

**TENDER**

**FOR**

**OPERATION & MAINTENANCE OF ELECTRICAL  
INSTALLATIONS, FITTINGS AND FIXTURES  
AT  
NSIC- EXHIBITION-CUM-MARKETING DEVELOPMENT  
BUSINESS PARK  
KAMALA NAGAR, ECIL POST, HYDERABAD- 500062**



**ISO 9001:2008**

**THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED**

(A Govt. of India Enterprise)

**EXHIBITION-CUM-MARKETING  
DEVELOPMENT BUSINESS PARK**

Module No.207, 2<sup>nd</sup> Floor, Kamalanagar, ECIL (P.O), Hyderabad – 500062.

Ph: 040-27125802, 27141422 Fax: 040-27141411

Email: [emdbphyd@nsic.co.in](mailto:emdbphyd@nsic.co.in)

Website: [www.nsic.co.in](http://www.nsic.co.in)

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
(A GOVERNMENT OF INDIA ENTERPRISES)  
Kamala Nagar, ECIL, Hyderabad

Ref: - NSIC/EMDBP(HYD)/AMC-E-I/2010  
17/04/2013

Date:

M/s. \_\_\_\_\_  
\_\_\_\_\_

**Sub: AMC of operation & maintenance of electrical installations, fittings and fixtures installed at 33kv substation and building in NSIC-EMDBP.**

Sir,

Tender documents in respect of the above mentioned works containing 20 pages as detailed on page 4 (Index) are forwarded herewith. ***Please note that tender is to be delivered in the office of the Dy. General Manager, NSIC-EMDBP, Module No.207, Kamalanagar, Kushaiguda, Hyderabad-500 062 on 06 May 2013 up to 3.30 P.M.***

The Tender should be signed on each page, dated and witnessed in all places provided for in the documents; all other papers should be initialed.

The tender should be accompanied by Earnest Money Deposit in the form of demand draft as mentioned in Appendix. Tenders without earnest money deposit shall be summarily rejected. The tenders will be opened at 4.30 P.M. on 06-05-2013 and price bid of the technically qualified bidders will be opened on a later date. All technically qualified bidders will be intimated accordingly.

The person, signing the tender on behalf of company/firm or on behalf of another person shall attach with tender a certified copy of proper authority/power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person, company/firm and must state specifically that he has authority to sign such tenders for and on behalf of such person or company/firm as the case may be, and in all matters pertaining to the contract including arbitration clause.

This letter shall form part of the **“CONTRACT”** and must be signed and returned along with the tender documents.

**Yours faithfully**

**Encl. 20 Pages**

**Dy. General Manager**

**Signature of the Contractor with stamp**

**Tender notice for AMC of operation & maintenance of electrical installations, fittings and fixtures installed at 33kv substation and building in NSIC-EMDBP.**

**TENDER NOTICE NO – NSIC/EMDBP(H)/AMC-E-I/2010**

Date: **17/04/2013**

Sealed item rate tenders are hereby invited on behalf of NSIC Ltd. from experienced Contractors

| S. No. | Name of the work   | EMD (Rs) | Completion Time | Issue of Blank Tender Document                 | Last Date of Submission Tender           |
|--------|--|----------|-----------------|--|--|
| 1.     | AMC of Operation & maintenance of electrical installations, fittings and fixtures installed at 33kv substation and building in NSIC-EMDBP. | 10000/-  | N/A             | From <b>23-04-2013</b><br>To <b>06-05-2013</b> | Date <b>06/05/2013</b><br>Up to 15.00 PM |

- Blank tender documents (non-transferable) for above work shall be issued from **23-04-2013** to **06-05-2013** on working days from the address given below on payment of required tender fee of Rs. 500/- (Rupees five hundred only) (non-refundable) in cash/DD in favour of “NSIC Ltd.”, payable at Hyderabad. The bidders may also download the tender documents from the website however a separate demand draft of Rs 500/- in favour of NSIC Ltd. payable at Hyderabad is to be enclosed along-with the technical bid towards the cost of tender documents.
- The tenderers should have minimum three years experience in similar nature of work. Photocopies of the completion certificates/award letters should be submitted along with the tender. Completion certificate issued by the reputed organization / MNC shall also be accepted. In case of certificates issued by the private party, copies of TDS should also be enclosed.
- Work of similar nature means “AMC of operation & maintenance of electrical installations, fittings and fixtures installed at 33kv substation and building ground plus four stories of area 1,00,000 sq. ft. (approx).”
- While applying for the tender document, the intending tenderers shall furnish proof of, experience certificates, works completed/awarded, valid work contract tax /sales tax/ VAT/TIN and service tax as applicable.
- The tender issuing authority reserves the right to issue or refuses to issue the tender document to any party without assigning any reason.
- Tenders not accompanied by Earnest Money Deposit and tender cost in the prescribed form shall be summarily rejected.
- NSIC reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.

**Dy. General Manager**

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.  
(A GOVERNMENT OF INDIA ENTERPRISES)  
Marketing-Cum- Business Park  
Kamalanagar, Kushaiguda, Hyderabad-500062

Ref: - NSIC/EMDBP(H)/AMC-E-I/2010

Date: 17-04-2013

**INDEX OF TENDER DOCUMENTS**

| <b>S.<br/>NO.</b> | <b>DESCRIPTION</b>             | <b>PAGES</b> |
|-------------------|--------------------------------|--------------|
| 1                 | INSTRUCTION TO TENDERERS       | 5-7          |
| 2                 | GENERAL CONDITIONS OF CONTRACT | 8-11         |
| 3                 | FORM OF TENDER                 | 12-13        |
| 4                 | SPECIAL CONDITIONS             | 14-17        |
| 5                 | SCOPE OF WORK                  | 18-19        |
| 6                 | PRICE BID                      | 20           |

## **INSTRUCTIONS TO TENDERERS**

### **1.0 GENERAL**

Tenderers are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the Tender Document before framing up their tender.

### **2.0 SITE PARTICULARS**

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to site conditions, means of access to the site.

### **3.0 SUBMISSION OF TENDER**

The expression “Tender Notice” referred to in the Tender Documents shall be deemed to include any Notice / Letter Inviting Tender with respect to the work forming the subject matter of the documents and vice-versa.

The tender complete in all respects shall be submitted along with Earnest Money as stipulated in the Notice / Letter Inviting Tender ONLY. Tenders without Earnest Money Deposit will be out rightly rejected.

*Tenders shall be submitted in Two sealed envelopes Super scribing as following: -*

#### **I) Technical Bid**

Name of work : AMC of operation & maintenance of electrical installations, fittings and fixtures installed at 33kv substation and building

Tender no. : NSIC/EMDBP (H)/AMC-E-I/2010

Due date & time of opening : 06/05/2013, 16.30PM

Addressed to : Dy. General Manager,  
NSIC- EMDBP,  
Kamalanagar, Kushaiguda, Hyderabad-500062

From : Name & address of the tenderer

**PART – I: Technical Bid** shall contain the following:

1. EMD in the form of Demand Draft drawn on a scheduled/nationalized bank in favour of ‘NSIC LTD’ payable at Hyderabad.
2. Tender cost in requisite form if tender is downloaded from NSIC website.
3. Details of the experience of last three years of similar nature work along with experience certificates /completion certificates.

4. Registration with Central/state Government Department for class-1, 33kv electrical contractor.
5. Details of present assignments with proof certificates.
6. Company profile.
7. Technical qualification and experience certificate of supervisor /electrician/operators/helper.
8. Tender cost in requisite form if downloaded from Website.
9. Additional documents, if any.

## **PART-II: Price Bid**

This envelope shall contain the tender document with **PRICES and amount duly filled by the party against the each item prescribed in the Schedule of quantity of tender document** and no conditions (i.e. deviations / assumptions / stipulations / clarifications / comments / any other request) whatsoever and the conditional offers will be rejected.

### **4.0 ABNORMAL RATES**

If it is noticed that the unit rates quoted by the Tenderer for any items are unusually high or unusually low, it will be sufficient cause for rejection of the tender unless the Corporation is convinced about the reasonableness of the unit rates on scrutiny of the analysis for such unit rate to be furnished by the tenderer on demand.

### **5.0 DEVIATIONS TO TENDER CLAUSES:**

**Tenderers are advised to submit the tenderers strictly based on the terms and conditions and specification contained in the Tender Documents and not to stipulate any deviations. Conditional tenders are liable to be rejected.**

### **6.0 VALIDITY OF OFFER**

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 120 days from the date of opening of the tenders.

### **7.0 AWARD OF WORK**

**Work shall be awarded to the lowest bidder, subject to the work experience and fulfillment of other terms & conditions and specifications. Price bids shall be evaluated considering the future payments discounted @ 12.95% interest per annum to arrive at 'NET PRESENT VALUE' (NPV). The party whose NPV shall be lowest shall be considered as L-1 bidder. However, NSIC does not bind itself to award the work to L-1 or any bidder and may cancel the tender in full or part without assigning any reason whatsoever.**

### **8.0 ACCEPTANCE / REJECTION OF TENDER**

- i) Corporation does not bind itself to accept the lowest tender.
- ii) Corporation also reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.

- iii) Corporation also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of NSIC regarding the same shall be final and conclusive.

## **9.0 QUALIFICATION OF THE TENDERER**

- (a) The bidder, must have minimum 3 years of experience in maintenance and operation of Electrical installation (at least having the experience in maintenance of 11 KV/0.433 KV indoor type substation and not less than aggregate capacity of 1500 KVA dry type transformer including D.G Sets (500 KVA or more) including its AMF panel, APFC and Auto change over panel, MV distribution panels etc. preferably in Govt/Semi Govt./PSU organization/educational institutes/university and must be able to deploy similar experienced personnel with work order value of minimum 5,00,000/- per annum.
- (b) The bidder should possess valid trade license and provide registration certificate with EPF, ESI, Service Tax, Professional Tax etc.
- (c) The bidder must have provided 10 personnel to an organization or organizations at a time at present or in recent past i.e.in 3 (three) years.

## **10. CORRECTIONS**

No corrections or overwriting will be entertained in schedule of rates by using correcting fluid. All correction in the schedule of rate should be initialed.

## **11.0 FIRM RATES**

**The rates quoted by bidder shall remain firm till completion of contract and same not be changed, on any account what so ever. It is provided that the contractor shall not change any of the rates, quoted in the tender till the completion of work.**

- 12.0 Any addendum/corrigendum issued shall form a part of the tender document. There will not be any press notification on addendum/corrigendum. The prospective tenderers are required to visit NSIC website and CPP portal for all such addendum/corrigendum to this tender document.**

**Dy. General Manager**

## **GENERAL CONDITIONS OF CONTRACT**

1. Where the context so requires, words importing the singular only also include the plural and vice versa.
2. Corporation shall mean 'The National Small Industries Corporation Ltd. (A Government of India Enterprise) 'NSIC Ltd., NSIC Bhawan ,Okhla Industrial Estate New Delhi-110020 and shall include their legal representatives, successors and permitted assigns.
3. The Contractor is required to approach the Corporation for execution of agreement for the said work as per the prescribed proforma to be provided by the Corporation on a non-judicial stamp paper of Rs.100/- or requisite value whichever is higher within 10 days from the issue of the letter of award.

### **4. Contract Documents:**

The Contractor shall be provided, free of charge, one certified true copy of the Contract Documents and of all further drawings, which may be issued during the progress of the Works. He shall keep these Documents on the Site in good order.

### **5. Works to be carried out:**

The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labour, taxes tools, plant and equipment which may be required in preparation of and for and in the full and entire execution and completion of the works.

### **6. Inspection of Site:**

The Contractor shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the completion of the Works and the means of access to the Site, the accommodation he may require and in general shall himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect this tender.

### **7. Sufficiency of Tender:**

The Contractor shall be deemed to have satisfied himself before tendering as to the Correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities.

8. Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the Contract or release the Contractor from the execution



of the whole or any part of the Works comprised therein according to drawings and specifications or from any of his obligations under the Contract.

In the event of an error occurring in the amount column of Schedule of Quantities as a result of wrong extension of the unit rate and quantity the unit rate shall be regarded as firm and extension shall be amended on the basis of the rate.

All errors in totaling in the amount column and in carrying forward totals shall be corrected.

## **9. SECURITY DEPOSIT**

9.1 Security deposit @ 3% of monthly bill amount will be deducted by the NSIC from the bill of each month for the faithful and due performance of the contract by the Contractor in accordance with the terms and conditions specified in this contract. The security deposit will be returned to the Contractor without any interest after satisfactory completion of the contract. EMD shall be part of Security Deposit.

9.2 Forfeiting of Security Deposit: Security Deposit is to be forfeited and credited to the NSIC in the event of a breach of Contract by the Contractor

## **10. TERMINATION**

10.1 Notwithstanding anything contained hereinbefore to the contrary, the NSIC shall have full power and authority to terminate this Agreement without assigning any reason by giving 15 (Fifteen) days clear notice in writing and in such case the Contractor shall have no claim for any loss and damage against the NSIC. If the Contractor abandons his service for which he/she is committed to the NSIC, all his/ her dues e.g. EMD, Security Deposit, etc. will be forfeited by the Centre.

10.2 The NSIC reserves the exclusive right to suspend, cancel, terminate this Agreement at any time if it has sufficient reason to believe that the Contractor has failed to perform or observe or fulfill any of the terms and conditions hereinbefore contained and/or liable and responsible for any loss or damage suffered by the NSIC.

10.3 On termination of the Agreement, the Contractor must immediately, i.e., within 24 hours, withdraw its men and materials from the office and the Contractor shall have no right to claim any demurrage/ compensation from the NSIC for the loss of job of its employees or whatsoever inasmuch as it is for the Contractor to deploy its men in such other sites or places and the said employees are under complete administration, supervision and control of the Contractor.

## **10. PENALTY**

In the event of the Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily, the NSIC shall make alternative arrangement to do it and the difference of cost incurred by the NSIC thereby shall be recovered from the Contractor's unpaid bills and Security Deposit.

## **12. PAYMENT OF CONTRACTOR'S BILL**

- 12.1 Payment due to the Contractor shall be raised by the Contractor to the NSIC within 10th day of every month. The Contractor's shall submit the bill to the Engineer in charge. Payments of bill shall be released only if it is accompanied by the proof of the following:
- i. Certified Attendance Sheet;
  - ii. Duty Roaster for the succeeding months;
  - iii. Challan for deposit of ESI;
  - iv. Challan for deposit of Provident Fund;
  - v. Receipted payment of wage sheet to employees for the preceding month.
  - vi Deposit challan of service tax for each preceding month
- 12.2 Payments of Security Deposit, Earnest Money final bill be released only if it is accompanied by the proof of the following:
- (a) Having handed over the complete establishment including all materials and equipments of the EMDBP in good condition.
  - (b) Having vacated the office premises or any other premises that may have been allotted to him for discharge of the contractual obligation.
- 12.3 Payment is to be made on the basis of actual man-days worked.
- 12.4 All payments will be subject to deduction of Income Tax at source as per Income Tax Act and as per Income Tax Rule thereof.

13. **ACCIDENT OR INJURY TO WORKMEN**

The NSIC shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contract.

14. **TIME PERIOD:** The AMC shall be awarded initially for a period of one year and the same may be extended further on the same terms-conditions and rate quoted by the party in the price bid based upon their satisfactory performance. However, extension of the AMC shall be on the sole discretion of NSIC and service provider shall have no claim or right, whatsoever in this regard.

**15. Income Tax/WCT/VAT**

- 15.1 Income tax including surcharge if any, at the prevailing rate shall be deducted from the Contractor's bills as per the provision of Income Tax Act.
- 15.2 The Contractor shall ascertain from the concerned commercial tax department regarding the applicability of Works Contract Tax / VAT/TIN. Necessary deductions will be made from the contractor's bill as applicable.

**16. ARBITRATION AND LAWS**

**Arbitration:**

Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used onto work or as to

any other question, claim right matter or thing whatsoever in any way arising out of or relating to the contract, designs drawings, specifications, estimates, instructions, orders and these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Chairman-cum-Managing Director of the National Small Industries Corporation Ltd. and if the Chairman-cum-Managing Director is unable or unwilling to act, to the sole arbitration of some other person appointed by the Chairman cum Managing Director, National Small Industries Corporation Ltd. willing to act as such arbitrator. There will be no objection if the arbitrator so appointed is an employee of the National Small Industries Corporation Ltd. and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason as aforesaid at the time of such transfer, vacation of office or inability to act., Chairman and Managing Director, National Small Industries Corporation Ltd. shall appoint another person to act, as arbitrator in accordance with the terms of the Contract. It is also a term of this contract that no person other than a person appointed by C.M.D., National Small Industries Corporation LTD., as aforesaid should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all.

Subject as aforesaid the provision of the Indian Arbitration and Reconciliation Act, 1996, or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.

The arbitrators may from time to time with consent of this parties enlarge the time, for making and publishing the award.

The work under the contract shall, if reasonably possible continue during the arbitration proceedings and so payment due to payable to the Contractor shall be withheld on account of such proceedings.

The Arbitrator shall be deemed to have entered on the reference on the date he issued notice to both parties fixing the date of the first hearing. The Arbitrator shall give a separate award in respect of each dispute of difference referred to him.

The venue of arbitration shall be such place as may be fixed by the Arbitrator in sole discretion.

The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.

The cost of arbitration shall be borne by the parties to the dispute, as may be decided by the arbitrator(s).

The Indian Laws shall govern this contract for the time being in force. The courts at New Delhi / Delhi only shall have the jurisdiction

**Dy. General Manager**

**SIGNATURE OF THE CONTRACTOR**

**FORM OF TENDER**

To

Deputy General Manager,  
NSIC- Marketing-Cum- Business Park,  
Kamalanagar, Kushaiguda  
Hyderabad

I/We have read and examined the following documents relating to.....  
.....

**(Name of the Work)**

- a). Notice inviting tender.
- b). Instructions to Tenderers
- c). Technical Specifications
- d). General Conditions of Contract including Contractors, Labour Regulations, Model Rules for Labour Welfare and Safety Code appended to these conditions together with the amendments thereto if any.
- e). Special Conditions of contracts if any.
- f). Bill of Quantities

I/We hereby tender for execution of the works referred to in the aforesaid documents upon the terms and conditions contained or referred to therein and in accordance in all respects with the specifications, designs, drawings and other relevant details at the rates contained in Schedule and within the period(s) of completion as stipulated in Appendix.

In consideration of I/We being invited to tender, I/We agree to keep the tender open for acceptance for 120 days from the due date of submission thereof and not to make any modifications in its terms and conditions which are not acceptable to the Corporation.

A sum of Rs 10000/- is hereby forwarded as Earnest Money Deposit in the form of Demand Draft in favour of NSIC Ltd. payable at Hyderabad. If I/We fail to keep the tender open as aforesaid or make any modifications in the terms and conditions of the tender which are not acceptable to the Corporation, I/We agree that the Corporation shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money

absolutely. Should this tender be accepted, I /We agree to abide by & fulfill all the terms conditions of aforesaid document

If after the tender is accepted, I/we fail to commence the execution of the work as provided in the conditions. I/We agree that Corporation shall without prejudice to any other right or remedy is at liberty to forfeit the said earnest money absolutely.

**Signature of contractor.....**  
**Duly authorized to sign the tender on behalf of the (in block capitals).....**

.....  
Dated.....  
Witness.....  
Date.....  
Address.....  
.....

## *Annexure-“A”*

### **SPECIAL CONDITONS**

1. It is assumed that the parties submitting their offers are well aware about the site conditions, nature of work to be carried out etc. Non familiarity with site conditions shall not attract or construed any increase in the rates after acceptance of the offer.
2. The rates quoted by the party shall be inclusive of service charge, Service tax and other statutory benefits given to the personnel as per labour laws.
3. The rates quoted by the party shall be firm for acceptance for a period of 120 days from the date of submission of quotation.
4. The party has to comply the minimum wages act as vogue in the market including latest amendments if any.
5. The personnel deployed by the party shall always remain employee of the party and in no case or circumstances whatsoever shall claim to be employee of the NSIC.
6. The party has to submit their credentials by giving the details of the works where they are carrying out AMC work with name of contact person and their telephone number.
7. The following installations are available at site:
  - a) 1x 33 KV D P structure with a set of lightening arrester, AB switch and H C fuses etc. along with 33 KV cable and panel
  - b) 3 Nos. 33 KV VCB panels
  - c) 2 x 1500 KVA, 33/0.433KV out door transformer
  - d) Associated MV S/G and connected bus ducts and MV cables
  - e) D G Set of 1000 KVA
  - f) Electrical panels in annexe building, main building and pump room
  - g) Pumps
8. The party has to take necessary measures to avoid break down by adopting preventive maintenance. The electrical installations as stated above together with fixtures, fittings, cables etc. provided inside as well as outside the building shall be periodically checked and shall be maintained in proper order.
9. The party will be responsible for all his employees in observing security and safety regulations and instructions as may be issued by the NSIC Office from time to time.
10. The party shall employ only adult trained, efficient and responsible staff with good health and sound mind for operation and maintenance of electrical installation work.
11. The party should provide I-cards to its staff. Any change of staff, the owner should be informed in advance.

12. In case the any material/property of the EMDBP office are damaged due to misuse or mishandling or carelessness by the Contractor or his employees, the Contractor will immediately inform the Engineer in charge. In such a case, the Contractor will be liable to replace the item at his own cost or the NSIC shall have the right to recover the loss from the Contractor's monthly bill.
12. The personnel deployed by the party shall perform their duties with due diligence and sincerity and shall not indulge in any unethical practices. If it is noticed that the personnel are involved in unethical practices, they shall be immediately replaced with suitable alternative without hampering the work
13. A proper log book for all the installation wherever required shall be properly maintained.
14. The party has to maintain a proper wage register and submit the proof of remittance of ESI, PF etc. in respect of the personnel engaged at EMDBP site, whenever called.
15. The materials supplied by the clients shall be used effectively and efficiently and wastage shall be avoided.
16. During breakdown, the service engineer of the service provider has to inspect and rectify the minor defects.
17. In case of replacement of any worn out part or defective part as the case may be, the party shall carry out the same in consultation with Engineer-in-Charge and submit the bill for reimbursement.
18. The Electrical Engineer has to be deployed in the general shift i.e 9.00 AM to 5.00 PM and the electrician has to be deployed one number in each shift, on rotational basis (24X7 basis).
19. Electrical Engineer with BE/Diploma or equivalent qualifications and having sufficient experience with valid licence from Electrical Authority for operation and maintenance of 33 KVA installation should be deployed at site.
20. Electrician deployed should have ITI certificate /wireman permit and also having sufficient experience in maintenance of electrical fittings and fixtures etc.
21. After acceptance of the offer of the party, the party has to enter into an agreement with NSIC on non-judicial stamp paper of Rs. 100/- or requisite value whichever is higher, within 10 days from the confirmation of acceptance. The cost of the non-judicial stamp paper shall be borne by the party.
22. The party agrees that they are an independent business entity and not an employee or agent of NSIC. The party further agrees that it is their sole duty to discharge all their legal and statutory responsibility including those mentioned herein irrespective of any factor or reason attributable to NSIC bear no responsibility whatsoever for any liabilities for legal or statutory matter.

23. The NSIC does not bind itself to buy or produce any or all services/goods from the same service provider.

24. The NSIC whose decision shall be final and binding shall check the supplied goods or services for quality and reserves the rights to reject the services/goods.

25. The party shall be responsible to submit the required bills or invoices for the services/goods supplied immediately along with applicable documents like copy of acknowledge delivery challans, quality certificate etc.. Upon receipt of the relevant documents and correctness, NSIC will reimburse or settle their bills. The party has to ensure that all anticorruption laws including not offering any legal payments, benefits to any Government bodies or officials are complied and also should not violate any other related local; government laws during the currency of the contract, including compliance of code of conduct and safety. Measures like smoking, drinking, abusing during the working hours is strictly prohibited and if found that the personnel engaged in such act shall be immediately replace with suitable alternative. If the party does not fulfill the requirement of the licensed engineer, then NSIC has a right to terminate the contract by giving a notice period of one month.

26. The contract shall be awarded for a period of one year and the same may be extended for a period of further one year subject to satisfactory performance of the party.

27. The necessary statutory deduction as applicable shall be deducted from the amount payable to the party and it is mandatory on the part of party to provide PAN number, Service tax registration number etc. whenever asked for.

28. The party has to accept and are fully responsible for all the liabilities arising out with regard to any compensations /remunerations under any Statutory bodies of whatsoever nature of any major or minor or fatal accident or incident occurred /sustained by their personnel posted at NSIC site, during the course of discharge of their duties/functions inside or outside of the NSIC premises. The party is also responsible to provide the insurance coverage to their personnel and submit the proof of such coverage to their personnel to the NSIC, whenever asked for.

29. The party shall be fully responsible to safeguard the equipment, materials, assets and other properties during their presence. The NSIC has every right to recover the amounts from the party for any damages which arise due to negligence operation.

30. The party shall not involve themselves in any manner which is detrimental to the NSIC interest or associated themselves in any capacity with NSIC employees. The personnel deployed by the party shall be disciplined by observing all rules and regulations of NSIC. In case of non compliance, NSIC reserves the right to terminate the contract



without any notice and recovery of the such damages shall be effected from the amount payable to the party.

31. All preventive maintenance of transformers, HT panel, MV panel and fire fighting panels etc. will have to be carried out on holidays for which no overtime will be paid.

32. All necessary tools and tackles viz. megger, multimeter; crimping tools, screw drivers, pliers, ladders, etc. for the maintenance shall be provided by you. One complete set of all the tools and tackles will always be maintained by you in EMDBP Building, in safe custody.

33. All consumables like cotton waste, greases, Vaseline, fuses, tube rods, bulbs, chokes, starters, etc. would be supplied by NSIC. It will be your responsibility to receive material and maintain proper inventory of the stock.

34. You will be provided with a space in Annex building. You will keep the area allotted to you properly habitable and clean and would not allow storage of any unauthorized material.

35. You have to coordinate the annual inspection by electrical inspector of Government or any other statutory inspections as may be required by the authorities. Any fees payable towards the inspection will directly be paid by us.

36. The contract shall be awarded to licensed Electrical Contractor only. **A copy of the valid electrical license** shall be submitted **along with the offer**.

37. The party has to ensure that the appropriate power factor is maintained and it should not fall below the minimum power factor prescribed by the Electricity supply Authority.

38. The contractor should issue proper uniform to the employees engaged in EMDBP Building with the agency name indicated clearly and Company Identity Cards.

39. The contractor should provide Mobile Phones to Supervisor and all 3 Electricians engaged in EMDBP Building.

40. The performance of the firm shall be reviewed in every quarter and if the performance is not found satisfactorily, the contract will be terminated by giving 15 days notice.

41. In case of weekly holiday, alternative arrangement should be made by the party for Electricians/operators.

*Annexure-“B”*

**SCOPE OF WORK**

1. Preventive and corrective maintenance of all panels.
2. Preventive and corrective maintenance of 1500 KVA transformers – 02 nos.
3. DG Set of 1000KVA – 01 nos.
4. Preventive and corrective maintenance of MV panel board including the emergency panel.
5. Preventive and corrective maintenance of rising main panel.
6. Preventive and corrective maintenance of capacitor banks and automatic power factor correction equipment.
7. Preventive and corrective maintenance of water supply panels & sump pumps.
8. Preventive and corrective maintenance of lighting, power and distribution boards in all the floors of EMDBP Building.
9. Changing of bulbs, tubes, chokes, halogen lamps, call bells, etc. in all the floors of EMDBP Building. The maintenance of light fixtures in lift lobbies, cross passages, Street lights and staircases.
10. Periodical (once in a week) preventive maintenance shall be carried out including meggering, general cleaning and checking of components.
11. Maintenance of earth pits, including watering them at regular intervals and measuring the earth resistance.
12. Any other work which are not mentioned above but required to be carried out by virtue of its electrical nature and as assigned by the Engineer in-charge of NSIC, related to the electrical work.
13. Scope under operation shall include providing uninterrupted power supply during the period of the contract in case of power cut or otherwise as required adhering to time schedule.
14. For any kind of fault arising out at any time, the Engineer-In-charge

must be kept informed and repaired work has to be attended immediately in consultation with Engineer-In-charge.

15. Preventive maintenance such as dust blowing and cleaning of all feeder pillar boxes/switch gear, tighten of all cable terminals, checking of cable termination points, re-termination of defective cable terminal, replacement of fused bulb, chocks/defective accessories of the appliances etc, checking of various ancillaries of Transformer, switchgear, battery and its charger, ensuring perfect earthing / lightning protection at all locations and identification of defects in the system, ensuring avoidance of loose connection and flash over.
16. Apart from the above mentioned works, the firm/agency has to carry out the work as directed by the Engineer-In-Charge from time to time.

**Dy. General Manager**

SIGNATURE OF THE CONTRACTOR

## Price Bid

### *Annexure-“C”*

| Sl.No | Description   | Unit      | Rate in Rs. |
|-------|---|-----------|-------------|
| A     | Operation and maintenance of Electrical 33KV Substation Equipments and other allied accessories on round the clock basis through out the year on all the days of the year (including Sundays and public holidays) with related accessories comprising of routine servicing/preventive maintenance, Attending to complaints and break down calls, replacement of worn out or defective components as per details enclosed under Annexure A & B from 1 <sup>st</sup> year to 5 <sup>th</sup> year |           |             |
| 1.    | Annual Maintenance Charges for 1st year   | Per annum |             |
| 2.    | Annual Maintenance Charges for 2nd year   | Per annum |             |
| 3.    | Annual Maintenance Charges for 3rd year   | Per annum |             |
| 4.    | Annual Maintenance Charges for 4th year   | Per annum |             |
| 5.    | Annual Maintenance Charges for 5th year   | Per annum |             |

**Work shall be awarded to the lowest bidder, subject to the work experience and fulfillment of other terms & conditions and specifications. Price bids shall be evaluated considering the future payments discounted @ 12.95% interest per annum to arrive at ‘NET PRESENT VALUE’ (NPV). The party whose NPV shall be lowest shall be considered as L-1 bidder.**

Dy. General Manager

(Signature of authorized representative  
of tendered along with the stamp)