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भारत सरकार/Government of India

कौशल विकास एवं उद्यमिता मंत्रालय (डीजीटी)

Ministry of Skill Development and Entrepreneurship (DGT)

केंद्रीय कर्मचारी प्रशिक्षण एवं अनुसंधान संस्थान

CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

ई एन-81, सॉल्ट लेक सिटी, कोलकाता- 700091

EN- 81, Sector -V, Salt Lake City, Kolkata - 700091

Ref. No. STARI/Maint/D-12013/GL/93/P&E/Vol.-VII/A/ 87

Date: 07/09/2021

Issued to Ten different agencies

Sub: Tender Enquiry

Sir,

You are requested to visit physically the site of CSTARI campus and submit your lowest quotations for the work shown in the attached list (Annexure-A) to the Director, CSTARI, EN -81, Sector-V, Salt Lake City, Kolkata-700 091, West Bengal, so as to reach him not later than 17/09/2021.

While submitting your Quotations, the following may kindly be observed and other points borne in mind: -

1. The tenders should be submitted in a sealed cover marked **"QUOTATIONS"** on the outside of the envelop.
2. The cover is to be clearly **marked with the reference number and date** of this Memorandum/Enquiry.
3. The tenders will be opened at **11:00 am on 17/09/2021**. If desired by you, you may depute an authorized representative with a letter of authority, to be present at the time opening of the tenders in this office (with company seal).
4. Your offered quotation should be valid for a minimum of 30 days from date of opening.
5. Quotations received after the date and time of opening will not be considered.
6. Items tendered should conform to the specifications shown against items in the list. Kindly furnish your full specifications in accordance with accepted standards against each item tendered. Where reference to Catalogue is made, the relevant Catalogues should accompany the tenders.
7. All quotations should be for new items and not for second-hand.
8. Please state whether the items will be available ex-stock, if not, the minimum period required for supplying the stores.
9. Tenders may be rejected without assigning any reasons.
10. It should clearly be stated whether Sales Tax, Central Tax and any other taxes and duties leviable.
11. It is practiced of this Directorate General to ask for Income-Tax Clearance from the supplier on whom supply/work order would be placed.
12. The Stores/Work in the attached list for which tenders are invited, are to be supplied to the Director, CSTARI, EN-81, Sector-V, Salt Lake City, Kolkata-700091, West Bengal. The suppliers/Contractors on whom the order will be placed by this office will have to present their bills in triplicate to the Director, CSTARI, Kolkata-91, who will make the payments. This Directorate General will not accept any responsibility in regard to settlement of party's bill in case of any incomplete and faulty work.

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Opening date: 17/09/21 at 11:00 AM

ANNEXURE – “A”

SCOPE OF WORK

Daily Operation & Maintenance of Water Pumps & Street light etc., Daily operation of 100 KVA D/G Set and Day to day electrical maintenance at CSTARI.

These AMC include the following:-

I. Daily Operation & Maintenance of Water Pumps & Street lights etc.

- (a) Daily round the clock operation of 2 nos. of Centrifugal pumps only as per scheduled provided.
- (b) Daily opening & closing of water supply valves in the campus as per schedule provided.
- (c) Running / Preventive and repair maintenance of
 - (i) Water supply valves at Pump house.
 - (ii) Electrical Panel Board in the Pump House; /p
 - (iii) Running/Preventive & repair maintenance of Electrical Starter of centrifugal pump only.
 - (iv) Light & Fan points at Pumps House and main tank stairs.
 - (v) Campus Street lights including its feeder panel & switches.
- (d) Daily switching “On” & “Off” all security lights and street lights of CSTARI Campus as per schedule provided.
- (e) Daily cleaning & keeping the Pump House at shipshape.

II. Daily operation of 100 KVA D/G Set:-

- (a) D/G Set is to be operated in case of power failure to ensure uninterrupted electric supply to Admn. Building, Hostel and residential quarter as and when required.
- (b) D/G set is to be operated at least ½ an hr. per day for water pump operation.
- (c) Daily cleaning & keeping the D/G set and substation at shipshape.
- (d) Operator should be available 24 hrs. x 7 days basis and rendering service. (Shifting Duty)
- (e) Hours/time of operation is to be recorded in log book.
- (f) Log book is to be maintained for keeping the record of consumption of consumables e.g. fuel, Lubricants, coolant etc.

III. Day to day electrical maintenance:-

1. Repair/Rectification of faults in Electrical panel and/or wiring for lighting circuit & its associated fittings, supply & replacement of faulty parts, if required.
2. Identification and rectification of electrical faults as per complaints lodged and/or as per advice of maintenance section, & supply & replacement of faulty parts.
3. Identification and rectification of faults in the motors, starters, main switches, MCBs, OCBs etc.
4. Identification and rectification of earth faults and leakage of machines, equipment's & wiring installations maintaining earth continuity in the installations.

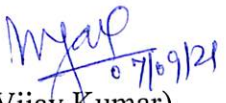
The above day to day petty electrical maintenance work to be done to make all the electrical installations, M/Cs & equipment's operational for 24 x 7 hours (Shifting Duty), viz. all lights & fittings, Ceiling fans, exhaust fans, power point, switches, main switches, geysers, electrical appliances and its accessories, motors starters, motors, MCBs, OCBs, Call Bells, indicating lamps, Switch board, D/Bs including PVC/CTS wiring etc. as exist in administrative building, Hostel, Workshop, Dispensary Block, Pump House, Sub-Stations, Campus quarters, and Street Light including feeder Pillars, Feeder panels etc. at CSTARI Kolkata premises.

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Terms & Conditions:

1. Service is to be provided 24 x 7 hours basis (Shifting Duty), and faults to be attended within 1 hour from receiving complaint.
2. Adequate safety precautions has to be taken by the agency, while working. At the event of any accident happens during executing the work, CSTARI Kolkata will not be responsible.
3. Contractors Workers should report to maintenance section every working day by 9:00 hrs. positively and will work under the supervision of the maintenance section. They should report to the Maintenance Section on completion of day to day assigned work.
4. Services to be provided at Admin. Building and Workshop by attending faults within half an hour from receiving the complaints during working days only.
5. All necessary spare parts required for petty day to day maintenance to be supplied by the agency.
6. All dismantled defective scrap materials to be returned to the store through maintenance section.
7. All works to be carried out as per I.E. Rules.
8. TDS is applicable for all billing amount as per Rules.
9. No tools/working gears will be provided by this Institute. CSTARI will not be responsible for any damage/loss of tools etc.
10. Bills to be submitted in triplicate every month duly pre-receipted.
11. Director/HOD, CSTARI reserves the right to extend further or terminate the contract without assigning any reason.
12. Any failure/irregularities to provide the services will attract liquidity damage charges for each occasion @ 2% of the bill amount per month.
13. Agency should provide Income Tax Clearance Certificate, GST Registration Certificate, PAN Card, etc.
14. Individual technicians/operators should be engaged 24 x 7 hours (8 hours in a day and 6 days a week per technicians/operators) basis for individual segment of work. Technicians engaged shall be holder of valid **“Electrical Workman’s Permit”** issued by West Bengal Licensing Board (Electrical).
15. **The agency will submit self-declaration to pay the worker’s wages (monthly) under minimum wages act, 1948 guidelines of central govt.**
16. The agency must have 05(five) years’ experience in similar type of work and should submit credential certificate or work done order if any.
17. All the papers SI No-13 to 16 must be submitted at the time of submission of Tender otherwise it will be treated as Invalid/Cancel.

s/c
@
7/19/21


(Vijay Kumar)
Asstt.Dir/Maint.Sec