

**Government of West Bengal
Office of the District Magistrate
North 24-Parganas, Barasat
(Infrastructure Cell)**

Expression of Interest for Fixation of Rates

1. Sealed quotations offers are hereby invited from bonafide registered, reliable and experienced decorators (contractors) for the Civil & Electrical works mentioned in the Schedule attached with this Notice in item rate basis for **FIXATION OF RATES** for preparation of D.C., R.C. & Counting venue at different Sub-Divisions & Blocks of North 24-Parganas District for **West Bengal Assembly Election "2016"**.
 2. Last date of receiving of quotations on **08. 03.2016 upto 3.00 P.M.** in the **Office Chamber of the District Engineer, North 24-Parganas Zilla Parishad, Rishi Bankim Sarani, Kolkata - 700124, Barasat** for following Sub-Divisions:
 - a. **Sub-Divisional Officer, Bongaon, North 24-Parganas.**
 - b. **Sub-Divisional Officer, Basirhat, North 24-Parganas.**
- All Tenders should be in sealed envelope with Superscription "Installation of Pandals, Sheds, Counters, Barricades, Partitions, Electrical Fittings with allied accessories etc and Supply of items to be required for EVM Commissioning Works, D.C., R.C., EVM Security Works and Counting Venue Works etc. in connection with the **West Bengal Assembly Election "2016", NAME OF THE VENUE**.....". It can be dropped in any one of the offices above.
3. The Schedule in this respect may be obtained from the Office of the District Infrastructure Cell as well as from the Office of Sub-Divisional Officer, **Bongaon & Basirhat** if required by the quotationer(s) or downloaded from **www.north24parganas.gov.in or n24p or tender_notice.php**.
 4. The quotation will be opened on **10/03/2016** at **2.00 P.M.** in the Titumir Hall North 24 Parganas Zilla Parishad Rishi Bankim Sarani, Kolkata - 700124, Barasat.
 5. Quotationer(s) should enclose the following documents:-
 - a) Credential Certificate showing past experience in doing such types of works/supply.
 - b) Upto date VAT, IT, ST & PT clearance Certificate.
 - c) Photo Copy of Trade License.
 - d) Earnest Money of **Rs 5000.00 (Rupees Five Thousand Only)** for each Venue in the form of Bank Draft in favour of "**District Magistrate, North 24-Parganas**" payable at Barasat.
 6. Quotation is acceptable, if attested copies of Certificates of Credentials (Payment Certificates) are enclosed.
 7. SDOs are requested to keep sealed tender box for dropping of filled in quotations. The sealed box should be sent to the District Engineer, North 24 Parganas Zilla Parishad by **09 /03 / 2016**.

8. The contractors may quote their rates for one or more or all venues. He should however quote rates for only as many venues as he can work simultaneously.
9. Rates shall be quoted for the complete work carrying the entire period in all cases. Railing of the counters are part of the pandels and sheds and are not treated as barricades. All these shades shall be rain proof. Rates also include supplying, fitting, fixing, placing, installation in proper position as per direction and removing the same after duration period is over.

Rates shall be quoted on the basis of per unit against each item of work as per enclosed schedule.

10. **Special Terms and Condition:-**

(i) For the Electrical work Bidder must have valid Electrical Contractors License with Electrical Supervisor holding Valid Supervisor Competency Certificate (SCC) on the parts 1,2,3,4,5,6(A),6(B),7(A),7(B) & 7(C),10,11,12 or equivalent "National Supervisors" as per I.E. Rules. Supervisor should be available at site as and when required.

(ii) **Tools for Handling and Erection**

All tools and taches required for handling of equipments and materials at site of work as well as for their assembly and erection and also necessary test instruments shall be the responsibility of the contractor.

(iii) **Co-ordination with other Agencies**

The contractor shall co-ordination with all other agencies involved in the civil and electrical works so that the both works are not hampered due to delay in work.

(iv) **Case of Buildings**

Case shall be taken by the contractor to avoid damage to the building during execution of his part of the work. He shall be responsible for repairing all damages and restoring the same to their original finish at his cost. He shall also remove at his cost all unwanted and waste materials arising out of his work from the site.

(v) **Addition to an Installation**

Any addition temporary or permanent to the existing electrical installation shall not be made without a properly worked out scheme/design by a qualified Electrical Engineer to ensure that such addition does not lead to over loading, safety violation of the existing system.

(vi) **Work in Occupied Building**

When work will be executed in occupied buildings, there would be minimum of inconvenience to the occupants. The work shall be programmed in consultation with the Engineer-in-Charge and the occupying department. If so required, the work may have to be done even before and after office hours.

The contractor shall be responsible to abide by the regulations set in regard to entry into, and movement within the premises.

The contractor shall not tamper with any of the existing installations including their switching operations or connections there to without specific approval from the Engineer-in-Charge.

(vii) Serviceability

In the interest of effective servicing, all equipment will be installed such that access will not be hampered. To further aid the serviceability of the equipment racks, service loops are to be provided on all equipment allowing easy removal from the front and also, quick rectification of faults.

(viii) Labelling

Each rack will, on completion of the installation, have a cable schedule attached to the outside of the rack. This will clearly identify all the connections and numbering of all cables within the rack.

(ix) System Schematics

On completion of the installation, the trade contractor will attach to each rack a laminated copy of the system "as-built" schematics.

(x) Liquidated Damages

Should the work be not completed to the satisfaction of the Employer/Consultant within the stipulated period, the contractor shall be bound to pay to the Employer a sum calculated @1.00% of the accepted contract sum per week of delay subject to a maximum of @10 % of the accepted contract value by way of liquidated damages and not as penalty during which the work remains un-commenced or unfinished after the expiry of the completion date.

(xi) The Panels etc. should be ready for the use in the morning of the day before duration period.

(xii) The accepting authority reserves the right to reject any or all the quotations without assigning any reason and he will not be bound to accept the lowest quotationer or any of the quotationers.


(xiii) Bidder must be in readiness with some additional materials and labours/employee/technicians in the site in order to meet sudden emergent requirements.

(xiv) Bidder will have to make their own arrangements for security of their materials or supplied items as responsibility lies with the bidder against any theft /damage before handing over the structures/installation to the concerned venue in charge.

(xv) No quotation will be deemed to be fit for consideration unless the quotation documents are completely filled in. All information that may be asked from a quotationer must be unequivocally furnished. Any Quotation which is incomplete or do not comply with prescribed conditions of stipulations laid down herein is liable for rejection at the opening or during scrutiny.

(xvi) The bidder should keep in mind that election works are urgent in nature and therefore need sufficient Unskilled, Semi-Skilled or Skilled Manpower to carry out the work at emergency situation.

(xvii) The bidder should be prepared to carry out any supplementary work not covered in this quotation/bid during election process as per decision of the Authority.


District Magistrate
29/2/16
District Election Officer
North 24-Parganas, Barasat