

QUOTATION NOTICE

Ref:-QuotationFileNo: A40/1/2015AdmEstt)

Dated: 04.01.2018

Terms and conditions:-

Sealed Competitive Quotations in Two Bid system superscribed with “Quotation for Annual operation and maintenance of Electrical, Mechanical, Fire Fighting Installations, Plumbing and Water tank Cleaning Works for 2017-18 and 2018-19” are invited from reputed licensed contractors with adequate financial backing and infrastructure for electrical maintenance of Coir Board Showroom and Sales Depot, attached to Head Office, Administrative Buildings on M.G.Road and Chairman’s Quarters at Panampilly Nagar, Ernakulam.

The contractor has to read the details of works carefully and quote accordingly. This contract is for operation and maintenance of Electrical, Mechanical/lift and Fire fighting system of above mentioned buildings for the year 2017-18 and 2018-19. The contractor has to provide trouble free service for the whole year for smooth functioning of the offices and Chairman’s Quarters mentioned above. The details of works are given below:

1. Normal maintenance of 443 light fittings, 161 ceiling fans, 17 exhaust fans, 119 five ampere outlets, 109 fifteen ampere outlets, 14 Bell points, 6 HPSV/CFL/MH/LED peripheral lights as the case may be and 2 light points in the waiting shed.
2. Contractor has to maintain 25 nos of AC units in good condition to keep the intended area cool. This may require charging refrigerant if necessary.
3. For the above works service of an experienced electrician is necessary during the working hours and if necessary during late hours in case of meetings on special occasions. Hence the service of a licensed electrical hand has to be made available at Coir Board’s Head Office, covering the works at Sl.No. 6 also.
4. Contractor will be responsible for routine and annual maintenance of the lift through the original manufacturer and the maintenance should be done by qualified technicians.
5. The contractor will be responsible for the operations and maintenance of 125KVA generator. Consumables like diesel, lubricating oil should be supplied by the contractor to keep the generator in fully operational at any time.
6. For the above works service of a Generator Operator cum Electrician is necessary and is to be arranged by the contractor.
7. The contractor has to provide necessary spares to keep the utilities in good working condition. The contractor shall bring to notice of Coir Board authorities the necessity of spares and the cost shall be claimed with original bills only with monthly bill of the contractor.
8. The contractor has to submit monthly bill in the prescribed format showing the details of the work done, details of spare and consumables used which will be verified by the authority and arrange payments.

9. If the contractor fails to maintain any utilities properly Coir Board has the right to arrange the work by external agencies and the expenses incurred will be deducted from the monthly bill of the contractor(with fine, i.e. double of the bill amount.)
10. The contractor has to maintain one attendance book to register the staff status employed by the contractor. The contractor has to maintain a work diary to register the details of the work done and spares and consumables used. This register should be available for inspection of Coir Board authority at any time.
11. The waste materials after the work should be disposed properly and all the premises of the motor pump, generator etc should be kept in good order and clean.
12. All activities shall be co-ordinated with Coir Board Staff, so not to cause any inconveniences for office functioning.
13. The contractors should have adequate experience in execution of similar maintenance works and have more than Rs.1,00,00,000/- turnover per annum during last 3 years.
14. The Prospective Quotationers may visit the site/ buildings during office hours from Monday to Friday under intimation to Administrative Officer. The bidding will be under two cover systems.

The technical bids and Financial Bids shall be prepared separately in sealed covers. The Technical Bid should contain:-

1. EMD (Rs.25,000/-) + Cost of Tender form by DD drawn in favour of Secretary, Coir Board, from any bank (Other than Co-operative banks) Payable at Ernakulam.)
 2. Copy of the Licence of the contractor
 3. Copy of the licence of the skilled workers for engagement in Coir Board (Electrical Work, Lift Operations.)
 4. Copy of GST Registration Certificate
 5. Proof of Work Experience
 6. Audited Financial Statement for Last 3 Years.
15. Those qualifying in the Technical Bid will only be entertained for participation in Financial Bid.
16. Financial bid should contain the Tender Schedule with item wise cost and total quoted amount clearly, year wise. The tax component should be shown specifically.
17. Contractor will be responsible for maintenance of all plumbing installations and water tanks to keep water and sewage system in good condition for the entire period 2017-18 and 2018-19.
18. The contractor has to arrange cleaning of overhead water tanks and underground water tank, on quarterly basis removing all mud and slurry deposits in both tanks with precautions that it should not affect or interfere with routine activities of Office or Showroom.
19. Last Date of Receipt of filled up Quotation forms- 3.00pm on 29/01/2018. Date of Opening Quotation - 3.30pm on 29/01/2018.

Quotation for Maintenance of Electrical, Mechanical, Fire Fighting Installations, Plumbing and Water tank Cleaning Works in Coir Board for the year 2017-18 and 2018-19

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Dated:-

Tender Schedule

Financial Bid

Sl.No	Description of the Work	Amount Quoted for 2017-18			Amount Quoted for 2018-19		
		Amount	GST	Total	Amount	GST	Total
		(1)	(2)	(3)	(4)	(5)	(6)
1	Normal maintenance of 443 light fittings, 161 ceiling fans, 17 exhaust fans, 119 five ampere outlets, 109 fifteen ampere outlets, 14 Bell points, 6HPSV/CFL/MH/LED peripheral lights as the case may be and 2 light points in the waiting shed during the year 2017-18 and 2018-19.						
2	Maintenance of 25 nos of AC units in good condition to keep the intended area cool. This may require charging refrigerant, if necessary.						
3	Making available service of an experienced electrician is necessary during the working hours and if necessary, during late hours, in case of meetings on special occasions. (Hence the service of a licenced electrical hand has to be made available, covering the works at Sl.No. 6 also.)						
4	Routine and annual maintenance of the lift through the original manufacturer. [The maintenance should be done by qualified technicians]						
5	Operations and maintenance of 125 KVA generator. Consumables like diesel, lubricating oil should be supplied by the contractor to keep the generator in fully operational at any time.						

Declaration

I/We have gone through the entire tender notice carefully. I have understood all the terms and conditions for execution of the works indicated therein and also reproduced in this Tender Schedule for the period 2017-18 and 2018-19. I/We have offered My/Our rates/Quotations for the above works after understanding each and every points relevant to the same. I have also taken note of the penalty clause mentioned vide Sl.No.9 in the terms and conditions.

Date:

Place:

(Name and Signature of the Quotationer with OfficeSeal)

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Dated:-

Technical Bid

Sl.No	Description of Documents	No. Of Documents
1	EMD(Rs.25,000/) + Cost of tender form by D.D drawn in favour of Secretary, Coir Board, from any bank (Other than Co-operative banks) payable at Ernakulam)	D.D.No: Amount:
2	Copy of the License of the contractor	License No:
3	Copy of the License of the skilled workers (Plumber) for engagement in coir board	License No:
4	Copy of GST Registration Certificate	GST Registration No:
5	Proof of Work Experience	Work Order Copies:-
6	Audited Financial Statement for last 3 years	Years:- 1. 2. 3.

Declaration

I/We have gone through the terms and conditions properly and I have convinced about the final quantum of works to be carried out. The document/information furnished are true to the best of knowledge/belief. I am aware that If any of the document found false at any point of time, this quotation is liable to be cancelled and the entire loss incurred to Coir Board will be made good by me.

Date:

(Name and Signature of the Quotationer with Office Seal)

Place: