

**Cost of tender document Rs.1,000/- to be
Paid in the form of D.D. /Cash in favour of IDSA**

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010

**Maintenance & day to day operation of
Substation and DG Sets**

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Maintenance & day to operation of substation and DG Sets Cummins make-1x750+2x250 KVA +1x125 KVA alongwith synchronizing panel for one year at IDSA
2.	Earnest Money	Rs 10296/-
3.	Validity period	180 days
4.	Security Deposit	25 % of contract value in form of DD or cash
5.	Period of Contract	One year
6.	Last date of Submission of Tender	30.09.2010
7.	Mode of Sending	a. In sealed cover in original and duplicate copies 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:

**Assistant Director
IDSA**

Company seal

Date:

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010

TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF HT & LT Substation , DG Sets

LAST DATE OF SUBMISSION: 30th Sept, 2010 UP TO 1500 HRS

Tender No.IDSA /A.M.C./02/2010

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

Dear Sir(s),

Sealed Tenders in two bid system ie, Technical alongwith EMD, financial separatley, 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 Capacity ” in IDSA. **The Tenderers are required to produce proof of 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:

- I. Tenders are advised to go through this tender document carefully as well as visit the Institute’s premises at 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.
- II. The duly filled and sealed tender documents including complete set of supporting documents in two separate envelop as indicated below, may be submitted to the Assistant Director at the address indicated above.

Envelop 1

Complete set of Tender document part I as issued, duly filled in signed by the tenderer on all pages (Including Annexures) alongwith all supporting documents, etc and demand draft of **Rs 1000/-** in favour of “**IDSA, New Delhi**” in case of tenders downloaded from the website and earnest money deposit of **Rs 10296/-** 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.

Envelop 2

- 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 180 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)	Supervisor /Sr Technician	-	01 No
(ii)	DG Set Operator	-	01 No
(iii)	Electrician	-	01 No
(iv)	Helper	-	02 No
	Total	=	05 Nos

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 submit daily labour report duly signed by Asst. Care taker/Care taker of the Institute.

Contractor is required to make timely payment (before 10th 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.

3. **COMPLIANCE WITH ALL STATUTORY REQUIREMENTS & SAFETY MANAGEMENT:**

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.

4. **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
11. Thimbles

(b) The Other consumables /spare parts /accessories /fittings/fixtures apart from the aforesaid list shall be purchased by the contractor from Authorized dealer and the cost of same shall be re-imbussed at actual on production of the original bills by the contractor (plus) 10 % and the relevant payment shall be made alongwith monthly 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 (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.

5. **SUPPLY OF DIESEL:**

For operation of Diesel Generating Sets, Contractor have to supply the diesel. The cost of same shall be re-imbursed at actual on production of original bills (plus) 5% and relevant payment shall be made alongwith monthly payment.

6. **Routine maintenance/ Preventive Maintenance:**

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

7. **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 check such repairs /Overhaul where necessary or authorize the contractor to carry out such repairs /Overhaul. In the later 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 monthly payment.

8. **EMERGENCY TELEPHONE NOS:**

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

9. **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(a), which shall signed by the Estate manager/Engineering In charge (daily, weekly, monthly) 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.

10. **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:

10.1 The EMD shall be denominated in Indian Rupees and shall be in form of demand draft payable to **"IDSA, New Delhi"**

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

10.3 Unsuccessful Bidder's Earnest Money will be discharge/returned as early as possible after the award has been finalized.

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

10.5 No interest will be paid on Earnest Money deposit.

11. SECURITY DEPOSIT:

11.1 On receipt of the order, the successful bidder shall furnish **25%** security deposit in accordance with the conditions of contract, in the form Cash or DD , acceptable to the Institute.

11.2 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.

11.3 No Interest will be payable on Security Deposit.

12. PERIOD OF CONTRACT:

(a) The contract shall be valid for a period of 1 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

13. TERMINATION OF CONTRACT :

(a) The contract can be terminated at the option of either party by serving one month's prior notice in writing and without assigning any reason thereof.

(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 institutes 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 belongs to the Institute and in particular shall undertake that he has not made any copies 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) 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 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. However, under such situation, Security Deposit shall be forfeited.

14. RATES:

Unit 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. All taxes including octroi and excise duty.
- c. Prices escalations.
- d. Contractor's overheads and Profit.

Nothing extra shall be admissible on any such account.

15. SUBMISSION OF TENDER:

15.1 The Tenderers shall seal the original and duplicate of the tender in one sealed envelop.

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

(A) The sealed envelop A (Technical Bid, Tender Fee and EMD Cover) containing two sealed covers namely cover I and II.

(i) Envelop – I (EMD and Tender Fee Cover)
It will contain only demand draft,

(ii) Envelop – II (Technical Cover)
Technical bid.

(B) The sealed envelope-B (Price Bid cover) it will contain price schedule bid in which the prices are to be quoted by the bidder in item rate method. No condition will be accepted along with the price bid, discount, if any, must be mentioned on the same page.

15.3 The envelope shall be addressed at the following:-
Office of the Assistant Director

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

16. OPENING OF TENDERS:

The tender will be opened in the office of Assistant Director, IDSA. On the due date:15/10/2010 at 4:00 p.m in presence of technically qualified bidders.

17. 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.

18. SIGNING OF CONTRACT:

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

19. Mode of payment:

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

20. Electricity and Water:

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

21. Liability to Damage:

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

22. 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.

22. Equipment/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 Project Engineer/Engineer-in-Charge/Estate Manager.

23. 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 any 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.

24. 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 competent jurisdiction at New Delhi.

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

25. Standard force-majeure conditions would apply.

Kindly Acknowledge.

Wg Cdr. Hemlata Lohani
Assistant Director

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

Sl. No.	Description of work/ Item
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”
1.1	<u>Sub-Station</u>
i)	One 11 KV VCB Panel
ii)	One 2000 KVA Transformer
iii)	LT Panels- Including Air Circuit Breakers up to 4000A, L&T make.
1.2	<u>DG Set</u>
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 Enclosere 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 Enclosere 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 Enclosere etc. all complete – 01 Set.
iv)	PLC System for Synchronizing 1 No. 750 KVA, 1 No. 250 KVA DG Sets and 1 No. 250 KVA DG Sets.
v)	DG Set 125 KVA Cummins with Synchronous alternator 125 KVA make Stamford, Battery 1 X 12 Volts of 360 AH capacity, Acoustic Enclosere etc. all complete at Guest House.

a. **DESCRIPTION OF COMPLETE ELECTRICAL SYSTEM (INSTALLED AT IDSA) UNDER THE CONTRACT**

a. 1 **Metering & HT Panels:**

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

2.2 **Transformers:**

From the HT panels there are two out goings through HT cables to transformer of 11 KV/415V .2000KVA capacity 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 ect 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 systems:**

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 equipment's are included in Annual Maintenance Contract:

1.0 1 No. of 11 KV/433 V1000KVA Transformers and there protection system.

2.0 Out going cable of metering equipment.

3.0 All the HT panels and OCBs 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.

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 OCBs including filtration of OCB oil if required;
- 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 outgoing 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 outgoing 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 is to be arranged by the contractor under this contract free of 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 free of cost to IDSA.
- vi). Maintenance record to be maintained as per format enclosed as annexure-II

5.0 **PENALTY CLAUSES:**

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

Supervisor: Rs. 300/- per day/ shift

Electrician: Rs. 200/- 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:

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 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 in the 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 involed.

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.

7.2 In case failure of power from Military Engineering services OR (any agency who supply to IDSA), liaison 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

SIGNATURE OF THE TENDERER

SEAL OF FIRM/COMPANY

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

**To,
IDSA
No 1, Developmant Enclave
Rao Tula Ram 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 estimate 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. 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.

.....

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.....



Price Bid

S. No	Description	Total Amount Quoted/Annum (Rs) Including all taxes
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.	

Note:

The Quoted rates shall be inclusive of all taxes , duties, work contract tax, Sales tax, service tax, vat, etc. No extra payment will be made in any account for the above job.

Amount in Words

(Rupees _____)

Signature of the authorised representative of the bidder.

Date:

Seal

INSTRUCTIONS TO TENDERERS

1. EXAMINATION BY TENDERERS:

- 1.1. Prior to submitting the tender, each bidder must do following steps
- (a) Examine all instructions, 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. DOCUMENTS COMPRISING THE TENDER:

3.1 The original and duplicate tenders prepared by the Bidder shall be in two envelopes comprising of the following components:

Envelope-A -Technical bid.

- (i) Technical tender documents with all schedules and eligibility criteria Documents.
- (ii) Tender fee & EMD in separate cover.
- (iii) Certified Photocopies of audited Balance sheets for preceding three financial years.
- (iv) Power of Attorney authorizing the person for signing the Tender.
- (v) Details of Executed orders with photocopies of orders, certificates for works completed.

Envelope-B Price Schedule Cover

- (i) Tender price schedule dully filled, signed and stamped.

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

- (1) DG Set & Sub Station (2) Opening Date (3) Name of Bidder
- The rates quoted by the tenderer shall be inclusive of all taxes, duties, service tax, VAT etc.

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 FEE:

Sealed tender accompanied by tender fee of **Rs.1000/-** in the form of DD in the favour of “**IDSA, New Delhi**” and addressed to the Office of the Assistant Director be sent by Regd. Post A.D. / Speed Post / Hand Delivery / Courier so as to reach on or before **1500h on dt.30/09/2010**.

6. TENDER VALIDITY:

Tender shall remain valid for 180 days after the deadline for submission of tender opening. Any tender valid for a shorter period may rejected by the Institute as non-responsive.

7. 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.
8. IDSA reserve 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. 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 right to reissue the tender without tenders having right to object against such re-issue.