

	<b>प्लाज़्मा अनुसंधान संस्थान</b>	
	<b>Institute for Plasma Research</b>	
	<b>भाट, निकट इन्दिरा पुल, गांधीनगर - ३८२ ४२८ (भारत)</b> <b>Bhat, Near Indira Bridge, Gandhinagar 382 428, Gujarat (India)</b>	
	दूरभाष / TELEPHONE : (079) 23962260; 2262, 2263 फॅक्स / FAX : (079) 23962277	<a href="mailto:stores@ipr.res.in">stores@ipr.res.in</a>

# Tender Documents for AMC of Utility Electrical Installations

<b>Tender Notice No. :</b>	<b>IPR/ST/TN-AMC/01/15-16</b>
<b>Dated :</b>	<b>03.05.2015</b>
<b>Due on :</b>	<b>27.05.2015 at 13.00 Hours.</b>
<b>Name of Tenderer and Address:</b>	_____
	_____
	_____
<b>Phone No.</b>	_____

**EMD Payable to : INSTITUTE FOR PLASMA RESEARCH at AHMEDABAD**

Sr. No.	Particulars	Details
1.	Tender Fees	₹:500.00
2.	Amount of EMD	₹:17,000.00
3.	DD/Banker's Cheque No.	
4.	Date	
5.	Bank	

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	<p>Institute for <b>Plasma Research</b></p>
	<p>भंडार अनुभाग STORES SECTION <a href="mailto:stores@ipr.res.in">stores@ipr.res.in</a></p>

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	<b>प्लाज़्मा अनुसंधान संस्थान</b>	
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**DETAILED TENDER NOTICE No. IPR/ST/TN-AMC/01/15-16 dated 03.05.2015**

Sealed tenders are invited in sealed Envelope from the bidders who meet the following Eligibility Criteria for satisfactory maintenance of Utility Electrical Installations at various locations in IPR main campus and other IPR establishments known as IPR Extension Lab/FCIPT/ITER India, GIDC, Gandhinagar and Hostel/Guesthouse Campuses for a period of 01 year :-

**Eligibility Criteria:**

Bidders having similar work experience and should have carried out at least single work similar in nature (AMC), worth not less than ₹:12 lakhs or two works each of ₹:9 lakhs or three works each of ₹:6 lakhs per annum preferably from Central or State Govt. organization within last 3 years (i.e. between 01.04.2012 and 31.03.2015) must furnish documentary proof in respect of following information while making request for tender documents.

1. Company's profile, Local Office status, Bankers, Manpower and Experience.
2. Electrical Class – I License
3. Supervisor - (Diploma with min. 3 years experience) Supervisory license and Relevant Certificates
4. Work completion and performance Certificate
5. A List to be furnished for number of qualified technical people in employment and their qualification.
6. Last 3 years audited balance sheets of the company
7. Latest income tax clearance certificate
8. Proof of valid registration in appropriate class in CPWD, MES, Railways, state PWDs and experience in carrying- out similar nature of works
9. Performance certificate from the client and or consultants of the completed works

Tender No. and Date	Tender Fee in ₹:	EMD in ₹:	Date for Receiving Request for Issue of Tender Documents upto	Due Date and time	Time of Opening
IPR/ST/TN-AMC/01/15-16 dated 03.05.2015	500.00	16,000.00	08.05.2015 at 17.30hours.	13.00 Hours on 27.05.2015	15.30 Hours on 27.05.2015

Bidder who meet the Eligibility criteria as specified above at (1) to (9), may arrange to submit written request for issue of Tender Documents to the Stores Officer by 08.05.2015 along with tender fee of ₹:500.00 (non refundable) by DD/Banker's cheque in favour of "Institute for Plasma Research" payable at Ahmedabad.

Tender should be submitted in sealed Envelope Superscribing Tender No. Date, Due date and Brief Description of tendered item along with Tender Fee and EMD, should be submitted to the Stores Officer at the above address by **1300 hrs on** 27.05.2015. Tender shall be opened on the same day i.e. 27.05.2015 at **15.30 hrs** in the presence of attending tenderers or their authorized representatives (carrying authority letter).

Tender Notice and Tender Document can also be viewed and downloaded from our website <http://www.ipr.res.in/purchasetenders.html>. The Director, IPR reserves the right to accept or reject the tenders in full or part thereof without assigning any reasons.

## 1. SCOPE

### **MAINTENANCE OF ELECTRICAL INSTALLATIONS AT INSTITUTE FOR PLASMA RESEARCH (IPR), GANDHINAGAR AS DETAILED BELOW :**

- 1. The Vendor should be responsible to keep 100% Availability and Healthiness of various Electrical utility systems at IPR/FCIPT/IPR Extension Laboratory/ITER-INDIA/Hostel/Guesthouse campuses.**
2. Electrical maintenance of offices, Bore well pump motors, Street lighting and compound wall/periphery lighting inside IPR, FCIPT, ITER-INDIA and IPR Extension Laboratory campuses.
3. Electrical maintenance of non-operational area in side IPR like meeting rooms, canteen, library, Guest house, corridors, toilets including street light and periphery lighting as directed.
4. Electrical maintenance of operational area in side IPR such as Power Panels in AC plants.
5. Attending, rectifying power OFF complaints and restoring it at any time on emergency.
6. Verifying the tripping of ELCB and MCBs.
7. Replacing of burnt out or damaged bulbs, Tube lights, switches, sockets, holders, fans, lighting fixtures, switch boards, MCBs, ELCBs, and any works given by Electrical Department.
8. Cable laying, wiring and lighting etc as per the user's/Department's requirement.
9. Dismantling of burnt pump motors, burnt ceiling fans, burnt chokes of light fixtures and installing the same after repairs, for which materials will be issued by the department free of cost
10. Fixing of Geysers, repairing of geysers for the replacement of defective thermostat, rectification of major leaks of the geyser.
11. Repairing / Replacement of the burnt chokes of street light fixtures and changing of fused lamps in the fixture.
12. Periodical maintenance of light fittings, street light fittings, ceiling fans, exhaust fans including repairs like replacement of fused lamps and tubes, checking of chokes, capacitors, starters, holders, terminals, control gears, regulators etc.
13. Diagnosing the cable fault and rectifying the defects by providing straight through joints, end terminations etc., as directed.
14. Maintenance of internal Telephone lines, instruments, junction boxes and wiring for new connections if required.
15. Preventive maintenance of above listed installations to be carried out in a well planned manner with periodicity as detailed in general, as directed.
16. Electrical complaints, other than the above mentioned shall also be executed by the contractor, as per the directions.
17. The work allotted shall be attended to, within 4 hours and reported to Head, Electrical Maintenance for its progress.
18. Preventive maintenance shall be effectively carried out in consultation with Head, Electrical Maintenance as mentioned below.
19. Keeping the maintenance records updated and logging the day-to-day works executed.

20. Keeping the record of materials received for the day-to-day works and materials used at different locations.
21. Helping the IPR personnel in the execution of new job requirements.
- 22. In addition to this any other electrical work allotted by the Head, Electrical Maintenance to be attended.**

## **PREVENTIVE MAINTENANCE SCHEDULE**

### **1. Once in three months**

Pump Motors, MV Panels, Feeder panels, Switchgears, Streetlight and Periphery Lighting etc

### **2. Once in Six months**

Feeder Panels, Cables, Ceiling Fans, Geysers and energy meter panels etc

### **3. Once in a Year**

Earth resistance measurement of all installations identified by Head, Electrical Maintenance.

## **2. CRITERIA FOR ISSUING TENDER DOCUMENTS:**

Bidders having similar work experience and should have carried out at least single work similar in nature (AMC), worth not less than Rs 12 lakhs or two works each of ₹:9 lakhs or three works each of ₹:6 lakhs per annum preferably from Central or State Govt. organization within last 3 years (i.e. between 01.04.2012 and 31.03.2015) must furnish documentary proof in respect of following information while making request for tender documents.

1. Company's profile, Local Office status, Bankers, Manpower and Experience.
2. Electrical Class – I License
3. Supervisor - (Diploma with min. 3 years experience) Supervisory license and Relevant Certificates
4. Work completion and performance Certificate
5. A List to be furnished for number of qualified technical people in employment and their qualification.
6. Last 3 years audited balance sheets of the company
7. Latest income tax clearance certificate
8. Proof of valid registration in appropriate class in CPWD, MES, Railways, state PWDs and experience in carrying- out similar nature of works
9. Performance certificate from the client and or consultants of the completed works

## **3. GENERAL**

1. The bidders are advised to visit and inspect the site before submitting the offer.
2. The Operation, Maintenance and services shall be carried out as per the direction given by the Maintenance Department.
- 3. The Contractor shall arrange to execute operation and maintenance services only through qualified electricians who are**

**permitted to work on electrical installations by appropriate competent authority and as per IE rules 2003.**

4. The Contractor and his service provider / work force shall strictly follow the security instructions and safety instructions as imposed by the Department.
5. A full time supervision by the Supervisor at site is compulsory during any maintenance services, which shall strictly comply to relevant I.E., rules.
6. The scope of services includes servicing and routine repair as per manufacturers recommendations and IPR division in-charge direction, including minor repairs and replacement of parts and accessories.
7. The Services include attending day-to-day complaints and maintaining record for the same as required.
- 8. All tools and tackles required for effective maintenance such as Multi meter, Megger, Clip on ammeter and Earth tester etc. shall be provided by the contractor and should be available at site till completion of the contract period. All the meters & testing equipment, which are used at site, should be periodically calibrated from authorized test laboratory.**
- 9. The Department will supply all the spares and consumables required for operation, maintenance & services at free of cost.**
- 10. Periodical cleaning, testing & routine maintenance of electrical system is to be done as recommended by manufacturers, and as directed by IPR Electrical Division in-charge.**
11. The Contractor shall ensure and display the monthly duty chart / Shift roster provided by IPR Electrical Division in-charge. For leave replacement service providers / work force should also be identified at the beginning of the contract such that they should also be aware of the operation & maintenance of the system fulfilling all other conditions as described in.
12. It shall be the responsibility of the Contractor for the safety of service providers / work force and maintain cleanliness of the installation/equipment's particularly which are under his sole possession/use as required. All his service providers shall be provided with Identity card as per the norms of the Department.
13. The Contractor shall furnish local contact telephone number, Mobile number & contact address.
14. The Contractor shall be responsible to maintain records and furnish data about mandatory tests i.e. insulation and earth tests of all the installation as per I.E. rules & IS. Specifications.

- 15. The Contractor shall be responsible to provide & maintain records at IPR site e.g. attendance of duty staff, log books for equipment etc as required.**
- 16. It shall be the responsibility of contractor to maintain and hand over back the installation covered under the scope of service after completion of operation maintenance services in good working condition as required.**
17. The contractor shall be responsible for the equipment, materials handed over to him, and in case of any mishandling or missing the same shall be replaced or repaired at his own risk and cost.
18. All dismantled/unused materials shall remain the property of Department and shall be the responsibility of the contractor to return back the same to IPR store periodically as required failing which recovery shall be made at double the market rates from the Contractor.
19. Any damage done to the existing installation, equipment or to the building particularly due to negligence shall be entire responsibility of Contractor to repair, rectify or replace the same free of cost.
20. The installation equipment covered under this operation and maintenance contract are briefly as mentioned in the scope. The same shall be signed by the Contractor in token of having taken over Operation & maintenance services in hand and shall be liable to hand over back the installation/equipment as incorporated therein after due completion of the operational maintenance service.
- 21. The Contractor shall provide proper uniform, shoes and other safety gadgets like hand gloves, raincoats etc., for the service provider engaged by him during Operation and maintenance services at site.**
- 22. The contractor shall make own arrangements for transport and other logistics to service providers / work force.**
23. Contractor shall fully responsible for releasing payment to service providers/work force engaged by him as per the Minimum Wages act within 10th of every month and also shall be responsible for complying with the labour regulations in vogue regarding the maintenance of attendance and other registers etc. The Contractor in addition to the above is also fully / wholly responsible for Provident fund and ESI formalities to be complied with the service providers engaged by him as applicable to Govt. rules and he should indemnify the department wholly/fully these implications / eventualities.
24. The service providers deployed at site of services to be carried out shall be trained and qualified as per the CPWD standards and should be able to behave properly with the Staff of our Institute and Visitors. In case of complaint about any misbehavior & or for improper working of any of service providers of Contractor is received or noticed the concerned service provider



- shall be removed and to be suitably replaced by the Contractor immediately failing which it shall be presumed that no such service provider and accordingly the corresponding charges will be deducted from the bill.
25. In case of any accident occurs due to any reasons during duty hours within IPR/FCIPT/ITER\_INDIA/IPR Extension Laboratory/Hostel/Guesthouse campuses, Department will not be responsible in any way for the same. No extra payments shall be made to the Contractor and No claim what so ever nature will be given or paid on this account and Contractor is fully responsible for such eventualities and he should indemnify the Department from such happening.
  26. Unauthorized person belonging to the Contractor will not be allowed to enter IPR campus.
  27. The Contractor shall be responsible for the entire criminal, civil, liabilities arising during the contract period and he should indemnify the Department from such implication /eventualities / happenings.
  28. The Contractor or his bonafied representative shall regularly visit the site and meet the In charge to take instructions, monitor operations and review the complaint register/site order book, thereby attending the site requirements efficiently & effectively, failing which In charge shall be free to take suitable action as per relevant terms & conditions of agreement at his discretion as required.
  29. Department may ask contractor to supply additional similar manpower during exigency / critical operations other than the scheduled supply against extra payment as per their offer.
  30. **Tenure of the Contract is for 01 (One) year i.e. from 01.08.2015 to 31.07.2016. However, First three months will be on a trial basis. If the work is found satisfactory during the trial period, the contract will be extended upto 31.07.2016. Which can be extended for a further period of one more year on same rates, terms and conditions on mutual consent.**
  31. The work performance of the contractors & individuals service providers will be assessed periodically (once in three months) and if the same is found unsatisfactory the contractor should immediately replace the service provider / work force.
  32. The contract may be terminated at any time without giving further notice by the competent authority, if the quality of the work is found not satisfactory.
  33. In case Contractor is fails to provide Supervisor as per schedule ₹:450.00 will be deducted per day and if he fail to provide other service providers as per schedule ₹:300.00 will be deducted per day irrespective of their level.
  34. If the Contractor fails to carry out the services assigned within reasonable period a penalty of ₹:250.00 per service will be recovered from the bills.

35. In case the person on duty found sleeping will be fined ₹:250.00 per service
36. The contract can be terminated by the Department within one month notice and proportionate payment shall be made if the Contractor fails to provide the requisite service provider or repeatedly fails to carry out the services satisfactorily.
37. NO Advance payment will be made.
38. The contract is a fixed price contract & no escalation will be permissible during any stage of contract.
39. Income tax, TDS, as applicable from time to time shall be recovered from monthly bill, to this necessary certificate will be provided by the Department Accounts section.
40. The Contractor shall provide a Security Deposit in the form of Bank guarantee / Demand Draft for 10% of total contract value for a period of 1 year, which can be extended by another 12 months in case of extension of AMC, thus totally 24 months contract, which will be released only after satisfactory completion of the work as mentioned in.
41. Pro - rata amount will be paid on monthly basis and shall be paid within 10 days from the date of submission of bill duly certified by IPR Electrical Division In-charge.
42. At IPR, Contractor shall keep all machineries and equipment in working condition all the time during contract period. The Electrical supply of Institute and other campuses shall not be affected at any time due to any negligence or careless operation by the contractor or his service providers. In such case liquidated damages @ ₹:600.00 per hour for the down time will be charged.

#### 4. REQUIREMENTS

The Contractor is responsible to provide Services from below listed Qualified and well experienced personnel, who can independently handle, Operate and maintain electrical installation as per the guidelines of IPR Electrical Division In-charge. The work force to be deployed will be screened for technical capability by the Department to ensure the deployment of suitable candidates by the contractor.

- Electricians (ITI-Electrical) 5 Number
- Telephone Wireman/Technician 1 Number
- Technician Helper to Electricians/Wireman 3 Numbers

**Electrician/Wireman:**

The person who works should have Electrical/Wireman Trade ITI certificate from Govt. approved or Govt. recognized institution. They should have a practical experience of not less than 1 (one) year. He should also have valid electrical wireman license issued by local authorized Electrical Inspectorate, for the operation and maintenance of the said electrical equipment's & voltage level.

**Helper to Electrician:**

The services should be obtained from those having minimum 3 years working experience with Electrician in the field of electrical systems. Should have minimum qualification up to class 7th passed, and should be capable of reading & writing and capable of expressing clearly in local language.

<b>Man power Deployment</b>		
<b>Shift</b>	<b>Time</b>	<b>Manpower</b>
General Shift	08.30 hrs to 18.00 hrs	Electrician :- 5 Nos
General Shift	08.30 hrs to 18.00 hrs	Telephone Wireman/Technician :- 1 No.
General Shift	08.30 hrs to 18.00 hrs	Helper to Electricians / Technicians :- 3 Nos

<b>Manpower requirement per year From 01.08.2015 to 31.07.2016</b>					
<b>Manpower</b>	<b>Per shift</b>	<b>No of shift</b>	<b>No of days</b>	<b>No of off days (Sundays)</b>	<b>Net working days</b>
Electrician	5	1	366	53	313
Telephone Wireman/Technician	1	1	366	53	313
Helper to Electricians/Technicians	3	1	366	53	313

	<p style="text-align: center;"><b>प्लाज़्मा अनुसंधान संस्थान</b>  <b>Institute for Plasma Research</b>          भाट, निकट इन्दिरा पुल, गांधीनगर - ३८२ ४२८ (भारत)          Bhat, Near Indira Bridge, Gandhinagar 382 428, Gujarat (India)          दूरभाष / TELEPHONE : (079) 2396-2260; 2262, 2263          फॅक्स / FAX : (079) 2396-2277</p> <p style="text-align: right;"><a href="mailto:stores@ipr.res.in">stores@ipr.res.in</a></p>
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### Rates Quoted for Annual Maintenance of Utility Electrical Installations

Sr No	DESCRIPTION	Qty.	Unit	Rate	Amount
1.	Day to day maintenance of Electrical installations at IPR Campuses as stated in the SCOPE	12	Month		

Rate per manpower for additional engagement other than normal work	
Wages of Electrician/Technician per day	₹:
Wages of helper to Electrician/Technician per day	₹:

**Please Fill or Tick the appropriate Columns**

TAXES AND DUTIES			
Particulars	Applicable Rate (%)	Inclusive	Exclusive
Sales Tax / VAT			
Service Tax			
<b>Others, if any</b>			

GST/CST Regn. No.	Service Tax Regn. No.	PAN Card No.

(please do not leave these columns blank. If it is not applicable to you please indicate "Not Applicable")

Note: 1) Non compliance to technical as well as commercial terms and conditions mentioned in the tender, bid is liable to get rejected. Please contact us for any clarifications before bidding.

Date & Place:

Name and Signature of Bidder  
(Office Seal)