



TENDER DOCUMENT

COST OF TENDER DOCUMENT: Rs. 1,000.00

Name of work: Running, Maintenance & Operation of PLC based 11KV Sub-station, transformers (3 x 1500 KVA), DG Sets (2 x 1250 KVA & 1 x 625 KVA) equipments for main substation and transformers (2 X 750 KVA), DG Sets (1 X 500 KVA & 1 X 320 KVA) equipments for PGF substation including Street Lights, Solar Lights, EPABX & Internet System & Wiring, Internal Electric Installations of Labs, PGF, Administration, Residential & Non-Residential Buildings, Students Hostel etc. at NIPGR Campus, New Delhi, during the year 2019-2020.

CLIENT:
DIRECTOR
NIPGR, NEW
DELHI

NIPGR

TENDER DOCUMENTS

Name of work:

Running, Maintenance & Operation of PLC based 11KV Sub-station, transformers (3 x 1500 KVA), DG Sets (2 x 1250 KVA & 1 x 625 KVA) equipments for main substation and transformers (2 X 750 KVA), DG Sets (1 X 500 KVA & 1 X 320 KVA) equipments for PGF substation including Street Lights, Solar Lights, EPABX & Internet System & Wiring, Internal Electric Installations of Labs, PGF, Administration, Residential & Non-Residential Buildings, Students Hostel etc. at NIPGR Campus, New Delhi, during the year 2019-2020.

Owner:

Director, NIPGR New Delhi

Tender Issued to :

**Place for submission /
opening of tender document:**

**NIPGR Campus,
Aruna Asaf Ali Marg,
New Delhi-110067**

Last date & time for sale of tender documents: 15/01/2020 before 1500 hrs.

Date & time of submission of tender documents: 16/01/2020 up to 1500 hrs.

Date & Time of Opening of Tenders: 17/01/2020 at 1500 hrs.

NIPGR

**Consultant Engineer
NIPGR**

TENDER FORM

To

**The Director
NIPGR CAMPUS, New Delhi.**

Dear Sir,

I/We have read and examined the following Tender Documents relating to the **“Running, Maintenance & Operation of PLC based 11KV Sub-station, transformers (3 x 1500 KVA), DG Sets (2 x 1250 KVA & 1 x 625 KVA) equipments for main substation and transformers (2 X 750 KVA), DG Sets (1 X 500 KVA & 1 X 320 KVA) equipments for PGF substation including Street Lights, Solar Lights, EPABX & Internet System & Wiring, Internal Electric Installations of Labs, PGF, Administration, Residential & Non-Residential Buildings, Students Hostel etc. at NIPGR Campus, New Delhi, during the year 2019-2020.”**

- Tender Form
- Notice Inviting Tender
- Special Terms & Conditions
- Scope of work
- General conditions
- Instruction to bidders
- General Information
- Memorandum
- General Conditions of contract agreement
- General site rules, procedures and precautions
- Instructions for Online Bid Submission
- Annexure – I, II & III
- Schedule of quantity along with list of spares. (not to be filled)
- General inventory
- Price Bid

I/We hereby offer to execute the work complete in all respects specified in the underwritten Memorandum within the time specified therein or during the allowed extended time at the rates specified in the schedule of Quantities and in accordance, with the specifications, designs, drawings and instructions in writing referred to in the conditions of tender.

NIPGR

(Seal & Signature of Contractor)

राष्ट्रीय पादप जीनोम अनुसंधान संस्थान

अरुणा आसफ अली मार्ग, एन.आई.पी.जी.आर. परिसर, नई दिल्ली – 110 067

फ़ोन: 26735161, 26735138, फ़ैक्स: 26741658

ईमेल: engineering@nipgr.ac.in वेबसाइट: www.nipgr.ac.in

TENDER NOTICE

(Tender No.: NIPGR/Engg./6/6/2019-20)

Online Tenders (in two bid system) are invited on behalf of the Director, NIPGR, Aruna Asaf Ali Marg, JNU Campus, New Delhi – 110067, from the eligible contractors who have experience in Running, Maintenance & Operation of 11KV Electric Substations & DG Sets with Govt. departments or other reputed organizations.

Name of work: Running, Maintenance & Operation of PLC based 11KV Sub-station, transformers (3 x 1500 KVA), DG Sets (2 x 1250 KVA & 1 x 625 KVA) equipment's for main substation and transformers (2 X 750 KVA), DG Sets (1 X 500 KVA & 1 X 320 KVA) equipments for PGF substation including Street Lights, Solar Lights, EPABX & Internet System & Wiring, Internal Electric Installations of Labs, PGF, Administration, Residential & Non Residential Buildings, Students Hostel etc. at NIPGR Campus, New Delhi, during the year 2019-2020.

Sl. No.	Estimated Cost (In Rs.)	EMD (In Rs.)	Time for Completion	Pre-Bid Meeting	Last date & time for sale of Tender Documents	Date & time of Receipt of tenders	Date & time of opening of tenders
1.	2.	3.	4.	5.	6.	7.	8.
1.	81.65 Lakh	1.63 Lakh	12 months	06/01/2020 1100Hrs.	15/01/2020 1500 Hrs.	16/01/2020 1500 Hrs.	17/01/2020 1500 Hrs.

Tender document can be obtained up to 1500 Hrs. on all working days from NIPGR office on payment of Rs. 1000.00 (Rs. One Thousand Only) in cash (Non-refundable) towards the cost of tender from 27/12/2019 to 16/01/2020 up to 1500 hrs. **Tender documents can also be downloaded on line free of cost from our website www.nipgr.ac.in and Govt. CPP Portal <https://eprocure.gov.in/cppp/>**

The earnest money shall be in the form of Demand Draft of a Scheduled Bank issued in favor of the Director, NIPGR, New Delhi so as to reach the undersigned latest by 16/01/2019 at 1500 hrs.

Tenderers registered with M.S.M.E. & N.S.I.C. in the above-mentioned services / activities are exempt from deposit of EMD.

The bids will be accepted in respect of those contractors having successfully completed three similar works each costing not less than Rs.32.66 lakh or two similar works each costing not less than Rs.40.83 lakh or single similar work of costing not less than Rs.65.32 lakh during the last 3 years ending Nov. 2019 and having annual financial turnover of Rs. 81.65 lakh, during the last three years ending Mar, 2019. Similar works means "Running Maintenance and Operation of PLC based 11 KV Electric Sub-station comprises of 11KV VCB panels, transformers of capacity not less than 3x 1500KVA and water-cooled DG Sets not less than 1250KVA" in Govt. departments or other reputed organizations. Intending tenderers must enclose self-attested copies of Completion Certificates and work orders of having completed the work satisfactorily issued by an authority not below the rank of Executive Engineer or equivalent. However, third party work done completion certificates will not be entertained.

Submission of complete tender documents duly signed and stamped with Technical Bid, by the tenderer is mandatory. Any short or incomplete documents required in the tender will lead to straightaway rejection of tender.

Agency tenderer found involved in illegal practices, nonpayment/less payment of minimum wages which has declared by Govt. of NCT of Delhi, will lead to cancellation of the contract forthwith and taking up further action as deemed appropriate to the Institute.

The Director, NIPGR reserves the right to accept or reject all or any of the tender without assigning any reasons thereof.

The firms must be registered with ESI, EPF, GSTIN and Electrical Contractor License Issued by concern authorities and must submit self-attested copies of registration.

The Institute may ask originals documents for verification. All originals documents will be returned after verification. Tenders received without their details/documents will not be considered.

Consultant Engineer
NIPGR

(Seal & Signature of Contractor)



SPECIAL TERMS & CONDITIONS

Name of work: Running, Maintenance & Operation of PLC based 11KV Sub-station, transformers (3 x 1500 KVA), DG Sets (2 x 1250 KVA & 1 x 625 KVA) equipment's for main substation and transformers (2 X 750 KVA), DG Sets (1 X 500 KVA & 1 X 320 KVA) equipments for PGF substation including Street Lights, Solar Lights, EPABX & Internet System & Wiring, Internal Electric Installations of Labs, PGF, Administration, Residential & Non-Residential Buildings, Students Hostel etc. at NIPGR Campus, New Delhi, during the year 2019-2020.

1. The tenderers are required to visit the site, i.e., the location of the equipments, panels, routes of cables, etc., before tendering. It shall be presumed that while quoting, the tenderer has taken due note of the working conditions. The agency needs to get certificate (Annexure-II) for site inspection verified by Institute for confirmation of site visit.
2. All required tools such as Test lamps, Spanners, cutting pliers, screw drivers, crimping tools, Grease gun, drill machine, vacuum cleaner / blower, megger, millimeter etc., required for the proper maintenance of the installation shall be arranged by the contractor.
3. Separate set of working tools of good condition shall be provided to tradesmen all the times as under:

a) Plier	-	6 No.
b) Set of Screw Drivers	-	6 Set
c) Test Lamp	-	6 No.
d) Line Tester	-	13 No.
e) Tools Bag	-	5 No.
f) Multi meter	-	2 No.
g) Tong tester	-	1 No.
h) Megger	-	1 Nos.
i) Earth tester	-	1 No.
j) Crimping tool & Goti Set	-	1 No.
k) Telephone & Internet system tools	-	1 Set Box of Each
l) Rubberized Gloves	-	2 Set
4. The contractor is responsible for watch & ward and the upkeep of the electrical installations in perfect working condition, carrying out routine checkups and to attend any breakdown immediately.
5. Proper record has to be maintained for all the complaints attended and the routine checks and cleaning of substation & all other equipments etc. shall be carried out.
6. Inventory for the electric installations like HT panels, transformers, LT panels and other small boards, feeder pillars, etc. is enclosed.
7. After taking over the site, the contractor will check all the installations and submit the report mentioning the defects during taking over the system within 15 days. After 15 days every defect noticed will be attended by the contractor and nothing extra will be paid.
8. Recording of all necessary operating parameters and tripping of relays of HT/LT VCB's/ ACB's and temperature of transformer, gensets etc. shall be maintained in log-book arranged by the agency at his own cost and produced before Institute regularly.
9. The Contractor shall inform the department well in advance about the requirement of any spares, consumable items necessary for satisfactory maintenance and up keep of the sub-station.
10. Any loss or damage to the inventory by way of theft sabotage or mal-operation of equipment and machinery/switch gears shall be made good by the contractor at his own cost.
11. The rates quoted shall be firm and hold good throughout the contract period. The same may be extended depending upon satisfactory performance and mutual consent.
12. Payment shall be made on monthly basis after submission of bill with all supporting documents and deduction of the Security Deposit, Income tax, statutory deductions as per Government rules. In case of non-compliance the payment will be withheld.

13. If a tenderer whose tender is accepted fails to undertake the work as per terms of the contract or as mentioned in the award letter, the earnest money deposited will be forfeited.
14. The security deposit will be returned after one month of completion of the contract period or payment of last bill, whichever is later.
15. The agency shall have an office established in Delhi NCR region.
16. All routine cleaning materials such as brooms, duster, detergent, blowing equipment, old dhoti as well as fuses, indicating lamp, distilled water / electrolyte, lubricating grease, gland dori, etc. shall be arranged by the contractor to keep the premises clean, tidy & in presentable shape.
17. The contractor shall be responsible for any damage caused to any equipment, fitting of building of NIPGR due to the negligence of the staff. The same shall be made good by the contractor at his cost. In this case the decision of the Institute shall be final & binding to the contractor.
18. All the dismantled materials shall be taken into account and a separate register shall be maintained which shall be certified by Institute or his authorized representative. The cost of the register shall be borne by the contractor and shall be handed over to the institute after completion of work.
19. All instruments as & when required for testing, checking, measuring, etc., shall be arranged by the contractor in addition to day to day maintenance items.
20. Work is to be carried out as per Indian Electricity Rules, CPWD specification and to the full satisfaction of Institute.
21. Preventive maintenance checks shall be carried out weekly/monthly/quarterly/half yearly/yearly and as per direction of Institute and record of having checked shall be maintained in history registers. All log books & registers shall be arranged by the agency.
22. Electricity and water will be supplied free of cost by NIPGR. The material for servicing like pipe, motor, pump, ladder etc., shall be arranged by the contractor & nothing extra shall be paid.
23. The necessary details of the staff members shall be given in advance so as to know and allow the individual to attend complaint.
24. No labour below the age of 18 years shall be employed on work.
25. The agency should also quote their lowest rates for the spares **(Part-B)** required for day to day maintenance and the same shall be arranged & supplied at their quoted rates. Nothing extra will be paid towards handling, transportation, fixing, etc. The approved rates of spares are valid for the whole period of contract. The replacement of approved switchgears, lamps and chokes etc. shall be arranged by contractor. The spares other than approved list of spares costing not more than Rs. 2000.00 shall also be arranged by contractor at justified amount as per prevailing market rates of the item. Nothing extra on account of handling & transportation etc. shall be paid. All spares as & when required shall be replaced after getting approval of the Institute or his authorized representative. The payment however shall be made on production of valid vouchers. The decision of Institute in this matter shall be final & binding on contractor.
26. The rates should be quoted for both Part 'A' for manpower & Part 'B' for material/spares (if and when required).
27. The overall rates of Part 'A' and Part 'B' (both) will be considered for finalization of lowest bidder.
28. The engaged staff shall be qualified and fully conversant with the operation and maintenance of Sub-station and DG sets. The contractor shall submit the proof of qualification, experience etc., of the staff deployed within 10 days after taking over the site as per detail given below. The documents can be checked with original during submission of documents.
 - a. Supervisor (Highly Skilled) : Shall be 3 years Diploma holder in Electrical Engg. with 2 years' experience or ITI passed in electrical trade with 5 year relevant experience.

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| b. Electrician (Skilled) | :Should possess ITI certificate in /Electrical/Electrician/Wireman Trade with Two years' experience in similar Trade or wireman's License – II issued by Electrical inspector with two year experience. |
| c. Substation cum D.G. Set Operators(Skilled) | :ITI certificate in Electrical / Mechanical trade Possessing minimum of 2 years' experience in R.M.O of 11 KV Substation and Gen Set capacity not less than 1250 KVA water cooled D.G. set. |
| d. Instrument Mechanic (Skilled) | :Should possess ITI certificate in Instrumentation/ electrical Trade with Two years' experience in similar Trade and telephone and internet systems works. |
| e. Helper (Unskilled) | :10 th standard pass (minimum). |
29. **No staff shall leave his duty unless relieved by his reliever. The institute reserves the right to detain or relieve the staff for duty in the next shift if the reliever fails to come. In no case any worker deployed should work more than 26 days in a month.**
 30. If any worker is found to be not suitable for the position, the contractor has to remove the person from the site and depute suitable substitute immediately. The decision of Institute in this regard shall be final and binding on the contractor.
 31. In case of leave of any staff, a substitute has to be arranged by the contractor who has got the required qualification and adequate experience.
 32. The agency shall provide police verification document and character certificate of the entire employee along with other documents of qualification, experience etc. before deployment of staff for verification and approval.
 33. All the pages of the tender should be signed by the owner of the firm or his authorized signatory. In case the tenders are signed by the authorized signatory, a copy of the power of attorney / authorization may be enclosed along with tender.
 34. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing **for which no change in the price or substance of the bid offered shall be permitted.**
 35. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate. In case two or more agencies are found to have quoted the same rates, then NIPGR shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.
 36. There should be no police case pending against the Proprietor / Firm / Partner / Director or the Company (Agency).
 37. The institute has the liberty to increase/decrease the staff (If required). The rates for increase/reduction in staff shall be derived from the rates quoted by the agency in Financial Bid.
 38. Attendance register of the staff shall be maintained by the agency and the same shall be submitted daily basis or as desired by the Institute. The manpower deployed by agency should invariably mark their attendance in the attendance system provided by the institute. The institute reserves the right of surprise verification of attendance of manpower deployed, by the committee authorized to do so on any day. The payment will be released on the basis of attendance marked in attendance system of the institute.
 39. The contractor shall be responsible for good behavior and character of the staff engaged by him.
 40. Institute shall in no way be involved in any dispute of whatever kind between the contractor and the staff engaged by him.
 41. Any accident / electrocution caused due to negligence or during the course of normal work etc., shall be responsibility of the Contractor. The contractor shall be responsible for all compensation to the staff engaged by him.

42. The Institute will not be responsible, if any accident/casualty occurs or whatsoever due to negligence of worker employed & no compensation shall be paid by the Institute.
43. The contractor shall provide sufficient safeguard to avoid any accident.
44. Any damage to the building equipment caused during the execution of work, shall be the responsibility of the contractor to restore the same in its original position and nothing extra shall be paid on this account.
45. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.
46. The firm will have to arrange furniture like Bench, stool, table and chairs for the staff at his own cost and nothing extra will be paid.
47. The quantity of spares may vary as per requirement and shall be paid as per rates quoted in SOQ.
48. If any agency quotes rates below minimum wages, his tender shall be rejected.
49. The wages of deployed staff shall be payable as per minimum wages fixed by Govt. of National Territory Delhi. The statutory increase or decrease in wages from time to time by Govt. of NCT of Delhi shall be reimbursed on production of having paid the said increase.
50. The agency shall abide all the rules and regulations related to minimum wages, labor laws, accident, workmen compensation act, workmen insurance, ESI, PF, Payment of Bonus Act, Payment of Gratuity Act etc. This will be sole be sole responsibility of the contractors. NIPGR will not be a party at any stage in any of the disputes relating to above. In case, any liability arises due to noncompliance by the agency, under no circumstances NIPGR will be liable for the same.
51. The agency shall submit the analysis for the rates quoted in Financial Bid.
52. In case of non-availability of staff, penalty as given below will be made.

a) Substation / DG Operator	: Rs. 1000/- per shift per day
b) Electrician/Instrument Mechanic	: Rs. 1000/- per shift per day
c) Helper	: Rs. 800/- per shift per day
d) Any staff without uniform	: Rs. 200/- per shift per day
e) Supervisor	: Rs. 1200/- per shift
53. **This penalty is over and above of deduction of wages on account of absence. Also, if any worker found working as replacement of absent worker for more than 3 days, above penalty provisions will be invoked. However, in no case any worker deployed should work more than 26 days in a month.**
54. Any type of breakdown in any services shall be restored by deploying extra manpower without any extra charge to the Institute.
55. If any complaint remains pending due to contractors negligence or any other reason for which contractors is held responsible recovery will be made as under.
 - a) The complaint should be attended within 24 hours after getting the complaint. If not attended, a penalty @Rs. 100 per day per complaint shall be levied. In case the contractor fails to attend complaint subsequently for two days, the Institute is at liberty to get the complaint rectified at its own and at the cost of the contractor.
 - b) For any total power breakdown due to contractor's negligence / poor maintenance, a penalty of Rs. 50,000.00 shall be levied and the decision of Institute shall be final and binding on contractor.
 - c) Major and urgent power supply complaints should be attended on the same day failing which a penalty of Rs. 25,000.00 per 8 hours shall be levied.
56. The earth resistance of all the pits has to be measured once in every six months i.e. in the month of May/June and November/ December or as per instructions of Institute, failing which a recovery of Rs. 5,000/- per pit shall be made. The results of earth resistance test shall be submitted duly signed by the contractor. The insulation value of cable will be checked as & when required by the Institute. The agency should attach these reports with succeeded running bills.

57. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders.
58. The successful tenderer shall have to sign the contract agreement within 15 days of the allocation of work.
59. The agency shall provide valid ID cards to the staff which must be produced during the time of inspection / check by the Institute.
60. The Contractor shall ensure compliance of all statutory Laws and bye laws of the Central Govt. / State Govt. / Municipal authorities related to the employment of their staff and all such obligation under Wages Act., Workmen Compensation act., ESI Act., Provident Fund and Miscellaneous Provision Act., Bonus Act. and Contract Labour Act. 1970 and amendments issued time to time etc. NIPGR will not be responsible for such lapses in any way.
- 61. Payment of bills:**
- a) Bills will be submitted by the Contractor on 10th (if 10th is holiday then next working day) of every calendar month & after satisfactory service and submission of pre-receipted bill along with documents in support of payment of wages to workers through RTGS / NEFT only. Proof of remittance of Salary to Employees / PF/ ESI/ Bonus/ Gratuity / Maternity / GST and any other documents as prescribed by the Institute to respective agencies are also required to be submitted with their monthly bill.
 - b) Wages: The payments to all workers deployed should be made in full by 7th of every calendar month. Wages shall have the same meaning as defined in payment of Wages Act. The contractor shall pay his workers not below the rates under Minimum Wages Act declared by Govt. of NCT and to comply with various Labour Acts such as PF, ESI, Bonus, Gratuity and Maternity, Contract (R&A) SAVY 1970, Contract Labour (R&A) Central Rules 1971 and any other acts applicable as amended from time to time at his own expenses.
 - c) TDS on payments will be made as per rules in this regard.
 - d) The payments towards bonus shall only be released to those workers only who will complete the minimum period of 30 days with the agency.
62. Registration of Labour license certificate of the firm should be under GOVT of NCT New Delhi and document of the same must be submitted along with the tender.
63. The Agency must have valid License of Electrical Contractors Issued from the Competent Authority in the name of agency/proprietor/partner/director and the same shall remain valid during the period of the contract.
64. The bidder should have the following Registrations and details of the same should be provided in the Technical Bid.
- i) Documents of previous experience in the field and list of organizations to which services are being provided at present.
 - ii) Permanent Account Number Card (PAN)
 - iii) PF Registration number
 - iv) ESI Registration number
 - v) GST Registration number
 - vi) An undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized (Annexure I), and duly filled in Annexure III in all respects, may also be furnished with the technical bid.
 - vii) Annual Financial Turnover duly verified/certified by statutory authority.
 - viii) Electrical contractor license issued by the Competent Authority in the name of agency/proprietor/partner/director.
 - ix) Registration of Labour License certificate under Govt. of NCT New Delhi.
65. The Contractor shall arrange uniform and shock proof shoes for all the workers.
66. The Institute reserves the right to terminate the contract by giving one month notice to contractor in writing during the period of the contract without any financial repercussions and the contractor will serve three months notice for termination of contract.
67. The Engineer deployed by the agency shall be responsible for the RMO of electrical installation at Institute.

Consultant Engineer
NIPGR

Accepted
(Seal & Signature of Contractor)



SCOPE OF WORK

Name of work: Running, Maintenance & Operation of PLC based 11KV Sub-station, transformers (3 x 1500 KVA), DG Sets (2 x 1250 KVA & 1 x 625 KVA) equipment's for main substation and transformers (2 X 750 KVA), DG Sets (1 X 500 KVA & 1 X 320 KVA) equipments for PGF substation including Street Lights, Solar Lights, EPABX & Internet System & Wiring, Internal Electric Installations of Labs, PGF, Administration, Residential & Non-Residential Buildings, Students Hostel etc. at NIPGR Campus, New Delhi, during the year 2019-2020.

Scope of work: The scope of the work covers the following:

1. Operation & maintenance of 5 Nos. HT panel (11 KV), 3 Nos. 1500 KVA transformers for item at Sl. No. 1 (11 KV / 433 volts) HT cable, LT Panels, LT cables, joints, etc. installed at Main Substation.
 2. Operation & maintenance of 3 Nos. HT panel (11 KV), 2 Nos. 750 KVA transformers for item at Sl. No. 2 (11 KV / 433 volts) HT cable, LT Panels, LT cables, joints, etc. installed at PGF Substation.
 3. Complete maintenance of internal electrical installations and fans as well as External Electrical Installations, consisting of various types of Electrical fitting, Fans, Plugs, Street light fittings, Earth pits etc. Various Distribution board, Switch boards, LT panels at substation and U.G. cabling etc., complete in respect of the subject works.
 4. Cleaning and maintenance of following.
 - a) Cleaning and maintenance of all types of switches, electrical fixtures & fittings, distribution boards, feeder pillars, panels of the lab building, residences, AVR's, ACBs & VCBs etc. installed in NIPGR Campus.
 - b) All street light fittings including solar lights, gate light fittings with street light feeder pillar etc.
 - c) All distribution boards, switchboards and accessories.
 - d) Cleaning of L.T. / H.T. panels, feeder pillars, and control panels on quarterly basis or as per direction of Institute.
 - e) All cabling works and earthing.
- The material required for the cleaning purposes will be arranged by the agency with the no extra cost.**
5. The staff attending complaints shall go with the complaint register and got signed from the reporting person for having attended the complaints to his satisfaction and inform Institute on regular basis.
 6. The following registers are to be maintained by the contractor.
 - a) Attendance registers
 - b) Complaint registers
 - c) Material issue registers for day to day maintenance.
 - d) Dismantled material account register.
 - e) Insulation & earth test register
 - f) History book.
 - g) Log Book for Sub-Stations and Generator Sets.

The following periodical checks are to be carried out:

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|----|-------------------------------|-----------|
| a) | Attending to complaints | : Daily |
| b) | Cleaning of L.T. panels | : Monthly |
| c) | Inspection of DB's and SDB's | : Monthly |
| d) | Cleaning of External fittings | : Monthly |
7. The material required for replacement shall be supplied by the agency at the price of approved spares as and when required. However, the daily use material like insulation tape, gland dori, old dhoti, brushes, broom, detergent, soap, lubricating oil / grease, indicating lamps, distilled water for batteries, which shall be arranged by the Contractor free of cost and nothing extra shall be paid.

8. In case the department is unable to supply the material in replacement of the defective item, the same shall be arranged by the contractor with the consent of Institute and the justified payment shall be made on producing the valid vouchers.
9. All breakdowns are to be attended immediately with minimum down time. Contractor has to deploy more manpower if required, for attending complaints / breakdowns for which nothing extra will be paid.
10. All the material required for attending maintenance / breakdown shall be supplied by the department. However contractor shall arrange his own T & P including special T & P if required and cleaning materials etc. with no extra cost.
11. In addition to the above any other duties assigned by the Institute shall be carried out by the contractor without any extra cost.

CHECKS TO BE CARRIED OUT

A. DAILY CHECKS

1. Reading and recording of HT Voltage, LT Voltage, Load & Temperature of transformer etc as prescribed every hour.
2. Check for oil leakage from conservator, transformer & take remedial measures.
3. Check oil temperature of transformer for abnormal rise. Check load on transformer and reduce load in case of over-loading. Abnormal rise in temperature should be brought to the notice of Institute immediately.
4. Check colour of silica gel in the breather (the colour should remain blue).
5. Check HT/ LT – cable end boxes for overheating.
6. Cleaning the LT panels, transformer rooms, and HT & LT panel room and panel ventilators.
7. Check the boucholz relay for accumulation of gas. (It should be released immediately and check for overheating of transformers).
8. Check electrolyte in battery and top up with distilled water or electrolyte as required.
9. The battery circuits and the battery shall be checked. The battery charger shall also be cleaned and checked for proper functioning.
10. Check all ampere meters, voltmeters, selector switches etc for proper functioning.

B. MONTHLY CHECK

1. Check incoming and outgoing cable termination for overheating / sparking / pitting.
2. Check earth strip termination with the body of all HT & LT switch gears.
3. Check neutral earth connection of transformers for tightness.
4. Check battery circuit, battery charger and electrolyte density etc change electrolyte / battery if necessary.

DIESEL GENERATOR SETS

1. The scope of operation of generating sets covers the following.
 - a) Operation of 2 no: 1250 KVA and 1 no.: 625 KVA generating sets. at Sl. No. 1.
 - b) Operation of 1 no: 500 KVA and 1 no.: 320 KVA generating sets. at Sl. No. 2.
 - c) General Cleaning of the generators sets AMF / PLC panel boards etc. complete as required
 - d) Cleaning of cooling towers and associated equipments.
2. The contractor has to maintain the generating sets, oil & water pumps, cooling tower fans etc. including electrical mechanical system in such a way so that the generating set is ready to give essential supply to connected load.
3. Required diesel and lubricating oil for DG will be supplied by the NIPGR free of cost to the contractor and requirement of HSD oil shall be informed at least 3 working days in advance.
4. The material required for cleaning, distilled water, petroleum jelly, grease, nut bolt, gland dori, fuses, indicating lamps, etc as required are to be arranged by the contractor without any extra cost.
5. The contractor has to maintain the log book of the generator sets. The number of hours runs during the month and the average consumption of the fuel oil etc shall be recorded in the log book.
6. The generating sets will be trial tested for 10 minutes every day for its readiness and the same will be recorded in the logbook.
7. The following periodic checks are to be carried out in addition to the checks recommended by the manufacturer.
 - a) Trial run of the D.G sets : Weekly

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|----|--|----------|
| b) | General cleaning of Sets | : Daily |
| c) | Checking of Fuel and Oil level | : Daily |
| d) | Checking of coolant level in Radiator | : Daily |
| e) | Checking of Battery connection and
Distilled water and filling up | : Weekly |
| f) | Maintenance & cleaning of cooling towers | : Weekly |

8. The above checks are only guidelines. The Contractor's staff shall check the alternator for accumulation of dust etc. and clean the same. Check the AMF panel connection for the functioning of the equipments, etc. all maintenance carried out shall be entered in the Log book

CONSULTANT ENGINEER

Seal & Sign of Contractor



GENERAL CONDITIONS

1. Online tenders are hereby invited from the eligible bidders for the work of "Running, Maintenance & Operation of PLC based 11KV Sub-station, transformers (3 x 1500 KVA), DG Sets (2 x 1250 KVA & 1 x 625 KVA) equipment's for main substation and transformers (2 X 750 KVA), DG Sets (1 X 500 KVA & 1 X 320 KVA) equipments for PGF substation including Street Lights, Solar Lights, EPABX & Internet System & Wiring, Internal Electric Installations of Labs, PGF, Administration, Residential & Non-Residential Buildings, Students Hostel etc. at NIPGR Campus, New Delhi, during the year 2019-2020."The tender document consists of Tender form, Notice inviting tender, Instructions to bidders, General Information, General Conditions of contract Agreement, technical specification and Schedule /Bill of quantities etc. which can be obtained at a cost of Rs. 1000.00 (Rs. One Thousand only) in cash from 27/12/2019 to 16/01/2020 in cash from Engineering Section at NIPGR, Aruna Asaf Ali Marg, New Delhi. **Tender documents can also be downloaded from our website www.nipgr.ac.in free of cost.** The tender document is obligatory on the part of the tenderers & bid in no other form will be accepted.
2. The time allowed for the completion of work is 12 months as per order letter issued by the department. The institute has right to issue the order for the time period as required by the institute.
3. Every tender shall be accompanied by earnest money Rs. 1,63,000.00 (Rs. One Lakh Sixty Three Thousand Only) in the form of demand draft drawn in favour of the Director, NIPGR payable at New Delhi. Any tender not submitted with such earnest money will be rejected straight away. Tenderers registered with M.S.M.E. & N.S.I.C. in the above-mentioned services / activities are exempted from submission of E.M.D. and Tender Cost.
4. The Tenderer will submit his tender on-line in prescribed format after examining the tender documents, scope of work, general conditions of contract, Instructions to bidders, General Information, Special Terms and Conditions of contract agreement, technical specification, Price Bid.
5. The tender shall be submitted online in two parts, viz., Technical bid and Financial bid. Submission of complete tender document duly stamped and signed by tenderer with technical bid is mandatory.
6. The offer shall remain valid for 90 days from the date of opening of Tender. The validity of rates is extendable for a period of 360 days from the date of issue of award letter and further extended with mutual consent of both the parties.
7. The tenderer shall submit a copy of the audited balance sheets of the past three financial years ending 31/3/2019.
8. NIPGR does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason as well as for the transportation of samples.
9. NIPGR will not pay any expense, whatsoever incurred by tenderer for the preparation and submission of tenders as well as for the transportation of samples.
10. This notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR
11. All the correspondence on the tender shall be addressed to the Director, NIPGR, Aruna Asaf Ali Marg, New Delhi and any communication addressed to anyone else shall not in any manner to be binding upon the NIPGR, Aruna Asaf Ali Marg, New Delhi.
12. The submitted documents / certificates may be verified with originals after opening of Technical Bid.

Consultant Engineer

**Accepted
(Seal & Signature of Contractor)**

INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS:

The works referred here-in shall cover the entire scope of the proposal which includes running maintenance & operation of PLC based Sub-station which the NIPGR desires to get carried out. The "Owner" where appearing in these documents shall mean Director, NIPGR,

2. TENDERERS TO STUDY ENTIRE TENDER DOCUMENT CAREFULLY:

Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and has acquainted himself of the nature, scope and specifications of the works to be followed.

3. TENDERER TO SUBMIT THE ENTIRE TENDER DOCUMENT ON-LINE.

The tenderer shall submit all documents issued to him for the purpose of this tender after duly filling the same in all respects. Tenders which are found to be vague or incomplete shall be rejected summarily.

4. INSTRUCTION FOR FILLING THE TENDER.

Tenders shall be submitted ON-LINE, it shall be signed by one who has been authorized by the Board of Directors through a resolution. Copy of resolution and the authority letter in favour of the person signing must accompany the tender.

5. TENDERERS TO QUOTE FOR ALL ITEMS AND IN FIGURES:

The tenderer shall quote his rates in figures with reference to each item and must enter for all the items shown in the attached Bill of quantities. Incomplete offer shall be liable for rejection. The total amount shall be written both in figures and in words.

6. VALIDITY PERIOD OF OFFERS:

The rates quoted in the tender shall hold good for 90 days from the date of opening of the tender. No tenderer can withdraw/or modify his tender or revoke the same within the said period of 90 days. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within a period of aforesaid 90 days his earnest money deposit shall stand forfeited. The validity of rates is extendable with mutual consent of both the parties.

7. TENDERER TO SIGN ALL PAGES:

The tenderer shall stamp and sign at the bottom right hand corner of every page of the tender documents in token of acceptance of tender conditions and for the purpose of identification.

8. ERASURES AND ALTERATIONS:

Tenders containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the person signing the Tender Documents.

9. TENDERER TO SATISFY HIMSELF OF SITE CONDITIONS:

Tenderers are advised to inspect and examine the site and its surroundings and also signed a certificate of site visit enclosed as per Annexure 'II' and satisfy themselves before submitting their tender regarding nature of the site conditions, the means of access of the site, the accommodation they may require and in general obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender in any manner. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no compensation or otherwise of any charges incurred or to be incurred consequent on any misunderstanding or otherwise shall be admissible.

10. EARNEST MONEY:

The tender shall be accompanied by earnest money of Rs. 1,63,000.00 (Rs. One Lakh Sixty-Three Thousand Only) in the form of Demand Draft only drawn in favor of the Director, NIPGR payable at New Delhi. Earnest money of the unsuccessful bidder(s) shall be refunded after expiry of the validity period of the tenders/placement of Supply/work Order whichever is earlier. In case of the Successful tenderer the earnest money shall be adjusted against performance security/security deposit.

11. TENDERER TO QUOTE BOTH IN FIGURES AND WORDS:

The bidder shall quote their rates for all the items both in figures as well as words given as per the attached format of Price bid. The amount of each item shall be worked out and the requisite total given. Special care shall be taken to write percentage in figures and words, and the amount in figures only in such a way that interpolation is not possible. The total amount shall be written both in figures and in words.

12. TENDER LIABLE TO REJECTION:

Tenders which do not fulfill all or any of the conditions laid down in this notice, or contain conditions not covered and / or not contemplated by the Conditions of tender document and/or expressly prohibited therein or stipulate additional/alternative conditions shall be liable to be rejected and his earnest money will be forfeited. Tenders shall also be liable for rejection on any of the following grounds: -

- i. Tenders containing remarks uncalled for.
- ii. Conditional tenders.
- iii. Tenders not submitted on prescribed Performa.
- iv. Telegraphic/Fax/Postal tenders.
- v. Tender submitted without EMD.
- vi. Incomplete Tenders.
- vii. Tender submitted by the agency who any has unresolved dispute of any kind (indicated in any form of communication) with NIPGR.
- viii. Tenders with NIL consideration.

13. CORRESPONDENCE:

Tenderers must mention their postal address and telephone number(s) of the Chief Executive/authorized agent or attorney in the tender. The tender submitted by the tenderer will be rejected if he or his agent cannot be contacted on the last known address or on the intimated telephone number(s) after reasonable search in which event earnest money may be forfeited by the NIPGR.

14. NIPGR NOT TO ASSIGN ANY REASON FOR REJECTION OF TENDER:

NIPGR hold absolute discretion to accept or reject the lowest or any other tender without assigning any reason. No claim on this account shall be entertained.

15. AMENDMENT IN TENDER DOCUMENTS:

NIPGR reserves the right to revise or amend the Bid Documents up to the date prior to the date notified for opening of the tenders and also the right to postpone the date of submission and opening of tenders without assigning any reason, whatsoever.

NIPGR also reserves the right to change the quantities of the units while issuing the letter for the award of work

16. REFERENCE IN TENDER DOCUMENTS:

Director, NIPGR, shall be referred as "Owner" in all the documents of Tender documents/contract agreement.

Consultant Engineer
NIPGR



(Seal & Signature of Contractor)

GENERAL INFORMATION

1. Accepting Authority Director, NIPGR
New Delhi.
2. Earnest money For Rs. 1,63,000.00 (Rs. One Lakh Sixty-Three Thousand Only) to be furnished with the tender in the form of the demand draft (No interest is payable on Earnest Money and Security Deposit)
3. Security deposit The security deposit will be collected by deductions from the running bills of the contractors at the rate mentioned below and the earnest money, if deposited at the time of tender, will be treated as part of security deposit. Performance security may be accepted as Bank Guarantee/DD of Scheduled Banks and State Bank of India. A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will reach to the extent of 5% of the tendered value of the work as security deposit. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Security within the period prescribed for commencement of work in the letter of award issued to him.
4. Authority competent to grant extension of time Director, NIPGR
5. Tools & plants To be arranged by contractor
6. Authority competent to reduce the compensation amount Director, NIPGR
7. Schedule of Minimum wages As per notification issued by Govt. of National Territory Delhi.
8. Release of Security Deposit The Performance Guarantee shall be refunded to the contractor on completion of the work and recording of completion certificate and the Security Deposit be released after one month of completion of work.
9. Periodicity of submission of interim Bills Monthly Basis.
10. Authority Competent to Appoint Arbitrator Director, NIPGR
11. Authority Competent to reduce the compensation amount Director, NIPGR

**Consultant Engineer
NIPGR**

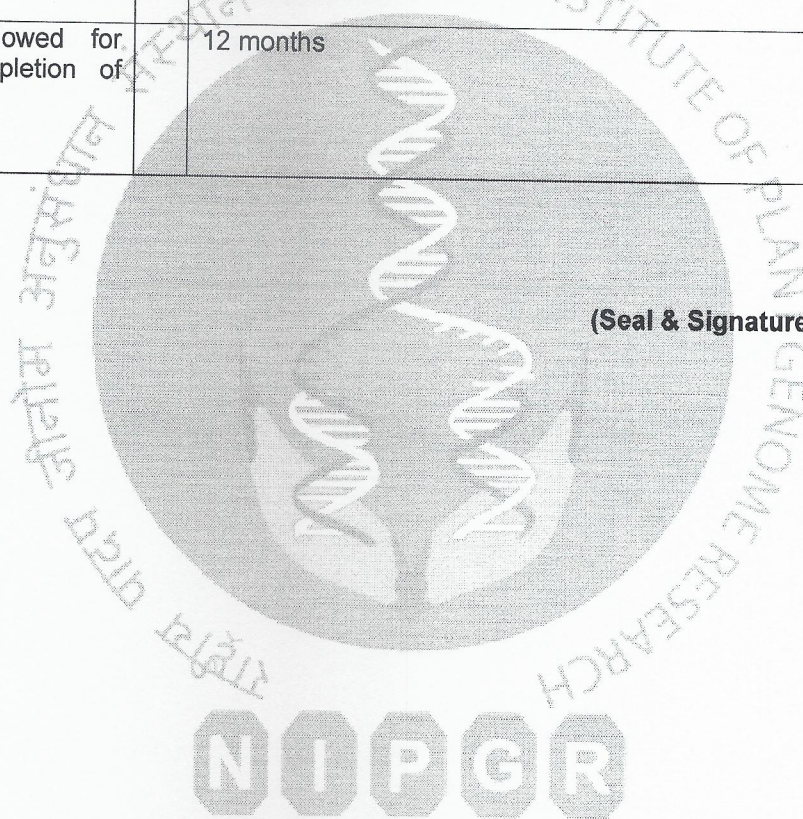
(Seal & Signature of Contractor)

MEMORANDUM

a)	Name of work	"Running, Maintenance & Operation of PLC based 11KV Substation, transformers (3 x 1500 KVA), DG Sets (2 x 1250 KVA & 1 x 625 KVA) equipments for main substation and transformers (2 X 750 KVA), DG Sets (1 X 500 KVA & 1 X 320 KVA) equipments for PGF substation including Street Lights, Solar Lights, EPABX & Internet System & Wiring, Internal Electric Installations of Labs, PGF, Administration, Residential & Non-Residential Buildings, Students Hostel etc. at NIPGR Campus, New Delhi, during the year 2019-2020."
b)	Estimated cost	Rs. 81.65 Lakh.
c)	Earnest money	Rs. 1,63,000.00 (Rs. One Lakh Sixty-Three Thousand Only) in the form of Demand Draft in favor of NIPGR payable at New Delhi. (No interest is payable on earnest money).
d)	Time allowed for the completion of work	12 months

Place
Date:

(Seal & Signature of Contractor)



GENERAL CONDITIONS OF CONTRACT AGREEMENT

1. SECURITY DEPOSIT

The person/persons whose tender may be accepted (herein after called the contractor) shall permit the Institute at the time of making any payment to him for works done under the contract to deduct such sum as will amount to 10 % of all moneys so payable to be held by the Institute, by way of security deposit. Earnest money shall also be adjustable towards this security deposit. All compensation or other sums of money payable by the contractor to Institute under terms of this contract may be deducted from his security deposit or from any account what so ever, and in the event of his security deposit being reduced by reason of any such deduction, the contractor shall within 10 days thereafter make good in cash any sum or sums which may have been deducted from his security deposit or any part thereof.

2. ADDITIONS/ALTERATIONS

The Institute shall have power to make any alterations or omissions or additions or substitutions in the equipments and instructions that may appear to him to be necessary or advisable during the progress of the work, and the contractor shall be bound to carry out the work in accordance with any instructions which may be given to him in writing signed by the Institute and such alterations, additions or substitutions shall not invalidate the contract and any altered, additional or substituted work which the contractor may be directed to carry out in the manner above specified as part of the work shall be carried out by the contractor on same conditions in all respects on which he agreed to do the main work. The time for the completion of the work shall be extended in the proportion that the altered additional or substituted work has to the main work at the sole discretion of the Institute and his decision in this regard shall be final and binding on the contractor.

The rates for the additional, altered or substituted work under this clause shall be worked out in accordance with the following provisions in their respective order:

- i) If the rates for the additional, altered or substituted work are specified in the contract for the main work, the contractor is bound to carry out the additional, altered or substituted work at the same rates as are specified in the contract for the main work.
- ii) In case the rates for such items do not exist in the main contract but are available in the CPWD Schedule of rates, the same shall be derived on the basis of the percentage above/below the approved contract cost to the estimated cost for the work put to tender.
- iii) In the event, there is no similar class of work specified in clause (i) & (ii) above, the contractor shall work out a rate for each item on the basis of the prevalent market rates and submit the same together with the detailed analysis to the Institute within a period of 7 days from the day that the order for the relevant items are issued by the Institute. The market rates of material & labour shall be as finally determined by the Institute. Contractor's profit shall be admissible @10% on the cost of material & labour. In case there is a difference between the rates quoted by the contractor and the rates found unacceptable by the Institute, the later shall within a fortnight of submission, conduct necessary negotiations with the contractor to arrive at a mutually agreeable rate. The Institute, reserves to himself the right to cancel his order to carry out such work and arrange to carry it out in such manner as he may deem fit. But under no circumstances the contractor shall suspend the work on the plea of non-settlement of rates for items falling under the clause.

3. CARRYING OUT OF WORK

All the work shall be carried out in accordance strictly as per the specifications given in the tender to the total satisfaction of the Institute. In the case of an item for which specification are not available in the said specifications relevant CPWD / BIS specifications applicable as on the date of tenders shall be followed.

4. QUALITY CONTROL OF MATERIAL

If it shall appear to the authorized representative of the Institute, that any work has been executed with unsound, imperfect, or unskillful workmanship or with materials or articles provided by him for the execution of the work are unsound, or of a quality inferior to that contracted for or otherwise not in accordance with contract, the contractor shall on demand in writing from the authorized representative of the Institute specifying the work materials or articles complained of notwithstanding that the same may have been inadvertently passed, certified and paid for forthwith rectify, or remove & reconstruct the work so specified in whole or in part, as the case may require, or as the case may remove the materials or articles so specified and provide other proper and suitable material or articles at his own charge and cost and in the event of his failing to do so

within a period to be specified by authorized representative of the Institute, in his demand as aforesaid then the contractor shall be liable to pay compensation at the rate of 1% on the contract agreement of work for everyday till rectify or remove, and re-execute the work or replace with other, materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.

5. INSPECTION OF WORK

All work under or in course of execution or executed in pursuance of the contract shall at all times be open to the inspection and supervision of authorized representative of the Institute, or his subordinate in-charge of the work and the contractor shall at all times, during the usual working hours and at all other times at which reasonable notice of the intention of the Institute to visit the works shall have been given to the contractor, either himself be present to receive order and instructions or have a responsible agent duly accredited in writing present for that purpose. Orders given to the contractor's agent shall be considered to have the same force as if they had been given to the contractor himself.

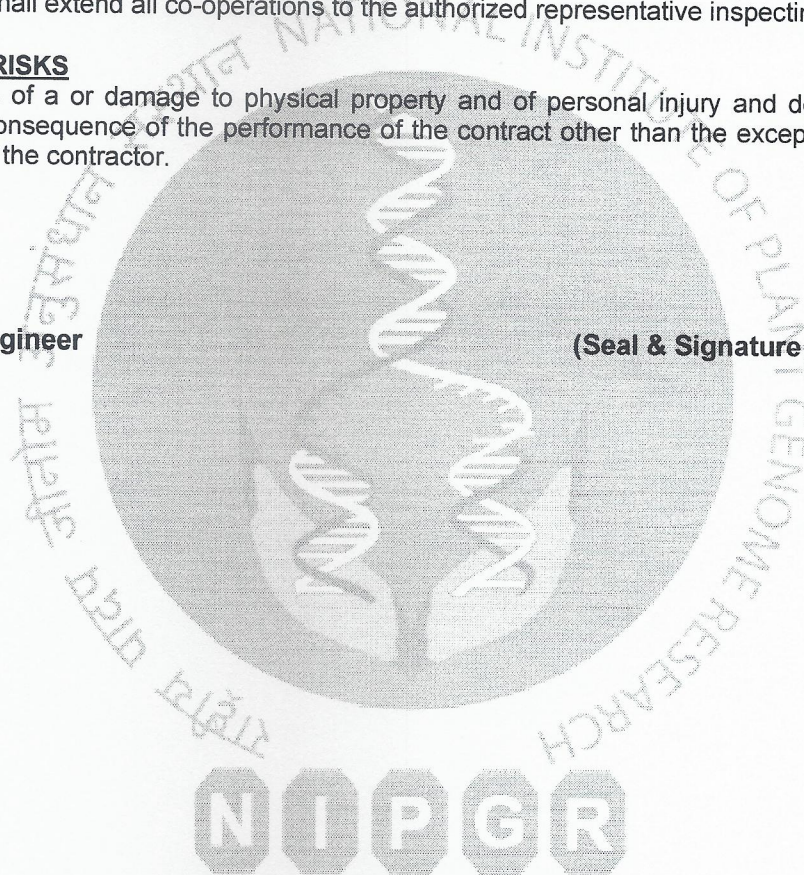
The work during its progress shall be inspected by the authorized representative of the Institute and the contractor shall extend all co-operations to the authorized representative inspecting the work.

6. AGENCY'S RISKS

All risks of loss of a or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the contract other than the excepted risks are the responsibility of the contractor.

**Consultant Engineer
NIPGR**

(Seal & Signature of Contractor)



GENERAL SITE RULES, PROCEDURES AND PRECAUTIONS

1. SITE WORKING RULES AND REGULATIONS

a) The contractor shall furnish Institute the Power of Attorney name and signature of his authorized representative who will be in-charge of the execution of the works at site. The contractor shall also furnish the list of technically qualified persons employed by him for execution of the works.

b) Save as otherwise specifically provided in this Agreement the rates and prices herein, unless otherwise stipulated elsewhere in this Agreement, include all the costs, expenses and outlays of the contractor for executing the works and fulfilling all the obligations of the Contractor under this agreement.

Consultant Engineer

Seal and Signature of Contractor



Instructions for Online Bid Submission

1. The tender documents are available on our website www.nipgr.ac.in & www.eprocure.gov.in and same can be downloaded.
2. Tender documents may be downloaded from ITPO's website www.nipgr.ac.in and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the esubmission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated.

Submission of Tender

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature and content of the documents before uploading.

The offers submitted by hand/Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra/ Nic etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 1) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificate etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official before bid opening date/time as mentioned in critical date sheet or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If 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 the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). 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.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232, 91-7878007972 and 91-7878007973.



(Undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized)

I / We (bidder) hereby give an undertaking that:

- a) I/We have not been blacklisted / debarred / put on hold during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
- b) I/We do not have any dispute/unresolved matters (indicated in any form of communication) with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- c) I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- d) I/We have not submitted any fake/forged certificates/documents and later, if any such 'Certificates/Documents' found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides 'forfeiture of Earnest Money Deposit' and 'Blacklisting' etc.
- e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to forfeit the EMD submitted by me/us.
- f) I/We am/are not on holiday list in any Govt. Department/Govt. Autonomous Body/Institution, etc.;

Seal and Signature of the Authorized
Person of the Agency

Name and designation of the
Authorized Person of the Agency

Place:
Date:

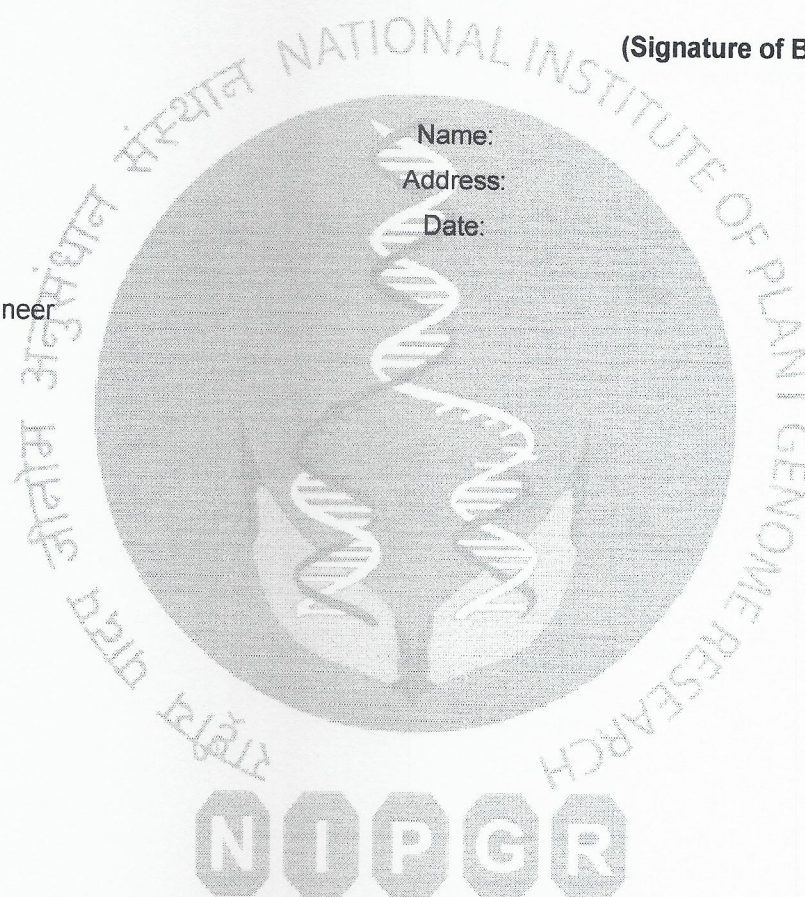
NIPGR

'CERTIFICATE FOR SITE INSPECTION'
Pre-qualification criteria of NIT

Certificate that we have visited the site on and assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also that we will be able to execute the work suit to the site conditions.

(Signature of Bidder with Seal)

Consultant Engineer



Annexure-III

CHECK-LIST FOR PRE-QUALIFICATION BID FOR NAME OF WORK: Running, Maintenance & Operation of PLC based 11KV Sub-station, transformers (3 x 1500 KVA), DG Sets (2 x 1250 KVA & 1 x 625 KVA) equipments for main substation and transformers (2 X 750 KVA), DG Sets (1 X 500 KVA & 1 X 320 KVA) equipments for PGF substation including Street Lights, Solar Lights, EPABX & Internet System & Wiring, Internal Electric Installations of Labs, PGF, Administration, Residential & Non-Residential Buildings, Students Hostel etc. at NIPGR Campus, New Delhi, during the year 2019-2020.

Sl. No.	Documents asked for	Page number at which document is placed
1.	Tender Documents	
2.	Earnest Money & Tender Cost	
3.	Name of authorized person of the firm/agency, designation, address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/ Directors also.	
4.	Undertaking on a Non-judicial Stamp Paper of Rs.100/- (as per format prescribed in Annexure-I)	
5.	Self-attested copy of the PAN card, issued by the Income Tax Department.	
6.	Self-attested copy of EPF, ESI & GST Registration.	
7.	Proof of experiences / Completion Certificates of last three years ending 30 th Nov. 2019 as specified in the NIT along with satisfactory performance certificates and work order copy from the concerned employers.	
8.	Annual turnover of last three financial years ending 31 st Mar. 2019 duly certified by the Statutory Auditors.	
9.	License of Electrical Contractor issued by the Competent Authority, in the name of agency/proprietor/partner/director.	
10.	Registration of Labour License certificate under Govt. of NCT, New Delhi.	
11.	Any other documents, if required.	

**Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.**

SCHEDULE OF QUANTITIES

ITEM NO.	DESCRIPTION OF ITEM	QTY.	UNIT	RATE	AMOUNT
Attached at next page:					

List of spares required for day to day maintenance

-

Attached for quoting the Rates only valid during the currency of contract

Should this tender be accepted, in whole or in part I/We hereby agree to abide by and fulfill all the terms & provisions of the conditions of tender as applicable or in default there of a sum of for Rs. 1,63,000.00 (Rs. One Lakh Sixty-Three Thousand Only) deposited by me/us as earnest money in favour of NIPGR, New Delhi shall stand absolutely forfeited to NIPGR.

I/We agree:

- (i) that should I/We fail to commence the work specified in the above-mentioned Memorandum the NIPGR without prejudice to any other right or remedy shall be at liberty to forfeit the earnest money. Otherwise the said earnest money shall be retained and adjusted towards security deposit mentioned in the above Memorandum.
- (ii) To execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

The names and postal addresses and contact phone nos. Of our representative(s) authorized to deal with this tender are:

1)

2)

3)

Dated the _____ day of _____ 2019

Signature of Tenderer

SCHEDULE OF QUANTITY

LIST OF MANPOWER (Part-A)

Name of Work:- Running, Maintenance & Operation of PLC based 11KV sub-station, transformers (3 x 1500KVA), DG sets (2 x 1250 KVA & 1 x 625 KVA), equipments for main substation, transformers (2 x 750 KVA) and DG sets (1 x 500 KVA & 1 x 320 KVA), equipments for PGF substation including Street Light, Solar Lights, EPBAX, internet system & wiring, Internal Electric installations of labs, PGF, Administration, Residential & Non-Residential buildings, Student Hostel etc. at NIPGR Campus, New Delhi, during the year 2019-2020.

Si. No.	Description	Amount
A.	Material as per details below <i>(all-inclusive rate per month)</i>	
i	Cleaning materials like old dhoti, detergent soap, broom etc.	
ii	Fuses, indicating Lamps, Distilled Water/ Electrolyte, Lubricating grease, Gland Dori, Charcoal & Salt etc.	
iii	Log Books Attendance Registers, History Books & Other Stationery	
iv	Dresses, Shoes, I-Cards etc.	
Total A	Total Monthly charges towards above material	
B.	Manpower as per details below <i>(please refer Special Terms & Conditions of the Tender document)</i>	
	Wages for complete month	No. of persons
	a. Highly Skilled (Supervisor)	01
	b. Skilled (Electrician (5), Substation Operator (6) & Instrument Mechanic) (1)	12
	c. Unskilled (Helper)	08
	Total Wages (a + b + c) <i>(Please provide complete breakup)</i>	
ii	PF @ 13% <i>(including administrative charges as per rules)</i> <i>(maximum on Rs. 15,000/- per person, per month)</i>	
iii	ESI @ 3.25%	
iv	Bonus @ 8.33% of basic <i>(Admissible for those workers only who completes at least 30 days service in present contract)</i>	
Total B	Total Monthly charges towards above manpower	
C	Other charges <i>(if any)</i>	
D	Agency charges	
E	Total (B + C + D)	
F	GST @ 18% (on E above)	
G	Total Inclusive of GST (E + F)	
H	Total Monthly charges (A + G)	
	Total Annual charges (H x 12 months)	
	(Amt. in words: _____)	

Not
to be
Filled

Payment shall be released on the basis of actual attendance and actual payment of wages released to staff deployed at the Institute, subject to wages paid as per Minimum Wages Act of NCT of Delhi.

Consultant Engineer

Signature & Seal of Contractor

Schedule of Quantity
LIST OF SPARES (if & when required) (Part-B)

S No:	Item description	Preferred Make	Qty.	Rate	Total Amount
LAMPS					
1	Fluorescent tube rod for Mosquito Killer 18/20 Watt, 2ft., blue	PHILIPS/Havells	1		
2	Fluorescent tube rod 36 Watt (4 ft)	do-----	326		
3	Fluorescent tube rod 6/40 Watt (4 ft), ELA-056	do-----	34		
4	Fluorescent tube rod 36/40 Watt, Warm White	do-----	1		
5	Fluorescent lamp 28 Watt (4 ft)	do-----	3		
6	LED Batten, 18/20W	do-----	1		
7	Bulb 15W, Oven Bulb	do-----	42		
8	LED Tube Rod 18W, 2 pins at both ends, 4ft. complete with inbuilt chock	Cortex Power/LSI/ Goldwyn/AV Energies/ HUBLIT/BIS/ISI equivalent	1		
9	LED Tube Rod 9W, 2 pins at both ends, 2ft. complete with inbuilt chock	do-----	1		
10	LED PL 18W, Four Pin, for 2x2 ft. light panel complete with inbuilt chock	do-----	1		
11	LED Tube Rod 9W, 2 pins at both ends, 2ft. for 2x2 ft. light panel complete with inbuilt chock	do-----	1		
12	LED Blub 5W	Philips/Havells/ Crompton/Syska	1		
13	LED bulb 9W	do-----	1		
14	LED bulb 12W	do-----	1		
15	LED bulb 15W	do-----	1		
16	LED bulb 18W	do-----	1		
17	Lamp Holder	Anchor/MK/ISI	9		
18	Tube Light Holder	Anchor/MK/ISI	11		
19	500 Watt Halogen lamp	PHILIPS/Havells/ Osram	2		
20	1000 Watt Halogen lamp	do-----	1		
21	70 Watt Sodium Vapour Lamp	do-----	27		
22	150 Watt Sodium Vapour Lamp	do-----	12		
23	400 Watt Metal Halide Lamp	do-----	6		
CHOKE					
24	Electronic Choke for 36 Watt Fluorescent fitting	PHILIPS/Havells/ Wipro	42		
25	Choke for 36 Watt Fluorescent fitting	do-----	2		
26	Pins connected Choke for 36/40 Watt Fluorescent fitting for tissue culture rack	do-----	21		
27	Choke for 70 Watt sodium vapour fitting	do-----	19		
28	Choke for 150 Watt sodium vapour fitting	do-----	3		
29	Choke for 400 Watt mercury vapour fitting	do-----	4		
CIRCUIT BREAKERS					
30	6/10/16/20/25/32 Amp SP MCB	Legrand/Havells/ L&T/ ABB	12		
31	40 / 63 Amp SP MCB	do-----	3		
32	6/10/16/20/25/32 Amp DP MCB	do-----	17		
33	40 / 63 Amp DP MCB	do-----	11		
34	6/10/16/20/25/32 Amp TP MCB	do-----	2		
35	40 / 63 Amp TP MCB	do-----	1		
36	6/10/16/20/25/32 Amp FP MCB	do-----	1		
37	40 / 63 Amp FP MCB	do-----	7		
38	40 A DP ELCB	do-----	1		
MODULAR SWITCHES, SOCKETS, PVC PLATES, GI BOXES					

Not to be Filled

S No:	Item description	Preferred Make	Qty.	Rate	Total Amount
39	5/6 Amp Switch	MK/CPL/Legrand /L&T	12		
40	15/16 Amp Switch	do-----	25		
41	5/6 Amp Socket	do-----	31		
42	15/16 Amp Socket	do-----	28		
43	Modular plate 1 or 2 module	do-----	3		
44	Modular plate 4 module	do-----	9		
45	Modular plate 6 module	do-----	1		
46	GI Box 1 or 2 module (75mmx75mm)	do-----	2		
47	GI Box 4 module (125mmx75mm)	do-----	1		
48	GI Box 6 module (200mmx75mm)	do-----	1		
49	Industrial metal clad socket with plug top complete	do-----	1		
50	Telephone Socket	do-----	1		
51	Cat-6 Data Socket	do-----	1		
52	T.V. Socket	do-----	1		
53	6 Amp Switch (for wall points & raceway points)	do-----	2		
54	16 Amp Switch (for wall points & raceway points)	do-----	10		
55	6 Amp Socket (for wall points & raceway points)	do-----	2		
56	16 Amp Socket (for wall points & raceway points)	do-----	7		
57	Modular plate 1 or 2 module (for wall points & raceway points)	do-----	2		
58	Modular plate 4 module (for wall points & raceway points)	do-----	9		
59	Modular plate 6 module (for wall points & raceway points)	do-----	1		
60	Fan Regulator	do-----	11		
	MISCELLANEOUS				
61	Halogen lamp holder	ISI Mark	9		
62	Fluorescent tube Starter	do-----	98		
63	Combined switch socket 6 pin 16 Amp	do-----	40		
64	6 Amp Plug Top	do-----	6		
65	16 Amp Plug Top	do-----	30		
66	Capacitor (upto 5 microF)	do-----	76		
67	Ignitor for 70W,150W,250W,400W lights	PHILIPS/Bajaj	19		
68	call bell/buzzer	ISI Mark	6		
69	3-phase Heating Element of 5 KW for solar water heating system	do-----	4		
70	Thermostat for solar water heater, 1' long, range 40*c to 80*c	do-----	6		
71	Exhaust fan (12") rewinding	do-----	34		
72	Exhaust fan (18" & 24") rewinding	do-----	1		
73	Ceiling fan rewinding (All types)	do-----	4		
74	Exhaust fan (12") blade	do-----	1		
75	Exhaust fan (24") blade	do-----	1		
76	Bush & Shaft for Exhaust fan (12") /wall fan	do-----	13		
77	Bearing for ceiling fan of all types	do-----	8		
Total Amount					

Not to be Filled

Consultant Engineer

Signature & Seal of contractor

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

GENERAL INVENTORY OF ELECTRICAL INSTALLATIONS For MAIN BUILDING AT NIPGR, NEW DELHI

S No:	Item Description	Quantity	Make
1.	H.T.Panel	5	ABB
2.	H.T.Cable (3 core 240sqmm)	As per site	Fort Gloster
	11 /0.433 KV Transformer with OLTC -1500 KVA	3	VOLTAMP
3.	Main L.T.Panel with all associated accessories	2	L&T and Neptune
4.	L.T.Cables & Cable end joints		FORT GLOSTER
	3.5 core 300sqmm	As per site	----DO-----
	3.5 core 240sqmm	--DO--	----DO-----
	3.5 core 120sqmm	--DO--	----DO-----
	3.5 core 95 sqmm	--DO--	----DO-----
	3.5 core 70 sqmm	--DO--	----DO-----
	3.5 core 50 sqmm	--DO--	----DO-----
	3.5 core 35sqmm	--DO--	----DO-----
	4 core 25 sqmm	--DO--	----DO-----
	4 core 16 sqmm	--DO--	----DO-----
	4 core 10 sqmm	--DO--	----DO-----
	2 core 10 sqmm	--DO--	----DO-----
5.	L.T.Panels with all associated accessories		
	a) Lab GF	1	ADLEC
	b) Lab FF & SF	2	ADLEC
	c) Administration GF	1	ADLEC
	d) Administration FF	1	ADLEC
	e) C.I.F GF	1	ADLEC
	f) Lift Panel	1	ADLEC
	g) STP Panel	1	ADLEC
	h) ETP Panel	1	ADLEC
	i) Panel in the Fields	1	ADLEC
	j) Street Light Panel	1	ADLEC
	k) Essential Accommodation panel	2	TRICOLITE
	l) Transit Accommodation panel	1	TRICOLITE
	m) Type-III, IVS, V housing	1	NEPTUNE
	n) Borewell panel	1	
	o) New Lab Block	1	NEPTUNE
6.	Capacitor Panels	3	L&T & neptune
7.	AVR & AVR bypass Panel	4 sets	SERVO
8.	Service block DB's & DB for OLTC & RTCC	5 nos:	LEGRAND
9.	Battery bank & charger (S/S & DG)	7 no:	STATCON & Su-Kam
10.	Earthing Stations copper (S/S & DG)	As per site	
11.	Earthing Stations G.I (S/S & DG)	As per site	
12.	Panel in the Fields	1	
13.	Street Light panel & its accessories	1	
14.	1250 KVA D.G Set & accessories i/c bus duct	2 no:	CUMMINS
15.	625 KVA D.G Set & accessories i/c bus duct	1 no:	CUMMINS
16.	D.G Pump panel	2 no:	TRICOLITE & Neptune
17.	Water circulation pumps	6 nos:	KIRLOSKAR
18.	Fuel transfer pumps	4 nos:	KIRLOSKAR
20.	Fuel Tanks	6 nos:	
21.	Cooling towers with fans	3 nos:	BELL
22.	All street lights, solar water heaters, internal lights, ceiling, Pedestal, wall & Exhaust Fans Installed in the campus	As per actual site	
23.	Internal power point, light point, telephone point & internet point wiring		

24.	Distribution boards		
	a) Transit Accommodation	17	LEGRAND
	b) Essential staff Accommodation	10	---DO---
	c) Directors residence	4	---DO---
	d) Lab Ground floor	15	---DO---
	e) Lab First floor	22	---DO---
	f) Lab Second floor	22	---DO---
	g) Administration Ground floor	4	---DO---
	h) Administration First floor	5	---DO---
	i) C.I.F Ground floor	5	---DO---
	j) C.I.F First floor	1	---DO---
	k) C.I.F Second floor	1	---DO---
	l) Machine room	1	---DO---
	m) Type-III, IVS, V housing	40	LEGRAND & Neptune
	n) New Lab Block	89	LEGRAND & Neptune
25	DNA Room Distribution board	1	
26	CIF First Floor Distribution board	1	
27	CIF Second Floor Distribution board	1	
28	Confocal room Distribution board	1	
29	Green House Panel	1	
30	Plant Growth Chamber	1	
31	PGF Trollies	As per actual	
32	Air-Washer for D.G	2	
33	Earthing Stations G.I for lab blocks, housing & others area	As per actual site	

HANDING OVER

TAKEN OVER

NIPGR

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

GENERAL INVENTORY OF ELECTRICAL INSTALLATIONS AT PLANT GROWTH FACILITY AT NIPGR, NEW DELHI

S No:	Item Description	Quantity	Make
1.	H.T. Panel	3	Crompton
2.	H.T. Cable (3 core 240sqmm)	30 mtr	
3.	11 /0.433 KV Transformer with OLTC -750 KVA	2	Crompton Greaves
4.	Main L.T. Panel with all associated accessories	1	NEPTUNE
5.	L.T. Panels with all associated accessories	As per actual site	
6.	Street Lights	8	Hublit
7.	Capacitor Panels	2	NEPTUNE
8.	Battery bank (S/S & DG)	3 no:	
9.	Earthing Stations copper (S/S & DG)	8	
10.	Earthing Stations G.I (S/S & DG)	12	
11.	500 KVA D.G Set	1 no:	CUMMINS
12.	320 KVA D.G Set	1 no:	CUMMINS
13.	Fuel transfer pumps	2 nos:	KIRLOSKAR
14.	Fuel Tanks	2 nos:	
15.	All internal lights, ceiling fans & Exhaust Fans Installed in the facility.	As per actual site	
16.	Internal power point & light point wiring		
17.	Sub distribution L.T. board	3	Hagger
16.	Isolator	26	NEPTUNE
17.	Chemical Earthing	2	
18.	Earthing Stations G.I for Plant Growth Facility	As per actual site	

HANDING OVER

TAKEN OVER