

**NOTICE**

**QUOTATION INVITED FOR ANNUAL MAINTENANCE CONTRACT (AMC) FOR  
ELECTRICAL EQUIPMENTS AND CONNECTIONS**

Ref: OMDC/Admin/HO/Maint.(Elect.)/2017/07

Date: 26.07.2017

Sub: Annual Maintenance Contract (AMC) for Electrical Equipments, Electrical connections and telephone line checking.

Sealed quotations are invited in the enclosed format from interested agencies/persons for Maintenance, cleaning & checking of Electrical Equipments, Electrical connections, Electrical wiring and telephone line.

1. **Scope of Work:** Maintenance , cleaning & checking of Electrical Equipments , Electrical connections, Electrical wiring and telephone line at OMDC's Head Office and all the Company's premises at 03(three) locations within Kolkata. Brief description of Scope of work is enclosed at Annexure-I.
2. **Eligibility Criteria:** The person engaged for maintenance work should have valid Electrical Wire Licenses (copy of valid Electrical Wire Licenses to be submitted )
3. **Contract Period:** 01(One) year from the date of issue of Work Order /LOI &Period may be extended on performance of agency.
4. **Payment:** Payment will be released on monthly basis as per annual contract rate i.e. proportionate basis (Annual Contract Rate/12).If any taxes is applicable will be paid extra on submission of proof of document.
5. **Validity:** The rate quoted in the quotation will be valid for 120 days from the date of opening of the quotation.
6. **Evaluation:** The evaluation will be done on the basis of documents submitted as per eligibility criteria and the lowest quoted rate in the quotation and considered for award of the work.
7. **Price Escalation:** No Price Escalation during the contract period.
8. **Submission of quotation:** Interested agencies/person shall submit the sealed quotation along with the require documents as per eligibility criteria to be addressed to Manager(Admn.), The Orissa Minerals Development Company Limited(OMDC), AG-104,Sourav Abasan, 2<sup>nd</sup> Floor, Sector-II, Salt lake City Kolkata-700091 on or before 09.08.2017, at 3.00 PM.
9. **Opening of quotation:** The quotation will be opened on 09.08.2017 at 4.00 PM.
10. **Other Condition:**
  - (i) 01(one) electrician having valid Electrical Wire Licenses along with required tool, tackles and safety equipment shall be available every day during office hours. Also as per requirement of OMDC.
  - (ii) The agency to be engaged shall abide by all statutory requirements and compliances of all statutory payment for the workmen engaged by them.
  - (iii) Agency/Person to be engaged should have the sole responsibility & shall be liable for any accident / damage occur during the maintenance work.
  - (iv) The materials/spare parts required for maintenance work shall be provided by the OMDC.

Manager (Admin)  
OMDC

**Required schedule of Maintenance work at Company's premises in Kolkata.**

**1. AG-104, Sourav Abasan , Saltlake (2<sup>nd</sup> Floor )**

- a) Electrical Maintenance i,e Electrical line, 440 Volts Power Line ampere meter Volt meter daily Check up. Total electrical point Checkup for lighting arrangement.
- b) Telephone Line checkup and repairing.
- c) Maintenance and repairing works of electric fan at HO.
- d) Checkup and repairing of Calling bell and conference light of each Chamber of Sr. Executives and different Room where Electrical/ Electronics items are installed or to be installed..

**2. Guest House (5 Lower Rawdon Street, Kolkata-700020) ( Flat 101)**

- a) AC Line, Electrical line Check up and any Fault repairing for telephone line and telephone set.
- b) Check up of TV set and cable line
- c) Electrical Line check up and light repairing works including geyser repairing at Guest House.

**3. BD-447 , Saltlake (Ground Floor & First Floor )**

- a) Telephone line & electrical line checking including light repairing.

**4. FD – 373 , Saltlake (Ground Floor)**

- a) Electrical Line Check up and repairing work of light arrangement.
- b) Metre reading check of all office complex etc.

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**QUOTATION**

<b><u>Description of Work</u></b>	<b>Rates per year exclusive of taxes (in Rs.) (in figure)</b>	<b>Rates per year exclusive of taxes (in Rs.) (in word)</b>
Maintenance , cleaning & checking of Electrical Equipments, Electrical connections, Electrical wiring and telephone line at OMDC's Head Office and all the Company's premises at 03(three) locations within Kolkata		

**Signature & Seal of the authorized person of the Agency/Person**

**Name of Agency/Person:**

**Address:**