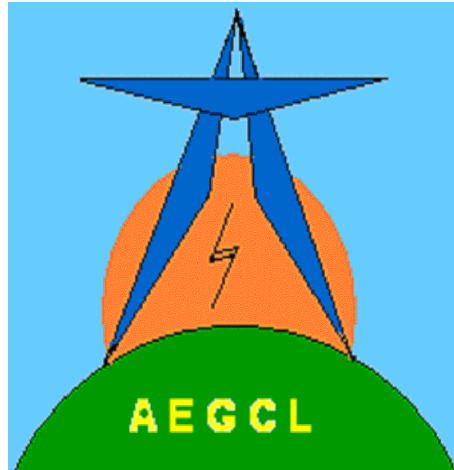


# **ASSAM ELECTRICITY GRID CORPORATION LIMITED**

Regd. Office: 1st Floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001

CIN:U40101AS2003SGC007238

Ph:-0361-2739520/Fax:-0361-2739513 Web: www.aegcl.co.in



## **TENDER DOCUMENT**

**NAME OF WORK:- Renovation of first floor (west side) of Bijulee Bhawan including workstation, Air Conditioning with Comprehensive Annual Maintenance Contract for five years beyond warranty period.**

For and on behalf of the Managing Director, Assam Electricity Grid Corporation Limited (AEGCL), the Chief General Manager (O&M) invites tender from reputed Civil Engineering Firms / Contractors for the work “**Renovation of first floor (west side) of Bijulee Bhawan including workstation, Air Conditioning with Comprehensive Annual Maintenance Contract for five years beyond warranty period.**”. A single stage two envelope procedure (Techno-Commercial and Price Bid) will be adopted for this tender.

**(A) INFORMATION TO BIDDER:-**

1. **NAME OF WORK:** - Renovation of first floor (west side) of Bijulee Bhawan including workstation, Air Conditioning with Comprehensive Annual Maintenance Contract for five years beyond warranty period.

2. **LOCATION OF WORK:-**Bijulee Bhawan, Paltan Bazar, Guwahati.

3. **CONTACT ADDRESS:-**

O/o the DGM (Civil),  
AEGCL, Ground Floor,  
Bijulee Bhawan, Paltanbazar,  
Guwahati-781001.  
Ph. No- 0361-2731386  
Email id- dgmcivilaegcl@gmail.com

4. **BIDDING PROCEDURE:-**

- a) The bidders must register themselves at <https://assamtenders.gov.in> as per the guidelines laid in the website.
- b) The bidders have to submit scanned copies of the relevant documents through the e-Tender Portal.
- c) The bid must be submitted online through e-tendering portal <https://assamtenders.gov.in>.
- d) Bidders may obtain further information from the office of the Deputy General Manager (Civil), AEGCL, Bijulee Bhawan, Paltan Bazar, Guwahati - 781001, Assam [phone: 0361 2731386, e-mail: dgmcivilaegcl@gmail.com; Web site: www.aegcl.co.in. [For the purpose of preparation of their bid, participant may download the bid document by visiting the website, www.aegcl.co.in or <https://assamtenders.gov.in>.]

5. **KEY DATES:**

- |                                  |              |            |
|----------------------------------|--------------|------------|
| a) Bid Document available from   | 1200 hrs. of | 23.12.2019 |
| b) Pre bid meeting at            | 1200 hrs. of | 02.01.2020 |
| c) Bid Submission start from     | 1400 hrs. of | 03.01.2020 |
| d) Bid Submission ends on        | 1400 hrs. of | 18.01.2020 |
| e) Techno-Commercial Bid Opening | 1200 hrs. of | 20.01.2020 |

6. **TENDER VALUE:**

The approximate tender value is **Rs.1,43,00,000.00** (Rupees One Crore Forty-Three Lakhs) only.

7. **TENDER PROCESSING FEE AND MODE OF PAYMENT: -**

The Bidder shall bear all costs associated with the preparation and submission of its Bid, AEGCL shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidder has to pay Non-Refundable tender processing fee of **Rs2,870.00 (Rupees Two Thousand Eight Hundred and Seventy)** only via e-tender portal

[www.assamtenders.gov.in](http://www.assamtenders.gov.in). The photocopy copy of payment receipt duly signed by the bidder must be submitted 1 (one) hour before opening of the Techno-Commercial bid at the office of the undersigned.

**8. BID SECURITY/EARNEST MONEY AND MODE OF PAYMENT: -**

- a) For participation in bidding procedure, participants must compulsorily pay the Bid Security of **Rs. 2,87,000.00 (Rupees Two Lakhs Eighty-Seven Thousand only)** only via e-tender portal [www.assamtenders.gov.in](http://www.assamtenders.gov.in). The photocopy copy of payment receipt duly signed by the bidder must be submitted 1 (one) hour before opening of the Techno-Commercial bid at the office of the undersigned.
- b) The bid security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required performance security.
- c) The bid security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the performance security.
- d) The bid security may be forfeited: -
  - (i) if a Bidder withdraws its bid during the period of bid validity period.
  - (ii) if the successful Bidder fails to sign the Contract within the specified period.
  - (iii) if the successful Bidder fails to furnish a performance security within 15 (Fifteen) days' time of issue of Letter of Intent (LOI).

**9. PERFORMANCE GUARANTEE AND MODE OF PAYMENT: -**

- a) The materials and entire work are to be guaranteed against defective design, materials and workmanship and for satisfactory performance for a period of 540 days from the date of final acceptance of the completed work.
- b) The successful Bidder shall have to deposit through a **Bank Guarantee/Fixed deposit/RTGS/NEFT** from a Nationalized or scheduled Bank of RBI in AEGCL's standard proforma on non-judicial stamp of appropriate value for an amount equivalent to 10% (ten percent) of the total value of the order as performance security, immediately on acceptance of letter of intent/detailed orders (as the case may be), duly pledged in favour of the Purchaser concerned (AEGCL) and such security deposit shall be valid up to 540 days from the date of completion of the work.
- c) If the contractor/firm fails or neglects to observe and perform any of his obligations under the contract, Purchaser (AEGCL) shall have the right to forfeit either in full or in part at his absolute discretion, the security deposit furnished by the contractor/firm.
- d) If the value of the work increases from original ordered value, the contractor has to provide performance guarantee for additional amount
- e) The performance guarantee shall be returned to the bidder only after the AMC agreement is signed are completed in all respects between the OEM or Authorised dealer and AEGCL for Air Conditioning works. In case the Contractor fails to complete the AMC agreement procedure in all respect before 400 days from the date of handing over the completed work to AEGCL, the performance guarantee shall be forfeited without assigning any reason thereof.
- f) No interest shall be payable on such deposits.

**10. CLARIFICATIONS: -**

- a) A prospective Bidder requiring any clarification of the Bidding Document shall contact the AEGCL in writing at the AEGCL's address indicated in the Bid Document or raise his enquiries prior to 2 (two) days of closing of the bid. AEGCL will respond to any request for clarification if deemed necessary. Should AEGCL deem it necessary to amend the Bidding Document as a result of a request for clarification, it shall do so.

- b) The Bidder is advised to visit and examine the site where the work is to be Carried out and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract. The costs of visiting the site shall be at the Bidder's own expense.
- c) The Bidder and any of its personnel or representatives will be granted permission by AEGCL to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the Bidder and its personnel will release and indemnify the Employer and its personnel from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.
- d) The Bidder's designated representative is invited to attend a pre-bid meeting, if provided for in the Bid Document. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- e) Minutes of the pre-bid meeting, including the text of the questions raised, without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Bidders. Any modification to the Bidding Document that may become necessary as a result of the pre-bid meeting shall be made by AEGCL exclusively through the issue of an Addendum.
- f) Nonattendance at the pre-bid meeting will not be a cause for disqualification of a Bidder.

**11. VALIDITY OF BID:-**

- a) Bid shall remain valid for the period of **180 days** after the submission deadline date prescribed by AEGCL. In exceptional circumstances, prior to the expiration of the Bid validity period, AEGCL may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

**12. TIME OF COMPLETION:-**

- a) The allotted time of completion for the work is **180 days** from the handing over of the site.

**13. DISCLAIMER:-**

- a) AEGCL is not committed contractually in any way to those Bidders whose Bid are accepted. The issue of this Bid does not commit or otherwise oblige AEGCL to proceed with any part or steps of the process.

**14. AMENDMENT OF TENDER DOCUMENT:-**

- a) At any time prior to the deadline for submission of bids, the Employer may amend the Bidding Document by issuing addenda.
- b) To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, AEGCL may, at its discretion, extend the deadline for the submission of bids.

**15. LANGUAGE OF BID:-**

- a) The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and AEGCL, shall be written in the English and/or Assamese language.

**16. NEGOTIATION WITH BIDDER:-**

- a) The AEGCL reserve the right to hold negotiations with lowest bidder if AEGCL feels the quoted rates of particular item(s) are unreasonably high. The bid must be valid, eligible and technically acceptable and considered for award of contract.

**17. VERIFICATION OF DOCUMENTS:-**

- a) AEGCL reserves the right to verify the documents submitted by the bidders with

issuing authority and if any abnormalities are observed in the same, their bids will be rejected.

**18. RIGHT TO REJECT:-**

- a) The AEGCL reserves the right to reject any or all the bids without assigning any reason thereof and the AEGCL further reserves the right to split up the work order in favour of more than one Contractor. The AEGCL also reserves the right to reject the lowest or any other price without assigning any reason. The clauses which are not appearing in this Bid document will be as per The General Condition of Supply and Erection 2009 of AEGCL. The General Condition of Supply and Erection 2009 of AEGCL is available in the AEGCL's website [www.aegcl.co.in](http://www.aegcl.co.in)

**(B) ELIGIBILITY QUALIFICATION:**

**1. ELIGIBLE BIDDERS:-**

- a) A Bidder may be a person, partnership, private entity or a government-owned entity.
- b) A Bidder, and all partners constituting the Bidder, shall have Indian nationality.
- c) AEGCL considers a **conflict of interest** to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited practice under Anticorruption Policy of Government of India and Government Of Assam. In pursuance Anticorruption Policy's requirement that Employer as well as bidders, suppliers, and contractors observe the highest standard of ethics. AEGCL will take appropriate actions if it determines that a conflict of interest has flawed the integrity of any procurement process.
- d) Consequently, all Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:-
- e) they have controlling partners in common; or
- f) they receive or have received any direct or indirect subsidy from any of them; or
- g) they have the same legal representative for purposes of this bid; or
- h) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Employer regarding this bidding process; or
- i) a Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved.
- j) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the plant and services that are the subject of the bid.
- k) A firm that is under a declaration of ineligibility by the AEGCL or any Government Entity or PSU at the date of the deadline for bid submission or thereafter i.e. on or before contract signing date shall be disqualified.
- l) Bidders shall provide such evidence of their continued eligibility satisfactory to the AEGCL, as the Employer shall reasonably request.
- m) In case a prequalification process has been conducted prior to the bidding process, this bidding is open only to prequalified Bidders.
- n) The bidder must have experience of execution of work of similar nature previously. The bidder must submit experience and Performance Certificate for scrutiny by AEGCL.
- o) **A person, Firm or any other prospective bidder who is involved in fraud,**

**unethical practices or barred from submitting bids by AEGCL or any sister concerns of AEGCL i.e. APDCL & APGCL will not be allowed to participate in the bids. If such cases are detected after submission of the bids, in later stages of the bidding process, then such bids will be rejected outright.**

- p) **Joint Venture will not be considered as eligible bidder.**
2. **LEGAL ENTITY:-**
- a) Verification may be undertaken to verify that an applicant is a bona-fide registered company or business. Bidders are required to provide evidence of the legal entity by providing a copy of an official document as mentioned in the appendix attached along with this bid document.

3. **TECHNICAL QUALIFICATION:-**

- a) Experience having completed similar works during the last 7 years ending last day of the month previous to the one in which applications are invited should be either of the following:
- (a) Three similar completed works costing not less than the amount equal to Rs.58,00,000.00 (Rupees Fifty Eight Lakhs) only.  
or
- (b) Two similar completed works costing not less than the amount equal to Rs.72,00,000.00 (Rupees Seventy Two Lakhs) only.  
or
- (c) One similar completed work costing not less than the amount equal to Rs.1,15,00,000.00 (Rupees One Crore Fifteen Lakhs) only.

Note: "Similar work" is defined as work of construction of RCC building along with all services in all aspects.

- (d) If the nature of work and value differs from the above stated conditions, it will not be considered while evaluation of technical qualification.
- b) For **AIR CONDITIONING** works, the bidder may opt for joint venture with Original Equipment Manufacturer (OEM) or Authorised dealer with establishment in Guwahati
- c) The bidder has to submit Manufacturers Authorization Certificate.
- d) The Original Equipment Manufacturer (OEM) or Authorised dealer must have had experience of installation of 2000 tons in North Eastern region of India within the last five years.
- e) The Original Equipment Manufacturer (OEM) or Authorised dealer must have had experience of providing Annual Maintenance Contract of 1000 tons within Guwahati in the last five years.
- f) The Comprehensive Annual Maintenance contract (CAMC) will be awarded to the Original Equipment Manufacturer (OEM) or Authorised dealer beyond expiry of the Warranty period for five years. For this purpose, the bidder has to submit declaration agreement from Original Equipment Manufacturer (OEM) or Authorised dealer of Air Conditioning works.
- g) The characteristic of air conditioning system like Model No., detailed specification to be submitted along with Techno-Commercial Bid. Deviation during execution will not be permitted.
- h) A schematic drawing is to be submitted along with Techno-Commercial Bid for evaluation.
- i) Establishment details of OEM or Authorised dealer at Guwahati is to be submitted along with Techno-Commercial Bid

4. **FINANCIAL QUALIFICATION:-**

- a) Minimum average annual turnover of Rs.43,00,000.00 (Rupees Forty Three Lakhs) only calculated as total certified payments received for contracts in progress or completed, within the last 3 (Three) years..

**5. EVALUATION CRITERIA:-**

- a) The Techno-Commercial Evaluation will be done on the basis of technical qualification, Financial qualifications and fulfilment of the legal conditions.  
b) The Price Bid of only Responsive Techno-Commercial Bidders will be opened and intimation will be issued in due course.

**(C) GENERAL CONDITIONS OF CONTRACT:**

**1. INSPECTION OF SITE:-**

- a) The Bidder is advised to visit and examine the site where the work is to be carried out and its surroundings, nature of work, site conditions, area for storage of materials, etc. and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract. The costs of visiting the site shall be at the Bidder's own expense. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the specifications & requirement.

For site visit and any clarification/information/assistance, the intending Bidder may contact the Office of the DGM (civil), AEGCL, Ground floor, Bijulee Bhawan, Paltan Bazar, Guwahati, Assam-781001.

**2. PREPARATION OF BID:-**

- a) Cost of Bidding:  
The Bidder shall bear all costs associated with the preparation and submission of its Bid, and AEGCL shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) Documents Establishing Conformity of the Goods and Services:-The documentary evidence of the conformity of the goods and services to the Bidding Document may be in the form of letter, drawings and data, and shall furnish. A detailed description of the essential technical and performance characteristics of the goods and services, including the functional guarantees of the Goods, in response to the specification.
- c) Bidder should note clearly that department should not take any responsibility for issuing of any materials, equipment's and T&P's that may be required in the work.
- d) All materials, labours, equipment's, T&P and heavy vehicle etc. required in the work shall have to be arranged by the bidder/contractor from his own sources in the event of allotment of the said work to him/them.
- e) Water to be used in the work should be clean and free from all impurities; the bidder should note that no water will be provided to them for the execution of the work from the department
- f) The department is also not bound to supply power that may be required in the execution of the work. However, subject to the availability of the power source near the vicinity of the work site, the department on payment of tariff as applicable at the time of execution of work may arrange one point near the work site.
- g) The bidder should clearly understand that all materials to be utilized in the work must confirm to the specifications. No substandard materials will be allowed to utilize in the work. Samples of each and every material to be brought to the site of work shall have to be get approved by the competent authority of the department before use.
- h) The contract must not be sublet under any circumstances. If any contractor found in doing so, his work liable to be terminated.
- i) The specification for the work shall be as per specification laid down in the items of

work contained in the enclosed schedule of items of work or as per the APWD schedule of rates for Building (civil works), Sanitary and Water supply and internal electrification respectively (whichever is applicable) but, certain modification in the specification and method of execution of work if required shall have to be carried out which shall be finalized with the contractor bilaterally through discussion

**3. PRICE BID:-**

- a) Unless otherwise specified in the Bid Document and/or AEGCL's Requirements, bidders shall quote for the entire plant and services on a single responsibility basis such that the total bid price covers all the Contractor's obligations mentioned in or to be reasonably inferred from the bidding document in respect of the including procurement, delivery, testing of materials, construction, installation and completion of the Work. The rate should also include the cost of testing of materials at the approved laboratory, carriage and transportation of sample, preparation of report, submission of report in all respect as required by AEGCL. This includes all requirements under the Contractor's responsibilities for completing the work and where so required by the bidding document, the acquisition of all permits, approvals and licenses, etc.; the operation, maintenance and training services and such other items and services as may be specified in the Bidding Document, all in accordance with the requirements of the General Conditions. Items against which no price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed to be covered by the prices for other items.
- b) Bidders are required to quote the price for the commercial, contractual and technical obligations outlined in the bidding document.
- c) **Bidders quoted price should include all cost of testing of materials, transportation of sample, storage, preparation and submission of report during approval period, construction period as well as after completion of the work.**
- d) Whenever forest produces like sand, stone, timbers etc are used in the work the contractor have to furnish documentary proof that requisite royalty on such produces has been paid to the concerned Department, otherwise will be deducted at source at applicable rate.
- e) Taxes like work contract, income tax etc. which need to be deducted at source as per the prevailing law, will be deducted at source.
- f) The Bided Price should on Fixed Price basis, prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account.

**4. SITE FACILITIES:-**

- a) AEGCL will not provide any accommodation at the work site to the contractor and their field personnel. No claim shall be entertained from the bidder for making his own arrangement for providing accommodation to the labours and bidder will bear entire expense. The same has to be arranged by the contractor on their own. However, AEGCL may provide space for storage of the materials but responsibility of the material and their safety shall be taken care of by the Contractor. In case of non-availability of space under AEGCL the same should be arranged by the contractor outside AEGCL campus/work site at their own cost and responsibility.
- b) AEGCL shall not be responsible for the safety of the workers at site either on account of the works executed by the Contractor or on account of the works executed by any other agency involved at that time.
- c) AEGCL shall on no account be responsible for the expenses incurred by the



Contractor during the progress of work at site, towards any incidental expenditure like medical amenities to the workers at site, security arrangements.

- d) The quoted price shall be deemed to include charges for all site facilities for labour that are considered necessary for execution of the work.
- e) No claim shall be entertained from the bidder for making his own arrangement for approach roads from outside PWD road to the site and bidder will bear entire expenses.
- f) AEGCL on no account shall be responsible for storage of materials or loss or pilferage or theft either in respect of the material stored or material already billed and paid for by the AEGCL.
- g) Any facilities available at site shall be utilized only with prior permission of AEGCL and it should not be taken as granted for availing such services.

**5. DEFECT AFTER COMPLETION OF WORK:-**

- a) The contractor shall make good at his own cost and to the satisfaction of AEGCL all defects, or other faults which may appear during the defect liability period.

In default, AEGCL may employ and pay other agency or persons to amend and make good such damages. Losses and expenses consequent thereon or incidental thereto shall be made good and borne by the contractor, failing which the same shall be recoverable from the payment due to the contractor and performance guarantee. In the event of amount due and performance guarantee being insufficient, the balance amount will be recovered from the contractor from the amount due or retained for other works executed in AEGCL.

**6. VARIATION AND DEVIATION OF QUANTITY:-**

- a) The Tendered rates shall hold good for any variations in the Tendered quantities for legitimate completion of works as per original design on account of any modification in the bill of quantities.

- b) **Deletion of work:**

AEGCL and its representative have the right to delete or decrease any item or quantity from schedule of quantity at its discretion if deemed necessary. No claim by the contractor will be admissible for this deletion or deduction of Item/quantity from schedule of quantity.

**7. LABOUR LEGISLATION:-**

- a) The Bidder shall comply with the provisions of the Apprentices Act 1961, payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefits Act 1961, and the Contract Labour (Regulation and Abolition) Act 1970, Provident Fund Act or the modifications thereof or any other laws relating thereto and the rules made there under from time to time.
- b) The Bidder shall indemnify and keep indemnified AEGCL against payments to be made under and for the observance of the laws aforesaid and the Contractors' Labour Regulations without prejudice to his right to claim. The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.
- c) The Bidder shall at his own expense arrange for all the safety provisions for the safety of all workers and employees directly or indirectly employed on the work by the Bidder.
- d) The Bidder shall be fully responsible at his own expenses for compliance all the labour regulations and rules to be observed by them. The Bidder shall fully indemnify AEGCL against any action by the state and/or Central Government for any default or alleged default by the Bidder for violation of any of such rules and

regulations. If, due to any default of the Bidder, AEGCL has to incur any expenditure for compliance of the rules and regulations or for any other reason connected with such default, AEGCL shall be entitled to recover from the Bidder all such expenditure in full from any payment due to the Bidder.

**8. GOVERNMENT AND LOCAL RULES:-**

- a) The Contractor shall conform to the provisions of all local bye-laws and acts relating to the work and to the regulations etc. of the Government and Local Authorities and of any Company whose system and design is proposed to be connected/utilized. The cost, if any, shall be deemed to have been included in his quoted rates, taking into account all liabilities and shall indemnify AEGCL against such liabilities and shall defend all actions arising from.

**9. ELIGIBILITY OF CONTRACTORS EMPLOYEES:-**

- a) The Contractor shall employ in and about the Execution of the works only such persons as are skilled and experienced in their several trades. A list of such personal should be submitted in corresponding Appendix.

**10. ENGINEER AT LIBERTY TO OBJECT:-**

- a) AEGCL's Site in-charge shall have right to remove any person provided by the Contractor who, in the opinion of the Site in-charge, misconducts himself, or is incompetent or negligent in the proper performance of his duties, or whose presence on Site is otherwise considered by the Engineer to be undesirable, and such person shall not be again allowed upon the Works without consent of the Engineer. Any person so removed from the Works shall be replaced immediately without hampering the work.

**11. TAXES:-**

- a) Any taxes, royalties and duties as per Govt. Law should be responsible of the contractor and must be included in their quoted rate.

**12. INSURANCE:-**

- a) The bidder shall arrange for any pay/cost of personnel accident insurance, medical treatment etc. in respect of their employees assigned to the works for all time and shall govern by Law of the land.

**13. DAMAGE TO PERSON AND PROPERTY:-**

- a) The Contractor shall be responsible for all injury to the work or to workmen, to persons, animals or things and for all damages to the structural and/or decorative part of property which may arise from the operations or neglect of contractor or its employees, against whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out of this Contract. The Contractor shall at his cost effect the insurance necessary and indemnify AEGCL entirely from all responsibility in this respect. The scope of insurance is to include loss or damage to the work and workmen due to carelessness, accident including fire, earthquake, floods, all medical expenses, compensation to be borne in the event of accident etc., damage or loss to the Contract itself till this is made over a complete state. Insurance is compulsory and must be affected from the very initial stage and should cover the entire contract period till handing over of complete works. The Contractor shall also be responsible for anything which may be excluded from damage to any property arising out of incidents, negligence or defective carrying out of this Contract.

AEGCL shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges and expenses arising or occurring from or in respect of any such claim for damages from any sums due or to become due to the Contractor.

**14. ACCEPTANCE OF BID AND CONTRACT AGREEMENT:-**

- a) An agreement shall have to be drawn on non-judicial stamp of appropriate value with AEGCL by the selected Contractor in AEGCL's General Conditions of Supply and Erection 2009 of contract within 10 (ten) days from the date of issue of the LOI. Wherever there is any variation in between the conditions of AEGCL's General Conditions of Supply and Erection 2009 and the above terms & conditions, this bid conditions will supersede the conditions of AEGCL's General Conditions of Supply and Erection 2009.

**15. STATUTORY AND SAFETY REQUIREMENT:-**

- a) Each and every safety measures for MAN and MACHINE will be the sole responsibility of the Contractor without any prejudice. Compensation claim if any will also be the responsibility of the contractor without any prejudice.
- b) During the execution of the work, the contractor shall have to mark the site with banner warning/indicating precautions.
- c) The Contractor shall, throughout the execution and completion of the Works and the remedying of any defects therein:
- d) Have full regard for the safety of all persons entitled to be upon the Site and keep the Site (So far as the same is under his control) and the Works in an orderly state appropriate to the avoidance of danger to such persons, and
- e) Provided and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required by the Engineer or by any duly constituted authority for the protection of the Works or for the safety and convenience of the public or others, and Take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods.

**16. PAYMENT TERMS:-**

- a) No advance/Mobilization advance shall be made in this contract.
- b) No claim for interest shall be entertained by AEGCL in respect of any money or balance which may be in AEGCL's hands owing to any dispute or difference or misunderstanding between the contractor and the AEGCL or due to the reason beyond the reasonable control of AEGCL.
- c) 50% running bill may be paid to the contractor after completion of the same amount of work.
- d) Final bill must contain the original site register.
- e) Final remaining payment shall be released to the contractor only after completion of the work/final acceptance by AEGCL.
- f) The payment for Comprehensive Annual Maintenance Contract for Air Conditioning System shall be done on Quarterly basis after submission of successful performance certificate of that quarter, along with the bill.
- g) Payment is subject to availability of specific fund.
- h) The Bidder / Firm will have to be submitted the following Net Banking details.
- Banker's Name & Branch
  - Account No
  - Banker's address
  - Banker's IFSC Code
  - Banker's RTGS Code

**17. ADDITIONAL WORKS:-**

The Contractor shall, when ordered in writing by the concerned authority, perform extra work and furnish extra materials not required by the invitation or included in the "Bill of Quantities", but forming an inseparable part of the work concerned. For

extra work and, materials will ordinarily be paid for the lump sum or unit price/rates stated in the order. Whenever in the judgement of the concerned authority, it is impractical, because of the nature of the work or for any other reason to otherwise fixed the price/rate in order, the extra work and materials shall be paid for on the basis of actual necessary cost plus overhead and profit allowances as indicated hereunder.

The actual necessary cost will include:

- a) Market value of the materials utilized in the extra work, including taxes and duties, if any.
  - b) Actual cost of handling and transportation of materials wherever applicable.
  - c) Direct labour charges.
  - f) Further supervision charges and profit will be allowed at 10% on the sum. In case any material or parts are furnished by the department no overhead and profit will be allowed on the value of such materials or parts.
- 18. RETENTION MONEY:-**
- a) 10% retention money will be deducted from running bill, which will be released along with the final bill on completion of the work in all respect.
- 19. WARRANTY:-**
- a) The term period of warranty shall mean the period of 12 months from the date of Taking Over of the Work by AEGCL. A Taking over Certificate (TOC) will be issued by the appropriate authority.
  - b) The Contractor must handover the warranty card or other relevant documents from the OEM at the time of submission of the bill.
- 20. SUSPENSION OF WORK:-**
- a) If the contractor persistently neglects to carry out his obligations under the contract and/or commits default in complying with any of the terms and conditions of the contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by AEGCL subject to other provisions contained, AEGCL may without prejudice to his any other rights or remedy against the Contractor in respect of any delay in commencing, completing the work may serve notice in writing absolutely determine and cancel the Contract.
- 21. EXTENSION OF TIME:-**
- a) Time is the essence of the contract. No extension of time shall be allowed except on valid reason after pre-approval from competent authority.
- 22. CHANGE OF NAME OF THE TENDERER:-**
- a) At any stage after tendering, AEGCL shall deal with the Contractor only in the name and the address under which he submitted the tender. All the liabilities/responsibilities for due execution of the contract shall be that of the Contractor.
  - b) Any change/ alteration of name/ constitution/ organization of contractor shall be duly notified to the AEGCL and the AEGCL reserves the right to determine the contract, in case of any such notification.
- 23. DEATH, BANKRUPTCY ETC.:-**
- a) If the Contractor becomes bankrupt or being a corporation is in the process of winding up, amalgamation or reorganization, the AEGCL shall be at liberty to:
    - i. Terminate the contract forthwith by notice in writing to the Contractor or to the liquidator or receiver or to any person in whom the contract may become vested.
    - ii. Give such liquidator, receiver or other person the option of carrying out the contract subject to his providing a guarantee for the due and faithful performance of the contract up to an amount to be determined by the AEGCL.
  - b) In case of death of the Contractor before completion of work and supply, the

Engineer or AEGCL shall be at liberty to:

- a) Close up the contract and take over the completed portion of work done and made as per specification and make final payment to the legal heir of the Contractor on receipt of claim from such legal heir.
  - b) Give the contract to the legal heir of the Contractor subject to his depositing a performance security for the due and faithful performance of the contract. The performance security amount shall be determined by the AEGCL commensurate with the incomplete portion of the work. The AEGCL will enter into a fresh contract with the legal heir of the Contractor on the same terms and conditions of the earlier contract.
- 24. CONTRACTUAL FAILURE, LIQUIDATED DAMAGE AND PENALTY:-**
- a) Liquidity Damages 1.0% (one percent) of the amount of delayed work per week subjected to the maximum 10 % of the contract value.
- 25. TERMINATION OF CONTRACT:-**
- a) If the performance of the contract is not satisfactory and not corrected within 15 days of receiving notice, then employer shall be at liberty to terminate the contract and get the work executed through other means at the risk and cost of the Contractor.
- 26. PAYMENT ON TERMINATION:-**
- a) In the event of termination of the contract, AEGCL shall be at liberty to get balance work done by any third party at the risk and cost of the contractor and due payment of the contractor, if any shall be released after the completion of whole of the works.
- 27. SUSPENSION OF BUSINESS DEALINGS WITH FIRMS/ CONTRACTORS:-**
- a) The AEGCL may suspend business dealings with a Firm/ Contractor, if:-
    - i. The Central Bureau of Investigation or any other investing agency recommends such a course in respect of a case under investigation; and if a prima facie case is made out that the firm is guilty of an offence involving unethical, unlawful, fraudulent means in relation to business dealings, which, if established, would result in business dealings with it being banned.
    - ii. The AEGCL has past record of non-performance of the Firm in its previously awarded contracts.
    - iii. The AEGCL has record of ban against the Firm by other Government /Public sector utility.
  - b) However, the AEGCL shall give the Firm/ Contractor a fair chance to explain the circumstances of such previous suspensions.
- 28. BANNING OF BUSINESS DEALINGS WITH FIRMS/ CONTRACTORS:-**
- The AEGCL may ban business dealings with a Firm/ Contractor, if:-
- a) The owner (s) of the Firm/ Contractor is convicted by a court of law following prosecution for offences involving unethical, unlawful, fraudulent means in relation to business dealings.
  - b) There is strong justification that the Firm has been guilty of malpractices such as, bribery, corruption, fraud, substitution of tenders, interpolation, mis-representation, evasion or habitual default in payment of any Government tax etc.
  - c) The Firm continuously refuses to return government dues without showing adequate cause and government are reasonably satisfied that this is not due to reasonable dispute which would attract proceeding in arbitration or court of law.
  - d) The Firm is found guilty of involving in unethical practices, such as:-
    - i. "corrupt practice" involving offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of any such official/ party in

- procurement process or in contract execution.
- ii. "fraudulent practice" involving misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract to the detriment of the Employer.
  - iii. "collusive practice" involving a scheme among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.
  - iv. "coercive practice" involving harming or threatening to harm directly or indirectly, persons or their property to influence procurement process or the execution of a contract.

The AEGCL may sanction a Firm/ Contractor or its successor, including declaring ineligible, indefinitely or for a period of not less than 3 (three) years.

**29. FORCE MAJEURE CONDITION**

- a) Force Majeure condition shall be considered as any circumstances beyond reasonable control of the party claiming relief, including but not limited to strikes, lockout, civil commotion, riot insurrection, hostilities, mobilization, war, fire, flood, earthquake, malicious damage or accidents could entitle contractor to extension time. Any such delay should intimated within 10 (ten) days from the beginning of such delay to consider/approved, any claim without prior information may not be considered under force Majeure.

**30. SETTLEMENT OF DISPUTE AND ARBITRATION:-**

- a) Any dispute arising out of the contract will be first settled bilaterally between AEGCL and Contractor. In case, dispute cannot be settled bilaterally, it will be referred to arbitration to be by an arbitrator appointed by AEGCL. The contractor shall not stop the work during settlement of any dispute. All disputes shall be subjected to the jurisdiction of District Court of respective District of work.

**31. POLLUTION AND ENVIRONMENT:-**

- a) Each and every measure should be taken to adhere to the standard norms to avert any occasion of Air Pollution, Water Pollution, Soil Pollution and Sound Pollution. In case of any deviation leading to any legal action the Contractor will be solely responsible without any prejudice.

**32. ACCEPTANCE AND TAKEOVER:-**

- a) When the term of contract shall be fully complied with completing all works as per approved drawing and technical specifications to the satisfaction of the Department for a period as applicable, the Contractor/Firm shall have to submit Performance Certificate to the office of the undersigned after the satisfactory completion of the work through the executing authority for finalization of the work/payment as well as for the final acceptance and taking over the completed work and to issue the necessary certificate thereof.

**(D) WORK SCHEDULE:**

**1. SITE HANDOVER:-**

- a) Handing over of the work site will be done in presence of Nodal Officer, BBM and contractor or its authorized representative.
- b) The contractor has to submit the list of manpower along with contact numbers to be engaged for the work to the Nodal Officer, BBM.
- c) The date of site handing over to be noted on the Site register duly signed by the Nodal officer, BBM and contractor or its authorized representative.

**2. WORK COMMENCEMENT:-**

The work should be started only after having the following documents.

- a) Site Register
- b) Measurement Book

- c) Drawings
- d) Specifications of item & schedule of Quantity
- e) Approved Material

**3. SITE REGISTER:-**

- a) It will be issued by the department along with the work order.
- b) It will be the responsibility of the Contractor to record and update the site register with details of Day-to-Day activities and other details.
- c) The days on which no work is carried out should be recorded in the site register with proper justification.
- d) Any instruction by AEGCL officials during site visit must be noted properly and should be jointly signed by the official and the contractor or its authorised representative.  
In case of any disagreement, the Contractor must notify AEGCL in written.
- e) Any deviation in works must be properly noted in the site register by the Contractor along with proper justification for it.
- f) Progress report along with work completion percentage must be prepared by the Contractor on the basis of site register log and has to be submitted to AEGCL on 1<sup>st</sup> and 16<sup>th</sup> date of the month.
- g) Site register shall be verified from time to time by the Site In-charge and any anomalies found will be forwarded to higher authorities in written by the Site In-charge.

**4. WORKING PROCEDURE:**

- a) **All materials must be procured only after verification and approved at store by AEGCL or any authorised representative.**
- b) Any materials bought to the site of work without approval from AEGCL, those materials will not be accepted and cannot be used in carrying out the work.
- c) All the work must be carried out as per the directions of AEGCL and no deviation from the directions shall be allowed under any circumstances. In case of inevitable discourse, the contractor must get the deviation approved from the AEGCL.
- d) If any kind of unapproved deviations are observed during the course of the work, the contractor shall have to redo the work as per the direction of AEGCL at the cost of the Contractor.
- e) Any kind of work which produces noise, or produces smoke must be carried out either before 9:30 A.M. or after 5:30 P.M inside Bijulee Bhawan building. No welding work is allowed to be carried out during office hours.

**5. PERT CHART OR BAR CHART:-**

The successful bidder within 10 (ten) days before the contract is awarded will make out a detailed PERT Chart covering all activities along with detailed program chart on accepted scheme indicating various stages of execution, method of execution and completion of work in different stages keeping the period of completion in view and submit the same to the Engineer for the consideration and approval.

**(E) GENERAL SPECIFICATION OF WORK**

The work is to be executed in correspondence with the BOQ as provided by AEGCL. Any unauthorised deviation is strictly prohibited and any deviation is to be corrected by the contractor at his own risk and cost.

**1. SITE PREPARATION:-**

- a) All works required for site preparation will have to be carried out by the contractor at his own expense, whenever directed by the Site In-charge.
- b) The Contractor shall clear the site of unnecessary vegetation to prepare the site for work only as per directions given by the Site In-charge.
- c) Any unnecessary structures are to be demolished and serviceable materials to be

- stacked and stored as directed by AEGCL.
- d) Any waste or unwanted material has to be disposed by the contractor if ordered by AEGCL. No materials will be allowed to leave the site without the permission of the Site In-charge.
  - e) The Contractor will have to construct access or any means for transport as instructed by the Site in-charge if the site is not easily accessible.
  - f) All water which may accumulate on the site before or during the progress of the works or in trenches and excavations shall be removed and drained out from the site to the satisfaction of the Site In-charge by the Contractor.
  - g) Any other work required for adequate preparation of the site shall be carried out by the Contractor.

**2. PROFILE SETTING AND LEVELLING:-**

Profile setting and levelling for the site has to be carried out by the Contractor.

**SETTING OF LAYOUT:-**

- i. The Site In-charge shall supply dimensioned drawings, levels and other information necessary to enable the Contractor to set out the works and the Contractor shall set out the works and be responsible for the accuracy of the same.
- ii. They shall rectify at their own cost and to the satisfaction of the Site In-charge any error found at any stage which may arise through in accurate setting out.
- iii. The Contractor shall protect and preserve all bench marks used in setting out the works till end of the Defects Liability Period unless the Site In-charge directs their earlier removal.

**3. PLAIN CEMENT CONCRETE:-**

- i. Plain Cement Concrete works must be carried out in dry condition and dewatering should be carried out wherever necessary before placing of concrete.
- ii. The proportion of Plain Cement Concrete should be 1:3:6 or as specified in the drawing and design. The quality of the mix will have to be checked and approved by the Site In-charge.
- iii. Curing should be done properly and as per instructions.

**4. REINFORCEMENT:-**

- i. All reinforcement shall be cleaned thoroughly by removing loose scales, oil, grease or other deleterious materials. The contractor shall obtain the approval of the Engineer-in-charge or his representative to the reinforcement when fixed in position before any concrete is deposited in the forms.
- ii. Bars shall be bent cold or straightened in a manner to the satisfaction of the Engineer-in-charge or his representative. Bars bent during transport or handing shall be straightened before using on work. They shall not be heated to facilitate bending. Welding shall be done as per latest IS Code of practice.
- iii. All reinforcement bars shall be cut and standard hooks for MS rounds made at ends and accurately placed in position as shown on the approved drawings. They shall be securely held in position before and during concreting by annealed binding wires used for binding the reinforcement which shall be of approved quality soft annealed iron wire not less than 1 mm (18SWG) size, conforming to IS:280.
- iv. As far as possible, bars of full length shall be used. Where bars are required or permitted to be lapped by the Engineer-in-charge, or his representative, the over laps shall be staggered for different bars and located at points, along the span where bending moment is not maximum. The concrete measured over the reinforcing bars shall be in accordance with the approved drawings.

**5. SHUTTERING AND CENTERING:-**

- i. Shuttering for concrete shall be made of either metal or timber suitably lined and of substantial and rigid construction true to shape, alignment and dimensions as shown



- on the approved drawings
- ii. Shuttering shall be mortar tight and shall be made sufficiently rigid by the use of ties and bracings to prevent any displacement, deflection or movement of any kind. They shall be strong enough to withstand all pressure, ramming and vibration, movement of persons, materials and plant during and after placing the concrete. Special measures shall be taken to ensure that the form work does not hinder the shrinkage of concrete because without this cracking could occur before the form work is removed.
  - iii. When the Shuttering is ready for commencing concreting, the contractor shall inform the Site-in-charge or his representative to inspect and accept the shuttering as to their strength, alignment and general fitness.
  - iv. **If the Site-in-charge is satisfied with the quality of shuttering then may allow the contractor for pouring concrete.**
  - v. **Poor or old shuttering should not be used. The Site In-Charge at his own discretion may reject any shuttering material if found not satisfactory.**

**6. REINFORCED CEMENT CONCRETE:-**

- i. Optimum quantity of water shall be mixed to produce the design mix/nominal mix concrete of required workability.
- ii. Workability shall be such that the concrete surrounds and properly grips all reinforcement.
- iii. The degree of consistency, which shall depend upon nature of work and method of vibration of concrete, shall be determined by regular slump tests to be carried out by the contractor at his cost.
- iv. Usually for mass concrete in RCC works where vibrations are used the slumps shall be within 10mm to 25mm.
- v. The frequency of such tests and the natures of slumps shall be maintained within the limits specified by the Engineer-in-charge.
- vi. The Engineer-in-charge also reserves the right to carry out slump tests independently at his own discretion.
- vii. Cube moulds should be prepared for destructive testing randomly as per instructions given by Site In-Charge.
- viii. Cement shall have to be weighed from bulk stocks at site and not by bags. It shall be weighed separately from the aggregates.
- ix. Water shall either be measured by volume in calibrated buckets or weighed. All necessary equipment shall be maintained in a clean and serviceable condition. Their accuracy shall be periodically checked.
- x. Honeycombed RCC structure should be dismantled immediately and reconstructed.
- xi. If Reinforced Cement Concrete works include Stone masonry works then stone masonry works should be carried out in stages. After completing one stage mortar droppings shall be cleaned and Reinforced Cement Concrete works should be done before starting the second stage of stone masonry work.

**7. BRICK MASONRY:-**

Brick work in cement mortar with 1st class brick including racking out joints and dewatering if necessary, and curing complete as directed in sub-structure up to plinth level. Cement Mortar used should be in 1:4 proportion.

**8. CONSTRUCTION JOINT:-**

- i. All construction joints horizontal or vertical shall be at predetermined position according to approved drawing or as directed by the Engineer-in-charge. Prior to commencement of fresh concreting over any construction joint which has set but hardened, the removal of laitance and roughening shall be done by wire brushing

- and washing and care shall be taken to avoid dislodgement of coarse aggregates.
- ii. At construction joints where the concrete has hard, any skin or laitance shall be thoroughly hacked, swept cleaned and washed with clean fresh water. The surplus water shall be removed immediately before depositing fresh, concrete. The neat cement, grout shall be followed by 13mm thick layer of cement mortar of same proportion as in concrete and the concreting resumed immediately thereafter. The first batch of fresh concrete shall be forced hard on to the mortar layer and the set faces, angles and corners by means of compacting tools, vibrators etc. and the damping effect on vibration in such position shall be allowed for.
  - iii. Construction joints shall be avoided as far as possible in case of structure, especially at tensile zones. Where unavoidable, concreting shall be carried out continuously up to such joints which shall preferably to transverse to the line of main compression. However, in all cases, the position of construction joints shall be predetermined and got approved by the Engineer-in-charge.

**9. PLASTERING:-**

- i. Surfaces to be rendered must be cleaned and made free from all dust, loose materials, grease, etc, and be well wetted for a few hours ( the wall should not be soaked but only damped evenly); but the wall should not be too wet.
- ii. Plaster may be applied in one or two coats. No single coat should exceed 12 mm in thickness as thick coats shrink more and crack.
- iii. Plaster work on new construction should be deferred as much as possible so as to let shrinkage in reinforced concrete and masonry take place before plastering.
- iv. General proportion for cement plaster should be 1:4.

**10. CURING:-**

- i. Curing should be done as soon as possible after concrete is placed and when initial set has occurred and before it has hardened. It should be continued for a minimum period of 7 to 12 days when normal (Portland) cement is used, 4 to 7 days when rapid hardening cement is used, and should be kept thoroughly wet for 24 hours when high alumina cement is used.
- ii. Vertical surfaces may be covered with hanging curtains. Columns and small members shall be cured by wrapping round them wet sacks or by sprinkling water continuously. On vertical surfaces it should be checked that the wet fabric is in contact with the surface.
- iii. Water should be sprinkled on the underside of beams and slabs for proper curing.

**11. PRIMING AND PAINTING:-**

As per specifications in the schedule of quantity.

**(F) SPECIFICATION AND SCOPE OF AIR CONDITIONING**

**1. SPECIFICATIONS AND ALLIED TECHNICAL DETAILS**

- a) Installation of AC plant with 2x26 HP capacity VRF/ VRV system having ceiling mounted cassette type indoor units for the reduced area. The necessary refrigerant lines required for interconnection between outdoor & indoor units have been considered as required & scope of works & BOQ as specified under on turnkey basis & the details are as follows:
- b) Supply, installation, testing and commissioning of factory-built Air cooled Variable Refrigerant Volume (VRV) / Variable Refrigerant Flow (VRF) system with INVERTOR COMPRESSOR (VRV). The outdoor unit shall be designed to work on Variable refrigerant circulation depending on actual load sensing. The unit shall be consisting with inverter compressors whose capacity is variable in each outdoor model. The variable capacity compressor shall be of inverter control as per manufacturer design to meet the total capacity. The condenser coil and condenser

fans shall be sized to work even at 52°C ambient without tripping. The condenser fins shall be coated with anti-corrosive material for long life. The unit shall be of oil arrester to prevent oil migration. Suction accumulator and liquid receiver shall be provided to balance variable refrigerant circulation. The unit shall also meet CPCB norms on noise and air pollution levels as per applicable standards. The system shall operate with only two pipes i.e., suction and liquid line that can be connected to multiple indoor units. The necessary microprocessor-based control system shall maintain the communication between indoor and outdoor units to operate the compressor in most efficient way and to keep the equal running time for constant speed compressors. The unit shall work with R-410A / R – 407C refrigerant gas 415 V 3 phase 50Hz AC supply.

**2. OUT DOOR UNITS & INDOOR UNITS:**

- a) Outdoor unit (ODU) capacity shall be of 2x26 HP cooling capacity in combination and suitable electrical & refrigerant interconnection with necessary control cable & refrigerant suction/liquid line tapping, initial charge of Refrigerant R410A/R–407Cetc., all complete and ready for use., as required. The outdoor units shall be modular type equipped with highly efficient optimized scroll compressors having inverter technology, heat exchanger, dc inverter fan motor low noise hot gas by pass arrangement in order to prevent the flow of liquid gas into the compressor, oil separator at the discharge side of the compressor, oil pump at the bottom of the compressor motor in order to keep the motor at low temperature even during part load condition. Outdoor shall be provided with necessary electrical control panel, fault detection system refrigerant of R410A / R – 407C etc., all complete as required. The outdoor unit must be installed at roof top of the Bijulee Bhawan. The refrigerant pipes are to be installed on the exterior wall with galvanized perforated cable tray.
- b) The indoor units shall be of cassette mounted type of suitable rated as specified in the BOQ and inter connected using necessary copper refrigerant line & required accessories.
- c) Dismantling of existing air-conditioning plant comprising of compressors, heat exchangers, MS refrigerant line including all accessories, Air handling units, CI water pipe lines including all accessories such as valves, dismantling of existing GI ducts including civil works.
- d) Design, Supply, installation, testing and commissioning of. New 2x26 HP cooling capacity energy efficient air cooled VRV / VRF Air-conditioning plant with suitable rated cassette type indoor as per BOQ including refrigerant piping with insulation etc., all complete.
- e) Supply, install & provide under deck insulation for the ceiling.
- f) Minor Civil works if any as per the site requirement.
- g) The necessary false ceiling using Armstrong of size 600x600 grid will be carried out under the supervision of AEGCL. If any modifications / alteration to mount AC units shall be carried out by Air-conditioner vendors as required
- h) **The scope of work shall be read in accordance with detailed specifications and drawings enclosed as specified in the work for completion of work.**

**3. DESIGN DATA:**

**a) OUTSIDE CONDITIONS:**

Summer	42 deg C
Monsoon	29 degC

- Winter 15 degC
- b) **INSIDE CONDITIONS TO BE MAINTAINED:**  
 Summer 22 ± 2 deg C  
 Monsoon 22 ± 2 deg C  
 Winter 22 ± 2 deg C

c) **DETAILS OF DATA REQUIRED TO DESIGN AC SYSTEM**

- Area to be Air-conditioned : 472Sq.m.  
 Room Location : First floor (west side) of Bijulee Bhawan.  
 Total Height of ceiling : 3.0 m high.  
 No. of Occupancy : 120persons  
 Airchange rate : 2 times/hour.  
 Operation of the proposed plant : 10 x 7hours.

Standby : Nil

4. **DRAWINGS.**

- a) The layout plan of area to be air-conditioned is enclosed.  
 b) No other drawings shall be made available. **The contractor / vendor shall visit the site and discuss with the Authorized Representative of AEGCL for any other details that he may need before submitting the offer.**  
 c) Provisional General Arrangement drawings has to be prepared, showing the area to be air- conditioned & space need for installation of new equipment shall be checked visiting the site before offer is submitted.  
 d) The enclosed drawings represent existing air distribution duct layout. This arrangement can be changed / rearranged as per site / architectural requirements in consultation with prior approval of Engineer-in-charge.  
 e) These are not working drawings. The vendor shall prepare detailed working drawings & execute the work as per working drawings approved by the Authorized Representative of AEGCL.  
 f) **The heat load calculation shall be prepared and submitted by the vendor along with the offer.**  
 g) The scope of work and their quantities mentioned in the schedule of work is tentative. The vendor may submit their offer with the nearest next higher tonnage of plant, and other sub-systems that are available in the market to achieve the system requirements and shall be indicated in the technical bid for consideration and evaluation. However, any bids lower than specified capacity will not be acceptable & liable for rejection.  
 h) All the measurable quantities of items will be measured as per the final design and as per actual at the time of execution as per the site requirement.  
 i) The Vendors are free to quote, if any items of works need to be added or suggested to suite the various make of air-conditioning plants with other accessories as per the manufacture's recommendations may be closed along with technical bid.  
 j) Selection of vender shall be on turnkey basis of entire scope of work specified in the BOM.

5. **GENERAL**

- a) The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and /or inspections of the Goods and Related Services as are specified here. The Supplier shall at its own expense and at no cost to the AEGCL carry out all such tests and/or inspections of the Goods and Related Services as are specified or as discussed and agreed to during the course of finalization of contract.  
 b) The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at the point of delivery and/or at the Goods final destination. If

conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data - shall be furnished to the inspectors at no charge to the AEGCL.

- c) Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
- d) The AEGCL or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the AEGCL and what in sections and tests the AEGCL requires and where they are to be conducted. The AEGCL shall notify the Supplier in writing in a timely manner of the identity of any representatives retained for these purposes.
- e) Should any inspected or tested Goods fail to conform to the specifications, the purchaser may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.
- f) The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.
- g) The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- h) Before the goods and equipment are taken over by the Purchaser, the Supplier shall supply operation and maintenance Manuals together with Drawings of the goods and equipment built. These shall be in such details as will enable the Purchase to operate, maintain, adjust and repair all parts of the works as stated in the specifications.
- i) The Manuals and Drawings shall be in the ruling language (English) and in such form and numbers as stated in the Contract.
- j) Unless and otherwise agreed, the goods and equipment shall not be considered to be completed for the purposes of taking over until such Manuals and Drawing have been supplied to the Purchaser.
- k) On successful completion of acceptability test, receipt of deliverables, etc and after the Purchaser is satisfied with the working of the equipment, the acceptance certificate signed by the Supplier and the representative of the Purchaser will be issued. The date on which such certificate is signed shall be deemed to be the date of successful commissioning of the equipment. Acceptance certificate should be signed by authorized representative of Supplier & Purchaser.
- l) Installation demonstration is to be arranged by the supplier and the same is to be done within 15 days of the arrival of the equipment at site.

#### **6. MANUFACTURER'S INSPECTION CERTIFICATE**

After the goods are manufactured and assembled, inspection and testing of the goods shall be carried out at the supplier's plant by the supplier, prior to shipment to check whether the goods are in conformity with the technical specifications. Manufacturer's test certificate with data sheet shall be issued to this effect and submitted along with the delivery documents. The purchaser reserves the options to be present at the supplier's premises during such Pre- dispatch inspection and testing.

#### **7. INSTALLATION, COMMISSIONING & ACCEPTANCE TESTS**

- a) The acceptance test will be conducted by the Purchaser, their consultant or other such person nominated by the Purchaser at its option after the equipment is installed at Purchaser's site in the presence of supplier's representatives. The acceptance will involve trouble free operation. There shall not be any additional charges for carrying out acceptance test. No malfunction, partial or complete failure of any part of the equipment is expected to occur. The Supplier shall maintain necessary log in respect of the result of the test to establish to the entire satisfaction of the Purchaser, the successful completion of the test specified.
- b) In the event of the ordered item failing to pass the acceptance test, a period not exceeding two weeks will be given to Replace the equipment to clear the acceptance test, failing which, the Purchaser reserve the right to get the equipment replaced by the Supplier at no extra cost to the Purchaser.
- c) Successful conduct and conclusion of the acceptance test for the installed goods and equipment shall also be the responsibility and at the cost of the Supplier.

**8. TRAINING**

Location	<b>Bijulee Bhawan</b>
Number of persons	<b>6 persons</b>
Period of Training	<b>3 Days</b>
Nature of Training	<b>Operation</b>

**(G) TERMS AND CONDITIONS FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT.**

The contract for Comprehensive annual maintenance will be awarded to the Original Equipment Manufacturer (OEM) or Authorized Dealer with full responsibility of carrying out maintenance, repair and supply of required original spare parts with all necessary materials to keep the Air conditioner in fully operational condition for a period of 5 years after expiry of warranty period of one year from the date of handing over the Air conditioner.

**1. Custody and Supply of Drawings and Documents:-**

The Drawings shall remain readily available with the Contractor as well as persons to be engaged for inspection and maintenance.

**2. Contractor's Employees:-**

The Contractor shall provide on the Site qualified and experienced technical staff in connection with the Repair and Maintenance of the Works and the remedying of any defects therein.

**3. Engineer at Liberty to Object:-**

AEGCL's Engineer in-charge shall have right to remove any person provided by the Contractor who, in the opinion of the Engineer in-charge, misconducts himself, or is incompetent or negligent in the proper performance of his duties, or whose presence on Site is otherwise considered by the Engineer to be undesirable, and such person shall not be again allowed upon the Works without consent of the Engineer. Any person so removed from the Works shall be replaced immediately without hampering the work.

**4. Safety, Security and Protection of the Environment:-**

- a) The Contractor shall, throughout the execution and completion of the Works and the remedying of any defects therein:
- b) Have full regard for the safety of all persons entitled to be upon the Site and keep the Site (So far as the same is under his control) and the Works in an orderly state appropriate to the avoidance of danger to such persons, and
- c) Provided and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required by the Engineer or by any duly constituted authority for the protection of the Works or for the safety and

convenience of the public or others, and Take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods or Repair

**5. Insurance of work by the Contractor for his liability:-**

- a) During the Repair and Maintenance period for loss or damage to property and life arising from a cause for which contractor is responsible.
- b) For loss for damage occasioned by the Contractor in the Course of any Repairs carried out by him for the purpose of complying with his obligations.
- c) It shall be the responsibility of contractor to notify the Insurance Company of any change in the nature and extent of the works and to ensure the adequacy of the insurance cover at all times during the period of contract.

**6. Damage to Persons and Property:-**

The Contractor shall, except if and so far as the Contract provided otherwise, indemnify the Employer against all losses and claims in respect of: death of or injury to any person, or loss or damage to any property (other than the Works):

Which may arise out of or in consequence of the “Comprehensive maintenance and repairs of Air conditioner” and the remedying of any defects therein, and against all claims,

Proceedings, damages, costs, charges and expenses whatsoever in respect thereof.

**7. Accident or injury to Workmen:-**

The Employer shall not be liable for or in respect of any damages or compensation payable to any workman for death or injury resulting from any act or default of the contractor. The Contractor shall indemnify and keep indemnified the Employer against all such damages and compensation and expenses whatsoever in respect thereof or in relation thereto.

**8. Evidence and Terms of Insurance:-**

The Contractor shall take out appropriate insurance to cover his work and workers and staff employed by him fully. The contractor shall provide evidence to the Engineer/Employer as soon as practicable after the respective insurance have been taken out but, in any case, prior to the start of work at the Site that insurance required under the Contract have been effected.

**9. Compliance with Statutes, Regulations:-**

- a) The Contractor shall conform in all respects, including by the giving of all notices and paying of all fees, with the provision of:
- b) Any National or State Statute, Ordinance, or other Law, or any regulation, or bye-Law of any local or other duly constituted authority in relation to the execution and completion of the works and the remedying of any defects therein, and
- c) The rules and regulations of all public bodies and companies whose property or rights are affected or may be, affected in any way by the works, and the Contractor shall keep the Employer indemnified against all penalties and liability of every kind for breach of any such provisions.
- d) Any changes required for approval due to revisions of the local laws.

**10. Default of contractor in Compliance:-**

In case of default on the contractor in carrying out such instruction within the time specified therein or, if none, within a reasonable time, the Employer shall be entitled to employ and pay other persons to carry out the same and all costs consequent therein or incidental thereto shall, be determined by the Engineer and shall be recoverable from the Contractor by the Employer, and may be deducted by the Employer from any monies due or to become due to the contractor and the

Engineer shall notify the Contractor accordingly.

**11. Defect Identification and its Rectifications:-**

Agency shall immediately attend the defects and complaints noticed at site. The agency shall provide and develop a system for regular “Comprehensive maintenance and repairs of Air conditioner” of all the services which includes defects identifications and its immediate rectification so, that services are not affected. It shall be the sole responsibility of the agency that all the services are kept in functional condition round the clock during the contract. On failure of the contractor to do so, the same shall be completed by the employer at the risk and cost of the contractor.

**12. Penalty for Delay:-**

If the Contractor fails to attend any complaint or defect in due course of time and if in the opinion of engineer delay is on the part of agency, the employer can impose liquidated damages on the contractor as per “*General Condition of Supply and Erection 2009*”.

**13. Deduction of Income Tax:-**

The amount to be deducted towards the advance income tax shall be at the rate applicable.

**14. Payment:-**

After submission of quarterly bill complete in all respects by the contractor, Engineer shall check the bill with the help of contractor and certify for payment.

**15. Correction of Certificates:-**

The Engineer may by any Interim Payment Certificate make any correction or modification in any previous interim payment Certificate which has issued by him, and shall have authority, if any work is not being carried out to his satisfaction, to omit or reduce the value of such work in any Interim Payment Certificate.

**16. Final Certificate:-**

Within 28 days after receipt of the final statement, and the written discharge, the Engineer shall issue to the employer (with a copy to the contractor) a Final certificate stating:

The amount which, in the opinion of the Engineer, is finally due under the Contract, and After giving credit to the Employer for all amounts previously paid by the Employer and for all sums to which the Employer is entitled under the Contract.

**17. Default of Contractor:-**

If the performance of the contract is not satisfactory and not corrected within stipulated notice, then employer shall be at liberty to terminate the contract and get the work executed through other means at the risk and cost of the Contractor.

**18. Amicable Settlement of Dispute:-**

The party shall use their best efforts to settle amicable all disputes arising out of or in connection this contract or the interpretation thereof.

**19. Arbitration:-**

Any dispute arising out of the contract will be first settled bilaterally between AEGCL and Contractor. In case, dispute cannot be settled bilaterally, it will be referred to arbitration to be by an arbitrator appointed by AEGCL. The contractor shall not stop the work during settlement of any dispute. All disputes shall be subjected to the jurisdiction of District Court of Kamrup District.

**20. Payment on Termination:-**

In the event of termination of the contract, AEGCL shall be at liberty to get balance work done by any third party at the risk and cost of the contractor and due payment of the contractor, if any shall be released after the completion of whole of the



works.

**21. Particular Conditions of Contract:-**

- a) All related complaints shall be attended to within two hour of raising the complaint by AEGCL.
- b) **On site Comprehensive Warranty**
- c) **12 months from Commissioning and date of acceptance**
- d) Down-time call attendance should be within 2 hours.
- e) Rectification should be within 12hours.
- f) In case the Equipment / System remains non-operational for more than 7 days then warranty period will be extended for the equivalent period for which Equipment / System remained non- operational. Warranty extension in such case shall be done without prejudice to any other Term & condition of the contract.
- g) As the work will have to be carried out in building and area in use the contractor shall ensure:-
- h) That the normal functioning of AEGCL activity is not effected as far as possible.
- i) That the work is carried out in an orderly manner without noise and obstruction to flow of traffic.
- j) That all rubbish etc. is disposed off at the earliest and the place is left clean and orderly at the end of an each day's work.
- k) The Contractor shall ensure that his staff is qualified and licensed for their part of work. He shall be responsible for their conduct. The staff should behave in a courteous manner. The contractor shall be held responsible for any loss or damage to AEGCL property.
- l) When instructed to do so, the contractor shall ensure proper record keeping and storing of irreparable/dismantled material.
- m) Water and electricity shall be made available nearby source of work. The contractor has to make his own arrangement for use of the same including drawing temporarily lines etc.
- n) The responsibility for following relevant rules, regulations and loss in the regard shall be entirely that of the contractor.
- o) All the Salvage materials/ dismantled material shall be the property of AEGCL.

**(H) SPECIFICATION AND SCOPE OF WORKSTATION, CABINET, PARTITION, TABLE AND CABIN**

- a) All the Furnitures, Workstations, partitions, cabinet, Table, cubical and chambers etc. will be as per detail drawing enclosed and specifications laid down in Bid document.
- b) All Furnitures, Workstations, partitions, cabinet, Table, cubical and chambers etc. are to be in situ custom made.
- c) The colour and texture are to be pre-approved by AEGCL. If the contractor brought materials without approval of AEGCL, shall be rejected.
- d) Any other incidental material like nail & screw, Adhesive (Dendrite, Fevicol), abro tape etc are under the scope of contractor.
- e) Measurement of quantity for quotation of rates billing purpose: -

	Item	Measurement
i.	CABINET 1200 MM HEIGHT (Part-A)	Front Surface Area (Length x Height)
ii.	Partition (Part-B & C 1200 MM HEIGHT)	Front Surface Area (Length x Height)
iii.	WORKSTATION TABLE (PART-D)	Top Surface Area
iv.	CABINET 1200 MM HEIGHT (Part-E)	Front Surface Area (Length x Height)

v.	AGM TABLE	Top Surface Area
vi.	AGM CABINET	Front Surface Area (Length x Height)
vii.	STAFF TABLE	Top Surface Area
viii.	DGM CABIN PARTITION	Front Surface Area (Length x Height)
ix.	DGM CABINET	Front Surface Area (Length x Height)
x.	DGM TABLE	Top Surface Area
xi.	HIGH ALMIRAH	Front Surface Area (Length x Height)
f) Specification of materials and Brands		
i.	19 mm block board	Century, Green ply
ii.	PLY BOARD (12MM)	Century, Green ply
iii.	PLY BOARD (9MM)	Century, Green ply
iv.	LAMINATE (0.8 MM)	Century, Green ply, Marino
v.	LAMINATE (1 MM)	Century, Green ply, Marino
vi.	PANEL HANDLES	Godrej or Hettich
vii.	L-HINGES	Godrej or Hettich
viii.	MAGNETIC CATCH	Godrej or Hettich
ix.	ALLUMINIUM HOLLOW SECTION (60MM X 38 MM, 1.8MM)	Hindalco or equivalent
x.	GLASS (10MM), TOUGHEND	Saint-Gobain or equivalent
xi.	GLASS (12MM), TOUGHEND	Saint-Gobain or equivalent
xii.	DRAWER RAIL (500MM)	Godrej or Hettich
xiii.	DRAWER HANDLE (150MM)	Godrej or Hettich
xiv.	GLASS FILM (FROSTED)	Texture and colour selected & approved by AEGCL
xv.	DOOR HANDLE	Godrej or Hettich
xvi.	FLOOR SPRING	Godrej or Hettich
xvii.	FLOOR BRACKET (GLASS)	Godrej or Hettich
xviii.	DRAWER & CABINET LOCK	Godrej or Hettich (COVERED)

g) The specifications are as follows: -

i. WORK STATION FOR DM/AM/JM		
DRAWING MARKED	MATERIAL	PARTS
PART-A (END CABINET)	19 mm block board	HORIZONTAL PIECES, VERTICAL PIECES & FRONT PANELS
	PLY BOARD (9MM)	BACK COVER, TOP PIECE
	LAMINATE (0.8 MM)	INNER SURFACES
	LAMINATE (1 MM)	OUTER SURFACES
	PANEL HANDLES	AS REQUIRED
	L HINGES	AS REQUIRED
	MAGNETIC CATCH	AS REQUIRED

PATR-B & C (PARTITION WALL)	LOCK	AS REQUIRED
	ALLUMINIUM HOLLOW SECTION (60MM X 38 MM, 1.8MM)	FRAME MEMBER BOTH HORIZONTAL AND VERTICAL
	19 mm block board	HORIZONTAL PIECES, VERTICAL PIECES & FRONT PANELS
PART- D TABLE TOP & CENTRAL DRAWERS	PLY BOARD (12MM)	HORIZONTAL PIECES, VERTICAL PIECES & FRONT PANELS
	LAMINATE (1 MM) GLASS (10MM), TOUGHEND	OUTER SURFACES AS PER DESIGN
	19 mm block board	TABLE TOP, HORIZONTAL PIECES, VERTICAL PIECES & FRONT PANELS AND DRAWERS
PART-E TALL CABINET	PLY BOARD (9MM)	BODY BACK, DRAWER BOTTOM
	PLY BOARD (12MM)	TABLE TOP (ADDITIONAL)
	LAMINATE (0.8 MM)	INNER SURFACES
	LAMINATE (1 MM)	OUTER SURFACES
	DRAWER RAIL (500MM)	AS REQUIRED
	DRAWER HANDLE (150MM)	AS REQUIRED
	LOCK	AS REQUIRED
ii. WORK STATION FOR AGM DRAWING MARKED	19 mm block board	HORIZONTAL PIECES, VERTICAL PIECES & FRONT PANELS
	PLY BOARD (12MM)	TABLE TOP (ADDITIONAL)
	LAMINATE (0.8 MM)	INNER SURFACES
	LAMINATE (1 MM)	OUTER SURFACES
	PANEL HANDLES	AS REQUIRED
	L HINGES	AS REQUIRED
	MAGNETIC CATCH	AS REQUIRED
LOCK	AS REQUIRED	
	MATERIAL	PARTS

AGM TABLE	19 mm block board	A. BODY: - SIDES, TOP & FRONT PANELS B. DRAWERS UNIT: - SIDES, TOP, BOTTOM & FRONT PANELS C. DRAWERS: - SIDES & BACK D. CPU UNIT. OUTER BODY
	PLY BOARD (12MM)	
	PLY BOARD (9MM)	BODY BACK, DRAWER BOTTOM
	LAMINATE (0.8 MM)	INNER SURFACES
	LAMINATE (1 MM)	OUTER SURFACES
	DRAWER RAIL (500MM)	AS REQUIRED
	DRAWER HANDLE (150MM)	AS REQUIRED
	LOCK	AS REQUIRED
AGM CABINET	19 mm block board	TABLE TOP, HORIZONTAL PIECES, VERTICAL PIECES & FRONT PANELS AND DRAWERS
	PLY BOARD (12MM)	TABLE TOP (ADDITIONAL)
	PLY BOARD (9MM)	BODY BACK, DRAWER BOTTOM
	LAMINATE (0.8 MM)	INNER SURFACES
	LAMINATE (1 MM)	OUTER SURFACES
	PANEL HANDLES	AS REQUIRED
	L HINGES	AS REQUIRED
	MAGNETIC CATCH	AS REQUIRED
	LOCK	AS REQUIRED
PATR-B & C (PARTITION WALL)	ALLUMINIUM HOLLOW SECTION (60MM X 38 MM, 1.8MM)	FRAME MEMBER BOTH HORIZONTAL AND VERTICAL
	19 mm block board	HORIZONTAL PIECES, VERTICAL PIECES & FRONT PANELS
	PLY BOARD (12MM)	HORIZONTAL PIECES, VERTICAL PIECES & FRONT PANELS

		LAMINATE (1 MM) GLASS (10MM), TOUGHEND	OUTER SURFACES AS PER DESIGN
iii.	WORK STATION FOR OA/CO DRAWING MARKED	MATERIAL 19 mm block board	PARTS TABLE TOP, HORIZONTAL PIECES, VERTICAL PIECES & FRONT PANELS AND DRAWERS
		PLY BOARD (12MM)	TABLE TOP (ADDITIONAL)
		PLY BOARD (9MM)	BODY BACK, DRAWER BOTTOM
		LAMINATE (0.8 MM)	INNER SURFACES
		LAMINATE (1 MM) DRAWER RAIL (500MM)	OUTER SURFACES AS REQUIRED
		DRAWER HANDLE (150MM)	AS REQUIRED
		LOCK	AS REQUIRED
	PATR-B & C (PARTITION WALL)	ALLUMINIUM HOLLOW SECTION (60MM X 38 MM, 1.8MM)	FRAME MEMBER BOTH HORIZONTAL AND VERTICAL
		19 mm block board	HORIZONTAL PIECES, VERTICAL PIECES & FRONT PANELS
		PLY BOARD (12MM)	HORIZONTAL PIECES, VERTICAL PIECES & FRONT PANELS
		LAMINATE (1 MM) GLASS (10MM), TOUGHEND	OUTER SURFACES AS PER DESIGN
		LOCK	AS REQUIRED
iv.	DGM'S CHAMBER DRAWING MARKED DGM'S CHAMBER PARTITION	MATERIAL 19 mm block board	PARTS HORIZONTAL, VERTICAL FRAME PARTITION
		GLASS (12 MM) THOUGHEND	PARTITION
		GLASS FILM (FROSTED)	ON GLASS WALL
		LAMINATE (1 MM)	OUTER SURFACES FRAME
		DOOR HANDLE	AS REQUIRED

	FLOOR SPRING	AS REQUIRED
	FLOOR BRACKET (GLASS)	AS REQUIRED
DGM CABINET	LOCK	AS REQUIRED
	19 mm block board	TABLE TOP, HORIZONTAL PIECES, VERTICAL PIECES & FRONT PANELS AND DRAWERS
	PLY BOARD (12MM)	TABLE TOP (ADDITIONAL)
	PLY BOARD (9MM)	BODY BACK, DRAWER BOTTOM
	LAMINATE (0.8 MM)	INNER SURFACES
	LAMINATE (1 MM)	OUTER SURFACES
	PANEL HANDLES	AS REQUIRED
	L HINGES	AS REQUIRED
	MAGNETIC CATCH	AS REQUIRED
DGM TABLE	LOCK	AS REQUIRED
	19 mm block board	A. BODY:- SIDES, TOP & FRONT PANELS B. DRAWERS UNIT:- SIDES, TOP, BOTTOM & FRONT PANELS C. DRAWERS:- SIDES & BACK D. CPU UNIT.
	PLY BOARD (12MM)	OUTER BODY
	PLY BOARD (9MM)	BODY BACK, DRAWER BOTTOM
	LAMINATE (0.8 MM)	INNER SURFACES
	LAMINATE (1 MM)	OUTER SURFACES
	DRAWER RAIL (500MM)	AS REQUIRED
	DRAWER HANDLE (150MM)	AS REQUIRED
	LOCK	AS REQUIRED
v. HIGH ALMIRAH DRAWING MARKED	MATERIAL	PARTS
	19 mm block board	HORIZONTAL PIECES, VERTICAL PIECES & FRONT PANELS
	PLY BOARD (9MM)	BODY BACK

LAMINATE (0.8 MM)	INNER SURFACES
LAMINATE (1 MM)	OUTER SURFACES
PANEL HANDLES	AS REQUIRED
L HINGES	AS REQUIRED
MAGNETIC CATCH	AS REQUIRED
LOCK	AS REQUIRED

**Appendix-1**

**COVERING LETTER (ON THE APPLICANT'S LETTER HEAD)**

To,

The Deputy General Manager (Civil),

Assam Electricity Grid Corporation Limited  
Bijulee Bhawan, Paltanbazar, Guwahati-01.

**Sub: Renovation of first floor (west side) of Bijulee Bhawan including workstation, Air Conditioning with Comprehensive Annual Maintenance Contract for five years beyond warranty period.**

Ref: NIT No. AEGCL/DGM(CIVIL)/2019-20/23 dtd. 19.12.2019

Sir,

Having examined the terms & conditions, technical specifications, detailed items of work etc. as well as acquainting myself/ourselves with site of work, surroundings to get the required materials etc. I am/we are to submit herewith my/our tender for the above mentioned work. My/our rates are quoted as per the specification laid down in the schedule of items of work, considering cost of design & preparation of structural drawing, materials, labours, haulage, taxes, royalty etc.

I /We clearly understand that all materials, tools and plants, machineries, labours, haulage etc. required in the work shall have to be arranged by me/us from my/our own resources in the events of allotment of the work to me/us.

I /We also clearly understand that in the event of acceptance/approved of my/our tender, the work shall have to be executed strictly as per specifications and the same shall have to be completed in all respects within the stipulated time failing which I am/We are liable to be penalized as per rules laid down in Tender document as well as agreement thereof.

## Appendix-2

### PROFILE OF THE BIDDER

Hard copy of the following documents to be submitted with Techno-Commercial Bid.

Sl. No.	Particulars	To be filled by Bidder
a)	Name of the Bidder	:-



<b>b)</b>	Registration with Memorandum of Association	:-
<b>c)</b>	PAN	:-
<b>d)</b>	GST Registration number	:-
<b>e)</b>	Employees Provident Fund	:-
<b>f)</b>	Employees State Insurance Certificate	:-
<b>g)</b>	Labour License registration	:-
<b>h)</b>	Income Tax Clearance Certificate	:-
<b>i)</b>	Professional Tax Registration	:-
<b>j)</b>	Manufacturer's Authorisation Certificate	:-
<b>k)</b>	Date of Establishment/ Incorporation	:-
<b>l)</b>	Postal Address	:-
	House No.	:-
	Lane	:-
	Street	:-
	Town/Village	:-
	Post Office	:-
	P.S.	:-
	District	:-
	Pin code	:-
<b>m)</b>	Telephone Number	:-
	Mobile No.	:-
	E-Mail Address	:-
	Website	:-
<b>n)</b>	Name(s) of the Owners / Directors/Partners	:-
<b>o)</b>	Name of the Banker with Address and Telephone Number	:-
<b>p)</b>	Contact Person Details <i>(Furnish here name of that person with whom AEGCL may get in touch for more information or clarifications)</i>	Name:- Designation:- Mobile Number:- Email Address:-

Note: Bidder may attach additional sheets, if required.

### Appendix-3

#### WORK EXPERIENCE OF THE BIDDER

- a) Experience having completed similar works during the last 7 years ending last day of the month previous to the one in which applications are invited should be either of the following:
- (e) Three similar completed works costing not less than the amount equal to Rs.58,00,000.00 (Rupees Fifty Eight Lakhs) only.  
or
  - (f) Two similar completed works costing not less than the amount equal to Rs.72,00,000.00 (Rupees Seventy Two Lakhs) only.  
or
  - (g) One similar completed work costing not less than the amount equal to Rs.1,15,00,000.00 (Rupees One Crore Fifteen Lakhs) only.

Note: “Similar work” is defined as work of construction of RCC building along with all services in all aspects.

- (h) If the nature of work and value differs from the above stated conditions, it will not be considered while evaluation of technical qualification.
- b) For **AIR CONDITIONING** works, the bidder may opt for joint venture with Original Equipment Manufacturer (OEM) or Authorised dealer with establishment in Guwahati(Supporting document to be submitted along with Techno-Commercial bid)
- c) The bidder has to submit Manufacturers Authorization Certificate along with the Techno-commercial bid.
- d) The Original Equipment Manufacturer (OEM) or Authorised dealer must have had experience of installation of 2000 tons in North Eastern region of India within the last five years.(Supporting document to be submitted along with Techno-Commercial bid)
- e) The Original Equipment Manufacturer (OEM) or Authorised dealer must have had experience of providing Annual Maintenance Contract of 1000 tons within Guwahati in the last five years.(Supporting document to be submitted along with Techno-Commercial bid)
- f) The characteristic of air conditioning system like Model No., detailed specification to be submitted along with Techno-Commercial Bid. Deviation during execution will not be permitted.(Supporting document to be submitted along with Techno-Commercial bid)
- g) A schematic drawing is to be submitted along with Techno-Commercial Bid for evaluation.(Supporting document to be submitted along with Techno-Commercial bid)
- h) Establishment details of OEM or Authorised dealer at Guwahati is to be submitted along with Techno-Commercial Bid. (Supporting document to be submitted along with Techno-Commercial bid)

Name of work	Nature of Work	Executed Amount	Starting Date	Completion Date

Note: Bidder may attach additional sheets, if required.

#### Appendix-4

### FINANCIAL QUALIFICATIONS

**Financial Qualifications:**

Minimum average annual turnover of Rs.43,00,000.00 (Rupees Forty-Three Lakhs) only calculated as total certified payments received for contracts in progress or completed, within the last 3 (Three) years(Audited balance sheet)

Note: Bidder may attach additional sheets, if required.