



NETAJI SUBHAS TRAINING INSTITUTE OF AGRICULTURAL MARKETING
Training Institute of West Bengal State Agricultural Marketing Board
"Prof: Sambhu Ghosh Bhawan"

Sasmalpara Baidyabati Hooghly 712222

Tel No -2632-1710 /2529 & Fax No- 2632-2529

Email- netajlinstitute@rediffmail.com. Website: www.nstiam.org

Notice Inviting Quotation

NIQ No: 010/2023-24/NSTIAM/R1

Dated: 11/03/2024

Sealed quotations are invited from bonafied and resourceful agencies / companies for quotation rate for the work on "Comprehensive Maintenance of 1 no 5 Passenger (Capacity) Lift Machine at NSTIAM Baidyabati, Dist. Hooghly". The works details are as follows,

Sl. No	Name of the Work	Area of Work
1.	"Comprehensive Maintenance of 1 no 5 Passenger (Capacity) Lift Machine at NSTIAM Baidyabati, Dist. Hooghly "	Main Office Building at Netaji Subhas Training Institute of Agricultural Marketing, Baidyabati Hooghly

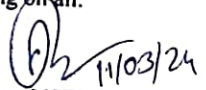
In connection to the above, all interested agencies are requested to submit the requisite paper for quotation to the office of NSTIAM. Sealed quotation to be submitted in their official letter head as per prescribed format as given in Annex "A", in the locked "Quotation Box" kept in the said office address up to 3.00 p.m. on all working days from 18.03.2024 to 28.03.2024, after submitting a non refundable NIQ fees of 500/- in the form of Cash/DD "WBSMB-NSTIAM" payable at Baidyabati.

Opening of the quotation shall be done on 02.04.2024 at 1:30 P.M. in the office of the NSTIAM. Any modification in the content of the quotation documents shall invite cancellation of the candidature of the Agency.

Quoted rate shall inclusive of all applicable taxes as well as supply of all requisite materials of the said work.

Selected bidders have to submit a security deposit of 10% of quoted amount before issuance of work order. Security deposit will be refunded after one (01) year of successful completion of the work. The successful quotationer shall have to start the work from the date of issue of work order. Interested agencies may visit to the institute in all working days from 18.03.2024 to 27.03.2024 from 11 a.m. to 4 p.m. for enquiries.

The undersigned reserves all right to accept or reject any or all quotation without giving any notice or assigning any reason whatsoever. The decision of the Director, NSTIAM in this regard shall be final and binding on all.


Director, NSTIAM



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Annex. A

(to be printed in the letter head of Quotationer)

Name of Quotationer :

Address of Quotationer :

NIQ NO. & Date :

Contact No (s): Tele No..... Mob. No.....

Document for submission	Status
a) Valid updated Trade License with up to date Challan	
b) Professional Tax up to date challan	
c) PAN Card as allotted by the income tax Department.	
d) GST No (if applicable)	

Sl. No	Name of the Job	Unit Rate/Quarter/unit (In Rs.) excluding GST	No of Unit	Total Amount for 1year
1.	"Comprehensive Maintenance of 1 no 5 Passenger (Capacity) Lift Machine at NSTIAM Baidyabati, Dist. Hooghly"		1 Unit	
Gross Total				
Add: GST 18%				
Net Total				

I/We certify that I/We have gone through the all the terms and conditions of the NIQ notice which will be bound for Quotationer.

Yours faithfully

(Signature of Quotationer with rubber stamp)

Terms and Conditions of the Quotations for the job on "Comprehensive Maintenance of 1 no 5 Passenger (Capacity) Lift Machine at NSTIAM Baidyabati, Dist. Hooghly".

1. The Quotationer shall put his/her signature with seal on every Quotation paper. There should be no overwriting. Corrections made, if any, should be authenticated by the Quotationer with the official seal.
2. Rates will remain firm for 01 year from the date of issue of this Work Order. No escalation whatsoever shall be allowed unless otherwise stated in Work Order or subsequent amendment to the Work Order.
3. N.S.T.I.A.M authority shall make all necessary statutory deductions (e.g. TDS on Income Tax under the I.T. Act, 1961), if applicable, with other necessary adjustments, if required under the contract, against the claim(s) of the agency / successful Quotationer.
4. Payment shall be made after receipt of invoice in duplicate along with Time/Attendance sheet and work certificate for the month duly certified by N.S.T.I.A.M's representative after successful completion of work.
5. The Quotation shall be unconditional. Imposition of any condition by the Quotationer shall invite cancellation of the Quotation.
6. The Successful Quotationer shall submit their bill at end of each quarter with the service report or log book duly certified by the authorized person of NSTIAM.
7. An 'Interest free Security Deposit' of 3% on the quoted amount shall be deposited before issuance of Work Order. The said security Deposit will be refunded to the agency after 01 year successful completion of the job and making necessary adjustment of the amount(s) (if any) left unrealized from the agency, on any account in terms of the contract and to the extent it is covered by the said Security Deposit.
8. The Security deposit, as the case may be, will be forfeited if
 - a) The selected Quotationer fails or refuses to enter into contract within 07 days from the date of receipt of the Letter of Acceptance (LOA) of the Quotation via e-mail.
 - b) The successful quotationer discontinues the job within 01 year from the date of issuance of the work order.
 - c) The successful quotationer is terminated in between the agreement period due to unsatisfactory performance by the employer.
 - d) The successful quotationer withdraws in between the tendering process without arising any reason whatsoever.
9. On completion of Quotation procedure, the successful Quotationer will be required to enter into a contract with the authority within 07 days from the date of issuance of Letter of Acceptance (LOA).
10. All Quotationers are advised to submit their Quotation bid after proper inspection the site at the main building of Netaji Subhas Training Institute of Agricultural Marketing, Baidyabati Hooghly. For this, they may visit to this campus from 11:00 A.M. to 04:00 P.M. on all working days from 18.03.2024 to 27.03.2024.
11. The selected Quotationer shall have to depute suitable persons who will be capable conducting the specified jobs as mentioned in the Annex: A of the document.
12. NSTIAM authority shall not be responsible for fooding & lodging of the staffs of the agency.
13. If the services Quotationer are found unsatisfactory, the authority reserves the right to terminate the contract of agreement with 07 days notice.

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14. The contract can be withdrawn by either side after providing 01 month notice period.
15. The selected agency should have his own system of checking/monitoring the performance of the person(s) deployed by him /them for the Job , a daily work certificate (to be prepared by the agency in consultation with the Institute authority) shall have to be certified in a Quarterly visit basis by an authorized official of the Institute.
16. Agency shall have to strictly maintain all safety measures and protocols for COVID-19 as issued and amended by State/Central Govt. time to time.
17. The selected agency should ensure about the integrity of the personnel to be deployed by them for the assigned job. Misconduct on the part of any person deployed by the agency by damaging and polluting the Institute atmosphere and creating a sense of insecurity will render the agency disqualified for the job.
18. For speedy and timely processing and disposal of claim of the Agency, his claim should be submitted within ten days following the quarter to which the claim relates, along with the following documents:
 - a) Copy of Quarterly attendance sheet/ loog book/ Service report duly certified by an official of the Institute authorized for the purpose,
 - b) Copy of work certificate duly certified by an official of the Institute authorized for the purpose
 - c) Any other document as may be specifically asked by the Director, NSTIAM for proper processing of the claim.
19. Director, N.S.T.I.A.M reserves the right to amend / withdraw any of the terms and conditions in the Quotation Document or to reject any or all the Quotations without giving any notice or assigning any reason.
20. In case of any dispute arising out of this Quotation, the decision of the Director, N.S.T.I.A.M, in this regard shall be final and binding on all.
21. The selected Quotationer shall have to enter into an agreement in a non-judicial stamp paper of Rs.100/- (One Hundred) after depositing of Rs.500/- (five hundred) only by Cash/Bank DD (drawn in favour of "WBSMB-NSTIAM", payable at Baidyabati) as agreement fees for 01 set of documents to the office of the undersigned along with original documents.
22. Authority may examine the submitted document in original for L1 bidder before issuance of final work order.
23. The above terms and conditions shall form the part of the agreement of contract.

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DIRECTOR,
N.S.T.I.A.M



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Scope of Work:-

- The agency shall employ sufficiently knowledgeable technicians under guidance of supervisor having requisite license for the work to examine and systematically adjust, lubricate, repair and replace spares of machine unit and controller units including drive motor, worm reducer, generator set, gate locks, thrust bearing, magnet coils, motor circuits, magnet frames and different mechanical parts, to renew guide shoe gibs and guide shoe linings, to equalize the tension of all hoisting ropes, including replacing of the same and when required to replace trailing cables, all wiring relating to control of the lifts and of the lift cage itself.
- Cleaning the car both inside and outside, floor, indicating lamps of landings and the car to be maintained in proper condition.
- Cleaning of the hoist way enclosures including lift pit is also within the scope of work.
- The agency shall periodically inspect all safety devices, to ensure proper working order and to replace all spares and materials as required.
- The agency shall furnish guarantee to provide original/genuine parts or spares which are being replaced by them for smooth running of the lift during the contractual period.
- The agency must have its own tools & tackles.
- The agency shall have to maintain two log books for each alternative months recording routine Maintenance work, periodically inspection etc carried out by them.
- The agency shall be responsible for any damages caused to the lifts or any part thereof caused due to mal handling/mal operation and the cost of the same shall be recovered from his bill as per direction of E.I.C. also the accused technician is to be replaced forthwith. Decision of the Director, NSTIAM in this respect will be final and binding to the party.
- The agency must have a telephone with a call centre within Kolkata jurisdiction for contract.
- The report of the E.I.C of lifts will be final and binding on the part of the agency. Making necessary arrangement for inspection of the lift by the E.I.C will be responsibility of the agency, notwithstanding any content in the terms and conditions.

ITEM OF WORKS NOT COVERED BY COMPREHENSIVE MAINTENANCE CONTRACT

- Operation of lifts
- Checking and repairing of the electrical installation beyond the main switch.
- Addition, alteration, modification or removal of any accessories, if required, due to Modification / amended of the prevailing West Bengal Lift Rules / Lift Act.
- Repairs of any defect arising out of misuse or negligence of the part of the lift users or for any reasons beyond the control of maintenance firm. However point no-20 of the terms and conditions of the job shall be followed strictly.
- Polishing, painting, replacement or repair of car enclosure, floor covering, landing Gates, door frames, grills, landing sills and cabin fan.