

TENDER DOCUMENT

FOR

**Operation & Maintenance of Electrical Substation, Internal &
External Electrical Installations**

AT

NATIONAL INSTITUTE OF DESIGN, ASSAM

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SECTION-1
NOTICE INVITING TENDER

Director, National Institute of Design, Assam, hereinafter called NID, Assam, invites sealed tenders from the eligible contractors for Operation and Maintenance of Electrical Sub-station, Internal, External Electrical Installations at NID, Assam
Particulars of the project are as following.

SL. No.	NIT No.	
1	Name of Work	Operation and Maintenance of Electrical Sub-station, Internal and External Electrical Installations at NID, Assam
2	Location of Work	National Institute of Design, Assam at Jorhat
3	Estimated Cost (excluding GST)	Rs. 26,52,364
4	EMD	Bid Security declaration form to be submitted in lieu of EMD
5	Contract Period	1 year
6	Date, Time & Venue of Pre-bid Meeting	8/10/2021, 15:00 hrs, National Institute of Design (Administration Building)
7	Closing Date & Time for Receipt of bids	21/10/2021 upto 13.00 hrs
8	Date& Time for Opening of Technical Bid	21/10/2021 at 15.00 hrs
9	Date& Time for Opening of Price Bid	To be intimated to the bidders qualifying in the technical bid

Eligibility Criteria

1. Average Annual Financial Turnover during the last 3 years, ending 31st March 2021, should be at least 100% of the total estimated cost.

(Please Audited Annual Accounts Report (Balance Sheet and Profit & Loss Account) for the last three financial years).

2. Bidder should have experience of having successfully completed similar works during the last 7 years ending 31st March, 2021 should be either of the following:

- i) One similar order costing not less than Rs. 80% of the estimated value.
- ii) Two similar orders each costing not less than 60% of the estimated value.
- Or
- iii) Three similar orders each costing not less than 40 % of the estimated value.

(Similar works means “**Operation & maintenance of Electrical Sub-station EHT/HT (Minimum up to 11 Kv Line) including Operation and Maintenance of Electrical Installations in reputed Govt institution/Govt Organizations/Autonomous Bodies**”)

(Please submit copy of PO/ Work order and Completion Certificate from the Client).

3. The Bidder should not have been barred / blacklisted by any PSU/Govt. Deptt. in doing business with them (undertaking to be submitted).
4. The Bidder should be registered for GST and PAN no (Submit copy of GST Registration Certificate and PAN Card).
5. Bidder must hold solvency certificate from any scheduled banks for a minimum value of 40% of the estimated cost, issued not earlier than 6 (six) months from the last date of submission of tender documents.
6. The Bidder should have valid Class I (Maximum up to 33 KV)/ Class II (Maximum up to 11 KV) electrical contractor license from Electrical licensing Authority, preferably at Assam and having its own support office in Jorhat. (Please submit documentary proof of the Establishment).
7. The Bidder should be registered in ESI & PF authority, (submit copy of Registration Certificate)
8. The validity of the registrations and licenses should be valid as on the date of tender submission.

9. Constitution of the Firm:

- (i) Tenderer shall clearly specify whether the tender is submitted on his own or on behalf of a partnership firm / Company. The tenderer(s) who is / are constituents of the firm / Company, shall enclose self-attested copies of the constitution of their concern, Partnership Deed and Power of attorney along with their tender. Tender DOCUMENT in such cases shall be signed by such persons as may be legally competent to sign them on behalf of the firm / company.
- (ii) The tenderer shall give full details of the constitution of the Firm / Company and shall also submit following **DOCUMENT** (as applicable), in addition to DOCUMENT mentioned above:

- (a) **Sole Proprietorship Firm:** The tenderer shall submit the notarized copy of the

affidavit in support of Proprietorship.

- (b) **Partnership Firm:** The tenderer shall submit self-attested copies of (i) registered / notarized Partnership Deed and (ii) Power of Attorney duly authorizing one or more of the partners of the firm or any other person(s), authorized by all the partners to act on behalf of the firm and to submit & sign the tender, sign the agreement, witness measurements, sign measurement books, receive payments, make correspondences, compromise / settle / relinquish any claim (s) preferred by the firm, Sign "No claim Certificate", refer all or any dispute to arbitration and to take similar action in respect of all tenders / contracts or said tender / contract.
- (c) **Companies registered under Companies Act-1956:** The tenderer shall submit (i) the copies of Memorandum of Association (MOA) and Articles of Association (AOA) of the company; and (ii) Power of attorney (*duly registered / notarized*) by the company (*backed by the resolution of Board of Directors*) in favor of the individual, signing the tender on behalf of company.
- (iii) If it is mentioned in the tender submission that it is being submitted on behalf of / by a sole Proprietorship Firm / Partnership Firm/ Registered Company etc. but above-mentioned DOCUMENT (*as applicable*) are not enclosed along with tender, the tender ***is liable to be rejected.***

After opening of the tender, any document pertaining to the constitution of the Firm etc. shall not be entertained / considered by NID, Assam, however, NID, Assam reserves the right to ask any clarification in regard to the same.

- (iv) The NID, Assam will not be bound by any power of attorney granted by the tenderer or by changes in the composition of the Firm made after the submission of tender. It may, however, recognize such power of attorney and changes after obtaining proper legal advice.

Note: Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

SECTION-2
INSTRUCTIONS TO BIDDERS

2.1 INTRODUCTION (DEFINITIONS)

- 2.1.1 “Institute” means National Institute of Design, Assam at Jorhat.
- 2.1.2 “Bidder” means the individual or firm or corporate body who participates in the tender and submits its bid.
- 2.1.3 “Letter of Intent (LOI)” means the communication of the intention of the Institute to the Bidder to place the Institute Order for the former’s offered goods/services.
- 2.1.4 “Work Order (WO)” means the order placed by the Institute on the Contractor duly signed by the Institute’s authorized representative to purchase certain goods & services from the vendor/contractor.
- 2.1.5 “Contract Price” means considerations payable to the Contractor/contractor as stipulated in the Work Order for performance of specified contractual obligations.
- 2.2** The bidder shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract. Access to the site will be granted by the Engineer-in-charge on all working days within working hours.
- 2.3** Completion certificate issued by Competent Authority will only be considered as credential. If the Completion certificate issued by Competent Authority does not reflect the type of work, then Final bill /Schedule of Quantity of the qualifying works also to be attached along with the Completion certificates. Certificate from private individuals / organizations for whom such works have been executed shall not be accepted.
- 2.4** All costs, charges & expenses that may be incurred in connection with the preparation of his/her tender shall be borne by him/her and the Institute accepts no liability whatsoever, therefore.
- 2.5** Submission of tender by the tenderer implies that he has read the Instruction to tenderers and all other contract documents and made himself aware of the scope and specifications of the work to be executed after satisfying himself on due inspection the site, as to the condition of the site, Local conditions and other relevant matters having a bearing on the execution of the works, including cost thereof.
- 2.6** The track record of the contracting firm/contractor should be clean and should not have any involvement in illegal activities or financial misappropriation / frauds etc.

A self-certificate on the company letter head shall be attached.

2.7 AMENDMENT TO BID DOCUMENTS

- 2.7.1 At any time, prior to the date of submission of bids, the NID, Assam may or any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendments.

2.7.2 The amendments/Corrigendum will be notified on National Institute of Design, Assam Website and these amendments will be binding on them. Bidders are advised to visit NID Assam Website regularly for updates on this Tender.

2.8 Duration of the Contract

The contract will be initially for a period of one year from the date of award of the contract, extendable to another year depending on satisfactory performance. There will an initial trial period of three months. At the sole discretion of NID Assam, the trial period may be extended for a further period of three months or more. NID Assam reserves the exclusive right to terminate the contract without notice, during the trial period/extended trial period without assigning any reason, whatsoever.

2.9 BID PRICE

Price indicated in the schedule shall be FOR JORHAT. The rates quoted by the Contractor shall be inclusive of all contribution to labour as per relevant acts and rules made applicable from time to time and Insurance, PF and ESI. GST will be excluded from the above and will be paid separately to the contractor, if applicable, based on the documents furnished by them. The quoted rates shall remain firm during the entire tenure of the contract period and shall not be subjected to any escalation. However, any change in statutory laws, acts, etc., if any imposed after the date of submission of tender shall be reimbursed by NID, Assam on production of documentary evidence by the Contractor. Any decrease in the above will be passed on to NID, Assam by the Contractor.

2.10 EMD

2.10.1 Bid security Declaration form shall be submitted as per Annexure in lieu of EMD.

2.11 VALIDITY PERIOD OF BID

Bid shall remain valid for 120 days after the date of opening of price bid. The bid valid for a shorter period shall be rejected by the NID, Assam as non-responsive. Validity of the bid may be extended on mutual consent of the bidder as well as NID Assam.

2.12 PRE-BID MEETING

- (i) Bidders may request for a clarification on any Clause(s) of the Tender Document on or before the date 08/10/2021 at Administrative Building NID Assam. Any request for clarification must be sent by standard electronic means to NID, ASSAM at tenders@nidj.ac.in. Name of the tenderer with details of the Tender should be mentioned with the clarification sought without which no response shall be provided to that query. NID, ASSAM will respond by standard electronic means (*including an explanation of the query*) to all Bidders. If NID, ASSAM deem it necessary to amend the Tender document because of clarification or any other reason, it shall do so.
- (ii) At any time before the submission of tender, NID, ASSAM may modify/amend the tender document and extend the last date of submission/opening of the Tender by issuing a corrigendum/addendum.

- (iii) Any Corrigendum/Addendum thus issued shall form part of tender document and shall be posted only on website and the Bidders are thus advised to keep checking for any updated related to tender on www.nidj.ac.in. To give the Bidders reasonable time to take an amendment into account in their bids and on account of any other reasonable circumstances, NID, ASSAM may at its discretion, extend the deadline for the submission/opening of the tender.
- (iv) A Pre-Bid meeting with the prospective Bidders will be conducted as per the scheduled date & time mentioned in the NIT. However, if any change occurs in date & time of the meeting then it would be communicated through website only.

2.13 NID ASSAM'S RIGHT TO VARY QUANTITIES

The NID, Assam reserves the right at the time of award of the contract to increase or decrease the quantity of the goods and services specified in the schedule of requirements without any change in unit price of the ordered quantity.

2.14. NID, ASSAM'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The NID, Assam does not bind itself to accept lowest or any other Tender/bid and has the right to cancel the bidding process and reject all bids at any time prior to award of the contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder on the grounds for the NID, Assam's action.

2.15 OPENING OF TENDERS

- 2.15.1 Unless otherwise rescheduled with advance intimation to the tenderers, tender will be opened in two stages on the date and time indicated in the tender papers.
- 2.15.2 The tenderers whose technical part (Part-I) are found suitable/acceptable to NID, Assam, will be given advance intimation to enable such tenderers to depute their representative to participate in the opening of the Part-II (Price Bid) of the tender. The technically unqualified tenderers will neither be given any intimation about the date and time of opening of Part-II (Price Bid) of the tender nor will they be permitted to participate in the opening of the same.

2.16 HOLIDAYS

If the date specified for opening of the tenders is declared as holiday by the competent authority due to any reasons, then the date for opening of tenders will get postponed automatically to the next working day.

2.17 AUTHORITY LETTER

The tenderers who wish to participate in the opening of the tenders may depute their representatives to NID, Assam on the respective date and time as indicated in the tender notice with an authority letter addressed to the Chief Administrative Officer, NID, Assam, which should be produced to the officers who are opening the Tenders, on demand to prove the identity of the representative who participates in the opening of the tender.

The Tenderers representative, who reaches the venue of the tender opening late, i.e., after the starting time specified for opening of the tenders, may not be allowed to take part in the tender opening process. It

should be noted that only one representative of each Tenderer will be permitted to participate in the Tender opening

2.18 POST BID CLARIFICATIONS

No post bid clarification at the initiative of the bidders shall be entertained and any effort by the bidders to influence the NID, Assam in the NID, Assam's bid evaluation, bid comparison or award of the contract shall result in rejection of the bid.

2.19 INSTRUCTIONS REGARDING TENDER SUBMISSION

2.19.1 Bidding Methodology:

Two-Bid System (Technical Bid shall be opened first and Financial Bid of Technically qualified bidders shall be opened on a later date, which shall be informed accordingly)

2.20 SUBMISSION OF TENDER

2.20.1. The Bidder is requested to submit the tenders at the **Office of The Chief Administrative Officer**, National Institute of Design, Assam, Rajbari, Village Tocklai, Jorhat, -785014 on or before the due date & time of submission. The two bid systems should be followed for this NIT. Under this system the bidder must submit their offer in two separate sealed envelopes marked clearly as Technical Bid and Commercial Bid on cover page of the envelop for each item quoted. Both the sealed envelope should be placed in a third larger envelop. The main envelope which will contain both the bids should be super scribed with NIT enquiry no. and name of the item quoted for

2.20.2 **Envelope-1** (Technical Bid) will consist of:

- (i) Bid Submission signed by firm's authorized signatory with Declaration.
- (ii) Documents establishing the identity and authenticity of the bidder/ bidding firm
- (iii) Self-certified copies of all the documents in support of eligibility of bidder.
- (iv) Complete tender document, each page duly signed and stamped by the bidder as acceptance of the conditions.

2.20.3 **Envelope-2** (Financial Bid) Financial Bid all duly filled-in, signed by the bidder or his/her authorized signatory and stamped.

2.20.4 Tenders received after the due date and time shall not be considered.

2.21. EVALUATION OF TENDERS AND AWARD OF WORK

2.21.1. The Technical Bid of bidder will be opened on the specified date and time of opening at NID Assam in the presence of willing bidders or their authorized representatives.

2.21.2. Date, time and place of opening of Financial Bid will be intimated after evaluation of Technical Bid to the Technically Qualified Bidder

2.21.3. **Evaluation of Technical Bid:** The bids received will be assessed on the eligibility criteria mentioned in Notice Inviting Tender. Bids found not meeting the eligibility criteria shall be considered nonresponsive and shall be rejected summarily.

2.21.4. NID, Assam retains the right to revert to individual bidders with further clarifications / queries on the Technical Bid. The bidder must respond to the queries within the specified time.

- 2.21.5. Bidder shall not have any right to revise their price bid after the due date & time of submission of bids.
- 2.21.6. **Evaluation of Financial Bids:** The Financial Bid should be duly filled in Schedule of Financial Quote. Financial Bids opened as above will be checked for arithmetical errors.
- 2.21.7. The successful bidder shall be issued Letter of Intent (LOI) of the bid and be required to furnish a Performance Guarantee within 10 days of issue of LOI as specified in the General Conditions of Contract.
- 2.21.8. Letter of Award (Work Order) shall be issued to the successful bidder only after receipt of the Performance Guarantee.
- 2.21.9 Failure of the successful bidder to comply with the requirement of submission of Performance Guarantee in time shall constitute sufficient ground for the cancellation of the acceptance of bid, in which case NID, Assam may make the offer to any other bidder at its own discretion or may call for new bids, NID, Assam or call for new bids.
- 2.21.10 The tenderer(s) whose Tender(s) is/are accepted shall be required to be present at the office of the Chief Administrative Officer of the Institute in person or if a firm or company by their authorized representative to execute an agreement on non-judicial stamp paper of Rs. 100/- for satisfactory completion of the job incorporating the conditions mentioned in the tender document and conditions if any subsequently agreed/modified, within 10 days from date of letter of Award. Failure to do so shall constitute a breach of contract effected by the acceptance of the letter of Award.
- 2.21.11. Date of start of work shall be reckoned from the 10th day of the issue of the Work Order.

2.22 Disqualification:

NID, Assam may disqualify bids on account of but not limited to the following **reasons:**

- (i) If received after the last date and time.
- (ii) If the bidder disregards any of the terms & conditions of the bid and/or leaves any ambiguity in calculation of the service charges
- (iii) If the participant attempts to influence any member of the Tender committee.
- (iv) Conditional bids.
- (v) If the bidder provides any misleading information or conceals any information.
- (vi) If the bidder is under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India (GOI), State/ Central Government, or any other of their agencies.
- (vii) If the Information provided is incomplete.
- (viii) Nonfulfillment of any of the eligibility criteria.
- (ix) Bid submitted without the Power of Attorney in case person other than the tenderer has signed the tender documents.

The decision of NID, Assam in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from any disqualified bidder thereafter.

SECTION - 3

GENERAL CONDITIONS OF THE CONTRACT

3.1 PERFORMANCE SECURITY

- 3.1.1 Within 10 days of the Contractor's receipt of Letter of Intent (LOI), the Contractor shall have to furnish a Performance Guarantee equivalent to 3 % of the Total contract value in the form of a Bank Guarantee issued by a schedule Bank from its branch in Jorhat (format for performance Guarantee will be provided to the successful bidder).
- 3.1.2 The proceeds of the Performance Guarantee shall be payable to NID, Assam as compensation for any loss resulting from the Contractor's failure to complete its obligations under the contract.
- 3.1.3 The Performance Guarantee will be discharged by NID, Assam after completion of the Contractor's obligations including any warranty obligations under the contract.
- 3.1.4 The performance Guarantee shall be submitted by the successful bidder after the letter of acceptance has been issued, but before signing of the MOU as per Appendix B. Performance bank Guarantee (PBG) shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case, the time limit for completion of work gets extended, the contractor shall get the validity of Performance Guarantee extended to cover such extended time for completion of work plus 60 days.
- 3.1.5 The performance Guarantee (PBG) shall be released after the physical completion of the work based on the 'completion certificate' issued by the competent authority stating that the agency has completed the work in all respects satisfactorily.
- 3.1.6 The PBG shall be liable to be forfeited by the NID, Assam in case of any breach of any term and conditions of this contract by the contractor.

3.2 MAINTENANCE OF CONTRACT DOCUMENTS

The contract documents shall not be used by the contractor other than the purpose of this contract.

3.3 SUB-LETTING

The Bidder cannot assign or transfer and sub-contract its interest/ obligations under the contract without prior written permission of the NID, Assam.

3.4 UNSATISFACTORY WORK

- 3.4.1 In the event of Contractor's failure to execute the contract to the satisfaction of the NID, Assam, the NID, Assam reserves the right:
- (a) to reject any part of the Contract executed and withhold payment for such portion of the Contract till such time the defects are rectified to the satisfaction of the NID, Assam.

- (b) To terminate the Contract by giving 2 weeks' notice in writing without assigning any reason and to get the Contract executed by other agency at the risk and cost of the Contractor.

3.5 LAW GOVERNING THE CONTRACT:

This Contract shall be governed by the laws of India from time to time.

3.6 SETTLEMENT OF DISPUTES:

- 3.6.1 NID, Assam and the Contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 3.6.2 If the parties have failed to resolve their dispute or differences by such mutual consultation, then either the Institute or the Vendor may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or differences in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

3.7 ARBITRATION

In the event of any dispute or differences arising out of in connection with any of the terms and conditions of the Contract, the matter shall be referred to the Director, NID, Assam for settlement. In case the parties to the contract are not in a position to settle the dispute mutually, the matter shall be referred to a Sole Arbitrator to be appointed in accordance with the Arbitration & Reconciliation Act, 1996 & Arbitration and Conciliation (Amendment) Act, 2015 as amended from time to time and **Place of arbitration shall be JORHAT.**

3.8 GENERAL LIEN

Whenever under this contract any sum of money is recoverable from and payable by the Contractor, NID, Assam shall be entitled to recover such sum by appropriating in part or in whole the Performance security deposit of the Contractor, if a security is taken from the Contractor. In the event of the Security being insufficient, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the Contractor or which at any time thereafter may become due to the Contractor under this or any other contract with NID, Assam. Should this sum be not sufficient to cover the full amount recoverable, the Contractor shall pay to NID, Assam on demand the remaining balance due.

3.9 FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic or pandemic (Covid-19), quarantine restrictions, strike, lockout or acts of God (hereinafter referred to "eventuality"), provided notice of happening of any such eventuality is given by either party to the other within 15 days of the date of occurrence thereof, neither party shall be reason of such an "eventuality" be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such "eventuality" has come to an end or ceased

to exist. In case of any dispute, the decision of Director, NID, Assam shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days, either party may at its option, terminate the contract. Provided also that if the contract is terminated under this clause the NID, Assam shall be at liberty to take over from the Contractor at a price to be fixed by the NID, Assam, which shall be final, all unused, undamaged and acceptable materials, bought out components and other stores, which may be in the possession of the Contractor at the time of such termination, or such portion thereof as the NID, Assam may deem fit except such material, as the Contractor may, with the concurrence of the NID, Assam, elect to retain.

3.10 TERMINATION FOR DEFAULT

3.10.1 The NID, Assam, may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Contractor, terminate this contract in whole or in part.

- a) If the contractor fails to rectify a failure in the performance of their obligations
- b) if the contractor fails to deliver any or all the services within the time, specified in the contract, or any extension thereof granted by the NID, Assam.
- c) if the Contractor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the NID, Assam may authorize in writing) after receipt of the default notice from the NID, Assam.
- d) If the contractor fails to comply with any final decision reached as a result of arbitration proceedings.
- e) If the NID Assam, in its sole discretion and for any reason whatsoever, decides to terminate this contract.
- f) If the contractor, in the judgement of the NID, Assam has engaged in corrupt or fraudulent practices in executing the contract.
- g) In case the contract is terminated, the balance amount of fee if any, paid earlier (advance) shall be paid back by the contractor to NID, Assam within thirty days of termination letter, failing which the same shall be recovered by encasing the existing performance security deposit submitted by contractor.
- h) On a notice period of 30 days.

3.11 TERMINATION FOR INSOLVENCY

The NID, Assam may at any time terminate the Contract by giving written notice to the Contractor, without compensation to the Contractor if the Contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the NID, Assam.

SECTION – 4

SPECIAL CONDITIONS OF CONTRACT

4.1 PLACE OF INSTALLED EQUIPMENTS UNDER OPERATION & MAINTENANCE CONTRACT

National Institute of Design, Assam
Village tocklai, Post office Rajabari
Jorhat- Mariani Road, Jorhat, Assam-785014

4.2 PAYMENT TERMS

- (i) Payment will be made on monthly basis after submission of bill in the succeeding months duly verified by Engineer In-charge.
- (ii) The payment shall only be released on confirmation of disbursement of salaries and proof of deposit of ESI and EPF contribution for workmen deployed at site by the agency as well as clearance obtained from concerned authorities. The proof of revised minimum Wages of every worker paid to him direct by contractor through Bank or ECS or online transfer to his bank account of previous months will have also to be submitted along with the bills
- (iii) On submission of consumable item sheet duly verified by engineer in charge.
- (iv) Income tax and all other statutory tax deduction at source as per the rules in force will be deducted from the bill and the amount so deducted will be credited to the Income tax authority and a certificate of the amount credit will be issued by the Account Section of NID, Assam.
- (v) GST, if any, charged by the contractor from the Institute on account of the services rendered by him. The copy of deposit challan of GST must be submitted by the contractor with monthly bills.
- (v) NID, Assam reserves the right to carry out post- payment audit and technical examination of the running/final bill including all supporting vouchers etc. NID, Assam further reserves the right to enforce recovery of any over payment when detected, notwithstanding the fact that the amount of running/final bill may be included by any of the parties as an item of dispute before an arbitrator appointed and notwithstanding the fact that the amount of running/final bill figures in the arbitration award.
- (vi) If as a result of such audit and technical examination any over payment is discovered in respect of work done by the contractor under the contract, it shall be recovered, by NID, Assam.
- (vii) Assam from the contractor or if any under payment is discovered the amount shall be duly paid to the Contractor by NID, Assam

4.3 VALIDITY OF PERFORMANCE SECURITY

Contractor shall deposit 3% of the contract value as performance Guarantee (format for performance Guarantee will be provided to the successful bidder) to National Institute of Design, Assam and this will

be refunded after the successful completion of the contract. The validity of the performance Guarantee should be beyond 60 days of contract period.

4.4 SCOPE OF WORK:

- 4.4.1 The scope of work shall cover operation and all routine, preventive and major/special Maintenance works as required from time to time for complete substation equipment Comprising HT panel, transformer, LT panels, Bus ducts, rising mains, power cables Internal external electrical wiring and installations & overhead 11 KV line from cinnamora to NID on Annexure- I without spares and consumables.
- 4.4.2 Scope of work also includes liaison with APDCL regarding 11KV Feeder Power connection to NID Assam to ensure uniform power supply.
- 4.4.3 The work shall be generally carried out as per CPWD specifications for electrical works and as per the norms set by the manufacturers of respective equipment, specifications and specific instructions as may be issued by the National Institute of Design, Assam Engineer in charge responsible for work from time to time. Brief description of maintenance activities generally carried out is mentioned on Annexure-V
- 4.4.4 The scope of work detailed therein is only indicative of the probable nature of works and the entire scope of works is not limited to the information furnished therein.
- 4.4.5 The Contractor shall take into account in his tender, all incidental minor works whether specifically mentioned or not, but which are essential for the full and satisfactory completion of the works and the quoted rates shall be deemed to include all the above and the Contractor is not entitled for any extra claim on such account.
- 4.4.6 Replacement of lights up to maximum of 12 feet, streetlights, work at overhead line, replacement of parts at 11 KV line as per materials supplied.
- 4.4.6 All the electrical equipment/installations shall always be kept in good healthy conditions.
- 4.4.7 NID, Assam shall have the right to make any alterations/variations/deletions/additions/substitutions from the scope of work. Such alterations/variations/deletions/additions/substitutions shall form part of and be read as incorporated in the agreement itself.
- 4.4.8 All quarterly testing of Earth pits, lightning arrestor, and external testing required for the transformer VCB and overhead lines and submission of reports.
- 4.4.9 The contractor's deputed manpower shall be responsible for troubleshooting of all equipment's which needs electricians support, Pump house, HVAC, Auditorium, and fire alarm system.

4.5 URGENT WORKS

If any urgent work (in respect whereof the decision of the of the Engineer in charge NID, Assam shall be binding and final) become necessary for the safety of the work or personnel and the Contractor is unable or unwilling to carry it out, the Engineer -in-charge, NID, Assam shall have the right to employ other agencies as he may consider expedient. All expenses incurred on it by NID, Assam shall be recoverable from the Contractor and be adjusted or set off against any sum payable to him

4.5.1 Specialized work and new work

If any New work is in respect to requirement of new asset, installation of new asset or electrification of new building, where quantity of the material and manpower cost is exceeding the permitted amount as per GFR rules, the work will be awarded through tendering only.

If any Specialized work is in respect to shifting of equipment's, testing, calibration, troubleshooting and programming is required the contractor shall submit quotation and NID shall award the work as per approval.

4.6. PERIOD OF CONTRACT

- 4.6.1 This operation & maintenance contract will be valid for a period of one (01) year from the date of issue of work order/service order. However, the contract further may be extended for next year on same terms and conditions if the contractor's performance is found satisfactory. The performance would be evaluated by institute authorities before renewal of contract. Scope of work and rates of such extension may be mutually decided between NID, Assam and the contractor.
- 4.6.2 The Contractor at the request of NID, Assam shall render the service at the same rates, terms and conditions of the contract for spillover period not exceeding Three (3) months of the expiry of the contract, in case there is any delay in establishing the new contract.

4.7 DEPLOYMENT OF STAFF AND VEHICLE

- 4.7.1 The contractor shall depute a qualified Experienced Electrical supervisor (Having supervisory license from competent electrical authority) for this site, who will coordinate work execution activities and interact with the NID Assam Engineer in charge responsible for supervision of work and visit the site regularly.
- 4.7.2 The contractor shall deploy staff as per annexure-III for satisfactory operation, routine, and special maintenance.
- 4.7.3 Any extra labor of any nature if required, at any time for attending any type of minor or major repair/break down shall be deployed by the contractor at his own cost for which nothing extra shall be payable.
- 4.7.4 The deployed labour shall be sufficient, experienced and qualified/trained in operation & maintenance of sub-station & internal & external electrical installation & DG sets so that all the breakdowns/repairs are attended promptly within reasonable time as specified under:

Sl No.	Particulars	Specified Time Period
1	Minor break down (fault in 11kV, VCB panels, breakers panels and switchyard accessories etc.)	4 hrs. (for restore supply)
2	Major break down (fault in Transformers & 11 Kv HT Line)	8 hrs. (for restore supply)

- 4.7.5 In case of any abnormal delay on the part of the agency beyond the specified time, penalties shall be imposed and recovered from the monthly bills as under:

Minor Breakdown - Rs.200/- per hour of delay subject to
Maximum of Rs.1000/- per fault.

Major Breakdown - Rs.500/- per hour of delay subject to maximum of Rs.5000/- per fault.

- 4.7.6 Contractor shall provide 2 pair of Uniform (of approved pattern) and shoes in the form of safety shoes to its staff which should remain proper, tidy and clean. The quoted rates shall be deemed to include the above and nothing extra shall be paid on this account.
- 4.7.7 If any staff employed by the agency is found absent, an amount at double the rate of min. fair wage applicable per shift shall be recovered from the contractor's bill.
- 4.7.8 In case, any staff not found up to the mark and not able to work properly or behave improperly, he will have to be changed as per the instruction of the Engineer in charge, NID, Assam. Any person so removed shall be replaced by the Contractor as soon as possible by a competent substitute.
- 4.7.9 The contractor/agency shall submit list of engineers/technicians & their working hours to be furnished and any change must be informed to National Institute of Design, Assam accordingly before the changes is affected.
- 4.7.10 For performing the assigned work, the contractor shall deploy medically and physically fit persons The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the contractor shall be from amongst properly trained electrician of high integrity and good conduct, and shall be conversant in the local language i.e. Assamese.
The contractor shall give an undertaking that they have carried out verification of the characters and antecedents of the personnel and only personnel whose character and antecedents are satisfactory have been engaged for the work. The Contractor shall furnish police verification certificate from Assam Police for all its staff engaged under the contract within 30 days from the date of issue of Letter of Award. The Contractor is deemed to have taken cost towards the same into account while quoting and nothing extra shall be paid on this account by NID, Assam. In no circumstances, persons below 18 years of age should be employed.
- 4.7.11 The persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor.
- 4.7.12. Contractor shall deploy his persons in such a way that they get weekly rest. The working hours / leave, for which the work is taken from them, should not violate relevant provisions of Shops and Establishment Act. The contractor shall arrange to provide reliever equally qualified in case of absence/leave/off etc. The contractor shall in all dealings with the persons in his employment have due regards to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labor Laws including the provisions of Contract Labor (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the NID, Assam, a sum as may be claimed by NID, Assam.
- 4.7.13. Contractor shall keep the NID, Assam indemnified against all claims whatsoever in respect of the employees deployed by the contractor in case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same.

- 4.7.14 The contractor shall ensure that the persons so deployed do not allow any property of the NID Assam related to Equipment's to be taken out of the premises without a Gate Pass signed by the Engineer in-charge of the NID, Assam.
- 4.7.15 Daily attendance of the staff shall be maintained by the contractor and the contractor shall make it available to Engineer-in charge of NID, Assam for inspection as and when required.
- 4.7.16 Engineer-in-charge, NID, Assam shall be at liberty to carry out surprise check on the persons as deployed by the contractor in order to ensure that persons deployed by him are doing their duties.

4.8 PAYMENT OF CONTRACTOR'S STAFF

- 4.8.1 Contractor shall be solely responsible for payment of wages/salaries and allowances to their personnel as per the rules or act applicable under government order. All central, state, local laws & bye laws applicable will be observed by the contractor and NID, Assam will be kept indemnified of such payable by the contractor.
- 4.8.2 It may be ensured by the Contractor that its staff are paid minimum wages as per the government guidelines. Any statutory variation in the rates as indicated by the government shall be implemented by the Contractor also and any violation in adhering to minimum wages act, PF, ESI and Insurance act or any other labour regulations will be viewed seriously, and penal action as deemed necessary shall be taken.
- 4.8.3 An increase in minimum wages along with corresponding increase in PF, ESI, insurance only shall however be reimbursed by NID, Assam. It may specifically be noted that the increase in minimum wages (Including PF, ESI, Insurance) shall not be applicable, if the contractor's quoted rate for the labour force is higher than the minimum wage.
- 4.8.4 Similarly, in case of reduction in minimum wages, such reduction along with the corresponding reduction in PF, ESI, insurance only shall be implemented in the rates payable.
- 4.8.5 The Contractor's workmen shall have to paid, every month for actual number of days worked including holidays i.e., excluding weekly off and the days absented. The Contractor is deemed to have considered while quoting, nothing extra shall be paid on this account.
- 4.8.6 The Contractor's workmen engaged under this contract shall be paid for actual number of days worked and for the holidays declared by NID, Assam
- 4.8.7 The Contractor shall be solely responsible for all the consequences arising on account of any violation or default by him in respect of the provisions of the applicable labour laws, acts and regulations and any other statutory obligations which may be in force regarding the conditions of employment of workmen from time to time.
- 4.8.8 If for any reason during emergent situations, The Engineer in charge, NID, Assam directs the contractor to engage workmen after the schedule of General shift, the extra hours worked will be treated as overtime and double the wages will have to paid by the Contractor which will be reimbursed.

4.9 IDENTIFICATION OF CONTRACTOR STAFF

4.9.1 Contractor's Staff deployed at NID, Assam will get the temporary ID card and which shall be available with the concern at the time of duty. For the purpose of proper identification of the employees of the contractor deployed for the work, contractor shall issue identity cards bearing their photographs/ identification etc. and such employees shall display their identity cards at the time of duty.

4.10 PERSONAL ACCIDENT INSURANCE

The entire contractor employee will have to be covered under insurance against any personal accident and NID, Assam will not be liable for payment of any compensation on that account.

4.11. SAFETY

4.11.1 Specifications and standards: The operation and maintenance shall be in conformity with relevant Indian Standard specification, National Electric codes, Indian Electricity Rules. The contractor, his agents, representatives, workmen etc. shall strictly observe the orders pertaining to fire/LV/HV/EHV (Electrical) precautions prevailing within the restricted areas/electrical substations etc. The contractor, his agents, representatives, workmen etc. shall strictly adhere to the fire/electric shock precautionary measures while working near the explosive areas/HV/LV/Electrical substation areas. During such times, the workmen should be headed by their site supervisor as a precautionary measure. The regular team of the contractor shall be very aware of firefighting, Cardio-Pulmonary Resuscitation, first aid etc. While working at height, Personal Protective Equipment (PPE) like safety belts, helmet, ladder, and scaffoldings etc. shall be used as per the recommended safety guidelines.

4.11.2 The Contractor shall at his own cost provide the materials necessary for safety of all the workmen and shall ensure that no damage, injury or loss is caused or is likely to be caused to any person or property

4.11.3 The Contractor must take sufficient care in moving machineries and equipment and other material from one place to another so that they do not cause any damage to the property of NID, Assam or public, particularly to structures, overhead lines, and cables (laid underground otherwise). In the event of any damage caused to the installation due to negligence, carelessness, or inefficiency of staff of the contractor, the contractor shall be responsible to make good the loss. Decision of the Engineer –in –charge shall be final & shall be binding upon the contractor

4.11.4 The contractor should take care of all safety precautions in respect of workers engaged by him by providing adequate safety appliances. He should see that the safety practices are adopted all the times to avoid any untoward incidents failing which he will be liable for penalty and compensation to be paid to his Labourers.

4.12. ACCIDENT OR INJURY TO WORKMEN

NID, Assam shall not be responsible for any injury or loss of any workers of the contractor that may take place while on work any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor. The contractor is solely responsible for any damage or injury or accident that may occur to any of his personnel working under this contract. He will not claim any compensation from NID, Assam.

4.13 CONTRACTOR'S CO-ORDINATION

If during Contractor's work, other works of NID, Assam or works of other Contractors of NID, Assam are also in progress inside the NID, Assam Campus, the contractor is expected to work in harmony with all the others and in the best interest of NID, Assam.

4.14 TOOLS & PLANTS

All the general & special tools, tackles, ladders, scaffolding, i/c chain pully blocks etc. required for proper operation, maintenance and repairs/break down etc., shall be arranged by the contractor at his own cost and issue to the staff deployed by him for this work.

Testing equipment's required for the work shall be in good condition (calibrated annually) and arranged by the contractor. The testing instruments shall be of sufficient capacity and quantity as per the site requirements. The instruments like Transformer testing kit, insulation tester, earth tester, earthing rods, multi-meters, testing kits, thermometer etc. shall be required at site during day-to-day operation activities. In addition to above, the personal protective equipment's (PPE) like helmets, safety belts, hand gloves, safety shoes, torch etc. for all working persons shall also be arranged. The consumable items like appropriate lubricants, jelly, cotton waste, dungaree cloth, emery paper, CRC & CTC and material required for regular housekeeping including detergents, phenyl etc. shall be provided by the contractor. The quoted rates shall be deemed to include the above and nothing extra shall be paid on this account

4.15 COMPLIANCE OF INSTRUCTIONS

Whenever the Contractor fails to comply with the instructions of the Engineer in charge, NID, Assam, it shall be lawful for the Engineer in charge to have the work done through other agency and the cost incurred thereof shall be deducted from any money due or becoming due to the Contractor

4.16 SCHEDULE OF MAINTENANCE

Within the one week of award of work, the contractor shall submit for approval of NID, Assam enclosing the detailed schedule of operation, routine, special and preventative maintenance along with daily fortnightly and monthly activities of all works and execute as per directions of Engineer in charge, NID, Assam.

4.17 RECORDS TO BE MAINTAINED AT SITE

The following Register shall be maintained by the contractor at site and to be got signed by Engineer in charge, NID, Assam

1. General Maintenance Logbook.
2. DG Logbook
3. Preventative Maintenance / Breakdown Logbook.
4. Account of receipt & issue of spare parts and consumable items for maintenance & repairs.
5. Monthly duty roster.
6. Actual duty roster for the preceding month with approval of NID, Assam representative.
7. Spares and consumables available with the contractor and spares and consumables required for next month operation/maintenance, if any.
8. Faults Register
9. Action points pending from NID, Assam side, if any.
10. Materials consumed in the preceding month, if any.
11. No. of faults occurred during the previous month & its action taken report.
12. Any other register or record recommended by Engineer-in-charge, NID, Assam pertaining to the operation and maintenance of the Installations referred in this tender document.

4.18. FAULTS, REPAIRS AND REPLACEMENT

- 4.18.1 In case of faults/repairs/damages, the contractor should immediately submit a detailed fault analysis report, the details of repair/rectification schedule. Fault finding, diagnosis of the fault and preparation of the fault analysis report including arrangement instruments, tools etc. are in the contractor's scope.
- 4.18.2 On completion of replacement of spares but before energization of the system, the replacement shall be physically checked and tested. These checks and tests shall be conducted by the contractor under the supervision of its own engineers and contractor shall furnish the final status and test results NID, Assam. Any defect observed during such check and tests shall be made good by the contractor within the contract completion period.
- 4.18.3 Any damages caused by the contractor's staff to the spares provided by NID, Assam shall be fully borne by the contractor. In this regard decision of NID, Assam shall be final and binding to the contractor.

4.19 HOUSEKEEPING

- 4.19.1 The contractor shall maintain the installations clean and tidy inside as well as around the installations and substation buildings. This shall also include sweeping, mopping, cleaning of cobwebs, removal of scrap generated during contract period, etc. in the substations building and regular removal of wild vegetation from substations yard. All required materials for housekeeping like broom, cobweb broom, mop, bucket, soap, detergents, phenyl, etc. and tools for wild vegetation control shall be arranged by the contractor. No rags and waste etc. shall be thrown near the building. This shall be deposited in the scrap yard and dustbins provided nearby, as per the department instructions. Also, furniture and fixture therein shall be maintained.
- 4.19.2 It is the responsibility of the contractor to hand over the entire system to NID, Assam on completion of the contract period in working condition. The final handing over / taking over will be done after joint inspection by NID, Assam and contractor on the completion of contract period. **The liability towards damage/ replacement shall be limited to 3% (Three percent) of the order value.**

4.20. INSPECTION

Inspection will be carried out by NID, Assam as and when required. The logbook for all the HT Panel, Load Sub-stations, D.G. set, etc. shall be submitted to NID, Assam before submission of RA bill of every month for checking and certification. Periodic inspection by statutory bodies/ authorities will be under the scope of contractor. Contractor shall intimate NID, Assam authority the schedule of such periodic inspection.

4.21. THEFTS OF PARTS

Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his workers/ staff and shall replace the items under such category. Any loss occurred due to negligence will be recovered from the contractor. Security/ Safety of all installations like Subs-station equipment, DG set, etc. will be the responsibility of contractor.

- 4.22 A minimum quantity of consumable/spares for breakdown maintenance may be kept at site to minimize time of maintenance. All consumable/spare parts shall be of same make & type as installed as far as possible or list of approved makes approved by NID, Assam.

- 4.23 Without taking prior approval from the Engineer-in -charge, no fittings/ materials will be removed for the purpose of repairs. It will be the contractor's responsibility to provide alternative services, temporary arrangements for such items removed during the period of repair.

- 4.24 Any unauthorized person (or visitor) shall not be allowed to come inside the campus without the Approval of Engineer In charge.
- 4.25 The contractor shall not at any time do cause or permit anyone to do so or cause any nuisance on the site or do anything which shall cause unnecessary disturbance or inconvenience to NID, Assam and to the public in general.
- 4.26. The contractor shall further keep the NID, Assam indemnified against any loss to the NID, Assam property and assets. NID, Assam shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.
- 4.27. Saturdays / Sundays should be utilized primarily for the maintenance purposes, where shutdown is required, in consultation with & approval of the engineer-in- charge of NID, Assam.
- 4.28. Round the clock watch and ward of the equipment installed in electric sub-station building shall be the contractor's responsibility and any loss or damage to the equipment shall have to be made good/ repaired/replaced as per the original standards/ specification of the department, by the contractor at his own cost and nothing extra shall be paid by the department.

4.29. The contractor shall keep the equipment well maintained, neat and clean and adhere to the breakdown maintenance of various equipment.

4.30 COMPLIANCE WITH LOCAL LAWS, ETC.

- 4.30.1 The contractor shall comply with all acts, rules, byelaws, regulations, and all other statutory requirements of local or other authorities having jurisdiction over the site and shall be responsible for payment of all fees and other charges and giving and receiving all necessary notices and keep NID, Assam informed of the said compliance with such act, rules, byelaws, regulations, statutory requirements, payments made, notices issued and received.
- 4.30.2 All the statutory fees/ charges need to be paid for functional/ operational of substations shall be paid to government bodies by contractor. The Contractor shall inform the NID, Assam in advance regarding renewal of such approvals. NID, Assam will reimburse the same after the submission of original receipt to NID, Assam
- 4.31. The contractor shall maintain a complaint/ fault register. As & when a complaint arises in respect of any electrical problem, the contractor's employee shall enter the complaint in register & ensure remedial action proactively & instantly.
- 4.32. No accommodation & transportation facility will be provided by the NID Assam.

4.33 SPARES AND CONSUMABLES

Spares and consumables shall be provided by NID, Assam. The installation/fitting of the spare parts will be done only in consultation with the Engineer in Charge. However, the fitting of spare parts or consumables shall be in the scope of the contractor.

BILL OF QUANTITY (BOQ) AND PRICE BID SCHEDULE

Subject: - Operation & Maintenance of Electrical Substation, Internal & External Electrical Installations at National Institute of Design, Assam

Sl. No.	Item description	Quantity	Unit	Rate in Figures to be entered by the Bidder in Rs.	Total Amount in Rs.	Total Amount in words
1	Carrying out the Work as mentioned in Sl. No. 1 to 24 of Scope of work (Annexure – V) all as specified or as directed by NID, Assam, etc. complete. 1.(Note- Minimum workmen to be engaged on work as per the Annexure – III) 2. The Contractor shall provide 2 sets of Uniform and 1 pair of safety shoes to each personnel engaged for the work and provide required tools and tackles. 3. The Quoted rate shall be exclusive of GST 4.The Working sheet shall be furnished as per the Sample format Indicated in Annexure III-A	12	Per Month			
		GST Rate:				
		GST Amount:				
		Grand Total:				

Amount in words (Rs.....)

(Signature of the bidder with seal)

SECTION –6

ANNEXURES

ANNEXURES-I

Details of Installation

1.0 Overhead 11 KV HT line 33/11KV S/S to NID campus.

- 1.1 Line length: 2.5 KM, Avg span- 60-65 mtr
1.2 No. of 4 Poles: 3 No's
1.3 No. of 2Pole: 12 No's
1.4 Singler Pole : 30 No's

1.0 Sub-station Equipment's

- 1.1 11 K.V.H.T Panel(VCB) - 1 Set (1 no. incomer and 2 no.Outgoing (630 A)
1.2 11 KV/433 V, 750 KVA Transformers - 2 Nos
1.3 1600 Amps bus duct - 2 set
1.3 DG Set (500 Kva) - 2 Nos
1.4 Main L.T Panel - 1 Set with bus coupler
1.5 Capacitor Panel - 2 Set (300 KVAR)
1.9 DG Essential Load Panel - 1 Set with bus coupler
1.10 H.T & L.T aluminium conductor - 1 Lot
Armoured power cables ranging from 10 sq.mm to 400 sq.mm

2.0 Internal Electrical Installation

- 2.2 LT Panels in Buildings for Normal Supply (Light and Power) and AC- 19 nos.

SL. No.	Panel Description	Unit	Quantity	Capacity
1	MDBN-1 (Library normal power & AC)	Set	1	415 volts, 3 phase 4 wire 50 Hz AC supply system
2	MDBN-2 (Academic normal power & AC)	Set	1	415 volts, 3 phase 4 wire 50 Hz AC supply system
3	MDBN-3 (Academic AC panel)	Set	1	415 volts, 3 phase 4 wire 50 Hz AC supply system
4	MDBE-4 (Auditorium Light and power panel)	Set	1	415 volts, 3 phase 4 wire 50 Hz AC supply system
5	MDBE-5 (Auditorium AC panel)	Set	1	415 volts, 3 phase 4 wire 50 Hz AC supply system
6	MDBE-6 (workshop light & power panel)	Set	1	415 volts, 3 phase 4 wire 50 Hz AC supply system
7	MDBE-7 (workshop AC panel)	Set	1	415 volts, 3 phase 4 wire 50 Hz AC supply system
8	MDBE-8 (Admin light & power panel)	Set	1	415 volts, 3 phase 4 wire 50 Hz AC supply system
9	MDBE-9 (Admin AC panel)	Set	1	415 volts, 3 phase 4 wire 50 Hz AC supply system
10	Admin block (Main power panel)	Set	1	25KA Breaking capacity
11	Admin block (Main light Panel)	Set	1	25KA Breaking capacity
12	Academic block (main Power panel)	Set	1	25KA Breaking capacity
13	Academic block (main Light Panel)	Set	1	25KA Breaking capacity
14	Workshop (Main power panel)	Set	1	65KA Breaking capacity
15	Workshop (Main light Panel)	Set	1	25KA Breaking capacity
16	Girls Hostel (Main Power panel)	Set	1	65KA Breaking capacity
17	Girls Hostel (Main light Panel)	Set	1	25KA Breaking capacity
18	Boys Hostel (Main Power panel)	Set	1	50KA Breaking capacity
19	Boys Hostel (Main light Panel)	Set	1	25KA Breaking capacity

2.2 Distribution boards with MCBs

- i) 1No. on each floor for normal supply
- ii) 1No. on each floor for socket and AC supply
- iii) 1no. on each floor for U.P.S supply

2.3 Light & Power points & electric fans & Fittings at each floor

3.0 External Lighting & fittings

- i) Pole lights - 45Nos
- ii) Street lights - 44Nos
- iii) Solar lights - 40 Nos.
- iv) Flood Lights (400W) - 4 Nos.

4.0 a) Feeder Pillar (FP-1) (For streetlights) - 2 Set (1 Set 32 A, TPN MCCB having braking capacity 25KA)

b) Feeder Pillar (FP-1) (For OAT) -1 Set (1 Set 63 A, TPN MCCB having braking capacity 25KA)

ANNEXURE –II

**MINOR SPARES/CONSUMABLES TO BE PROVIDED BY THE CONTRACTOR
(COVERED UNDER THE SCOPE OF THE CONTRACT) – Other than the List of Tools,
plants and equipment mentioned in SCC.**

- 1) Rewireable fuses
- 2) Lubrication oils and greases etc.
- 3) Cleaning material like cloth/cotton wastes etc.
- 4) Contact cleaning agents like CTC sprays etc.
- 5) Paint for touch up of damaged paints.
- 6) Thinner etc.
- 7) Screws, nails and raw plugs etc.
- 8) Nuts and bolts of different sizes.
- 9) first aid kit

ANNEXURE – III

Expected Minimum Labour & Duty Hours

Expected minimum labour to be deployed for Sub-station and internal & external electrical installations.

Sl. No.	Designation	Category	Duty hours and Description of Duty	No. of Persons engaged
1	Electrician/Supervisor	Highly Skilled	From 8.30 A.m. to 5.30 P.M for Maintenance of Internal and External Electrical Installations	2
2	Sub-Station Attendant	Skilled	Round the clock for Operation, Maintenance, and observations of various working parameters of sub-station equipment	3
3	Helper	Semi-skilled	Round the clock for Operation, Maintenance, and observations of various working parameters of sub-station equipment	3
4	Helper	Unskilled	Round the clock for assistance to Sub-station Attendants and for housekeeping work	1

ANNEXURE – III-A

Sample Worksheet for Price Bid

SL. No.	Description of work	Amount (Rs.)
	No. of Days	
(A)	Wages of Highly Skilled workmen 2 no. x Rs.....per day per No. for 313 days	
(B)	Wages of Skilled workmen 3 no. x Rs.....per day per No. for 313 days	
(C)	Wages of semi Skilled workmen 3 no. x Rs.....per day per No. for 365 days	
(D)	Wages of Unskilled workmen 1 no. x Rs.....per day per No. for 365 days	
(E)	Sub-Total	
(F)	ESI @3.25 % on Sl. No. (E)	
(G)	PF @ 10% on Sl. No. (E)	
(H)	EDLI @ 0.5 on Sl. No. (E)	
(I)	Administration charges @0.5 on Sl. No. (E)	
(J)	Total	
(K)	Contractor's Overheads and Profits on Sl. No. (I)	
(L)	Expenditure towards Uniform and Shoes	
(M)	Total per year (J+K+L)	
	Rate per Month (Sl No. M/12)	

**ANNEXURE –
IV**

Qualification & Experience of Technical Staff

- | | | | |
|------|---|---|--|
| ii) | Electrician
(Highly skilled) | - | Diploma/ITI in Electrical Engineering with at least 5 years' experience in handling HT & LT sub-station equipment.
And preferable experience in Electronics, drivers and PLC. |
| ii) | Sub-station attendant
(For sub-station & electrical Installation)
(skilled) | - | ITI in the trade of Electrical or having wireman Grade I license including License for operating 11Kv HT equipment from electrical Licensing board with 3 years' experience or 5 years' experience in Operations & Maintenance of Sub- station Transformers, HT, LT switch gears & panels. |
| iii) | Electrician
(semi-skilled) | - | ITI in the trade of Electrical or having wireman Grade I license with 1 year' experience in Operations & Maintenance of Sub- station Transformers, HT, LT switch gears & panels. |
| iv) | Helpers
(unskilled) | - | Basic knowledge of cleaning of equipment's and housekeeping |

ANNEXURE -
V

GENERAL SCOPE OF WORK:

The following scope of work is only indicative and contractor is advised to use his own judgement in evaluating the quantum of work involved in round the clock operation and maintenance of the systems.

- 1) To operate and maintain the HT and LT power equipment i.e right from the outgoing point of metering equipment, 11KV Vacuum circuit breakers, HT cables, HT panels, 2x750 KVA 11 kV/443 V transformers, incoming and outgoing LT panels, feeder panels, feeder switchboards, associated protection equipment's, cables, control cables, LT bus ducts, battery charges, capacitor panels/power factor correction systems, round the clock throughout the year.
- 2) To monitor & record the incoming supply parameters, make necessary tap to in changing to maintain the voltage in limits, maintain the power factor at not less than 0.9 lagging by switching the capacitor banks, to keep the maximum demand within prescribed limits etc. To maintain daily logs and energy consumption data and all records as advised by Engineer-in-Charge, NID, Assam
- 3) To Prepare a preventive maintenance checklist and tracker sheet for all electrical equipment's and maintain the Internal and External Electrical Installations like All kinds lights, fittings, power outlets, switchboards, distribution boards etc. cable & wiring pertaining to the same in good working condition. Attending to the complaints/ faults, preventive maintenance to avoid breakdowns etc. round the clock throughout the year.
- 4) Switching ON and OFF of Street Lights, Pole Lights, Gate Lights daily including Holidays as and when required.
- 5) To check earth pits pertaining to all equipment's, systems and buildings etc. watering them as and when required and testing their earth resistance etc.
- 6) To check the transformers parameters and cooling systems for leakage of transformer oil and topping up of the same as and when required.
- 7) To check/clean with CTC/ tighten all electrical contacts monthly. The heated terminals if required to be made in proper condition by using appropriate size crimping tool and lugs.
- 8) To check and replace, if necessary, the performance of all operational safeties. This activity must be done at least once in three months and if required earlier too.
- 9) To lubricate motor/pumps bearings periodically and replace the bearings as and when necessary.
- 10) To check electrical circuits and rectify faults as and when necessary.
- 11) To clean, tighten electrical contact points once a month.
- 12) To replace electrical contacts and other items as and when required as per rate contracts
- 13) To tighten all the fasteners of the bus ducts, bus bars and cables as and when necessary and at least once in three months. Also, to re-terminate the heated up contacts and replace cabling/wiring as and when necessary

- 14) To ensure that the control circuitry of all systems is perfectly working.
- 15) To check the silica gel of the transformers and to dry them as and when required.
- 16) To test the oil samples of transformers and to give suggestions for dehydration of oil if required.
- 17) To arrange for a well-equipped first-aid box and maintain it in a healthy condition to take care of first aid for any eventualities of their workman at site.
- 18) Arrange all type of repairs, spares & consumables required for proper working of electrical installations.
- 19) Any other electrical works as assigned by the engineer in charge essentially required for keeping the equipment in good healthy working conditions though not indicated above.
- 20) Operation of 2 no. DG sets during and after office working hour and holidays and informing the NID, Assam authorities regarding the requirement of Fuel as and when required.
- 21) Yearly servicing of ACB, VCB, all relay, calibration of meters and [providing report for the same
- 22) To check lighting arrestors of the building periodically. And maintain record.
- 23) To perform all activities and carried out all preventive maintenance as per OEM guidelines of electrical installations.
- 24) To suggest and implement all necessary systems and technologies by taking proper approval from NID assam.

BID SUBMISSION FORM

Date:

To

Director
National Institute of Design, Assam
Jorhat
Assam-785014 (INDIA).

Dear Sir,

In response to your **Tender No. NIDJ/2020-21/ ESTATE /ELECTRICAL/2214 Dated:27-09-2021 for Operation.**

& Maintenance of Electrical Substation, Internal & External Electrical Installations at NID, Assam we hereby submit our offer herewith.

1. Bidder Name : _____
2. Website Address : _____
3. Email Address : _____
4. Address for Communication : _____

5. Telephone Number : _____
6. Fax/Telefax Number : _____
7. Authorized Person - Name : _____
Designation : _____
Mobile No. : _____
Email ID : _____
8. Alternate Person - Name : _____
Designation : _____
Mobile No. : _____
Email ID : _____
9. PAN Number : _____
10. TIN Number : _____
State : _____
11. GST No. : _____

12. Turnover of the Bidder in last 3 years (Please submit copy of Annual Report)

Year	Annual Report attached at Page No.	Turnover in Rs. (Lakh)
2018-2019		
2019-2020		
2020-2021		
Average Turnover		

13. Details of similar work / order executed during last 7 years (Please submit copy of completion certificate from the client.)

Description of the Work/Order Executed	Value of Work/Order Executed	Name of the Client	Start Date	Finish Date	Doc. Evidence at Page No.

DECLARATION

- 1) We have read and understood the terms & conditions of the above-mentioned tender and comply with all Terms & Conditions of your Tender.
(In case of any deviation the Bidder must attach a separate sheet clearly mentioning the Clause No. of the Tender and Deviation thereto)
- 2) We certify that the information mentioned above are true and correct to best of our knowledge.
- 3) In case of receipt of order, we confirm that payment shall be received through e-Banking / Electronics Transfer.
- 4) This offer contains _____ No. of pages including all Annexures and Enclosures.

Place:
Date:

Signature of Authorized Signatory
Name: Designation: Seal:

BID SECURITY FORM
Bid Security Declaration Form

To
Director
National Institute of Design Assam,
Tocklai, Rajabari, JORHAT, Jorhat-785014,
Assam

Name of Work:

Tender No- **NIDJ/2020-21/ ESTATE /ELECTRICAL/2214** Dated:27-09-2021.

I/We, the undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because

I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - (i) fail or reuse to execute the contract, if required, or
 - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

- (i) the receipt of your notification of the name of the successful Bidder; or
- (ii) thirty days after the expiration of the validity of my/our Bid.

Signed:

Name:

Duly authorized to sign the bid for an on behalf of Dated on _____ day of _____
_____ Corporate Seal (where appropriate)