

**Tender Document for AMC of DG sets & Substation  
(Two Bid System)**

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Maintenance & day to day operation of substation and DG Sets Cummins make-1x750+2x250 KVA alongwith synchronizing panel for one year at IDSA
2.	Earnest Money	Rs 20000/-
3.	Validity period	90 days
4.	Security Deposit	10 % of Annual contract value
5.	Period of Contract	one year
6.	Last date of Submission of Tender	30.04.2013-1500 Hrs
7	Tentative date for opening of financial bids of technically qualified bidders	23.05.2013.
8.	Mode of Sending	a. In sealed cover by Registered post A.D/Speed post/Hand Delivery/Courier b. Tender sent by ordinary post will be rejected out rightly
9.	Description essential to be made on sealed cover	a. Name of work and Tender No, name of Bidder and opening date of Tender. b. Last date of receiving Tender by IDSA.

**Signature of bidder**

**Name :**

**Hemant Kumar (Estate Manager)  
IDSA**

**Company seal**

**Date**

**Institute for Defence Studies and Analysis  
No 1, Development Enclave, Rao Tula Ram Marg, New Delhi-110010**

**TENDER DOCUMENT FOR OPERATION AND MAINTENANCE  
OF HT & LT Sub station , DG Sets**

**LAST DATE OF SUBMISSION: 30<sup>th</sup> April , 2013 UP TO 1500 HRS**

Tender No.IDSA /065/2013

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**Subject: Subject: Maintenance and Day to day operation of HT & LT  
Substation and DG Sets in IDSA.**

Dear Sir(s),

Sealed Tenders in two bid system ie, Technical alongwith EMD, financial separalatey, are hereby invited for the work of “ Annual Maintenance Contract (AMC ) for HT & LT substation , Transformer, switch gears and day to operation of DG sets of various Capacities ” at IDSA. **The Tenderers are required to produce proof of fulfilling these conditions with valid Electrical license** .Detail of work as per scope/specifications of works given in Appendix-‘A’ enclosed. Conditions of the order shall be as follows:

- a. Tenders are advised to go through this tender document carefully as well as visit the Institute’s premises at No 1, Development Enclave, Rao Tula Ram Marg, New Delhi and acquaint themselves both the site condition and present condition of building and fittings etc before submission of tender.

The duly filled and sealed tender documents including complete set of supporting documents in two separate envelopes as indicated below, may be submitted to the Assistant Director at the address indicated above.

**Envelope- 1**  
**(Technical Bid)**

Complete set of Tender document as issued, duly filled and signed by the tenderer on all pages (Including Annexures) alongwith all supporting documents, etc and earnest money deposit of Rs 20000/- in form of demand draft in favour of IDSA, New Delhi. EMD will not bear any interest. Cheques in lieu of DD will not be accepted.

**Envelope- 2**  
**(price bid)**

- a. The Complete set of Tender document part II (price bid-Annexure III) duly signed by the tenders on all pages.
- b. The offer shall be valid for a period of 90 days from the last date for submission of tender.

**General Conditions of Tender**

**1. Scope of work**

Maintenance and day to day operation of DG Sets and Sub Station at IDSA all as per appendix A and all as per direction of Engineering Incharge /Estate Manager of IDSA.

**2. Deployment of Staff**

The contractor shall always employ a minimum strength of experienced staff as follows:-

(i)	Sr Technician/supervisor-skilled	-	01 No
(ii)	DG Set Operator-semiskilled	-	02 No
(iii)	Electrician-semi skilled	-	01 No
(iv)	Helper -unskilled	-	01 No
	Total	=	05 Nos

Contractor has to deploy above man power on daily basis (including Saturday /Sundays and holidays whenever required by IDSA ). Failing to which payment of undeployment will be deducted from Contractor's bill and suitable penalty as mentioned under terms and conditions will also be imposed on contractor . The Contractor should deploy above man power in such a manner that services of DG set should utilized by IDSA 24 hrs .

These deployment is indicative only, if any additional man power required for any additional operation of the plant. No additional payment shall be made on any account if contractor keep more staff at site for completing the pending work or if the minimum strength is not able to perform satisfactorily as per contractual provision.

Any indecent behavior /suspicious activities of the staff employed shall be viewed seriously and a suitable penalty shall be levied on the contractor. The contractor is also required to submit list of workers with Photo ID, educational qualifications, address proof etc before deputing the worker. Contractor shall be solely responsible for the credential /acts of his staff/workers.

Contractor is required to maintain daily labour report duly signed by Asst. Care taker/Care taker of the Institute.

Contractor is required to make timely payment (before 10<sup>th</sup> of every month) to his staff including various statutory authorities. The Institute reserves the right to check the same.

IDSA reserve the right to reject the deployment of any person(s) by the contractor and contractor shall cease to deploy any such person/persons forthwith, upon receipt instruction in writing from the Institute. No claim

shall be entertained on account of any such rejection.

It is purely responsibility of contractor to follow all govt. obligations and applicable rules regarding qualifications/experience of technician, .

Contractor has to ensure to follow Minimum wages act and other statutory requirements.

**3..Minimum Qualification of Deployed Staff :** The minimum qualification of deployed staff will be as follows :

- (a) Sr. Technician : Complete knowledge of Electrical / Mechanical Engineering with minimum 04 years experience preferably ITI with 03 years of experience under the same scope of work as defined above.
- (b) Electrician / DG Set Operator : ITI with Electrical / Mechanical with 01 years experience under the same scope of work as defined above.
- (c) Helpers : Minimum 8<sup>th</sup> Pass.

Before deployment contractor has to submit CVs of his employees to be deputed , only those persons will be cleared by Estate Manager (IDSA) will be accepted . Selection of applicants will be done through Interview /onsite practical test conducted by Estate Manager . Decision of Estate Manager will be final and binding . IDSA also reserve the right to relax educational qualification if experience of staff is in the accordance to the scope of work as defined above . .

#### **4. Compliance with all statutory requirements & Safety Management**

(a) The contractor shall adopt all necessary safety requirements and shall adhere to requirements of all applicable laws, statutory rules and Regulations and Executive orders issued by various Government /Statutory /regulatory authorities from time to time, including and not limited to labour laws, sanitation and health and security requirement, shall all the

requisite permissions and licenses from the authorities concerned within a period of 30 days from acceptance of the bid, failing which the Director General, IDSA would be entitled to reject the accepted bid.

The Contractor will Initiate and maintain safety management programme to protect contractor's employee from hazards through procedures, practices and regular inspection of the work area, material equipment, information and training necessary for safe work performance.

IDSA will not responsible for any hazard during operation and maintenance during the contract.

**(b) Quoting less, below minimum wages will be viewed seriously and such bids will be rejected at first instance . No communication will be entertained in this regard .**

#### **5. Consumables :**

(a) The following consumables shall be supplied by the contractor as a part of the contract and no extra payment shall be made by the Institute for these Items

1. Lubricating Oil
2. Grease
3. M Seal
4. Taflon tape/Dhaga /Safeda
5. PVC Insulation Tape
6. Screws/nut/Bolts.
7. Welding Rod.
8. Solution for Radiator cleaning
9. Old Dhoti/cotton waste.
10. Electrolyte for Battery.

(b) The Other consumables /spare parts /accessories /fittings/fixtures apart from the aforesaid list shall be purchased by the contractor from Authorized dealer or reputed shop within 2-3 days and the cost of same shall be re-imbussed as actual on production of the original bills by the

contractor (plus) 10 % as his profit and handling charges and the relevant payment shall be made alongwith Quarterly payment.

(c) The Engineering Incharge reserve the right to reject any consumables which do not confirm to the correct standard/quality

(d) A register shall be maintained to record the consumption of the items mentioned in clause 4(b), if any with the approval of the Engineering Incharge.

(e) The contractor shall always keep all required tools/equipment to maintain the operation of the plant including welding set/box spanner/Multi Meter/Tong Tester etc. The list of such equipment will be handed over to Engineering In charge.

#### **6. Supply of Diesel:**

For operation of Diesel Generating Sets, Contractor have to supply the diesel . The cost of same shall be reimbursed at actual on production of original bills (plus) 5% and relevant payment shall be made alongwith Quarterly payment. The Contractor should ensure that all three DG sets tanks should be filled properly with diesel all the time . Failing to which a suitable penalty will be imposed on contractor . Contractor should make an arrangement to get the diesel with one Hour call .

#### **7. Routine maintenance/ Preventive Maintenance:**

The contractor shall do the preventive maintenance as per schedule of OEM. No extra payment will be made for such works.

#### **8. Major repairs/Overhauling:**

Any major repairs /overhauling that may be required shall brought to the notice of the Engineering In charge in writing immediately upon the said requirement of repair/overhaul coming to light. The Engineering Incharge shall cause such repairs /Overhaul where necessary or authorize the contractor to carry out such repairs /Overhaul. In the latter case , the payment for the same shall be pre approved by the Director General

IDSA/Estate Manager in writing shall be paid out to the contractor alongwith the Quarterly payment.

**9. Emergency Telephone Nos:**

The Contractor shall provide an Emergency Telephone No for normal and odd hours operation with a maximum of two Hour response Time during any breakdown to essential utility services like cable fault , burst water mains etc.

**10. Log Book:**

Log book shall be maintained by the contractor in conformity with the Estate Manager proforma for the consumption of consumables mentioned in clause 4(b), which shall signed by the Estate manager/Engineering In charge (daily, weekly, monthly,Quarterly) after physical verification of the consumption/consumables.

The contractor has to bear the cost of all stationary, telephone etc required to proper execution and maintenance of record for the work. If found using IDSA's material, Institute may recover an appropriate amount from the contractor's bill.

**11. EARNEST MONEY DEPOSIT :**

The bidder shall furnish, as part of its Tender, Earnest money Deposit for the amount as indicated in the invitation for tender:

11.1 The EMD shall be denominated in Indian Rupees and shall be in one of the following forms:

(A) A demand draft / pay order in favour of IDSA , New Delhi .

11.2 Any Tender without EMD will be rejected by the Institute as non-responsive.

11.3 Unsuccessful Bidder's Earnest Money will be discharged/returned as early as possible after the signing of the contract .



11.4 The successful Bidder's Earnest Money will be discharged upon the selected bidder signing the Contract and furnishing the performance/security deposit.

11.5 No interest will be paid on Earnest Money deposit.

**12. SECURITY DEPOSIT:**

12.1 On receipt of the order, the successful bidder shall furnish 10% security deposit in accordance with the conditions of contract, in the form acceptable to the Institute within 15 days after the award of work .

12.2 Failure of the successful bidder to comply with requirement of above clause shall constitute sufficient grounds for forfeiture of the EMD, in which event the Institute may make the award to the next lowest evaluated bidder.

12.3 No Interest will be payable on Security Deposit.

**13. Period of Contract**

(a) The contract shall be valid for a period of one year commencing from the date of award of contract. However IDSA reserve its right to review and terminate the same before completion of said period. The rate quoted shall be valid for period of one year without any increase.

(b) It is however open to IDSA to extend the tenure of the contract beyond the existing term of 12 months on such terms and condition as may be mutually decided between the parties

**14. Termination of contract :**

(a) The contract can be terminated by IDSA by serving one month notice in writing without assigning any reason to the contractor. If the contractor wants to terminate the contract, he has to give three months notice in writing to IDSA..

(b) Termination or expiry of the contract shall be without prejudice to any rights and remedies of the Institute and the contractor accrued before such termination or expiration and nothing in the contract shall prejudice the right of either party to recover any amount outstanding at such termination or expiry.

(c) At the end of contract period , or upon termination thereof, the contractor shall forthwith deliver to the institute upon request , all the institute's property (including but not limited to the material , documents , information , access keys) relating to the contract of any permitted supplier or sub contractor and in default of compliance with this clause the Institute may recover possession thereof and the contractor grants a license to the Institute or its appointed agents to enter ( for the purpose of such recovery) any premises of the contractor or its permitted supplier or sub contractor where any such items may be held.

(d) Additionally, the contractor shall give a written undertaking that he has not retained any property in the form of any material or otherwise belongs to the Institute and in particular shall undertake that he has not made any duplicate keys of access keys which are still in his possession or in possession of his employees and that he shall indemnify the Institute in the event of any losses attributable to such acts /omission on the part of contractor and /or his employees, agents etc.

(e) The Contractor(himself inperson) shall visit the site at least once a week for proper interaction /Coordination with Engineering Incharge/Estate Manager

(f) If the contractor fails to perform any of the obligations under this contract and if Institute is dissatisfied with the services, the Institute shall forfeit the security deposit and terminate the contract and contractor has to vacate the premises within a period of one month of written notice. IDSA should not be held liable for any cost, damage, expenses or any loss whatsoever that the contractor may suffer on being served with the winding up notice. The contractor is required to give 3 months' notice in case he

does not want to continue with the contract.

## **15. Rates**

Rates quoted for the work shall be inclusive of the following:

- a. Expenses towards boarding, lodging of mechanics/technicians, electricians, skilled and unskilled labour, any other labour, tools and plants as required for proper operation and maintenance of work, complete in all respect.
- b. Prices escalations.
- c. Contractor's overheads and Profit.

Nothing extra shall be admissible on any such account during the contract period .

## **16. SUBMISSION OF TENDER:**

15.1 The Tenderers shall seal the tender in one sealed envelope.

15.2 Tenderers are requested to submit documents in two separate sealed envelope as per procedure given here under :-

- (A) The sealed envelope A (Technical Bid, and EMD Cover) containing two sealed covers namely cover I and II.
  - (i) Envelop – I (EMD )  
It will contain only demand draft or pay order in favour of IDSA payable at New Delhi.
  - (ii) Envelop – II (Technical Cover)  
It will contain eligibility criteria and technical bid.
- (B) The sealed envelope-B (Price Bid cover) it will contain price bid in which the prices are to be quoted by the bidder . No condition will be accepted along with the price bid. Tenderers has to Quote their rates in prescribed format otherwise their tender will be liable to be rejected.

16.3 The envelope shall be addressed at the following:-

Assistant Director  
Institute for Defence Studies and Analyses  
No 1, Developmant Enclave  
Rao Tula Ram Marg  
New Delhi-10..

**17. OPENING OF TENDERS:**

The financial bids will be opened after scrutnising technical bids by the tender committee. Financial bids will be opened in presence of technically qualified bidders or their representative(s)

**18.** IDSA reserves the right to change, alter or to waive and technical or commercial terms, conditions and qualifications. IDSA also reserves the right to reject all or any tender. IDSA reserve right for changes/relaxation in eligibility criteria at any time.

**19. SIGNING OF CONTRACT:**

On receipt of the order, the successful bidder has to execute the necessary contract agreement with IDSA within 15 days as per the prevailing rules and regulations of the Institute, along with security deposit.

**20. Mode of payment**

Payment shall be made on **Quarterly Basis** on production of bills in duplicate duly verified by Estate Manager.

**21. Electricity and Water**

Electricity and water required for carrying out the maintenance work only shall be supplied by the Institute free of charges.

**22. Liability to Damage**

The contractor at his own cost, shall make good all the damages, losses, burns outs etc. which may be attributable to may fault/negligence faulty operation. Inadequate preventive maintenance and / or mishandling of plants and equipment. The decision of Director General, IDSA in this regard hall be final and binding.

### **23. Handing/Taking Over**

The Contractor shall on receipt of work order take over the plants in serviceable and running condition. Similarly on expiry of period of the contract, he shall hand over all the plants in serviceable / running condition to the Institute. All the repairs/ Maintenance required for the purpose shall be carried out by the contractor at his own cost.

### **24 quipment/Installations**

Regular/Preventive/ Periodical upkeep, Maintenance & Servicing of all equipments/ installations etc shall be carried out as per manufacture's instructions and as per directions of the Estate Manager.

### **25.INDEMNITY**

- a. The Contractor shall indemnify, and keep indemnified, the Institute fully against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities whatsoever arising out of, in respect of or in connection with the Contract including in respect of any death or personal injury, loss of or damage to property, financial loss arising from fault/negligence, faulty operation, inadequate maintenance, mishandling of plant and equipment and/or any advice given or omitted to be given by the Contractor/his employees/agents and/or representatives, or and y other loss which is caused directly or indirectly by any act or omission of the Contractor/his employees/agents and/or representatives.
- b. The decision of the Director General, IDSA in this regard shall be final and binding.

### **26. Dispute Resolution:**

Disputes, if any with regard to the interpretation, execution and /or implementation of these terms and conditions shall vest exclusively in the Director General, IDSA whose decision shall be final and binding upon the parties. Disputes, if any with regard to the decision of the Director General, IDSA in the regard, shall be referred to Arbitration at the hands of a sole Arbitrator to be appointed by IDSA shall all proceedings in this regard

shall be subject to the sole and exclusive jurisdiction of Courts of Courts of competent jurisdiction at New Delhi.

Upon acceptance of the bid, no sub-letting/transfer would be allowed by the contractor except with the prior written permission of the Director General, IDSA.

28. Standard force-majeure conditions would apply.

29. The rates shall be firm through out the contract period , irrespective of any change of any kind . Contractor should foresee all type of increased cost during the contract period .

Kindly Acknowledge.

Hemant Kumar  
Estate Manager

**SCOPE/SPECIFICATION OF WORK**  
**MAINTENANCE AND DAY TO DAY OPERATION OF SUB**  
**STATION & DG SETS AT IDSA’S CAMPUS, RAO RUAL RAM**  
**MARG, DELHI CANTT., NEW DELHI – 110010**

<b>Sl. No.</b>	<b>Description of work/ Item</b>
1.	Maintenance & Day to Day operation of One Sub Station & DG Sets etc comprising of the following equipment as per terms & Conditions attached at Appendix “B”
<b>1.1</b>	<b><u>Sub-Station</u></b>
i)	One 11 KV VCB Panel
ii)	One 2000 KVA Transformer
iii)	LT Panels- Including Air Circuit Breakers up to 4000A, L&T make.
<b>1.2</b>	<b><u>DG Set</u></b>
i)	DG Set 750 KVA make Cummins with Synchronous alternator 750 KVA make Stamford, Battery 4X 12 Volts of 360 AH capacity, Fuel Tank of Capacity 990 Ltrs, Acoustic Enclosure etc. all complete – 01 Set.
ii)	DG Set 250 KVA make Cummins with Synchronous alternator 250 KVA make Stamford, Battery 2 X 12 Volts of 360 AH capacity, Fuel Tank of Capacity 990 Ltrs, Acoustic Enclosure etc. all complete – 01 Set.
iii)	DG Set 250 KVA make Cummins with Synchronous alternator 250 KVA make Stamford, Battery 2 X 12 Volts of 360 AH capacity, Fuel Tank of Capacity 990 Ltrs, Acoustic Enclosure etc. all complete – 01 Set.
iv)	PLC System for Synchronizing 1 No. 750 KVA, 2 Nos. 250 KVA DG Sets .

## Appendix B

### DESCRIPTION OF COMPLETE ELECTRICAL SYSTEM (INSTALLED AT IDSA) UNDER THE CONTRACT

#### Metering & HT Panels:

From out going of 11KV meter power comes to a three panel HT board having OCBs. Relays, PT&CPs.

#### 2.2 Transformers:

From the HT panels there are two out goings through HT cables to transformer of 11 KV/415V .2000KVA capacity each with bukholz relays installed. Out going of transformer is taken to LT panels through Bus duct ( out door).

#### 2.3 LT Panel System :

Through the bus duct from transformers supply is taken in to two incomers of LT. OCBs in LT panels, where bus coupler is also installed. From these panels supply is distributed through ACBs, MCCBs and Switches to different parts of the building including STA, office building, residential apartments etc also to another LT panel at basement.

2.4 DG Sets : There are 3 operational DG sets, 1x750 KVA and 2x250 KVA connected with synchronizing panel supplied by Sudhir Engineers.

#### 2.4 Distribution system:

From basement panel supply is distributed to different floors of the building from there it is being taken for utilization in individual rooms, halls etc. Also distribution boards are installed in quarters, hostel, and canteen and for UPS supplies.

2.5 Main incoming breakers of AC plant in AC plant panels.

### 3.0. SCOPE OF WORK at IDSA

Following electrical equipments are included in Annual Maintenance Contract:

1.0 1 No . of 11 KV/433 V1000KVA Transformer and its protection system.

2.0 Out going cable of metering equipment.



- 3.0 All the HT panels and VCBs and their protection systems viz. Relays, trip circuits etc.
  - 4.0 All the HT cables and Bus ducts.
  - 5.0 All LT panels, Switch gears installed in LT panels, Meters, indications, bus bars, LT cables, Bus coupler and complete LT panels installed at basement.
  - 6.0 All the distribution boards installed at each floor and in quarters, hostel, canteen and for UPS etc. including all out going switches, MCBs, fuses, MCCBs from distribution boards.
  - 7.0 Main incoming breakers of AC plant in AC plant panels.
  - 8.0 Operation of DG set installed in the campus and daily check ups of DG set.
  - 9.0 Any other job related to electrical new or old assigned to the contractor are to be done by the contractor under the contract i.e. fixing of new DB, terminations etc.
- 4.0 Following time schedule is to be followed for proper maintenance of the Systems of the buildings under the contract:
- 4.1 WORK TO BE CARRIED OUT DAILY:
    - a. Recording the reading of HT meter at opening and closing of the day in the log book of meter to be arranged by contractor;
    - b. Recording the condition of transformer in transformer log book including load on the transformers and taking corrective action in case of abnormalities;
    - c. Checking the HT panel and recording the observations made, any abnormality to be corrected immediately;
    - d. Checking the LT panels and recording the observations made, any abnormality to be corrected immediately;

- e. Checking the Distribution System and recording the observations made, any abnormality to be corrected immediately;
- f. Any other job assigned by IDSA related to electrical power/light etc;
- g. Keeping all the meters and indications of HT and LT panels intact;
- h. Cleaning of Transformer, HT panels, LT panels etc; and
- i. Repairing etc. is to be done immediately if on inspection any defect is found.
- j. Checking of loads on distribution system, sub panels, main panels etc. and making it uniform on phases as far as possible.
- k. Replacing of wiring if fault is noticed and it is required to change the wiring on the direction of engineers concerned. All material will be supplied by IDSA.
- l. Operation of DG sets installed in the campus and daily check ups of DG sets.

#### 4.2 WORK TO BE CARRIED OUT MONTHLY:

- a. All works to be carried out as carried out in daily schedule above;
- b. Checking and operating switch gear and trip circuit of HT panel for its proper functioning. In case of defective/mal-functioning to be rectified immediately;
- c. Checking and operating switch gear and trip circuit of Transformer for its proper functioning. In case of defective/mal-functioning to be rectified immediately;
- d. Checking and operating each switch gear and trip circuit of LT panels for their proper functioning. In case of defective/mal-functioning to be rectified immediately;
- e. Checking the load on each phase of distribution system and ensuring that load is within limit and no MCB, switch, cable is over loaded.

- f. Checking of power factor equipment and capacitor banks, relay, panel etc. and rectifying any fault detected and ensuring that P.F. is maintained.

#### 4.3 WORK TO BE CARRIED OUT ON QUARTERLY BASIS:

- a. All works to be carried out as carried out in monthly schedule above;
- b. Checking of current ,power factor, power and voltage at each switch in LT panels;
- c. Cleaning of Distribution Systems;
- d. Oil sample testing of transformers oil for acidity and BDV value and submitting the report and

#### 4.4 WORK TO BE CARRIED OUT IN HALF YEARLY SERVICING:

- a. All jobs as mentioned in the quarterly work schedule above;
- b. Servicing of all VCBs
- c. Testing of all relays and calibrating them with relay test kit;
- d. Cleaning of interior of HT & LT panel and tightening of all nuts and bolts including bus bar bolts, cable connections, switch connections etc;
- e. Recording the IR values of transformers;
- f. Checking the earth pits and recording the value of earth resistance. In-case high, taking the corrective action to bring it up;
- g. Testing of earthing of each panel on HT and LT. In case improper need to be corrected; and
- h. Cleaning of interior of bus duct and tightening all nuts and bolts including checking and correcting of earth strip.

- i. Checking and ensuring that all the distributions are properly earthed. In case some wiring is to be done up to distribution box for earthing, the same is to be carried out. All material will be supplied by IDSA

#### 4.5 WORKS TO BE CARRIED OUT YEARLY:

- a. All the works to be carried out as carried out in half yearly schedule above; and
- b. Making a drawing of complete sub-station up to out going of distribution system.
- c. In yearly schedule any other work needed to be carried out for making all the systems under the contract in proper functioning condition.

#### 4.6 NOTE:

- i). For the above maintenance any or all (routine, special) Tools, plants, Instruments etc. and consumable items viz. grease, oil, cloth, dhoti etc. needed are to be arranged by the contractor at his own cost. Institute will not provide anything to the contractor. Filtration of transformer oil is not included in the contract. However, any repair etc. needed is to be carried out by the contractor under the contract. Material for replacement will be provided by IDSA.
- ii) After taking over the AMC, the contractor will give in writing within 30 days to IDSA a list of material needed for routine maintenance of the complete system under the contract. He will not bring the emergent situations for immediate supply of material which was not in the list except in rare cases.
- iii). The rates quoted will be deemed to have included all the necessary T and P/Labour required for satisfactory operation and Annual Maintenance Contract of HT & LT Sub-station, Transformer, Switch gear and up to out going of Distribution system etc. as defined in scope of work.
- iv). Repairing of fault in U/G cables including digging of earth and refilling of earth without any additional cost. However, any material etc. needed will be provided by IDSA.
- v). Replacement of thimbles of all types in case of burnt thimbles during the period is to be done by the contractor including providing of thimbles without any additional cost.

## 5.0 PENALTY CLAUSES:

5.1 Non Availability of manpower or their absence will attract a penalty as under:

Supervisor: Rs. 800/- per day/ shift

Electrician: Rs. 400/- per day/ shift

5.2 If work is not done as per above schedule or any system is not functioning then a penalty @ rate of Rs. 1000/- per day shall be imposed on contractor for each location separately and will be deducted from the AMC amount due to the contractor and if unsatisfactory performance is continued for more days as felt by plants in-charge AMC is liable to be terminated and decision for this shall rest with the Director General, IDSA.

5.3 If the contractor is NOT able to locate and rectify the fault and the reasons attributable to non performance of contractor as assessed by officials nominated by IDSA, the penalty clause is applicable as follows:

2. System remained non-functional for 2 hours or more. The penalty will be Rs. 1000/- per day.

5.4 If contractor is not able to rectify the fault then the same may be got done through some other agency at the risk and cost of contractor and amount will be deducted from AMC bill and penalty as stipulated above will also be imposed.

However, the decision of the Director General, IDSA in this regard shall be final and binding.

6.0 Deployment of site supervisor and electrician to ensure smooth functioning of power system:

6.1 For organizing and implementing the maintenance schedule it is suggested that, contractor shall depute at least one qualified and

experienced supervisor with proper licence/certificate of supervisor and two electrician at site (IDSA) having thorough knowledge of HT & LT system and distribution system including knowledge of fault diagnosis and rectification of fault thereof. No extra payment will be paid if time is extended in any day or staff is required for maintenance on Sunday/Holidays. Violation of this condition will result in deduction of amount due to the contractor from his bill and decision of Director General, IDSA in this matter shall be final. DG set operation is to be arranged round the clock .

6.2 Mere deployment of MAN POWER does not fulfill the obligation of contract. Contractor will be responsible for satisfactory maintenance of all the systems under the scope of contract and smooth functioning of electrical services at IDSA .

6.3 During break down, monthly, quarterly, half yearly and yearly maintenance, if required more skilled/un-skilled workers are may be deployed by the contractor to complete the work without much interruption of electricity supply to different/any part of the building.

6.4 In case of break down immediate action must be taken to rectify the fault and restore the supply within reasonable time as considered by IDSA. Failing which penalty clause will be invoked .

## 7.0 GENERAL MAINTENANCE:

Periodicity of various general operation and maintenance activities at site:

- i). Attend the sub station cleanliness and proper functioning of the equipment – Daily.
- ii). Attend any leakage of oil from transformer – Daily.
- iii). Maintain record of each equipment as per daily schedule or as directed by the Engineer-in-Charge – Daily.
- iv). Attend to cleaning of distribution areas daily.

7.1 GENERAL PRECAUTIONS FOR DAILY MAINTENANCE TO BE OBSERVED:

- a) Contractor is to ensure that all the installations and accessories provided for different installations are in their positions, levels, directions etc,
- b) The contractor should have their maintenance people accessible either by person or by phone during or after office hours and if called for one to attend to work for repairing, rectification or servicing or as required for the smooth functioning of sub-station, transformers, etc.

8.3 In case failure of power from Military Engineering services OR (any agency who supply to IDSA), liasoning with the official of that agency is to be done by contractor for restoration of power. IDSA authority will put their signature on paper if any and as required by that agency as consumer

## **Technical Bid :-**

1.. The following documents & information should be attached with Tender Document :

1.1 Certified copy of work executed of similar nature by the firm in support of experience in a tabular form.

1.2 Details of works in hand.

1.3 Certified copy of Audited balance sheet of last three years.

1.4 Income tax return for last three years.

1.5 Certified copy of certificate of the client/owner regarding satisfactory performance of works.

1.6 Registration No with Sales tax/Service tax Dept.

1.7 Pan No of Partners/Firm.

1.8 PF and ESI registration.

1.9 Permanent Man Power available with the firm with details ..

### **Eligibility Criteria**

1.1 (a) Minimum 3 years experience of having successfully completed works of similar nature as mentioned in scope of work , registered with CPWD/PWD/Railways/MES/P&T & any Other Govt. organization /Semi Govt./Public sector /Autonomous body

1.2 (b) Average turn over during last three years ending 31<sup>st</sup> March 2012 shall minimum Rs 20 lakhs.

1.3 © Should have fulfill all statutory requirement .

1.4 (d) Firm should have clear track record and should not be blacklisted by any Govt .Organization . A declaration on Rs 100/- Stamp Paper must have attached with technical bid.

2 Firms satisfying above criteria should submit their application alongwith proofs in sealed envelop duly subscribed the name of work with an account payee demand draft of a scheduled bank as earnest money in favour of IDSA, New Delhi payable at Delhi.



**PREQUALIFICATION OF CONTRACTOR**  
**Basic information**

1.	<p>a) Name of the applicant / organisation  b) Address of the Registered Office  c) Address of office at Delhi  (with Phone Nos Fax Nos &amp; Email ID &amp; Contact Person)</p>	
2.	Year of establishment	
3.	<p>Type of the organisation (Whether sole proprietorship, Partnership, Private Ltd. Or Ltd. Co. etc.)</p> <p>(Enclosed certified copies of documents as evidence)</p>	
4.	<p>Name &amp; qualification of the Proprietor / Partners / Directors of the Organisation/Firm</p> <p>a)  b)  c)</p> <p>Enclose certified copies of document as evidence</p>	
5.	<p>Details of registration – Whether partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.</p> <p>Enclose certified copies of document as evidence</p>	

6.	Whether registered with Government / Semi-Government / Institute Authorities of any other Public Organisation and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7.	No. of years of experience in the field and details of work in any other field.	
8.	Address of Delhi office through which the proposed work of the Institute will be handled and the Name & Designation of officer in charge.	
9.	Yearly turnover of the organisation during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last -3- years.	
10.	Name & Address of PF office  (where registration carried out, also mention year of registration, also enclose last challans of PF )	
12.	PAN No/VAT No/SERVICE TAX No.	
13.	Details of registration for ESI. (Enclose latest ESI challan)	
14.	Detailed description and value of works done (Proforma 1) and works on hand (Proforma 2)	
15.	Details of Key Personnel Permanently employed (Proforma – 3)	
16.	Other infrastructural information to be used/referred for this work (Proforma-4)	

17.	Furnish the names of -3- responsible persons along with their designation, address, Tel. No., etc., for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.	
18.	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation.  Give name of court, place, status of pending litigation.	Attach a separate sheet if required.
19.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
20.	Have you ever been put on a holiday list or banned by any Public sector units or any Govt Department ? If so give details	

I/We confirm that to the best of our knowledge the information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

**Sign. & Seal of the applicant**

**DATE:**

**PLACE:**

**PROFORMA – 1**

**LIST OF Works EXECUTED BY THE ORGANISATION DURING THE LAST 3 Years**

Sl. No.	Name of work with addresses	Name & full postal address of the owner. Specify	Contract Amount (Rs.)	Stipulated time of completion (Years)	Actual time of completion (years)	Any other relevant information .  Actual amount of the work, if increased, give reasons	Enclose clients certificate for satisfactory completion .
1	2	3	4	5	6	7	8

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks “As indicated in Brochure”.
2. Date shall be reckoned from the date of advertisement of the notice in news papers.
3. For certificates, the issuing authority shall not be less than an Executive In Charge.

**PROFORMA – 2**

**B) LIST OF IMPORTANT WORKS IN HAND**

Sl. No.	Name of work with address	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of 2-persons (Engineers or top officials of the organization)	Contract Amount (Rs.) with copy of Work Order & completion certificate from project in-charge	Stipulated time of completion (Years)	Present status of the project	Any other relevant information.
1	2	3	4	5	6	7

Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks “As indicated in Brochure”.

**Proforma – 3**

**DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN HOUSE ESTABLISHMENT**

Sr. No.	Name and designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amounts	Date from which employed in your organization	Indicate details of experience for similar projects.
1	2	3	4	5	6	7	8	9

**Notes:**

1. Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure”.
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

## Proforma 4

### OTHER INFORMATION

<b>Sr. No.</b>	<b>Particulars</b>
I)	OFFICE INFRASTRUCTURE
II)	WORKSHOP FACILITIES  A) Location B) Land Area C) Type of Structure D) Type of Facilities
III)	LIST OF MAJOR EQUIPMENT/INSTRUMENTS IN POSSESSION OF THE FIRM

Note: Please furnish information in this proforma only. Do not write 'as per enclosed sheet/brochure'.

**Form of Tender**  
**(Note : the appendix forms part of the tender )**

**To,  
IDSA  
No 1, Developmant Enclave  
Rao Tularam Marg, New Delhi-110010.**

**Sir,  
Name of work : -----**

1. Having visited the site and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract, specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.
2. We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
3. We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
4. If our tender is accepted, we will remit the initial security deposit by demand draft or obtain a guarantee from a scheduled bank to be jointly and severally bound by us for the sum named in appendix hereto for initial security deposit. Third party insurance policy shall also be obtained from a insurance company approved by you.
5. We agree to abide by this tender for the period of one year from the date fixed for receiving the same or agreed extended period and it shall



remain binding upon us may be accepted at any time before the expiry of the period.

6. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
7. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
8. We understand that you are not bound to accept the lowest or any tender you may receive.
9. We understand that rates will be firm though out the contract period irrespective of any change of any kind inclusive of increase in minimum wages etc .
10. We hereby affirm that our firm has proven track record and our firm has not been blacklisted by any Govt. Department .(Declaration on Rs 100/- stamp paper)

Dated ..... Day of .....

Signature.....In the capacity of .....

Duly authorized to sign for and on behalf of.....

Name and address of the tenderer.

(IN BLOCK CAPITALS)

WITNESS

Signature .....

Name and address.....

Occupation.....

Annexure-III

**Price Bid**

**( To be sealed in separate cover , open price bid will be outrightly rejected)**

Sr No	Description	Total Amount Quoted/Annum (Rs) exclusive of service tax
1.	Annual Maintenance contract for Operation and maintenance of DG SETS , HT & LT substation, Transformer, Switch gears and up to out going of distribution system installed at IDSA.	

Amount in Words

(Rupees -----  
----)

Signature of the authorised representative of the bidder.

Date :

Seal

1. Contractor should consider minimum wages , bid will be considered non responsive if found below minimum wages .

2. Minimum wages, PF & ESI are essential elements of each worker .

## **INSTRUCTIONS TO TENDERERS**

### **1. EXAMINATION BY TENDERERS :**

- 1.1. Prior to submitting the tender, each bidder must do following steps
- (a) Examine all instructions, eligibility criteria and specifications in the tendering document and also inspect the site.
  - (b) Visit the site & determine local conditions which may affect the work including prevailing wages & other pertinent cost factors.
  - (c) Familiarize himself with all central, state & local laws, taxes ordinance, rules, regulations & codes affecting the services including the cost of permits & licenses required for the work at site.
  - (d) Co-relate his observations, investigations & determinations with the requirement of the tender documents.
  - (e) No additional claim, discrepancy etc., shall be entertained after opening of the tender.
  - (f) Tenders should have regular touch with Cummins/Cummins Authorised Dealers, Sudheer Engineers for PLC system , L& T /L&T Authorised Service centre/Dealer.

### **2. TENDER PRICES :**

The Bidder shall fill in the prices in the schedules indicated in price schedule of the Tender Document. On opening the price bid the price shall be firm throughout the period of contract.

3.2 Bidder shall have to mention of the cover, Quotation for

- (1) DG Set & Sub Station (2) Opening Date (3) Name of Bidder

### **4. SPECIAL INSTRUCTION TO TENDERERS**

4.1 If the bidder is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirement, his bid shall be rejected and earnest money deposit will be forfeited.

4.2. Conditions of the tender issued by IDSA must be duly signed & attached with the tender documents.

**5. TENDER VALIDITY :**

Tender shall remain valid for 90 days after the deadline for submission of tender opening. Any tender valid for a shorter period may be rejected by the Institute as non-responsive.

8. IDSA will not be responsible and will not pay for expenses which may have been incurred, losses or person or property suffered by any tenderer in connection with visits to and examination of the site and in preparation of his tender for submission.

9.1. IDSA reserves the right to adjust arithmetic or other errors in any tender in the way that considers suitable. Any adjustment so made by the IDSA shall be stated to the tenderer if the IDSA makes an offer to accept his tender.

9.2 IDSA does not bind to accept the lowest or any tender and has the right to refuse any tender without assigning any reason. IDSA also has the right to reissue the tender without tenders having the right to object against such re-issue.

**9.3** IDSA reserves the right to visit the site(s) of the contractor and can make a committee to form an opinion about work performance of the bidder.