



# THE STATE FISHERIES DEVELOPMENT CORP. LTD.

(An ISO 9001:2015 Certified Govt. Undertaking )



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## e-NIT No. SFDC/MD/NIT- 11(e)/2024-25

Memo No: 919/Adm-774/2024

Date: 11/11/2024

The Managing Director, The State Fisheries Development Corporation Limited Notice inviting e-Tender (Submission of Bid through *online*) for the work detailed in the table below:-

Sl. No.	Name of work	Estimated Cost	Earnest Money	Period of completion	Eligibility of Bidder
			(In Rs.)		
1	Day to Day Preventive, Corrective & Routine Maintenance of entire Electrical Installation at Nalban Food Park, Salt Lake , Sec.-IV.	Rs. 3,87,942.00	Rs. 7,759.00	365 days.	Reputed, bonafied & resourceful agencies (reference Serial No. 5 of this e-NIT)

**N.B.:- The successful L1 Bidder shall have to pay the fees of requisite set of tender documents for execution of formal agreement.**

- Both Technical document and Financial Bid are to be submitted in technical (Statutory & Non-Statutory) and financial folder concurrently duly digitally signed in the website <http://wbtenders.gov.in>.
- Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name(ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site (i.e Unique transaction receipt) & must be uploaded in the EMD folder of Statuary Bid Document. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents.
- The Technical document and Financial Bid submitted online only.
- The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL Document of the tenderer found qualified by the Managing Director, The State Fisheries Development

Corporation Limited. The decision of the Managing Director, The State Fisheries Development Corporation Limited will be final and absolute in this respect. The both list of Qualified Bidders will be displayed in the website and also in the Notice Board of the office of the Managing Director, The State Fisheries Development Corporation Limited, on the scheduled date and time.

**5. Eligibility criteria for participation in the tender.**

- i) The intending tenderers should produce credentials of a similar nature of completed work as a prime agency of the minimum value of 40% (i.e. Electro- Electrical work 100%) of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice; or,
- ii) The intending tenderers should produce credentials of 2 (two) similar nature of completed work as a prime agency, as a prime agency, each of the minimum value of 30% (thirty percent) of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice; or,
- iii) The intending tenderers should produce credentials of one single running work of similar nature work (Electrical work) as a prime agency which has been completed to the extent of 80% (eighty percent) or more & value of which is not less than desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.

The prospective tenderers must have sufficient credential to participate in the Tender as per Notification bearing No. 04-A/PW/O/10C-02/14 dated 18.03.2015 of Accounts Branch, PWD, Govt. of W.B. [Non Statutory Documents] (if applicable).

- iv) The prospective bidders shall have satisfactorily completed **as a prime agency** during the last 5 (*Five*) years from the date of issue of this notice at least one work of similar nature under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government. **N.B.: Quoted amount, Date of Completion of Project and detail communicational address of client must be indicated in the Credential Certificate issued by Executive Engineer or equivalent officer.**
- v) **The Bidders should have valid license of electrical contractor from appropriate authority.**

**6. Others criteria for participation in tender:**

- a) Current Income Tax return (for the assessment year 2023-2024) duly received along with PAN Card, GST, Valid IS-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 Registration Certificate, Professional Tax acknowledgement receipt for the year 2024-25, Trade License issued by Municipality/ Panchayet with acknowledgement receipt for the year 2024-25, Bid Specific Authorization Certificate
- b) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to sign on the Tender documents (if required)
- c) Declaration regarding Structure and Organization duly signed by the applicant.
- d) Registered Labour Co-Operative Societies Ltd. are required to furnish valid Bye Law, Current Audit Report, along with other relevant supporting papers.
- e) Joint Ventures will not be allowed.

f) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.

7. **Technical Specification:**

Sl. No.	Item Description	Quantity
1	Day to Day Preventive, Corrective & Routine Maintenance of entire Electrical Installation at Nalban Food Park, Sector-iv, Salt Lake. No of shift per day :- 01 Shift:- (1) <b>2.00pm to 10.00 pm (1 no semi-skilled &amp; 1 no un- skilled) .</b>	12 months

8. **No mobilization /secured advance shall be allowed.**

9. Bids shall remain valid for a period not less than 180 (One hundred eighty) days after the dead line date for Financial Bid submission. Bid valid for a shorter period shall be rejected by The Managing Director, as non-responsive.

10. No Bidders will be allowed without depositing the Earnest Money.

11. A :- **Important information**

Date & Time schedule

Sl. No.	Particulars	Date & Time
1.	Date of uploading of e-N.I.T .Documents online (Publishing Date)	<b>29/11 /2024 at 4.00 p.m.</b>
2.	Documents download/sell start date (Online)	<b>29/11 /2024 at 4.00 p.m.</b>
3.	Documents download/sell end date (Online)	<b>09/12/2024 upto 4.00 p.m.</b>
4.	Bid submission start date(Online)	<b>29/11 /2024 at 4.00 p.m.</b>
5.	Bid Submission closing(Online)	<b>09/12/2024 upto 4.00 p.m.</b>
6.	Bid opening date for Technical Proposals (Online)	<b>11/12/2024 at 4.00 p.m.</b>

12. Labour Welfare CESS @ 1% (one percent) of the cost of construction works will be deducted from every Bill of the selected agency. GST, Royalty & all other statutory levy / CESS will have to be borne by the contractor as per Government Rules and the rate in the B.O.Q. inclusive of all the taxes, GST & CESS stated above (Not applicable in this NIT).

13. Deduction of Tax shall be made as per provision of the CGST/SGST/IGST as per latest Government order with up-to-date amendments.

14. During the scrutiny, if it comes to the notice to quotation inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not allow participating in the quotation and the application will be out rightly rejected without any prejudice. The Managing Director, The State Fisheries Development Corporation Limited reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.

15. In case if there be any objection regarding prequalifying the Agency that should be lodged to The Managing Director, The State Fisheries Development Corporation Limited within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Screening Committee.

16. Before issuance of the **WORK ORDER**, the quotation inviting authority / bid evaluation committee may verify the hard copy of earnest money, the credential and other documents of the lowest bidder if

necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances.

17. Acceptance of the Quotation rate will be the **Managing Director, The state fisheries development corporation ltd, Bikash Bhawan, Bidhan Nagar, Kolkata-700091**, who does not bind himself to accept the quotation and reserves the right to reject any or all the quotation without assigning any reason thereof. There shall be no provisions for Arbitration.

18. **Defective Materials and its replacement:** In the event of successful bidder's failure to supply the right items as per the specifications in this Bid document as indented by this office either partially or in whole, the Managing Director, shall have the right to declare those items as defective items and will be summarily rejected. The Rejected items should be taken back by the supplier at their own expenses within (3) days of the notice of the rejection. If not the Managing Director or any other officer authorized by him shall remove them and the clearance charges thus incurred shall be recovered from the supplier. The supplier should replace the defective materials with the right items within 10 working days at his own cost if applicable.

19. **Termination of Contract**

In case the contractor failed to supply within schedule time then State Fisheries Development Corporation Limited (SFDC) shall give 7days written notice to the contractor for achieving the specified progress /or to supply adequate resources to the satisfaction of SFDC for timely completion of the work. Upon expiry of the notice period if the contractor fails to achieve the specified quality and fail to take the action for timely completion of work due to their fault, then SFDC shall have option to withdraw the work and the quotation will be automatically canceled no claim in this respect will be entertained. The agency will be black listed.

**Prohibition on suspended / debarred persons / entities in the bidding of Government Projects / contracts:** A person/entity that is suspended / debarred by a procuring entity shall not be allowed to participate in any procurement process during the period of suspension / debarment unless the same has been revoked.

Sd/-  
**MANAGING DIRECTOR  
THE STATE FISHERIES DEVELOPMENT  
CORPORATION LIMITED**

**Memo No. 919/1(4)/Adm-774/2024**

**Date: 11/11/2024**

Copy forwarded for favour of kind information to the:-

- 1) The Secretary to the Govt. of West Bengal, Fisheries Department,
- 2) The Managing Director, BENFISH,
- 3) The PS to Hon'ble MOS, Fisheries Department,
- 4) Guard file

Sd/-  
**MANAGINGDIRECTOR  
THE STATE FISHERIES DEVELOPMENT  
CORPORATION LIMITED**

**SECTION A**  
**INSTRUCTION TO BIDDERS**

1. *General guidance for e-Tendering*

Instructions/ Guidelines for tenderers for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

**1. Registration of Contractor**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://etender.wb.nic.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

**2. Digital Signature certificate (DSC)**

Each contractor is required to obtain Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e- Token.

**3.** The contractor can search & download NIQ & Quotation Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.

**4. Submission of Quotation.**

General process of submission, Quotation are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus protected scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**A. Technical proposal**

The Technical proposal should contain scanned copies of the following further two covers (folders).

**A-1. Statutory Cover Containing**

- (i) Prequalification Application (Form – I)
- (ii) Structure of organization - Form II
- (iii) Experience profile – Form III
- (iv) Affidavit – 'Y'
- (v) Net Banking/RTGS/NEFT towards earnest money (EMD)
- (vi) Tender Form 2911 & NIT (download properly and upload the same digitally Signed).

The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

**A-2. Non statutory Cover Containing**

- i) Professional Tax (PT), deposit receipt challan, Pan Card, ITR, GST as per latest Government order, Current Trade License, License of electrical contractor.
- ii) Registration Certificate under Company Act. (If any)
- iii) Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv) Tax Audited Report in 3 CD Form along with Balance Sheet & Profit & Loss A/c for the last three years (year just preceding the current Financial Year will be considered as year – 1) duly certified by the Chartered Accountants.
- v) Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op (S) (ARCS) Bye Laws are to be submitted by the Registered labour Co-Op (S) Engineers' Co.- Opt.(S)
- vi) Credential for completion of at least one similar nature of work under the authority of state / central Govt. statutory bodies under State/Central Govt. constituted under the statute of the state/ state Govt.

**THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGE IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non-Statutory Documents’ to send the selected documents to Non-Statutory Folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents’ to send the selected documents to Non-Statutory Folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents. <b>Sl. No.</b>	<b>Category</b>	<b>Sub-Category Description</b>	<b>Details</b>
A.	CERTIFICATES	CERTIFICATES	<ol style="list-style-type: none"> <li>1. <b>GST as per latest Government order.</b></li> <li>2. PAN</li> <li>3. License of electrical contractor</li> <li>4. P. Tax (Challan)</li> <li>4. Latest I.T. Receipt.</li> <li>6. I.T.R.</li> </ol>
B.	COMPANY DETAILS	COMPANY DETAILS 1	<ol style="list-style-type: none"> <li>1. Proprietorship Firm (Trade Licence).</li> <li>2. Partnership Firm (Partnership Deed, Trade Licence).</li> <li>3. Ltd. Company (Incorporation certificate, Trade Licence).</li> <li>4. Co-operative Society (Society Registration copy, Trade Licence).</li> </ol>
C.	CREDENTIAL	CREDENTIAL -1	<ol style="list-style-type: none"> <li>1. Similar nature of work done and completion certificate which is applicable for eligibility in this tender.</li> </ol>

**Note:- Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.**

Tender document will be open by the Managing Director, the state Development Fisheries Corporation or his authorised representative electronically from the web site using their Digital Signature Certificate.

1. Cover (folder) statutory document should be open first and if found order (folder) for non statutory documents will be open. If there is any deficiency in the statutory documents the tender will summarily be rejected.

2. Uploading the summary list of qualified tenders.

3. Pursuant so scrutiny & decision of the Managing Director the summary list of the eligible tender & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

## **B. Financial proposal**

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). The contractor is to quote the item rate online through Computer in the spaces marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

## **5. Penalty for suppression / distortion of facts**

Submission of false document by tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

## **6. Rejection of Bid**

The Employer (tender accepting authority) reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

**7. Taxes & duties to be borne by the Contractor/bidder:** All the bidders intending to participate in this e-Quotation should offer their financial bids inclusive of GST applicable for composite works/Procurement of goods & services, labour intensive component contained in the BOQ. Income Tax, Royalty, GST, Construction Workers' Welfare Cess, labour Insurances EPF and similar other statutory levy / cess will have to be borne by the contractor/bidder and his/her quoted rate should be quoted accordingly after considering all these charges, and no separate payment towards any of the statutory taxes rents or levies shall be made by the work implementing authority.

**8. Earnest Money Deposit:** The requisite amount of Earnest Money should be deposited as per norms stated in *sl. no. 2 of I under General process of submission of e-tender*. Balance amount will have to be deposited so as to constitute 2% of the quoted amount at the time of formal agreement if required

**9. Security Deposit:** Retention money towards performance Security amounting to 2% (*two percent*)

- (i) 2% in the form of Earnest Money Deposit (EMD). The SD will be refunded after completion of work.

**No interest will be paid on Security Deposit**

## **10. Mode of Payment:**

- (a) That agency shall produce correctly prepared bills / invoices (in triplicate) along with attendance sheet from Nalban Food Park.
- (b) The implementing authority forwards the bills/ invoices with necessary certificates and documents to the Drawing & Disbursing Officer to make payment to the agency.
- (c) The Drawing & Disbursing Officer (DDO) will make payment to the supplier as per financial norms.
- (d) No advance payment is allowed.

**11. Acceptance of Quotation in financial bid:** Total amount of individual items quoted by the bidders will be considered for lowest bidder.

## **12. Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance. The notification of award will constitute the formation of the Contract. The Agreement in W.B.F.No.-2911 will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.

**13.** Payment will be made strictly from Nalban Food Park end subject to the submission of the authenticated and passed bill thereto.

**14.** AMC will be extended upto 3(three) years depending on the satisfactory service, discharged by the agency, concerned and subject to requirement of the authority beyond expiring of the principle acceptance.

Sd/-

**MANAGING DIRECTOR  
THE STATE FISHERIES DEVELOPMENT  
CORPORATION LTD**

## †Terms & Condition†

**Name of Work:** Day to Day Preventive, Corrective & Routine Maintenance of entire Electrical Installation at Nalban Food Park, Salt Lake , sec.-iv

**This office e-Tender reference no. SFDC/MD/NIT- (e)/2024-25**

### **SCOPE OF WORK:-**

1. The motto of the Preventive and corrective maintenance is to minimize Electrical Breakdown/ Fault, to prevent Fire hazard due to Electrical Short circuit/ Fault and to minimize downtime. Any incidence of fire hazard due to short circuit/ fault, falling of ceiling fan, luminaries etc. due to lack of maintenance would be viewed seriously and the agency would be held responsible.
2. The Scope of maintenance of electrical installation includes Routine, Preventive and Corrective Maintenance of L.T. Distribution lines to each floor of all the buildings/ blocks, entire wirings, BDB, PDB, VTPN, LT panels, Feeder Pillar Box, power & distribution cables, fittings & fixtures, Switch Boards, Power and Computer Points, Power outlet of all sorts of Air-conditioning Systems, Sound systems, PA Systems, **resetting/ Switching off of Fire detection system during normal operation/ malfunctioning etc.**, Operation, configuration & repair / replacement of Timers for AC / Compound light, Compound Lighting including high mast, all glow sign and metal sign boards in the campus, Electrical Installations/ distribution up to Switch Board/ Panel of Lift Machine Room (if any) & Pump Room (if any) and / or Kiosk of Pump for Water Supply system, in the premises of the said site.
3. Cleaning & checking of all the fittings & fixtures, Panels, TPN & SPN DBs, SFUs & other Electrical Installations, as well as the Compound Light installations in a regular interval to keep them in a tip-top condition at the cost of the agency and the same must be recorded in Log Book as per Performa provided by the department.
4. The checking & repairing of the different types of light fittings, ceiling fans, exhaust fans etc. has to be done by the agency at his own cost (except rewinding of ceiling fans and exhaust fans) including dismantling and re-fixing of the same. (Major materials to be supplied by department). Especially, all the ceiling fans of entire worksite are to be inspected, at least once in 3(three) Months, in respect of Split Pin, Jam nut etc. to prevent unwanted falling of Ceiling Fans, failing which responsibility will be fixed up upon the agency. Split Pin, once taken out from the installation should not be re-used under any circumstances. Required number of Split Pin and Jam nut should be provided by the agency at their own cost. Building wise Fan register should be maintained as per Performa provided by the department, wherein each and every details of checking, replacement of spares, repairing etc. should be recorded against individual fan and every record should be signed by the attending Electrician / responsible person of the agency, duly countersigned by the concerned Authority, J.E. and A.E.
5. Measuring of various electrical parameters e.g. Current, Voltage, Temperature of different L.T. panel board, BDBs, Main switches etc., test of Insulation Resistance, Earth Resistance etc. are to be carried out every month and test results are to be recorded in Log book (preventive maintenance). Thermal Imaging Scanner should be used for measuring temperature of electrical equipment regularly to find out any abnormalities and printout of thermal image with date and time stamp should be provided to the concerned S.A.E and A.P.E. In case, any abnormal reading is noticed, the same should be rectified/set right immediately by taking prompt, appropriate & effective measures/actions in consultation with concerned S.A.E & A.P.E. Thermal image should



also be taken after rectification. The engaged agency will supervision overall maintenance works and examine Logbooks for any abnormality and sign the Logbook accordingly.

6. Switching On/Off of the common service lighting e.g. compound, corridors, staircases etc. and AC machines, Light, Fan etc in closed room like Library, Store, OPD, OT or these are not run beyond Office hours or off day will be the responsibility of the agency.
7. Cleaning of Sub-station rooms, LT panel rooms, **operation of HT switch gear & resetting the protective relays in case of any fault occurred** will be the responsibility of the agency. Fuel & Battery of Generator Set is to be monitored regularly & to be topped up as & when required (Fuel payment will be reimbursed by the Department). In case of failure of Generator in Auto mode the same has to be run in manual mode till the fault removal.
8. Operation of DG sets& checking and maintenance of AMF panel, Checking of Battery, checking of fuel level of DG Set, Lubricating oil etc, carrying & pouring of Fuel if necessary and maintaining separate log book for DG Set as per given Proforma. For Operation of DG Sets, s killedoperator should be provided.
9. Test run of all the DG Sets should be done at the rate 10/ 15 minutes Off/On load, as per direction of concerned Assistant Engineer, once in a month. For every operation including test run, entry should be made at the respective Log Book, mentioning Time of Start, Time of Stop, Current, Voltage, Frequency, Oil level at the time of start and stop etc. under signature of DG Setoperator countersigned by Company’s responsible person and concerned AE/JE.
10. The agency will be fully responsible for regular inspection followed by close monitoring of entire system within his contract and will solve out if any complain received for the same (as & when required).
11. The units under maintenance contract if goes out of order, the same may be removed from its position by the agency to the agencies work shop for repair. For that period, replacement of a spare unit or another arrangement for purified drinking water / geyser / Chimney (if any) will have to be met by the agency. The spares/parts/ repairing payment will be reimbursed by the Department. Failing of compliance of any of the above mentioned terms for any period of time within the period. The department possess the rights to deduct the amount raised on this period of time on prorata basis from any bill submitted by the agency subject to the satisfaction of the Engineer-in-Charge.
12. Attendance Register / Log Book or Maintenance Register/ Material Issue Register / Stock Register / Repairing item Register / Each Lift Register (if any) / Test Report (if any) should be updated regularly & the same should be available at site. The register should be submitted to the concerned JE / AE on First working day of the next month.

**A) TERMS & CONDITIONS FOR E.I MAINTENANCE:-**

- 1) The agency has to depute manpower as directed by the EIC carrying out the maintenance work smoothly with due regard to the safety.

**Category of E.I Staff / Shift :-**

<b>Semi-Skilled Electrician</b>	<b>Unskilled Personnel/ Helper</b>
<b>1</b>	<b>1</b>

- 2) For DG Sets, Operator should be experienced and skilled, who will be responsible for Test Run of DG, manual operation of DG when and wherever required, maintenance of Log Book and all DG related jobs.

- 3) The agency should not depute any maintenance staff in more than two consecutive shifts.
- 4) The Maintenance Personnel, deputed by the agency preferably should be a permanent resident of West Bengal with valid Voter Identity/ Aadhar Card and should possess valid Workman Permit/ License, as mentioned below, issued by Directorate of Electricity, Govt. of West Bengal.

Sl. No.	Category of Maintenance Personnel	Mandatory Requirement
1.	Semi-Skilled Electrician	Having Electrical/ Workman Permit i (b), ii, iii, iv & v issued by Directorate of Electricity, West Bengal, preferably ITI / Equivalent Certificate Holder.
2.	Un-skilled Personnel/ Helper	Basic knowledge of Electrical works.

- 5) The engaged agency should be responsible for overall supervision of maintenance of the whole electrical installations incl. maintenance of Log book and look after the attendance of deployed staff.
- 6) Agency must have to submit mandatorily the list of staff mentioning their Name, contact Mobile No., category, along with photo copy Valid Workman Permit, proper identity and address proof etc, in writing to the concerned SAE & APE before commencing the work. All the photocopy should be attested and authenticated by the Agency.
- 7) **The agency will have to provide proper uniform for his maintenance staff at his own cost and color of the dress will be decided by the EIC. No staff will be allowed for performing duty without proper uniform.**
- 8) The agency will issue a photo Identity Card, duly signed by the agency and countersigned by the concerned SAE / APE to all the Maintenance Staffs deployed including substitutes. **They should always carry the said Photo Identity Card while on duty.** The agency should also submit one copy of the said Identity Cards to the SAE .
- 9) The agency will maintain shift wise attendance register at call center to record the attendance of the staffs on duty which will be authenticated/ verified by the concerned Junior Engineer/ Officer-in-charge.
- 10) The agency shall have to prepare a Duty Roster of the Maintenance Staffs at the beginning of every month, or as directed from time to time. A copy of the said Duty Roster, duly signed by all staffs, should be submitted to the concerned JE and one copy should be available at the call centre.
- 11) The agency, and all the electricians deputed at worksite must have Mobile Nos. and the same should be intimated to the E.I.C., SAE & APE concerned, in writing. The telephone call should be responded without delay.
- 12) The agency has to provide one GPS activated smart phone dedicated for call center. The cost of the handset and running cost i.e. phone bills have to be borne by the agency. No claim of payment against any telephone bill will be entertained by this department.
- 13) The agency should have a close watch on the attendance of the Maintenance Staffs. In case of absence of any Maintenance Staffs, the agency shall have to arrange for suitable alternative within an Hour, failing which, a fixed charges for each shift will be deducted from the bill of the agency. **The**

***Managing Director, SFDCL reserves the right to terminate the contract in case of absence of Maintenance Staffs for more than three consecutive days, without showing further reason.***

- 14) The Maintenance Staffs should be polite to all and should be withdrawn for any report or complaint of irregularities against him. However, in normal cases, frequent change of Maintenance Staffs will not be allowed.
- 15) In case of any Accident and or physical illness of the staffs of the agency, while on duty, no claim will be entertained by this department and all responsibilities thereof should be shouldered by the agency only. Minimum wages as per existing Labor Act should be paid to the Electrician(s) and Helper(s).
- 16) The agency shall have to provide 500V Megger, Digital Multi meter, Earth tester and all other requisite tools and tackles sufficient for checking, testing and recording of health of all electrical installations. Other tools & tackles e.g. Crimping Machine, Line Tester, Screw Driver, Pliers, Stripper, Sockets of some common sizes etc. should also be available at site, in sufficient quantities, free of cost, under disposal of their maintenance staff. Deployed employee by the agency should have sufficient knowledge to operate The Thermal imaging Scanner or to be used by the direction of Assistant Engineer/ Junior Engineer.
- 17) The space for sitting accommodation for the staffs of the agency inside worksite premises will be provided by the competent authority.
- 18) All the maintenance staff of the contractor should have proper & constant vigilance and check that, there is no sign of heating-up, burning smell, discoloration or sparking at any of BDBs, panel boards, rising main etc. due to overloading or loose termination. Care should be taken to check any highly unbalance in loading at any point.
- 18) In case of power failure or development of any unfavorable situation the agency will have to communicate with the concerned Power Supply Company authority and extend help or cooperation to said authority in restoration of power supply. Meanwhile the agency will have to operate the switching mechanisms of interconnections among available sources at suitable locations to maintain power supplies at important locations by monitoring and/ or restricting electrical loads in consultation with the concerned Junior Engineers & Assistant Engineer.
- 19) Routine checking and preventive maintenance of the electrical installations has to be carried out by the agency maintaining a Maintenance register (as per Performa provided by the department ) under signature of respective Junior Engineer and Assistant Engineer with a view to ensure uninterrupted power supply within worksite campus.
- 20) Materials required as replacement during maintenance of electrical installations e.g. Lamps, SFUs, SPNDB, TPNDDB, Cables etc. will be supplied by the Awarded Agency, for which a log book of Maintenance Materials used should be maintained by the agency concerned, duly counter signed by the SAE time to time., should be submitted to the concerned SAE (Electrical) well in advance, before raising the bill. The material stock register should be maintained by the agency where entries related to Issue, Consumption & present stock position of Materials should be made. However auxiliary items like fuse wires, screws, nuts, bolts, washers, insulating tape, Split pins of Ceiling Fans, dusters etc. will have to be supplied by the agency at his/ their own expense.
- 21) The agency shall have to deposit all dismantled unserviceable materials such as fused lamps, defective condensers, starters, and timers, MCBs etc. to the concerned Section Office or any other locations within worksite premises by the agency by its own laborers / arrangements / tools and tackles as per the direction of the Assistant Engineer/ JE concerned. Fresh materials will be issued against respective defective materials. No materials should be taken out of the maintenance site without the permission and necessary challan of the site-in-charge/JE.

- 22) Any fault of electrical installations starting from LT supply end (except the installations of Power Supply Company) to light, fan, call bell, plug points etc. i.e. LT cables and all sub-panels, distribution boards, main switches, earthing attachments, compound lights etc. has to be detected, attended and restored by the agency by its own man power with the help of the materials(cables, main switches, DBs, wires, HRC fuses etc.) available from this department or as per the terms & conditions of this contract.
- 23) Any major shut down or fault should be brought to the notice of SAE & APE immediately in writing and over telephone for further course of action. The agency will also have to attend emergency calls immediately at the site with staff, tools etc. on demand.
- 24) The agency will have to attend the break down / fault of any nature involving electrical installations within the scope of contract and restore the same with its own manpower, tools and tackles keeping entries in log books (corrective maintenance) mentioning type of faults, nature of work done, fault clearance time etc.
- 25) In case of any breakdown caused by cable fault etc., if situation demands the agency will have to restore the power supply temporarily either with the materials available with this department or arranging the same temporarily and safely at his own cost till completion of original restoration work.
- 26) Building wise Log book is to be maintained for Preventive Maintenance & Cleaning and Corrective Maintenance of Electrical equipment except Fan as per direction of E.I.C. Separate Building wise Register is to be maintained for Ceiling Fans. The daily record of the Log book is to be signed by the responsible person and verified & signed by concerned SAE & APE and photocopy of the same should be sent to the Executive Engineer concerned through proper channel at the time of submission of bills. The Logbooks should be available at Call center and should be produced on demand.
- 27) The agency should be responsible for any damage in the installation due to mishandling or mal-operation by its staff and shall be liable for rectification / replacement, as the case may be, of the damaged installation/ equipment within time frame to be fixed by concerned APE., failing which the said rectification/ replacement of affected equipment/ installation would be executed by external agency and the cost thereof would be recovered from the bill and the accused staff should be replaced immediately.
- 28) Bills should be submitted quarterly with the certification of satisfactory performance of the concerned SAE and APE. Photocopy of Logbook and Attendance Register should also accompany the Bill. Payment should be made as per PWD norms.
- 29) The agency will have to carry out the annual contract at the quoted rate irrespective of any circumstances.
- 30) All the log-books should be available at the call center and to be produced to the Office of the SAE & APE on demand.
- 31) Payment of minimum wages as rules of Labour Department, Govt. of WB has to be abided by the agency, other facilities (ESI, PF etc.) applicable to the labour/ employee as per Govt. rule/ order issued time to time & the agency must have to submit the monthly challan of ESI & PF to the concern SAE & APE of the Department.
- 32) The philosophy of "Public Interest" would be the MOTTO of this maintenance contract. Any deviation may be viewed otherwise.
- 33) If any kind of incapability & negligence are noticed in observing all the above-said terms & conditions causing inconveniences to public service, is subject to unilateral penalty, be it detected on the spot or

thereafter (even after payment). This Department also reserves the right to deduct the cost from the bills of the contractor on pro-rate basis as determined by the Engineer –In-Charge for any shortfall in observing above T&C. In that case, the above-said contract may be terminated without issuing any notice and Stringent & punishable action may be taken against the contractor.

- 34) In the Public interest, EIC may change any Skilled/Semi skilled/Workman/Lift operator from one shift to another shift.
- 35) The contract may be terminated with one months' notice on either side.
- 36) This Maintenance contract covers all the buildings, blocks, outdoor electrical gadgets within the premises of the said site.
- 37) Any upcoming / ongoing project, which will be completed within stipulated period of Maintenance contract, automatically will come under maintenance contract.
- 38) The Agency must depute an Electrical Supervisor having valid SCC comprising with relevant part  
(1, 2, 3, 4, 5, 6A, 7A, 10, 11).
- 39) Quarterly bill to be submitted by the Agency and the same will be paid from NANBAN FOOD PARK END.

**DEDUCTIONS:**

- 1) Absent of staff at site in any shift would not be consider under any circumstances. The Agency should arrange same categorical staff as an replacement before release of previous shift staff. In case of absentee, a rupees of **Rs. 800 /- ( Eight Hundred only) per head per Shift per Day** may be deducted as Penalty in each bill. Attendance Register of each Month should be submitted to the concerned SAE / APE on First working day of the next month.
- 2) Log Book or Maintenance Register/ Material Issue Register / Stock Register / Repairing item Register / Each Lift Register / Test Report (if any) of each month should be submitted to the concerned SAE / APE on First working day of the next month, failing which a rupees of **Rs. 5000 /- ( Five Thousand only) per month per register** may be deducted as Penalty in each bill. Any incomplete Register will not be accepted by the Department.

**Sd/-  
MANAGING DIRECTOR  
THE STATE FISHERIES DEVELOPMENT  
CORPORATION LTD**

FORM -I  
**PRE-QUALIFICATION APPLICATION**

To  
The Managing Director  
The State Fisheries Development  
Corporation Limited

Ref: \_\_\_\_\_ - \_\_\_\_\_ Tender  
for \_\_\_\_\_  
\_\_\_\_\_ (Name of work) \_\_\_\_\_  
\_\_\_\_\_

**e-N.I.T.NO- SFDC/MD/NIT- (e)/ 2024-25 of The Managing Director, The State Fisheries Development Corporation Limited**

Dear Sir,

Having examined the Statutory, Non statutory and e-NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of .....In the capacity \_\_\_\_\_ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for

Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- (a) Tender Inviting and Accepting Authority/Engineer-in-Charge can amend the scope and value of the contract bid under this project.
- (b) Tender Inviting and Accepting Authority/Engineer-in-Charge reserves the right to reject any application without assigning any reason.

**Enclo:- e-Filling:-**

- 1. Statutory Documents
- 2. Non-Statutory Documents

Signed by an authorized  
officer of the firm

\_\_\_\_\_  
Title of the officer

\_\_\_\_\_  
Name of the Firm with Seal

\_\_\_\_\_  
Date

**N.B. THIS APPLICATION MUST BE MADE IN THE LETTER HEADED PAD OF THE FIRM IN WHICH APPLICATION IS MADE, CLEARLY MENTIONING THE ADDRESS AND CONTACT NUMBER & email ID OF THE FIRM.**

**FORM-II**

**STRUCTURE OF ORGANISATION:**

<b>1</b>	<b>Name of the Applicant</b>	
<b>2</b>	<b>Address of Communication with pin code</b>	
<b>3</b>	<b>Telephone No. (Land)</b>	
<b>4</b>	<b>Mobile No.</b>	
<b>5</b>	<b>E-mail Id</b>	
<b>6</b>	<b>Fax No.</b>	
<b>7</b>	<b>PAN Card No.</b>	
<b>8</b>	<b>GST No.</b>	
<b>9</b>	<b>Details of Bank Accounts: Name of the Bank: Name of the Branch and: Address with Phone No.: Account No.: IFSC Code:</b>	
<b>10</b>	<b>Names with designation of key personnel of the organisation</b>	

**Date:**

**Signature of applicant including title  
and capacity in which application is made.**

***N.B :- THIS APPLICATION MUST BE MADE IN THE LETTER HEADED PAD OF THE BIDDER IN WHICH APPLICATION IS MADE***

**FORM- III**  
**EXPERIENCE PROFILE**

**Name of bidder:**

**List of works completed:**

Sl. No.	Name & address of work order issuing authority / purchaser	Name of work / scheme	Work Order No. dt.	Work order value (in Rs.)	Details of item supplied	
					Quantity (nos.)	Value (in Rs.)
1						
2						

**Date**

**Signature of applicant including title  
and capacity in which application is made**

***N.B :- THIS APPLICATION MUST BE MADE IN THE LETTER HEADED PAD OF THE BIDDER IN WHICH APPLICATION IS MADE***



**AFFIDAVIT-“Y”**

**(To be furnished in Non Judicial Stamp paper of appropriate value duly notarized)**

1. I, the undersigned do certify that all the statement made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the undersigned. I, the undersigned will be bound to accept the subsequent penal action for the above stated reason as will be imposed by NIT authority / Competent Authority without any objection / claim.
2. The under signed also hereby certifies that neither our firm ..... nor any constituent partner had been debarred to participate in tender, suspended or black listed by any Government /semi Government under taking organization during the last 5(five) years prior to the date of this NIT vide no. ....
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and /or as requested by the NIT Authority / Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agree to furnish any such information at the request of the NIT Authority / Department.
5. Certified that I have applied in the tender in the capacity of individual/as a partner of a firm & I have not applied severally for the same job.

**Date:**

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**Signature of applicant including title  
and capacity in which application is made.**