



INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

No 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi – 110 010

Ph. No., 26145352

Email: estatecell.idsa@yahoo.com

F.No. A/950/2019-2020/DG Set

Date: 09.05.2019

**E-TENDER NOTICE FOR “DAY TO DAY OPERATION AND MAINTENANCE OF DG SETS AND SUBSTATION”.
(IN TWO BID SYSTEM)**

Online bids are invited under two bid system from experienced contractors / agencies for **DAY TO DAY OPERATION AND MAINTENANCE OF DG Sets and Sub Station ”. (IN TWO BID SYSTEM) ”** at 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 on line from the date of tender publication at <https://www.mstcecommerce.com>, **www.idsa.in** and **https://www.eprocure.gov.in**. The interested bidders are advised to register themselves with e-procurement Portal at - <https://www.mstcecommerce.com> 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 <https://www.mstcecommerce.com>, latest by 11 June 2019 by 1500 hrs. Hard copies of the relevant documents also to be submitted along with (1) Demand Draft for Rs. **30000/- (Rupees Thirty thousand only)** in favour of **“IDSA” payable at New Delhi** as Earnest Money Deposit and (2) all documents signed and stamped, which shall be submitted in sealed cover addressed to the **Estate Manager, 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, 11 June 2019** duly mentioning on top right hand corner of the sealed envelope **“EMD and other supporting documents for “ Day to day operation and maintenance of DG Sets and Substation ”.**

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

The Online financial bids shall only be opened for technically qualified firms in presence of the bidders or their authorized representative, not more than one person, may be present at the time of opening of the bids, if they desire.

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 IDSA will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time	13/05/2019, 10:00 hrs
(ii) Document Download Start Date & Time	13/05/2019, 10:30 hrs
(iii) Bid Submission Start Date & Time	13/05/2019, 11:00 hrs
(iv) Bid Submission End Date & Time	11/06/2019, 15:00 hrs
(v) Offline submission, EMD, and other supporting documents	11/06/2019, 15:00 hrs
(vi) Bid Opening Date & Time	12/06/2019, 11:30 hrs
(vii) Cost of Tender	Free of cost

Note : Contractor may inspect the Campus & assess its requirement before bidding the tender. Bidders are also advised to go through e-tendering process which is attached as Annexure I.

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://www.mstcecommerce.com>, www.idsa.in and <https://eprocure.gov.in> only.

Hemant Kumar
Estate manager

Process of E-tender:

Registration: The process involves bidder's registration with MSTC e-procurement portal free of cost. Only after registration, the bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Bidder should possess Class II or Class III signing type digital certificate. Bidders shall make their own arrangement for bidding from a P.C. connected with Internet. MSTC or IDSA is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). At <https://www.mstcecommerce.com>

- 1). Bidders are required to register themselves online with <https://www.mstcecommerce.com>
- 2). Bidders will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact MSTC, (before the scheduled time of the e-tender).

MSTC Help Desk: 011-23212357, 011-23215163, 011-23217850,033-2290144

The technical Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com> tenders will be opened electronically on specified date and time as given in the Tender. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender by IDSA. Hence, the bidders are required to ensure that their official email I.D. provided is valid and updated at the time of registration of bidder with MSTC (i.e. Agency). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

E-tender cannot be accessed after the due date/time mentioned in NIT.

Bidding in e-tender:-

- a) The process involves Electronic Bidding for submission of Technical and Commercial Bid.
- b) The bidder(s) can submit their Technical Bid and Commercial Bid through internet in MSTC website <https://www.mstcecommerce.com>
- c) **System Requirement:**

- i) Windows 7 Operating System and above
- ii) Internet Explorer -7 and above Internet browser.
- iii) Signing type digital signature
- iv) Java Runtime environment -8(JRE 8) update 191(windows X86 offline) and above software to be downloaded and installed in the system.

To enable ALL active X controls and disable “use pop up blocker” under Tools→Internet Options→ custom level

**Tender Document for Day to Day operation and maintenance of
DG sets & Substation
(Two Bid System)**

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Day to Day operation and maintenance of substation and DG Sets (Cummins make-) 1x750+2x250 KVA along with synchronizing panel.
2.	Cost of Tender Document	Free of Cost
3.	Earnest Money	Rs 30,000/-
4.	Validity period	90 days
5.	Security Deposit	10 % of contract value
6.	Period of Contract	2 years
7.	Last date of Submission of Tender	11.06.2019-1500 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.	Description essential to be made on sealed cover	a. Name of work, Tender No and name of Bidder.

Date

**Hemant Kumar ,
Estate Manager , IDSA**

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

**TENDER DOCUMENT FOR DAY TO DAY OPERATION AND MAINTENANCE OF
DG SETS AND SUBSTATION.**

LAST DATE OF SUBMISSION: 11 June 2019 UP TO 1500 HRS

**Subject: DAY TO DAY OPERATION AND MAINTENANCE OF DG SETS AND
SUBSTATION.**

Dear Sir(s),

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

- a. Tender Document can also be downloaded from our website or online portal of MSTC ,free of cost.
- 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. The duly filled tender documents including complete set of supporting documents as indicated below, may be uploaded to the online portal and the hard copies of the supporting documents at the address indicated above.

Envelop

Complete set of Tender document as issued, duly filled and signed by the tenderer on all pages (Including Annexures) alongwith all supporting documents, etc and earnest money deposit of Rs 30000/- in form of demand draft in favour of IDSA, Payable at New Delhi shall be sent by speed post or in the tender box placed at the reception. EMD will not bear any interest. Cheques in lieu of DD will not be accepted.

General Conditions

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 required to deploy a minimum strength of experienced staff as follows:-

(i)	Sr Technician - Skilled	-	01 No
(ii)	DG Set Operator- Semi Skilled	-	01 No
(iii)	Electrician - Semi Skilled	-	01 No
(iv)	Helper Un Skilled	-	02 Nos
	Total	=	05 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 Rs. 500/- will be deducted from Contractor's bill for every default.

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.

Contractor is required to make timely payment (before 10th of every month) to his staff without waiting for the payment received from IDSA including various statutory authorities. The Institute reserves the right to check the same. Before raising every bill, the contractor has to give a certificate that he has paid all Govt. liabilities and Labour payment as per minimum wages Act for the previous month..

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.

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, after receipt of instruction in writing from the Institute. No claim shall be entertained on account of any such rejection.

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

Minimum wages Act, EPF, ESI and bonus act and other statutory requirements.

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

(a) Sr Technician : Diploma in Electrical / Mechanical / Refrigeration Engineering with minimum 03 years experience or ITI with 05 years of experience under the same scope of work as defined above.

(b) Electrical / Plant Operator : ITI with Electrical / Mechanical / Refrigeration with 03 years experience under the same scope of work as defined above.

(c) Helpers : Minimum 8th Pass.

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. IDSA also reserve right to relax educational qualifications if experience of staff is in accordance with the scope of work as defined above.

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

The contractor shall adopt all necessary safety requirements and shall adhere to requirements of all applicable laws, statutory rules and Regulations and Executive orders issued by various Government /Statutory /regulatory authorities from time to time, including and not limited to labour laws, sanitation and health and security requirement, shall all the requisite permissions and licenses from the authorities concerned within a period of 30 days from acceptance of the bid, failing which the Director General, IDSA would be entitled to reject the accepted bid.

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

IDSA will not responsible for any hazard during operation and maintenance during the contract. . It is the full responsibility of Contractor to Compliance with statutory requirements including minimum wages , PF, ESI and bonus including all applicable labour laws . . Contractor shall indemnify IDSA incase any audit conducted in this regard by any authority .

(b) Quoting less , below minimum wages & other statutory compliances will be rejected at first instance. No Communication will be entertained in this regard.

5. **Consumables :**

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

1. Lubricating Oil
2. Grease

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

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

(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 5(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.

6 . 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 (plus) 5% as handling charges and relevant payment shall be made along with monthly payment. GST is only payable on handling charges at present .

7. Routine maintenance/ Preventive Maintenance:

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

8. Major repairs/Overhauling:

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

9. Emergency Telephone Nos:

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

10. Log Book:

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

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

11. Earnest Money Deposit: 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. 30,000/-** by demand draft / PO favoring "**IDSA**" 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 after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD 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 MSME, etc. 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.

12. SECURITY DEPOSIT :

12.1 On receipt of the Letter of intent (LOI), the successful bidder shall furnish 10% of the annual contract value as security deposit in accordance with the conditions of contract and as acceptable to the Institute.

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

12.3 No Interest will be payable on Security Deposit.

13. Duration Of contract: The contract shall be valid for **two years** which will be subject to further extension at the discretion of the competent authority before expiry of the contract as mutually agreed terms and conditions, subject to satisfactory performance and wages as per minimum wages of Govt. of NCT Delhi latest notification for the that period or as may be agreed to. **The contract can be cancelled unilaterally by the institute in case service is not rendered satisfactorily.**

14. Termination of the contract :

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

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

(c) At the end of contract period or upon termination thereof, the contractor shall forth with return to the institute upon request, all the institute's property (including but not limited to the material, documents, information, access keys).

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

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

15. Rates

(a) Rates quoted for the work shall be inclusive of the following:

i) Expenses towards boarding, lodging of mechanics / technicians, electricians, skilled and unskilled labour, any other labour, tools, dress, shoes and plants as required for proper operation and maintenance of work, complete in all respect.

(ii) Prices escalations including increase in minimum wages during the first year .

(iii) Contractor's overheads and Profit. Nothing extra shall be admissible on any such account.

(iv) The firm should also kept in mind following factors before Quoting:-

(a) Each workman is entitled to get minimum wages/EPF/ESI /and bonus as per latest notification of NCT Delhi .

(b) Deduction by IDSA : TDS and GST (2% each at present) shall be deducted as per applicable rates .

16. SUBMISSION OF TENDER: The technical Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com/eprochome/mstc> 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 & price bid Formats without any ambiguity.

17. OPENING OF TENDERS:

Price bid will be opened online after scrutinizing the technical bids by the committee constituted by the Institute . All qualified Tenderers will be informed in advance the date of opening of financial bids in presence of their representative(s) if they wish to be present .

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

18. SIGNING OF CONTRACT :

On receipt of acceptance of LOI , the successful bidder has to execute the necessary contract agreement with IDSA within 7 days alongwith the security deposit.

19. Mode of payment

Payment shall be made on **Monthly Basis** on production of bills in duplicate duly verified by Estate Manager. It is duty of contractor to pay salaries to his workers on monthly basis. If any non payment / under payment complaint is received, Contract may be terminated with immediate effect after verification of Complaint.

20. Electricity and Water

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

21. Liability to Damage

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

22. Handing/Taking Over

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

23. 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.

24. INDEMNITY

a. The Contractor shall indemnify, and keep indemnified, the Institute fully against all claims, proceedings, actions, damages, legal costs, expenses and any other

liabilities whatsoever arising out of, in respect of or in connection with the Contract including in respect of nay death or personal injury, loss of or damage to property, financial loss arising from fault/ negligence, faulty operation, inadequate maintenance, mishandling of plant and equipment and /or any advice given or omitted to be given by the Contractor/his employees/ agents and /or representatives, or and y other loss which is caused directly of indirectly by nay act or omission of the Contractor/ his employees / agents and /or representatives.

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

25 .Dispute Resolution: Disputes, if any with regard to the interpretation, execution and /or implementation of these terms and conditions shall vest exclusively in the Director General, IDSA whose decision shall be final and binding upon the parties. Disputes, if any with regard to the decision of the Director General, IDSA in the regard, shall be referred to Arbitration at the hands of a sole Arbitrator to be appointed by IDSA shall all proceedings in this regard shall be subject to the sole and exclusive jurisdiction of Courts of Courts of competent jurisdiction at New Delhi.Upon acceptance of the bid, no sub-letting/transfer would be allowed by the Operator except with the prior written permission of the Director General, IDSA.

26. Standard force-majeure conditions would apply.

27.The quoted rates shall be remain firm for first year of the contract period , irrespective of any change of any kind. Contractor should have foreseen all type of liabilities arises during the One year. However, increase for the Second year will be considered based on increase in minimum Wages,etc as per the latest orders of NCT Delhi or on mutual consent of both parties.

Kindly Acknowledge.

Hemant Kumar
Estate Manager

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 Air Circuit Breakers up to 4000A, L&T make.
1.2	<u>DG Set</u>
i)	DG Set 750 KVA make Cummins with Synchronous alternator 750 KVA make Stamford, Battery 4X 12 Volts of 360 AH capacity, Fuel Tank of Capacity 990 Ltrs, Acoustic Enclosure etc. all complete – 01 Set.
ii)	DG Set 250 KVA make Cummins with Synchronous alternator 250 KVA make Stamford, Battery 2 X 12 Volts of 360 AH capacity, Fuel Tank of Capacity 990 Ltrs, Acoustic Enclosure etc. all complete – 01 Set.
iii)	DG Set 250 KVA make Cummins with Synchronous alternator 250 KVA make Stamford, Battery 2 X 12 Volts of 360 AH capacity, Fuel Tank of Capacity 990 Ltrs, Acoustic Enclosure etc. all complete – 01 Set.
iv)	PLC System for Synchronizing 1 No. 750 KVA, 1 No. 250 KVA DG Sets and 1 No. 250 KVA DG Sets.
V	Earth pits connected to DG sets and Sub Station

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&CPs.
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. OCBs in LT panels, where bus coupler is also installed. From these panels supply is distributed through ACBs, MCCBs and Switches to different parts of the building including STA, office building, residential aptmentsect also to another LT panel at basement.
- 4 DG Sets : There are 3 operational DG sets, 1x750 KVA and 2x250 KVA connected with synchronizing panel supplied by Sudhir Engineers.
- 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 Annual Maintenance Contract:-
 - 7.1 No .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 show Hi Pod & relay Calibration testing device to IDSA , 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 IDSA related to electrical power/light etc;
- g. Keeping all the meters and indications of HT and LT panels intact;
- h. Cleaning of Transformer, HT panels, LT panels etc; and
- i. Repairing etc. is to be done immediately if on inspection any defect is found.
- j. Checking of loads on distribution system, sub panels, main panels etc. and making it uniform on phases as far as possible.
- k. Replacing of wiring if fault is noticed and it is required to change the wiring on the direction of engineers concerned. All material will be supplied by IDSA.
- l. Operation of DG sets installed in the campus and daily check ups of DG sets.

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. In case of defective/mal-functioning to be rectified immediately;
- c. Checking and operating switch gear and trip circuit of Transformer for its proper functioning. In case of defective/mal-functioning to be rectified immediately;
- d. Checking and operating each switch gear and trip circuit of LT panels for their proper functioning. In case of defective/mal-functioning to be rectified immediately;
- e. Checking the load on each phase of distribution system and ensuring that load is within limit and no MCB, switch, cable is over loaded.
- f. Checking of power factor equipment and capacitor banks, relay, panel etc. and rectifying any fault detected and ensuring that P.F. is maintained.

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;
- d. Oil sample testing of transformers oil for acidity and BDV value and submitting the report .

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. In case some wiring is to be done up to distribution box for earthing, the same is to be carried out. All material will be supplied by IDSA

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.

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. Filtration of transformer oil is not included in the contract. However, any repair etc. needed is to be carried out by the contractor under the contract. Material for replacement will be provided by IDSA.
- ii) After taking over the AMC, the contractor will give in writing within 30 days to IDSA a list of material needed for routine maintenance of the complete system under the contract. He will not bring the emergent situations for immediate supply of material which was not in the list except in rare cases.
- iii). The rates quoted will be deemed to have included all the necessary T and P/Labour required for satisfactory operation and Annual Maintenance Contract of HT & LT Sub-station, Transformer, Switch gear and up to out going of Distribution system etc. as defined in scope of work.
- iv). Repairing of fault in U/G cables including digging of earth and refilling of earth is to be arranged by the contractor under this contract free of cost. However, any material etc. needed will be provided by IDSA.
- v). Replacement of thimbles of all types in case of burnt thimbles during the period is to be done by the contractor including providing of thimbles free of cost to IDSA.
- vi). Maintenance record to be maintained as per format enclosed as annexure-II

14. **PENALTY CLAUSES:**

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

Supervisor: Rs. 500/- per day/ shift
Electrician: Rs. 300/- per day/ shift

- 14.2 If work is not done as per above schedule or any system is not functioning then a penalty @ rate of Rs. 1000/- per day shall be imposed on contractor for each location separately and will be deducted from the AMC amount due to the contractor and if unsatisfactory performance is continued for more days as felt by plants in-charge AMC is liable to be terminated and decision for this shall rest with the Director General, IDSA.
- 14.3 If the contractor is NOT able to locate and rectify the fault and the reasons attributable to non performance of contractor as assessed by officials nominated by IDSA, the penalty clause is applicable as follows:
- (a) System remained non-functional for 2 hours or more. The penalty will be Rs. 500/- per day.
- 14.4 If contractor is not able to rectify the fault then the same may be got done through some other agency at the risk and cost of contractor and amount will be deducted from AMC bill and penalty as stipulated above will also be imposed.
- However, the decision of the Director General, IDSA in this regard shall be final and binding.
- 14.5 Deployment of site supervisor and electrician to ensure smooth functioning of power system:
- 14.6 For organizing and implementing the maintenance schedule it is suggested that, contractor shall depute at least one qualified and experienced supervisor with proper license/certificate of supervisor and two electrician at site (IDSA) having thorough knowledge of HT & LT system and distribution system including knowledge of fault diagnosis and rectification of fault thereof. No extra will be paid if time is extended in any day or staff is required for maintenance on Sunday/Holidays. Violation of this condition will result in deduction of amount due to the contractor from his bill and decision of Director General, IDSA in this matter shall be final. DG set operation is to be arranged round the clock .
- 14.7 Mere deployment of MAN POWER does not fulfill the obligation of contract. Contractor will be responsible for satisfactory maintenance of all the systems under the scope of contract and smooth functioning of electrical services in the IDSA.
- 14.8 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.

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

15. **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.

16. **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.
- c) In case failure of power from Military Engineering services OR (any agency who supply to IDSA), liaison with the official of that agency is to be done by contractor for restoration of power. IDSA authority will put their signature on paper if any and as required by that agency as consumer

Eligibility Criteria and Technical Bid :

1. The following documents & information should be attached with Tender Documents :
 - 1.1 Certified copy of work executed of similar nature by the firm in support of experience in a tabular form.
 - 1.2 Details of works in hand.
 - 1.3 Certified copy of Audited balance sheet of last 3 financial years.
 - 1.4 Income tax return for last three financial years.
 - 1.5 Certified copy of certificate of the client/owner regarding satisfactory performance of previous works.
 - 1.6 Registration No with GST Dept with latest challans.
 - 1.7 Pan No of Partners/Firm.
 - 1.8 PF and ESI registration with latest copies of challans
 - 1.9 Permanent Man Power Details.
2. **Eligibility Criteria :-**
 - 2.1 Minimum 3 years experience of having successfully completed works of similar nature as mentioned in scope of work, registered with CPWD/PWD/Railways/MES/P&T or any Other Govt. organization .
 - 2.2 **Average turn over during last three financial years ending 31st March 2018 should not less than Rs 30 lakhs.**
 - 2.3 Should fulfill all statutory requirements like EPF,ESI and bonus etc.
 - 2.4 **Firms must have experience in operation /maintenance of PLC BASED single DG Sets more than 750 KVA or Firm should have Annual maintenance contract of Substation including Air circuit Breakers, VCB etc). OEM or its Authorized dealer will be given preference over General Contractors .**
 - 2.5 Firm must have Control office in Delhi/NCR.
 - 2.6 Firm must have at least one current work in hand which can be verified by site inspection .
- 3 Firms satisfying above criteria should submit their application alongwith proofs in sealed envelop duly subscribed the name of work in with an account payee demand draft of a scheduled bank as earnest money in favour of IDSA, New Delhi payable at New Delhi.

PREQUALIFICATION OF CONTRACTOR
Basic information

1.	a) Name of the applicant / organization b) Address of the Registered Office c) Address of office at Delhi (with Phone Nos Fax Nos & Email ID & Contact Person)	
2.	Year of establishment	
3.	Type of the organisation (Whether sole proprietorship, Partnership, Private Ltd. Or Ltd. Co. etc.) (Enclosed certified copies of documents as evidence)	
4.	Name & qualification of the Proprietor / Partners / Directors of the Organisation/Firm a) b) c) Enclose certified copies of document as evidence	
5.	Details of registration – Whether partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence	
6.	Whether registered with Government / Semi-Government / Institute Authorities of any other Public Organisation and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7.	No. of years of experience in the field and details of work in any other field.	
8.	Address of Delhi office through which the proposed work of the Institute will be handled and the Name & Designation of officer in charge.	
9.	Yearly turnover of the organisation during last 3	

	financial years (year wise) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last -3-Financial years.	
10.	Name & Address of PF office (where registration carried out, also mention year of registration, also enclose last challans of PF)	
11.	Enclose copy of latest PF Deposit receipts /challans .	
12.	PAN No/ GST No.	
13.	Details of registration for ESI. (Enclose latest ESI challan)	
14.	Detailed description and value of works done (Proforma 1) and works on hand (Proforma 2)	
15.	Details of Key Personnel Permanently employed (Proforma – 3)	
16.	Other infrastructural information to be used/referred for this work (Proforma-4)	
17.	Furnish the names of -3- responsible persons along with their designation, address, Tel. No., etc., for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.	
18.	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation.	Attach a separate sheet if required.
19.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
20.	Have you ever been put on a holiday list or banned by any Public sector units? If so give details	
21	Declaration on a non Judicial stamp paper that	

	firm has never been blacklisted by any of the organization dealt with .	
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I/We confirm that to the best of our knowledge the information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

Sign.& Seal of the applicant

DATE:
PLACE:

PROFORMA – 1
LIST OF Works EXECUTED BY THE ORGANISATION DURING THE LAST3 Years

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

Notes:

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

PROFORMA – 2**B) LIST OF IMPORTANT WORKS IN HAND**

Sl. No.	Name of work with address	Name & full postal address of the owner.)	Contract Amount (Rs.) with copy of Work Order & completion certificate from project in-charge	Stipulated time of completion (Years)	Present status of the project	Any other relevant information.
1	2	3	4	5	6	7

Notes:

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

Proforma – 3
DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR
TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN
HOUSE ESTABLISHMENT

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

Notes:

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

Proforma 4**OTHER INFORMATION**

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

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

1. Contractor should possess all necessary tools and tackle to handle the breakdown in HT and LT Sub Station including Megger, Hi Pod, Relay Calibration tool Crimping Tools, etc. These shall be deposited onsite before start of contract.

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

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

Sir,
Name of work : **-Day to Day Operation and maintenance of DG Sets and Sub Station**

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 'III'

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. Digital Temperature Meter .-3 Nos.
8. Electrical tool kit including pliers/screwdrivers etc .-2 Set
- 9..Megger./Insulation tester.
- 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

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

Sr No	Description	Total Amount per Annum (Rs) excluding GST
1.	Annual Maintenance contract Value for Day to day Operation and maintenance of DG Sets and SubStation asper minimum wages Inclusive of EPF, ESI and bonus (yearly basis) including material required as per the scope of work.	

Amount in Words

(Rupees -----)

Date :

Seal

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

Note 2. Minimum wages, PF ,ESI and bonus are essential Component of each workman as per rules

Note 3. TDS and GST (2% each at present) shall be deducted as applicable .

Note 4. If any discrepancy found with the quoted amount in figures and words, higher of the two would be considered.