

NOTICE INVITING QUOTATION NO:1/SECURITY/2020

Sealed Quotations are invited on behalf of Chairman, Tea Board for undertaking comprehensive Annual Maintenance Contract Neon Sign of “TEA BOARD” along with LOGO both in English and Hindi installed at Tea Board building. Quotations are to be submitted in sealed cover super scribing “Quotation for AMC of neon sign” along with the Quotation ref. No. and date to the Secretary, Tea Board, 14, B T M Sarani, Kolkata-700001.

Eligibility: Companies/ Firms having turnover at least Rs.10 Lakh per annum and who have experience and capability for similar nature of job may accordingly submit their offers.

A. The firm/agency is required to submit the self-attested scanned copy of following details alongwith the quotation:

- a) Valid registration certificate of GST
- b) Income Tax Return for the last three financial years.
- c) Pan card
- d) Copy of Agreement/Work Order showing experience of at least 3 Years in Public Sector/Govt./SemiGovt/Private

Sealed quotations will be received up to 13-00 hrs on 17.03.2020 and will be opened at 15-00 hrs on 17.03.2020 the same date. The quotations are to be submitted in the following manner. An amount of Rs. 500/- (Rupees five hundred only) and Rs.4,500/- (four thousand five hundred only) as Tender Fees and Earnest Money Deposit/Bid Security respectively should be deposited to the Tea Board in the Tea Board Tea Fund Disbursement A/c, IFSC- SBIN0000144, A/c No.11107799318 by NEFT/RTGS and UTR No. has to be intimated by Email at teaboardfin@gmail.com & tbiestate2018@gmail.com.Tender fees is non-refundable.

The bid document will be out rightly rejected if the head office of the bidding company/firm/agency is not located at Kolkata and Tender Fees & Earnest Money not deposited by the bidding company/agency.In case the successful tenderer declines the offer of Contract, for whatsoever reason(s),his EMD will be forfeited. Bidding company/firm/agency having registration under MSME/NSIC will be exempted from payment of EMD but tender fees is not exempted.

Description & Specifications of works	Qty	Rate/ unit	Amount (in Rs.)
Comprehensive Annual Maintenance Contract of Tea Board Logo in Bilingual for Neon Sign and also for the letters/alphabets, wiring, Transformers Associated to complete Neon Sign (be available from the Tea Board offices) on the Outer face of the Board Building. Size of the Logo: Diameter 12ft. Material for Board and Channel Letters:16 nos. Paint: Enamel	1 no.		

Rate should be quoted excluding applicable GST

B. SCOPE OF WORK

Comprehensive Annual Maintenance Contract of Tea Board Logo in Bilingual for Neon Sign which contain Neon Tube, Transformer, HT Wares related to complete Neon Sign on the outer face of the Board Building, total work is 1 (One) Unit.

C. THE SCHEDULE OF WORK

The services and maintenance should be of best quality of workmanship and in accordance with the particulars and descriptions stipulated in the quotation and work order. The AGENCY will give guarantee for the satisfactory performance of the offered materials in case of replacement and services for 1 year. On receipt of items/goods in case of replacement these will be subjected to inspection and tests accordingly, the decision of Tea Board, Kolkata regarding acceptance/rejection will be final and binding on the AGENCY. The agency shall whenever required, should obtain permission/approval from Local Bodies or Statutory Bodies for undertaking any work. The AGENCY will also be fully responsible for adherence/observance of Labour and other Laws to get the Labourers insured, as the case may be and also to hold the Tea Board indemnified against any effect due to omission/commission and observance of any such laws by the AGENCY. The performance security money may be forfeited for breach of the terms of the contract/order. The performance security money may be discharged on satisfactory completion of the job and also after expiry of guarantee period.

The AGENCY should attend and response to any call within 06 hours and rectify the reported fault within 24 hours from the time of reporting of faults. Delay in attending to fault will attract appropriate penalty. Scaffolding required for rectifying the fault is to be arranged by the agency. No extra payment will be made for scaffolding neither Tea Board will obtain any permission from local body/Police for permission to erect scaffolding and undertaking the required work. The agency will have to arrange for scaffolding and necessary permission from local body/Police whatever the case may be.

If the AGENCY fails to attend any fault then Board will engage any other service provider to get the fault rectified any payment made to the service provider attending to fault will be deducted from the bill/performance security of the AGENCY.

Payment shall be made quarterly basis against proper submission of bill along with certified inspection report, job sheet for attending fault, repair and other preventive maintenance. The payment will be released only if it accompanied by the certified job sheets/call records for the months against which bill is raised. Applicable Taxes will be deducted from the bill.

D. Instructions/Terms and conditions for submitting the Quotation

1. Sealed quotations are required to be submitted in the Quotation's (bidder) own Letter Head Pad duly signed and stamped with date taking into consideration present status of neon sign with logo no extra payment will be made other than quoted price.
2. Design, size, shape and position for the Logo and the existing letters/alphabets for the neon sign should be inspected at the Tea Board office on any working day from 11 a.m. to 5 p.m. by taking prior permission from the Estate Officer before submission of the quotation.
3. Before submission of the offers the indenting Agencies are required to inspect the site to get them thoroughly acquainted with the nature, volume and constraint of work.
4. The price quoted must be firm and the offer quoted must remain valid for acceptance for 120 days from the date of opening the bid. They will submit offer for comprehensive maintenance including Transformer for one year
5. Tea Board Authority reserves the right to accept/reject any offer without assigning any reason thereof. Tea Board also reserves the right to accept any offer wholly or in part at its option. Bidder shall have to supply/provide services at the rate quoted only.
6. The services and maintenance should be of best quality of workmanship and be in accordance with the particulars and descriptions stipulated in the order.
7. The bidder will give guarantee for the satisfactory performance of the offered materials in case of replacement and services for 1(one) year.
8. On receipt of items/goods in case of replacement these will be subjected to inspection and tests and accordingly, the decision of Tea Board regarding acceptance/rejection will be final and binding on the firm/company.
9. The contractor/s shall whenever required, should obtain permission/approval from Local Bodies or Statutory Bodies as for undertaking the work.They will also be fully responsible for adherence/observance of Labour and other Laws to get the Labours Insured, as the case may be and also to hold the Tea Board indemnified the against any effect due to non-observance of any such laws by the contractor.
10. The successful bidder is required to deposit 10% of quoted value as performance security money in the form of DD /Pay order in favour of Tea Board, Kolkata before issuing of work order. The performance security money may be released after satisfactory completion of the AMC period.
11. The Contractor should attend and response to any calls within 06 hours and rectify the reported fault within 24 hours from the time of reporting of faults. Delay in attending to fault will attract penalty @ Rs.500/hr beyond 24 hrs and will be adjusted/deducted from the quarterly bill.
12. The Contractor should undertake weekly inspection for the entire logo and letters/alphabets including structural joints with building surface for any defect. If any defect is observed immediately he should rectify the defect/fault which is covered under AMC. If any defects/faults are noticed which is beyond the scope of work then he should immediately bring this to the notice of Tea Board thorough Technical Advisor/ Security Officer for taking necessary rectification.

13. Scaffolding required for rectifying the fault is to be arranged by the contractor. No extra payment will be made for scaffolding neither Tea Board will seek any permission from local body/Police for permission to erect scaffolding. The contractor will have to arrange for scaffolding and necessary permission from local body/Police whatever the case may be.
14. Payment shall be made quarterly basis against submission of bill. The payment will be released only if it accompanied by the certified weekly inspection sheets and job sheets/call records for any fault rectification if any during the quarter for the months against which bill is raised.
15. Applicable Taxes will be deducted from the bill.
16. Successful bidder should execute an agreement with Tea Board regarding terms and conditions for the AMC before issuing of work order.
17. No successful bidder can sublet his contract.
18. Payment will be made on quarterly basis depending on the invoice/bill raised by the bidder.

By Order
(Dr. Rishikesh Rai)
Secretary In-charge