



INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH

(Established by Ministry of Human Resource Development, Govt. of India)

IISER Mohali, Sector-81, Knowledge City, SAS Nagar-140306

Tender Form Cost- Rs. 500/-

Tender Ref. No.: IISER/EE-EO/Estimate-P/17-18/14

Date: 03/03/2018

Notice Inviting Tender

1. The Executive Engineer on behalf of the Director, IISER Mohali, invites online bids under two bid system i.e. technical bid and financial bid through E- Central Public Procurement Portal i.e. <https://eprocure.gov.in/eprocure/app> from eligible contractor for the work mentioned below.

Name of work:- Operation of 4 Sub Stations, 66/11 KVA Sub Station, 2 nos of Pump Houses, Chiller Plant room Informatics Center and Package Unit installed at IISER Mohali

Tender Ref No : IISER/EE-EO/Estimate-P/17-18/14
Estimated cost : INR 46,00,000/-, plus GST
Earnest Money : INR 1,10,000.00 /-
Stipulated period of work : Twelve (12) months

Critical Date Section

S. No	Particular	Date	Time
1.	Tender publishing date and time	05.03.18	11:00 AM
2.	Tender documents download start date and time	05.03.18	11:00 AM
3.	Bid submission start date and time	05.03.18	11:00 AM
4.	Bid submission end date and time	19.03.18	03:00 PM
5.	Technical bid opening date and time	20.03.18	03:00 PM

2. Tender document may be downloaded from the website of E-Central Public Procurement portal (<https://eprocure.gov.in/eprocure/app>) and www.iisermohali.ac.in . Tender should be submitted online along with valid documents of eligibility criteria within the date mentioned above.
3. The Director, IISER Mohali shall be the “Accepting Authority” hereinafter referred to as such for the purpose of this contract.
4. For any information, other modifications and/or corrigendum may kindly visit IISER Mohali website <http://www.iisermohali.ac.in> and also publish on <https://eprocure.gov.in/eprocure/app>.

SUBMISSION OF TENDER:

Tender shall be submitted by the Bidders in two parts:

(i) Technical Bid. – Cover I (ii) Financial Bid. - Cover II

The two bid system will be followed for this tender. In this system the bidder must submit bid **on line at E-Procurement Portal(i.e. <https://eprocure.gov.in/eprocure/app>)** his offer in two covers. "**Cover No. 1- Technical Bid along with requisite fee details and all forms under seal and signature of Bidder**" mentioned below and "**Cover No.2 - Financial Bid**" respectively.

The **Cove I** (Technical Bid) shall consist of following:

- i) **Earnest Money** -The bidder shall furnish as part of its bid, an EMD of Rs.1,10,000.00/- (Rupees One lakh and Ten thousand only). The EMD is to be submitted through Demand Draft of any Scheduled / Nationalized Bank (drawn in favour of “Registrar, IISER, Mohali”).
- ii) **Cost of Tender Form** - The Cost of Tender Form Rs.500 is to be submitted through Demand Draft of any Scheduled / Nationalized Bank (drawn in favour of “Registrar, IISER, Mohali”).

Note - The original payment instrument like Demand Draft of any Nationalized Bank against Earnest Money and Cost of Tender Form sent to the address- **IISER Mohall, Sector-81, knowledge City, PO- Manauli, SAS Nagar Mohal1140306, Punjab** by post/speed post/courier/by hand before bid opening date & time

iii) **Important Documents uploads in .pdf format only:-**

1. Scanned copy of DD of EMD and Cost of Tender Form.
2. Scanned copy of Enlistment and IT Return for the last three financial years.
3. Scanned copy of work experience in Govt. Department
4. Scanned copy of Tender Accept Letter
5. Scanned copy of HT/LT license
6. Scanned copy of proof of having office in tri-city.
7. Scanned copy of valid ESI/ EPF number

The Cover II (Financial Bid) shall consist of following:

- * Schedule of price bid of in the form of BoQ_XXXXX.xls (Will be formulated according to the type of work)

Sd/-
Executive Engineer
Head IWD, IISER Mohali

1. Detail of location and scope of works

S.No	Location	Work to be carried out
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a.	IISER, Sector-81, Mohali	<p>Operation of Sub Stations, Pump houses and AC plant as per terms and conditions enclosed. Application fee (Rs.500/- nonrefundable, favoring Registrar, IISER Mohali, payable at Chandigarh.</p> <p>Estimated cost Rs.46,00,000/-(GST extra).</p> <p>EMD Rs.1,10,000/- Favoring Registrar, IISER Mohali and payable at Chandigarh.</p> <p>Tenders to be given in two Envelopes.</p> <p>Last date 19.03.2018 upto 1500 hrs.</p>
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2. Deployment of man power at site.

Agency will be responsible for operations and running of the system round the clock (24x7) w/o interruption even on Sundays, Holidays, Weekly off days by deploying appropriate number of staff to meet the requirement of work/terms and conditions of the work. Nothing extra will be paid on this account. However minimum staff deployed to be as under:

3. For Sub-station 1, 5 & 6 (round the clock):-

For Pump house 1& 2 (round the clock):-

For 66/11 KVA Sub Station ((round the clock):-):-

For CAF AC plant ((round the clock):-):-

For Informatics Center ((round the clock):-)

Two no. helper in General shifts for Sub stations 1,2,5&6 and one for Pump house 1 & 2 for cleaning of the substation & Pump house, filling of Diesel in Tanks and all other allied jobs. Total helper 3 nos.

4. Qualification of Staff

Electrician- Matric with ITI having two year's experience in same field/ Min. ITI or equivalent certificate holder electrician/ wireman/ switchboard technician/ Air conditioning trade from a recognized institute authorized by central/ State Govt. or person having 5 years of experience in operation / maintenance of transformer substation and/or E/ A sets or L T system.

Helper- With one years of experience in the line

5. T&P

T and P complete with spanner set, Goti set, Goti set clip on meter (AVO), Megger 500V, screw driver etc. Emergency lights, electrician tool kit etc. as required should be available at site at all the time. Nothing extra will be paid on this account.

6. Scope of work:

- a. Proper operation of AC plant, Sub stations, breakers, panels Including transformers
- b. To ensure proper cleaning of MDB's, DB's, Fans, Luminaries etc. in the area.
- c. To maintain register of store consumption on daily basis.
- d. To maintain proper complaint register and duty roster.
- e. To submit monthly report showing waste and material consumed.
- f. In case of any major fault AE I/C should be informed at the same time.
- g. Firm shall arrange and maintain Log Books for sub-stations and get them issued from the dept. Duty rosters shall be made for each month, breakdowns shall be recorded in registers.
- h) Attendant shall be available round the clock, No Attendant will leave the station till next person arrives, overtime/reliever shall be on part of agency. Duties shall be made on Holidays and Sundays also, nothing extra shall be paid for this account.
- i) Firm shall keep the system properly cleaned and working order.
- j) Attendant will manage Tripping/Changeovers/switching of system as required to maintain the electrical supply.
- k) Parameters of sub-station to be recorded at regular intervals as detailed and available at site.
- l) All breakdowns/tripping etc to be recorded in log books.
- m) Firm responsible for watch and ward of equipment.
- n) Tools such as spanner set, socket set, plier, tester, screw drivers, allenkeys, vacuum cleaner, torch, First Aid box, safety gloves etc. shall be provided by the agency. In case of mishap/accident any compensation that become due shall be liability of the agency.
- o) Firm shall supervise the staff for their rosters making their regularity and discipline.

7. Material

- a) Agency will provide all maintenance items like insulation tape, nut bolts, screws etc. as required. Nothing extra will be paid on this account.
- b) Complaints slip should be signed by the complainer after satisfactory work done will be responsibility of the agency.
- c) Agency will be fully responsible of surveillance watch and ward of the equipment system in their charge round the clock.
- d) Any time to addition/alteration executed at site in the system will be apart of the system for operation and running of the system. Nothing extra will be paid on this account.

General terms & conditions:-

1. Earnest money Rs.1,10,000/- in the shape of demand draft in favour of the Registrar, IISER Mohali, shall be deposited along with the tender which shall be retained as security deposit and shall be released on receipt of Bank Guarantee as stipulated under clause of this document. Offer without earnest money will be rejected. Conditional tender/tenders not on proper performa are liable to be rejected.

2. Performance Guarantee of an amount equivalent to 5% of annual contract charges for period of one year shall be submitted by the agency within 15 days from the issue of letter of intent which shall be valid for a period of 12 months and the same shall be released after the expiry of the contract.
3. The rates quoted for contract should be exclusive of All taxes, ESI,EPF,ELDI etc. Income tax shall be deducted from the bill of contractor at source at the rate as applicable from time to time, in accordance with the instructions/rules applicable in this regard. The rate should be exclusive of GST. The GST will be paid extra as applicable.
4. The agency should pay to all the employee their wages on every 7th of the month & submit the monthly bill thereafter with following documents:
 - a) The agency shall submit the proof of ESI/EPF deposit slips with the concerned department.
5. Validity of rates should be 90 days from the date of opening of tenders.
6. No advance payment shall be made to the firm. The agency shall submit monthly bills in the first week to the Engineer-in-Charge complete with all required documents.
7. The Competent Authority reserves the right to accept or reject any or all the tenders without assigning any reasons.
8. The contract agreement shall be valid for a period of one year which can be extended for a further period of one year with mutual consent on the rates as called for in the tender, additionally with same terms as condition. The contract period can be increased or decreased as per the requirement.
9. The agency having valid ESI/EPF numbers of Punjab are only eligible to apply.
10. The agency should have valid Govt of Punjab HT/LT license.
11. The agency should have permanent office in tricity
12. **Revocation of Security:**

IISER Mohali have absolute rights and power for revocation of the said bank guarantee, in case of any breach of any clause of this contract, without any prior notice and claim whatever on this account shall be entertained.
13. **Determination of quality of work/services:-**

The decision of Engineer-in-Charge with regard to determining quality of work/services done by the contractor, shall be final & acceptable to the contractor. The contractor shall therefore rectify the defects so pointed out without any extra payment. The Engineer-in-Charge shall also reserve the right to get the work services so rejected done/replacement at his own level at the risk and the cost of the contractor after giving him a notice in writing and the expenditure incurred on this account shall be recovered from the bills of the contractor or any other outstanding dues or by revocation of any or all parts of the security as he may find appropriate through proper reason.
14. **Identification:-**

For the proper identification of the employees of the contractor deployed at various points, the contractor shall make their own arrangement for identification cards to each workman on duty as prescribed by the department at his cost and they shall be bound to display the identity cards at the time of duty.
15. **Supervision Control:-**

The persons so deployed shall be under the control and supervision of the contractor. The contractor shall be responsible to prevent any unlawful act or disorderly conduct of his employees so deployed and for the preservation of peace and protection of persons and

property of the Institute.

16. Surprise Check:-

The Engineer-in-Charge or his authorized representative shall carry out any surprise check on the working of the persons. The contractor is supposed to ensure that the required number of persons are deployed and that they are doing their duties properly. In case, any person deployed by the contractor does not come up to the mark or performs his duties properly or indulges in any unlawful act or disorderly conduct, the contractor shall take suitable action. In case of any complaint/defect pointed out by the Department, the contractor shall immediately replace the particular person so deployed at the earliest

18 Relationship between the Employer & Staff:-

The persons deployed by the contractor for the work shall be his employees for all intents and purposes and in no case, there shall be any relationship of employer and employee between the said persons and Institute, either implicitly or explicitly.

19 Deficiency in service/Disobedience by staff:-

In case of any deficiency in services the Engineer-in-Charge shall be at liberty to impose a penalty as it may be deemed to be fit. The decision of the Officer-in-Charge shall be final and binding to the contractor. The department shall have further right to adjust /readjust or deduct any of the amount as aforesaid from the payment to be made to the contractor under this contract or out of the security deposits of the contractor.

- 20** In the event of the firm committing breach of any of the terms & conditions herein contained and/or required to be observed and to be performed by the firm for the satisfactory and faithful performance of the contract, the Institute shall be at liberty to terminate this contract by giving one month's notice without assigning any reason and security shall be forfeited. The contract may be terminated in the event of occurrence of any of the following contingencies:-
- a) The contractor assigns the contract or any part thereof to any person for submitting the whole or a part of the contract.
 - b) The contractor is declared insolvent by any court of law.
 - c) The contractor is not interested to complete/continue the contract.
 - d) The department is not interested to continue the contract at any stage for any reason. During the notice period of one month for termination of contract, the contractor shall continue to provide services as before till the expiry of notice period. It shall be the duty of the contractor to remove all the person deployed by him on termination of the contract on any grounds whatsoever and ensure that no person shall create any disproportional/hindrance/problem of any nature to the Institute. All the disputes relating to this work shall be settled as per the Arbitration Act-1996 and place of jurisdiction shall be Mohali.

- 21** The contractor shall comply with the provisions of the Apprentices Act 1961 minimum wages Act 1948, Workmen's compensation Act 1923 contract labour (Regulation and Abolition) Act 1970, payment of wages Act 1938. Employers liability Act 1938, Maternity benefits Act 1961, and the Industrial disputes Act 1947 as applicable and rules and regulations issued there under and by the local Administration/Authorities from time to time as well as provisions of law applicable to workmen. Failure to do so shall amount to breach of the contract. The contractor shall also be liable for any pecuniary liability arising on account of violation by him of any of the said Acts and shall indemnify the Institute on that account. Institute will not be liable for any act or omission on the part of the contractor in so far as any violation of any of the aforementioned acts. The contractor has to strictly follow the fair wage clause. The firm shall comply with all rules and regulations with regards to the labour laws, EPF, ESI, electricity rules for faithful

execution of the contract.

22. The firm shall give an affidavit duly attested that he/his workers shall not claim any benefit on account of the contract agreement. All the deals of the worker shall be between the contractor & his engaged worker.
23. The firm shall provide 24 hrs. operations without any interruption by means of experience manpower. Being an essential service firm shall provide manpower even on weekly off days/holidays/Sundays (No extra payment shall be made on this account) and the firm shall be responsible for smooth and trouble free running of the installed installation round the clock.
24. The firm shall arrange and maintain monthly duty roster and attendance register and to produce for inspection as and when asked for.
25. The contractor has to provide proper verification/affidavit of employed staff to the department.
26. Non availability of manpower/absenteeism at any location will attract a penalty as under: Electrician/Wire man. and Helper on prorata quoted rates. Under no circumstances, absence is permitted for the staff. In case the worker does not turn up for duty, then the available person in the shift will continue for such time, till his reliever resumes charge. In case of any mishap/accident any compensation that becomes due shall be liability of the agency. No living accommodations shall be provided by the IISER. The Income Tax deduction shall be made at source by the department
27. The contract prices shall be firm during the entire period of contract. Any increase in the statutory wages by the Government should be envisaged in the quoted price. The Institute shall not in such event, pay any enhancements to the firm during the tenure of the contract.
28. **Insurance under Workmen's Compensation Act and other liabilities:-**
In the event of there being, any increase of workman's compensation insurance premium under any law or any additional or new liability under the labour laws being imposed on the firm after the date of submission of the tender. The additional expenditure incurred shall be borne by the firm and no claim shall be entertained by the Institute on any account. Every employee should be insured against any mishap/accidents. No living or other accommodations for store etc. shall be provided.
29. The contractor shall supply indemnity bond on non-judicial stamp paper that in case of any mishap he shall be responsible for the payment of all type of compensation to the labour as per provisions under the various acts such as workman compensation act etc. and the IISER, Mohali will have no accountability on this account.
30. General force majored clauses shall be applicable to this contract which includes only natural calamities.
31. The contractor will have to execute a contract agreement on prescribed performa worth Rs.50/-with the Institute
32. The minimum wages to the worker is to given by the agency contractor for this contract as per the Ministry of Labour & Employment rates rate as below:-
Operator: Ministry of Labour & Employment rates + (12% of rate EPF) + (4.75% of rate ESI)
+ (ELDI of 1.61% of rate)

33. The contractor should submit the following proof with monthly bill as per the provision of the Contract Labour (Regulation & Abolition) Act 1970 with their respective account wise.
 - I. EPF: Payable @ 12% each (total @24%) on account of the employer share (contractor to whom the work is awarded) and employee's share.
 - II. ESI: Payable @ 6.5% (total)
 - III. ELDI: Payable @ 1.61% of the total wages bill being paid to the contractor in a particular month. This is from the contractor side only.
34. No claim will be entertained on account of ignorance of the site conditions.
35. The firm shall be responsible for providing the aforementioned services. It is clearly understood by the agency that the person employed by the firm shall be his or her employee only. The agency/ contractor shall be liable to make payment to its said employees toward their monthly wages/salaries & other statutory due like EPF,ESI,Minimum wages and other dues etc.
36. Water and electricity will be provided free of cost to the contractor for the maintenance and operation of the system.
37. Contractor shall be abiding by the security arrangement/regulation of the building and other regulations in force.
38. Any material taken out from the building shall have necessary permission from the competent authority in the form the gate pass.
39. The contractor shall quote the rates of items including taxes etc. as given in the detail work which may be required from time to time for repairs/maintenance.
40. The contractor shall be responsible for his employee welfare. Statutory requirements as per rules, any labour or staff related problem/disputes will be the sole responsibility of the contractor and IISER Mohali will not be responsible in any way of the payment on the account of such problem/disputes. All the labour laws shall be compiled by the contractor and IISER Mohali will not be responsible in any way of the payment of the account.
41. Any contract person found incompetent/unsuitable or misbehaving or not complying with the instructions shall be replaced immediately under the instruction of the IISER Mohali authorized officer.

Liability of the contractor to indemnify:

The contractor shall keep the IISER Mohali indemnified against any loss caused to the IISER-Mohali property by way of theft, mishandling or otherwise and the claims whatsoever in respect of the employee's deployed by the contractor. Contractor shall be responsible for payment of any loss caused to the property of the IISER-Mohali. In case any employee of the contractor so deployed enters into dispute of any nature whatsoever, it will be the sole responsibility of the contractor concerned to contest the same. In case IISER-Mohali is also to be impaneled as a party, the cost, if any of the actual expenses incurred towards counsel fee and other expenses shall be paid to the IISER-Mohali by the contractor in advance or on demand. Further, the contractor shall ensure that no financial or any other legal liability comes on the IISER- Mohali in this respect at any time for the acts done by the personnel of the contractor.

Terms of payment:-

- a) The payment shall be made proportionally on quarterly basis within week of submission of bill after rendering satisfactory services and duly certified by the IISER-Mohali Engineer-in-Charge.
- b) All taxes are included in the lump sum rates.
- c) Work satisfaction report from authorized officer shall accompany the bill.
- d) All other terms and conditions shall be as per agreement and approved by Director IISER-Mohali.
- e) The Director IISER-Mohali has right to terminate the contract by giving one month notice without citing any reason.

Eligibility criteria:

- I) Contractors /firms should have successfully completed during last 7 years ending last day of the month previous to the one in which the bidding are invited, either three similar works costing not less than 40% or two similar works costing not less than 50% and one similar work costing not less than 80% of the estimated cost of the work out of which at least one should have been executed in Govt departments.
- II) Average annual financial turn over during the last 3 (three) years ending 31st March of the previous year should at least be 100% of the estimated cost of work.
- III) The agency having valid ESI/EPF numbers of Punjab are only eligible to apply.
- V) The agency should have Govt of Punjab HT/LT license.
- VI) The agency should have permanent office in tricity

How to apply

The tenders shall be received by the undersigned by 1500 hrs on 19.03.2018(19th day of March 2018) and Envelope No. 1 only containing application fee of Rs 500/-, earnest money, conditions and tender documents shall be opened on the same day at 1530 hrs in the presence of tenderer or their authorized representative who may like to be present. No consideration will be given to a tender received after the above stipulated time and date. Eligibility related documents shall be evaluated for criteria stipulated as stipulated above and agencies/contractors will accordingly be qualified/disqualified by the competent Authority. The bidder who do not qualify the eligibility criteria from I-V above will be rejected . The financial bid (Envelope No 2) of qualified tenderer as per the above eligibility criteria shall then be opened at notified time, date and place in presence of tenderer or their representative. The rates of each items must be quoted in figures and words.

2) Contractors who fulfill the following criteria shall be considered by IISER Mohali for opening of commercial bids

Sd/-
Executive Engineer
IWD

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
Executive Engineer
IISER Mohali

Sub: Acceptance of Terms and Conditions of Tender.

Tender Reference No.: IISER/EE-EO/Estimate-P/17-18/14

Name of Tender/Work:- Operation of 4 Sub Stations, 66/11 KVA Sub Station, 2 nos of Pump Houses, Chiller Plant room Informatics Center and Package Unit installed at IISER Mohali

Dear Sir

1. I/We have downloaded/obtain the tender documents(s) from the above mentioned Tender/Work from the website(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We had read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting the acceptance letter.

4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totality/entirety.

5. In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the bidder, with official seal)

Instructions for Online Bid Submission:

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

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

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder :Enrollment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username as assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with Signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC /e-Token.

SEARCH FOR TENDER DOCUMENTS

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

PREPARATION OF BIDS

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

SUBMISSION OF BIDS

- 1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3 Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument,
- 4 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DO/any other accepted instrument, physically sent should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9 Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Tenderer's to study entire tender document carefully

- a) Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and all other contract documents and has acquainted himself of the nature, site conditions scope and specifications of the works to be executed and of conditions and rates at which stores will be issued to him by the IISER. The contractor shall also be deemed to have acquainted himself will local conditions and other factors which have a bearing on the execution of the works.
- b) Before submitting the tender for the work to IISER, the tenderer should thoroughly examine the existing conditions of site
- c)After award of the work contractor has to prepare and submit the shop drawings (only for air-conditioning / fabrication work) for approval of the Engineer-in-charge.
- d)No claim will be entertained on account of ignorance of site conditions.

General Terms & Conditions

1. All documents like log books, attendance sheets etc have to be properly maintained or any other documents that are issued by from time to time.
2. Watch and ward of the installation under Operation shall be the responsibility of the contractor during contract period.

3. After the contract period is over the installation has to be duly handed over to the new agency along with the records like log books etc, under supervision of AE (E) in charge. However in general, installation is to be taken over by the agency for Operation within 15 days of award of work.

METHODOLOGY:

1. It is presumed that contractor will provide minimum qualified staff at the site, which will be adequate to perform routine operational functions with complete safety. For optimum utilization one person can be responsible for number of services. Also operation staff has to be available round the clock, round the Year even on holidays. However, strength may vary during day and night shifts.

2. Before start of the work, complete equipments/services under scope of operation shall be thoroughly examined by the agency jointly with AE(E) concerned. All Defects/discrepancies should be brought to the notice of the AE(E) in writing within first 15 days of award of work.

3. The Firm shall maintain logbooks as provided by IISER on a regular basis and any discrepancy on maintaining records is strictly not tolerable.

4. If during the period of contract, any of the equipment(s) are added/ altered, the operation of those equipments/ services shall be done by the agency at no extra cost except for the situation where deployment of additional staff is required on permanent basis to manage operation. Similarly in case of deletion of any of the equipment, no recovery shall be made except for the situation when strength of operator on shifts on daily basis is reduced.

5. The details in the annexure I (Inventory) are approximate to give an idea of services to be taken over for operation. Any variation on higher or lower side shall deem to be included at the initial take over. However the tenderers are advised to inspect the site (s) and make them acquainted before quoting.

6. The minimum acceptable qualification and quantity of the operating staff is as follows:

Type	Skill requirement	Shifts to be attended
Electrician! AC operator	Min. ITI or equivalent certificate holder electrician/ wireman/ switchboard technician/ Air conditioning trade from a recognized institute authorized by central/ State Govt. or person having 5 years of experience in operation / maintenance of transformer substation and/or E/ A sets or L T system.	All 3 shifts
Helper		Day Shift
Pump operator	Min. ITI or equivalent certificate holder electrician/ wireman/ switchboard technician/ pumps/fitter trade from a recognized institute authorized by central/ State Govt. or person having 3 years of operation / maintenance of pump house	Day and night shift

7. The operating staff has to be available round the clock in Substations and AC plants, and for 2 shifts in pump houses throughout the year even on holidays, however, the duty schedule is flexible depending on the need of operation. Since the firm will be doing the operation of critical services such as Substation, responsible & trained person(s) placed at site, should be able to take initial steps under emergency situation.

8. The firm shall maintain attendance register which can be inspected at any time by the AE concerned. The workman shall not leave the duty point, till his reliever or the next person has reported for duty. In addition to the attendance register, the firm shall abide by the attendance recording methods in vogue in the site of operation such as finger print scanning etc.

9. Agency shall issue identity cards to the workers.

10. The workers engaged by firm should maintain proper discipline and good behavior with occupants. The firm shall remove such workers from the site whose behavior is found improper. Engineer - in - Charge's decision shall be final and binding.

11. It is the sole responsibility of the agency to ensure that only properly qualified and trained staff is deputed at site. The agency should also ensure that the persons deployed by it has no criminal record and are of good conduct. The Institute will not be responsible for any lapses on this part or any accident happening because of improper handling by the technician concerned. The Institute will not be liable to pay any damages or compensation to any party on this part.

12. The contractor has to comply with all statutory obligations like EPF,ESI etc and other obligations as deemed necessary in respect of labour deployed by him for operation of substations, pump houses, AC Plants.

13. All minor tools, safety equipments required for carrying out various tasks relevant to operation have to be arranged by firm at its own cost.

14. Wherever the firm is carrying out the Operation of equipment, the firm shall possess the following minimum T &P Insulated Screw Driver

- i. Line Tester
- ii. Insulated Cutting plier
- iii. Torch Light
- iv. Waste Cloth
- v. Ring and adjustable spanner -1 Set
- vi. Insulated Hand gloves
- vii. Test Lamps

15. The firm shall ensure that the same is maintained and replenished during the period of contract. Normal wear and tear of these items is allowed.

16. Proper cleanliness of the building and equipment is the sole responsibility of the agency. All cleaning tools and consumables have to be provided by the contractor.

PENAL TY FOR DEFICIENCY IN SERVICE:

- (a) In case of major accident! loss on account of negligence on part of the contractor, the contract shall be terminated and 10 (ten percent) of the tendered amount shall be recovered. Decision of Director IISER Mohali shall be final and binding on the contractor.
- (b) Minimum inventory and T &P shall always be maintained and any loss/ theft/ worn-out inventory and/or T &P shall be recouped every month failing which penalty @ 1 of the bill amount per month shall be made for the period of lapse till the inventory is fully recouped.
- (c) Any loss arising out of wrong operation or intentional damage by the person on duty has to be compensated by the agency otherwise suitable recovery would be made.
- (d) In case of absence of worker from the duty/site where operation is carried out, penalty shall be made @ Rs. 500/- per day per person per shift.
- (e) If the performance is found to be unsatisfactory (Such as non-recording of data, continuous non-availability of staff at site) noticed by the Officers during their site visits / test checks, penalty upto 5 of one month' s bill for that service for that site shall be recovered. This is in addition to the penalty for specific deficiencies as per Clause(s) above.
- (f) Notwithstanding the compensation clause described above, IISERM reserves the right to take necessary steps for operation of the installation at the risk and cost of the contractor within a day's notice or as decided by the E-in-C, depending upon the graveness of the situation. IISERM also reserves the right to levy additional penalties, wherever deficiency in the work carried out by the firm results in loss to IISERM.