

## SECTION – I

### INSTRUCTIONS TO TENDERERS

#### TENDER NOTICE No.IPR/ST/TN-OMC/05/18-19 dated 28.09.2018

Sealed Tenders are invited in two parts (Part –I Technical Bid with qualifying requirements & Part-II – Price (Commercial) Bid) from the Contractors who satisfy all the following criteria for the Operation and Maintenance (O&M) services for our 132 kV Switch Yard, 22kV & 11 kV Indoor Sub Station, HT and LT Switch Gear and 415V Distribution System:

#### **Qualifying Criteria:**

**NOTE:** For this tender of O&M services imply[a] providing all year, round the clock (24/7) operation services with personnel in three-shift duty, [b] routine maintenance and testing services including from OEM and [c] break down maintenance services with liaison for OEM spares and services.

- A. The Firm shall possess “Electrical contractor license valid for working in Gujarat issued by the competent authority.
- B. Bidders must have experience of O&M services for the substations of 132 kV class or above for a minimum period of seven (7) years as on date of publication.
- C. Bidders must have at least two (02) ongoing O&M services for substations of 132 kV class or above as on date of publication.
- D. Bidders must have satisfactorily executed O&M services for substations of 132 kV class or above, at least one (01) work with a minimum contract value of ₹ 68 lakhs **OR** two (02) works each of minimum contract value of ₹ 51 Lakhs **OR** three (03) works each of minimum contract value of ₹ 34 Lakhs in the previous seven (07) years as on date of publication..
- E. Bidders must have an average annual turnover of ₹ 250 lakhs or above for the previous three (03) financial years from O&M services of substations **AND** The firm should be a profit making organization for each of the last three (03) financial years
- F. The firm should have valid bank solvency of minimum ₹ 15 lakhs.

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1. Period of Contract: 12 calendar months, may be extended for a further period up to one more year depending upon the performance of the contractor and directives of IPR with same terms and conditions.
  2. Earnest Money: ₹ 1,70,000.00
  3. Security Deposit: 10% of the Contract Value
  4. Tender Fees : ₹ 4720.00 Issue of Tender Document does not mean that the party is Prequalified.
  5. Assessment of the contractor’s qualification: All bids received shall be scrutinized for eligibility as per tender criteria before any further technical consideration.
  6. Date & Time for Receipt of Tenders (Part –I and II): 24.10.2018 up to 1300 Hrs.
  7. Date & Time of opening Tenders (Part-I): 24.10.2018 at 1430 Hrs.
  8. Submission of Tender Document: The tender shall be submitted in the original tender document – issued or downloaded - super-scribing the name of the work, tender no and date and due date on the cover. This being a two part Tender, Part I (Technical) & Part II (Price Bid) shall be submitted in two separate sealed envelopes and both the envelopes put together in a single envelope.

9. Any document related to the contract terms and conditions & regarding scope of work can be clarified from Stores Officer-I before the Tender (Part-I) opening.
10. The bidders are advised to inspect and survey the site and its surroundings and satisfy themselves before submitting their tender as to the form and nature of the site, the means of access to the site, the accommodation they may require, etc. In general, bidders shall themselves, obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their tender. A bidder shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.
11. Submission of tender by a bidder implies that he has read this notice and all other Tender documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant etc. will be issued to him by the Institute and local conditions and other factors bearing on the execution of the works.
12. The bidder should quote his rates in figures as well as in words in Part II (Price Bid) of the tender. The amount for each item should be worked out and the requisite totals given. The total amount shall be written both in figures and in words. *In the event of a discrepancy between description in words and figures quoted by a tenderer, the description in the words shall prevail.*
13. Tenders (both Part I & Part II) shall be received by Stores Officer-I up to 13:00 hours on dd/mm/2018 and Part I (Technical) shall be opened at 1430 hours on the same day in the presence of those bidders who may be present/their authorized representative. Tenderer who want to attend the tender opening event must bring authority letter on their organization's letter head. (in case that day becomes a non-working day, tenders shall be opened on next working day). During Part I (Technical) opening the other sealed envelop containing Part II (Price Bid) will not be opened till technical evaluation is completed. Conditional tenders will be summarily rejected. The tenders received after due date & time shall not be accepted.
14. The Bidder shall submit interest free Earnest Money Deposit (EMD) for ₹ 1,70,000/- (Rupees Sixty thousand only) by way of Demand Draft of any Nationalized Bank only, issued in favour of "Institute for Plasma Research" and payable at Ahmedabad. Quotation received without Tender Fee and EMD will be summarily rejected.
15. Part II (Price Bid) of the Tender as received during tender opening of Part I and/or those obtained subsequently shall be opened at a later stage in the presence of only those bidders who qualify in the technical and other evaluations.
16. The bidder is expected to offer a realistic quote considering the scope in detail particularly the break up of work involved. The bidder will also provide the break up in the Part II in support of the same.
17. The successful contractor will have to furnish to the Institute an interest free security deposit for 10% (Ten percent) of the respective order value in the form of Bank Guarantee of an equivalent amount from a nationalized Bank within 15 days from the date of LOI/Work Order valid through the tenure of entire contract. The Security deposit shall be forfeited in case the tenderer who is awarded the contractor does not commence the work within the time limit specified or fails to perform within the stipulated guidelines of the institute or fail to comply with any of the terms and conditions in the Work Order/contract, including satisfactory handing over of the plant to the new contractor.
18. The bidder shall submit the tender who satisfies each and every condition laid down in the tender document, failing which, tender is liable to be rejected.
19. The Institute does not bind itself to accept the lowest or any tender quotation or to give any reasons for their decision.
20. IPR reserves the right of accepting in whole or any part of the tender and the bidders shall be bound to perform the same at their quoted rates.

21. The Tender Notice shall form part of this tender document.
22. The contract persons deployed for the job will have to put a minimum continuous 12 months service and they will be authorized for working on HV installation by IPR. In case of any lapses in the continuous service, penalties will be charged as mentioned in this document.
23. This contract is for providing Operation & Maintenance of 132KV Switch yard, 22KV & 11KV Indoor Sub Station, HT&LT Switch Gear and 415V Distribution System. The contractor is advised to take into consideration all types of taxes and provision of various Acts applicable to such type of contracts. No claim for additional payments over and above the rates quoted by the party will be entertained by the Institute either during the course of contract or after its completion.
24. The tenders submitted shall remain valid for a Period of 120 days from the date of opening Part-I of the tender. The bidder shall not be entitled during the said period of validity to revoke or cancel his tender or vary the tender given or any item thereof. In case of bidder revoking or canceling his tender, varying any terms in regard thereof, the earnest money paid by the bidder along with the tender shall be forfeited by IPR.