

PRE - QUALIFYING CRITERIA

i) Average Annual financial Turnover during the last 3 years, ending 31st March of financial year 2008 - 2009 should be at least Rs.6.3 Lacs.

ii) Experience of having successfully completed operation and maintenance of Electrical System including parallel operation of two no. DG Sets etc. refer Section 1.1(Pg16) works during last 7 years, ending 31st August 2009, should be either of the following: -

a. Three similar completed works costing not less than the amount equal to Rs.8.4 Lacs.

Or

b. Two similar completed works costing not less than the amount equal to Rs.10.5 lacs.

Or

c. One similar completed work costing not less than the amount equal to Rs.16.8 Lacs.

d. Bidder should furnish copy of following.

- i) PAN No.
- ii) Service Tax Registration no.
- iii) PF Registration no.
- iv) ESI Registration no.
- v) Registration Certificate of the Company

Note: Documentary evidence in support of all the above said stated requirements are to be provided along with the Techno commercial Bid.(Part I)

Owner reserves the right to ask the bidder/contractor to provide any or all of the original documents referred above at any time during bid evaluation and / or currency of contract which bidder/ contractor has to comply. Failure to do so or furnishing of incorrect information will invite action as specified in the tender documents.

INSTRUCTIONS TO BIDDERS

1.0 Bidders are advised to study all the tender documents carefully. Any submission of bid by the bidder shall be deemed to have been done after careful study and examination of the tender documents and with full understanding of the implications thereof. The specifications and the terms & conditions along with instructions shall be deemed to have been accepted unless otherwise specifically commented upon by the bidder in his offer. Non compliance with any of the requirements and instructions of the tender enquiry may result in rejection of the bid.

2.0 Offer should be submitted in **Two parts** in three separate sealed envelopes duly marked as

Part I: Cover I : Earnest Money Deposit. This envelope will contain only **EMD of Rs.60,000.00** in the form as specified in the tender document and shall not contain any other information.

Part I: Cover II: Techno Commercial Offer: This envelope will contain documentary evidences in support of qualifying criteria along with check list which has been attached with the forwarding letter of the enquiry and technical offer including signed copy of General terms and conditions, Specifications (with unpriced price format) , Instructions to Bidders and deviations if any.

Part II: Cover III: Price Schedule: This envelope will contain only the price related documents such as price formats duly filled and discounts, if offered, as instructed and shall not contain any other information.

Bidder's name/ seal, tender no. "MG/NL/AMC/001", due date, tender description should be mentioned clearly on cover of each envelope.

3.0 Offer should be free from overwriting. Corrections and additions, if any should be attested.

4.0 Envelope not marked with tender **Enquiry No.**, date and sealed is liable to be ignored and may not be opened.

5.0 All the three envelopes of offer contained in a master envelope sealed and clearly mentioning enquiry no., date and enquiry description should reach this office on or before "**3:00 PM**" on due date of submission of enquiry. The envelope containing EMD (Part I of Bid) shall be opened first in presence of such tenderers or their authorized representatives as may be present at **3.00 PM** on the bid opening date. The Techno - commercial offer (Part I of Bid) of only those bidders whose EMD bid is found compliant to enquiry shall be opened later on same day. Price bid (Part II) of only those parties will be opened later who qualify in Techno-Commercial bid intimation for which shall be sent in due course of time.

6.0 In case it becomes necessary for the bidder to make any change in his original price bid (Part II) on account of technical/ commercial confirmation / clarifications against the changes raised by the bidder, to bring the offer in line with the requirement of the tender document, the impact of such changes on price shall be submitted in a sealed envelope which shall be opened along with Part II (Original).

In case it becomes necessary for the bidder to make any change in his original price bid (Part II) on account of technical/ commercial confirmation / clarifications against the changes raised by the Owner and bring the offer in line with the requirement of the tender documents, the revised price bid shall be submitted by the bidder only if requested by the owner in a sealed envelope duly **superscribed** as

“Revised price Bid (Part II)
for Tender no.-----dated

In case of revised price bid being asked, the original price bid already submitted shall not be considered for price evaluation and contract award purpose.

7.0 No correspondence from the bidders shall be entertained after opening of Price Bid (Part II).

8.0 Not more than one representative per bidder will be permitted to the present for the tender opening.

9.0 Quotation / offer shall be addressed to the official inviting Tender by name and designation and sent at the following address.

Human Resource Development Institute
Bharat Heavy Electricals Limited
Plot No. 25, Sec – 16 A
NOIDA – 201301 (UP)

10.0 Offer can either be delivered in person or sent at above mentioned address by Courier / Registered Post to the Official inviting tender. It shall be the responsibility of the bidder to ensure that the tender is delivered in time as offers received after Due Date and time of submission are liable to be rejected.

11.0 Unsolicited tender/ bids shall not be entertained.

12.0 Order / Contract when finalized will be issued in the name of the bidder only and change of name during tender evaluation and after submission of tender is liable to make his offer ineligible for participation.

13.0 Any revision or change in quoted price and / or conditions of offer made after tender opening will not be accepted.

14.0 Under no circumstances, bidder shall alter his quoted price / rate during the validity period after tenders have been opened. Any bidder who does so, resulting into re-calling of tender by the owner or additional expenditure to the owner, shall run the risk of being black listed by the owner, who reserves the right to recover the damages resulting there from.

15.0 The rates should be quoted both in figures and words. Please note that if there is mismatch between figures and in words, owner reserves its right to accept maximum of the two for evaluation, and minimum of the two for award. Owner's decision in this regard shall be final and acceptable to the bidder.

16.0 The scope of work detailed out in the tender documents describe major activities only. Additional activities required with respect to or in relation to the fulfillment of work against this tender will be deemed as part of the tender and shall be considered as to have been included in the bid price. No extra claim in this regard will be admissible.

17.0 BHEL is not responsible for tenders / offers lost or delayed in transit / by post etc. The offer should also accompany all documents called for in the tender document and in line with tender requirement.

18.0 The successful bidder will have to mobilize for the job and place in position necessary resources within "**7 days**" of the issue of the letter of intent / work order.

19.0 Offers not received in line with the tender enquiry are liable to be rejected.

20.0 Only authorized representative of the tenderer shall attend the tender opening. They should further be available on the same day for any further clarification in the matter. The bidder should send a separate letter indicating the name and designation of his authorized representative. and also confirm that he has the authority to negotiate ,settle and accept the order. The bidder in this regard shall submit copy of Power of Attorney.

21.0 The terms and mode of payment shall be as per stipulations made in the specifications of the bid document. Cheque shall normally be sent by registered post. However BHEL will in no way be responsible, if loss occurs due to delay by postal authorities. Contractor is advised to give bank name, Branch and Account number along with the bills.

22.0 BHEL reserves right to **amend** the tender document or revise the same or **cancel** them at any time prior to tender opening.

23.0 If the tenders are unduly deferred or cancelled, the EMD submitted by the bidders shall be returned to them. However, the bidders will have no claim whatsoever on account of such deferment or cancellation.

24.0 Unpriced copy of Price Format as referred in tender document should be submitted in Techno Commercial Bid (Part I) envelope and Priced copy of the same shall be submitted in Price Bid (Part II) envelope.

25.0 Tender document, in addition to the forwarding letter called notice inviting tender consists of the following:

i.	Check List	Sheet 1
ii.	Pre -Qualifying Criteria	Sheet 2
iii.	Instructions to Bidders	Sheets 3 to 9
iv.	General Terms & Conditions.	Sheets 10 to 15
v.	Scope of Work	Sheets 16
vi.	Scope of Services	Sheet 17 to 23
vii.	Schedule of Annual Charges	Sheet 24
viii.	Optional Items	Sheets 25 to 30

26.0 If any discrepancy, repetition, ambiguity or inconsistency is found by the bidder between the tender documents of this enquiry, the clarification must be sought by the bidder from the official inviting tender in writing before submission of bids. Such clarifications shall be communicated to all bidders by owner, HRDI. However, BHEL has a right to change any Term and Condition stipulated in this tender, which shall be applicable to all bidders.

27.0 Resources including, manpower, consumables etc as specified in the tender document and required for satisfactory execution of job are to be arranged by the contractor within the quoted / accepted rates.

28.0 Statutory deductions such as Income tax etc. at the prevailing rate of gross value of services (including applicable surcharge) as applicable shall be made from the bills unless exempted under law.

29.0 Service Tax as applicable, shall be payable extra only if the same is payable by the contractor to the Govt. authorities meeting all statutory requirements under respective Tax Acts. The offer should clearly indicate the percentage as applicable. Variation in the rate in conformity with Govt. notifications time to time as applicable during currency of the contract shall be admissible for payment subject to documentary evidence.

30.0 The bidder shall furnish rates for all the items as per price format of the optional items as included in the specification for the services under the enquiry.

31.0 Bidder must submit prices for the respective scope of the services in the price schedule format duly filled, signed and stamped on every page without any ambiguity. The rate / amount shall be written against each item. The total value of the offer for each service shall be written both in words and figures.

32.0 Price format shall not be changed by the bidder. In case of any change, if made, in the specified price format, the offer is liable to be rejected.

33.0 If any bidder intends to offer any discount over and above the quoted rates as percentage or any lump sum figure against the - services of the enquiry, he should submit a separate letter to this effect on the letter head of his company-. In case of ambiguity, owner decision shall be final and binding. This letter shall be kept along with the Price bid offer and inside Part II envelope. No discount after price bid opening will be admissible.

34.0 Bidder to note that Owner shall award the contract to one single agency. Bids should be complete in all respects for the full scope defined and considering all terms and conditions, instructions, clarifications and confirmations if any.

35.0 Total price for the services under the enquiry mentioned in Annexure-A only (excluding rates of optional items) shall be considered for price evaluation. Owner however reserves the right to ask the L1 bidder to match the L1 rates quoted by other parties for individual optional items. In case Owner is not satisfied about the reasonability of nates/prices, Owner reserves the right to take appropriate steps including but not limited to cancel the Tender and invite fresh bids.

36.0 No deviation from the scope of work services, terms and conditions, instructions from the bid documents are allowed. If however it becomes unavoidable, deviation from the scope of work and terms and conditions etc. of the bid documents should be clearly spelt out on a separate sheet giving clause wise reference and attach along with techno- commercial offer (Part I bid). BHEL reserves the right to load for such deviations while calculating the total price.

37.0 Loading criteria and factor shall be communicated later but before price bid opening. If any bidder unconditionally withdraws deviations before price bid opening the same shall not be loaded.

38.0 Timely, prompt and courteous service shall be essence of the contract.

39.0 The bids shall be valid for acceptance for a period of three months from the date of opening of the Technical Bid.

40.0 The acceptance of the bid will, however, rest with owner and does not bind him to accept the lowest bid and reserves to itself full rights for the followings without assigning any reason whatsoever

- to reject any or all the tenders

41.0 The contractor's staff shall have uniform so that they can be easily identified .

42.0 If the bidder gives wrong information in his offer or fails to substantiate his information, owner reserves the right to reject such tender at any stage or to cancel the contract if awarded and forfeit the earnest money deposit and/or security deposit and recover any other money due from the bidder/contractor.

43.0 The contractor will be responsible for accommodation of its workforce who will be engaged by him for performance of contractual obligation and rendering services under the contract. He, however, shall maintain adequate manpower round the clock at all times at HRDI such that requirements as per provisions of the contract are met to the satisfaction of the owner.

Only the workmen on duty shall be at HRDI and no other staff shall be in the premises beyond their duty hour.

44.0 The bidder shall be required to pay Earnest Money Deposit for an amount of **Rs.60,000.00** by demand draft in favour of BHEL, payable at Noida / Delhi / New Delhi, along with the bid. Bid(s) received without the Earnest Money Deposit will not be entertained. The Earnest Money Deposit of the unsuccessful bidder(s) will be refunded without any interest after the award of the contract. EMD of successful bidder shall be adjusted against security deposit which is liable to be forfeited if the successful bidder fails to take up the job or fails to deposit the security deposit within the permitted time. EMD does not carry any interest.

45.0 The contractor shall furnish security deposit for an amount as to be exactly specified in the LOI/WO. The rate of Security Deposit will be as below:

- Up Rs. 10 lakhs: 10%
- Above Rs. 10 lakhs up to Rs. 50 lakhs: Rs. 1 lakh +7.5% of the amount exceeding Rs. 10 lakhs.
- Above Rs. 50 lakhs: Rs 4 lakhs+5% of the amount exceeding Rs. 50 lakhs.

The security Deposit should be collected before start of the work by the contractor. Security Deposit may be furnished in any of the following forms:

- Cash (as permissible under the Income Tax Act)
- Pay Order, Demand Draft in favour of BHEL.
- Local cheques of scheduled banks, subject to realization.
- Securities available from Post Office such as National Saving Certification, Kisan Vikah Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
- Bank Guarantee from Scheduled Banks/Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
- Fixed Deposit Receipt issued by Scheduled Banks/Public Financial Institutions as define in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
- Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases, at least 50% of the Security Deposit should be collected before start of the work and the balance 50% may be recovered from the running bills.

(Note: In case of small value contracts not exceeding Rs. 10 lakhs and all SAS jobs, work can be started before Security Deposit is collected. however payment can be release only after collection/recovery of initial 50% Security Deposit).

- EMD of the successful tenderer can be converted and adjusted against the security deposit.
- The security deposit shall not carry any interest.

(Note: Acceptance of Security Deposit against Sl. No. (iv)& (vi) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or any other matter connected therewith).

General Terms & Conditions

1.00 DEFINITION OF TERMS:

- 1.0.1 The expression 'Company' occurring in the bid document shall mean Human Resource Development Institute of Bharat Heavy Electricals Limited and shall include its successor and assigns.
- 1.0.2 The expression 'Contractor' or 'Caterer' shall mean the bidder selected by the owner for the performance of the work of Catering and shall include the successors and permitted assigns of the Contractor.
- 1.0.3 The 'Head of HRDI' shall mean the In charge of the Human Resource Development Institute and shall include any person acting as in charge on his behalf..
- 1.0.4 'Authorized Representative' shall mean any officer / supervisor/staff of the Institute authorized by the Head of HRDI.
- 1.0.5 The 'Work' and 'Scope' shall mean the totality of the work by expression or implication envisaged in the contract and shall include all materials equipment and labour required for commencement, performance or completion of the work incorporated in the bid document.
- 1.0.6 The HRDI shall mean Human Resource Development Institute located at Sector 16 - A, Noida (U.P)
- 1.0.7 The 'Course' shall mean training programmes / seminars / conferences etc. which will be conducted by HRDI from time to time on a residential / non-residential basis.
- 1.0.8 Building shall mean the building housing HRDI and PSNR and Campus / premises where ever referred shall mean the complete campus within the boundary wall.

2.0.0 CONTRACTOR'S RESPONSIBILITY

Notwithstanding anything to the contrary contained in the contract document, expressed or implied, the contractor shall remain at all times exclusively responsible to provide all materials, manpower and equipment that are needed to ensure that the contractual obligations are fulfilled by the contractor to the satisfaction of the company.

3.0.0 ADDRESSES OF THE CONTRACTOR HIS AUTHORISED REPRESENTATIVE

- i. The contractor shall give local contact addresses and telephone nos. (Including Mobile No.) & e-mail ID of his representatives to the Owner so that intimation is sent to the Contractor without any inconvenience.
- ii. The contractor is required to supervise in person all the work and services at HRDI on regular basis. This is besides any Manager / Supervisor that he has to employ as per contract. Contractors absence shall, however, invariably be with the approval of the Company.

4.0 .0 PERIOD OF CONTRACT

The period of contract shall be for **Two** years.

5. 0.0 PRICE

Rates/prices quoted by the Contractor for the scope of work covered under the enquiry document will remain firm during the entire period of contract. No revision in rates/amount will be allowed.

The contract shall be in force for the period stipulated in the contract and on expiry thereof it shall be deemed to have been terminated automatically unless otherwise intimated in writing. Further, the contractor shall not have any right, either contractual or equitable, to demand any fresh contract for another term or to continue the same in preference to any other intending agency.

The Contractor shall have no right to sublet the entire work or any portion of the work under any circumstances.

6.0.0 CONTRACT TERMINATION

Notwithstanding anything contained in other clauses of the bid document, if any time during the period of the contract, it is observed that the services are not being run properly by the contractor, the Owner will assesses the position and if he is of the view that the Contractor is not in a position to run the services to the satisfaction of the owner, the Owner will terminate the contract by giving a notice period of maximum 30 days and his decision in this regard shall be final and binding on the contractor.

Upon termination of the contract, the owner shall be entitled, at the risk and expenses of the Contractor, to carry on the services for the balance period of the contract as contemplated in the scope of work through an independent agency and to recover the amount thus incurred from the contractor in addition to any other amounts, compensation and damage that the owner is entitled to in terms of the relevant clauses of the existing contract. The difference between the amount of running the service and the amount actually incurred by the owner for the completion of the entire services for the

balance period of the contract and in the event of the latter being in excess of the former, the Owner shall be entitled, without prejudice to any other mode of recovery available to the Owner, to recover the excess from the security deposit or any money which is due to the Contractor.

7.0.0 PAYMENT OF BILLS:

The Owner shall arrange to make payment of the bills of the Contractor within 15days of the submission of the bills subject to the acceptance / approval of the bill by the Owner or his authorized representative and subject to the bills being found to be in order. The contractor may submit fortnightly bills.

The bill will accompany the documentary evidences in support of statutory contribution in respect of PF and ESI for the workforce engaged by the contractor.

All payments under or in terms of the contract shall be made in Indian Currency by crossed 'Account Payee' cheque.

8.0.0 TAXES, LABOUR LAWS AND OTHER REGULATIONS

- i) The contractor shall be liable to comply with all the rules and regulations in respect of all the labour laws and statutory requirements including safety regulations which are in vogue or will become application in future.
- ii) The contractor shall accept and bear full and exclusive liability for the payment of any or all taxes etc. now in force or thereafter imposed, increased and revised from time to time by the Central or State Government or by any other authority with respect to or covered by wages, salaries, or other compensations paid or payable to persons employed by the Contractor.
- iii) The contractor shall fully comply with all the applicable laws, Rules and regulations relating to PF. Act. Including the payment of P.F. contributions. Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, C.L.(R&A) Act, Migrant Labour Act, Essential Commodities Act and / or such other Acts or Laws, regulations passed by the Central, State, Municipal and Local Government agency or authority, including T.D.S. as per I.T Act, applicable from time to time.
- iv) The contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance of any statutory provisions / obligations. The contractor shall be responsible for maintaining records pertaining to payment of Wages Act and also for depositing the P.F. contributions, if required, with authorities concerned.
- v) The contractor shall bind himself / his executors, administrators and shall indemnify and hold harmless the Owner, in respect of this contract, including all of its claims, damages, proceedings, costs, charges and / or any expenses whatsoever which may be

imposed, enforced or brought against the Owner or any of its members, officers, employees for reasons of or consequent upon any breach or default on the part of the contract in respect of violation of any of the provisions of Law / Act Rules or regulations having the force of a law or if any award of decision by any competent tribunal ,court or authority in respect of the workmen or any one employed / engaged by the contractor / sub contractor in connection with this contract. Such indemnity bond has to be furnished / executed on a non - judicial stamp paper worth **Rs. 10.00**. The cost of such stamp paper, demy paper etc. shall be borne by the Contractor.

- vi) The Contractor shall be responsible for all the claims of his employees and the employees of the contractor shall not make any claim whatsoever against the Owner.
- vii) The Owner shall have absolute right to test, interview, otherwise assess or determine the quality of contractors employees / workers deployed in its premises with regard to capability etc. so as to ensure that such employees / workers are competent, qualified or otherwise suitable for efficiently and safety performing the work covered by the contract. Any employee / worker rejected / not authorized by the Owner shall not be covered by the Contract.
- viii) The Contractor shall engage fully trained and adequately experienced Staff, who is medically fit. They should be free from infectious diseases. The Contractor shall get his employees medically examined once in 6 months and obtain fitness certificates or as instructed by the owner.
- ix) The contractor shall obtain insurance policy of adequate value in respect of his workmen to be engaged for the work towards meeting the liability of compensation arising out of injury / disablement at work.

9.0.0 MISCONDUCT:

If at any time during performing the contract, the contractor's employees are found to be guilty of misbehavior / misconduct with any officer / staff or with the guest of the owner or his authorized representative, or to be incompetent or negligent in performing his / their duties or if in the opinion of the owner, it is undesirable for such person(s) to be employed by the Contractor in the work at HRDI premises, the Contractor, if so directed by the owner or his authorized representative, shall forthwith remove such persons (s) from the work of the Owner immediately.

The contractor shall keep the Owner indemnified from and against all personal and third party claims whatsoever arising out of any act, of omission or commission on the part of any of the employees of the

Contractor, whether committed, omitted or arising within or without the scope of the contract, as the case be.

10.0.0 CLAIMS BY THE CONTRACTOR:

Should the Contractor consider that he is entitled to any extra payment or compensation in respect of the work over and above the amount due under the contract or should the contractor dispute the validity of any deduction made or contemplated by the Owner from any bills or any payments due to him in terms of the contract, the Contractor shall forthwith give notice of his claim in writing to the Owner or his authorized representative within 10 (ten) days from the date of the issue of the orders or instruction related to any work. The Contractor's claim for such additional payment or compensation, or happening of other event upon which the Contractor bases such a claim shall give full particulars of the nature of such claim, ground on which it is based, and the amount claimed. No such claim will be entertained by the Owner unless the notice is given by the contractor within the aforesaid time. The decision of the Owner in this regard shall be final and binding on the contractor.

11.0.0 CONSTRUCTION OF CONTRACT

The contract shall in all respects, be deemed to be and shall be construed and shall operate as an Indian Contract as defined in the **Indian Contract Act. 1872** and all payments there under shall be made in Rupees unless otherwise specified.

12.0.0 ARBITRATION

All disputes between the parties to the contract arising out of or in relation to the contract, other than those for which the decision of the owner or any other person is by the contract expressed to be final and conclusive, shall after written, notice by either party to the contract to the other party, be referred to sole arbitration of the Head - HRDI or his nominee. The arbitration shall be conducted in accordance with the provisions of the Arbitration and reconciliation Act, 1996. The parties to the contract understand and agree that it will be no objection that the Head HRDI or the person nominated as Arbitrator and earlier in his official capacity to deal directly or indirectly with the matters to which the contract relates or that in the course of his duties had expressed views on all or any of the matters in dispute or difference. The award of the Arbitrator shall be final and binding on the parties to this contract in the event of the Arbitrator dying, neglecting or refusing to act or resigning or being unable to act for any reason or his award being set aside by the Court for any reason, it shall be lawful for the Head HRDI or his successor, as the case may be, either to act himself as the Arbitrator or to appoint another Arbitrator in place of the outgoing

Arbitrator in the manner aforesaid. The arbitrator may from time to time, with the consent of both the parties to the contract, enlarge the time for making the award. Work under the contract shall be continued during the arbitration proceedings. The venue of the arbitration shall be the place from which the contract is issued or such other place as the arbitrator at his discretion may determine.

13.0 SPECIAL INSTRUCTIONS :

All disputes shall be subject to Delhi State jurisdiction.

14.0 SPECIFIC TERMS AND CONDITONS:

In matters of dispute regarding the services, the decision of BHEL or his authorized representative shall be final and binding.

Any misuse of the premises, equipment or facilities by the contractor or his workforce will attract penalties as may be decided by BHEL including termination of the contract. The amount of such penalties shall be decided by BHEL or his authorized representative whose decision shall be final and binding. The amount of such fines / penalties shall be recovered / deducted from the contractor's bills / security deposit.

SCOPE OF WORK:

The scope of work shall include the operation and maintenance of 33 KV sub-station, parallel operation of two nos. DG Sets of 500KVA, One no. DG Set of 125 KVA and water pump house,etc (refer Sec-I for Installation details) on 24 hour basis including on Sundays and holidays. The scope also includes repair and maintenance of electrical installation and plumbing works and fittings in the building and lawns. The details of services to be provided are listed under section 2 i.e. Services covered. All work, which is incidental for satisfactory completion of job, shall be part of the scope of work, without specific mention in Section – 2.

Note: - Major maintenance requiring dis-assembly of the equipment/system / DG overhauling is however excluded.

Section : 1

1.1 INSTALLATION DETAILS:

- (1) 33 KV DO / GO SWITCH
- (2) 33 KV SWITCH YARD
 - (a) CT & PT Metering (UPSEB)
 - (b) Support Insulator
 - (c) Metering PT
 - (d) Metering CT
 - (e) 33 KV Vacuum Circuit Breaker
 - (f) : 630 KVA, 33/0.433 KV, oil filled Kanohar make Transformer.
: 1600 KVA, 33 KV / 433 Volt Dry Type Transformer BHEL make.
 - (g) HT Control Panel
- (3) Electrical room with following equipments
 - (a) LT Board with 4 Nos. LT Circuit Breaker
 - (b) Relay Panel
 - (c) LTTSC Panel
 - (d) Solar Panel
- (4) Two Nos. DG Sets 500 KVA each and one no. DG Set 125KVA with 2 nos. .Control Panels fitted with L&T Make 2 nos. Breaker and Synchronizing Panel.
- (5) Water Pump House
- (6) Total Complex Street and Garden light with Control Panel, MCB Boxes at different locations in the building and associated cabling, wiring, fittings in the entire complex.
- (7) Earthing System.
- (8) Electrical lights and all fittings in and on the building.
- (9) 2 nos. Display Board at HRDI Roof Top.

SECTION - 2

SCOPE OF SERVICES

- (I) Operation and maintenance of 33 KV DO/GO switches including replacement of 33 KV fuse, moving and fixed contact, insulators and lightening arresters required.
- (II) Operation and maintenance of 33 KV Switch yard including CT , PT, Vacuum Circuit Breaker, Spring changing, Fuse replacement and opening and closing of breaker as per requirement.
- (III) Operation and maintenance of 630 KVA, 33/0.433 KV. & 1600 KVA 33/0.433 KV . Dry Type Transformer including operation of Off-load Tap Changer, replacement of connecting cables, bushing, insulators and also temperature recording.
- (IV) Liasoning with state electricity board as required for maintaining/restoring supply and also obtaining approval from them for shut down etc for 33KV system for doing repair work.

(B) 440VOLT SYSTEM

- (V) LT Panel operation including 4 nos. LT Breakers operation, meter reading and recording and routing maintenance / repair.
- (VI) Relay panel operations including breaker operation from remote including meter reading and recording the same on log sheet at interval of one hour.

Accept and reset of alarms and reset of operated relays recording of the same on log sheet and taking steps to attend the fault for restoration.

Maintain log sheets / log books / maintenance records as to be decided by BHEL time to time for proper operation and maintenance of installation.

Upkeep of battery chargers(2 nos. for DG - Set + 1 no. for relay panel).

(C) DG Set

- (VII) Parallel operation of two nos. DG Sets of 500 KVA each (Synchronization) & One no. DG Set of 125 KVA in case of 33 KV power failure and low voltage below 370 volts including battery charging as and when required. Contractor shall carry out all routine / regular maintenance including Diesel filling and co-ordination with BHEL for maintaining inventory level of Diesel. The batteries are being handed over in good running condition and the contractor shall maintain them in good running condition and keep BHEL periodically informed of the status of batteries. The batteries have been procured and installed on 30.06.2009(2 nos.) and 05.05.2008 . In case the same mal functions the bidder is to replace the same with a new one.

(D) Street Light

- (VIII) Day to day repair, maintenance and operation of street and garden light including switching on and off lights, including Neon AND glow Sign Board at appropriate time , changing bulbs fixtures, switches, repair of faults in cabling / wiring etc. as and when required such all light points are fully functional all the time.

(E) SOLAR PANEL

The operation of Solar Panels is in the scope of the bidder. BHEL will arrange training for the contractor staff for operating the system. The contractor shall assist BHEL during maintenance and upkeep of this system.

(F) Maintenance and Repair of Electrical installation and fittings in the building.

- (a) Repairing/ replacing of faults in cabling /wiring including replacement of MCB' S/MCB boxes and associated recabling / wiring, earthlings etc.
- (b) **Adding power / light points, extension boards, associated cabling / wiring as and when required.**
- (c) Servicing of fans and exhaust fans dismantling and reassembly to make them functional . Rewinding of motors not covered in the scope of the contractor.
- (d) Servicing of room heaters (Hot air Blowers), changing of burnt / broken heating elements etc.
- (e) Repair of table lamp and stand lamps in hostel block.
- (f) Repair of electrical light fittings including replacement of choke, transformer of spot halogen lights, bulb, holders etc. Day to day electrical maintenance like changing of bulbs and tubes.
- (g) Keeping fly catchers operational including changing of tubes and fault repair.
- (h) Changing of burnt heating elements / defective thermostat of Geysers.
- (i) 2 nos. lift rooms at roof: - Maintaining uninterrupted electricity supply for two lifts including repair of faults in supply by rewiring / recabling, replacement of MCBs etc. Switching 'On and 'Off supply as and when required. Maintenance / repair of lifts is excluded from scope of the services. The contractor shall however, liason with BHEL appointed agency of lift repair & maintenance.
- (i) All electrical work in the fountain at entrance lounge.
- (j) O & M of solar heating system and Operation of solar electric system and its up keep when ready.
- (k) Repair electrical fittings of CVTs, changing of cords, plugs etc. of electrical equipment whenever required.
- (l) Including cleaning of Solar Panels installed on the terrace at least twice a month.
- (m) **Maintaining earthy system viz checking healthiness of earth pit and conductor conduits including replacing corrosive nuts / bolts, salt, charcoal and all necessary items is in the bidders scope.**

(G) PUMP HOUSE

1. Operation and maintenance of water pump house and repair of water pump & motor including winding and associated fitting and supply of all spares parts as required to bring back to the system into normal operation.
2. Maintenance of all plumbing fixtures including supply of material as required for
3. keeping the pump house fully operational. Starting and stopping of pumps & accessories in proper sequence or as per requirements.
4. **NOTE: All spares and consumable for the equipment installed inside the PUMP HOUSE including Electrical fitting are in bidders scope.**
5. Proper operation and maintenance of water supply system (including all the pump i.e. Tube well pumps etc.) at required intervals and for durations as to keep the underground and overhead tanks filled up to the required level for maintaining continuous supply of water on round the clock basis.
6. Cleaning of overhead tanks(10 nos.) and underground main tank (1 nos.) shall be carried out atleast once in two months or as and when required using appropriate accessories (e.g. potassium permagnate , lime, broom stick, bucket, mug, etc. which may be required) for this purpose will be in the scope of the contractor and shall be arranged and organized by him.

(H) PLUMBING:

1. Repair and maintenance of toilets and sanitary system in the building and keeping them in always operational mode.
2. Cleaning/changing of RO plant filters as per instruction of BHEL. Filters will be provided by BHEL
3. Weekly cleaning of drinking water coolers.
4. Also plumbing repair work like repairing/ replacement of leaking taps etc. in the HRDI Complex. Spares and fittings will be provided by BHEL.

(I) SEWAGE:

Flushing of all hostel blocks toilet and those in the building with fire hydrant system at least every two months or as required. This will be done preferably on holidays or off days. Ensuring proper drainage in the sewer system in the campus and liaisoning with NOIDA authority to keep the same in running condition and / or clean / cleared. Adequate arrangements should be made for rain water drainage on the terrace of HRDI building.

(J) GENERALS

- a) A maintenance schedule for the system shall be prepared by the contractor and submitted to BHEL for approval. The approved maintenance schedule shall be implemented by the contractor.
1.
 - b) Making proper record of preventive maintenance carried out and submission of the same to the Engineer-in-Charge/nominated officer from BHEL for checking.
 - c) Maintaining log sheet /log books /maintenance record as to be decided by BHEL time to time for proper operations and maintenance of the installation detailed above and as covered in scope of services . Entering data in log books viz volt, current, KV, power
 - d) Shut down duration, DG set running hours, lub oil level etc.
 - e) Taking all necessary precautions to ensure safety of the personnel and equipment.
 - f) Maintaining log sheet /log books/maintenance record as to be decided by BHEL from time to time for proper operations and maintenance of the installation viz.
 - i. 33KV/.433KV Log Book
 - ii. Diesel Consumption Record
 - iii. Daily Status Report of Electrical items and Bathroom of Hostel rooms and offices as per List-I (Pg22&23) and submit to EIC at 10:00 Hrs.
 - iv. Received Electrical and Plumbing items from Store and return of old items to store.
after approval from designated EIC of BHEL.
 - v. Collection of Electricity Bill from UPPCL office and submit to EIC/BHEL and submission of cheque to UPPCL office.
 - g) Electrical Fitting, Installation, Sanitary and hardware Fitting in the building and its premises are being handed over in good and running condition which has to be

maintained by the contractor during the contract period and handed over to BHEL in good and running condition at the expiry of the contract.

h) The scope of services (which inter alia means repair, replacement) exclude supply of spares, materials as may be required during and for operation and maintenance of the installation under the services under consideration by the contract and the same shall be provided by BHEL unless otherwise specifically included in the scope of contractor and so specified. Consumables and small items like insulation tapes, cleaning agents, dhoti /duster etc. and all such T&P along with deployment of additional main power , if any required for and in relation to satisfactory operation and maintenance of all works under the service of the enquiry shall be in the contractor's scope and no extra payment shall be made by BHEL.

i) The contractor shall maintain tools and measuring instrument as required for satisfactory service under the contract. A list of such items necessarily including items like tongue tester, 500V Meggar, digital Multimeter, Set of Spanners & Screw Driver ,Shouldering set ,Drilling machine, wire tester, Watch maker set, etc shall be provided and maintained after mobilizing the work as specific.

j) **Optional Services :** Some services have been listed in Annexure B of this specification which are extra over the scope of services of the enquiry and which BHEL may use during currency of the contract at payment of additional amount based on those rates of services utilized. Rates of those services are necessarily to be quoted by the bidder. These rates shall however not be considered for bid evaluation but the quoted rates shall be subject to acceptance by BHEL as per provision laid down in this regard in the instruction to bidder.

1. **NOTE:** Major maintenance requiring dis-assembly of the equipment/ system/DG overhauling is however excluded from the scope of service.

1.3 MANPOWER REQUIREMENT DETAILS:

The contractor should engage adequate manpower per shift of 8(eight) hrs. of (3 shift per Day) fulfilling minimum requirement as detailed below

1. General shift:

- (i) Supervisor (Diploma with one year experience in ELECTRICAL/ ITI in ELEC. with min 5 years experience)- **1 No. deployed from 09.00AM to 06.00PM**
- (ii) Operator/Wireman (ITI in ELECTRICAL with minimum 3 years experience in his field)- 2 Nos.
- (iii) Helper- 1 No.
- (iv) Plumber-1 No.(with minimum one year experience in his field)

Other shifts: Same as Item 1.3 (ii, iii and iv)

The Operators, Helpers and Plumbers will not be permitted to work beyond their 8 hrs working shift in any day. In case of absence of any one, the contractor shall make equivalent grade arrangement with prior information to BHEL Failure to comply to above will invoke Penalty Clause. The Operators & helpers will not be permitted to work beyond 48 hrs in a week. The attendance of manpower will be counter signed by BHEL Security daily shift-wise. The Contractor himself or his representative of at least Manager/Engineer level shall meet with BHEL once a week and come whenever called by him. Copy of educational certificates of manpower to be deployed along with their photographs should be submitted within seven days

of LOI/LOA. The final manpower to be deployed should be approved by BHEL. Besides the minimum requirement of manpower envisaged above and maintained at site the contractor shall deploy necessary resources including tools and tackles in order to ensure safe, Efficient and smooth operation and maintenance of the said system in case exigencies arise.

1.4 PROVISION OF STITCHED UNIFORM BY BIDDER

All the workmen engaged by the bidder shall be provided with uniform as specified below :

FPR SUMMER: Terry cotton stitched uniform with uniform as above with Vender's name on shirt pocket

FOR WINTER : Same as above with closed necked coat or pullover.

Safety shoes of Bata or equivalent with socks for all seasons.

1.5 PAYMENT TERMS:

1. The total lumpsum charges for operation & maintenance for the services covered in the tender shall be quoted as per Part (Annex-A) of this specification by the contractor This amount will be divided into twelve equal monthly installments to work out the monthly charge.
2. The monthly bills for the operation and maintenance shall be raised by the contractor for the services rendered during the previous month. Bills however will be admitted for payment after verification and certification by BHEL.
3. Necessary and statutory deductions like Security deposit, Income Tax, Work contract tax etc. shall be deducted from the monthly bills.

1.6 PENALTY CLAUSE:

1. All possible efforts shall be made to minimize the down time of any equipment/system. In case of failure / breakdown of the equipment, the following penalty shall be imposed on the contractor if BHEL is satisfied that reasons are attributable to the contractor . The decision of the BHEL shall be final and binding on the contractor in this regard.

Rs.	500	per day for non functioning of each LT outgoing feeder and/or its accessories.
Rs.	100	per day for non functioning of each Distribution Board and/or its accessories and components.
Rs.	50	per day for non functioning of Lighting fixtures or Points.
Rs.	10	Per hour for not attending the complaints within 10 minutes.
Rs	1000	Per day for non compliance to Section 1.3 (non compliance to 8 hrs working/person/shift and absenteeism of persons.)

LIST - I

Sl No.	Status of Electrical Items						Status of Bathrooms			
	TL	CFL	SP				TAP	WB	WC	TL/B
301										
302										
303										
304										
305										
306										
307										
308										
309										
310										
311										
312										
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334										
335										
336										
337										
338										
339										
340										
201										

202										
203										
204										
205										
206										
207										
208										
209										
210										
GM's Room										
Sh R Bhattacharya										
Sh H G Sharma										
Tea Hall										
Conference Hall										
	Ground									
	First									
	Second									
Library										
Ladies Staff Room										
Sudeshna Madam										
N C Lakhanpal										
Rekha Madam										
S S Roy										
Anshu Shailayan										
Yojna Rani										
Store										
Server room										
Computer Lab										
Dining Hall										
Administration Hall										
Corridors										
	Ground									
	First									
	Second									
	Third									

If Item is OK then write 'W' if not then write 'NW'

W - Working

NW - Not Working

BPB - BELL PUSH BUTTON

WB - Wash Basin

SP - Socket Point

WC - Water Closure

TL/B Tube Light/Bulb

ANNEXURE A

SCHEDULE OF ANNUAL CHARGE

PART A	Total annual fee (Rupees)	Total Amount for Two Years (Rupees)
1. Lump sum annual charge for round the clock for operation and maintenance, as per the terms and conditions laid down in the tender documents, of the electrical system & water supply system installed at Training Institute, BHEL (HRDI) Noida for a period of two years. 2. Service/ taxes, if any applicable, extra (to be indicated in%)		
3.		

Optional Item

PART B	Total annual fee (Rupees)	Total Amount for Two Years (Rupees)
Service charges /repair charges for operation and maintenance of NEON SIGN BOARD -2 Nos. installed in BHEL HRDI premises 1. The scope included cost of repair and/or replacement of all defective parts, timber, neon tubes transformers, HT wiring, etc in the neon sign board. Re painting including primer once annually for a period of two years. 2. Service/ taxes, if any applicable, extra (to be indicated in%)		
3.		

Date:

Signatures

:

Place:

Name & Designation:

Stamp of the Firm

:

OPTIONAL ITEMS

AnnexureB

SL. NO	DESCRIPTION	Rates in figure FIGURES	Rates in words
1.	Occasionally providing manpower up to 4 hrs. / day for any work not covered under the scope of work of this tender i. Electrician ii) Plumber iii) Semi-skilled iv) Helper v) Mason		
2.	Occasionally providing manpower up to 8 hrs. / day for any work not covered under the scope of work of this tender i. Electrician ii) Plumber iii) Semi-skilled iv) Helper v) Mason		
3.	Service Charges/repair charges including materials and consumables. i) Rewinding of wall mounted fans/ pedestal fan motors. ii) Rewinding of motors of exhaust Fans Motor 9" iii) Rewinding of motors of exhaust Fans Motor 12" iv) Rewinding of motors of exhaust Fan Motor 18" v) Rewinding of Ceiling Fan (48")		

SL. NO.	DESCRIPTION	Rates in figure FIGURES	Rates in words
4.	<p>Service Charges/repair charges</p> <p>I. Dismantling of existing, providing and changing of GI pipe works (1/2") (per meter basis) in building & premises, pipe supplied should be of TATA / JINDAL make "B CLASS" including all fittings like Socket, Union, Tee, Elbow, Nipple, Reducer etc.to make job complete.</p> <p>II. Dismantling of existing, providing and changing of GI pipe works (3/4") (per meter basis) in building & premises, pipe supplied should be of TATA / JINDAL make "B CLASS" including all fittings like Socket, Union, Tee, Elbow, Nipple, Reducer etc. to make job complete.</p> <p>III. Dismantling of existing, providing and changing of GI pipe works (1/4") (per meter basis) in building & premises, pipe supplied should be of TATA / JINDAL make "B CLASS" including all fittings like Socket, Union, Tee, Elbow, Nipple, Reducer etc. to make job complete.</p> <p>IV. Dismantling of existing, providing and changing of GI pipe works (1") (per meter basis) in building & premises, pipe supplied should be of TATA / JINDAL make "B</p>		

	<p>CLASS” including all fittings like Socket, Union, Tee, Elbow, Nipple, Reducer, etc to make job complete.</p> <p>V. Dismantling of existing, providing and changing of GI pipe works (1 & 1/2”) (per meter basis) in building & premises, pipe supplied should be of TATA / JINDAL make “B CLASS” including all fittings like Socket, Union, Tee, Elbow, Nipple, Reducer etc. to make job complete.</p> <p>VI. Dismantling of existing, providing and changing of GI pipe works (2”) (per meter basis) in building & premises, pipe supplied should be of TATA / JINDAL make “B CLASS” including all fittings like Socket, Union, Tee, Elbow, Nipple, Reducer etc. to make job complete.</p> <p>VII. Dismantling of existing, providing and changing of GI pipe works (2 & 1/2”) (per meter basis) in building & premises, pipe supplied should be of TATA / JINDAL make “B CLASS” including all fittings like Socket, Union, Tee, Elbow, Nipple, Reducer etc. to make job complete</p> <p>VIII. Dismantling of existing, providing and changing of GI pipe works (3”) (per meter basis) in building & premises, pipe supplied should be of TATA / JINDAL make “B CLASS” including all fittings like Socket, Union, Tee, Elbow, Nipple, Reducer etc. to</p>		
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	<p>make job complete.</p> <p>IX. Dismantling of existing, providing and changing of GI pipe works (4'') (per meter basis) in building & premises, pipe supplied should be of TATA / JINDAL make "B CLASS" including all fittings like Socket, Union, Tee, Elbow, Nipple, Reducer etc. to make job complete.</p>		
	<p>Statutory rates / taxes, if any must be clearly stated with percentage factor.</p>		
5.	<p>Service Charges/ Repair Charges</p> <p>I. Dismantling of existing, providing and changing of CI pipe works (3'') (per meter basis) in building & premises, Pipe supplied should be of (ISI brand, Class Heavy) make including all fittings like Socket, union, Tee, Elbow, Nipple, Reducer etc. to make job complete.</p> <p>II. Dismantling of existing, providing and changing of CI pipe works (4'') (per meter basis) in building & premises, Pipe supplied should be of (ISI brand, Class Heavy) make including all fittings like Socket, union, Tee, Elbow, Nipple, Reducer etc. to make job complete</p> <p>III. Dismantling of existing,</p>		

	<p>providing and changing of CI pipe works (6'') (per meter basis) in building & premises, Pipe supplied should be of (ISI brand, Class Heavy) make including all fittings like Socket, union, Tee, Elbow, Nipple, Reducer etc. to make job complete</p> <p>IV. Dismantling of existing, providing and changing of PVC pipe works (1/2'') (per meter basis) in building & premises, Pipe supplied should be of FINOLEX make including all fittings like Socket, union, Tee, Elbow, Nipple, Reducer etc. to make job complete.</p> <p>V. Dismantling of existing, providing and changing of PVC pipe works (2'') (per meter basis) in building & premises, Pipe supplied should be of FINOLEX make including all fittings like Socket, union, Tee, Elbow, Nipple, Reducer etc. to make job complete.</p> <p>VI. 630KVA Transformer oil(1350ltr) filtration from authorized agency with test report. Including all consumables and machines required for the above jobs.</p> <p>VII. Relay testing by authorized agency like L&T, English Electric.</p> <p>VIII. Rate for welder including machine operator and consumables per day.</p> <p>IX. Raten for Carpenter alongwith Helper if any per day with necessary tools and</p>		
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	tackles.		
	Service Tax (at the prevailing rate to be paid extra)		