

Tender no. BIS/MAINT/ELEC/2009-2012

**TENDER DOCUMENT
(VOLUME I)**

TECHNICAL BID

**APPOINTMENT OF AGENCY FOR OPERATION AND MAINTENANCE OF
HT/LT PANELS, GENSET, TRANSFORMERS AND PUMPS INSTALLED AT
MANAK BHAVAN AND MANAKALYA BUILDINGS AT BIS HQs.**

ISSUED TO: _____

**EMPLOYER
Bureau of Indian Standards
9, Bahadur Shah Zafar Marg,
New Delhi- 110 002**

LETTER TO CONTRACTORS

Our Ref: GA/M-69

Date:21-08-2009

Subject: Tender for appointment of Agency for three years for operation and maintenance of HT/LT panels, 500 KVA Diesel Genset, Transformers and Pumps installed at Manak Bhavan and Manakalya buildings at BIS HQs.

Dear Sir,

Sealed Tenders are invited for appointment of Agency for three years for operation and maintenance of HT/LT panels, 500 KVA diesel genset, transformers and pumps installed at Manak Bhavan and Manakalya buildings at BIS HQs, consisting of main equipments as given in Scope of Work of this tender, at an estimated cost of Rs 8,26,200/- (Rupees eight lacs twenty six thousand two hundred) at this office upto 1500 hrs on or before 14 – 09 - 2009 .

Intending Tenderers are advised to visit the site of work so as to be familiar with the site conditions. No extra charges will be payable due to additional cost involved for adverse site condition (if any).

Tender Documents are enclosed indicating all necessary terms and conditions. This may be carefully read before submitting the tender. Bidders are requested to deposit Earnest Money of Rs 17,000/- by PO/DD in favour of Bureau of Indian Standards along with technical bid.

Thanking You,

Yours Faithfully,

A K Singh
Director (Admn)

Encl: a/a

DRAFT ARTICLES OF AGREEMENT

Made at _____ between Bureau of Indian Standards (hereinafter referred to as employer which expression shall include his heirs, Executors, Administrators, & Assigns) of the one part and trading in the name and style of _____ (hereinafter referred to as the contractor which expression shall include his heirs, executors, Administrators and Assigns) of the other part WHEREAS the employer is desirous for appointment of Agency for operation and maintenance of HT/LT panels, Genset, Transformers and Pumps installed at Manak Bhavan and Manakalya buildings at BIS HQs as per the terms and conditions mentioned in the Tender Document. WHEREAS the said Document, Specifications, Scope of work and price bid have been signed by or on behalf of the parties hereto and WHEREAS the contractor has agreed to execute upon and subject to the conditions set forth herein (hereinafter referred to as “the said conditions”) the work shown upon “in the said document” and described in “the said specification” and the said “Priced Schedule of rates”.

1. at the respective rates mentioned in the priced Scheduled of rates attached.
2. for the lumpsum basic amount of Rs (not to be filled)
(hereinafter referred to as contract “Amount”)

And WHEREAS the Contractor has deposited Rs _____

(Rs _____) with the Employer for the due performance of the Agreement.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the payment to be made to the contractor as hereunder provided he shall adhere upon and subject to the said conditions, execute and complete the works shown upon the said terms and conditions in the Tender Document, schematics and described in the Specifications and the said Priced Schedule of rates.
2. The employer shall pay the Contractor such sums as shall become payable hereunder at the times and in the manner specified in Clause 9 of the Tender Document of contract.
3. The said contract comprises of operation and maintenance of HT/LT panels, Genset, Transformers and Pumps installed at Manak Bhavan and Manakalya buildings at BIS HQs.
4. The employer reserves himself the right of altering the scope and condition of the contract for the satisfactory performance of the same.

The said conditions shall be read and construed forming part of this Agreement and the parties hereto will respectively abide by and submit themselves to the conditions stipulated and perform the agreements on their parts respectively in such conditions contained.

AND WHEREAS the following documents shall form part of and be construed and read as part of this agreement.

a)

b)

c) (Any such correspondence documents, which are made before award of work shall become part of this agreement)

d)

e)

f)

g)

6. The several parts of this contract have been read by us and fully understood by us. As witness our hand this _____ day of _____ .

Employer

Contractor

(Signed by the said Contractor in presence of the Employer)

BUREAU OF INDIAN STANDARDS

TENDER DOCUMENT

Subject: APPOINTMENT OF AGENCY FOR OPERATION AND MAINTENANCE OF HT/LT PANELS, GENSET, TRANSFORMERS AND PUMPS INSTALLED AT MANAK BHAWAN AND MANAKLAYA BUILDINGS AT BIS HQs.

1. Sealed tenders are invited for appointment of Agency for three years for operation and maintenance of HT/LT panels, Gensets, Transformers and pumps installed at Manak Bhawan and Manaklaya buildings of Bureau of Indian Standards, 9, Bahadur Shah Zafar Marg, New Delhi.

2. PROCEDURE FOR SUBMITTING THE TENDER

- 2.1 Two-bid system would be adopted; one part of the bid shall be technical bid and the other part a price bid.
- 2.2 The technical bid shall consist of information pertaining to technical qualification of the contractor.
- 2.3 Technical bid shall be opened first for assessment of Technical qualification and competence of the contractor.
- 2.4 Price bid shall be opened only for those contractors who are found successful in the process of technical assessment by this office.
- 2.5 Technical bid and price bid shall be put in two different envelopes and sealed.
- 2.6 Both sealed envelopes , containing technical bid and price bid may be put in a third envelope and third envelope shall also be sealed and submitted to this office.
- 2.7 All the three envelopes must bear the name and address of Contractor and addressed to Director (Administration), 9 Bahadur Shah Zafar Marg, New Delhi – 110002. Indication of price bid and technical bid on each envelope should also be made.
- 2.8 Technical bid shall be opened on 14- 09-2009 at 1530 hrs in the presence of such tender their authorized representatives who may like to be present.
- 2.9 Date of opening of price bid shall be communicated separately.

3. SPECIAL CONDITIONS OF CONTRACT

- 3.1** The conditions under this contract will cover maintenance, operation , rectification and/or any other job not included in the scope as may be directed by the Director General, Bureau of Indian standards.
- 3.2** The main installations in BIS buildings covered under this contract are given in the scope of work.
- 3.3** The successful bidder shall prepare an operation and maintenance schedule (Routine and Preventive) clearly laying work to be performed for daily/weekly/monthly basis, and get this approved from BIS (Officer in Charge) and follow the same.
- 3.4** The Contractor shall maintain daily log books to record the observations and services offered every month, which shall be signed jointly by the representative of the contractor and the authorized representative of BIS.
- 3.5** A log book including details of all important activities shall be maintained. Competent service technicians shall be required to attend breakdown calls as and when intimated within the least possible time not more than 8 hours in any case , including Sundays and other Government holidays. There will be no limit to the number of breakdown calls. For this purpose, the contractor shall leave the emergency telephone numbers with the Management of BIS on which he can be contacted during non working hours.
- 3.6** A person to be nominated by the contractor to whom all the complaints can be registered for compliance in his office the same time. The contractor should have a built in labour cost for the rectification works to be carried out in case his own manpower is not able to rectify the system as a whole in the building.
- 3.7** The Contractor shall provide round the clock service by trained manpower as mentioned below:
- There shall be three shifts of 8 hours each.
 - In a shift, there shall be one supervisor and one helper.
 - Supervisor shall be technically qualified (Diploma Preferable)
 - Both supervisor and helper must have suitable training and experience to handle the HT/LT panels, Genset, Transformers and Pumps.
 - They will not leave duties unless their relievers report to duty.
- 3.8** The Contractor's staff shall be on duty everyday round the clock, irrespective of the holidays and Sundays. All leaves and sickness reserves shall be arranged by the contractor from his own resources and such person deputed shall also be similarly qualified/experienced. BIS does not favour any person doing continuous duty for two shifts. However, the responsibility

of allowing the staff to work continuous overtime shall be that of the contractor.

- 3.9** The contractor shall maintain an attendance register, which will be signed by the supervisor and helper of the contractor. Attendance register shall be checked by the BIS authority as and when needed.
- 3.10** In addition to the routine staff, the contractor shall mobilize additional manpower in order to rectify the defects when needed and maintain the equipment in working conditions all the times. For routine maintenance, servicing and minor repair of equipments, the contractor shall provide all type of labour, however material required for such jobs will be supplied by BIS free of cost.
- 3.11** For major repairs such as overhauling of equipments, calibration, rewinding of pumpsets, dehydration of transformer oil and such like jobs the contractor shall do the procurement of any components/spare parts/refills etc only from the authorized dealers to the maximum extent possible and arrange to make the system ready again within a period of 12 hours. It will be paid extra on the basis of actual cost of the labour and material involved plus 10 % contractor's profit which shall be not applicable on taxes.
- 3.12** The contractor shall prepare check sheets and get them approved from BIS.
- 3.13** Certain modification which may be necessary for efficient functioning of equipments as per recommendation of the manufacturer of equipment/component. The contractor shall not charge any extra money for such works. However, any component, part of equipment required to be purchased in this connection, it will be paid extra, at his cost price plus 10 % profit.
- 3.14** The contract shall be valid for a period of **three years** ie 36 months and may be extended further after prior approval of the Competent Authority of BIS. (If the services are found satisfactory)
- 3.15** The contractor shall specify his total basic fee (not including taxes) for three years for the entire job including payment to the personnels engaged by him.
- 3.16** The contractor shall provide all tools and equipments for the purpose of work themselves.
- 3.17** The rate quoted by the firm shall be fixed for the contractual period and nothing extra would be paid on account of increase in price index and labour rate.
- 3.18** In case of power cut from BSES the contractor shall register the complaints and pursue them for earliest restoration of power and maintain record in this regard.
- 3.19** The contractor shall provide all labour for plumbing works in pump houses and main water supply line including water meters from ferrule connection to underground tank. The material required for these jobs will be supplied by BIS.

4. GENERAL TERMS AND CONDITIONS

- 4.1** Tender shall remain valid for 90 days from the date of opening the technical bid.
- 4.2** The contract shall be awarded for a period of three years and may be extended further, if services are found satisfactory after prior approval of the Competent Authority of BIS.
- 4.3** Intending tenderers are advised to visit the site of work before quoting so as to be familiar with the site conditions. No extra charges would be payable due to additional cost involved for adverse site conditions (if any)
- 4.4** Firms without any previous experience about electrical installations and DG set shall not be considered.
- 4.5** BIS reserves the right to accept or reject any tender either in whole or in parts without assigning any reason for doing so and does not bind to accept the lowest or any tender.
- 4.6** Tenders sent by registered post shall not be considered.
- 4.7** BIS reserves the right to terminate the contract by giving prior notice of one month without assigning any reason.
- 4.8** The contractor shall be wholly responsible for theft, burglary, fire and any other mischief done by their staff or occurring due to negligence of the contractor's staff.
- 4.9** The contractor shall abide by the requirements of security department of BIS and strictly follow the security regulations.
- 4.10** The contractor shall also take into consideration any statutory order of GOI regarding minimum wage act and other labour laws. BIS shall however, not take any responsibility for any violations pertaining to the labour laws.
- 4.11** The Staff deployed by the Contractor shall be disciplined, polite and courteous and shall not misbehave with any of BIS staff members. They will not enter into any unlawful activities in the premises.
- 4.12** BIS security staff will have the right to check, search or interrogate any of the contractor's staff while entering/leaving the BIS premises for purpose of duty.
- 4.13** The contractor shall arrange a first aid box for medical emergency.
- 4.14** The Contractor will keep the equipment and premises neat and clean.
- 4.15** Bureau reserve the right to:
 - a) cancel/rescind/revoke the order if work is not carried out satisfactorily as per terms and conditions of tender document and in required time frame and get the balance work done through some other agency at the risk and cost of contractor.
 - b) Impose a penalty up to maximum of 10% of annual tendered amount for unsatisfactory services provided during currency of contract.

5. DOCUMENTS TO BE SUBMITTED ALONGWITH THE TECHNICAL BID FOR ASSESSMENT.

5.1 Envelope No. 1 shall be called technical bid and contain following documents. Each page should be duly signed by tenderer as a token of their acceptance of the technical and contractual details. This envelope shall be superscribed “ENVELOPE 1 – TECHNICAL BID”

5.2 The envelope no. 1 shall also contain Earnest Money Deposit in form of crossed demand draft of Rs 17,000.00 (Rupees Seventeen thousand) in favour of Bureau of Indian Standards, New Delhi.

5.3 A forwarding letter of the contractor should also contain the following annexure in support of their eligibility:

Annex 1: Document indicating the set up of organization, partnership, proprietorship, Pvt Ltd, Public Ltd etc.

Annex 2: Valid enlistment with CPWD/MES/Railways/Public Sector Undertakings, other Government bodies as applicable.

Annex 3: Details of work of similar nature carried out in Central or State Govt. Bodies/ departments, Public Sector Undertakings, MES, Railways in the last five years.

Annex 4: Details of tools, tackles, plant, machinery and technical personnel available with the organization.

Annex 5: Copy of registration with Works contract Cell of Sales Tax Department, NCT of Delhi.

Annex 6: Proof of having achieved average financial turnover of Rs 2.75 lacs (two lacs seventy five thousand) in the previous 3 financial years ending 31 March 2009. Chartered Accountants Certificate to be enclosed.

Annex 7: List of ongoing major works with their financial value with complete addresses of the clients.

Annex 8: List of arbitration cases, if any.

This envelope shall be superscribed “ ENVELOPE 1 – TECHNICAL BID”

Price bid of tenderers who do not fulfill the above requirements shall not be opened. The required documents should be submitted strictly as prescribed. Original documents may be required for verification of the above claims at the time of opening of technical bids.

6.DOCUMENTS TO BE INSERTED INTO PRICE BID

- Envelope No. 2 shall contain **only the prices** duly filled in and signed by the tenderer.
- The tenderer, in this envelope, shall indicate no commercial or technical condition or qualification of any sort, otherwise the tender shall be summarily rejected.
- This envelope shall be superscribed “ENVELOPE 2- PRICE BID”

7. EARNEST MONEY

7.1 Bidders are requested to deposit Earnest Money of Rs 17000.00 (seventeen thousand) by Demand Draft in favour of Bureau of Indian Standards payable at New Delhi along with the Technical Bid, which will remain with BIS upto the time of award of contract. However no interest shall be payable on Earnest Money. Earnest Money of successful bidder shall be adjusted against the Security Deposit.

8. SECURITY DEPOSIT

8.1 Successful bidder would be required to deposit an amount of Rs 30000.00 (thirty thousand) as security deposit through a bank guarantee or bank draft in favour of Bureau of Indian Standards payable at New Delhi. This amount is in lieu of deduction of retention money @ 10 % and the same will not be refunded to the firm annually, but after completion of contract period of three years. No interest shall be paid on the security deposit.

9. PAYMENTS

9.1 Total charges will be divided into 36 equal monthly installments and payment made every month along with applicable taxes after raising the necessary bill for the same by the contractor.

9.2 All payments shall be made after deducting income tax as per GOI order from time to time.

9.3 The payment for the material will be made on the basis of actual requirement and actual material used at site. Payment of invoices shall be done after satisfactory report of officials of BIS.

10. For clarifications, if any, please contact Dy. Director (Maintenance), Bureau of Indian Standards, Manaklaya, 9, Bahadur Shah Zafar Marg, New Delhi-110002 (Telephone no. 23235643) on any normal working day between 100 h to 1700 h.

11. Sealed quotations complete in all respect should be addressed to Director (Administration), Room No. 406, Manakalya, Bureau of Indian Standards, 9, Bahadur Shah Zafar Marg, New Delhi 110002. The envelope containing the technical bid and price bid should be superscribed “Tender for Operation and maintenance of HT/LT panels, Genset, transformers & Pumps.” It should reach to this office by 14-09-2009 before 1500 h, which would be opened the same day at 1530 h in the cabin of Director (Administration) in Room No. 406, Manaklaya.

12. The representative of the bidding firms are welcome to be present at the time of opening of Technical Bid.

13. Bureau of Indian Standards has the right to reject any or all tenders without assigning any reason and without informing the tenderer.

14. CONTRACTOR’S EMPLOYEES

14.1 The contractor shall employ technically qualified and competent supervisor for the work who shall be available throughout the working hours to receive and comply with instructions of the Employer. The contractor shall employ persons having the appropriate skill or ability to perform the above work efficiently.

14.2 The Contractor shall comply with the provisions of all labour legislations including the requirement of

- a) The payment of wages Act.
- b) Employer’s liability Act.
- c) Workmen’s Compensation Act.
- d) Contract labour (Regulations and Abolitions) Act, 1970 and Central Rules 1971.
- e) Apprentices Act.
- f) Any other Act or enactment relating thereto and rules framed there under from time to time.

14.3 The contractor shall keep the Employer saved, harmless and indemnified against claims if any of the workmen and all costs and expenses as may be incurred by the Employer in connection with any claim that may be made by any workmen. Licences (if required as per rule) to be obtained from statutory authorities in connection with the above by the contractor as per rules.

14.4 Staff of the agency should be covered under appropriate policy of Life Insurance Corporation (LIC) and accidental insurance schemes by the Agency.

15 DAMAGE TO PERSONS AND PROPERTY INSURANCE ETC

15.1 The Contractor shall be responsible for all injury to the work or workmen to persons, animals or things and for all damages to the structural and/or decorative part of property which may arise from the operations or neglect of himself or any of his employees whether such injury or damage arise from carelessness, accident or any other causes whatsoever in any way connected with carrying out of this contract.

15.2 The Contractor shall indemnify the Employer and hold harmless in respect of all and any expenses arising from any such injury or damages to persons or property as aforesaid and also in respect of any claim made in respect of injury or damage consequent upon such claim.

15.3 The Contractor shall reinstate all damage of every sort mentioned in this clause, so as to deliver the whole of contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property.

15.4 The Employer shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges, and expenses arising or accruing from or in respect of any such claim or damages from any sums due or to become due to the contractor.

16 ARBITRATION

16.1 That in case of any dispute or differences arising under the terms of this contract, the same shall be settled by reference to arbitrator by a sole arbitrator to be appointed by the Director General, Bureau of Indian Standards in accordance with the provisions of the Indian Arbitration Act. The decision of the sole arbitrator will be final and binding. The venue of the arbitrator shall be New Delhi.

16.2 In case of any dispute between the parties out of this contract, the court of Delhi will have the jurisdiction.

SCOPE OF WORK

LIST OF EQUIPMENTS FOR OPERATION/MAINTENANCE 11 KV / 415 V SUBSTATION

1. HT PANEL BOARD (GEC/ALSTOM make):

Sheet steel clad , dust and vermin proof free standing 04 oil circuit breakers (18.4 KA) panel board of 11 KV, 350 MVA, 636 amp, 03 pole OCB having 01 number incoming OCB with 100/5 CTs and 11 KV/110 V PTs, a set of isolating plug and socket, manually operated closing mechanism, ON-OFF indicator, 1000 amps copper Bus Bar. The panel is complete with necessary meters, indicators, over current relays, earth fault relays, other auxiliary relays and all other relevant accessories, control fuses, terminal block, earth bar interlocks etc.

2. LT MAIN DISTRIBUTION BOARD (GANGA POWER MAKE)

Dust, damp and vermin proof free flow standing factory built sheet steel enclosed non draw out modular type LT main distribution board, fabricated out of suitable sized angle iron and flats, base channel and covered with PCRC sheet complete with necessary interlocking and mounted with the followings:

- a) LT Air Circuit Breakers manually operated, Non-drawout type complete with necessary relays, indicators, meters etc
 - 800A as incomers - 1 No.
 - 800A Bus Coupler - 2 No.
 - 800A as Genset incomer
- b) ON Load over switch Fuse units (four pole) with HRC Fuses:
 - 630A-4 Nos
 - 400A-3 Nos
 - 200A-3 Nos
- c) Switch Fuse Units (four pole) with HRC Fuses:
 - 355A-1 No.
 - 200 A- 1 No.
 - 100 A-1 No.
- d) 3 numbers of solid state power factor sensing relay (4 stages) complete with all accessories.
- e) 6 No. of TP air break contactors of 70 A capacity suitable for 415/500 volts AC 50 Hz supply each with a set of 3 Nos HRC fuses of 63 A.
- f) 4 numbers of TP air break contractors of 110 A capacity suitable for 415/500 volts AC 50 Hz supply each with a set of 3 Nos HRC fuses of 100 A.
- g) By pass 2 Nos 1600 A.

h) 2 Nos 1600 A Changeovers.

3 TRANSFORMERS (02 Nos)

a) 1000 KVA

- i) HV 11000/LV 433 make Crompton, Amperes HV 52.5/LV 1334
- ii) Connection symbols Dyn
- iii) Oil Capacity – 850 ltr

b) 400 KVA

- i) HV 11000/LV 415 make crompton/Parkinson, Amperes HV 21/LV 556.7
- ii) Connection symbols Dyn.
- iii) Oil Capacity 615 ltr

4 WATER LIFTING PUMPSETS

a) Pump room Manak Bhawan

- i) 7.5 HP capacity of Kirloskar make
- ii) 7.5 HP capacity of kirloskar make
- iii) 2 HP capacity of Jyoti (R&I) make

b) Pump room Manaklaya

- i) 3 HP capacity of Kirloskar make.
- ii) 2 no.7.5 HP capacity of Crompton make.

c) 10 HP capacity Submersible pumpset.

5. 500 KVA Genset

Greaves make water cooled engine with panel MCCB 800 A with all accessories. 4 stroke, 12 cylinders coupled to 500 KVA brushless type 415 V, 3- phase, 4 wire self excited alternator (Stamford make : 24 V Batteries 2 nos.).

Tender no. BIS/MAINT/ELECT/2009

**TENDER DOCUMENT
(VOLUME 2)**

PRICE BID

**APPOINTMENT OF AGENCY FOR OPERATION AND
MAINTENANCE OF HT/LT PANELS, GENSET, TRANSFORMERS,
PUMPS INSTALLED AT MANAK BHAWAN AND MANAKLAYA
BUILDINGS AT BIS HQs.**

ISSUED TO: _____

**EMPLOYER
Bureau of Indian Standards
9, Bahadur Shah Zafar Marg,
New Delhi – 110 002**

SCHEDULE OF RATES

DESCRIPTION

OPERATION AND MAINTENANCE OF HT/LT PANELS, GENSET, TRANSFORMERS,PUMPS INSTALLED AT MANAK BHAWAN AND MANAKLAYA BUILDINGS AT BIS HQs AS MENTIONED IN THE SCOPE OF WORK AND AS PER TERMS AND CONDITIONS OF THE CONTRACT.

Total Basic Charges for three years as per scope, terms and conditions etc mentioned in the technical bid of the tender document. (Not including taxes) = Rs.

Amount in words_____

Contractor's Signature

**A K Singh
Director(Admn)
Bureau of Indian Standards
New Delhi.**

