

LIMITED TENDER : CORPORATE OFFICE/KOLKATA

Sealed Tenders are invited from Experienced Contractors for the following services:

<u>Tender No.& Date</u>	<u>Scope of Service</u>
CORP/COMM-305/2008 Feb. 14, 2008	On site Service Maintenance of: One 60 KVA Generator Set & Electrical Line/Gadgets installed at Corporate Office Building (from 2nd to 5th floor) – Details as per Annexure.

- The offer has to be submitted in two parts, one containing the **Technical bid** and other containing the **Financial bid**. The Technical bid and Financial bid should be sealed in separate envelopes.
- The **Technical bid** should contain the following:
 - a) Acceptance of tender terms and conditions
 - b) List of existing clients
 - c) Copy of valid Trade License
 - d) Copy of valid Electrical Contractor's License
 - e) Copy of Income Tax Return/PAN Card
 - f) Recent order copies for similar job with any Public Sector Organisation/Govt./Leading Private/Public Limited Companies
- In the **Financial bid** the price should be quoted on the basis of monthly Preventive and Corrective maintenance service of Electrical Lines/Gadgets and DG Set without supply of Spare Parts and consumables from 2nd Floor to 5th Floor at Corporate Office. Bidders may inspect the Generator Set and Electrical Lines/Gadgets installed at Corporate office before submission of quotation.
- **Duration of the contract: 01.04.2008 to 31.03.2009, subject to satisfactory performance. The same may be extended further depending upon the performance of the contractor and also discretion of HCL.**
- Payment would be made on monthly basis normally with **45 days credit** terms after submission of clear bill duly certified by Administrative Department .

- The company shall have no responsibility and obligation towards Taxes, Fees, salary, statutory obligation etc. or any other charges payable for executing the contract except the order rate
- The **validity** of the offer should be minimum up to **31.03.2008**.
- Both the **sealed envelopes** namely Technical bid and Financial bid should be kept in a separate envelope marked as **“Quotation for Maintenance of Generator and Electrical Gadgets”** and should be submitted to **The General Manager(C & M/MIS), Hindustan Cables Limited, 9, Elgin Road, Kolkata – 700 020**.
- The last date and time for submission of offer is up to **5:30 P.M on 25.02.2008**.
- Price bid will be opened only if the Technical bid is accepted by HCL
- Offers received over Fax/E-mail will not be considered.
- The Company reserves the right to accept or reject the tender without assigning any reasons thereof.

DEPUTY MANAGER(COMMERCIAL)

ANNEXURE

- Location of the Electrical maintenance job is at Corporate Office, 9, Elgin Road, Kolkata – 700 020 – from 2nd Floor to 5th floor
- The Contractor should have valid working license for execution of the job.
- Upon requirement spare parts and consumables are to be supplied towards replacement of defective ones against Company's order on cost basis.
- Preventive and Corrective maintenance in nut shell comprises following:-
 - i) Operation of DG Set & checking of Electrical Lines/gadgets.
 - ii) Draining out of old mobile, cleaning of mobile tank and refilling with new mobile/oil etc.
 - iii) Regular check up of all electrical lines/gadgets installation and fitting etc from 2nd floor to 5th floor.
- The contractor shall provide requisite nos. of trained/qualified Operators/Electricians/Mechanics towards Preventive and Corrective maintenance of the services including new installation if any.
- The normal service hours on all working days would be from Monday to Friday from 8.45 A.M. to 7.30 P.M. Rate applicable beyond office hours, if any, has to be clearly indicated.
- The company shall have no responsibility, obligation towards taxes, fees, Govt. Rules & Regulation in force Salary, Statutory payment etc. for execution of the contract. The Contractor shall be responsible for the same.
- The requisite permission if any for having permit of diesel and storage thereof etc. will have to be obtained by the contractor from appropriate authority.