

TENDER

FOR

OPERATION AND NON-COMPREHENISIVE MAINTENANCE OF EXTERNAL & INTERNAL SERVICES (ELECTRICAL), INSTALLED AT NIB, NOIDA.

TENDER NO. S.1-166/2011/NIB/ENGG(E)

- | | | |
|-----|--|---|
| (a) | Tender sale period | :28.11.2011 to 19.12.2011 upto 1600Hrs. |
| (b) | The Pre-bid meeting | :16.12.2011 at 1500Hrs. |
| (c) | Last date for submission of tender | :20.12.2011 upto 1500Hrs. |
| (d) | Date of opening for Technical-bid | :20.12.2011 at 1600Hrs. |
| (e) | The technically qualified bidders will be informed to be present at the time of Price-bid opening. | |

Tender cost is Rs.568/-
(500 + 13.5% U.P VAT)

NOVEMBER -2011



NATIONAL INSTITUTE OF BIOLOGICALS
(Ministry of Health & family Welfare)
A-32, SECTOR-62(INSTITUTIONAL AREA)
NOIDA-201 309(U.P)

Tel: 0120-2400022, 2400072, Fax: 0120- 2403014

E-mail: info@nib.gov.in , Website: <http://nib.gov.in>

NATIONAL INSTITUTE OF BIOLOGICALS

(Ministry of Health & Family Welfare, Government of India)
A-32, Sector-62(Institutional Area), NOIDA-201 309(U.P)
Phone:0120-2400022, 2400072, Fax:0120-2403014
E-mail. info@nib.gov.in, Website. <http://nib.gov.in>

TENDER FOR OPERATION AND NON-COMPREHENSIVE MAINTENANCE OF EXTERNAL & INTERNAL SERVICES(ELECTRICAL), INSTALLED AT NIB, NOIDA.

The NATIONAL INSTITUTE OF BIOLOGICALS(NIB) is an autonomous Institute under the administrative control of Ministry of Health & Family Welfare, Government of India engaged in evaluation and quality control of various biological products like vaccines, blood products, blood reagents, sera, Immuno-diagnostic kits etc. produced and imported in to India. The Institute is spread over an area of 18.4 acres of land with various buildings have already been constructed in the Campus.

BRIEF DESCRIPTION OF WORK:

1(A) ABOUT THE 33/11/0.415 kV ELECTRICAL POWER SYSTEM:

The power is received from M/s PVVNL, NOIDA through the Main Receiving Station(MRS) with 33kV Double Circuit Incomer Line(underground), associated with it's 33/11kV Switchgears panels, RTCC panels, Auxiliary panels and Battery Banks etc including 02(two) 08MVA, 33/11kV Transformers, with allied equipments, and various sizes of HT/LT cables & control cables etc. There are 04(four) 11kV/415V Electric Sub-Stations with various capacities/sizes of Transformers, HT/LT Switchgears panels, Capacitor panels, Battery Chargers alongwith Battery Banks etc that feed power to various buildings and services through power cables laid underground through duct banks. The main purpose of this tender is to receive power at 33kV from M/s PVVNL, NOIDA or DG-Set's power at 11kV and supply to various buildings and services upto their respective switchgear panel at 415/240V continuously. The whole system is highly sophisticated controlled with the SCADA System(SCADA System is not covered under this scope of work). There is a 3x 2.5MW Captive Power Generating Station(however, operation and maintenance of 3x2.5MW DG-Sets themselves are also in other's scope) to supply emergency power at 11kV to the 11kV, 22(twenty two) switchgear panels of the Main Receiving Station(MRS).

The scope of work starts from the cubicle /energy meter's room (situated near Service Gate of the Institute) upto electrical switch boards/ panels/MCCs of each building/services including earthing system, earth stations and lightning protection systems etc.

The bidders have to operate and maintain the 33/11kV electrical power system of the Institute. This system will operate and maintain in round the clock i. e. 24x7 mode.

(B). ABOUT THE INTERNAL LIGHTING/POWER/TELECOMMUNICATION SYSTEM INSTALLED IN THE LABORATORY & ANIMAL HOUSE BUILDING COMPLEX.

One of the facilities of the Institute (NIB) is the LABORATORY & ANIMAL HOUSE Building along with its storage building, Gate point, Incinerator building and Monkey Run. It is a super specialty building housing large number of Laboratories and various types of Animals. There are four other small auxiliary building, which forms part of it, called the Storage building, the Incinerator Building, Guard Post and Monkey Run. The total area of these buildings is approximately 15,000 Sqm approximately.

The scope of work starts from the electrical switch boards/ panels/MCCs of this building complex, and their distribution through cables to various parts of the rooms/premises and the auxiliary building including earthing system, earth stations and lightning protection systems etc. They supply of power to the lighting system, power sockets, local disconnecting switches, various laboratory equipment etc, are through cables on various raceways/ trays etc at most of the places through service corridor/false ceiling/gypsum board wall up to the local panels of the major equipment/ services. There are various types of power being distributed in this complex such as main power, emergency power, UPS power etc. through separate circuits. The UPS equipments only are under separate AMC with the original equipment manufacturer and only operation is covered under this contract. The wire & cable of various sizes etc, of the appliances/equipment from their local panels/ power socket of other instruments, MCCs of the major appliances/equipment will be in the scope of the equipment maintenance group however power supply up to their incoming line has to be ensured by the bidder. Also the telephone distribution system (telecommunication system), has been adopted in the building. The scope starts from main telephone tag boxes of the building (which received external cables from telephone exchange through jelly filled armored cables) up to various telephone outlets/ sockets through various tag boxes connected through PVC insulated telephone cables of different pairs. There is a 750 kVA silent type DG-Set for emergency power supply back-up system, which supplies power within ten second of main power failure along with switch gear, AMF panels, cablings and associated accessories. The scope includes all the items such as power and control cables, switches gears, sockets, lighting fixtures etc of various specification and make, from the receipt of 415 V power in various MV panels/MCCs up to consuming points at sockets, local disconnecting switches, large appliances and laboratory's equipments (however, operation and maintenance of the DG-Set themselves are in other's scope), lighting panels/ lighting fixtures etc. scope also includes telephone distribution system from telephone tag box up to outlet sockets. There are a complete Fire Alarm System in Laboratory & Animal House Building complex which are also not covered under this scope of work.

The bidders have to operate and maintain the electrical power and lighting, earthing, lightning protection, telecommunication system etc. These systems will also run in round the clock i. e. 24x7 mode.

Sealed Tenders are invited from experienced firms/ agency/ contractors in the prescribed format for Annual Operation and Maintenance Contract of above mentioned service complete with major items of which are installed in the various locations/ area of the buildings of the Institute as mentioned in *ANNEXURE - I* of tender document.

The bidders are required to visit to NIB and see the complete and actual installations for themselves the conditions of equipments, and assess the quantum of work involved, before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved for each of the system.

2. FOR PRE-QUALIFICATIONS:-

2.1 Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's experience, personnel and financial position, as demonstrated by the Applicant's responses in the forms attached to the Letter of Application.

2.2 The Applicant to meet the following minimum criteria for pre-qualification:

(a) Average annual financial turnover for similar nature of works during the last three years, ending March-31, 2011 should be more than Rs.5.89 lakhs (Fill enclosed **APPENDIX-A**).

(b) Experience of having successfully completed similar works during last 07(seven) years ending last day of month previous to the one in which applications are invited i.e. NOVEMBER 30, 2011 should be either of the following;

(i) Three similar completed works costing not less than the amount equal to Rs.7.86 lakhs.

or

(ii) Two similar completed works costing not less than the amount equal to Rs.9.82 lakhs.

or

(iii) One similar completed work costing not less than the amount equal to Rs.15.72 lakhs.

(c) Definition of "Similar Works" i.e. the firm/ agency/ contractor should have rendered their services for operation and maintenance of similar nature of works/service i.e. operation and maintenance of 33/11/0.415kV electrical power system, and external/internal lighting system in round the clock i.e. 24x7 mode, during last seven years, for any government sector or large reputed private sectors enterprises satisfactorily. Necessary relevant document to this effect to be enclosed(Fill enclosed **APPENDIX-B**).

2.3(i) Copy of PAN/TIN No., Service Tax No., Income Tax Clearance Certificate to be furnished/enclosed.

(ii) Firm's Registration Certificate, and Valid Electrical License/Electrical Competence Certificate to be furnished/enclosed(Fill in **APPENDIX-C**).

2.4 Personnel Capabilities: The Applicant must have suitably qualified personnel to execute the contract(Fill in **APPENDIX-D**).

3. **EARNEST MONEY DEPOSIT (EMD): -**

The tenderers are required to deposit Demand Draft of **Rs.40,000/-** (Rs. Forty thousand only) in favour of the "**National Institute of Biologicals**, payable at **Noida/ New Delhi** as Earnest Money Deposit (EMD) along with original tender documents for this work. EMD will be returned to the unsuccessful tenderer after award of the contract. No interest shall be payable by NIB on EMD. For the successful tenderer, EMD will be returned on acceptance of work order and deposit of performance security.

4. **SALE OF TENDER: -**

Non transferable tender document containing terms & conditions and technical specifications etc. can be obtained from the Accounts Section of this Institute on all working days at schedule date and time as per advertisement on a written request on the letter head of the firm and on payment of tender fee mentioned in advertisement through crossed demand draft/pay order (non-refundable) in favour of **National Institute of Biologicals**, payable at **Noida/ New Delhi** towards its cost. Before buying the tender documents, tenderer may see the document particularly pre-qualification criteria in their own interest.

The tender document can be downloaded from our website <http://nib.gov.in> and tender fee can be deposited alongwith the technical bid.

Tender/Bid received without tender fee is liable to be rejected.

5. The tender is to be submitted in two separate sealed envelopes as under:

5.1. TECHNICAL- BID (Envelope No -1)

a) The tender document in original including the unfilled PRICE-BID Proforma (ANNEXURE-V) duly signed and stamped as a token of acceptance, along with deviation sheet with deviation if any, from particular tender conditions in a separate sheet (ANNEXURE -IV). The following additional documents shall also be enclosed and sealed, superscript with name of the tender i. e.

i) The attested copy of Registration Certificate/Valid Electrical License/Electrical Competence Certificate alongwith attested copies of experience certificates of carrying out similar nature of work as per pre-qualification criteria particularly annual operation and maintenance contract of 33/11/0.415kV electrical power system, and external/internal lighting system respectively, in any Government/ Semi Government/ PSU's or large reputed private organization etc satisfactorily during last 07(seven) years. They have to enclosed the copies of work order/completion certificate to meet the experience criteria.

ii) The attested copies of the balance sheet/ audited statement of accounts or any other relevant document to prove the minimum average annual turnover required as per pre-qualification criteria in preceding last three financial years in operation and maintenance of electrical power system/ services. Copies of PAN/TIN No., Service Tax No., and Income Tax Clearance Certificate also be enclosed.

iii) Earnest Money Deposit

5.2 PRICE-BID (Envelope No. 2)

The Price-Bid as per Performa given in the tender documents as ANNEXURE-V shall be photo copied and then price filled up and submitted in Envelope No -2, duly sealed superscript with name of tender. Any conditions given in the Price-Bid may cause rejection of Bid. It may be noted that there should not be allowed any cutting or overwriting in the price-bid performa

6 PRE-BID MEETING AND CLARIFICATION OF BIDS:

6.1 A Pre-Bid meeting will be organized by NIB before the last date for submission of bids at NIB Noida. **Bidders may seek any clarifications from NIB on their written request regarding the tender document.**

6.2.1 During evaluation of bids NIB may, at its discretion ask the bidder (s) for clarification of their bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

7. SUBMISSION OF BIDS:

The Envelope No. 1 & 2 shall be sealed separately and placed in a third Envelope which also shall be sealed and duly super scribed with the name of the tender.

Bids with all complete relevant documents must be addressed to the **Director, National Institute of Biologicals, A-32, Sector- 62 (Institutional Area), NOIDA-201309(U.P)** not later then **1500 Hrs** on scheduled date as mentioned in the advertisement.

8. OPENING OF BIDS:

(i) Bid shall be opened in the office of this Institute at Noida, at the prescribed time in the presence of tenderer who may wish to be present on due date and time as mentioned in the tender document.

(ii) The technical bid shall be opened first. The Price Bid (Envelope No. 2) will be opened only of those tenderer whose technical bid is found to be in order and for which they shall be intimated separately about date & time by fax/ telephone.

(iii) The bidder who has not submitted the documents as per tender conditions major deviations, proper EMD, Valid Electrical License, and work order/work completion certificates/experience certificates etc their tender may be treated as **non responsive** and their Price-Bid (Envelope No. 2) shall not be opened.

(iv) The successful firms/ agencies/ contractors will be intimated and contract agreement will be entered into initially for a period of one year. The preparation of the contract agreement with proper stamp etc. would be done by the bidder in consultation with NIB.

(v) The firms/ agency/ contractor are required to submit their most competitive price offer in the format (**ANNEXURE -V**) in concurrence with the list of major electrical installations/equipment, scope of work, technical specifications, terms & conditions and deviations sheet etc enclosed herewith as (**APPENDIX- A,B,C,D, E & F, and ANNEXURE - I, II, III, & IV**).

(vi) The firm is also required to submit the price break-up of manpower and other major works as mentioned in the tender alongwith price-bid. (The minimum wages should be followed for respective manpower).

9. AWARD OF CONTRACT:

(i) NIB will award the contract to the successful bidder whose quotation has been determined to be substantially responsive and determined as the lowest evaluated tender/quotation, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

(ii) Period of Contract - Initially one year, and can be extended on existing rates and terms for another two years on satisfactory performance basis.

(iii) Foreclosure of contract due to abandonment or reduction in scope of work - If at any time after acceptance of the tender, the **National Institute of Biologicals** shall decide to abandon or reduce the scope of the works of any reason whatsoever and hence not require the whole or any part of the works to be carried out, the NIB shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

(iv) Subletting - The contract shall not be assigned or sublet without the written approval of the NIB.

10. Right to accept any tender and to reject any or all tenders:-

The NIB reserves the right to accept or reject any quotation, and or to annul the bidding process and or reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for NIB's action.

11. NOTIFICATION OF AWARD:

11.1 Prior to the expiration of the validity, NIB will notify the successful firm in writing by speed post/ registered letter or by fax, that his quotation has been accepted.

11.2 The notification of award will constitute the formation of the contract.

11.3 Upon furnishing of Performance Security by the successful bidder's, NIB will promptly notify each unsuccessful bidder/s and will release their EMD.

12. SIGNING OF CONTRACT:

At the same time NIB notifies the successful bidder that his quotation has been accepted and NIB will send a work order to the bidder describing the works to be carried out and the same shall be returned duly acknowledged

affirmatively by the bidder, as a token of acceptance and a contract agreement will be signed between both the parties.

13. PERFORMANCE SECURITY:

- 13.1 Within 21 days of receipt of work order from NIB, the successful firm shall furnish the Performance Security equivalent to 10% of the contract value in the form of Bank Guarantee (from any Nationalized/Schedule Bank) valid for 60 days beyond expiry of the contract/extended contract period, in the format as per **APPENDIX- F** or in form of Demand Draft/Pay Order in favour of **“National Institute of Biologicals”** payable at **“Noida/Delhi”**.
- 13.2 Failure of the contractor to comply with the requirement of contract shall constitute sufficient grounds for the annulment of the awards and forfeiture of the performance security, in which event NIB may get done the work at the risk cost of the Contractor.

14. PAYMENT:

- 14.1 Contractor will submit monthly Pre Receipt (affixing the Revenue Stamp) bills/invoice dully supported with necessary check list, log sheets etc. along with the proof of disbursement of wages to the deployed manpower, deposit of ESI, PF and Service Tax (if applicable). NIB will make payment to the contractor within 15 days after receipt of the bills after deduction of applicable taxes/TDS etc. **Payment will be released only after disbursement of the labour payment under this contract only.**
- 14.2. If the checklist, log sheets, service reports and instructions of the Institute do not shows proper compliance of works to be done by the contractor as per schedule; NIB will make suitable deduction from the contractor's bills. If the contractor fails to maintain the operation and maintenance of services as per contract, in such event NIB will deduct actual cost incurred on this work plus 5% extra for departmental service charges.
- 14.3 In case of short deployment of manpower as given in the contract, the Institute will make suitable proportionate deduction from the bills on the basis of minimum wages/wages claimed for respective category of technical manpower as applicable.
- 14.4 The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work out put. The personnel so deployed should be in a proper neat & clean well-dressed uniform. Providing of uniform etc to deployed staff shall be the responsibility of the contractor. If the staffs are not present in uniform, a penalty @ Rs 50/per day/per person will be levied and

deducted from the bill. The choice of colour of the uniform will be decided by NIB.

- 14.5 Levy/Taxes payable by contractor - Sales Tax/ VAT or any other tax on materials in respect of this contract shall be payable by the contractor and National Institute of Biologicals(NIB) shall not entertain any claim whatsoever in this respect.

All tendered rates shall be inclusive of all taxes and levies payable except Service Tax under respective statutes. However, pursuant to the Constitution (46th Amendment Act, 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid.

15. APPLICABLE LAW:

- 15.1 The contract shall be interpreted in accordance with the Laws of the Union of India. Contractor shall be solely responsible for compliance of all labour laws, payment of fair wages/ salaries and allowances to his personnel that might become applicable under any new act, law or order of Government of State / Centre. NIB shall have no liability whatsoever in any manner. The Contractor has to show the proof of payment of fair wages to his workers as and when asked for the same by NIB.

- 15.2 Minimum wages at to be complied with - The contractor shall comply with all the provisions of the Ministry Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, 1970, amended from time and rules framed hereunder and other labour laws affecting contract labour that may be brought into force from time to time as applicable in NOIDA(U.P).

16. RESOLUTION OF DISPUTE:

- 16.1 All disputes arising out of this contract shall be referred to the sole arbitration of a person selected by the contractor out of the panel of three persons nominated by the Director NIB, and his decision /award shall be final and binding on both parties. The Arbitration shall be governed under the Indian Arbitration Act 1996 or any statutory modifications or re-enactment thereof and rules made there under and for the time being in force shall apply to the arbitration proceeding under this contract.

17. FORCE MAJEURE:

- 17.1 Notwithstanding the provisions stated above, the service provider shall not be liable for forfeiture of its performance security, penalty or termination for

default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure.

- 17.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the supplier and not involving the contractor/service provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the service provider either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 17.3 If a Force Majeure situation arises, the contractor/ service provider shall promptly notify the NIB in writing of such conditions and the cause thereof. Unless otherwise directed by the employer in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
18. Termination of Contract: The Institute will be involved throughout in the conduct of the contract and continuously monitor the performance of the contractor. In case the performance are found unsatisfactory, the Institute have to right to terminate the contract by serving written notice of one month period.

LETTER OF APPLICATION

[NOTE: On the letter head paper of the Applicant including full postal address, telephone no., fax no., and E-mail address]

To

The Director
National Institute of Biologicals,
Plot No. A-32, Sector-62(Institutional Area),
NOIDA -201 309(U.P)

Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"). and having reviewed and fully understood all the Pre-qualification information provided, the undersigned hereby apply for the following scope of work:

"OPERATION AND NON-COMPREHENSIVE MAINTENANCE OF EXTERNAL & INTERNAL SERVICES(ELECTRICAL), INSTALLED AT NIB, NOIDA".

2. Attached to this letter are copies or original documents defining:
 - (a) the Applicant's legal status;
 - (b) the principle place of business; and
 - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your office and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements, and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your office and its authorized representatives, may contact the following persons for further information.

General, Personnel, Technical and Financial Enquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made in the full understanding that:
- (a) Bids by pre-qualified applicants will be subject to verification of all information submitted for Pre-qualification at the time of bidding;
 - (b) Your office reserves the right to:
 - Amend the scope and value of the contract/bid. In such event, bids will only be called from pre-qualified bidders who meet the revised requirements and reject or accept any application, cancel the Pre-qualification process, and reject all application without assigning any reason thereof; and
 - (c) Your office shall not be liable for any such action and shall be under no obligation to inform the Applicant.
6. Appended to this application, we give details of the participation of each party including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.
7. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of

GENERAL INFORMATION:

All individual firms applying for tender are requested to complete the information in this form. Information to be provided for all owners or applicants who are partnerships or individually-owned firms.

1.	Name of firm:
2.	Head office address:
3.	Registered office address:
4.	Telephone: Contact:
5.	Fax : E-mail:
6.	Place of incorporation/ Year of incorporation / registration Registration No.

STRUCTURE AND ORGANIZATION

1. The applicant is
 - (a) an individual
 - (b) a proprietary firm
 - (c) a firm in partnership
 - (d) a Limited Company or Corporation.

2. Attach the Organization Chart showing the structure of the organization, including the names of the Directors and position of officers.

3. Have you ever left the work awarded to you incomplete: (If so, give name of project and reasons for not completing the work.)

ANNUAL TURN OVER

YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET(in Rs.)
2008-2009	
2009-2010	
2010-2011*	
Average Annual Turnover	

NOTE: The above data is to be supported by Audited Balance Sheets.

* If not audited till the date of submission of tender, a certificate from the Chartered Accountant may be submitted, along with un-audited accounts.

APPENDIX-B

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE AND COMPLEXITY(During last seven year ending MARCH-31, 2011);

S.No.	Name of the contract	Name of the client	Brief Description of the contract	Date of Start	Date of completion as per contract	Date of actual completion	Value (Rs.)
1.							
2.							
3.							
4.							

NOTE: Please attach supporting documents for the above information.

APPENDIX-C

Details of Registration with State/Central/PSU Departments

Name of the Authority/Department with whom registered	Class in which registered	Amount for which eligible to work	Date of Registration	Validity period	Whether registration

APPENDIX-D

PERSONNEL CAPABILITIES

S.No.	Name & Address of the Employee	Technical Qualifications	Post Held	Date of Employment

ANNEXURE-I**LIST OF MAJOR EQUIPMENTS AND ALLIED ACCESSORIES OF EXTERNAL SERVICES (ELECTRICAL) i.e. 33/11/0.415 kV ELECTRICAL POWER SYSTEM, INSTALLED IN MRS, SUB-STATION # I,II,III & IV, AND EXTERNAL LIGHTING SYSTEM.****A. LIST OF MAJOR EQUIPMENT/ ELECTRICAL INSTALLATION OF 33/11kV MAIN RECEIVING STATION (MRS).**

Sl. No	Description of Items	Quantity
1	Operation and maintenance of 8MVA, 33/11kV Transformers (M/s Crompton Greaves make)	02Nos
2	Operation and maintenance of 33kV switchgear panel comprising of Vacuum Circuit Breakers (M/s Siemens make) and allied accessories and cables upto metering panel of the M/s PVVNL.	01Set
3	Operation and maintenance of 33kV Relay panel board.	01Set
4	Operation and maintenance of Remote tap changing control panel for the 33/11kV Transformers(M/s Crompton Greaves make)	02Nos
5	Operation and maintenance of 11kV, 22 panel boards comprising of 11kV Vacuum Circuit Breakers at main receiving station for feeding to all the sub-stations at 11kV from Utility incomer supply or DG-Set incomer supply complete with busbar management system etc (M/s Siemens make).	01Set
6	Operation and maintenance of all other equipment like battery & charger, earthing system connected with the system including HT/LT Power cables and control cables upto incoming supply points of switchgears panels installed in various building or services.	Lumpsum

B. LIST OF MAJOR EQUIPMENT/ ELECTRICAL INSTALLATION OF 11kV/415V SUB-STATION-IV.

Sl No	Description of Items	Quantity
1	Operation and maintenance of 630kVA, 11kV/415V Transformers (M/s Crompton Greaves make) with associated bus ducts etc.	02Nos
2	Operation and maintenance of 415V LT Power control center (M/s L&T make) for feeding to various equipment connected with the sub-station.	01Set
3	Operation and maintenance of Capacitor bank having capacity:6X50kVAR at 415V rated(M/s Mehar make).	01Set
4	Operation and maintenance of Capacitor bank having capacity:2X100kVAR at 415V rated(M/s Mehar make).	01Set
5	Operation and maintenance of 110V Battery Charging system (M/s Amara Raja make) with Battery bank 110V, 120AH rating complete.	01Set
6	Operation and maintenance of all other equipment connected with the system including HT & LT Power cables, control cables and earthing	Lumpsum

	system etc upto incoming supply points of switchgears panels, installed in various buildings or services.	
--	---	--

C. LIST OF MAJOR EQUIPMENT/ ELECTRICAL INSTALLATION OF 11kV/415V SUB-STATION-III.

Sl No	Description of Items	Quantity
1	Operation and maintenance of 2000kVA, 11kV/415V Transformers (M/s Crompton Greaves make) with associated bus ducts etc	03Nos
2	Operation and maintenance of 11kV panel boards (M/s Siemens make) comprising of 11kV Circuit breakers etc.	03Nos
3	Operation and maintenance of LT Power control center (M/s L&T make) for feeding power supply to various components/ equipment connected with the sub-station at 415V.	01Set
4	Operation and maintenance of Capacitor bank 8X150kVAR at 415V rated(M/s Mehar make).	01Set
5	Operation and maintenance of Capacitor bank having rating:2X50kVAR at 415V rated(M/s Mehar make)	01Set
6	Operation and maintenance of 110V Battery Charging system(M/s Amararaja make) with Battery bank 110V, 100AH rating complete.	01Set
7	Operation and maintenance of all other equipment connected with the system including HT & LT Power cables, control cables and earthing system etc upto the incoming supply points of switchgears panels, installed at various buildings or services.	Lump sum

D. LIST OF MAJOR EQUIPMENT/ ELECTRICAL INSTALLATION OF 11kV/415V SUB-STATION-I & II.

Sl No	Description of Items	Quantity
1	Operation and maintenance of 2000kVA, 11kV/415V Transformers(M/s Crompton Greaves make) with associated bus ducts etc.	06Nos
2	Operation and maintenance of 11kV Panel boards(M/s Siemens make) comprising of 11kV Circuit breakers etc.	06Nos
3	Operation and maintenance of 110V Battery Charging system (M/s Amararaja make) with Battery bank of 110V, 70AH rating complete.	01Set
4	Operation and maintenance of 415V Panel control center with 2Nos Incomers of rating-3200Amp, ACB and 2Nos bus-couplers of rating3200Amp, ACB(M/s L & T make) for feeding the power supply to various components/equipments connected with sub-station#I & II.	02Sets
5	Operation and maintenance of Capacitor bank of rating-2X600kVAR with a Incomer of rating:800Amp, MCCB at 415V rated(M/s Jasper make).	01Set
6	Operation and maintenance of Capacitor bank of rating:2X400 kVAR with Incomer of rating:1,250Amp, MCCB at 415V rated(M/s Jesper make).	01Set

7	Operation and maintenance of all other equipment connected with the system including HT and LT Power cables, control cables and earthing system etc upto the incoming supply points of switchgears panels, installed at various locations of the LABORATORY & ANIMAL HOUSE Building and elsewhere.	Lumpsum
---	--	---------

E. LIST OF MAJOR ELECTRICAL INSTALLATION OF EXTERNAL LIGHTING (i.e. SECURITY, STREET/ROAD, AVIATION, AND DG-SET ROOM'S LIGHTING).

Sl. No	Descriptions of Items	Quantity
1	Operation and Maintenance of Security/Flood Lighting having 4Nos HOUSING ASSY, SNT-14 including SON-T400W Lamps (M/s Philips make) fixtures complete fixed/mounted on each 12metre height Pole.	48Nos
2	Operation and Maintenance of aviation Lamp fittings over DG-Sets chimneys and Overhead water tank(both about 30metre height), Boiler's chimney including Incinerator's chimney.	07Nos
3	Operation and Maintenance of DG-Set Room light fixtures including HPMV Lamp(M/s Crompton Greaves make).	12Nos
4	Operation and Maintenance of Street/sub-path light poles along with pole mounted lighting fixture including Gear-Box fitted in glass globe 70W SONT Lamp (06Nos) and 160W HPMV Lamp(52Nos), and 35W CFL fitted in glass globe(105Nos) complete in all respect.	163Nos
5	Operation and Maintenance of main/service gate Post Lighting fixture, 70W SON-T Lamp including Gear-Box complete in all respect (M/s Philips make).	06Nos
6	Maintenance of all the LT Power cables connected to the above mentioned lighting fixtures from their connected distribution board , are under this scope. The lamps/CFL/bulbs of various type and make as required will also be supplied by the contractor so as to keep the whole lighting system well maintained.	Lumpsum
7	Operation and Maintenance of Lighting feeder panels including gear-box fitted inside the panels complete in all respect.	04Nos

NOTE: THE ABOVE LIST IS NOT EXHAUSTIVE , IT GIVES BROAD IDEA ABOUT THE INSTALLED ELECTRICAL EQUIPMENTS/INSTALLATIONS.

h.	100 watt Bulkhead (Compton Greaves make)	28	Nos.
i.	1X200 watt light fixture (Compton Greaves make)	4	Nos.
6	Power Points		
a.	Single Phase 5A Power Points (North West make)	1,500	Nos.
b.	Single Phase 15A Power Points (North West make)	700	Nos.
c.	Single Phase 15A Power Points Weather Proof (Clipsal make)	350	Nos.
e.	Single Phase 20/25A Power Points (North West make)	100	Nos.
7.	Cable Tray & Raceway		
a.	300 mm wide GI cable Tray	1,500	Metre
b.	100 mm wide PVC Raceway (MK make)	2,000	Metre
8	UPS Equipment: 3x35Kva & 1x50KVA (only operation is required, as the AMC for maintenance is with OEM)		2Nos. 1No.
9	Earthing Systems		Lot
a.	60x6 mm Copper Ground Busbars	15	Nos.
b.	200x10 mm Copper Ground Busbars	5	Nos.
c.	600 mmx600mmx6mm copper earth pit	2	Nos.
d.	15M long, 2Nos., 150 sqmm bare aluminium conductor, earth point	2	Nos.
10	Lightning Protection systems		
a.	25mm dia, 300mm long Lightning Finial	155	Nos.
b.	20x3mm GI Tape on surface	1000	M
c.	32x6mm GI Tape in ground	500	M
d.	600mmx600mmx6mm GI earth pit	35	Nos.
e.	70 sqmm aluminum unarmored cable	800	M
11	Telecommunication Systems		
a.	3Pair Unarmored PVC Telephone wire	9,000	Metre
b.	Telephone Outlets	152	Nos.
c.	30Pair, 0.61mm, Unarmored PVC Telephone cable	600	Metre
d.	50Pair, 0.61mm, Unarmored PVC Telephone cable	75	Metre
e.	250Pair Telephone Tag Block	1	No.
f.	20Pair Telephone Tag Block	2	Nos.
g.	30Pair Telephone Tag Block	2	Nos.
h.	40Pair Telephone Tag Block	2	Nos.

NOTE: THE ABOVE LIST IS NOT EXHAUSTIVE, IT GIVES BRAOD ADEA ABOUT THE INSTALLED ELECTRICAL EGUIPMENTS/INSTALLATIONS.

SCOPE OF WORK

FOR 33/11/0.415 kV ELECTRICAL POWER SYSTEM OF NIB :

The scope of work includes the operation and maintenance of 33/11/0.415kV electrical power system complete of NIB. The scope of preventive maintenance in general is given below for guidance. Any other work necessary for the proper maintenance of the system as per good engineering practices will have to be done by the contractor in consultation with the engineer-in-charge of NIB, so as to keep the system in a trouble free operational condition and supply power at the incoming points of various buildings and services. The contractor is required to maintain the whole power system available right from receiving power at 33kV at metering panel and up to supply powers at 415V to various buildings and services.

A. WORK TO BE DONE DAILY:

1. The readings of the voltage, power factor, real power, and other related parameters through various meters/static power monitors etc shall be checked and recorded in the LOG BOOK/REGISTER(provided by contractor) on hourly basis in MRS and Electric Sub-Station# I, II, III & IV. Necessary action is to be taken if the readings are not normal.

LOG-BOOK is to be maintained separately for MRS and Sub-Stations-1,2,3 &4 respectively and should mention the work performed by the technical staff deputed at site by the service agency and any other work required by the equipment for proper functioning.

2. Operation of the Capacitor banks in the event of low power factor and to set the system at the desired power factor and to investigate the reason for low power factor.
3. To see for any lighting system flickering or fused bulbs/indicator lamp etc and their rectification/replacement.

B. WORK TO BE DONE WEEKLY:

1. To check the fuses and other panel components at least visually.
2. To check the lugs/thimbles/terminals points of the electrical panels, switches, starters, single phasing preventors, indication lights, contactors, switchgear etc and to be replaced whenever required.
3. Check the battery charger and battery bank and other controls.
4. Cleaning of all the equipment and keeping them in neat and clean condition.

C. WORK TO BE DONE MONTHLY:

1. Cleaning of the interiors of the switchgears panels by vacuum/air blower /wiping them to make neat and dry condition.

2. To check the contacts of various contactors, cleaning/rubbing and changing of contacts with necessary permission for shutdown from the engineer-in-charge of the Institute.
3. To check the inter-locking of the various equipment and trip circuits.
4. To water the earth pits for proper earth resistance and checking the joints and continuity of earth conductors visually and also measure the earth resistance of each earth pits and to ensure that they are in the tolerance range. Also measuring the resistance of earth at all major equipment and including electrical panels of the buildings to which power supply from sub-station # 1,2,3&4 are made by appropriate measurement instrument.

D. WORK TO BE DONE WITHIN SIX MONTHS.

1. To check the entire switchboards and tightening the cable joints, SFU's and any other activity to be carried out for proper maintaining the electrical installation.
2. Cleaning of panels, cable trenches and cable ducts etc concerned with the power, control and telecommunication cables of the systems.
3. To tighten all the screws, nuts & bolts of the entire 33/11/0.415kV electrical power system (i.e. mainly earthing system, panels, busbars, terminals and bus ducts etc).

E. WORKS TO BE DONE WITH IN A YEAR.

1. To check and to carry out servicing of the VCBs/ACBs if required.
2. Overhauling the each equipment, as and when required and as per requirement of the OEM/OEM's manuals.
3. Cleaning of cable trenches and cable ducts etc concerned with the power, control and communication cabling of the systems.
4. To tighten all the screws, nuts & bolts of the entire 33/11/0.415kV electrical power system (i.e. mainly earthing system, panels, busbars, terminals and bus ducts etc).
5. To check all the Circuit Breakers connected with the switchgear panels and their operating mechanism/contacts etc and make them in perfect condition.
6. To measure the earth resistance of the earth pits and to ensure that they are in the tolerance range. Also measuring the resistance of the earth at all major equipment and including electrical panels of the buildings to which power supply from sub-station# I, II, III & IV are made.

F. ANY BREAKDOWN WORK OR ESSENTIAL MAINTENANCE WORK INCLUDING CABLE JOINTS, CABLE END LUGS FAILURE ETC SHOULD BE ATTENDED ON MOST URGENT BASIS AND SHOULD BE DEEMED TO BE

COVERED UNDER THE PRESENT CONTRACT AND WITHIN THE CONTRACT PRICE AS QUOTED IN S.NO. 1 OF PRICE BID ANNEXURE -5.

NOTE: The scope of work as mentioned above is the minimum expected from the firm/agency/contractor apart from break down maintenance and any other work required for operation and maintenance of entire 33/11/0.415kV electrical power system and lighting/power system of the Laboratory & Animal House Complex in proper way, as per good engineering practices. Successful bidder will make proforma for recording the above mentioned minimum work schedule/parameters and show to engineer-in-charge of NIB to ensure proper accomplishment of these tasks. Any associated work not explicitly covered as in above, but needed to maintain the system will deemed to be covered under the scope of work and no extra payment for the same can be claimed.

FOR LABORATORY & ANIMAL HOUSE BUILDING COMPLEX:

SCOPE OF WORK

The scope of the work includes the operation and comprehensive maintenance of the complete electrical system and telecommunication system of Laboratory and Animal House complex including Incinerator Building, Storage Building, Monkey Run and Guard Post room. The scope also includes the earthing and lightning protection system installed in these buildings up to the earth electrodes. The earthing system has been installed with copper bus bars, GI flat as well as Aluminium insulated conductor to all equipment from earth station/ electrode. The work includes all materials, lubricants, spare parts, lighting fittings, power points, cablings, etc right from the switch boards, panels (which take power through cables from sub-station# 1&2) up to the consuming points i.e. power sockets, lighting fixtures, local disconnection switches and other equipments etc. The power cables from sub-stations# 1& 2, terminated to the switchboards/ panels of this building complex, is not under this scope of work as the scope starts from switch boards/ panels. The telecommunication system work starts from a 250 pair telephone tag block, which take underground jelly filled cable connection from telephone exchange (installed in other building), and distributes signals to various telephone outlets through PVC cables and telephone tag blocks. The jelly filled cables are not part of this work nor the telephone exchange or the telephone instrument. The scope is from tag Boxes up to telephone outlets. The cables are laid all under the wall or over the false ceiling, to make it a suitable for a specialized Laboratory & Animal House building and the contractor have to keep in mind such requirement of a clean Laboratory while doing the breakdown maintenance or preventive maintenance of the whole system. The operation and maintenance has to be done at the highest workmanship suitable for a world class Laboratory facility with almost no down time.

The scope of preventive maintenance in general is given below for guidance. Any other work necessary for the proper maintenance as well as break down of the electrical and telecommunication system for the Laboratory & Animal House complex as per good engineering practices will have to be done by the contractor in this scope in consultation with the engineer-in-charge of NIB, so as to keep the system in a trouble free operational condition and supply power at the incoming points of various equipments and services. The contractor is required to maintain the whole power and lighting system right from receiving switch boards of the buildings up to supplying power at 415V/240V to various equipments and services lighting and telecommunication services etc.

A WORK TO BE DONE DAILY:

1. Cleaning of the switchboards, lighting and power system, switches and accessories to keep the whole system in proper condition.
2. Physical inspection of the switchboards, panels, switches, sockets etc to see for any mal function, heat generation, manual break glasses etc.
3. To see for any lighting system flickering or fused bulbs etc and their rectification/ replacement of components.

4. Log-book to be maintained separately and mentioned the work performed by the firm and any other work required by the equipment for proper functioning.

B. WORK TO BE DONE WEEKLY:

1. To check the fuses and other panel components at least visually.
2. To check the lugs/thimbles/terminals points of the electrical panels, switches, starters, single phasing preventors, relays, indication lights, contactors, switchgear earthing system, telecommunication, lighting protection system etc and to be repaired/ replaced wherever required.
3. Check the battery fluid gravity by hydrometer, battery water level and checks all controls.

C. WORK TO BE DONE MONTHLY:

1. Cleaning of the interiors of the electrical panels, smoke detectors by vacuum/air blower /wiping them clean.
2. To check the contacts of various contactors, cleaning/rubbing and changing of contacts with necessary permission for shutdown from the engineer-in-charge etc.
3. To check the inter-locking of the various equipment and trip circuits.
4. To water the earth pits for proper earth resistance and checking the joints and continuity of earth conductors visually.

D. WORKS TO BE DONE WITHIN SIX MONTHS.

1. To check the entire switchboards and tightening the cable joints, SFU's and any other activity to be carried out for proper maintaining the electrical installation.
2. Cleaning of panels, cable trenches and cable ducts etc concerned with the power, control and telecommunication cables of the systems.

E. WORK TO BE DONE WITH IN A YEAR:

1. To tighten all the screws, nuts & bolts of the electrical system, earthing system, panels, busbars, terminals and bus ducts etc.
2. To check all the circuit breakers connected with the switchgear and their operating mechanism/ contacts etc and make there in perfect condition
3. To measure the earth resistance of the earth pits and to ensure that they are in the tolerance range. Also, measure the earth resistance at the main panels. These shall be recorded in a separate register.
4. Check the cable joints and tighten the same.

5. Check the healthiness of relays, meters and other controls by primary injection of current and record in a register.
 6. All works under this clause have to be planned for spreading in whole year so that every month some these items is taken up.
- F. ANY BREAKDOWN WORK OR ESSENTIAL MAINTENANCE WORK INCLUDING CABLE JOINTS, CABLES, LUGS FAILURE ETC TO BE ATTENDED ON MOST URGENT BASIS.**

NOTE: The scope of work as mentioned above are the minimum expected from the firm/agency/contractor apart from break down maintenance and any other work required for operation and comprehensive maintenance of electrical and telecommunication system in proper way as per good engineering practices will be required to be done under this scope of work. Successful bidder will make proforma for recording the following minimum work schedule/parameters and show to NIB to ensure proper accomplishment of these tasks.

APPENDIX-E

LIST OF SPARES/ CONSUMABLE WHICH ARE RECOMMENDED TO BE PROVIDED AND KEPT AVAILABLE AT SITE BY THE CONTRACTOR:

1. HRC fuses of all the ratings.
2. Rewirable fuse wires, fuse holders and fuse basis.
3. Contactor and relays contacts.
4. Lamp Holders for Aviation, Security, DG-Set Room and Street lighting.
5. SON T400W for security lights.
6. HPSV Lamps for DG-Set Room lighting.
7. Screw type HPMV 170W Lamps, SON T 70W and 36W CFL for Street lighting
8. Indicator lamps including holders for panels.
9. Incandescent bulbs and holders for internal lighting of panels.
10. NO & NC contacts and push buttons for push button switches.
11. Grease, lubricating oil, and silica gel etc required for lubrication of mechanical parts of the electrical equipment/installation covered in the scope.
12. Capacitors/starters and choke of various rating etc, if any required, for the external lighting system covered under this scope.
13. Analog type Voltmeters/Ammeters/Power factor meter, and frequency meters etc for electrical power system.
14. CTs/PTs for the instrumentation part of the electrical power system as and when required.
15. ELCBs/MCBs of rating less than 63Amp installed in the panels.
16. Toggles switches of the panels, chargers etc.
17. Handles/knobs of the switch fuse/fuse switch units.
18. Lugs/thimbles/ cable jointing kit etc required for the HT/LT cables of any size.
19. CTC/contact cleaning compounds required for the cleaning of contacts periodically.

20. Transformer Oil: Periodic refilling of transformer oil in the transformers to make up the levels.
21. Any item broken and damaged during the operation & maintenance of the entire electrical power system by the contractor.
22. All type switches, socket for 5/16/25 amp lighting/power outlets, including various size flexible wires like 1.5/2.5/4.0/10.0 sqmm etc as installed at site.
23. Various types of ELCBs/MCBs of rating 6/10/16/25/32/40/64 amp and above, as installed in the DB/panels.
24. Spare, accessories for servicing/preventive maintenance of EXIT Sign, and batteries for power back-up etc.
25. Tube light, choke & starter of various rating(20/36/40), and CFL & choke of various rating(9W/11W/36W) etc.
26. All type telephone socket/putlet/jeck/crone including various sizes/rating/pairs wire 3/5/10/20/30 etc of reputed make as installed at site.

NOTE: The above list of spare/consumable can be expended based on experience during operation and maintenance of the system, as per requirement.

GENERAL TERMS & CONDITIONS OF THE CONTRACT

1. The work is for proper operation and maintenance of the 33/11/0.415kV electrical power system and its equipments and allied accessories etc, installed the energy metering room, main receiving station and sub-station# I, II, III & IV, and lighting system(i.e. security lights, aviation lights, street lights and DG-Set Room lights) along with lighting feeders panels installed in the NIB Campus. Apart from, the operation and maintenance of the electrical lighting/power system and its equipment including telecommunication system and allied accessories etc installed in the Laboratory & Animal House building complex. The bidders are required to visit and examine & see the whole system and satisfy themselves before submitting their bids.

2. NIB reserves the irrevocable authority to accept or reject any tender in part or whole without assigning any reasons thereof.

3. The rates shall be inclusive of sales tax/excise duty/works contract tax/any other levies. If there is any variation in minimum wages during the contract period, the monthly contract price/rate will be revised based on any increase/decrease of minimum wages for which documentary proof will be furnished by the contractor alongwith the proper revise contract price.

The price break-up based upon the minimum daily wages (applicable in Noida, U.P) for the quoted rates to be enclosed with the price-bid which will be taken for bid evaluation.

The technical manpower being deployed per shift of eight hours with four hours on permanent over time basis per person.

4. The rates shall include all expenditures towards tools and tackels and measuring instruments etc. and no extra payment for the same will be made by NIB. The rates shall also include the cost of installation of other minor and major spares as and when provided by NIB through other sources.

5. At least 01(one) qualified three years electrical engineering diploma holder engineer as supervisor shall be made available at site, round the clock on all the days including holidays i.e. 24x7 mode for supervision for whole work. Further, 01(one) ITI electrician & 01(one) skilled helper for helping the engineer for supervising the operation and maintenance work for 33/11/0.415kV electrical power system, and external lighting system, shall be made available at site, round the clock on all the days including holidays i.e.24x7 mode. Also 01(one) electrician & 01(one) skilled helper having the same qualifications as mentioned above, shall be made available in the same mode at site exclusively for Laboratory & Animal House. All of them should be technically qualified and well experienced to attend to the repairs of the system as described in ANNEXURE-I. Their qualification and experience certificates should be provided to NIB. One engineer who is well experienced in operation and maintenance and trouble shooting of the power system, possessing a valid electrical license/electrical competence certificate upto 33kV has to be made available at short notice for maintenance work as and when required and this will be deemed to be covered in the quoted cost. He should visit the installation quite often for supervision. He must be very much accessible for the staff so that he can extend

his services at any time. This engineer should visit the site and see the installation at least once a month to ascertain proper supervision. He will be responsible and shall be supervising the system and other activities and record the findings in logbook. Any man power if required shall be made available by the contractor for the proper functioning and maintenance of the system.

However, atleast, the following minimum technical manpower(qualified & experienced) shall be deployed by the bidder at site in round the clock i.e.24x7 mode;

- (a) 01(one) Supervisor : The candidate should have three years diploma in electrical engineering with relevant experience in operation & maintenance of the electrical power system.
- (b) 02(two) Electrician : The candidate should have ITI certificate in electrical engineering with relevant experience in operation & maintenance of electrical power/lighting/telecommunication system.
- (c) 02(two) Skilled Helper : The candidate should have 10th pass with good experience in the operation & maintenance of large electrical installation.

6. Care should be taken so that the system does not lead to major breakdown and in case the system goes into fault, it should be rectified within the shortest stipulated period. If the power supply to any of the services due to which the work suffers even for a day, an amount equal to 1/30th of the monthly contracted amount per day (reckoned from the day of breakdown upto restoration) will be deducted from the monthly payment to indemnify the losses incurred by the Institute.

7. A minimum quantity of consumable/spares specified in **APPENDIX-E** for routine maintenance may be kept at NIB site to minimize time of maintenance. All consumable/spare parts shall be of same make & type as installed as far as possible. If the same are not available, permission for alternative make must be taken from the engineer-in-charge of NIB. **Purchases of spares in line with the Price Schedule** will be reimbursed by NIB to the contractor as per terms & conditions of the contract agreement. For preventive maintenance a schedule alongwith required spare parts/consumable will be made by the contractor, for the whole year during the initial period of the contract. These spare/consumable shall be made available accordingly.

8. **Payment:** No advance payment will be made under any circumstances. However on successful completion of work for each month, payment will be released for that period.

9. Rates should be quoted in figure as well as in words in the Performa enclosed herewith (**ANNEXURE-V**).

10. No addition /alteration / deletion in the tender is allowed.

11. The Rates quoted shall be valid for a period of 120 days from the date of opening of the Price-bid.

12. The authorized signatory of the firm should sign all pages of the tender document and schedules as a token of their acceptance. Any deviation or departure, if desired by the bidder, is

to be clearly mentioned giving item No and page No and reason for deviation/departure/confirmation in Deviation sheet(ANNEXURE-IV) attached for this purpose and they can add more sheets in the same format as per their requirement.

13. Late tenders/unsigned quotations may be rejected.

14. For a local firm, the tender could be delivered in the **NIB's TENDER-BOX** on or before the due date and time. Tender sent by post / courier, will also be acceptable but any delay from the date and time of submission will not be accepted.

15. Saturdays/Sundays should be utilized primarily for the maintenance purposes, where shutdown is required, in consultation with the engineer-in-charge of NIB.

16. The contractor shall provide measurement instrument, blower, and tools & tackles and other equipment required for the operation and maintenance purposes.

17. Electricity and water as available for this work will be provided by NIB free of cost.

18. The contractor will be responsible for the safety of his staff during the performance of their duty at NIB site and NIB will remain indemnified for any claims.

19. In case, any staff is not found upto the mark and not able to work properly, he will have to be changed as per the instruction of the NIB.

20. NIB will have the liberty to discontinue the contract at any time by giving one month's notice without assigning any reasons. The contractor will hand over the whole power system in good condition after expiry of the contract.

21. In case of any problems with the equipment, the contractor's staff shall be informed immediately to the engineer of NIB.

22. The contractor shall keep the equipment well maintained, neat and clean and adhere to the maintenance schedules of various equipment. On placement of work order they will prepare the maintenance schedule and discuss the same with engineer-in-charge of NIB for its implementation. This may be revised from time to time as per the requirement.

23. The scope of work also includes co-ordination with the UPPCL in their 132kV sub-station at Sector-62, from where the present power at 33kV is taken. If there is a deficiency in power supply from UPPCL or there is a fuse failure or breakdown in power etc, the contractor should ensure that the power is restored at the earliest possible time. **Such co-ordination activity will be deemed to be covered under the Price quoted by the contractor.**

24. Maintenance of the existing basic fire fighting systems like sand filled buckets, refilling of fire extinguishers of the appropriate class at the appropriate places shall also be deemed to be included in the contract. Periodic refilling of the same is the responsibility of the contractor.

25. An amount equivalent to 10% of the contracted amount shall be deposited by the contractor with NIB in the form of a Demand Draft/Bank Guarantee towards performance

guarantee which should be valid for 60 days beyond the entire contract period in prescribed format with in 21 days of award of work, which will be refunded to the contractor fully after successful completion of the period of the work order. This amount shall be forfeited in the event of the failure of the contractor to perform any of the provision of the contract resulting in potential and/or liquidated damages to the Institute.

26. Income tax and works contract tax etc at source as per the tax rules shall be deducted from the running bills.

27. The contractor shall not sublet the contract to any other party/contractor.

28. The contractor shall take insurance against all claims applicable for the workman's compensation Act-1948, agency shall take necessary insurance cover for any persons deploy sites even for short duration. NIB shall not entertain any claim arising out of mishap, if any that may take place during the performance of the contract. NIB shall be indemnified totally on this account.

29. Contractor shall be solely responsible for payment of wages/salaries and allowances to their personnel as per the rules or act applicable under government order. NIB shall have no liability whatsoever in any manner.

30. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his workers/staff and shall replace the items under such category. Any loss occurred due to negligence will be recovered from the contractor.

31. The firm's supervisors and their staff are required to follow NIB security norms strictly. The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline. The firm's deputed staff shall be maintained dressed code and the uniform/dress shall be provided by the contractor.

32. Daily attendance of the staff shall be maintained by the contractor, if NIB wishes to see the same, the contractor shall make it available to engineer-in-charge of NIB for inspection as and when required.

33. It must be ensured by the contractor that no damage/loss shall be caused to the properties of Institute by their act.

34. Approval of the statutory bodies like CEA/local bodies and shall be deemed to be included in the contract as soon as the present approval expires. The contractor shall notify NIB in writing about such approvals to be taken and inform the compliance of the same. The fees paid to the CEA/local bodies as per the challans will be reimbursed to the contractor by NIB. The original challan and approvals shall be handed over to NIB.

35. All the works carried out by the contractor whether for preventive or breakdown maintenance are to be properly recorded everyday on an approved format and shall be kept ready for any inspection. These shall be got signed by the engineer-in-charge atleast weekly.

36. A Pre-Bid Meeting will be organised by NIB before last date for submission of bids. Bidders may seek any clarification from NIB regarding the tender document during this meeting.

37. If any penalty/cess charged by the M/s PVVNL, NOIDA for low Power Factor (PF), it shall be paid by/recovered from the firm/contractor.

DEVIATION SHEET**SCHEDULE OF DEPARTURE FROM SPECIFICATIONS**

(Deviation/additions from tender conditions may be mentioned clearly giving clause No. of items, page No and ANNEXURE No to co-relate. Major deviations may cause rejection of tender.)

SI No	Item No and Page No	Details of Departure	Reason for departure

Seal & Signature of Tenderer

NOTE: Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “**No Deviations**”.

APPENDIX-F

PROFORMA FOR PERFORMANCE BANK GUARANTEE
(On stamp paper of appropriate value from any Nationalized Bank)

To,

M/s National Institute of Biologicals
Plot No. A-32, Sector- 62(Institutional Area),
NOIDA-201 309(U.P)

Dear Sir,

In consideration of National Institute of Biologicals (hereinafter called as the Employer which expression shall include his successor and assigns having awarded to

..... (here in after referred to as the said Contractor or Contractor' when expression shall wherever the subject of context so permits include its successors and assigns) a contract No. In terms inter alias, of the NIB's Letter No. dated. and the General Conditions of Contract and upon the condition of the contractor's furnishing security for the performance of the contractor's obligations and discharge of the contractor's liability under in connection with the said contract up to a sum of Rs..... (Rupees..... Only) amounting to 10 % (Ten) percent of the total contract value.

1. We. (here in after called "The Bank which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to The Employer in rupees forthwith on demand in writing and without protest of demur or any and all moneys anywise payable by the contractor to The Employer under in respect of or in connection with the side contract inclusive of all The Employer's losses and damages and costs, (inclusive between attorney and client) charges and expenses and other moneys anywise payable in respect of the above to this guarantee up to an aggregate limit of Rs. (Rupees.....only).
2. We Bank further agree that The Employer shall be sole judge of and as to whether the said contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by The Employer on account there of and the decisions of The Employer that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss,

damage, costs, charges and expenses caused to or suffered by The Employer from time to time shall be final and binding on us.

3. The Employer shall be at liberty without reference to the bank and without affecting the full liability of the bank hereunder to take any other security in respect of the Contractor's obligations and liabilities hereunder or to vary the contract or the work to be done there under vis-à-vis the Contractor or to grant time or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security (ies) now or hereafter held by the Employer and no such dealing (s) reduction (s) increase (s) or other indulgence (s) or arrangements with the Contractor or release or forbearance whatsoever shall absolve the Bank of the full liability to The Employer hereunder or prejudice the rights of The Employer against the bank.
4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Contractor but shall in all respect and for all purposes be binding and operative until payment of all monies payable to The Employer in terms thereof.
5. The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the bank in terms hereof shall not be anyway affected or suspended by reason of any dispute or dispute having been raised by the Contractor stopping or preventing or purporting to stop or prevent any payment by the bank to The Employer in terms hereof.
6. The amount stated in any notice of demand addressed by the Employer to the bank as liable to be paid to the Employer by the Contractor or as suffered or incurred by The Employer on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to The Employer of suffered or incurred by The Employer as the case may be and shall be payable by the bank to The Employer in terms hereof.
7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the Employer and liabilities of the contractor arising up to and until midnight of.....
8. This guarantee shall be addition to any other guarantee or security whatsoever that The Employer may now or at any time anyway may have in relation to the contractor's obligations/ or liabilities under and/ or in connection with the said contract, and The Employer shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which The Employer may have or obtain and no forbearance on the part of The Employer in enforcing or requiring enforcement of any other security shall have the effect or releasing the Bank from its full liability hereunder.
9. It shall not be necessary for the Employer to proceed against the said Contractor before proceeding against the Bank and the Guarantee herein contained shall be

enforceable against the bank notwithstanding that any security which the Employer may have obtained or obtain from the contractor shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealized.

10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of the Employer in writing and agree that any change in the constitution of the said contractor or the said Bank shall not discharge our liability hereunder.
11. We.the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.
12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs. (Rupees.....) and this guarantee shall remain in force tilland unless a claim is made on us within 3 months from that date, that is before all the claims under this guarantee shall be forfeited and we shall be relived of and discharged from our liabilities thereunder.

Datedday of2011.

For and on behalf of Bank.

Issued
Under
Seal

PRICE-BID

(This part should be photo copied and then fill-up the prices quoted on the photocopy only and shall be duly signed and stamped by the authorized signatory and enclosed in sealed envelope No.2). This ANNEXURE-V in original without price shall be enclosed in Technical–Bid (Envelope No.1) as token of acceptance of this Performa.

PRICE OFFER FOR “**OPERATION AND NON-COMPREHENSIVE MAINTENANCE OF EXTERNAL & INTERNAL SERVICES(ELECTRICAL) AT NIB, NOIDA**”, INCLUSIVE OF ALL TAXES & DUTIES ETC, AS PER AFORESAID TENDER DOCUMENT INCLUDING AND APPENDIX-A,B,C,D,E & F/ ANNEXURE-I, II(A&B), III & IV.

S.No.	Description of Work	Amount(in Rs.)
	“Operation and non-comprehensive maintenance of external & internal services(electrical), installed at NIB, NOIDA”	
1(A).	(Monthly Activity): (i). Charges including all taxes and levies except Service Tax, for round the clock i.e.24x7 mode per month.	Rs.....per month
(B).	(Annual One Time Activity): (i). Charges (including all taxes and levies except service tax) for annual one time re-setting of all relays i.e. protection relays/releases/overload relays etc of various electrical equipments by primary injection of current. The relevant reports of this works has to be submitted to NIB. (ii). Charges (including all taxes and levies except service tax) for annual one time filtration/heating /dehydration of transformer oil of all HT/LT Transformers. The relevant reports of this work has to be submitted to NIB. (iii). Charges (including all taxes and levies except service tax) for annual one time painting work (including supply of materials & tools tackles etc), of 12Nos. Security /flood light 12 meter height tubular pole, 163 Nos. Road/street/sub-path 10ft height pole including out side lighting feeder panels, and 02Nos. 08MVA, 33/11kV HT/LT Transformer’s fencing yard etc.	Rs..... Rs..... Rs.....

	<p>(iv). Charges (including all taxes and levies except service tax) for annual one time tighten all the screws, nuts & bolts of the entire 33/11/0.415kV electrical power system(i.e. mainly earth system, panels, busbars, terminals and bus ducts etc).</p> <p>(v). Sub-Total of S.No. 1(B)(i + ii + iii + iv)</p> <p>(vi). Proportionate Monthly Charges (including all taxes and levies except service tax) for above works {i.e. 1(B)(i) + (ii) + (iii) + (iv) divided by12}.</p>	<p>Rs.....</p> <p>Rs.....</p> <p>Rs.....per month</p>
2.	Service Tax @.....% { i.e. on total of 1(A)(i) + 1(B)(vi) }	Rs.....
3.	TOTAL of S.No. 1(A)(i) + 1(B)(vi) + S.No.2	Rs..... per month
4.	% Overheads over the bill value to be charged by the bidder in case he needs to procure spares/consumable (As per Appendix-E, vide S.No.01 to 20) from the market on specific instructions of NIB. The bill value will not exceed the MRP of the item bought and supporting documents for MRP will need to be submitted for claiming re-imburement of the bill.{Please note that all charges like procurement cost, cartages, insurance etc will be deemed to be covered under the % overheads to be charged by the contractor}. To be quoted in % only.% over the bill value
5.	Value of Overhead cost for Bid Evaluation Purpose assuming annual spares consumption of Rs 5 Lakh =% of Rs 5 Lakh(inclusive all taxes).	Rs
6.	Total of S.No. 3 + [S.No. 5 divided by 12] for evaluating the Lowest Bid	Rs.....

Total Charges: (Rs in figures).....per month.

Total Charges: (Rs in words).....per month.

The total amount (Rs in figures).....per year.

The total amount (Rs in words).....per year.

NOTE:

1. The quoted prices/rates are valid for 120 days from the due date of opening of the tender, and the reference will be the current minimum wages on the date of offer.
2. **The tender not fulfilling the minimum wages criteria shall be rejected.**
3. Minimum wages to be complied with- the contractor shall comply with all the provisions of the Ministry Wages Act,1948, and contractor labour (Regulation and Abolition) Act, 1970, amended from time and rules framed hereunder and other labour laws affecting contract labour that may be brought into force from time to time as applicable in NOIDA (U.P).
4. If there is any variation in minimum wages during the contract period, the monthly contract price/rates will be revised based on any increase/decrease of minimum wages for which documentary proof will be furnished by the contractor.
5. **The price break-up based upon the minimum daily wages (applicable in Noida, U.P) for quoted rates to be enclosed with the price-bid which will be taken for bid evaluation.**
6. **The deployment of technical manpower to be done per shift of eight hours with four hours on permanent over time basis per person.**
7. **The rate to be quoted for per shift of eight hours with four hours on permanent overtime basis per person. This is as per practices in the industry.**
8. All consumables not going permanently into the installation like Log-book/Register, cleaning cloth, PVC Tape, emery paper, grease, measurement instruments, blower, and tools & tackles etc will be deemed to be covered under the quoted price as in 1(A) & 1(B) above.
9. The contract period will be initially one year period unless prematurely closed as per clause mentioned elsewhere in the NIT. The contract can be extended for a further period of 2 years based on satisfactory performance of the contractor.
10. Director, NIB has the authority to periodically appoint Technical Auditor or some other agency to evaluate the maintenance work done by the contractor and

recommendations made thereof for compliance in letter and spirit. This is primarily to ensure that the reliability of the system is not compromised with due to lack of Maintenance.

11. The require consumable/spare to be arranged/supplied by the service agency. The cost of the consumable/spare plus % of over head cost will be reimbursed to the service agency subject to maximum MRP of the item bought, on submission of bill/invoice alongwith supporting bill for purchase of material.

**Signature of the Tenderer and seal
(Name & Designation of the authorized signatory)**

