

VM No. 234/2019

Date: 31.01.19

Notice Inviting Tender

The Victoria Memorial Hall, an autonomous organization under the administrative control of the Ministry of Culture, Govt. of India, 1 – Queens way, Kolkata invites sealed tenders from reputed, experienced & registered firms for Comprehensive Maintenance Contract of Sliding Gate installed at VMH on annual basis. The bids should be sealed and should be contained in sealed cover and superscripted as QUOTATION FOR AMC FOR SLIDING GATE.

The authority of VMH reserves the right to reject any or all the tenders received without assigning any reason.

The Bidders are advised to cause an inspection of said Sliding Gate before quoting the rate.

Under comprehensive maintenance, the firm shall take care of replacement of damaged parts without any charges.

The bidder must have its own service centre/maintenance facility in Kolkata and should have extensive experience of maintenance of Sliding Gates.

The firm must have previous experience in preferably maintaining in government organizations/PSUs/Major corporate during the last three years and Performance certificate from the existing clients (organization) must be attached. The firm must have expertise in the requisite preventive measures on site maintenance.

In case of intermittent failure and repetitive problems due to improper diagnosis or repairing the system will be treated as continuously down.

The vendor should maintain adequate number of spares in the inventory for immediate replacement of defective parts.

The following documents shall be enclosed by every bidder along with the bids:-

- i) List of important Central Ministries/ Departments /State Governments/PSU'S / Major corporate for whom the firm has been providing AMC services.
- ii) Copy of PAN Card.
- iii) Copy of Income Tax Return for the last three years.
- iv) Performance Certificate, as mentioned above.

v) Copy of GST Registration Certificate.

vi) Copy of Trade Licence.

VMH will not be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission of the tender bids or for any delay on account of postal service.

The offers/tenders submitted by fax/email shall not be considered. No correspondence will be entertained on this matter.

It shall be the executive responsibility of the vendor to provide appropriate device drivers and solutions for repairing/ replacement etc. under AMC.

Penalty will be charged @ Rs. 100/- per day for downtime more than 24 hours and there must not be breakdown for more than two days in any case.

The maximum permissible downtime for any system/ peripheral in the Annexure _ II will be 2 days in entire AMC period.

Preventive maintenance service is to be carried out every three months for all systems and peripherals detailed below.

Preventive maintenance means quarterly servicing of the equipment irrespective of whether the equipment has suffered a breakdown or not, and it also would, include:

- Checking of each electrical contacts and maintenance.
- Cleaning of interior and exterior component.
- Checking of condition of cables and wires.

AMC shall include corrective and preventive maintenance, repairs and replacement of all defective parts of same make.

Sub-contracting of AMC services is not allowed.

The Annual Maintenance Contract (AMC) will remain valid for a period of one year from the date of issue of award letter by the VMH and may be renewed subject to satisfactory services. The AMC may be extendable after one year on the same rate and terms & condition with the consent of both the parties.

Payment will be made on quarterly basis, only after satisfactory completion of services of the past quarter.

VMH reserves the right to cancel this tender or modify the requirement without assigning any reasons. In case the AMC services are not satisfactory, the VMH reserves the right to cancel the contract any time during the currency of AMC.

Any quotation received without adhering to all the above conditions or incorporating any conditions contrary to any of the above condition will be liable to be rejected summarily.

Every bidder shall furnish an EMD of 5% of the rate offered in the form of A/c payee Demand Draft drawn from any commercial bank in favour of the Victoria Memorial Hall failing which the tender will not be accepted.

Before issue of work order the successful bidder will have to furnish a performance security of 10% of the contract value in the form of an A/c payee demand draft drawn in favour of the Victoria Memorial Hall from any commercial bank.

Unsuccessful bidder's EMD will be discharged / returned as promptly as possible without any interest, latest on or before the 30th day after the award of the contract.

The Earnest Money Deposit of the successful bidder will be returned only after submission of 10% performance security of total cost of the contract or may be clubbed with the Security Deposit Money.

Conditions for forfeiture of EMD:

- i) If a bidder request to withdraw at any stage after expiry of submission time.
- ii) In case of a successful bidder fails to submit the required Security Money in time.

Period of validity of Bid

The bid shall remain valid for 90 days from date of opening the tender. If any bidder withdraws his tender before the said period the purchaser shall without prejudice to any other right or remedy, be at liberty to forfeit the Bid EMD absolutely.

Submission of Bids:

The tender bids complete in all respects and addressed to the Administrative Officer, Victoria Memorial Hall, Kolkata - 700071 must be dropped in the tender box kept in the office of Administrative Officer, VM, **latest by 2.30 p.m. on or before 13.02.19**. Bids received after the stipulated date and time shall not be entertained. The Bid will be opened on the same day at 3.00 p.m. in the presence of representatives of the firms, if any.

Rate offered should be written both in figure and words and inclusive of all charges and taxes.

The bid should be submitted in the prescribed form as in this tender document. All columns of the bid form should be filled.

Any additional information should be enclosed separately and referred to in the relevant column of the bid form. All relevant product literature must be enclosed with the bid.

Bidder shall prepare the bid and send it in the sealed envelope as directed. The envelope should bear the name of bidder along with the tender number and the date of opening of the tender.

The payment shall be made on quarterly basis if the services for the quarter are found satisfactory.

AMC Responsibility:

To ensure smooth and trouble free operation of Gate around the year by providing periodic servicing.

Items Under AMC:

1. The spares of mechanical accessories such as gear racks, guide rollers, wheels etc.
2. Electrical accessories such as Gate Operator, Push Button, Blinker, Safety Photo Cell etc.

Schedule of Work:

1. Checking of Motor including internal connectivity, Wiring of Motor.
2. Greasing of Gear Rack time to time or when ever required.
3. Checking of alignment of Gate, Gear Rack, Fastening of Nuts and Bolts of Upper Guide Roller, Wheels. Motor Base etc.
4. Checking of Push Button, Control Board of Operator, Blinker, Safety Photo Cell to properly working.

Schedule of Visit:

1. Twice every month for checking.
2. Attending On- Calls when ever required.

Administrative Officer

Copy forwarded to the Security Officer for kind information and Shri Dipankar Samantha with request for insertion of this Notice in our Official Website.