



THE ASIATIC SOCIETY

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)
and

(An Autonomous Organization under Ministry of Culture, Government of India)

1, Park Street, Kolkata- 700016

Phone : 2229-0779, 2249-7250, 2229-7251, Fax: 033-2252-0600

Website: www.asiaticsocietykolkata.org



Ref No: TASK/2018-19/NIT/006

Dated: 03.09.2018

TENDER NOTICE

Sub: Tender for Supply, Installation, Testing and Commissioning (SITC) of ceiling mounted Cassette Type room air conditioner and ceiling mounted hanging LCD education purpose projector.

The Asiatic Society, Kolkata, a 234 years old centre for Asian studies, is an Institution of National Importance declared by an Act of Parliament and an Autonomous organization under Ministry of Culture, Government of India. The Asiatic Society, Kolkata invites sealed tenders under Two Bid System from reputed, Government enlisted and financially resourceful contractors with sufficient experience of carrying out the similar works for **Supply, Installation, Testing and Commissioning (SITC) of ceiling mounted Cassette Type room air conditioner and ceiling mounted hanging LCD education purpose projector at Digital Library - cum - Guest House for the Asiatic Society, Kolkata** at plot No. 24, Block - CL, Sector - II, Salt Lake City, Kolkata - 700 091.

2. Details of the service required and other terms and conditions relating to the award of contract are given in Annexure 1.

- Web advertisement for Tender : 03.09.2018
- Date of site inspection : Any working day 5th September 2018 to 7th September 2018 between 12.30 p.m. and 3:00 p.m.
- Last date of submission of Tender : 12.09.2018 up to 14:00 hrs
- Opening of Technical Bid : 12.09.2018 at 15:00 hrs
- Earnest Money Deposit : Rs 15,500/-
- Security Deposit [Interest free] : 5% of the quoted price

3. Interested contractors can download the complete tender document with scope of work and terms & conditions from the website of The Asiatic Society, Kolkata i.e. www.asiaticsocietykolkata.org.

4. The interested and eligible contractors may submit the Bid in sealed cover, complete in all respects along with all necessary documents duly numbered to the Office of the General Secretary, The Asiatic Society, 1 Park Street, Kolkata-700016.

5. Tenderers can submit the tenders by utilizing the downloaded documents along with an Earnest Money Deposit of **Rs 15,500/- [Rupees fifteen thousand five hundred]** only in the form of Demand Draft in favour of The Asiatic Society, payable at Kolkata. No tender will be entertained without the requisite Earnest Money Deposit under any circumstances whatsoever.
6. The Asiatic Society, Kolkata reserves the right to amend/cancel any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason.
7. The Asiatic Society, Kolkata may disqualify the tenderers at any stage for any of the following reasons :
 - i. Non-fulfilment of essential qualification conditions
 - ii. Incomplete/part information/misinformation [without supporting proof]
 - iii. Exerting external influences

General Secretary
The Asiatic Society, Kolkata

Scope of Work & General Instruction for Tenderers

1. **Scope of the Work:** Supply, Installation, Testing and Commissioning (SITC) of ceiling mounted Cassette Type room air conditioner and ceiling mounted hanging LCD education purpose projector.
2. The Contractor should have experience of providing such services to the Departments of the Government of India/Statutory Bodies/Central Autonomous Bodies/PSUs/ Reputed Private Sectors during last **Five** years.
3. The contractor should be registered with Income Tax and Goods and Service Tax authorities.
4. The turnover of the Contractor during the last 3 financial years should not be less than Rupees Twenty Five Lakh per annum from similar services. The Service Provider should have earned profit during the last three years.
5. The Contractor should have an office in Kolkata / Kolkata UA.
6. The Contractor shall submit an affidavit stating that the Service Provider is not / has not been black listed by Central/State Government/ any PSUs/Private Sector at any point of time.

Non-compliance with any of the conditions mentioned in 2 to 6 above by the Contractor will amount to non-eligibility for the service for which tender has been floated and its tender will be summarily rejected.

General Terms and Conditions

1. The intending tenderers may visit and inspect the site of work and make necessary investigation in regard to communication facilities, source of water construction power and other important points before submission of tenders within the date and time specified.
2. Time of completion: **15 working days from the date of issue of Work Order.**
3. The bid shall consist of two parts- Technical Bid and Price Bid. Both the bids are to be placed in two separate sealed envelopes (clearly superscribing 'Technical Bid' and 'Price Bid') which in turn are to be placed in a sealed cover. The bids of all the tenderers whose Price Bid is not in a separate sealed envelope shall be rejected forthwith. The Price bids of only those tenderers shall be opened whose Technical bids are found to be eligible while the disqualified bidders' Price Bid shall be returned unopened.
4. The bid document shall be clearly and legibly written and each page must be signed by the authorized signatory of the bidder and seal affixed. Erasing or over writing in the bid document shall not be allowed. Corrections in the bid document should be avoided but if this becomes unavoidable, each correction should be signed separately and without ambiguity
5. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of ` 15,500/- (Rupees fifteen thousand five hundred only) in the form of Demand Draft drawn in favour of The Asiatic Society, payable at Kolkata failing which the tender shall be rejected out rightly. EMD exemption of any category will not be accepted.
6. The EMD in respect of the contractor which does not qualify the Technical Bid/ Financial Bid shall be returned to it without any interest after awarding the work to the successful bidder and entering into contract.
7. Successful bidder [Contractor] shall have to furnish Security Deposit (interest free) @ 5% of the quoted price. For this, the earnest money will automatically be converted as part of security deposit. Balance amount of Security Deposit will be deducted from the bill amount payable to the Contractor. The Security Deposit will be retained by the Society for a period of 180 days beyond the date of completion of the work.
8. An agreement will be made with the successful Contractor and the Asiatic Society within seven (7) days from the date of issue of work order on a stamp paper for Rs 100/- (Rupees One hundred) only. The requisite stamp paper will be purchased and provided by the contractor to the authority of the Asiatic Society for preparing the agreement.

9. If the contractor fails to complete the work with the stipulated time period, liquidated damage @ 0.5% of the total value of work per day and part thereof subject to maximum 5% of the total value of contract will be deducted from the final value of the bill.
10. The contractor, will carry necessary tools, materials etc at his own cost.
11. The cost for transport, erection, maintenance, running expenses including fuel or power and ultimate removal of the plant and equipment and storage for materials and removal of rubbish, freight and other charges will be borne by the tenderer
12. Canvassing in connection with the tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
13. Any dispute/difference arising out of or relating to this agreement including interpretation of its terms will be resolved through joint discussions of the concerned parties. However, if disputes are not resolved by joint discussions, then the matter will be referred to arbitration as per the provisions of Arbitration Act, 1940, where the General Secretary, The Asiatic Society, Kolkata or his nominee will be the Sole Arbitrator.
14. The Asiatic Society, Kolkata reserves the right to terminate the contract at any point of time after giving a week's notice to the contracting Service Provider.

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Phone: 2229-0779, 2249-7250, 2229-7251, Fax: 033-2217-2355

Ref No: TASK/2018-19/NIT/006

Dated: 03.09.2018

Part I: TECHNICAL BID

(to be submitted in a separate sealed envelope)

Application for Supply, Installation, Testing and Commissioning (SITC) of ceiling mounted Cassette Type room air conditioner and ceiling mounted hanging LCD education purpose projector

1. Name of the Contractor :
2. Constitution of the Contractor :
3. Enlistment details with Govt Authorities :
4. Name of the Proprietor / Director/Partner :
5. Complete office address :
6. Telephone Number :
7. E-mail address :
8. Permanent Account Number [PAN] :
9. GSTN :
10. Profession Tax Registration No
:
11. Affidavit stating that the Service Provider is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs / Private Sector at any point of time. :
12. Financial Turnover & profit of the Service Provider during last 3 Financial Years

Financial Year	Turnover [` in lakhs]	Profit [` in Lakhs]
2014-15		
2015-16		
2016-17		

13. Details of experience in last Five years for in providing similar Services to the Departments of the Government of India/Statutory Bodies/Central Autonomous Bodies/PSUs/Reputed Private Sectors :

Sl. No Name & Address of the Organization Period of operation Remarks

14. Details of Earnest money :

DD No	Date	Name of Bank & branch	Amount
			₹ 60,000/-

15. Declaration :

I,Son / Daughter / Wife of Shri Proprietor/Director, authorized signatory of the Contractor, mentioned above, is competent to sign this declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date :

Signature of the authorized person with seal

Place :

The tendering Contractor is required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further:

- a. Enlistment Certificate
- b. PAN
- c. GSTN
- d. P- Tax registration Number
- e. Contract Labour License
- f. List of similar assignments provided to the Departments of the Government of India /Statutory Bodies/Central Autonomous Bodies/PSUs/Reputed Private Sectors during the last Five years by the Service Provider in last Five years with documentary evidence like Work Order, Work Competition Certificate
- g. Audited accounts for 2014-15, 2015-16 & 2016-17
- h. Affidavit stating that the Contractor is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector at any point of time.

The tendering Contractor is required to put his/her signature on each page of the Technical Bid.

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Part II (Financial Bid)

(to be submitted in a separate sealed envelope)

The General Secretary

The Asiatic Society

1 Park Street, Kolkata-700016

Dear Sir

Sub: Tender for Supply, Installation, Testing and Commissioning (SITC) of ceiling mounted Cassette Type room air conditioner and ceiling mounted hanging LCD education purpose projector

Ref: Tender Notice No TASK/2018-19/NIT/006 dated 03.09.2018

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for Supply, Installation, Testing and Commissioning (SITC) of ceiling mounted Cassette Type room air conditioner and ceiling mounted hanging LCD education purpose projector

2. To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal.

3. We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with The Asiatic Society, Kolkata.

4. If our proposal is accepted, we agree to retain a Security Deposit (interest free) @5% of the quoted price in favour of The Asiatic Society, payable at Kolkata.

5. We agree for unconditional acceptance of all the terms & conditions set out in the tender document as also in the contract to be signed with The Asiatic Society, Kolkata for Supply, Installation, Testing and Commissioning (SITC) of ceiling mounted Cassette Type room air conditioner and ceiling mounted hanging LCD education purpose projector.

6. We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to The Asiatic Society, Kolkata are true, accurate and complete.

Price Bid:

<i>Sl No</i>	<i>Description of job</i>	<i>Qty</i>	<i>Unit</i>	<i>Quoted rate by the vendors in Figure and Word [inclusive of GST and all other applicable taxes & charges]</i>
1.	Supply, installation, testing and commissioning of 2Tr. Cassette type Air conditioner of Voltas/or equivalent	6	No.	
2.	Supply, installation, testing and commissioning of 1Tr. Cassette type Air conditioner of Voltas/or equivalent.	1	No.	
3.	Supply, installation, testing and commissioning of ceiling mount hanging LCD education purpose projector with USB Video, Wireless, HDMI, Dual HDMI, Display Port and 2000-4000 lumens brightness and adjustable tripod projection screen of 4' (L) x 6' (W). Soni or equivalent.	2	No.	
Total				

Date:

Signature of the authorized person with seal

Place: