

**TENDER NOTICE**  
**COMPREHENSIVE OPERATION & MAINTENANCE OF**  
**ELECTRICAL SERVICES AT IIITDM, KANCHEEPURAM**



Indian Institute of Information Technology,  
Design and Manufacturing, Kancheepuram  
Off Vandalur-Kelambakkam Road,  
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*IIITDM/2017-18/Estate/Electrical/01 dated 04 Apr 2017*

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**Instruction to Bidders**

**Tender Document for “Comprehensive Operation & Maintenance of Electrical Services”**

1.	Work	<b>Comprehensive Operation &amp; Maintenance of Electrical Services, Building Internal Electrical Installations, Substations, Water Treatment Plant &amp; water pumping</b> at IITDM, Kancheepuram (Scope of work is provided at Annexure I)
2.	Tender Enquiry No	IITDM/2017-18/Estate/Electrical/01 dated 04 Apr 2017
3.	Eligibility Criteria	<p>Eligibility Criteria: Contractors who have successfully completed similar works for a prominent Govt./Semi Govt./Corporate Bodies or Public Sector Undertaking during last Three years ending 31st Dec, 2016 as detailed below shall only be considered (i.e. attach documentary proof).</p> <p>Similar Works Means: Experience in operation, manning and maintenance of Electrical Services in a campus of similar kind.</p> <p style="text-align: center;">or</p> <p>CPWD Electrical Contractor Class III and above with similar experience.</p> <p>1. The contractor should have at least two contracts of similar nature currently on hand anywhere in India.</p> <p>2. Possession of requisite statutory certificates / licenses essential for manning and operation &amp; Maintenance of 11 KV substations, Diesel Generators, HT/LT installations electrical equipment's (like LT motors, Lights, fans, etc.) from state Govt. or central Govt. licensing boards.</p> <p>3. The contractor should have executed similar nature of AMC works for last three years with minimum value as mentioned below –</p> <p>(a) One similar nature of work costing not less than Rs50 Lakhs and above</p> <p style="text-align: center;">or</p> <p>(b) Two similar nature of works costing not less than Rs.25 Lakhs and above</p> <p style="text-align: center;">or</p> <p>(c) Three similar nature of work costing not less than Rs 15 Lakhs and above</p> <p>Note:-All above four clauses should be satisfied to qualify technically.</p>
4.	EMD	The tenderer shall deposit an Earnest Money Deposit of Rs. 1,20,000/- by way of Demand Draft / Bank Guarantee. The DD /pay order may be drawn in favour of “The Registrar, IITDM Kancheepuram” (on any Nationalized Banks payable at Chennai), which will be refunded in respect of unsuccessful tenderer. THE EMD SHOULD BE PLACED IN THE TECHNICAL BID COVER ONLY.

5.	Submission of offer	Two bid system will be followed in this tender. Under this system, the bidder must submit Technical bid and commercial bid in two separate sealed envelopes. Format of Technical bid and Commercial bid are provided at Annexure II and III respectively. Envelopes containing Technical Bid and Commercial Bid should be securely sealed and stamped separately and clearly marked as “Envelope No:1 - Technical Bid” and Envelope No:2 –Commercial Bid” respectively. EMD should be placed in the Technical Bid. These two separate sealed envelopes should be placed in single envelope superscripting the tender Number and description of the item.
6.	Last Date for submission of Bids	Date: 24 April 2017 at Time: 1100 Hrs
7.	Opening of Technical Bid	Date: 24 April 2017 at Time: 1200 Hrs
8.	Selection Process	All the technical bid will be scrutinized by the evaluation committee constituted by the Registrar and firm/agency submitted all relevant documents/ meeting the eligibility criteria and secured minimum marks in the technical bid evaluation will be considered for commercial bid
9.	Opening of Commercial Bid	The shortlisted firms / agencies on the basis of the technical bid only will be invited to attend the opening of commercial bid
10.	Commencement of operation	The selected agency should commence the <b>Comprehensive Operation &amp; Maintenance of Electrical Services</b> from 01 May 2017. Manpower to be deployed at least <b>48</b> hours before commencement of Contract period.
11.	Pre-bid Meeting	Date: 20 April 2017 at Time: 1100 Hrs
12.	Security Deposit	10% of Annual contract value (after adjusting the EMD) as Security Deposit in the form of Demand Draft / Bank Guarantee from any of the Nationalized/Scheduled Banks payable at Chennai.

## **II. TERMS AND CONDITIONS OF CONTRACT**

**1** (a) Intending **Operation & Maintenance of Electrical Service** providers are advised to inspect and examine the site and satisfy themselves before submitting their tenders. The tenderer shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

(b) A **pre-bid meeting is scheduled on 20 April 2017 at Time:1100 Hrs** and interested tenderer at their own cost can attend to inspect, examine the site and seek any clarification on the scope of work.

**2. Contract Period:** The contract is initially for a period of **ONE YEAR**, which may be renewed each year after the performance review for a **period of total THREE YEARS** on the same terms and conditions.

### **3. Preparation and submission of tender document:**

(a) The tenderer has to submit the tender document duly signed by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm.

(b) A copy of each of the following shall be enclosed along with the Technical Bid as at **Annexure II**. Any tender documents without these shall be invalid and rejected.

(i) Registration Certificate.

(ii) PAN No and Income Tax return filed for F.Y.2013-14; 2014-15 and 2015-16.

(iii) Service Tax Registration No.

(iv) ESI No.

(v) PF No.

(vi) Copy of work order for meeting the eligibility criteria as at I (3) of tender document.

(c) Tender received without required EMD or lesser amount will be summarily rejected. Tenderer registered with NSIC and having a valid Registration Certificate will be exempted from payment of EMD.

(d) The tenders of the contracting agency/firm/company not in possession of valid statutory license / registrations are liable for rejections.

(e) If any relative of the tenderer is an employee of the IITDM Kancheepuram, the name, designation and relationship of such employee shall be intimated to the Registrar, IITDM Kancheepuram in writing while submitting the tender.

(f) The tender submitted by the firm / agency shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.

4. No tenderer will be allowed to withdraw after submission of tenders within the bid validity period otherwise the EMD submitted by the tenderer would stand forfeited.

5. EMD will be liable to be forfeited if the tenderer selected for the work fails to accept and sign the formal agreement or to start the work on the date stipulated in the work order.

#### **6. Selection Criteria:-**

The firm which Quotes technically qualified and the lowest overall rate (including taxes etc) shall be awarded the contract. In case 2 firms quote the same rate, the firm which has got more experience in the relevant field shall be awarded the contract. The decision of the Tender Committee in this regard shall be final in this regard. It is also stated that the Bids which quotes the amount of service charges of the firm as NIL shall be treated as unresponsive and will not be considered.

#### **7. Execution of Contract and Security Deposit:**

A formal contract given at **Annexure IV** shall be entered into with successful tenderer on a non-judicial stamp paper of Rs100/-. The tenderer shall also deposit 10% of Annual contract value (after adjusting the EMD) as Security Deposit in the form of Demand Draft / Bank Guarantee from any of the Nationalized/Scheduled Banks payable at Chennai, which would be released on expiry/termination of the contract after adjustment of dues, if any. The SD should be valid for two months beyond the duration of the contract.

#### **8. Manpower deployment:**

(a) The minimum number of employees deployed shall be commensurate to the quantum of work to be carried out. However at any point of time a minimum of 10 employees including one supervisory staff shall be available on duty.

(b) The tenderer shall ensure that the persons deployed are punctual, disciplined and vigilant in performance of their duty. The tenderer shall engage medically and physically fit persons and they shall be duty bound to display the same at the time of providing the service. The tenderer must employ adult labor only. Employment of child labor will lead to termination of contract.

(c) All the employees shall wear uniform and other safety PPEs with identification badge issued by the Contractor.

(d) **Police Verification** of the antecedents of the persons to be engaged at IIITDM Kancheepuram shall be obtained by the tenderer in advance and made available to IIITDM Kancheepuram within **3 months** from the award of contract.

(e) The Registrar of the Institute or any person authorized by the Registrar shall be at liberty to carry out surprise check on the persons deployed by the tenderer in order to ensure that required numbers of persons are deployed and that they are providing the service properly.

(f) The persons deployed by the tenderer for the work shall be the employees of the tenderer for all intents and purposes and in no case, shall a relationship of employer and employee between the said persons and the IIITDM Kancheepuram accrue implicitly or explicitly.

(g) The persons so deployed shall remain under the control and supervision of the tenderer and he shall be liable for payment for their wages etc. and all other dues which the tenderer is liable to pay under various labour regulations and other statutory provisions.

(h) The Tenderer shall ensure that all the employees get **minimum wages** as per the State/Central Government act. And such other benefits as are admissible under various labour laws. He shall provide full information in respect of wages etc., paid to his employees so deployed in conformity with the provisions of contract Labour (Regulation and Abolition) Act, 1970.

(i) The Tenderer shall deploy his persons in such a way that the persons get weekly rest, the working hours/leave for which the work is taken from them, under relevant provisions of Minimum Wages Act, and such other Acts as applicable. The tenderer shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of tenderer committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation & Abolition) Act, 1970, as amended from time to time or furnishing any information, or submitting or filling any settlement under the provision of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Registrar of the Institute a sum as may be claimed by the Institute.

(j) The Contractor shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore-mentioned services personnel by services to be rendered.

(k) The tenderer shall depute a co-coordinator/supervisor who shall be responsible for interaction with IIITDM Kancheepuram.

## **8. Payment Terms:**

(a) IIITDM Kancheepuram shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month. The monthly bill shall include supporting documents towards receipt of payment by the persons employed. No other charges of any kind shall be payable. No advance payment shall be made to the agency. The income-tax as applicable shall be deducted from the bill unless exempted by the Income-Tax Department.

(b) The tenderer shall also submit the proof of having deposited the amount on account of ESI and EPF towards the persons deployed in their respective names before submitting the bill to the institute. In case, the tenderer fails to do so, the Institute shall recover the same from the dues of the contractor and remit the contribution directly to the concerned authorities in the codes of the contractor. Further necessary action as deemed fit will be taken against the contractor.

## **9. Compliance:**

(a) The tenderer shall provide the services continuously as per the award of contract period. In case of discontinuation of services by the contractor in the middle of the period or non- satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the contractor shall be liable for necessary legal action and the contracting agency/firm/company shall also forfeit their performance security deposit.

- (b) The tenderer shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of IITDM Kancheepuram.
- (c) Any damages to the infrastructure facilities or the property of the Institute by the personnel of the tenderer, they shall bear the responsibility of losses and shall replace the same on its own expenses/reimburse the full cost of the same.
- (d) In case, the workers employed by the tenderer commits any act of omission /commission that amounts to misconduct/ indiscipline/ incompetence, the tenderer shall be liable to take appropriate disciplinary action against such workers, including their removal from site of work, if required by IITDM Kancheepuram.
- (e) The successful tenderer shall replace immediately any of its workers who are found unacceptable to the IITDM Kancheepuram because of security risks, incompetence, conflict of interest, improper conduct etc, upon receiving necessary orders from the competent officer of IITDM Kancheepuram.
- (f) The successful tenderer shall be solely responsible for the redressal of grievances / resolution of disputes relating to workers engaged by them. IITDM Kancheepuram shall, in no way, be responsible for settlement of such issues whatsoever.
- (g) For all intents and purposes, the successful tenderer shall be the “Employer” within the meaning of different Labour Legislations in respect of workers so employed and engaged at IITDM Kancheepuram under this contract. The workers deployed by the agency at IITDM Kancheepuram shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IITDM Kancheepuram.
- (h) IITDM Kancheepuram shall not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by the tenderer in the course of their performing the functions/ duties, or for payment towards any compensation.
- (i) The workers deployed by the tenderer shall not claim nor shall be entitled for pay, perks and other facilities from IITDM Kancheepuram admissible to casual, adhoc, regular/ confirmed employees during or after expiry of the contract period.
- (j) In case of termination of this contract on its expiry or otherwise, the workers engaged by the tenderer shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in IITDM Kancheepuram.

#### **10. Compliance of Statutory Provisions**

- (a) The tenderer shall maintain all statutory registers under the applicable Law. The tenderer shall also produce the same, on demand, to the concerned authority of IITDM Kancheepuram or any other authority under Law.
- (b) In case, the tenderer fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IITDM Kancheepuram is put to any loss / obligation, monetary or otherwise, IITDM Kancheepuram shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.



**11. Right of IITDM Kancheepuram**

- (a) The Registrar, IITDM Kancheepuram reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- (b) The Registrar, IITDM Kancheepuram reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the Tenderer.
- (c) The Registrar, IITDM Kancheepuram reserves the right to terminate the contact at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- (d) IITDM Kancheepuram reserves the right to suitably increase / reduce manpower the scope of work put to this tender.

**12. Breach of Terms and Conditions:**

- (a) Quality of **Manpower for Operation & Maintenance of Electrical** services is the essence of contract. If the quality of service remains poor for a period of 15 days in spite of communication from IITDM Kancheepuram, the contract may be terminated at the discretion of Competent Authority.
- (b) In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to cancel the work order / job without assigning any reason thereof and nothing shall be payable by IITDM Kancheepuram in that event the security deposit shall also stands forfeited.

**13. Dispute Settlement:**

- (a) It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Registrar, IITDM Kancheepuram whose decision shall be final and binding on both the parties.
- (b) It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction in the District of Kancheepuram. The resultant contract will be interpreted under Indian Laws.
- (c) In case of any ambiguity in the interpretation of any of the clauses in Tender document or the contract document, interpretation of the clauses by the IITDM Kancheepuram shall be final and bindings on all parties.

Registrar  
IITDM Kancheepuram

### III. COMPREHENSIVE OPERATION & MAINTENANCE OF ELECTRICAL SERVICES

#### Scope of Work

#### 1. Operation and Maintenance of the following Substations & Transformers

Substations 1 (Near Gate B)

(a) HT 11kV/ LT 415V, 2 no. of 500 kVA Outdoor oil cooled transformer with HT, & LT panels, Isolators, switch gears, Bus couplers, Relays, power factor panels, cables and etc., in substation

Substations 2 (In the basement of Laboratory block)

(b) HT 11kV/ LT 415V, 2 no. of 1600 kVA Cast resin type indoor transformer with HT & LT panels, Isolators, switch gears, Bus couplers relays, power factor panels, cables and etc., in substation

Substations 3 (Behind Ashoka Hostel)

(c) HT 11kV/ LT 415V, 2 no. of 500 kVA Outdoor oil cooled transformer with HT & LT panels, switch gears, Bus couplers, Relays, power factor panels, cables and etc., in substation

(d) Individual buildings: LT/HT panels, control panels, bus bars, Distribution boards, switch gears and relays etc.,

(e) All other Auxiliary LT panels installed in the Building & Campus.

(f) Regular cleaning/ dusting of HT transformers & transformer rooms, Regular checking of oil level in conservator & if required top up of make-up oil. (The cost of oil shall be reimbursed/ Purchased and issued by IIITDM). Regular inspection of conservator tank for leakage, if any.

(g) Regular checking of thermometer & recording of temperature.

(h) Cleaning of Breather Assembly & removal of moisture by heating of silica Gel if so required. Regular inspection & checking of explosion vent & ascertain that the glass is intact. If required Regular checking of the insulation resistance of the HT & LT windings.

(i) Checking of Dielectric Strength of the oil once in a year from the laboratory / vendor approved by IIITDM. With pre approval from IIITDM the work can be executed.

(j) Checking of earth resistance value & insulation resistance of cables periodically. Regular checking of earth connections of the transformer for continuity.

(k) Servicing and calibration of HT Transformers, breakers, relays and meters as and when required. With pre approval from IIITDM the work can be executed.

#### 2. Operation and running Maintenance of Diesel Generator Sets, accessories & its associated panels 125 kVA, 500 kVA and 625 kVA one each

(a) In DG set operation and maintenance work the contractor shall be exclusively responsible for day to day Operation & maintenance of the electrical installation and network at IIITDM.

(b) Regular cleaning/ dusting of DG set from inside & outside. Keeping the DG set area properly clean. The contractor shall clean & brush the canopy & other parts externally only.

(c) It will be the duty of the staff of the contractor to operate DG set immediately after the electric supply is disrupted.

(d) Ensuring that all the changeovers are immediately put to DG set/auto mode as per the need/requirements.

- (e) Regular checking of DG set batteries, water coolant level, oil level, earth continuity etc.
- (f) The earthing and neutral connections are vital & need constant tightening on periodical basis.
- (g) Maintaining Log book of the DG set with all the required data on daily basis & put up the same before IIITDM engineering Officer on daily/weekly/monthly basis.
- (h) If any of the desired parameters for smooth running are needed, the same shall be brought to the notice of the IIITDM engineering unit in writing for immediate action. If any failure/defect in the DG set occurred due to Non-compliance of the precautionary measures/not bringing the same into notice of IIITDM, the contractor's lapse shall attract financial penalties.
- (i) **All expenses in respect of fuel, spares, Lubricants, servicing & other material shall be borne by IIITDM. Generator & Engines' periodical B, C, D etc., checks will be carried out by IIITDM's another vendor ie: OEM/Machine Supplier.**
- (j) Providing necessary assistance in case of regular servicing if needed.

**3. Operation and Maintenance of Water Treatment Plant – Centralized pump room**

- (a) Operation & Comprehensive maintenance of water treatment plant comprising sand filter, carbon filter, dosing pumps, and associated valves to maintain day to day operation of the plant.
- (b) The plant shall be operated and maintained to ensure that the output water from the plant shall be always suitable for all purpose other than drinking.
- (c) Periodical (Daily / weekly / monthly) water quality testing to be carryout and records to be maintained and submitted to IIITDM.
- (d) Supply of dosing chemical items AS PER SYSTEM SUPPLIERS SPECIFICATIONS.
- (e) Supply and filling of carbon filter & sand filter media replacement in existing water treatment plant etc., (as per IIITDMs requirement)

**4. Operation and Maintenance of Pumps sets and entire campus water pumping (Qty- 32 Appx).**

- (a) The contractor shall ensure smooth & uninterrupted water supply round the clock in the entire Building & Campus.
- (b) Regular cleaning/ dusting of water supply pump station. Regular checking of water supply pumps, motors, Pump station panel, Water line etc.
- (c) Regular checking of & tightening of all terminal connections of equipment/ starter/panels & cables periodically.
- (d) Replacing the defective material if required immediately with prior approval of IIITDM
- (e) Operation and Maintenance of any additional water supply pumps and electrical lines developed during the contract period.
- (f) The following Pump sets and water pumping lines with associated electrical installations i.e., Starters, cable, switches, automatic valves, manual valve operations, SIM card network based Automatic water control system recharge are to be maintained by the successful tenderer.

<b>Sl.No</b>	<b>Building/Location</b>	<b>Description</b>	<b>HP</b>	<b>Qty</b>
1	Aswatha Hostel	Bore water tank	3	1
2	Aswatha Hostel	Spare pump for bore water tank	7.5	1
3	Quarry pond	Water pumping from quarry pond to central pump	7.5	1
4	Quarry Pond	Water pumping from quarry pond to central pump	10	2

5	Pump house	Treatment water sump	10	2
6	Pump house	Treatment water sump	12.5	2
7	Pump house	For gardening purpose	5	1
8	Pump house	Quarry water sump to treatment sump	5	2
9	Dinning block	Open well opposite to dinning block	1	1
10	Lecture hall block	Bore water sump	5	2
11	New Admin block	Bore water sump	5	2
12	Ashwatha hostel backside	Rain water sump	5	1
13	Wet well	Sewage sump	3	3
14	Bore water pump for Drinking opp. Lecture hall	Bore well	5	1
15	Bore water pump for drinking Near Admin block	Bore well	3	1
16	Bore water pump for Drinking Near Sports complex	Bore well	2	1
17	Bore water pump (In Mango garden)	Bore well	2	1
18	Ashoka hostel booster pumps		5	2
19	Future planned bore well, wet well & Open well pump sets	Yet to be provided	5	5
			Total	32

**5. Running Maintenance and repair of Internal Electrical Installations in entire campus building ie: Building inside/outside Lights, fans, switches, sockets, Distribution board switches, MCBs, including outdoor focus lists, street lights solar lights etc.**

(a) Operation, comprehensive maintenance of defective three phase MCCB's/MCB's/SFU's, Single phase MCB's, isolators, bulbs, Tube lights, CFLs, AC Boxes, AC Tops, Piano/modular switches, fan regulators, ceiling fans, exhaust fans and all other electrical equipments, gadgets, installations, cables/components etc. inside and outside of entire campus buildings including substation are vendor scope. In case of replacement of material will be supplied by IITDM or the with the pre-approval from IITDM Engineer-in-charge/authorities the tenderer can purchase the said materials.

(b) Maintaining the operation record in Log book for the entire electrical installation/equipment & this includes water pumping. Taking reading & recording of electric meter readings installed in building in 1<sup>st</sup> week of every month.

(c) The contractor shall maintain a Tools & Plant equipment register. The details of all electrical instruments/equipment (as mentioned in list) installed in the Building & Campus shall be entered in the same. The details shall contain the make, serial number, rating & other information engraved on the name plate/equipment.

(d) The contractor shall maintain a complaint Register. As & when a complaint arises in respect of any electricity problem, the contractor's supervisor shall enter the complaint in register & ensure remedial action proactively & instantly. The same shall be verified by the building in charge, Engineer-in charge/authorities of IITDM. No Laxity in attending of the complaints shall be tolerated. Appropriate financial penalty will be imposed if any inordinate delay is observed.

- (e) The contractor shall keep the record of power consumption in the IIITDMs all buildings.
- (f) Maintenance of safety & Hygiene in electrical substation, and electrical rooms, electrical shafts shall be the sole responsibility of the contractor.
- (g) The contractor shall maintain a record of all existing earthing detailing numbers of existing earthing at different locations in the Building & Campus.
- (h) Filling up of water in all the earthing pits once in a fortnight in summers & once in two months in winter. Replacing the defective material if required immediately under notice to IIITDM.

**7. In addition to above, the contractor shall also be responsible for the following in the entire Building & Campus covering including external lighting in the open area.**

- (a) Agency should have an office running 24X7 in the campus which is professionally managed with suitable gadgets / books / registers etc., and maintain log of complaints received and attended and submit weekly/ monthly service report to Engineering Unit Office for verification.
- (b) All major faults and problems shall be reported to IIITDM within half a day of occurrence through a memo. Procedures for rectification, duly approved by IIITDM, shall be obtained by the agency.
- (c) Performance of the agency will be evaluated based the reduced number of complaints received, the number of repeated complaints on the same problem/issue, and the time taken to rectify the complaints/repairs, reduced overflow of water, reduced power consumption, reduced monthly electricity and water bills, etc.,
- (d) Agency should use their own tools & tackles required for the normal O&M works and repairs. However the cost towards hiring of heavy machinery like Crane/jetting machine will be reimbursed by the Institute after verification of work done and bills by Engineering Unit Officer
- (e) Round the clock smooth operation of all the Lighting Fixtures, fans, power points & other electrical fittings & accessories installed in the inside outside of the Building & Campus outside roads.
- (f) Regular checking for overheating/abnormalities of various connection, cables, terminals, circuit breakers, Relays, Starters, Panels, starters & regulators used in Motors/fan etc.
- (g) Regular cleaning & upkeep of lights in Building & Campus such as cleaning of tube light fittings, fans, switches, Electrical cable racks/ducts/shafts, DB's etc.
- (h) Tightening neutral, earthing & phase connection in the AC metal-clad box all Split/window/Tower Ac's installed in the Building & Campus.
- (i) Switching ON/OFF all the internal & external (Pathway, boundary, Ground, institutes road) lights in the entire Building & Campus i.e. LT panels, capacitors and changeovers etc. on daily basis & as & when required.
- (j) A register/ log book for day to day Maintenance, Operation, Duty roster, Break down & rectification register, attendance register to this effect shall be maintained by the contractor which will be checked by Building & Campus engineer in charge on daily/weekly basis.

**9. Any damage, repair or loss due to poor workmanship, failure to carry out prescheduled maintenance work shall be at the risk and cost of the agency. The contractor on expiry of contract shall handover and returns all equipments and other items made available by IIITDM in same operational condition after the contractual period.**

## 9. Meeting material requirement

(a) Consumables for day to day operations of systems like oil, grease, cotton waste, cleaning materials, tapes, insulation tapes Sodium hypochloride solution & Alum for WTP operations etc are in the scope of vendor.

(b) Repair works costing up to Rs.10,000/- per repair outside the building and Rs.2,000/- per repair inside the building including cost of material & labour can be initiated by the agency and post facto approval need to be obtained by the agency as soon as possible. However for works costing more than the above mentioned amount, the agency has to obtain prior written approval from Engineering Unit Office before commencing the work. In all cases, the agency shall raise a bill for the repairs done, duly certified the Engineering Unit Officer. Payments will be made as per the actual cost incurred.

## 10. Additional Conditions

(a) All materials and tools used for replacement, repairs, testing, etc., shall be approved by Engineering Unit Office.

(b) Work without proper tools and tackles will not be permitted. Before starting the work the tenderer has to get the approval for tools for maintenance.

(c) Minimum tools requirements are :

i. Cutting plier	-	4 Nos.
ii. Screw driver set	-	4 set
iii. Ring spanner full set	-	2 Set
iv. Double handed spanner full set	-	2 Set
v. Wrench spanner	-	2 Nos.
vi. Hammer	-	4 Nos.
vii. Box spanner	-	1 Set
viii. Digital Insulation tester /Megger/Earth resistance tester	-	1 No.
ix. Clamp meter & multimeter	-	1 No
x. HT Gloves(11kV and above)	-	4 set
xi. Allen key spanner set	-	1 set
xii. Drilling Machine (Power)	-	1 No
xiii. Hex saw, Poker	-	1 Set
xiv. Cable crimping tool	-	02 No

And other related to the operation and maintenance work related tools and tackles.

(c) In the event of contractor showing lack of attendance to the work, negligence or unfair performance in the opinion of IIITDM, then the contract may be terminated at any stage without prejudice to the right by action under any other relevant clause of the contract.

(e) The contractor shall follow all safety & security rules framed by IIITDM from time to time regarding removal of materials from site, issue of identity cards, control of entry of persons and other similar matters.

(f) The contractors' personnel shall not disclose any information or drawings furnished to him by IIITDM. Any drawings, records and other information prepared by the contractor or by IIITDM or jointly by both for the execution of the work shall not be disclosed without the prior approval of the IIITDM. No photograph of the Pumping station or any other place within the premises of IIITDM shall be taken without the prior approval of the Engineering Unit Officer.

(g) The contractor shall keep his work spot, site office and surroundings neat, clean and tidy. It should be free from dust, rubbish, scrap, surplus materials and unwanted tools and equipments. All scaffolding and temporary structure including the tools and equipments shall be removed as soon as the job for which they are intended are completed. All equipment and material to be taken

inside the plant / building shall be cleaned thoroughly before taking them inside. The contractor shall employ adequate housekeeping staff for above purpose. The Engineering Unit Officer or his authorized representative has the right to stop the work, if the contractor fails to improve upon the house keeping after having been notified.

(h) Engineering Unit Officer will have the right to withdraw the work permit for any of the workmen for reasons of misconduct, incompetence in work, violation of safety and fire rules, negligence on duty etc.

(i) Cost of damages caused due to bad workmanship shall be recovered from the contractor.

(j) Any other work covered under respective terms and conditions, if required or insisted by any regulatory body including tests and calibrations, etc., shall be undertaken by the agency.

(k) Contractor should ensure that availability of suitably qualified / experienced technical manpower on daily basis shall be the responsibility of contractor himself. Contractor should ensure availability of his representative throughout the contract period who shall be responsible for manpower availability and their record keeping.

(l) The contractor shall depute staff round-the clock to ensure maintenance services on all days in a Month as per requirement.

(m) Round the clock operation & operational maintenance of the entire electrical network & water system for the entire campus, including cleaning/dusting of HT transformers, transformer room, HT switchgear room, DG sets, LT panel control room, Automatic Power Factor correction Panel, HT & LT cable network, bus bars, LT distribution panels & DB's at various blocks & other equipment including the accessories such as motors & control panels of the water supply system. The job also includes Operation & Maintenance of lighting system of entire Building & Campus covering including external lighting in the open area.

**9. The contractor shall note that they shall have to carry out their work in close co-ordination with other contractors/agencies working in the same premises.**

**10. Estimated Man power**

The bidder must quote for the minimum number of labourers (for the three shifts) as specified below. Tender which quote for manpower below these minimum numbers is liable to be rejected. Further the bidder may choose to quote for more than the minimum number, if it feels that is required to ensure the above scope of work is covered to the satisfaction of the user department/centre/unit.

<b>Description</b>	<b>Manpower</b>	<b>Qualification / Experience</b>
Helper (Unskilled Category)	03	Minimum 8 <sup>th</sup> pass / SSLC or its equivalent
ITI Electrician (Semi Skilled)	04	ITI Pass
Electrician (Skilled Category)	04	Diploma or ITI 'B' Licensee or ITI with Min 2 years experience
C licensed Electrician / Supervisor (Skilled)	03	i) C - License Holder – <b>1 no.</b> ii) C – License holder or Diploma/ Degree in Electrical Engineering with minimum 2 years' experience – <b>1 No.</b> iii) Diploma holder/ Engg Degree holder with minimum 1 experience – <b>1 No.</b>

**Indian Institute of Information Technology Design and Manufacturing Kancheepuram**  
**TECHNICAL BID**

SI No	Particulars	Details
1.	Name and address of the registered office of the agency/firm	
2.	Name of Owner/partner with contact number, address	
3.	Registration Details (attach Photocopy of documents)	
	a. Registration Number	
	b. License Number	
	c. PAN Number	
	d. Service Tax Registration No.	
	e. ESI Number	
	f. PF Number	
4.	List of Institutes/Offices where the firm is providing/provided Electrical services (enclose copy of order)	
5.	Copy of Income tax Return (for the last 3 years)	
6.	Any other information	

Certified that the information furnished above is true and correct and have enclosed all the documents for support of the same. We further understand that non-furnishing of documents and/or submission of false information/documents will make us liable for rejection.

Place :

Signature of the Tenderer

Date:

Name of address of the tenderer with Office stamp



**COMMERCIAL BID: SCHEDULE OF RATES**

**Name of the work: Operation and Maintenance of Electrical Services  
at IITD&M Kancheepuram**

<b>Sl.No</b>	<b>Work Description</b>	<b>Rate per month</b>	<b>Total amount for 12 Months</b>
	Operation and Maintenance of Substations, transformers & individual buildings: LT/HT panels, Bus bars switch gears and relay.		
1	Operation and Maintenance of Diesel Generator Sets (125kVA; 500kVA and 625 kVA one each)		
2	Running Maintenance and repair of Building Internal Electrical Installations, and Street lights, focus lights in entire campus including street lights.		
3	Operation and Maintenance of Pumps sets (Qty- 32 Appx).		
4	Operation and Maintenance of Water Treatment Plant – Centralized pump room		
	Total		
	<b>Sub Total</b>		

**Note:**

- (i) The Tenderer shall ensure that all the employees should get **minimum wages** as per the State & Central Govt. norms.
- (ii) The cost shall include the consumables, services required for smooth running of operations.
- (iii) The service tax will be paid extra.

Place

Date:

Signature of the Tenderer  
Name & Address of the Tenderer with Office Stamp

CONTRACT AGREEMENT

CONTRACT AGREEMENT NO. \_\_\_\_\_

This Agreement made on \_\_\_\_\_ between Indian Institute of Information Technology Design and Manufacturing through its authorized signatory The Registrar (which expression shall include its administrators, successors, executors) on the one part and M/s \_\_\_\_\_ (hereinafter referred to as contractor) which expression shall include its administrators, successors, executors and permitted assigns on the other part.

Whereas, IIITDM is desirous of getting the work of providing manpower for operations and maintenance of electrical installations at its campus located in Melakottaiyur Village, Off Vandalur-Kelambakkam Road, Chennai 600127 as mentioned in detailed document and has invited tenders for this work as per tender document issued for this purpose. And whereas M/s \_\_\_\_\_ had participated in the above referred bidding vide their proposal dated \_\_\_\_\_ and IIITDM accepted their aforesaid proposal and awarded the work to M/s \_\_\_\_\_ vide its award letter No. \_\_\_\_\_ dated \_\_\_\_\_ and the documents referred to therein which have been accepted by M/s \_\_\_\_\_, resulting into a contract.

NOW THEREFORE THIS DEED WITNESSETH AS UNDER

IIITDM has awarded contract to M/s \_\_\_\_\_ herein after on the Terms and Conditions contained in acceptance letter dated \_\_\_\_\_ and the documents to therein. The award has been taken with effect as per the aforesaid award letter w.e.f. \_\_\_\_\_. The terms and expressions used in this agreement shall have the meanings as are assigned to them in the Contract Documents. Name of Documents...

1. Award letter dated \_\_\_\_\_
2. Set of tender documents and quotations submitted by the contractor.

The above contract documents are serially numbered from 1 to \_\_\_\_ and are initialed by both the parties through their representatives. All the aforesaid contract documents shall form an integral part of this agreement. The contract shall be performed by the contractor strictly and faithfully in accordance with the terms of the agreement. Any modification of the agreement shall be effected only by a written instrument signed by the authorized representatives of both the parties.

It is specifically agreed by and between the parties that all the differences or disputes arising out of the agreement or touching the subject matter of the agreement shall be decided by process of settlement & arbitration as per provision of the Indian Arbitration Act and Chennai shall have exclusive jurisdiction over the same.

Notice of default given by either party to the other party under the agreement shall be in writing and shall be deemed to have been duly and properly served upon the party hereto if delivered against acknowledgement duly addressed to the signatories at the addresses mentioned herein above. This is a maintenance & operation contract, which includes supply of skilled and unskilled manpower as per the conditions of the contract.

IN WITNESS HEREOF the Parties through their authorized representatives have executed these present (execution whereof has been approved by the component authorities of both the parties) on day, month and year first mentioned in Chennai.

For and on behalf of	For and on behalf of
M/s _____	Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram Off Vandalur-Kelambakkam Road, Melakkottaiyur, Chennai-600127
Witness 1	Witness 1
Witness 2	Witness 2