



TEA BOARD
14, B.T.M. SARANI
KOLKATA- 700 001

Ref.No.1(7)/2017/SO

Date: 25.04.2017

NOTICE INVITING QUOTATION NO. 02/2017

LAST DATE FOR SUBMISSION OF QUOTATION 15.05.2017 UP TO 1 PM.

Secretary on behalf of the Chairman, TEA BOARD of India invites sealed quotations from reputed/eligible civil contractors/agencies in respect of work as noted below:-

Name of work: To undertake the Annual Maintenance Contract of 03 nos. Generator Sets. Three Generators are: one 180 KVA make Greaves (Engine) and Stamford (Alternator), one 110 KVA make Kirloskar (Engine) and Jyoti (Alternator) and another 30 KVA make Kirloskar.

Quotation paper may be downloaded from the website www.teaboard.gov.in

The object and scope of work:

Tea Board has 03 Nos. Generator sets. One 180 KVA, one 110 KVA and another 30 KVA. These Generator sets **are required to be operated (whenever necessary) and maintained round the clock (24X7) with operators.** Tea Board will provide diesel, mobile and distilled water other items/parts/accessories as and when required shall be provided by the agency. The Annual Maintenance Contract will be operational under the following terms and condition during the engagement.

1. The scope of the work is to operate and maintain all the three Generator sets in perfect condition round the clock. The operators 03 (three) in numbers may preferably maintain three shifts like 6 AM to 2 PM, 2PM to 10 PM and 10 PM to 6 AM on following day.
2. The maintenance/servicing includes the entire servicing and maintenance of the Engines, Alternators, Panel Boards, Power Distribution boards, Batteries, cables and Earthing.
3. The persons deployed should possess the required knowledge/experience to operate and maintain the above mentioned Generator Sets.
4. The operators should draw diesel/mobile/grease/distilled water etc. as and when required from the petrol pump/dealer on credit against the Tea Board A/c. They should maintain

registers kept for recording the consumption of diesel/mobile etc. on daily basis against each Generator set.

5. The service contractor will carry out daily inspection to all the three Generator sets. The service contractor will inspect all the Generators once in every fortnight and carry out minor adjustment and repair as required without any additional cost.
6. The general cleaning of carbon brushes, brush holder, spring, commutator segments, contact points etc. along with greasing and oiling wherever required will be carried out monthly with no extra cost.
7. The condition of the batteries including the level of electrolyte is to be checked regularly and if required then the level of electrolyte is to be topped-up with distilled water.
8. The service contractor will also undertake periodical quarterly (once in three month) servicing including major test for checking insulation of Generator sets in the first week of November, February, May and August every year.
9. The skilled/semi-skilled labourer or any other professional Engineer/Technician if required for servicing or fault rectification the same will be arranged by the service contractor at his own cost.
10. All the tools & tackles required for maintenance/servicing shall be provided by the service contractor at his own cost.
11. In case of any additional work/major repair is required the same will be advised by the contractor in writing. The payment of such work/repair will be paid by the Board after the satisfactory performance of the job. The Board has the full right to assign such work to any other contractor if considered in the interest of the Board. The Generator room will be handed over neat and clean after the servicing/maintenance/repair of Generators. All unwanted materials will be removed from the room by the contractor.
12. The service contractor will render services free of cost for sudden break down of Generator set as soon as the information of such break down is known to the operator deployed for operation and maintenance.
13. The minor fault has to be rectified within 08 hours and major fault within 24 hours otherwise a penalty of proportionate rate (amount payable per hour) will be deducted from the monthly payment for the duration of down time of Generator sets. If any fault is not attended to and rectified by the contractor and the same fault is rectified by any other agency then the amount paid to that agency as service/consultancy charges for the rectification will be deducted from the monthly bill /security deposit of the contractor.
14. Security deposit for an amount equal to the monthly payable payment is required to be deposited to the Tea Board in the Tea Board Tea Fund Disbursement A/c, IFSC-SBIN0000144, A/c No.11107799318 by NEFT, UTR No. to be intimated before commencement by Email to Id No. **teaboardfin@gmail.com**. The security deposit will be refunded at the time of termination/expiry of the AMC.

15. In case of any dispute the matter will be referred to a mutually agreed common arbitrator.

INSTRUCTION TO TENDERERS

- 1.0 SUBMISSION OF TENDER: Before submission of tender bidders are requested to inspect the site to acquaint with the actual work to be carried out and assess the difficulties, hardship, ways and means about executing the work.
- 1.1 One complete set of tender documents shall be downloaded from website of Tea Board www.teaboard.gov.in. All tenders shall be prepared by typing or printing with indelible black ink with each page signed along with duly filed up properly.
- 1.2 An amount of Rs. 5670 should be deposited through DD along with the tender as EMD.
- 1.3 All amendments/revisions to tender documents downloaded from website if any, must be signed and submitted by the tenderer taking into account all such amendments/revisions. The tenderer are advised to submit the tender strictly based on the terms and conditions and not to stipulate any deviations.
- 1.4 Tenders shall be prepared and submitted in sealed envelopes. The **bid** should contain all the relevant papers, documents, testimonial of the company, EMD along with N.I.T. and G.C.C. Etc. and should contain the price bid. The envelop shall be written with description of the work, tender No. and last date of receipt of tender superscript thereon and with the note **“TENDER-DO NOT OPEN”** written prominently. The full name, postal address, telegraphic address and telephone no. of the tenderer shall be written on the bottom left corner of the sealed cover.
- 1.5 Tender shall be addressed to the Secretary, Tea Board 14, BTM Sarani, Kolkata 700 001 West Bengal and should be dropped in the tender box at 8th floor of the Tea Board at or before 01 PM on 15.05.2017.

Tender will be opened on **15.05.2017 at 3 PM** in the presence of willing bidders.

- 1.6 Insertions, post script, addition and alteration shall not be recognized unless confirmed by the tenderer with signature and stamp.
- 1.7 All the copies of the tender should be completed in all respect with all their attachment/enclosures.
- 1.8 The tenders as submitted should consist of the following:
 - i. All the relevant papers, documents, testimonials, experience certificate which are essential as per the tender documents to become eligible to submit tender.
 - ii. Earnest Money.
 - iii. Power of Attorney/authorization with the seal of the company of person signing the tender documents.
 - iv. Details of time scheduling indicating various activities tenderer proposes to complete within the time of completion of work.

By order
Secretary,