

**LIMITED TENDER : CORPORATE OFFICE/KOLKATA**

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

**Tender No.& Date**

**Scope of Service**

**CORP/COMM-305/2010  
March 10, 2010**

**On site Operation, Service & Running  
Maintenance of:  
60 KVA Generator Set & Electrical  
Line/Gadgets installed at Corporate Office from  
2<sup>nd</sup> to 5<sup>th</sup> floor without supply of spare parts and  
consumables – Details as per Annexure.**

- The bidders may submit their competitive offer of the tendered item along with the following documents:
  - a) Acceptance of tender terms and conditions
  - b) List of existing clients
  - c) Copy of valid Trade License
  - d) Copy of valid Electrical Contractor's License
  - e) Copy of Income Tax Return/PAN Card
  - f) Recent order copies for similar job with any Public Sector Organisation/Govt./Leading Private/Public Limited Companies
- Bidders may inspect the Diesel Generator Set and Electrical Lines/Gadgets installed at Corporate office before submission of the bids.
- The contract would be initially effective from 01.04.2010 to 31.03.2011, which may be extended further suitably depending upon the performance of the party and the discretion of the Company.
- Payment would be made on monthly basis with **45 days credit** terms after submission of clear bill duly certified by Administrative Department .
- The company shall have no responsibility and obligation towards Taxes, Fees, salary, statutory obligation etc. or any other charges payable for executing the contract except the order rate
- The **validity** of the offer should be minimum up to **30.04.2010**.

- The sealed envelop marked as “Quotation for Operation, Service and Running Maintenance of DG Set and Electrical Lines/Gadgets” to be submitted to **The General Manager(C & M/MIS), Hindustan Cables Limited, 9, Elgin Road, Kolkata – 700 020.**
- The last date and time for submission of offer is up to **5:30 P.M on 18.03.2010.**
- Offers received over Fax/E-mail will not be considered.
- The Company reserves the right to accept or reject the tender without assigning any reasons thereof.

**DEPUTY MANAGER(COMMERCIAL)**

## ANNEXURE

- Location: At Corporate Office, 9, Elgin Road, Kolkata – 700 020 – from 2<sup>nd</sup> Floor to 5<sup>th</sup> floor
- Upon requirement spare parts and consumables are to be supplied towards replacement of defective ones against Company's order on cost basis.
- Preventive and Corrective maintenance in nut shell comprises following:-
  - i) Operation of DG Set & checking of Electrical Lines/gadgets.
  - ii) Draining out of old mobile, cleaning of mobile tank and refilling with new mobile/oil etc. of DG set.
  - iii) Regular check up of all Electrical lines/gadgets installation and fitting etc from 2<sup>nd</sup> floor to 5<sup>th</sup> floor and to report necessary replacement if any to Administrative Department on immediate basis to avoid any electrical hazards.
- The contractor should provide adequate Trained/Qualified Operators/Electricians/Mechanics towards on site Preventive and Corrective maintenance with repairing and replacement of all electrical lines/gadgets including new installation if any.
- The normal service hours on all working days would be from Monday to Friday from 8.45 A.M. to 7.30 P.M. Rate applicable beyond office hours, if any, has to be indicated separately.
- The contractor should abide by all statutory requirements towards Taxes, Fees, Govt. Rules & Regulation in force, Salary to their employees etc. or any other charges payable in respect of running the contract. Other expenses if any whatsoever to maintain the contract has to be borne by the Contractor. The Company will not be any way liable on any account for the same.
- The requisite permission if any for having permit of diesel and storage thereof etc. will have to be obtained by the contractor from appropriate authority.
- The Company reserves the right to cancel/withdraw the said maintenance services any time without assigning any reason thereof for which the contractor has no right to contest against the said decision of the Company.