

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. 590/-

Tender Ref. No.: IISERM/EE-EO/18-19/MISC-08

Date: 23.01.2019

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:- Maintenance of Solar photovoltaic power generation system,100 KWp (5 x 20 KWp) at IISER Mohali - reg..

Tender Ref No : IISERM/EE-EO/18-19/MISC-08
Estimated cost : INR 2,80,000/-
Earnest Money : INR 5600/-
Stipulated period of work : Twelve (12) months, extended for a further period of one year on satisfactory performance by the agency

Critical Date Section

S. No	Particular	Date	Time
1.	Tender publishing date and time	23.01.2019	03:00 PM
2.	Tender documents download start date and time	23.01.2019	03:00 PM
3.	Bid submission start date and time	23.01.2019	03:00 PM
4.	Bid submission end date and time	31.01.2019	03:00 PM
5.	Technical bid opening date and time	01.02.2019	03:30 PM

1. 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.
2. The Director, IISER Mohali shall be the “Accepting Authority” hereinafter referred to as such for the purpose of this contract.
3. 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.5600/- (Rupees five thousand and six hundred 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.590 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:-**

- a) Scanned copy of DD of EMD and Cost of Tender Form.
- b) Scanned copy of Enlistment.
- c) Scanned copy of IT Return for the last three financial years.
- d) Scanned copy of work experience in Govt. Department
- e) Scanned copy of Tender Accept Letter
- f) Scanned copy of ESI/EPF

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)

Executive Engineer
Head IWD, IISER Mohali

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/Name of work.: IISERM/EE-EO/18-19/MISC-08 / Maintenance of Solar photovoltaic power generation system,100 KWp (5 x 20 KWp) 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)

Maintenance of Solar photovoltaic power generation system,100 KWp (5 x 20 KWp) at IISER Mohali

You are, requested, to submit your most competitive offer, strictly in two envelope system (Envelope A technical & Envelope B price bid) for Maintenance of Solar photovoltaic power generation system,100 KWp (5 x 20 KWp) at IISER Mohali along with the documents entailing list of similar completed AMC works as per INVENTORY APPENDED at Annx-A. Average annual turnover in last three years, EMD for Rs.5000/- favoring Registrar IISER Mohali and payable at Mohali, latest by 31.01.2019 at 03:00 PM. In case of any clarifications, please contact this office on any working day between 9AM to 5.30PM.

GENERAL CONDITIONS:

1. The eligibility criteria (for Envelope A) for undertaking the work will be as follows (Fulfilling criteria as Point 2 to 5 as below, otherwise bid shall be rejected):
 2. Proof of having valid enlistment /completion with Central/State Government, Autonomous Body, Central PSU's. Definite Proof from appropriate authority, which shall be to the satisfaction of the competent authority of the Institute having satisfactory provided AMC during last seven years ending March 2017 for works as given hereunder:- a). Two similar AMC works each of value not less than Rs.1,40,000/- or (b). One similar AMC work having value not less than Rs.2,24,000/-, of which at least one should have been in Govt. organization. Similar work means AMC/CMC of Solar Photo voltaic (SPV) System
 3. The Agency should also submit a copy of the partnership deed if any and power of attorney duly Attested and countersigned by the agency at the time of application.
 4. Proof of average annual gross financial turnover during Financial Year 2015-2016, 2016-2017, 2017-2018 duly certified by Chartered Accountant. Regd/Branch Office in Punjab/Chandigarh for last 3 years.
 5. ESI/EPF
 5. Quotations to be downloaded from web site www.iisermohali.ac.in / www.eprocure.gov.in
 6. Quotations received telegraphically will not be entertained.
- Conditional tenders and tenders received without earnest money and after due date will be rejected straightway.
7. The amount of earnest money may be deposited in the shape of deposit at call receipt of any scheduled bank payable at Chandigarh in the name of the Registrar, IISER Mohali
 8. The committee on the behalf of Director, IISER-M reserves the right to accept/reject any or all the tenders without assigning any reasons.
 9. All disputes concerning in any way with this tender are subjected to Mohali Court Jurisdiction only.

HOW TO APPLY & SELECTION CRITERIA

The quotation shall be received by the undersigned by 1500 hrs on 31st day January (31/01/2019) and Envelope No.1 only containing earnest money, conditions and quotation documents along with the documents as required at Sr. No. 1 shall be opened on the same day by the committee constituted by the Director, IISER-M, at 1530 hrs in the presence of quotation or their authorized representative who may like to be present. No consideration will be given to a quotation received after the above stipulated time and date. Eligibility related documents shall be evaluated for criteria stipulated (at Sr No 1 of General Conditions and agency will accordingly be qualified/disqualified by the Competent Authority. The financial bid (Envelope No2) of qualified quotationer shall then be opened by the committee at notified time, date and place in presence of quotationers or their representative. The rates of each items must be quoted in figures and words. Quotation not submitted in the manner as prescribed above shall summarily be rejected.

**AMC OF SOLAR ELECTRICITY GENERATION PLANT FOR EXTERNAL LIGHTING AT
IISER MOHALI**

Sealed quotations upto 31.01.2019 by 03:00PM are invited on the behalf of Director, IISER for the Maintenance of Solar photovoltaic power generation system,100 KWp (5 x 20 KWp) at IISER Mohali as per INVENTORY APPENDED at Annx-A:

Term & Conditions:

- The above charges are exclusive of GST, which would be charged extra .
- To provide fortnightly inspection/service of the equipments round the year by a service engineer covering physical examination of the equipments for healthy & smooth functioning of the equipments /system. Checking of the equipments for their satisfactory performance and rectify faults/defects. Besides this, to attend unlimited break down calls without any additional charges per year .
- Payment: Quarterly , on pro-rata basis.
- Minor Spares / components like nut bolts, fuses, cable pieces, links, small rubber parts,thimbles, etc used for repair, cleaning material, sundry material like tape, insulation are included in the above charge.
- All major repair, rectification, addition, alteration, upgradation (cost of hardware/software) ,replacement of electrical parts/equipment/switchgear,cabling, batteries etc are on chargeable basis to IISER. Labour charge is included in AMC for such works. However, the AMC package will not cover physically damaged or missing parts / components caused by IISER, however, if caused by the firm then the firm will have to repair/replace the damaged parts at their own cost..
- Any breakage/mishandling only by IISER shall not be covered in the AMC.
- Preventive maintenance checks as per the standard recommendation of the preventive maintenance practice of the manufacturer and rectification/replacement of the deteriorated part are also covered in AMC.
- 24 hrs call back service for fault rectification on lodging of complaint. The fault rectification shall be carried out by skilled staff. All fault rectification shall be done within reasonable time preferably within 24 hrs and all faulty equipments shall be collected from site and repaired equipments delivered at site.
- The contractor must have suitable experience of undertaking similar work in educational Institutions etc of same or larger size than IISER.
- No equipment should be unmounted and taken out from the Institute without a proper Gate Pass issued by the appropriate authority. If any equipment is taken out for repair, then, if required, a replacement equipment should also be provided and installed for the repair period so that the system always remains in working condition and available for operation. No extra payment shall be made for standby replacement equipment.
- In case of any damage due to mishandling of the installation by the firm, recovery shall be made from the bill/performance guarantee.

- In case of unsatisfactory performance, the AMC can be terminated without assigning any reason thereof.
- The agency must intimate the addresses of his office along with contact numbers of persons to be contacted in case of emergency.
- The attending technician should be in possession of all kits, tools and equipments to be used during the maintenance work and the same should be provided by the agency.
- The agency has to deploy more manpower, if required, for attending breakdown and completing breakdown work in minimum possible time for which no extra payment would be made.
- The firm/agency should finish the work in stipulated time. Any extra labour incurred in meeting the work deadlines shall not be chargeable and will be the firm's liability.
- The annual maintenance contract rates will be same for one year which can be extended for a further period of one year on satisfactory performance by the agency as mutually agreed.
- The agency shall comply with all statutory requirements in respect of said work.
- All material to be used in the work will have to be approved by the Engineer -in- Charge or his authorized representative.
- The agency should ensure that the manpower deployed by them possess all requisite educational qualification, skills and technical expertise to handle the system. The agency would be solely responsible for any type of material or human loss on account of mishandling by inappropriate technicians or technicians who are not in possession of the above.
- The agency should supervise the maintenance work on its own. The agency would be solely responsible for any accident or injury/death caused to any of its technician while carrying out the AMC related work in IISER premises. No claim of any type on such grounds would be entertained.
- The maintenance work has to be carried as per the maintenance schedule as per the manufacturer's recommendation, duly approved by the Engineer in charge.
- The firm has to submit monthly power generation report of the SPV power plant indicating cumulative energy generation data as per approved format within 15 days of the following month through mail or hard copy with remarks regarding its performance.
- No boarding, lodging, travelling expenses of the technicians shall be chargeable to IISER except in case of major repair, addition, alteration, overhaul.
- The maintenance service provider shall ensure proper functioning of the SPV system as a whole to the extent covered in the contract. All preventive/routine maintenance and breakdown/corrective maintenance required for ensuring maximum uptime shall have to be provided.
- The contractor shall submit the maintenance schedule as per the standard practice. The scope shall also include activities such as regular cleaning and checking the health of the SPV system, cleaning of all surface, tightening of all electrical connections and any other activity

that may be required for proper functioning of the SPV system as a whole. Necessary maintenance activities, preventive and routine for the transformers and associated switchgears shall also be included.

- The agency should maintain minimum quantity of spares at their end to ensure minimum downtime in case of any fault. In case any need of equipment is felt by the firm to be maintained at IISER end then the same should be brought to the notice of engineer in charge.
- The agency should not subcontract or sublet the AMC to any other firm. However, any specialized repair etc can be subcontracted to preferably OEM after due intimation and permission from IISER.
- Any equipment or quantity outside the scope of BOQ to be checked/repaired on chargeable basis.
- Liasoning with OEM is sole responsibility of the agency. OEM engineer visit charges/major repair charges are chargeable to IISER.
- All damaged/worn out parts replaced during AMC should be returned to Engineer in charge.
- In case of unsatisfactory performance, the AMC can be terminated without assigning any reason whatsoever.
- The contractor must intimate the addresses of his office alongwith contact numbers of persons to be contacted in case of an emergency.
- The contractor or his workers should not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- Cleaning of premises after work completion shall be the responsibility of the agency.
- All electrical works should comply with Indian electricity Act 2003 and Indian Electricity Rules 1956.
- It is highly recommended to carry out a site visit before quoting rates so as to be familiar with the quantum of work involved. The list of equipment attached is purely indicational. IISER in no way will be responsible for any loss on account of such neglect.
- All urgent calls and complaints must be attended within 24 hours of the complaint.
- All safety precautions to be undertaken and protective gear for the attending technicians should be provided by the agency.
- The Institute reserves the right to reject any or all quotations without assigning any reasons.
- EMD amounting to Rs.5600/- in favour of Registrar IISER, Mohali payable at Chandigarh
- 5% security amount would be deducted from each quarterly bill which will be refunded after satisfactory completion of the AMC.

Maintenance Services:

The scope of maintenance under this contract shall include the following:

1. Unlimited breakdown service calls at Customer's request shall be provided during working hours of a normal working day excluding on Saturday, Sunday and Govt. Holidays. Besides this, 6 maintenance services.
2. Such maintenance shall include firm's own cost, supply and fitment cost of all parts.
3. The entire system inspection including solar panels, batteries, all cable connections are included in the scope of AMC. The complete list of equipment originally installed is attached herewith.
4. Maintenance will also include :
 - a) Providing on call services for any breakdown and rectification of fault within 24 hrs of reporting the problem.
 - b) Any delay in attending the complaints after 24 hrs of lodging will attract a penalty of Rs. 1000/- per day.
 - c) Travel,boarding.lodging and other incidental expenses of any staff of contractor which will be incurred during the course of repair.

The following instance of parts are not under the scope:

1. If the equipment is mishandled or broken by IISER.
2. Any fault associated with any peripheral equipment or electrical work external to the equipment.
3. Use of supplies not meeting manufacturer's specifications.
4. Operator error or failure to follow basic maintenance as defined in the operator manuals.
5. Any damage due to natural calamities like earthquake, fire etc.

GENERAL CONDITIONS OF THE RFQ

1. The rates shall be quoted in the enclosed schedule of quantities and duly signed by the contractor.
2. Rates to be exclusive of GST.
3. Rates to remain firm during the duration of AMC as well as for the extended period, if any. No escalation in rates will be allowed in any circumstances.
4. The contractor shall comply with all statutory requirements in respect of said work.
5. The quantity under scope can be increase or decrease.
6. Quotation of only those firms who have experience in maintenance of solar PV plants , will be opened. They have to provide their experience in separate envelop along with the quotation, otherwise their quotation will be rejected.
7. The work shall be for the period of one year to be reckoned from the day of issue of award letter, extendable for another one year on satisfactory performance and mutual agreement.

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.
 - 1) As part of the enrolment process, the bidders will be required to choose a unique username as assign a password for their accounts.
 - 2) 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.
 - 3) 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.
 1. 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.
 - 1) 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.