

CSIR-HUMAN RESOURCE DEVELOPMENT CENTRE

NOTICE INVITING TENDERS

- 1) Tenders are hereby invited for the work of “**Annual maintenance contract for operation and routine maintenance of 11 KV Sub-station, DG Sets, pump house including internal and external electrification, HT LT Panels, distribution boards and internal telephone wiring system in office campus and guest house campus at HRDC, Ghaziabad.**” from Electrical Licensed registered contractors of appropriate class of CPWD, Railway, Post & Telegraph Dept, MES, State PWD,s Semi- Govt. Organization or from those who have worked for CSIR or its laboratories and have successfully carried out minimum one/two/three similar nature of maintenance works of amounting Rs. 2333465.00/ Rs. 1458415.00/ Rs. 1166732.00 respectively or above in a single contract during the last seven years need apply with proof of fulfilling above conditions along with attested copies by gazetted officer or notary of valid Sales Tax registration / TIN, PAN card, ESI,EPF certificate and work completion certificate/s with request for issue of tender documents.
- 2) The Estimated cost of the work is Rs.2916829/- (Rupees twenty nine lakhs sixteen thousand eight hundred twenty nine only) based on Minimum wage as notified by ministry of labour & employment, office of the chief labour commissioner (C), New Delhi and CPWD SR 2014 rates.
- 3) Time for carrying out the work will be **one year** and the date of commencement shall be reckoned from the **10 days** of issue of award letter.
- 4) Complete Contract documents to be complied with by the tenderer whose tender may be accepted can be seen at the office of the Executive Engineer, HRDC Ghaziabad.
- 5) Tenders should be on the specified form (Nontransferable) which may be obtained from the office of the Executive Engineer, HRDC (G)) during office hours on payment of **Rs 500/- (Rs. Five hundred only) in Cash or as Demand Draft of a schedule bank drawn in favour of HRDC, Ghaziabad** (Non – refundable) Sale of tenders shall be from **26.10.2015 to 04.11.2015 up to 3.00 P.M.**
- 6) Tenders should be submitted with the documents as per NIT in sealed covers super scribed with the name of the work, date and time of opening written on the envelope. They will be received up to **3.00 P.M.** on **06.11.2015** and will be opened at **3.30 PM** on the same day in the office of the COA, HRDC Ghaziabad. Tender should be dropped in the tender box before the closing date and time indicated.

In case these are sent by post these should be sent by Regd. Post/Speed post addressed to the **Controller of Administration, Human Resource**

Development Centre, Sector 19, Central Govt, Enclave, Kamla Nehru Nagar, Ghaziabad. Tenderers are to ensure that they post the tender well in advance so as to reach before the closing time and date indicated.

- 7) The Earnest Money amounting to **Rs. 58500/- (Rupees fifty eight thousand five hundred only)** as Demand Draft or pay order of a schedule bank and drawn in favour of **HRDC, Ghaziabad** should accompany the tender. Tenders received without earnest money will be invalid.
 - i) The tender and the earnest money shall be placed in separate sealed envelopes each marked "Tender" and "Earnest Money" respectively. Both the envelopes shall be submitted together in another sealed envelope. The envelope marked "Tender" of only those tenders shall be opened, whose earnest money placed in the other envelope is found to be in order.
- 8) The Employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
- 9) Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.
- 10) The tenderer shall not be permitted to tender for works in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and junior Engineer. (Both inclusive) He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and whose relatives are as mentioned above.

NOTE: -

A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family or (b) they are husband and wife or (c) the one is related to the other in the following manner,. Father, Mother (including step mother), Son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

- 11) Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
- 12) The tenderer shall quote rates both in figures and words. He shall also work out the amount for each item of work and write in both figures and words. On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed: -

1. When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the tenderer, shall be taken as correct.
 2. When the tenderer does not work out the amount of an item or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
 3. When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.
- 13) The tenderer should see drawings and in case of doubt obtain required particulars, which may in any way influence his tender from the Engineer as no claim whatsoever will be entertained for any alleged ignorance thereof.
- 14) Before tendering the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc. conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be at entertained by the Employer in any circumstances.
- 15) Earnest money will be forfeited if the contractor fails to commence the work as per letter of award. If any tenderer withdraws his tender within the validity period or makes any modification in terms and conditions of the tender which are not acceptable to the Department, then HRDC shall without prejudice to any right or remedy, be at liberty to forfeit 50% (fifty percent) of the Earnest Money absolutely.
- 16) Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.
- 17) Some of the provisions of General Conditions of Contract are given below, Interpretation however shall be as given in the general Conditions of Contract.
- a) **DEFECTS LIABILITY PERIOD** | One month from the date of completion as certified by the employer.
 - b) **MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE** | Rs 6.25 Lakhs (Rupees six lakhs twenty five thousand only). Intermediate certificate for a lesser amount can be admitted for payment at the discretion of the Engineer.
 - c) **SECURITY DEPOSIT:** 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 amount to security deposit of 5% of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Security in the form of bank guarantee within the period prescribed for commencement of work in the letter of award issued to him.

d) COMPENSATION | Contractor shall pay as compensation an amount equal to one percent or such smaller amount as the Employer (whose decision in writing shall be final) may decide on the cost of the whole work as shown in the agreement for every week that the work remains uncommenced or unfinished or due quantity of work remains incomplete after the proper dates. Compensation to be paid shall not exceed ten percent of the estimated cost of the work as shown in the agreement.

- 18) Clauses No. 28 of conditions of contract i.e. "ESCALATION" will not be applicable in this contract as work is related to **Annual maintenance contract for operation and routine maintenance of 11 KV Sub-station, DG Sets, pump house including internal and external electrification, HT LT Panels, distribution boards and internal telephone wiring system in office campus and guest house campus at HRDC, Ghaziabad."**
- 19) All tenderers should submit the proof of their registration with the Sales tax Department Government of Uttar Pradesh (U.P.) Deduction of Sales Tax will be made from their running and final bill for the works contract as per standard norms of the Government State.
- 20) The contractor should make payment to his worker through the cheque.
- 21) The contractor shall pay his worker the latest minimum wages notified by the ministry of labour & employment, office of the chief labour commissioner (C), New Delhi.

Scope of Work

Name of work: - "Annual general maintenance contract for operation and routine maintenance of 11 KV Sub-station, DG Sets, pump house including internal and external electrification, HT LT Panels, distribution boards and internal telephone wiring system in office campus and guest house campus at HRDC, Ghaziabad."

The Office Campus and Residential Complex at HRDC Ghaziabad is having a 11 KV Sub-station electrical distribution system, water pump, DG sets etc. for annual general maintenance of all electrical equipment's, distribution system and services including day to day maintenance of the entire systems, The work is classified in three sub heads as mentioned below: -

Sub Head- I Operation and Routine /general maintenance of 11 KV Sub-Station, D.G. Sets, Pump house of electrical and service equipment and General Electrical maintenance of building , Guest house and staff quarters etc.

Sub Head- II General Maintenance Work..

Sub Head- III Overhauling, servicing and rewinding of motors, monoblock pumps and fans etc.

For The work of operation and general maintenance of Electrical distribution system and service equipment's like HT/LT equipment's, transformers, bus duct, cable connection, storage batteries with materials like distilled water, battery terminals, leads, etc. the firm has to depute skilled and semi-skilled manpower vis a Vis Electrician, separate Pump and DG set operators and helpers with the required tools and plants including attending all types of complaints/works including periodic inspection, attending day to day faults, preventive maintenance ,checking of safety device, nuts and bolts etc. on regular basis as per instruction of Engineer/ maintenance In-charge The work is to be carried out by the firm round the clock on all working days including holidays. These services are of essential nature, hence in case of emergency if arised during currency of the contract, the contractor has to engage / deploy more manpower to the electrical services immediately, but shall not be paid extra. The technical personnel deputed by the firm should be minimum ITI pass and having minimum 5 year experience in the required field and should be licensed to work up to 11KV substations. The semi-skilled and unskilled manpower is required to provide necessary assistance in all the related work through the contract period of one year. The copy of certificates and license will be produced to the department before commissioning of work.

The minimum manpower work load and duties of electrician, pump and DG set operators are briefly mentioned below. Nature of duties skilled and semi-skilled manpower can be modified as per actual site requirement and instruction of Engineer In-charge.

Team I – 11 KV substation, HT/LT panel and internal & external electrification will attend round the clock (Three shift that include one Electrician and one Helper in each shift and one Electrician & one Helper For trainee hostel & guest house for general maintenance of the electrical work in general shift 9 AM to 5.30 PM)

Team II – Operation of 380 KVA DG sets will attend round the clock (Three shift by deputing DG sets operator in each shift)

Team III- Operation and day to day maintenance of pump house work in two shift 6 AM to 2.00 PM.and 2.00 PM to 10.00 PM .(Two shift by deputing pump operator in each shift)

Contractors are requested to visit the site to access the nature as well as volume of work before quoting their rates. On award of work extra claim for any work or part of work related to above mentioned works will not be entertained. The firm shall be fully responsible for the safe custody of substation equipment like fire equipment's, fans, fittings, L.T. panels, HT panels, transformers & other equipment's and for the uninterrupted electrical supply at the HRDC, Ghaziabad . In case of non-operation of any electrical or services systems and non-attending of electrical complaints, penalty equal to double the agreement rates for each fault OR / Amount of penalty will be decided by the Engineer In-charge on the basis of importance of service and nature of complaints.

During execution of maintenance contract, representative of the firm has to coordinate with the Engineer In-charge or his representative on regular basis (At least once in a weak) to ensure smooth functioning of electrical distribution system and other works as mentioned in sub-head II and III . The contractor has to furnish the monthly status report of the work carried out during the period of the contract.

The cleanliness of the equipment's shall be the responsibility of the contractor, the contractor will supply necessary material required for the work. Any damage caused to the equipment during maintenance and operation period shall have to be made good by the firm, if the contractor is defaulter. In this connection, the decision of the Engineer In-charge shall be final and binding upon the contractor. The contractor shall maintain logbook and attendance register of all staff, which shall be presented to the department on demand. All theft, pilferage inside the substation building, electric room, generator room etc. shall be responsibility of the contractor and will be made good by them free of cost. After expiry of the contract the firm will have to handover complete system along with all accessories to the department in fully functional condition.

All the tenderer are requested to visit the site before submitting the tender so that they can see the existing for any clarification.

Electricity and water, if required shall be provided departmentally to the firm free of cost.

