



MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES

मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

No 1 Development Enclave, Rao Tula Ram Marg,

Delhi Cantt, New Delhi – 110 010

Ph. No., 26717983 Extn.7305/7312

Email: pktiware.idsa@gov.in

F.No. IDSA/EM/DG Set/2026-27

Date: 21 Jul 2026

E- TENDER NOTICE FOR “DAY TO DAY OPERATION AND MAINTENANCE OF DG SET AND SUBSTATION T WITH ALLIED WORKS” (IN TWO BID SYSTEM)

Online bids are invited under two bid system from OEM or its Authorised service partners or any experienced contractors / agencies for **DAY TO DAY OPERATION AND MAINTENANCE OF DG SET AND SUBSTATION T WITH ALLIED WORKS ”. (IN TWO BID SYSTEM)** at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi - 110 010 as per details given in formats. **The bids should remain valid up to 90 days from the last date of submission of bids.**

Detailed Tender Documents are available online from the date of tender publication at <https://gem.gov.in> & www.idsa.in. The interested bidders are advised to register themselves with e-procurement Portal at - **GeM** to participate in the e-Tender. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical bids on the **GeM**, latest by **14 Aug 2026 by 1500 hrs**. Hard copies of the relevant documents also to be submitted along with Demand Draft for Rs.35000/- (**Rupees Thirty Five Thousand only**) in favour of “**MP-IDSA**” payable at New Delhi as Earnest Money Deposit and , all pages signed and stamped, which shall be submitted in sealed cover to the **Assistant Director, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 14 Aug 2026** duly mentioning on top right hand corner of the sealed envelope “**EMD and Supporting documents “DAY TO DAY OPERATION AND MAINTENANCE OF DG SET AND SUBSTATION WITH ALLIED WORKS”**”.

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of bid document as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

All bidders and/or their representatives, if they so desire, may be present at the opening of online opening of tender (Technical Bids/Financial Bids) by the constituted Committee at the time and date as specified in the schedule. It may be noted that under no circumstances tender received late shall be entertained. **Both technical and financial bid should be submitted in the E-procurement portal (GeM) as mentioned above.** The Financial bid shall be opened on the date

which will be communicated via GeM portal only those bidders who are found to be technically qualified after evaluation of technical bids.

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time	24/7/2026, 10:00 hrs
(ii) Document Download Start Date & Time	24/7/2026, 10:00 hrs
(iii) Bid Submission Start Date & Time	24/7/2026, 10:00 hrs
(iv) Bid Submission End Date & Time	14/8/2026, 15:00 hrs
(v) Offline submission, EMD and other supporting documents	14/8/2026, 15:00 hrs
(vi) Bid Opening Date & Time	14/8/2026, 15:30 hrs
(vii) Pre bid meeting	04/08/2026 15:00 hrs
(viii) Cost of Tender	Free of cost

Note :

1. Contractor shall inspect the Campus & assess its requirement during pre-bid meeting falling which, the technical bid will be rejected.
2. Bidders may note that financial bid shall only be accepted through online mode. Kindly ensure that bid format should remain vacant, while submitting hardcopies of signed documents, otherwise financial bid shall be considered as "invalid".
3. Bidders are required to upload "Item wise price breakup of quoted amount" on GeM portal as per format (Price Bid) at Annexure falling which the financial bid will be rejected.
4. Any queries relating to the process of online bid submission or queries relating to GeM in general may be directed to the 24x7 GeM Helpdesk.
5. In terms of Para 8(J)(D) of RTI Act 2005 and Office memorandum No:8/2/2010-IR dated 27 April 2010 of Ministry of Personnel (Department of Personnel & Training) w.r.t displaying of information to all other bidders/third party would harm the competitive position.

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://gem.gov.in>, www.idsa.in


Col Chetan Gurbax (Retd)
Assistant Director (admin)



MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES

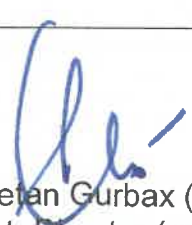
मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

**TENDER DOCUMENT FOR DAY TO DAY OPERATION AND MAINTENANCE OF DG SET
AND SUBSTATION WITH ALLIED WORKS (TWO BID SYSTEM)**

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Day To Day Operation And Maintenance of DG Set and Substation With Allied Works (Cummins make-) 1x750+2x250 KVA along with synchronizing panel.
2.	Cost of Tender Document	Free of Cost
3.	Earnest Money	Rs 60,000/-
4.	Validity period	90 days
5.	Security Deposit	5 % of Annual contract value
6.	Period of Contract	Initial for 01 year
7.	Last date of Submission of Tender .	14.08.2026 -1500 Hrs
8.	Mode of Sending	a. EMD and relevant documents for technical bids In sealed cover by Speed post/Hand Delivery in the Tender box kept at reception . b. Tender sent by ordinary post will be rejected out rightly
9	Pre bid Meeting	Pre-bid meeting shall be mandatory for technical bid evaluation. If not attended by bidder or their representative, the bid shall not be consider for technical evaluation.

Date :


Col Chetan Gurbax (Retd)
Asst. Director (admin)



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मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

TENDER DOCUMENT FOR DAY TO DAY OPERATION AND MAINTENANCE OF DG SET AND SUBSTATION WITH ALLIED WORKS.

TERMS AND CONDITIONS

1. **Annual Maintenance Contract (AMC) for HT & LT substation , Transformers, switch gears and day to operation of DG sets of various Capacity ” in MP-IDSA.** The Tenderers are required to produce proof of fulfilling these conditions with valid Electrical license .The rates quoted should include the cost of material, manpower, and statutory components i.e **EPF,ESIC, gratuity & bonus, service charge/profit etc. including GST**, if any. The rates quoted for the work will be firm for the period of one year, **any increase in minimum wages during the period shall also be kept in mind while bidding. Subsequently, after one year amount shall be revised based on the statutory obligations on minimum wages notified by NCT of Delhi prevalent therein except materials cost on an annual basis.** MP-IDSA will not be responsible for any changes of rules, octroi, increase in cost of material, during the contract period.
2. Bidders are advised to consider that the total cost including manpower, material, uniforms and Tools and Tackles shall be taken into consideration before finalizing the contract. **The (01) under Skilled and (3) under semi-skilled category for 24x7 operations**
3. Quoting less amount with respect to emoluments leading to violation of code on wages 2019 or any prevalent applicable rule , Ministry of labour and Employment order and other statutory provisions shall be liable for disqualification. No communication will be entertained in this regard. The EPF, ESIC, gratuity, Bonus & service charge/profit etc. Minimum wages are mandatory and should be as per the latest minimum wages **notified by NCT of Delhi at the time of opening of financial bid.**
 - (i) The contractor should ensure payment of existing minimum wages as per Minimum wages Act. **as revised from time to time to the staff deployed by him.** Non-adhering to the said Act will result in cancellation of contract, forfeiture of Performance Bank Guarantee (PBG) and appropriate administrative action.
 - (ii) The amount of EPF, ESI, gratuity and Bonus shall be quoted strictly as per prescribed government rates. However, payment for this statutory obligation will be made with monthly bills on production of documentary evidence to the effect that the same has been deposited by the contractor in the concerned account of the individual deployed by him. The contractor shall also abide by the provisions of Child Labour (Prohibition and Regulation) Act, 1986.
 - (iii) It shall be the responsibility of the contractor to issue employment cards to each member of his staff as per the prescribed format and to maintain the muster roll, wage register and other documents as provided for in Contract Labour Act 1971 or code on wages 2019.

- (iv) The contractor shall arrange for such facilities as provided for in the Contract Labour Act for the welfare and health of the staff members employed for the work.
- (v) **Responsibility for payment of wages** – The Contractor shall pay to the personnel deployed at such rates which should not be less than the minimum wage prescribed for respective category plus admissible EPF(including EDLI), ESI, gratuity & Bonus calculated at the prevailing rates as per rules.
- (vi) In order to safeguard against the possible underpayment to the work-force by giving them less than what are mandatorily and statutorily required to be paid, it is mandatory that the **Contractor shall disburse the wages every month by 7th through the ECS.** (Electronic cash transfer) only in individual staff saving bank account in any nationalized bank. No cash payment shall be disburse as a Wages. Also service provider shall submit EPFO statements of each staffs on quarterly.
- (vii) **Wage Increase:** Wages to be paid to the workers shall not be less than that notified by Chief Labour Commissioner, Ministry of Labour and Employment, minimum wages notified by NCT of Delhi from time to time.
- (viii) **Payment of Wages and Statutory Compliance:** The Service Provider shall ensure payment of full wages to all personnel deployed under the contract in accordance with the applicable provisions of the Contract Labour (Regulation and Abolition) Act, Minimum Wages Act, Code on Wages, and other relevant labour laws as amended from time to time. **Wages shall be paid directly into the individual saving bank accounts of the deployed personnel without any unauthorized deduction and less payment.**

Any instance of payment of wages below the prescribed rates, short payment, delayed payment, withholding of wages, non-payment of statutory benefits, or any other violation of labour laws shall be treated as a material breach of contract. In such cases, the institute shall have the right to impose penalties, recover the differential amount along with applicable statutory liabilities from the Service Provider's bills and may cause terminate the contract or forfeiture of Security deposit without prejudice to any other legal remedies available under the contract or law.

4. The proposal shall clearly indicate the cost including manpower, material, tools and tackles, all statutory components and service charge along with complete details. Also the brand of material to be supplied must be in accordance with the terms & conditions of the tender document.

5. The manpower deployed should be indicated in terms of number and while quoting. One supervisor shall also deployed to oversee their work and who shall be available to Institute during

the working hours. The working hours of each staff shall be in accordance with the labour legislation.

6. Submission of Tender: The technical Bid and the Financial Bid shall have to be submitted online at GeM, tenders will be opened electronically on specified date and time as given in the NIT. All entries in the tender should be entered in online Technical & Financial bid formats without any ambiguity.

7. Opening of Tenders: Financial bids of technically qualified bidder will be opened online on GeM portal by the Committee constituted by the Institute.

8. Duration Of contract: The contract shall be initially valid for **One year** from date of signing of contract. MP-IDSA reserves the right to extend the validity of contract for another two years maximum as mutually agreed upon subject to satisfactory performance. The amount for yearly extension period shall be subsequently revised based on the statutory obligations based on latest minimum wage prevalent therein notified by Govt. of NCT of Delhi Government as may be agreed to. The contract can be cancelled unilaterally giving 1 month notice by the Institute in case service is not rendered satisfactorily. **If the contractor also does not want to continue due to inability or any other reasons, not before the completion of initial period of one year. If notice given before initial period of contract, in this case their security deposit shall be forfeited by the institute.** Firm/service provider has to give 3 months' notice to Institute. In this case, his name shall be put in holiday list for another 03 years for similar nature of work/services. Decision of the institute shall be final & binding to decide reasonability.

9. Working Hours: Eight hours per day, excluding lunch break as per shift, unless specified otherwise by the Estate Cell. There may be a requirement of flexible work hour for a few personnel, if there is any major event at the institute. The same will be pre-intimated to the supervisor, by the institute. A contract labour can work for maximum of 48 hours in a week and not more than eight hours in one day. Therefore, an employee can work for eight hours each day for six days in a week with seventh day as paid rest day. Hence, in a month of 30 days an employee shall work for not more than 26 days while in a month of 31 days same employee can work for maximum of 27 days.

10. Uniform. The staff deployed by the contractor shall be in distinct/neat uniform consisting of shirt/trouser/shoes with logo of firm embossed. In order to maintain neat and clean uniforms at all times, at least two sets of summer uniforms are to be issued to each employee per annum. In addition, warm clothing(uniform), at least one set, should be issued for winter.

11. Contractor is fully responsible for acts & deed for his employees, he has hired during the contract period. Contractor has to submit a declaration on 100 Rs. Stamp that he is fully responsible for acts & deeds of his employees. He personally knows each & every workers including his past records. At any stage if any suspicious behaviors is noticed by Institute the person shall be replaced immediately. Contractor will ensure that all workers employed by him are with the latest police verification from the parental police station of employee as well as from the present residential address police station of the persons deployed within Sixty days (60) from the date of Award of Work and Certificate of each employee will be submitted to MP-IDSA for Security and issue of entry passes.

12. The assignment of Services under the scope of this tender document is **PURELY JOB WORK** in nature and manpower deployed by the vendor shall remain on his pay rolls. The vendor shall be solely responsible for the payment of wages to them directly on monthly basis as per minimum wages notified by Government of NCT of Delhi and amount claimed towards various statutory components shall be deposited by him with appropriate authorities. The vendor shall maintain relevant records as per statutory requirements. The vendor shall keep, at all times, indemnify MP-IDSA against any loss or damage suffered in the event of failure to adhere to the provisions of statutory enactments.

13. Earnest Money Deposit: Bidders are required to submit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of Rs. 154,000/- by demand draft / PO favoring "Manohar Parrikar Institute for Defence Studies and Analyses" payable at New Delhi. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest without any interest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with MSME. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidders found without EMD are liable for outright rejection.

14. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Institution may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained. Clarification regarding tender document & work may be sought before submitting the quotations. No letters will be entertained after opening the bids / last date of submission of tender. Firms who communicate after opening of the bids, their bids will be rejected.

14.1 Clarification of Bids/Shortfall Documents of the Manual for Procurement of Goods 2017, issued by Ministry of Finance, Department of Expenditure, during evaluation and comparison of bids, the purchaser may, at his discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given asking the tenderer to respond by a specified date. If the tenderer does not comply or respond by the date, his tender will be liable to be rejected. Depending on the outcome, such tenders are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained. The shortfall information / documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. So far as the submission of documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents should be asked for and considered. **For example, if the bidder has submitted a supply order without its completion / performance certificate, the certificate can be asked for and considered.**

14.2 PRE BID MEETING:

(i) A Pre-Bid conference will be held with the prospective Bidders for the purpose of holding technical & commercial discussions and providing clarifications by the client.. In the Pre-Bid

Conference, clarifications pertaining to technical, commercial and other issues regarding the items stipulated in the BOQ/NIT may be required by the prospective bidders will be provided. The prospective bidders should on their own cost, attend the said conference on the date and venue.

(ii) The client may clarify on variations/ deviations, alternative proposals, which ensure equal or higher quality/ performance to the Technical Specifications during Pre-Bid Conference. However, the decision of the client in this regard will be final.

(iii) **Non-attendance at the Pre- Bid Conference shall be a cause for disqualification of a Bidder.**

15. Right to Acceptance or Rejection of Tenders: Canvassing by the Bidder in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected. **MP-IDSA reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the management shall be final and binding on all the bidders.**

15.1 The tender is liable to be rejected inter-alia:-

- a) If it is not in conformity with the instructions mentioned in the tender.
- b) If it is not properly signed by the bidder.
- c) If it is received after the expiry of the due date and time.
- d) If it is not accompanied by the requisite EMD and proper documents.
- e) A list of approximate manpower available with the firm with qualification must be enclosed along with the tender papers.

15.2 This office reserves the right to: -

- a) Accept / Reject any of the tender in full or part thereof.
- b) Revise the requirement at the time of placing the order.
- c) Add, modify, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.

16. Performance Guarantee. The Bidder shall be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to **make BG's/FDR for a sum equal to 5% of contract value.** Performance Bank Guarantee shall be valid up to 90 days beyond the satisfactory completion of contract period.

17. The above security deposit shall be retained during the period stated in the work order and shall be refunded without any interest, in case no claim is pending towards the Institute. It may be noted that Institute shall keep the Security Deposit for TRUE Diligent and faithful performance of the terms and conditions and shall be liable to be forfeited, if the terms & conditions of the tender document / agreement are violated.

18. Supply of Material and Consumables: The service provider shall ensure timely availability of all the materials and equipment's during the working hours and shall take instructions directly from the designated officials in respect of the operational activities. All materials/consumables other related item is to be provided by the vendor have to be of OEM or in

conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with designated officials. The

19. The vendor shall ensure that the staffs are to attend the job as per the staggered time schedule as per institute requirements. The number of staffs mentioned in the tender document should be fully deployed and any laxity / deviation in this regard shall be viewed seriously and regular laxity may result in termination of the work order.

20. **Payment terms:** The selected vendor shall submit the bills alongwith the required certificates of statutory components, **on a monthly basis**. The bills, if found in order in all respects, will be processed for release of payment within 30 days after receiving of the bills. Bills should consist of following documentary evidence for processing:-

- (i) Complete attendance details with muster rolls as per Labour Act. , Wage Register and Wage Slip
- (ii) Proof of payment of wages for the current month as per the Minimum wages notified along with bank statement of each staff.
- (iii) ESIC, EPF, bonus, etc payment copy of the current month.
- (iv) GST payment copy & B2B Invoice summary of the current month.
- (v) All payment will be made subject to Tax Deduction at source, if applicable as per rules.
- (vi) Payment details of employee along with bank transfer in saving account operated by individual .MP-IDSA reserves the right to deduct amount from the bill towards compensation for unsatisfactory service or less attendance or non-payment of compliance like EPF,ESIC & less wages etc.as provided under the contract. Certificate of compliance with minimum wages shall be submitted by service provider every month as per Appendix (B)
- (vii) **MP-IDSA shall pay the amount on the basis of the number of staff actually deployed by contractor.** No other claim on whatever account shall be entertained by MP-IDSA.Only biometric attendance system shall be considered valid attendance claim.
- (viii) **Over payments and Under Payments:** If as a result of post payment audit or otherwise any overpayment is detected in respect of any work done or alleged to have been done by the agency under the tender, it shall be recovered by the Institute from the agency. Similarly, if any underpayment is discovered, the amount shall be duly paid to the agency by the Institute.

21. The selected vendor shall not accept any directions / instructions either verbal or written from any staff member of the Institute unless the same are issued by the Assistant Director or the authorized official with regard to work assigned to the vendor.

22. It is explicitly made clear that the staff may be required to shift the Institute's movable property including the furniture and fixtures etc, if required.

23. The services are required to be offered by the vendor on all days of the year **except Republic day, Independence Day, Gandhi Jayanti & Holi**. However, **one day weekly off by rotation will be given individually (among the existing manpower) as per labour law,**

preferably on Saturday / Sunday, in batches. Suitable Reliever shall be provided by the firm . DG set shall not be remain vacant at any cost . A penalty of Rs 2000/- shall be imposed , if the shift remain vacant .

24. The successful bidder shall be fully responsible for the safety and security of his staff deployed for work at MP-IDSA complex. MP-IDSA will not be responsible, in any circumstance, for any accident / injury or other damages occurring while performing the duties of his workers under these terms at the Institute's premises. If required, the vendor may take necessary insurance cover of his employees working in the Institute's complex.

25. Notwithstanding the provisions of Clause-8 the work order shall be liable to be terminated forthwith by the Institute at its sole discretion in the event of contravention of terms and conditions as stipulated above. The terms "CONTRAVENTION" shall include acts of commission as well as omissions.

26. The number of man power can be reduced & increased suitably as required by the Institute. Institute also reserves the right to alter/modify the scope of work, terms & conditions, etc.

27. **Termination of Contract:** The agreement / work order can be terminated by MP-IDSA shall be required to give one month advance notice in writing for termination of contract, and the contractor shall be required to give three month advance notice in writing for termination, failing which the security deposit shall be forfeited. During the period of such notice, the performance of work shall not hamper and both parties continue to abide by their respective obligations. On termination of the contract for any reason whatsoever, the selected vendor will remove their personnel and material immediately from the premises of MP-IDSA and clause 8 flowed.

28. **Police Verification.** Contractor shall be responsible to ensure that the staff employed by him are security cleared by Police Station of the worker's residential area. Police verification is to be submitted for all employees within 60 days to commencement of work or before any person is replaced. The Contractor shall also ensure that no person employed by him had been/ is involved in anti-state activities.

29. The firm shall comply with all the statutory requirements as stated in the technical bid.

30. The firm should not have been blacklisted / debarred in any manner from any Govt. Department in last six months and till the time of bid submission. A declaration on a stamp paper duly signed by notary of Rs. 100/- should be uploaded/attached with the technical bid as per Annexure II Part c and Annexure III Part b.

31. The Institute reserves the right to have a panel made out of the successful tenderers. If the selected vendor fails to accept the job or leaves the job in the middle of contract period, or declines to accept the award due to any reason, the next higher bidder in panel may be offered the work order. However, the validity of the panel will be same as the period of award of contract to the selected vendor. If, the second vendor in panel is offered the job, the contract period for him will be the remaining period as per the work order of the first awardee of the contract. If the successful bidder declines to accept the award or not ready to provide the services, the EMD deposited by him shall be forfeited.

32. In case of any dispute, the matter will be referred to the sole arbitratorship appointed by Director General, MP-IDSA or his nominee and his decision will be final and binding to both the parties.

33. The selected vendor will also be fully responsible for the **damages, if any caused to the assets, property of the Institute by their worker while on duty or otherwise at the Institute.** The Security staff of the Institute will be authorized to search your employees at the time of their leaving the premises of the Institute after performing their duties. The vendor shall indemnify the Institute for any loss / misappropriation by his staff while on duty and failure in this regard could result in filing of **CIVIL/CRIMINAL** proceedings against the vendor apart from termination of the contract.

34. Institute also reserves the absolute right to alter / modify the scope of work, terms and conditions.

35. If any overpayment is observed post audit with respect to the work done by the agency under the contract, it shall be recovered by the Institute from the agency. If any underpayment is discovered, the difference of amount shall be duly paid to the agency by the Institute.

36. Evaluation of Technical & Financial Bid (Wages, Service Charges, Materials & Uniforms)

(a) The bidder should have the experience of completion of similar works in any of the Govt. Department /Autonomous Institutes/public sec. undertakings of the Govt.of NCT of Delhi in last three consecutive years.

(b) **The technical evaluation is purely based on Annexure I.**

(c) Lowest bidder shall be evaluated considering total quoted amount shall include minimum wages for required staffs for one year which may include the various components like materials (as per Annexures & Cost of Uniforms etc. per year for all staff and all statutory components like EPF,ESIC, gratuity , Bonus & Service charge/profit etc. **(Minimum Service Charges for all Manpower based Outsourcing services as per latest order published by Ministry of Finance)** of as per regulations.

(e) **Bids, offering rates which are lower than the latest minimum wages which includes all statutory compliances (as applicable for Govt.of NCT of Delhi) for the relevant category shall be rejected.** Final decision in this regard is liaised with Committee. The successful bidder will be the one who emerges overall L-1 out of responsive bids. Basis of ranking will be the least cost of para 36 (c), which would be total payout including all taxes, duties and levies.

(f) Merely becoming the lowest bidder, prior to Financial Bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L-1) shall be decided only after due procedure.

(g) The Competent Authority reserves the right to reject any or all the bids, amend/withdraw any terms and conditions in the Tender document or to cancel the Tender

without assigning any reason and the decision of the competent authority in this regard shall be final and binding.

(j) In case of a tie between L-1 Bidders, the two or more firms offer the same overall rates, successful bidders will be the one whose turnover is higher than the other competitor (s) for last three financial years.

(h) The Competent Authority has reserves the right to award full contract or any part (splitting of contract) to any successful agency (ies) at its discretion which shall be binding on the bidders.

(j) Bidders are required to upload "Item wise price breakup of quoted amount" on GeM portal as per format at **Annexure IV falling which the financial bid will be rejected, no communication in this regard shall be accepted.** The L1 bidder will be determined on the basis of the evaluation method as detailed in the **Annexure IV** (Price Bid Format).

36. Discrepancies in Price Bid:

(i) If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the Institute feels that the bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.

(ii) If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected, and

(iii) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail. If the bidder does not agree to the observation of the Institute, the tender is liable to be ignored.

37. The vendor has to arrange cleaning of bee hives / red flies or nests whenever appeared in any part of the building area of MP-IDSA premises. No additional payment will be made in this regard. All tools and materials shall be arranged by the contractor.

38. **Penalty:** For convenience various penalties enforceable on breach of contract terms & conditions are summarized as under:-

(i) If it is found that the contractor has paid **wages in cash despite contractual requirements for payment through bank accounts**, or has obtained any unsubstantiated financial advantage by paying less than statutory wages, the institute shall recover the entire short-paid amount, **impose a penalty of not less than ₹10,000 per instance**, and may initiate action for termination of the contract and blacklisting as per guidelines.

(ii) The contractor should ensure to maintain adequate number of manpower as mentioned in NIT. In case of shortage of manpower, the deduction will be made on daily wages basis from the total monthly bill amount.

(iii) Apart from above deduction, additional penalty of double the wages per worker per day will be deducted for the **shortage beyond 10 workers in a month**. Calculation is based on actual manpower deployed.

(iv) **Delay in payment of wages beyond the prescribed date:** Penalty of ₹5,000 per occurrence and recovery of any liability arising therefrom.

(v) **Submission of false or fabricated records, wage sheets, attendance records, or statutory documents:** Penalty up to 10% of the monthly contract value and may lead to termination of the contract and forfeiture of Performance Security.

(vi) Not wearing of approved uniform while on duty **Rs.2000/-per person/incident**. The penalty amounts shall double at the end of every three such defaults.

(vii) Found chit-chatting, mobile chatting, smoking, chewing pan & unwarranted loitering in corridors **Rs. 1000/-per person/incident**. The penalty amounts shall double at the end of every three such defaults.

(viii) **Delay in delivery of materials beyond the prescribed date:** Penalty of ₹5,000 per occurrence and recovery of any liability arising therefrom.

38.1 The Institute may forfeit the performance security of the contractor in case of any of the defaults.

39. Before imposing any of the above penalties, the contractor shall be given a proper notice /show cause notice by the Institute before taking a decision for imposing penalty and communicate to him the decision so taken. Final decision binding with Institute.

40. **Force Majeure.** Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within (01 day) of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this Work order.

41. **Dispute Resolution.**

(a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will

be referred for adjudication to a sole Arbitrator appointed by the Director General ,MP-IDSA.

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

42. **Jurisdiction of Court**. The courts at Delhi / New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Scope of work

Conditions of the Contract shall be as follows:

- a. Tender Document can also be downloaded from our website or online portal of GEM.
- b. Tenderers 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 machine , equipment, building ,fittings etc before submission of tender.
- c. Hard copy of duly filled tender documents including complete set of supporting documents in two separate envelopes as indicated below, shall be submitted to the Estate Manager or put in Tender box kept at reception at the address indicated above .
- d. Price bid shall accepted through Online mode only . Open/manual price bid shall be rejected immediately .

1. Scope of work

Day to day operation of DG Sets and Sub Station all as per its Annexures.

2. Deployment of Staff

The contractor shall always require to deploy a minimum strength of experienced staff as follows:-

(i)	Sr Technician - Skilled	-	01 No
(ii)	DG Set Operator Cum Electrician - (Semi Skilled)	-24x7 Duty	- 03 No+(01 Reliever)
	Total	=	04 Nos

The Contract is service based , this deployment is indicative only. Contractor has to deploy this man power on daily basis (including Saturdays / Sundays and holidays or whenever required). Failing which payment will be deducted from Contractor's bill for every default on prorated basis . However one day weekly off by rotation shall be granted to each worker in each category.

No additional payment shall be made on any account if contractor keeps 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 action shall be taken . 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.

MP-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 Estate Cell. No claim shall be entertained on account of any such rejection.

3. Minimum Qualification of deployed staff. The minimum qualification of deployed staff will be as under :

(a) Sr Technician : Diploma in Electrical / Mechanical/Diesel mechanic with minimum 03 years experience or ITI with 05 years of experience under the same scope of work as defined above. Persons must be able to diagnosis the fault appeared in Breakers .

(b) Electrical / Plant Operator : Must be hand on experience on DG Sets and substation . Should be well versed with ACB, VCB and other switch gears in HT/LT electrical system .

Before deployment, contractor has to submit CVs of his employees to be deputed, Only those persons who will be cleared by the Estate Cell would appointed for the site . Selection of applicants will be done through interviews / on site work practical test conducted by Estate Cell. Decision of Estate Manager in this matter will be final and binding.

4. Consumables :

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

1. Lubricating Oil (Not Engine oil or Governor 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. UV Coil for ACB-02 Nos (to be deposited in Estate office)
11. Shunt Coil –ACB-02 Nos (to be deposited in Estate office)
12. Closing Coil-ACB-02 Nos (to be deposited in Estate office)

(b) The other consumables /spare parts /accessories /fittings/fixtures apart from the aforesaid list shall be purchased by the contractor from open Market /Authorized dealer only after prior approval from MP-IDSA on their quoted rates. Any other items not in list/ rate contract list , the same shall be reimbursed at actual rate on production of the original bills by the contractor plus 3.85% as service charge and the relevant payment shall be made along with monthly payment. The bought item should not have cost more than MRP under any circumstances. The minimum warranty for bought item should not be less than 12 months .

(c) The Engineering Incharge reserve the right to reject any consumables which do not conform to the required 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 DG Set and Substation including welding set/box spanner/Multi Meter/Tong Tester/Hi Pod, 11 KV Megger 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 has to supply the diesel . The cost of same shall be reimbursed at actual on production of original bills on quoted rates for a period of contract period and relevant payment shall be made along with monthly payment.

6. Routine maintenance/ Preventive Maintenance:

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

7. Major repairs/Overhauling:

Any major repairs /overhauling that may be required shall be brought to the notice of the Engineering In charge in writing immediately upon the said requirement of repair/overhaul coming to light by the contractor. The Engineering Incharge shall cause such repairs /Overhaul where necessary to be carried out by service provider on their quoted rates through OEM or authorized service provider (L&T and Cummins). In case of other equipments other than L&T and Cummins, the repair shall be arranged by the contractor at no extra cost of labour.

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 , Breakdown in breakers, 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(b), 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 MP- IDSA's material, Institute may recover an appropriate amount from the contractor's bill.

10. Rates :-

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

- (i) Expenses towards boarding, lodging of mechanics / technicians, electricians, skilled, semiskilled and unskilled labour, any other labour, tools and plants as required for proper operation and maintenance of work, dress, shoes, apron complete in all respect.
- (ii) Consumables as per para 4.
- (iii) Stationary/necessary registers /logbooks and telephone expense .
- (iv) Anticipated price escalations including increase in minimum wages during the first year.
- (v).Contractor's overheads and Profit. Nothing extra shall be admissible on any such account.
- (vi) Dehydration of transformer oil (once in every year)
- (vii) Non Comprehensive AMC of breakers from authorizes service center and Engines with Cummins Authorized service center .

11. SIGNING OF CONTRACT :

On receipt of acceptance of LOI , the successful bidder has to deposit the security amount within 7 days and execute the necessary contract agreement with MP- IDSA within 3 days thereafter.

12. Electricity and Water

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

13. Liability to Damage

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

14. 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.

14 .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.

15 Method of Selection : Work will be awarded to the Lowest bidders, who comes Lowest in Overall price bid table .

Kindly Acknowledge.



Col Chetan Gurbax (Retd)
Assistant Director (admin)

SCOPE OF WORK:

DAY TO DAY OPERATION AND MAINTENANCE OF DG SETS AND SUBSTATION

Sl. No.	Description of work/ Item
1.	<u>DAY TO DAY OPERATION AND MAINTENANCE OF DG SETS AND SUBSTATION</u>
1.1	<u>Sub-Station</u>
i)	Three 11 KV VCB Panel
ii)	Two 2000 KVA Transformer
iii)	LT Panels- Including ACBs up to 4000A, L&T make.-16 Nos
iv)	VCB-ABB Make-11 KV-02 Nos
v)	VCB-Alsthom make-01 Nos-11 KV-800 Amp
vi)	ACB-ABB-3200 Amp-02 Nos
Vii)	ACB-ABB make-1000 Amp-01 Nos
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 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 130 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 130 AH capacity, Fuel Tank of Capacity 990 Ltrs, Acoustic Enclosure 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	Earth pits connected to DG sets and Sub Station

For more clarification Please read following table Carefully:-

(i) The Service Provider shall undertake Non comprehensive operation and maintenance of the DG Set(s) on an all-inclusive basis through the Original Equipment Manufacturer (OEM) or an OEM-authorized service agency. The quoted rates shall include all labour, supervision, tools, testing equipment, consumables, transportation, statutory obligations, insurance, taxes (including GST), overheads, and all incidental expenses required for satisfactory execution of the work.

(ii) Comprehensive Coverage: The contract shall be Non comprehensive in nature and shall include:

- Preventive maintenance as per OEM recommendations.
- Breakdown maintenance on a 24×7 basis.
- Replacement of defective spare parts with new genuine OEM parts.
- Supply of lubricants, filters, belts, hoses, coolant, batteries (if required), clamps, hardware, and all consumables required for normal operation.
- Engine, alternator, AMF panel, control panel, AVR, sensors, wiring, fuel system, cooling system, exhaust system, safety devices and all accessories forming part of the DG set.
- Calibration, testing and commissioning after every major repair.

Sr No	<u>Description of work</u>	<u>Remarks</u>
1.	Round the clock operation of DG Sets and Substation	03 DG Sets/transformer/VCB/LT Panel in the basement and synchronizing Panel etc.
2.	In case of breakdown of DG Sets	Service provider shall make arrangement for Authorised service centre/OEM visit as per scope of work and maintenance seclude under coordination with estate team
3.	In case of breakdown in switch gears	Service provider shall make arrangement for Authorized service centers representative/ OEM visit as per scope of work and maintenance seclude under coordination with estate team
4.	Leakage in transformer	Service provider shall arranged suitable repair as per contract.
5.	Annual checking of Transformer oil (BDV test) and Dehydration of Transformer oil	Dehydration of Transformer oil will be carried out once in a year . After Dehydration the BDV test shall be carried out through NABL accredited Lab by service provider.
6.	Diesel	Diesel shall be procured by contractor after due approval, on their quoted rates . Payment of diesel shall be reimburse to contractor alongwith AMC bill .

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

1. Metering & HT Panels: From out going of 11KV meter power comes to a three panel HT board having VCBs. Relays, PT&CTs.
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).
3. LT Panel System :Through the bus duct from transformers supply is taken in to two incomers of LT. ACBs 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 panels at basement.
4. DG Sets : There are 3 operational DG sets, 1x750 KVA and 2x250 KVA connected with synchronizing panel supplied by Sudhir Engineers. DG Sets are of Cummins make
5. 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.
6. Main incoming breakers of AC plant in AC plant panels.
7. **SCOPE OF WORK:** Following electrical equipment's are included in Contract:-
 - 7.1 -2Nos .of 11 KV/433 V1000KVA Transformers and there protection system.
 - 7.2 Out going cable of metering equipment.
 - 7.3 All the HT panels and OCBs and their protection systems viz. Relays, trip circuits etc.
 - 7.4 All the HT cables and Bus ducts.
 - 7.5 All LT panels, Switch gears installed in LT panels, Meters, indications, bus bars, LT cables, Bus coupler and complete LT panels installed at basement.
 - 7.6 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.
 - 7.7 Main incoming breakers of AC plant in AC plant panels.
 - 7.8 Operation of DG set installed in the campus and daily check ups of DG set.

7.9 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.

7.10 Contractor will possess all tools /tackles which required to be conduct smooth operation of this contract . contractor will deposit Hi Pod & relay Calibration testing device to MP- IDSA after receiving LOI , otherwise contract will not awarded .

8. Following time schedule is to be followed for proper maintenance of the Systems of the buildings under the contract:-

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 MP-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 checkups of DG sets.
9. **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. Incase of defective/mal-functioning to be rectified immediately;

- c. Checking and operating switch gear and trip circuit of Transformer for its proper functioning. Incase 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. Incase 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.
10. **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;
11. **WORK TO BE CARRIED OUT IN HALF YEARLY SERVICING:**
- a. All jobs as mentioned in the quarterly work schedule above;
 - b. Testing of all relays and calibrating them with relay test kit;
 - c. Cleaning of interior of HT & LT panel and tightening of all nuts and bolts including bus bar bolts, cable connections, switch connections etc;
 - d. Recording the IR values of transformers;
 - e. Checking the earth pits and recording the value of earth resistance. In-case high, taking the corrective action to bring it up;
 - f. Testing of earthing of each panel on HT and LT. In case improper need to be corrected; and
 - g. Cleaning of interior of bus duct and tightening all nuts and bolts including checking and correcting of earth strip.
 - h. Checking and ensuring that all the distributions are properly earthed. Incase some wiring is to be done up to distribution box for earthing, the same is to be carried out .
12. **WORKS TO BE CARRIED OUT YEARLY:**
- a. All the works to be carried out as carried out in half yearly schedule above; and
 - b. In yearly schedule any other work needed to be carried out for making all the systems under the contract in proper functioning condition.
 - c. Oil sample testing of transformers oil for acidity and BDV value and submitting the report. Dehydration of both transformers to be carried out once in year .

13. 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. However, any repair etc. needed is to be carried out by the contractor under the contract on their quoted rates.
- ii) After taking over the Contract, the contractor will give in writing within 30 days to MP-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 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.
- v). Replacement of thimbles of all types in case of burnt thimbles during the contract period is to be done by the contractor including providing of thimbles free of cost to MP-IDSA.
- vi). Maintenance records to be maintained.

14. ADDITIONAL PENALTY CLAUSES:

14.1 If work is not done as per above schedule or any system is not functioning then a penalty @ rate of Rs. 10000/- 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, MP-IDSA.

14.2 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 MP-IDSA, the penalty clause is applicable as follows:

(a) System remained non-functional for 2 hours or more. The penalty will be Rs. 10000/- per day.

- 14.3 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, MP- IDSA in this regard shall be final and binding.
15. Deployment of site supervisor and electrician to ensure smooth functioning of power system:

(a) For organizing and implementing the maintenance schedule it is suggested that, contractor shall depute qualified and experienced man Power with proper license/certificate at site (MP-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, MP-IDSA in this matter shall be final. DG set operation is to be arranged round the clock .

(b) 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 MP IDSA.

© 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.

(d) In case of break down immediate action must be taken to rectify the fault and restore the supply within reasonable time as considered by Institute . Failing which penalty clause will be involved.

16. **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.
- V) Taking daily Readings of HT Meter as well as Solar Smart Meter.

17. 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.

ANNEXURE-A

Scope of work For Air Circuit Breakers (ACBs)/VCB

Servicing/overhauling of Air Circuit Breakers (ACBs)/VCB four times in a year after 03 months including yearly dismantling /servicing or as per site requirement to keep them in good condition, which includes the following works:-

- 1.1 Air cleaning with blower i/c cleaning of circuit breaker body and bushings.
- 1.2 Cleaning and assembling of front cover, push button, locking latches etc.
- 1.3 Cleaning and assembling of arc chute cover and cover and terminal shield.
- 1.4 Cleaning and assembling of chassis.
- 1.5 Cleaning and tightening of every point of auxiliary and control unit connection block.
- 1.6 Cleaning, greasing and assembling of hand pullout System, racking mechanism of chassis and function position indicators.
- 1.7 Cleanings, checking and assembling of arc chute.
- 1.8 Physical inspection of main contact.
- 1.9 Use of anti-corrosion spray where required
- 1.10 Physical inspection and setting of contact gap & pull rod.
- 1.11 Inspection, cleaning and setting of tripping releases.
- 1.12 Cleaning, checking/testing and assembling of tripping Coil/closing coil.
- 1.13 Checking and sealing of cable entry holes
- 1.14 Cleaning and assembling of electrical spring charging motor.
- 1.15 Cleaning, greasing and assembling of mechanical charging system.
- 1.13 Cleaning, greasing and assembling of jaw contacts.
- 1.14 Testing the closing time, tripping time and spring time as per standards.
- 1.15 Checking and measuring the closing coil resistance, trip coil resistance and Contact resistance.
- 1.16 Lubricating the inner mechanism roller and other linkage and knife.
- 1.17 Applying petroleum jelly on cluster contact.
- 1.18 Cleaning of all components of ACBs/VCB should be done with petrol and Contacts with CRC as per standard.
- 1.19 Touch up painting wherever required

- 1.20 Final testing of the circuit breaker for its electrical/mechanical functions.
 - 1.21 Recharge time of operating mechanism after specified sequence.
 - 1.22 Checking breaker Operation (Local/Remote operation).
 - 1.23 Checking and adjustment of Track alignment and Interlocking mechanism
2. Any complaint of ACBs/VCB has to be attended free of cost within a specific period of time given by Engineer in charge or his authorized representative. Spare parts would be provided by MP-IDSA.
 3. The breakdown maintenance or repair work has to be carried out free of cost with materials within a specific period of time given by Engineer-in-charge or his authorized representative. The field service reports shall be submitted by the service engineer, for the fault attended & remedial action taken & suggestion /advices if any.
 4. The damaged/rusted or not working components has to be replaced free of cost with new one. Spare parts would be provided by MP-IDSA.
 4. Providing all types of tools to carry out the work in time.
 5. Providing the cleaning materials like petrol, CRC, Collin, cloths, etc.
 6. Routine inspections and checking of ACBs/VCB as per Standard of Company has to be carried out on quarterly basis and reports have to be submitted accordingly.
 7. The contract of work does not include free repair to damages caused by Calamities, fire, accident, vandalism, negligence, mishandling, misuse or tempering.
 8. All the work has to be carried out without hampering the utilities of premises.

Appendix -B**SCOPE OF WORK AND OTHER REQUIREMENTS**

To meet the interruption of LT power supply, 250KVA and 750KVA DG sets has been installed in premises to supply uninterrupted power supply to its Office and residential area during the failure of main power supply. To keep the DG sets ready in operational condition as and when required to run in emergency condition and under normal condition.

2 SCOPE OF WORK UNDER SUBJECT CONTRACT:

a. Non Comprehensive AMC of three DG sets 250KVA-2 Nos & 750KVA -01 No. for the period of 1(One)-year.

b. B-check maintenance services of both the DG sets (250KVA&750KVA) services (once in year)

c. The Service Engineers visit during the contract period for quarterly basis & to carry out undermentioned routine check-up work:-

- (i) All routine maintenance service, as and when it becomes due.
- (ii) Visual inspection of the engine.
- (iii) Inspection of the engine operation.
- (iv) Regular maintenance checks on engine including 'B' checks (B-check spares are covered in this contract list enclosed as Annexure-I)
- (v) Training for staff on operation and maintenance of the engine / DG set during visit.
- (vi) To carry out inspection of the said D.G. Set, to carry out minor adjustment & repairs if (any) required.
- (vii) To give expert advice guidance to operator for the proper maintenance & efficient working Of D.G. Set

d. Following will be checked during AMC Visit

- (i) Engine will be checked as per our standard format.
- (ii) Alternator and D.G. Control Panel:
- (iii) Insulation resistance of all the windings of the alternator once in a year.
- (iv) Healthiness of the connection of AVR Assly.
- (v) Cell conditions/capacity of the battery
- (vi) Connections and setting of the instruments such as relays, timer etc, of the panel.
- (vii) All relevant parameters connected with the performance of the alternator will be checked in both load and no-load conditions.
- (viii) Service Provider to maintain and give a copy of the Service Reports (FSR) made by the service engineer, which will be a complete record of maintenance, failures / breakdowns are attended along with the effective action taken. We shall also provide recommendations for improved performance of the engine. It is the onus of the institute to comply with the recommendations as these will be based on the engine manufacture's (Cummins) recommendations.
- (ix) Service engineers shall must equipped with all Cummins Special tools as and when required for the routine servicing or repair of the engine.

d. Following repairs to DG Set

- (i) Any failures arising out of operational faults, failures due to wrong grade of fuel, accidents due to external factors, damage or excess wear to the maintained equipment or parts resulting from Unusual or special operating environments, such as airborne contaminants or corrosive Atmosphere.
- (ii) Replacement / reworking of acoustic enclosure / canopy, exhaust silencer, fuel tank, and exhaust Piping, replacement of battery and KWH / Energy meter, AVM pads and cleaning of diesel tank will be charged extra.
- (iii) Replacement of radiator / core.
- (iv) Engine – Major overhauling and any repairs involving replacement of cylinder block, crankshaft, Camshaft, cylinder head, piston, piston rings, fuel pump, nozzle, turbocharger
- (v) Alternator – Rewinding.
- (vi) Control Panel – Replacement of breaker / Power Contactors, AMF controller, PLCs, Bus Bar and Power cables.
- (vii) Repairs of sub-assemblies like Calibration of pump, injector, Repairs to governor, turbocharger, Radiator electrical accessories fitted on the engine such as starting motor, generator dynamo for changing batteries etc. & transportation charges etc. are at actual will be paid by the customer.
- (viii) Catastrophic failure.
- (ix) Fault & complaint: low fuel level tank, no distilled water in batteries, emergency stop switch in pressed conditions, wrong operating problem will be charge extra.
- (x) The contract include carrying out major repairs or major parts replacement such as cylinder head, Gear case cover, Oil pump, Flywheel housing, Fuel injectors, Fuel pumps, Radiator etc. for such requirements separate quotations and advice will be given and repairs carried out with due notice / convenience to the customer.
- (xi) Although Radiator / Heat exchanger and Electrical accessories such as starter motor, battery charging alternator, alternator, panel board etc. are included in this contract, contractor shall arrange, for repairs / maintenance through Authorized dealers
- (xii) The contract include any calibration / reconditioning / alignment services or major overhauls. Such works if required to be carried out as laid down by Cummins India Ltd. This also is applicable in the case as major breakdown caused by accident, misuse, fire, etc.
- (xiii) This contract include any services to Synchronization Panels / Any External Panels or ACB.

e. Service Provider Shall:

- (i) Non Comprehensive Annual Maintenance Service Contract covered 4 visits (excluding normal breakdowns unlimited times) ..
- (ii) Service Engineer to visit the site quarterly as per contract terms, on working days and during normal working hours.
- (iii) Supply the spares on quoted rates as per term and conditions.

- (iv) Undertake repairs of sub-assemblies of engine i.e. fuel pump injectors etc, and major repairs to the engine, alternator, and control panel.
- (v) **Parts supply / Fitment and repairs: The service provider shall purchase all Cummins spares as and when required on their quoted rates. The contract become null and void if the necessary parts are not purchased from Authorized source and repairs carried out by any unauthorized source.**
- (vi) Timelines for DG Set Restoration:
 - (a) Minor Breakdowns: Minor Breakdowns in AMC Scope shall be rectified and the equipment restored to normal operation within 24 hours of reporting.
 - (a) Major Breakdowns: out of Frame Repairs & Overhauling Major jobs like Engine overhauling, Alternator Re-Winding will be carried out within 20 days respectively of reporting the Failure.

2.1 Maintenance schedule of Cummins Diesel Engine shall be as follows:

A-Check: (Monthly)

- Check the engine oil level for the lubrication.
- Drain Sediments from fuel tanks of fuel system.
- Clean pre cleaner dust pan monthly.
- Check air cleaner restriction clean/change air cleaner element if required.
- Check the coolant level of the cooling system.
- Check oil level of Marine Gear Oil.

B- Check: (Half yearly)

a) Repeat "A- Check"

b) Lubrication system:

- Change Engine full flow oil filter
- Change by-Pass filter
- Change Marine Gear Oil
- Record oil pressure

c) Fuel system

- Check the Aneroid oil
- Check Hydraulic governor oil
- Check throttle linkage
- Lubricate ball joints of the throttle linkage of Hydraulic governor
- Change fuel filter
- Clean fuel tank breather

d) Air System

- Clean/ change crankcase breather
- Check air piping

e) Cooling System

- Clean/change inhibitor. Add coolant concentrate, if required.
- Check heat exchanger zinc plugs
- Check belts adjust if required.

C- Check: (yearly)

a) Repeat "A- Check" & "B- check"

b) Fuel system

- Change Hyd. Gov. Oil
- Change Aneroid oil
- Check Aneroid Adjustment
- Replace Aneroid Breather
- Clean fuel tank from inside

c) Cooling system

- Clean radiator/ charge air cooler externally
- Check fan hub / idler and water pump / idler

d) Other maintenance

- Inspect following parts & replace as required. (Alternator/Starter etc.)
- Check air cleaner evacuator valve change if required.

2.2 MAINTENANCE SCHEDULE FOR STARTER AND ALTERNATOR:

STARTER:

a) Monthly Maintenance

- Check the tightness of Battery and circuit connections
- Check visually battery electrolyte level
- Check battery specific gravity
- Top up Drive End (DE) Shield reservoir with multi grade 20W40 oil.

b) Quarterly maintenance

- Remove Commutator end (CE) cover and smear Molybdenum Sulphide grease over CE bearing pin.
- Clean the brush dust inside the starter and secure the CE cover properly. Apply Elcoprine sealing compound around cover.
- Check the tightening torque of all fasteners.

ALTERNATOR:

a) Monthly Maintenance

- Check belt tension
- Check the tightness of output and WL terminal connections
- Check battery terminal voltage while charging.
- Clean and apply petroleum jelly for the battery terminals

b) Quarterly maintenance

- Check tightening torque of all fasteners
- Check the smoothness of ball bearings.

Pre-qualification/Eligibility Criteria for Technical Evaluation

The following shall be minimum eligibility criteria for selection of bidders technically:-

- a) Legal Valid Entity: The Bidder shall necessarily be a legal entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956 or a Partnership firm or Proprietorship firm.
- b) Registration: The Bidder should be registered/comply with various statutory compliances like EPF/ESIC, GST & registered with Labour department NCT of Delhi and upload valid LIN (Labour Identification Number).
- c) Financial Strength: The average annual turnover for last 3 years should not be less than 25 Lakhs. The Audited balance sheet & P/L account must be attached to probe the credentials.
- d) Experience: The Bidder should have experience in providing **similar nature of work experience involving Operation and maintenance of DG Sets as per scope of work in reputed firms in last three Financial Years.** "Similar nature of work" means execution of Operation and maintenance of DG Sets which includes comprehensive AMC for DG Sets & LT Panels in offices, residential complexes, institutional buildings, hospitals, guest houses, hostels, commercial buildings, or other establishments involving deployment of manpower for subject work maintenance of premises.
 - (i) The agency should have a minimum average turnover of Rs. 25 Lakhs per annum for the last three years. **One similar nature of work where the agency is currently carrying out the said scope of services should not be less than Rs.10 Lakhs per annum.**
 - (ii) Experience of having successfully completed similar works during last 3 financial year ending Mar 26 to the one in which applications are invited should be either of the following: -
 - (a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.
or
 - (b) Two similar completed works costing not less than the amount equal to 75% of the estimated cost.
or
 - (c) One similar completed work costing not less than the amount equal to 100% of the estimated cost.
 - (iii) **For MSME registered bidder:**
 - (a) If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted

from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

(b) Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/ Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller(s) has/ have quoted price within L-1+15% of margin of purchase preference/ price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 25% of total. In this case tender may be cancel view nature of work not allow to perform the work.

Sno	Parameter	Minimum Requirement	Document attached (Page No.)
(a)	Work order	One running or completed work similar nature of work	
(b)	Completion certificate		
(c)	ITR last 1 years	Required	
(d)	PAN /GST	Required	
(e)	EMD	Exempted	
(f)	Average Annual turnover last 3 years	10 Lakhs	
(g)	Firm GST registration number have valid HSN code w.r.t the similar nature of work	Required	
(h)	For Operational Office Proof - (Valid lease Agreement/latest not more than 3 months old Electricity bill /Telephone bill only shall be	Required	

	accepted)		
(i)	Clear track record certificate on Rs.100/- non judicial stamp paper duly notarized shall not be older than one year as per Annexure II	Required	
(j)	All documents including GeM ATC must be signed/stamped and uploaded on Portal, without signature/stamp documents shall not be considered during evaluation.	Required	
(k)	EPF/ESIC /Labour registration/LIN must be uploaded	Required	
(l)	All Annexures & Appendix	Required	
(j)	Undertaking for all services on DG Sets and ACB/ LT panels as per scope of work shall be carried out by OEM and its authorized partner only, on Rs.100/- non judicial stamp paper duly notarized.	Required	

(iv) Pre-Qualification Criteria can be relaxed as per prevailing norms for MSEs, MII and Startup companies subject to meeting quality and technical specifications as mentioned at para (d) -iii.

- a) For MSE bidders and start-ups as recognized by DPIIT (Department for Promotion of Industry and Internal Trade)
- b) EMD is exempted as per EMD exemption clause available in GEM bid and GEM General T&C.
- c) Purchase Preference is given as specified in bid.

e) Turn over: The agency should have a minimum turnover of Rs. 25 lakhs per annum for the last three years. One similar nature of work where the agency is currently carrying out the said scope of services/manpower should not be less than Rs.10 Lakhs per annum.

f) Clear Track Record: The firm must not be black listed or debarred from any Govt. Dept/Public undertaking/Autonomous body (certificate as per Annexure II). An Affidavit to this effect shall be given by the firm along with technical bid, failing which the bid shall be rejected. At any point of time even after issuing the work order, the dubious record revealed or come to notice of the Institute, the contract shall be cancelled immediately and firm shall be blacklisted.

g) Operational Office in Delhi NCR. The firm must have operational Office with round the clock control room/back Office. Bidder shall valid proof of

Office premises like **Electricity bill /telephone bill of last three month from end date of submission of bid .**

h) All documents and Annexures/Appendix including GeM ATC must be signed and uploaded on Portal, without signature/stamp documents shall not be considered during evaluation.

j) **Calling For Additional Information:** The Committee reserves the right to call for any additional information from the Tenderers apart from the details asked for in the tender, for finalization of the tender and this condition is binding on all the BIDDERS. Similarly the Committee also reserves the right to call for any information from the Tenderers for clarification or matching the information submitted in the bid proforma and various documents uploaded, for finalization of the tender and this condition is binding on all the BIDDERS.

h) **Pre bid meeting:** Attendance in the pre-bid meeting is mandatory for technical bid evaluation. **Only those bidders who attend the pre-bid meeting shall be eligible to participate in the bidding process.** Proof of attendance shall be submitted along with the bid. No verbal clarification or information given by the Purchaser or its representatives shall alter the terms of the tender document unless issued as a written corrigendum.

i) Undertaking for service of DG Sets and other allied services through OEM/authorized service partner as per Annexure III part (b)

Form of Tender

(Note : the appendix forms part of the tender)

To,

MP-IDSA

No 1, Developmant Enclave

Rao Tularam Marg, New Delhi-110010.

Sir,

Name of work : -Day to Day Operation and maintenance of DG Sets and Sub Station with allied works

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.

.....

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.....

Annexure 'I'

List of minimum tools to be kept at site

1. All type of Open Spanner .
2. All type of Ring spanner.
3. Pipe wrench up to 3" pipe .
4. Two Nos of Aluminim ladder 5' and 10' long.
5. Digital Tong Tester.
6. Digital multimeter.
7. Electrical tool kit including pliers/screwdrivers etc .-2 Set
- 9..Megger./Insulation tester up to 11 KV.
- 10.Crimpting tool .
- 11..Any Other tool required for smooth functioning of work.
12. Diesel Drawing Pump with Drums/cart etc
13. Hi pod 11 KV

Non Blacklisted Certificate

(To be provided on A non-judicial stamp paper(Rs.100) duly notarized)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.

Email ID:

Annexure III

CERTIFICATE
(PERFORMA FOR NO NEAR RELATIVE (S) OF THE
CONTRACTOR WORKING IN MP-IDSA)

(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I S/O
Sh.....

R/o..... Hereby certify that none of my relative (s) as defined in the tender document is/are employed in MP-IDSA as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, DoT shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the Tenderer with seal

The near relative (s) means: -

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the Tenderer with seal

Annexure III Part (a)

**DECLARATION
(FOR EPF & Misc provisions Act 1952/ The Code on Wages, 2019)
(To be given on Company/Firm/Contactor Letter Head)**

I(name of the contractor/agency) hereby declare compliance towards conditions of the EPF and Misc provisions Act 1952/ and authorize MP-IDSA to recover any payment that arises due to failure to comply with any of the Labour legislations and statutory conditions viz., Labour, EPF,ESI,Bonus etc., or any other acts dealing with the same and all other acts mentioned in the tender document.

Place: Signature of tenderer/Authorized Signatory

Date :

Name of the Tenderer Seal of the Tenderer

Annexure III Part (b)

UNDERTAKING FOR SERVICING OF DG SETS THROUGH OEM
(To be provided on A non-judicial stamp paper (Rs.100) duly notarized)

I/We, **M/s** _____, having our registered office at _____, hereby undertake and declare as under:

1. We shall carry out all preventive maintenance, routine servicing, periodic inspections, testing, troubleshooting, and breakdown maintenance of the DG Sets strictly through the **Original Equipment Manufacturer (OEM)** or an **OEM Authorized Service Centre/Dealer** throughout the entire contract period.
2. We shall ensure that all maintenance activities are performed strictly in accordance with the OEM's maintenance schedule, operating manuals, technical specifications, and applicable safety standards.
3. Only genuine OEM spare parts, consumables, lubricants, filters, and accessories shall be used during maintenance and repair works. No counterfeit, refurbished, or non-approved parts shall be used without the prior written approval of the Competent Authority.
4. Qualified and trained service engineers/technicians of the OEM or OEM Authorized Service Centre shall attend all preventive maintenance and breakdown calls.
5. Preventive maintenance shall be carried out at the prescribed intervals or as directed by the Department, and detailed service reports shall be submitted after each visit.
6. In the event of any breakdown, necessary arrangements shall be made to restore the DG Set to operational condition within the response and rectification time stipulated in the contract.
7. We shall maintain complete records of servicing, preventive maintenance schedules, breakdown history, replacement of spare parts, warranty details, and test reports, and shall produce the same whenever required by the Department.
8. Whenever demanded by the Department, we shall furnish documentary proof, including OEM service reports, invoices, work completion reports, authorization certificates, or any other documents confirming that the maintenance has been carried out through the OEM or an OEM Authorized Service Centre.
9. We understand that failure to carry out servicing through the OEM/OEM Authorized Service Centre or submission of false information/documents shall constitute a material breach of the contract and may result in:
 - Rejection of the service report;
 - Recovery of the expenditure incurred by the Department on rectification (Risk & Cost);
 - Imposition of penalties as per the contract;
 - Forfeiture of Performance Security;
 - Termination of the contract; and
 - Any other action permissible under the contract and applicable Government procurement rules.

10. We further certify that this undertaking is true and correct to the best of our knowledge and shall remain valid for the entire duration of the contract.

We fully understand that any false declaration or violation of this undertaking shall make us liable for appropriate contractual and legal action.

Date: _____

Place: _____

For M/s _____

Authorized Signatory

Name: _____

Designation: _____

FORMAT FOR INTEGRITY PACT
(To be given on Company Letter Head)

This Integrity Agreement is made at on this day of2026. BETWEEN President of India represented through Director General MP-IDSA ,No.1Development Enclave, Rao Tula Ram Marg, Delhi Cantt – 110 010, 'OWNER', which expression shall unless repugnant to the meaning or context hereof include its Successors and permitted assigns) AND through (Hereinafter referred to as in M/s.) "Bidder/CONTRACTOR" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the OWNER has floated the Tender for "Providing Arboriculture Services" (hereinafter referred to as "Tender") and intends to award, under laid down organizational procedure, contract for "Providing Arboriculture Services" hereinafter referred to as the "Contract".

AND WHEREAS the OWNER values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and CONTRACTOR(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Clause 1: Commitment of the OWNER

The OWNER commits itself to take all measures necessary to prevent corruption and to observe the following principles: No employee of the OWNER, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

The OWNER will, during the Tender process, treat all Bidder(s) with equity and reason. The OWNER will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

The OWNER shall Endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

If the OWNER obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the OWNER will inform the Chief Vigilance

Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Clause 2: Commitment of the Bidder(s)/CONTRACTOR(s)

It is required that each Bidder/CONTRACTOR (including their respective officers, employees & agents) adhere to the highest ethical standards, & report to the Government/Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process & throughout the negotiation or award of a contract.

The Bidder(s)/CONTRACTOR(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:- The Bidder(s)/CONTRACTOR(s) will not, directly or through any other person or firm, offer, promise or give to any of the OWNER's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.

The Bidder(s)/CONTRACTOR(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

The Bidder(s)/CONTRACTOR(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/CONTRACTOR(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the OWNER as part of the business relationship, regarding plans, technical proposals & business details, including information contained or transmitted electronically.

The Bidder(s)/CONTRACTOR(s) will, when presenting his bid, disclose and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

The Bidder(s)/CONTRACTOR(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

The Bidder(s)/CONTRACTOR(s) will not, directly or through any other person or firm indulge in fraudulent practice means a wilful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.

The Bidder(s)/CONTRACTOR(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

Clause 3: Consequences of Breach

Without prejudice to any rights that may be available to the OWNER under law or the Contract or its established policies & laid down procedures, the OWNER shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/CONTRACTOR(s) & the Bidder/ CONTRACTOR accepts & undertakes to respect & uphold the Principal/OWNER's absolute right:

If the Bidder(s)/CONTRACTOR(s), either before award or during execution of Contract has committed a transgression through a violation of Clause 2 above or in any other form, such as to put his reliability or credibility in question, the OWNER after giving 14 days notice to the CONTRACTOR shall have powers to disqualify the Bidder(s)/CONTRACTOR(s) from the Tender process or terminate/ determine the Contract, if already executed or exclude the Bidder/ CONTRACTOR from future contract award processes. The imposition & duration of the exclusion will be determined by the severity of transgression & determined by the Principal/OWNER. Such exclusion may be forever or for a limited period as decided by the Principal/OWNER.

Forfeiture of EMD/Performance Guarantee/Security Deposit: If the OWNER has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/ determined the Contract or has accrued the right to terminate/determine the Contract according to Clause 3(1), the OWNER apart from exercising any legal rights that may have accrued to the Principal/OWNER, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee & Security Deposit of the Bidder/ Contractor.

Criminal Liability:

If the OWNER obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal code (IPC)/Prevention of Corruption Act, or if the OWNER has substantive suspicion in this regard, the OWNER will inform the same to law enforcing agencies for further investigation.

Clause 4: Previous Transgression

The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company* in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.

If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the OWNER.

If the Bidder/CONTRACTOR can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the OWNER may, at its own discretion, revoke the exclusion prematurely.

Clause 5: Equal Treatment of all Bidders/CONTRACTOR(s)/Sub CONTRACTOR(s)

The Bidder(s)/CONTRACTOR(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/CONTRACTOR shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Sub-contractors/sub vendors.

The OWNER will enter into Pacts on identical terms as this one with all Bidders and Contractors.

The OWNER will disqualify Bidders, who do not submit, the duly signed Pact between the OWNER and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Clause 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 48 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority.

Clause 7- Other Provisions

This Pact is subject to Indian Law, place of performance & jurisdiction is the Headquarters of the Division of the OWNER, who has floated the Tender. Changes and supplements need to be made in writing. Side agreements have not been made.

If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners & consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions. It is agreed term & condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement/Pact, any action taken by the OWNER in accordance with this Integrity Agreement/Pact or interpretation thereof shall not be subject to arbitration.

Clause 8 - Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights & remedies belonging to such parties under the Contract and/or law & the same shall be deemed to be cumulative & not alternative to such legal rights & remedies aforesaid. For the sake of brevity, both the parties agree that this Integrity Pact will have precedence over the tender documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....

(For and on behalf of OWNER)
WITNESS

Shri.....

Shri.....

(For and on behalf of Bidder/CONTRACTOR)
WITNESS

M/s.....

M/s.....

Annexure III part (c)

**B Check Servicing For Cummins Make Diesel Engine of 250 KVA & 750 KVA
DG Sets**

To be filled properly, reasonably and upload on GeM. The rates should be filled in prescribed format **inclusive of GST and freight charges.**

Sno	Description	Unit	Qty	Rate (Rs) (B)	Amount (Rs) (A) X (B)
For 750 KVA Cummins DG Set Mode:KTA38G2					
(a)	Inhibitor Corrosion	Each	1		
(b)	KIT Air Cleaner Elements (K,QSK,V Series)	Each	1		
(c)	Element,Lub Oil Filter	Each	4		
(d)	Kit,Super BYP,Filter Element	Each	2		
(e)	Valvoline premium Blue 7800 plus 1/20 Ltr	Each	2		
(f)	Valvoline premium Blue 7800 plus 1/55 Ltr	Each	2		
(g)	Kit , Fuel filter and Ring	Each	2		
(h)	Seal O Ring	Each	2		
(i)	Indicator, Restriction	Each	2		
(j)	Foil sealed Test Strips CC2602B	Each	1		
(k)	Clean Master Engine And Genset Parts cleaner	Each	1		
(l)	Hand Cleanx waterless industrial Hand cleaner	Each	1		
(m)	Rust Guardian Instant Rust Fighter	Each	1		
For 250 KVA Cummins DG Set Mode:6CTAA					
(n)	KIT Air Cleaner Elements (6c 250 KVA)	Each	1		
(o)	Indicator, Restriction	Each	1		
(p)	B Check KIT 6CTA	Each	1		
(q)	Inhibitor Corrosion 5 Ltr	Each	1		
(r)	Foil sealed Test Strips CC2602B	Each	1		
(s)	Valvoline premium Blue 7800 plus 1/20 Ltr	Each	2		
(t)	Clean Master Engine And Genset Parts cleaner	Each	1		
(u)	Hand Cleanx waterless industrial Hand cleaner	Each	1		
(v)	Rust Guardian Instant Rust Fighter	Each	1		
For 250 KVA Cummins DG Set Mode:NT-855					
(w)	KIT Air Cleaner Elements	Each	1		
(x)	Indicator, Restriction	Each	1		
(y)	Inhibitor Corrosion 5 Ltr	Each	1		
(z)	Rust Guardian Instant Rust Fighter	Each	1		
(aa)	Kit , Fuel filter and Ring	Each	1		
(ab)	Valvoline premium Blue 7800 plus	Each	2		

	1/20 Ltr				
(ac)	Seal O Ring	Each	1		
(ad)	Element,Lub Oil Filter	Each	1		
(ae)	Kit,Super BYP,Filter Element	Each	1		
(af)	Clean Master Engine And Genset Parts cleaner	Each	1		
(ag)	Hand Cleanx waterless industrial Hand cleaner	Each	1		
(ah)	Foil sealed Test Strips CC2602B	Each	1		
Grand Total (Rs)					

Annexure III part (d)

Schedule of items, quantities and price for LT Panels The rates should be filled in prescribed format inclusive of GST and freight charges.

S. No.	Description	Unit	Qty	Rates (Rs.)	Amount (Rs.)
1.	Non-Comprehensive AMC of air circuit breakers of having capacities 800A/1000A/1250A Installed in L.T.Panel at sub-station, MP-IDSA Office Complex, New Delhi as per scope of work. Make: - L&T.	Nos	05		
2.	Non-Comprehensive AMC of L&T make air circuit breakers of having capacities 1600 A Installed in L.T.Panel at sub-station, Office Complex.	Nos	09		
3.	Non-Comprehensive AMC of L&T make air circuit breakers of having capacities 2000A Installed in L.T.Panel at sub-station, Office Complex.	Nos	01		
4.	Non-Comprehensive AMC of ABB make air circuit breakers of having capacities 3200A Installed in L.T.Panel at sub-station, Office Complex.	Nos	02		
5.	Non-Comprehensive AMC of L&T make air circuit breakers of having capacities 4000A Installed in L.T.Panel at sub-station, Office Complex.	Nos	02		
6.	Non-Comprehensive AMC of 4000A, 3P Vacuum circuit breakers make A B B / A l s t h o m Installed in HT Panel at 11kv sub-station.	Nos	03		
	Total	22 Nos			

Annexure III part (e)

List of Items under rate contract . The rates should be filled in prescribed format inclusive of GST and freight charges.

Sno	Descriptions	Qty	Rate	Amount
(i)	SMF Battery 12 V 7AH	16		
(ii)	SMF Battery 12 V 65 AH	4		
(iii)	SMF Battery 12v 160 AH	2		
(iv)	Aux contactor 24 V DC -MX022E	6		
(v)	Add on Aux contactor Block 2 NO+ 2 NC	6		
(vi)	PLA Relay with Base, 24 C DC, 2 NO+ 2 NC,2C/O	6		
(vii)	Battery Charger, SMP based technology charging capacity upto 160 AH	1		
(viii)	Motor for ACB upto 1200 AMP	1		
(ix)	Motor for ACB upto 4000 AMP	1		
(x)	2 O/C & 1 Earth fault relay (51/51N)model ME 301A Make L& T	1		
(xi)	Active Reverse Power Relay 32 AMP model MRP 11 Make L& T	1		

Annexure IV

Price Bid

(Through Online mode only, off line price bid will be out rightly rejected)

The rates should be filled in prescribed format **inclusive of GST and freight charges.**

Sr No	Description	Amount Per annum Including GST
1.	Labour cost of Annual Maintenance contract Value for Day to day Operation and maintenance of DG Sets and SubStation including consumables and tools as per scope of work in tender document . The Amount also includes Uniform cost . The total labour part is for one skilled and Three operators (semi skilled) plus reliver to operators	
2	Non comprehensive AMC of DG Set as per scope of work including B check labour part	
3	Non Comprehensive AMC of Breakers as per Annexure III part (d)	
4	Rate contract as per Annexure III part (c)- B check material	
5	Rate contract as per Annexure III part (e)- essential spares	
6	Cost of Diesel 1600 Ltrs	
7	Transformer oil dehydration including testing of BDV	
8	Transformer Oil -210 Ltrs	
Grand Total		

Amount in Words

(Rupees -----)

(Signature of the bidder/Applicant)

Date :

Seal

Note.

1. The amount quoted should be inclusive of GST. Conditional Tenders will be rejected.
2. **Quantities as indicated above may be increased or decreased as per requirement. The Rate Contract shall remain firm through out the contract period (except labour part)**
3. **TDS & GST shall be deducted as per rules from the quoted amount and may be catered for while quoting the rates.**
4. If any discrepancy found in quoting the financial bid in words and figures, the higher quoted amount will be considered.
5. **5.If a firm quotes 'NIL' service charge /consideration the bid shall be treated as unresponsive and will not be considered.**
6. Decimal value of amount shall be rounded off to nearest figure in total yearly contract amount.
7. Basic minimum Wages are as per latest Minimum Wages Gazette Notification ,issued by Govt.of NCT of Delhi.
8. All statutory components like EPF,EDLI,FPS & Admin charges are restricted to upper ceiling of Rs. 15000/-PM as per EPF Act. and Gratuity shall be calculated as per the latest labour wages code.
9. ESIC & Bonus are calculated over minimum wages restricted to upper ceiling of Rs.21,000/-PM) shall be considered.
10. For all calculation, there shall be 26 working days in a month and a year of 12 months. The duty hours shall be 08 hours per days.
11. The bidders may inspect the site to acquaint themselves about the actual scope of work as mentioned in tender document.
12. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete with their respective financial quotes. No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. **If the BoQ file is found to be modified by the bidder, the bid will be rejected.**
13. All Annexure must be filled alongwith financial bid . Incomplete bids may attracts rejection of bids .
14. It has been seen that contractors fill unrealistic rates to grab the tender , but could not deliver quality service/spares . Hence bidders are expected to survey the market and fill the deliverable rates .

