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निनिअ-कोच्ची  
EIA-Kochi

निर्यात निरीक्षण अभिकरण-कोच्ची

( वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार )

27/1767 A, शिपयार्ड क्वार्टर्स रोड,

पनमपिल्ली नगर(दक्षिण), कोच्ची - 682 036

**EXPORT INSPECTION AGENCY – KOCHI**

(Ministry of Commerce & Industry, Govt. of India)

27/1767 A, Shipyard Quarters Road,

Panampilly Nagar (South), Kochi – 682 036.

No.EIA/KOC/Admn/IV(6)/2009-2010/

Date: 19 March 2010

**Not Transferable**

**NOTICE INVITING QUOTATION**

Competitive sealed quotations are invited for Electrical Services maintenance contract work having their own manpower resources, required equipments etc. as required for 3 years contract/agreement for Export Inspection Agency-Kochi Office complex at Door No. 27/1767A, Shipyard Quarters Road, Panampilly Nagar (South), Kochi-682036.

1.	General Description of work	Supply of personnel qualified as per Rule 3 of IER 1956 as in-charge of the operation and maintenance of the Electrical installation and ensuring uninterrupted and smooth Electrical Services. The work shall include managing and maintaining of all electrical equipment, connections, panel board, bus bars, UPS, Invertors, 250 KVA DG set, Transformer, Diesel Engine of fire fighting system, Electric Pump sets, Motors, Lighting, Fans, signboards, Air Conditioners, Refrigerators, Coolers, Heaters, Lift, Power Rooms etc. and carrying out all electricity related work in the Export Inspection Agency-Kochi, Panampilly Nagar (South), Kochi-36.
2.	Security Deposit	10% of the final quoted amount per annum.
3.	EMD	Demand Draft drawn in favour of Export Inspection Agency-Koch for Rs.1,000/- should accompany the quotation.
4.	Due date for submitting the sealed quotations	19 - 04 – 2010 upto 17.00 hours should reach at Export Inspection Agency-Kochi, Shipyard Quarters Road, Panampilly Nagar South, Kochi-36.
5.	Quotation opening Place, Date and time.	Export Inspection Agency-Kochi Shipyard Quarters Road, Panampilly Nagar South Kochi – 682 036. 20 - 04 – 2010. 15.30 hrs.
6.	Terms and Conditions,	As per annexure.
7.	Other information.	(1) The organization should have adequate manpower resources, vast experience in executing Electrical Maintenance work & performance certificate including work orders of executing organizations to be attached. (2) Monthly rates should be quoted for both category of Supervisory level and Electrician cum Operator level for the Electrical Maintenance Service.

Sd./-

B. Prabakar

DEPUTY DIRECTOR (A&A)

## ELECTRICAL SERVICES MAINTENANCE CONTRACT

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### TERMS AND CONDITIONS OF TENDER.

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Tender No.EIA/KOC/Admn/IV(5)/2009-2010/

Date: 19 March 2010

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EIA-Kochi, housed at Panampilly Nagar, Kochi-36 invites Sealed Tenders from reputed Firms/Contractors registered in appropriate class with CPWD/MES/STATE/Central Government Organizations / Public Sector Banks for providing Electrical Services Maintenance at Export Inspection Agency – Kochi Office building complex.

The tenders may be submitted so as to reach the Export Inspection Agency-Kochi on or before 12.00 hours on April 19, 2010. The tender received after the time and date specified would be rejected. The other details are as under:

#### **I. ELIGIBILITY CRITERIA**

1. The bidder should have a valid registration with Statutory Authorities such as ESI, PF, Labour Welfare Department etc. and the copies of certificates of valid registration should be enclosed with the Tender.
2. The bidder must have a minimum of five years' experience in providing Electrical Maintenance Services in highly reputed Government Organizations, Banks, Institutes etc.
3. An Ernest Money Deposit (EMD) of Rs.1,000/- (Rupees One Thousand Only) by way of Demand Draft / Banker's Cheque drawn in favour of "Export Inspection Agency-Kochi issued by any nationalized bank should be enclosed with the Tender. Any tender not accompanied by the EMD will be rejected and no interest will be paid on the EMD.
4. The firm / contractor should have "A" Grade HT license.
5. All bidders are required to submit all the information/documents required as per the List at Annexure "A"
6. The Tender Papers must be signed separately by each Partner of the Firm/Contractor or by a person holding a power of attorney authorizing him/her to do so. Such power of attorney should be produced along with the tender and it must also disclose that the firm is registered under the Indian Partnership Act.
7. The above covers may be put in a common cover, super-scribed "Electrical Services Maintenance Contract" and addressed to: "**The Deputy Director (A&A), Export Inspection Agency – Kochi, 27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South), Kochi – 682 036**" so as to reach the EIA on or before 17.00 hrs. on April 19, 2010.. The tenders received after the time and date specified would be rejected.

## 2. SCOPE OF WORK

The “Electrical Services Maintenance Contract” would include deploying three Electrical staff and ensuring uninterrupted and smooth Electrical Services at the EIA-Kochi. The work shall include managing and maintaining all the electrical equipment, connections, panel board, busbars, UPS, Invertors, DG Sets, Electric Motors, Lighting, Neon Signboard, Air Conditioners, Refrigeration, Water Coolers, Water Heaters, Fire Alarm Systems, Lift, Power Rooms, Ceiling / Pedestal Fans and fan fittings, etc., and carrying out all electricity-related work in the EIA-Kochi.. The indicative Scope of Work is as under:

1. Manage all electricity-related works of the EIA-Kochi and ensure that all electricity related functionalities perform perfectly.
2. Initializing the Diesel Generator Sets every morning. The incumbent shall be competent in operation and maintenance of Generator.
3. Operation of all Air Conditioners, Coolers, Air Compressors and Diesel Generator Set.
4. Maintenance and Management of all electrical equipment, panel boards, busbars, transformer, electrical wiring, power rooms, lighting, Fans in the EIA-Kochi spread over the four floors of the Office building complex including Laboratory, Guest Room, Open Areas, etc..
5. Constantly coordinate with the related equipment maintenance contractors for DG Sets, ACs, UPSs, Air Conditioners, Lift etc. and get the servicing done by them.
6. During breakdowns, the electrical staff should immediately rectify the problem or contact the respective equipment maintenance contractors, if any, for attending the breakdown.
7. Check the functioning and ensure proper working of panel boards, transformers, wiring fuses, cables, UG cables, DG set, UPSs, ACs, Coolers, Lifts, Neon Signboard, etc., regularly and maintain record of the functioning.
8. Liaison with Electricity Department for all General Electrical Works/Inspection etc.
9. Periodical servicing of Electrical Motors installed in pump rooms.
10. Replacement of tubes, lamps and other accessories with the spare parts provided by the Export Inspection Agency-Kochi.
11. Any other item not included above but required for ensuring uninterrupted and smooth Electrical Management & Maintenance Services at the EIA-Kochi

## 2. STAFF REQUIRED

The essence of the “Electrical Services Maintenance Contract” is to ensure uninterrupted and smooth Electrical Services at the EIA-Kochi. Accordingly, the staff required shall be as under:

Sl. No.	Shift	Type of Manpower	Schedule	No. of days	Remarks
1.	General Shift	One skilled Electrician	09.30 am to 6.00 p.m.	7 days a week	Emergency calls to be attended at any time.
2.	Day Shift	Electrician /Operator	09.00 am to 09.00 pm	-do -	
3.	Night Shift	Electrician /Operator	09.00 pm to 09.00 am	-do-	

### **Qualifications & Experience**

1. **Skilled Electrician:** Should have passed ITI / Diploma in Electrical Engineering and should possess a minimum of five years experience in Electrical Maintenance and Management. **Knowledge on Air conditioning systems is also required.** The Skilled Electrician shall hold valid license from The Kerala State Electricity Board as per Rule 3 of IER 1956 and shall be in-charge of the operation and maintenance of all Electrical installations. The Skilled Electrician shall perform the duties of Electrician and also supervise all the Electricity Services of the EIA-Kochi. He will also be the point-of-contact for the EIA-Kochi.

2. **Electrician/Operator:** Should have passed ITI Electrician with wireman license of KSEB and should possess a minimum of three years experience in Electrical Maintenance Work.

Annexure I.

### **Terms and Conditions**

- 1) Export Inspection Agency-Kochi shall supply all material/consumables as required for ensuring uninterrupted and smooth Electrical Maintenance Services at the EIA Building complex. However, in case of emergencies, the firm/contractor may use his/her own material, with the prior approval of the EIA-Kochi.
- 2) The contractor shall be solely responsible as regards salary/wages and service conditions and terms extended by the contractor to their employees/workmen and shall in that connection maintain requisite records and comply with all laws, enactments, rules and regulations and orders applicable to the contractors employees/workmen in general and in particular, laws, enactments rules and regulations and orders dealing with the employment of contract labour, payment or compensation/contribution under ESI Act, 1948 and EDF&EP Act, 1952.
- 3) The Electrical Maintenance Services should be provided round-the-clock throughout the year without any holidays. Accordingly, the Firm/Contractor is advised to keep reserve staff for emergency / holidays and leave purposes.
- 4) EIA-Kochi shall not permit double shift for any staff employed by the firm/contractor.
- 5) The firm/contractor shall necessarily have all the requisite licenses from the appropriate authorities for employing Contract Labour.
- 6) The firm/contractor shall comply and implement all the statutory provisions of the State & Central Acts relating to the employment of labour, i.e, various Acts relating to payment of Minimum Wages, ESI, PF, Bonus, etc., and all other statutory benefits, as amended from time to time.
- 7) All the rules related to the Labour Law and applicable acts should be strictly followed and in case of any dispute the EIA-Kochi will not be a party.
- 8) The firm/contractor shall be solely and fully responsible for lapses, violation and non-compliance, if any. It will be the responsibility of the Firm/Contractor to take care of all the statutory dues and the EIA-Kochi shall in no way be a party to it.
- 9) The rates quoted should be inclusive of all Taxes and Duties, including ToT, Service Tax, etc.,
- 10) The firm/contractor may visit the EIA-Kochi to ascertain the work involved before submitting their bids.
- 11) Once the contract is awarded, the firm/contractor should submit daily plan for executing the work. The firm/contractor should be accessible at any time round the clock.
- 12) EIA-Kochi does not bind itself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason thereof.

- 13) The bidder whose tender is accepted has to execute an agreement with the EIA-Kochi but his liability under the contract shall commence from the date of the written order.
- 14) EIA-Kochi reserves the right to award the entire work in full or distributed areas of work to any of the bidders at its discretion.
- 15) This Commercial Bid must clearly indicate the rates quoted in figures and in words, and all documents must be duly signed by the authorized signatory with the official seal.
- 16) The rates shall not be subject to any variation in price during the period of contract, except in case of taxes.
- 17) The firm/contractor shall devote his full attention to the assigned work and discharge his / her obligations under the arrangements most diligently and honestly.
- 18) The firm/contractor shall at all times, during the continuance of the agreement, obey and observe all directions and instructions given by the EIA-Kochi and its authorized officials.
- 19) The Electricians and Electrician cum Operators will daily report to the Assistant Director/Section Officer in day time and in night records attendance in the Register available with the Security.
- 20) The contractor or his employees shall not use the premises allotted to him / her for any purpose other than for carrying out the work allotted as per the contract and shall not act in any manner as to cause any nuisance to the Office.
- 21) EIA-Kochi will deduct Income Tax at source from every bill, at the rate notified by the Government
- 22) The number of such persons to be employed will be determined by the parties to this contract, by exchange of letters from time to time. But in any case, the contractor shall have to engage the services of sufficient number of persons as stipulated by the EIA-Kochi.
- 23) The firm/contractor shall be deemed for all legal and contractual purposes, as the employer of his staff and such staff will not have any claim whatsoever for employment in the EIA-Kochi or at a future date.
- 24) The firm/contractor shall take necessary safety measures and s/he is solely responsible for the safety of staff engaged by him.
- 25) EIA-Kochi shall not be responsible for any accident/ injury or loss of life of any of the persons engaged by the firm /contractor that may take place while executing the contract and any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the firm/contractor. The Contractor shall take necessary insurance policy to cover the staff from any such risk of injury or loss of life while at work to meet any such eventualities.
- 26) The contract term shall be initially for a period of 6 months on probation and based on satisfactory performance, may be renewed, for a maximum all-inclusive period of three years, from the date of commencement of the contract. The contract is renewable thereafter solely at the discretion of the Export Inspection Agency - Kochi on terms and conditions to be mutually agreed upon.
- 27) The contract may be terminated at one month's notice by the Export Inspection Agency - Kochi if any one of the stipulated conditions agreed upon by the selected bidder are not met to the satisfaction of the EIA-Kochi or even without assigning any reason thereof by the Export Inspection Agency-Kochi. Further, the contract shall stand terminated automatically on the expiry of three years.
- 28) Export Inspection Agency-Kochi reserves the right to reject any or all of the tenders received without the assignment of a reason thereof and not to award the work to the lowest bidder.
- 29) Omission, neglect or failure on the part of the bidder to obtain requisite reliable and full information on any matter affecting his tender, shall not relieve the bidder, from any liability in respect of the contract.
- 30) The bidder, whose tender is accepted, has to execute an agreement with the EIA-Kochi within a week from the date of the written order of the EIA-Kochi. An amount of Rs. 30,000/- (Rupees Thirty Thousand only) is to be deposited by the successful bidder as Security Deposit for the due

performance of the contract. This amount shall be valid till three months after the term of the contract. This deposit/guarantee would be refunded after three months from the date of expiry of contract subject to the conditions that no losses are incurred to the EIA-Kochi due to firm/contractor or their employees and all statutory dues have been cleared.

- 31) The firm/contractor should ensure that all the staff shall wear clean uniforms. Further, the firm/contractor shall submit a copy of their employment letter to the EIA-Kochi and they should all be provided with an identity card, which they should sport while at work in the EIA-Kochi. The firm/contractor should also provide basic details of all staff to the EIA-Kochi.
- 32) The official/s of the bidder, who has/have been identified at the time of tendering, shall be the only authorized person to interact with the EIA-Kochi's representative and to raise bills and to receive the payments. Payments will always be made in the name of the firm/contractor in the form of crossed EFT/Cheques/DDs. No cash payments are allowed.
- 33) Once in a month, the selected bidder has to submit the bills to the Joint Director for the services rendered, which if found in order would be certified for payment. The payments will be made within a fortnight from the date of certification,
- 34) The selected bidder shall bear all costs and expenses in respect of all charges, stamp duty, etc., in respect of the agreement to be entered into.
- 35) For all disputes arising out of non-adherence of any terms stipulated above, the Joint Director in-charge of the EIA-Kochi is the appellant authority and his decision would be final. However, the legal jurisdiction for all matters would be Kochi only.
- 36) The contractor cannot engage workmen below 18 years and above 58 years.
- 37) The contractor shall engage an experienced supervisor who will be authorized for coordinating with the EIA-Kochi's representative, regarding supervision, day-to-day work, and to receive instructions from time to time for proper execution of works.
- 38) The sole responsibility in respect of the antecedents / credentials of the persons engaged by the Contractor rest with the contractor.

**(B. Prabakar)**  
**Deputy Director (Admn). & Accts)**  
**Export Inspection Agency – Kochi**  
**Shipyards Quarters Road, Panampilly Nagar (South)**  
**Kochi – 682 036.**

**Annexure "A"**

1.	Details of Valid Registration with Labour Department (Central and State)	
2.	Service Tax and Registration Number	
3.	PAN Number (Income Tax)	
4.	Address with Phone Number, e-mail etc.	
5.	Name of the Proprietor / Partners / Directors together with Technical Qualification and Experience in the Field	
6.	Past Experience (Full Details as under)	

Period of Contract		Name of the Firm / Organization with whom worked	Type of Contract undertaken	Value of Contract and other details	Remarks
From	To				

7.	Copy of three latest Audited Balance Sheets of the Firm	
8.	Copy of three latest Income Tax Returns	
9.	Name and Address of Bankers and Type of facility enjoyed	
10.	Reference (from two firms)	
11.	Details of Bank Draft enclosed as EMD.	
12.	Copies of Experience Certificate of last three years issued by reputed organizations.	
13.	Copies of Registration of VAT / Service Tax / Labour Department etc.	
14.	Details of License from Kerala State Electricity Board	

Signature of Bidder with Seal

Name &amp; Address