



राष्ट्रीय डिज़ाइन संस्थान, असम
टॉकलाई, राजा बबी, ज़ोरहाट-785014, असम

NATIONAL INSTITUTE OF DESIGN, ASSAM
Tocklai, Rajabari, Jorhat-785014 Assam

(NIDJ/2026-27/ESTATE/NIT/ELECTRICAL/223)

“राष्ट्रीय डिज़ाइन संस्थान असम में समर्पित फीडर 11 केवी लाइन और 11/0.4 केवी, 2x750 केवीए सबस्टेशन और आंतरिक विद्युत प्रतिष्ठानों के रखरखाव के वार्षिक रखरखाव अनुबंध के लिए एक विद्युत ठेकेदार की नियुक्ति।

निविदा आमंत्रण सूचना/Notice Inviting Tender

के लिए / For

Annual Maintenance contract of Dedicated feeder 11 KV line and 11/0.4KV, 2x750 KVA substation and Internal electrical installations maintenance at National Institute of Design Assam.

Tender document
For

राष्ट्रीय डिज़ाइन संस्थान असम उद्योग और आंतरिक व्यापार संवर्धन विभाग (डीपीआईआईटी), वाणिज्य और उद्योग मंत्रालय, सरकार के तहत राष्ट्रीय महत्व का एक स्वायत्त संस्थान है। भारत की संसद द्वारा पारित एनआईडी (संशोधन) अधिनियम, 2019 के माध्यम से जोरहाट में स्थापित किया गया।

National Institute of Design Assam is an Autonomous Institution of National Importance under Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India established at Jorhat through the NID (Amendment) Act, 2019 passed by the Parliament of India.

On behalf of Director NID, Assam, applications are invited from Interested and eligible vendor for “**Annual Maintenance contract of Dedicated feeder 11 KV line and 11/0.4KV, 2x750 KVA substation and Internal electrical installations maintenance at National Institute of Design Assam.**”

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खंड- 1
निविदा आमंत्रण सूची
Section- 1
Notice Inviting Tender
National Institute of Design Assam
Tocklai, Rajabari, Jorhat-785014
NOTICE INVITING TENDER

राष्ट्रीय डिजाइन संस्थान, असम नीचे उल्लिखित कार्य के लिए एनआईटी में उल्लिखित पात्र विक्रेताओं से दो बोली प्रणाली (तकनीकी और वित्तीय बोली) में खुली दर निविदाएं आमंत्रित करता है। सीलबंद दस्तावेज़ निर्धारित तिथि और समय से पहले मुख्य प्रशासक अधिकारी, एनआईडी असम, ग्राम-टोकलाई, पीओ-राजबारी, जोरहाट, असम-785014 को ऑफ़लाइन जमा किए जाने हैं।

National Institute of Design, Assam invites open rate tenders **in two bids system (Technical & Financial Bid)** from eligible Vendors as mentioned in NIT for the work mentioned below. Sealed Documents are to be submitted Offline to Chief Administrator Officer, NID Assam, Vill- Tocklai, PO-Rajabari, Jorhat, Assam-785014 before the prescribed date and time.

Brief Details of Tender:

SL no.	NAME OF ITEM	ESTIMATE (Rs.)	EMD (Rs.)	PBG	Time of Completion	Tender Inviting authority
1.	Annual Maintenance Contract of Dedicated feeder 11 KV line and 11/0.4KV, 2x750 KVA substation and Internal electrical installations maintenance at National Institute of Design Assam.”	32,79,786/-	65595/- (2% of estimate cost)	5 % of Contract Value	24 Months	Director

Critical Data sheet

Date & Time For: -	: Date and time
Date, Time & Venue of Pre-bid Meeting	14-07-2026 & 15.30 hrs at Chief Administrative Office National Institute of Design, Assam Vill- Tocklai, PO-Rajabari Jorhat, Assam-785014
Tender Document Publishing Date	29-06-2026
Tender Submission Start Date	30-06-2026
Tender Submission End Date	21-07-2026
Last date of sending query through email related to Tender document	14-07-2026
Last date of physical submission of documents as specified in Tender document (Super scribing Name of Work, Tender No., and Date/Time of Opening) in separate sealed envelope to the TIA with complete postal address.	21-07-2026 up to 14.00 hrs
Date of Opening of Pre-Qualification Criteria documents	21-07-2026 up to 15.30 hrs
Date of Opening of Financial proposal	Would be informed later to the applicants qualifying in the technical bid.
Details of Submission of Hard Copies	Chief Administrative Officer National Institute of Design, Assam Vill- Tocklai, PO-Rajabari Jorhat, Assam-785014

ELIGIBILITY CRITERIA: -

The agency must fulfil the criteria mentioned below.

The agency should have experience of having successfully completed similar nature of minimum one work in Central Govt./ State Govt. / Semi Govt. or with reputed Public/Reputed private Limited companies during the last 5 years.

- a. The bidder should be a registered entity i.e. a proprietorship firm/partnership firm/Pvt company/LLP etc.
- b. Having updated electrical contractor license issued from chief electrical inspector.
- c. The bidder should have been experienced in similar nature of work at any organization in the Northeastern states in the last 3 years.
- d. The bidder should have valid GST Registration, PAN, Trade License
- e. The bidder should Minimum average turnover of at least Rs. 15 lakhs in the last 3 financial years.
- f. Bidder should not have been debarred/ blacklisted by any State Government or Central Government Organization or their instrumentalities. There should not be any criminal case pending before any court of competent jurisdiction.

The contractor should have satisfactorily completed the execution of the works as mentioned below during last Five years.

- (a) One similar work of value not less than 80% of the estimated cost.
OR
- (b) Two similar works of value not less than 60% of the estimated cost.
OR
- (c) Three similar works of value not less than 40% of the estimated cost.

Similar nature of work means as follows.

The bidder should have experience in operation and maintenance of **11 KV substations**, or any category of HT Voltage, preferably in organization set up, or in any reputed institute. Comprises of 11 KV HT Panels, Switchgears, Generators, LT incomer panel ACB etc. including but not limited to:

- Operation & maintenance of **11 KV HT panels**, VCB panels, RMU panels
- Maintenance of **power transformers** (oil testing, BDV test coordination, breather checking, oil level monitoring) Maintenance of HT switchgear, isolators, CT/PT units

The bidder should have experience in internal electrical maintenance of institutional, commercial, or industrial buildings, including wiring, troubleshooting and maintenance of office electrical equipment's, household equipment's etc.

Applications from consortium/Joint venture shall not be accepted. Joint venture/Consortium experience shall not be considered. Experience of only the bidding entity as a prime contractor shall be considered. A job executed by a bidder for his own or project of their sister concern/ Group Company shall not be considered as experience for the purpose of meeting requirement of experience criteria.

GENERAL DOCUMENTS TO BE PROVIDED: -

- (i) Certified Copies of award letter/ Contract/Work Orders in support of execution of similar nature of work.
- (ii) Copies of Work Completion Certificate or Payment certificate in support of execution of similar nature of work.
- (iii) Copy of GST certificate and PAN Card.
- (iv) Other documents are required as per NIT.

3. EMD: -

(a) The value of Earnest Money to be deposited by the tenderer should be 2% of the value of the estimated cost and shall be valid till bid validity period. EMD should be in the form of Demand Draft of any Nationalized Bank in favor of “National Institute of Design, Assam” payable at Jorhat and must accompany the technical bid i.e., Cover-I of the bid. For unsuccessful tenderer, EMD shall be refunded within 30 days without interest after the decision to award the work is taken. EMD shall be forfeited if any tenderer withdraws their offer before finalization of the tender. Earnest money shall be refunded on receipt of Performance Guarantee submitted on award of work. **MSME/NSIC registered organizations are exempted from submission of EMD.**

4. Before issuance of the work order, the Tender Inviting Authority may verify the credential & other Documents of the lowest tenderer if considered necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufactured or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
5. Penalty for suppression / distortion of facts: If any tenderer fails to produce the original hard copies of any documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the original hard copies from the submitted Xerox copies or if there is any suppression of documents, such tenderer may be suspended from participating in the tenders for 3 (three) years. Besides, NID, ASSAM may take appropriate legal action against such defaulting tenderer.
6. Guiding schedule of rates: Schedule of rates of CPWD PAR Rates.
7. Prospective Tenderers shall have to execute the work in such a manner so that the appropriate service level of work / job is kept during progress of work and a period of 1 (One) year from the date of successful Completion of the work/ Date of issue of completion certificate to the entire satisfaction of Engineer-In-Charge. If any damage is found during the period as mentioned above, the Agency shall make the same good at its own expenses to the specification at par with instant project work, or at any time there after it becomes due to contract or from its bank performance guarantee.
8. Performance Security in the form of Bank Guarantee **5%** of Contract value from any Nationalized / Scheduled Bank in the prescribed format of NID, ASSAM to be deposited within **10 working days** from issue of Letter of Acceptance, failing which order shall be cancelled. The Performance Bank Guarantee shall be returned 12 months after satisfactory completion of the work.
9. Tenderers should quote as per the Price Bid format and in the allotted space only.
10. The acceptance of Tender and award of contract (AOC) to one and more than one Contractor, if considered necessary, will rest with the Employer who does not bind himself to accept the lowest Tender and will reserve to himself the authority to accept a Tender in whole or in part or reject any or all the Tenders received without assigning any reasons thereof and no explanation can be demanded for the cause of rejection of Tender by any Tenderer, neither any claim whatsoever on this score is tenable.
11. Bid Validity: The Tenders shall be valid for a period of 04 (four) months i.e. 120 days from the date of

opening of the Price bid or any extension thereto.

12. Tender documents in which the Tender is submitted by a Tenderer shall become the property of the Employer and the Employer shall have no obligation to return the same to the Tenderer.
13. NID, ASSAM reserves the Right:
 - (i) To postpone/change/cancel the above-mentioned date, modify the terms and conditions include new items and conditions, split and distribute the work amongst more than one agency etc. in the interest of the Project(s)/ Company, without assigning any reason thereof.
 - (ii) To ask for further Clarifications etc., as and when required.
 - (iii) To cancel the Advt./ Enlistment of the Agency against the above Notice, anytime without assigning any reason for which no claim on any ground shall be entertained.
 - (iv) To verify the particulars furnished by the tenders independently, if any information furnished by the tenderer is found incorrect at any stage, the agency shall be liable to be debarred from tendering/cancellation of order including imposition of penalty, or any other action is deemed necessary.
 - (v) To accept or reject any or all the applications received, at their own discretion, without assigning any reasons thereof for which no claim on any ground shall be entertained. Tenders, in which additional conditions are put forth by the agencies, shall be summarily rejected.

Form 1: Details of Responding Organization
(To be submitted in Bidder's Letter head)

Section	SL. No	Particular	Detail
I	COMPANY PROFILE:		
	1.	Name of the Organization (Appearing on PAN Card):	
	2.	Registered Office Address:	
	3.	Name with designation of Contact Person:	
	4.	Contact No:	
	5.	E mail ID:	
II	STATUTORY DETAILS:		
	1.	GSTIN Number:	
	2.	MSME: (Yes or No)	
		MSME Registration No. and validity date: (if yes)	
	3.	NSIC: (Yes or No)	
		NSIC Registration No. and validity date: (if yes)	
III	BANK DETAILS: -		
	1.	Name Of the Bank & Branch:	
	2.	Address of Bank:	
	3.	Bank Account No.	
	4.	IFSC Code	

Declaration by Director/ Proprietor/ Partner:

I/We declare that the information furnished above are correct to the best of my/our knowledge /belief. I/We undertake to inform you of any change in above particulars at the earliest.

AUTHORISED SIGNATORY (Name and Designation)

Name of Firm:

Address:

E-mail ID:

Contact details:

Date:

Form 2: Relevant Project Experience
 (To be submitted in Bidder's Letter head)

SL. No	Name of the Work/nature of the Work	Client name	Completion date	Contract Value

AUTHORISED SIGNATORY (Name and Designation)

Name of Firm:

Address:

E-mail ID:

Contact details:

Date:

Form 3: DECLARATION - 1
(To be submitted in Bidder's Letter head)

Tender No.: **NIDJ/2026-27/ESTATE/ELECTRICAL/NIT/.....**

We hereby accept the General Terms and Conditions, Scope of work Special Conditions of Contract, Technical Specifications etc. as provided by the NID ASSAM along with tender documents for “**Annual Maintenance contract of Dedicated feeder 11 KV line and 11/0.4KV, 2x750 KVA substation and Internal electrical installations maintenance at National Institute of Design Assam.**” and undertake to execute the job strictly as per the specifications & drawings as provided along with the tender documents in the event of placement of any work order on us.

Signature of the tenderer / Constituted Attorney.
(With date and Official Seal)

Place:
Date:

Form 4: UNDERTAKING - 1
(To be submitted in Bidder's Letter head)

Tender No.: **NIDJ/2026-27/ESTATE/ELECTRICAL/NIT/.....**

This is to certify that I/we have carefully gone through the drawings/specifications/scope of work, etc. given in the tender document & have clearly understood the site working conditions, time schedule given and have accordingly quoted my balanced rates after going through all details. I/we hereby give an undertaking that I/we shall carry out the work strictly as per the given specifications and shall complete the same within the stipulated time frame.

Signature of the tenderer / Constituted Attorney.
(With date and Official Seal)

Place:
Date:

खंड - 2 कार्यक्षेत्र
Section - 2
SCOPE OF WORK

The bidder (contractor/agency) must take round-the-clock responsibility for operating and maintaining the electrical substation, 11 KV overhead line and entire electrical installations ensuring continuous monitoring and immediate response to any issues as per ANNEXURE-D&E

The contractor must ensure that the substation is 24x7 continuously monitored to maintain safe and reliable operation. Bidder must ensure minimum wages payment to engaged technicians, as per central labour commission and must ensure all rules and regulations of central labour commission and shall ensure maximum 8 hours of working.

Bidder shall ensure availability of all minor spares, for immediate resolution of breakdowns of electrical appliances, Gysers, washing machine, and motors etc.

Carry out all repair works

The contractor is responsible for attending and rectifying all faults/breakdowns related to the listed electrical systems (HT/LT panels, transformers, cables, etc.), including:

- Minor repairs (as per listed in Annexure-A), **bidder are requested to go through carefully**
- Replacement of defective parts (as per contract terms)
- Immediate response to breakdowns

Brief details (Exemplary of Minor Repairs):

1. Repairing of All type Fans- Ceiling, Wall, Exhaust Lights,
2. Repair of all types of lights
3. Repairing of all HT and LT Cables, including CT PT and Panel boards
4. Replacement of MCB, MCCB, ELCB and RCCB.
5. Repairing of all types of electrical equipment's- Washing machine, aqua guard, geysers and solar water heater

The successful bidder shall also be responsible for providing maintenance and support for the entire electrical system including but not limited to:

- HT/LT panels
- Transformers
- Internal and external wiring
- Power and control cables
- Switchgears and distribution boards
- Earthing system
- Lighting system and allied electrical installations.

Breakdown & Emergency Support

The contractor shall provide immediate breakdown support services (24x7 basis) upon receipt of complaint/intimation from the Engineer-in-Charge without any additional manpower cost/service cost and material will be provided by NID Assam.

In case of:

- Major electrical breakdown
- Internal wiring faults
- Underground/overhead cable faults
- Panel failures
- Transformer-related issues

- Maintenance related internal wiring work
- Troubleshooting of any kind of electrical faults

The contractor shall deploy adequate skilled manpower, tools, testing instruments, and required resources without delay.

Response time shall not exceed specified time as mentioned from the time of reporting and upon delay penalty will be applicable.

The bidder shall ensure availability of:

- Licensed Supervisors
- Skilled Electricians
- Cable jointers (for HT/LT cable faults)
- Technicians with testing equipment

The contractor shall maintain sufficient standby manpower to handle simultaneous complaints and emergency situations when such cases arise.

Major Fault & Special Assistance

In case of major breakdown involving specialized repair work, the contractor shall:

- Deploy expert technicians
- Arrange necessary testing equipment (megger, tong tester, insulation tester, cable fault locator, etc.)
- Coordinate with OEMs wherever required
- No additional mobilization charges shall be payable for emergency attendance during the AMC period.

11 KV Overhead line till transformer

The selected bidder shall be responsible for Maintenance of 11 KV overhead lines including 11 KV VCB and 2 no's of 750 KVA transformers **at National Institute of Design Assam. as stated in Annexure-A below:** The following scope of work is only indicative, and the contractor is advised to use his own judgement in evaluating the quantum of work involved in round-the-clock operation and maintenance of the 11 KV overhead line.

- I. To operate and maintain the HT and LT power equipment i.e. right from the Supply point of Cinnamora substation i.e. NID feeder till 11KV Vacuum circuit breakers, HT cables, HT panels, 2x750 KVA 11 kV/443 V transformers. and attend emergency breakdowns and ensure timely restoration of power supply.
- II. Prepare a preventive maintenance checklist and tracker sheet for all electrical equipment and maintain the External Electrical Installations like all kinds of fittings, power outlets, cable & wiring pertaining to the same in good working condition. Detailed equipment list is attached in Annexure-A.
- III. Attending the complaints/ faults, preventive maintenance to avoid breakdowns etc. round the clock throughout the year for 11 KV HT line.
- IV. To check earthing pertaining to all equipment's, systems and poles LA etc.
- V. To check the transformers parameters and cooling systems for leakage of transformer oil and topping up of the same as and when required.
- VI. To check/clean with CTC/ tighten all electrical contacts of HT equipment monthly. The heated terminals if required to be made in proper condition by using appropriate size crimping tool and lugs.

- VII. To check and replace, if necessary, the performance of all operational safety of 11 KV HT line. This activity must be done at least once in three months and if required earlier too.
- VIII. To clear obstructions Jungles trees etc. for all electrical contacts and overhead line.
- IX. To ensure that the control circuitry of all systems is working perfectly.
- X. To check the silica gel of the transformers and to dry them as and when required.
- XI. To test the oil samples of transformers and to give suggestions for dehydration of oil if required.
- XII. 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.
- XIII. Any other electrical work as assigned by the engineer in charge is essentially required for keeping the equipment in good healthy working conditions though not indicated above.
- XIV. Yearly servicing of ACB, VCB, all relay, calibration of meters and providing report for the same.
- XV. To check and replace lighting arrestors of all poles and isolators etc. monthly.
- XVI. To suggest and implement all necessary systems and technologies by getting proper approval from NID assam.
- XVII. To check and replace all minor parts of HT overhead line, and insulators, GI pole clamp, GI angle, GI Wire, GI nut bolts etc.**

Internal (All Electrical panels, Wiring, Earthing etc.)

- 1. Power Distribution System- To carry out preventive maintenance and breakdown maintenance of below equipment's as per electricity act and all governing rules and regulations.**
 - Main LT Panel / PCC / MCC
 - Distribution Boards (DBs)
 - Sub-main wiring
 - Busbars and cable terminations
 - Load balancing
- 2. Wiring & Cabling- To carry out preventive maintenance and breakdown maintenance of below equipment's as per electricity act and all governing rules and regulations.**
 - Internal concealed wiring
 - Cable trays and raceways
 - Insulation resistance testing
 - Loose connection tightening
 - Overheating point detection
- 3. Lighting System- To carry out preventive maintenance and breakdown maintenance of below equipment's as per electricity act and all governing rules and regulations.**
 - LED lights / Tube lights replacement
 - Emergency lighting
 - Streetlights (within campus)
 - Timer and sensor checking
- 4. Switchgear & Protection- To carry out preventive maintenance and breakdown maintenance of below equipment's as per electricity act and all governing rules and regulations.**
 - MCB, MCCB, ACB checking
 - ELCB/RCCB testing
 - Relay settings verification
 - Earthing system inspection
- 5. Earthing & Safety- To carry out preventive maintenance and breakdown maintenance of below equipment's as per electricity act and all governing rules and regulations.**

- Earth pit testing (resistance measurement)
 - Lightning arrester inspection
 - Continuity testing
 - Electrical safety audit
- 6. Electrical Equipment Maintenance- To carry out preventive maintenance and breakdown maintenance of below equipment's as per electricity act and all governing rules and regulations.**
- Motors (internal)
 - UPS systems
 - Battery banks
 - Control panels
 - Exhaust fans, pumps

The selected bidder shall be responsible for any damage made to the Institute property while executing their scope of work or to the damages caused by his/her representative/employee. In that scenario the selected bidder shall be responsible for restoration/repair of the same.

7. Response Time and Penalty Clause

Penalty Clause		
1	Minor Breakdown beyond 6 hours	Rs.200/- per hour of delay subject to Maximum of Rs.1000/- per instances.
2	Major Breakdown beyond 24 hours	Rs.200/- per hour of delay subject to Maximum of Rs.5000/- per instances. If replacement of any parts/spares needed 24 hours after approval of NID will be considered
3	If there are more consecutive faults in a period of six months due to negligence of the contractor or due to non-maintenance as mentioned in the scope of work, will lead to termination of contract, and may lead to blacklisting of the firm.	

8. Bidder shall conduct quarterly electrical safety audits of all buildings and submit reports as per annexures B, C, including substation record.
9. Bidders are advised to go through all annexures carefully and go through average monthly consumptions and workout accordingly.
10. Bidder Must assist in maintenance of all other heavy electrical machinery
- i. Airconditioning
 - ii. Firefighting system and Fire pumps and alarm system
 - iii. UPS

The works described herein are indicative and illustrative in nature and are intended to provide a general understanding of the services required under this contract. The actual scope, quantity, and nature of the electrical works may vary during the execution of the contract depending upon the site requirements and operational necessities.

No variation in the scope of work shall constitute grounds for the Contractor to seek revision of rates, compensation, or extension of time, unless expressly approved in writing by the Competent Authority in accordance with the provisions of the contract.

धारा -3
निनिदाकरायओंक निे निदेश
Section -3
INSTRUCTION TO TENDERERS

1. Bids are invited by NID, ASSAM on **two bid systems Annual Maintenance contract of Dedicated feeder 11 KV line and 11/0.4KV, 2x750 KVA substation and Internal electrical installations maintenance at National Institute of Design Assam.** to be submitted offline in two separate sealed envelopes superscribed as [Technical bid and financial bid], both put inside one single envelope, before the prescribed date & time in NIT.

Envelope-1 (Technical Bid) will consist of:
All relevant documents mentioned in the eligibility criteria and documents to be submitted along with tender documents duly signed by the bidder on each page.

Envelope-II- Financial Bid.
2. Offline mode of Bid submission will be followed for this bid. Bids submitted after prescribed date and time shall not be accepted.
3. **Clarification of Bids**
 - 3.1. Clarification of any doubts of the intending tenderers related to Bid document and scope of work can be mailed to **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.
 - 3.2. The response to the query/ clarification raised by any tenderer will be uploaded on the website along with queries/clarifications raised or mailed to them. Accordingly, corrigendum shall be published (if required).
 - 3.3. No Queries shall be entertained after the last date for raising of query.
4. **Amendment to the bidding document**
 - 4.1 At any time prior to the deadline for submission of Bids, NID Assam, for any reason, whether, at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding Document, by amendment.
 - 4.2 In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, NID Assam, at its discretion, may extend the deadline for the submission of Bids.
5. **Cost of Bidding**

The Bidder shall bear all the costs associated with the preparation and submission of its Bid, and NID Assam will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.
6. **Format and signing of Bid.**
 - 6.1 **The Bidder shall prepare and submit the original bid, with signature of the authorized person on all papers.**
 - 6.2 The Original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person(s) duly authorized to bind the Bidder to the contract. The person signing the bids shall initial all the pages of the bids, except for unamended printed literature.

6.3 Any interlineations, erasure or overwriting shall be valid only if they are initialed by the person signing the bids.

7. Sealing and Marking of Bids

7.1 The bidder shall submit ONE sealed envelope containing (i) **technical bid and (ii) Financial Bid/Price Bid** in two separate envelopes.

7.2 **Cover I (Technical Bid):** Bidder should submit all documents pertaining to Eligibility Criteria mentioned in NIT, Letter of Transmittal (In Company's Letter Head) and Copy of Credentials/Certificates for qualifying Eligibility Criteria as specified in NIT. Bidder should submit the NIT Document along with GCC, SCC, ITT, Form of Tender, Form of Performance Security, EMD.

7.3 **Cover –II (Financial Bid):** The financial Bid format is provided, the rates offered should be entered in the allotted space only. The Financial Bid/BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender. In the event, no rate has been quoted for any item(s), leaving space in figure(s), words(s) and amount blank, it will be presumed that the bidder has included the cost of this/these item(s) in other items. Rates for such item (s) shall accordingly, be considered as Zero and no payment shall be made for the works to be done by the bidder as per item/these items.

The two sealed envelopes indicated in 7.2 and 7.3 shall be enclosed inside a separate envelope superscribed with the name of the work, tender no., name and address of the bidder.

The envelope shall be addressed to NID, Assam at the address given below:

**Chief Administrative Officer National
Institute of Design, Assam
Vill- Tocklai, PO-Rajabari Jorhat, Assam-785014**

7.4 If the envelope is not sealed and marked, NID Assam will assume no responsibility for the Bid's misplacement or its premature opening.

8. Contacting NID Assam

8.1 Bidder shall NOT contact NID Assam on any matter relating to its Bid, from the time of opening of Bid to the time a communication in writing about its qualification or otherwise received from NID Assam.

8.2 Any effort by the Bidder to influence NID Assam in its decisions on Bid evaluation, Bid comparison may result in the rejection of the Bid.

9. Award of Contract

NID Assam will award the contract to the successful Bidder, out of the Bidders who have responded to NID Assam's tender as referred above, who has been determined to qualify to perform the contract satisfactorily, and whose Bid has been determined to be substantially responsive and is the lowest evaluated Bid. Letter of acceptance (LOA) will be provided to the successful bidder and within 10 days of receipt of the LOA, Performance bank guarantee has to be submitted, failing which the bid shall stand cancelled. On submission of PBG, letter of commencement of work shall be issued.

10. The employer reserves the right to postpone the date for presentation and opening of Tenders and will give timely notice of any such postponement to the prospective Tenderers.
- i. Acceptance or rejection of any tender is left entirely to the discretion of the authority empowered to deal with the matter and no query/ explanation can be demanded by any Tenderer for the cause of rejection of his tender.
 - ii. If the Tenderer deliberately gives wrong information in his Tender or creates circumstances for the acceptance of his tender, the NID Assam reserves the right to reject such Tender at any stage.
 - iii. If a Tenderer seeks clarifying his quotations or rates, this should only be done in a separate covering letter. No material modifications to the specifications, item descriptions, contract clause, etc. will however be entertained. Other clarifications may be considered. The contents of a covering letter sent along with the tender will be considered as part of the quotation. If any of these conditions admitted for consideration has a financial bearing on the cost quoted, the additional cost arising out of these conditions will be added for comparative evaluation of tenders.
 - iv. By submitting a tender for the work, a Tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the work, that the rates quoted by him in the tender will be adequate to complete such work according to the specifications and conditions attached thereto and he has taken into account all conditions and difficulties that may be encountered during its progress and to have quoted labour and material rates which shall include cost of materials with taxes, Octroi and other duties, lead, lift, loading and unloading, freight for materials, and all other charges including the furnishing of all plant, Equipment, tools, scaffolding and other facilities and services, necessary or proper for the completion and maintenance of the work, except such as may be otherwise expressly provided for in the contract documents for the completion and maintenance of the work to the entire satisfaction of the Engineer.
 - v. The successful Tenderers shall make their own arrangements for all materials, except as specified in the contract, if any.
 - vi. The quantities shown in the attached schedule are given as a guide and approximate only and are subject to variation according to the needs of the Employer. The Employer accepts no liability for their accuracy. The Employer does not guarantee work under each item of the schedule.
 - vii. Each page of the tender shall be signed by the Tenderer. Tender by partnership or joint family firm may be signed in the firm's name by one of the partners or managers as the case may be or any other duly authorized representative followed by the name and designation of the persons so signing. An attested copy of the partnership deed must accompany the tender of any partnership firm. Tenders by a company shall be signed with the name of the company by a person authorized on this behalf and Power of Attorney or other satisfactory proof showing that the person signing the tender documents on behalf of the company is duly authorized to do so, shall accompany the tender. The Employer will not be bound by any Power of Attorney granted by the Tenderers or by changes in the composition of the firm, made subsequent to the execution of the contract. It may, however, recognize such Power of Attorney and changes after obtaining proper legal advice, the cost of which may be chargeable to the contractor.
 - viii. With their quotations the Tenderers shall submit by manually signing all schedules, specifications, GCC, special conditions, etc. as a token of acceptance thereof. The signature on the tender schedule alone shall also be deemed to be taken as acceptance of all these.
 - ix. If a Tenderer expires after the submission of his tender or after the acceptance of his tender the Employer may deem such tender as cancelled. If a partner of the firm expires after the

submission of their tender, the Employer may deem such tender as cancelled UNLESS THE FIRM RETAINS its character.

- x. If the Tenderer has a relative employed in any capacity in the NID, ASSAM, he shall inform the authority calling for tenders of the said fact when submitting his tender, failing which his contract may be rescinded. If the said fact subsequently comes to light, he shall be liable to make good to the Employer any loss or damage resulting from such cancellation.
 - xi. No contract work, however petty, may be carried out except under and in accordance with a duly executed agreement or on a special written authority from a duly authorized officer of the Employer.
 - xii. No agreement is valid unless signed by contractor or his duly authorized agent and by a competent person on behalf of the Employer.
 - xiii. Form of Tender, Invitation to Tender, Instruction to Tenderer, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawing and the rates and amount accepted against the items of the Tender schedule together with the tender covering letter, and all correspondence entered into between the Employer and the Tenderer prior to the issue of the Letter of Acceptance and the Letter of Commencement awarding the work shall form the contract.
 - xiv. If there is any conflict between any of the provisions in the special conditions and those in any of the other documents referred to, the provisions in the special conditions shall prevail.
 - xv. If there be any difference between the description in the specification and drawings and the works items in the tender schedule, the work items in the Tender schedule shall prevail for determining the rates.
 - xvi. In the event of any discrepancy between the rate quoted in the Tender in words and these quoted in figures, the rates quoted in words shall control.
 - xvii. Acceptance of the tender will be intimated to the successful Tenderer through a letter of acceptance. The contractor shall then be required to execute an Agreement within the time specified in the letter of Commencement. In the event of failure on the part of the contractor to sign the Agreement within the specified time, the acceptance of his tender shall consider as withdrawn.
 - xviii. On completion of the work, contractor will hand over the work to the Employer /NID, ASSAM in approved format and after clearing the site to the entire satisfaction of the Client.
 - xix. After issue of letter of Commencement of work, Contractor shall execute the formal Agreement in approved format on non-judicial stamp paper of not less than Rs. 100/- (Rupees One Hundred only) within 7 days from the issue of letter of commencement of work. The cost of stamp paper shall be borne by the Contractor.
11. **The bidder is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the NIT. The costs of visiting the site shall be at the agency's own expense.**
 12. Any tender received by the Employer after the prescribed deadline will be returned un-opened to the bidder.
 13. The quantities furnished in this schedule are only approximate and can be increased or decreased at the discretion of NID, Assam.
 14. In case the agency leaves the work incomplete, NID, Assam shall have the right to have the work completed through any other agency and recover the extra expenditure incurred by NID, Assam in so doing from any money due or to become due to the agency.

15. The bidder shall be solely responsible for the authenticity of the documents or other details submitted by them. Any mismatch found later by the institute may lead to blacklisting of the bidder from participating in future bids.
16. The details of Taxes/GST and other levies legally leviable and intended to be claimed should be clearly indicated in the NIT. Where this is not done, no claim on these accounts would be admissible later.
17. During scrutiny, if it comes to the notice to the Tender Inviting Authority that the credential or any other Papers submitted is incorrect / manufactured / fabricated, in such case(s) tender will not be considered for evaluation and that Tender Documents will be out rightly rejected without any prejudice.
18. Before issuance of the work order, the Tender Inviting Authority may verify the credential & other Documents of the lowest tenderer if considered necessary. After verification, if it is found that such documents submitted by the lowest tenderer are either manufactured or false in that case, a work order will not be issued in favor of the tenderer under any circumstances.

LETTER OF TRANSMITTAL

(In the Letter Head of the Bidder)

To

Director

National Institute of Design Assam, Tocklai, Rajabari, Jorhat-785014, Assam

Sub: Submission of Tender for the work of “**Annual Maintenance contract of Dedicated feeder 11 KV line and 11/0.4KV, 2x750 KVA substation and Internal electrical installations maintenance at National Institute of Design Assam.**”

Ref:

Dear Sir,

Having visited the Site, ascertained the Site conditions, and examined the General Conditions of Contract as well as Special Conditions of Contract, Notice Inviting Bids, Instructions to Bidders, of NID, Assam etc. and addenda for the above project, we the undersigned, are pleased to submit our Bid along with relevant documents as below: -

We acknowledge our unconditional acceptance of all the terms & conditions of the Tender.

While preparing this Bid, we gathered our own information and conducted our own inquiry / survey to our satisfaction, and we did not rely solely on the information provided in this BID. We shall not hold **NID, Assam** responsible on any account in this regard.

We undertake, if our Bid is accepted, to commence the works within the stipulated time and to complete the whole of the works comprised in the Contract document within the stipulated time based on the reckoned date of start as scheduled.

If our Bid is accepted, we will furnish a bank guarantee as Performance security for the due performance of the Contract. The amount and form of such guarantee or bond will be in accordance with as given in the tender document.

We are aware that in the event of a delay in the execution of the Project, beyond the agreed schedule due to reasons attributable to us, liquidated damages shall be recovered from us as per Conditions of Contract.

Our Bid is valid for a period of **120 days** from the date of opening of the Price Bid or any extension thereto.

We agree to the General Conditions of Contract and Special Conditions of Contract and the terms and conditions mentioned in the BID.

We declare that for submission of this Bid confirms that no agent, middleman, or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency commission, has been, or will be, paid and that the Bid price does not include any such amount. We acknowledge the right of **NID, Assam**, if it finds anything to the contrary, to declare our Bid to be non-compliant and if the Contract has been awarded to declare the Contract null and void.

We understand that you are not bound to accept the lowest or any Bid you may receive.

If our Bid is accepted, we understand that we are to be held solely responsible for the due performance of the Contract.

We enclose all documents as required in the Bid.

Dated this ___ day of ___ 2023.

Signature _____

Name _____ in the capacity of duly
authorized to sign Bids for and on behalf of

Address _____

FORM OF AGREEMENT

This Agreement is made on

BETWEEN

The **National Institute of Design, Assam** (hereinafter called as “Institute” of the one part)

And **M/S** (hereinafter called as "Contractor" of the other part). WHEREAS the Institute floated **Tender No. NIDJ/2022-23/Estate/Elec/.....** dated 02-04-2023 for **Annual Maintenance contract of Dedicated feeder 11 KV line and 11/0.4KV, 2x750 KVA substation and Internal electrical installations maintenance at National Institute of Design Assam.** “. and accepted the quote submitted by the contractor vide **LOA, No** & **Work order No.....**

NOW THIS AGREEMENT WITNESSTH as follows: -

In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to.

This agreement is valid for the period of w.e.f or the date of signing of this agreement, whichever is earlier.

The following documents shall be deemed to form and be read and construed as part of this Agreement viz – The Tender Document along with all annexures.

Accepted Item Rate offer by

Correspondence between the Institute and the Contractor prior to issue of the letter of Acceptance, In consideration of the payments to be made by the Institute to the contractor as mentioned hereinafter, the contractor hereby covenants to complete the “Operation & Maintenance of Water Treatment Plant, Effluent Treatment plant, Sewage Treatment plants along with plumbing and sanitary fittings and fixtures at NID, Assam in conformity in all respects with the provision of the contract.

The Payment shall be made as given here under:

..... payable against the completion of the work as per the terms and conditions of the tender.

(c) All payments due under the contract shall be paid after deduction of statutory levies at source like TDS, GST, etc., wherever applicable. Any other document, if required by the accounts department for processing of bills, must be produced and shall be binding on the contractor.

In consideration of the payments to be made by the Employer to the contractor as here-in- after mentioned the contractor hereby covenants with the Employer to construct, Complete, and maintain the works in conformity in all respects with the provision of the contract.

Defect Liability Period (DLP) shall be considered 12 months from the date of Handing over of the work with satisfactory completion of the works as certified by NID, Assam.

IN WITNESS WHEREOF THE parties hereto have hereunto set their respective hands and seals the day and year first above written. Signed, sealed, and delivered by the said:

Signed, sealed, and delivered by the said

.....
..... in the presence of.

Dated signature of Contractor

in the
.....

capacity.....

Dated signature of
the Employer

on behalf of
.....

WITNESS:

FORM OF TENDER

Tenderers/Bidders are requested to fill up all the blank spaces in this

Tender Form. To

.....

Name of work:

.....

.....(As shown in the invitation to Tender.) Gentleman,
Having examined the invitation to Tender, Instruction to Tender, GCC, Special conditions, Specifications, Tender Schedule and Tender Drawings for the Construction of the works mentioned above, we the undersigned offer to construct the whole of the said works in conformity with the said Tender documents for the sum of or such other sum as may be ascertained in accordance with the said conditions.

We undertake, if our Tender is accepted, to commence the work's within **15 (Fifteen) days** from the date of signing the contract or Letter of Commencement/Work order, complete and deliver the whole of the works comprised in the contract within days calculated. from the date of signing the contract or Letter of commencement/work order.

We agree to abide by this Tender for the period of 120 (one hundred twenty) days from the date of opening of the price Bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any Tender you may receive.6. Dated this day of

.....

Signature of witness Signature

in the capacity of

duly authorized to sign.

Date Tenders for and on behalf of (BLOCK

LETTER)Occupation of witness: Date

Address

Signature of witness Signature

in the capacity of
duly authorized to sign.

Date Tenders for and on behalf of (BLOCK

LETTER)Occupation of witness: Date

Address

धारा- 4

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Section- 4

GENERAL CONDITIONS OF THE CONTRACT

1. PERFORMANCE SECURITY:

- a) The successful Tenderer will have to deposit a Performance Security of 5% of the value of contract awarded by way of Demand Draft / Fixed Deposit Receipt (FDR) / from a nationalized bank and hypothecated in favor of “**National Institute of Design, Assam**” with a validity of 60 days beyond completion of work / contract and shall be renewed on extension of contract.
- b) The Performance Guarantee will be discharged by NID, Assam after completion of the Contractor’s obligations including any warranty obligations under the contract.
- c) 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.
- d) 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.

2. UNSATISFACTORY WORK:

- a) In the event of Contractor’s failure to execute the contract to the satisfaction of the NID, Assam, the NID, Assam reserves the right: 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) In the event of Contractor’s failure to execute the contract to the satisfaction of the NID, Assam, NID, Assam reserves the right to terminate the Contract by giving 1 months’ 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. LAW GOVERNING THE CONTRACT:

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

4. SETTLEMENT OF DISPUTES:

- a) 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.
- b) 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 commence prior to or after delivery of the Goods under the Contract.

5. 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 able 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.

6. 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 not be sufficient to cover the full amount recoverable, the Contractor shall pay to NID, Assam on demand the remaining balance due.

7. 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.

8. TERMINATION FOR DEFAULT:

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 receiving the default notice from the NID, Assam.

- d) If the contractor fails to comply with any final decision reached because 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 90 days.

धारा-5
अिबध की निशष शर
Section- 5

SPECIAL CONDITIONS OF THE CONTRACT

1. PLACE OF ANNUAL MAINTENANCE CONTRACT:

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

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. 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 directly by the contractor through Bank or ECS or online transfer to his bank account of previous months will have also been submitted along with the bills.
- iii. On submission of consumables items sheet duly verified by the engineer in charge.
- iv. Income tax and all other statutory tax deductions at source as per the rules in force will be deducted from the bill and the amount 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 there are 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.

3. 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. Labour charges and transportation charges only will be deducted from the vendor if not attended on time.

4. SPECIALIZED WORK AND NEW WORK:

If any New work is in respect to requirement of new asset, installation of new asset 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.

5. PERIOD OF CONTRACT:

- a) This Annual maintenance contract will be valid for a period of one (02) year from the date of taking over by the party which is not later than fifteen days of issue of work / service order. However, the contract may be extended for next year on same rates, terms and conditions if the contractor's performance is found satisfactory. The performance would be evaluated by institute authorities before renewal of contract.
- b) The Contractor at the request of NID, Assam shall render the service at the same rates, terms and conditions of the contract for spill over period not exceeding Three (3) months of the expiry of the contract, in case there is any delay in establishing the new contract.

6. SPARE PARTS AND CONSUMABLES: Spares and consumables will be provided by NID Assam.

7. LIQUIDATED DAMAGE:

Liquidated damages (LD) clause shall be applicable as 0.50% (1/2 Percent) per week of the Contract Value. The LD shall be deducted if the Vendor does not attend the breakdown within stipulated time & AMC visit beyond reasonable period. The maximum amount of the LD shall be 5% (Five Percent) of the Contract Value.

8. 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.

9. SAFETY:

- a) 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.
- b) 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 time to avoid any untoward incidents failing which he will be liable for penalty and compensation to be paid to his Laboure's.

10. 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.

11. 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.

12. TOOLS & PLANTS:

All the general & special tools, tackles, etc. required for proper 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. The quoted rates shall be deemed to include the above and nothing extra shall be paid on this account.

13. Other Terms & Conditions: -

- a) Plants should be operated as per the manufacturer's manual.
- b) All disciplinary rules and regulations as enforced are to be followed by the work force of the Contractor during their stay at the premises.
- c) All the materials, spare parts, consumable such as oil, grease etc. will be arranged by successful firm/ contractor/agency without any extra cost.

d) No advance payment will be made to the Contractor.

e) The tenderers are required to visit the plant site to see the actual installations themselves to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the tenderer has seen and understood the complete work involved for each of the systems.

f) No accommodation & transportation facility will be provided by NID Assam.

14. Statutory Compliance and Regulations: The Bidder/Contractor shall ensure that all activities, goods, or services provided under this contract strictly comply with all applicable Central, State, and Local laws, bye-laws, rules, regulations, notifications, and directives issued by government authorities, both Central and State, in India, as amended from time to time.

ANNEXURE-A**Estimated Repair works executed in the preceding years and complaints received****Repair work for FY- 23-24**

SL No	Name of the maintenance work	Repair/Maintenance/Service
1	Work order for inspection and servicing of 750KVA Transformer	Service and Inspection
2	Work order for reschedule of Transformer Neutral Earthing	Maintenance
3	Work Order for shifting fire alarm panel.	Maintenance
4	Work Order for repairing of 3 Nos of geyser	Repairing
5	Work order for rearranging of stage curtain of Auditorium	Repairing
6	Work Order for visiting Charge	Repairing
7	Work order for fire alarm wiring	Maintenance
8	Work Order for VCB repairing	Repairing
9	Work order for repairing ceiling fan	Repairing
10	Work order for repairing 6 nos of Auditorium stage Light	Repairing
11	Work order	Repairing and Servicing for gym equipment
12	Work order for repairing DRS Submersible pump of STP-2	Rewinding and Servicing
13	Work order for SITC of automation circuit for STP and WTP	SITC
14	Work order for SITC of car washing pump at WTP	SITC
15	Work order for repairing 2nos of geyser	Workshop & Academic
16	Work order for installing periphery streetlight	Boundry wall
17	Repairing of Washing Machine at Girls Hostel	Girls Hostel

SL No	Name of the maintenance work	Repair/Maintenance/Service
1	Work order for Repairing of snapped and broken HT materials of 11KV HT Line	Repair
2	Work order for repair and reinstallation of PCB card of Oxygen Concentrator	Repair
3	Repair of onida washing machine and servicing of four no's of Kelvinator washing machine	Repair with maintenance
4	Work order for repairing of Chiller for STP-2	Repair
5	Work order for repairing of Sewage Pump for STP-2	Repair
6	Repairing of 16no's of ceiling fan	Repair
7	Height extension of 5no's of garden light	Maintenance
8	Repairing of 11KV HT Line Repair	Repair

Repair work for FY- 25-26

SL No	Name of the maintenance work	Repair/Maintenance/Service
1	Repair of Whirlpool Refrigerator of Doctor Clinic	Repair
2	Servicing and replacement of defective parts of vacuum circuit breaker	Repair and Maintenance
3	Maintenance of Naked incoming cable of Academic Building	Repair
4	Repair of 35sqmm STP-2 Cable	Repair
5	Repair of Mess Ceiling Fan	Repair
6	Visit charge for 60KVA UPS	Repair
7	Repair of 60KVA UPS	Repair
8	10KVA UPS of Boys Hostel	Repair

Note: Above mentioned works were exemplary

ANNEXURE-B

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**Exterior Building Maintenance
Schedule Quarterly**

Area/Location/Building:		Date:		
Exterior		YES	NO	Remarks
Lights/Glow sign	Check for all lights are in working mode and glow signboards are working			
parking lot and Exterior areas				
Lights are in working mode	Check if lights are working, replace if required			
Lights cover are not cracked or missing cover				
Electrical lines				
ESS	Check for any damage, wear and tear, check for signages			
Fuel storage area				
Electrical overhead lines	Check for any loose connection, pole structures, insulators, conductors			
Entrance				
security gate	Visual inspection of the room, check for greasing and and corrosion in the gate			
Lights/Glow sign	all light and glow sign are in working condition			

Building Maintenance schedule

Area/Location/Building:		Date:		
Quarterly		YES	NO	Remarks
Electrical appliances				
Heating and cooling system	Clean and replace filters if necessary			
Exhaust fans	Remove and clean filters, clean accumulated grease deposited in fan housing			
Refrigerator	Check compressor, pressure, and earthing			
Water cooler	Check for leaks and earthing and cleanliness			
wiring, Electrical cords and plugs	Check for wear and tear and replace if necessary			
Smoke detector	Check for proper operation and detectors light, if necessary, test on with smoke in one zone			
Detector panel	Check for proper operation and replace battery if necessary			
MCP (Manual call points)	Check for proper operation			
	Lights are in working mode			
	Lights covers are not cracked or missing cover			
	Door close properly and good repair, surfaces are clean			

ANNEXURE-C

Monthly Preventive Checklist for Incoming Power Supply 11KV and ESS-1

Description	YES	NO	Action taken for rectification
Breaker at cinnamora substation			
Check for any signs of damage, corrosion, or wear and tear on the VCB housing, components, and connections.			
CT-PT and metering unit			
Check for any signs of damage, corrosion, or loose connections.			
Ensure the unit is clean and free from debris.			
Verify proper mounting and accessibility for maintenance.			
Check earthing protections and LA			
Isolator 1			
Visual inspection of gangs, insulators, LA			
Visual inspection of End terminations, HT stay wire etc			
Check for any abnormal sound, loose contacts in DP/4 pole structures			
Check for abnormal heat in cables, panel inlets etc			
Transformer			
oil level in conservative tank			
Tap position			
Tap changer counter reading			
Buchholz relay status			
condition of silica gel in breather			
cleaniness of transformer and accessories			
Visual leakage/seepage of oil			
Humming/Any abnormal sound of transformer			

Signature: Electrical technician

Signature: Electrical supervisor

VCB Inspection report					
Sl.No	Visual Inspection:	YES	NO	Action taken for rectification	Inspection officer remarks
1	Physical Condition: Check for any signs of damage, corrosion, or wear and tear on the VCB housing, components, and connections.				
2	Mounting & Alignment: Verify proper mounting and alignment of the VCB within the panel.				
3	Labels & Signage: Ensure all warning labels and signage are present and legible.				
4	Access: Verify sufficient access for maintenance and operation.				
5	Insulating Mats: Confirm the presence of rubber insulating mats at the front and back of the panel.				
6	Schematics: Ensure "As Built" record schematics are installed and readily accessible.				
	Electrical Tests:				
1	Insulation Resistance:				
2	Phase-to-Phase: Test insulation resistance between phases with the VCB closed.				
3	Phase-to-Earth: Test insulation resistance between phases and earth with the VCB closed and open.				
4	Contact Resistance: Measure contact resistance of the VCB contacts.				
5	Vacuum Integrity:				
6	Penning Gauge Method: Measure the discharge voltage at which a stable glow discharge occurs.				
7	Magnetic Field Measurement: Utilize the magnetic field generated by the interrupter's coil to detect changes in vacuum level.				
8	Auxiliary Contacts: Check the continuity of auxiliary contacts and correct changeover.				
9	Indication Lamps: Inspect indication lamps for proper functionality.				
10	Wiring: Check wiring for damage, loose connections, and proper termination.				
	Mechanical Checks:				
1	Hardware: Inspect hardware (bolts, nuts, etc.) for tightness and proper condition.				
2	Contact Condition: Examine the condition of fixed and moving contacts, including arcing contact condition and gap between fixed and moving contacts.				
3	Jaw Alignment: Inspect the alignment and health of the jaws.				
4	Grease: Check the condition of grease and ensure it is the recommended type.				
5	Reset Mechanism: Check the functionality of the reset mechanism.				
6	Trip Mechanism: Check the functionality of the trip mechanism, including push button				

	tripping and protection release tripping.				
7	Motor Operation: Check motor operation in case of an EDO (Emergency Discharge Operation).				
	Operational Tests:				
1	Closing and Opening: Perform several closing and opening operations to verify proper functioning.				
2	Trip Test: Verify that the breaker trips correctly when a trip signal is sent.				
3	Interlock Functionality: Check the functionality of any interlock facilities.				
4	Breaker Capacity: Verify that the breaker capacity is appropriate for the application.				
5	Cable Termination: Check cable termination and clean the compartment.				
6	CT Connections: Check CT connections for looseness.				
	Documentation:				
	Record all inspection findings and test results.				
	Document any necessary maintenance or repairs.				
	Maintain a log of VCB inspections and maintenance activities				

Signature: Electrical technician

Signature: Electrical supervisor

Sl.No	Points to be checked during inspection and defects noticed	YES	NO	Action taken for rectification
1	General:			
	Adequate clearance to conductors and poles are available from trees, shrubs, bushes etc.			
	Vertical and horizontal clearance from the neighbouring structures under construction etc., are adequate			
	Any new road, channels, earth embankment are constructed near or below the lines reducing clearance			
2	Poles:			
	The pole is leaning and if so whether stay is required to make it plumb			
	Earth around the pole has sunk or eroded			
	The metal is corroded at ground level			
	Any cracks have been developed in PCC/RCC poles			
	The pole is intact and free from mechanical injury due to vehicles dashing against them			
3	Cross Arms:			
	Any bird nest, or creeper observed on cross arms			
	The cross arm is tilted			
	The cross arm is rusted			
4	Binding/Clamps/Jumpers:			
	The bindings/jumpers are cut,			
5	Loose, Charred or Burnt:			
	Visible indications for heating of the PG clamps are observed			
	Visible dangers like cut strands, and burn marks, corrosion etc. observed			
	The conductors are loose, increasing the sag			
	Kites or green creepers are observed on the conductors			
	The conductor/ground wire has sufficient clearance over roads, rivers, channels, railways and telecommunication circuits, haystacks etc.			
	The guarding and earth, provided for conductors are intact			
3	Guys:			
	Corrosion of guy rod and stay wire is observed			
	The guy wire is tight			
	The guy insulators provided are intact			
	Any green creepers on the stay wire			
	Guy pits have been washed away/ sunk			
	The sleeve concreting is in order			
4	Lightning Arresters:			
	The porcelain is damaged			
	The line and earth connections are intact			
	There is any external indication to show the lightning arresters have been punctured			
5	Earthing System:			
	The earthing connections of the metal supports and fittings are intact			

6	11 kV Cable and Cable Boxes:			
	The cable and cable boxes are properly supported			
	The insulators are damaged and compound leaking from the box			
	The terminal connection with the overhead line is intact			
	The earthing lead from the cable box is intact			

ANNEXURES-D

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 2 Pole: 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 - 45
- ii) Street lights - 44
- 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)

5. Equipment's:

Water Cooler's- 17 no's
Washing machines- 12 no's
Geyser- 44 no's
Hand dryers etc.

6. UPS: 60 KVA: 1no. 40 KVA-1 no. 30 KV

ANNEXURE-E
Total Building Area

SL NO.	BUILDING	STORIES	AREA (M2)
1	ACADEMIC	G+3	3133
2	ADMIN	G+2	1350
3	AUDITORIUM	G+1	1110
4	CAFÉTERIA	G	138
5	CONNECTING CORRIDOR	G	1061
6	DESIGN SHOP	G	52
7	ESS	G	198
8	LIBRARY	G+1	674
9	OAT	G	120
10	UGT		137
11	WORKSHOP	G+1	1812
12	ENTRANCE FOYER		335.46
13	BOYS' HOSTEL	G+3	1998.61
14	GIRLS' HOSTEL	G+3	2878.15
15	MESS	G	951.11
16	Girl's hostel new block		615
17	Girl's hostel D & E		1705
18	Boys hostel Block-C		1100
19	Boys hostel D		1805

Section- 6 Financial Bid

Sl. No.	Item description	Quantity (Area)	Unit	Rate in Figures to be entered by the Bidder in Rs.	Total Amount in Rs.	Total Amount in words
1	Carrying out 24x7 operation, maintenance and monitoring of Electrical substation and 11 KV HT overhead line from cinnamora substation till NID Assam and Carrying out comprehensive annual maintenance and daily maintenance of electrical installation, wiring and external lighting and cabling including: <ol style="list-style-type: none"> 1. Breakdown maintenance 2. Preventive maintenance And carrying out routine maintenance of all electrical equipment's as per scope of work.	21733	Sqmtr			
2	Excavating trenches by mechanical / manual means of required width for pipes, cables, etc including excavation for sockets, and dressing of sides, ramming of bottoms, for all depth, including getting out the excavated soil, and then returning the soil as required, in layers not exceeding 20 cm in depth, including consolidating each deposited layer by ramming, watering, etc. and disposing of surplus excavated soil as directed, within a lead of 50 m (As and when required)	As and when required	Mtr.			
2	Replacement of 11 KV overhead conductor with shifting of poles and with all auxiliary requirements with all necessary fittings	As and when required	Mtr.			
	GST percentage					
	GST rate					
	Grand Total:					

Amount in words Including GST (Rs.....)

(Signature of the bidder with seal)