1	Title of the Tender	:	Annual maintenance Contract for Plumbing Maintenance and Internal Electrical services in the office area occupied by CCI at Kapas Bhavan and 10 flats of IT Colony, CBD Belapur Navi Mumbai- 400 614
2	Tender Ref. No.	:	CCI/HO/ESTATE/AMC-Plumbing-Int. Elect/2018-19
3	Product Category	:	AMC services
4	Sub Category	:	Annual maintenance Contract for Plumbing Maintenance and Internal Electrical services.
5	EMD	:	Rs 25,000/- (Rupees Twenty five thousand only)
6	Document Cost	:	NIL
7	Tender type	:	Annual Maintenance Contract
8	First announcement Date & Time	:	24/10/2018
9	Last Date & Time of Document Collection	:	All working days between 11.00 am to 5 p.m. up to 01/11/2018
10	Pre Bid Meeting	:	01/11/2018 at 14:30 hrs.
11	Last Date & Time of Submission	:	02/11/2018 up to 15:00 hrs.
12	Opening Date & Time	:	02/11/2018 at 15:30 hrs.
13	Work description	:	Annual maintenance Contract for Plumbing Maintenance and Internal Electrical services for office area occupied by CCI at Kapas Bhavan & IT Colony, CBD Belapur Navi Mumbai- 400 614.
14	Pre-Qualification	i)	Requisite EMD amount of Rs. 25,000 /-
		ii)	Holding valid Electrical Contractor's License issued by appropriate authority.
		iii)	PAN from Income Tax authority.
		iv)	GST Reg. No.
		v)	ESI Reg. No. (Self attested copy to be attached)
		vi)	PF Reg. No. (Self attested copy to be attached)
		vii)	The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years.
		viii)	Average annual financial turnover during the last three year ending 31st March of the previous financial year should having minimum 30% of estimate cost i.e. Rs. 1.50 lacs .The copy of certified certificate from chartered Accountant must be enclosed.
		ix)	**Experience of minimum five year duration for having worked as AMC of Electrical & Plumbing or should have completed similar type of work in last Five years in any Office Building of *Government/PSU/Private organizations of repute.* The party/agency during last five years ending 30/09/2018 as under:** 1. One work of Rs 4.00 lacs per annum or above. OR 2. Two works of Rs 2.50 lacs per annum each. OR 3. Three works of Rs. 2.00 lacs per annum each ***Please Note-*** *The copy of experience certificate should be from the agency/agencies for which the tenderer has provided the electrical maintenance services/work i.e. self-attested copy of work order/completion certificate must be enclosed.*

भा.क.नि.
CCI

भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत

(A Government of India Undertaking, Affiliated Ministry of Textiles)

सूचना का अधिकार

निगमित पहचान संख्या :U51490MH1970GOI1

प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614

Admn & Registered Office : Kapas Bhavan , Plot No. 3-A, Sector- 10, CBD Belapur, Navi Mumbai -400 614

दूरभाष् /PHONE:27579217 ◦ग्राम/GRAM:COTCORPIND ◦ फैक्स/FAX:(022)27576030-9219-6069

E-mail: headoffice@cotcorp.com Web site: http://www.cotcorp.org.in, http://www.ministryoftextiles.gov.in

सं . भा.क.नि./संपदा /मु./ एएमसी –प्लम्बींग -आंतरिकविद्युत/2018-19 दिनांक: 24.10.2018

निविदा सुचना

1. भारतीय कपास निगम लिमिटेड, कपास भवन, सीबीडी, बेलापुर, नवी मुंबई में आंतरिक इलेक्ट्रिशियन / प्लांबर वार्षिक रखरखाव प्रतिष्ठित और अनुभवी एजेंसियों/ फर्म / व्यक्तियों से दो बोलियों प्रणाली में मोहरबंद निविदा आमंत्रित करता है|
2. इछुक एजेंसी/ कंपनी लोकेशन, भारतीय कपास निगम लिमिटेड, **कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई- 400 614** में सोमवार से शुक्रवार कार्यालय समय में सुबह 10 बजे से शाम 5.30 बजे के बीच दि. 24.10.2018 से 01.11.2018 तक निगम के कार्यालय से सुचना देकर देख सकते है । कार्यालय दुरध्वनी क्रमांक: 022-27579217 विस्तार क्रं 481/415.
3. निविदा के विस्तृत नियम एवं शर्तों के साथ एजेंसी / कंपनी अपना प्रस्ताव भारतीय कपास निगम लिमिटेड् के पक्ष मे किसी भी अनुसुचित बैंको में से तैय्यार बयाना राशी रूपये **25,000** /- (पच्चीस हजार रुपये केवल)का डिमांड ड्राफ्ट/ पे आर्डर /बैंकर चेक मुबंई पर देय के साथ दे सकती है। अपेक्षित बिना बयाना राशी के साथ आपका प्रस्ताव स्वीकृत नही किया जायेगा ।
4. पूर्व बोली बैठक दि. 01/11/2018 अपराह्न 2:30 बजे **कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर ,नवी मुंबई- 400 614** मे होगी ।
5. इछुक एजेंसी/ कंपनी अपनी मोहरबंद निविदा अपराह्न 3:00 बजे दि. 02.11.2018 को या इसके पूर्व निगम की चौथी मंजिल पर रखी गई निविदा पेटी (टेंडर बॉक्स) कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614 मे डाल सकते है ।
6. मोहरबंद निविदा निन्मानुसार भेजे

   लिफाफा "ए "– (तकनिकी बोलि -1 एवं बयाना राशी), लिफाफा "बी "– वित्तीय बोलि -2

   लिफाफा "सी"–लिफाफा "सी " में लिफाफा "ए " और "बी" दोनों होने चाहिए ।

   प्रत्येक लिफाफे पर "आंतरिक इलेक्ट्रिशियन / प्लांबर वार्षिक रखरखाव " , भारतीय कपास निगम लिमिटेड, कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614 के छत पर."अंकित करे एवं और लिफाफे की बायी तरफ निविदा कर्ता का पूरा पता होना चाहिए ।
7. प्राप्त निविदा उसी दिन दि 02.11.2018 को अपराह्न 3:30 बजे उपस्थित निविदा प्रतिनिधी के समक्ष खोले जायेंगे ।

निगम कोई निविदा स्वीकर या अस्वीकार (सभी निविदा अस्वीकार) करने का अपना अधिकार आरक्षित रखता है । तथापि निविदाकर्ता निगम से उनके निविदा की अस्वीकृत करने का कारण पुछ सकता है ।

प्रबंधक (संपदा/प्रशा.)

भारतीय कपास निगम लिमिटेड ,

(भारत सरकार का उपक्रम्, वस्त्र मंत्रालय् के अंतर्गत्)

प्रशासकीय एवं पूंजीकृत कार्यालय:कपास भवन प्लॉट नं.3 ए, सेक्टर -10,सीबीडी बेलापुर, नवी मुंबई – 400614

निगमित पहचान संख्या /CIN : U51490MH1970GOI14733

दूरभाष /PHONE:27579217ग्राम/GRAM:COTCORPINDफैक्स/FAX:(022)27576030-9219-6069 **ई-मेल/E-mail:headoffice@cotcorp.com**

हमारीबेब साईट/website:www.cotcorp.org.in तथा वस्त्र मंत्रालय् बेब साईट/ Ministry of Textiles website : ministryoftextiles.gov.in

TENDER NO.: CCI/HO/AMC-Plumbing-Int. Elect/2018-19 Date:-24/10/2018

TENDER NOTICE

The Cotton Corporation of India Ltd., invites sealed tenders in two bid system from experienced contractors of sound financial standing & reputation, having income-tax-PAN, P.F. No., ESI No., GST Reg. No. and electrical contractor license for Annual maintenance Contract for Plumbing Maintenance and Internal Electrical services in the office area occupied by CCI at Kapas Bhawan and 10 flats of IT Colony, CBD Belapur, Navi Mumbai- 400 614.

Sr. No	Particulars of the work	Blank Tender document Cost in Rs.	E. M. D in Rs	**AMC period from the date of Issuance of Work Order**
I	Annual maintenance Contract for Plumbing Maintenance and Internal Electrical services for office area occupied by CCI at Kapas Bhavan, IT Colony, CBD Belapur Navi Mumbai- 400 614	NIL	Rs. 25,000/-	One year
1.	Blank tender forms for the said work are available at above address, **on all working days between 11.00 am to 5.00 p.m. up to 01/11/2018.**			
2.	The tender documents can also be downloaded from the corporation web site i.e. www.cotcorp.org.in or from Government Tender Portal i.e. www.tenders.gov.in. The cost for tender document is NIL.			
3.	Earnest money amounting to Rs 25,000/- in the form of Crossed Demand Draft/Pay Order/Banker's Cheque drawn on any Scheduled Banks drawn in favour of **THE COTTON CORPORATION OF INDIA LTD.,** payable at Mumbai/Navi Mumbai must accompany the tender. Any Tender not accompanied by the requisite Earnest Money and other documents that are not complete, is liable to be rejected.			
4.	The pre bid meeting will be held at Kapas Bhavan, Plot No.3A, sector-10 , CBD Belapur , Navi Mumbai -400 614 on 01/11/2018 at 02:30 pm.			
5.	Tenderer should submit the tender as under: **Envelope A – (**Technical Bid-I with all enclosures and EMD) **Envelope B - (**Financial Bid-II), **Envelope C - Envelope "C" should contain both Envelope "A" & Envelope "B"** Each envelope be subscribed as " Annual maintenance Contract for Plumbing Maintenance and Internal Electrical services for office area occupied by CCI at Kapas Bhavan, IT Colony, CBD Belapur Navi Mumbai- 400 614 " and should bear the full address of tenderer at left bottom side.			
6.	The sealed tenders must be submitted/dropped in the Tender Box placed on 4th floor of Kapas Bhavan, Plot No.3A, 1Sector-10, CBD Belapur, Navi Mumbai-400 614 on or before upto 3.00 p.m. on 02/11/2018 .			
7.	Tenders shall be opened on the same day i.e. on 02/11/2018 at 3.30 p.m. in the presence of tenderers who may wish to remain present.			

Corporation reserves its right to accept or reject any tender (s). However, tenderer may seek the reasons for rejection of their tender from the Corporation.

Manager (Estate/Admin)

भारतीय कपास निगम लिमिटेड ,

(भारत सरकार का उपक्रम्, वस्त्र् मंत्रालय् के अंतर्गत्)

प्रशासकीय एवं पूंजीकृत कार्यालय:कपास भवन प्लॉट नं.3 ए, सेक्टर -10,सीबीडी बेलापुर, नवी मुंबई – 400614

निगमित पहचान संख्या /CIN : U51490MH1970GOI14733

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हमारीबेब साईट/website:www.cotcorp.org.in तथा वस्त्र मंत्रालय् बेब साईट/ Ministry of Textiles website : ministryoftextiles.gov.in

TENDER DOCUMENT FOR

ANNUAL MAINTENANCE CONTRACT FOR PLUMBING MAINTENANCE AND INTERNAL ELECTRICAL SERVICES IN THE OFFICE AREA OCCUPIED BY CCI AT KAPAS BHAVAN AND 10 FLATS OF IT COLONY, CBD BELAPUR, NAVI MUMBAI- 400 614.

TECHNICAL BID- I

INDEX

Sr. No.	Particulars	Page No.
1	Submission of tender and Declaration	1
2	General Terms and Conditions of the Tender	2-3
3	Eligibility Criteria for Evaluation of Tender	4
4	Scope of work	5-7
5	SELF DECLARATION FORM	8
6	Checklist	9

Date: _____

To,
The Cotton Corporation of India Ltd.,
Kapas Bhavan, Plot No.3A, Sector-10,
CBD, Belapur
Navi Mumbai- 400614

Sub: Annual maintenance Contract for Plumbing Maintenance and Internal Electrical services in the office area occupied by CCI at Kapas Bhavan and 10 flats of IT Colony, CBD Belapur Navi Mumbai- 400 614 and DECLARATION.

Dear Sir,

1 I/We have read and understood all the terms & conditions of the tender and other instructions and hereby undertake to abide by them.

2 I/We are enclosing herewith, Demand Draft/ Pay Order No. /Banker's Cheque _____ dtd. _____ In your favour, towards earnest money deposit of Rs 25,000**/-.**

3 I/We have filled and signed each page of the tender documents and the same are enclosed here with.

Signature and seal of tenderer

Name

Full address:

GENERAL TERMS AND CONDITIONS OF THE TENDER

1. Party/ tenderer shall visit the site for inspection of internal electrical installations and plumbing installations at in the office area occupied by CCI at Kapas Bhawan and 10 flats of IT Colony, CBD Belapur Navi Mumbai- 400 614 before giving its bids, to avoid any confusion.

2. Tenders found received in the Tender Box upto the stipulated time, shall be opened on the same day at schedule time, in the presence of tenderers who may wish to remain present.

3. Evaluation of Technical Bid-I shall be as per elegibility criteria and Finacial Bid-II of the tenderer shall be opened only of those tenderer who qualifies the Technical eligibility criteria.

4. The offer shall remain open for a period of 60 days from the last date of opening of tenders.

5. The contractul period for said work will be for 12 months. Contractual time period for said contract could be considered for extension for further period of one year subject to satisfactory performance and mutually agreed by the both i.e Corporation and successful tenderer.

6. Earnest Money Deposit (EMD) amounting to Rs 25000/- (Rupees- Twenty Five Thousand only) in the form of Crossed Demand Draft/Pay Order/Banker's cheque drawn on any scheduled Banks in favour of The Cotton Corporation of India Ltd., payable at Mumbai/Navi Mumbai must accompany the Technical Bid-I.

7. If the tenderer neglects or refuses for their rates quoted after submission of their tender to comply with the above conditions or any of them, the EMD already paid shall be forfeited. This is applicable in case of the party surrenders itself from their quoted rates and not ready to execute even if found eligible for award of work by the Corporation or back out from the work by keeping it incomplete.

8. No escalation shall be considered in the agreed rate during the contractual period under any circumstances and also the successful tenderer shall have to maintain the new installations if any, added during the currency of work order.

9. **In case of absenteeism appropriate substitute for required manpower shall have to be provided by the agency or otherwise proportionate deductions shall be made from the monthly running bills on the basis of minimum wages per day applicable as per the Ministry of Labour and Employment to the particular category of manpower.**

10. Internal electrical installations as per the requirement meeting to the Indian electricity Act during the contractual period including extension period if any by the Corporation.

11. The tenderer shall maintain plumbing services in good conditions so that inlet water supply shall be made available without any leakages to all plumbing installations at all taps, flush valves & urinals. As regard, Flushing Plumbing system like Nahani traps, wash basin and urinal outlets, flush valves etc shall be maintained in smooth and good condition.

12. The Corporation shall release the payment of work in Monthly Running Bills after the satisfactory completion of work. The agency shall have to raise their Monthly Bill after completion of one-month period in the next 1st week of succeeding month. The Bill should be submitted alongwith the attendance sheet of desired Employees deputed by the contractor, copy of PF challans for previous month.

13. The successful tenderer shall have to keep all the necessary tools safety equipments/instruments for attending internal electrical installations and plumbing installations, etc to maintain the same.

14. For any damage or injury to any third party, contractor's staff or labour is the sole responsibility of the contractor and the Corporation is not responsible for any payment of compensation. The contractor is fully responsible of all such risks and compensation.

15. Damage of any kind in the premises due to negligence etc. will be deducted from your bill as assessed by the Corporation.

16. Electrician & plumber shall report to his duty at Kapas Bhavan for which no to and fro will be paid. As regards , other location like that at IT Colony flats, peddar road, cuffe parade, dattani palace or elsewhere; to and fro charges for transportation shall be paid on actual basis.

17. The contract can be terminated : If the agency fails to repair/maintain the electrical installations and plumbing installtions , deputation of desired Employees daily/monthly during contractual period after written notice. EMD will forfeited.

18. Electrician deployed for work must hold valid PWD Electrician license issued by appropriate authority. The license must be valid throughout the currency of the contractual period.

19. Agency shall possess all required and essential tools and tackles for attending the inetrnal electrical works and Plumbing works in Kapas Bhavan.

20. The contractor & staff shall follow the security regulations in force or as amended from time to time. Suitable action shall be taken, including summarily termination and/or legal action for breach of CCI security regulations by either the contractor or his staff & CCI shall be the sole arbitrator to the course of action.

21. The Corporation shall be exempted from all the liabilities, what so ever created under the workmen COMPENSATION Act/ESI, Act in respect of any injury suffered by the worker employed by the contractor or resulting in death.

22. The agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus. Gratuity, ESI etc. relating to personnel deployed by it at Kapas Bhawan site. For any accident caused to them Corporation shall not be liable for any compensation. The Agency shall make payment of wages to workers engaged by it on the stipulated date despite of any delay in settlement of bills. The Agency shall also be responsible for the insurance of its personnel. The agency shall specifically ensure compliance of all applicable Laws/Acts, particularly the following:-

(a) The Payment of Wages Act 1936
(b) The Employees Provident Fund Act, 1952
® The Factory Act, 1948
(d) The Contract Labour (Regulation) Act, 1970
(e) The Payment of Bonus Act, 1965
(f) The Payment of Gratuity Act, 1972
(g) The Employees State Insurance Act, 1948
(h) The Employment of Children Act, 1938
(i) The Motor Vehicle Act, 1988
(j) Minimum Wages Act, 1948

21. The successful tenderer shall submit a certificate at the time of contract certifying that he will follow and abide all the applicable laws and acts during the currency of the AMC contract. In case there is any liability for violation of any law/act he shall make good such amount to the Corporation.

22. The contractor shall be required to submit pre-receipted bill/claim before 7th day of the succeeding month along with proof of disbursement of wages with full details viz Basic rate, VDA, HRA, other allowances, and statutory deductions etc. duly verified by the authorized representative of CCI. Proof of deposit of PF (Employee-Employer share), ESI and GST etc along with details of amount deposited in respect of each employees with concerned authority, quoting respective PF Registration No. of each employees against whom the amount deposited under due acknowledgement, for the previous month.

23. In case of any query, tenderer may clarifications from the Corporation.

24. Corporation reserves its right to accept or reject any tender (s). However, tenderer may seek the reasons for rejection of their tender from the Corporation.

25. The legal jurisdiction for the purposes of this sale shall always be at Mumbai.

Signature and seal of tenderer :
Name :

Full address:

ELIGIBILITY CRITERIA FOR EVALUATION OF TENDER

1. Name of the Agency /Firms/Individual M/s.	
Official Address	
City	
PIN	
Tel.No.	(O) (R)
Mobile No.	
E-Mail.	
2. Earnest Money Deposit Amount & their details	Rs. 25,000/- (Rupees Twenty Five Thousand ONLY) in favour of The Cotton Corporation of India Ltd payable at Mumbai is enclosed.
Drawn on	
Vide DD/PO No.	
3. Registration for Electrical contractor Licenses with State/PWD Electrical authority	Electrical Contractor License No.._____ (Self-attested copy of PAN must be attached)
4. Income tax Authority Permanent Account Number	PAN No._____
5.GST number	GST no._____
6. PF Registration Number	PF Registration No._____
7. ESI Registration Number	ESI Registration No._____
8. The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years.	Self certificate Letter No and date. _____ Authorized Name & Signatory _____
9. Average annual financial turnover during the last three year ending 31st March of the previous financial year should having minimum 30% of estimate cost i.e. Rs. 1.50 lacs .The copy of certified certificate from chartered Accountant must be enclosed.	**Financial Year** | 2015-16 | 2016 - 17 | 2017 - 18 **Annual turnover Amount in Rs (Lakhs)** | | | **Annual profit Amount in Rs (Lakhs)** | | | **Annual Average turnover in Rs. (Lakhs)** |
10. Experience of minimum five year duration for having worked as AMC of Electrical & Plumbing or should have completed similar type of work in last Five years in any Office Building of *Government/PSU/Private organizations of repute.* The party/agency during last five years ending 30/09/2018 as under **I. One work of Rs 4.00 lacs per annum or above** **OR** **II.Two works of Rs 2.50 lacs per annum each.** **OR** **III. Three works of Rs. 2.00 lacs per annum each**	**I.** a. Name of the Agency: _____ b. Address of Work & Location :_____ c. Date of award of work: _____ d. Value of Work done: Rs._____ e. Date of completion: _____ **II.** a. Name of the Agency: _____ b. Address of Work & Location :_____ c. Date of award of work: _____ d. Value of Work done: Rs._____ e. Date of completion: _____ **III.** a. Name of the Agency: _____ b. Address of Work & Location :_____ c. Date of award of work: _____ d. Value of Work done: Rs._____ e. Date of completion: _____._____ **Please Note-** The self attested copies of completion certificate/work-order issued by the agency/agencies should be attached in confirmation of above experience.

Signature and seal of tenderer

Name

Full address:

SCOPE OF WORK

Annual maintenance Contract for Plumbing Maintenance and Internal Electrical services in the office area occupied by CCI at Kapas Bhawan and 10 flats of IT Colony, CBD Belapur, Navi Mumbai- 400 614

A. DESCRIPTION OF ELECTRICAL & PLUMBING INSTALLATIONS:

Sr. No.	Maintenance of CCI owned internal electrical installations in Kapas Bhawan and 10 flats of IT Colony, Belapur CCI Flats premises.
1	Electrical Fluorescent tube light fitting, bulbs and fixtures at part ground Floor, 4th Floor, 5th floor, 6th floor and cafeteria (terrace) at Kapas Bhavan. Electrical Fluorescent tube light fitting, bulbs and fixtures at 10 flats of IT Colony and domestic wiring of Flats of CCI.
2	Internal Switches, sockets, etc, Pedestal fans, ceiling fan, Heating units like geysers, electrical heaters, coil units etc complete.
3	Plumbing services and its maintenance installed and fixed at basement, part ground Floor, 4th Floor, 5th floor, 6th floor and cafeteria (terrace) at Kapas Bhawan and in 10 flats of IT Colony, ensure of water supply at Underground and over head water tanks of Kapas Bhavan.
4	Water Pumps suction and delivery pipe line and dewatering Pumps suction and delivery pipe line – their connections, valves & smooth functioning in co-ordination with other electrical agecy ans security personel Ensuring the proper functioning of de-watering pumps installed at Kapas Bhavan 24X7 during monsoon. Ensuring 5 HP Diesel pump functioning during monsoon 24X7 in co-ordination with other electrical agecy ans security personel

B. DUTIES OF ELECTRICIAN AND PLUMBER :

I . Duty of Electricain :

i. To attend Break down / failure complaint of internal electrical installation and it rectification promptly with minimum down time and report with reasons, remedial measures, spare required to Estate in Charge.
ii. Replace the defective items detailed with the approval of corporation. Replacement of materials shall be verified by CCI Ltd Estate representative for claiming payments with bill invoice.
iii. The defective or unserviceable goods shall be brought back from site and got inspected by the Estate in charge or representative of CCI for its further disposal.
iv. To carry out all weekly, monthly, quarterly, yearly and inspective preventive schedules by the competent persons.

II **Duty of Regular Plumber :**

i. To attend Break down / failure complaint of Plumbing installations like all taps at toilets of and it rectification promptly with minimum down time and report with reasons, remedial measures, spare required to Estate in Charge.
ii. To ensure water supply at Underground water Tank and Over head water tank in all the compartments of water tanks.
iii. To check the incoming water supply of NMCC Authority, water meter and maintain the day to day water meter reading record.
iv. To help In case of no water supply of NMCC Authority, information may be given to Estate in Charge for necessary arrangements to comply with office water consumption by other source at water tank. The charges will be borne by the corporation on the basis of no of trips etc.
v. Replace the defective items detailed with the approval of corporation. Replacement of materials shall be verified by CCI Ltd Estate representative for claiming payments with bill invoice.
vi. The defective or unserviceable goods shall be brought back from site and got inspected by the Estate in charge or representative of CCI for its further disposal.
vii. To carry out all weekly, monthly, quarterly, yearly and inspective preventive schedules by the competent persons.

III. Duty of Plumber during monsoon period at Night i.e from Month of June to September :

1. Water Pumps suction and delivery pipe line and dewatering Pumps suction and delivery pipe line – their connections, valves & smooth functioning in co-ordination with electrical agecy and security personel.
2. Ensuring the proper functioning of de-watering pumps installed at Kapas Bhavan 24X7 during monsoon from Electrical agency. Ensuring 5 HP Diesel pump functioning during monsoon 24X7 in co-ordination with other electrical agecy and security personel

The Contractor's responsibility as follows:

i. The deployment of staff for the work at Kapas Bhavan as mentioned in the scope work should be one PWD Licensed Electrician for internal electrical maintenance and Plumber who knows about the plumbing works maintenance.

ii. One set of tools from the firm should be kept at office to look after the scope of the work as specified for routine maintenance works. The technicians must interact each other to carry out the operations without hindrance. The contractor shall arrange to provide alternate staff in case of absence of the regular staff.

iii. To submit the required estimate incase of replacement of spares during repairs to the corporation and after approval , work need to be carried out and no labour charges shall be paid in case of existing installation repairs.

iv. The deployed staff for the work at Kapas Bhavan shall be well dressed with photo identification.

v. For any additional or new work required to be executed at above scope of premises, he should submit his report along with estimate and separate approved labour charges for such work will be paid to him.

vi. The contractor shall also arrange to provide the service on Sundays and other holidays in case of emergency and in cases where the nature of work described the normal functioning of office.

vii. To supervise his deployed staff for his safety and prompt services as per the scope of tender.

viii. The contractor shall arrange to provide alternate staff in case of absence of the regular staff.

ix. The contractor will have to maintain all the installation neat, clean and in healthy conditions.

x. The staff should be familiarizing with the fire fighting systems and their use. They should also co-ordinate with cleaning and sanitation staff of corporation in case of water logging/choke up etc.

xi. The Contractor and his staff have to co-ordinate with our tenants at Kapas Bhavan for smooth functioning of electrical supply& water supply etc as per requirements.

xii. The contractor has to follow the safety procedures & practices during the contractual period and corporation is no way responsible for his deployed staff and their insurances etc.

xiii. The Service report containing nature of the complaints, nature of the fault unattended, parts replaced and customer remarks/signature should be prepared by the contractor. The cost of printing of the booklet will be borne by the contractor. The office should approve the model of service report. The contractor shall provide day/week/monthly report stating the nature of complaints/work done at the end.

xiv. Submission of cost estimate for repairs of work of Plumbing installation and electrical installations as desired.

xv. Any work as desired during exigency on the safety of Kapas Bahvan shall be co-operated / attended during contactual period.

xvi. **The contractor shall provide proper uniform to staff consisting of full pants, shirts, safety shoes, and badges/identity cards and shall ensure that their turnout is smart in all respect.**

xvii. The AMC contractor shall be liable for providing 2 times tea to the persons deployed for providing services at Kapas Bhavan , else if the 2 times tea is provided by the Corporation to the persons deployed by the contractor the expenses incurred on account of tea shall be recovered from monthly running bills of the contractor

xviii. Bio-metric attendance of the manpower supplied at Kapas Bhavan shall be made so that the Corporation can take attendance for the record .

xix. Update /renewal of electrical contractors , mainainting their deployed labours record as per requirement (labour Acts) at site and attend the inspection of concerned labour enforcement authority to avaoid any legal consequesnces . It is whole responsibility of the contractor.

Signature and seal of tenderer

Name

Full address:

E– MANPOWER:

Minimum compulsory Manpower required for internal electrical and plumbing maintenance at Kapas Bhavan and IT Colony '.

a.

Sr. No	Manpower	Qualification & experience	Timing	
1	Electricians- 01 Nos. in regular shift	The persons having minimum qualification of ITI (Electrician) or PWD electrician license & having adequate experience in lighting, wiring maintenance of domestic and commercial power system .	Regular shift	9:00 a.m. **to** 6:00 p.m.
2	One Plumber in regular shift	The person having adequate plumbing experience and its maintenance with tool and tackles.	Regular shift	9:00 a.m. **to** 6:00 p.m.
2a	One Plumber during Night Hours for Monsoon period i.e from 1st June to 30th September	The person having adequate plumbing experience and its maintenance with tool and tackles and dewatering pump operation	Night Hours	8:00 p.m **to** 6.00 a.m

b) On Sundays and Closed holidays, minimum staff shall remain present for maintenance and safety purpose.

c) After award of work, the successful tenderer will have to produce documentary evidence/certificates of the technical staff with regard to their qualification, experience and licenses etc. within five days time. In case of any technical staff proceeding on leave, the replacement shall be only through qualified staff holding the prescribed qualification/experience/license.

J- SAFETY /PRECAUTIONS:

i.) The Office will not take any responsibility in case of any accident/injury to the labourers during working. The contractor shall take all safety measures and welfare of the labourer.

ii.) It shall be the duty of the contractor to acquaint him with all safety Regulations as Proposed by any statutory authorities.

iii.) The contractor shall indemnify the Cotton Corporation of India Ltd. against any violation of safety laws, rules and regulations while carrying out operations as required by the contract.

iv.) The Corporation will not be liable to pay to the Staff/Labour of Contractor the injuries/death while performing duty. In case, Corporation is to incur any liability related to non-compliance of AMC activities, same will be recovered from the contractor.

K- SUBCONTRACTING NOT ALLOWED:

The tenderer shall not give subcontract, transfer or assign the contract or any part thereof, without the previous written approval of the Corporation. In case the contractor contravenes this condition, the Corporation, shall be entitled to cancel the contract and give the contract to other at the cost and risk of the contractor and all extra cost shall be recovered from contractor.

Signature and seal of tenderer

Name

Full address:

SELF DECLARATION FORM

(This form shall be duly filled-up and signed by the bidder on their Letter Head & submitted along with the original copy of the Bid.)

Tender Notice No: ----------

To,

The Cotton Corporation of India Limited,
Kapas Bhavan, Plot No. 3A,
Sector- 10, CBD Belapur,
Navi Mumbai- 400 614 (MS)

Sir/ Madam,

1. I / we, the undersigned do hereby declare that, declare that my/our firm/company M/s…….. is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. deptt. from participating in the tender as on date.
2. I / we have never ever been blacklisted and / or there were no debarring actions against us for any default in the performance of the contract entrusted to us in any other essential commodity during last three years, not involved in any illegal activity and/or not charge sheeted for any criminal act of theft etc
3. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the corporation

Place
Date-

Yours faithfully,

Signature of the Tenderer with seal

CHECK LIST OF SELF ATTESTED DOCUMENTS

Please make tick (√) Mark

1. a. Blank tender document purchased from office	Yes	No
b. Tender document down loaded from web site	Yes	No
2. Earnest Money Deposit Amount of Rs.25,000/- in favour of The Cotton Corporation of India Ltd., Mumbai is enclosed.	Yes	No
3. Registration for Electrical contractor Licenses with State/PWD Electrical authority	Yes	No
4. Electrical Supervisory License state PWD.	Yes	No
4. Income tax Authority Permanent Account Number	Yes	No
5.GST number	Yes	No
6. PF Registration Number	Yes	No
7. ESI Registration Number	Yes	No
8. The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years.	Yes	No
9. Average annual financial turnover during the last three year ending 31st March of the previous financial year should having minimum 30% of estimate cost i.e. Rs. 1.50 lacs .The copy of certified certificate from chartered Accountant must be enclosed.	Yes	No
10. Experience of minimum five year duration for having worked as AMC of Electrical & Plumbing or should have completed similar type of work in last Five years in any Office Building of *Government/PSU/Private organizations of repute.* The party/agency during last five years ending 30/09/2018 as under:	Yes	No
i. One work of Rs 4.00 lacs per annum or above		
OR		
***ii.* Two works of Rs 2.50 lacs per annum each.**		
OR		
III. Three works of Rs. 2.00 lacs per annum each		

Signature and seal of tenderer

Name

Full address:

भारतीय कपास निगम लिमिटेड ,

(भारत सरकार का उपक्रम्, वस्त्र् मंत्रालय् के अंतर्गत्)

प्रशासकीय एवं पूंजीकृत कार्यालय:कपास भवन प्लॉट नं.3 ए, सेक्टर -10,सीबीडी बेलापुर, नवी मुंबई – 400614

निगमित पह्चान संख्या /CIN : U51490MH1970GOI14733

दूरभाष /PHONE:27579217ग्राम/GRAM:COTCORPINDफैक्स/FAX:(022)27576030-9219-6069 **ई-मेल/E-mail : headoffice@cotcorp.com**

ह्मारी बेब साईट /website : www.cotcorp.org.in तथा

वस्त्र मंत्रालय् बेब साईट/ Ministry of Textiles website : ministryoftextiles.gov.in

TENDER DOCUMENT FOR

ANNUAL MAINTENANCE CONTRACT FOR PLUMBING MAINTENANCE AND INTERNAL ELECTRICAL SERVICES IN THE OFFICE AREA OCCUPIED BY CCI AT KAPAS BHAVAN AND 10 FLATS OF IT COLONY, CBD BELAPUR NAVI MUMBAI- 400 614.

FINANCIAL BID - II

INDEX

Sr.No.	Particulars	Page No.
1	FINANCIAL BID	1

भारतीय कपास निगम लिमिटेड ,

(भारत सरकार का उपक्रम्, वस्त्र् मंत्रालय् के अंतर्गत्)

प्रशासकीय एवं पूंजीकृत कार्यालय:कपास भवन प्लॉट नं.3 ए, सेक्टर -10,सीबीडी बेलापुर, नवी मुंबई – 400614

निगमित पहचान संख्या /CIN : U51490MH1970GOI14733

दूरभाष /PHONE:27579217ग्राम/GRAM:COTCORPINDफैक्स/FAX:(022)27576030-9219-6069 **ई-मेल/E-mail : headoffice@cotcorp.com**

हमारी बेब साईट /website : www.cotcorp.org.in तथा

वस्त्र मंत्रालय् बेब साईट/ Ministry of Textiles website : ministryoftextiles.gov.in

Date: _____

To,
The Cotton Corporation of India Ltd.,
Kapas Bhavan,
Plot No.3A, Sector 10,
CBD Belapur,**NAVI MUMBAI- 400 614.**

FINANCIAL BID-II

Sub: Annual maintenance Contract for Plumbing Maintenance and Internal Electrical services in the office area occupied by CCI at Kapas Bhawan and 10 flats of IT Colony, CBD Belapur Navi Mumbai- 400 614.

Sir,

I/we are submitting my/our Finacial Bid for the above work as below

Item No	Particulars	Unit rate in Rs per Month	Amount in Rs (12 x unit rate per month)
A	Monthly charges for Plumbing **Maintenance & Internal Electrical Services** in the office area occupied by CCI at Kapas Bhawan and 10 flats of IT Colony, CBD Belapur Navi Mumbai- 400 614, including posting of minimum compulsory technical manpower as prescribed in the 'Scope of Work' under column **(E)** i.e. for follwings :		
1.	Experienced One Number PWD licensed Electricians in Regular shift during day time for the period i.e. Regular Shift — 9:00 a.m. to 6:00 p.m.		
2.	One Number Plumber during day time in regular shift during day time for the period Regular shift — 9:00a.m.to 6:00 p.m.		
	Total - A		

Item No	Particulars	Unit rate in Rs per Month	Amount in Rs (4 x unit rate per month)
B	One Number Plumber during Night Hours for the period: During night hours for Monsoon period i.e from 1st June to 30 th September — 8.00p.m to 6.00a.m		
	Total - B		
	Grand Total Amount (A+B) in INR		

(In words Rupees._____)

Pl.Note:

The above quoted rates are exclusive of all taxes. Grand Total Amount (A+B) in INR will decide L-1.

Signature and seal of tenderer

Name

Full address: