction of _____ (Name of work) (Hereinafter called "the Tender") KNOW ALL PEOPLE by these presents that I/ we _____ (name of bank) having our registered office at _____ (here in after called" theBank") are bound up to _____ (Name and division of Executive Engineer) (here in aftercalled" the Engineer-in-Charge") in the sum of Rs. _____ (Rupees _____ only) for which payment well and truly to be made to the said Engineer-in-Charge the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 20____ THE CONDITIONS of this obligation are :-

- (a) If after tender opening the Contractor withdraws, his tender during the period of validity of tender (including extended validity of tender) specified in the Form of Tender ;
- (b) If the Contractor having been notified of the acceptance of his Tender by the Engineer-in-Charge.
- (c) Fails or refuses to execute the Form of Agreement in accordance with the Instructions to contractor, if required ; OR
- (d) Fails or refuses to furnish the Performance Guarantee, in accordance with the provisions of Tender Document and Instructions to contractor.

We undertake to pay to the Engineer-in-Charge either up to the above amount or part thereof upon receipt of first written demand, without the Engineer-in-Charge having to substantiate his demand, provided that in his demand the Engineer-in-Charge will note that the amount claimed by his is due to him owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date *. after the deadline for submission of tender as such deadline is stated in the Instructions to contractor or as it may be extended by the Engineer-in-Charge, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE.....

SIGNATURE OF THE BANK

WITNESS.....

SEAL (SIGNATURE, NAME & ADDRESS)

*Date to be worked out on the basis of validity period of 6 months from last date of receipt of Tender.

Format for Agreement

(to be made on Rs 100/- Non- Judicial Stamp Paper)

This agreement is made at Kalyani on the _____ day of _____ Month of _____ 20____ (Two Thousand _____) **between the Director, All India Institute of Medical Sciences, Kalyani** acting through **Superintending Engineer, AIIMS, Kalyani** having its **Office at AIIMS, Kalyani-741245** (herein after called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, Legal Representatives and assigns) of the First party,

and

M/s _____ (Second party) having its registered Office at

(Here in after called the '**Agency**' which expression unless repugnant to the Context shall mean and include its successors-in-interest assigns etc.) of the Second Party.

WHEREAS the "Clint" is desirous to engage the "**Agency**" for providing **Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2024-25)**, on the terms and conditions stated below:-

- (a) All the Terms & conditions of the Tender document will form as the part of this Agreement.
- (b) The agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other Laws applicable and all Statutory Obligations such as Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed in AIIMS, Kalyani. The client shall have no liability in this regard.
- (c) The Agency shall be solely responsible for any Accident/Medical/Health related Liabilities/Compensation for the personnel deployed at it at AIIMS, Kalyani site. The Client shall have no liability in this regard.
- (d) Any violation of Instructions/Agreement or Suppression of facts will attract cancellation of Agreement without any reference or any notice period.
- (e) The Contract can be terminated by giving 01 (One) Month Notice by the AIIMS, Kalyani.
- (f) In case of Non-Compliance with the contract, the Client reserve sits right to:-
 - a. Cancel/Revoke the contract; **and/or**
 - b. Impose penalty up to 07% of the total Annual Value of Contract.
- (f). Performance Security amounting to @5% of the Annual Contract Value, in the form of Fixed Deposit Receipt or Bank Guarantee form a scheduled Bank shall be furnished by the Agency at the time of signing of the Agreement.
- (g) The Agency Shall be fully responsible for timely monthly payment of wages i.e. by 07th of every month without fail and any other dues to the personnel deployed at AIIMS, Kalyani as per rates mentioned in the schedule without any deductions except PF& ESI as admissible.
- (h) The personnel provided by the Agency will not claim to become the employees of AIIMS, Kalyani and there will be no employee and Employer relationship between the personnel engaged by the Agency & AIIMS, Kalyani.

i. (Signature of the Owner/Proprietor of the Agency/Firm with Seal)

- (i) There would be no increase in rates payable to the Agency during the Contract Period.
- (j) The Agency also agrees to comply with annexed Terms & Conditions of the Tender and amendments thereto from time to time.
- (k) Decision of Client in regard to interpretation of the Terms & Conditions of the Tender shall be final and binding on the Agency.
- (l) The Agency shall ensure full compliance with Tax laws of India with regard to this contract and shall be solely responsible for the same the Agency shall keep client full indemnified against liability of Tax, Interest Penalty and any other legal Liability etc. of the Agency in respect thereof, which may arise. No Service Tax will be paid by AIIMS, Kalyani. The Books of Accounts of the Agency as regards this outsourcing work shall be open for examination by the Institute as and when required.
- (m) In case of any dispute between the Agency and Client, Client shall have the right to decide. However, all matters of jurisdiction shall be at the Local Courts of Kalyani.
- (n) The Agency will provide Police Verification Certificate of each Employee within a period of 03 (Three) Months from the date of deployment exception respect of Ex-Servicemen and retired Government Employees. Failing this, the deployment shall be liable for cancellation.
- (o) THIS AGREEMENT will take effect from the _____ day of _____ Month of _____ 2022 (Two Thousand Twenty two) and shall be valid for 01 (One) Year and extendable for another 6 months) year as desired by AIIMS Kalyani.

This day of _____ 20____, both the parties here to have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year mentioned above in Kalyani in the presence of the witness :-

.....
(For and on behalf of Bidder/Contractor)

.....
(For and on behalf of Principal/Owner)

WITNESSES:

.....
(Signature, Name and address)

.....
(Signature, Name and address)

Dated :

Dated :

Place : Kalyani

Place : Kalyani

Schedule of Quantities and Price Bid format
(to be filled online only and no hard copy to be forwarded)

AIIMS. Kalyani

NITNo: 115/ P-12074/1/22-23(E-Tender-ENGG)/ET-12 , Date: 28.05.2024

Name of Work: Supply of material and manpower for day –to- day departmental civil and electrical maintenance works for AIIMS Kalyani for 12 months (2024-25).

Ser. No.	Description of Item	Unit	Quantity (In Man-days)	Rate in Figures Per labour per day Rs. Including wages, EPF, ESI, GST and other charges.	Amount in Rupees = quantity x rate	Remarks
<u>Part `A` : MANPOWER</u>						
(a)	Labour Semi skilled as per Annexure-E	Per labour per working day	50 x 12 x 26			50 labours for 12 months with estimated 26 working days in a month
(b)	Labour Un skilled as per Annexure-E	Per labour per working day	15 x 12 x 26			15 labours for 12 months with estimated 26 working days in a month

Note : Rates to be filled- up in accordance with table given in sl no 4 of General Information regarding the work .The contractor should calculate his quoted rate based on prescribed minimum wages applicable of the last date of application and other elements (EPF,ESI, GST) plus his own charge. The service charges as per govt. order , cannot be lesser than 3.85% and cannot exceed 7 %. In further, whenever govt rats for Minimum wages or taxes would be amended, the contractor will have to comply with the amended rates and will be paid t proportionate extra / deduction from AIIMS.

Part `B` : MATERIAL

Sl. NO.	Category of Item	Corresponding Quoted amount including GST and other charges in Rs.	Remarks
1	Civil Engg. Materials DSR 2023 cost Rs. 4.00 lakh excluding GST		The contractor has to fill his cost corresponding to DSR-2023 cost of Rs. 4.00 Lakh. Rate for each civil item supplied will be derived from DSR rate and ratio of contractor's rate and Rs. 4.00 Lakh DSR2023 2023 cost
2	Electrical Engg. Materials DSR 2022 cost Rs. 4.5 Lakh lakh excluding GST		The contractor has to fill his cost corresponding to DSR-2022 Electrical cost of Rs. 4.50 Lakh. Rate for each electrical item supplied will be derived from DSR2022 electrical rate and ratio of contractor's rate and Rs. 4.50 Lakh DSR Electrical 2022 cost