



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

(मानव संसाधन विकास मंत्रालय का एक स्वायत्त संस्थान, भारत सरकार के अधीन)

सैक्टर-81, नॉलेज सिटी, पो.ओ. मनौली, एस.ए.एस. नगर, मोहाली] पंजाब-140306

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI**

(Estd. By Ministry of Human Resource Development, Govt. of India)

Sector – 81, Knowledge City, P.O. Manauli, S.A.S. Nagar, Mohali, Punjab -140 306

**Tender Form Cost- Rs. 590/-**

**Tender Ref. No.: IISER/EE-EO/Estimate-P/19-20/01**

**Date: 04/10/2019**

## **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:-** Annual Maintenance of 5 Nos Substations (HT/LT) entailing Transformers / Panels / Circuit breakers, Relays etc of Substations at IISER Mohali.

<b>Tender Ref No</b>	:	IISER/EE-EO/Estimate-P/19-20/01
<b>Estimated cost</b>	:	INR 9,36,225/- Plus GST Extra
<b>Earnest Money</b>	:	INR 22,100.00/-
<b>Stipulated period of work</b>	:	One year (01 Year), which shall be extended for a further two years on satisfactory performance by the agency.

## **Critical Date Section**

S. No	Particular	Date	Time
1.	Tender publishing date and time	04.10.2019	06:55 PM
2.	Tender documents download start date and time	04.10.2019	06:55 PM
3.	Bid submission start date and time	04.10.2019	06:55 PM
4.	Bid submission end date and time	12.10.2019	03:00 PM
5.	Technical bid opening date and time	14.10.2019	11:00 AM

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](http://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.22,100.00/- (Rupees Twenty Two thousand And One Hundred only). The EMD is to be submitted through Demand Draft of any Scheduled / Nationalized Bank (drawn in favour of “Registrar, IISER, Mohali” payable at 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” payable at 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 PAN Card.
- e) Scanned copy of work experience in Govt. Department
- f) Scanned copy of partnership deed & Scanned copy of Power of Attorney
- g) Scanned copy of Tender Accept Letter

**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

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) MOHALI  
NOTICE INVITING TENDER( NIT) FOR  
“Annual Maintenance of 5 Nos Substations (HT/LT) entailing Transformers/Panels/Circuit  
breakers, Relays etc of Substations AT IISER MOHALI, SEC 81, SAS NAGAR**

1. E-Tender are invited on the behalf of Director IISER Mohali for the work of “Annual maintenance contract of Electrical Transformers/ Panels/ Circuit Breakers etc of Substations at IISER Mohali”.

Earnest Money: Rs.22,100/- favoring Registrar, IISER Mohali and payable at Mohali.

2. The details of AMC can be downloaded from web site [www.eprocure.gov.in](http://www.eprocure.gov.in) & [www.iisermohali.ac.in](http://www.iisermohali.ac.in). Bidder who download the documents from web site are required to submit separately Demand Draft of Rs.590/- favoring Registrar, IISER Mohali and payable at Mohali.

Last Date & Time of Submission: 12.10.2019 at 1500 Hrs.

**SCOPE OF WORK :**

**UNDER CONTRACTOR :**

**(A) Transformer :-**

1. Testing and operation checking of HT and LT circuit breakers which ever required has to be carried out every month.
2. Transformer should be cleaned and checked for oil leakage, oil level, loose connection, dirt, flash-over etc or any other abnormality as necessary.
3. All transformer protections, relays etc to be checked.
4. Minimum two visits per quarter are compulsory.

**(B) Circuit Breakers :-**

Following inspection has to be carried out in HT/LT circuit breaker, only malfunctioning LT circuit breakers to be checked, check items as follows:

1. Visual inspection of component ACB to assess condition.
2. Cleaning of ACB with cleaner.
3. Removal of old grease and re-greasing the same with special grease.
4. Check the condition of arcing contact and gap b/w fixed and moving contacts.
5. Checking tripping of ACB through Protection release.

6. Checking presence and proper tightening of hardware
7. Checking presence of all Cir Clips.
8. Checking condition of ACB wiring.
9. Checking proper closing of all poles by taking impression etc.
10. Checking condition of Arc Chutes.
11. Checking ACB opening through Y/U coil.
12. Checking ACB opening through Y/O coil.
13. Checking ACB opening through Y/C coil.
14. Setting of release as per the load.
15. Checking main operating mechanism and replacing it in case of any failure (spares to be provided by IISER).
16. Does not include removing the breaker cradle or fixed breaker from the panel i.e. dismantling the ACB from bus-bars / fixed breakers, the same will be in your scope.
17. Testing through proper testing instrument like PR010/T, which is available with the ABB Approved Service centers only, once a year. With this kit only it is possible to check the correct healthiness of ACB resale.
18. Servicing of ACBs at site.
19. Providing test reports of the breakers from OEM approved testing kits for LT breakers.

(C) **Panels :-**

1. Health check-up of electrical panel, wiring and control panel, inspect for any black marks and loose connections of contacts.
2. Inspect the proper setting of all meters, CT's and PT's based on customer requirement in electrical panel.
3. Check the fastening of all switch gears in electrical panel.
4. Checking and re-tighten any loose bolts and nuts in proper sequence in case of bus-bar & cable inside the panel only in electrical panel
5. Checking of the breaker tripping mechanism / function manually in electrical panel.
6. Check the earth links to the panels for loose connection in electrical panel.
7. All breakers to be serviced thoroughly and the contacts to be free from carbon deposits / dust etc. in electrical panel.

8. Check for adequacy of ventilation and clean the intake and exhaust filters / louvers as required in electrical panel.
9. Check for proper operation of power factor correction equipment if installed in electrical panel.
10. Checking of IR/ER of all earthings and appropriate equipment.
11. Testing of HT breakers, their relays with testing kit once a year.
12. PLC inspection and validation whenever required.

### **SCOPE OF WORK UNDER IISER**

1. Transformer oil replacement/topping up of oil, filtration, dehydration, silica gel replacement, other spare parts etc. will be provided by the agency on chargeable basis.
2. Replacement of defective components (spares to be provided by IISER) or on payment basis if provided by agency.
3. Minimum quantity of spares (like release, pole assembly, Mechanism, trip coils) to be maintained at our end.
4. In case any shortage/fault of equipment or need of additional equipments is felt by the firm then the same should be brought to the notice of the engineer in charge and can be installed after obtaining the necessary permission, on chargeable basis.
5. In case, a fault is found in some power cable supplying power to the panel, the same can be repaired by the firm or subletted to some other firm by the contracting firm, on chargeable basis.
6. Any equipment or quantity outside the scope of BOQ to be checked/repared on chargeable basis.

### **General Terms & Conditions:-**

1. The contractor must have original equipment testing kit of OEM like ABB,L&T, CG etc. of which equipment are installed in the substation.
2. The contractor must have suitable experience of undertaking similar work in educational Institutions etc of same or larger size than IISER.
3. All sundry materials like PVC insulation tape, HT tape, Paper insulation, adhesive etc will be provided by the agency free of cost.

4. All damaged/worn out parts replaced during AMC should be returned to the Engineer in charge.
5. No equipment should be unmounted from the panel and taken out from the Institute without a proper Gate Pass issued by the Engineer In charge.
6. In case of any damage due to mishandling of the installation, recovery shall be made from the bill/performance guarantee.
7. EMD amounting to Rs.22,100/- in favour of :Registrar IISER Mohali, payable at Mohali.
8. The contractor/firm must be HT licenced contractor/firm from any Govt department
9. 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 two similar works costing not less than 60% 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. Similar work means AMC of Sub Stations/maintenance of HT Sub Stations.
10. Proof of average annual gross financial turnover during last three Financial Years duly certified by Chartered Accountant .
11. In case of unsatisfactory performance, the AMC can be terminated without assigning any reason.
12. The contractor must intimate the addresses of his office along with contact numbers of persons to be contacted in case of emergency.
13. The attending technician should be in possession of all tools and equipments to be used during the maintenance work and the same would be provided by the agency.
14. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
15. Cleaning of the premises, floor etc after work completion will be the responsibility of the agency.
16. All electrical works should comply with Indian Electricity Act 2003 and Indian Electricity Rules 1956.
17. The contractor 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.
18. Measurement of earth resistance for all earthing points along with checking of earth pits, earthing strips have to be carried out at least every six months.
19. In case any shutdown is required for carrying out the AMC work, then the same should be

informed to the Engineer in charge well before hand and a shutdown should be carried out only after obtaining the necessary approval.

20. Any displacement, relocation of the substation equipment should be avoided by the firm.

21. All necessary drawings, SLDs, Manuals etc will be provided to the firm on demand.

22. Minor painting work will be free of cost and under the scope of AMC, however major painting work will be on chargeable basis.

23. The firm 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.

24. AMC charges will be payable quarterly after satisfactory completion of work and certification by Engineer in Charge with deduction of 5% amount as security deposit from each running bill which will be released after successful completion of AMC period and payment of final bill.

25. The annual maintenance contract rates will be same for one year which can be extended for a further period of two years on satisfactory performance by the agency as mutually agreed.

26. The contractor shall comply with all statutory requirements in respect of said work.

27. The quantities as mentioned in the RFQ can be increased or decreased as per the requirement of work.

28. All material to be used in the work will have to be approved by the Engineer -in- Charge or his authorized representative.

29. All urgent calls and complaints should be attended within 4 hours, round the clock.

30. The company's attending technicians should be well trained to handle all HT/LT works. The Institute will not be responsible for any physical or personal damage to the company's technician while carrying out the AMC work.

31. All the company's attending technicians should take all necessary precautions while carrying out the AMC work. All protective gear and equipment should be used and should be in good condition. No compromise on safety should be allowed.

32. Carrying out liasoning with OEMs of individual equipments will be the sole responsibility of the agency. However, in case of any delay in repair etc. by the OEM, the agency should keep the Engineer in charge well informed from time to time. Any OEM engineer visit charges are chargeable separately to IISER but only after prior approval.

33. The Contractor must ensure that all safety norms are followed while executing all HT/LT electrical works in substations. Only trained and qualified personnel should be allowed to carry out such works. In case of any accident or mishap leading to injury or death, IISER will have no liability whatsoever for any type of compensation to any party and it will be whole sole responsibility of the contractor.

34. In case of non-satisfactory performance, AMC will be terminated; security amount deposited will be forfeited along with EMD.

35. All attending personnel are employees of the contractor/agency and therefore all personnel related issues like ESI/PF/wages etc are liabilities and responsibility of the contractor/agency.

Sd/-  
Executive Engineer

**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/19-20/01

**Name of Tender/Work :-** Annual Maintenance of 5 Nos Substations (HT/LT) entailing Transformers / Panels / Circuit breakers, Relays etc of Substations 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,

**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 and 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 options 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.
- 2) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification or 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 "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 colored (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 file-name. 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 bidopeners.
8. The uploaded tender documents become readable only after the tender opening by the authorized bidopeners.
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 with 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.

