



# भारतीय मानक ब्यूरो BUREAU OF INDIAN STANDARDS

(Eastern Regional Office)  
1/14 C.I.T.Scheme VIIM, V.I.P. Road  
Kankurgachi, Kolkata – 700 054  
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## TENDER NOTICE

Sealed Tenders are under TWO BID system, i.e. Technical Bid and Financial (Price) Bid for the following service:

1. Annual Maintenance Contract for Electrical Sub-stations/Systems for Eastern Regional Office(ERO) at Main Building and Laboratory Building

Both Technical and Price Bids should be submitted in the prescribed format in separate envelopes duly sealed and both these envelopes should be put in a third envelope which should also be sealed and submitted to the Deputy Director, A & F at the above address **latest by 27 January 2009, 1100 h**. Clear indication may be given on the Envelopes about Technical Bid and Price Bid. The third envelope (Outer) should also mention the name of the service for which bid is made.

The Technical Bids shall be opened in the presence of such interested parties or their duly authorized representatives as may like to be present at 1130 h on the same day at the above address. The date and time of opening of Price Bid, in case of agencies found eligible, shall be intimated in due course.

The Tender Document containing details of terms and condition and format for applying for technical and Price bids can be downloaded from the website of BIS [www.bis.org.in](http://www.bis.org.in) or can be obtained on payment of Rs 300/- from the office of **DD, A&F at the above address** on any working day between 1000 h to 1700 h

## **TENDER DOCUMENT**

### **FOR ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL SUB-STATION/SYSTEM FOR ERO MAIN BUILDING AND ERO LAB BUILDING.**

**Subject: Annual Maintenance Contract for Electrical Sub-Station/ System for ERO Main Building and ERO Lab Building.**

Dear Sir (s),

1) Sealed tenders for the above subject work as per scope attached are invited from eligible contractors by the Bureau of Indian Standards upto 1500 h within 21 days from the date of publication of the Tender Notice. The tenders are to be submitted in two separate envelopes each sealed and clearly identified as to envelope number and contents as indicated below. Both the envelopes shall be contained in a large envelope super-scribed 'TENDER DOCUMENTS FOR ANNUAL MAINTENANCE CONTRACT FOR 2 YEARS OF ELECTRICAL SYSTEM INCLUDING SUB-STATION FOR ERO MAIN BUILDING AND LABORATORY BUILDING'.

2) The tenderer will be issued one set of tender document comprising of 'Volume-1' Technical Bid and 'Volume-2' Price Bid for preparation of their tender.

3) Tenderers have to return all the documents issued to them while submitting their tender, duly stamped and signed as per instructions. Tender shall be submitted in the prescribed form. No tender will be considered which is not as per the form and does not bear the tenderer's signature and seal at the bottom of the page of the schedule on which the rates are entered, each page must be signed and sealed

4) All the Tenders shall be prepared and submitted in accordance with these instructions.

5) Interested parties may submit their wax sealed tender after inspection of the premises. The contractors are advised to visit the buildings/sites and obtain clarification on any point, if any, related to the above mentioned jobs before quoting their rate. The inspection of the premises can be made between 10-30h and 16-00h on all working days from the date of issue of this notification till the last date of submission of tender.

6) Tender will not be accepted after the time and date fixed for the receipt of tenders as set out in the tender notice or subsequent extensions, if any.

7) The Tenderer shall be deemed to have carefully examined the terms and conditions before tendering the work.

**Note-** The initial contract is for **a period of 2 years** which can be renewed upto a total period of 5 years. After two years on the basis of satisfactory performance and completion of the contract the AMC may be further renewed for a maximum period of three on approval of Competent Authority of BIS. Further renewal will be processed every year and not for three years at a time.

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## **8) Envelope No. 1**

Envelope No. 1 shall contain VOLUME-1 of tender documents each page duly signed by the tenderers as a token of their acceptance of the technical and contractual details, including tender form duly filled in, complete details and description, including all data to be supplied by tenderer as specified in the information and instruction to tenderer.

The envelope no. 1 shall contain the earnest money deposit (EMD) of Rs. 3000.00 by crossed demand draft drawn in favour of Bureau of Indian Standards payable at Kolkata.

The envelope no. 1 shall also contain forwarding letter of contractor.

The forwarding letter of the contractor should contain the following annexure in support of their eligibility:

**Annex 1** Documents indicating the setup of organisation, partnership, proprietorship, Pvt Ltd, Public Ltd. etc. and their organisational structure and hierarchy.

**Annex 2(a)** Valid enlistment with CPWD as minimum Class-II contractor or equivalent in MES/Railways. The contractor should have valid electrical contractors licence issued from the Directorate of Electricity, Government of West Bengal.

(b) Trade licence No. & copy be attached

**Annex 3** Details of work of similar nature carried out in Central or State Govt. bodies/departments, PSUs, MES, Railways in the last seven years ending 31 March 2008, each of minimum value as detailed below: -

- a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost per year, OR
- b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost per year, OR

- c) One similar completed works costing not less than the amount equal to 80% of the estimated cost per year.

Completed certificates for the above should clearly indicate the scope and nature of work carried out and the value of various components of work as executed, in order to confirm conformity to defined similar works. The completion certificate should be attested by the issuing authority with stamp.

Similar work means work related to Annual Maintenance Contract of Electrical system including sub-station.

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**Annex 4** List of ongoing works with their financial value. The contractor must have at least three running contract for providing such services the annual value each of which should not be less than the quoted amount per annum.

**Annex 5** – Details of tools, tackles, plant, machinery and technical personnel available with the organization.

**Annex 6** – Copy of last Return of Income Tax clearance certificate.

**Annex 7** – Copy of Registration with Works Contract Cell of Sales Tax Department, Govt. of West Bengal. The contractor should have valid LST and ST registration numbers.

**Annex 8** – Copy of audited Balance Sheet for the previous 3 financial years ending 31 March 2008. The tenderer should have proof of having achieved average financial turnover of an amount equal to the quoted amount per year in the previous 3 financial years ending 31 March 2008.

**Annex 9 (a)** The contractor should follow the minimum wages rules under Ministry of Labour, Government of India.

**(b)-** Copy of labour licence may be attached for ongoing works.

**Annex 10** - The tenderer should ensure that they have rendered satisfactory performance during the last three years and the order/orders place

subsequently should not have been cancelled and closed by any department of Government of India or Public Sector Undertakings in the last three years due to unsatisfactory performance and such persons whose orders/contract have been cancelled or closed need not apply. Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender.

**Annex 11** – List of arbitration cases (if any).

**The envelope shall be superscribed ‘ENVELOPE 1 TECHNICAL BID FOR ANNUAL MAINTENANCE CONTRACT FOR 2 YEARS OF ELECTRICAL SYSTEM INCLUDING SUB-STATION FOR ERO MAIN BUILDING AND LABORATORY BUILDING’.**

**Encl:** 1. DD/pay order No.....  
2. Terms & Conditions (each page must be signed and sealed)  
3. Price Bid

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## **9. Envelope No.2**

Envelope No.2 shall contain only “VOLUME-2” of tender documents i.e. the copy of schedule of quantities and prices duly filled in and signed by the tenderer. No commercial or technical condition or qualification of any sort shall be indicated by the tenderer in this Envelope, otherwise the tender shall be summarily rejected. This envelope shall be superscribed “ENVELOPE-2” PRICE BID FOR ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL SYSTEM INCLUDING SUB-STATION FOR ERO MAIN BUILDING AND LABORATORY BUILDING’ (FOR TWO YEARS)

12. The quotations should be sent to ERO Main Building at 1/14 CIT Scheme VII M, VIP Road, Kankurgachi, Kolkata – 700054 within 1100 hrs on 27 January 2009.

**13. Earnest money deposit must accompany the technical bid (Envelope 1) otherwise it shall be rejected. Performance security is to be obtained from successful bidder for an amount of Ten percent of the value of the contract by A/c payee Demand Draft.**

14. The tenders shall remain open for acceptance for a period of 60 days from the date of opening of the ENVELOPE No.2.

15. Rate(s) quoted shall include provision of all scaffoldings, tools, plants, accessories etc. required for proper execution of the work. Rate(s) shall also cover the cost of handling, carriage, taxes, duties and royalties etc.

16. The Bureau of Indian Standards reserves the right without assigning any reasons therefore to:

- a) Accept or reject any or all tenders in whole or in part;
- b) Increase or decrease the quantities of any item of the work and the Successful tenderer shall perform the same at the rates quoted.

17. Any further clarifications may please be obtained from the undersigned. Intending tenderers are encouraged to visit the site of work and acquaint themselves with the scope of work.

18. Price quoted by the tenderer shall be firm inclusive of all levies, excise duty and sales tax, any other tax etc. No escalation in price would be permitted on any ground.

19. TDS and any other taxes as applicable from time to time shall be recovered by the employer from the bills submitted by the contractor. Any change in the rate of TDS shall be to the contractor's account.

## **ENVELOPE-2**

### **PRICE BID**

**F O R**

### **ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL SYSTEM INCLUDING SUB-STATION FOR ERO MAIN BUILDING & LABORATORY BUILDING (FOR TWO YEARS)**

<u>Sl No.</u>	<u>Description of Works</u>	<u>Total Amount</u> (For 2 Years)
1.	Annual Maintenance Contract for H.T Electrical systems including Sub Station for ERO Main Building (5 Storied)	.

and Laboratory Building (5 Storied) as per the Schedule and details scope of work.

2. Annual Maintenance Contract for Routine Maintenance /Repair/Service of Lights, Fans, Calling Ball, Switch Plug etc for ERO Main Building by a licensed Electrician by day-to-day Visit during office hours as required by the Office as per schedule and scope of work.

3. **Service Tax** (As per Govt. Rate, if applicable)

**TOTAL AMOUNT =**

**Note:** i) No other charges would be payable.  
ii) There would be no increase in rates during the Contract period.

Date :

Signature :  
Name :  
Seal :

### **JOB SCHEDULE/SCOPE AND TERMS & CONDITIONS**

Engagement of an Agency for Annual Maintenance Contract for Electrical Sub-Stations/System for ERO Main Building at 1/14 C I T Scheme VIIM, VIP Road, Kolkata-700 054, Laboratory Building at P-230, C I T Scheme VIIM, Block W, Kolkata-700 054.

**THESE TWO BUILDINGS ARE APPROXIMATELY 300 (THREE HUNDRED) METRES APART FROM EACH OTHER.**

**The scope includes Preventive (Routine) and Break-down Maintenance job.**

**A) PREVENTIVE (ROUTINE) MAINTENANCE:**

All the electrical equipment shall be serviced in a specific and phased manner as per the schedule of work to avoid frequent break-down and to ensure maximum utilization of the equipment generally; following activities are to be done during routine maintenance.

TRANSFORMER (1) KVA – 400, volts : - 6000 v / 415 v)

(2) KVA – 250, volts : - 6000 / 415 v)

(Two numbers, one at ERO Main Building and one at ERO Lab Building.)

a) Checking of transformer Oil level in conservator once in a month.

In case the oil level falls below the minimum level it should be topped up by new tested insulating oil of appropriate grade as per IS : 335.

To be examined for leakage of oil, if detected, the leakage is to be repaired.

b) Various connections of the transformer e.g, L.T Connections neutral & Body-earthing are to be checked once in a month and if found loose, is to be tightened.

c) Bushings are to be examined for crack and dirt deposit and is to be cleaned or replaced as necessary once in three months.

d) Testing of transformer oil for dielectric strength and acidity are to be done as per IS : 1866 once in a year.

In case of failure of oil sample in dielectric strength the entire oil is to be filtered and dehydrated till it achieve the specific strength (as per IS : 1866) and in case of acidity test, the entire oil is to be replaced by new tested oil of appropriate grade ( as per IS : 335 ) and sludges are to be cleaned from the inside of the tank of the transformer.

e) Checking of neutral earth and equipment body earth once in a year.

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f) Insulation testing of the following once in a year.

i) Between L.T and Earth with 1000 v meggar

ii) Between H.T and Earth with 5000 v meggar

iii) Between H.T and L.T winding with 5000 v meggar



- g) Silica Gel is to be examined for colour and is to be changed as and when required.
- h) To check noise/ humming sound, temperature rise (over heating) and crack in bituminous compound once in a month.
- i) General cleaning of transformer to keep it free from dust and soots once in a month.

The Agency is liable to furnish certificate regarding (e) & (f)

H.T Panel & H.T Line (One number in ERO Lab. Building)

The panel shall be maintained as per the frequency indicated below. Shut down in prescribed proforma must be taken before attending to this panel. Solid earthing must be done after making the busbars dead. Only licensed and registered technician/ supervisor will be allowed to attend to H.T System.

Following Points are to be attended:

- a) General cleaning of the H.T, OCB inside and outside once in six months. (H.T.O.C.B. volt 11 kv, Amps. 400)
- b) Checking of Power & auxiliary contacts. Minor fittings to be cleaned with emery cloth and circuit breaker oil once in six months.
- c) Greasing/oiling of the moving/sliding mechanism of OCB once in six months.
- d) Tightening of termination nuts & bolts once in six months.
- e) Checking of closing and tripping mechanism of OCB & testing of relays once in six months.
- f) Measuring insulation of bus-section i.e. phase to phase and phase to earth once in a year.
- g) Insulation resistance of H.T Cables incoming to and outgoing from consumer H.T. OCB is to be measured including transformer H.T winding once in a year.
- h) Di-electric strength and Acidity value of the insulation oil inside the tank of OCB to be checked once in a year.

In case of failure of oil sample, same actions are to be followed as indicated in case of transformer in clause (d)

Oil level of H.T, OCB tank and condition of all gaskets shall be checked once in a month and it shall be ensured that there is no leakage.

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The Agency is liable to furnish the certificate regarding (e) (f) & (g).

i) If necessary, replacement of the defective and damaged component is to be done once in a year to keep the system in operation.

j) Checking, cleaning, testing and calibration of relays in H.T. Panel for protection once in a year.

k) For panel, insulation test for phase to phase and phase to earth with 5000 v meggar are to be carried out once in a year.

l) To check overheating, crack in bituminous compounding once in a month.

m) Checking of battery charger and its operation once in three months.

n) Checking of specific gravity of the liquid of the battery cell and maintenance of minimum level by adding distilled water checking ampere capacity of the battery cell with cell tester once in a month.

( Not applicable for maintenance free battery )

#### EARTH ELECTRODE AND EARTHING SYSTEM

( in both ERO Lab . and Main Building )

a) Checking of earth resistance of the combined earth electrode ( Equipment and neutral separately ) once in a year.

b) Checking of earth leads to all equipment for its continuity after tightening all connection once in a year.

c) In case the earth resistance found higher than 1 (one) ohm, new earth electrode is to be installed in parallel, to reduce the earth resistance. The Agency is liable to furnish certificate for this .

d) Checking of earth continuity of all testing machine / equipment, 3 phase, 415 v or every section in BIS Lab once in a year.

MAIN L.T. PANEL (Two numbers. One in ERO Lab. Bldg, and other in ERO Main Building.)

a) General cleaning of L.T. Panel, inside and outside for removal of dust and soot once in a month.

b) Checking the tightness of connection of the bus-bars, switch gear, control wiring for indicating lamps, voltmeter with selector switches, ammeter with selector switches, incoming and outgoing cables once in a month.

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c) Visual Inspection of the main contacts of the ACB is to be carried out once in six months. Minor pitting of the contacts is to be cleaned with emery cloth and carbon tetrachloride / contact cleaning liquid. Major pitting or damaged contacts are to be replaced.

d) Castle locking arrangement is to be checked for correct operation once in six months.

e) Relays for protection are to be checked and cleaned once in six months.

f) Replacement of damaged/ burnt out component when necessary.

g) Greasing/ oiling of moving or sliding parts of ACB/ MCCB once in six (6) months.

h) Checking of tripping mechanism of ACB/MCCB once in a year.

i) Testing and calibration of the relays once in a year.

j) For L.T Panel, insulation test for phase to phase and phase to earth with 1000 v meager are to be carried out once in a year. The contractor is liable to furnish the certificate for the above.

ALL KINDS OF DISTRIBUTION BOARDS INCLUDING POWER D.B/  
LIGHT D.B/ FUSE D.B/ LIFT D.B.

(Thirty five numbers of DB in ERO Lab. Building and Twenty one numbers of DB in ERO Main Building).

a) General cleaning of Distribution Boards inside and outside for removal of dust and soot once a month.

b) Checking of tightness of connection inside the Distribution Boards once in a month.

c) Replacement of damaged/ burnt out ( if found any ) components of the Distribution Boards when necessary.

**B) BREAK DOWN MAINTENANCE:**

a) Besides the routine maintenance on occurrence of a break down the faulty circuit shall be isolated and the power is to be restored to all the other equipment. The job shall be attended and rectified urgently.

b) Short cut method of temporary rectification should be avoided. However, if in the interest of the work it is done so, it must be rectified at the earliest available opportunity.

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**GENERAL AND IMPORTANT :**

a) The Agency shall include all minor civil work such as concreting, drilling of holes welding, soldering, fixing of the down rod of the light fittings etc.

b) The H.T. equipment shall be operated by the qualified operator switch board operator/ electrician having valid certificate, to work on H.T. installation.

c) In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, no sum compromise is allowed as regards safety provisions.

d) Spares, components, cost of oil and its testing charges etc. will be supplied/ borne by BIS.

e) Extra work, if needed, is to be done by the Agency, on payment of reasonable charges.

f) If it is anticipated by the Agency that heavy/ unusual labour, will be involved in some particular work for which extra payment is required by them may be pointed out in advance during inspection of site before quoting their rates and the same may be reflected in the price bid.

g) After completion of every preventive (Routine) maintenance work in every month cited above as per the frequency should be reported to the Competent Authority of BIS.

**ROUTINE MAINTENANCE WORK OF LIGHT, FANS, REGULATOR, SWITCH, PLUG, FUSE,, CALLING BELL, CANTEEN HEATER, AND OTHER ELECTRICAL FITTINGS IN ERO MAIN BUILDING.**

- 1) Day-to-day visit/ inspection from 0900 hrs to 1730 hrs in five working days by a licensed Electrician.
  - 2) Routine maintenance/servicing of all Tube Light fittings, Lamps sheds, Ceiling fans(inside Coil/bearing/bush), Fan regulator, calling bell, ,Plugs, Fusers etc. switches
  - 3) The Electrician shall report to the administration/Service Deptt. at 0900 hrs everyday.
  - 4) Day to day maintenance/Service note book has to be maintained by the Electrician.
  - 5) The cost of repairing materials for major or minor repair as and when required will be borne by BIS.
  - 6) The Agency shall be solely responsible for compliance to provisions of Various labour and industrial laws and all statutory obligations such as wages ,allowances, compensations, PF, Bonus, gratuity, ESI, etc relating to workers provided to BIS. The Bureau shall have no liability in this regard.
  - 7) The Agency shall be solely responsible for any accident/medical/Health related liability/compensation. The Bureau shall have no liability in this regard.
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- 8) Bureau reserves the right to accept/reject any or all quotations without assigning any reasons.
  - 9) The Agency shall follow the instructions given by BIS from time to time.
  - 10) Income-tax applicable shall be deducted from the bill every month.
  - 11) There would be no increase in rates payable to the Agency during the Contract period.
  - 12) The Agency shall be solely liable for all payments/dues including wages to persons deputed in BIS. In the event Bureau makes any payment or incurs any liability the contract shall indemnify Bureau completely.
  - 13) The tenderer shall have at least 3 years experience of providing Electrical Maintenance services
  - 14) Intending tenderers should possess personnel at least having experience of three years in the field.
  - 15) Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

- 16) The Agency can be terminated by giving one month notice on either side.
- 17) The Agency shall ensure that Electrical personnel deputed bear good moral character and do not indulge in theft or pilferage. In the event of any theft or pilferage by Electrical personnel coming to the notice of the Bureau, such person will be handed over to the police and Agency informed.
- 18) The Electrical persons provided by the Agency will not claim to become the Employees of the BIS and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in BIS.
- 19) The Agency shall ensure that a substitute is provided if a person is absent.
- 20) The Electrical personnel will be subjected to a thorough physical checking while leaving the office.
- 21) Decision of BIS in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Agency.
- 22) In case of any dispute between the Agency and BIS, BIS shall have the right to decide. However all matters of jurisdiction shall be at the local courts located at Kolkata.
- 23) An agreement shall be signed with the successful bidder as per specimen enclosed.

**NOTE : *These terms and conditions are part of the Agreement as indicated in the Agreement between BIS and The Agency and an-compliance shall be deemed as breach of the Agreement***

( To be made on Rs. 50.00 Non Judicial Stamp Paper )

#### **DRAFT AGREEMENT**

THIS AGREEMENT is made on-----day of----- Two thousand nine between BUREAU OF INDIAN STANDARDS, Eastern Regional Office at 1/14 C.I.T. Scheme-VIIM, VIP Road, Kankurgachi, Kolkata-700 054, as one part, hereinafter called 'BIS' and M/s-----, having its registered office at -----hereinafter called the "Agency" for Annual Maintenance contract for Electrical Substation/System for ERO Main Building & ERO Lab Bldg.

WHEREAS the BIS is desirous to engage the Agency for Annual Maintenance Contract for Electrical Sub-Station/System for ERO Main & ERO Lab Bldg. for Bureau of Indian Standards (Eastern Regional Office) Main Building at 1/14 CIT Scheme VIIM, VIP Road, Kankurgachi Kolkata-700 054 and Laboratory Building at P-230, CIT Scheme-VII M, Kankurgachi, Kolkata-700 054 on the terms and conditions stated below :-

1. The Agency shall be solely responsible for compliance to provisions of various labour and industrial laws and all statutory obligations such as Wages, allowances compensations, PF, Bonus, gratuity, ESI, etc relating to personnel deployed in BIS. The Bureau shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/Health related liability/compensation. The Bureau shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference.
4. The Contract can be terminated by giving one month notice on either side.
5. In case of non-compliance with the contract, the Bureau reserves its right to :-
  - a) Cancel/revoke the Agency; and/or
  - b) Impose penalty upto 10% of the total value of contract.
6. Security deposit of one month of billing amount (Refundable after termination of contract) in the form of pay order/Demand draft shall be payable at the time of signing of the Agreement.
7. The Agency shall be fully responsible for monthly payment of wages to the Personnel deployed in BIS.
8. The workers provided by the Agency will not claim to become the Employees of the BIS and there will be no Employee and Employer relationship between personnel engaged by the Agency for deployment in BIS.
9. **There would be no increase in rates payable to the Agency during the Contract period.**
10. The Agency also agrees to comply with annexed Terms and Conditions and Conditions and amendments thereto from time to time.
11. Decision of BIS in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency
12. In case of any dispute between the Agency and BIS, BIS shall have the right to decide. However all matters of jurisdiction shall be located at Kolkata.

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THIS AGREEMENT will take effect from -----day of-----Two Thousand nine and shall be valid for two years which may be extended by five, one year at a time, if the services are found to be satisfactory on the same terms and conditions and at the discretion of Authority of the 'BIS' .

IN WITNESS WHERE OF both the parties have set and subscribed their respective hands with their seal in Kolkata in the presence of the witness :-

**BUREAU OF INDIAN STANDARDS**

Witness : 1.

2.

Agency

Witness : 1.