



Ref. No. MCL/SBP/E&T/19/ 10259

Date: 13.12.2019

**QUOTATION NOTICE**

1. Sealed Quotations are invited in single envelope from **eligible contractors** for the following work:

Description of work	Estimated Cost of Work (In Rs.)	Earnest Money (In Rs.)	Application fee (In Rs.)	Period of Completion (In Days)
Day to Day upkeep/maintenance of Aadhaar Enabled Biometric Attendance System (AEBAS) Devices and AEBAS Report Maintenance at MCL HQ	1,56,743.00	2,000.00	NIL	08 (Eight) Months

2. **NOTE:** There will be 100% exemption of EMD deposit for the Co-operative Societies constituted of local land losers/Project affected Persons (PAPs). PAPs who have not been given any employment will only be eligible for being a member of the co-operative society. The co-operative society will be formed of the PAPs only. The co-operative should be registered under relevant act and to comply with rules and regulations made there under. A certificate that such co-operatives formed consist of only PAPs who have not been provided any employment by MCL has to be obtained from the L & R Dept. of MCL HQ.
3. Quotation documents can be obtained from the office of the GM/HOD(E&T), MCL HQ., PO: Jagriti Vihar, Burla-768020, Dist.: Sambalpur(Orissa) on any working day from 14/12/2019 to 26/12/2019 during working hours. Quotations will be received upto 1.00 P.M. on 27/12/2019 in the prescribed Quotation box available in the Office of the GM/HOD(E&T), MCL HQ, PO: Jagriti Vihar, Burla-768020, Dist.: Sambalpur(Orissa).

Quotation documents will contain following documents:-

- Annexure –A: Scope of work and special terms and conditions  
Annexure – B: BOQ format.  
Annexure – C: Format of Affidavit.

4. Quotation will be opened on 27/12/2019 at 4.00 P.M in the Office of the undersigned in the presence of the attending bidders or their authorized representatives whosoever chooses to be present in the office of the undersigned only. In case of holiday, the Quotations will be opened on the next working day at the same time and same place.

*N.B: Mere issuance of Quotation document does not make any Bidder eligible for opening of Price Bid.*

5. Earnest money can be deposited in the form of Bank Draft/ Banker's Cheque or Banker's Pay Order drawn in favour of "MAHANADI COALFIELDS LIMITED, SAMBALPUR" on any Nationalised Bank Payable at "SAMBALPUR". Quotation without earnest money shall be rejected.

No EMD is required to be submitted by the Co-operative Societies formed by PAPs as mentioned in clause No.2.

Contd.....P/2

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6. In addition, the intending bidder has to submit the following documents with the Quotation:

- i) The bidder should submit copy of Permanent Account Number (PAN) issued by Income Tax department, Govt. of India.
- ii) The bidder should submit copy of GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority, if applicable.
- iii) Every bidder will have to submit a self declaration in support of the authenticity of the credentials submitted by him along-with the Quotation in the form of an AFFIDAVIT as per Annexure-C of Quotation document.
- iv) **Work Experience:** The intending tenderer must have in its name as a prime contractor experience of having successfully completed similar works during last 7 (seven) years ending last day of month previous to the one in which bid applications are invited (i.e. eligibility period) should be either of the following:-  
Three similar completed works each costing not less than the amount equal to 40% of the estimated cost Or Two similar completed works each costing not less than the amount equal to 50% of the estimated cost Or One similar completed work costing not less than the amount equal to 80% of the estimated cost.  
(Work experience in any Government/Semi-Government/Public Sector Undertakings (Central/ State) will be considered for eligibility. Work Experience in a Private firm shall be considered for eligibility only if the Private firm is a Company registered under Indian Companies Act 1956)  
(In case the bidder is not a prime contractor but a sub-contractor, the bidder's experience as subcontractor will be taken into account if the contract in support of qualification is a sub-contract in compliance with the provision of such sub-contract in the original contract awarded to prime contractor.) While considering the value of completed works, the full value of completed works will be considered whether or not the date of commencement is within the said 7 (seven) years period.  
**Definition of Similar Work:** Installation or maintenance of Biometric Attendance System/Telephone Network/EPBX/LAN/Computer/CCTV. Only supply of equipment without installation/maintenance shall not be accepted.  
The bidder should submit Satisfactory Work Completion Certificate issued by the employer against the experience of similar work containing all the information.
- v) Bidder should accept the "Scope of work and Special Terms and conditions" as per the Annexure – A and submit the same with Quotation.
- vi) Bidder should fill the BOQ and submit the same with Quotation.

7. Conditional Quotations will not be accepted unless specified.

8. All the pages of the documents and credential to be submitted by the bidder must be duly self- authenticated by the bidder/constituted attorney of the bidder with his signature and seal.

9. Complete and sealed Quotation documents should be submitted with requisite EMD in the form of Demand Draft / Banker's cheque / Banker's Pay order in favour of Mahanadi Coalfields Limited payable at Sambalpur.

10. Bidder shall be rejected outright without any reference if the documents submitted by the bidder along with their Quotation fail to prove eligibility in terms of above criteria. Documents submitted along with the Quotations shall be final and no supplementary document shall be accepted unless asked by the Company.

*MKS*

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11. Other details regarding quotation may be obtained from office of the GM/HOD(E&T), MCL HQ., PO: Jagriti Vihar, Burla-768020, Dist.: Sambalpur(Orissa) on any working day from 14/12/2019 to 26/12/2019 during working hours.
12. Matters relating to any dispute or differences arising out of this Quotation and subsequent contracts awarded based on this Quotation shall be subject to the jurisdiction of District Court, Sambalpur (Orissa).
13. The bidder shall have to ensure implementation of CMPF and Miscellaneous Provision Act, 1948 and allied scheme framed there under if applicable in respect of the workers deployed by him and will have to recover statutory dues and deposit the same alongwith employer's contribution (Contractor's share) to the respective CMPF office and to submit statutory return under intimation to the Principal employer. The registration number of the Coal Mine in which the workers engaged by the contractor are working has to be furnished in the statutory return to be submitted to the concerned CMPF office stated as "Contractor Worker."
14. The contractor should ensure to disburse salary/wages to the workmen engaged by him as per minimum wages act.
15. MCL reserves its right to accept or reject any or all the Quotations without assigning any reason whatsoever or to distribute the work amongst the bidder.

**Distribution:**

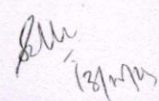
1. GM (F)-I/C, MCL HQ
2. GM(Civil)/HOD, MCL
3. Shri S K Banerjee, Chief Mgr.(Civil),MCL HQ. –Committee Member
4. Sri S. K. Tripathy, Mgr.(Fin), MCL HQ. – Committee Member
5. Shri Bheem Singh Akhawat, Dy. Manager(E&T), MCL HQ – Committee Member
6. Chief Security Officer, MCL HQ. – Kindly provide necessary security arrangement.
7. GM (System) – for uploading the notice on website
8. General Notice board.- Shri S.C. Pradhan, OS for necessary action
9. O/c.

GM/HOD(E&T), MCL.  
महामंडल (ई एंड टी)  
General Manager (E&T)

## ANNEXURE-A

### SCOPE OF WORK and Special Terms & Conditions for Day to Day upkeep/maintenance of Aadhaar Enabled Biometric Attendance System (AEBAS) Devices and AEBAS Report Maintenance at MCL HQ

1. The Maintenance Contract will be for a period of 08 (Eight) Months. Effective date of the contract will be as per the work order to be issued soon after the finalization of the tender.
2. Day to day upkeep/maintenance includes ensuring availability of devices in all shifts in MCL HQ, timely software updation/upgradation in the devices, rectifying/resolving various error codes generated in the devices, ensuring internet connectivity for the devices at all time from the available network, relocating of devices, installation of spare devices, rectify issues in the device except for hardware issues (covered in Device Warranty/AMC) etc. in Jagriti Vihar and Anand Vihar; New Device activation, shifting of AEBAS Devices; Cleaning of AEBAS Devices; Carrying of Working materials/ tools to sites; Special Testing /maintenance of AEBAS devices installed at VIP locations, registration of employees in portal, transferring out of employee in portal and any other AEBAS Maintenance introduced at the place within the time period of the contract, as desired by MCL, They should also be responsible for operating any type of telecom equipment as desired by MCL Management.
3. The scope of work also includes Generating and maintaining attendance reports on daily basis for whole MCL through NIC link/API link, and any other Biometric related reports/ documents, (computerized as well as hard copy), as desired by MCL.
4. Close coordination should be maintained with operating staff/ Technical staff and executives of E&T Dept. all along.
5. Proper courtesy should be maintained while attending faults of various offices.
6. All materials required for maintenance / installations will be supplied by MCL and the contractor is to ensure quality services to the satisfaction of General Manager (E&T) or his authorized representative. However, the contractor will arrange suitable petty tools required by his personnel for execution of the works.
7. Qualification & Experience of Personnel:
  - a) Skilled Labours should have minimum educational Qualification of Matriculation or equivalent.
  - b) Skilled Labours should preferably have a minimum experience of 3 months in maintenance of Biometric Devices.
  - c) The aptitude of all the Personnel in the related jobs will be examined by Engineer-in-charge during entry.
8. For execution of the Maintenance Contract, you have to deploy one tech staff daily on normal working days (6 days a week) with skilled category. The Names and Addresses of all the Persons deployed should be registered with the Engineer-in-Charge of MCL.
9. The performance (Technical and Behavioral) of such persons will be assessed by GM(E&T) every Month. If performance of the employed personnel is found to be un-satisfactory, the contractor shall be liable to change such person within 15days on intimation from MCL. Absence of required no. of personnel to be deployed on any day will attract deduction from bill on pro-rata basis over the total charges as per the following formula:



Skilled Labour: Rs. A x (1 + X) per day.

Where,

A is wage of Skilled Labour, including 15% contractors profit and GST applicable on the same. (e.g. If Min. Wage for Skilled labour is Rs.569/- per day & rate of GST is 18%, then, A = 569 x 1.15 x 1.18 = Rs.772.13)

$$X = (V - V_0) / V_0$$

V = Final Order Value,

V<sub>0</sub> = Estimated value

10. The contractor shall make their own arrangement for conveyance/ transportation of staff and materials to the work site/s at their own cost.
11. The company (MCL) shall have no responsibility whatsoever towards staff/labour deployed by the Contractor. In no manner the company is liable to the Contractor or any member of his staff or any other person or to Govt. or any other bodies for injuries/death caused as a result of accidents relating to this W.O. within or outside the working Areas. The contractor shall be fully responsible for such contingencies and make good all claims of compensation claimed by his labour or staff as decided by appropriate authorized tribunal or other competent agencies, and discharge, as the case may be, all liabilities under Workmen's Compensation Act and other relevant laws of the kind. The contractor shall also indemnify the company (MCL), and will itself disburse all the sums that may be awarded in respect of claims for the compensation arising out of or consequent to any staff or labor working under him or any other involved persons to the pursuant to the provision of the workmen's compensation act or any subsequent modification or amendment thereof or any other enactment of law in force at the relevant time.
12. Payment will be made on monthly basis by e-mode after successful completion of the Maintenance Work for each month and on submission of pre-receipted running-account Bill in triplicate with Certification on labour payment from authorized representative of MCL management.

24/11/2017  
General Manager (E&T)

**Annexure-B**

**BOQ**

S. NO	ITEM	UOM	TOTAL QUANTITY	UNIT RATE	GST RATE (%)	UNIT RATE INCLD. TAXES	Total AMOUNT
1	Day to Day upkeep/maintenance of Aadhaar Enabled Biometric Attendance System (AEBAS) Devices and AEBAS Report Maintenance at MCL HQ	Days	203 days (excluding Sunday and Paid Holidays)				
<b>TOTAL AMOUNT IN Rs.</b>							

Total (in words): .....

Signature of Contractor

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*13/1/14*  
**GM/HOD(E&T), MCL**  
*MS*  
**महामंडल (ई एंड टी)**  
**General Manager (E&T)**

FORMAT OF AFFIDAVIT

I/We, ....., Partner/Legal Attorney/Authorized Representative of Sri/Smt/ M/s. .... (Name of bidder), solemnly declare that:

1. I/We are submitting the tender for the Work **"Day to Day upkeeping/maintenance of Aadhaar Enabled Biometric Attendance System (AEBAS) Devices and AEBAS Report Maintenance at MCL HQ"** against NIT No..... Dated. ....
2. All information furnished by me/us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
3. All documents submitted along with this tender are genuine, authentic, true and valid.
4. If any information furnished by me/us is found to be false/incorrect at any time, the department may cancel my Tender and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of Earnest Money and banning/delisting of our firm and all partners of the firm for a minimum period of 01(one) year.
5. I/We have never been banned or delisted by any Govt. or Quasi Govt. Agency or any Public Sector Undertaking.

OR

I/We have been banned by the organization named "....." for a period of .....year/s, effective from.....to.....

महाप्रबंधक (ई एंड टी)  
General Manager (E&T)