

TENDER

FOR

**ANNUAL CONTRACT FOR ROUND THE CLOCK OPERATION & MAINTENANCE OF
33/0.433 kV INDOOR SUBSTATION INCLUDING DG SETS**

AT

IIIT-ALLAHABAD

TENDER NO.: IIIT-A/FIP/TENDER/91/166/2018

Dated: 05.06.2018

Last date for submission of bid: 26.06.2018


57612-18



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref. IIIT-A/FIP/TENDER/91/166/2018

Dated- 05.06.2018

NOTICE INVITING TENDER

1. Sealed tenders are invited under **Two Bid Systems** for the “**Annual Contract for Round the Clock Operation & Maintenance of “33/0.433 KV indoor substation including D.G. Sets”** at Indian Institute of Information Technology, Allahabad. The detailed specifications and terms & conditions are given in **Annexure I, II, III, IV, V, and VI**. Tender document may be downloaded from the Institute website www.iiita.ac.in.”
2. Tenderers are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. Quotation should be in two separate sealed envelopes "Technical Bid" and "Commercial Bid" and placed in a single envelope with name of the tender, ref. number and closing date subscribed on the top of the envelope addressed to the Faculty In-charge Purchase, IIIT-Allahabad **upto - 26/06/2018, 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Faculty In-charge, Purchase, IIIT-Allahabad. Basic rate, taxes and other charges if applicable etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.

3. Details of Bank account of Firm for returned of EMD and/or Performance Security

Bank's Account Holder Name:.....

Type of Account Name:.....

Address of Branch:.....

Account No:.....

IFSC Code:.....

4. **E.M.D.:** EMD fee should be directly transfer into the bank account(IIITA General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered). EMD receipt should be enclosed with the Technical Bid document in a separate envelop.

The detail of institute's Bank account is as below;

Account Name: IIITA General AC

Bank Name: Indian Overseas Bank

Address: 61, M.G. Marg, Civil Lines, Allahabad

Account No.: 035001000060976

IFSC Code: IOBA0000350

Amount of EMD as below:

Sl. No	Description	EMD Amount	Transaction No. & Date
1.	Annual Contract for Round Clock Operation & Maintenance of 33/0.433 KV indoor substation including D.G. Sets	25,000/-	

5. The Technical Bids will be opened on- **26/06/2018 at 4:00 PM**. Tender Opening Committee authorized by the Competent Authority. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. The financial bids of only those bidders, who's Technical Bids will qualify, shall be opened by concerned committee. The pre-bid site visit may be conducted on **21/06/2018** between 10:30 hrs to 11:30 hrs, following which a pre-bid meeting will take place at 12:00hrs at Purchase Section, IIIT-Allahabad. For any queries regarding the tender, please send a mail to info.purchase@iiita.ac.in.
6. The Director of IIIT-Allahabad reserves the right to reject any or all the bids, or cancel the tender, without assigning any reason and the decision of the Director; IIIT-Allahabad shall be final and binding.


Faculty In-charge Purchase

Copy to:

➤ PS to Hon'ble Director- for kind information to Hon'ble director please.

LETTER OF BID

Dated:/..... /, 2018

To,
Faculty-In-Charge Purchase
Indian Institute of Information Technology
Deoghat, Jhalwa, Allahabad.

Sub: Submission of Bids against Tender Ref. No. _____

We, the undersigned, declare that:

1. We have examined and accepted all the terms and conditions of the tender reference number _____ and ready to offer the required services accordingly required in tender document.
2. We offer to execute in conformity with the Bidding Documents for **Annual Contract for Round the Clock Operation & Maintenance of "33/0.433 KV indoor substation including D.G. Sets"**, at IIIT-Allahabad.
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and may be accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.
5. We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

(To be printed on Bidder's letterhead)



A. GENERAL INSTRUCTIONS FOR BIDDER

1. These instructions are over and above the instructions contained in the enclosed set of tender documents.
2. Bidder must fill the letter of Undertaking (Annexure-III) and Declaration Proforma (Annexure-IV) complete in all respect.
3. Bidder must quote their rates exclusive of all taxes and duties. Taxes applicable may be quoted separately giving full details.
4. For the Bidding / Tender Document Purposes, Indian institute of information Technology, Allahabad shall be referred to as 'Institute' and the Bidder/Successful Bidder shall be referred to as 'Contractor and / or Bidder or Tenderer / Supplier.
5. While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
6. The bidder shall submit the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
7. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD transaction receipt of RTGS/NEFT of requisite amount of a signed Undertaking in lieu of EMD, or any other requirements stipulated in the tender documents are liable to be rejected.
8. The EMD shall be returned through electronic transfer to the bidder (s) bank account as provided by the bidder (s) whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest. If the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.
9. The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Institute, IIIT-Allahabad.
10. For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgement due to IIIT-Allahabad. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
11. Bidder must sign in each and every page of the enclosed tender documents and submit the same in sealed cover superscripting the NIT No. name of work, bid opening date and EMD particulars.
12. The EMD should be in a separate envelop and annexed with the tender with suitable superscripted on envelop.
13. In case of acceptance of the bid, the successful bidder/bidders must enter into a contract agreement (Annexure-V) on Non-Judicial Stamp Paper valuing Rs. 100/- within seven days from the issue of the Detailed Award Letter/ work order.
14. Quoted rate should be valid at least for 180 days from the date of opening.
15. All figures etc. must be in English Language only.
16. The lowest rate will not be the basis of claim to get the order.
17. The firms/companies that work black listed at any stage need not to apply.
18. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
19. Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the disputes and his decision will be binding on both the parties.
20. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
21. Completion period shall be 12 months from the date of award of work.
22. Defect liability period minimum shall be 02 months after expiry of contract.
23. Any conditional tender will not be accepted.

24. **Tenderer should take into account any corrigendum published on the tender document before submitting their bids. All such corrigendum will be placed on IIT-A website www.iiita.ac.in as well as CPP portal. Intending tenderers are advised to visit www.iiita.ac.in and <https://eprocure.gov.in> for regular update, if any, till the closing date of tender for any corrigendum/addendum/amendment. IITA will not be responsible for ignorance of corrigendum.**
25. The firms/agencies/contractors who wish to quote are required to visit and examine the whole systems and satisfy themselves before submitting their offer and to apprise themselves about the plant and equipment, accessories and parts of the complete systems.
26. Rate should be quoted in figure as well as in words as per ANNEXURE-II. No overwriting is allowed. All scoring and cancellations should be countersigned in full by the tenderer. In case of illegibility the interpretation of the Engineer-in-charge/Tender Committee shall be final.
27. Indian Institute of Information Technology reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of Director – IIT-Allahabad shall be final and binding on all.
28. All disputes are subject to Jurisdiction of Allahabad Courts.
29. **For any query pertaining to this bid correspondence may be addressed to**

**Faculty In-Charge Purchase
IIT-Allahabad, Deoghat
Jhalwa, Campus
Allahabad- 211015 (UP)
Phone : +91 0532-2922051.
E-mail: info.purchase@iiita.ac.in**

(B). MINIMUM ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:-

1. **Legally Valid Entity:** The Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited Company, a Private Limited Company registered under the relevant Act or a firm having GST registration issued by Trade Tax department to do the business in India. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.
2. Preference may be given to OEM, Authorized Dealer or Experienced Contractors. Proof of supporting document must be attached by the bidder.
3. **Experience:** The Bidder shall have experience in providing such type of services for Embassies/High Commissions/Government Ministries/Departments/Public Sector Companies/reputed corporate organization/multinational companies. Attested copies of experience certificates for completed work/ongoing work issued by the Foreign Embassies/High Commissions/Government Ministries/Departments/Public Sector Companies/reputed corporate organization/multinational companies shall be attached with bid document.
4. **Company profile/information regarding key personnel:** The bidding company shall also include in its bid, as per proforma at Annexure-VI of this document, details about the company and about its key personnel.
5. Only those tenderer shall be eligible, who have successfully completed or are continuing the similar nature of work i.e having minimum 5 years experience of either Annual maintenance & operational contract for 33 KV substation or above.
6. The contractor should have executed similar nature of Operation & Maintenance of AMC works for last five years with minimum value as mentioned below.

7. One similar work costing not less than 80%
Or
8. Two similar work costing not less than 50%
Or
9. Three similar work costing not less than 40%
10. Annual Turn Over – 24 lacs / more (For last five years independently).
11. The contractor should have at least two contracts of similar nature currently on hand anywhere in India.
12. The firm has to confirm and provide documents related to deduction ESI, PF, of Man power.
13. Possession of requisite statutory Govt. certificates/licenses essential for manning, supervisory & operation of 33kV substation from statutory Dept. of Govt. of UP/India & should submit the same.
14. The Contractor has to submit the following documents compulsory along with tender.
 - a. Copy of valid A-class Electrical License.
 - b. Copy of service tax registration certificate from the office of customs & Central Excise department.
 - c. Copy of valid P.F. & E.S.I. Registration.
 - d. Copy of PAN /TAN /TIN/GST etc as applicable.
 - e. Copy of Audited Profit and Loss for last three years.
 - f. Detailed experience certificates for last 5 years of similar kind of works executed.

Note:- Similar works means

1. Experience in Operation , Manning & Maintenance of :-
 - a. Indoor/outdoor 33kV substation.
 - b. Indoor (HT 33kV or above and LT 440V) switchgears.
 - c. HT Transformers.
 - d. HT< PCC panels.
 - e. LT DG sets in parallel / stand alone mode of operation.



(C). General Terms & Conditions and Scope of work by the firm for “Annual Contract for Round Clock Operation & Maintenance of “33/0.433 KV indoor substation including D.G. Sets” at IIIT-A Jhalwa Campus, Allahabad.

(I). General Terms & Conditions

01. The routine maintenance and periodical maintenance of all the electrical equipment is to be done. Necessary preventive maintenance, breakdowns if any is to be attended throughout the day in 3 shifts, 7 days a week, with experienced and qualified personnel.
02. The routine operation & maintenance of all D.G. Sets is to be done by the experienced and qualified personnel at any time of the day by working on 3 shifts basis.
03. Any materials required for breakdown or for such other required work is to be executed on cost of material, must be approved by the competent authority of IIIT-A.
- 04. Deployment of required experienced manpower for total job. Minimum 7 persons (1 supervisor having Diploma with electrical competency certificate from competent authority (Central or State Govt.) with 5 years experience, 3 Technician having ITI with electrical competency certificate from competent authority 5 years experience, 3 Semi Skilled having minimum experience of 3 years or above in operation and maintenance of 33 KV Sub-station or above).**
05. The firm will ensure that supervisor is available on duty from 9:00 AM to 6:00 PM and when required, so that he can be guided by the Engineer In-charge for proper maintenance.
06. The offer required is expected to be complete in all respects including the deployment of appropriate manpower to execute the stated requirements round the clock. The bidders have to note that at least two persons are required in each shift for the three shifts on all 7 days. One member in each one of the three shifts is expected to be a person who has the requisite qualification and experience to handle the task and be responsible to deliver the services where as the other member could be a person of less experience but capable to assist the shift-in- charge in discharging the responsibilities. All the tools and test equipments required for making necessary measurements to provide the details regarding the load distribution and other parameters is the responsibility of the bidder.
07. All spares parts and materials shall be genuine and of same make/model and type as installed wherever applicable and a minimum quantity of spares and materials for routine maintenance may be kept at site to minimize time of maintenance. The firm/agency/ contractor have to keep all equipments well maintained for the work so as to give proper output at all times.
08. Proper care shall be taken to avoid major breakdown at the Electrical Sub- station. In the event of any breakdown, the same will be rectified immediately within 4 hours from the time of reporting of the fault. Similarly, if any breakdown takes place due to negligence of firm/agency/contractor, the whole component has to replaced/rectified to bring it to the original condition immediately.
09. The firm/agency/contractor will be responsible for the safety of their deputed staff during the performance of their duty at site.



10. In case any of staff is not found upto the mark and not able to do work properly, he will have to be changed as per the instruction of competent authority by another qualified staff.
11. In case of any problem with the equipment, the firm/agency/contractor shall inform to authorize person of institute.
12. The firm/agency/contractor shall keep the equipment well maintained, neat and clean and adhere to the maintenance schedule of various equipments as given in the respective manuals. Upon placement of work order they will prepare the maintenance schedule and discuss the same with the IIIT-A deputed official for its implementation. This may be revised from time to time as per the requirement.
13. The Contractor shall also undertake to provide a comprehensive breakdown service whereby qualified technicians shall attend to each breakdown as soon as practicable after a breakdown is reported and carry out immediate remedial work at a reasonable speed according to the nature of the breakdown. Any faulty equipment or components shall be quickly replaced.
14. The Contractor shall operate maintain and repair the electrical installation and equipment as per the satisfaction of Engineer-in-charge (EIC). The Institute shall provide materials required for replacement.
15. Preparation of periodicals, preventive and predictive maintenance schedules for one year and executing accordingly under prior intimation to the Institute and reports to be submitted to the Engineer-in-charge at site.
16. Preparation of Log Books, Breakdown Registers, Shutdown Slips, Load Data Chart etc as per norms and directions of site in-charge.
17. Load shedding programmes for energy saving by making necessary shutdowns for areas wherever the wastage of power is found, with the consultation of EIC.
18. Maintaining the status record for each equipment for breakdowns, preventive maintenance and replacement of parts.
19. Annual Calibration and setting of protection system for complete equipment and submission of its reports.
20. Preparation of operational spares data as per manufacturers manuals. Regular watering of earth pits as and when required, Routine cleaning of Transformers, breakers, distribution boards, Panels, equipments etc with blower and cloth, cleaning of Sub-station premises inside of building and trenches.
21. The contractor will maintain proper record of stores issued to them. They will also ensure that all the damaged/replaced materials be kept in safe custody and shall be returned to the Institute as per the instructions of Engineer-in-charge at site.
22. At the time of starting of the contract the contractor, shall make joint assessment of all installations covered under the contract and get the status recorded and jointly signed. This status report shall be referred to for joint physical verification at the time of closer of the contract for the release of final payment and security deposit.
23. The contractor shall keep the attendance of workers (shift wise) engaged in the job and shall submit periodically for checking to the Engineer-in-charge at site. The contractor and his workers shall work as per the guidelines of Engineer-in-charge at site.
24. If any damage is done to the Institute's installation by the Contractor's Labours, the same shall be recovered from the Contractor. Therefore proper care must be taken and experienced /qualified persons should be deputed on the job to ensure safety of the man and materials. The suitable penalty shall be imposed on any misconduct default, damages caused to the Institute due to negligence of contractor.

(II). Supply of Consumables:

Indication lamps, control fuses, PVC insulation tape, LT & HT line Insulation tape, Electronic Contact Cleaner, CRC, CTC, cleaning liquids, battery water, duster cloth, kerosene, lubricants for HT & LT switch gears, Mechanical Grease, Sand paper, stationery.

(III). Supply of T&P with valid Calibration Certificate on site one set each:

1. Primary injection kit (as and when required).
2. Secondary injection kit (as and when required).
3. Hi-pot Test Kit (as and when required).
4. Earth Megger / Earth Resistance Tester
5. LT Megger 1kV
6. HT Megger 5kV
7. Digital & Analog Multi meter, clamp meter AC/DC
8. Tong Tester
9. Tools like Spanners, Pliers, Hammers, Screwdrivers, Electrician kit as required.
10. First aid box
11. Small ladders,
12. Torch light Big & Small size
13. Drilling machine with drill bit all size
14. Safety items like LT & HT rubber gloves, discharge wire cord with clip etc.
15. Any other special T & P required for smooth operation and maintenance of the indoor sub-station equipments.
16. Phase Sequence Meter
17. Air Blower
18. Vaccum cleaner (Industrial type)
19. Low Voltage detector
20. ELCB test kit
21. Earth discharge Rod

(IV). Toot & Tackles

1. Screw Driver set- all sizes
2. Cutting pliers ser- all sizes
3. Nose plier set- all sizes
4. Cutter – all sizes
5. Spanner set- all sizes (DE, OE & Ring type)
6. Wire & Cable Crimping tool both manual & hydraulic type (04 sqmm to 1000 sqmm)
7. Torque Wrench
8. Drilling & Hammering machine
9. Air blower – Industrial Type
10. Grease Gun
11. Pocket Multimeter
12. Torch Light (Big & Small)
13. PVC Water pipe (50 mtr.) for earth pit



(V). SAFETY / PRECAUTIONS:

It shall be the duty of the contractor to acquaint him with all safety regulations as proposed by any statutory authorities.

The contractor shall indemnify IITA against any violation of safety laws, rules and regulations while carrying out operations as required by the contract.

IIITA will not be liable to pay to the Staff/Labour of Contractor the injuries/death while performing duty. In case, IIITA is to incur any liability, same will be recovered from the contractor.

(VI) LIABILITY FOR LABOUR LAW :

All labour and /or personnel employed by Contractor shall be engaged by him as his own employees/workmen in all respects implied or expressed. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various labour laws of the country shall be that of the tenderer. He shall specifically ensure completely with following Laws/Acts and their enactments/amendments.

- a. The Payment of Wages Act, 1936
- b. The Employees State Insurance Act, 1948
- c. The Employees Provident Fund Act, 1952
- d. The Payment of Bonus Act, 1965
- e. The Institute Disputes Act, 1947
- f. The Contract Labour (Regulation and Abolition) Act, 1970
- g. The Workmen's Compensation, 1923

The contractor shall comply with all the laws, regulations and rules for the benefit of labour/employees that are in force or may come into force and the contractor shall indemnify and keep IIITA indemnified against all loss, damage, claims and costs arising in any manner whatsoever out of or through or as a result of any failure or omission on the part of the contractor to comply with any such laws, regulations and / or rules.

(VII). Scope of Supply of materials by IIIT-A (As per certification of Institute's Engineer/Representative)

1. Diesel. Lube Oil and spares of DG Set.
2. All operational spares as required which are not covered in the scope of contractor.
3. HRC power fuses, and panel components except indication lamp & control fuses
4. All the relevant drawing Operation & Maintenance manuals for the complete equipment as the when required.

(VIII). List of Equipment installed at substation is enclosed as Annexure – I

(D). EARNEST MONEY DEPOSIT

1. The bid security may be forfeited:
 - (i) If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
 - (ii) In case of successful bidder, if the bidder
 - (a) fails to sign the contract in accordance with the terms of the tender document;
 - (b) fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the time frame specified by the Institute; or
 - (c) Fails or refuses to honor his/own quoted prices for the services or part thereof.

(E). VALIDITY OF BIDS

1. Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.
2. In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
3. The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.
4. SITE VISIT: Interested firms/service agencies may visit the site for visualization and better understanding of the quantum of work on **21/06/2018** between 10:30 hrs to 11:30 hrs.

(F). PREPARATION / SUBMISSION OF BIDS

1. No Bid shall be accepted after the specified date and time. However, the Competent Authority of the Institute reserves right to extend the date/time for submission of bids, before opening of the Technical Bids.
2. **Technical Bid:** Technical Bid shall be put in a separate sealed envelope superscripted as "Envelope A- Technical Bid". Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria, valid transaction receipt of EMD of requisite amount. Documents comprising the Bid:
 - a. Technical Bid Submission Form duly signed and printed on Company's letterhead.
 - b. Contact Details Form, duly filled and signed & stamped (Annexure-VI).
 - c. Transaction receipt of Earnest Money Deposit (EMD) of amount Rs.25, 000/-or MSME/NSIC Certificate for the exemption of EMD fee.
 - d. All attested supporting document in proof of having fully adhered to minimum eligibility criteria as referred in Section-2 above.
3. **Financial Bid:** Bidder shall prepare the financial bid in the Price Schedule (Annexure-II) as provided in the Tender Document. Financial bid shall be put in a separate sealed envelope superscripted as "Envelope B- Financial Bid".

(G). CLARIFICATION ON TECHNICAL BID EVALUATION

01. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the IIT-Allahabad shall not be considered. The Institute request for clarification and the response shall be in writing.
2. If a bidder does not provide clarifications of its bid by the date and time set in the Institute's request for clarification, its bid may be rejected.
3. Institute also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder as per clause 3.1.

(H). PERFORMANCE SECURITY (PS):

1. The successful bidder has to deposit Performance Security which will be a sum equivalent to 10% of the accepted contract value in favour of 'IIT-Allahabad', *which has to be*

electronically transfer through the RTGS/NEFT into the bank account of Institute as mentioned below:

Account Name: IIITA General AC
Bank Name: Indian Overseas Bank
Address: 61, M.G. Marg, Civil Lines, Allahabad
Account No.: 035001000060976
IFSC Code: IOBA0000350

You are also requested to submit Performance Security within fifteen days of the acceptance of the Work Order. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. In case, the contract is further extended beyond the initial period, the Performance Security will have to be renewed accordingly by the contractor. No interest shall be paid on Performance Security.

2. The Performance Security will be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may be deemed fit by the IIIT-A sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of contractor's bill has been received and examined.
3. *If the Contractor fails to provide the Performance Security within fifteen days of the issuance of the work order, such failure shall constitute a breach of the contract and the Institute shall be free to make other arrangements at the risk, cost and expense of the Contractor.*
4. On due performance and completion of the contract in all respects, the Performance Security will be returned to the contractor through Electronic Transfer (RTGS/NEFT) into the bidder's bank account without any interest on presentation of an absolute 'No Demand Certificate' from the contractor and upon return in good condition of any specifications, samples or other property belonging to the IIIT- Allahabad, which may have been issued to the contractor, for carrying out work stipulated in the contract.

(I) - VALIDITY OF CONTRACT

01. The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended annually on year to year basis, for further 02 years [maximum tenure 03 years from the date of start of work initially] as per the contract signed on same terms and conditions and negotiable rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements/statutory requirements, the client shall have the right at any time to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for black listing etc. solely at the discretion of the competent authority in IIIT-A.

(J) – PAYMENTS

1. After award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the contractor towards the AMC.



2. The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government from time to time.
3. Levy/Taxes payable by contractor - Sales Tax/ VAT/GST or any other tax on materials in respect of this contract shall be payable by the contractor and IIIT-Allahabad will not entertain any claim whatsoever in this respect.
4. The Contractor shall be paid on a Monthly basis for the services rendered in the preceding month. The Agency will disburse wages to his employee through Bank transfer and submit one copy of the same on the following month with his bill in token of having disbursed the amount to its employees engaged in the substation as per agreement complying minimum wages Act along with the performance satisfactory report issued by Engineer In-Charge, IIIT-Allahabad and payment shall be released within 30 days of submission of acceptable invoices.
5. IIIT-A shall be entitled to deduct in accordance with applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor.
6. The payment to the workers in accordance to minimum wages prescribed by the Govt. of India along with the statutory compliance Bonus is sole responsibility of the Contractor. In case of revision in minimum wages by the Government of India, the same would be absorbed by the IIIT-A. Claim for any other escalation shall not be entertained by the IIIT-Allahabad.
7. No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

(K) - Other Conditions, Force Majeure & Penalty Clause

01. Penalty: The firm shall rectify any breakdown within 24 hours failing which penalty for non-performance @ 0.5 % per week of delay subject to a maximum of 10% of the contract price will be imposed and in the event of any damage to the property or life arising out of nonperformance, contractor will be solely responsible.
02. The workers provided by the contractor should be on the roll of the Company and their antecedents should be pre-verified by the Police authorities. A copy of the verification of each worker shall be submitted to the IIIT-Allahabad before deployment for work.
03. The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.
04. The Company should submit precise profile of its key clients alongwith details of services provided.
05. In case the contractor fails in adhering to the daily maintenance requirements, and IIIT-A has to make alternative arrangements for the servicing/maintenance, then Contractor would reimburse the cost of such arrangements.
06. Contractor would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at IIIT-A's premises. Contractor would indemnify IIIT-A against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the

- course of their duties. IIIT-A would not be liable to pay any damages or compensation to such cleaners or to any third party.
- 07 In case of any complaint, either as regards the nature of service or as regards the behaviors of workers on duty or otherwise, Contractor would be intimated and would be required to take corrective measures promptly.
- 08 IIIT-Allahabad reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, IIIT -Allahabad in this regard shall be final and binding on all.
- 09 Director IIIT-Allahabad reserves the right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.
- 10 Director IIIT-Allahabad may, by written notice sent to the Contractor, terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the High Commission's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.
- 11 The bidder must have modern equipments, latest technical expertise for work on site.
12. Any wrong or misleading information will lead to disqualification.
13. The bidder would be responsible for all mandatory compliance for social, safety and environmental issues related to the performance of the contractor in the IIIT-A's premises as stated in the eligibility criteria.
14. In addition of above terms and Conditions, general conditions of Electricity act and safety rules, manpower, deployment rules etc will be applicable.

A handwritten signature or mark consisting of a stylized 'H' shape with a long horizontal line extending to the left and a curved line extending downwards and to the right.

LIST OF EQUIPMENTS INSTALLED AT 33 KV INDOOR SUB STATION

Sl. No.	Particulars / Specifications	Quantity
1.	33 KV HT Panel equipped with 33 KV, 25 KA, 1250A PB4 type SF 6 circuit breaker and having ONE INCOMING and FOUR OUTGOING Sub panels with CT, PT, Ammeter, voltmeter, Frequency meter, Switches etc. complete in all respects.	1 No.
2.	Battery charger for above H.T. Panel Input: 230 V \pm 10% Output: 24 V DC/1 OA, Voltron Float/Boost Charger having 2 Nos. Battery of Exide makes and sealed lead acid 12 V, 42 AH	1 No.
3.	33/0.433 KV, 1600KVA Transformer without on load tap changer and with seven tap positions.	3 Nos.
4.	LT Bus duct Rating 415V AC, 3000A, MS Bus duct with sleeved Aluminium Bus bar	3 Nos.
5.	415 V AC TPN, 50 Hz, LT Panel (Power Control Normal) for Academic Complex complete in all respects	1 No.
6.	415 V AC TPN, 50 Hz, LT Panel (Power Control Normal) for Residential Complex Complete in all respects	1 No.
7.	Capacitor Control Panel Suitable for 440 V AC, 3 phase 4 wire supply and fault level of 25 KA for 1 second. Having provision for Auto and Manual with APFCR - 14 and 12 Capacitor bank of rating 25 KVAR each, complete in all respects	3 Nos.
8.	Essential Supply Panel LT for Academic Complex. Power system of 3 phase 4 wire, 425 Volts, 50 Hz, 400A, 25 KA and auxiliary control voltage of 230 volt AC. Panel is having Electrical and Mechanical interlocking scheme, complete in all respects	1 No.
9.	Essential Supply Panel LT for Residential Complex. Power system of 3 phase 3 wire, 415Volts, 50 Hz, 400A, 25 KA and auxiliary control voltage of 230 Volts AC. Panel is having Electrical and Mechanical Interlocking Scheme, complete in all respects.	1 No.
10.	DG Sets Comprising of following.	4 Sets
a.	160 KW, 200KVA engine of Cummins India Ltd. Model N-8-G3; 247 BHP @ 1500RPM	1 No.
b.	AC Generator make Kirloskar Electric Company. Frame Size 4 AB 280/L1, RPM 1500, 5 Hz.	1 No.
c.	200 KVA, 415V, AC, 300A, 50 Hz, Control voltage 230/12 Volts AC/DC AMP Panel complete in all respects	1 No.
d.	Batteries of 180 AH, 12 Volts, 25 plates.	2 No.
e.	Battery stand with Ms frame and Rubber matt.	1 Set.
f.	Diesel tank 1000 Ltrs. Capacity	1 No.
11.	DG Sets Comprising of following with canopy system.	2 Sets
a.	500KVA, Model No. KTA-19-G9, Type - HC154401 & 320KVA, Model No. NTA-855-G2-I, Type -	1 No.
b.	AC Generator make Kirloskar Electric Company. Frame Size 4 AB 280/L1, RPM 1500, 5 Hz.	1 No.
c.	200 KVA, 415V, AC, 300A, 50 Hz, Control voltage 230/12 Volts AC/DC AMP Panel complete in	1 No.
d.	Batteries of 180 AH, 12 Volts, 25 plates.	2 No.
e.	Battery stand with Ms frame and Rubber matt.	1 Set.
12.	Automatics Synchronized DG Set panel & Normal supply feeder with 4nos. 1000Amp rating I/C feeders & 1000Amp rating B/C and other O/G feeders SFU model	
13.	415Volts, 2500Amp rating, three phase & Neutral Bus Duct	5Sets
14.	Fire Extinguishers	12Nos.
15.	Fire Buckets	12Nos.
	i) Stand for Fire Buckets	2 No.
	ii) Fire Alarm Panel	1No.
16.	Distribution Board with RCCB & MCB's (RCCB 40A, 240/415V and MCB, 10A, 230/400V- 3 Nos. and 20 A, 230/400V-6 Nos.)	1 No.
17.	Tube light fittings along with switches	52 Nos.
18.	Metering Room for M/s UPPCL Meter equipped with:	1 No.
a.	33 KV Metering panel with meter CT, PT etc.	1 No.
b.	Tube Light	2 No.
c.	Ceiling fan	1 No.
d.	Power socket	1 No.
e.	Switch board	1 No.
f.	Metal halide 250 watts	1 No.
19.	Metal halide 250 watts (with MCB)	4 Nos.

Format for Submitting the Price Schedule

(To be submitted along with the financial bid in separate sealed cover)

Ref. IIT-A/FIP/TENDER/ / /2018

Date:.....

To,

Faculty – in – Charge
Purchase Section
IIT-Allahabad

Price Schedule

Item Price (Rs.) per month Total Price (in Rs.) per annum

Sl.No.	Description of Work	For the Period	Total	GST @.... %	Grand Total
01.	“Annual Contract for Round the Clock Operation & Maintenance of 33/0.433 KV indoor substation including D.G. Sets”	1 Year			
	Any other charges if applicable -				
	Total Amount				

Note:

- Above quoted price is complete in all respect, including applicable taxes as per technical specifications and terms & conditions mentioned in the bid document.

Yours faithfully,

(Signature of Authorised Signatory)

Name:

Designation:

Company seal:



(On the letterhead of the bidding company)

To,

**Faculty – in- Charge Purchase
IIIT-Allahabad**

UNDERTAKING

I, _____, of M/s. _____ having registered office at _____, do hereby undertake that my company, M/s. _____, will not withdraw or modify its bids submitted for Tender No. _____ dated _____ for the “**Annual Contract for Round the Clock operation & maintenance of 33/0.433 KV indoor substation including D.G. Sets**” at IIIT-Allahabad’ during the period of validity of the bids.

I further undertake to have understood that if my company M/s. _____ withdraws or modifies its bids or if it fails to sign the contract or fails to submit a performance security before the stipulated deadline if the work is awarded to it, M/s. _____ will be suspended for a specified time period from being eligible to submit bids for contracts with the Indian Institute of Information Technology, Allahabad.



Place:

(Signature of Authorised Signatory)

Date:

Name:

Designation:

Company seal:

DECLARATION

Annexure-IV

(Regarding ownership and / or employment of IIIT-A Employees)

No: IIITA/FIP/O&M/ /2018

Date : _____

To be filled in by the tenderer, signed and submitted along with tender papers.

I/We hereby declare that I/we or Partners or Directors of our concern do not have any such person under my/or employment who has retired/resigned/ removed / dismissed from IIIT-A during the last two years.

I/We hereby declare that I/We or partners or Directors of our concern have the following under my/our employment who has/have retired/resigned/removed/dismissed from IIIT-A during thee last two years.

SI.	Name of Person	Date of leaving	Reasons for leaving IIIT-A

I/We hereby declare that I/We or partners of directors are not related to any employees of IIIT-A
OR

I/We hereby declare that the following persons employed in IIIT-A and any other IIIT-A Project/Station are related to me/us for partners or directors of our concern as per details indicated.

SI.	Name of Person	Designation and Name of project or Office of IIIT-A	Relationship

NOTE: The near relative shall include wife, husband, parents and Grand Parents, children and Grand Children, Brother And Sister, Uncles, Aunts and Cousins and their corresponding in-laws.

(SIGNATURE OF TENDERER)

NAME

WITNESS SIGNATURE:

NAME :

PLACE :

DATE :



Note:

1. Please tick whatever is applicable and delete/cut whatever is not applicable
2. Please attach extra sheet if necessary.

Contract Agreement

THIS AGREEMENT made the [.....] day of [.....] month [.....] year between [name and address of Employer].....(Hereinafter called "the Employer") of the one part and [name and address of Contractor]..... (Hereinafter Called "the Contractor") of the other part.

WHEREAS the Employer invited Tenders for certain works, viz, [brief description of works]..... and has accepted a Tender by the Contractor for the execution of those works in the sum of Rs. [Contract price in figures and in words].....(Hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.

The documents forming the Contract shall be interpreted in the following order of priority:

The signed Contract Agreement;

The letter of Notification of Award

The completed Tender Submission Sheet as submitted by the Tenderer;

Work Methodology,

The priced Bill of Quantities as submitted by the Tenderer;

Scope of Work, and

Performance Guarantee

In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.

The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws Govt. of India on the day, month and year first written above.

For the Employer:

For the Contractor:

Signature:

Name:

Title:

In the presence

of

Name

Address



CONTACT DETAILS FORM

General details of bidder:

Name of the company:

Name and designation of authorised representative:

Communication address.....

Phone no. /mobile no:

Fax e-mail id:

Particular details of the bidder's representative:

Name of the contact person

Designation:

Phone no:

Mobile no:

E-mail id:

Details about key personnel of the bidding company (with id proof/supporting documents)

- 1.
- 2.
- 3.
- 4.
- 5.

