

**NOTICE INVITING QUOTATIONS**

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. The estimated value of work is Rs.1, 05,200 (one lakh five thousand two hundred only) per annum. 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 either registered under the Indian Company Act 1956/2013 or partnership firm or proprietary firm 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.

Quotations will be received up to 13-00 hrs on 17.03.2017 and will be opened at 15-00 hrs on 17.03.2017 the same date. EMD for an amount of Rs.2, 630/- (Two thousand six hundred thirty only) should be deposited in the form of D.D/Pay order in favour of Tea Board, Kolkata along with the quotation.

<u>Item No.</u>	<u>Description &amp; Specifications of works</u>	<u>Qty</u>	<u>Rate/unit</u>	<u>Amount (Rs.)</u>
1.	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			1 unit

During the contract period preferably, in the middle of the contract period the complete structure of logo and letters/alphabets are to be dismantled and brought to the ground for necessary repairing and painting.

Size of the Logo: Diameter 12ft.  
 Material for Board and Channel  
 Letter: G.I., 26/24 swg  
 Paint: Enamel

**Rate should be quoted including all applicable Taxes, charges**

### **Instructions/Terms and conditions for submitting the Quotation**

1. Quotations are required to be submitted in the Quotationer's (bidder) own Letter Head Pad duly signed and stamped with date
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 before submission of 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 constrain 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 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 parties
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 discharged on satisfactory completion of the job and also after expiry of guarantee period.

11. The Contractor should attend and response to any calls within 06 hours and rectify the reported fault within 12 hours from the time of reporting of faults. Delay in attending to fault will attract appropriate penalty.
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.

(Priyanka Basu Ingty)  
Secretary