

Tender Document

For

**Electrical and Gen. Set Operation and
Maintenance Work**

At

**Punjab National Bank Institute of Information
Technology**

**Vibhuti Khand, Gomti Nagar,
Lucknow-226010.**

Tender Notice

PNBIIT, an autonomous body, a registered society under society act, 1860, the premier Institute in IT Training and set up by Punjab National Bank, invites sealed tenders from Reputed “A: class electrical contractors / firms (hereinafter referred as contracting firms/contractors) engaged in business of Electrical maintenance and Gen. Set Operation and Maintenance Work of sub station for **at least five years** for providing **Electrical Maintenance & Gen. Set Operation and Sub Station Maintenance Work** in the Institute situated in Vibhuti Khand, Gomti Nagar, Lucknow.

Tender documents may be collected from the Manager (Administration), PNBIIT, Vibhuti Khand, Gomti Nagar, Lucknow on any working day between 10:00 hrs. to 17:00 hrs. on or before 12.12.2009 against payment of Rs.2000/- through crossed demand draft in favour of PNBIIT Lucknow (non refundable). The duly filled tender documents may be submitted latest by 14.12.2009 upto 3 pm. The scope of other details of the contract are given in the annexures. The same can also be downloaded from Institute’s website www.pnbiit.com. In case the tender documents are downloaded from Institute’s web site, the bidder has to pay the cost of tender documents through demand draft at the time of submission of the tender documents. No form will be accepted without paying tender documents fee. Applications not satisfying the procedures prescribed in the Tender documents and/or received without earnest money deposit and/or received without signed copy of general terms and conditions in token of acceptance thereof shall **be treated invalid and rejected summarily.**

The Institute reserves the right to reject any or all offers without assigning any reason thereof.

1. Procedure for Submitting Tender

The tenders are to be submitted in one envelope containing two separate sealed envelopes mentioning thereon the **envelop no.1** and **envelop no. 2** and contents as indicated below:

1.1 Envelop number-1 (Pre-qualification Bid/ Technical Bid)

Cover forming part-I of the Tender shall be superscribed with words “**Tender for Electrical Maintenance and Gen. Set Operation and Sub Station Maintenance Work at PNBIIT (pre-qualification bid)**” on the format of pre-qualification bid.

Envelope number-1 must contain crossed demand draft of Rs. 50,000/- (Rs. Fifty thousand only) towards earnest money in favour of PNBIIT, Lucknow along with the duly filled up and signed by the tenderer on each page after affixing rubber stamp of the firm/company. Any cutting should also be authenticated by the tenderer / Authorised signatory of the firm against his/her full signatures.

Signature of Contractor/ Authorized signatory

1.2 Envelop Number-2 (Commercial Bid)

Sealed cover forming part-II of the Tender shall contain **rates / price for the services** which should be superscribed with words “**Tender for Electrical Maintenance and Gen. Set Operation & Sub Station Maintenance Work at PNBIIT “(Commercial Bid)”** on the format of **PART – II, Commercial Bid** as provided with the tender documents. It must be signed by the tenderer / Authorized Signatory of the firm after affixing rubber stamp of the firm/company without which the tender will be rejected.

Both the Sealed covers containing **part-I** and **part-II** shall be put in another third envelop and sealed properly superscribing the words “**Electrical Maintenance and Gen. Set Operation & Sub Station Maintenance Work Contract at PNBIIT**” addressed to the Assistant General Manager (Admin.), PNBIIT, Lucknow-226010 and dropped in tender box at the Admin. Department of the Institute **on or before 14.12.2009 upto 3 pm.**

- (i) **Any tender received after the prescribed time will not be accepted / considered for opening.**
- (ii) **All concerned may note that only part-I of the Tender shall be opened at 1700 hrs. on 15.12.2009 for pre-qualification of the Contracting firms. Part-II of the Tender will be opened on the date and time to be notified later in respect of only those Contracting firms, which satisfy the prescribed prequalification norms.**

1.3 Definition In the documents unless mentioned or expressed clearly, the terms Bidder” or Contractor, Tenderer, Institute, PNBIIT would have meaning as below:

- a. **Bidder, Tenderer, Contracting Firm or Contractor** : Contracting firm/ company, firm participating and quoting for the tender.
- b. **PNBIIT, INSTITUTE**: Punjab National Bank Institute of Information Technology, Vibhuti Khand Gomti Nagar, Lucknow.

1.4 Schedule of Tender

- (i) Date of tender notice23.11.2009/ 24.11.2009
- (ii) Last date of issuance of tender forms.....12.12.2009
- (iii) Last date for submission of tender14.12.2009 upto 3 pm.
- (iv) Date and time of opening of Technical / Prequalification Bid. **15.12.2009 at 5 pm.**
- (v) Venue of opening of tender. ***PNBIIT, Vibhuti Khand, Gomti Nagar, Lucknow.***

1.5 Signing of contract

The successful bidder shall be required to enter into a contract with PNBIIT within 15 days of the award of the tender or within such extended period as may be specified by the Director of the Institute. The contractor needs to intimate the Institute about acceptance of all the terms and conditions in the work order in writing duly signed by proprietor / partner or authorized signatory.

For any further details/clarifications one may contact Mr. Deepak Singhal, Sr. Manager (Admn.) at PNBIIT, Vibhuti Khand, Gomti Nagar, Lucknow-226010 (Telephone No.2721173, 74) (Email: bankingtech@pnbiit.co.in)

Signatures of Contractor / Authorised signatory

2. Eligibility Criteria for Pre-qualification

The contractor should have been in the business of Electrical and Gen. Set Operation and Maintenance for at least 5 years with an annual turnover in Electrical and Gen. Set Operation and Maintenance alone of at least Rs.10 lakh (Rs. Ten lac only) each year during the last three years. In support of the above, the contracting firm should furnish the following documents along with Prequalification bid.

(Envelope-I)

(a) Profile giving complete details about the firm, including period for which it is in the business, duly signed by an authorized person(s).

(b) Annual accounts of the firm for **last three years** duly certified.

2.1 Contracting firm / contractor should have at least 5 years satisfactory experience of providing **Electrical and Gen. Set Operation and Maintenance Work**.

2.2 Electrical contractor should be 'A' class govt. approved contractor and should have full knowledge of handling HT / LT line. He should have staff having professional qualification in Electrical Maintenance (minimum a diploma).

2.3 The track record of the contracting firm/contractor should be clean and should not have any involvement in illegal activities or financial misappropriation /frauds etc. Tenders must be accompanied by declaration to this effect on the letter head of the contracting firm and duly signed by an authorized person (**As per annexure-I**).

2.4 The contracting firm/contractor should deposit **Rs.50,000/-** by means of a Demand Draft in favour of PNBIIT payable at Lucknow as Earnest Money Deposit(EMD) along with Part-I of the tender. The EMD shall not carry any interest. The EMD of the unsuccessful contracting firms would, however, be refunded only after finalization of the tender process.

2.5 The authorized person of the contracting firm/ contractor must put his signature in all the pages of the tender documents invariably in having accepted all the terms and conditions in respect of this tender work.

2.6 The bidder must be registered with **Provident Fund, ESI, Sales Tax/Central Sales Tax and Service Tax department and should have PAN / TAN from Income Tax Department.** The bidder must submit details of above in part-1 of tendered documents (Prequalification bid).

2.7 The details of the establishment (names, addresses, telephone no. etc.) where **Electrical and Gen. Set Operation and Maintenance Work** services are currently being rendered/ have been rendered, with value and period of the contract for last 5 years.

2.8 Certificates from the clients regarding the quality and duration of services rendered during the last 3 years shall also be furnished.

2.9 **Solvency certificate of value Rs.5 lac** from any nationalized / scheduled commercial Bank should be submitted.

2.10 Any bidder / Contractor who is having criminal record is not allowed to participate in the bidding process.

It may be noted that tenders not accompanied by any of above documents will be liable for rejection.

Signature of Contractor/ Authorized signatory

3. Check list for Pre-qualification bid (Part-I) for Electrical and Gen. Set Operation and Maintenance Work.

Following information is to be provided by the Contracting firm / contractors:

- 3.1 Name of the Contracting Firm / Contractor and certificate of A class electrical Contractor.
- 3.2 Constitution/Memorandum and Article of Association duly certified.
- 3.3 Complete address of the Contracting Firm / Contractor.
- 3.4 Telephone, Fax & E-mail etc. of the Contracting Firm / Contractor.
- 3.5 Name(s) of the proprietor, partner(s) / Directors.
- 3.6 Their address/telephone no.
- 3.7 Year of establishment.
- 3.8 Income Tax PAN / TAN no. and Income Tax assessment of last 3 years.
- 3.9 ST/CST registration no. and Sales Tax clearance certificate of last 3 years.
- 3.10 Registration details of the Firm/ Company.
- 3.11 Certificates from the clients regarding the quality and duration of services rendered during the last 3 years shall also be furnished.
- 3.12 Experience detail of establishment Where **Electrical and Gen. Set Operation and Maintenance Works** currently being rendered with value, for last 5 years period of Contract.
- 3.13 EPF Reg. no. (Attested copy of registration is required to be enclosed).
- 3.14 ESI No. (Attested copy of registration is required to be enclosed).
- 3.15 Audited / Certified copies of Balance sheet and Profit & Loss account for last three years, details thereof.
- 3.16 Copy of certificate from client regarding quality of services, duration of contract etc.
- 3.17 Declaration on the letter head of the contracting firm that it has never been involved in any illegal activities (As per **annexure-I**).
- 3.18 A demand draft of Rs.50, 000/- drawn in favour of PNBIIT, payable at Lucknow towards earnest money deposit.
- 3.19 Solvency certificate of value Rs.5 lac from any nationalized / scheduled commercial Bank.
- 3.20 Ensure that each page of this tender application has been signed by the contractor / authorized signatory at desired place in order to certify that they have read and gone through all the terms and conditions of the tender.
- 3.21 Both the technical and commercial bids are put in a separate envelopes, properly sealed and then kept in another third envelop as per the instructions in the para “**Procedure for Submitting Tender.**”

It may also be noted that tender not accompanied by anyone of the above information may be summarily rejected.

Signature of Contractor/ Authorized signatory

Part - 1

4. Technical / prequalification Bid

1. Name of the Contracting firm/ contractor		-----	-----
(Attach Proof of A class contractor)		Attached	Not Attached
2. Complete Address of the Contracting firm with Telephone & Fax No., e-mail etc.	:	-----	-----
		-----	-----
3. Year of Establishment	:	-----	
4. Status of the Contracting firm (whether Company/Firm/Proprietorship)	:	-----	
5. Names address and telephone nos. of Directors/ Partners / Proprietor of the contracting firm	:	-----	
	(i)	-----	
	(ii)	-----	
	(iii)	-----	

6. Whether registered with the registrar of companies /registrar of firms. If so, Mention registration number & date	:	-----	

7. Name and address of Banker(s)	:	-----	
	(i)	-----	
	(ii)	-----	
	(iii)	-----	
8 Mention CST/ ST (Sales Tax Registration Number) and Date and attach a copy.	:	-----	
	No.	-----	

		Copy attached	Not Attached
9. Furnish copies of <u>Sales Tax Clearance certificate</u> for last 3 years assessment.		-----	-----
		Attached	Not attached
10. Mention TAN / PAN (Permanent Account Number) and Copies of Income Tax Assessment & Clearance Certificate for last 3 years.		PAN No. -----	
		TAN No.-----	
		Copy Attached	Not Attached
11. Mention EPF No. and ESI No. (Copy of EPF and ESI no must be enclosed)	:	EPF No. -----	
		ESI No. -----	
		Copy Attached	Not Attached

Signature of Contractor/ Authorized signatory

Tender document for Electrical and Gen Set Maintenance Contract

12. Details of turn over for last 3 financial years
 Attach Certified / Audited copy of accounts.

2006-07-Rs. -----Lac
 2007-08-Rs. -----Lac.
 2008-09-Rs. -----Lac

Copies Attached Not Attached

13. Past Experience
Details of similar work done during last 5 years

Name of Organization	Duration
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----

(Separate chart may be enclosed a if more space is needed)

14. Certificates from the clients regarding the quality and duration of services rendered during the last 3 years shall also be furnished.

Attached Not Attached.

15. Declaration by the Contracting firm / contractor on the letterhead duly signed by himself or authorized person as per **annexure-I**)

 Attached Not Attached.

16. Solvency Certificate of value Rs. 5 Lac. from any Nationalized / Scheduled Commercial Bank.

Bank Name-----
 Branch -----

Attached Not Attached.

17. EMD (earnest money deposit)details DD No.....Date.....
 Amount.....
 Bank Name.....

Attached Not Attached.

Verification

I /We verify that all details furnished above are true and correct to the best of my / our knowledge and belief. I/We understand that in case of furnishing of any false information or suppressing of an material information, the bid shall be liable for rejection besides initiation of penal action by the PNBIIT, as it deems fit.

Date
 Place

Signature -----
 of contractor / authorized signatory

Seal

Compliance of all the points mentioned in the technical bid shall stand for evaluation of technical bid of the tender.

5. Covering Letter For Tender

The Director,
PNBIIT, Vibhuti Khand,
Gomti Nagar,
Lucknow.

Dear Sir,

With reference to the tender invited by you for the following work of,

Electrical and Gen. Set Operation and Maintenance Work at the Institute.

- 5.1 **I / We** do hereby offer to execute the work under contract at the respective rates mentioned in the commercial bid. I/ we have seen the site, understood the conditions of contract and I/ we agree to execute the work as per specifications.
- 5.2 **I / We** have deposited earnest money of Rs. _____/ (_____)
by demand draft which amount is not to bear any interest.
- 5.3 **I / We** do hereby agree that this amount of EMD shall be forfeited by you in the event of the tender is accepted and **I/ we** fail to execute the contract when called upon to do so.
- 5.4 **I / We** understand that you are not bound to accept the lowest or any tender that you have received.

Yours faithfully.

Place.....

Date.....

Signature of Contractor/ Authorized signatory

(Seal)

6. Scope of work for Electrical and Gen Set Operation and Maintenance

During the continuance of the Electrical installation & DG set operation and maintenance work agreement with the Institute, the contractor shall be exclusively responsible for day to day Operation & maintenance of the electrical installation and network at PNBIIT.

The existing electrical system consists of the following:

- HT Transformers – 2x630Kva 11/0.43Kv.
- HT switchgears – 3nos.
- APFC panel -1no.
- LT panel with 2sections & bus coupler.
- 250Kva DG set.
- DG set incoming supply panel along with nos. of changeovers.
- Emergency Panel in the substation.
- Numerous Auxiliary LT panels installed at various buildings/ blocks/ hostels in the campus.
- Distribution boards installed at various buildings/ blocks/ hostels in the campus.
- Distribution system to Faculty Residential complex.
- External Electrification & signage.
- Water supply Pumps/ Motors, Pump Station panels/ starters/ Water line & storage Tank.
- Sewage Pumping System.

Kindly note although every effort has been made to cover the entire electrical related infrastructure, omission, if any, shall be deemed to be in the scope of work of the contractor. The contractor in its own benefit shall bring these omissions to the notice of the Institute.

6.1 Round the clock operation & operational maintenance of the entire electrical network for PNBIIT, including cleaning/ dusting of HT transformers, transformer room, HT switchgear room, 250KVA DG set, LT panel control room, Automatic Power Factor correction Panel, HT & LT cable network, bus bars, LT distribution panels & DB's at various blocks/ buildings/ hostels & other equipment including the accessories such as motors & control panels of the water supply system. The job also includes Operation & Maintenance of lighting system of entire campus covering Administrative & Academic Blocks, Hostels, Library, Auditorium & Residential area including external lighting in the open area.

6.2 Operating the system as per the requirements of the Institute.

6.3 Replacement of defective three phase ACB's/ MCCB's/ MCB's/ SFU's, Single phase MCB's, isolators, bulbs, Tube lights, CFLs, AC Boxes, AC Tops, Piano/ modular switches, fan regulators, rewinding of ceiling fans, exhaust fans and all other electrical equipments, gadgets, installation, cables/ components etc in PNBIIT campus including sub station & residential complex. **The cost involved in all such replacements shall be borne by the contractor.**

Signature of Contractor/ Authorized signatory

- 6.4** Total preventive maintenance including oiling & greasing of electrical equipment. **The cost involved in the above shall be borne by the contractor.**
- 6.5** Maintaining the operation record in Log book for the entire electrical installation / equipment & this includes water lifting & sewage pumps also. Taking reading & recording of electric meter readings installed in residential areas on **1st of every month**. Recording & maintaining of log book for office electric meter, capacitor & transformer (For oil temp., electric load, voltage KW meter etc.) reading & presenting the records to the Administration for verification **on daily basis**.
- 6.6** The contractor shall maintain a T&P/ equipment register. The details of all electrical instruments/ equipment (as mentioned above) installed in the campus shall be entered in the same. The details shall contain the make, serial number, rating & other information engraved on the name plate/ equipment.
- 6.7** The contractor shall maintain a complaint Register. As & when a complaint arises in respect of any electricity problem, the contractor's supervisor shall enter the complaint in register & ensure remedial action proactively & instantly. The same shall be verified by the Campus supervisor/ Manager Administration of the Institute. **No Laxity in attending of the complaints shall be tolerated.** Appropriate financial penalty will be imposed if any inordinate delay is observed.
- 6.8** The contractor is bound to do all jobs required for maintaining the uninterrupted power supply to the entire campus buildings for smooth functioning and shall keep the entire electrical infrastructure (Equipment/ instruments) in state healthy & working conditions.
- 6.9** The contractor shall keep the record of power consumption in the Institute.
- 6.10** Maintenance of safety & Hygiene in electrical sub station shall be the sole responsibility of the contractor.
- 6.11** Operation & maintenance of 2 nos. 630Kva 11/ 0.43Kv HT Transformers
- Regular cleaning/ dusting of HT transformers & transformer rooms.
 - Regular checking of oil level in conservator & if required top up of make up oil. (The cost of oil shall be reimbursed by the Institute). Regular inspection of conservator tank for leakage, if any.
 - Regular checking of thermometer & recording of temperature.
 - Cleaning of Breather Assembly & removal of moisture by heating of silica Gel if so required.
 - Regular inspection & checking of explosion vent & ascertain that the glass is intact.
 - Regular checking of the insulation resistance of the HT & LT windings.
 - Checking of Dielectric Strength of the oil **once in a year** from the laboratory approved by Institute. **The cost shall be borne by the contractor.**

Signature of Contractor/ Authorized signatory

Tender document for Electrical and Gen Set Maintenance Contract

- Checking of earth resistance value & insulation resistance of cables once in two months.
 - Regular checking of earth connections of the transformer for continuity.
 - Servicing of HT Transformers as & when required but at least once in each calendar year.
(The service charges, cost of consumables and defective parts shall be borne by the contractor)
- 6.12** Operation & maintenance of HT switchgears of Alstom Make
- Regular cleaning/ dusting of HT switch Gears & its room.
 - Checking of earth resistance value & insulation resistance of cables **once in two months.**
 - Regular checking of earth connections continuity.
 - Servicing of HT Switch Gears as & when required but at least once in each calendar year.
(The service charges, cost of consumables and defective parts shall be borne by the contractor)
 - Inspection, Operation & maintenance of HT switch gears with their accessories as per recommendations of the manufacturers.
- 6.13** Operation & maintenance of Automatic Power Factor Correction (APFC) Panel
- Regular cleaning/ dusting of APFC panel.
 - Recording of power factor reading regularly. **If the power factor falls below 0.85, the same shall be brought to the notice of the Manager administration immediately.**
 - Checking of the earth resistance value & insulation resistance of cables **once in two months.**
 - Regular checking of earth connections continuity.
 - Regular checking & tightening of all terminal connections of the MCB's/contactors, Relays etc. **on monthly basis in winters & on fortnightly basis in summers.**
 - Replacing the defective material if required immediately under notice to the Institute.
The cost shall be borne by the contractor.
 - Servicing of APFC panel as & when required but at least once in each calendar year.
(The service charges, cost of consumables and defective parts shall be borne by the contractor)
- 6.14** Operation & maintenance of Main LT panel, emergency panel in Substation & other Auxiliary LT panels in entire campus covering Administrative & academic Blocks, Hostels, Library, Auditorium & faculty residences including external lighting in the open area.
- **Regular cleaning/** dusting of all panels.
 - **Regular checking** of earth connections continuity.
 - Regular checking of & tightening of all terminal connections of the three phase Incoming MCB's/ MCCB's/ ACB's , three phase Outgoing MCCB's/ ACB's/ SFU's, Contactors, Isolators, Relays etc. **on monthly basis in winters & on fortnightly basis in summers.**
 - Regular checking & tightening of all terminal connections of cables on monthly basis in winters & on fortnightly basis in summers.
 - The neutral connections are vital & need constant tightening on monthly basis in winters & on fortnightly basis in summers.
 - Ensuring proper size of cable glands & cable lugs for all connections. Prepare a list of all exiting connections without proper cable glands/ cable lugs if any.

Signature of Contractor/ Authorized signatory

Tender document for Electrical and Gen Set Maintenance Contract

- Replacing the defective material if required immediately under notice to the Institute. **The cost shall be borne by the contractor.**
- **Maintaining a record of tightening in the register & put up the same to the Administrator for verification.**
- Inspection, Operation & maintenance of Main LT Panel, auxiliary panels & emergency panel, with their accessories, as per recommendations of the manufacturers.

6.15 Operation & Operational maintenance of 250Kva DG set Cummins make

- Regular cleaning/ dusting of DG set from inside & outside. Keeping the DG set area properly clean. The contractor is not allowed to handle the engine for maintenance purposes, but shall clean & brush the canopy & other parts externally only.
- It will be the duty of the staff of the contractor to operate DG set immediately after the electric supply is disrupted.
- Ensuring that all the changeovers are immediately put to DG set/ UPPCL mode as per the need/ requirements.
- **Regular checking** of DG set batteries, water coolant level, oil level etc.
- **Regular checking** of earth connections continuity.
- The neutral connections are vital & need constant tightening **monthly basis** in winters & on **fortnightly basis** in summers.
- Maintaining Log book of the DG set with all the required data on daily basis & put up the same before administration department invariably at least **once in a month**.
- If any of the desired parameters for smooth running are needed, the same shall be brought to the notice of the Administration in writing for immediate action. If any failure/ defect in the DG set occurred due to Non-compliance of the precautionary measures/ not bringing the same into notice of the Institute, the **contractor's lapse shall attract financial penalties.**
- All expenses in respect of fuel, spares, Lubricants, servicing & other material shall be **borne by the Institute.**
- Providing necessary assistance in case of regular servicing if needed.
- Regular checking & tightening of all terminal connections of the cables in the DG set changeover panel & changeovers **on monthly basis in winters & on fortnightly basis in summers.**
- Replacing the defective material in DG set Panel & changeovers of Original Equipment Manufacturer (OEM) or equivalent if required immediately under notice to the Institute. **The cost shall be borne by the contractor.**
- **Maintaining a record of tightening in the register & put up the same to the Administrator for verification.**

6.16 Operation & maintenance of Various Distribution boards (Inclusive of all TPN Three phase Neutral & SPN single phase neutral) installed in entire campus covering Administrative & academic Blocks, Hostels, Library, Auditorium & faculty residences including external lighting in the open area.

- **Regular cleaning/ dusting of distribution boards.**
- **Regular checking** of earth connections continuity.
- Regular checking of & tightening of all terminal connections of the three phase Incoming MCB's/ MCCB's & single phase Outgoing MCB's, Contactors, Isolators, Relays etc. **on monthly basis in winters & on fortnightly basis in summers.**

Signature of Contractor/ Authorized signatory

- The neutral connections are vital & need constant tightening **on monthly basis in winters & on fortnightly basis in summers.**
- Regular checking of & tightening of all terminal connections of cables **on monthly basis in winters & on fortnightly basis in summers.**
- Replacing the defective material if required immediately under notice to the Institute. **The cost shall be borne by the contractor.**
- **Maintaining a record of tightening in the register & put up the same to the administrator for verification.**

6.17 Operation & maintenance of water supply system/ Pump Station

- Regular cleaning/ dusting of water supply pump station
- Regular checking of water supply pumps, motors, Pump station panel, Water line etc.
- Regular checking of & tightening of all terminal connections of equipment/ cables **on monthly basis in winters & on fortnightly basis in summers.**
- The neutral connections are vital & need constant tightening **monthly basis in winters & on fortnightly basis in summers.**
- The contractor shall ensure smooth & uninterrupted water supply round the clock in the entire campus.
- Cleaning of Overhead & under ground water tanks by evacuating the tanks **once in two months.** Register shall be maintained by contractor on the periodicity of cleaning of water tanks. **The cost of chemicals & consumables used in the cleaning shall be borne by the contractor.**
- Regular checking & tightening of all terminal connections of starters.
- Replacing the defective material if required immediately under notice to the Institute. The cost shall be borne by the contractor.
- **Maintaining a record in register as & when the water tanks are cleaned & put up the same to the Administrator for verification.**

6.18 Operation & maintenance of External Electrification system

- Regular cleaning of boundary lights, road side, bollard pathway, gate, Post top lights and painting thereof as per requirement (at least once in each calendar year).
- Switching ON/ OFF the external (Pathway & boundary) lights in the entire campus **on daily basis and also as and when required.**
- Regular checking of & tightening of all terminal connections **on monthly basis in winters & on fortnightly basis in summers.**
- Replacing all the defective materials including glass covers, diffusers etc if required immediately under notice to the Institute. **The cost shall be borne by the contractor.**
- **Maintaining a record of tightening in the register & put up the same to the Administrator for verification.**

6.19 Operation & maintenance of Existing earthing system

- The contractor shall maintain a record of all existing earthing detailing numbers of existing earthing at different locations in the campus.
- Regular checking of earth connections continuity.
- Regular checking & tightening of all earthing connections.
- Filling up of water in all the earthing pits **once in a fortnight in summers & once in two months in winter.**

Signature of Contractor/ Authorized signatory

- Replacing the defective material if required immediately under notice to the Institute. **The cost shall be borne by the contractor.**
- **Maintaining a record of tightening in the register & put up the same to the Administrator for verification.**

6.20 In addition to above, the contractor shall also be responsible for the following in the entire campus covering Administrative & academic Blocks, Hostels, Library, Auditorium & faculty residences including external lighting in the open area.

- **Round the clock smooth operation of all the ventilation exhaust fans & other electrical fittings & accessories installed in the campus buildings.**
- Regular checking for overheating/ abnormalities of all connections, cables, terminals & connectors.
- Regular checking for overheating/ abnormalities of various circuit breakers, Relays, Starters, Panels, Resistance type starters & Speed regulators used in Motors/ fan etc. Carbon brushes in commuting motors.
- Regular cleaning & upkeep of lights in campus such as cleaning of tube light fittings, fans, switches, Electrical cable racks/ ducts/ shafts, Db's etc.
- Check regularly condition of wiring, earthing & connections for tightness.
- Checking & cleaning the contacts/ connections on individual light/ power point switches etc.
- Tightening neutral & phase connection in the AC metal-clad box all Split/ window/ Tower Ac's installed in the campus.
- Repairing of the faulty circuits.
- Switching ON/ OFF all the internal & external (Pathway & boundary) lights in the entire campus, AC's and other services i.e. LT panels, capacitors, changeovers etc. on daily basis & as & when required.
- A register/ log book to this effect shall be maintained by the contractor which will be checked by campus supervisor **on weekly basis.**

6.21 The contractor shall maintain an **inventory level of all requisite materials** (Items required for day to day replacement/ repairs) sufficient **at least for a fortnight's requirement / costing minimum 5% of the cost of electrical installation which ever is minimum.**

6.22 The contractor shall maintain a fault register. If adequate preventing maintenance is carried out regularly, there is very little possibility of burning / damaging the installed MCCB's, MCB's, Isolators, SFU's etc. The contractor shall have to justify & give adequate reason for any such fault/ replacements. **The same shall be entered in the register.**

6.23 The contractor shall maintain the lawn/ yard around the electric sub- station for clean & orderly look & restrict entry in and around sub station.

6.24 The contractor shall ensure to lodge complaint with LESA immediately after interruption in power supply and shall pursue the matter with LESA till the resumption of supply.

Signature of Contractor/ Authorized signatory

7. Specific Terms - Maintenance of staff and tools needed For Electrical and Gen Set Maintenance Contract

7.1 Minimum staff strength to be maintained by of the Contractors:

The following minimum staff will have to be arranged by the Contractor for **Electrical and Gen. Set Operation and Maintenance** (on regular basis) besides additional contingent staff, whenever required:

S. No.	Description	No. of persons
1.	Supervisor, with adequate experience to ensure the human resources employed by the contractor work to their full efficiency. (Diploma in Elect. Engg. / Electrical supervising licence holder, issued by local authority/ Govt. of India/ Central water and power commissioning in this trade)	One
2.	Electrician with at least 6-8 yrs. of working experience on H.T. systems.	Two
3.	Skilled helpers with an experience of 4-6 yrs. on H.T./ L.T. systems. (Skilled minimum matriculate)	Three
4.	Helpers (Un skilled)	Two
	TOTAL	Eight

7.2 *Tools to be provided by the Contractor for smooth handling of the contract are as under:-*

1	Cable fault locator (H.T./L.T.) (This equipment may not be the property of the contractor, but it would be the duty of the contractor to ensure that the equipment is made available within 24/48 hours of breakdown.)
2	Hydraulic crimping tools for connecting cable, Meggar (1000 volts), Meggar (500 volts), Avometer, Tongue tester, Tongue tester(s) should be adequate to handle currents of upto 100 amperes & should be able to grip wires/ cables of upto 300 sq. mm. dia
3	Chain pulling block with tripod stand, wire rope, jute rope, wrench set, pliers and screw driver sets.
4	Test energy rater (10- 20 amperes) 3 phase, test energy rater, (10- 20 amperes) 1 phase, millimeters, voltmeter/ ammeter and low power factor wattmeter
5	Torch for operating during the night

Signature of Contractor/ Authorized signatory

8. General Terms and Conditions for the Electric and Gen. Set Operation and Maintenance Work

8.1 Damage to the articles in the premises:

The Contractor shall be responsible for any damage to the Safe Fixtures Furniture and other installations under their possession in the campus or the substation in normal course or during the course of any work under progress which in the opinion of the Institute is due to negligence or carelessness or any fault on Contractor's part or that of its Manager or Workmen or Agent. Contractor shall be liable to pay to PNBIIT such amount in respect of such damage as may be assessed by PNBIIT or any officer/staff authorized in this behalf.

8.2 Electricity Consumption:

The charges of electricity consumed for lights, fans and other electrical appliances for executing the **Electrical and Gen. Set Operation and Maintenance Work** will be borne by PNBIIT.

8.3 Personal Supervision:

It will be Contractor's responsibility to ensure that the obligations under the terms of this agreement are duly performed and observed by the contractor and their staff.

8.4 Complaints and Improvements:

The Contractor shall carry out such improvements as may be necessary for ensuring satisfactory services of **Electrical and Gen. Set Operation and Maintenance Work** of Institute.

8.5 Settlement of Accounts:

Income-tax deduction at source will be done as per the Govt. rules.

The amount equivalent to any damages / loss etc. caused to PNBIIT by the workmen employees of the Contractor or any other charges (penalties and other deduction etc.) will be recovered by the Institute or as decided by the Institute.

8.6 Summary Termination of the Contract:

In the event of instances of gross misbehavior, theft, burglary, moral turpitude, misuse of the substation area etc. by the Contractor or by any staff of the Contractor or agent of the Contractor, PNBIIT may forthwith terminate this Contract summarily without any notice to Contractor and Contractor shall have no claim whatsoever against PNBIIT or any of its Officers in consequence of such termination.

8.7 The Institute shall have the right to withhold any reasonable sums from the amounts payable to the contractor under this contract, if the contractor commits breach of any of the terms and conditions to the satisfaction of the Institute and the quality performance of contract with regard to electrical and DG set operational maintenance is found unsatisfactory, the Institute shall have the right to terminate this agreement.

Signature of Contractor/ Authorized signatory

Tender document for Electrical and Gen Set Maintenance Contract

- a. The agreement shall be terminated without notice on gross violation or by efflux of time. It may be terminated on account of un-satisfactory services by two months notice at the option of the Institute. The contractor shall also have the option to terminate the agreement after giving two months notice to the Institute.
- b. On termination of contract by the Institute for any reason whatsoever, the Institute shall be entitled to engage the services of any other person, agency or contractor to meet the requirements without prejudice to its rights including claim for damages against the contractor.

8.8 Contractor to vacate the site on Termination/Expiry:

Immediately on the termination or expiry of this contract, the Contractor and its employees and agents shall peacefully vacate the premises and handover to PNBIIT all articles, equipment, furniture and fixtures belonging to PNBIIT and entrusted in its custody and shall remove all its stores and effects. In case of default, PNBIIT shall be entitled to enter into the same or remove the stores or the effects wherever lying of the Contractor and to dispose of the same by sale or otherwise without being liable for any damage.

8.9 Failure to Exercise PNBIIT's rights:

Any omission on the part of PNBIIT at any time to exercise any of its rights under the terms of the Electrical and Gen. Set Operation and Maintenance Work shall in no way impair or affect the validity of the terms and the rights of PNBIIT to enforce its rights at any time subsequent.

8.10 Tenancy Rights:

Nothing herein contained shall be construed to create any tenancy in Contractor's favour of the premises and PNBIIT may of its mere motion effect the termination of this Electrical and Gen. Set Operation and Maintenance work and re-enter and retake and absolutely retain possession of the substation area.

8.11 Licenses and Registrations:

- (i) The Contractor should obtain the requisite license under Contract Labour Act (Regulation and Abolition Act,1970) and amended from time to time issued by the concerned Labour Department for running the establishment. PNBIIT shall not be responsible in any way for any breach by the Contractor of the rules and regulations governing the running of such establishments by the Contractor.
- (ii) The Contractor shall register with the Registrar of concerned State Body and shall abide by State Labour/Government of India(ministry of Labour) rules and regulations and all other Statutory Acts/Regulations and rules relevant to this contract including Works Contract Act, Minimum Wages Act,1950 and amended from time to time, Payment of Wages Act,1935 and amended from time to time, Provident Fund Act, ESI Act and such other Statutory Enactment, Rules and Regulations laid by the Government and local body in force, coming into force which may apply to this agreement. The Contractor shall indemnify the principal employer (PNBIIT) against risks and damages arising out of the default on the part of Contractor due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government and other statutory authorities from time to time.

Signature of Contractor/ Authorized signatory

- (iii) The Contractor shall comply with all requirements of law with regard to the provision of labour and ensure that an appropriate license from State Assistant Commissioner is obtained. It shall be the responsibility of the Contractor for furnishing necessary Statutory information/documents in proof of the above whenever called for by PNBIIT.
- (iv) In case of any labour problems related to the workmen staff of the Contractor, the same will be settled at the Contractor's end only. The Contractor should take all precautionary measures to ensure the safety of the workmen employed by it and PNBIIT will not be responsible in case of any eventuality.
- (v) The contractor shall keep the Institute indemnified against all the claims and liabilities, if any, mentioned in clauses (i), (ii), (iii) and (iv) as aforesaid.
- (vi) The contractor shall keep all its assets & workmen/ employees properly insured and in case of any mishap PNBIIT shall not be liable/ responsible for any damages payable on these account. In case any law implementing agency holds PNBIIT liable/ responsible for the same, the amount such paid/ payable by PNBIIT shall be reimbursed by the contractor and keep PNBIIT indemnified of such eventualities.

8.12 Disputes Resolution:

All questions, disputes and / or difference arising under or in connection with this agreement or in any way touching or relating to or concerning the construction, meaning or effect or the terms herein, shall be referred to the sole arbitration of PNBIIT or to the sole arbitration of the Officer who for the time being is entrusted whether or not in addition to other functions, with the functions of PNBIIT by whatever designation shall offer may be called hereinafter referred to as the said officer and if PNBIIT or the said officer is unable or unwilling to act, the sole arbitration of some other person appointed by PNBIIT or the said Officer and willing to act as such arbitrator. The contractor shall have no objection to any such appointment to the effect that the arbitrator so appointed is PNBIIT's own Officer or that he was a part to the contract or that he had to deal with matters which relate to this arrangement or that in the course of duties as such Officer he had expressed views on all or any of the matters in dispute or difference. The award of the arbitrator so appointed shall be final and binding. All disputes shall be jurisdiction of courts of District Lucknow only.

8.13 Contract period.

The contract shall be enforced only for a period of 24 months from the date of execution of the contract may be extended for another 12 months after a review of contractors performance during this period of contract, on the same rates, terms and conditions. Expiry of the tenure of the agreement or on the termination of the contract for any reason whatsoever as per the terms and the conditions the contractor shall deliver the articles of other equipments or any other property of the Institute in his/ its possession.

8.14 Penalty Clause

It will be the responsibility of the contractor to maintain the sub station and all its equipment installed inside along with DG Set in good running condition. It will also be his responsibility to advise and remind the Institute for all the periodic servicing, overhauling and other maintenance related jobs including need / change of spares if required at any stage so that any mishappening does not occur there. The contractor will be responsible for any such losses which will be proved that those were cause due to the negligence or carelessness of the contractor or its employees or non servicing of the machines due to not reminding by the contractor well in advance and the sum of damage / losses so incurred for its repairing and maintenance by the Institute may be recovered from the contractor. Decision of the Institute will be acceptable and final in this regard.

Signature of Contractor/ Authorized signatory

Tender document for Electrical and Gen Set Maintenance Contract

In order to keep a check on the quality of the service if any services provided by the contractor are found unsatisfactory or not as per the terms of the contract, the Institute would impose financial penalty of minimum **Rs. 1000/-** for each instance of deficiency (which may be increased in multiples of Rs. 1000/- depending upon the gravity of the loss / complaint.) and make suitable deductions from the contractor's bill for which the Institute's decision will be final and binding to the contractor.

8.15 Miscellaneous:

- (i) The Contractor shall not be allowed to carry away any material/item out of the campus without the prior permission of the Institute. The Contractor shall co-operate with the other Contractors working in the campus.
- (ii) The disposal of scrap / cartoons of electrical materials related to work in the substation or any area inside the campus will not be dumped or left unattended anywhere in the campus and will be disposed off outside the campus properly on same day basis without fail.
- (iii) For the purpose of conducting this **Electrical and Gen. Set Operation and Maintenance Work** the staff deployed shall be of good health and character. They should also possess quality of pleasant behavior, obedience and should be Non-Smoker / Non- Gutkha / Pan Chewer. They should be conversant with Hindi and colloquial English. The contractor will exercise due diligence and care with respect to the identity and past record of such employees including Police verification and shall furnish records resorted to by him to PNBIIT as and when desired by the later.
- (iv) The Contractor must ensure that his entire staff observe cleanliness and are properly dressed in clean uniform with prescribed identity cards during service hours. The Contractor shall incur the cost of uniform and I-Card to his employees.
- (v) The Contractor should take all precautionary measure to ensure the safety of his workmen and the Institute shall not be responsible in case of any eventuality. The insurance indemnification of his workman against any eventualities shall be primary and sole responsibility of the contractor.
- (vi) The PNBIIT reserves the right to reject any particular workman/staff employed by the Contractor under contract with it without assigning any reason thereof. Such staff will have to leave the campus at short notice and will be replaced by the suitable substitute.
- (vii) The Contractor shall furnish a detailed list of his employees along with their addresses, photo identity to the Campus Supervisor and Manager (Admin.) of the Institute.
- (viii) Any change in staff of the Contractor must be informed to the campus supervisor and the manager administration of the Institute.
- (ix) The workmen/staff engaged by the Contractor shall not have any right / claim over the facilities enjoyed by PNBIIT employees, participants etc.
- (x) All the workforce to be provided by the contracting firm / contractor shall be on the pay roll of the contracting firm / contractor and they will not be treated as staff of the Institute for any purpose. Their Wages, EPF, as per rules of the Government shall be the sole responsibility of the contractor

Signature of Contractor/ Authorized signatory

Tender document for Electrical and Gen Set Maintenance Contract

- (xi) The Contractor will undertake to render the specialized first class services to the Institute as per the requirement and satisfaction of the Institute from time to time. The existing services to be rendered and covered under this agreement have been set out in the **scope of work at Schedule “A”, specific terms and conditions at Schedule “B” and general terms and conditions at Schedule “C”** .
- (xii) In consideration of the aforesaid services rendered /to be rendered by the Contractor, the contractor shall be entitled to payments on monthly basis which will inclusive of all tax and service tax at the existing rate, on completion of the respective month.
- (xiii) The contractor and his employees shall devote their full attention to the work of electrical maintenance of the Institute and proper round the clock operation of the Institute’s DG set and shall discharge his obligations as mentioned in the agreement most diligently and honestly.
- (xiv) Contractor shall employ his staff as per terms of the contract in **para 7.1 of Point no. 7. (schedule B.)** Contractor’s employees would be medically fit, neat, hygienic, tidy and well behaved and shall be provided with suitable uniforms in consultation with the Institute.
- (xv) The contractor and all his employees shall at all time during the continuance of the agreement obey and observe all directions and instructions which may be given by the Institute concerning in respect of **Electrical and Gen. Set Operation and Maintenance Work.**
- (xvi) In case the contractor or any of his employees fail to fulfill their obligations for any day or any number of days to the satisfaction of the Institute for any reason whatsoever he shall be liable for imposition of financial penalty without prejudice to its other rights and shall be entitled to deduct such damages from the money if any payable to him.
- (xvii) In case the contractor assigns or sub-contracts this contract without written approval of the Institute or attempts to do so, the Institute shall have the right to terminate the agreement without giving any notice to the bidder.
- (xviii) The Director of the Institute shall be the sole authority to judge and decide about the quality of the services rendered by the contractor. All questions relating to the performance of the obligations under the agreement and all the disputes and differences which shall arise either during or after the agreement period or matters, arising out of or relating to the agreement or payments to be made in pursuance there shall be decided by the Institute. The contractor hereby agrees to be bound by the decisions of the Institute.
- (xix) The E.M.D.of Rs. 50000/- submitted by the contractor in the pre-qualification bid, would be held by the Institute as Security Deposit and shall continue with the Institute in lieu of performance guarantee till the expiry of the agreement. The security deposit would be appropriated towards loss or damages caused by the contractor or the amount of value of shortage or breakage in the items entrusted to the contractor or items under care taking with the bidder or any other liability of the contractor. No interest shall be payable by the Institute on EMD.

Signature of Contractor/ Authorized signatory

Tender document for Electrical and Gen Set Maintenance Contract

- (xx) The contractor shall bear all the costs and expenses in respect of all charges, stamp duties etc, relating to this agreement.
- (xxi) In case any dispute whatsoever regarding quality of services rendered the decision of the Director shall be final.
- (xxii) Notwithstanding anything contained herein before, it is agreed that the Director shall have the right to alter, modify and or add such other terms and conditions considered necessary by him (the Director) and the contractor in such case shall abide by the same.
- (xxiii) The contractor shall be responsible for general cleanliness, hygiene of the portion occupied by them in the substation and also furniture and fixture therein.
- (xxiv) The contractor shall maintain highest standard and quality in the services. The Institute shall also have the right to insist on getting any service of maintenance, which has already been performed if the same was not carried out to the satisfaction of the Institute.

Signature of Contractor/ Authorized signatory

Annexure-I

Date:

The Director,
Punjab National Bank Institute of Information Technology,
(PNBIIT)
Vibhuti Khand,
Gomti Nagar,
Lucknow

Reg: Electrical and Gen. Set Operation and Maintenance Contract - Declaration of non-involvement in any illegal activities.

I / We hereby declare that my / our firm M/S.....
.....has never been involved in any illegal activities and never been charged for financial misappropriation/ fraud / embezzlement etc. Nor any criminal case is pending against me / us, my / our firm in any court of law.

Signature_____

Authorised Signatory/ Signatories

(Seal of the Contracting firm)

Part - II **Commercial Bid**

(Rates quoted in this bid must be inclusive of all taxes and the service tax at existing rate)

The Director,
Punjab National Bank Institute of Information Technology,
Vibhuti Khand
Gomti Nagar
Lucknow.

Reg. Tender for Electrical and Gen. Set Operation and Maintenance Work – commercial Bid.

Sir,

This has reference to your tender for **Electrical and Gen. Set Operation and Maintenance Work** followed by my technical bid. I have read all the terms and the conditions as stipulated in the technical and commercial bid. I am ready to execute the stamped agreement as mentioned in the **Schedule A, B and C** of the tender documents. I have gone through all the terms and conditions contained in the agreement and already given my acceptance for it. I confirm that I fulfill the eligibility criteria as stipulated by you in the tender.

I offer my rate as under which is being quoted inclusive of all taxes and service tax at existing rate:

Nature of work:

Rate per month

Electrical and Gen. Set Operation and Maintenance work.

Rs. _____

(Amount in words Rs.....)

Signature of the bidder / Contractor.

Date -----

Seal

Place -----